



FEDERATION OF NAVAL ASSOCIATIONS

Constitution and Rules

1. Name

The name shall be **THE FEDERATION OF NAVAL ASSOCIATIONS** (FNA) - “the Federation”

2. Aims

The aims of the Federation shall be to:

- Hold a Reunion for all members of the Federation annually
- To promote and maintain comradeship between all members of the Federation, and present members of the Royal Navy

3. Reunion Venue

The Council shall decide upon the venue for each Reunion after taking into account the views of the the membership generally, particularly those regularly attending Reunion. Notice will be promulgated in the edition of the Guardian Ensign and on the Federation website immediately following AGM.

4. Membership

(a) Membership of the FNA is open to:

- All Naval Associations
- All Ship Associations
- All Naval Branch Associations
- All Branches of Naval Associations
- Other Associations or organisations that support the Royal Navy and are recognised by the FNA
- Individual members as ‘Ships Company’ who support the Royal Navy and are recognised by the FNA

(b) Application for membership shall be made in writing to the Membership Secretary. Forms shall be available from the Membership Secretary, or via the Federation website.

- i. All members shall pay an annual subscriptions, as set by an AGM.
- ii. All members shall conform to the requirements of the rules of the Federation, as amended from time to time.
- iii. All members shall have the right to one vote.
- iv. Any member who is in arrears of subscription for more the two years shall be deemed to have resigned from the Federation.
- v. All members have the right to attend meetings of the Federation.

(c) Any member may be expelled or suspended for a specific period of time from the Federation as determined by a Resolution passed by a majority of two thirds of those voting at a meeting called for that purpose.

5. President of the Federation

The President of the Federation may be elected for life by the members at an AGM.



6. Management of the Federation

The Federation shall be managed by a Council comprising 4 Officers and not less than 1, nor more than 5 Councilmen. The Officers shall comprise the Chairman, the Vice-Chairman, the Secretary, and the Treasurer.

- (a) The Council shall meet not less than Bi-annually.
- (b) Members of the Council shall serve for a term of two years, commencing from the date of their election at AGM.
- (c) A quorum shall consist of three members, one of whom shall be the Chairman/Vice Chairman or Secretary.
- (d) The Council may appoint any Federation member to the Council to fill a vacancy as a Council Member until the next AGM.
- (e) The Council may appoint Federation members, with appropriate qualifications or experience, to be co-opted to undertake specific projects or duties.
- (f) The venue for Council meetings shall be held at locations as determined by the Council.
- (g) Decisions at Council meetings shall be taken by the vote of a simple majority. In the event of equality of voting the Chairman shall have the casting vote.
- (h) A member of the Council shall cease to be so in the event that he:
 - i. Becomes incapable, by reason of illness or injury, of managing their own affairs
 - ii. Is absent without the permission of the Council from all meetings within a period of one year, and the Council resolve that the position be vacated.
 - iii. Notifies the Council of the wish to resign

7. Duties of the Chairman of the Federation

The Chairman shall Chair all meetings of the Federation and Council. He shall sign all relevant documentation as and where necessary, and carry out such tasks as determined from time to time by the Council.

8. Duties of the Vice-Chairman

In the absence of the Chairman, the Vice-Chairman shall carry out the duties of the Chairman.

9. Duties of the Secretary

The Secretary shall:

- Be responsible for the general administration of the Federation
- Prepare Agendas and record the Minutes of the meetings of the Council and General Meeting
- Any complaint about any aspect of the management of the Federation's affairs shall be made, in writing, to the Secretary
- Take on the role of Membership Secretary, and shall:
 - i. Report to the Council with membership numbers and other related matters
 - ii. Receive and bank annual subscriptions, providing full details to the Treasurer
 - iii. Maintain a Master Database comprising full details of members as necessary for the effective running of the Federation

10. Duties of the Treasurer

The Treasurer shall:

- Be responsible for all funds of the Federation, including the maintenance of Bank Accounts authorised by the Council
- Ensure, in conjunction with the Membership Secretary, that all subscriptions and other payments due to the Federation are deposited
- Make payments as duly authorised by the Council. Withdrawal of monies shall



require the signatures of at least two from three authorised signatories, as determined by the Council from time to time

- Provide an interim reports at Council Meetings, and a full, audited, report, supported by Bank Statements, at AGM
- Pay travelling expenses to Council at a mileage/rate as agreed from time to time by the Council

11. Annual General Meeting (AGM)

- (a) The AGM shall be held each year during the weekend of the Annual Reunion.
- (b) Nominations or Proposals affecting the Rules or Management of the Federation shall be submitted to the Secretary no later than 31st January in any year.
- (c) A member shall be entitled to vote at any General Meeting provided that their name appears on the Master Database on the immediately preceding 31st March.
- (d) The Treasurer shall present an audited financial report to the members of the AGM.
- (e) All proposals and nominations requiring a vote will be conducted at the AGM and decided by a majority of those members present.

12. Extraordinary General Meeting (EGM)

An EGM may be called:

- (a) By the Council
- (b) By written notification to the Secretary

Upon receipt of a notice under (b) above, the Secretary will inform the Council who will fix a date for the EGM. Members of the Federation will be notified of the date, time and place of the EGM at least six weeks prior to such meeting.

An EGM shall be called only to deal with matters of an urgent nature which requires action prior to the next scheduled AGM.

13. Changes to the Constitution & Rules

Changes to the Constitution and Rules may be made by a Resolution, passed by not less than two thirds of the members present and voting at AGM.

14. Dissolution of the Federation

In the event of the passing of a resolution to dissolve the Association any funds remaining after the payment of all outstanding liabilities shall be donated to a charitable institution having similar aims to the Federation, as decided upon by the members in General Meeting, or EGM called for such purpose.