

RNZN Communicators' Association Constitution

This Constitution was adopted at the RNZN Communicators' Association

Annual General Meeting held on the

24 September 2022

1 Name:

- 1.1 The official name is: Royal New Zealand Navy Communicators' Association (RNZNCA).**
- 1.2 The RNZNCA may at any Annual General Meeting (AGM) appoint a person of good standing (who need not be a member) to be the Patron. The Patron shall be a 'post of honour' and shall not carry any executive responsibility.**

2 Objectives:

- 2.1 Promote and encourage social contact amongst retired and serving Communicators of the Royal New Zealand Navy (RNZN).**
- 2.2 Provide non-financial assistance to its members where possible, on a case-by-case basis.**
- 2.3 Assist members with justifiable issues, as determined by the Executive Committee, to New Zealand Defence Force (NZDF) and Veteran Affairs New Zealand (VA NZ).**
- 2.4 Provide serving members and the RNZN Museum with a source of historical research and mentoring.**
- 2.5 In liaison with Senior RNZN serving Communicators, annually recognize a serving member of the RNZN Communications Warfare Specialist Branch for outstanding performance in Naval Communications.**

3 Membership: There shall be five classes of membership: Full, Life, Foundation, Honorary and Associate.

- 3.1 Full Members: Full association membership 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 at para 7.2 on being accepted as a Full Member.**
- 3.2 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.

- 3.3 Foundation Members:** Full and Associate members approved by the Committee may elect to be recognized 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.
- 3.4 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.
- 3.5 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 Specialization and former members of the Communications Analyst Branch are eligible for Associate membership. Associate members will pay the same fee as full members. Associate members are eligible to vote and may be elected to the Committee.
- 3.6 Suspension of Membership:** any member whose actions or behavior 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 The appointment to President, Vice President, Secretary and Treasurer positions will be made at any AGM. This is the Executive Committee. In the interest of 'best business practice', there is no predetermined time limit to holding such an appointment.**
- 4.2 Only Full members are eligible to be members of the Executive Committee.**
- 4.3 All other members of the Committee shall be elected at the AGM.**
- 4.4 The Committee will normally total eight members; i.e. four Executive Committee members together with a further four members. Every endeavour should be made for one member to be a serving member .**
- 4.5 The Committee quorum will be five, one of whom must be a member of the Executive.**
- 4.6 In the event of equality of a vote, the President shall have the casting vote.**
- 4.7 The Committee may co-opt a member to fill a Committee vacancy and the co-opted member will have full voting rights.,**
- 4.8 The Committee may appoint a subcommittee for a specific item which will report to the Committee.**
- 4.9 The Committee may co-opt a member for a specific purpose however the co-opted member will only have voting privileges on the specific purpose for which he/she were co-opted.**
- 4.10 The Committee shall meet as often as required by the Executive but not less than once between successive Annual General Meetings.**
- 4.11 In the event of a proposed "Winding Up" (paragraph 11) a Supplementary Advisor, may be appointed to advise on procedures, legalities, and considerations such as putting the Association into an "Abeyance Mode".**

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 publish an agenda 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 a Special 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 AGM meetings, whenever possible, are to be held as face-to-face meetings. Supplementary attendance utilizing technologies such as Zoom/Facetime should be encouraged to maximize attendance/ involvement by members unable to attend an AGM in person.
- 5.7 Voting at an AGM shall be by “show of hands.” In the event a ballot is required it shall be carried out by two scrutineers who will be appointed at the AGM.
- 5.8 Special 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. The purpose of the meeting will be the only topic discussed at that 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 named: the “RNZN Communicators’

Association.” Payment of accounts is by the Treasurer and another committee member. All financial transactions from/to the Association are to be by electronic transfer.

6.4 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 organized functions will be paid for by members taking part, but maybe subsidized from Association funds as authorized by the Executive Committee.

7.4 Guests may be invited to functions as decided by Committee and members inviting guests are responsible for their guests' costs.

7.5 The conduct of members’ 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 is delegated to the Webmaster.

9 Regional Coordinators: Regional Coordinators are appointed by the Committee as the Association’s Representative within their region. Roles to include:

9.1 Active promotion of the RNZN Communicators’ Association.

9.2 Acting as a link between the RNZNCA Committee and members.

9.3 Distribution of information/publicity to service clubs (RSAs, Ex RNZN and RN Associations etc.) when provided by the RNZNCA Committee.

- 9.4 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 paragraph 2.5 the Association will present an annual award to recognise the outstanding performance of Naval Communications. This award is: The RNZN Communicator of the Year.**
- 10.2 Eligibility for this award shall be restricted to Serving Members of the RNZN Communications Warfare Specialist Branch of Petty Officer and below. The proposed recipient of the award shall be selected by the RNZN Communications Senior Leadership Team for endorsement by the Association Committee.**
- 10.3 Name of the proposed Communicator of the Year is to be forwarded to the Secretary by 31 October each year.**

11. Winding up the Association

- 11.1 Should it be decided to 'wind-up' the Association, all remaining assets shall be disposed of by the responsible standing Committee. The standing Committee shall consist of either the elected Executive, the Committee or the remnants thereof.**
- 11.2 The standing committee, in determining the disposal of excess funds after settlement of all liabilities, is to approve the transfer of such funds to an appropriate charity or association that reflects the aims of the RNZNCA as much as possible.**
- 11.3 No member, associate or family of the standing Committee (sub paragraph 11.1) shall benefit by the transfer of such funds.**
- 11.4 During Winding Up consideration is to be given to placing the Association into a "Abeyance Mode" for a given period.**

12. Spare