FLEET AIR ARM ASSOCIATION OF AUSTRALIA INC

BYLAWS

Last update 02Oct26

Introduction

1. The Federal Council first agreed to introduce Bylaws (previously referred to as "Standard Operating Procedures") at the Annual General Meeting held in Melbourne on 24 October 2015.

2. Bylaws are internal rules that govern how various aspects of our Association are to be run. They typically operate at the 'tactical level', providing detailed guidance on processes and procedures that are not at the strategic level of the Constitution, but which nevertheless require the agreement and compliance across the Association. As such they complement the Constitution but remain subservient to it.

Administrative Responsibilities

3. Our Constitution is a strategic level document that sets out the Association's structure, status and purpose. It should not contain content which delves into the tactical level: that is, how processes and procedures required to enact the provisions of the Constitution work on a day to day basis.

4. Bylaws are therefore internal rules that govern how an organisation functions. They cover things like how membership/subscriptions are managed, office-bearer roles and responsibilities, and how our publications are produced.

5. Where bylaws exist they are developed alongside the Constitution. The former sets out the organisation's purpose and basic structure. Bylaws go into the specifics and the minutiae of running of the organisation, where it is appropriate to do so.

6. Only the Federal Council may approve, revoke or change a Bylaw.

7. A Bylaw may be proposed by any Division, but the National Executive is responsible for their final drafting and tabling at the Federal Council, and, if they are approved, for their promulgation and ongoing maintenance.

Contents and Amendment Status

8. The contents and amendment status of extant Bylaws are as follows:

Bylaw	Title	Amendment Status
1	National Welfare Officers and Committees Guidelines	v3.0 Nov25
2	~~Naval Aviation Capability Air Capable Ships~~	REVOKED Nov25
3	~~ADF Conditions of Service Entitlements~~	REVOKED Nov 25

4	Slipstream Governance and Process	v9.0 Nov25
5	Webmaster's Duties and Responsibilities	v2.0 Nov25
6	Database Manager's Duties and Responsibilities	v2.0 Nov25
7	Australian Naval Aviation Roll of Honour Governance Framework Policy & Process	Original (Oct 2018)
8	Management of Subscription Renewal Reminders and Non-Financial Members	v2.0 Nov25
9	Travel Expenses for Federal Council Meetings	v2.1 Jun26

Bylaw 1 (v2.0)

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC) BYLAW

NATIONAL WELFARE OFFICERS AND COMMITTEES GUIDELINES

Reference: **Objects: Rule 3 Sub Rule 3.3: Assist with the welfare of former and serving naval aviation personnel and their families.**

Disclaimer

9. The application of the following protocols & procedures will be provided by the Association in good faith and "without prejudice," and does not in any way state or imply any assumption that the information provided shall be interpreted as Legal and Binding on the Association and/or its Officers.

10. Welfare assistance by definition excludes and exempts assistance of a financial nature and payment from the Association's Financial Accounts and Funds.

Aims

11. The aim of this policy is to become an active and responsible member of the Alliance of Defence Service Organisation whenever and wherever possible, in pursuit of the betterment of conditions for veterans and past and present ADF members, and to ensure the effective delivery of their services.

12. A core aim is to assist former and current serving members and their families, to access Income Support Pensions, Compensation and other Veterans Affairs Welfare benefits and entitlements for Veterans, from the Department of Veterans Affairs and Centrelink.

Protocols and Procedures

13. The following protocols & procedures have been developed to assist and guide the Association's Welfare Officers and Committees, when required, to provide members and their immediate families with support in times of hardship and/or distress.

14. A core aim is to assist former and current serving members and their families, to access Income Support Pensions, Compensation and other Veterans Affairs Welfare benefits and entitlements for Veterans, from the Department of Veterans Affairs and Centrelink.

Notification

15. Should, and when any member of the Association/Division, obtain knowledge of members in distress, they should notify the National or Division Welfare Officer as appropriate in the first instance, and the following protocols should be activated.

Investigation

16. An assigned Welfare Officer shall meet with the distressed members and/or family where possible to evaluate the nature and extent of the distressed circumstances, which may be Physical, Emotional and/or Financial.

Welfare Assistance

17. The type of assistance required and where it could appropriately be provided should be fully determined. This may consist of (but not be limited to) providing information, and directing the aggrieved member and/or family to relevant qualified counselling or other services that may be available from Government and appropriate non-government Agencies.

Provision and Referral of Services

18. Depending on the nature, urgency and circumstances and assistance required, consultation and advice with the National or Division Welfare Officer must be sought in the first instance.

19. Where ongoing assistance is associated with the Department of Veterans' Affairs or other Government Agency entitlements and benefits, assistance shall be provided in conjunction with the National/Division Policy as set out in these guidelines and within the scope of the Protocols & Procedures.

ESO Advocate Training and Qualification

20. This should be aimed at (but not limited to) encouraging Association Members to consider undertaking relevant DVA training courses.

Committees

21. Welfare Committees may be established by the Federal Council to assist, develop and progress policy initiatives as necessary, pursuant to the National Constitution Rule 14 Sub Rule 14.5.

Roles and Responsibilities of the FAAAA National Welfare Officer

22. The following roles and responsibilities have been agreed for the National Welfare Officer. They should be used as guidance for any other person fulfilling welfare advice/assistance roles at the Division level.

a. Advise FAAAA members on best courses of action and appropriate professional contacts to address welfare and health matters, particularly in respect of DVA claims.

b. On becoming aware of FAAAA members with serious health issues, ensure contact is made with the member and regularly visited where possible and desired.

c. Assist members with health and welfare related matters through the provision of advice, reference to publications and/or useful links or contacts.

d. Operate within training limitations and demonstrated competence and provide health information – not medical advice.

e. Be cognisant of the range/complexity of matters and recommend to the individual that he/she seek the assistance of a professional welfare or mental health referral body when (in their view) the limit of the FAAAA's advisory capacity has been reached.

f. Immediately report to an appropriate health service such as Open Arms, if a client directly or indirectly indicates risk of suicide or self-harm.

g. Make available information whereby members can make an informed choice of their own health and lifestyle matters.

h. Encourage a sense of welfare across FAAAA Divisions and, encourage Divisions to appoint their own Welfare advisers where appropriate.

i. Provide regular material to the webmaster and/or the Editor of Slipstream to promote knowledge of health/welfare matters to FAAAA members.

j. Comply with all reasonable safety requirements when carrying out their Welfare Officer role.

k. Maintain a record of members assisted and the advice offered, being cognisant of privacy requirements.

l. Report risks/incidents to National Executive.

V1.0 approved with effect from March 2025.
V2.0 approved by FCM 01Nov25.
Name change from 'Standard Operating Procedure' to 'Bylaw' 03Oct26.

ByLaw 4 (v3.0)

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC) BYLAW

SLIPSTREAM GOVERNANCE AND PROCESS

INTRODUCTION

1. *Slipstream* is produced pursuant to Clause 4.14 of the National Constitution, which sets in place a provision to print or publish magazines that the Association may think desirable for the promotion of its Objects. The magazine has evolved since the beginnings of the Fleet Air Arm and has been adopted as the flagship periodical of the Association.

2. This document sets out a governance and process framework for the development, production and distribution of *Slipstream* magazine, and its financial management.

BACKGROUND

3. *Slipstream* was traditionally produced in a hard copy print format in four editions and distributed to members in March, June, September and December annually. For hard copy versions this timetable remains.

4. With the introduction of the Association's new website in 2015, an electronic format of *Slipstream* provided members with an alternative option on how they choose to receive the magazine. This situation continued until September 2024 when the printed version was discontinued due to the closure of our regular printer, and the prohibitive quotes received from alternative printers. *Slipstream* is now only published electronically, although some Divisions have undertaken to print and post copies under their own auspices for those of their members who cannot access the electronic version.

AIM

5. The aim of this SOP is to provide clear governance and process on the development, production and distribution of *Slipstream*, and its financial management.

SUBSCRIPTION OPTIONS

6. New and existing members residing in Australia or overseas who have a valid email address will be sent the electronic version of *Slipstream*.

7. Members may elect not to receive *Slipstream*, but it shall not affect the quantum of their membership subscription rate.

SLIPSTREAM REVENUE

8. *Slipstream* revenue shall be generated by means of a per-copy **Levy,** which shall be invoiced to Divisions quarterly, after distribution of each edition.

9. The Slipstream Levy shall be set each year by the Federal Council, having regard to advice from the National Treasurer. It shall comprise a single tier to accommodate the online electronic soft-copy.

10. The Levy quantum shall be recorded in the Minutes of the Federal Council Meeting and shall apply from the date of that Meeting unless otherwise specified.

11. Divisions shall make payment to the National Body each quarter, as follows:

Slipstream Levy **X** **Number of soft copies distributed to their Members in that quarter**

Note: For the purposes of calculating payment, "Their Members" shall be defined as follows:

Class of Member	Payment to be made by:	Date of Effect
Full Members (including Perpetual) and **Associate members.**	The Division to which the member belonged at the time *Slipstream* was distributed to the member.	Extant.
Life Members **Honorary Members**		Commencing with the *Slipstream* of March 2022 (inclusive).

12. Where a member receives a printed copy provided by their parent Division, the Division shall not be charged any Slipstream Levy in respect of that member.

SLIPSTREAM COSTS

13. Slipstream costs shall be paid from the Slipstream Account managed by the National Executive. Typically, these costs will comprise:

Activity	Expenses (incurred specifically for the activity)
Development	This refers to Slipstream Editor payment. See below.

Editor's Costs

14. The Editor may be any person deemed to have the appropriate skills, including Office Bearers. They would normally be a member of the Association and an office bearer on the National Executive.

15. In the past it became customary to pay the Slipstream Editor for incidental expenses incurred in the development of each edition.

16. It is an important and enduring principle that fair and reasonable costs paid by the Editor which are specific to the production of Slipstream should be reimbursed. This may include, for example, specialised software necessary to typeset the magazine; ink and paper expended on Slipstream, and essential 'one off' training if required. However, it is imperative that such expenditure is not only transparent but is properly budgeted for. Accordingly, these expenses must be identified by the Editor for each year in advance, and authorisation obtained from the National President (through the National Secretary) for a budget to cover them, prior to commencement of each annual period.

17. Most Editors would already have 'generic' services such as internet, telephone and 'vanilla' software, and unless Slipstream work specifically increases their costs for such services, reimbursement would not normally be contemplated. However, each Editor's circumstances will be different and, if he/she believes that increases over and above their normal generic costs should be reimbursed, a case should be made for consideration.

18. If any hardware or peripherals are purchased at FAAAA expense they become the property of the Association and are to be recorded as Association Assets by the National Treasurer. Their value is to be depreciated, and eventually 'written off', according to standard accounting practices. Software is considered to be 'consumable' and shall have no residual value.

19. In the event an Editor resigns before the items are written off, he/she may be offered the opportunity to purchase the hardware items at the current depreciated value, or at some lesser value determined by the National Executive, having regard to considerations such as potential shipping costs, and the age and condition of the hardware etc.

20. In the event of an Editor becoming medically unfit to continue as Editor, or dies, the National Executive has the authority to write off the residual value of any remaining hardware asset, having regard to the circumstances. With respect to medical unfitness, this must be supported by a medical practitioner.

21. In the context of the above paragraphs, the maximum dollar value the National Executive may reduce or write off is not to exceed the delegation set out under Clause 16.2 of the National Constitution.

<u>Slipstream Archive</u>

22. Electronic copies of all past and present Slipstreams are available on the Association's website. An archive is also held by the Webmaster.

RESPONSIBILITIES

23. The **Federal Council** shall be responsible for:

    (a) setting the Slipstream Levy each year, having regard to the advice of the National Executive, and

    (b) considering proposed changes to this document from time to time, as required and, if necessary, out of session.

24. The **National Executive** shall be responsible for:

    (a) managing the Slipstream bills and billing (National Treasurer),

    (b) monitoring the Editor's costs/reimbursements (National Treasurer),

    (c) maintaining a budget each year for all forecast Slipstream expenditure (National Treasurer),

    (d) recommending to the Federal Council what the Slipstream Levy quantum should be, to meet the next four editions of the magazine. In doing so it will have regard to:

    (e) submitting to each Division a quarterly invoice for the amount owed for soft copy distribution to members in their Division (National Treasurer), and

    (f) reviewing this document from time to time, as required, and submitting it to the Federal Council for approval of any changes (National Secretary),

25. The **Slipstream Editor** shall be responsible for:

    (a) preparing four issues of the magazine each year in good quality PDF format suitable for distribution.

    (b) sending the 'soft copy' to the Webmaster for electronic distribution.

    (c) the design, format and selection of content for each issue. He/she reserves the right to edit all manuscripts. Reference to commercial products does not imply the Association's endorsement. This must be annotated on the information page.

    (d) If he/she is to be paid for his/her work, submitting an invoice to the National Treasurer once each successive copy has been accepted by the Webmaster for publication. The invoice shall specify:

        a. The date and amount previously agreed for the work.

        b. A statement that the work was performed by the Editor as a hobby endeavour and that he/she has no professional editing qualifications nor is employed by any professional editing organisation.

26. Divisions **of the Fleet Air Arm Association** shall be responsible for:

(a) payment within 30 days of the Slipstream remittance to the National Treasurer, as advised, on completion of the distribution of each quarterly edition to members, and

(b) keeping the National Database manager advised of any changes to their members' Slipstream requirements, such as changes to hard/softcopy options and postal and email address changes.

(c) Local printing and distribution of hard copies of the magazine to those of their members they deem are unable to access the electronic magazine. Such printing and distribution shall be at the Divisions' expense.

27. The **Webmaster** shall be responsible for:

(a) Publishing the finished PDF file (from the Slipstream Editor) onto the website in a suitable location and format;

(a) Publishing the PDF file through a commercial "Flip Page" software program, if the Association has an account with a company providing such a service.

(b) Sending an email to each electronic recipient advising that the latest edition of the magazine is available and giving the links to the copies above.

(c) Advising the Database Manager of any members whose email notification is 'blocked' or returned for any reason.

28. This version of this Bylaw supersedes all previous versions.

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v1.0 approved by the Federal Council Meeting on 24Oct20.

v2.0 approved in consultation with Federal Council delegates, 31 March 2021

v3.0 approved at the Federal Council Meeting on 01 Nov25. For clarity, additional material added, the wording of which had previously been approved at an earlier FCM.

Name change from 'Standard Operating Procedure' to 'Bylaw' 03Oct26.

Bylaw 5. (v1.0)

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC) BYLAW

NATIONAL WEBMASTER'S DUTIES AND GUIDLEINES

Overview

1. The FAAAA's website is a crucial element of the Association as it provides a window to the RAN's Fleet Air Arm past and present to not only our membership, but to anyone browsing it from anywhere in the world.

2. The aim of the website is therefore to:

- Educate and inform readers who know little about our FAA.
- Provide a trusted, accurate and comprehensive source of information for more informed readers such as researchers, authors and historians.

3. The website will achieve these aims by striving to become a source of historical information on Naval Aviation past, and, to the extent possible, present and future.

4. At the webmaster's discretion, the website may also feature other more general articles from time to time for purpose of 'drawing' readers into the site.

Specific Duties of the Webmaster

5. The webmaster shall be responsible for:

- Running the FAAAA website efficiently and effectively, and ensure material on it is up to date.
- Ensuring that input received electronically, such as membership or wall of service applications, queries, advice etc, are passed promptly to the relevant person(s) in the Association.
- Liaising with Division Secretaries and any other relevant bodies or persons to elicit information for the website.
- Maintaining the website instruction manual to assist in handovers to subsequent webmasters.
- Liaising with the Database Manager to ensure current member lists are posted on the website.
- Liaising with Webics Pty Ltd to ensure the maintenance of the site.
- Ensuring that relevant hosting and maintenance fees are paid (normally for 12 months in advance) and that the domain registration fee is renewed (normally bi-annually). Details are in the Instruction Manual.

- Providing webmaster's reports on request.
- Attending National Executive and Federal Council meetings as often as possible and providing advice on the website.
- Upon relinquishing the position, continuing to provide support to the new webmaster for a period of at least 12 months, wherever possible.

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v1.0 approved at the Federal Council Meeting on 01 Nov25.
Name change from 'Standard Operating Procedure' to 'Bylaw' 03Oct26.

Bylaw 6. (v1.0)

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC) BYLAW

NATIONAL MEMBERSHIP DATABASE MANAGERS DUTIES AND GUIDELINES

SPECIFIC DUTIES OF THE NATIONAL MEMBERSHIP DATABASE MANAGER

1. The National Membership Database Manager shall be a current member of the Fleet Air Arm Association of Australia. He shall be a member of the National Executive.

2. The principal duty of the National Membership Database Manager is to maintain a National Database of all FAAAA members past and present, and to ensure it is accurate and up to date. This requires him to:

a. Maintain the National Database of all FAAA members.

b. Ensure that membership records are maintained accurately and are up to date, and that all Fields are utilised to the extent possible.

c. Provide reports and statistical analysis as follows:

- To Secretaries of Divisions, whenever any details of their members change, or on request.
- To the webmaster, in regard to membership lists for website publication and for Slipstream softcopy distribution.
- To any office bearer on request.
- To the National Treasurer to enable Slipstream and Capitation fee invoicing to the Divisions.

d. Manage applications for membership according to the various agreements between the National Executive and Divisional Presidents.

e. Maintain and update the National Membership Database Instruction Manual to assist in handovers to subsequent Database Managers.

f. Upon relinquishing the position, continue to provide support to the new National Database Manager for a period of at least 12 months, wherever possible.

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v1.0 approved at the Federal Council Meeting on 01 Nov25.
Name change from ‘Standard Operating Procedure’ to ‘Bylaw’ 03Oct26.

Bylaw 7. (v1.0)

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC) BYLAW

THE AUSTRALIAN NAVAL AVIATION ROLL OF HONOUR GOVERNANCE FRAMEWORK POLICY AND PROCESS

BACKGROUND

1. In 2008 the Fleet Air Arm Association of Australia noted there were a significant number of military Rolls of Honour purportedly listing those killed in pursuit of Australian Naval Aviation. These Rolls varied from one another depending on their underpinning criteria: for example, some included names of RAN aviation people killed in circumstances other than flying operations (such as in motor vehicle accidents), whilst others included non-RAN personnel who lost their lives on RAN ships, such as RAAF members in the sinking of Her Majesty's Ships *Sydney* and *Perth*.

2. The Association wrote to the Chief of Navy (CN) at the time, asking for an official list of aviation personnel deaths. CN advised that Navy Office could not produce the list but would work with the Association in development of such a Roll.

3. The Association believed that a FAAAA RoH should only contain the names of those who died as a result of naval aviation operations. Criteria were therefore developed in association with the Royal Australian Navy.

4. These criteria were agreed at the Association's Federal Council Meeting in October of 2009 and were then forwarded to CN for endorsement. The names resulting from their application were mounted on a 'Wall of Honour' placed outside the doors of the Fleet Air Arm museum at HMAS Albatross. An elaborate dedication ceremony was conducted on 11 November 2009, which included a Navy Guard and Band, a flypast of aircraft and two RAN chaplains to consecrate the list of dead.

5. This Governance Framework serves to enshrine the Criteria that underpin the Roll, and defines the process that must be followed should any person or body seek to make changes either to the criteria themselves, or any or all of the names on the Roll arising from their application.

NOMENCLATURE

6. The Roll of Honour referred to herein is the "**Fleet Air Arm Association of Australia Roll of Honour**" (FAAAA RoH) to signify its ownership and status, and to set it apart from the many other unofficial rolls of honour.

CRITERIA

7. The following are the two agreed criteria for the FAAAA RoH:

- **All RAN/RANVR/RANR personnel who lost their lives as a result of naval aircraft operations**. The term "operations" covers those killed in

action as well as those who died as a result of an aircraft accident, including those killed whilst serving with the Royal Navy or while flying in the United Kingdom. The important factor is that they were RAN, RANVR or RANR aviators and their death was due to a flying incident.

- **Other Service persons who lost their lives as a result of Australian naval aviation operations**. Up to and during World War 2, RAN cruisers carried aircraft piloted by RAAF officers of 9 Squadron. These aircraft were involved in naval aviation accidents and in enemy action, and their crews were 'attached' to an RAN vessel and should therefore be included. After much deliberation, however, it was decided that those RAN aviators and RAAF pilots who lost their lives as a result of being in a ship that was sunk by enemy action would not be included as their deaths were not related to a flying incident.

DISPLAY

8. The names of those in the FAAAA RoH will be displayed on the "Wall of Honour" situated outside the Fleet Air Arm Museum at Nowra Hill. The wall is managed by the Fleet Air Arm Association whose National Executive body will pay for any new plaques, or approved changes to existing ones.

9. The names of those on the FAAAA RoH will also be displayed:

a. on a suitable board in the Fleet Air Arm Museum. The board is managed by the Museum, who will pay for any additions or approved changes to it, and

b. on a dedicated page on the Association's website.

CHANGES TO THE CRITERIA OF THE ROLL

Authority for Change

10. The authority for changes to the Criteria that underpin the FAAAA RoH is vested in the Federal Council.

11. Any change to either of the two RoH Criteria will have far reaching consequences, as even alteration of a single word can affect not only eligibility of future names, but also those already upon it. Such change cannot be considered lightly - it must only occur in exceptional circumstances, and must have universal agreement in full knowledge of its effect and consequences.

Process for Change

12. Proposed changes or additions to the FAAAA RoH criteria may be raised only at the Division or at National Executive level. They are to be submitted in writing to the National Secretary in the form of a Special Resolution for consideration at the Federal Council, as per clauses 14 & 19.5 of the Constitution.

13. The Resolution should contain specific detail of the proposed change(s) and sufficient detail and argument to support it.

14. In considering proposed changes to the criteria, the Federal Council should be guided by the following principles:

a. The reason for the proposed change. The existing criteria were agreed by the Federal Council and have served us well. Changes to them must only be considered in exceptional circumstances and, even then, should not be taken lightly.

b. The implications of the proposed change. Any alteration to the criteria, even by a single word, can have very significant implications for existing names on the roll. Some names of our dead may need to be removed from the Roll. Similarly, names which previously did not comply may need to be added. This will not only be a highly emotive process but may well be expensive in terms of replacing and affixing plaques and amending existing FAAAA RoH Boards.

c. Actions required. In the event the Federal Council does approve change(s) to the criteria, it should be specific in regard to the exact nature of the change, what action is required and who is to do it.

15. In the event the FCM rejects any part or all of the Resolution its decision is final. No further avenue of appeal is available.

CHANGES TO THE CONTENT OF THE RoH

16. Changes to (or addition of) a name on the Roll will only ever affect just one record at a time, rather than all of them. Furthermore, as each Record contains only Rank, Initials, Surname and Date of Death, the scope of change is small.

17. The authority for changes to names on the Roll, either existing or new, is vested in the National President. In exercising that authority he will have regard to the recommendations of **an expert panel** constituted to examine the proposed change(s), in consideration of their historical and factual accuracy and adherence to the FAAAA RoH criteria.

Process for Change

18. Proposed changes or additions to the content of the FAAAA RoH may be raised by any individual or at Division/National Executive level. They are to be submitted in writing to the National Secretary.

19. The submission should contain specific detail of the change(s) requested and sufficient evidentiary material to support the claim.

20. The National Secretary will forward the submission to the National President who will nominate an expert panel to consider the matter. The panel should comprise not less than three people who have an interest in FAA history, and would normally include the Webmaster and the Manager of the FAAM although this is not mandatory.

21. The expert panel is to consider the proposed change(s), using the agreed criteria as their benchmark. In this process they may consult with any other parties to verify the accuracy of information presented to them. At the conclusion of the process they will prepare a short report for the National President with a recommendation whether to accept the change(s) or not, and their reasons.

22. The National President will consider the recommendations of the expert panel and decide whether the change(s) will be accepted, not accepted, or referred to the Federal Council where doubt or controversy exists. He will advise the National Secretary of his decision in writing.

23. Approved changes to the FAAAA RoH will have significance insofar as they will require new/replacement plaques to the Wall of Honour, and amendments/additions to the Roll where it is promulgated. The National Secretary will be responsible for advising relevant people of the change(s): in particular, the Wall of Service administrator, the Manager FAAM, the Webmaster, the editor of 'Slipstream', and all Division Presidents.

24. In the event the Delegate's decision is not agreed, it can be appealed to the Federal Council by the individual or organisation who raised the proposal.

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v1 approved by the Federal Council October 2018.
Name change from 'Standard Operating Procedure' to 'Bylaw' Oct26.

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Bylaw 8. (v2.0)

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC) BYLAW

MANAGEMENT OF SUBSCRIPTION RENEWAL REMINDERS AND NON-FINANCIAL MEMBERS

BACKGROUND

1. Each Division is responsible for managing the subscription process of its members. This includes:

- Informing members when subscriptions are due, how much they are and how to pay;
- Sending reminders to members who have not paid, and
- Instructing the National Membership Database Manager to extinguish (cancel) membership when a member remains unfinancial after an appropriate period.

2. Experience over many years has shown that Divisions manage these tasks differently, and to varying effect. It is also evident that every year there are excessively large numbers of members who, despite various efforts, either don't register that payment is overdue, or leave actioning it until their membership is extinguished. This causes considerable extra work both for the Divisions concerned, and for the National database manager.

3. Obviously, the best way to avoid the problem of overdue membership is to encourage as many as possible to pay their subscriptions before they fall due on 01 January each year, or as soon thereafter as possible.

4. Similarly, an excessively long period of continued membership for non-financial members has not shown itself to be an effective solution, as clearly some people who have no intention of renewing are happy to receive our services for free. There is good evidence to suggest that enforcing a hard deadline is more effective.

5. In August of 2023 the Divisions agreed, out of session, that two new processes would be adopted, with effect from 01 September 2023. These processes are set out below, but with some amendments to the original agreed processes due to the demise of FlyBy, discontinuance of the Nationally managed distribution of hard copies of Slipstream, and a change to how Capitation fees are calculated.

PROCESS ONE: NOTIFICATION OF SUBSCRIPTIONS

6. Year after year we get advice from out-of-date members to the effect they did not realise their membership was due. On most occasions this is as a result of 'selective hearing/reading', but it behoves us to provide a structured and comprehensive notification process. Accordingly:

- A highly visible full-page notice in bold colours will be included in the December *Slipstream* advising that subscriptions are now due. This will be done by the National Body.

- A second highly visible full-page notice in bold colours will be included in the March *Slipstream* advising members that if they have not renewed their membership by 31st March, they will receive no further copies of Slipstream, pending payment.

> *If a Division already has other steps (such as sending out invoices at the end of the year), they should continue to do so in conjunction with the above, although it would be beneficial to align the timing and language of their message(s) with the steps above to give consistency. We know that the more reminders people get, the better.*
>
> *Most importantly, Divisions should also take their own action on non-financial members at the end of January. Specifically, to email (or snail mail) them individually, advising their membership is about to expire and inviting them to pay immediately if they wish to continue to receive the benefits of the Association. The National Body stands ready to assist with this process including advice on who is financial and who is not, upon request at any time.*

PROCESS TWO – Managing Non-Financial Members

- On 31st March each year the Membership Database Manager will automatically mark all remaining unfinancial members as 'mailing list suspended', unless specifically advised by their parent Division not to do so.

> *The date of 31 March means that non-financial members would already have received the March Slipstream, and their Division charged accordingly. (Divisions can, of course, request early mailing suspension to avoid this).*
>
> *The 'suspended' status can very easily be reversed should a member subsequently pay his/her subscription.*
>
> *Suspending a member's mailing does not change their membership status. It simply means that they will no longer receive Slipstream (hard or soft copy) from that point on.*
>
> *As noted above, at any time a Division can ask the Database Manager to make exceptions to this practice in regard to specific members – for example, if a member is experiencing health or financial problems and the Division wishes to keep them on the mailing list, pending further advice.*

Extinguishing Membership

- In early May of each year the Database Manager will write to Divisions listing which of their people remain suspended and seeking approval to extinguish their membership. Divisions will also be reminded that any unfinancial members who remain suspended as at 30th June will be included in the calculation of Capitation fees .

- Divisions are asked to respond to this advice as soon as possible, authorising the Database Manager to Extinguish the named member(s) or advising why not. (They can easily be reinstated if they do subsequently pay).

7. A 'Flow Chart' of the above processes is attached on the following page, showing the actions required and their chronology.

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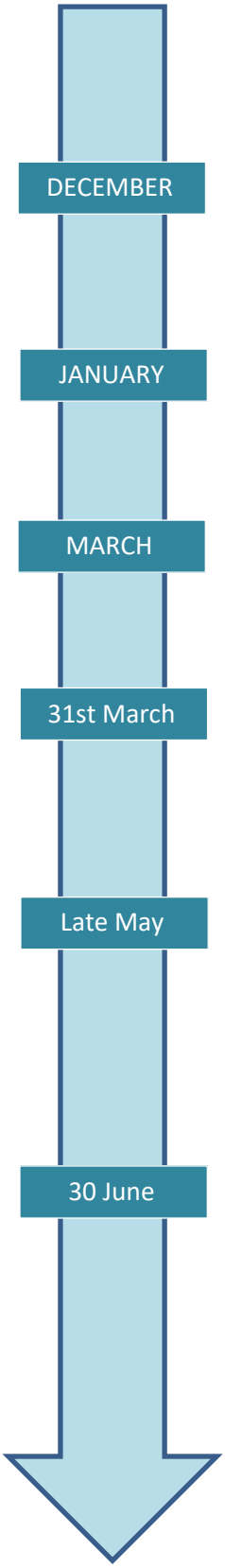
Originally agreed by all Divisions out of session in July 23.
V2.0 approved by Federal Council Meeting 01Nov25.
Name change from 'Standard Operating Procedure' to 'Bylaw' 03Oct26.

NOTIFICATION OF SUBSCRIPTIONS DUE & MEMBERSHIP MANAGEMENT - STRATEGY TIMELINE



DECEMBER

"Membership Subscription now Due" a highly visible and brightly coloured notice included in *Slipstream* inviting members to pay their Division NOW. **[National Body]**

JANUARY

End of January, Divisions contact non-financial members individually, by email (or snail mail), advising their membership has now expired and asking them to pay immediately if they wish to continue to receive Membership benefits. **[Divisions]**

MARCH

A highly visible full-page notice in bold colours will be included in the March *Slipstream* advising members that if they have not renewed their membership by 31st March, they will receive no further copies of Slipstream, pending payment.

31st March

Database Manager marks records of all non-financial members as 'Mail Suspended'. This removes them from *Slipstream* mailing. Divisions can ask him to manage specific members by exception, and of course their mailing status can be reinstated if the member subsequently pays. **[Database Manager]**

Late May

Database Manager writes to Divisions advising who is 'suspended', and seeks approval to Extinguish their membership. This latter will only be done with the approval of the parent Division. (Extinguishing membership essentially means the individual is no longer regarded as a member of the Association. It can easily be reversed if payment is subsequently received.) **[Database Manager/Divisions]**.

30 June

A snapshot of members is taken by the Database Manager, which is used to calculate Divisions' liability for that year's capitation fees. Any member who has not been extinguished, even if unfinancial, will be included in that calculation.

Note. In addition to the above steps, Divisions can undertake any other process they see fit, such as sending out invoices and/or other reminders etc.

Bylaw 9. (v1.0)

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC) BYLAW

TRAVEL EXPENSES FOR ATTENDANCE AT FEDERAL COUNCIL MEETINGS (FCM)

Background

1. The Federal Council is the pre-eminent gathering of Association Office bearers, held annually in accordance with Clause 14 of the National Constitution. Noting the majority of delegates reside on the east coast of Australia, it is normally held in Nowra.

2. In the past it became customary to use National funds to assist with travel and accommodation expenses for inter-state delegates of the FCM. Traditionally this was up to one-half of one commercial airfare from a delegate's capital city to Sydney, and one night of accommodation for one person in the location of the meeting.

3. On occasions it was agreed by the National Executive to vary this benefit – for example:
    a. To pay fuel costs for one vehicle for delegates driving interstate, up to the value of the air-fare benefit specified above;
    b. To sometimes allow a second night of accommodation in the FCM locality for delegates from distant states such as WA, and/or
    c. To extend the benefit generally – for example, for the FCM of 2024 up to two full air fares were paid for each Division with concomitant accommodation benefits. This was because matters of particular importance were anticipated for that meeting.

Discussion

4. These variations have increased the expectation that the National Executive will continue to apply/extend benefits. They have also raised questions about equitability – for example, half payment for a delegate travelling from (say) Perth will leave that delegate considerably more out of pocket than (say) a delegate travelling from Melbourne.

5. The ad-hoc system also raises questions of exactly what the baseline of expenses is – for example, should the airfare benefit be calculated on a full-fare peak-period commercial flight, or cheaper off-peak travel, or full service airline versus discount carrier?

6. Questions of process and entitlement aside, the rising cost of fuel, airfares and accommodation will place a higher burden on National funds at a time when its revenue is shrinking. Simply put, the Association cannot afford to supplement regular meetings to the extent it has in the past.

Electronic Connectivity

7. The COVID endemic proved the practicality of electronic meetings using 'Zoom' software. This medium has now matured to the point where delegates can fully integrate into a meeting no matter where they are, provided a reliable internet connection is available. Zoom has effectively negated the need for delegates to physically attend a meeting, unless there is a specific need to do so.

Travel Cost Policy

8. Accordingly, travel and accommodation assistance will <u>not</u> be extended to delegates for attendance at routine Federal Council meetings. It will be expected that such meetings will be conducted via Zoom, or similar electronic connectivity.

9. There may be circumstances where it is still desirable to have "face to face" meetings. This may be, for example, where pressing or sensitive matters are to be discussed, if signatures of delegates are required for legal reasons, or perhaps where a Federal Council meeting coincides with a major social or commemorative event. In such cases travel assistance will be considered on a case-by-case basis by the National Executive.

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v1.0 Approved by FCM Delegates out of session. June 2026.
Name change from 'Standard Operating Procedure' to 'Bylaw' Oct26.