



RULES OF THE BARROW-IN-FURNESS BRANCH OF THE SUBMARINERS ASSOCIATION

(Amended April 2017)

1. Name of the Branch: The Barrow-in-Furness Branch of the Submariners Association.
2. Object of the branch – to promote friendship, comradeship and help whenever and wherever needed within the branch and to support the aims and objectives of the Submariners Association.
3. Branch Membership
 - (a) Full Membership – open to all qualified submariners who can demonstrate service in H.M. Submarines as defined by clause 3a of the ‘Association Rules and Constitution’. To qualify to retain “Full Membership” of the Barrow-in Furness branch, a member should have a minimum of three recorded attendances in the previous calendar year and shall have paid his subscription for the current year in accordance with 5 (b) below. For those members who are not able to attend due to work, health or location, a minimum of three written (e-mail acceptable) and minuted apologies shall apply.
 - (b) Life Membership
 - (i) All existing Life Members as at the 2017 Branch AGM will retain their Life Membership. They will be expected to attend a minimum of two meetings each year (this may be waived in case of illness or remote location). They will continue to pay the National element of their subscription, but see 3b(iii) below.
 - (ii) As from and including the 2017 Branch AGM no new Life Memberships will be offered.
 - (iii) In accordance with the National Rules and Constitution any member who has reached the age of 90 and has been a member for ten years or more will become a National Life Member and his National annual subscription will be waived. Unless he is a branch member in accordance with 3b(i) he will be expected to continue his branch membership subscription.
 - (c) Associate Membership – The membership of the Barrow-in-Furness branch have voted not to offer Associate Membership.
 - (d) Affiliated Membership – Full members of the Submariners Association may, voluntarily “affiliate” to other branches in addition to the branch through which they are registered on National Membership List. Affiliated members of the Barrow-in-Furness branch shall be required to pay the branch portion of the annual subscription (but not the National portion) and shall be afforded voting rights on local branch issues and be eligible for election to any office within the branch.
4. Officials of the Branch
 - (a) The branch shall elect a Chairman, a Secretary and a Treasurer/Membership Secretary who shall each hold office for a three-year period, elections taking place at the AGM with only one of these officers elected each year.
 - (b) A Vice Chairman shall be elected, at a different election than that for the Chairman and shall hold office for a three year period, the election taking place at the AGM.
 - (c) The branch may elect a President each year at the AGM. This position to be regarded as an honorary post awarded for recognition of service to and on behalf of the branch.
 - (d) The branch shall elect to permanent office a member to fill the duties of Standard Bearer. He should have the bearing and capability to suitably represent the branch in these duties.
 - (e) The branch shall elect or appoint a Social Secretary. The Social Secretary may co-opt any branch members as may be required to assist.
5. Branch Subscriptions

- (a) Subscriptions shall be decided from time to time by branch members at its A.G.M.
- (b)(i) Subscriptions shall be due from the 1st January each year and are to be paid to the treasurer by the 1st February each year iaw clause 4(a) of the Association Rules and Constitution. This shall be accepted as the February meeting for the branch members. The treasurer is to pay the National contribution of the subscriptions to the National Treasurer by 1st March each year i.a.w clause 4 (d) of the Association Rules and Constitution.
- (b)(ii) New applications for membership will only be accepted if they are with accompanied by cash/cheque or Standing Order. Late payers in accordance with 5b(i) are to settle by cash/cheque with future payments by Standing Order.
- (c) The Treasurer is to pay the National contribution of the subscriptions to the National Membership Secretary by 1st March each year iaw clause 4(d) of the Association Rules and Constitution.

6. Meetings

The Branch shall meet on the first Tuesday of the month at 1930 hours at a venue agreed by the branch. The branch shall hold its Annual General Meeting on the first Tuesday of April each year starting at 19.30 hours

- NB 1. All matters to be discussed at the AGM, including nominations for election shall be in the hands of the secretary by the February branch meeting and notified to the branch in advance of the AGM.
- NB 2. The Chairman may call an “extra-ordinary” meeting, by notice in writing to all branch members on any matter considered
 - i) important and in the interests of the branch
 - ii) outside the scope of the responsibilities of the branch committee and which would be outwith the interests of the branch to be held until the next planned AGM.

7. Funds

(a) Branch Fund

- i) The branch funds shall be managed by the Treasurer and held in the branch bank account as agreed by the members. The Treasurer shall keep auditable records of all transactions, reporting the approximate state of funds at each branch meeting and submitting the books for audit by two branch members prior to each A.G.M. All payments shall be endorsed by the branch at normal monthly meetings or by the branch management committee (within their remit) and advised to the branch at the next meeting (via the treasurer’s report).
- ii) A receipt or authorization signature, for audit purposes, shall cover all payments out.
- iii) All subscriptions, collections and donations shall be paid to the Treasurer for recording and banking.

(b) Social Fund

- i) A separate, auditable, fund shall be held, maintained and managed by the Social Secretary to cover and support the social activities of the branch. Accounting of this fund to be clear and concise with supporting invoices and receipts in accordance with branch instructions.
- ii) Apart from events covered in Paragraph 12 the social fund should be self-financing.
- iii) The Social Secretary to ensure all risks involved within the social programme are brought to the attention of the committee and if approved underwritten by the branch.
- iv) If it is deemed at any point that a social event is not being supported to the required level the Social Secretary has the authority to cancel the event.
- v) All receipts and payments for events are to be managed by the Social Secretary. In the event that the branch’s signature is required then the committee shall fully support the social Secretary in his endeavours.
- vi) An event where the Social Secretary requests a branch subsidy/donation will be agreed on a case-by-case merit and before the event takes place.

8. Voting

Any matter brought before the branch, which is deemed to require a vote, shall be decided by a simple majority from the members attending that meeting. This also applies to matters raised as proposals for the branch AGM and matters proposed for the Conference of the National Council of the Association. In the

case of the voting being tied the Chairman shall have a Casting Vote. The results of all votes shall be formerly recorded (For/Against/Abstentions). Postal or proxy votes shall not be considered as non-attendees cannot be party to any debate on such matters. All matters decided by vote shall be bounded by a three year moratorium not to be introduced again for that period. The application of the three year rule shall follow the guidance of clause 6(d) of the Association Rules and Constitution.

9. National Council Delegate

The branch shall, each year, seek a volunteer (or nominate a suitable member) to represent their interests at the Annual Conference of the National Council of the Submariners Association from those members attending the associated integrated reunion. He will be selected at a suitable meeting prior to the conference. The delegate shall present the branch vote on all proposals and recommendations as mandated by the branch. The delegate to the Council should be a frequent attendee at normal branch meetings such that he is 'in tune with' the general feelings of the branch to suitably represent them in debate at the conference. The delegate to the Council shall be reimbursed for reasonable out of pocket expenses incurred while representing the branch.

10. Welfare

A volunteer welfare committee shall be agreed by the membership at any branch meeting to look after, and/or co-ordinate the membership of the branch to look after the welfare of any branch member (and/or his family) who is in need. (This would not normally take the form of direct financial assistance). Welfare expenditure may be reimbursed from the Charity Chest or Branch Funds against receipts, dependent on the state of the funds at the time.

11. Management of the Branch

(a) A committee consisting of the following, shall manage the branch: -

- i) the President, Chairman, Vice Chairman, Secretary and Treasurer.
- ii) a representative from the welfare committee.
- iii) the Social Secretary.
- iv) any branch member who is also a member of the NMC *may* be invited to provide advice or assistance on a matter of National business.
- v) the editor of the branch newsletter to be invited (if not one of the above)
- vi) the branch web site manager to be invited (if not one of the above)
- vii) the branch 'slops' manager
- viii) two other branch members who are not included in the list above shall be nominated at each AGM to represent the members.

A quorum shall be any six of the branch committee entitled to attend and vote at the meeting.

- (b) Each committee member attending a committee meeting has the right to one vote, except the Chairman (or member chairing that meeting) who has a casting vote nor the NMC invited member.
- (c) The committee shall only meet when there are matters to discuss which will benefit the branch and the running of the next branch meeting. No fixed time shall be set for these meetings but they will generally be arranged 7 to 10 days prior to a branch meeting giving time for (postal) actions requesting clarity or further information to be carried out before that next meeting in support of matters to be raised.
- (d) The type of business the committee should consider shall include:-
 - i) Review of progress of any actions placed at the last branch meeting
 - ii) Review of all business to be brought before the branch at the next meeting, combining similar topics and arranging the agenda to facilitate a balanced meeting.
 - iii) Review and safeguarding of branch assets, financial or otherwise. This shall include consideration of the membership – nominations for 'Life Membership' - urging payment of unpaid memberships - agreeing recommendations to the branch regarding lapsing of memberships etc.
 - iv) Review of proposals for the National Council Conference, seeking clarification from the National Secretary and/or from an invited branch/NMC member, preparing a recommendation to the branch for the next meeting.
 - v) Provision of support, as practicable, on any matter raised from the welfare committee
 - vi) Provision of support, as practicable, for any request from the Social Secretary.
 - vii) Provision of agreed inputs to the branch newsletter editor, by message if not attending.
 - viii) Manage official branch functions outside the remit of the Social Secretary iaw clause 12 (a).

- ix) The committee shall consider the need for any disciplinary action or arbitrate in the resolution of any disagreement amongst branch members, which may otherwise bring the name of the branch into disrepute. See also clause 15 of these rules.
- (e) All matters concerning the branch must be brought before the branch at the next meeting and voted on by the members.
- (f) In the event of an urgent and important matter and where an extra-ordinary branch meeting cannot be convened, then the committee is allowed to make a decision on behalf of the branch.

12. Branch Official Functions

- (a) Definition of an official function – An official function shall be deemed so on receiving in writing of an invitation to the branch to attend a function where the Standard is requested to be paraded, or branch formal attendance is requested.
- (b) Any official function outside the Barrow-in-Furness area may be subsidized, wholly or partly, for travel expenses or accommodation only, from the branch funds following a proposal to the branch at a meeting prior to expenses being incurred.
- (c) Such payments shall be dependent on the state of the branch fund at the time of the proposal.
- (d) Likely subsidies may be made to:-
 - The Standard Bearer for travel expenses to official functions
 - The President, Chairman or Committee towards the hospitality of invited VIP guests.
 - Formal visits to other branches e.g. annual visitation to the Morecambe Bay Branch.

These are not the only examples and each application shall be considered on its own merit;

NB. All expenses should be covered by receipts. Where an official receipt is not obtained, reimbursement by cheque on the Branch account will be proof of payment when shown as cashed in the branch bank statement.

13. The branch shall not be dissolved, nor its funds divided except with the consent of a majority of not less than five – sixths of the members taking part in a ballot arranged for this purpose.

14. Disciplinary

The following guidelines are provided for the handling of any situation which promotes the consideration of disciplinary action against any member of the branch and this follows the guidance of the Association Rules clauses 3(g) and 3(h).

- i) A member on the branch register may be cautioned, suspended or expelled from the branch if, in the opinion of the membership that member's actions bring the Barrow in Furness branch or the Submariners Association into disrepute, or otherwise is disruptive to the harmonious conduct of the branch.
- ii) Such situations shall be investigated by the branch committee in the first instance and brought before the membership of the branch at the next suitable full meeting for the consideration and decision of the membership at that meeting.
- iii) Any action taken as a result of such investigations shall be notified to all branch members and, in the event of suspension or expulsion, to all other branches via the National Secretary.
- iv) The member shall have the right to appeal against a suspension or expulsion:-
 - Either in writing to the branch secretary within 30 days of the meeting at which the action was agreed.
 - And/or in accordance with the Rules of the Association clause 3(h).

All appeals must be clear and must state whether they are made on question of fact or severity. The eventual decision of the appeal board shall be final.

15. These Rules of the Barrow in Furness branch shall not supersede or in any way contravene the Rules and Constitution of the Submariners Association.

The rules of the branch cannot be changed or altered except by successful vote at an A.G.M. (or at any specially convened extraordinary meeting of the branch).