

**RULES AND CONSTITUTION AND MANAGEMENT COMMITTEE STANDING ORDERS**  
**Issue 4 March 2015**

**Clause 1 - Name and Crest**

- (a) The Association shall have a patron, allocated from time to time by the National Management Committee. The post to be an Honorary position carrying no executive duties.
- (b) The name of the Association shall be the "Submariners Association" hereinafter referred to as "The Association".
- (c) The crest shall be a Submarine across a blue circle with the words "Submariners" above and "Association" below headed with the Naval Crown.
- (d) The sale of national emblems and insignia shall be through the National Management Committee via branch secretaries.
- (e) Branch emblems or insignia may be procured at Branch level.

**Clause 2 – Objectives**

- (a) To promote and support the RN Submarine Service and its heritage.
- (b) To Foster the friendships and comradeship peculiar to all submariners so that they may continue to share the experiences and associations, and to keep alive that pride in the Submarine Branch, formed during their service in HM Submarines.
- (c) To promote and foster relationships with submariners of other countries.
- (d) To enhance the well-being of submariners past and present and their families.
- (e) To promote and support the Submariners Benevolent Fund.

**Clause 3 – Membership**

- (a) The Association is open for Full Membership to:
  - (i) Officers and ratings who have served, or who are still serving as qualified members of the Ships Company of HM Submarines. This includes members of the crews of Allied submarines which operated under the command of the Flag Officer Submarines in British Flotillas during World War Two (1939 - 1945).
  - (ii) Exceptionally, qualified submariners of other navies who have served in HM Submarines on exchange drafts for at least six months may have applications for full membership submitted by a branch for consideration by the National Management Committee.
  - (iii) A person who was a Full Member of The Association on 27 March 1999 and has continued to be a Full Member.

- (iv) A person who meets the criteria in Clause 3(a) items (i), (ii),(iii) is ineligible to become an Associate Member.
  
- (b) The Association may award Honorary Membership to persons who have made significant contributions to the objectives of The Association.  
National Honorary Membership of The Association may be offered by the National Management Committee, after agreement of the National Council, to persons who have made significant contributions to the objectives of the Association on a wider scale than at branch level. Nominations for such Honorary membership may be from branches or one or more members of the National Management Committee.
  
- (c) The Association is open for Associate Membership to:
  - (i) Individuals who share the objectives of The Association.
  - (ii) Submariners who have served in NATO and/or Allied Forces who do not otherwise meet the qualifications required for Full Membership.
  
- (d) Branch Honorary and Associate Memberships shall be a matter for each Branch of The Association providing always that such Members:
  - (i) shall have no voting powers on matters that will come before the Branch from time to time.
  - (ii) shall not be eligible for nomination or election to the National Council or the National Management Committee or as an officer of a Branch.
  
- (e) Registration of Members Memberships will be registered by branches and full memberships will be recorded on the National Register via branch secretaries. This Register will be maintained by a Membership Secretary appointed by the National Management Committee.  
  
Branch Honorary and Associate memberships will only be registered at the branch of which they are members. National Honorary Members will be registered on the National Register by the National Membership Secretary.
  
- (f) Members who register with more than one branch may nominate a parent branch for which National Subscription be paid under Clause 4. Affiliated Branches only receive their Subscription under Clause 4b
  
- (g) Expulsion or Suspension
  - (i) A member of the National Register may be expelled or suspended from The Association if, in the opinion of the National Management Committee, that member's actions bring The Association into disrepute or they act in a manner contrary to the objectives of The Association.
  - (ii) A member of the National Management Committee may be subject to the expulsion or suspension process from the National Management Committee if, in the opinion of the National Management Committee or on the recommendation of an Association Branch, that a Member's action brings the NMC into disrepute or they act in a manner contrary to the objectives of the NMC.

- (iii) A member may be expelled or suspended by the management of the branch at which they are registered if they fail to meet the standards of that Branch.
  - (iv) Any expulsion or suspension of a Member will be notified to all branches via the National Secretary and is binding on all branches during the period of expulsion or suspension.
- (h) Right of Appeal. A Member has the following right of appeal against expulsion or suspension.
- (i) An appeal against expulsion or suspension must be made in writing by the Member to the National Secretary within 28 days of the decision.
  - (ii) The appeal must be clearly stated.
  - (iii) The appeal must state whether it is made on a question of fact or severity.
  - (iv) An appeal board of not less than 3 independent Full Association members will be appointed by the National Management Committee whose decision shall be final.
  - (v) The appeal board may at its discretion order the unsuccessful party in the appeal to pay for all or part of the expenses of the other party other than legal expenses for representation and advice.

#### **Clause 4 – Subscriptions**

- (a) The amount of The Association annual subscription shall be decided from time to time by the National Council at its Annual Conference. Members shall pay the annual subscriptions, due to The Association, to the Branch at which they are registered no later than 1st February in each year.
- (b) The amount of Branch annual subscriptions are a matter for the internal organisation of each Branch.
- (c) The financial year shall start on 1st January of each year and terminate on 31st December of that year. Annual membership cards, valid from 1st January to 31st December of each year, will be issued to Branches by 31st December of the previous year.
- (d) The annual subscription of The Association for Members registered at the Branches referred to in clause 4(a) above shall be paid by the Branches to the **National Membership Secretary** no later than 1st March of the financial year to which the subscription relates. Branches which have paid all amounts due to The Association shall be referred to as fully paid up.
- (e) The annual subscription for a new Member joining after the 1st October shall be valid for the remainder of that year and the whole of the following year.

#### **Clause 5 - The National Council**

- (a) The policies of The Association shall be vested in the National Council, which shall meet for its Annual Conference during the **Fully Integrated Reunion Weekend** and as

near as possible to 31st March each year, or at such other time the National Management Committee may decide.

(b) The National Council shall have the following members:

- (i) The President who shall be a Full Member, appointed by the National Management Committee for an initial period of 5 years and is then eligible for re-election.
- (ii) Vice Presidents who shall be persons appointed by the National Management Committee to such office for life.
- (iii) The Honorary Vice President (if any) who shall be Rear Admiral Submarines, providing that he is a Member and has accepted an invitation from the National Management Committee to take that office during his term as Rear Admiral Submarines.
- (iv) The Members of the National Management Committee who shall be elected or nominated under clause 9.
- (v) A delegate nominated by each Branch from Full Members registered at that Branch who is not already a member of the National Council under (i) to (iv) of this Clause 5(b).

(c) A quorum at a meeting of the National Council shall be:

- (i) delegates from 25% of fully paid up Branches, or from 10 fully paid up Branches, whichever is the lesser number, and
- (ii) any two of the Chairman, Vice Chairman and Secretary.

(d) Branch delegates on the National Council shall each have one vote at meetings of the National Council. No other member of the National Council shall have a vote. The Chairman of the meeting shall have a casting vote if an equal number of votes are cast for and against a resolution. (Where a simple majority vote is required.)

(e) The Chairman shall have the power to call an Extraordinary National Council Conference at any time to deal with business of The Association which is both:

- (i) important and in the interests of The Association; and
- (ii) outside the scope of the National Management Committee Standing Orders.

(f) The cost of all National Council Conference meetings, and National Council members' approved travel expenses shall be a charge against the funds of The Association.

(g) An Observer from each Branch may attend National Conference but shall not be permitted a casting vote. Observers will be segregated from the branch delegates to allow casting votes to be counted.

Under Clause 5 (f) no Observers will be entitled to expenses from the Association funds.

#### **Clause 6 - Matters for the National Council Conference**

- (a) All matters for the consideration of the National Council shall be in writing and shall be submitted to the National Secretary as a proposal.
- (i) from a branch for any matter relating to these Rules and Constitution (see Clause 7).
  - (ii) from a branch for all other matters which must be delivered to the National Secretary on or before 31st December of the year preceding the National Council Annual Conference at which it is proposed to be considered.

Or

As a Recommendation from the National Management Committee.

Note: Following presentation of a Recommendation a branch delegate must propose that the matter be discussed and voted on.

- (b) All proposals may be sent to the Secretary at any time for discussion at the National Management Committee who will discuss and advise on all matters within their powers and standing orders.
- (c) All proposals to be considered at a National Council Conference shall, be discussed in advance by the National Management Committee and shall, be presented at a National Council Conference by the sponsoring Branch delegate. Recommendations must be made by the National Management Committee and shall be, presented by the Chairman. For all proposals which are subject to vote by the National Council, Overseas Branches shall be allowed a postal vote - to be presented by the National Secretary at the time of each vote. Proposals which are submitted from overseas branches must be in the hands of the National Secretary by the end of December as normal, and in the absence of the overseas sponsoring branch at the Conference that Proposal may be presented by a nominated proxy branch delegate on their behalf. All proposals must be seconded by a Branch delegate before the matter may be put to a vote. Voting on matters of Constitution shall be as 7(b), otherwise voting shall be passed on a simple majority of the votes cast.
- (d) All Proposals which are voted upon at Conference shall be deemed to be 'decided' whether they succeed or fail. Such 'decided' matters may not be submitted to conference again for a period of three years.

Exceptionally a 'decided' matter may be raised by any branch or the National Management Committee, for discussion by that committee, if it is considered important and urgent, required by good management, or if a full three year delay affects the future of The Association or the well-being of its members. If agreed by the National Management Committee the matter will be put to the National Council as a Recommendation and will only be discussed if proposed and agreed by a majority of the delegates present.

### **Clause 7 - Rules and Constitution**

- (a) These rules and constitution shall not be altered or amended except by written Proposal to be delivered to the National Secretary no less than three calendar months before a National Council Conference. The National Secretary shall ensure that each Branch receives no less than six weeks written notice of such Proposals.

- (b) Such Proposals affecting these Rules and Constitution shall be passed by no less than a two-third majority of votes cast in its favour at the National Council Conference, whether this be the Annual Conference or an Extraordinary Conference specially called for the purpose.

### **Clause 8 - Dissolution**

- (a) The Association shall not be dissolved except with the consent of not less than a majority equal to five-sixths of the Full Members taking part in a ballot arranged for that purpose.
- (b) Should dissolution occur, all residual National Funds of the Association shall be transferred to the Submariners Benevolent Fund.

### **Clause 9 - National Management Committee**

- (a) The National Management Committee shall be responsible for the management of the affairs of The Association, subject to decisions and policies made by the National Council and in accordance with its Standing Orders.
- (b) The National Management Committee shall be made up of :
  - (i) The Chairman
  - (ii) The Vice Chairman
  - (iii) The Treasurer
  - (iv) The National Secretary
  - (v) **The Membership Secretary**
  - (vi) Six other members elected according to the procedures set out in clause 9(h).
  - (vii) One other member nominated in accordance with clause 9(j).
- (c) The Chairman and Vice Chairman of the National Management Committee will hold office for 3 years, elections being held in separate years. These posts must be elected from within the existing National Management Committee at the time of the vacancy or from members who have served on the National Management Committee in the past.
- (d) Each elected member of the National Management Committee shall hold office for a term of three years, two of whom being elected in each calendar year.
- (e) The National Secretary, Treasurer and **Membership Secretary** shall be appointed for period of 5 years subject to ratification at the next following National Council Annual Conference.
- (f) Each member of the National Management Committee shall have one vote on each matter put to the vote at its meetings and voting shall be on a simple majority basis.
- (g) The President and Vice Presidents shall be invited to participate in National Management Committee meetings but shall have no voting rights.

- (h) Election or re-election of the Chairman, Vice Chairman and other elected Members of the National Management Committee shall take place as follows:
- (i) They shall be elected or re-elected by the National Council at its Annual Conference following receipt by the National Secretary of nominations made under this clause 9(h).
  - (ii) Nominations may be made by branches and must be in writing delivered to the National Secretary no later than three calendar months before the date of the National Council Annual Conference.
  - (iii) Ballot papers for the election or re-election of candidates shall be sent to Branches by the National Secretary no later than 2 months before the date of the National Council Annual Conference.
  - (iii) Ballot papers must be delivered to the National Secretary either
    - (aa) by post no later than one week before the date of the National Council Annual Conference or
    - (bb) by hand to the National Secretary in person no later than 30 minutes before the time fixed for the start of the National Council Annual Conference.
    - (cc) Vice Presidents of the Association shall act as tellers at all National Conferences. In the absence of the Vice Presidents the tellers will be nominated from the floor.
  - (i) One additional member of the National Management Committee shall be nominated by Rear Admiral Submarines to represent the views of the submarine branch of the Royal Navy. The nominee shall be a Full Member of The Association and the nomination shall be for an initial period of three years but may be subject to re-nomination for a further term.
  - (j) The National Secretary shall promptly notify the National Management Committee of all proposals submitted by the Branches.
  - (k) At the January Meeting of the National Management Committee all matters to be submitted for consideration at the next National Council Annual Conference shall be arranged into a convenient agenda, and composite agenda items for the Conference shall be assembled where considered appropriate. The agenda for the next National Council Conference shall be distributed by the National Secretary to be received by the branch Secretaries no less than six weeks prior to the conference.
  - (l) The National Management Committee shall take notice of all matters relating to Conference procedure which may arise during a National Council Conference and shall make a report and recommendations to the Conference on those matters as considered appropriate and generally assist in the smooth running and any other matters concerning the conduct of the affairs of the Conference.
  - (m) The National Secretary shall
    - (i) be a person considered by the National Management Committee to be suitably qualified for the position appointed by the National Management

Committee following selection from candidates nominated by Branches and if considered necessary by the National Management Committee identified through a selection process managed by the National Management Committee, and

- (ii) be responsible for keeping a true record of all National Council Conferences and National Management Committee meetings and shall send each Branch a draft copy of the minutes, and
- (iii) send to the Branches a report from time to time drawing attention to all information of interest to Members and act as a clearing house in order to keep Branches generally informed of the affairs of The Association.

(n) The Treasurer shall

- (i) be a person considered by the National Management Committee to be suitably qualified for the position who shall be appointed by the National Management Committee following selection from candidates nominated by Branches and if considered necessary by the National Management Committee identified through a selection process managed by the National Management Committee, and
- (ii) keep a record of all monies received and expended, and
- (iii) advise the National Management Committee of the state of the accounts of the national funds of The Association at each of its meetings and shall produce his accounts, bank passbook and statement to the National Management Committee on demand and to the National Council at the Annual Conference, and
- (iv) arrange for the independent audit of his accounts immediately after the end of the financial year and shall provide a certified statement of accounts to all Branches no later than four weeks before the National Council Annual Conference.

(o) The Membership Secretary shall

- (i) be a person considered by the National Management Committee to be suitably qualified for the position who shall be appointed by the National Management Committee following selection from candidates nominated by Branches and if considered necessary by the National Management Committee identified through a selection process managed by the National Management Committee, and
- (ii) be responsible for managing a true record of the Association Membership, to include the status of members and send to the branches a report from time to time of their current membership status as held on the national records, and
- (iii) receive the annual subscriptions from each branch for the national element of the membership subscription, forward to the branches a membership card or year sticker for subsequent years, and forward to the National Treasurer all subscription monies received, and
- (iv) manage the joining process for new applicants



### **Clause 10 – Branches**

Management of individual Branches shall generally follow the guidelines of the Constitution and the advice of the National Management Committee.

### **Clause 11 - Indemnity**

Without prejudice to any indemnity to which an individual may otherwise be entitled, every member of the National Management Committee or National Council or other officer of the Association shall be entitled to be indemnified out of the assets of The Association against all cost charges, losses, expenses and liabilities incurred by them in the execution and/or discharge of their duties other than wilful and individual fraud or wrongdoing or wrongful omission on the part of that member.

### **National Management Committee Standing Orders**

1. The National Management Committee will meet four times annually or as often as may be found necessary and at such places as shall be agreed by its members.
2. The National Management Committee shall have the following powers in addition to its general powers:
  - (a) To call and regulate its own meetings and proceedings.
  - (b) To generally manage and supervise the affairs of The Association
  - (c) To make recommendations to the National Council which further the interests and objectives of The Association to be put to the National Council under clause 6 of its Constitution and Rules.
  - (d) To exercise all the powers of The Association to raise money for the purpose of furthering the objectives of The Association and to generally manage its National Funds.
  - (e) To promote the formation of Branches, in accordance with the constitution, and to encourage individuals to become members of The Association as soon as they are qualified to be so.
  - (f) To co-opt persons to aid and assist the objectives of The Association as required.
3. A quorum shall consist of five persons entitled to attend and vote at the meeting.
4. The National Management Committee shall generally organise and arrange all the National events of The Association including but not necessarily restricted to: National Council Annual Conferences, reunions and memorial parades.
5. The National Management Committee will appoint sub-committees as necessary to investigate appeals or carry out other studies reporting to the National Management

Committee as directed. These sub-committees may include both Members and co-opted persons suited to the subject under investigation.

6. The National Management Committee shall nominate one full member of The Association as the Submariners Association representative on the board of trustees of the Royal Navy Submarine Museum.