

## **RANSA BY-LAWS**

### **APPLICATION FOR MEMBERSHIP**

1. Application for all classes of Ordinary membership of RANSA on behalf of persons not members of RANSA shall be forwarded to the RANSA Secretary (the Secretary). Membership emanating from such applications shall be determined by the RANSA Squadron Committee (the Committee).
2. Nominations of any person for election to membership as an Ordinary Member shall be made in writing on a form approved by the Committee. The application shall clearly show the name and address of the person nominated and signed by the proposer and seconder who must state that they have personal knowledge of the candidate and that they consider them suitable for membership of RANSA. Proposers and seconders shall be financial members of RANSA.
3. Serving RAN personnel are granted special privilege when applying for membership as they only require a proposer who is a Naval Member to propose them.
4. Nominations shall be delivered to the Secretary and exhibited in a conspicuous position in RANSA premises for at least seven days before the election. The proposed member shall signify in writing their assent to nomination, and on being elected shall be bound by the RANSA Constitution and By-Laws and any Committee rules. An interval of not less than ten days shall elapse between nomination and election.
5. Every nomination for election as an Ordinary member shall be accompanied by such entrance fees as the Committee may determine. The Committee may, on electing an Ordinary Member, waive the entrance fee if such member was formerly an Ordinary Member of RANSA.
6. Every application or nomination for membership as an Ordinary Member of whatever sub-class shall be considered by the Committee or a sub-committee of the Committee which may interview nominees and make recommendations to the Committee.
7. The Committee may withdraw from any unfinancial member any or all of their rights and privileges as a member until they become financial. A member is unfinancial when their subscription or any fees are overdue for three months.
8. If any member fails to pay their subscription and is three months in arrears the Committee is to cause a notice to be delivered or posted to such member at their last known address requiring them to pay the same within two (2) months. In default of payment within such time as nominated in the notice, such member shall cease to be a member of RANSA and shall forfeit all rights in and claims upon RANSA and a person who shall so cease to be a member shall not be re-admitted as a member except upon nomination and election and/or upon payment of all arrears of subscriptions up to the time of their so

ceasing to be a member. PROVIDED THAT the Committee may waive, in respect of any nomination, the entrance fee or any part thereof or the arrears of subscription.

## **CESSATION OF MEMBERSHIP**

9. Any member wishing to resign their membership of RANSA shall give notice in writing of their intention to do so, addressed to the Secretary and deposited at or forwarded by post to the registered office of RANSA on or before the 30th day of June in any year, failing which such member shall be liable to pay the subscription for the next succeeding financial year.

## **DISCIPLINARY ACTION**

10. A member shall at all times comply with the provisions of these By-Laws and the RANSA Constitution and any other rules and regulations that the Committee may decree from time to time.
11. The Committee shall have the power and the authority to subpoena any member to assist in any investigation involving the good name and/or interests of RANSA. Further, the Committee shall have the power and the authority to expel, suspend, fine, reprimand or to call for a written apology from any member who:
  - a. refuses or neglects to comply with the Constitution and its By-Laws or rules and regulations of RANSA;
  - b. is guilty of a conduct unworthy of a member or detrimental to the interests of RANSA.
12. No member shall be dealt with under the disciplinary provisions without first being called before the Committee for investigation of the circumstances surrounding any incident in which the member was involved. Seven days' notification shall be given to the member in an email from the Secretary stating the date, time and place of meeting and the substance of the matter under investigation. The member shall be informed that failure to attend the meeting may result in the matter being dealt with by the Committee on the available evidence.
13. No member shall be dealt with under the disciplinary provisions unless two-thirds of the members of the Committee present and entitled to vote, shall vote in favour of the resolution dealing with such member, and no such resolution shall be passed unless every member of the Committee shall have had not less than seven days' notice of the intention to deal with a member under these provisions.
14. The Committee may act under these disciplinary provisions on its own motion or upon a complaint in writing by a member of RANSA.

15. It shall be the duty of all members of RANSA able to give evidence on any proceedings under these disciplinary provisions, to attend before the Committee for that purpose and when required, in writing by RANSA Committee, the person charged, or the complaint member.
16. Any suspension or penalty under these disciplinary provisions may be at the discretion of the Committee.
17. The member under investigation and the member lodging the written complaint shall be entitled to call evidence, to be present throughout the hearing of evidence and to address the Committee. The member under investigation shall not have any right to legal or other representation.
18. Notwithstanding anything aforesaid, any person who, in the opinion of the Committee chair, conducts themselves in a disorderly fashion so as to prevent the due hearing of the matter may be excluded from the meeting for so long as the Committee chair may think it necessary.
19. The Committee may adjourn from time to time and from place to place as it may think reasonable.
20. On completion of an investigation by the Committee, a notice shall be placed in a conspicuous place giving details of the results of the investigation.

## **LIFE AND HONORARY MEMBERS**

21. RANSA may by resolution confer:
  - a. Life membership upon a Naval or Service member who has paid the equivalent of thirty years subscriptions or has been a member of RANSA for thirty years. A Life member shall continue to enjoy the rights and privileges enjoyed as a Naval or Service member, though shall not be called upon to pay any fees or subscriptions.
  - b. Honorary Life membership shall be restricted to those persons whom, in the opinion of RANSA Committee, have given special service to RANSA. An Honorary Life member shall be entitled to all the rights and privileges and be subject to all the duties and obligations of a Naval member, though shall not be called upon to pay any fees or subscriptions.
  - c. Honorary memberships may at the discretion of the Committee be extended up to the end of the membership year. Honorary memberships will not automatically renew in the new membership year but may be granted again to Senior Naval Officers or other prominent persons by a vote of the Committee.

## **REGISTER OF MEMBERS**

22. Every member shall furnish to the Secretary particulars of their address and occupation if those particulars have not already been stated on the nomination form for membership, and shall notify the Secretary in writing or by logging into and updating their member record on the RANSA website, of any subsequent change of address. The address physical or electronic, if the member elects to receive electronic notices, shall be deemed to be the member's registered address for the purpose of the issue of notices.
23. The Secretary shall keep an electronic database record of members names in full, rank where applicable, occupation and full physical and email address of all member sub classes, including Honorary and Life, also stating the date of the latest payment of subscription by the member.
24. Members are expected to provide details of particular skills as listed in the nomination for membership Volunteer Skills Form.
25. Any personal member information collected will be held and managed in accordance with the Privacy Act 1988. Details of the RANSA Privacy Policy are published on the RANSA website.

## **GUESTS**

26. All members shall have the privilege of introducing guests into RANSA and when a member brings a guest to RANSA they shall complete the Register of Guests. No member shall introduce any guest to the licensed area where doing so contravenes relevant NSW liquor licensing requirements including Responsible Service of Alcohol, nor shall they introduce any person as a guest whose name has been removed from the Register of Members for misconduct or who has been suspended by the Committee.
27. A Register of Guests will be maintained which records the name and signature of the RANSA member and their guests' surname, initials and address, for guests of or above the legal age, on each visit to RANSA.
28. Members shall be responsible for the conduct of any guests they may introduce to RANSA. No guest can remain at RANSA if the introducing member leaves the premises.
29. No guest shall be supplied with liquor on the premises of RANSA except on the invitation of and in the company of a member.
30. Members hiring RANSA for a private function are responsible for all guests at the function and must complete a Venue Hire Agreement prior to the event. RANSA House Committee reserves the right to reject the request to hold the function and or to limit the number of guests the member is permitted to invite.

31. Sailing crew can join RANSA as a temporary member using the Australian Sailing SailPass database. Members or skippers who are hosting the temporary member are responsible for their SailPass members at all times, including the club premises after racing under all applicable by-laws.

## **NOTICES**

A notice may be given personally, or by sending it by post to the address for the member, or by sending it to the electronic address (such as an email address) nominated by the member. If sent by post, a notice may assume to be given three working days after posting. If sent electronically, it may be assumed that the notice is given on the business day after it was sent

32. The signature to any notice to be given by RANSA may be handwritten or electronically printed.

## **GENERAL MEETINGS**

33. The Committee may convene an Extraordinary General Meeting at any time. An Extraordinary General Meeting may also be called on the requisition of twenty five (25) financial members entitled to vote at such a meeting.
34. The Commodore (if present and willing to act) is to chair a general meeting or if the Commodore is absent or unwilling, another Committee member who is elected to be the chair.
35. The quorum for a general meeting is at least 20 members personally or online present if a hybrid meeting and entitled to vote at the meeting. A general meeting that does not have a quorum present within 30 minutes after the time for the meeting set out in the notice of meeting is dissolved if convened on the request of members and is otherwise adjourned to the same day in the next week at the same time and place.
36. Failure to achieve a quorum for the 2<sup>nd</sup> attempt for a general meeting shall dissolve all motions proposed.
37. Where general meetings are conducted as a hybrid or virtual meeting members will be given the opportunity to participate in the meeting as if they had attended in person.

## **VOTING**

38. Naval, Service and Sailing Members along with Life and Honorary Life Members only shall be deemed to be the general body of members who alone shall be entitled to take part in the management of RANSA and to attend and vote at any meeting of RANSA and to convene a meeting and shall each have one (1) vote.
39. No member of RANSA who is also a paid servant of RANSA shall be eligible to vote at any meeting of RANSA.

40. No member other than a Life or Honorary Life Member shall be entitled to be present or vote at any meeting of RANSA or to be elected to any office unless they shall have paid all instalments of entrance fees and annual subscription and all other monies due to RANSA at the time of such meeting.
41. At any general meeting a resolution put to the vote of the meeting is to be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the Chair or by at least 3 members present and entitled to vote.
42. Voting in hybrid or virtual meetings will be by poll rather than a show of hands. Where practicable voting online or by other means will be made available prior to the meeting.
43. No member shall be entitled to vote at an election of office bearers or at a general meeting unless and until all monies then due by them shall have been paid in full.

## **ELECTIONS**

44. Elections for the Committee will be held prior to the AGM.
45. All Committee members are to be elected annually by ballot excepting the Honorary Officers who are to be nominated and seconded and voted into office at the AGM.
46. Flag Officers and Honorary Committee Members can be proposed and seconded by any combination of eligible Naval, Service, Sailing or Honorary Member
47. Naval, Service and Sailing Members shall be entitled to nominate for sub-committee offices and honorary offices. Crew and Associate Members, shall be entitled to nominate for House Committee positions except chair.
48. In the event of there being more candidates nominated than the vacancy or vacancies in any office a postal or approved electronic ballot shall be taken in the manner provided in these by-Laws.
49. The Committee shall appoint a Returning Officer to take charge of a ballot of officers and may appoint no more than two Assistant Returning Officers who shall also act as scrutineers of the ballot. The Returning Officer shall supervise the issue of ballot papers, the safe custody of ballot papers returned, the examination of such ballot papers, the counting of votes after the ballot is closed and shall report the result of the ballot to the Committee chair, the Secretary and to the AGM immediately.
50. The Secretary shall provide a notice of meeting at least 21 days before the RANSA AGM. If sent by post, a notice may be assumed to be given three working days after posting. If sent electronically, it may be assumed that the notice is given on the business day after it was sent.

51. A member shall record a vote in the following manner:

- a. by marking the physical or electronic form with consecutive numbers, starting with the number 1, alongside the nominees on the ballot paper to indicate the order of preference. A number shall be shown alongside all nominees.
- b. by enclosing the ballot paper in the envelope marked "Ballot Paper" and sealing same.
- c. by printing and signing their name on the outside of the other envelope and enclosing therein the envelope containing the ballot paper, sealing same and handing or posting it to the Returning Officer so that they will receive it not later than 6.00pm two clear days before the date of the AGM. Failure to comply with foregoing shall render that vote invalid where this option is taken by a member.
- d. By appointing a proxy to cast their vote. A proxy is valid if it is signed by a member and delivered by hand or post or communicated by email to the registered office of RANSA from an email address previously recorded by RANSA for the purposes of receiving electronic communications concerning general meetings. A proxy must be received at the RANSA office at least 48 hours before the time of the general meeting. Failure to comply with foregoing shall render that vote invalid.
- e. At a hybrid or virtual meeting by using the approved polling service provided. Failure to comply with foregoing shall render that vote invalid.

52. The counting of electronic polling votes or envelopes shall be opened by the Returning Officer in the presence of such of the Assistant Returning Officers as may be present in such a manner that the secrecy of the ballot shall be maintained and the Returning Officer shall make sure by checking with the Register of Members that votes are recorded only by financial members entitled to vote and that no duplication of voting has taken place; the Returning Officer shall give each Assistant Returning Officer reasonable notice of the time and place of the opening of the ballot papers.

53. The physical ballot papers or electronic poll votes for each position shall first be examined by the Returning Officer and any invalid papers or electronic votes shall be referred to the Secretary. After the ballot papers have been examined and if necessary, adjusted as set out herein, number 1 votes shall be counted. For positions where only one is to be elected, the person with the greatest number of votes shall be elected. For positions where two or more are to be elected, the required number of persons having the greatest number of such votes shall be elected. If there should be an equality of votes affecting the election of any persons, then such election shall be determined by lot.
54. As soon as practical after the AGM, the Returning Officer shall exhibit in writing in a prominent position within RANSA's premises the result of the count and the result shall be declared at the AGM. Such declaration shall not be made until after any resolution of which due notice shall have been given shall have been dealt with.

## UNIFORM

55. The official uniform of RANSA shall be Naval or Defence Force uniform befitting the occasion for serving RAN and Defence Force Members and as follows for all other members:

Cap	Peaked cap, with white cover, RANSA cap badge
Badge	Consists of the fouled anchor surmounted by a Naval Crown with the initials "RANSA" under the anchor. The whole being surrounded by a loop rope. All devices being in gold wire. The badge may be worn on berets or denim caps when the member is not appearing in an official capacity.
Shirt	White
Tie	Squadron
Jacket	Dark blue or black single or double breasted. Buttons black or brass (Naval recreation type)
Trousers	Grey
Socks	Dark
Shoes	Black

56. RANSA's informal uniform for outdoor occasions at other yacht club open days and general invitations will be chambray shirt with RANSA logo and sailing trousers with RANSA cap and ID badge.
57. RANSA Rig for sailing functions is RANSA polo shirt with RANSA cap and ID badge.