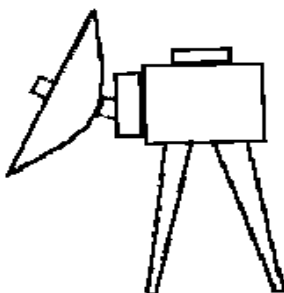


**RNZN COMMUNICATORS'
ASSOCIATION
CONSTITUTION**

(This Constitution was adopted at the "RNZN Communicators' Association"
Annual General Meeting held on the 22nd September 2007
at the Ngataringa Sports Complex)



1 Name:

- 1.1 The name of the Association is the RNZN Communicators' Association.
- 1.2 The Association may at any Annual General meeting appoint a person of standing and repute (who need not be a member of the Association) to be the Patron of the Association. The office of Patron shall be a post of honour only, and shall not carry any executive responsibilities.

2 Objectives:

- 2.1 Promote social contact amongst retired and serving Communicators of the RNZN
- 2.2 Provide assistance to its members, where possible, on a case-by-case basis.
- 2.3 To provide serving members with a source of historical research and mentoring.
- 2.4 Recognise excellence by RNZN Communicators under training, in association with the Communications Training School, RNZN College Tamaki.

3 Membership to be Full, Life, Foundation, Honorary or Associate.

- 3.1 There shall be five classes of members, Full, Life, Foundation, Honorary and Associate.
- 3.2 **Full Members** – Full membership of the association shall be limited to serving and non-serving former members of the Communications Branches of the RNZN, RNZNVR and WRNZNS. Applicants will pay a joining fee described in para 7.2 on being accepted as a Full Member.
- 3.3 **Life Members** – As recognition of outstanding service to the Association, any full member may be elected to Life membership at any Annual General Meeting of the Association, provided that the maximum number of life members shall at no time exceed two per cent of the total full membership of the Association, as recorded at the previous Annual General Meeting. Life Members shall not be liable for any further fees
- 3.4 **Foundation Members** – Any class of member, approved by the Committee, may elect to become a Foundation member of the Association, subject to the limitation that at no time shall there be more than 100 living Foundation members. Foundation members shall pay a one-off lifetime fee of \$100 (One hundred dollars) on being appointed and will be issued with a special Foundation Members lapel badge bearing the crest of the Association and the words Foundation Member. An Honour Roll of current and deceased Foundation members will be displayed on the Association web site. Foundation members may be nominated for any elected or appointed position within the Association.
- 3.5 **Honorary Members** - Honorary membership is awarded to personnel who are currently serving in, or who have served as a member of the Communications Branch of the RNZN and who continue to serve in the RNZN. Honorary members shall not be liable for any membership fee and their membership shall terminate on their retirement or honourable discharge from the RNZN.
- 3.6 **Associate Members** – Associate membership may be awarded to any applicant who, while not being eligible for full membership, is considered to have rendered significant service to the Communications Branch from any other branch of the Service. Associate members shall pay the same fees as Full members and be eligible to be nominated for any position within the Association.

- 3.7 Suspension of Membership: any member whose actions or behaviour are considered by the Committee to be detrimental to the good name of the Association may have their membership suspended until the next succeeding Special or Annual General Meeting when such suspension shall be reviewed.

4 Committee:

- 4.1 A Committee shall be elected at each Annual General Meeting and shall comprise an executive of three, namely a Chairperson, a Secretary and a Treasurer and up to six members, at least one of who should be a serving member.
- 4.2 Serving members are to be encouraged to volunteer as committee members
- 4.3 The Committee quorum shall be four, one of whom must be a member of the executive.
- 4.4 In the event of an equality of votes, the Chairperson shall have a casting vote as well as a deliberative vote, which shall be expressed to maintain the status quo.
- 4.5 The Committee may co-opt other members to fill a vacancy or for a specific purpose. A co-opted member filling a vacancy will have full voting powers.
- 4.6 The Committee shall meet as often as required by the executive but not less than once between successive Annual General Meetings.

5 Meetings:

- 5.1 The Annual General Meeting of the Association shall be held in September, or as near thereto as the executive may decide.
- 5.2 The Secretary shall advertise the date and place of the meeting at least 28 days prior to the AGM and shall cause an agenda to be published on the Association website at least 7 days prior to the AGM.
- 5.3 The Executive shall present to the AGM an Annual Report of the year's activities, including a Financial Statement of the Association for the current year.
- 5.4 Proposed Amendments to Rules/Constitution - All proposed amendments are to be seconded and sent to the Secretary at least 21 days prior to an AGM.
- 5.5 Voting – Voting at the AGM shall be by “show of hands” except for the election of officers which shall be conducted by ballot. The counting of ballots shall be conducted by two scrutineers who will be elected at the AGM.
- 5.6 Special Meetings – The Committee, or at the request of any group of 20 members may call a special meeting at any time. The secretary shall give at least 14 days notice of the time, venue and purpose of the meeting.

6 Finance:

- 6.1 An audit of the Association accounts is to be carried out annually. Where there has been no financial activity in the current year or little or no financial activity planned for the succeeding year, those committee members entitled to vote may pass unanimously the following resolution, “that no auditor be appointed for the coming year.”
- 6.2 A financial statement is to be presented by the Treasurer at each committee meeting. This is to include a separate working account of any function or activity held by the Association.

- 6.3 A banking account is to be kept in the name of the “RNZN Communicators’ Association”. Cheques for payment of Association accounts are to be signed by the Treasurer and countersigned by either the Chairperson or Secretary.
- 6.4 Cheques for payments to the Association are to be made payable to the “RNZN Communicators’ Association”.

7 General:

- 7.1 Subscriptions – Annual subscriptions will not be levied,
- 7.2 Joining Fee – To provide working capital for the Association, members will be required to pay a once-only joining fee of \$25.
- 7.3 The cost of any organised functions will be paid for by members taking part, but maybe subsidised from Association funds.
- 7.4 Guests may be invited to functions as decided by the Committee, and members inviting guests are responsible for their guests' costs.
- 7.5 The conduct of member’s guests remains at all times the responsibility of the member inviting them.
- 7.6 The costs of official guests, invited by the Committee, will be met by the Association.
- 7.7 Suggestions and comments made by members for the better administration of the Association should be forwarded to the Secretary for consideration by the full committee.

8 Website

- 8.1 The Association maintains a website on behalf of the members and is responsible for the content therein. The day-to-day operation of the website may be delegated to a webmaster.

9 Regional Co-ordinators

- 9.1 Terms of Reference. The Association has enlisted the aid of several members to assist with promotion and publicity, and advertising of events. Their role is
 - 9.1.1 To actively promote the RNZN Communicators’ Association in their Region
 - 9.1.2 To act as a link between the RNZNCA Committee and members in their region
 - 9.1.3 To distribute information/publicity to service clubs (RSAs’, Ex RNZN and RN Associations etc) when provided by the RNZNCA Committee.
 - 9.1.4 To represent the Association regionally at any event which impacts on members’ interests.

10. Winding Up the Association

- 10.1 Should the Association be wound up, any remaining assets shall be disposed of as decided by the committee at the time.

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