

RNZN Communicators Association Constitution

This Constitution was adopted at the RNZN Communicators' Association

Annual General Meeting held on the 1 October 2016

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 Provide serving members with a source of historical research and mentoring.
- 2.4 Recognise outstanding performance in Naval Communications by serving members of the RNZN Communications Branch.

3 Membership:

- 3.1 There shall be five classes of membership, 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 Branch of the RNZN, RNZNR, 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** – In 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** – Full and Associate members approved by the Committee may elect to be recognised as a Foundation member of the Association. Foundation members will pay a one-off fee of one hundred dollars (\$100) on being approved and will be issued with a special Foundation member's lapel badge bearing the crest of the Association and the words Foundation Member.
- 3.5 **Honorary Members** - Honorary Membership is awarded by the Committee to any person who has contributed significantly to the aims of the Association but may never have served as a Communicator or may never have served in the RNZN. Honorary Members are not liable for any membership fee, are not eligible to vote and are not eligible to serve on the Committee.
- 3.6 **Associate Members** – Associate Membership is awarded by the Committee to any person who, while not being eligible for full membership, is considered to have rendered significant service to the Communications Branch while serving in any other Branch of the RNZN. Those members of the Electronic Warfare Specialisation and former members of the Communications Analyst Branch are eligible for Associate membership. Associate members will pay the same fee as full members, are eligible to vote and are eligible to be elected to any position on the Committee but not to an Executive position.
- 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 President, a Secretary and a Treasurer and a minimum of six members, at least one of which 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 President shall present to the AGM an annual report of activities.
- 5.4 The Treasurer shall present a financial statement since the last AGM.
- 5.5 The Association Constitution can only be amended at an AGM or at an Extraordinary General Meeting called for that purpose. All proposed amendments are to be seconded and sent to the Secretary at least 21 days prior to that meeting.
- 5.6 Voting at the AGM shall be by "show of hands" except for the election of the three Executive officers which shall be conducted by ballot. The counting of ballots shall be conducted by two scrutineers who will be elected at the AGM.
- 5.7 Extraordinary General Meetings – The Committee, or at the request of ten percent of Full Membership may call a meeting. The Secretary shall give at least 14 days' notice of the time, venue and purpose of the meeting.

6 Finance:

- 6.1 A review of the Association's financial accounts is to be carried out annually by a suitably qualified person, independent of the committee. Where there has been little or no financial activity in a current financial year those committee members entitled to vote may pass unanimously the following resolution "that no Reviewer be appointed for the current year". However, a financial review by a suitably qualified person must be undertaken at least every three years.
- 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 an approved member of the committee.
- 6.4 Cheques for payments to the Association are to be made payable to the "RNZN Communicators' Association".
- 6.5 The Association's fiscal year shall be 1 July to 30 June each year.

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 host member.
- 7.6 The costs of official guests, invited by the Committee, will be met by the Association.
- 7.7 Suggestions and comments to improve the Association should be forwarded to the Secretary for consideration by the 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 Regional Coordinators are appointed by the committee as the Associations Representative within their region. Roles to include:
 - 9.1.1 Active promotion of the RNZN Communicators' Association,
 - 9.1.2 Acting as a link between the RNZNCA Committee and members.
 - 9.1.3 Distribution of information/publicity to service clubs (RSAs', Ex RNZN and RN Associations etc.) when provided by the RNZNCA Committee.
 - 9.1.4 Representing the Association regionally at any event which impacts on members' interests.

10. RNZN Communicator of the Year (COTY)

- 10.1 In the spirit of the objective at para 2.4, the Association will present an annual award recognising outstanding performance in Naval Communications. This award is to be in the form of a trophy to be known as the RNZN Communicator of the Year award.
- 10.2 Eligibility for this award shall be restricted to Serving Members of the RNZN Communications Branch of Petty Officer and below. The proposed recipient of the award shall be selected by the RNZN Communications Branch Senior Leadership Team for endorsement by the Association Committee.

11. Winding Up the Association

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

12. Spare