



20 July 2025.

SUBMARINES ASSOCIATION OF AUSTRALIA – NATIONAL AGM- APPOINTMENT OF RETURNING OFFICER & SCRUTINEERS.

The National Annual General Meeting of the SAA will be held at the Sage Hotel in Wollongong NSW at 1000 on Sunday the 26th of October 2025. The following SAA members are appointed to assist in the conduct of the triannual elections and in the voting of motions put to the floor:

Returning Officer – Life Member Kevin Hayton.

Scrutineers - Ordinary Members, Matthew Young & Michael Carew.

Please note that only Life and financial Ordinary members are entitled to vote, however Associate members are welcome to attend as observers. Members not attending in person or via Zoom, may request a postal vote from the National Secretary.

The timetable for submitting nominations for National Committee positions, Life Membership, and for submitting motions for discussion is attached as Annexe A.

Tony Vine

SAA National Vice President

Annexe A

2025 SAA AGM Milestones.

SAA NATIONAL ANNUAL GENERAL MEETING MILESTONES

26 OCTOBER SUBCON 2025

MILESTONE	ACTION	Constitution/By-Law Reference	Applicability
AGM minus 16 weeks 6 JULY 2025	Notice of AGM to be Promulgated. Returning Officers and Scrutineers appointed by National Secretary.	Constitution Clause 6.1.v.	All AGMs
AGM minus 12 weeks 3 AUG 2025	Nominations from Life and Ordinary Members for National Executive positions shall be invited by the National Secretary	By-Law 7 para 2.	Election Years only
AGM minus 10 weeks 17 AUG 2025	Notices of motion for inclusion in agenda are to be in the hands of the National Secretary	Constitution Clause 6.1.vi & By-Law 7 para 6	All AGMs
AGM minus 10 weeks 17 AUG 2025	Nominations for election to the National Executive shall be in the hands of the National Secretary.	Constitution Clause 8.1.ii.	Election years only
AGM minus 8 weeks 31 AUG 2025	AGM Agenda and Notices of Motions to be forwarded to National Committee & Branch Secretaries and posted to SAA Website.	Constitution clause 6.1.vii.	All AGMs
AGM minus 8 weeks 31 AUG 2025	The National Secretary shall provide the Returning Officer and Scrutineers with the names and addresses of all members eligible to vote.	BY-Law 8 para 1.i.	All AGMs
AGM minus 7 weeks 7 SEP 2025	National Secretary to provide the returning Officer with the names of all candidates.	By-Law 8 para 1.ii.	Election Year only

AGM minus 6 weeks 13 SEP 2025	National Secretary shall post on the SAA web site a Ballot Page and mail ballot papers to all those eligible to vote who have requested a ballot paper	By-Law 8 para 2.i & 2.ii.	Election Year only
AGM minus 6 weeks 13 SEP 2025	The National Secretary shall advise the Returning Officer and Branches of the name and details of candidates and publish the same on the SAA website.	By-Law 7 para 8	Election Year only
AGM minus two weeks 12 OCT 2025	The following AGM reports to be in the hands of the National Committee. 1. Webmaster's Annual Report. 2. Facebook Administrators' Report	Constitution para 5.6.2 iv & para 5.6.3 v.	All AGMs
AGM minus seven days 19 OCT 2025	On-Line voting for National Executive closes and all votes directed to Returning Officer & Scrutineers.	By-Law 8 para 6.iii	Election Year only
AGM minus seven days 19 OCT 2025	All hard copy ballot papers returned by AUSPOST to be in the hands of the Returning Officer.	By-Law 8 para 7.ii	Election Year only
AGM minus one Day 25 OCT 2025	Returning Officer & Scrutineers shall tally the votes record on tally sheet.	By-Law 8 para 8	Election Year only
Declaration of ballot + 24 hours 27 OCT 2025	Returning Officer with consent of the Meeting shall destroy all Ballot Papers.	By-Law 8 para 15	Election Years only
AGM + 28 days 23 NOV 2025	Minutes of the Annual General Meeting shall be distributed to Branches.	Constitution Para 6.1.xii.	All AGMs