



## Extract from the By-laws of the Naval Association of Australia

### TRANSFERS

#### 2.2.2 Transfers between Sub-sections or Sections without Sub-sections.

A financial member may apply for transfer from one Sub-section (or a Section which contains no Sub-sections) to another Sub-section or Section. For the purposes of this By-law, the member's present Sub-section or Section is referred to as 'the first Sub-section' and that to which the member wishes to transfer as the 'second Sub-section'. The procedure to be followed in processing any such application is as follows:

- a. The member must submit the application to the Secretary of the first Sub-section.
- b. The Secretary of the first Sub-section must forward the application to the Secretary of the second Sub-section, together with all personal records of the member held by the first Sub-section. A copy of the personal records should be kept by the first Sub-section until advised that the transfer is complete.
- a. The Secretary of the second Sub-section must give notice of the application at a General Meeting. The application will then be considered at a subsequent General Meeting, the date of which is to be advised at the first meeting.
- b. For the transfer to be approved there must be a Special Resolution by a General Meeting of the second Sub-section.
- c. The Secretary of the second Sub-section must communicate the second Sub-section's decision to the Secretary of the first Sub-section and the Section Secretary. If the application is rejected, the member's personal records must be returned to the first Sub-section. If the application is approved, the National Secretary must also be informed.
- d. The first Sub-section will retain its share of membership fees paid in that financial year by the transferring member. However, if the member has transferred as a foundation member of a newly established sub section, such monies must be paid to the new sub section.

**Note; The first sub section is the Losing Sub Section  
The second sub section is the Gaining Sub Section.**

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### Directions for use of Form.

**The Form may be raised by either the Losing or the Gaining Sub Section.**

- **If raised by the Losing Sub Section** Parts 1, 2 and 4 are to be completed before being sent to the Gaining Sub Section.
- **If raised by the Gaining Sub Section**, Parts 1, 3 (Sub Section address and contact details only) and 4 are to be completed before being sent to the Losing Sub Section. The Losing Sub Section will then complete Part 2 and return the form with members history attached to the gaining sub section. Upon receipt the Gaining Sub-Section will then send a copy of the form to the National & State Secretaries.

On completion of process ie approval or rejection of transfer; copies of this Form are to be sent as follows;

- Copy 1 To be retained by Gaining Sub Section**  
**2 To be sent to Losing Sub Section**  
**3 To be sent to State Section Secretary**  
**4 To be sent to National Secretary**