



Naval Association of Australia *Once Navy, Always Navy*

ANNUAL CAPITATION PAYMENT INSTRUCTIONS

It is the intent of this document to provide guidelines for any Members that have taken on an executive position in their Sub-Section.

It is most important that these instructions be ready by the Secretary, Treasurer and Membership Registrar of each part of the Naval Association of Australia, and that they are retained by the appropriate office bearer for guidance throughout the year.

MEMBERSHIP & FEES

Subscriptions and fees are laid out in Annex H of the By-laws of the Association and repeated in the Instructions enclosed with this memorandum.

To be financial, a Member must pay an annual subscription. \$40 for a single member or \$60, the discounted rate available for partners (due 1st January each year) and that subscription is proportioned as follows:

Effective from 1st January 2024

Membership Type	Single	Couple	Partner
Joining Fee	\$5.00	\$10.00	\$5.00
(Paid to Section Council for the issue of Member Badge)			

Membership Type	Single	Couple	Partner
<i>Capitation Fees</i>			
to National Council	\$19.00	\$30.00	\$11.00
to Section Council	\$10.00	\$15.00	\$5.00
to Sub-Section	\$11.00	\$15.00	\$4.00
Annual Subscription	\$40.00	\$60.00	\$20.00

Members who join between 1 July and 31 October

Membership Type	Single	Couple	Partner
<i>Capitation Fees</i>			
to National Council	\$9.50	\$15.00	\$5.50
to Section Council	\$5.00	\$7.50	\$2.50
to Sub-Section	\$5.50	\$7.50	\$2.00
Annual Subscription	\$20.00	\$30.00	\$10.00



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ANNUAL CAPITATION PAYMENT INSTRUCTIONS (contd)

Members payments have been previously accepted through the website, however moving forward members should make their payments directly to the Sub-Sections and not into the National Account.

Members whose capitation has not been received by the National Treasurer by 30th April, will receive only the first issue of the White Ensign Magazine for that year.

Receipt of further issues is dependant upon the member being financial for that year and capitation having been paid to the National Council.

Members in arrears (unfinancial) as of 31st December of the current year will be archived. Members may be restored as financial without a break in membership if they pay the outstanding fees plus the new year's subscription. If they only pay the latter, a break in membership will be recorded.

MEMBERS PAYING THROUGH SUB-SECTION OR SECTIONS WITHOUT SUB-SECTIONS

All copies of Form F2A held by either the Sections or Sub-Sections are to be destroyed, when the new calendar year begins as only the form for the new year will be accepted after January 1st.

These forms should be downloaded as required from the NAA website ensuring that the latest version of the forms are used. A link to the location of these forms is provided below.

<https://navalassoc.org.au/links/naa-forms>