

# **The Constitution and Rules of the Royal Naval Writers' Association**

1. Name of the Association
2. Definition of the term "Writer"
3. Objectives of the Association
4. Membership
5. Subscription
6. Removal of Membership
7. Management
8. Headquarters
9. Election of Officials
10. Places and Times of Meetings
11. Committee Meetings
12. Minutes of the Meetings
13. Order of Business at Meetings
14. Duties of the President
15. Duties of the Secretary
16. Duties of the Membership Secretary
17. Accounting Procedure
18. Banking Accounts
19. Authorisation to Sign on Banking Accounts
20. Salary of the Secretary & Membership Secretary
21. Donations on Death of Members
22. Payment of Expenses
23. Duties of Auditors
24. Alteration of Rules
25. Directory
26. Newsletter
27. RNWA Trophy
28. Annual Draw
29. Annual Reunion Dinner.

## **1. Name of the Association**

This association is to be known as the "Royal Naval Writers Association" abbreviated and commonly referred to as the 'RNWA'.

## **2. Definition of the term "Writer"**

The word "writer" used in these rules shall be deemed to include all ratings of the Writer Branch and Officers promoted therefrom, whether serving or not. It will also be deemed to include all Logisticians (Writer) and any future title that the Ministry of Defence decides is relevant for the sub branch, it will also include those that were Logisticians (Personnel).

## **3. Objectives of the Association.**

- a. To encourage members to unite their energies for the welfare of Writers generally.
- b. To promote friendly and social intercourse amongst Writers of the Royal Navy, Commonwealth Navies and their respective Reserves.
- c. To afford opportunities for the discussion of interesting topics.
- d. To encourage exemplary conduct amongst Writers and infuse zealous application to their duties so that the Writer Branch shall thereby merit the approbation and respect of all.

#### **4. Membership**

- a. Writers entering the Association will be known as "Members" of the Association.
- b. After 50 (fifty) years paid up membership (not necessarily continuous) a member shall be eligible for election to Life Membership at a subsequent meeting of the Association and presentation of a celebratory certificate.
- c. All serving RN personnel and ex-members of the Royal Navy Writers Branch as defined in (2) above shall be eligible for membership.
- d. A writer shall be deemed to be elected as a Member of the Association after having been duly proposed and accepted at a meeting of the Association.
- e. A Member discharged from the Naval Service may continue membership.
- f. A Member ceasing membership shall be eligible for re-election.
- g. Where the committee considers that an individual warrants membership, but is not a "Writer" as defined in paragraph 2 they may elect that individual to honorary membership with no membership contribution due.
- h. Where members contribute outstanding individual service for the benefit of the Association, subject to a majority vote by the committee, they may be awarded honorary Membership and cease paying subscriptions or continue to pay subscriptions towards Life membership if they so desire.

#### **5. Subscription**

An Annual subscription, as decided by the Committee, is payable as follows: -

- a. The Annual subscription is to be forwarded with the Enrolment Form.
- b. The Annual subscription is to be paid in advance with the renewal due on the anniversary month of payment or election into the Association. If subscriptions fall one (1) year in arrears, Rule 6 will apply.
- c. Life Members and Honorary Members are not required to pay subscriptions.
- d. Annual subscriptions shall be paid to the Membership Secretary and should be accompanied by membership cards where practicable together with a self-addressed envelope for return.

#### **6. Removal of Membership.**

The name of any member who contravenes the Rules or Objectives of the Association may be brought before a meeting of the Association committee for consideration as to whether they shall be removed from membership. The effective date of any removal shall be recorded in the minutes and shall be reviewed and discussed at the annual January committee meeting after the 1 years in arrears period.

#### **7. Management.**

- a. Management of the Association shall be vested in a Committee consisting of the President, Secretary, Membership Secretary (or combined role) and Treasurer, and at least two Committee members.
- b. If a state of emergency arises which makes it impossible for the affairs of the Association to be conducted in the normal manner the administration of the Association shall be entrusted to the:-
  - i) President
  - ii) Secretary
  - iii) Treasurer

#### **8. Headquarters.**

Portsmouth Area is to be the Headquarters of the Association. A Branch or a Corresponding Representative shall be instituted should the need arise.

#### **9. Election of Officials.**

- a. Volunteers for the positions of President, Secretary, Membership Secretary, Treasurer and 2 committee members (minimum) shall be called for in time to be recorded in the agenda for the AGM held prior to the Annual Reunion Dinner.
- b. Auditors. Not less than two Auditors shall be elected from those elected or re-elected as Committee members.
- c. Names of those elected or re-elected shall be recorded in the Minutes of the AGM

#### **10. Places and Times of General and Committee Meetings.**

These shall take place at a time, periodicity and place as decided by the Committee (currently at the Fareham and Gosport RNA premises Fareham Road Gosport), at 1900 on the third Thursday of alternate months commencing January. Should it become necessary at any time to hold an extraordinary meeting then the place and time shall be decided by the President. Three (3) officials constitute a quorum.

#### **11. Minutes of the Meetings.**

A record of the proceedings of all General and Committee meetings held shall be kept and also placed in the appropriate section of the RNWA's website. Minutes shall be agreed by the President prior to issue and placement by the Secretary.

#### **12. Order of Business at Meetings.**

The order of conducting the business of meeting shall be as follows: -

- a. Deceased Members
- b. To read and confirm the minutes of the previous meeting
- c. To deal with matters arising there from
- d. Election of new members
- e. Financial Statement
- f. Motions
- g. Any other business.

#### **13. Duties of the President.**

- a. To be acquainted with the business of the Association and to ensure that such business is not contrary to the rules and objectives of the Association.
- b. To correspond with Members, individuals, firms, associations, public bodies etc on subjects considered by the membership of the Association to be in its (the Association's) interests.
- c. To preside at all meetings. In the event of unavoidable absence the members present at the meeting shall elect a substitute from amongst themselves.
- d. In the event of equal voting the President shall have, in addition, a casting vote.

#### **14. Duties of the Secretary.**

- a. To attend all meetings.
- b. To conduct the general correspondence of the Association.
- c. To prepare Newsletters and Directories for distribution to all members of the Association.
- d. To give a minimum of one month's notice on intention to resign the office of Secretary.

#### **15. Duties of the Membership Secretary.**

- a. Maintaining a database of all serving and non-serving members of the Association.
- b. Providing the Secretary with details of new joiners for acceptance into the Association.
- c. Despatching to new members joining information.
- d. Compiling the RN Writers Association Directory in accordance with Rule 25.

#### **16. Duties of the Treasurer.**

- a. To receive monies payable to the Association, duly accounting for all such receipts in accordance with accounting procedures laid down and liaison with the Secretary / Membership Secretary regarding monies paid into the account by him/her.
- b. To pay all monies received into the authorised bank account of the Association retaining sufficient petty cash to make local sundry payments.
- c. To settle all authorised accounts and payments due from the Association funds and accounting for same.
- d. To produce all accounting records of the Association for the annual audit or as required by the Committee.

#### **17. Accounting Procedure.**

The Treasurer shall maintain the following using a manual system or a recognised software package:-

- a. A complete record of all receipts and expenditure and to close this record on the last day of every month.
- b. Present the books and accounts for audit to be carried out annually as soon as possible after the 31<sup>st</sup> December.

#### **18 Banking Accounts.**

The Bankers of the Association shall be as decided by the Committee.

#### **19. Authorisation to Sign on Banking Accounts.**

- a. All cheques and Bank withdrawal orders drawn on accounts in the name of the Royal Naval Writers' Association shall bear the signature of any two of the officials and Committee members. The specimen signatures of those officials shall be lodged with the relevant bank.
- b. On supersession of any of the named officials, the consequent changes in signatories shall be notified in accordance with the requirements of the banks concerned.

#### **20. Salary of the Secretary & Membership Secretary.**

The salary, payable monthly, of the Secretary and Membership Secretary shall be decided by the Committee.

#### **21. Donations on Death of Members.**

A donation of a sum to be decided by the Committee may be made as specified by the deceased's family.

## **22. Payment of Expenses.**

Reasonable expenses incurred by Officials and members on the official business of the Association will be paid from Association funds. An advance may be made for the purpose.

## **23. Duties of Auditors.**

To examine as and when required the books, accounts and their supporting vouchers and Bankers Certificates of the Association together with a selected number of Members' records.

## **24. Alteration of Rules.**

The method of effecting alterations to the Rules of the Association shall be by proposal of an individual member and the procedure to be followed is set out hereunder: -

- a. The member shall make a proposal in writing and shall forward it to the Secretary supported by detailed reasons for the proposed change or changes and where matters of finance are involved, by the relevant figures.
- b. The meeting shall discuss fully the proposal on the agenda and a detailed report of the discussion shall appear in the relevant minutes.
- c. Any amendment to the proposal that may arise from the foregoing procedure is to be tabled by the individual member concerned in accordance with clause 24a.
- d. The original proposal and any proposed amendment thereto are to be included in the agenda for the following meeting when the amendment(s) shall be voted upon before substantive proposal (as amended) and the result of the voting recorded in the minutes in terms of members for and against in each instance.
- e. The votes recorded in the minutes for and against the original proposal and each amendment thereto shall be totalled and a majority shall be the decision of the Association.
- f. Any voting concerning financial matters under Rule 24a shall require a 75% majority of members voting.
- g. Any proposed amendment to a rule or rules or proposed cancellation of a rule or rules or proposed new rule or rules upon which a decision has been given in accordance with clause 24a above shall thereby be deemed duly amended or cancelled or a new rule or rules as they may be with immediate effect. No amendment to an amended new rule may be proposed (unless ultra vires to the Association on implementation) within one year.

## **25. Directory.**

A Directory shall be printed every 5 years containing the names of all members of the Association, to include their full names, addresses, decorations and contact details. It will be forwarded to each member for their sole use. Details are not to be shared with a third party unless an individual's permission has been obtained.

## **26. Newsletter.**

A brief summary of items of interest shall be communicated in a newsletter issued a minimum of

half-yearly in order that members unable to attend meetings or view the association's website may be kept acquainted with the proceedings of the Association. The newsletter shall contain the financial statement.

## **27. RNWA Trophy.**

An award is to be made annually to the "Writer Branch Trainee of the Year" the purpose of which is to project a spirit of friendly rivalry and a sense of comradeship within the Writer Branch in all its aspects.

- a. The Trophy as commissioned by the RNWA in 1987 and presented to the Royal Navy Supply School at HMS Raleigh in May 1988 is to be held by the Defence Maritime Logistics School (DMLS), wherever situated, on permanent display except for presentation purposes. The recipient of the award will be selected solely by the staff of the DMLS and the Association notified accordingly.
- b. A gift voucher, the value of which will be decided by the Committee currently £125 (2017), from the Association will be presented to the recipient of the trophy at the Awards Ceremony.
- c. The Association will invite the recipient of the award plus one other to attend the Annual Reunion Dinner as complimentary guests of the Association.
- d. The award is to cover all classes of Writer trainees, and all aspects of new entry phase 2 training.
- e. A representative of the Association is to present the Award Certificate, (supplied by the DMLS), Trophy and Gift Voucher at the Annual Awards Ceremony held in the DMLS.
- f. There is no requirement for the recipient of the award to be a member of the RNWA.
- g. Two years' free membership of the Association will be offered to the recipient and one year's membership to the runner up.
- h. In the event the recipient of the award is unable to attend the award ceremony in DMLS but is able to attend the Annual Reunion Dinner then the Guest of Honour will be asked to present the Gift Voucher at the dinner. In the event that the recipient is unable to attend either the Award Ceremony or Reunion Dinner then alternative arrangements will be made for the presentation.

## **28. Annual Draw.**

An annual Grand National Draw is to be conducted with proper provision for printing of tickets and registration under current Small Lotteries legislation. The aim is for both the maximum participation by and possible return for all members.

- a. The Secretary shall be responsible for running the Draw, calling for Committee assistance as required.
- b. The prizes are to be agreed by the Committee according to income in accordance with current legislation.
- c. The Draw is to be properly registered with the local Council and returns made as required.
- d. Tickets may be sold to non-members.

## **29. Annual Reunion Dinner.**

The Association will hold an Annual Reunion Dinner on the 2<sup>nd</sup> Friday in October. The dinner should normally be held at the home of the RNWA namely Portsmouth, but the committee may decide, after taking into account the importance of the anniversary, availability of a particular Guest of Honour, feedback from members, travel etc, to opt for a different venue. The Writer of the Year plus partner/friend will be invited to attend as part of the Writer of the Year Award and together with the Guest(s) of Honour will be hosted by the Association. The Committee, or a subcommittee delegated to organise the dinner, will also be responsible for the selection of the menu, wines etc and endeavour to obtain the best possible deal for members.







