

INAUGURATED 1920



# **THE NAVAL ASSOCIATION OF AUSTRALIA**

Incorporated

## **BY-LAWS**

Adopted 1 January 2006

As Amended  
10 October 2011



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## **INTRODUCTION**

1. These By-laws are one part of the Rules of the Naval Association of Australia. The other parts are the Constitution, Regulations for each Section and Guidelines for each Sub-section.
2. The purpose of the By-laws is to expand on the Constitution wherever required.
3. Each Full Member of the Association is entitled to have access to the Constitution, By-laws, Regulations for the member's Section and Guidelines for the member's Sub-section. Amendments to the Rules must be promulgated so that holders may amend their own copies.



## DEFINITIONS

A. The following meanings apply throughout these By-laws:

**Affiliate.** An association or body that has been accepted as an affiliated organisation in accordance with By-law 1.4.4

**Article.** An Article of the Constitution.

**Association.** The Naval Association of Australia Incorporated

**Delegate.** A representative who has the authority to vote on behalf of the body which that delegate represents

**Deputy Delegate.** A representative of a Section, Sub-section or Affiliated Organisation who does not have the authority to vote but may participate on behalf of the body which that person represents

**Financial Member.** A member of the Association who has paid all fees owing in accordance with the Rules

**Full Members.** A financial member in a class of membership referred to in Article 2.1.1.

**General Meeting.** A meeting, notice of which must be sent to all members of the relevant body and at which all Full Members of that body may vote.

**Kindred Affiliate.** An association or body, membership of which does not necessarily qualify for Naval Association membership but which has been affiliated in accordance with the Rules.

**Life Subscriber.** *A member who has paid a fee that will cover payment of his annual subscription for the remainder of his/her natural life.*

**Office Bearer.** President, Vice Presidents, Immediate Past President, Secretary, Treasurer and such other officers provided for in the Rules at National, Section or Sub-section level.

**Ordinary Resolution.** A motion which has been passed by a simple majority of valid votes.

**Property.** Assets to which depreciation can be applied, plus memorabilia of financial value.

**Rules.** The Constitution, these By-laws, the Regulations and Guidelines

**Special Resolution.** A motion which has been passed by not less than 75% of valid votes.

**working capital.** *The amount of funds in a bank account which is used as a part of the financial management of the NAA*

B. Where a word or phrase used in these By-laws has not been defined in Clause A above, but has been defined in the Constitution, it shall have in these By-laws the meaning defined in the Constitution.



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## SECTION 1 – ORGANISATION

1.1. **Name.** By-law not yet issued.

1.2 **Motto.** By-law not yet issued.

1.3 **Objectives.** By-law not yet issued.

1.4 **Structure.**

1.4.1 By-law not yet issued.

1.4.2 By-law not yet issued.

1.4.3 By-law not yet issued.

1.4.4 **Affiliated Organisation.**

- a. An organisation, the objects of which are similar to those of the Association and whose members may qualify for Full Membership may, on agreement to acknowledge the Objectives of the Association, apply to be affiliated either at National or Section level. An Affiliate will be issued with an Affiliate's Charter.
- b. Affiliated Organisation delegates shall be permitted to vote on any matter which promotes or implements the Objects of the Association but shall not be permitted to vote on any matter related to the funds and property of the Association or on any matter related to the general management of the Association or on any proposal to enact, amend, repeal or suspend any of the Rules.
- c. **National Level:**
  - (1) An organisation which is a properly constituted national body with sections in a number of states, may request affiliation at National level by submitting a letter to the National Secretary, including a copy of the organisation's constitution or articles of association.
  - (2) The request will be considered at the next National Council meeting following receipt of the request. Approval may be granted by Ordinary Resolution.
  - (3) When affiliation is approved, the National Secretary will inform the organisation, which must pay the affiliation fee within 30 days from the date of the National Secretary's letter.
- d. Section Level: Procedures for affiliating an organisation at Section or Sub-section level must be prescribed in the relevant Section's Regulations.
- e. **Affiliation Fees:**
  - (1) The National *Annual General Meeting* must set the level of affiliation fees for the following year.
  - (2) Affiliation fees will be payable as for membership subscriptions (see By-law 2.2.6).

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### 1.4.5 Kindred Affiliates

- a. An organisation the members of which have an interest in Naval matters but who do not necessarily qualify for Full Membership may apply to be affiliated at the national level as a Kindred Affiliate.
- b. The application should be by letter to the National Secretary and should be accompanied by a copy of the organisation's constitution.
- c. The application will be considered at the next National Council meeting. Approval may be granted by ordinary resolution.
- d. When affiliation is approved, the National Secretary will inform the organisation, which must pay the affiliation fee as decided by the National Council within 30 days from date of the National Secretary's letter.
- e. The National Council must appoint a Full Member to be the Kindred Affiliate Secretary.

### 1.5 The Rules.

#### 1.5.1 Procedures for Amending the Constitution:

- a. The Constitution may only be amended by a special resolution of the National **Annual General Meeting**.
- b. *The National Council, National Executive or any Section Council may propose an amendment to the Constitution. The proposed amendments are to be presented in at least two parts. The first, an explanation of the reason for the amendment, the second, the exact wording of the proposed amendment.*
- c. *Any proposal to amend the Constitution must be placed in the format at b. above, **in the agenda of a National Council to be held no less than 4 months prior to the commencement of the National Annual General Meeting** to enable discussion and amendment if considered necessary by the Council before being placed in the National **Annual General Meeting** Agenda as a motion in accordance with the procedures for the National **Annual General Meeting** (see Constitution Article 3.1.1f).*
- d. *Any Section Council may then submit a proposed amendment to the motion.*
- e. *The initial motion to amend the Constitution may be altered only by further amendment determined by special resolution of the National Council.*
- f. *The National **Annual General Meeting** will consider only those motions processed in accordance with 1.5.1 b. to e. above. Motions or amendments to motions on the agenda from the floor of the National **Annual General Meeting** proposing amendments the Constitution will not be accepted.*

#### 1.5.2 Procedures for Amending the By-laws.

- a. The By-laws may only be amended by Ordinary Resolution of National Council. Such resolution must include the date when the amendment will come into force.
- b. The National Executive or any Section Council may propose an amendment to the By-laws.
- c. Any proposal to amend the By-laws must be made in accordance with procedures for National Council (see By-law 3.1.2).
- d. The National Secretary will promulgate any proposed amendment to the By-laws with the next National Council agenda papers.

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### 1.5.3 Procedures for Amending Section Regulations.

- a. Regulations may only be amended by an Ordinary Resolution of the relevant Section Conference (or Annual General Meeting in a Section that does not hold Conferences). Such resolution must contain the date when the amendment will come into force.
- b. A Section Council or any Sub-section may propose an amendment to that Section's Regulations.
- c. Any proposal to amend a Section's Regulations must be made in accordance with procedures for Section Conferences, or Annual General Meeting as appropriate, as laid down in Section Regulations.
- d. The Secretary of a Section must ensure that the National Secretary receives a copy of the Section's Regulations and any amendments thereto.
- e. The National Council may overrule a Regulation if that Regulation contravenes the Constitution or these By-laws.

### 1.5.4. Procedures for Amending Sub-section Guidelines.

- a. Guidelines may only be amended by Ordinary Resolution at a General Meeting of the relevant Sub-section. Such resolution must contain the date when the amendment will come into force.
- b. Any proposal to amend a Sub-section's Guidelines must be made in accordance with procedures for Sub-section General Meetings, as laid down in Sub-section Guidelines.
- c. The Secretary of a Sub-section must ensure that the Section Secretary receives a copy of the Sub-section's Guidelines and any amendments thereto.
- d. The Section Council may overrule a Guideline if that guideline contravenes a Section Regulation, these By-laws or the Constitution.

1.5.5 By-law not yet issued.

### 1.5.6 - Procedure to be followed when forming a Sub-section.

- a. A written application is to be forwarded to the Secretary of the relevant Section Council for a group of at least eight people who are qualified to be Full Members of the Naval Association of Australia (NAA) to form a Sub-section of the NAA. The application must include;
  - (1) the area in which the Sub-section intends to function
  - (2) the characteristics of the people it intends to recruit;
  - (3) the proposed name of the Sub-section; and
  - (4) a nominal list of the people putting the proposal forward.
- b. The proposal is to be put to the Section Council to determine by ordinary resolution whether or not the proposal is acceptable. If acceptable the Proposed Sub-section is to be informed and a Liaison Officer appointed by the Council to assist the proposed Sub-section in being formally established. Should the proposal not be approved, the Section Council should provide a summary of the reasons for that decision and suggest a way ahead for the group should it wish to continue with the process.

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- c. On approval to form a Sub-section and its name, the group will be termed a Provisional Sub-section. The group must elect provisional office bearers and a committee to proceed with the development of the proposed Sub-section in conjunction with the Section Liaison Officer. This includes:
  - (1) Completion of Membership Application forms by foundation members and transfer applications from those NAA members who wish to transfer to the new Sub-section. ( People who wish to join the Sub-section but are already members of another Sub-section of the NAA and who do not wish to transfer from their current Sub-section, must be treated as new members completing Application Forms and paying a Joining Fee and a subscription for the current year.)
  - (2) Payment of Joining Fee and Subscriptions for the current year by Foundation Members.
  - (3) The forwarding of capitation payments to both Section and National Councils.
  - (4) Determination of a date for the Inaugural Meeting which is to be set for a date which is after the completion of actions 1.5.6 c (1), (2) and (3).
  - (5) Future meeting venue.
  - (6) Frequency of General meetings.
  - (7) Determine signatories for the banking accounts
  - (8) Determine fees for Restricted Members.
  - (9) Determine the date for the first Annual General meeting.
- d. On completion of the above the Sub-section is to inform the Section Council of the results. Should they be satisfactory, The Section Council is to inform the National Council of the formation of the Provisional Sub-section and request the issue of a NAA Charter which is to take effect from the date set for the inaugural meeting.
- e. The agenda for the inaugural meeting is to include
  - (1) the election of a Committee which includes the office bearers of President, Vice President, Secretary and Treasurer, and at least three additional members.
  - (2) a statement of the Provisional Sub-section's financial situation;
  - (3) approval to provide funding to be included in the NAA Public Liability Insurance coverage and
  - (4) finally should the previous items in the agenda be successfully completed, the presentation of a Naval Association Charter establishing the group as a Sub-section of the Naval Association of Australia within the appropriate Section.

### 1.6 Ceremonial

#### 1.6.1 Badges and Medals (see also Annex A).

- a. All badges issued by the Association must be returned when a member resigns, allows membership to lapse or is expelled from the Association. Where a member dies, that member's badge may be retained by the member's estate.
- b. The Association Badge is circular and surmounted by the Imperial State Crown as approved by King George V in 1929. It depicts a gold fouled anchor on a

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blue background, surrounded by the words `Naval Association of Australia' in gold on a red background. It is the badge worn by Full Members.

- c. The Life Member Badge is the Full Member Badge surrounded by a gold wreath of laurel, with the words `Life Member' appended beneath. A Life Member Badge is to be presented by the National President or a person delegated by the National President.
- d. The Honorary Member or Associate Member Badge is the Association Badge, surmounted with a Naval Crown in lieu of the Imperial State Crown. The following are to receive an Honorary Member Badge on election:
  - (1) Honorary Members,
  - (2) a Patron who is not eligible for Full Membership, and
  - (3) Associate Members.
- e. The Honorary Member for Life Badge is the Association Badge surmounted by the Naval Crown in lieu of the Imperial State Crown, with the words `Hon Member for Life' appended beneath.
- f. The Club Member Badge is the Association Badge without a crown with the words `Club Member' added to the words `Naval Association of Australia'. A person elected as a Club Member may purchase a Club Member Badge.
- g. The Chaplain Badge is to be of a design approved by the National Council.
- h. The Meritorious Service Medal has on the obverse the Association Badge and the words `For Meritorious Service' and on the reverse the name of the recipient and the date of its award.
- i. Costs of Badges. Section Councils must provide Full Member badges for issue to elected members, paid for from joining fees received. All other badges and medals are to be at the cost of the nominating Council or Sub-section.
- j. Replacements. A member who loses the issued badge may purchase a replacement badge from Section Council. The original badge must be returned to Section Council if it is subsequently found.
- k. Presentation. Whenever possible, badges and medals will be provided for presentation on award.

1.6.2 **Certificates.** The following, with designs approved by the National Council, are to be issued at an appropriate time:

- a. Diploma of Merit;
- b. Life Member Certificate;
- c. Meritorious Service Medal Certificate;
- d. Honorary Member for Life Certificate;
- e. Certificate of Appreciation;
- f. National President's Commendation, and
- g. Long Service Certificate.

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### 1.6.3 **Flag** (see Annex B).

- a. The Association Flag is blue with the Australian White Ensign occupying the upper canton and the Association Badge in the fly.
- b. The flag may be flown at any appropriate institution, organised march, sporting or other function, meeting or place at which one or more Association members are assembled or abide.
- c. Proper respect and decorum must always be shown to the Association Flag, and the daylight hours rule must be observed.

### 1.6.4 **Ode.** The ode to be recited at Association functions is as follows:

They have no grave but the cruel sea  
No flowers lay at their head  
A rusting hulk is their tombstone  
A'fast on the ocean bed  
They shall grow not old as we who are left grow old  
Age shall not weary them, nor the years condemn  
At the going down of the sun, and in the morning,  
WE WILL REMEMBER THEM (repeated by others present)

Lest we forget (repeated by others present)

### 1.6.5 **Grace.** The Association's Grace is:

`Almighty God, bless the food we are about to receive and, in recognition of the motto "Each for All and All for Each" to which we all subscribe, keep us ever mindful of the needs of others. Amen.'

### 1.6.6 **Remembrance Ritual for use at the Funeral of a Deceased Member.**

`The call has come for our shipmate ..... and we meet to pay our last tribute to him/her.

`We know that the time comes to each of us when the Supreme Commander calls us from our earthly service but, however we may be prepared for this, we feel sorrow when there is another gap in our ranks.

`.....was one of that long line of those who have served their Sovereign and their country in the Naval Service, and have made their personal contribution to the great traditions of that Service.

`There is no fear now as he/she embarks on the unknown sea, for he/she is in the care of the Great pilot, and we who remain wish him/her a safe voyage and firm anchorage in that final harbour where storms and tempest are no more.

`I ask you to join me, reverently, in a silent tribute to .....and his/her departed shipmates.'

Bugler (if in attendance) sounds the Alert.

Bugler sounds `Last Post'.

One minute's Silence, then

`Reveille'.

The Ode (which may be varied to reflect circumstances of the occasion and the wishes of the bereaved).

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### 1.6.7 **The Naval Prayer:**

‘O Eternal Lord God, who alone spreads out the heavens, and rules the raging of the sea, who has compassed the waters with bounds until day and night come to an end; be pleased to receive into your Almighty and most gracious protection us your servants, and the Fleet in which we serve or have served. Preserve us from the dangers of the sea, and from the violence of the enemy; that we may be a safeguard to our gracious Sovereign Lady, Queen Elizabeth, and a security for those who pass on the seas upon their lawful occasions, that the inhabitants of our land may in peace and quietness serve our God, and that we may return in safety and enjoy the blessings of the land, with the fruits of our labours; and with thankful remembrance of your mercies to praise and glorify your Holy Name.’  
Amen

1.7 **Patrons.** By-law not yet issued.

### 1.8 **Political Activities and Public Statements.**

1.8.1 By-law not yet issued.

#### 1.8.2 **Authority to Make Statements or Submissions.**

- a. Any comment on the Association’s position on any national or international matter may only be made by the National President or a person specifically delegated by the National Executive.
- b. Any media release must be approved by the National President or a person delegated by the National Executive.
- c. Section Presidents and Sub-section Presidents may make public statements on local matters only.

1.9 **Plebiscite.** By-law not yet issued.

1.10 **Winding Up.** By-law not yet issued.

1.10.1 **The Association.** By-law not yet issued.

1.10.2 **Section.** By-law not yet issued.

#### 1.10.3 **Dissolution of a Sub-section.**

A Sub-section may be wound up and dissolved by Special Resolution of the Sub-section or by the Section Council.

##### a. **Dissolution initiated by the Sub-section;**

- (1) all full members must be given not less than one months notice of a motion to dissolve the Sub-section to be determined by Special Resolution at a General Meeting;
- (2) the Section Secretary must be given not less than one months notice of the date of the meeting at which the motion for dissolution is to be determined;
- (3) no funds or property shall be expended or disposed of after notice of the motion to dissolve is given other than that required to satisfy debts incurred prior to the date of notice;

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- (4) if the motion to dissolve the Sub-section is passed the Sub-section Executive must forward to the State Secretary all minute books and financial and other records, and effects the transfer of all funds and property to the State Council.
- b. **Dissolution initiated by Section Council;**
- (1) Where a Sub-section:
    - (a) has failed to elect a Committee in accordance with Article 3.3.2;
    - (b) has not held a Committee or General Meeting for more than six months;
    - (c) has a number of financial members which is less than the number prescribed by the Rules as being the number required to establish a Sub-section or, if no such number is prescribed, the number of members required to form a quorum at a General Meeting of the Sub-section; or
    - (d) has consistently failed to comply with the Rules,the Section Council must issue to the Sub-section a notice (“the initial notice”) advising the Sub-section of the relevant ground or grounds of default referred to in sub-paragraphs (a), (b), (c) and (d) above.
  - (2) The Section Council must notify the National Secretary that it has issued the initial notice.
  - (3) Where the ground(s) of default alleged is or includes the ground(s) referred to in sub-paragraphs (1)(a) and (1)(b) above, the initial notice must require the Sub-section to rectify the default within three months of the date of the notice.
  - (4) Where the ground(s) of default alleged is or includes the ground referred to in sub-paragraph (1)(c) above, the Section Executive must take all reasonable steps to contact all financial members of the Sub-section to encourage and stimulate interest in the revival of the Sub-section and its proper management, and report to the Section Council within three months of the date of the initial notice that it has done so.
  - (5) If, after three months from the date of the initial notice, the Sub-section has not given written notice to the Section Council that the ground(s) specified in the initial notice has/have been rectified the Section Council must give to the Sub-section a further notice (“the dissolution notice”):
    - (a) advising the Sub-section that because of its failure to rectify the ground(s) of default specified in the initial notice, the Sub-section will be dissolved;
    - (b) specifying the date on which the dissolution will take effect (“the dissolution date”); and
    - (c) requiring the Sub-section to close all Sub-section bank accounts and deliver or transfer to the Section Treasurer or other appropriate Section officer all Sub-section funds, property, minute books and financial records to the dissolution date.
  - (6) The Section Council must notify the National Secretary of the issue of the dissolution notice.
  - (7) On the dissolution date or so soon thereafter as possible, the Section Council shall take all necessary steps to dissolve the Sub-section and to

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finalise the transfer to itself of the funds and property of the Sub-section. When all action required by this sub-paragraph has been completed the Section Council must notify the National Secretary accordingly.

c. **Dissolution by National Council.**

If a Sub-section is in breach of its obligations as detailed in sub-paragraphs b(1)(a), (b), (c) or (d) above and the Section Council fails or refuses to take action as required in sub-paragraph b above, the National Council may assume the powers of the Section Council and Section Executive and take that action in accordance with the terms of sub-paragraph b above.

d. **Transfer of Members from dissolved Sub-section.**

The Section Council shall take all reasonable steps to ascertain from each financial member of the dissolved Sub-section to which other Sub-section the member wishes to transfer and shall have the power to waive the requirements of any Rule as may be necessary to expedite and effect the transfer or, if the member indicates no preference, to transfer him/her to such Sub-section as the Section Council considers appropriate.

1.10.4 **Funds and Property.** By-law not yet issued.

1.10.5 **Liability.** By-law not yet issued.

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## SECTION 2 – MEMBERSHIP

### 2.1. Types of Membership

#### 2.1.1 Full Membership:

##### a. Member:

- (1) The following are eligible to be a Full Member:
  - (a) Former or serving personnel of Commonwealth Navies and Australia's Allies, provided that any separation from such service was not the result of an assessment of unsuitability or a breach of discipline.
  - (b) Former or serving Australian Naval Cadet (ANC) officers and instructors and who have served as such for not less than two years, provided that any separation from the ANC was not the result of an assessment of unsuitability or a breach of discipline.
  - (c) Former or serving members of the ANC who have reached the age of 18 years and completed at least three years service in the ANC, provided that any separation from the ANC was not the result of an assessment of unsuitability or a breach of discipline.
  - (d) Former or serving personnel of any Commonwealth of Nations merchant naval service who, in the performance of their merchant naval duties, have served in a war zone or other theatre of military operations.
- (2) An application for election as a Full Member must be on the prescribed form and must be accompanied by evidence of eligibility and any required fees.
- (3) A person may only be elected to membership by Special Resolution of a Sub-section General Meeting or, where a Section contains no Sub-sections, of a Section General Meeting.

##### b. Life Member: Criteria for the award of Life Membership are in By-law 2.4.

2.1.2 **Restricted Membership.** A person who holds Restricted Membership of the Association may not be an office bearer at National or Section levels but may be elected at sub-section level to hold office as Sub-Section Secretary with the restrictions at 2.1.4 to be strictly observed.

##### a. Associate Member:

- (1) A person who is not qualified for Full Membership but has served at sea or in a Naval establishment, in any capacity, is eligible to be an Associate Member.
- (2) A person who meets the requirements of (1) may be elected as an Associate Member by Ordinary Resolution of a Sub-section General Meeting or, where a Section contains no Sub-sections, a Section General Meeting

##### b. Social Member:

- (1) A full financial member of one Sub-section or Section may be elected as a Social Member of another Sub-section or Section by Ordinary Resolution at a General Meeting of the second Sub-section or Section.

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- (2) Social membership of another Sub-Section or Section is dependent upon continued financial membership of that members substantive Section or Sub-Section.
- (3) Social Membership of another Sub-section or Section does not affect any obligations and privileges the member has in relation to that member's substantive Section or Sub-section.
- (4) A Social Member may be elected to hold office in the Second Sub-Section or Section but may only hold office in one Sub-Section or Section. By-Law 2.1.4 does not apply to Social Members who are full members of the Association.

### c. **Club Member:**

- (1) The eligibility requirements for admitting persons to Club Membership of a Sub-section or Section must be prescribed in that Sub-section's Guidelines or Section's Regulations.
- (2) A person may be elected as a Club Member by Ordinary Resolution at a Sub-section General Meeting or, where a Section contains no Sub-sections, a Section General Meeting.

### 2.1.3 **Honorary Membership.**

- a. A person who is not eligible for Full Membership and who has rendered special service to the Association or who holds sufficient status in the community is eligible to be elected as an Honorary Member. An Honorary Member shall be elected as follows;
  - (1) National Council, a Section Council or Sub-Section General Meeting may elect, by Ordinary Resolution, a person as an Honorary Member.
  - (2) Such election will be for a period of twelve months from the date of election.
  - (3) A person may be re-elected as an Honorary Member for successive twelve month periods at the discretion of the electing body.
- b. A person who holds Honorary Membership of the Association is not required to pay any membership fees, and is not entitled to vote at any Sub-Section or Section Meetings or hold office at a National or Section levels.

### 2.1.4 **Restricted Members Holding Office.** A person who holds restricted membership of the Association and is elected to hold office as Sub-Section Secretary;

- (a) Cannot vote at any Sub-Section meeting at any level.
- (b) Shall sign correspondence as directed by either the Sub-Section Executive meeting, Sub-Section Annual General Meeting or Sub-Section General meeting in accordance with decisions contained in the minutes of those meetings.
- (c) Shall not sign cheques, drafts, bills of exchange, promissory notes and any other negotiable instrument for or on behalf of the Sub-Section.

## 2.2 **General**

2.2.1 By-law not yet issued.

2.2.2 By-law not yet issued.

2.2.3 By-law not yet issued.

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2.2.4 By-law not yet issued.

### 2.2.5 Transfers between Sub-sections or Sections without Sub-sections.

A financial member may apply for transfer from one Sub-section (or a Section which contains no Sub-sections) to another Sub-section or Section. For the purposes of this By-law, the member's present Sub-section or Section is referred to as 'the first Sub-section' and that to which the member wishes to transfer as the 'second Sub-section'. The procedure to be followed in processing any such application is as follows:

- a. The member must submit the application to the Secretary of the first Sub-section.
- b. The Secretary of the first Sub-section must forward the application to the Secretary of the second Sub-section, together with all personal records of the member held by the first Sub-section. A copy of the personal records should be kept by the first Sub-section until advised that the transfer is complete.
- c. The Secretary of the second Sub-section must give notice of the application at a General Meeting. The application will then be considered at a subsequent General Meeting, the date of which is to be advised at the first meeting.
- d. For the transfer to be approved there must be a Special Resolution by a General Meeting of the second Sub-section.
- e. The Secretary of the second Sub-section must communicate the second Sub-section's decision to the Secretary of the first Sub-section and the Section Secretary. If the application is rejected, the member's personal records must be returned to the first Sub-section. If the application is approved, the National Secretary must also be informed.
- f. The first Sub-section will retain its share of membership fees paid in that financial year by the transferring member. However, if the member has transferred as a foundation member of a newly established sub section, such monies must be paid to the new sub section.

2.2.6 **Resignations.** Sub Sections may produce Guidelines for the resignation of Restricted Members.

2.2.7 **Obligations of Members.** By-law not yet issued.

## 2.3 Membership Fees

### 2.3.1 Fees and Subscription:

- a. Each Member and Associate Member must pay an entrance fee on applying to join the Association.
- b. Details of the entrance fee and subscriptions to be applied on 1 January following the National **Annual General Meeting** will be set by Ordinary Resolution of the National **Annual General Meeting**. (See Annex H)
- c. The details are to include:
  - (1) the amount is dollars; and
  - (2) how the amount is to be dispersed between a Sub-section, Section and National Council.
- d. The National Secretary is responsible for promulgating details of the entrance fee to Sections and Sub-sections.

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### 2.3.2 Payment of Membership Fees

- a. Each Full and Associate Member must pay the annual subscription in accordance with the Rules
- b. Details of the annual subscription to be applied on 1 January following the National *Annual General Meeting* will be set by Ordinary Resolution of the National *Annual General Meeting*. (See Annex H). The details are to include:
  - (1) the total amount in dollars, and
  - (2) how the amount is to be dispersed between a Sub-section, Section and National Council.
- c. The National Secretary is responsible for promulgating the details of the annual subscription to Sections and Sub-sections.
- d. The annual subscription is payable on 1 January each year.
- e. Any member whose annual subscription is unpaid by 30 April will be deemed unfinancial.
- f. Any member whose annual subscription is unpaid by 31 December will be struck off the Membership Register.
- g. A Member or Associate Member who joins between 1 July and 31 October will be required to pay only 50% of the annual subscription for that year.
- h. A Member or Associate Member who joins between 1 November and 31 December will be required to pay the full annual subscription payable as from the following 1 January and will be deemed financial for the following year.
- i. The Sub-section Secretary or, where a Section contains no Sub-sections, the Section Secretary, must ensure that a record of each annual subscription payment is recorded in the local membership register, that the member receives an annual membership card and the money is dispersed to Section Council and National Council as required.
- j. Responsibility for payment of annual subscription rests with the member, who should not rely on receipt of any notice or invoice.
- k. A person who has been struck off the Membership Register for non payment may apply to rejoin in accordance with By-law 2.1.1 (but see also By-law 2.3.2 l).
- l. The Sub-section Committee or Section Executive must reinstate a person to the person's former membership without break of service if all arrears are paid within one year of being struck off the membership register.
- m. Where the option to pay membership subscription arrears in accordance with By-law 2.3.2 l is exercised, membership years, previously in arrears, are not permitted to be counted towards time qualification for the Award of Diploma of Merit and Life Membership."
- n. See By-law 2.4.1c (13) regarding the payment of annual subscription for Life Members.

### 2.3.3 Date of Joining

- a. The date on which a person applying for membership pays his/her Membership Subscription and Joining Fee is the date on which an applicant's financial status as a member is established. The new member will be considered from that date as a Provisional Member of the membership class that he/she has applied to join.

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- b. The Provisional Member status shall be removed on the date that the relevant Section/Sub-section confirms that the Provisional Member is accepted as a member of the Section/Sub-section.
- c. On confirmation of a Provisional Member's membership, date of joining is the date that financial status was established at By-law 2.3.3 a.
- d. Should a Provisional Member not be confirmed by a Section/Sub-section,
  - (1) the Membership Subscription paid by the Provisional Member is to be returned to the Provisional Member; and
  - (2) the Joining Fee is to be retained by the Section/Sub-section.

### **2.3.4 Life Subscriber.**

- a. *The Life Subscriber's subscription is to be paid in full by the collecting Section or Sub-section to the National Council and is to be deposited by the National Council in a bank account dedicated to Life Subscriber transactions only.*
- b. *In setting the subscription structure to be paid by Life Subscriber applicants, the National **Annual General Meeting** is to take into account the current NAA Annual Subscription, the mortality factor, the cash interest rate and the inflation rate applicable at the time of setting the Life Subscriber Subscription table.*
- c. *The age and gender of the applicant are to be taken into account at the time of making application to be a Life Subscriber.*
- d. *A separate internal account of payments to and from, and interest received by each Life Subscriber must be maintained in the Life Subscriber's National Membership Register record.*
- e. *The interest accumulated on the Life Subscriber bank account is to be apportioned to each individual Life Subscriber in proportion to the balance in each Life Subscriber's individual internal account at the time the interest is paid into the bank account.*

### **2.3.5 Payment of Life Subscriber's Capitation**

*The National Council is responsible for paying the Annual Subscription/capitation as set by the National Annual General Meeting that is due to a Life Subscriber's Sub-section and/or Section from the working capital of the dedicated bank account within the set time frame for Full Members.*

### **2.3.6 Responsibility to pay Annual subscription. By-law not yet issued.**

### **2.3.7 Removal from the Membership Register. By-law not yet issued.**

## **2.4 Honours and Awards**

### **2.4.1 Honours.**

#### **a. Diploma of Merit:**

- (1) A Diploma of Merit may be awarded to a Full Member who has given at least five years of exceptional service to the Association. (For the purposes of this By-law, 'exceptional service' is defined as "individual acts and/or performance of duties above and beyond that which would normally be expected from a member of the Association".)

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- (2) A Section Council may award a Diploma of Merit by Ordinary Resolution. Such resolution may be from a motion in Section Council or recommendation from a Sub-section Committee.
- (3) Any recommendation for a Diploma of Merit must be accompanied by a citation which explains how the member has met the requirement of (1).
- (4) A Section Council may not nominate more than two members for the Diploma of Merit in any calendar year.
- (5) A Sub-section Committee or a Section without sub-sections, may nominate a number of members for the Diploma of Merit as determined by the scale at Annex I in any calendar year.

### b. **Honorary Member for Life.**

Honorary membership for Life may be awarded to a person who is not eligible for Full Membership, who has rendered service of sufficient magnitude to warrant such special consideration. A motion proposing the award of Honorary member for Life may be originated by the National Executive, a Section Council, a Section General meeting in the case of a Section without Sub-sections, or a Sub-section General Meeting. The following process must be followed:

- (1) A nomination originating from the National Executive, a Section Council or a Section General meeting in the case of a Section without Sub-sections, must be forwarded to the National Council where it will be determined by Special Resolution.
- (2) A nomination originating from a Sub-section General Meeting must be forwarded to the relevant Section Council for determination by Special Resolution.
- (3) Motions for award of Honorary member for Life must be supported by a citation describing the service rendered by the nominee.
- (4) The motion originating a nomination must be determined by a Special Resolution.

### c. **Life Membership:** (See Annex D)

- (1) Life Membership may be awarded to a Member who:
  - (a) holds a Diploma of Merit, and
  - (b) has been a valued and worthy member, and
  - (c) has rendered exceptional service (For the purposes of this By-law, 'exceptional service' is defined as "individual acts and/or performance of duties above and beyond that which would normally be expected from a member of the Association".) resulting in benefit to the Association, for periods totalling not less than 15 years.
- (2) A nomination for Life Member may be originated by a Section Council or Sub-section Committee,
- (3) A Section Council may make only one nomination per calendar year.
- (4) A Sub-section Committee or a Section without sub-sections may nominate a number of members for award of Life Membership as determined by the scale at Annex I in any calendar year.
- (5) Such nomination must be accompanied by a citation which:
  - (a) includes a record of offices held by the nominee, and

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- (b) details the benefits which flowed to the Association from the nominee's exceptional service.
- (6) When the nomination originates within a Sub-section:
- (a) the proposer must give one month's notice;
  - (b) acceptance of the nomination must be by Special Resolution from a secret ballot at a General Meeting of that Sub-section;
  - (c) If the nomination is not accepted, it will lapse.
  - (d) the Sub-section Secretary must then forward the nomination to the Section Secretary for consideration at the next meeting of the Section Executive;
  - (e) if the Section Executive is satisfied that the nomination complies with the criteria at By-law 2.4.1 d (1), (2), (3) *and* (4) the Section Secretary, within one calendar month from the Section Executive meeting, must then forward the nomination to the National Secretary; or
  - (f) if the Section Executive is not satisfied with the citation, the nomination must be returned to the originating Sub-section.
- (7) When the nomination originates from a Section Council:
- (a) the proposer must give one month's notice to the Section Executive;
  - (b) the nomination will be considered by the Section Executive and if the Section Executive is satisfied that the nomination complies with the criteria at By-law 2.4.1 c (1), (2), (3) *and* (4), it must forward the nomination on to the National Secretary.
  - (c) If the Section Executive is not satisfied with the nomination it will lapse
- (8) On receipt of a nomination originating from either a Sub Section or Section:
- (a) the National Secretary promulgates it to members of the National Executive for consideration;
  - (b) if the National Executive is not satisfied that the nomination complies with the criteria at By-law 2.4.1 c (1), (2) and (3) the National Secretary will return the nomination to the Section Council, which may revise and resubmit the citation to the National Executive. This process may continue until the nomination is endorsed, withdrawn or lapses.
  - (c) if the National Executive is satisfied that the nomination complies with the criteria at By-law 2.4.1 c (1), (2) and (3), the National Secretary will endorse and return the nomination to the Section Secretary for inclusion on the agenda for the next Section Council meeting or Section Conference.
- (9) Once the National Executive has endorsed the nomination:
- (a) Life Membership may only be awarded by special resolution from a secret ballot of the Section Council/Conference;
  - (b) Should the nomination fail to be approved the nomination will lapse.
  - (c) The Section Secretary will provide advice of the award to the National Secretary, who will issue the Life Members badge, card and

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certificate, and enter the recipient's name in the Life Members Register.

- (10) If a Section Council decides that there are grounds for varying the requirements of this By-law:
  - (a) the nomination may be forwarded to the National Executive for endorsement, together with details of the circumstances and a recommendation on how the matter should be handled;
  - (b) if satisfied that extreme urgency or extenuating circumstances has been established, the National Executive may authorise the award of Life Membership.
- (11) If a nominee predeceases the award of Life Membership, the nomination will lapse.
- (12) A Life Member is exempt the payment of any membership fees, is regarded as financial at all times and is entitled to all rights available to Full Members.
- (13) A Sub-section or Section which nominates a member who is subsequently awarded Life Membership, must pay the capitation fees to the Section Council and National Council in accordance with *Annex H*.

d. **Meritorious Service Medal:** (See Annex E)

- (1) A Meritorious Service medal may be awarded to a Life Member who has served not less than 20 years of exceptional and meritorious service to the Association. (For the purposes of this By-law, 'meritorious service' is defined as "performance of duties that deserve praise".)
- (2) A nomination for a Meritorious Service Medal may be made by a Section Council or Sub-section General Meeting,
- (3) A Section Council may make only one nomination per calendar year.
- (4) A Sub-section General Meeting or a Section without sub-sections may nominate a number of members for award of a Meritorious Service Medal as determined by the scale at Annex I in any calendar year.
- (5) Such nomination must be accompanied by a citation which:
  - (a) includes a record of offices held by the nominee, and
  - (b) details results which flowed from the nominee's exceptional and meritorious service
- (6) When the nomination originates from a Sub-section:
  - (a) the proposer must give not less than one month's notice to the Sub-section Secretary;
  - (b) the nomination must be decided by Special Resolution from a secret ballot at a General Meeting of the Sub-section; and
  - (c) if the nomination is accepted, the Sub-section Secretary must forward the nomination to the Section Secretary.
- (7) When the nomination originates from a Section Council, the proposer must give not less than one month's notice to the Section Secretary and forward the nomination and citation to the Section Secretary for consideration at the next Section Council meeting or Conference.

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- (8) On receipt of a nomination from a Sub-section or Section Council:
  - (a) the nomination is decided by special resolution from a secret ballot at the next Section Council meeting; or in the case where a Section does not have any Sub-section, at the next Section General Meeting.
  - (b) if the nomination is accepted, it is placed on the next Section Council/Conference agenda (or for Sections that do not hold Conferences, the next Council/Annual General Meeting);
  - (c) if the nomination is accepted by Special Resolution from a secret ballot at Section Council/Conference (or Annual General Meeting), the Section Secretary must forward that nomination to the National Secretary.
- (9) On receipt of a nomination from a Section Council/Conference or Annual General Meeting:
  - (a) the National Secretary must promulgate the nomination to National Executive members for consideration without delay;
  - (b) if the National Executive is not satisfied with the compliance of the nomination and citation, the National Secretary must return the nomination to the Section Council, which may revise and resubmit the citation to the National Executive;
  - (c) if the National Executive is satisfied that the nomination and citation meet the criteria in By-law 2.4.1 c (1), (2), (3) *and* (4) the nomination will be an agenda item at the next National Council meeting;
  - (d) when the nomination reaches a National Council meeting, it will be decided by Special Resolution from a secret ballot.
- (10) In the event of the National Council not awarding the Meritorious Service Medal, the nomination lapses.
- (11) When a Meritorious Service Medal has been awarded, the National Secretary must issue to the Section Secretary the medal, with miniature, ribbon and a Meritorious Service Medal Certificate of Award, and enter the recipient's name in the Meritorious Service Medal Register.
- (12) If a nominee for the Meritorious Service Medal dies after the nomination has been submitted to a Section Council, the above procedure may continue and the National Council may award the medal posthumously to the nominee's next of kin.

### 2.4.2 Awards.

#### a. **Certificate of Appreciation:**

- (1) A Certificate of Appreciation may be awarded to any person who has given special service to the Association.
- (2) National Council may award a Certificate of Appreciation by Ordinary Resolution of National Council.
- (3) A Section Council may award a Certificate of Appreciation by ordinary resolution of Section Council.
- (4) A Sub-section Committee may award a Certificate of Appreciation by ordinary resolution of Sub-section Committee.

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### **b. National President's Commendation:**

- (1) The purpose of National President's Commendation is to formally recognise specific meritorious acts of service to the Association by members, non-members or groups. Such commendations are separate from the Association's system of Honours as described in By-law 2.4.1.
- (2) A Committee or Executive of a Sub-section or Section may recommend the award of a National President's Commendation.
- (3) Such recommendation must include details of the meritorious acts which warrant the award, and must be submitted to the National Secretary.
- (4) If the National Council considers the recommendation to be worthy of a National President's Commendation, it must approve the award by ordinary resolution.
- (5) The National Secretary will prepare the Commendation certificate and forward it to the relevant Sub-section or Section Secretary for presentation.

### **c. Long Service Certificate:**

- (1) A Naval Association Long Service Certificate may be awarded to a Full Member who has had 50 years continuous membership.
- (2) The relevant Sub-section or Section Secretary should advise the National Secretary when a member meets the criterion.
- (3) On confirmation of the member's 50 years continuous membership, the National Secretary must then forward a Naval Association Long Service Certificate to the member's Sub-section or Section Secretary for presentation.

2.5 **Disciplining of Members.** By-law not yet issued.

2.6 **Right of Appeal by Disciplined members.** By-law not issued.

2.7 **Disputes and Mediation.** By-law not yet issued.

**SECTION 3 – GOVERNANCE**

**3.1 National**

**3.1.1 National Annual General Meeting.**

**a. Organisation:**

- (1) The National President is responsible for convening a National **Annual General Meeting**.
- (2) The National President or, in his/her absence, a National Vice President must preside over the National **Annual General Meeting**,
- (3) The host Section is responsible for the overall organisation of the National **Annual General Meeting**, but must keep the National Executive informed during the planning stages. Some financial assistance may be provided by the National Council through the National **Annual General Meeting** Support Fund.
- (4) *Each Section and National Affiliate is responsible for meeting accommodation and travel costs of their delegates and observers. National Council may subsidise such costs. (National Affiliates and Kindred Affiliates see 4.1.2 f)*

**b. Agenda:**

- (1) The following may submit items for the National **Annual General Meeting** agenda and nominations for National Office Bearers:
  1. National Council,
  2. National Executive,
  3. Section Conference, and
  4. a Section Council.
- (2) *Amendments to the Constitution*
  - (a) **Nine** calendar months before start of the National **Annual General Meeting**, the National Secretary calls for proposed amendments to the Constitution from Sections.
  - (b) *Proposed amendments must be received by the National Secretary at least six weeks prior to a National Council meeting which is due to be held no less than four months prior to the National Annual General Meeting.*
- (3) **Other Agenda Items must be received by the National Secretary at least four months prior to the start of the National Annual General Meeting and those for the Supplementary Agenda at least two months before the start of the National Annual General Meeting. Items not on the initial or supplementary agendas will only be considered on agreement by Ordinary Resolution of the National Annual General Meeting.**
- (4) Attention is drawn to By-law 1.5.1 in reference to amending the Constitution. Proposals to amend the Constitution will not be accepted as supplementary agenda items or as items 'from the floor' of the **Annual General Meeting**.

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- (5) The business sessions of the National **Annual General Meeting** must include the following items:
  - (a) National Executive report (either collectively or individually by National Office Bearers).
  - (b) Items listed on the agenda and supplementary agenda.
  - (c) **Setting of membership fees for the next year**
  - (d) **Election of National Office Bearers** *when due* for the next three years.

### 3.1.2 National Council

#### a. **Organisation:**

- (1) The National President or, in his/her absence a National Vice President must chair *National Council meetings*.
- (2) Each Section and each Affiliate is responsible for meeting accommodation and travel costs of their delegates in attending National Council meetings. Such cost may be subsidised.

#### b. **Duties and Authority:** *In administering the Association's affairs between the National Annual General Meetings*, the National Council:

- (1) implements decisions of the National **Annual General Meeting**;
- (2) exercises powers as delegated by the National **Annual General Meeting**;
- (3) conducts plebiscites as required;
- (4) manages the Association's finances, including the National **Annual General Meeting** Support Fund;
- (5) may authorise use of the Association Badge;
- (6) may appoint sub committees or persons for specific purposes; and
- (7) may approach RAN ships and establishments for funds

#### c. **Meetings:**

- (1) Two calendar months before the date of a National Council meeting, the National Secretary must call for agenda items from Section Secretaries. Such items must reach the National Secretary no later than six weeks before the National Council meeting.
- (2) One calendar month before the date of a National Council meeting, the National Secretary must distribute the agenda to National Office Bearers, Section Secretaries, Secretaries of Affiliates and Kindred Affiliates.
- (3) Additional agenda items may be accepted during a National Council meeting, on approval of the Chairman.
- (4) Each delegate has one vote on each motion. The National Executive must nominate one of its number as the National Executive delegate.
- (5) In the event of a tied vote, the Chair does not have a casting vote and the motion will be resolved in the negative. Votes are 'open' except for matters where the Rules prescribe a secret ballot.
- (6) Except where a Special Resolution is required by the Rules, a motion is passed by Ordinary Resolution.

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- (7) An amendment to a motion may be moved if properly proposed and seconded.
  - (8) Attention is drawn to the Constitution article 3.1.2h in relation to a quorum for National Council meetings.
  - (9) Attention is drawn to the requirement for an Annual General Meeting of the Association as prescribed in the Constitution article 3.1.4.
- d. **The Kindred Affiliates Secretary is responsible;**
- (1) directly to the National Council for the staffing of matters referred to it by the Kindred Affiliates and
  - (2) to the National Secretary for the management of the Kindred Affiliates registered with the Naval Association of Australia; and
  - (3) to act as the single National **Annual General Meeting**, National Council and National Executive delegate for all Kindred Affiliates.
  - (4) Affiliate delegates shall be permitted to vote on any matter which promotes or implements the Objects of the Association but shall not be permitted to vote on any matter related to the funds and property of the Association or on any matter related to the general management of the Association or on any proposal to enact, amend, repeal or suspend any of the Rules.
- e. **Casual vacancy as a Result of a Resignation.** If a National Office Bearer resigns, the position must be declared vacant in accordance with Article 3.1.2 i. That National Office bearer may within a period of fourteen (14) days from the date of receipt by the National Secretary of the resignation, withdraw that resignation.

### 3.1.3 **Payment of Capitation**

*At the end of each month, a sub-section must:*

- a. *forward completed prescribed Forms F2A an F3 to the National Membership Registrar;*
- b. *enclose EITHER a cheque for the amount shown on prescribed Form F2A OR documentation verifying a bank deposit for the amount shown om F2A;*
- c. *forward completed prescribed Form F2B, cheque for the amount shown and completed ptrcribed Form 3 to Section Secretary; and*
- d. *enclose any new members applications or approved transfers with the forms being sent to National Membership Registrar and the Section Secretary.*
- e. Nil returns are not required.

***By-law moved to NAA Constitution***

### 3.1.4 **National Executive.**

- a. **Duties and Authority:** In managing the day to day national affairs of the Association, the National Executive carries out tasks as delegated by National Council and as prescribed in the Rules. It is authorised to expend national funds to a level as delegated by the National Council from time to time.
- b. **Meetings:**
  - (1) The National President or, in his/her absence, a National Vice President must chair National Executive meetings.

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- (2) Each member of the National Executive has one vote on any motion. In the case of a tied vote, the chairman does not have a casting vote and the motion will be resolved in the negative. Voting is 'open' except where a secret ballot is prescribed in the Rules.
- (3) Except where a Special Resolution is required by the Rules, a motion is passed by Ordinary Resolution.
- (4) Attention is drawn to the Constitution Article 3.1.3c in relation to a quorum at National Executive meetings

### c. Responsibilities of National Office Bearers:

#### (5) National President.

- (a) The National President is responsible to the National **Annual General Meeting** for presiding over all activities of the National Council and National Executive.
- (b) The National President is authorised to:
  - i. make public statements on behalf of the Association, and
  - ii. liaise with individuals (including Government Ministers) and organisations as required.

#### (2) National Vice Presidents.

- (a) In an absence of the National President, one of the National Vice Presidents will carry out the duties of the National President.
- (b) The National President will allocate portfolios to the National Vice Presidents in order that the following areas are covered:
  - (i) Veterans' Affairs and Military Compensation
  - (ii) Membership and Recruiting
  - (iii) Defence Liaison and Special Projects
- (c) Each National Vice President is responsible to the National Council, through the National Executive, for carrying out tasks related to portfolios or as directed by the National Executive.
- (d) National Vice Presidents are authorised to liaise direct with individuals (except Government Ministers) and organisations as required to carry out their duties.

#### (3) National Secretary. The National Secretary is responsible to the National Council, through the National Executive, for:

- (a) directing the Assistant National Secretary, *except for*:
  - (i) *administrative correspondence relating to the collection of membership details and payment of capitation; and*
  - (ii) *matters within the administrative span of subcommittees of the National Council*
- (b) liaising with other National Office Bearers, Section Secretaries, Sub-section Secretaries and Secretaries of Affiliates as required;
- (c) dealing with national correspondence;
- (d) maintaining proper records of National **Annual General Meetings** and meetings of National Council and National Executive;

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- (e) promulgating notices, agenda and minutes of National **Annual General Meeting** and meetings of National Council and National Executive;
  - (f) maintaining the master copies of the Rules;
  - (g) the safekeeping of the common seal and maintaining the Register of Seals; and
  - (h) other tasks as directed by the National Executive.
- (4) **Assistant National Secretary.** The Assistant National Secretary is responsible to the National Council, through the National Executive, for:
- (a) recording proceedings at the National **Annual General Meeting** and meetings of National Council and National Executive; and
  - (b) assisting the National Secretary as required.
- (5) **National Treasurer.** The National Treasurer is responsible to the National Council, through the National Executive, for:
- (a) the *ultimate* receipt and banking of monies paid to National Council;
  - (b) maintaining books of account in accordance with By-law 4.1.2;
  - (c) maintaining the National Council Register of Assets;
  - (d) providing a financial report to each National Council and National Executive meeting;
  - (e) providing to the National Auditor such financial and other information as is required to comply with the relevant Commonwealth and State/Territory legislation relating to the preparation of the Association's returns and accounts;
  - (f) presenting the annual National Audited Financial Statements to the Annual General Meeting of the Association, through the National Executive;
  - (g) preparing the national annual budget;
  - (h) preparing and submitting annual Returns and Taxation Returns as required;
  - (i) carrying out other tasks as directed by the National Executive.
- (6) **National Membership Registrar.** The National Membership Registrar is responsible to the National Council, through the National Executive, for:
- (a) *corresponding* with other National Office Bearers , Sections and Sub- sections on membership matters;
  - (b) providing to each *Section and* Sub-section and Section without Sub-sections an updated printout of the relevant part of the Membership Register on 15 November each year and at other times as required;
  - (c) maintaining stocks of and issuing *certificates*, badges and medals to Sections, *advising the National Treasurer of each issue to enable invoices to be raised.*
  - (d) providing address lists for distributing the Association's magazine and for other purposes approved by the National Council; and
  - (a) carrying out other tasks as directed by the National Executive.

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- (7) **Public Officer.** A Public Officer as required by ACT legislation for incorporated bodies, resident in the ACT is to be appointed by the National Council

### 3.1.5 *Email Meeting Procedure – National Executive.*

- a. The National President, in consultation with all members of the National Executive, will determine when a meeting by email may be held.
- b. All members of the National Executive will be advised of the proposal to hold a meeting by email. An agenda will be made available to all members and members are to respond to the proposal to hold a meeting by email ballot.
- c. Members must normally be given three working days to respond and be advised on what day and by what time a response is required.
- d. A meeting will be convened if at least one member wishes an item to be discussed.
- e. Members will be advised whether an email meeting has been approved. At least three working days must normally be given to members to respond to the recommendations of the agenda. Members must be advised on what day and by what time a response is required.
- f. The emails must be sent to all those on the usual agenda mailing list.
- g. The terms under which the motion will or will not be carried are to be as follows:
  1. a majority of National Executive members must support the recommendation,
  2. members may vote against the motion without stating their reasons,
  3. a meeting will be convened if at least one member wishes the matter to be discussed,
  4. a nil response will not be taken as either support for the motion or as a vote against the motion.
- h. Outcomes of Email Meetings are to be recorded in a separate register maintained by the National Secretary.
- i. If a majority of the members of the National Executive vote in favour of a resolution in terms set out in the email, a resolution in those terms shall be taken to have been passed at a meeting of the National Executive held on the day on which the emailed resolution is carried.
- j. The Register of Email Meetings is to be presented at each meeting of National Executive, sighted and signed by the National President following a motion to accept the contents of the register as a true and proper record of the proceeding of Email Meetings held since the previous meeting of National Executive.
- k. The Email Meetings resolutions passed are to be recorded in the Minutes of the relevant National Executive meeting in date order.

### 3.2 **Section**

- a. As there are within the Association, Sections which have two or more Sub-Sections, and other Sections which have no Sub-sections, it is necessary to have appropriate By-laws to meet the differing needs of each of these Sections. To achieve this the Sections will be subject to this By-law as follows;
  - (1) Sections which include two or more Sub-Sections will be subject to

## Naval Association of Australia – By-laws

the provisions of By-law 3.2A; and

- (2) a Section without Sub-Sections will be subject to the provisions of By-law 3.2B.

### 3.2A.1 Section Conference.

- a. Delegates. Each Sub-section may appoint one delegate and no more than two deputy delegates. If a Sub-section declines or is unable to appoint one or more delegates from its own members it may appoint one or more members of another Sub-section, with the concurrence of the other Sub-section, to act as its delegate or delegates.

- b. **Proposals for inclusion on the agenda of a Section Conference/Annual General Meeting.**

Proposals may be initiated by the

- (1) Section Council;
- (2) Section Executive;
- (3) Sub-section General Meeting; or
- (4) an affiliate.

- c. **Agenda Items**

Agenda items include:

- (1) Proposed items pursuant to sub-paragraph b. above;
- (2) Annual Financial reports;
- (3) Election of Office Bearers;
- (4) Other business.

- d. **Election of Office Bearers.** Such proposals shall be submitted to the Section Secretary to be received no later than the date of the State Council meeting at least three months prior to the opening of State Conference. Nominations for Office Bearers shall close at a Section Council held not less than three months prior to the Section Conference/Annual General Meeting and be announced, following which the Section Council shall elect as Returning Officer, a member who is not a candidate for Section President or other executive office.

- e. **Verification of Nominations.** The Section Secretary shall:

- (1) examine each nomination and ensure that each is signed by the nominee, the proposer and the seconder, that each is a financial member ;
- (2) reject any nomination which does not comply in all respects with the requirements of (1) above;
- (3) transmit all valid nominations to the Returning Officer;
- (4) include in the minutes of the Section Council meeting at which nominations closed, a list of all nominations together with the names of the proposers and seconders, and advice of those rejected in accordance with this By-law; and
- (5) forward the agenda for the Section Conference/Annual General Meeting so established to Sub-sections not later than two months prior to the scheduled opening of the Section Conference/Annual General meeting, together with a list of nominations for election of Office Bearers.

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### f. **Election Process.**

- (1) The Section Returning Officer shall take the chair at the Section Conference for the election of the Office Bearers.
  - (2) Sub-sections that have appointed a delegate to the Conference/Annual General Meeting from another Sub-section, must make their vote via a sealed envelope given to the Section Returning Officer prior Section Council Conference/Annual General Meeting.
  - (3) Where there are more nominations than required for any position, the Returning Officer shall conduct a secret ballot. In the case of a tied vote the chairman shall determine by lot the candidate to be elected.
- g. Detailed procedures for a Section's Conference must be laid down in that Section's Regulations.

**3.2A.2 Section Annual General Meeting.** By-law not yet issued.

**3.2A.3 Section Council.** Detailed procedures for the operation of a Section's Council must be laid down in that Section's Regulations. Those procedures must include the definition of a quorum for Section Council meetings.

**3.2A.4 Section Executive.** Detailed procedures for the operation of a Section's Executive must be laid down in that Section's Regulations. Those procedures must include the duties of Section Office Bearers.

**3.2B Section** (with no Sub-sections).

### **3.2B.1 Section Conference.**

- a As a Section Conference is not relevant to a Section with no Sub-sections this Section will conduct its business by holding General Meetings, Special General Meetings (when required), an Annual General Meeting and Section Committee Meetings.
- b. Full Members of the Section in General Meeting are the governing authority of the Section.
- c. Section General Meetings are to be held not less frequently than quarterly. Procedures for General Meetings and the frequency of such meetings, must be prescribed in the Section's Regulations.
- d. Section General Meetings comprise of;
  - (1) The Section Office Bearers; and
  - (2) a minimum number of Full Members of the Section, as laid down as a quorum in the Section's Regulations.
- e. Agenda for Section General Meetings;
  - (1) A member intending to bring business before a meeting may notify the Secretary in writing, or by electronic transmission, of that business which must be included as an item in the agenda accompanying the notice calling the next Section General Meeting.
  - (2) Proposals for inclusion in the agenda of a Section General Meeting must be received by the Section Secretary no later than twenty-one days, before the date the Section General Meeting is scheduled to be held; and
  - (3) the Agenda is to be prepared to include all items received by the

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Section Secretary.

- f. Notice of a Section General Meeting:
  - (1) Section members must be given at least 14 days notice of any Section General Meeting, or, if a Special General Meeting has been called, at least 7 days notice. The notice must include the place, date, time and agenda for the meeting.
  - (2) The Notice may be sent;
    - a. by prepaid post to the address appearing in the register of members; or
    - b. if the member requests, facsimile or electronic transmission.
  - (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- g. Voting at Section General Meetings:
  - (1) Upon any question arising at a Section General Meeting, a member has one vote only. See Article 2.3.4 of the Constitution for conditions of ineligibility to vote.
  - (2) All votes must be given personally, and
  - (3) voting by proxy is not permitted.
- h. **Special General Meeting;**
  - (1) A Special General Meeting of the Section may be convened by the Section President, with the concurrence of the Section Committee, at any time. Such a meeting must be convened upon receipt of a requisition stating the proposed business in the form of a substantive motion signed by not less than twelve members or twenty-five percent of the membership of the Section, whichever is the less.
  - (2) Section members shall be given not less than seven days notice, served personally or by post of any Special General Meeting at which:
    - (a) only the business set out in the notice may be transacted,
    - (b) if called following a requisition submitted, to the Committee, the proposed business shall not be transacted unless 75% of the members who signed the requisition are present; and
    - (c) the business may be determined by secret ballot if the meeting so determines.
- i. Procedures and a quorum for Section General Meeting's and Special General Meetings are to be prescribed in the Section's Regulations.

### 3.2B.2 Section Annual General Meeting.

- a. The Section Annual General Meeting must be held not later than 31 March each year. Business at the Annual General Meeting must include adoption of audited financial statements for the previous year, appointment of an auditor for the present year and election of Section Office Bearers. The notice convening the Annual General Meeting must specify that it is an Annual General Meeting.
- b. The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.

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- c. A Section Annual General Meeting comprises;
- (1) the Section Office Bearers,
  - (2) a minimum number of Full Members of the Section, as laid down in the Section's Regulations, and
  - (3) such representation from Section Affiliates as laid down in the Section's Regulations.
- d. **Agenda;**
- (1) Proposals for inclusion in the agenda of a Section Annual General Meeting must be received by the Section Secretary no later than one calendar month before the date the Section Annual General Meeting is scheduled to be held; and
  - (2) the Agenda is to be prepared by the Section Secretary who is to include all items and the nominations received in accordance with By-law 3.2B.2 g. (1).
- e. **Notice**
- (1) Section members must be given at least 14 days notice of the Section Annual General Meeting. The notice must include the place, date, time and agenda for the meeting.
  - (2) The Notice may be sent;
    - a. by prepaid post to the address appearing in the register of members; or
    - b. if the member requests, facsimile or electronic transmission; and
  - (3) no business other than that set out in the notice convening the meeting may be conducted at the meeting.
- f. **Voting**
- (1) Upon any question arising at a Section Annual General Meeting, a member has one vote only. See Article 2.3.4 for conditions of ineligibility to vote.
  - (2) All votes must be given personally, and
  - (3) voting by proxy is not permitted.
- f. **Election of Office Bearers**
- (1) At a Section General Meeting at least three calendar months before the Section Annual General Meeting, the Section Secretary must call for nominations to fill Section Office Bearer positions. Nominations must reach the Section Secretary, one calendar month before the date the Section Annual General Meeting is scheduled to be held.
  - (2) At a General Meeting prior to the Annual General Meeting, a member who is not a candidate for President or other Executive Office, is to be elected to be the Returning Officer.
  - (3) **Verification of Nominations.** The Section Secretary shall;
    - a. examine each nomination and ensure that it is signed by the nominee, the proposer and the seconder and that all three are Financial Members;
    - b. reject any nomination which does not comply in all respects with (3) a. above;

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- c. transmit all valid nominations to the Returning Officer; and
- d. include in the agenda for the Annual General Meeting a list of the nominees together with the names of the proposers and seconders, and advise those rejected in accordance with this By-law; and

### (4) **Election Process.**

- a. The Returning Officer shall take the chair when all Office Bearer positions are declared vacant at the Annual General Meeting and process the election of the new Office Bearers.
- b. Where there is only one nomination for a position the Returning Officer will declare that nominee elected.
- c. Where there are more nominations than required for any position, the Returning Officer shall conduct a secret ballot. The Returning Officer will declare the nominee with the highest number of votes as being elected. In the case of a tied vote the Returning Officer shall determine, by lot, the candidate to be elected.
- d. The Returning Officer shall destroy all ballot papers on completion of the election.

### **3.2B.3 Section Council/Section Committee**

- a. A Section Council is not appropriate in a Section which has no Sub-sections, instead a Section Committee, elected in accordance with these Rules, will administer the affairs of the Section between General Meetings.
- b. **Section Committee.** A Section Committee comprises the Section Office Bearers (the Section Executive), plus such number of other members who are elected to the Committee at the Annual General Meeting, as prescribed in that Section's Regulations.
- c. The Procedures for and Authority of the Section Committee and the duties of its Office Bearers must be detailed in the Section's Regulations.
- d. A quorum for Section Committee meetings is five members.
- e. The interval between meetings of the Section Committee and procedures for the meetings must be laid down in that Section's Regulations.
- f. If a Section Committee member is absent from three consecutive meetings (either Committee or General) without an acceptable explanation, the Section Committee must declare that person's position vacant.
- g. If a Section Committee position is declared vacant for any reason the Section Committee must appoint another person to fill that casual vacancy. At the next Section General Meeting;
  - (1) the appointment will be confirmed; or
  - (2) nominations will be called for and a ballot for the position conducted in accordance with the Section Regulations.
- h. **Management of Funds.**
  - (1) The funds of the Section shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Section determines.
  - (2) The Section Treasurer must;
    - (a) collect and receive all moneys due to the Section and make all payments authorised by the Section Committee; and

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- (b) keep correct accounts and books showing the financial affairs of the Section with full details of all receipts and expenditure connected with activities of the Section.
  - (1) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Section Executive, and
  - (2) all accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any Full Member upon request. A Full Member may make a copy of any accounts, books, securities and any other relevant documents of the Section.
- i. **Section Executive.**
- (1) The Section Executive manages the day to day affairs of the Section in accordance with these Rules and all relevant delegations. Details of delegations given to the Executive must be recorded in a Register as prescribed in the Section's Regulations;
  - (2) The Section Executive comprises of Section Officer Bearers.
  - (3) Where Articles of the Constitution require, relevant Office Bearers of the Section (although not forming a Section Council), are still responsible for representing the Section at the National **Annual General Meetings** and Council Meetings and provide information or perform other tasks as are prescribed for a Section in these Rules; and
  - (4) except as otherwise provided in these Rules, the Secretary must keep in his/her custody, or under his/her control, all books, documents and securities of the Section.

### 3.3 Sub-section

3.3.2 **Sub-section Annual General Meetings.** By-law not yet issued.

3.3.3 **Sub-section General Meetings.**

- a. A Section Council may include in that Section's Regulations certain instructions which must apply to all Sub-sections within that Section.

3.3.4 **Sub-section Committee.** Sub-section's Guidelines must include duties of Sub-section Office Bearers.

3.3.4 **Sub-section Executive.**

- a. Sub-section's Guidelines must include the definition of a quorum for Sub-section Executive meetings.
- b. In the case of a Sub-section having low membership numbers, a General Meeting of that Sub-section may resolve to operate without an Executive.

3.4 **Validity of Decisions.** By-law not yet issued.

3.5 **Procedures.** Procedures and conduct of meetings at all levels of the Association are detailed in the Article 3.5 and Annex A of the Constitution.

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## SECTION 4 – ADMINISTRATION

### 4.1 Finances

#### 4.1.1 Responsibilities.

- a. The National Executive is responsible for day to day management of the Association's funds at national level. The National Treasurer is responsible for administering those funds in accordance with By-law 4.1.2.
- b. Responsibilities for management of funds at Section and Sub-section levels must be detailed in Section Regulations and Sub-section Guidelines. Each Section and Sub-section must forward a copy of its audited financial statements to the National Secretary by 31 March each year.

#### 4.1.2 Management of Funds

##### a. National Level

###### (1) Bank Accounts:

- (a) National Executive approval is required to open or close a bank account on behalf of the National Council.
- (b) Any National Office Bearer may be a signatory to a National Council bank account. Each National Council bank account must require two signatories (one being the National Treasurer) to operate that account.

###### (2) Books of Account: The National Treasurer must use proper bookkeeping practice in maintaining books of account for the National Council.

###### (3) Cash Floats: The National Executive may approve for certain National Office Bearers to hold cash floats, the amounts of which will be determined by the National Executive from time to time.

###### (4) National Budget: The National Treasurer is responsible for developing the national budget to meet the following timetable:

- (a) December: first draft considered by National Council.
- (b) February: second draft (with actual financial position as at previous 31 December) considered by National Executive.
- (c) April: budget approved by National Council.

###### (5) Reports. The National Treasurer is required to report the following at each National Executive and National Council meeting:

- (a) progressive cash flow compared with yearly budget,
- (b) bank reconciliation for previous month,
- (c) payments for endorsement,
- (d) reconciled balance of Travel Fund,
- (e) balance of the National **Annual General Meeting** Support Fund; and
- (f) comments as appropriate.

###### (6) Affiliates and Kindred Affiliates shall not be eligible to participate in any fund established by the Association.

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### b. Section Level

An unincorporated Section must elect three general trustees who are to be responsible for the whole of the property and funds of the state council shall be vested in those general trustees and administered by the state council in accordance with these rules provided that:

- (1) until such time as the section incorporates, the section council shall invest monies only as authorised by section conference and in such manner as may be approved by the general trustees; and
- (2) the general trustees must submit a report to section conference and quarterly to section council and shall, upon incorporation of the section body, effect the transfer of such property and funds invested into the name of the incorporated body.

### c. Sub-section level

- (1) A sub-section may subject to the approval of section council establish an emergency fund with limited liability for the purpose of assisting by loan or gift a member or person entitled to be a member and such fund shall be administered by the sub-section executive subject to direction from the sub-section committee.
- (2) A sub-section which establishes an emergency fund in accordance with 4.1.2 c (1) shall establish and maintain such fund from the subscriptions paid by members, income or donations and shall not seek public monies for that purpose.

4.1.3 **Availability of Accounts.** By-law not yet issued.

### 4.2 Assets.

The National Treasurer and each Section and Sub-section Secretary shall establish and maintain a property and asset register to include records identifying each item of real and other property, including memorabilia and specifying:

- a. if purchased, the date of purchase, purchase cost and valuation updated annually; and
- b. if donated, the name of the donor, the date of the donation, details of any conditions imposed by the donor and agreed to by the recipient and valuation updated annually.
- c. All property must be subject to stocktake at least once each year.
- d. No property may be purchased or disposed of without authority of the relevant Council or General Meeting. A Council or General Meeting may authorise an Executive to purchase items of property up to a certain value.

4.3 **Records.** By-law not yet issued.

4.4 **Common Seal.** By-law not yet issued.

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### 4.5 Indemnity

- 4.5.1 The insurance policies required in Constitution Article 4.5.1, may be extended to cover Sections, sub-sections and affiliates. Approval for such an extension must be determined by special resolution by either the National **Annual General Meeting** or National Council.
- 4.5.2 Where the National Council has had approval to take out an insurance policy that covers the Naval Association as a whole; ie at National, Section and Sub-section levels, and Affiliates which wish to be included subject to NAA National Council approval; the cost of the premium and associated costs of that policy are to be covered by the NAA Sections paying their portion of the costs on a membership pro rata basis to the National Council.
- 4.5.3 An NAA Section may pass the cost of such coverage on a pro rata basis to the sub-sections for which it is responsible.
- 4.5.4 The National Council will assess the proportion of costs of maintaining a policy on the basis of the number of financial members in a Section as at the 31 December in the year prior to the year which the notice of premium is received.
- 4.5.5 Accounts will be sent to the Sections by the National Council at least one month before the premium is due to be paid. Sections must pay the account received from the National Council within 30 days.

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## Annex A Membership Badges and Medals

(1) Life Members Badge



(2) Members Badge



(4) Hon Members Badge  
Associate Members Badge



(5) Honorary Member for Life Badge



(6) Club Members Badge  
With 'Club Member'  
in the enclosing border.



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## Annex A Meritorious Service Medal



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Annex B Naval Association Flag



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### Annex C White Ensign Management Committee Terms of Reference

- 1 The Association's official national magazine is 'The White Ensign'.
2. Responsibilities.
  - a. A White Ensign Magazine Committee (WEMC) is responsible to the National Council for managing, promoting, producing and circulating 'The White Ensign'. WEMC members are authorised to liaise direct with individuals and organisations in relation to their responsibilities.
  - b. The WEMC must provide a report, which is to include Finances in writing, to each National Council meeting. It must refer any matters which bear on Association policy or administration to the National Secretary.
3. Appointment. The WEMC will be appointed at the first meeting of the National Council after the *National Annual General Meeting* and will comprise:
  - a. Chairman,
  - b. Secretary,
  - c. Treasurer,
  - d. Two Circulation Coordinators,
  - e. Advertising Manager,
  - f. Editor (non-voting), and
  - g. Other non-voting members who may be invited by the Chairman to assist.
4. Meetings. A quorum for WEMC meetings is four committee members.
5. Finances.
  - a. A 'White Ensign Management Committee' bank account must be maintained and operated by any two of the Chairman, Secretary or Treasurer.
  - b. An annual audit must be conducted as at 31 December, and a copy of the audited financial statements must be forwarded to the National Secretary before the Association's Annual General Meeting.
  - c. If the WEMC is dissolved, all funds must be transferred to the National Council's general account.
6. Secretary. The Secretary is responsible to the WEMC for:
  - a. maintaining records of each committee meeting, and
  - b. dealing with correspondence as required.
7. Treasurer. The Treasurer is responsible to the WEMC for:
  - a. the receipt and payment of monies,
  - b. maintaining proper books of account, and
  - c. providing financial reports to the National Council.

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8. Editor.
  - a. The Editor is responsible to the WEMC for:
    - (1) implementing editorial policy as laid down by National Council;
    - (2) selecting the theme and submitting a production plan for each edition;
    - (3) gathering information and checking its accuracy;
    - (4) preparing and editing material as required;
    - (5) style and layout of the magazine;
    - (6) submitting a draft master copy of each edition for approval by the WEMC;  
and
    - (7) delivering to and accepting from the printer.
  - b. The Editor will be reimbursed for reasonable out-of-pocket expenses, as approved by the WEMC.
  - c. The Editor may terminate his or her service by giving three months notice in writing to the National Secretary, through the WEMC.
  - d. The National Council may terminate appointment of the Editor by giving three months notice in writing, in consultation with the WEMC Chair.
  - e. The period of notice for terminating the appointment of an Editor may be reduced as determined between the National Council and Editor.
  - f. National Council may terminate an Editor's appointment immediately if the Editor is guilty of any misconduct that would preclude membership of the Association in accordance with the Rules of the Association.

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## Annex D Life Membership Award Process

Proposer

Sub Section  
Raise Nomination  
and Citation

**Sub Section**  
General Meeting  
Special Resolution

No → Lapse

Yes

No

**Section Executive**  
For compliance

Yes

Section Council  
Raise Nomination  
and Citation

Compliance and  
Special Resolution

No → Lapse

Yes

**Extreme Urgency**

**Section Council** may recommend  
award as a matter of Extreme  
Urgency

No

**National Executive**  
For compliance  
and citation approval

No

**National Executive**  
To approve Extreme  
Urgency Award

Yes

Yes

Note. Should a nominee die  
prior to approval of the award,  
the nomination lapses.

**Section Council/  
Conference** for  
approval of award  
by Special  
Resolution  
**See Note**

No

Lapse

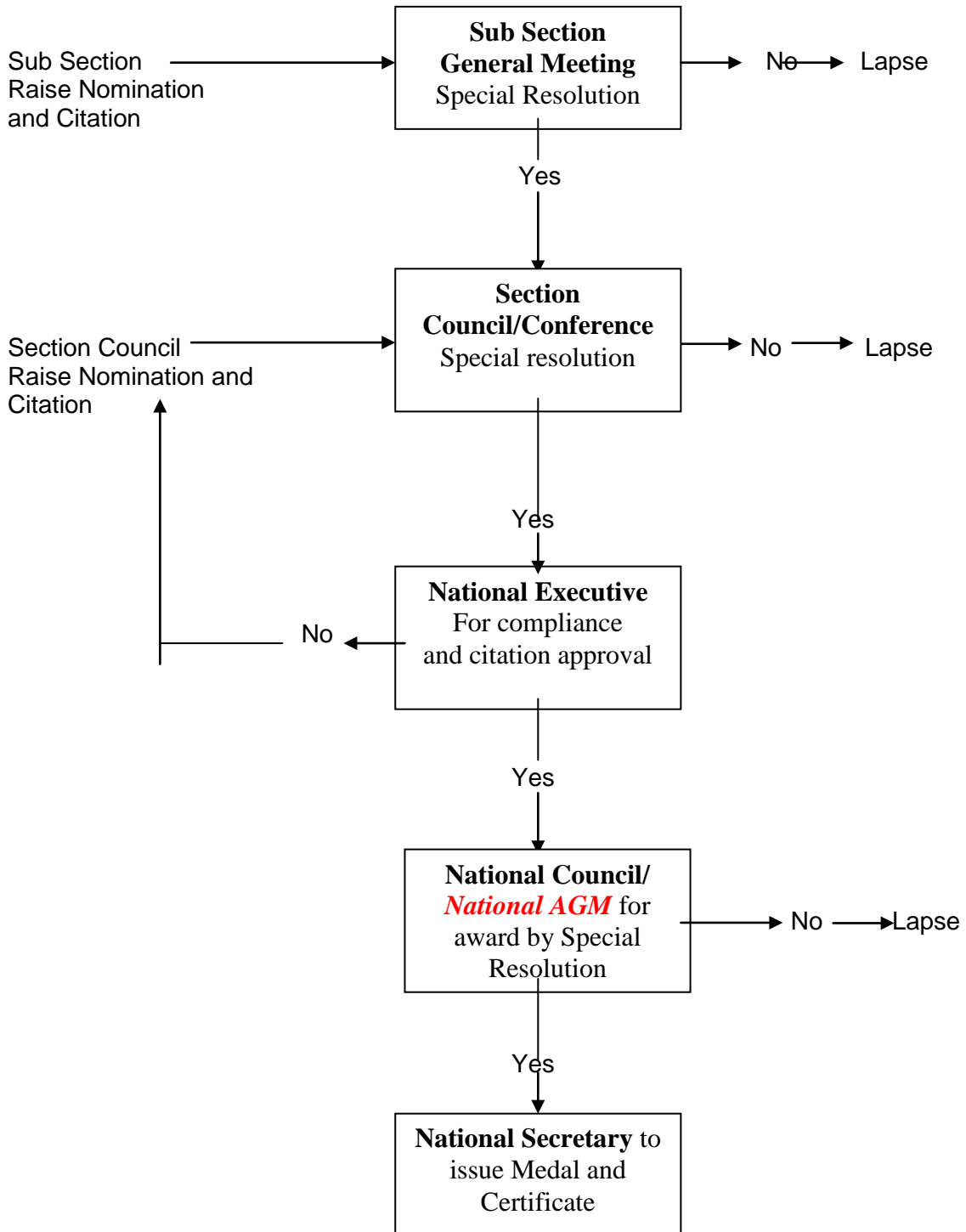
Yes

**National Secretary**  
to issue Badge Card  
and Certificate

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## Annex E Meritorious Service Medal Award Process

Proposer



## Naval Association of Australia – By-laws

### Annex F Reimbursement of Travel and Accommodation expenses.

**Rules of Operation.- Travel to the *National Annual General Meeting*, National Council, National Executive meetings**

#### 1.1. Definitions

The following meanings apply throughout this By-Law.

**Accommodation** National Council Accommodation is limited to Bed and Breakfast and is limited to an amount set by the National Executive on an occurrence basis

**Association.** The Naval Association of Australia

**Bookings.** Travel and Accommodation is to be booked through a central booking agency as determined by the National Executive.

**Airfares.** All airfares are to be at the lowest price Economy Class available at the time of booking and should be made in advance to take advantage of Advance Booking rates.

**Delegate to National *Annual General Meeting*.** While each Section may be represented by three Section Delegates, approved travel at National Council Expense is limited to two Section Delegates per section. A Section Delegate is a representative who has the authority to vote on behalf of the Section which that delegate represents.

**Ground Travel.** Travel to and from airports is, where possible, to be by Airport shuttle and or Air train or Maxi Cab for groups.

**National Council** for the purpose of this by-law will mean those members of the National Council who are approved to travel at the Association's expense who are the National Executive, the National Councillors or Deputy National Councillors, Section Delegates and the White Ensign Management Committee Delegate to National Conference.

**Official Approved Association Business.** For the purpose of this by-law means travel by

- the White Ensign Management Committee Delegate to National Council and *National Annual General Meeting*
- One Section Delegates to the *National Annual General Meeting*,
- Section National Councillors to National Council meetings and
- National Executive members to *National Annual General Meeting*, National Council, National Executive Meetings and as directed by the National President in consultation with the National Executive and
- National President or representative and partner in consultation with the National Executive.

**Partner.** the spouse, de facto or same-sex domestic partner of the member whose travel is authorised.

**Travel.** Air is to be the normal means of transport interstate.

#### 1.2. Overview

The National Council's travel policy is designed to inform and guide members in the purchase of travel and accommodation, and or the payment and or reimbursement of travel and accommodation expenses when on Official Approved Association Business.

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The policies outline the procedure used to pay for or reimburse the National Executive, National Councillors or Deputy National Councillors (who are members of a sub-section within the Section represented), Section Delegates and the White Ensign Management Committee Delegate for the cost of travel and accommodation incurred on Official Approved Association Business.

The policy is based on the following principles:

- National Council Members are not out of pocket as a result of officially representing the Association, neither should they receive nor recover more than is reasonable or incurred,
- Consideration is to be given to the cost verses benefit to the Association and its goal in regards to all travel and accommodation.
- National Council Members are to be provided with appropriate levels of safety, convenience and comfort at minimum cost to the Association; and
- The procedure should be simple to understand and administer.

### 1.2.1. Reference

Naval Association of Australia - By-Laws Section 4

### 1.3. Primary responsibilities and accountabilities

- National Council Members who travel on official approved business and incur travel expenses are responsible for complying with this policy
- National Treasurer is responsible for the implementation and application of this policy on behalf of the National Executive and is responsible for ensuring that any expenses paid or reimbursed comply with this policy.
- All Association travel and associated expenditure is subject to audit.

### 1.4. General Policy

The policy governs the booking and purchasing of travel services and the payment/reimbursement of travel expense.

Wherever practical and appropriate the Association's corporate card should be used to pay for travel and accommodation.

#### 1.4.1. Travel Approval/Planning

All travel must be approved before departure. The Approving Authority for all travel and accommodation is the National Executive. At the time of seeking approval, documentation must be provided outlining;

- the purpose of the travel and its relationship to Association duties,
- whether the travel is to be fully funded or partially funded.

#### 1.4.2. Travel insurance

Where a member books well in advance and there is the possibility that a medical condition of the member or the members family may precluded the travel being taken then travel Insurance option is to be taken.

#### 1.4.3. Travel Arrangements

When travelling on Association business, the purchase of travel services should be made on the following basis:

- value for money;
- use of a central booking agency as determined by the National Executive.

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- traveller convenience eg. flight times, stopovers, length of flight;

### 1.4.4. Outside Funding for Travel

Where funds have been provided to the Association generally, or to the Association on behalf of a particular member, for travel costs, the rules of the funding organisation (eg. regarding class of travel) may apply.

### 1.4.5. Fares

Fares paid by the Association:

- air fares - economy class is the standard for all interstate travel;
- train - first-class return, including sleeper;
- other means - rate to be determined in each case in conjunction with the National Treasurer.

### 1.4.6. Use of Private Motor Vehicles

Where approval is given for the use of a private motor vehicle on Association business the following rules apply.

- The Association will not accept any liability of whatsoever nature which may arise from use of a private vehicle on Association business.
- The rate of reimbursement will be limited to the cost of fuel and oil and the cost of meals and accommodation while travelling only
- Where a member uses his or her own vehicle and cost exceeds the cost of an economy air fare, the lesser amount will be paid.

### 1.4.7. Use of Rental Vehicles

The National Executive may authorise use of a self-drive vehicle where either other suitable transport services are not available or where it would more economical to do so.

### 1.4.8 Personal Loss/Damage

The Association will not accept liability for any damage, injury, loss or theft involving damage, injury, loss or theft that is not covered by the Association's insurance policies.

### 1.4.9. Lease

The Association does not permit leasing arrangements for the purposes of transport.

Service accommodation is to be use where available.

Where service accommodation is not available, the daily rate of reimbursement shall cover the cost of bed and breakfast accommodation and is limited to an amount set by the National Executive on an occurrence basis.

Accommodation expenses which are not paid in advance by the use of Association corporate card are to be reimbursed to the member on their return unless a firm quote can be provided.

## 1.5. Meals

Where possible accommodation is to be booked at a Bed and Breakfast rate.

The ATO Standard rates for meals are to be used as a guide for breakfast where a Bed and Breakfast rate is not available.

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Members who travel for less than a full day (eg. fly out at 8.00 am. and return to home by 6.00 pm. on the same day) will not normally be reimbursed for breakfast.

### **1.6. Entertainment**

Any funds controlled by the Association shall not be used for the reimbursement of costs of personal social functions, tours, entertainment and other optional expenses.

### **1.7. Reimbursement**

All claims for reimbursement must be supported by receipts and or documentation.

Reimbursement of travel and accommodation expenses for National Council members are to be authorised by National Executive.

### **1.8. Travel and Accommodation by the National President.**

Travel and accommodation by the National President in the performance of his or her duties will be at the expense of the National Council under the following rules:

- Prior to booking the travel the National President is to inform the National Executive of the travel and
- seek the counsel of the National Treasurer as to whether the Association is in a financial position to afford the travel.

### **1.9 Attendance at Section Conferences**

Where the National President and/or Executive member and partner are invited to attend a Section Conference, the cost of both the National President and/or Executive member and partner's travel and accommodation shall be borne by the Association in accordance with the following rules:

- Prior to booking the travel the National President/Executive member is to inform the National Executive of the travel and
- seek the counsel of the National Treasurer as to whether the Association is in a financial position to afford the travel.
- Advice is to be received from the Inviting Section to their agreement to pay half of the travel for both the National President/Executive and partner.
- Once advice is received from the inviting Section that the Section will cover the cost of half the travel, the travel is to be booked via the Association's central booking agent.
- If a Section is not willing to pay half cost of both the National President/Executive and partner, the cost of National President's and/or Executive member's partner's travel is not to be borne by the Association.
- Once all costs have been received in regards to the travel, the National Executive is to raise an invoice on the Inviting Section for half the travel.

If another member represents the National President at a Section Conference, the above guidelines are to be utilized for the cost in regard to the travel and accommodation of the member and the member's partner.

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### Annex G

### Mechanism for Reviewing Membership Fees

1. Motions for the amendment of the Schedule of fees are to be lodged with the National Secretary *ten* months prior to the National *Annual General Meeting*.
2. The proposals are to be examined by the National Executive at the first National Executive meeting after the closing date with reference to financial assessments prepared by the National Treasurer.
3. The result of the National Executive examination is to be referred to the Section Councils for consideration.
4. At the following National Council meeting, the National Executive Report is to be considered and a motion developed for inclusion on the next *National Annual General Meeting* agenda either amending or maintaining the Schedule.
5. The National Conference votes on the National Council's proposed amendment. No amending motions from the floor are permitted at the *National Annual General Meeting* on the fee schedule motion.

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### Annex

#### SUBSCRIPTION AND FEES EFFECTIVE FROM 1ST JANUARY 2012

01.	Joining Fee (Paid to State Council for issue of Membership badge)		<b>\$5.00</b>
02.	Annual Subscription		<b>\$35.00</b>
<b>(a)</b>	<b>Annual Capitation Fees</b>		
	(i) To National Council		
	(a) National Council General Fund	\$10.00	
	(b) White Ensign Postage and packing	\$ 7.00	\$17.00
	(ii) State Council Fees		\$ 9.00
	(iii) Sub Section		\$ 9.00
	<b>Total</b>		<b>\$35.00</b>
<b>(b)</b>	<b>Members who join between 1 July and 31 October</b>		
	(i) To National Council		
	(a) National Council General Fund	\$5.00	
	(b) White Ensign Postage and Packing	\$3.50	\$8.50
	(ii) To State Council Fees		\$4.50
	(iii) To Sub Section Fees		\$4.50
	<b>Total</b>		<b>\$17.50</b>
<b>(c)</b>	<b>Life Members (See Note 1)</b>		
	(i) To National Council (all Life Members)		
	(a) National Council General Fund	\$10.00	
	(b) White Ensign Postage and packing	\$ 7.00	\$17.00
	(ii) To State Council (if nominated by a Sub Section)		\$9.00
<b>(d)</b>	<b>Affiliates</b>		
	<b>(i) At National Level</b>		<b>\$100.00</b>
	<b>(ii) At State Level</b>		<b>\$100.00</b>

#### Note 1

Capitation Fees to be paid by nominating body or approving section where the nominating body no longer exists. By-law 2.4.1 c (13) refers.

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### Annex I      Scale for Honours in the NAA system (By-law 2.4.1).

1. The number of Full members a Sub –section or a Section without sub-sections may nominate for Honours in a calendar year is based on the following premise;
- a. **Diploma of Merit:** - two per 50 Full Members and part thereof if the part is greater than 25.
  - b. **Life membership:** - one per 50 Full Members and part thereof if the part is greater than 25
  - c. **Meritorious Service Medal:** - one per 100 Full Members and part thereof if the part is greater than 50.

#### Calculation of the number of Full Members on which the scale is based.

2. The number of Full Members in a sub-section in a calendar year to be used in the calculation is determined by the number of **financial Full Members** (both Members and Life members; By-law 2.1.1 refers) recorded in the National Membership Register at the **15 November the previous year**. This number is reported to Sections and Sub-sections by the National Membership Registrar annually as required by *By-law 3.1.3 c (6) (b)*.

#### Calculation of the number of nominations that may be made in a calendar year.

### 3.      Sub-sections

Number of Nominations per calendar year	Diploma of Merit	Life Membership	Meritorious Service Medal
	Number of members per nomination	Number of members per nomination	Number of members per nomination
<b>1</b>		5- 75	5-150
<b>2</b>	5- 75	76-125	151-250
<b>3</b>		126-175	251-350
<b>4</b>	76-125	176-225	351-450
<b>5</b>		226-275	
<b>6</b>	126-175	276-325	
<b>7</b>		326-375	
<b>8</b>	176-225		
<b>9</b>			
<b>10</b>	226-275		
<b>11</b>			
<b>12</b>	276-325		
<b>13</b>			
<b>14</b>	326-375		

### 4.      Sections

A Section Council may nominate:

- a. **Two** Members for a **Diploma of Merit** per calendar year;
- b. **one** Member for **Life Membership** per calendar year.; and
- c. **one** Life Member for award of the **Meritorious Service Medal** per calendar year.

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