



Naval Association of Australia

Application for Transfer

Part 1

Name..... **Given Names**..... **Badge No**.....
(Surname in Block Letters) (Block Letters)

Type of Membership Member Associate (Circle appropriate type)

Transfer Details

From..... **To**.....
Losing Sub Section Gaining Sub Section

Part 2

Losing Sub Section Certificate.

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

Signed..... **Secretary**

Name in block letters (.....

Address of Losing Sub Section Street.....

Suburb..... 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.

The transfer was Approved Not approved (Circle decision)

Signed..... **Secretary** **Date**.....

..... **Sub Section**

Transfer to be effective from..... **(Date)**

Address of Gaining Sub Section Street.....

Suburb..... State..... Postcode.....

Telephone..... Email.....

Part 4

Members Current Address

Street

Suburb

StateP/Code

Phone.....

Members Intended address (If applicable)

Street

Suburb

StateP/Code.....

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 Subsection.
- 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 Subsection'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