

RULES AND CONSTITUTION AND MANAGEMENT COMMITTEE STANDING ORDERS
Issue 7
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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 the RN Submarine Service.
- (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 Memorial Fund as administered by RNBT.

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 Royal Navy 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) Officers and ratings of the Royal Navy who have commenced formal Submarine Training in the recognised training facilities.
 - (iii) Exceptionally, qualified submariners of other navies who have served in Royal Navy 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.
 - (iv) A person who was a Full Member of The Association on 27 March 1999 and has continued to be a Full Member.

- (v) A person who meets the criteria in Clause 3(a) subsections (i) (ii) (iii) and (iv) 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. The Association also has two levels of award for which nominations will be considered.
 - (i) **The Patron's Commendation**, principally for national work and strictly limited to preserve its status as a very special award.
 - (ii) **The President's Certificate of Appreciation**, for branch Officers who have done more than normal duty such as extremely long service in a key post and subsequent retirement.
Criteria for these awards can be found in relevant documentation held by branch secretaries or the NMC

- (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. A member may be affiliated to as many branches as he wishes but can be a Full Member of only one branch and it is through this branch that he/she registers all votes on matters relating to national issues.

Branch Honorary and Associate memberships will only be registered at the branch of which they are members. National Honorary and Associate Members will be registered on the National Register by the National Membership Secretary.

- (f) Members affiliated to more than one branch shall nominate a parent branch for which National Subscription be paid under Clause 4. The 'parent branch' is the branch in which he/she is registered as a Full Member. Affiliated Branches only receive their Subscription under Clause 4(h).

(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.
- (v) Expulsion and suspension of Branch Associate Members is to be dealt with internally by the Branch members and office bearers.

(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 Members of the Association 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.
- (vi) Appeals by branch Associate Members shall be dealt with internally by Branch members and office bearers.

Clause 4 – Subscriptions

- (a) Annual subscriptions are due on the **First of January** and shall be paid to the National Membership Secretary by the **First of March** at the very latest, so that all branches are fully paid up prior to the NCC. (AGM). There are no exceptions to this rule.

- (b) Any member not paid by the First of March will be deemed a “Lapsed” member. A New Application Form will not be required to re-join until a period of 1 year has passed since the member lapsed.
- (c) Cost of Annual Subscriptions will be reviewed every three years at the NCC. and any adjustments will be discussed and voted on at that time.
- (d) Membership cards will be issued to new members when the Membership Secretary has received payment of subscriptions.
- (e) Renewal year stickers for the Membership Cards will be issued in December.
- (f) Applications for membership received and paid up after the first of October will cover the member until December 31st the following year. This concession is for 'new joiners' only and does not apply to lapsed members re-joining.
- (g) Subscriptions can be paid by Direct Debit to the National Membership Secretary. This is the preferred method of payment and should cover the cost of National and Branch Subscriptions. An application to pay using this method can be found on the Association web site. Payment by Direct Debit is available to all members, existing and new, and is a personal choice.
- (h) The amount and collection of Branch subscriptions are matters for the internal organisation of each branch. However, the National Membership Secretary needs to be informed of branch subscriptions to enable the issue of refunds to branches when necessary. This would occur if a member included branch funds in their Direct Debit.
- (i) Members who permanently reside outside the British Isles should pay a reduced annual subscription which equates to 1/3 of the in-place subscriptions.

A member will be deemed to be a Life Member in the year that they reach the age of 85 and exempt from paying National Subscription.

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 Annual Reunion Weekend but with access to the Conference limited to Full Members only, 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 Commodore Submarines (COSM), providing that **they are** a Member and **have** accepted an invitation

from the National Management Committee to take that office during **their** term as COSM.

- (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. If a member of the NMC's branch does not have a delegate on the council, then the NMC member may take that role and vote on behalf of their branch.
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.
- (i) Where the Conference and Reunion are held at the same venue and time, travel expenses of National Council Members who are attending the Reunion cannot be a charge against the funds of the Association.
- (g) An Observer from each Branch may attend National Conference but shall not be permitted to vote. Observers will be segregated from the branch delegates to allow 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, branches unable to send a delegate to the conference may either submit their vote by post or nominate a delegate from another branch or the Chairman to act as their proxy. Branches choosing one of these methods must notify the National Secretary at least one week prior to the conference of their votes or who their proxy is. Postal votes and proxy nominations will not be allowed to be submitted at the conference. 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 Submarine Fund (SMF) as administered by the Royal Navy Royal Marines Charity (RNRMC)

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(i).
- (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. Only Full Members of the Association who have achieved their BSQ AND SUBSEQUENTLY have served in (any) 'commissioned' Royal Navy submarine for a period not less than 12 months including a minimum of one SSBN Patrol or 3 months at sea in an SSN or in an SSK are eligible for election.
- (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.
- (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 6 weeks before the date of the National Council Annual Conference.
 - (iv) Ballot papers must be delivered to the National Secretary either;
 - (a) by post no later than one week before the date of the National Council Annual Conference or
 - (b) As long as the originals have been posted and in exceptional circumstances as agreed by the NMC by Email no later than one week before the date of the National Council Annual Conference or”
 - (c) 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.
 - (d) 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 COSM 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 the 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 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

- (a) 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. In addition, it should convene meetings using the video-conference facility as and when required which may be as well as or instead of one of the four meetings specified above. When a video-conference takes the place of a formal NMC meeting it must be treated in the same manner with Agenda provided prior to the meeting and Minutes produced and distributed to branches as a record of the meeting.
- (b) The National Management Committee shall have the following powers in addition to its general powers:
 - (i) To call and regulate its own meetings and proceedings.
 - (ii) To generally manage and supervise the affairs of The Association
 - (iii) 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.
 - (iv) 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 within the following limits.

Routine expenditure for items such as Insurances, Expenses, Honoraria, National Committee Conference & Reunion and the Submariners Annual Remembrance (Embankment) Parade to continue to be managed by the NMC and reported to the Branches on at least a quarterly basis.

The NMC can approve for payment sums up to and including £500 or 1% of total funds (whichever is the lesser amount) to any one benefactor or charitable organisation etc in one calendar year.

For further payments to benefactors or organisations and payments of sums above £500 or 1% of total funds proposed for payment by the NMC, but below £1500 or 2% of Total Funds all Branch Secretary's to be notified of the reason for the suggested spend to allow all Branches to discuss and either approve

or not the spending of the sum from SA Funds. Approval for the spend must be received from a majority of all SA Branches prior to payment. At least six (6) weeks' notice must be provided together with full details of the proposed payment and justification to allow all Branches to discuss at their routine Monthly Meetings.

For sums above £1500 or 2% of the Total Funds approval must be sought by arranging an Extraordinary General Meeting; this may be conducted via a video conference where circumstances prevent, or do not warrant (1), a face-to-face meeting; where all Branches can nominate a delegate to represent their Branch Members. At least eight (8) weeks' notice must be provided together with full details of the proposed payment and associated justification to allow all Branches to discuss at their routine Monthly Meetings.

(1) This is where the cost of an EGM would outweigh the benefit being discussed.

- (v) 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.
 - (vi) To co-opt persons to aid and assist the objectives of The Association as required.
- (c) A quorum shall consist of five persons entitled to attend and vote at the meeting.
- (d) 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.
- (e) 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.
- (f) The National Management Committee shall nominate one Full Member of the Association as the Submariners Association representative on the Submarine Advisory Group (SAG) to the National Museum of the Royal Navy (NMRN)
- (g) The National Management Committee shall nominate one Full Member of the Association as the Submariners Association representative on the committee of the Friends of the Submarine Museum.