
**ROYAL AUSTRALIAN NAVY COMMUNICATIONS BRANCH
(VICTORIA)**

RANCBA (Vic)

CONSTITUTION

RECORD OF CHANGES

VERSION	DATE	REMARKS
2006	2006	Minor changes to reflect requirements for 2008 National Reunion and Consumer Affairs Victoria by the insertion of paragraph 21.3.

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CONSTITUTION OF THE ROYAL AUSTRALIAN NAVY COMMUNICATIONS BRANCH ASSOCIATION

Name

1. The name of the association shall be the “Royal Australian Navy Communications Branch Association – Victoria” (short title RANCBA VIC), hereinafter referred to as “the association”.

Objectives

2. The objectives of the association shall be to:
 - 2.1. Foster bonds of friendship and esprit de corps among serving members of the Royal Australian Navy Communications Branch, former members of the branch, and other person accorded membership of the association.
 - 2.2. Promote activities that enable members to remain in contact with each other.
 - 2.3. Foster liaison with Royal Australian Navy Communications Branch Associations in other states and territories of Australia, and with other bodies or associations that have aims and objectives similar to those of the association.
 - 2.4. Establish and maintain funds as necessary to achieve the objectives of the association.

Membership

3. The association shall have the following classes of membership:
 - Ordinary Members
 - Associate Members
 - Honorary Members
 - Life Members

Ordinary Members

- 3.1. The following persons are eligible to become ordinary members:
 - 3.1.1. Serving and former members of the Royal Australian Navy Communications Branch.
 - 3.1.2. Serving and former members of the communications branch of other Commonwealth Naval forces.

Associate Members

3.2. The following persons are eligible to become associate members”

3.2.1. Partners of all persons (living or deceased) eligible to become ordinary members.

Honorary Members

3.3. The Executive may award honorary membership to any person who merits this honour by virtue of position or has been of outstanding service to the association.

3.3.1. Honorary membership awarded for distinguished service shall be for a period of three years. However, should circumstances warrant, the Executive may, at the end of any period of honorary membership, award an extension of a further three years.

Life Members

3.4. The Executive may award life membership to any person who has rendered distinguished service over a prolonged period or has made a significant contribution to the association.

Patron

4. The Executive may solicit the support of a prominent person to be patron of the association. On appointment a patron shall become and honorary member. Other provisions regarding the patron are:

4.1. The patron shall not sit on either the Executive or the Committee.

4.2. The patron shall allow the use of his or her name on the association letterhead and in the title page of official documents originated by the association.

4.3. The patron shall have no power to overturn or veto decisions of the Executive, Committee or General Meeting.

4.4. Appointment as patron will render void any ordinary membership of the association held by the appointee.

4.5. The patron’s attendance at any meeting of the association will not be counted for the purposes of determining a quorum.

Executive

5. The Executive of the association shall consist of the President, Secretary and Treasurer. The Executive shall have discretionary power to increase its size for specific purposes.

6. The Executive shall be responsible to the association as a whole and is to report to its members no less than annually in all matters and events, including financial status affecting the association.

7. The Executive shall be responsible for management of the property and funds of the association and the direction of all its affairs and concerns.

Committee

8. The Committee shall consist of the Executive plus any number of ordinary members as determined by the Executive. The Secretary should receive nominations for election to the committee at least 28 days prior to the AGM. Nominations may be considered at the AGM if no prior nominations are received. The committee shall be elected at the Annual General Meeting.
 - 8.1. Casual vacancies on the committee occurring between Annual General Meetings shall be filled by the acceptance of a nomination by the Committee.
 - 8.2. Any member of the Committee who leaves Victoria for more than six months shall automatically vacate office on the date of leaving.

Committee Meetings

9. Committee meetings shall be conducted as follows:
 - 9.1. The Committee shall meet no less than once in each quarter.
 - 9.2. A quorum shall consist of two thirds of the Committee members.
 - 9.3. In the absence of a quorum, then the committee meetings will be deferred until sufficient committee members are present to form a quorum are available.

President

10. The President shall preside at all meetings and shall be an ex-officio member of all sub-committees. In the absence of the President the immediate past president shall preside for the duration of the meeting.

Secretary

11. The Secretary shall act as Secretary to the Committee. Additionally, the Secretary shall undertake such duties as the executive may direct, and shall maintain a record of membership of the association. In the absence of the secretary, the immediate past secretary shall conduct the affairs of the association for the duration of the meeting.

Treasurer

12. The Treasurer shall be responsible for the proper custody of all money and books of account, and all titles to the property of the association. In the absence of the treasurer, the immediate past treasurer shall accept and dispense funds as necessary for the duration of the meeting.

Ordinary Committee Members

13. Ordinary Committee Members shall carry out duties as directing by the Executive.

Meetings

14. An Annual General Meeting is to be held each year on a date fixed by the Executive.
15. All general meetings other than the Annual General Meeting shall be called Special General Meetings. The Executive may convene a Special General Meeting as necessary to conduct important or urgent business.
16. The Executive shall, on the requisition in writing of not less than one third of the Ordinary and Associate members, convene a Special General Meeting of the association within 28 days of receipt of the requisition. A requisition for a Special General Meeting shall state the purpose of the meeting.

Notice of Meetings

17. The Secretary shall cause notice of all general meetings to be sent to all members. Such notice shall specify the business to be transacted at the meeting.
18. Notice of a general meeting shall be mailed to or left at the last known address of a member not less than 21 days prior to the date on which the meeting is to be held.

Quorum

19. For a general meeting, all members of the Executive plus one fifth of the combined total of Ordinary and Associate members of the association present in person (but not less than ten), shall constitute a quorum. No business shall be transacted at any general meeting unless there be a quorum present.

Adjournment

20. If, at the expiration of 30 minutes after the time fixed for the holding of a general meeting a quorum of members is not present, the meeting shall stand adjourned to a date to be fixed by the Executive.

Voting

21. All current Ordinary and Associate members shall be entitled to vote at Annual General and Special General Meetings of the association. In the context of this article, current means that membership fees have been paid for the current financial year. Postal votes shall be accepted for the election of office bearers or other matters considered sufficiently important by the Executive, and upon which a formal notice of motion has been circulated by appropriate methods to members.
22. In the event of a tied vote, the President shall have an additional (casting) vote.

23. Honorary members are not entitled to vote. However, at the President's discretion they may be heard should they wish to address a meeting.

Amendments to the Constitution

24. No amendment to this Constitution shall be made, nor any provision suspended, unless sanctioned by two thirds of all ordinary or associate members present and voting in the affirmative at an Annual General Meeting or Special General Meeting properly convened in accordance with this constitution.
25. A proposal to amend or suspend any article in the constitution shall have been circulated to the members by appropriate methods of delivery, no less than 14 days preceding the date of the meeting at which the proposal is to be put. Postal votes shall be accepted for amendments to the constitution.

Annual Membership Fees

26. The association's financial year shall begin on completion of the Annual General Meeting.
27. Membership fees shall be determined by the members present at the AGM and shall be payable by all Ordinary and Associate members. Honorary members shall not be required to pay fees.
28. The Executive may remove from the Register of Members, the name of any member who payment of membership fees is in arrears.

Register of Members

29. The Secretary shall keep a Register of Members of the association, which shall include the following information:
- 29.1. Name, including name/nickname by which the member wishes to be known.
 - 29.2. Home, business address and telephone numbers.
 - 29.3. Type of membership.
 - 29.4. Date of last payment of membership fess and financial year to which paid.

Bank Account

30. The association shall maintain one or more bank accounts or trust accounts into which all money received by the association shall be paid. All cheques drawn on any bank accounts or trust accounts shall be signed by the Treasurer.

Dissolution

31. The association may be dissolved at any time upon a resolution of a Special General Meeting convened expressly for that purpose.

32. Postal votes shall be mandatory in the event of any meeting called to discuss dissolution.
33. On the dissolution of the association, the assets shall be disposed of by such means and in such manner in relation to any assets remaining after such payments as the meeting by resolution may decide.

Indemnity

34. The following statement contains the indemnity provisions that shall apply to the association:
 - 34.1. The members of the association shall at times indemnify and hold harmless:
 - 34.1.1. The members of the association and their executors and administrators, and
 - 34.1.2. Other officers of the association and their executors and administrators from and against all loss or liability reasonably incurred or suffered by any of those indemnified by reason of acts done, concurred in or omitted in or about the execution of their duty.
 - 34.2. The liability of members of the association to indemnify the members of the executive or other officers of the association shall be reduced proportionally to the extent of any act or omission of the members of the executive or other officers of the association, which contributed to the loss.
 - 34.3. None of the members of the association shall be answerable to the acts or defaults of any of the other members of the association.