



Naval Association of Australia *Once Navy, Always Navy*

Nomination for Award of LIFE MEMBERSHIP

A nomination for award of Life Membership may be originated by a Section Council or Sub-Section General Meeting, as follows (By-law 2.4 c (3) and (4) refers);

- a. A Section Council may make only one nomination per calendar year.
- b. A Sub-Section Committee may nominate a number of members for award of a Life Membership as determined by the scale at NAA By-laws Annex J in any calendar year.

STEP 1**PROPOSAL**

This step is to be completed before nomination is tabled at Sub-section General meeting for consideration

The proposer must give one month's notice; of the motion being tabled
In accordance with By-law 2.4 c. it is proposed that

**Life Membership of
The Naval Association of Australia**

be awarded to of Sub-Section
Proposed by of Sub-Section/Council/Conference
Second by of Sub-Section/Council/Conference
The nominee was awarded the Diploma of Merit in year and remains in possession of the DOM.

SignedProposerSeconderDate / /

CITATION Record of any offices within the NAA held

By-law 2.4 c. (5) and (6)
DateOffice Held



Nomination for Award of LIFE MEMBERSHIP (*contd*)

Citation Narrative

At least fifteen years of ***exceptional service resulting in benefit to the Association*** must be detailed. It must be demonstrated that the nominee has carried out individual acts and/or performance of duties above and beyond that which would normally be expected from a member of the Association.



Nomination for Award of LIFE MEMBERSHIP (*contd*)

STEP 2 SUB-SECTION GENERAL MEETING

By-law 2.4c (4), (5) and (7) *If nomination is by Section Council go to Step 3*

Acceptance of the nomination must be by Special Resolution from a secret ballot at a General Meeting of that Sub-Section;

The nomination is **supported / not supported** by the Sub-Section General Meeting (circle applicable)

Signed and
(Sub-Section President) (Sub-Section Secretary)

On this day of 20.....

If supported - Forward to Section Secretary (Step 4)

If not supported - Nomination lapses

STEP 3 NOMINATION CONSIDERED BY SECTION EXECUTIVE

IAW By-law 2.4 c. (4), (5), (6) and (8)

- ☐ The Section Executive **is satisfied** that the nomination complies with the following criteria
- holds a Diploma of Merit, and
 - has been a valued and worthy member, and
 - has rendered exceptional service ('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.
- ☐ The nomination **does NOT satisfy the above criteria.**

Signed Section Secretary
dated

If the Section Executive **is satisfied** that the nomination complies with the above criteria, the nomination is to be **forwarded to the National Secretary.**

If the Section Executive **is not satisfied** that the nomination complies with the above criteria, **the nomination lapses.**

For consideration of Nominations in **Extreme Urgency or which are at variance with By-law 2.4.c**, the Certificate at Page 5 is to be completed. By-law 2.4.c. (11) refers.



Nomination for Award of LIFE MEMBERSHIP (*contd*)

STEP 4 NATIONAL EXECUTIVE

IAW By-law 2.4.c (9)

- ☐ The citation **DOES include** adequate details of the results which flowed from the service of the member and hereby return the nomination for inclusion on the agenda for the next Section Council meeting or conference which ever is the earlier.
- ☐ The citation **does NOT include** adequate details of the results which flowed from the service of the member and hereby return the nomination to the Section Council. The Section Council may revise the citation and resubmit the nomination to National Executive for further consideration.

Signed on this day of 20.....
(National Secretary)

Return to Section Secretary

Note: Should the nominee predecease the award by the appropriate Section Council/Conference or the National Executive in cases of Extreme Urgency, the nomination will lapse [By-law 2.4.c (10) and (12)].

STEP 5 SECTION COUNCIL / CONFERENCE

IAW By-law 2.4 c (10)

The Section Council/Conference of the Section voted **in favour / against** the motion by a special resolution of those present and eligible to vote and hereby **approves / does not approve** the award of Life Membership. (circle applicable)

Signed and
(Section President) (Section Secretary)

On this day of 20.....

If awarded, forward to National Secretary for issue of Life Membership badge and Certificate.

If not awarded, the nomination lapses.



Nomination for Award of LIFE MEMBERSHIP (contd)

GROUND TO VARY THE NORMAL PROCESS

Where there are grounds for varying the requirements of By-law 2.4c (1) to (10); or where it is considered by the Section Executive that a case for award in EXTREME URGENCY or extenuating circumstances exists By-law 2.4c (11) refers.

Grounds for varying the requirement of By-law 2.4 c (1) to (10) are to be stated here.

(use additional sheets if necessary)

The grounds for varying the requirements of By-law 2.4c (1) to (10) have been investigated and the Section Council is **satisfied / not satisfied** (strike out that which does not apply) that adequate grounds exist to vary the requirements of By-law 2.4c (1) to (10).

Signed on this day of 20.....
(Section Secretary)

Should the nominee predecease the endorsement of the National Executive or award by the appropriate Section Council / Conference per By-law 2.4c (9) or (11)(b), the nomination will lapse. By-law 2.4c (12) refers.



Nomination for Award of LIFE MEMBERSHIP (*contd*)

EXTRACT FROM BY-LAW 2.4

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

- (1) Life Membership may be awarded to a Member who:
 - (a) holds a Certificate 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
 - (b) details the benefits which flowed to the Association from the nominee's exceptional service.
- (6)
 - (a) Nominations need to be prepared so that they are specific, relevant and succinct.
 - (b) State Section Executives need to review nominations received and provide guidance where required to ensure that nominations meet the criteria.
 - (c) The timeframe for originating and processing Life Membership nominations needs to be such that the dual objectives of rigor of review and timeliness of processing are addressed.
- (7) When the nomination originates within a Sub-Section:
 - (a) Acceptance of the nomination must be by Special Resolution from a secret ballot at a General Meeting of that Sub-Section;
 - (b) If the nomination is not accepted, it will lapse.
 - (c) The Sub-Section Secretary must then forward the nomination to the Section Secretary for consideration by the Section Executive;
 - (d) if the Section Executive is satisfied that the nomination complies with the criteria at By-law 2.4 d (1), to (6) the Section Secretary must then, immediately, forward the nomination to the National Secretary; or
 - (e) if the Section Executive is not satisfied with the citation, the nomination must be returned to the originating Sub-Section.
- (8) When the nomination originates from a Section Council:
 - (a) 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 c (1), to (6), it must forward the nomination on to the National Secretary.
 - (b) If the Section Executive is not satisfied with the nomination it will lapse.



Nomination for Award of LIFE MEMBERSHIP (*contd*)

- (9) 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 c (1) to (6) 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) to (6), the National Secretary will endorse and return the nomination to the Section Secretary for consideration by the Section Council.
- (10) Once the National Executive has endorsed the nomination:
 - (a) Life Membership may only be awarded by special resolution 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 Membership Registrar, who will issue the Life Members badge, card and certificate, and enter the recipient's name in the Life Members Register.
- (11) 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.
- (12) If a nominee predeceases the award of Life Membership, the nomination will lapse.
- (13) 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.
- (14) 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.



Nomination for Award of LIFE MEMBERSHIP (contd)

ANNEX E LIFE MEMBERSHIP AWARD PROCESS

