

NAVAL ASSOCIATION OF AUSTRALIA ANNUAL CAPITATION PAYMENT INSTRUCTIONS

1. It is the intent of this document to provide guidelines for any Members that have taken on an executive position in their Sub-sections.
2. It is most important that these instructions be read 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 2022.

MEMBERSHIP AND FEES

3. Subscriptions and fees are laid out in Annex I 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. \$38 for a single member or \$55, the discounted rate available for partners (due 1st January each year) and that subscription is proportioned as follows:

	Single Member (\$38)	Member + Partner (\$55)
❖ National Council:	\$17.00	\$25.00
❖ Section Council:	\$10.00	\$15.00
❖ Sub-section:	\$ 11.00	\$15.00
❖ All New members are required to pay a \$5 joining fee to the State Section.		

4. Members payments have been previously accepted on line but in the 2022 financial year members should be encouraged not to use the online facility and make their payments directly to the Sub-sections and not into the National Account.

Note: Strongly encourage Members to make electronic payments to the Sub-section account and not the National Account

5. Members whose capitation has not been received by the National Membership Registrar by 30th April, will receive only the first issue of the Australian Warship/White Ensign Magazine for that year.

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

6. Members in arrears (unfinancial) as at 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

7. ***All copies of Form F2A held by either the Sections or Sub-sections are to be destroyed, including the year 2021 when the new calendar year begins*** as only the Form F2A for 2022 will be accepted for the coming year, 2022.

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

[NAA Forms \(navalassoc.org.au/links/naa-forms\)](http://navalassoc.org.au/links/naa-forms)

8. Versions of the Form F2A and Form F3 have been developed by some Sub-sections and will only be accepted as long as their layout is similar and the form contains the same information as the official forms available on the NAA Website. Any forms submitted that don't meet this criteria will be returned.
9. Recording of members' annual payments is closely linked to the financial accounts, so to avoid any disconnect between payments and members name **details of members' payments must be forwarded together with the actual payments** from Sub-sections and Sections.

[Sections and Sub-sections \(https://navalassoc.org.au/sections\)](https://navalassoc.org.au/sections)

10. Payment of members fees are distributed as follows:
 - ❖ The **National Portion** of the members subscription is calculated using the **Form F2A** and should be deposited into the National Council account
 - ❖ The **Section Portion** of the members subscription is calculated using the **Form F2B** and should be deposited into the Section Council account.
 - ❖ The **Sub-section Portion** of the members subscription fees should be retained by the Sub-section and deposited into the Sub-section account.
11. As financial institutions are slowly starting to discourage the use of cheques payment of fees by electronic transfer is the preferred method. Electronic Payments are to be made directly to the National Council's bank account details of which are available on the NAA website via the link below.

[National Account Details \(https://navalassoc.org.au/sections/national\)](https://navalassoc.org.au/sections/national)

12. Receipts for payments received from sub-sections will not be issued as the recording of payments shown on a sub-section's bank statement or record of electronic transfer satisfies the requirements of a receipt.
13. Any deposits made to the National Account **MUST** be easily identified and contain the name of the Sub-Section, Sub-section Code, (ANN – i.e., Q74 for a Sub-section in Queensland) and members name if the deposit is for a member.

Note: It is extremely important that the 3 character Sub-section code, **MUST** be added to the deposit description. This code is unique for every Sub-section and MUST be added so the deposit can at least be tied to a Sub-section or Section.

14. The proportions of members' subscriptions for payment to National and Section Councils should be forwarded at the end of each month in a Capitation Report.

Note: Please make only one Report per month.

National Council Report.

- Form F2A**
- Form F3**, Listing the members for whom *Forms F2A* refers
- Copies of completed New Member Application Forms for new members listed on the *Form F3* being submitted.
- Copy of **Transfer Forms** reporting the transfer of members from another Sub-section to your Sub-section
- A **copy of the electronic transfer or bank deposit receipt** (or cheque) for capitation paid directly into the National Council's General Account for the members listed on *Form F3*

Section Council Report

- Form F2B**
- Form F3**, Listing the members for whom *Forms F2A* refers
- Copies of completed New Member Application Forms for new members listed on the *Form F3* being submitted.
- Copy of **Transfer Forms** reporting the transfer of members from another Sub-section to your Sub-section
- A **copy of the electronic transfer or bank deposit receipt** (or cheque) for capitation paid directly into the National Council's General Account for the members listed on *Form F3*

NIL Return

If there are no changes to a Sub-section's membership there is no requirement for a NIL Capitation Report to be submitted.

Any changes in a Sub-section's membership, with no financial transactions taking place during the period, can be reported by submitting a **Form F3** with the changes clearly explained on the form. An example of this is when a member "crosses the bar" and the name and date are provided on the Form F3.

15. It is the Members responsibility for payment of subscription fees. NAA Rules state at Article 2.3.4 of the Constitution, that

2.3.4 Responsibility.

The responsibility to pay the annual subscription rests with the member, who should not rely on receipt of any notice of subscription being due.

If the annual subscription is not paid prior to the commencement of the annual general meeting of the sub-section the member shall have neither voice nor vote and shall not be eligible to be elected to any office at that meeting.

The member shall however, continue to enjoy all other rights and privileges of financial membership until 30 April of that year.

As a consequence of this an unfinancial member will only receive the WEN until the 30th April any issues after this date will not be received by the member.

Note: Whilst it is the responsibility of the individual member to pay subs for the year, it is sound management practice to send a reminder to all members when subs are due to be paid.

PEOPLE WISHING TO JOIN THE NAA VIA THE NAA WEBSITE

16. People wishing to become members of the NAA can register their Expression of Interest (EOI) through the NAA Website.
1. When an EOI is submitted via the Website advice of their desire to join is sent to the appropriate Section and Sub-section, if one is nominated, in the registration process.
 2. The nominated Sub-section is to make initial contact with the applicant and initiate the joining process within 7 days from receipt of the email. If the initial contact is not initiated by the Sub-section within this time it then becomes the responsibility of the Section to make initial contact and initiate the joining process within 14 days from receipt of the email.
 3. If a Sub-section is not nominated, it then becomes the responsibility of the appropriate Section to contact the applicant and initiate the joining process within 7 days from the receipt of the email.

4. The applicant must complete a New Member Application Form, provide a copy or have sighted by the Sub-section Secretary, be accepted by the Sub-section and pay their fees before they can be recorded as a member of the NAA.
5. The applicant's date of joining is set in accordance with By-law 2.3.3 as the payment date their subscription and joining fee which is normally done on applying to join the NAA.
6. Membership is Provisional from the date of payment until the date of acceptance by a Sub-section at which time the membership is confirmed by the National Membership Registrar.
7. Applicants registering via the Website will remain Provisional Members in the National Membership Register until The National Membership Registrar receives copies of
 - the completed and signed applicant's Membership Application Form correctly proposed, seconded and approved,
 - copy of proof of service (if provided) and
 - conformation that any fees have been paid to the National account. (usually in the Sub-sections monthly capitation return).

NATIONAL RESPONSE TO CAPITATION REPORTS

17. Updated lists of financial and unfinancial members are forwarded to Sub-sections on receipt of capitation payments and at 15 November of each year.
18. It is essential that these lists of members data received from the National Membership Registrar be checked on receipt by Sections and Sub-sections against their own records to identify discrepancies or errors between National, Section and Sub-section membership records.
19. Any errors or updates required to a Sub-sections records should be sent to the Section Secretary on an updated version of the report supplied.
20. The Section Secretary will ensure the Section Records are updated from the updates or corrections received from the Sub-section Secretaries.
21. The Section Secretary will correlate the corrections or updates required to Section Records and forward them to the National Secretary in a single return by the 31st December of the current calendar year.
22. The National Secretary will correlate the corrections or updates required to National Membership Registrar by the 14th January of following calendar year.
23. National Membership Registrar will correct and or update the National Database and the OnLine Database by the 31st January of following calendar year.

Please use the spelling and initials as shown in that list in completing each Form F3 in the monthly reports.

Note: Should the spelling of a members name be incorrect in the print out, please advise the National Membership so that the National data base can be updated.

24. Do not forget that:

- ❖ the annual payment for a Life Member is the responsibility of the nominating section/sub section; and
- ❖ a life subscribers fees are paid by the National Council each year by the National Council
- ❖ a member's transfer should be reported to the National and Section Secretaries by the receiving sub section.
- ❖ The Forms for 2022 provide for Overseas members paying an additional fee for mailing the White Ensign Magazine overseas.
- ❖ That this memorandum, its attachment and copies of the Forms be retained for reference throughout 2022.
- ❖ Joining Fees are paid to the State Council.

LIFE SUBSCRIBER MEMBERSHIP

25. Details of the Life Subscriber Membership may be obtained from the National Membership Registrar.

WHITE ENSIGN MAGAZINE DISTRIBUTION ADDRESS LIST

26. The address list for the WE Magazine's (WEM) distribution to financial members is provided directly from the National Membership Register and maintained by the National Membership Registrar.
27. The address of a member whose magazine is Returned to Sender because the member is no longer at that address or is not known at that address, is changed to the address of the member's Sub-section Secretary to prompt action by the the Secretary to determine the member's current address.
28. To ensure that this advice of address change or change of member circumstances, related to the receipt of the WEM, is recorded it needs to be sent to the WEM address shown on the address flyer within the magazine postal cover.

Glenn Williams

National Membership Registrar

Email nationalmembershipregistrar@navalassoc.org.au

Enclosures: 1. Instructions for processing members' payments

INSTRUCTIONS FOR PROCESSING MEMBERS' ANNUAL PAYMENTS AND NEW MEMBERS JOINING FEES

Capitation Reports are to be sent directly to:

National Membership Registrar
PO Box 5119
Victoria Point QLD 4165

Subscription Rates

Full Members

- To be financial, a Member must pay an annual subscription of \$38 (due 1 January). That subscription is proportioned as follows:

	Member - \$38	Member + Partner - \$55
❖ National Council:	\$17.00	\$25.00
❖ Section Council:	\$10.00	\$15.00
❖ Sub-section:	\$11.00	\$15.00

- Members whose capitation has not been received by the National Council by 30 April, will receive only the first issue of the Australian Warship/White Ensign magazine for that year. Receipt of further issues is dependent upon the member being financial for that year and capitation having been paid to the National Council.
- Members in arrears (unfinancial) as at 31st December will be archived. As an example in 2022 only members unfinancial for 2021 will be kept all other unfinancial members will be archived automatically. Any member archived 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.
- With the increasing popularity of electronic banking sub-sections should consider providing their bank account details to their members to enable their members to pay their subs via electronic banking directly to the Sub-section and not to the National Account.

Note: It should be borne in mind that the depositor's identity must be clear in the deposit details to ensure that the sub-section treasurer knows who paid the money.

A new member must pay the following subscriptions:

Joining Fees (all new members)	Member - \$5.00	Member + Partner - \$10.00
1st November to 30th June (next year)	Member - \$43	Member + Partner - \$65
❖ National Council:	\$17.00	\$25.00
❖ Section Council:	\$15.00 (\$10+\$5)	\$25.00 (\$15+\$10)
❖ Sub-section:	\$11.00	\$15.00
❖ <i>Joining Fee (+Section Council)</i>	(\$5.00)	(\$10.00)
1st July to 31st October	Member - \$24	Member + Partner - \$37.50
❖ National Council:	\$8.50	\$12.50
❖ Section Council:	\$10.00 (\$5+\$5)	\$17.50 (\$7.50+\$10)
❖ Sub-section:	\$5.50	\$7.50
❖ <i>Joining Fee (+Section Council)</i>	(\$5.00)	(\$10.00)

		1st November – 30th June (following Year)				
Nov 1 st	Dec	Jan	Jun 30 th	Jul 1 st	Oct 31 st	
		Member (single)	\$43.00	Member (single)	\$24.00	
		Member + Partner	\$65.00	Member + Partner	\$32.50	

Note: The \$5 per member Joining Fee is paid to the Section Council.

Restricted Members of the NAA

Associate, Honorary, Social and Club members may be placed on the AW/White Ensign Magazine mailing list. They will be required to cover the mailing cost which is to be forwarded to the National Membership Registrar with the normal monthly Capitation.

Subscription Rate for Restricted Members;

- | | | |
|---|--|------------------|
| ❖ | placed on mailing list between 1st November to 30 June | \$7.00 per annum |
| ❖ | placed on mailing list between 1 July and 31 October | \$3.50 part year |

Non Members of the NAA

Members of Affiliated Associations, people who are not members of the NAA may be placed on the AW/White Ensign Mailing list.

Subscription Rate for Non Members;

- | | | |
|---|--|-------------------|
| ❖ | placed on mailing list between 1st November to 30 June | \$17.00 per annum |
| ❖ | placed on mailing list between 1 July and 31 October | \$ 8.50 part year |

Overseas members

Members having an overseas mailing address are required to pay the additional postage to cover the cost of mailing the AW/WEM overseas. The current Form 2A has been checked and the overseas postage rates are correct as of November 2021.

Those Sub-sections with overseas members should contact the National Membership Registrar for further advice if they have difficulty in determining the correct fees for overseas members.

Processing Payments

A sub-section should issue a receipt on receiving a member's payment of the year's subscription.

Capitation Payment Procedure for those paying to their Sub-section

At the end of each month, a Sub-section should send the following Reports only if there are changes to the Sub-section membership:

National Council Report.

- Form 2A**
- Form 3** Listing the members for whom Forms F2A refers
- Copies of completed **New Member Application Forms** for new members listed as Sub-section's new members on Form F3.
- Copy of **Transfer Forms** reporting the transfer of members from one sub-section to your sub-section
- A **copy of the electronic transfer or bank deposit receipt** (or cheque) for capitation paid directly into the National Council's General Account for the members listed on *Form F3*
- Forward a copy of the completed Forms F2A and Form F3 and any other forms listed above to the **National Membership Registrar, PO Box 5119, Victoria Point QLD 4165**

Note: Payments may be deposited directly into the National Council's account held at:

Bendigo and Adelaide Bank (Bendigo Bank)

Account Name: Naval Association of Australia

BSB Number: 633 000

Acc. Number: 186 274 296

[National Account Details \(https://navalassoc.org.au/sections/national\)](https://navalassoc.org.au/sections/national)

Section Council Report.

- Form 2B**
- Form 3** Listing the members for whom Forms F2A refers
- Copies** of completed **New Member Application** Forms for new members listed as Sub-section's new members on Form 3.
- Copy of **Transfer Forms** reporting the transfer of members from one sub-section to your sub-section
- A **copy of the electronic transfer or bank deposit receipt** (or cheque) for capitation paid directly into the National Council's General Account for the members listed on *Form F3*
- Forward a **copy of the** completed Forms F2B and Form F3 and any other forms listed above to Section Council in your State. Contact details can be found on the NAA website under Sections and Sub Sections.

NIL Return

If there are no changes to a Sub-section's membership there is no requirement for a NIL Capitation Report to be submitted.

Any changes to a Sub-section's membership, with no financial transactions taking place during the period, can be reported by returning by only submitting a **Form 3** with the changes clearly explained such as the unfortunate event of a member "crossing the Bar" on a particular date.

Capitation Payment Procedure for those registering an Expression of Interest (EOI) to join the NAA through the Website or AW/WEM notice.

1. New applicants registering for membership of the NAA through either the NAA website or the application form in the AW/WEM magazine.
2. Applications through the AW/WEM are followed up by the National Secretary and the applicant is introduced to a local Sub-section in their area to complete the application process.
3. The OnLine Expression of Interest (EOI) process allows a perspective member to enter their details and submit the EOI on the NAA Website directly to a Section or Sub-section.
4. Once the EOI is sent, records are created in the On and Off Line databases and emails are automatically generated and sent to both the Sub-section and Section selected.
5. The nominated Sub-section has 7 days to respond to the email and contact the new member. If after 7 days the Sub-section has not responded to the EOI then the initial contact responsibility now belongs to the Section to find the best Sub-section for the new member.
6. It is the role of the nominated Sub-section to make contact with the new member and invite them to the next Sub-section meeting where they are introduced to the members and given the Membership application form to complete.
7. Once the Membership Application form has been completed by the applicant, a copy of Proof of Service documents provided or Proof of Service documents sighted by the Sub-section, the member is accepted by the Sub-section and the membership fees are paid the applicant is now a Provisional Member of the NAA in accordance with By-law 2.3.3.
8. The new member will remain a Provisional Member until the National Membership Registrar is provided with the Application Form, supporting documents, proof of payment and Form's F2A and F3 and the application is registered in the National Register.
9. Once the data is entered into the National Register the members provisional status is removed and they become full members.

Should there be an overpayment by the applicant, due to the date on which the payment is received, ie those **paying** between the 1 July and 31 October inclusive, the member will be reimbursed directly by the National Council for the amount that was paid in excess of the subscription set for joining the NAA at that point

29. By-law 2.3.3 states:

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.*
- 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 be rejected 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.*

Capitation Check List (Sub-section record)

Sub-section Code Sub-section Name

For the month of Date Completed/Sent

National Council Report.

- Form 2A**
- Form 3** Listing the members for whom Forms F2A refers
- Copies** of correctly completed **New Member Application Forms** for new members listed as Sub-section's new members on Form F3.
- Copy of **Transfer Forms** reporting the transfer of members from one sub-section to your sub-section
- A **copy of the electronic transfer or bank deposit receipt** (or cheque) for capitation paid directly into the National Council's General Account for the members listed on *Form F3*
- Forward a copy of the completed Forms F2A and Form F3 and any other forms listed above to the **National Membership Registrar, PO Box 5119, Victoria Point QLD 4165**

Note: Payments may be deposited directly into the National Council's account held at:

Bendigo and Adelaide Bank (Bendigo bank)
Account Name: Naval Association of Australia
BSB Number: 633 000
Acc. Number: 186 274 296

[National Account Details \(https://navalassoc.org.au/sections/national\)](https://navalassoc.org.au/sections/national)

Section Council Report.

- Form 2B**
- Form 3** Listing the members for whom Forms F2A refers
- Copies** of correctly completed **New Member Application Forms** for new members listed as Sub-section's new members on Form 3.
- Copy of **Transfer Forms** reporting the transfer of members from one sub-section to your sub-section
- A **copy of the electronic transfer or bank deposit receipt** (or cheque) for capitation paid directly into the National Council's General Account for the members listed on *Form F3*
- Forward **a copy of the** completed Forms F2B and Form F3 and any other forms listed above to Section Council in your State. Contact details can be found on the NAA website under Sections and Sub Sections.

Notes:
