

Standing Orders and Code of Conduct

For guidance of all

Members of the *Irish Naval Association.*

*Cumann Chabhlaigh na hÉireann*



## General.

The Association shall be called “*Cumann Chabhlaigh Na hÉireann*” or in English “*Irish Naval Association*” and the motto shall be “*Cabhrú le agus Cúnamh*” or in English “*To Aid and Assist*”.

The objects of the Irish Naval Association, shall be to maintain, strengthen ties between the serving and former members of the Irish Naval Service, Irish Naval Service Reserve, *An Slua Muíri*, The Marine Service and the Maritime Inscription.

To promote, social, cultural, educational and sporting activities among its members and others, especially in matters relating to the seafaring traditions of Ireland.

To render, mutual aid and assistance, provide a means for the collective expression of the opinions and wishes of the members.

To promote, protect the interests of its members, by establishing, maintaining and encouraging, comradeship within the association.

To establish, maintain and encourage contact with other associations similarly constituted in Ireland and abroad, e.g., ONET & IUNVA.

To assist, the ONET, in providing accommodation to homeless ex-servicemen and women in need of such assistance, by way of assisting them on their Flag Day.

The “*Irish Naval Association*” shall be organised into several groups as follows.

- (1) Ordinary Membership.
- (2) Associate Members, level one and level two.
- (3) Honorary Members.
- (4) National Executive Committee.
- (5) Branch Committee’s.
- (6) The Presidency.

The overall control of the operation of the “*Irish Naval Association*” shall rest with the National Executive Committee.

The Members shall be formed into Four (4) Branch Units, based in Cork, Dublin, Limerick and Waterford, all answering to the National Executive Committee.

All Office appointments shall be Honorary, the holder give’s their time free of charge.

## Definitions.

Throughout these Standing Orders and Code of Conduct likewise the Constitution document, the following shall apply:

- (a) The “Association” and / or “INA” shall have the meaning of the “*Irish Naval Association*”.
- (b) A “Member” shall mean a fully paid-up member of the “*Irish Naval Association*”.
- (c) Words meaning the singular number include where the context admits the plural number and vice versa.
- (d) Words meaning the masculine gender shall also include the feminine gender.

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- (e) **Ordinary Membership** shall mean a fully “Paid up Member”, who has paid the annual prescribe subscription fee in full, within the current financial year. A person joining in the second half of a year, the subscription fee paid should be deemed a joining fee. The next payment of subscription fee shall be at the first meeting in January of each financial year. Membership shall be on a one-year basis and can be renewed on payment of the prescribed subscription fee in full in each financial year. Lapsed Members are persons who have failed to pay in full the prescribed subscription fee within the financial year. A lapsed ordinary member can regain current membership status on payment of all lapsed subscriptions, outstanding. The Branch Committee shall have the discretion to set aside such payments, if the circumstances, for the non-payment of the subscriptions is due to illness, or other such events that are deemed to warrant such dismissal of lapsed payments. Ordinary Membership shall be open to persons who have served in the Irish Naval Service, Irish Naval Service Reserve and *An Slua Muiri*, who are of good character and standing and has received an honourable discharge. By consent of the Branch Committee, a member who is deemed sick or has a medical ailment that prevents his attendance, maybe excused payment of the prescribed subscription.
- (f) All Members of the Irish Naval Association shall agree to be bound by the Constitution, the Standing Orders and Code of Conduct.
- (g) **Associated membership** may be granted to persons who have been proposed and seconded by Irish Naval Association fully paid-up members, by way of a proposal laid before a Branch Meeting. If such proposal is accepted by the Branch Members at the meeting, then the person or persons so approved shall be accepted as Associated Members, they do not have voting rights and cannot hold office within the Association. Their membership shall be for one year, maybe be renewed on payment of the prescribed subscription fee in each financial year. Subscription payment conditions shall be similar to those of Ordinary Membership. There shall be two (2) levels of Associated Members; **Level One** shall be persons who have served or are serving in the Irish Defence Forces other than the Naval Service, Naval Service Reserve or *An Slua Muiri*, they can attend Branch Meeting and AGM. **Level Two** shall be open to any other person or persons who are of good character and standing who wish to be an Associated Member of the Irish Naval Association, but they cannot attend meeting of the INA.
- (h) **Honorary Membership** shall have the meaning of membership bestowed on a person or persons, who in the opinion of the National Executive has rendered outstanding service in the interests of the Seafaring tradition in Ireland or elsewhere. Such membership shall only be granted following the approval by way of resolution of a motion presented to a National Executive Committee, by a Branch Committee, for approval the matter must be put to a vote of the National Executive Committee Members present at the National Executive Committee Meeting. If the motion is passed at the National Executive Committee meeting, then such person or persons, shall be elected for their lifetime. Honorary Members shall not have voting rights and cannot hold office within the Irish Naval Association. Honorary Members shall be free to tender their resignation, as Honorary Members and on payment of the prescribed subscription, shall become Ordinary Members of the Irish Naval Association, with the approval of the Branch Committee, if they so wish.
- (i) “AGM” shall have the meaning of Annual General Meeting”, “EGM” shall have the meaning Emergency General Meeting. “NECM” shall have the meaning of the National Executive Committee Meeting.
- (j) “NEC” shall have the meaning National Executive Committee.
- (k) “BC” shall have the meaning Branch Committee.
- (l) “National Colours” shall have the meaning National Flag of Ireland. “Association Colours” shall have the meaning Irish Naval Association Flag.
- (m) “Honorary” shall have the meaning, conferred as honour; unpaid.

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- (n) “Oath taken” shall have the meaning of the Oath that they took when joining the Irish Naval Service, Irish Naval Service Reserve or *An Slua Muiri* and all members shall be guided by those principles during membership of the Irish Naval Association.
- (o) “Non-Political” shall have the meaning that the Irish Naval Association will not affiliate to any political party-body or espouse to any political doctrine. Members can be members of a political party outside of the INA, but the INA as a body is a “Non-Political” Association.
- (p) “Quorum” shall have the meaning of the minimum number of members that must be present to constitute a valid meeting.
- (q) “Trustees” shall have the meaning of those persons, so appointed by the AGM to administer to any Deeds of Title, Documents of Title and any other such Securities that may become the property of the Irish Naval Association. These Trustees shall hold such items in safe-secure custody and preservation thereof at the expense of the Irish Naval Association. They shall produce such items, when requested by the members at an AGM or EGM or if so, requested by the National Executive Committee.
- (r) “PRO” shall have the meaning of Public Relation Officer this person shall present any public announcement issued by the Irish Naval Association and shall act as the contact person between the Association and the General Public.
- (s) “Equipment Officer” shall have the meaning of the person so appointed to be responsible for the Regalia, Flags, Equipment and other such stock items, as are required by the Association.
- (t) The Irish Naval Association is an Unincorporated Association within the meaning of the guidelines as issued by the Irish Revenue Commissioners.
- (u) “Powers of interpretation” shall have the following meaning: the interpretation of the provisions of the Irish Naval Association Constitution, Standing Orders and Code of Conduct is vested in the National Executive Committee, when the Annual or Emergency Meeting are not in session. A resolution of the National Executive Committee or Annual General Meeting shall be the authority of the interpretation of these Constitution, Standing Orders and Code of Conduct, where such resolutions of the National Executive Committee do not conflict with resolutions of Annual or Emergency Meeting. The National Executive Committee, decisions upon any question shall be final and binding, except when Annual or Emergency Meeting are in session.
- (v) Election of Officers to the National Executive Committee: The position of President, Vice-President, National Secretary, National Treasurer, National PRO & National Equipment Officer shall be decided by proposals endorsements, received from all Branches. Each branch shall hold branch meeting at which the names of the various candidates for the various position are put to the branch members to select by way of a ballot. The branch members present at this meeting, shall be called upon to decide on whom the branch shall propose to take up the available positions, the names of the selected candidates, those candidates who have received the majority, of all votes cast at this meeting, these persons shall be the selected the candidates, as selected by that branch to hold the positions available. The branch shall then inform the General Secretary of the list of candidates, whom they have endorsed. Example: Branch “A” indicates it proposing Mr. B for President and Mr. C for Vice-President and so on. The persons with the most Branch endorsements shall be declared elected to these positions. The election of the National Executive Officers shall then be ratified at the AGM.

## Standing Order One.

1:0 Meeting.

1:1 Annual General Meeting: An AGM shall be held each year at a venue and date as determined by the National Executive Committee. Notice of such meeting shall be made by way of written notice sent by land mail (Post) and/or e-mail to each Branch Committee Secretary. Twenty-one (21) clear Calendar days' notice shall be given of such a meeting.

1: 1.2 Extraordinary General Meeting: Notice of such meeting shall be made by way of written notice sent by land mail (Post) and/or e-mail to each Branch Committee Secretary. Seven (7) clear Calendar days' notice shall be given of such a meeting.

1: 1.3 National Executive Committee Meeting shall be held at venues through the country to suit events, at which members are taking part in or at agreed venues. Notice of such meeting shall be made by way of written notice sent by land mail (Post) and/or e-mail to each NEC Member and Branch Committee Secretary. Fourteen (14) clear Calendar days' notice shall be given of such a meeting.

1:1.4 Business to be conducted at the AGM shall be as follows.

- (a) Adoption of Minutes of previous AGM
- (b) Matters arising from the minutes
- (c) Presidents' Report.
- (d) National Treasure's Report.
- (e) National General Secretary's Report.
- (f) National Equipment Officers Report
- (g) Election of Officers
- (h) Presentation of Motions for Adoption.
- (i) Any other business.

1:2 Extraordinary General meeting may be called at the discretion of the National Executive Committee, Branch Committee's or by a written request of 25% of the Total membership of the Irish Naval Association.

A Branch Committee may call a Branch EGM if it feels a requirement to hold such a meeting or if 25% of the Branch Members request such a meeting to resolve a matter that cannot be resolved at a Normal Branch Meeting.

The business to be conducted at the EGM shall be as follows.

- (1) President / Chairman shall address the meeting and call the meeting to Order.
- (2) The Secretary (National Or Branch) shall outline the background matters that have given reason for calling the EGM and shall present all information to members present in relation to the matter.
- (3) The President / Chairman shall then open the meeting for discussion and after a set, agreed period, the matter for decision shall be put to floor, to allow a vote to be taken on the matter under discussion. Only the single matter can be discussed, and no other business shall be discussed.
- (4) Tellers shall be appointed to count the votes, if so required and agreed. After the tellers have agreed on the count, the President / Chairman shall inform the meeting of the result of the ballot and close the meeting.

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1:3 Business to be conducted at NEC meeting shall be as follow.

- (a) President to welcome members to the meeting and declare the meeting open.
- (b) The National General Secretary shall read the minutes of the last NEC meeting and seek their adoption.
- (c) Any matters arising from the minutes shall be dealt with and the minutes shall be signed by the President / Chairman.
- (d) The agenda as issued with the notice of the calling of the NEC meeting shall then be followed.
- (e) Agree the next meeting date after which the President will close the meeting.

1:4 Business to be conducted at Branch Meeting shall be as follows.

- i) Chairman opens meeting by welcome all Members.
- ii) Reading of the minutes of the last Branch Meeting and seek adoption.
- iii) Matters arising from the minutes shall be discussed.
- iv) The Meeting agenda shall be followed.
- v) Agree the next meeting date after which the Branch Chairman shall close the meeting.

1:5 Committee Meeting:

Meeting of the various Committee's shall be held at such times and venues as the Committee may from time to time determine, provided always that:

- (a) The President / Chairman, or in his absence the Vice-President / Vice Chairman, may at any time alter the time and place already decided upon for a meeting, or may order the convening of a meeting.
- (b) The convening of a meeting may be required at any time by written requisition signed by three (3) members of the Committee specifying the nature of the business to be transacted at such a meeting.
- (c) In the case of emergency certified by the President / Chairman, or in his absence, the Vice-President / Vice Chairman, a meeting of the Committee may be held although notice shall not have been given as required by these Standing Orders and although the quorum of members prescribed in these Standing Orders shall not be present, provided that in any such latter case the business transacted at such emergency meeting shall be reported to the next meeting of the Committee and shall be required to be confirmed that so far as any action required the authority of the Committee may be concerned.
- (d) The Committee shall have the power to co-opt up to two (2) members a year to fill any vacancies that occur for the period until the next election.
- (e) The Committee shall have power to legislate on any matter not provided in these Standing orders and Code of Conduct.

1:6 Sub-Committee's:

Sub-committee's can be formed by the National Executive Committee and Branch Committee, to deal with a specific item or subject. Members can be selected by the NEC or the Branch Committee to serve on such sub-committee and the subject to which the sub-committee has been formed shall be agreed, including a time scale. The sub-committee shall report back to the NEC or Branch on what progress they have made, following a period as set out, when the sub-committee was formed.

Copy of the finding and /or report shall be sent to the National General Secretary for file purpose.

## **Standing Order Two.**

2:0 Quorum.

2:1 Annual General Meeting. The Quorum of the AGM shall be Three (3) members of the NEC and Three (3) Delegates from any of the Four (4) Branch Units. No business shall be transacted at any AGM unless the prescribed Quorum of members is present.

2:2 National Executive Committee Meeting. The Quorum of the National Executive Committee meeting shall be Three (3) members of the NEC and Three (3) Delegates from any of the Four (4) Branch Units. No business shall be transacted at any NEC unless the prescribed Quorum of members is present, provided that (in the case where there is no quorum) in respect of any item on the agenda which three (3) members present shall agree to be of urgency, the meeting may proceed as if it had been convened as an emergency meeting within the meaning of Standing Order One(1:1.2) and subject to the restrictions therein specified with respect to business transacted.

2:3 Branch Meeting: The Quorum for a Branch Meeting shall be Three (3) Committee members and Three (3) members of the INA. No business shall be transacted at any Branch Meeting unless the prescribed Quorum of members is present. provided that (in the case where there is no quorum) in respect of any item on the agenda which three (3) members present shall agree to be of urgency, the meeting may proceed as if it had been convened as an emergency meeting within the meaning of Standing Order One (1:1.2) and subject to the restrictions therein specified with respect to business transacted.

## **Standing Order Three.**

3:0 Chairman of Meeting.

- (1) The Chairman, or in his absence the Vice-Chairman, or in the absence of both, a member of the Committee selected by resolution of the member's present shall preside at a meeting of a Committee. Any power or duty assigned to the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.
- (2) The person presiding at the meeting shall decide all questions of order, the relevancy of the subject arising at the meeting, but any member present may take exception to any ruling by the person presiding and, in the event, the person presiding shall, without further discussion, submit the matter to that meeting, and his ruling shall not take effect unless it is supported by the majority of the member's present.

## **Standing Order Four.**

4.1 Adjournment of Meeting.

The Committee may adjourn any meeting to any other date, time and or place.

## **Standing Order Five.**

5:0 Record of Attendance.

5:1 Names of members and officials present at a meeting of the Committee's or meeting, shall be duly recorded and a register shall be kept showing details of the meeting attended by members.

5:2 Any Committee member who fails to attend seventy-five per cent (75%) of meeting held shall cease to be a member of the committee.

## **Standing Order Six.**

6:0 Minutes of Meeting.

6:1 Minutes of the proceedings of all Committee's shall be drawn up and entered in a book / file kept for that purpose. A copy of the minutes shall be circulated to all members of the Committee in accordance with these Standing Order's, minutes shall be submitted to the next ensuing meeting of the Committee and shall be taken as read and then approved with or without amendment: no discussion shall be allowed on the minutes except as to their accuracy and the minutes so approved shall be then be deemed to be a true record of the proceedings to which they are submitted. Minutes of NEC Meeting shall be sent to each branch as soon as possible after the meeting. The use of an Electronic Recording device to assist on recording the proceeding may be used by the National – Branch Secretary, but only one instrument can be used.

6:2 These approved minutes shall be signed by the Chairman of the Committee meeting. The signed minutes shall be place on file and kept in a secure place.

## **Standing Order Seven.**

7:0 Notice of Meeting and Agenda.

7:1. Twenty-One (21) clear calendar days' notice shall be given of the AGM; this notice shall be sent by land post (post) and / or e-mail to each Branch Committee Secretary.

- (a) A notice convening the meeting shall include a request for Motions or Amendments to Standing Orders, Rules and the Constitution. The National Executive Committee and Branch Committee's only shall have the right to propose Motions or Amendments to Standing Orders, Rules and the Constitution of the Irish Naval Association. A Statement of the business to be transacted at the AGM (hereinbefore and after referred to as Agenda) and
- (b) All reports and other documents referred to, or to be read with the agenda.
- (c) Provided that any report or other document, a copy of which cannot for good reasons be circulated with the agenda may nevertheless be considered. Provided also that, for want of the issue of notice to any delegate shall not affect the validity of any meeting
- (d) No matter of business, reference to which is not set forth in the agenda shall be discussed or decided at a meeting except with the consent of the majority, of the delegates present at the AGM.
- (e) Any member of the INA may request that any subject may be placed on the agenda and that any document relating thereto shall be circulated on giving at least fourteen (14) days clear notice to the President / Chairman of the meeting. This request must be passed through his/her branch and the branch secretary shall forward to the National General Secretary.
- (f) Notice of EGM shall be seven (7) days, Notice of NEC meeting fourteen (14) Days and Branch Committee Meeting shall be seven (7) Days.

7:2 The Order of business at every meeting of the Committee's shall be as follows.

- (A) To choose a person to preside if the President / Chairman and Vice- President / Vice-Chairman is absent.
- (B) To approve as a correct record and sign the minutes of the last meeting of the Committee.
- (C) To dispose of business (if any) remaining or arising from the last meeting.
- (D) To deal with any business expressly required by statute to be done.

(E) To deal with any business in the order in which notice has been received.

(F) To deal with any other business, such as read letters / notices received, requests made by others.

7:3 The foregoing order of business may be varied by the President / Chairman of the meeting, at his discretion with the consent of most of the member of the Committee present at the meeting.

## **Standing Order Eight.**

8:0 Voting.

8:1 Every question shall (except otherwise required by statutory enactment or otherwise provided in these Standing Order and the Constitution) be determined by most of the delegates present and entitled to vote. The person presiding as Chairman at the meeting shall have a casting vote, in the cases of equality. The votes shall be taken by a show of hands or otherwise as the meeting shall decide. On the request of any member of a record shall be made of how each member voted and of abstentions made or of how that member voted or abstained.

8:2 Members of the National Executive Committee shall each have one vote at the AGM or EGM, members of the National Executive Committee cannot act as Branch Delegates at the AGM, NECM or EGM. Each Branch shall mandate two (2) delegates to vote on behalf of the Branch Committee at meeting of the NEC or at AGM & EGM and in the event of only one delegate attending the meeting, that delegate shall have two (2) votes at such meeting.

8:3 Paid up members of the Irish Naval Association shall have the right to attend the AGM & EGM and to speak on any matter under discussion at such meeting, but do not have voting rights as only Branch Delegates have this right. Branch delegates shall have full voting rights and each Branch shall appoint two (2) delegates to vote as mandated by their branch.

8:4 In case of National Executive Committee Meeting (NECM), the members of the NEC have full voting rights and the two (2) Branch delegates (or in their absence their deputy) shall hold full voting rights.

8:5 In the case of Branch Meeting, all paid up ordinary members hold full voting right on matters under discussion.

## **Standing Order Nine.**

9:0 Code of Conduct for all members of the Irish Naval Association.

9:1 This code of conduct has been framed in such a way as to place upon every individual member the responsibility of disclosing to the President / Chairman any personal interest or involvement in any business being transacted by the Association or where a member's own conduct is likely to bring the reputation of the Association into disrepute. It is also the responsibility of individual members to disclose to the President / Chairman any instance of misconduct witnessed by him, or by another member of the Association which would bring the Association into disrepute.

9:2 The President /Chairman, shall give guidance on the course of conduct to be followed by the individual concerned. Provided the individual has made full disclosure and thereafter acts in accordance with such guidance, he will be entitled to the protection and support of the President / Chairman and of the Committee.

9:3 In general, it is the policy of the Association to conduct its business with as much openness, and as little secrecy as possible. Once decisions have been taken, the Secretary will make them known at the earliest practicable time to the member/members involved. Until then, the obligations set out in this Standing Order are binding on all members.

9:4 All members of the INA shall at all times behave in a manner that will not bring the INA into disrepute or show the INA in a bad light. Member's conduct should always be above reproach and be an example of disciplined behaviour.

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9:5 Expense allowances are provided by the Association (claims to be agreed by the NEC or Branch Committee), to assist in meeting expenditure necessarily incurred in, the course of duty. All Members are expected to adhere to the highest principles of integrity in claiming for such allowances.

9:6 If, a requirement to issue Membership Cards or Identification Cards, should become a requirement to assist in the running of the Association, the National Executive Committee shall rule on the form / design of such documents.

9:7 Where the context so admits, the Interpretation Act 2005 Part 4 Sub Section 18 shall apply to this Code: and, in particular: every reference to the masculine gender shall be taken to include a reference to the feminine gender.

9:8 It is plainly desirable, for the protection of the individuals concerned that guidance should be given as to the conduct expected of members of the Association. This code of conduct is intended to give such guidance.

9:9 The Association is entitled to demand of a member conduct of the highest standard. Confidence in his integrity would be shaken were the least suspicion, however, ill-founded, to arise that he could in anyway be influenced by improper motives or be involved in any illegal actions.

9:10 All members of the Association both those still serving in the Defence Forces and those retired, should be mindful of the Oath taken whilst in the Service and shall be guided by those principles during their membership of the INA.

9:11 Membership of the Association shall be **“Non-Political”**, and members do not espouse to any political doctrine when acting on behalf of the INA.

### **Standing Order Ten.**

10:0 EU General Data Protection Regulation (GDPR) are in force from the 25<sup>th</sup> day of May 2018 and bring in significant changes to data protection law. Based on privacy by design and taking a risk-based approach, the GDPR has been designed to meet the requirements of the digital age.

The 21<sup>st</sup> Century brings with its broader use of technology, new definitions of what constitutes personal data, and a vast increase in cross-border processing. The new Regulations aims to standardise data protection laws and processing across the EU; affording individuals stronger, more consistent rights to access and control their personal information.

The Irish Naval Association are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. We have always had a robust and effective data protection program in place which complies with existing law and abides by the data protection principles. However, we recognise our obligations in updating and expanding this program to meet the demands of the GDPR.

The Irish Naval Association are dedicated to safeguarding the personal information under our remit and in developing a data protection regime that is effective, fit for purpose and demonstrates an understanding of, and appreciation for the new Regulation. Our preparation and objectives for GDPR compliance have been summarised in this statement and include the development and implementation of new data protection roles, policies, procedures, controls and measures to ensure maximum and ongoing compliance.

10.1 Each Branch shall set out a Privacy Notice indicating the measures been taken to become and remain GDPR compliant. A Draft Document has been attached to these Standing Orders and Code of Conduct as guidance to each branch.

### **Standing Order Eleven.**

11:0 Job Descriptions and Lists of Duties of various Executive Office Holders.

All positions are of Honorary Status and shall be for a period of 24 months from date of election.

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To ensure continuity of operation, the tenancy of the position of President and Vice-President shall be split so that re-election shall overlap, to ensure that the newly elected officer is serving alongside an officer who has one more year to run in the position. Such as President elected on year one with Vice-President elected on year two.

11.0.1 Only fully paid-up ordinary members qualify to hold office.

11:1 National President.

Shall:

- 1) Be Chairman of the National Executive Committee and every AGM -EGM of the Association.
- 2) Be an ex-officio member of all Committees of the Association.
- 3) Shall represent the Association at all functions and shall represent the Association at functions at which the Association has received an invitation to attend shall strive to enhance the image of the Association abroad.
- 4) The Term of Service shall be 24 Months from date of election and shall be available for re-election.
- 5) An allowance shall be set aside to cover the expenses incurred by the National President when representing the association, this sum shall set at a maximum of €200:00 per year.

11:2 National Vice President.

Shall:

- a) In the absence of the National President preside at meeting.
- b) Be an ex-officio member of all Committees of the Association.
- c) Shall represent the Association at all functions at which the National President is unable to attend.
- d) Shall strive to enhance the image of the Association abroad.
- e) The Term of service shall be 24 Months from date of election and shall be available for re-election.
- f) When the Vice-President is acting in an official capacity, any expense incurred in carrying out the function, shall be refunded by the National Executive against a vouched claim.

11:3 Branch Chairman.

Shall:

- i) Be Chairman of all Branch Meeting.
- ii) Shall strive to enhance the image of the Association abroad.
- iii) Shall ensure the smooth running of the Branch and attend to the business of operating the Association in accordance and in line with the Association Constitution and Rules.
- iv) Term of service shall be 12 Months from date of election and shall be available for re-election

11:4 National General Secretary and Branch Secretary.

Shall:

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- A) Give notice of all meetings of the National Executive Committee in the case of the National General Secretary and in the case of Branch Secretary, shall give notice of Branch Meeting.
- B) Make all arrangements for the election of Officers to the committees.
- C) Be responsible for the interpretation of the Rules and bylaws (if any) of the Association in consultation with the Honorary National President or Branch Chairman, as the case may warrant.
- D) Supervise all activities of the Office of Secretariat and shall be the only person in the Branch who, when directed by the Branch Committee, cause letters or correspondence to be passed to others on behalf of the Branch.
- E) Cause to be prepared and keep all Minute Books and records of the Association, Letters, Files and other such items, save financial records.
- F) In consultation with the National Executive Committee, in the case of the National General Secretary or Branch Committee in the case of a Branch Secretary, have power to act in all matters regarding legal proceedings by or behalf of the Association.
- G) Term of Service shall be 24 Months from date of Election, in the case of the National General Secretary and 12 months in the case of a Branch Secretary and shall be available for re-election
- H) All correspondence to Government Departments shall, first be approved by the National PRO, before issue.

11:5 National Treasurer and Branch Treasurer.

Shall:

- (1) Be responsible for the maintenance of the financial records of the Association, the collection of Membership fees and any other income, and the control and disbursement of all expenditure.
- (2) Shall set up a Current Account and any other account as directed by the Association, in a Recognised Bank in the Republic of Ireland in the name of the Irish Naval Association. This account shall be so organised to include the names of the current President, National General Secretary and Treasurer of the National Executive Committee as signatories to all transaction made through the National Executive Committee Bank Account. In the case of a Branch Committee, the Current names of the Chairman, Secretary and Treasurer shall be signatories to all transaction made through the Branch Committee Bank Account. The organisation of the account shall be so set up as to require, that any two (2) signatories must be on all documents, cheques, withdrawal from this account. A Cheque Register shall be kept recording details of all cheques issued.
- (3) Present Annual Accounts showing all transaction and movements of monies through the Bank Account in spread sheet format.
- (4) Prepare a full Statement for all transactions, list Income, Outgoing and Cash in Bank, to be presented to the AGM of the Association.
- (5) **The National Treasurer only**, shall put in place and maintain an Insurance Policy, so set to indemnify the Irish Naval Association and its members as well as the Minister for Defence, against any liability, loss, claim or proceeding in respect of any or all injury or damage whatsoever to any property, real or personal, in so far as any such injury or damage arises out of or in the course of or by reason of any action by a member of the Association. Any liability, loss, claim or proceeding, whatsoever arising under any statute or at Common Law, in respect of personal injury to or disease contracted by or the death of any person, whomsoever arising out of on the course of or caused by the neglect of the Association or any person for whom the Association is responsible. The Association should be covered by a

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Public Liability Insurance Policy covering all risks. Advice shall be sought from an Insurance Broker on the correct form on Insurance Policy required.

- (6) Shall take charge of all assets of the Association and shall work alongside the Equipment Officer in the control of all equipment of the Association.
- (7) Term of Service shall be 24 months from date of election in the case of the National Treasurer and 12 months in the case of Branch Treasurer and shall be available for re-election

### 11:6 National Public Relation Officer.

A member of the Association shall be appointed at the AGM to act as National Public Relation Officer (PRO) for the whole Association. **Only one Public Relation Officer shall be appointed to act on behalf the Association.**

Shall.

- a) Issue all approved public notices and any other such notices, that he is instructed by the NEC and or the Branch's from time to time as so required.
- b) Shall open contact with other organisations to enhance the Association.
- c) Shall assemble a list of events that the Association members may wish to attend.
- d) Shall be "Touch Stone" for the Association and the information contact point.
- e) Shall enhance the image of the Association.
- f) Terms of Service shall be 24 months from date of election and shall be available for re-election.

### 11:7 National Equipment Officer.

Shall:

- a) Be responsible for the Regalia, Flags, Colours and general equipment in relation to the Uniform of the Association.
- b) Be responsible for maintaining a stock of products that shall form part of the Association Uniform.
- c) Shall publish a list of items, showing the cost of each item.
- d) Shall return to the Treasurer a detailed list of all items under his control or possession and forward to the Treasurer all monies received and from whom.
- e) Term of Service shall be 24 Months from date of election and shall be available for re-election.

11:8 Branch Committee members term of service shall be 12 months and are eligible for re-election.

## Standing Order Twelve.

### 12:0 Dress Code.

12:1 The Standard Uniform Dress shall be worn by Ordinary Members when attending designated events.

12:2 The Standard Uniform shall consist of the following.

- 1) Black Single-Breasted Blazer with the Irish Naval Association Emblem (Crest) mounted on the Left breast pocket.

## Irish Naval Association Standing Orders and Code of Conduct for guidance of all Members

- 2) Two (2) Only Gold finished Naval Pattern Buttons, on front.
- 3) Three (3) Only Gold finished small Naval Pattern Button on each sleeve-cuff.
- 4) White Pilot pattern shirt with shoulder mounted Epaulettes and Irish Naval Association Emblem on left breast and miniature National Flag mounted on left arm sleeve.
- 5) Irish Naval Association Tie.
- 6) Charcoal Grey trousers.
- 7) Black Waist Belt.
- 8) Black Shoes.
- 9) Black Stocking.
- 10) Black Beret with Irish Naval Association emblem (Anchor pattern)
- 11) When on Ceremonial Parades, White Cotton Gloves shall be worn.
- 12) A name identification badge of an approved type, maybe worn on the right breast of the Blazer / White Shirt.
- 13) No Regalia, Emblems, Flash's, Lettering or Badges shall be worn on the sleeves of the Blazer or the White Shirt.
- 14) When members of the Irish Naval Association are attending an official function, they are mandated to wear the full approved Irish Naval Association Uniform as set out above.

### 12:3 Wearing of Medals, Ribbons and Uniform.

- i) Medals and Ribbons may be worn only by those to whom they were awarded.
- ii) When medals are worn the ribbons shall not be displayed.
- iii) Medals and Ribbons shall be worn central on the left breast of the Blazer. Clasp in line with the cut back of the lapel. Above the Breast Pocket.
- iv) Medals and Ribbons of Family members, to whom they were awarded, may be worn by Members on the Right breast, in line with the Main Medals on the Left.
- v) Miniature medals may only be worn on social occasions.
- vi) Associate Members of Level One may wear the full uniform of the Irish Naval Association.
- vii) Associated Members of Level Two may wear a Tie or miniature badge / emblem.
- viii) The wearing of medals and ribbons shall be in line with current Irish Defence Forces Regulations.
- ix) Black Berets and White Gloves must always be worn by Colour Parties.
- x) It is not permitted to wear any form of Naval Service type tunics, lanyards, military badges or other such markings.
- xi) Irish Defence Department Medals shall be worn in seniority over all other medals.

### 12.4 Irish Naval Association Service Medal.

## Irish Naval Association Standing Orders and Code of Conduct for guidance of all Members

A service medal to be known as the Irish Naval Association Service Medal shall be awarded to fully Paid- up members who have completed three (3) years' service and have made payment of the fourth-year subscription to the Irish Naval Association.

A register of Service Medals awarded shall be kept indicating the name of the member to whom the medal was awarded and date

Associate members of the Irish Naval Association are **NOT** entitled to this service award medal.

This Service medal may be awarded to a member posthumously with the approval of the National Executive Committee.

The Irish Naval Association Service Medal when worn shall be worn in seniority to all other Veteran Medals I.e., O.N.E.T Medal, UN Veterans Medal.

12.5 Wearing of Non- Authorised, Bought in Medals or Non-approved medals. No member of the Irish Naval Association shall wear Non-authorized, Bought-in Medals or other non-approved medals when wearing the Irish Naval Association Uniform.

### **Standing Order Thirteen.**

Change of Standing Orders and addition of various protocols or changes.

Various Protocol Instructions shall be issued to cover the correct protocol to be followed at various events such as.

Religious Parades

Funerals.

Flag Protocol at Official events.

Meeting.

This list is not conclusive and maybe added to as agreed by the National Executive Committee, following approval by the members of the NEC at a meeting called to discuss such changes.

**These Standing Orders may only be altered and/or, changed at the AGM or EGM, if the members so require from time to time.**

Such changes shall be by way of a Motion or Motions, presented at the Annual General Meeting or Emergency General Meeting and following a full and open dissuasion by all delegates present, the motion or motions, shall then be put to delegates, to be voted upon.

Two thirds (2/3<sup>rd</sup>) majority of those with a right to vote (delegates) shall be required to allow the motion or motions to be passed, as approved.

If members feel that any item in the Standing Orders or Protocol, require changing, the route to such a change shall be to raise the matter at a Branch Meeting.

If so, agreed at the Branch Meeting, the Branch Secretary shall inform the National General Secretary of the matter, who in turn will inform the President of the matter.

The item shall then be place on the agenda for the next Nation Executive Committee meeting and if the matter is a Protocol change, a direction can be issued by the NEC.

Irish Naval Association Standing Orders and Code of Conduct for guidance of all Members

In the case of new or change to existing protocols, the National Executive Committee shall discuss proposals as presented by the Branch or Branch's and by agreement, the National Executive Committee shall issue such New or Changed Protocols, as is so required for guidance of the members.

If the matters a change of a Standing Order/ Standing Orders, the NEC will place the matter on the agenda of the AGM to be decided by the delegates at the AGM.

At an EGM only one item can be discussed and voted on by delegates.

## Appendix A.

Item No.01 Draft Financial Report for year End to be presented to the AGM of the Irish Naval Association.

Income & Expenditure Account for Year 1<sup>st</sup> January 20XX to 31<sup>st</sup> December 20XX.

	Year 2016	Year 2017	Year 2018	Year 2019
<b>Income</b>				
Subscriptions & Interest	€ -----		€	€
Sale of Equipment				
Sponsorship				
Total		€-----		€-----
<b>Expenditure</b>				
Insurance	€ -----		€	€
Printing & Postage				
Bank Charges				
Expenses Travel. Meals.				
Total		€-----		€-----
Balance B/Fwd.				
Excess Income over Expenditure				

Irish Naval Association Standing Orders and Code of Conduct for guidance of all Members

Represented by:				
Balance in Bank.				

*Signed:*

Hon. Treasurer.

Date:

## **Appendix B.**

Item No.02

Agenda for Meeting of the Irish Naval Association.

### Meeting Agenda.

- (1) Chairman of meeting to welcome all who attend.
- (2) Minutes of last meeting shall be read out.
- (3) Matters arising from these minutes discussed.
- (4) Signing of the minutes by Chairman and Secretary.
- (5) Treasurer's report.
- (6) Discussion on Treasurers Report.
- (7) Correspondence received.
- (8) Other matter for discussion.
- (9) Agree date – Time- Location of next meeting.
- (10) Chairman to close meeting.

**Appendix C**  
Item No.03

## Irish Naval Association



### Guard of Honour Protocol

To be followed at

Religious Parades and Funerals.

**General.**

The purpose of this Guard of Honour Protocol is to attempt to set in place a standard procedure to be followed at Religious Parades and Funerals.

One person should be appointed to act as Parade Commander at each event.

This person shall ensure that all members of the Honour Guard are made aware of the running order of events and what action they are to take, when called to do so by the appointed Parade Commander.

As the Honour Guard will be in the public eye, the dignity of the Irish Naval Association must be observed to present a good image of the Irish Naval Association.

**Protocol at Funerals.**

On receipt of notice of a member's death / passing over, the Branch Chairman or Branch Secretary shall contact the next of kin and ascertain whether they, the family of the deceased, wish to have Irish Naval Association Honours rendered at the removal and interment. These Honours shall be explained to the next of kin.

If the family give consent and agreement, the Chairman – Secretary shall appoint a Parade Commander.

The Parade Commander shall assemble Branch members to act as Honour Guard and Pallbearers if so, approved by the Family of the deceased member.

## Irish Naval Association Standing Orders and Code of Conduct for guidance of all Members

The Parade Commander shall ensure that the National Flag (2.74m x 1.37m) is placed on the closed Coffin, with the green section placed at the Head of the Coffin and the Flag made secure to prevent falling off.

With agreement of the family of the deceased member of the Irish Naval Association, the Irish Naval Association Beret and Service medals of the deceased may be placed on top of the Flag draped Coffin, when laying in Church or Funeral Home.

The Pallbearers shall after place the Coffin in the Hearse, fall in along- side the Hearse, one Pallbearer slightly to the front of the Hearse and one slightly to the rear of the Hearse.

Number of Pallbearers shall not be greater than ten (10) and not less than Six (6).

At the interment plot-grave side, the Pallbearers shall remove the National Flag in a dignified and respectful manner.

If possible and available, Musical Honours should be rendered at the Graveside.

The Branch Chairman- Secretary should attempt to contact as many members as possible to attend the Funeral.

Members shall if space allows, form a Guard of Honour at each side of the Entrance to the Funeral Home as the Coffin is take to the Hearse and again form up at the Entrance to the Church / Place of Worship, as the Coffin is being taken into and out of the Church / Place of Worship.

**Note.** Care should be taken to prevent the National Flag from touching the ground at any time.

### **Dress Code Funerals.**

Pallbearers shall wear Black Shoes, Black Stocking, Uniform Grey Trousers, Uniform Blazers with Crest, White Shirts, Irish Naval Association Necktie, Black Berets with Crest and White Cotton Gloves but must remove their head dress when carrying or escorting the Coffin.

One person shall act as keeper of the head dress and shall follow on behind the Pallbearers.

Approved Service Medals maybe worn.

When moving the Coffin from the Funeral Home / Place of rest, to the Hearse or from the Hearse to the Church/ Place of Worship and from the Church / Place of Worship to the Hearse or from the Hearse to the Grave side, the Pallbearers shall remove their head dress.

Members attending, other than members of the Guard of Honour, shall wear Black Shoes, Black Stocking, Uniform Grey Trousers, Uniform Blazers with Crest, White Shirts, Irish Naval Association Necktie, Black Berets with Crest.

In the event of inclement weather, the members attending and forming the Honour Guard other than Pallbearers, shall wear the approved Irish Naval Association foul weather overcoat.

### **Rehearsals.**

A full rehearsal shall be carried out before the event, to ensure that all members are aware of what each member must do at the event.

Tell off duties shall be given to each member before the event.

### **Honour Guards at Religious Parades.**

## Irish Naval Association Standing Orders and Code of Conduct for guidance of all Members

An Honour Guard Commander shall be appointed before the event to ensure that the selected members are fully aware of their role in the ceremonies.

The Colour bearers shall form up in the standard manner, with the escort falling in as directed by the Honour Guard Commander.

The Honour Guard shall assemble at the rear of the Church/ Place of Worship by agreement with the Reverend Church Pastor- Priest.

In the case of Roman Catholic Mass, the Honour Guard Commanded shall agree with the Mass Celebrant at what point the Honour Guard- Colour Party shall advance to the Altar.

At the Elevation, the Honour Guard Commander will give the Order "Salute" ("Cúirtéis"), the Colour Party will take one step forward with the left foot and lower the Colours to the ground, (without the Colours touching the ground) all other members of the Honour Guard stand to Attention, the Honour Guard Commander shall then Salute.

This position shall be held until the Mass Celebrant has reached an agreed point in the Mass Ceremony.

The Honour Guard Commander shall give the Order to raise ("Suas") the Colours, the Colour Party shall raise the Colours and Stand Fast.

The Honour Guard and Colour Party shall withdraw from the Altar at the agreed point in the ceremony, with the Honour Guard Commander giving the Orders.

The Colour Party shall wheel to left, so that the National Flag is placed in the place of honour to the right of the Colours.

In the case of other Religions, discuss with the Reverend Pastor or person in charge of the Church or place of worship, in relation to the ceremony and the running order of event to comply with their codes.

Music maybe rendered at the Elevation in the case of the Roman Catholic Mass, and this may also apply to other Religions but should be agreed with the Pastor of the Church.

### **Dress Code for Religious Parades.**

All members of the Honour Guard Members shall wear Black Shoes, Black Stocking, Uniform Grey Trousers, Uniform Blazers with Crest, White Shirts, Irish Naval Association Necktie, Black Berets with Crest and White Cotton Gloves.

Approved Service Medals maybe worn.

### **Rehearsals.**

A full rehearsal shall be carried out before the event, to ensure that all members are aware of what each member must do at the event.

Tell off duties shall be given to each member before the event.

If a Boatswain's Call is to be used at the ceremony, then the "Still" call shall be used and practiced before- hand to ensure that all is correct.

The call should be of the "Plain High or True Tone" and held for 8 seconds only.

**Appendix D:**  
Item No.04.

National Flag Protocol.

The correct protocol when parading the National Flag shall be as indicated here-below:



**THE NATIONAL FLAG**

**Display, placing and precedence**

No flag or pennant should be flown above the National Flag.



When the National Flag is carried with another flag, or flags, it should be carried in the place of honour, i.e., on the marching right – or on the left of an observer to- wards whom the flags are approaching (Figure B).

Where one of these flags is that of the European Union, the European Union flag should be carried on the immediate left of the National Flag, or, as seen by an observer when the flags are approaching, on the immediate right of the National Flag.

**Figure B**

Note:

When the National Flag is carried with the Irish Naval Association Colours it should be always carried in the place of honour: that is as indicated above.

The place of honour is at the Right-hand side when marching.

The Irish Naval Association Colours shall take place on the left-hand side of the National Flag, that is the National Flag is to the Right of the Irish Naval Association Colours.

If the National Flag is carried in a Church Parade it must be placed as above, this may require the Colour Party to wheel around to allow the National Flag to regain the place of honour on the right as it is marched way.

## Appendix E.

Item No.05



# DRAFT

## Privacy Notice for the (Insert Branch Name here)

The Irish Naval Association in compliance with Directive 95/46/EC (General Data Protection Regulations) the Irish Naval Association hereby state the following.

The Association holds and processes personal data about members and others who participate in our events. In doing so, we comply with all current relevant EU data protection legislation.

### **What we do with your data**

We collect and process personal data in order to achieve the purpose of the Association. We also use the data to contact members to keep them updated with Association activities. This includes:

- \* Notifying members of AGMs, Branch Meetings etc with associated documentation
- \* Posting of such printed material as is relevant to members of the Association
- \* Communicating news, ceremonies, visits and other events to members

### **Capture of Data**

The data we hold is supplied by individuals on joining the Irish Naval Association and or booking for events organised by the Irish Naval Association. Members give this data themselves on the Association application form and additionally when applying to attend specific activities.

### **What data is processed?**

The data we hold about you includes (but is not limited to):

- \* Full name
- \* Postal and email addresses
- \* Phone number
- \* Payments made to the Association
- \* Events booked
- \* Preferences for events (e.g., dietary requirements)
- \* Photograph of your person

On occasions, where required, for members to attend ceremonies and for other visits additional information may be asked for.

### **Who else processes your data?**

The Association does not pass or share your personal data with anyone else or any other body, for promotional or marketing purposes. We may pass the names of attendees to hotels and site owners in order to facilitate Association visits. Our Secretary, Treasurer and other Committee Members of both your Branch and the National Executive Committee have access to personal/membership data in order to arrange the fore-mentioned activities. Personal

data that members place themselves on any future Members' Forum or Social Media platform will be visible to other members.

### **Storage and Retention of Data**

Your data is stored in the Republic of Ireland and any country where the Association has service providers by way of a secure system. We make every effort to ensure that the systems we use are secure and, where necessary, encrypted. Personal data is only retained when it is needed to service members and is not kept for any longer than is necessary for the purposes for which it was obtained and to comply with relevant legislation. Where financial information is held then the retention period is six years, to comply with current taxation law.

On occasion selected personal data may be downloaded or printed for use at a specific event (e.g., for registration or security clearance). Where this is the case, such copies will be deleted as soon as their purpose has been served.

### **Protection of Data**

The Association makes every effort to ensure personal data is secure and protected. 'Data Protection' is a regular agenda item at Committee Meetings. We do not have a specific post of Data Protection Officer, but their duties are carried out as part of the Secretary's role. In the event of a personal data breach (a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.) then an assessment will be made of the likelihood and severity of the resulting risk to people's rights and freedoms. If it's likely that there will be such a risk, then the Office of the Data Commissioner will be notified within 72 hours.

### **Your Rights**

You have the right to obtain access and make corrections to your personal data and this can be done by contacting the secretary at the email address at the top of page 1 of this letter. You may also request that personal data is deleted but, if we do not hold the data needed to administer your membership of the Association, this may unavoidably cause the termination of your membership.

### **Complaints**

If you are not satisfied with how we have handled your personal data, you can complain. Please contact the Association Secretary if you wish to make a complaint. If you are not satisfied with our response to your complaint or believe that our processing of your information does not comply with data protection law, you can make a complaint to:

**By Post:** Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23, Ireland.

**By email:** [info@dataprotection.ie](mailto:info@dataprotection.ie)

**By Phone:** +353 57 8684800

+353 (0)761 104 800 09:15 - 17:30hrs (17.15 Friday)

Lo Call Number 1890 252 231

**By Fax:** +353 57 868 4757

**Appendix F.**

Item No.06

To comply with the GDPR, each Branch shall draw up a *Notice of Consent Document*.

This document is required to indicate that members have given their consent to the Irish Naval Association to hold and process their personal details.



Draft:

Irish Naval Association

(Branch Name)

*Notice of Consent Document*

I hereby give consent for my personal data to be held in safe and secure storage and processed by the Irish Naval Association in accordance with the requirements of the GDPR.

I understand that I can access and inspect my data and if I so decide, I can withdraw this consent at any time.

Members Name;                      Signature    Date.

John Doe

*John Doe*

26/11/2018

Issued by; *Andy Mac Sharry*

Vice President,

Irish Naval Association.

11<sup>th</sup> January 2019