



Naval Association of Australia

Navy Women (WRANS-RAN) Qld Sub-Section

Incorporated in Queensland 1964

Sub-Section Guidelines

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Navy Women (WRANS-RAN) Qld Sub-Section Guidelines

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INTRODUCTION

1. These Guidelines reflect the processes and procedures relating to Rules of the Naval Association of Australia (NAA). These Guidelines provide operational assistance to those working within the NAA Constitution, NAA By-Laws and the NAA Queensland Section (NAA(Q)) Regulations.
2. Under Article 1.5.5 of the NAA Constitution.
 - a A Sub-Section General Meeting may make, amend, or repeal Guideline(s) to elaborate on the NAA Constitution, the NAA By-Laws or the NAA(Q) Regulations for better management of the Sub-Section.
 - b A Guideline may be made, amended, or repealed by Ordinary Resolution at a Sub-Section General Meeting. Procedures for proposing such Guideline, amendment or repeal must be prescribed in the NAA By-Laws.
 - c A Guideline must not contravene Australian law, the NAA Constitution, NAA By-Laws or the NAA(Q) Regulations.
3. The purpose of the Guidelines is to expand on, or cover topics not fully covered by the NAA Constitution, NAA By-Laws and NAA(Q) Regulations, wherever required.
4. Each Member of the Sub-Section is entitled to have access to the NAA(Q) Regulations, and the Navy Women (WRANS-RAN) Qld Guidelines.

DEFINITIONS

A. The following defined terms and titles are relevant throughout these Guidelines:

Approved financial transactions: A transaction approved by at least two Members of the Sub-Section Office Bearers, one of which must be the Treasurer.

Article: An Article of the Sub-Section Guidelines.

Association: The Naval Association of Australia Incorporated (NAA) and the Naval Association of Australia Queensland Incorporated (NAA(Q)).

Capitation: The collection, payment and management of Membership fees and monies.

Delegate: A representative who has the authority to vote on behalf of the Sub-Section which that Delegate represents.

Deputy Delegate NAA(Q): A representative of a Sub-Section who does not have the authority to vote but may contribute on behalf of the Sub-Section that the person represents – no more than two Deputy Delegates.

Financial Management: A function of the Officer Bearers which includes the planning, organising, directing, and controlling of financial activities to ensure the solvency of the Sub-Section.

Financial Member: A Member of the Sub-Section who has paid all fees owing in accordance with the Rules.

Full Members: A financial Member in a class of Membership referred to in NAA By-Laws 2.1.1 and the Guidelines 2.1.1

General Meeting: A meeting, notice of which must be sent to all Members of the relevant Sub-Section at which Full Members of that Sub-Section may vote.

Governance: The ethical management of systems enabling proper conduct of a Sub-Section.

Guidelines: Refers to the Guidelines of the Navy Women (WRANS-RAN) Qld Sub-Section.

Liability: All costs, charges, losses, damages, expenses, penalties and liabilities of any kind incurred in defending proceedings, whether criminal, civil or administrative or, appearing before any court, tribunal, government authority or other body arising out of the execution or in relation to the person's duties, except through that person's own wilful default or neglect.

Life Subscriber: A Member who has paid a fee that will cover payment of the relevant annual subscription for the remainder of her natural life.

Office Bearer: President, Vice Presidents, Secretary, Treasurer, and such other officers provided for in The Rules at National, Section or Sub-Section level.

Ordinary Resolution: A motion which has been passed by a simple majority of valid votes.

Person: An individual (human) being.

Plebiscite: The determination of a question or proposal by a vote of Full Members conducted in accordance with Section 1 of the Constitution.

Property: Assets to which depreciation can be applied, plus memorabilia of financial value.

Rules: The NAA Constitution, NAA By-Laws, NAA(Q) Regulations, and these Guidelines.

Special Resolution: A motion which has been passed by not less than 75% of valid votes.

Wind Up: To dissolve or breakup (e.g., a Sub-Section etc.).

Working capital: The amount of funds in a bank account which is used as a component of the financial management of the Sub-Section.

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- B.** Where a word or phrase used in these Guidelines has not been defined in Clause A above, but has been defined in The Rules, it shall have the same meaning as defined in The Rules.

CHAPTER 1 – ORGANISATION

- 1.1** Name: The Name of the Sub-Section is the **Naval Association of Australia (Navy Women (WRANS-RAN) Qld Sub-Section) Inc.**
- 1.2** **Motto:** The motto of the Association is '**Once Navy, Always Navy**'.
- 1.3** **Objectives:**
- 1.3.1 The principal objectives of the Sub-Section are to:
- a. Unite and develop comradeship among all former and serving Naval women by way of fellowship, networking, and wellness programs. Promote and program committed Membership support for such programs and endeavours;
 - b. Promote and assist activities in the wider Naval community to improve the health and wellbeing of that community. Current programs and activities include a high level of commitment to the Australian Navy Cadet community and the Sub-Section's wellness program which monitors Members who may be facing adversity.
- 1.3.2 In order to achieve the objectives, the Sub-Section will:
- a. Continue to assist, co-operate with and promote interest in the Royal Australian Navy;
 - b. Continue to assist and support the Australian Navy Cadet (ANC) community;
 - c. Encourage the social, intellectual and the general well-being and advancement of all Members;
 - d. Print, publish and circulate such books, magazines and papers as may be considered necessary and of relevance to the objectives of the Sub-Section;
 - e. Assist community charitable activities that contribute to the health and well-being of the ex-Service community; and
 - f. Encourage Members to participate in commemorative activities that recognise the legacy of those who have served in the Navy, at sea and ashore, in both peace making and peace keeping capacities.
- 1.4** **Structure:**
- 1.4.1 **Sub-Section:** *The Navy Women (WRANS-RAN) Qld Sub-Section Inc.* is one Sub-Section of the Naval Association of Australia Queensland Section (NAA(Q)). Each Sub-Section, through the NAA(Q) is nationally co-ordinated through the NAA.
- 1.4.2 **Governance:** Governance within this Sub-Section is in accordance with Section 3 of these Guidelines. All rules of governance management must be applied and actioned as prescribed in the NAA Constitution.
- 1.4.3 **Incorporation:** *The Navy Women (WRANS-RAN) Qld Sub-Section* is incorporated under the Associated Incorporations Act 1981 and is a Standing Incorporation.
- 1.4.4 **Affiliated Organisations:** (NAA Constitution 1.4.4 and 1.4.5; NAA By-Laws 1.4.4 and 1.4.5; NAA(Q) Regulations 1.4.6 and 1.4.7; refer). All reference to "Affiliated Organisations" is as prescribed in the abovementioned Statutes.
- 1.5** **The Rules:**
- 1.5.1 **Procedures for Amending or Creating Sub-Section Guidelines:**
- a. A Sub-Section General Meeting may make, amend or repeal Guidelines to elaborate on the Rules for better management of the Sub-section.
 - b. A Guideline may be made, amended or repealed by Ordinary Resolution at a Sub-Section General Meeting.
 - c. A Guideline must not contravene Australian law, or the Rules.
 - d. The Guidelines may only be amended by Ordinary Resolution at a General Meeting of the Sub-Section. Such resolution must contain the date when the amendment will come into force.

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- e. Any proposal to amend a Sub-Section's Guidelines must be made in accordance with procedures for Sub-Section General Meetings, as laid down in these Guidelines.
- f. The Secretary of a Sub-section must ensure that the Section Secretary receives a copy of the Sub-section's Guidelines and any amendments thereto.
- g. The Section Council may overrule a Guideline if that guideline contravenes the NAA(Q) Regulation, the NAA Constitution or NAA By-laws.

1.6 Ceremonial:

1.6.1 Badges and Medals:

- a. All badges or medals issued by the NAA to a Member of the Sub-Section must be returned to the Sub-Section Secretary when a Member resigns, Membership lapses or, the Member is expelled by the NAA. If a Member is deceased, her family may retain the badges/medals. The Sub-Section Secretary will return such other medals/badges to the NAA.
- b. These badges/medals include the NAA Association Badge, Life Member Badge, the Honorary Member or Associate Member Badge, the Honorary Member for Life Badge, Club Member Badge, Chaplain Badge, and the Meritorious Service Medal.
- c. Costs of badges/medals will be managed by the Sub-Section Secretary and Treasurer from all joining fees received, in consultation with the NAA(Q) Section Council. All other badges/medals costs are to be borne by the Sub-Section.
- d. Replacement badges/medals may be purchased by the Member if the original is lost, through the Sub-Section Secretary. If the original is found, it is to be returned to the Sub-Section Secretary to be returned to the NAA(Q) Section Council.

1.6.2 Certificates:

- a. The Sub-Section Secretary will be responsible for managing the ordering, receipt, and presentation of Certificates as listed in the Rules.

1.6.3 The Flag:

Proper respect and decorum must always be shown to the Association Flag. The flag may only be flown at night when illuminated.

1.6.4 The Ode:

The Ode will be recited at all Sub-Section meetings and events.

1.7 Patrons:

1.7.1 Sub-Section Patron:

The Sub-Section may invite a person to be that Sub-Section's Patron, subject to the provisions of Article 1.7.2 of the NAA Constitution and 1.7.1 of the NAA(Q) Regulations. These may include a National, Section or Sub-Section Patron. The NAA(Q) Patron at 1.7.1 of the Regulation is the State Governor.

1.7.2 General:

No Sub-Section or person may approach any person or propose the appointment of any person to be a Patron of any part of the Sub-Section without approval of the respective NAA(Q) Annual General Meeting or NAA(Q) Section Council.

1.8 Political Activities and Public Statements:

1.8.1 Limitations: The Sub-Section must not independently

- a. Engage in partisan or specific political and/or industrial activity which is contrary to the Aims and Objectives of the Association.
- b. Give specific support for any single political party but may however provide general support where it is deemed in the interests of the Sub-Section in consultation with the NAA(Q) Section Council.
- c. Discriminate against any Member or any applicant for Membership on the grounds of any lawful political or industrial affiliation or views of any sectarian preference.

1.8.2 Authority to Make Statements:

- a. The Sub-Section President may make public verbal statements on local matters only. Matters which may result in press coverage must be approved by the NAA National Executive.
- b. Any proposed local level media release must be approved by the NAA National President, or a person delegated by the NAA National Executive.

1.9 Plebiscite:

- a. The Sub-Section shall not conduct an independent Plebiscite, but each Member of the Sub-Section is required to respond to any Plebiscite ordered by the NAA National Council.
- b. A Sub-Section, however, may request a Plebiscite to be conducted through the NAA(Q) Section Executive. Such a request must be endorsed by 75% or more of the Sub-Section's Full Members. If approved, the cost of such Plebiscite will be borne by the Sub-Section through its Treasurer.
- c. A Sub-Section Returning Officer must be nominated by the Sub-Section Executive to conduct all ballot preparation and management. The result of the Plebiscite must be in the affirmative of 75% or more. The Returning Officer's decision is final and must be advised to the NAA(Q) Section Council.

1.10 Winding Up of the Sub-Section:

- a. The Sub-Section may be wound up by either a Special Resolution by that Sub-Section's Full Membership voting at a Special General Meeting **or**, by dissolution action initiated by the NAA(Q) Section Council.
- b. Before holding a Special General Meeting to wind up, the Sub-Section must notify the NAA(Q) Section Council in writing of its intention to "Wind Up". The written notification must be received by the NAA(Q) Section Council at least one month prior to the Special General Meeting to allow enough time for the NAA(Q) Section Council to assess the issue and attend the meeting.
- c. As an alternative to Winding Up, a Sub-Section may amalgamate with another Sub-Section. For amalgamation to occur, both Sub-Sections must approve the amalgamation by Special Resolution by both Sub-Section's Full Members voting at a Special General Meeting.
- d. If amalgamation is supported by both Sub-Sections, the proposed title of the amalgamated Sub-Section must be approved by the NAA(Q) Section Council and the NAA National Council.
- e. A new Sub-Section Executive is to be elected at the next monthly meeting of the amalgamated Sub-Section at which time all funds and property of both Sub-Sections are to be transferred to the new Executive.
- f. If a Sub-Section has failed to elect a Committee in accordance with Article 3.3.1(1) of the NAA Constitution **or**, has not held a Committee or General Meeting for more than six months, **or** contravenes other responsibilities as prescribed in the NAA By-Laws 1.10.3(b), the Sub-Section may be dissolved by order of the NAA(Q) Section Council.

CHAPTER 2 – MEMBERSHIP

2.1 Types of Membership for Navy Women (WRANS-RAN) Qld Sub-Section:

2.1.1 Full Membership:

- a. The following are eligible to be a Full Member:
 - (1) Former or serving female personnel of Commonwealth Navies and Australia's Allies, provided that any separation from such service was not the result of an assessment of unsuitability or a breach of discipline.
 - (2) Former or serving female Australian Navy Cadet (ANC) officers and instructors who have served as such for not less than two years, provided that any separation from the ANC was not the result of an assessment of unsuitability or a breach of discipline.
 - (3) Former or serving female Members of the ANC who have reached the age of 18 years and completed at least three years' service in the ANC, provided that any separation from the ANC was not the result of an assessment of unsuitability or a breach of discipline.
- b. An application for election as a Full Member must be on the NAA prescribed form (<https://navalassoc.org.au/links/naa-forms>) and must be accompanied by evidence of service and payment of the required fees.
- c. **Life Member:** Criteria for the award of Life Membership are in NAA Constitution 2.1.1.b and NAA By-Laws 2.4.1.c.

2.1.2 Restricted Membership:

A person who holds Restricted Membership of the Sub-Section may not be an office bearer at the Sub-Section level, nor do they have any right to vote on any motion or election.

a. Club Member:

- (1) The eligibility requirements for admitting persons to Club Membership of a Sub-Section are the same as 2.1.1 Full Membership, with no voting rights.
- (2) A person may be elected as a Club Member by Ordinary Resolution at a Sub-Section General Meeting.
- (3) An application for election as a Club Member must be on the prescribed form (Annex A) and must be accompanied by evidence of service and payment of the required fees.

b. Social Member:

- (1) A full financial Member of one Sub-Section may be elected as a Social Member of another Sub-Section by Ordinary Resolution at a General Meeting of the second Sub-Section.
- (2) Social Membership of the Sub-Section is dependent upon continued financial Membership of that Member's substantive Sub-Section.
- (3) Social Membership of another Sub-Section does not affect any obligations and privileges the Member has in relation to that Member's substantive Sub-Section.
- (4) An application for election as a Social Member must be on the prescribed form and must be accompanied by evidence of service and payment of the required fees.

2.1.3 Honorary Membership for Life:

- a. A person who is not eligible for Full Membership and who has rendered special service to the Sub-Section or who holds sufficient status in the community is eligible to be elected as an Honorary Member for Life.
- b. An Honorary Member shall be elected as follows:
 - (1) Sub-Section General Meeting may elect, by Ordinary Resolution, a person as an Honorary Member for Life;

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- (2) A person who holds Honorary Membership for Life is not required to pay any Membership fees and is not entitled to vote at any Sub-Section Meetings or hold office at a National or Section levels.

2.1.4 Golden Membership:

Golden Membership may be available to Members who enlisted more than 60 years ago. Members who qualify for Golden Membership may be recommended by the Wellbeing Officer to have their Full or Club Membership fees paid from the Welfare Fund. The Wellbeing Officer may recommend qualified applicants to the Sub-Section Executive Committee for approval.

- a. Criteria for approval will include years of cumulative Full Membership and/or Club Membership.
 - (1) If they have been a FULL Member of the Sub-Section for more than 10 years cumulative, they will remain a FULL Member for the remainder and the Sub-Section will pay their annual fee to NAA(Q) and NAA National.
 - (2) If they have NOT been a FULL Member of the Sub-Section for 10 years cumulative, they will become CLUB Members.
 - (3) Members who are in poor or frail health and have mobility issues, may also be considered for Golden Membership support, regardless of the time since enlistment.
- b. Golden Membership is not available to Social Members.

2.2 General:

2.2.1 **Register:** The Sub-Section Membership Register must be kept by the Sub-Section and is to record details of all Members, who must furnish the information required for this purpose. The Register will identify those Members who are financial.

2.2.2 **Transfer of Membership:** Membership is personal and not transferable. Its rights and privileges are not transferable, and they cease on removal of a Member from the Register.

2.2.3 **Private Information:** All information about a Member contained in the Register or otherwise held by the Sub-Section must be treated in accordance with the Privacy legislation. Elected Members of the Sub-Section can have access to information held in the Register, for them to carry out their duties and responsibilities, as detailed in Annex C.

2.3 Membership Fees:

Annex A includes current fees for each Membership type.

2.3.1 Setting of Membership Fees and Subscriptions:

- a. Membership Fees for Full Membership shall be set at the National Association AGM.
- b. Membership Fees for Restricted Membership shall be set at the Sub-Section AGM.

2.3.2 Payment of Membership Fees.

- a. The annual subscription shall be due and payable on 1 January each year.
- b. If the annual subscription is not paid prior to the commencement of either a general meeting or the annual general meeting of the Sub-Section, the unfinancial Member shall have neither voice nor vote at the meeting and shall not be eligible to be elected to any office.

2.4 Awards:

2.4.1 **National Awards:** Criteria for the following Awards that may be made by the NAA are prescribed in the NAA By-Laws 1.6.2 and 2.4.1:

- a. Certificate of Merit;
- b. Life Member Certificate;
- c. Meritorious Service Medal Certificate;
- d. Honorary Member for Life Certificate;
- e. Certificate of Appreciation;

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- f. Naval Association of Australia Commendation, and
- g. 15 Year, 30 Year, 45 Year and 60 Year Long Service Certificates.

2.5 Vacant

2.6 Vacant

2.7 Vacant

2.8 Disputes and Mediation:

- 2.8.1 A grievance may be submitted to the Sub-Section Executive:
 - a. by a Member regarding the actions of another Member or,
 - b. by a Member who may have a grievance with the NAA(Q) or the NAA.
- 2.8.2 A mediation meeting must take place within fourteen (14) days from the time the dispute was raised. The relevant parties must attend.
- 2.8.3 If the initial meeting between the parties does not resolve the issue, then within a further ten (10) days, a meeting must be held in the presence of a Sub-Section nominated mediator.
- 2.8.4 The mediator may be a Member chosen by the relevant parties or a Member nominated by the Sub-Section Executive when it is a grievance between Members. If a grievance is raised against the NAA(Q) or the NAA, the mediator should be appointed or employed by the Dispute Settlement Centre of Queensland.
- 2.8.5 A mediator may also be a Member of the NAA.
- 2.8.6 Vacant
- 2.8.7 Vacant
- 2.8.8 If mediation is unsuccessful, the parties may seek to refer the issue to the relevant dispute resolution authority in Queensland.

CHAPTER 3 – GOVERNANCE

The system in place by which entities are directed, managed, and controlled. The basis is the structure and processes in place to facilitate decision making, accountability, control, and behaviour of the Executive and Committee through Sub-Section accountability, transparency, fairness, responsibility, and ethics.

3.1 National:

3.1.1 Vacant

3.1.2 Vacant

3.1.3 Payment of Capitation:

At the end of each month, the Sub-Section's Treasurer must:

- a. Forward completed prescribed Forms F2A and F3 to the National Membership Registrar (NMR). As these forms are prescribed and managed by the NAA and may be modified from time to time, access to the forms will be through the NAA website.
<https://navalassoc.org.au/links/naa-forms>
- b. Vacant;
- c. Forward completed prescribed Forms F2B and F3 to NAA(Q) Section Secretary and State Membership Registrar; and
- d. Enclose any new Members applications or approved transfers with their forms being sent to the NAA National Membership Registrar, NAA(Q) State Membership Registrar and the NAA(Q) Section Secretary;
- e. Payment should be made by direct transfer to NAA and NAA(Q) bank accounts;
- f. Nil returns are not required.

3.1.4 Vacant

3.1.5 Vacant

3.1.6 Electronic Meetings:

- a. The Sub-Section's President, in consultation with the Sub-Section Executive, will determine if a Sub-Section meeting or Executive meeting will be conducted electronically.
- b. With all Sub-Section and Executive Meetings, an agenda will be prepared by the Secretary and circulated to all appropriate Members prior to the Meeting. Circulation to all relevant Members should occur no less than seven (7) days prior to the meeting to enable confirmation of availability for attendance.
- c. All electronically conducted meetings are to be recorded and reported by the Secretary as standard protocol, and those minutes circulated as normal.
- d. Once the minutes are ratified, the electronic recording can be destroyed.

3.2 Section:

3.2.1 Annual General Meeting – NAA(Q) Section Level

The Sub-Section may appoint one (1) delegate and no more than two (2) deputy delegates to be responsible for attendance and reporting at NAA(Q) meetings (including NAA(Q) AGM) and reporting back to the Sub-Section.

3.3 Sub-Section:

3.3.1 Vacant

3.3.2 Sub-Section General Meetings:

- a. The Sub-Section will meet on the second Sunday of each month, except January (no meeting) and May (third Sunday due to Mother's Day). Should a meeting fall on a public holiday (Easter) that meeting will be held on the following Sunday.
- b. The time and venue for the meeting will be determined by the Executive Committee.
- c. Notice of the Sub-Section General Meeting:

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- (1) Sub-Section Members must be given at least 14 days' notice of any Sub-Section General meeting or, if a Special Resolution has been proposed for the agenda, at least twenty-one (21) days. The notice must include the place, date, time, and agenda for the meeting.
- (2) Notice may be served personally or forwarded by post, facsimile, or electronically.
- (3) The agenda for any Sub-Section Meeting must be provided at least seven (7) days' prior to the meeting.
- (4) Vacant
- (5) The meeting may be conducted in person or electronically.

3.3.3 Sub-Section Committee:

- a. A Sub-Section Committee will be elected at the AGM by Sub-Section Members to assist with the management and administration of the Sub-Section as required. These tasks may include representing the Sub-Section at events and functions; conducting wellness checks on Members; reunions and, other ad hoc activities as they occur. The Committee may have the Wellbeing Officer included.
- b. The Sub-Section Committee may be made up of the Sub-Section Office Bearers and such number of other Members who are elected at the Annual General Meeting, as prescribed at Annex B.
- c. Authority of the Sub-Section Committee and duties of its Office Bearers are listed in Annex C.
- d. A quorum for a meeting of the Sub-Section Committee will be deemed to be one third of its office bearers. The overall number of office bearers will depend on the needs of the Sub-Section. Any meeting may be conducted electronically.
- e. The Committee will meet as required. Most of its activities will be conducted in consultation with the Executive Committee (referred to at 3.3.4 below), most of which can be managed electronically between the Sub-Section Committee and the Sub-Section Executive.
- f. If a Committee Member is absent or unable to fulfil any duties on behalf of the Sub-Section, for more than three (3) consecutive meetings (in whichever format), without plausible reasoning, the Sub-Section, through the Executive Committee, at a General Meeting, must declare that position vacant.
- g. If a Committee position becomes vacant under normal circumstances (e.g. leaving the Sub-Section), the Committee must nominate and appoint another Member to fill the position. At the next General Meeting:
 - (1) The appointment must be considered and confirmed; or
 - (2) Further nominations will be called for and a ballot conducted with Sub-Section Members votes taken and counted, with the Member with the highest number of votes put to the Sub-Section, by the appointed ballot officer, to be confirmed in the position.
- h. Sub-Section funds shall be derived from various activities and actions. For example, event entrance fees; Sub-Section annual subscriptions and fees; donations and any other sources identified by the Committee in consultation with the Executive Committee and endorsed by the Sub-Section. The Treasurer will be responsible for the management of such funds by:
 - (1) Collecting all monies and make any payments authorised by the Committee and/or the Executive Committee and endorsed by the Sub-Section;
 - (2) Keeping correct accounts ledgers reflecting the financial affairs and assets of the Sub-Section. This information will be reported to Members at each Sub-Section monthly meeting.

3.3.4 Sub-Section Executive:

The Executive will consist of a President, three (3) or four (4) Vice Presidents, Secretary, Assistant Secretary, and a Treasurer. The numbers may vary with the Membership of the Sub-Section.

- a. The Sub-Section Executive Committee will manage the role, responsibilities and function of the Sub-Section as prescribed in the Position Statements related to each office bearer's position on the Executive Committee. These are in Annex C. The Executive Committee will work in consultation with the Sub-Section Committee and must always work to the expectations and Rules.
- b. The Executive will meet a minimum of four (4) times a year, and a maximum of eight (8) times a year. The quorum for an Executive Meeting is five (5) of the seven (7) or eight (8) Members.
- c. The Secretary and Treasurer will keep all Sub-Section books, documents, records, securities and financial records in their custody and hold secure at all times.
- d. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed or approved by two (2) authorised Members of the Executive.
- e. All Sub-Section accounts, books, securities, and other relevant documents held by the Secretary or Treasurer, must be made available to any Sub-Section Full Member on request free of charge. That Member may make copies.
- f. A debit card may be held in the name of one (1) Member of the Executive Committee, who is not the Treasurer. The Treasurer will act as the second signatory and will authorise a payment when transactions are confirmed and entered into the records of accounts. The card can be used for:
 - (1) regular online payments (ie: annual subscriptions);
 - (2) point of sale payments (ie: purchase of merchandise; postage; etc)

CHAPTER 4 - ADMINISTRATION

4.1 Finance:

4.1.1 Responsibilities:

- a. The Sub-Section Treasurer and Executive Committee are responsible for managing the Sub-Section's finances. The Sub-Section must forward a copy of its audited financial statements to the National Secretary by 31 March each year.
- b. Vacant
- c. The Sub-Section's Treasurer and Executive Committee must ensure that all finances are accounted for, managed, and recorded accurately.

4.1.2 Management of Funds:

- a. Sub-Section funds may be derived from Membership subscriptions, donations, and such other approved sources.
- b. Monies received by the Sub-Section must be used solely as designated by NAA objectives.
- c. All monies received by the Sub-Section must be deposited into the relevant Sub-Section bank account as soon as practicable.
- d. Monies may only be paid to Sub-Section Members for:
 - (1) remuneration for an approved service;
 - (2) reimbursement for authorised out of pocket expenses;
 - (3) interest on funds loaned to the Sub-Section by a Member; or
 - (4) rent for premises owned by a Member and used by the Sub-Section.
- e. Audited annual financial statements must be presented each year to the Sub-Section Annual General Meeting.
- f. The income and property of the Sub-Section, howsoever so derived, shall be applied solely toward the promotion of the aims and objectives of the said Sub-Section and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus, profit or gain to the individual Members of the said Sub-Section.

4.4 Common Seal:

4.4.1 Vacant

4.4.2 Vacant

4.4.3 The Sub-Section does not have, nor does it use a Common Seal.

4.5 As laid down in The Rules

4.6 As laid down in The Rules

4.7 Uniform:

4.7.1 The preferred Sub-Section uniform is not prescribed by the NAA but, is an expected representation by its Members to be worn at such events where the Sub-Section is being seen in public, such as ANZAC Day and any other formal memorial or passing out (Cadets) events. Members are representing the overall Navy Women Queensland and should be seen to be as one. While it is not enforced, it is encouraged. When gathered for any social event, including meetings and outings, it is encouraged to wear the informal uniform.

- a. Dress Uniform – comprises white slacks / skirt; black blazer with a pocket badge; white polo shirt with logo or white blouse with logo; white hat with Sub-Section tally band; white or black shoes/sneakers.
- b. Informal Uniform – comprises black polo shirt or blouse.

CHAPTER 5 - SOCIAL MEDIA

- 5.1 Facilitation and operation of digital Communication within the Sub-Section must be in accordance with Section 5 of the Rules.
- 5.2 **Who can Post a Digital Message?**
Only authorised Members of the Sub-Section (for example, the Secretary, Newsletter Editor, and Facebook Coordinator) may use official media accounts established by the Committee to post messages regarding the Sub-Section and its activities.
- 5.3 **Official NAA Media Accounts Policy:**
- a. Any official Sub-Section media accounts must be clearly identified as belonging to the Sub-Section. These accounts are distinct from the personal accounts of Members of the NAA or those individuals who serve as Office Bearers or Committee Members of the Sub-Section.
 - b. Messages posted to Sub-Section's official media accounts must be focused on delivering information of value to the Sub-Section Members and to enhance the image of the Sub-Section. These may include:
 - (1) All upcoming Sub-Section events, publications, and notifications.
 - (2) Relevant links to other websites (e.g. DVA / State Government) that may provide information to assist Sub-Section Members in regard, for example, to their wellbeing.
- 5.4 Members who are authorised to manage the Sub-Section social media accounts must always remain mindful of the need for utmost security and privacy rights of Members in their management of these accounts.

ANNEXES

Annex A 2.1.2 Restricted Membership: Application form

<i>NAA Constitution</i>	<i>2.3.2 Payment of Membership Fees & 2.3.6 Responsibility</i>
<i>By-Laws</i>	<i>2.3.2 Payment of Membership Fees</i>
<i>Guideline</i>	<i>2.1.1 Full Membership & 2.1.2 Restricted Membership</i>

2.1.3 Application Forms: <https://nwqld.org.au/membership.html>

- a. If a Restricted Member wants to change to Full Membership, then a new NAA prescribed form (<https://navalassoc.org.au/links/naa-forms>) must be completed and lodged with the Sub-Section's Secretary for lodgement with the NAA(Q) and NAA. The evidence of service would not be required if already supplied with the Restricted Application.
- b. If a Full Member wants to change to Restricted Membership, the Member must advise the Secretary in writing of their request and date of effect. An application form is not required.

2.3 A New Member:

- a. who joins between 1 July and 31 October in any year, shall pay 50% of the annual subscription for that year; and
- b. who joins on or after 1 November in any year, shall pay the full amount of the subscription due on 1 January in the year following and the Member shall be deemed as financial from date of joining until 31 December of the following calendar year.

New Membership: From 1 November 2023

Membership Type	Initial Fee + Badge	Annual Fee	Total Fee
Full	\$5	\$40	\$45
Social	\$0	\$15	\$15
Club	\$5	\$15	\$20

Membership: From 2024

Membership Type	Annual Fee
Full	\$40
Social	\$15
Club	\$15

Bank Details:

Name:	NAA Navy Women (WRANS-RAN) Qld Sub-Section
BSB	124-002
Account number	22446885
Reference	(Surname) Subs

Annex B Sub-Section Office Bearers - Structure

Guideline Reference: 3.3.3 and NAA By-Law 3.2B.2

Sub-Section Committee:

- 1) The Sub-Section Committee may be made up of the Sub-Section Office Bearers and several other Members who are elected at the Annual General Meeting.
- 2) Elections are held for the following positions:
 - a) President
 - b) 3 or 4 Vice Presidents
 - c) Secretary
 - d) Treasurer
 - e) Assistant Secretary
 - f) Wellbeing Officer
 - g) 6 Committee Members
 - h) Newsletter Editor/s
 - i) Public Relations Officer, (events/Facebook)
 - j) Flag Custodian
 - k) Stores Officer
 - l) Delegates to NAA(Q) State Council (Delegate and 2 Deputy Delegates), and
 - m) Delegates to CESWA (3 Delegates and 1 Proxy).
- 3) The nomination forms for the positions of Office Bearers for the following year must be distributed by the Secretary at the November Meeting and kept secure until the AGM. The closing date to receive the completed nomination forms is four weeks before the AGM.

Sub-Section Executive Committee:

Guidelines Reference 3.3.4

- 1) The Sub-Section Executive Committee is comprised of the following Sub-Section Office Bearers
 - a) President
 - b) 3 or 4 Vice Presidents
 - c) Secretary
 - d) Treasurer
- 2) The Sub-Section Executive Committee manages the day-to-day affairs of the Sub-Section in accordance with the Rules, together with the Guidelines of the Sub-Section.
- 3) The Sub-Section Executive Committee will manage the role, responsibilities, and functions of the Sub-Section as prescribed in the Position Statements related to each Office Bearer's position on the Executive Committee. These can be found in **Annex C**.
- 4) The Executive Committee will work in consultation with the Sub-Section Committee and must always work to the expectations of the Rules.
- 5) The Assistant Secretary may assist the Secretary with the Executive Committee and has no voting rights.
- 6) The Wellbeing Officer is invited to participate in Executive Meetings and has no voting rights.
- 7) The Sub-Section Executive will monitor the Sub-Section Guidelines.

Annex C Duties & Responsibilities of Elected Members - Position Statements

President

1. The President is the senior Member of the Sub-Section Committee. It is the role of the President to provide leadership to the Sub-Section Committee and Sub-Section Executive Committee.
2. The President is to:
 - a) ensure that the governance and administration are properly and lawfully exercised;
 - b) be conversant with the NAA Constitution and By-Laws, NAA(Q) Regulations, Sub-Section Guidelines and relevant Queensland State Laws and common laws;
 - c) chair all Sub-Section and Sub-Section Executive Meetings and any Complaints hearings. (Chairing meetings can be delegated to a Vice President as needed);
 - d) signing the minutes of both Sub-Section meetings and Sub-Section Executive Committee meetings, confirming minutes are an accurate record;
 - e) provide a report at each General Meeting giving an appraisal of current issues affecting or of significance to the Sub-Section;
 - f) provide an annual report to the Sub-Section Membership at each Annual General Meeting giving an appraisal of significant issues encountered by the Sub-Section over the past year and directions for the future;
 - g) represent, where possible, the Sub-Section at public events as required e.g., conferences, wreath laying, church services and public speaking events etc. (The President can delegate to an appropriate officer if needed);
 - h) have access to the details in the Sub-Section's Membership Register database to undertake all relevant tasks.

Vice Presidents

1. Each Vice President is a Member of the Executive Committee and must work closely with the President and the Secretary.
2. It is the role of each Vice President to understudy the President and be prepared to temporarily assume the role of President, as necessary, to cover periods when the elected incumbent is unavailable.
3. Each Vice President must:
 - a) maintain a level of knowledge and involvement in the operation of the Sub-Section and Sub-Section Executive;
 - b) have a sound working knowledge of meeting procedures;
 - c) have a working knowledge of the Rules and relevant Queensland State Laws and common laws.
4. When acting in the role of President, a Vice President's responsibilities are the same as the President's.

Navy Women (WRANS-RAN) Qld Sub-Section Guidelines

Secretary

The Secretary is the Sub-Section's first point of contact and is responsible for the day-to-day running of the Sub-Section.

The Secretary is a Member of the Sub-Section's Executive Committee.

The Secretary's role and responsibilities are many and varied.

1. correspondence:
 - a. receive and respond to all mail/email. Circulate to Members as required.
 - b. provide a record of incoming and outgoing correspondence as an agenda item at each General Meeting.
 - c. maintain all mailing lists on the Mailing Database.
 - d. distribute minutes, newsletters etc to Members promptly.
 - e. use electronic and other media to ensure Members are kept up to date with events and activities.
2. meetings (General, Executive and AGM):
 - a. before any meeting, liaise with the President, Treasurer, Vice Presidents, Delegates, and Wellbeing Officer regarding the meeting agenda.
 - b. prepare the agenda, record, and store the minutes of each General, Executive Meeting of the Sub-Section.
 - c. arrange venue and/or electronic meeting.
 - d. provide minutes for President to sign and present to Members at the next month's meeting or send for information and/or comment as required.
 - e. minutes can be recorded electronically.
3. liaise with other levels of the NAA, other Sub-Sections, ex-Navy Women's Associations, Ex-Service Women's Associations (ESWAs), local Ex-Service Organisations (ESOs) and the public.
4. prepare grant applications and acquittals (can delegate).
5. update and maintain the accuracy of the Sub-Section's Membership Register database.
6. keep other levels of the NAA informed of relevant changes e.g., change of address/contact details, eligibility for awards.
7. liaise with the Sub-Section Committee to assist and organise Annual Reunion Luncheon.
8. submit the Annual Return of Association to the Department of Fair Trading, indicating that the fee will be paid electronically. When details are received, the Secretary will forward the invoice with details to the Treasurer to be paid by the due date.
9. bank all cheques as soon as possible after receipt.

Assistant Secretary

The Assistant Secretary is to provide administrative support to the Secretary.

The Assistant Secretary's duties include:

- a) maintaining the Attendance Book for Meetings.
- b) record minutes of meetings and pass them electronically to the Secretary for distribution.
- c) support the Secretary as required.
- d) in the absence of the Secretary, the Assistant Secretary can assume the role and responsibilities of the Secretary.

Navy Women (WRANS-RAN) Qld Sub-Section Guidelines

Treasurer

It is the role of the Treasurer to monitor financial stability.

The Treasurer is a Member of the Sub-Section Executive Committee and to provide advice regarding fiscal responsibility and the viability of any proposed expenditure.

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two Members of the Sub-Section Executive Committee as authorised.

It is the duty and responsibility of the Treasurer to perform and maintain the following tasks. The Treasurer will:

- 1) attend all scheduled meetings and actively seek to maintain current knowledge of the Sub-Section and its programs.
- 2) have full knowledge of all Sub-Section holdings and assets; review monthly account records and monitor Sub-Section income and expenditures.
- 3) prepare such reports for each Sub-Section General and Annual Meetings or, as required.
- 4) open and maintain all such accounts in the name of the Sub-Section with such banks or other financial institutions as the Committee may deem relevant and appropriate.
- 5) ensure that all electronic payments and cheques are signed/approved by themselves and one other Executives Designated Member.
- 6) keep accurate electronic records in the relevant electronic system.
- 7) reconcile bank statements to the electronic records monthly.
- 8) submit reports to the Sub-Section monthly meetings, based on the last month and current year to date.
- 9) bank all monies received at meetings and events as soon as possible after receipt.
- 10) issue electronic receipts for all monies received.
- 11) pay all Sub-Section invoices before the due date, preference being to use online banking where possible, cheques may be used when considered more practicable, for example, when presenting donations.
- 12) forward monthly subscription reports to the Sub-Section's Membership has access to the details in the Sub-Section's Membership Register database to undertake all relevant tasks to be confirmed and for the Register to be updated.
- 13) complete monthly reports to the National Membership Register (NMR) and NAA(Q) State Membership Register after Membership (full, social, club etc) is confirmed, along with new Members' application form, ensuring the correct forms are sent electronically as .pdf.
- 14) complete and lodge the Anzac Day Trust Grant application/s by the due date annually.
- 15) before the due date, pay the fee to the Department of Fair Trading after the Secretary has submitted the Annual Report to the Department. The Secretary will forward the invoice from the Department of Fair Trading to the Treasurer for payment.
- 16) prepare grant applications and acquittals (can delegate this to the appropriate officer).
- 17) reconcile grant money received and used, provide the required reports for the grant to be acquitted.
- 18) prepare financial statements for consideration by the Members at the Annual General Meeting, which may include having the books formally audited.
- 19) provide access, on request to any Full Member, of all accounts, books, securities, and other relevant documents of the Sub-Section. All documents must be available for inspection free of charge. A Full Member may make a copy of any accounts, books, securities, and any other relevant documents of the Sub-Section. Electronic copies will be made available by the Treasurer, on request.
- 20) attend to any other AD HOC financial matters as they arise.
- 21) have access to the details in the Sub-Section's Membership Register database to undertake all relevant tasks.

Wellbeing Officer

The Wellbeing Officer is responsible for providing information and arranging support for Sub-Section Members. Input from the Wellbeing Officer is an important part of the Five Pillars of the NAA.

- 1) The Wellbeing Officer's role includes the following:
 - a) promoting advice from various services (DVA, State Government; etc).
 - b) ensure Members are kept up to date with events and information within and external to the Sub-Section concerning well-being matters.
 - c) welfare checks on Members.
 - d) organising activities that promote well-being amongst Members (movies, bus trips, raffles, walks etc).
 - e) prepare grant applications and acquittals for activities throughout the year.
 - f) provide a report for each monthly meeting.
 - g) provide a monthly statistical report to NAA(Q) on Wellbeing Officer's activities.
 - h) have access to the details in the Sub-Section's Membership Register database to undertake all relevant tasks.

The Wellbeing Officer is a welcome guest at all Executive Meetings and has no voting rights at that meeting.

Committee Members

Are elected to:

- a) assist at all meetings and events (arranging chairs, tables, raffles etc).
- b) develop and implement ideas and plans for Sub-Section events after conferring with Secretary and Wellbeing Officer.
- c) Help, as required, especially for Sub-Section Meeting Days and Annual Luncheon.

Newsletter Editor/s

Collects information for the Sub-Section Newsletter that is to be produced four (4) times per year.

- a) liaise with Secretary, Wellbeing Officer and Public Relations Officer/s and any Member regarding information for the Newsletter.
- b) engage an independent proofreader (usually the Secretary).
- c) send the proof-read document to the Secretary for distribution.

Public Relations Officer (events/Facebook)

- a) endeavour to promote the Sub-Section within the community and with other Ex-Service Organisations (ESOs) as much as possible.
- b) liaise with the President and Secretary to garner information regarding the social profile of Navy Women generally.
- c) maintain the Sub-Section Facebook page by posting information regarding events and benefits.
- d) other Members with the necessary skills can be delegated to assist.

Flag Custodian

- a) store all Sub-Section's banners, flags and signage, and keep in good order.
- b) present the banners at official events, e.g., Anzac Day and CESWA Church Service.
- c) have access to the NAA White Ensign to borrow and return for specific events.
- d) display signage at all Sub-Section meetings and luncheons/events.
- e) present two (2) crests at the Sub-Section's Annual Reunion Luncheon in November.

Stores Officer

Administration of merchandising, ordering, and sales (liaising with the Secretary and Treasurer).

- a) take stores orders from Members, ensuring payment is received.
- b) coordinate the ordering and payment to the supplier, using the Sub-Section's Debit Card.
- c) keep records of supplies and deliveries
- d) deliver merchandise orders to Members.

Delegate to NAA(Q) State Council

The Sub-Section has ONE vote at the NAA(Q) State Council Meeting.

- 1) NAA(Q) State Council** (two delegates and a proxy);
 - a) represent the Sub-Section at NAA(Q) State Council Meetings and functions as required.
 - b) attend bi-monthly meetings of the State Council and provide feedback on State Council meetings regarding any status or issues concerning Navy Women to the Sub-Section.
 - c) the Sub-Section can cast one vote only per issue.

- 2) NAA(Q) State Annual General Meeting** (one delegate and no more than two deputy delegates);
 - a) represent the Sub-Section at Annual State Conference and report back to the Sub-Section Members on outcomes of the Conference.
 - b) can vote on behalf of the Sub-Section.

Delegates to CESWA (3 Delegates and 1 Proxy)

Each Delegate of the Sub-Section has ONE vote at any meeting they attend.

1) Council Of Ex-Service Women Association

- a) represent the Sub-Section at CESWA meetings and functions and vote on issues on behalf of the Sub-Section.
- b) report to the CESWA on the status and issues concerning Navy Women.
- c) report to the Sub-Section Members on outcomes of the Council meeting.
- d) the Proxy Delegate can represent any of the Sub-Section Delegates at the CESWA meeting when any Delegate cannot attend meetings and functions of the Council and has the same voting rights as the Delegate.
- e) a Delegate can be nominated to a position on the CESWA Executive Committee by any Members of the Council.