

# Rules

## **Name**

The name of the association is WRANS - Naval Women's Association (ACT)

## **Objects**

The objects for which the Association is established are:-

1. to hold and conduct meetings of members
2. to unite and develop comradeship among all former and serving Naval service women
3. to encourage all women who have served in the WRANS, RANNS or who have served or are serving in the RAN and allied Naval services to join the Association
4. to provide such practical assistance as may be possible to members with regard to accessing information and services from agencies such as the Department of Veterans Affairs
5. to foster fellowship; social contact; and support; for each other through networking and sharing of information
6. to preserve the interest and standing of women who have served or are currently serving; and to support the ideals and values of the Royal Australian Navy

## **Membership**

Membership fees will be \$20 annually plus a joining fee of \$10. On advice from the Executive Committee this annual fee may be adjusted subject to agreement by the General membership. The annual subscription includes receipt of a newsletter and a WRANS pin.

## **Terms of Membership**

a. There are two types of memberships -

i. Life Membership - eligible WW2 WRANS

ii. Full Membership - for terms of membership the financial year means from 1st January to 31<sup>st</sup> December each year - except where a member joins after 1st July when full joining fee and half payment of membership fees will apply.

b. Subscriptions shall normally be payable in advance of being admitted to membership and prior to the Annual General Meeting of the association - normally held in February. (Members must be financial to vote at the Annual General Meeting).

c. Any member who is not a financial member by 30th June shall immediately become a non-financial member and shall cease to have the rights and privileges of membership and shall forfeit immediately receipt of all correspondence from the Association.

d. A person who has forfeited membership through non-payment of subscriptions shall not be readmitted as a member unless and until all subscriptions and other moneys due by that person to the Association have been paid, and that such a person may be readmitted at the discretion of the Committee.

e. Honorary Life Members are entitled to free membership of the WRANS Association (ACT).

## **Meetings**

Meetings will be convened at least three times per year. The Annual General Meeting should be held in February of each year. The Executive Committee may call a Special General Meeting giving twenty-eight days notice in writing to each financial member of the Association, stating the business to be dealt with.

No less than ten (10) or 10% of financial members (whichever is the greater) must support any such proposal for it to be carried. Meetings may be adjourned from time to time.

## **Quorum**

The quorum at a General Meeting or a Special General Meeting shall be twenty five percent (25%) of the financial members.

If a quorum is not present within 30 minutes of the time appointed for the meeting, then, in the case of an Annual General Meeting or Special General Meetings convened at the direction of the Committee, it shall be adjourned to such time as the Executive Committee determines.

If at the adjourned meeting a quorum is not present within 30 minutes of the nominated time of commencing, the number of members present shall comprise a quorum.

The quorum for a Committee Meeting shall be at least one member of the Executive and two members of the Committee.

## **Votes**

At General Meetings or Special General Meetings each financial member present shall be entitled to one (1) vote. In the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

## **Committee**

The Committee, which is to be elected at the Annual General Meeting from the financial members of the Association, shall be made up of at least seven members – the Executive plus 3 others with an option to expand if there is a need.

The Executive Committee shall consist of a

- President
- Vice President
- Secretary
- Treasurer

The Committee may consist of any of the following positions

- a. Assistant Treasurer who will be part of the executive in the Treasurer's absence
- b. Assistant Secretary who will be part of the executive in the Secretary's absence
- c. Membership Secretary
- d. Functions Officer

- e. DVA Liaison Officer
- f. KOC Liaison Officer
- g. Webmaster
- h. Welfare Officers

The Committee may be expanded at any time if there is a need, and for any purpose, from the existing financial members at a meeting at which there is a quorum. The Committee may co-opt members from time to time.

### **Term of Office**

The term of office of members of the Executive Committee shall be one (1) year, but members of the Executive shall be eligible for re-election for five (5) consecutive years in the same position. No member may serve more than five (5) consecutive years on the Executive Committee.

The term of office of other Committee members shall be one (1) year, but members may be elected to the Committee for any number of years consecutively providing that all positions on the Committee are vacated at the end of each year.

Any member of the Committee who absents herself from three (3) consecutive meetings without a satisfactory explanation shall automatically forfeit her position on the Committee.

### **Nominations**

Nominations for the Executive Committee shall be proposed and signed by a financial member and signed and consented to by the nominee. Nominations must be received by the Secretary prior to the commencement of the Annual General Meeting.

In the event of insufficient nominations being received, nominations may be accepted from the floor at the Annual General Meeting. Nominations for the Committee, other than the Executive, may be proposed at any meeting subject to a quorum.

### **Voting**

Voting for the election of the members of the Executive, and Committee, shall be by secret ballot. A financial member elected from those present shall act as Returning Officer for the election of the Executive Committee and all other Committee members.

Members of the Committee shall continue in office until their successors are appointed. Casual vacancies on the Committee may be filled, as required, at any meeting, subject to a quorum.

### **Affairs of the Association**

The Executive Committee shall administer the affairs of the Association. The President, Vice President, Secretary, Treasurer, either by written correspondence or by telephone, in the event of an emergency, may make decisions on behalf of the Association.

If any of the Executive Committee is not available, a member of the Committee may be called upon to act on their behalf.

**Finance**

The funds of the Association shall be banked in the name of the Association in such bank as the Executive Committee and Committee shall determine, within seven (7) days of receipt. The bank account shall be operated by the Executive Committee, subject to paragraph 11. The accounting year shall be from 1st January to 31st December.

**Auditor**

An auditor shall be appointed each year who is a qualified accountant and or auditor to audit each year's accounts.

**Alteration of the Objects**

The Objects of the Association may be altered or amended at an Annual General meeting, Special General Meeting or General Meetings provided a three quarters majority (75%) of the financial members present is obtained, and that all financial members of the Association have been notified in writing at least twenty-eight (28) days prior to the meeting at which such alteration or amendment is to be considered.

**Newsletter**

A newsletter may be published quarterly approximately mid-way between scheduled meetings. It will inform of meeting dates and venues and items of interest to members. Input from members for inclusion in the Newsletter is not only welcome, but encouraged.

Signed Pauline Gribble, President      Dated 10<sup>th</sup> February, 2020  
Signed Kerry Holmes, Secretary      Dated 10<sup>th</sup> February, 2020