



CONSTITUTION OF SUBMARINES ASSOCIATION AUSTRALIA

This is the Constitution and By-Laws of the Submarines Association Australia are in force and effective upon adoption by June 2011 Annual General Meeting

SUBMARINES ASSOCIATION AUSTRALIA

AMENDMENT RECORD

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<u>AMENDMENT</u>	EFFECTIVE
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Constitution Amendment No 2	September 2017
Constitution Amendment No 3	September 2020
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Constitution Amendment No 5	November 2022
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INTRODUCTION

- i. The Submarines Association Australia is a self help ex-Service organisation formed to unite former and serving submarine personnel for the purpose of mutual benefit.
- ii. Its origin was the Sydney Chapter of the Submarine Old Comrades Association (SOCA); this was the first chapter to be formed with the assistance of SOCA London Branch. Permission having been given the 'First Submarine re-union' was held in Sydney on Saturday 13th July 1935. This was where the first executives and committee were elected. It is believed the first AGM was held around July 1936. The name adopted at the time was the 'Submarine Old Comrades Association'.
- iii. Following the formation of the Australian Submarine Squadron in 1967 the Association grew and in 1980 further changes were made to the constitution involving, amongst other things, a change of name to 'Submarines Association Australia (SAA).
- iv. The Submarines Association Australia is a Federation of State, Territory and Regional Branches.
- v. This Constitution is the Submarines Association Australia's Rules.

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DEFINITIONS

In these rules, unless the contrary intention appears –

'Annual General Meeting' or 'AGM' is the meeting convened under clause 6.1.

'Association' or 'SAA' means the Submarines Association Australia as defined in clause 3.1.

'Branch' is a Branch established under clause 5.4.

'By-Laws' are part of the Rules of the Submarine Association of Australia. The purpose of the By-Laws is to expand on the Constitutions meaning wherever required.

'Committee Member' means a person defined in clause 5.2.

"Financial Member" means a member of the association who has paid all applicable membership subscription fees or is a Life Member of the Association.

'Financial Year' means a period not exceeding twelve (12) months commencing 1st April and ending 31st March the following year.

'General Meeting' means a meeting to which all members are invited.

'Member' means a member of the SAA as per clause 4 of the constitution.

'National Committee' or "Committee" means the National Executive and Branch Presidents or their appointed delegate.

'National Executive' or 'Executive' means the National President, Vice President, Treasurer, Communications Information Manager, and Secretary.

'Ordinary Resolution' means a resolution other than a special resolution.

'The Annual General Meeting' is the supreme governing authority of the Submarines Association Australia.

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ORGANISATION

3.1 NAME

The name of the Association shall be 'Submarines Association Australia' hereinafter referred to as the 'Association' or 'SAA'.

3.2 CREST

The insignia of the SAA shall be that of an 'E' class submarine, on a circle, with the words 'Submarines Association Australia' and headed with the Naval Crown. See Appendix A.

3.3 REGISTERED OFFICE

The address for correspondence to the SAA shall be that of the Secretary or as otherwise agreed to by the National Executive.

3.4 OBJECTIVES

The objects of the Association are;

- To maintain the unique 'esprit de corps' created by the mutual service in Submarines.
 - To promote the interests and welfare of former and serving members of the Submarine Service.
 - To assist one and another as occasions may arise.
 - To encourage social activities amongst the submarine community.
 - To pursue the Department of Defence, Department of Veterans' Affairs and the Federal Government in all matters pertaining to the Health and Welfare of submariners.
 - To establish and maintain a network of Pension and Wellbeing Advocates to assist members in achieving their pension and compensation entitlements.
 - To establish and maintain a charitable trust being a 'Welfare Foundation' to assist those members in need of medical treatment, accommodation and social and community support.
 - To liaise and/or assist kindred organisations with similar aims and interests of the SAA.

3.5 RULES

- i. This Constitution contains the supreme rules of the SAA.
- ii. The Constitution may only be amended in accordance with clause 5.5.
- iii. Any amendment to this Constitution must not contravene Australian Law.

3.6 POWERS OF THE SAA

The SAA may do all things necessary or convenient for carrying out its objects and purposes, and in particular are;

- To open and operate bank accounts.
- To invest its money in any security in which trust moneys may be invested.
- To appoint agents to transact any business of the SAA on its behalf for reward or otherwise.
- Accept donations and gifts in accordance with the objectives of the SAA.
- Print and publish any information by any media including the internet, newsletter, newspapers, articles, and leaflets for promotion of the SAA.
- Provide gifts and prizes in accordance with the objectives of the SAA.
- Encourage SAA Branches to organise social events for members and the promotion of the SAA.

3.7 PROPERTY OF THE SAA

The income and property of the SAA shall be applied solely towards the promotion of the objectives of the SAA and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members or relatives of members of the SAA, provided that nothing herein shall prevent the payment in good faith of remuneration any member or servant of the SAA for service actually rendered to the SAA, or reasonable and proper rental for premises let by any member to the SAA.

3.8 DISSOLUTION

If upon dissolution of the SAA there remains after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be distributed among members of the SAA but shall be distributed to the SAA associate Foundation which is a charitable trust.

In the event that the Submarines Association Australia Welfare Successor Foundation is no longer in existence such property will be presented to Legacy for distribution as it sees fit.

3.9 WELFARE FOUNDATION

The Submarines Association Australia Welfare Successor Foundation is a charitable trust managed by appointed Trustees for the benefit of Ordinary, Associate, and Life Members of the Association, or other eligible persons in accordance with the Trust Deed. The distribution of the funds shall be at the sole discretion of the Trustees.

3.9.1 APPOINTMENT OF TRUSTEES

The appointment of trustees shall be the responsibility of the National Committee as defined in By-Law 6.

3.9.2 APPLICATION FOR ASSISTANCE

Applicants for assistance from the Foundation shall, in the first instance contact their Branch Secretary/Committee. The procedure for applying for assistance is defined in By-Law 6 - 'Application Form for Assistance' - see APPENDIX F.

MEMBERSHIP

4.1 MEMBERSHIP OF THE SAA

Membership of the SAA shall be open to any person who wishes to further the interests of the Association and fulfils one of the Membership Categories.

Any person seeking membership shall make application to the National Executive. The application will be reviewed by the Secretary and National Treasurer who shall determine whether the application is successful or not and advise the appropriate state branch and NEC.

General Provisions as to Membership;

- i. Members shall be deemed to have agreed to be bound by the provisions of the Constitution and By-laws of the SAA.
- ii. Come liable for such fees and subscriptions as may be fixed by the SAA.
- iii. Entitled to all advantages and privileges (in accordance with their membership category) of membership of the SAA.
- iv. An application to be admitted as a Member shall be;
 - On the Membership Application Form – see APPENDIX B.
 - Accompanied by the joining fee and annual subscription set forth in By-Law 5.
 - Applications shall be forwarded to the National Treasurer in the first instance and shall be treated as provisional until endorsed by the Executive.

- v. Term of Membership is from 1st January to 31st December.

4.1.1 BRANCH MEMBERSHIP

Once accepted as a member of the SAA, the member will also be classified as a 'Member of their nominated Branch'.

- i. Members residing in a State or Territory with more than one (1) Branch must nominate a preferred Branch.
- ii. Members residing overseas must nominate a preferred Branch.
- iii. Members may nominate in writing to transfer their membership to a preferred Branch

4.1.2 NOTIFICATION

- i. Branch Secretaries shall be advised by the Secretary of new Members or of changes in the Member's details.
- ii. Branch Secretaries shall advise the Secretary of any known changes in the Member's details.
- iii. A complete and updated list of Member's details and financial status will be promulgated monthly in the management protected area of the Association's website. It will contain a field denoting the date of the last change made to the record.

4.2 MEMBERSHIP CATEGORIES

The membership shall consist of four (4) categories, namely;

- i. Ordinary Members.
- ii. Life Members.
- iii. Associate Members, and
- iv. Social Members.

4.2.1 ORDINARY MEMBER

Ordinary membership shall be open to any person who can substantiate service in Submarines as a qualified Submariner of any Nation.

An Ordinary Member shall be financial members of the SAA and shall be entitled to hold any office and enjoy the privileges of the SAA.

4.2.2 LIFE MEMBER

The Award of Life Membership is the highest honour, which can bestowed upon an Ordinary or Associate Member of the SAA, and therefore, all recommendations should be thoroughly considered in that light, prior to submission;

- The National Executive or a Branch may recommend an Ordinary or Associate Member who has given long, continued and outstanding service to the Association, to be awarded a Life Member.
- The rights, privileges and obligations of the elected Life Member shall not be disturbed, except that the Life Member shall not be liable to pay annual subscription.
- The rules and conditions governing the Award of Life Membership of the SAA are outlined in By-Law 3.
- Life Membership nomination form – see APPENDIX B.

4.2.3 ASSOCIATE MEMBER

Associate Membership shall be open to any person, other than Ordinary Members, who can substantiate;

- Service to submarines in depot ships, dockyards, bases or Private Industry.
- As a Partner of an Ordinary Member (living or deceased).
- Service in a manner that the Committee may deem appropriate.
- Associate members shall not hold the office of President, Vice President, Secretary or Treasurer

- Associate members shall not be eligible to vote.

4.2.4 SOCIAL MEMBER

Persons other than Life, Ordinary and Associate Members, who have an interest in promoting the wellbeing of the SAA and its members, may become a Social Member at the discretion of the Committee;

- Social Members shall not be eligible to hold office.
- Social Members shall not be eligible to vote.

4.2.5 PATRON

Any person qualified for Life or Ordinary Membership, as defined in sub-clause 4.2.1 and 4.2.2 and is considered to have given distinguished service to the submarine service and the community may be invited by the Committee to act as Patron of the SAA.

4.2.6 VICE PATRON

To maintain the link between serving submariners and the association, the officer posted as the Commander Submarine Force shall be invited to act as Vice-Patron of the SAA.

The SAA may, at its discretion, invite additional Vice Patrons from suitable persons as deemed necessary. Such persons need not qualify as a member.

Vice Patron/s who is not a Life or Ordinary Members shall not be eligible to vote.

4.2.7 NOMINATIONS OF MEMBERS FOR NATIONAL HONOURS AND AWARDS

Nominations of SAA members for National Honours and awards are to be afforded the highest level of confidentiality to meet the requirements of the Office of the Governor General. On no account is the nominee to be made aware that they have been nominated, nor is a nomination to be discussed in open forum at a Branch or National General Meeting. The process for nominating members or officially supporting a nomination from a second party is contained in SAA By-Law No 9.

4.3 JOINING FEE AND SUBSCRIPTIONS

i. JOINING FEE

- The joining fee shall be such as an Annual General Meeting of the SAA may from time to time prescribe.
- The joining fee shall be such as shown in By-Law 5.
- The joining fee shall be payable on application for membership.

ii. SUBSCRIPTIONS

- The annual subscription shall be such as an Annual General Meeting of the SAA may from time to time prescribe.
- All members as per clauses 4.2.1, 4.2.3 and 4.2.4 shall pay such subscriptions as defined in By-Law 5.
- Annual subscriptions shall become due and payable to the Treasurer in advance on 31st December in each year.

iii. Serving submariners on being awarded Dolphins shall be invited to join the SAA as an Ordinary Member. Membership will be free for the first twelve (12) months.

iv. Membership subscriptions shall be waived for Ordinary and Associate Members reaching the age of eighty (80) years.

4.4 SUBMARINES ASSOCIATION AUSTRALIAN SUSPENSION AND TERMINATION OF MEMBERSHIP

4.4.1 SUSPENSION OF MEMBERSHIP

Membership may be suspended if;

- A member whose annual subscription has not been received by 31st March each year, may, after due notice has been given, be suspended from all privileges of membership of the Association.
- Privileges may be restored by the National Executive on request from a member and on payment of the current year's dues. A rejoining fee is not required, however if a member requires a replacement SAA Badge they have to procure it at the price set annually by the National Committee.

4.4.2 TERMINATION OF MEMBERSHIP

Any member desiring to resign from the SAA shall give notice in writing to that effect. Upon such notice being lodged, the person shall thereupon cease to be a member.

Membership may be terminated by the National Committee upon a member;

- Who wilfully refuses to comply with the Constitution and By-Laws of the SAA.
- Shall be guilty of conduct unbecoming a member.
- Is prejudicial to the interests of the association.
- Has been guilty of subversiveness to the objects of the SAA.
- Makes false or inaccurate statements in application for membership of the SAA.

A Branch cannot terminate membership of the SAA, but in a submission to the National Committee may make recommendation that the member's membership should be terminated. The recommendation is to be reviewed by the National Executive and if it has merit, a Notice to Show Cause as to why membership should not be terminated is to be served on the affected member outlining the grounds for possible termination. The Notice is to be either served by hand, or by registered post, and the member advised they have fourteen (14) days to respond. On receipt of a response to a Notice to Show Cause, the National Executive is to review the response and determine if the member's membership should be terminated.

If no response, or a request for extension of the notice period, is received within fourteen days, or where a response is received and on review the National Executive considers termination is warranted, the National President is to serve a termination notice to the member by Registered Post to the last known address of the member.

If three (3) years have lapsed the member may, at the discretion of the National Committee make application to rejoin the SAA. The appropriate Branch will be notified of any such action or reinstatement.

4.4.3 RIGHT OF APPEAL

Any member whose membership is terminated by the National Executive shall have the Right of Appeal.

Such an appeal shall be made within 28 days of the receipt of the termination notice and shall be accompanied by a statement in writing in which the member shall set out their grounds for appeal. All appeals shall be addressed to the National Secretary.

The National Committee shall sit as an Appeal Board and consider the appeal and make a decision based on the information presented in the appeal and that decision shall be final. The member is to be advised of the appeal board's decision in writing by Registered Post.

GOVERNANCE

5.2 NATIONAL EXECUTIVE

Management of the SAA shall be vested in the National Executive. National Executive shall consist of;

- President.
 - Vice President.
 - Secretary.
 - Treasurer, and
 - SAA Communication and Information Manager (SAA CIM)
- i. The National Executive shall be elected to office, subject to the terms of this constitution, until their retirement at the next election.
 - ii. The SAA Communications Information Manager position is to be advertised within the membership and the successful applicant appointed to the office by the National Committee.
 - iii. No person shall be eligible to hold office as a member of the National Executive unless they are an Ordinary or Full Life Member.
 - iv. No member of the National Executive shall hold more than one position on the National Executive at any one time.
 - v. The National Executive shall meet as necessary.
 - vi. A quorum for the National Executive shall be three, one of whom must be the President or Secretary.
 - vii. A member of the Executive shall cease to be a member of the Executive if;
 - The member resigns the office.
 - The member is no longer eligible to be a member of the SAA.
 - By majority vote of a Annual General Meeting to have lost confidence of members.
 - viii. Any casual vacancy occurring in the office of President, Vice- President, Secretary, Treasurer or Communications Information Manager (CIM), shall be filled by an Ordinary or Life Member appointed by a majority vote of the National Committee, until the next election.
 - ix. The Duties and Responsibilities of the National Executive positions are defined in By- Law 4.

5.2 NATIONAL COMMITTEE

The National Committee shall be comprised of;

- The National Executive, and
 - The Branch Presidents of the SAA.
- i. The National Committee shall meet at least once in each financial year, either in a physical meeting and/or a video conference, e.g., Zoom.
 - ii. No person shall hold more than one position on the National Committee.
 - iii. If a member of the National Committee is unable to attend a meeting, they may appoint a Life or financial Ordinary Member as their representative.
 - iv. A quorum for the National Committee shall be five (5) National Committee members; one must be the President or Secretary, two shall be present in person and two may be represented by duly elected representative.

The duties and responsibilities of the National Committee are defined in By-Law 4

5.3 NATIONAL OFFICERS

To support the aims and objectives of the SAA, the Annual General Meeting or National Committee may appoint Office Bearers as deemed necessary.

In the first instance National Officers shall be;

- National Compensation and Wellbeing Coordinator.
- Historian.
- Webmaster.
- Delegates to kindred Associations.
- Returning Officer & 2 x Scrutinisers.

The duties and responsibilities of the National Officers are defined in By-Law 4. National Officers are not eligible to vote at the Executive or

Committee Meetings.

5.4 FORMATION OF BRANCHES

A Branch of the SAA may be formed to meet the requirements of locally resident members. Such a Branch can only be formed if, at an Annual General Meeting, not less than seventy five percent (75%) of members voting are in favour.

The requirements to form a Branch are defined in By-Law 1

5.5 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- i. Amendments, alterations, additions or a rescission of the Constitution shall only be initiated at an Annual General Meeting, *Except where allowed under Para 5.5 (vi) below*.
- ii. Motions to amend, alter, add or repeal the Constitution shall be submitted as per Clause 6.1 (vi).
- iii. Motions relating to amendments, alterations, additions to the Constitution and By-Laws can be proposed by the National Committee, any Branch **or** member.
- iv. Any such amendments, alterations, additions or rescission referred to in Sub-Clause 5.5 (i) and Sub-Clause 5.5 (iii) must be ratified by a majority of not less than three quarters (75%) of members voting in person.
- v. Amendments, alterations, additions or rescissions shall take immediate effect following confirmation by the Annual General Meeting.
- vi. The National Secretary, with the approval of the National Executive, can make and promulgate amendments to the Constitution and By-Laws to branches which are of a purely administrative or grammatical nature, where the intent of the sentence is not legally changed by an amendment or correction.
- vii. The National Secretary shall distribute alterations to Branches.

5.6 COMMUNICATIONS

Communication to Members shall be through email, Australia Post, the SAA Facebook Page and the SAA web site. The Webmaster shall be responsible to the National Executive, through the SAA CIM, for the content of all material posted to the SAA website.

5.6.1 WEBSITE

5.6.1.1 The SAA shall maintain a web site www.submarinesaustralia.com.

5.6.1.2 The web site shall be maintained by the Webmaster.

5.6.1.3 The design and content of the web site will be the responsibility of the webmaster in consultation with the National Committee.

5.6.1.4 The webmaster shall provide an Annual Report to the CIM, no later than three weeks prior to each Annual General Meeting.

5.6.1.5 The Communication Information Manager shall provide an Annual Report, which includes the Webmaster's report, to the National Committee, no later than two weeks prior to the AGM.

5.6.2 FACEBOOK PAGE

- i. The SAA shall maintain a Facebook page "Submarines Association Australia",
- ii. The Facebook page shall be maintained and administered by 2 nominated Administrators and at least one Moderator,
- iv. The Administrators and Moderator shall be selected by the SAA CIM and the positions ratified by the National Committee,
- iv. The design and content of the Facebook page will be the responsibility of the page Administrators in consultation with the National Committee, and in accordance with the SAA Communications Information Management Policy.
- v. The Administrators shall provide an Annual Report to the National Executive Committee through the CIM, no later than two weeks prior to each Annual General Meeting.

MEETINGS

6.1 ANNUAL GENERAL MEETING

The Annual General Meeting is the supreme governing authority of the SAA. The Annual General Meeting;

- i. Will be held annually as part of the National Conference known as SUBCON, on the Sunday of the Conference.
- ii. Shall be organised and hosted by Branches
 - on a rotation basis,
 - as appointed by the National Committee.
- iii. The Branch hosting SUBCON is to make a presentation to the NEC on their proposal for hosting SUBCON prior to the preceding AGM, and if approved by the NEC outline their proposal to the AGM.
- iv. Associate and Social Members shall be entitled to attend as observers.
- v. Notices of Annual General Meeting shall be promulgated no later than 16 Weeks prior to the date of the AGM and the Returning Officer and Scrutineers appointed by the National Committee.
- vi. Notices of motion for inclusion in the Agenda of the Annual General Meeting must be in the hands of the Secretary no later than ten (10) weeks prior to the AGM.
- vii. The AGM Agenda and Notice of Motion shall be forwarded to the National Committee and Branch Secretaries and posted on the SAA website not less than eight (8) weeks prior to the AGM.
- viii. A quorum for an Annual General Meeting shall be fifty (50) Life and Ordinary financial Members. Where a quorum cannot be met, the meeting can vote and make interim decisions which have to be ratified by the majority of SAA Branches within three months of the AGM.
- ix. Where possible, members may attend and vote virtually at the meeting.
- x. The Annual General Meeting shall be conducted in accordance with the Agenda as defined in By-Law 2.
- xi. Motions of importance may be made verbally from the floor of the Annual General Meeting;
 - Such a resolution may be deferred if it is a matter that needs further investigation or discussion.
- xii. Motions are to be submitted on the form provided - APPENDIX E.
- xiii. Minutes of the Annual General Meeting shall be distributed to Branches within twenty eight (28) days of the rising of the meeting.
- xiv. A table of milestones for the AGM is contained as APPENDIX G.

Once the date of SUBCON is confirmed the National Secretary is responsible for promulgating AGM milestone dates iaw the table at APPENDIX G."

FINANCE

The Treasurer shall be responsible for the management of the Associations accounts and assets and shall maintain accurate records of all transactions. The Treasurers duties, delegations and responsibilities are defined in By-Law 4.

- i. The financial year of the SAA shall commence on 1st April each year.

7.1 SAA ACCOUNTS

- i. All funds of the SAA shall be deposited into an SAA accounts at such bank or recognised financial institute as the National Committee may determine.
- ii. The signatories to the SAA's account/s will be treasurer plus any one (1) of the executive, or, in the absence of the treasurer, any two of the executive.
- iii. All accounts due by the SAA shall be paid after having being passed for payment at a National Committee Meeting and when immediate payment is necessary,

account/s shall be paid and the action endorsed at the next National Committee Meeting.

- iv. At each Annual General Meeting the National Treasurer shall present a written statement of income and expenditure, assets and liabilities for the financial year for ratification by the meeting.
- v. A statement of the accounts and balance sheet shall be presented with the treasurer's report at each Annual General Meeting.

7.2 ALLOCATION OF FUNDS

Each year, after reviewing the budget for the pursuing year the National Committee shall, where possible, allocate;

- i. A percentage of income received from Member's subscriptions to each Branch.
- ii. The percentage to be allocated to a Branch will be determined by the National Committee.
- iii. The percentage subscriptions allocated for members on the 'Unattached' list shall be allocated to the SAA account.
- iv. A Branch may forfeit its allocation if the Committee considers the branch breached or did not comply with the rules of the SAA.

7.3 OUT OF POCKET EXPENSES

Officers may receive payment for any legitimate expenses incurred by them in their services to the Association.

7.3.1 EXECUTIVE ALLOWANCE

Allowances may be paid to members of the Executive for the following;

7.3.1.1 Travelling expenses for bus, train, air fares or motor vehicle mileage allowance (based on the Public Service non-SES level) when representing the SAA at meetings and attending the AGM of the SAA.

Two (2) nights' accommodation to attend the AGM of the SAA.

5.1.1.1 Three (3) nights' accommodation to attend the AGM of the SAA if the National Committee convene on the Friday.

5.1.1.2 Any other reasonable 'out of pocket' expenses incurred when representing the SAA. All claims for 'Out of Pocket' expenses must be accompanied with receipts.

7.3.2 COMMITTEE AND OFFICE BEARERS

If approved by the President, reasonable expenses may be paid to officer bearers or members attending meetings representing the SAA.

5.1.1.3 The allowance will be based on the Public Service non-SES level.

5.1.1.4 Claims for allowances must be accompanied by receipts. Member must submit written report of meeting attended.

7.4 AUDITOR

- i. At the Annual General Meeting an auditor shall be appointed for the ensuring year.
- ii. The auditor shall have access at all times to books, accounts and receipts of the SAA.
- iii. The auditor shall submit to the AGM a statement of the financial position of the SAA and shall publish an Annual Report and detailed statement.

SAA ELECTIONS

8.1 NOMINATIONS FOR NATIONAL EXECUTIVE

- i. Elections for the National Executive shall be conducted at every THIRD Annual General Meeting.
- ii. Nominations for election to the National Executive shall be in the hands of the National Secretary no later than Ten (10) weeks prior to the date of the election.
- iii. All retiring Executive Office holders shall be eligible for re-election.
- iv. Such elections as referred to in sub-clause 5.1 (i) shall be conducted in accordance with the By-Law 8.
- v. Nomination Forms for election to the Executive – see APPENDIX D.

8.2 BALLOT FOR NATIONAL EXECUTIVE

At every THIRD Annual General Meeting elections for the National Executive will be held and a Ballot for the positions National President, Vice President, Treasurer and Secretary of Submarines Association Australia shall be conducted.

- i. All financial members shall be eligible to cast one vote for candidates for the National Executive.
- ii. The Returning officer appointed by the National Committee shall be responsible for conducting the election in accordance with By-Law 8.

APPENDIXES

APPENDIX A - CREST



**APPENDIX B – Constitution and By-Laws of the Submarines
Association Australia - APPLICATION FOR MEMBERSHIP**

APPLICATION FOR MEMBERSHIP

I,
(Full Name)

of.....
(No and Street Names)

..... P/C
(Suburb & State))

Apply to become an; Ordinary Member ☐ Associate Member ☐ Social Member ☐ (Tick One Only)
of the Submarines Association Australia.

On acceptance as a member, I agree to be bound by the rules of the Association.

I accept that information contained in this application will be provided to any Branch of the Association.

Signature: Date:

NOTE: On acceptance of membership members will be classified a 'Member of the Branch' in the State of residence. Members residing in a State with more than one Branch shall be classified as a member of the Branch nearest their residential address. Members may nominate their preferred Branch for Membership. Members may nominate as an 'Unattached' member, see Clause 4.1.1 of the SAA Constitution for details.

Nominated Branch - ACT ☐, NSW ☐, QLD ☐, SA ☐, TAS ☐, VIC ☐, WA ☐.

This application must be accompanied with evidence of submarine service or information relative to the category of membership for which this application applies.

Preferred Name: (or Nickname in the Service)..... D.O.B.....

Email Address:

Phone: (Home) (Work) (Mobile)

Partners Name: (Optional).....

Which Service (RAN, RANVR, RN, USN etc)..... Service Number.....

Date Joined Service: Discharge date Rank/Rating.....

S/Q Category

Honours/Awards/decorations (include MinD if applicable):

Submarines Served on: Dates (Approximately)

.....
.....
.....
.....

Service Highlights/History (use separate sheet if insufficient space)

.....
.....

I consent to the following information being posted on the SAA website

Name: YES ☐ NO ☐

Address: YES ☐ NO ☐

Email: YES ☐ NO ☐

Phone No's: YES ☐ NO ☐

Contact details to SAA members on request: YES ☐ NO ☐

Please mail/email the completed application form and make payment by EFT. **Note the Australian Military Bank no longer accepts cheques.**

Mr John Rana,
National Treasurer
C/o PO Box 8070
Warnbro WA 6169
Phone: 0402 143 211 Email: ranaoxley@iinet.net.au
Details for Payment by EFT.

Submarines Assoc Aust Account:
100125212
BSB: 642170
ID: (Surname/Initials) Subs
Bank: AMB (Australian Military Bank)
Name:

**APPENDIX C – Constitution and By-Laws - NOMINATION
FOR THE AWARD OF LIFE MEMBERSHIP**

NOMINATION FOR THE AWARD OF LIFE MEMBERSHIP

The..... Branch of the SAA
nominates:

..... for the award of Life
Membership

(FULL NAME)

Address

..... P/C
.....

Financial Yes/No..... Date member joined the Association..... / /

..... Has membership been continuous Yes/No

Has member rendered **10 years outstanding service to the Association** Yes/No

Give details of members' office and positions held

Position/s held

Date

.....From...../...../..... to...../...../.....
.....From...../...../..... to...../...../.....
.....From...../...../..... to...../...../.....
.....From...../...../..... to...../...../.....
.....From...../...../..... to...../...../.....

Particulars of service rendered to the Association;

.....
.....
.....
.....

Branch Citation in support of nomination;

.....
.....
.....

Date of meeting where the majority of the Branch Executive recommended the nomination

...../...../.....

This nomination must be signed by two (2) members of the Executive

.....
(Name) (Position) (Name) (Position)

.....
(Signature) (Signature)

**APPENDIX D – Constitution and By-Laws - NOMINATION
FOR NATIONAL EXECUTIVE**

NOMINATION FOR NATIONAL EXECUTIVE

I,
(Full Name)

of.....Branch

Nominate
(Full Name)

of.....Branch

For the position of.....

Proposers Signature:..... Date

This nomination must be in the hands of the National Secretary not later than the 1st April in year of election otherwise it cannot be accepted.

The nominee must notify the National Secretary, in writing by 4.30 p.m. Ten (10) weeks before the AGM in the year of election, of his acceptance of this nomination. Such notification may be by separate letter/email or endorsed hereon.

I,
(Full Name)

being a Financial Member of the SAA, accept the above nomination.

Nominees Signature: Date

Nominees Address:

..... P/C

Email Address:

Phone: (Home) (Work) (Mobile)

Information (not exceeding 25 words) which candidate and / or nominator may consider relevant::

.....
.....
.....
.....

Duties of National Executive positions are detailed in By-Law 4 of the Constitution.

APPENDIX E - Constitution and By-Laws Submarines
Association Australia - NOTICE OF MOTION

NOTICE OF MOTION

I,
(Full Name)

Of..... Branch

Submit the following Motion to be included in the Agenda of the Annual General Meeting of the SAA

I, MOVE THAT
.....
.....
.....
.....
.....
.....

Supporting argument
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Proposer Signature Date
.....

Seconded:
.....
(Full Name)

Signature Date
.....

Notices of motion for inclusion in the agenda of the Annual General Meeting shall be in the hands of the Secretary no later than Ten (10) weeks before the AGM.

APPENDIX F – Constitution and By-Laws Submarines
Association Australia - APPLICATION FOR ASSISTANCE

APPLICATION FOR ASSISTANCE

Name of Applicant
(Full Name)

Address
..... P/C
.....

Phone No: Mobile

Email.....

. Date joined association / /

Brief description of purpose of Application.....
.....
.....

Has alternatives been investigated i.e. Federal and State agencies – YES ☐ NO ☐

If yes state agencies.....
.....

. Specify type of assistance requested

.....
.....
.....

If monetary assistance is required state amount requested

Supporting statement by Branch Executives
.....
.....
.....

Applicants Signature Date
.....

Branch Executive Name..... Position
.....

Signature

APPENDIX G – Constitution and By-Laws Submarines Association
Australia - SAA NATIONAL ANNUAL GENERAL MEETING
MILESTONES

SAA NATIONAL ANNUAL GENERAL MEETING MILESTONES

MILESTONE	ACTION	Constitution/By-Law Reference	Applicability
AGM minus 16 weeks	Notice of AGM to be Promulgated. Returning Officers and Scrutineers appointed by National Secretary.	Constitution Clause 6.1. v.	All AGMs
AGM minus 12 weeks	Nominations from Life and Ordinary Members for National Executive positions shall be invited by the National Secretary	By-Law 7 para 2.	Election Years only
AGM minus 10 weeks	Notices of motion for inclusion in agenda are to be in the hands of the National Secretary	Constitution Clause 6.1.vi & By-Law 7 para 6	All AGMs
AGM minus 10 weeks	Nominations for election to the National Executive shall be in the hands of the National Secretary.	Constitution Clause 8.1.ii.	Election years only
AGM minus 8 weeks	AGM Agenda and Notices of Motions to be forwarded to National Committee & Branch Secretaries and posted to SAA Website.	Constitution clause 6.1.vii.	All AGMs
AGM minus 8 weeks	The National Secretary shall provide the Returning Officer and Scrutineers with the names and addresses of all members eligible to vote.	BY-Law 8 para 1.i.	All AGMs
AGM minus 7 weeks	National Secretary to provide the returning Officer with the names of all candidates.	By-Law 8 para 1.ii.	Election Year only
AGM minus 6 weeks	National Secretary shall post on the SAA web site a Ballot Page and mail ballot papers to all those eligible to vote who have requested a ballot paper	By-Law 8 para 2.i & 2.ii.	Election Year only

AGM minus 6 weeks	The National Secretary shall advise the Returning Officer and Branches of the name and details of candidates and publish the same on the SAA website.	By-Law 7 para 8	Election Year only
AGM minus two weeks	The following AGM reports to be in the hands of the National Committee. 1. Webmaster's Annual Report. 2. Facebook Administrators' Report	Constitution para 5.6.2 iv & para 5.6.3 v.	All AGMs
AGM minus seven days	On-Line voting for National Executive closes and all votes directed to Returning Officer & Scrutineers.	By-Law 8 para 6.iii	Election Year only
AGM minus seven days	All hard copy ballot papers returned by AUSPOST to be in the hands of the Returning Officer.	By-Law 8 para 7.ii	Election Year only
AGM minus one Day	Returning Officer & Scrutineers shall tally the votes record on tally sheet.	By-Law 8 para 8	Election Year only
Declaration of ballot + 24 hours	Returning Officer with consent of the Meeting shall destroy all Ballot Papers.	By-Law 8 para 15	Election Years only
AGM + 28 days	Minutes of the Annual General Meeting shall be distributed to Branches.	Constitution Para 6.1.xii.	All AGMs

BY-LAWS OF THE SUBMARINES ASSOCIATION OF
AUSTRALIA CONSTITUTION

BY-LAWS

OF THE

SUBMARINES
ASSOCIATION
AUSTRALIA

CONSTITUTION

BY- LAW No 1 - FORMATION OF BRANCHES – sub-Clause
5.4

1. FORMATION

If a motion is presented to form a Branch, the proposal must;

- i. Have the names of a minimum of twenty five (25) Life and Ordinary financial members permanently residing within the proposed boundaries of the branch.
- ii. Be at least 400 kilometres from any existing Branch.
- iii. The proposed Branch must be limited to an area within a 250 kilometre radius from its headquarters, defined by post codes.

IF, in the interests of the SAA the National Committee may waive paragraphs (ii) and (iii) in the case of remote or regional areas i.e. Western Australia, Queensland, NT.

2. BRANCH OBJECTIVES

Branch objectives are to be consistent with the SAA constitution in that;

- i. To maintain the unique “esprit de corps” of the Submarine Service.
- ii. To assist one another as occasions may arise.
- iii. To encourage social activities amongst SAA resident or visiting members.
- iv. To represent the SAA at Official Functions (i.e. ANZAC Day, Remembrance Day etc).

3. BRANCH CONSTITUTION

- i. Branches shall have power to formulate their own Constitution and By-Laws providing they are not inconsistent with SAA Constitution and By-Laws.
- ii. Where a State’s Incorporation Act conflicts with the SAA Constitution, the National Committee must be informed so action can be taken to resolve the conflict.
- iii. Branch Constitutions, amendments or inconsistencies with the SAA constitution must be approved by National Committee.
- iv. Each Branch is to ensure the National Secretary has a current copy of the States Constitution and By-Laws.

4. BRANCH MANAGEMENT

Management of a Branch shall be vested in the Branch Executive duly elected by the members of the Branch at a AGM and shall consist of;

- President.
- Vice-President.
- Treasurer, and
- Secretary.

To allow continuity in Branch Management, Branches may appoint an Associate Member to fill the Secretary or Treasurer positions. Associate members appointed to these positions shall have no voting rights.

5. BRANCH FINANCE

- i. The National Executive shall have no responsibility for or jurisdiction over the internal or financial commitments of branches.
- ii. Branches cannot charge a Joining Fee or Subscription.

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BY- LAW No 2 - STANDING ORDERS FOR MEETINGS -

Clause 6

The order of business to be considered at any meeting unless otherwise determined by the meeting shall be;

ANNUAL GENERAL MEETING AGENDA - sub-Clause 6.1

1. Open Meeting
2. Silence in memory of departed comrades
3. Apologies
4. Confirmation of Minutes of previous meeting
5. Business Arising from previous minutes
6. Treasurer presents statement of accounts and auditor's report
7. Adoption of Treasurers Report
8. Reports
 - President
 - Secretary
 - Submarines Association Australia Welfare Successor FoundationOffice Bearers – as appropriate
9. Adoption of Annual Reports
10. Determination of subscription fees
11. Motions on Notice
12. General Business
13. Returning Officer - Results of Election
14. Appointment of Office Bearers
15. Vote of thanks to outgoing Executive and Office Bearers
16. Declaration of next meeting place
17. Close meeting

NOTE: The Returning Officer on taking the chair shall announce the results of the election. In the case where there has been no nomination for Executive positions the Returning Officer shall call for nominations from the floor.

The **following matters shall not be considered unless notice of motion has been given as provided for in these rules;**

- i. Alteration of or addition to the SAA Constitution and By-laws.
- ii. Any significant amendment of policy.
- iii. The expenditure of any money the amount of which the meeting considers significant.
- iv. Any proposal to impose a levy.
- v. Change of meeting dates.
- vi. A nomination for the Association's Awards.

The conduct of meetings, at whatever level of Association, shall be in accordance with, and where there are cases of doubt or dispute, the procedures set out in 'Law and Procedure at Meetings in Australia' by P Joske shall be adopted to the extent that they are consistent with these rules and these standing orders:

- i. No question may be debated unless it is the subject of a motion or amendment duly moved and seconded.
- ii. The Chair may require that any motion or amendment be submitted in writing.
- iii. During any debate on a motion or amendment;
 - the mover of the motion shall be permitted to speak for four minutes and any subsequent speaker, including the seconder and the mover of any amendment, for three minutes provided that the meeting may consent to a specified extension of time for any speaker.

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- not more than two speakers, including the mover and the seconder who however may second formally and speak later at any time, shall follow successively on the same side of the question.
 - a speaker shall address the meeting through the chair and shall be standing unless the Chair shall permit a speaker to remain seated.
 - no speaker (except the mover of a motion, who shall reserve the right to a closing argument) shall speak more than once to a motion or once to an amendment unless the meeting gives approval to do so; and
 - the Chair shall not participate in any debate unless he or she retires from the chair in favour of an acting Chair for the duration of the debate on the motion or amendment to the motion.
- iv. Only one amendment to a motion may be considered at any one time and an amendment which has the effect of being a direct negative of the original motion shall not be considered.
- v. When an amendment is proposed and seconded, the debate shall relate only to the amendment. Any member may speak to the amendment notwithstanding that the member may have spoken to the motion or to a previous amendment.
- vi. When an amendment is determined, the debate on the original motion, as amended if the amendment is carried, shall be resumed. Further amendments may be proposed, provided that the proposed amendment does not amend any replacement or additional words that resulted from any previous amendment or, propose the reinstatement of any words, deleted by a previous amendment.
- vii. At the conclusion of the debate on any amendment, the mover of the original motion may speak, except where that member has spoken during the debate on the amendment.
- viii. After the determination of all amendments and the conclusion of the debate, the original motion or the original motion as amended shall be put to the meeting, provided that before the motion is put, the mover of the original motion may again speak if the motion has not been amended.
- ix. Where the first amendment proposed and seconded to an original motion provides that all words after the commencing word "that" be deleted and replaced by other words and that amendment is carried, no further amendment shall be allowed and the amended motion shall be put without further debate.
- x. Unless otherwise provided in these rules, each motion and amendment will be determined by a simple majority of those members present and eligible to vote.
- xi. The Chair may exercise a substantive vote on any motion or amendment, except at SAA Annual General Meeting, provided that the Chair's vote is cast before the votes of other members are known.
- xii. The mover and seconded of a motion or amendment may vote against that motion or an amendment to that motion, only if the meeting is advised of such intention before the motion is put.
- xiii. In the case of an equality of votes on any question the Chair, who shall not have a casting vote, shall declare the question lost.
- xiv. The following formal motions may be moved and seconded at any stage of a debate after speakers for and against the question have been heard, by a member who has not moved, seconded or spoken to the question;
- a motion "that the question be now put" may be accepted if the Chair is satisfied that the question has been reasonably discussed and that the views of any minority have been heard. The motion **"that the question be now put"** shall be voted upon without debate and, if lost, the suspended debate shall be resumed but, if carried, the debate shall cease. The question which was being debated shall be put immediately after (in the case of an un-amended motion) the mover of the original motion has exercised the right to speak again.
 - a motion "that the question not now be put" shall be accepted and debated without reference as to whether or not a member has spoken previously to the question being debated. If the motion "that the question not now be put"

is lost the suspended debate shall be resumed but, if carried, the meeting

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shall proceed to the next item of business without taking a vote on the original or amended motion. Such a motion shall not be proposed during a debate on an amendment.

- xv. If during a debate a member rises on a point of order, the debate shall be suspended. The member shall state the point of order clearly and the Chair, who shall allow no debate or discussion, shall decide the matter promptly.
- xvi. If it is moved and seconded "that this meeting disagrees with the Chair's ruling", the debate on the question before the chair shall be suspended. The Chair shall leave the chair after the appointment of an acting Chair, and the motion "that this meeting disagrees with the Chair's ruling" shall then be debated and determined. The Chair shall then resume the chair, the decision of the meeting shall prevail and the suspended debate resumed.
- xvii. Any member may ask a question without debating the motion before the chair without forfeiting the right to speak later either for or against the motion.
- xviii. Any member may, with the consent of the Chair, offer an explanation of any particular expression used previously provided that the explanation is confined to the subject approved by the Chair.
- xix. Any member who;
 - continues to breach the Standing Orders after being called to order by the Chair; or
 - refuses to retract any offensive expression or to apologise for any breach of Standing Orders, or
 - persists in obstructing the business of the meeting after being directed by the Chair to desistshall forfeit all rights to participate in any discussion, until the order or direction of the Chair is complied with, to the satisfaction of the meeting.

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BY- LAW No 3 - LIFE MEMBERSHIP - sub-Clause 4.2.2

The Award of Life Membership is the highest honour, which can be bestowed upon an Ordinary or an Associate Member of the SAA, and therefore, all recommendations should be thoroughly considered in that light, prior to submission.

Except in exceptional circumstances, National Executive and Branches shall not propose that an Ordinary or Associate Member be nominated for Life Membership, unless;

- i. The member recommended for the Award must have at least fifteen (15) years of continuous service to the Association, of which.
- ii. At least ten (10) years are considered outstanding and distinguished service to the Association. The ten (10) years service need not be continuous.
- iii. The service to the SAA should include at least two positions as a National or Branch committee member.
- iv. Service rendered as a Patron or paid auditor is not considered as qualifying service.
- v. All nomination must be supported with citation/s from Branch Executive.
- vi. Nominations from a Branch must be supported by a majority of the Executive Committee members of the nominating Branch.
- vii. Nominations by the National Executive must be supported by three (3) members of the National Executive
- .
- viii. Any such appointment must be ratified at a National Committee Meeting preceding the Annual General Meeting..
- ix. If after a nomination has been made and the nominated member dies before the award of Life Membership the Life Members Badge shall be presented to his Next of Kin.
- x. For Life Membership nomination Form – see APPENDIX C.

BY- LAW No 4 - DUTIES AND RESPONSIBILITIES

PRESIDENT

The President of the SAA is the Senior Officer of the association and is responsible for the management and operations of the SAA National Executive.

The President shall;

- i. Preside over all National Committee meetings.
- ii. Represent the SAA.
- iii. Ensure sound fiscal management of Association's funds and assets.
- iv. Encourage representation of the SAA within other service organisations by forging alliances and affiliations where appropriate.
- v. Develop and maintain links with the RAN submarine community.
- vi. Report to the National Committee on matters that affect more than one Branch of the Association.
- vii. Advise the Committee of any period of absence that he will be unable to perform his duties.
- viii. On invitation, visit Branches where the Branch agrees to cover fifty percent (50%) of costs.
- ix. Provide a written report to the AGM of the SAA.

VICE PRESIDENT

The Vice President is to assume the responsibilities of the President in his absence. The Vice President is responsible for;

- i. Presiding at all National Committee meetings in the absence of the President.
- ii. Promoting the Association through the media and other service organisations.
- iii. Recruitment.

SECRETARY

The Secretary shall;

- i. Co-ordinate and distribute the correspondence of the Association.
- ii. Keep full and correct minutes of the proceedings of the Association.
- iii. Keep and maintain an up to date Constitution and Rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose.
- iv. Maintain a record of;
 - a. the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee; and,
 - b. the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association.
- v. Have custody of all books, documents, records and registers of the Association, but other than those required to be kept and maintained by, or in the custody of, the Treasurer or Historian.
- vi. Perform such other duties as are imposed by these rules on the Secretary.

TREASURER

The Treasurer shall be responsible for the management of the Association's accounts and assets and shall maintain accurate records of all transactions.

The Treasurer shall-

- i. Be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association.

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- ii. Deposit all funds received into the SAA's accounts at such bank or recognised financial institution as the National Committee may determine.
- iii. Make payments from the funds of the Association with the authority of the Executive and in so doing ensure that all cheques are signed by himself and at least one other authorised member, or by any two others as are authorised by the Constitution.
- iv. Comply on behalf of the Association with respect to the financial records of the Association by;
 - Keep such accounting records as correctly record and explain the financial transactions and financial position of the Association.
 - Keep its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time.
 - Keep its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited.
 - Submit to members at each annual general meeting of the Association a financial audit of the Association's funds showing the financial position of the Association at the end of the immediately preceding financial year.
- v. Whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- vi. The Treasurer will distribute the amount due to each Branch as directed by the National Committee.
- vii. Create an Annual Budget for the operation of the SAA, and
 - Distribute the budget to the National Committee by 1st May each year for consideration
 - At the National Committee Meeting present the Annual Budget to the National Committee for ratification.
- viii. Perform such other duties as are imposed by these rules on the Treasurer.

NATIONAL EXECUTIVE

The Executive shall have the full and complete power to conduct the business and affairs of the Association and shall be responsible for;

- Publicising the activities of the Association and its activities
- Coordinating recruitment through the Branches
- Coordinating the Association's Membership
- Management of correspondence
- Maintain and promulgate records and Minutes of Meetings
- Promulgation of relevant information to Branches and Members received from all sources
- The liaison with Kindred Associations at a National level.
- Maintaining contact with Government Agencies
- Co-ordinate recommendation of National Honours and Awards i.a.w By-Law 9
- Co-ordinate recommendation of Association Awards
- Coordinate the Association's Pension Officers and advocates
- Managing Budget and SAA funds
- Maintenance of the Association's web site and newsletter
- Coordinating policy change proposals with the Branches and Committee
- Submission of Annual Reports at the Annual General Meeting

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NATIONAL COMMITTEE

The National Committee shall be responsible for;

- Decisions that affect more than one (1) Branch.
- Approving recommendation for Life Membership of the SAA.
- Recommendation of Patron and Vice Patron.
- Recommendation of National Honours and Awards. Note: The names of members recommended and the decisions made shall be held on a separate Honours and Awards file held by the National Secretary and not included in the minutes of the National Committee.
- Recommendation of Association Awards
- Appointing National Office Bearers as per Sub-Clause 5.3.
- Appoint a member of the National Executive to temporarily assume the duties of a person who may temporarily be unavailable to fill their elected position.
- Appoint or call for a volunteer to join the National Executive to replace a person who has resigned, due to illness, injury or death.
- Approve the SAA annual operation budget.

All such decisions or recommendation shall be subject to ratification at the following Annual General Meeting of the SAA.

NATIONAL OFFICE BEARERS

National Office Bearers shall;

- Maintain the appointed portfolio in the best interests of the SAA.
- Report to the National Executive, National Committee, AGM or Branch Presidents as appropriate.
- Present a written report at the National Committee meeting each year
- Present a report to the AGM as necessary.

SUBMARINES ASSOCIATION AUSTRALIA

BY- LAW No 5 - FINANCE – Clause 7

SAA ACCOUNTS

JOINING FEE AND SUBSCRIPTIONS – Clause 4.3

The joining fee and annual subscription payable by members as defined in Clause 5 of the constitution, shall be such an amount as determined from time to time at an AGM of the SAA;

1. JOINING FEE

Joining Fee	\$20.00
-------------	---------

2. SUBSCRIPTION

1 year	\$10.00
5 years	\$40.00
25 years	\$175.00

- i. A Membership year is 1st January – 31st December.
- ii. All subscription fees must be received by the National Treasurer by 31st December each year.

FINANCIAL DELEGATION

- i. The President has the authority to approve expenditure of;
 - up to \$500 for items required for the operation of the Association.
 - up to one \$100 for donations to charities or kindred organisations, up to a maximum of \$500 in one (1) financial year.
 - travelling or reasonable expenses for an Executive, Committee Member, Office Bearers or members when representing the SAA.
- ii. The Secretary will be provided with \$500 Petty cash to purchase stamps, stationary and printing supplies. Amounts in excess of \$100 must have the consent of the National committee.
 - A record of all expenditure shall be recorded in a Petty Cash Register. Such a register shall be provided to the Treasurer for reconciliation on refurbishing Petty Cash.
- iii. The Treasurer will be provided with \$500 Petty cash to purchase stamps, stationary and printing supplies. Amounts in excess of \$100 must have the consent of the National Committee.
- iv. SUBCON – Branches hosting SUBCON may apply to borrow, in advance, an amount of up to ten thousand dollars (\$10,000). The amount borrowed must be repaid within twenty eight (28) days of completion of SUBCON.

ALLOCATION OF FUNDS – Clause 7.2

The National Committee, on approving the National budget, will be determined the percentage of the annual subscription fee to be distributed to branches;

- The Treasurer will distribute the amount due to each Branch as directed by the National Committee.
- Branches may make application for further funds if need arises.

BY- LAW No 6 - SUBMARINES ASSOCIATION OF
AUSTRALIA SUCCESSOR WELFARE FOUNDATION -
Clause 3.9

APPOINTMENT OF TRUSTEES – Sub-Clause 3.9.1

A new Trustee may be so appointed in any of the following cases, namely:

- i. where a Trustee dies.
- ii. where a Trustee remains out of Australia for more than one year without having properly delegated the execution of the trust.
- iii. where a Trustee remains out of Australia for more than two years.
- iv. where a Trustee desires to be discharged from all or any of the trusts or powers reposed in or conferred on the Trustee.
- v. where a Trustee refuses or is unfit to act in such trusts or powers, or is incapable of acting therein.
- vi. when a Trustee is in a state of Bankruptcy, or is guilty of a criminal offence.
- vii. where a Trustee is removed under a power contained in the instrument creating the trust, and
- viii. The person to be appointed as a Trustee may be the person, or one of the persons, by whom or with whose consent the appointment is or may be made.

The appointment of Trustees is the sole responsibility of the SAA National Committee

APPLICATION FOR ASSISTANCE – Sub-Clause 3.9.2

Members wishing to apply for assistance from the Foundation shall, in the first instance, contact their Branch Executive/Committee.

On receipt of an application the Member's Branch Executive shall investigate and send a recommendation and supporting remarks to the Secretary and the Trustees.

When submitting an application the Branch making the request must;

- i. Confirm the applicant is a Life, Ordinary or Associate member of other eligible person under the Trust Deed..
- ii. Where applicable confirm that the member has been a financial member for a minimum of twelve (12) months.
- iii. Clearly identify the purpose for the loan/grant.
- iv. Confirm the members financial position necessitates assistance.
- v. Outline whether alternatives have been investigated to assist the member i.e. Federal or State agencies.
- vi. Specify the exact amount requested by the member.

NOTE:

It is important that members realise that any assistance provided is at the discretion of the Trustees and not an automatic entitlement.

SUBMARINES ASSOCIATION AUSTRALIA

BY- LAW No 7 - SAA ELECTIONS - Clause 8 - **NOMINATIONS FOR NATIONAL EXECUTIVE - Sub-Clause** **8.1**

1. Offices for which nominations may be made shall be;
 - i. President.
 - ii. Vice President.
 - iii. Treasurer, and
 - iv. Secretary.
2. Nominations from Life and Ordinary Members shall be invited by the National Secretary at least twelve (12) weeks prior to the Annual General Meeting.
3. Candidates must be financial members and shall supply such information as required and called for as set out in nomination form – see APPENDIX D.
4. Members may nominate for, but not hold more than one (1) position on the Executive.
5. Candidates must sign nomination form or advise the National Secretary by email as acceptance of the nomination.
6. The closing date for lodgement of nominations shall be Ten (10) weeks prior to the date of the election..
7. Nomination should be forwarded to the National Secretary.
8. The National Secretary shall advise the Returning Officer and Branches of the name and details of candidates and publish the same on the SAA website six weeks prior to the election.
9. In the event of a candidate dying or withdrawing from nomination after the closing date for nominations and before the Returning Officer declares the result of the Ballot or in the event of no nominations being received for the office, the Returning Officer shall call for further nominations from the floor at the Annual General Meeting.
10. The Duties and Responsibilities of the National Executive positions are defined in By-Law 4.

BY- LAW No 8 - SAA ELECTIONS – Clause 8 - BALLOT
NATIONAL EXECUTIVE – Sub-Clause 8.2

The National Committee shall appoint a Returning Officer and two (2) Scrutineers who shall be responsible for conducting a ballot for the positions on the National Executive. The procedures for conducting a Ballot shall be:

1. The National Secretary shall;
 - i. Provide the Returning Officer and Scrutineers with the names and addresses of all members eligible to vote as at the. Eight (8) weeks prior to the election.
 - ii. Provide the Returning Officer with the names and details of all candidates not later than seven (7) weeks prior to the election.
2. The National Secretary, at least six (6) weeks prior to the AGM shall;
 - i. Post on the SAA web site a Ballot Page.
 - ii. Mail Ballot Papers to all those eligible to vote who have requested a ballot paper
3. Ballot page/papers shall bear the following information;
 - i. Name of Office (i.e. National President).
 - ii. A list of candidates, the order in which they appear will be determined by draw by Returning Officer.
 - iii. A square provided opposite each name.
4. No distinguishing rank or mark is to be displayed against names.
5. An 'X', 'tick' or 'mark' inside a box shall be countered as a vote. Any ballot page/paper with more than one box marked shall be considered an informal vote and will not be included in the count.
6. 'Postal' Voting.
 - i. *Members who wish to make a postal vote are to apply to the National Secretary, by email or letter, no less than 21 days prior to the AGM", or download a postal vote from the SAA website"*
 - ii. Completed ballot papers shall be placed in envelope marked 'Ballot Paper' which shall carry no other identification.
 - iii. Ballot papers shall be returned to the Returning Officer by Australia Post, NO later than seven (7) days prior to the AGM.
7. On the day preceding the Annual General Meeting the Returning Officer and Scrutineers shall tally the votes record on tally sheet.
8. Order of voting is first past the post.
9. In event of two or more candidates securing an equal number of votes, the election shall be decided by the Returning Officer drawing one name from a hat.
10. Where a candidate stands for two (2) positions and is elected to more than one position he must declare the position he will retain and the resultant vacancy filled by further nominations.
11. In the case there is not a sufficient number of candidates nominated, nominations may be made from the floor, at the Annual General Meeting.
12. The Returning Officers shall at the Annual General Meeting declare result of the ballot.
13. The newly elected National Executive shall take office on the declaration of the ballot at the Annual General Meeting.
14. The Returning Officer with consent of the Meeting shall destroy all Ballot Papers twenty four (24) hours after the declaration of the ballot.

BY- LAW No 9 - NOMINATIONS FOR HONOURS & AWARDS

This By-Law is to be read in conjunction with the guidelines and information contained at;

[Nominate someone for the Order of Australia | Governor-General of the Commonwealth of Australia \(gg.gov.au\)](https://www.gg.gov.au/nominations)

1. There are two methods how SAA members can be recognised under the National Honours system for their services to the Submarines Association of Australia.
 - i. The first is where an individual initiates a nomination as a private citizen and nominates the SAA President or other Office Bearer as one of the referees.
 - ii. The second is where a nomination is initiated from within the SAA and is submitted on behalf of the SAA under the National President's signature.
2. Regardless of which method is followed it is vital that the SAA's endorsement of the nomination is merit based, and the information in the nomination is reviewed and has the approval of the National Committee. Failure to do so, may result in embarrassment to the association if it found that incorrect information has been provided to the Office of the Governor General.
3. **Nominations initiated by individuals.** Individuals within the Association are fully entitled to initiate a nomination for any member to be awarded an honour under the National Honours and Awards System and to nominate a SAA Office Bearer as a referee to support it on behalf of the Association. Where this occurs the referee, on receipt of a request from Government House, is to draft their response and submit it as quickly as possible to a National Committee meeting for review and endorsement/non-endorsement. If endorsed the reference is to be forwarded to the Office of the Governor General on SAA letterhead signed by the referee and a copy placed on the Honours – in – Confidence file held by the National Secretary.
4. **Nominations initiated from within the SAA.** Where a nomination is forwarded under the auspices of the SAA, the following process is to be followed:
 - i. Nominations are to be discussed and approved by the respective Branch Executive “in camera” before being passed to the National Secretary for discussion and ratification by the next National Committee Meeting. They are not to be discussed at branch general meetings.

Note: Members of the National Executive can initiate nominations for discussion at a National Committee meeting.

- ii. The National Committee are to discuss the merits of the proposal, validate the information provided, and nominate/approve four supporting referees for the nomination. If the nomination has merit, the National Committee should endorse it.
- iii. The National Secretary is to draft the nomination through the online portal at; [Order of Australia Nomination Form \(business.gov.au\)](https://www.business.gov.au/nominations) for the National President's final approval.

Note; The on-line system for making a nomination automatically deletes the nomination after two weeks if it is not completed, therefore this part of the process should not commence until the National Committee's ratification has taken place.

5. **Confidentiality.** A high degree of confidentiality and discretion must be exercised when submitting and processing nominations. In particular, the need to ensure that the nominee is not aware of the nomination, and that the information in the nomination is factual. All information pertaining to a nomination, at branch and national level is to be held on a separate Honours in Confidence file and not on general correspondence files.

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Note: Where a nomination concerns a member of either a branch executive or the national executive, discretion should be exercised, and a meeting convened to discuss the nomination without their knowledge.

6. The decision process within the Office of the Governor General on national awards can take up to two years therefore where there is a change of National President or National Secretary the outgoing office bearers shall brief their reliefs on any outstanding nominations.