



## **Constitution of the Royal Australian Navy Communications Branch Association (NSW) Inc.**

### **1. NAME**

- a. The name of the association is the Royal Australian Navy Communications Branch Association (NSW) Incorporated. [Hereinafter referred to as the association or the RANCBA (NSW) Inc.]

### **2. MEMBERSHIP**

- a. Membership of the Association will be open to all former and serving members of the Royal Australian Navy and other Commonwealth Naval Communications Branch Personnel.

### **3. AIMS AND OBJECTIVES**

- a. To foster and encourage a spirit of comradeship and communication between the association and its members.
- b. To affiliate with or enter into association with anybody or association, whose aims and objectives are acceptable to the RANCBA (NSW) Inc. and to foster good relationships with all such organisations.
- c. To maintain a register of all Communications Branch personnel in accordance with paragraph 2 above who are accepted for membership of the RANCBA (NSW) Inc.
- d. To organise Reunions and meetings among the members of RANCBA (NSW) Inc.

- e. To establish and maintain a secretariat.
- f. To receive and disseminate information.
- g. Raise monies in such a manner that the association may from time to time determined.
- h. To invest such money not required for the immediate running of the association in a manner to be determined by the committee.

#### **4. MEETINGS**

##### **a. ANNUAL GENERAL MEETING (AGM)**

- i. The Association shall in each calendar year convene an Annual General Meeting of its members. The Annual General Meeting shall be held on such day as the committee determines after the end of the financial year (ANZAC DAY) and before the 31<sup>st</sup> October each year, in a place and at a time to be decided by the committee.
- ii. The business of the meeting shall consist of the consideration of reports of the executive and the committees and shall cover the preceding twelve months.
- iii. The election of the office bearers for the ensuing twelve months shall be conducted at this meeting.
- iv. Notice shall be given of the AGM in the RANCBA News and mailed prior to the meeting.

##### **b. GENERAL MEETING**

- i. General Meeting shall be held four times per year.
- ii. The first General Meeting shall commence at the conclusion of the Annual General Meeting.
- iii. The business of the meeting shall be the consideration of all matters placed on the agenda paper for the meeting and such other business as may be expedient to be considered at the meeting.

##### **c. EXTRAORDINARY GENERAL MEETING**

- i. The President, or in his/her absence the Vice-President, may at any time he/she considers it expedient to do so convene an Extraordinary General Meeting of the association by giving to each member of the association not less than fourteen days' notice of such meeting and the business to be considered at the meeting.

**5. DISSOLUTION**

- a. The association shall be dissolved in the event that membership becomes less than ten persons or upon the vote of three-quarters majority of the members present at an Extraordinary General Meeting convened to consider such dissolution.
- b. Upon such dissolution all members in attendance at the meeting shall be empowered to disperse the residue of all assets and funds on hand as they see fit, after all expenses and liabilities of the association have been paid.

**6. AMENDMENTS TO THE CONSTITUTION**

- a. All amendments to the Constitution of the association may be carried out at an Annual General Meeting or an Extraordinary General Meeting called for that purpose. Such amendments shall require the approval of three quarters of the members present at the meeting.

**7. OFFICE BEARERS**

The following shall be the positions of the office bearers of the association:

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Assistant Secretary;
- e. Treasurer;
- f. Minutes Secretary;
- g. Editor & Publisher of the RANCBA News; and
- h. Public Officer.

There shall be no limitation to the number of terms an office bearer may serve.

**8. ELECTION OF OFFICE BEARERS**

- a. The office bearers are to be fully paid up members of the association and shall be nominated, seconded and elected by those present at the Annual General Meeting, and shall serve until the election of office bearers at the next Annual General Meeting. Written nominations will be accepted.

- b. In the event of the resignation, death or expulsion of an office bearer, the committee is empowered to elect a member who, in their joint consideration, is capable of performing the duties required of that office provided that the person so chosen is agreeable to accept the responsibility and is a fully paid up member of the association.

## **9. COMMITTEE**

- a. The Committee is responsible for making sure that the organization adheres to its aims and objectives as detailed in the Constitution. As committees have overall responsibility for the management of an organisation's affairs that is why it is important to meet regularly and make sure that the correct information comes to meetings so that committee members can make informed decisions. Many people choose to get involved because they want to give something back to their organization.

- b. Being on a committee involves:
  - i. Having a shared sense of purpose (following aims & objectives)
  - ii. Providing direction and leadership
  - iii. Taking collective responsibility, and
  - iv. Being accountable to the members of the association.
  
- C. A good committee member:
  - i. Commits to preparing for and attending meetings.
  - ii. Has a good understanding of the organization, what it does and how it does it.
  - iii. Is not afraid to ask questions.
  - iv. Agrees to adhere to the majority decision.
  - v. Supports fellow committee members and staff, and
  - vi. Acts as an advocate for the Association.
  
- d. There shall be no limitation to the number of committee members in addition to the office bearers provided that the members are prepared to accept nomination and are fully paid up members of the association. Written nominations for committee shall be accepted. In the event of the death, resignation or expulsion of a committee member, the conditions of paragraph 8b above will apply.

## **10. LIFE MEMBERSHIP**

- a. Life membership may be conferred upon one member per year for services to the association. The conferring of such Life Membership is contingent upon the unanimous vote of the committee in a meeting at which the notion is made and seconded. Upon the success of such a voted, a badge indication Life Membership will be presented to the member at the ANZAC Day Reunion or on such other occasion as determined by the committee.

## **11. DUTIES OF THE OFFICE BEARERS**

- a. The President shall preside at all meeting of the association where practicable.
- b. The Vice-President shall preside at any meeting from which the President is absent.
- c. The Secretary shall, at all times, keep or cause to be kept a register of attendance at meetings, a full and complete record of the proceedings of all meetings, inwards and outwards correspondence and any other records and duties which may be required from time to time.

- d. The Assistant Secretary will provide assistance to the Secretary as required.
- e. The Treasurer shall keep a full and complete record of all financial transactions, pay all monies received into the appropriate bank account of the association within fourteen days of the receipt of such monies, pay all accounts duly passed for payment by the committee, and shall generally ensure that all accounts are properly conducted in addition, the Treasurer shall produce a Financial Report and Reconciliation of examination by the authorised Auditor.
- f. The Minute Secretary will record the Minutes of each meeting.
- g. The Editor & Publisher shall undertake the editing and printing of the RANCBA News and post a copy to all paid up members of the association.
- h. The Public Officer shall be appointed by the committee. Any financial member of the association may be appointed to the position provided that that person is agreeable to perform the duties of the public officer. Except as otherwise provided in this constitution (see paragraph 11c, d, and e above) the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

## **12. BANK ACCOUNT**

- a. A Bank account or accounts shall be opened and maintained at such bank or banks within the Commonwealth of Australia as the association may from time to time determine necessary. Cheques must be signed and countersigned by any two of the President, Vice-President, Secretary, Treasurer or member of the committee whose signature is held by the bank where the account is held. The name of any such account shall be Royal Australian Communications Branch Association.

## **13. SUBSCRIPTIONS**

- a. The annual subscription shall be as determined by the committee and is payable by ANZAC Day each year.
- b. Members who have not renewed their subscription within 6 months of the prescribed date will be considered to be un-financial and their membership will be terminated.

## **14. COMMON SEAL**

- a. The common seal of the association must be kept in the custody of the Public Officer. The common seal must not be affixed to any instrument except by the

authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or 1 member of the committee and of the Public Officer or Secretary.