



Naval Association of Australia *Once Navy, Always Navy*

Sub-Section S/Code Section

PART 1

Surname Given Names
(surname in block letters) (block letters)

Type of Membership: Member Club (circle one)

TRANSFER DETAILS

From To
(Losing Sub-Section) (Gaining Sub-Section)

PART 2

Losing Sub-Section Certificate

The above person is financial having paid all their subscriptions and levies due to the end of the year.

Signed Name
(Secretary) (block letters)

Address of Losing Sub-Section State Postcode

Telephone Email

NOTE: A copy of the members record must be forwarded to the Gaining Sub-Section with this form

PART 3

Gaining Sub-Section Certificate

The above person's application for transfer has been considered by the members at a general meeting of the Sub-Section in accordance with Articles 2.2.2 of the By-laws of the Association (*see over*).

The transfer was: Approved Not Approved (circle decision)

Signed Date Sub-Section
(Secretary)

Transfer to be effective from: (Date)

Address of Gaining Sub-Section State Postcode

Telephone Email

PART 4

Members Current Address

Members Intended Address (if applicable)

Street Street

Suburb Suburb

State Postcode State Postcode

Phone Date of intended relocation

Extract from the By-laws of the Naval Association of Australia

TRANSFERS

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 Subsection' 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.

Note; The first Sub-Section is the Losing Sub-Section
 The second Sub-Section is the Gaining Sub-Section.

Directions for use of Form.

The Form may be raised by either the Losing or the Gaining Sub-Section.

- ***If raised by the Losing Sub-Section*** Parts 1, 2 and 4 are to be completed before being sent to the Gaining Sub-Section.
- ***If raised by the Gaining Sub-Section***, Parts 1, 3 (Sub-Section address and contact details only) and 4 are to be completed before being sent to the Losing Sub-Section. The Losing Sub-Section will then complete Part 2 and return the form with members history attached to the gaining sub section. Upon receipt the Gaining Sub-Section will then send a copy of the form to the National & State Secretaries.

On completion of process ie approval or rejection of transfer; copies of this Form are to be sent as follows;

- Copy 1 To be retained by Gaining Sub-Section
2 To be sent to Losing Sub-Section
3 To be sent to State Section Secretary
4 To be sent to National Secretary