



THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA (NEW SOUTH WALES BRANCH)



GOVERNANCE REGULATIONS 2013

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RSL NSW

GOVERNANCE REGULATION

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Foreword

General

1. This publication is designed to assist sub-Branch and other subsidiary members with all aspects of the governance requirements of the sub-Branch. The document brings together the required information in one reference. It is designed to be of particular use to new members elected to Trustee, Executive or Committee positions.

Scope

2. This publication contains eight chapters, each of which describes the appropriate requirements in full, or directs the reader's attention to the appropriate publication or reference.

Gender

3. This publication has been prepared with gender-neutral language.

Associated Publications

4. This manual should be read in conjunction with the other publications, Acts or Regulations shown below. Sub-Branch Trustees, Executives and Committees have a statutory responsibility to comply with the following :

- a. The Constitution and By-Laws of the RSL (NSW Branch), hereinafter referred to as 'The Constitution'.
- b. The NSW Trustee Act 1925.
- c. The NSW Fair Trading Act 1987.
- d. The NSW Fair Trading (General) Regulation 2002.
- e. The NSW State Records Act 1998.
- f. The NSW Liquor Act 2007.
- g. The Australian Taxation Office Regulations.
- h. The Department of Gaming and Racing Charitable Fundraising Act 1991.
- i. The Privacy Act 1988.
- j. Australian Accounting Standards.
- k. International Financial Reporting Standards (IFRS).
- l. Common Law.

- m. N. E. Renton “Guide for Meetings and Organisations” Volume 2.
- n. N. E. Renton “Clubs and Non-Profits - Keeping the Books”.
- o. The RSL NSW Protocol and Procedures Regulation.
- p. RSL NSW Circulars, issued from time to time.

Amendment Certificate

1. Proposals for amendments or additions to the text of this publication should be made through District Councils, to the State Secretary. Authorised amendments to this publication will then be distributed to sub-Branches under cover of a RSL NSW Circular.
2. It is certified that the amendments promulgated in the undermentioned amendment lists have been made to this publication.

Amendment List		Amended By (Name)	Date Amended
Number	Date of Endorsement		
1	SC Minute 4/12.3	JAB	24/08/12

Note: Sections amended are signified by a black bar in the right-hand margin and the amendment list number at the bottom left of the page.

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CHAPTER 1

INTRODUCTION

The League

1.1 The League is a national, non-political, non-sectarian organisation formed to promote the well-being, care and interest of ex-serving and current serving Defence Force personnel and their dependants.

Branches

1.2 A Branch is established in each State and the Australian Capital Territory. The governing body of the League is the National Congress. Between National Congresses the National Executive, of whom the President of each State is a Vice-President and member, acts in the management of the League's affairs.

1.3 The Returned and Services League of Australia (New South Wales Branch), known as RSL NSW, is a Statutory Corporation having been incorporated by an Act of the New South Wales Parliament, Act 39 of 1935. The governing body of the League in New South Wales between Annual State Congresses is State Council and State Executive between meetings of State Council.

1.4 The Council meets quarterly, the State Executive meets once a month.

1.5 The State Council consists of the State President, Honorary State Treasurer, six State Councillors from the Metropolitan Districts, three State Councillors from the Northern Country District and three State Councillors from the Southern Country District.

1.6 The State President and Honorary State Treasurer are elected by vote of all sub-Branches. The sub-Branches in their respective Districts elect the State Councillors. The State Councillor with the highest number of votes for the:

- (a) Metropolitan District;
- (b) Northern New South Wales District; and
- (c) Southern New South Wales District;

will be appointed as the Vice President for that District.

District Councils

1.7 In each District there is to be formed a Council of RSL sub-Branches known as the District Council. District Councils are formed to provide the following services:

- (a) To participate in an escalation of matters concerning members of the League submitted through their sub-Branches for State and National Headquarters attention or action.

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- (b) To formulate their own motions on topical or urgent matters presented by sub-Branch delegates or that may arise out of debate on any such motion.
- (c) To formulate motions on matters that may arise out of a report from State Council/State Executive.
- (d) To formulate motions on matters that may arise out of a report in Reveille.
- (e) To formulate motions on matters that may arise out of a report by RSL NSW requiring feedback or comment.
- (f) To formulate motions on matters concerning amendments to the Constitution, providing that the District Council is fully affiliated with State Branch as are all of its constituent sub-Branches.

1.8 All motions so formulated, unless of a domestic nature, are directed to RSL NSW for further action or ratification. District Councils are bound by the rules contained in the Constitution, Clause 22 to 28.

Delegates to District Council

1.9 At the Annual General Meeting, each sub-Branch is to elect two financial members as delegates to the District Council and two alternate delegates (who must also be financial members) as shown at Clause 23.1 of the Constitution. **Sub-Branch delegates to District Council must be empowered to speak on behalf of their sub-Branch. They must be carefully selected to ensure that they understand the sub-Branch's position on topical issues and their roles in representing the sub-Branch.**

State Congress

1.10 State Congress is held once a year, at a time and place as decided to which every sub-Branch which has complied with the requirements of the Constitution with its submission of Annual Returns, may send a delegate. The recommendations of State Congress to State level are then implemented by State Council and RSL NSW. Matters of a Federal nature are submitted to the National Congress for consideration by all States.

Delegates to State Congress

1.11 At the Annual General Meeting, each sub-Branch is to elect one financial member as the sub-Branch delegate to the annual State Congress and one alternate delegate in accordance with Clause 21.7 (b) and By-Law 12 of the Constitution.

Affiliations

1.12 The League is affiliated with the Royal Commonwealth Ex-Services League (RCEL). The RCEL meets tri-annually at venues selected usually by the British Commonwealth. Australia and New Zealand have accepted responsibility for assisting and guiding Commonwealth ex-service organisations within the south-east Asia and south-west Pacific area.

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State Councillors

1.13 Contact details of State Councillors of The Returned and Services League of Australia (New South Wales Branch) are published on the Branch website. The duties of State Councillors are shown in By-Law No 8.

Subsidiaries

1.14 The Constitution defines an 'subsidiary' as:

- (a) a District Council
- (b) a Chapter
- (c) a Women's Auxiliary,
- (d) a Youth Club,
- (e) a Day Care Club, and/or
- (f) any other group or body formed under the RSL (NSW Branch) Constitution.

Subsidiary Responsibilities

1.15 Sub-Branches and subsidiaries are to conform to the requirements of the Constitution and By-Laws, Common Law, the relevant Acts of Parliament and the other requirements outlined in this regulation.

RSL (NSW Branch) Organisation

1.16 The organisation of the RSL NSW is shown at Annex A to this chapter.

Objects of the League

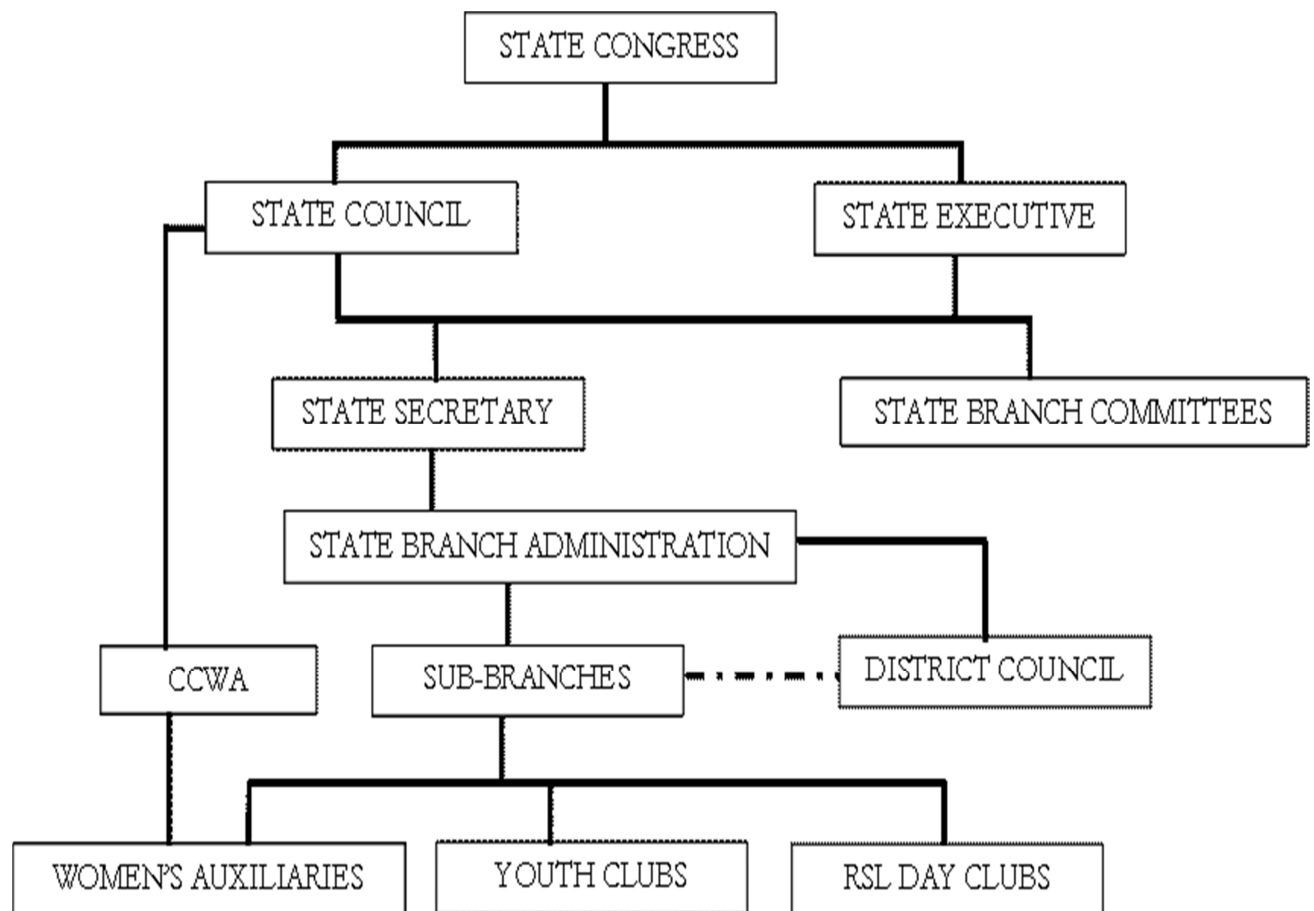
1.17 The Objects of the League are shown at Clause 1 of the Constitution.

Annex:

- A. RSL NSW Organisation Chart

**ANNEX A TO
CHAPTER 1**

RSL NSW ORGANISATION CHART



CHAPTER 2

AWARDS FOR RECOGNITION OF SERVICE

General

2.1 The RSL of Australia has instituted awards to recognise any person or body which has given outstanding service.

2.2 State Council is empowered to propose these awards to National Executive. Such awards are:

- (a) Meritorious Service Medal for Life Members.
- (b) Life membership for Service members.
- (c) Certificate of Merit and Gold Badge for non-Service members.
- (d) Certificates of Appreciation.
- (e) 50 year Membership Certificate for members who have past 50 years of membership.

2.3 Additional to these awards the State Council may award a Certificate of Appreciation to any person or body.

Meritorious Service Medal (MSM).

2.4 The allocation of RSL Meritorious Service Medal will be on the basis of up to 1 per 2,000 members if the standard of the citation warrants the issue of the medal.

2.5 In considering the submission of a recommendation of a Life Member for the Award of the RSL Meritorious Service Medal, the following points shall be borne in mind by the recommending sub-Branch:-

- (a) The award is considered the highest honour which can be bestowed upon a member of RSL NSW. All submissions to RSL NSW must have:
 - (i) 30 years continuous RSL National, and
 - (ii) who, in the opinion of the National Executive has given 25 years continuous outstanding honorary service to the RSL National.

(NB) Previously Service rendered as an Official of an RSL Ex-Services Club are not considered as qualifying service for the Award.

2.6 Services rendered as Trustee, Welfare Officer, Youth Club Official, Day Care Club Official or Delegate to a District Council will be considered providing the full details of service with supporting documentation.

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2.7 The recommendation and citation for Award of the RSL Meritorious Service Medal must be approved by secret ballot at a General Meeting of the sub-Branch after due notice has been given prior to such meeting. The recommendation requires 75% of members present voting in favour.

2.8 All recommendations for the Award must be submitted on the official nomination form and returned to RSL NSW State Secretary under confidential cover via the President of the District Council.

2.9 There shall be no restrictions on the number of submissions a sub-Branch may submit.

2.10 The State Secretary shall acknowledge submissions received by Branch and no further correspondence will be entered into.

2.11 Recommendations are to be submitted by sub-Branches only and approved by the RSL NSW RSL Meritorious Service Medal Committee for submission to the National Executive.

2.12 Under no circumstances are submissions to be made direct to RSL National Headquarters by anyone other than the RSL NSW MSM Committee.

2.13 The MSM Committee deliberations and final decisions will be strictly confidential and no correspondence entered into.

2.14 Annual submissions to Branch may be made at any time in one year prior to 31 August each year.

2.15 Nominations shall be made annually and previous nominations shall not be carried over to a subsequent year.

2.16 Recipients approved for the Award and sponsoring sub-Branch will be notified direct, together with details of arrangements for presentation of Award.

2.17 There shall be no associated fees for payment by sub-Branch attached to this award.

2.18 Recipients of Award may attend RSL NSW Congress held during May/June each year for presentation of the Award or National Congress. Where the recipient is unable to attend either of the above Congresses other arrangements will be made.

2.19 The medal itself is to be titled "The Meritorious Service Medal".

2.20 The Medal shall be worn on the right breast and displayed wherever service decorations are worn, on Official RSL Duties or at RSL Official Functions.

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- 2.21 A lapel badge shall be issued consisting of a miniature RSL Life Member's badge with the addition of a laurel wreath which will stem from either side of the wording "Life Member". This badge will supersede the wearing of the Life Members Badge by those Life Members honoured by the award of the Medal.
- 2.22 An appropriate Award Certificate will be issued with Award.
- 2.23 On demise of a nominee for award prior to final selection of recipients that nomination shall be automatically withdrawn.
- 2.24 On demise of a recipient after selection and confirmation by National executive and prior to presentation, the medal, badge and certificate shall be presented to next of kin at a suitably arranged ceremony.
- 2.25 In addition to the number determined from time to time pursuant to paragraph 2.24, the National President may recommend to the National Executive in any financial year that not more than one particular Life Member be awarded the said Medal.

Life Members (LM)

- 2.26 Except in exceptional circumstances, RSL NSW shall not propose that a Service Member over whom it has jurisdiction be elected by the National Executive to the class of Life Member, unless that Service Member shall have been a Service Member for at least 15 continuous years and shall have rendered not less than 10 years' outstanding service to the League.
- 2.27 When recommending a member for the Award, the following points should be borne in mind by the recommending sub-Branch or District Council:-
- (a) A person recommended for the Award must have at least fifteen (15) years of continuous service as a member of the League, ten (10) years of which are considered outstanding honorary service to a sub-Branch in particular and the League in general. The ten (10) years outstanding service need not to be continuous.
 - (b) Service rendered as a Patron or Paid Auditor is not considered as qualifying service for the Award nor are services rendered to another organisation.
 - (c) Services rendered as an Honorary Auditor, Trustee, Welfare Officer, Pensions Officer, Youth Club and RSL Day Club volunteer or delegate to District Council will be considered, providing the full details of service and supported by documentary evidence in the latter case.
- 2.28 The Committee may however take into account appropriate outstanding Honorary Service to the League.

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2.29 In any one financial year, proposals by RSL NSW shall not exceed one for every 750 or part thereof of the Service Members.

2.30 If a Service Member proposed for Life Membership is also a member of a sub-Branch or is an Associate of a sub-Branch, the nominating sub-Branch shall pay to the RSL NSW having jurisdiction over it, such fees as RSL NSW determines from time to time.

2.31 Service as a member of a Women's Auxiliary may be taken into account or service to an RSL Women's Auxiliary.

2.32 Recommendation for Life Membership and Citation for Award submitted by the sub-Branch of which the member is a Service Member or District Council must be approved by secret ballot at a General Meeting with 75 per cent majority in favour following one month's notice of nomination.

2.33 Upon submission of recommendation for the Award, State Council will investigate and determine by resolution if the Award will be made.

2.34 Recipient of Life Membership shall be issued with a Life Membership Certificate of approved design from National Headquarters, a new badge bearing words "Life Member" in gold on a white background, together with a Life Membership Identification Card by RSL NSW.

2.35 State Council is empowered to recommend Life Membership awards to National Executive for any member whom it considers has rendered outstanding services to RSL NSW.

2.36 Any recommendation arising from resolution of State Congress shall be referred to State Council for final determination.

2.37 If Life Member is an Associate of other sub-Branches he will pay to each additional sub-Branch a fee equal to the Annual Subscription, less Capitation Fee.

Certificate of Merit and Gold Badge (C of M)

2.38 The highest award that may be made by the League to a person, who is not a Service member, is a Certificate of Merit and Gold Badge.

2.39 Such an award shall not be made to a person who is eligible to apply to become a Service member of the League except a person who is a member of a Women's Auxiliary.

2.40 Such an award shall only be made to a person if, in the opinion of RSL NSW, and the National Executive, such person has rendered outstanding service to the RSL NSW, ex-service personnel or their dependants.

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2.41 The procedure to be followed by Branch and sub-Branches in making nominations for awards of Certificates of Merit and Gold Badges shall be determined from time to time by the National Executive.

2.42 The maximum number of such awards that may be made in any financial year shall be determined from time to time by the National Congress.

2.43 Recommendations and citations submitted by sub-Branch to State Council must be approved by secret ballot at a General Meeting of the sub-Branch with a 75% majority in favour.

2.44 No supporting letters or recommendations from outside bodies or individuals will be considered. The standard nomination form is to be used.

2.45 State Council may submit nominations on behalf of Women's Auxiliary without a parent sub-Branch.

2.46 The maximum number of awards that may be issued is thirty each year.

2.47 The award shall be presented at Central Council of Women's Auxiliaries State Congress unless otherwise determined.

2.48 All recommendations for this Award must be in triplicate on Form COM1 duly signed by sub-Branch President and sub-Branch Secretary and witnessed by a Justice of the Peace. One (1) copy should be retained for sub-Branch records. Two (2) copies are to be forwarded to the District Council President - so as to reach him **no later than 15 June** - for comment and any further action necessary before submission to RSL NSW by **31 July**.

Certificate of Appreciation (C of A)

2.49 The Branch may award a Certificate of Appreciation to any person or corporation considered to be worthy of special recognition for services rendered to the League pursuant to the National Rule 28 and this regulation.

2.50 The Certificate may be awarded to a member, non-member or a body.

2.51 Awards of a Certificate of Appreciation are made to workers for the Objects of the League in recognition of outstanding service rendered in an honorary capacity over a period of at least five years.

2.52 In order to preserve their value and integrity of the Award the following shall be strictly observed:-

- (a) To any member or non-member, with no person being permitted to receive more than one. In certain circumstances, a group may receive an award providing it can be displayed in an appropriate place.

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- (b) The entitlements for sub-Branch/District Council to Certificates shall be cumulative for two subsequent years.
- (c) Sub-Branch entitlement per annum shall be:-
 - (i) Membership up to and including 500 financial members - four certificates per year.
 - (ii) Over 500 financial members - ten certificates per year.
 - (iii) District Councils - two certificates per year.
 - (iv) Day Care Clubs - two certificates per year after the nomination has been approved by the sponsoring sub-Branch.

2.53 Recommendations for awards submitted by a sub-Branch or District Council shall be approved by a General Meeting following due Notice

2.54 Nominations shall be made and received by Secretary one month prior to the General Meeting and decided by secret ballot.

2.55 Applications shall be forwarded through the District Council President to RSL NSW on the approved form containing a Statutory Declaration and attaching a supporting citation signed by President and Secretary of recommending sub-Branch or District Council.

2.56 Certificates with the image of the ANZAC Memorial, Hyde Park, in colour, will be arranged by RSL NSW.

2.57 Nominating body shall pay all associated costs of award.

2.58 State Secretary shall administer the issue based on citations furnished but where doubt as to merit of nomination exists, State Council will decide and no reason for such decision will be disclosed.

2.59 State Council/Executive may award Certificates as and when it may deem fit.

50 Year Membership Certificate

2.60 Service Member or Life Member, who has given not less than 50 years continuous services as a member of RSL National, may be granted a 50 Year Membership Certificate by the National Executive.

2.61 The award shall consist of a National Certificate, which will be endorsed with the member's name.

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2.62 Sub-Branches shall submit nominees by letter to RSL NSW certifying that the member has 50 years continuous service and stating the full names of the members.

2.63 RSL NSW may propose to the National Executive that it grant a 50 Year Membership Certificate to a Service Member or Life Member over whom it has jurisdiction continuous service as a Member of RSL National.

2.64 All associated costs for award shall be met by sub-Branch.

2.65 Where a member has been a continuous financial member before any war service involvement, that war service shall count towards the members eligibility for 50 Year Membership Certificate.

2.66 Certificates shall be signed by RSL National President and RSL National Secretary over Seal of RSL National.

2.67 Details of recipient and certificate shall be recorded by RSL NSW.

2.68 Sub-Branch shall make where possible a suitable presentation of award to recipient.

2.69 The number of 50 Year Membership Certificates that may be granted by the National Executive in any one calendar year shall not be limited

2.70 Service as a member of a Women's Auxiliary may be taken into account.

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CHAPTER 3

DUTIES AND RESPONSIBILITIES OF SUB-BRANCH OR OTHER SUBSIDIARY TRUSTEES, EXECUTIVES AND OTHER COMMITTEE MEMBERS

General

3.1 In accordance with Clause 30 of the Constitution each sub-Branch or other subsidiary is to appoint a management committee (to be known as the sub-Branch or other subsidiary executive) from its financial members to conduct the day to day business of the sub-Branch or other subsidiary. These appointments are to be elected annually at the Annual General Meeting.

3.2 Management of each sub-Branch or other subsidiary is vested in the executive which is to consist of:

- (a) one President;
- (b) two Vice Presidents;
- (c) Secretary; and
- (d) Treasurer.

3.3 The members of may elect other financial members to fulfil appointments as general committee members, as desired. The duties of these committee members shall vary, however they are at all times to act in accordance with the responsibilities outlined in this Regulation.

3.4 No one person may hold at any one time more than one of the positions of President, or two of the positions of Vice President, Treasurer or Secretary.

Liability

3.5 The sub-Branch or other subsidiary executive and committee are answerable and accountable to ensure that the sub-Branch or other subsidiary operates in accordance with the publications, Acts, Regulations, Laws and documents listed at paragraph 4 of the Foreword to this Regulation and/or any direction from RSL NSW.

Trustees

3.6 In addition to the above, as shown at Clause 34 of the Constitution, the sub-Branch or other subsidiary is to elect three financial members as Trustees. Trustees are to hold office until their death, resignation, transfer, lunacy, bankruptcy, removal, or until they become incapable of performing their duties. Trustees are only required to be elected when there is a vacancy due to one of the above occurring. See Property and Finance Regulations for details of the duties and responsibilities of Trustees.

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Duties and Responsibilities of Executives

3.7 Some of the duties and responsibilities of executives are listed at Clause 30 and By-Law 18 of the Constitution. Listed in the Annexes to this Chapter are more specific duties for each appointment as shown below:

- (a) Duties and Responsibilities of the President – Annex A;
- (b) Duties and Responsibilities of the Vice President(s) – Annex B;
- (c) Duties and Responsibilities of the Secretary – Annex C;
- (d) Duties and Responsibilities of the Treasurer – Annex D; and
- (e) Duties and Responsibilities of Other Committee Members – Annex E.

Accountability

3.8 All members of the League and its subsidiaries shall be subject to the Code of Conduct found in Annex G of this Regulation.

3.9 A member of the executive or committee is obliged to exercise all care and due diligence in the discharge of their duties. Ignorance of the relevant sections of the Constitution, By-Laws or Regulations, Common Law or Acts of Parliament applicable to the functioning of the sub-Branch or other subsidiary is no excuse.

3.10 Executives are expected to exercise a degree of diligence such as a prudent person of business would exercise in dealing with their own private affairs.

3.11 Presidents are answerable and accountable to RSL NSW for the efficient functioning of the sub-Branch or other subsidiary. Other executive and committee members are accountable to the President and are responsible to ensure that the President is kept informed of all issues that affect the functioning of the organisation.

Annexes:

- A. Duties and Responsibilities of the President
- B. Duties and Responsibilities of the Vice President(s)
- C. Duties and Responsibilities of the Secretary
- D. Duties and Responsibilities of the Treasurer
- E. Duties and Responsibilities of Other Committee Members
- F. Code of Ethics
- G. Code of Conduct

**ANNEX A TO
CHAPTER 3**

DUTIES AND REPOSIBILITIES OF THE PRESIDENT

General

1. In addition to the duties and responsibilities of the President listed in Clause 30 and By-Law 18 of the Constitution the following duties and responsibilities are to be undertaken by the President of a sub-Branch or other subsidiary:

- (a) senior executive officer of the organisation with a statutory duty to ensure that the sub-Branch or subsidiary functions within the Objects of the League, the Constitution and By-Laws and other legislation shown at paragraph 4 of the Foreword to this Regulation;
- (b) responsible to ensure the successful corporate governance of the sub-Branch or other subsidiary so that it is always in a position to meet its creditors;
- (c) the duty to act with reasonable care;
- (d) the duty to act for a proper purpose, honestly, in the interests of the sub-Branch or other subsidiary;
- (e) the duty to retain discretions and not abdicate responsibilities;
- (f) the duty to avoid conflicts of interest between personal interests and their duty to the sub-Branch or other subsidiary;
- (g) the duty to not use information that violates any confidentiality or privilege, nor directly or indirectly demand or accept any gift, gratuity or remuneration for services performed.
- (h) responsible to ensure that the duly elected Trustees are kept informed of all aspects that affect their ability to fulfil their duties;
- (i) responsible for the leadership, forward planning, strategy and continual improvement of the sub-Branch or other subsidiary;
- (j) close supervision of the other executive and elected committee members;
- (k) ensure that any complaints of management irregularities of the sub-Branch or other subsidiary are promptly investigated (by an independent and qualified person) and corrective action is taken immediately the results of the investigation are known;

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- (l) represent the sub-Branch or other subsidiary at functions, ceremonies and other activities;
- (m) act as Principal Host or Hostess at functions, ceremonies or activities;
- (n) only delegate the Presidents duties in cases of illness or some other unforeseen reason of great importance;
- (o) at dinners propose the Loyal toast;
- (p) chair committee, monthly and Annual General Meetings;
- (q) to act, subject to any expressed or implied instructions, on behalf of the sub-Branch or other subsidiary and its committee in the interval between meetings;
- (r) co-signatory to bank accounts;
- (s) provide a detailed handover/take over to his/her successor upon relinquishing the position; and
- (t) other duties that may be assigned from time to time by RSL NSW and/or District Council.

**ANNEX B TO
CHAPTER 3**

**DUTIES AND RESPONSIBILITIES OF THE
VICE PRESIDENT(S)**

General

1. In addition to the duties and responsibilities listed in Clause 30 and By-Law 18 of the Constitution, the sub-Branch or other subsidiary Vice Presidents are to undertake the following duties and responsibilities:
 - (a) understudy the President and be prepared to act in the President's place should the need arise;
 - (b) assist the President with the conduct of his/her duties and responsibilities and maintain a thorough understanding of the President's duties and responsibilities ;
 - (c) assist the other executive or committee members with their duties as directed by the President, executive or a meeting;
 - (d) provide a detailed handover/takeover to his/her successor upon relinquishing the position; and
 - (e) any other duties assigned by the President or executive.

Liability

2. The Vice President(s) have the same liability to act in accordance with the Constitution, By-Laws, Regulations and the other legislation shown at paragraph 4 of the Foreword to this Regulation as the President. In addition the Vice President(s) are to comply with following requirements in all their dealings on behalf of the organisation:

- (a) the duty to act with reasonable care;
- (b) the duty to act for a proper purpose, honestly, in the interests of the sub-Branch or other subsidiary;
- (c) the duty to retain discretions and not abdicate responsibilities;
- (d) the duty to avoid conflicts of interest between personal interests and their duty to the sub-Branch or other subsidiary; and
- (e) the duty to not use information that violates any confidentiality or privilege, nor directly or indirectly demand or accept any gift, gratuity or remuneration for services performed.

Senior and Junior Vice President Appointments

3. In accordance with the Constitution the sub-Branch or other subsidiary is required to elect two Vice Presidents. The decision to appoint a senior and junior Vice President is a local decision which is to be established in the By-Laws which require approval of State Council.

**ANNEX C TO
CHAPTER 3**

DUTIES AND RESPONSIBILITIES OF THE SECRETARY

General

1. In addition to the duties and responsibilities listed in Clause 30 and By-Law 18 of the Constitution, the sub-Branch or other subsidiary Secretary is to undertake the following duties and responsibilities:

- (a) organise the conduct of all meetings;
- (b) collate and publish meeting minutes and actions;
- (c) collect and distribute mail;
- (d) maintain the copies of the Constitution and By-laws and any other publications used in the conduct of business;
- (e) maintain standard forms and documents for use by the Members;
- (f) maintain the Members roll and personal particulars of Members;
- (g) post office box key holder;
- (h) maintain correspondence in and out and submit to meetings as required;
- (i) co-signatory of bank accounts;
- (j) security of the buildings, office space and assets owned by the sub-Branch or other subsidiary;
- (k) issuing keys and maintenance of the key register;
- (l) accounting for the expenditure of petty cash, if applicable;
- (m) maintaining the register of assets and ensuring that a 10% check of assets is conducted monthly prior to the monthly meeting and discrepancies are brought to the notice of the meeting;
- (n) purchase, security and issue of receipt books;
- (o) reporting immediately, to the President, any known or suspected management irregularities;

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- (p) compile and dispatch SBA 1, 2 and 3 and SBA1/SBA 2 to RSL NSW by the due date each year;
- (q) ensure that capitation and affiliation fees are paid by the due date each year;
- (r) responsible for the efficient records management of the sub-Branch, Women's Auxiliary, Youth Club, Chapter or other subsidiary;
- (s) bringing to the notice of the executive those members who meet the criteria for awards in accordance with the By-Laws & Regulations;
- (t) notify RSL NSW immediately of the death of a member, change of address or transfer to another sub-Branch;
- (u) supervise Recruiting Officer/Group;
- (v) ensure that 'Working with Children' checks are carried out on **all adults** involved in fundraising, where it includes children, Youth Club activities etc;
- (w) provide a detailed handover/takeover to his/her successor upon relinquishing the position; and
- (x) any other duties assigned by the President, executive or as a result of meetings.

Liability

2. The Secretary has the same liability to act in accordance with the Constitution and By-Laws and the other legislation shown at paragraph 4 of the Foreword to this Regulation as the President. In addition the Secretary is to comply with following requirements in all their dealings on behalf of the organisation:

- (a) the duty to act with reasonable care;
- (b) the duty to act for a proper purpose, honestly, in the interests of the sub-Branch or other subsidiary;
- (c) the duty to retain discretions and not abdicate responsibilities; and
- (d) the duty to avoid conflicts of interest between personal interests and their duty to the sub-Branch or other subsidiary.
- (e) the duty to not use information that violates any confidentiality or privilege, nor directly or indirectly demand or accept any gift, gratuity or remuneration for services performed.

**ANNEX D TO
CHAPTER 3**

DUTIES AND RESPONSIBILITIES OF TREASURER

General

1. In addition to the duties and responsibilities listed at Clause 30 and By-Law 18 of the Constitution, the sub-Branch or other subsidiary Treasurer is to undertake the following duties and responsibilities:

- (a) properly keeping all books of account and accounting documents;
- (b) the receipt, safe custody, banking and disbursement of all sub-Branch or other subsidiary monies, including cheques, money orders etc;
- (c) issuing receipts promptly;
- (d) co-signatory of banking accounts;
- (e) security and safe keeping of all accounting documents and the cheque book(s) in their care;
- (f) presenting to meetings an up to date periodical financial report and accounts for payment;
- (g) preparing accounts for Members, their distribution and subsequent advice to the executive of unpaid accounts by the date prescribed for payment;
- (h) reconcile bank statements at regular intervals;
- (i) pay accounts and reimburse expenses in accordance with the minutes of meetings;
- (j) to send out and if necessary follow up accounts for monies due to the organisation;
- (k) prepare Business Activity Statements in accordance with the regulations of the ATO and guidance from State Branch (this includes claiming back GST on all goods and services purchased by the organisation) ;
- (l) to ensure that an appropriate audit trail exists for all entries in the books of account of the sub-Branch or other subsidiary;
- (m) prepare the books of account for audit;

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- (n) compile annual financial reports;
- (o) provide Trustees with all financial reports, records or documents required by them in the performance of their duties;
- (p) in conjunction with the other executive committee members, prepare the annual sub-Branch budget for presentation to the AGM;
- (q) provide a detailed handover/take over to his/her successor upon relinquishing the position; and
- (r) other duties assigned by the President, executive or as a result of meetings.

Liability

2. The Treasurer has the same liability to act in accordance with the Constitution and By-Laws and the other legislation shown at paragraph 4 of the Foreword to this Regulation as the President. In addition the Treasurer is to comply with following requirements in all their dealings on behalf of the organisation:

- (a) the duty to act with reasonable care;
- (b) the duty to act for a proper purpose, honestly, in the interests of the sub-Branch or other subsidiary;
- (c) the duty to retain discretions and not abdicate responsibilities;
- (d) the duty to avoid conflicts of interest between personal interests and their duty to the sub-Branch or other subsidiary; and
- (e) the duty to not use information that violates any confidentiality or privilege, nor directly or indirectly demand or accept any gift, gratuity or remuneration for services performed.

**ANNEX E TO
CHAPTER 3**

**DUTIES AND RESPONSIBILITIES OF OTHER COMMITTEE
APPOINTMENTS**

General

1. Other committee appointments are usually for specific requirements i.e. Welfare/Pensions Officer, Recruiting Officer, and Assets Officer etc. The specific duties will vary according to the appointment; however, some duties for each of these appointments are shown below.
2. Other committee appointments retain the same liability for their actions as do the executive. Specific points are shown at paragraph 7 of this Annex.
3. **Welfare/Pensions Officer.** The responsibilities and duty of care of Welfare/Pension Officers are:
 - (a) have the members interest at heart, not their own agenda;
 - (b) inform the member or their family, of the facts so that they are able to make an informed decision regarding their claim;
 - (c) be aware of privacy laws (conversations with members or family are confidential). See the reference to the Privacy Act 1988 in Chapter 10 of this Regulation;
 - (d) take time to plan meetings with members or their family;
 - (e) be honest and sympathetic in your dealings with a member or his/her family;
 - (f) listen and prompt members for further information;
 - (g) discuss the options available – however remember that the final decision rests with the member or family;
 - (h) do not give unqualified advice, i.e. on financial matters, nor give assurances that you cannot keep; and
 - (i) only provide information and advice on those matters for which you have received training.

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4. **Recruiting Group/Officer.** The duties and responsibilities of Recruiting Group/Officers are:

- (a) know the classifications of membership and who is entitled to join the League;
- (b) actively promote the League and membership;
- (c) plan recruiting activities at significant events and yearly recruiting targets (Once ratified at the AGM, this plan is to be forwarded to the District Council, in accordance with Chapter 8 of this Regulation) ;
- (d) target potential new members, retention of existing members and regaining former members;
- (e) forecast the yearly costs of recruiting and present these at the AGM for ratification;
- (f) maintain a close relationship with ADF units in the membership catchment area;
- (g) engage local media in recruiting efforts, sometimes an interview in a news paper is better than an ad; and
- (h) ensure, with the Secretary, that new members are welcomed to the sub-Branch in accordance with Chapter 8 of this Regulation;

5. **Assets Officer.** The duties and responsibilities of the Assets Officer are:

- a. maintain the assets register;
- b. bring items to charge on the assets register as they are purchased or donated;
- c. ensure folios in the assets register are complete and sequentially numbered;
- d. write off or auction/tender items (that are still functional) no longer required by the sub-Branch or other subsidiary;
- e. ensure all assets so written off or auctioned/tendered are removed from the sub-Branch or other subsidiary property as soon as possible;
- f. as at 30 November each calendar year, appreciate or depreciate assets in accordance with the direction given at the October meeting;
- g. present the new value of all assets to the December monthly meeting;

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- h. responsible for monthly spot-checks of assets (in conjunction with the Secretary); and
- i. responsible for the security of sub-Branch assets (in conjunction with the Secretary).

6. These are not an exhaustive list of the duties and responsibilities of other committee appointments. Sub-Branches or other subsidiaries may add additional duties if required.

Liability

7. The Other Committee members have the same liability to act in accordance with the Constitution and By-Laws and the other legislation shown at paragraph 4 of the Foreword to this Regulation as the President. In addition the Other Committee Members are to comply with following requirements in all their dealings on behalf of the organisation:

- a. the duty to act with reasonable care;
- b. the duty to act for a proper purpose, honestly, in the interests of the organisation;
- c. the duty to retain discretions and not abdicate responsibilities;
- d. the duty to avoid conflicts of interest between personal interests and their duty to the organisation; and
- e. the duty to not use information that violates any confidentiality or privilege, nor directly or indirectly demand or accept any gift, gratuity or remuneration for services performed.

**ANNEX F TO
CHAPTER 3**

CODE OF ETHICS

That RSL Pensions Officers, Welfare Officers, Case Officers, Advocates and any members of the League will: -

- (i) Give full, accurate, truthful and relevant information to veterans and their families in relation to claims, appeals and applications for other benefits, including an assessment of the likelihood of success;
- (ii) Encourage veterans, their families and others to give full, accurate, truthful and relevant information when applying for benefits;
- (iii) Allow the veteran, spouse, or family member to make the decision to apply for benefits or to lodge an appeal;
- (iv) Ensure that all contact with members of the veteran community, staff or government agencies, providers of services and general community is conducted in a professional manner;
- (v) Ensure that all available relevant details and documents are submitted with claims and applications for benefits;
- (vi) Only undertake work to the level at which they have been trained and have demonstrated competence;
- (vii) Maintain and expand their knowledge base by further training and by seeking advice from the Department of Veterans' Affairs, staff of government agencies or other service providers;
- (viii) Abide by the provisions of the Freedom of Information Act when seeking documents from government agencies;
- (ix) Keep personal information secure and not disclose such information to others without express consent;
- (x) Promote the interests of the veteran community by communicating openly and honestly with the Department of Veterans' Affairs staff, government agencies or other service providers and by complying promptly with proper requests for information; and
- (xi) Provide their services without any fees, charges or gratuity.

**ANNEX G TO
CHAPTER 3**

CODE OF CONDUCT

- (a) The member should act honestly, in good faith and in the best interests of RSL NSW and its subsidiaries.
- (b) The member has a duty of care and diligence in fulfilling the functions of any office and exercising the powers attached to such office.
- (c) The member should use the powers of office for a proper purpose, in the best interests of RSL NSW and its subsidiaries.
- (d) The member should recognise that the primary responsibility is to RSL NSW and/or subsidiaries, but may, where appropriate have regard for the interest of other stakeholders.
- (e) The member should not make improper use of information acquired as a member or as a member of a committee.
- (f) The member should not take improper advantage of any position held within RSL NSW and/or its subsidiaries.
- (g) The member should properly manage any conflict with the interests of RSL NSW and its subsidiaries.
- (h) Confidential information received by the member in the course of their duties remain the property of RSL NSW and its subsidiaries from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by RSL NSW and/or subsidiaries, or the person from whom the information is provided, or is required by law.
- (i) The member should not engage in conduct likely to bring discredit upon RSL NSW and/or subsidiaries.
- (j) The member has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this code.

CHAPTER 4

SUB-BRANCH AND SUBSIDIARY ADMINISTRATION

Introduction

4.1 This Chapter is designed to highlight the major areas of administration that affect a sub-Branch or other subsidiary. It should be read in conjunction with the documents listed at paragraph 4 of the Foreword of this Regulation.

RSL Membership

Membership Eligibility

4.2 In accordance with the Clause 4.1 of the Constitution, Service membership of the League is open to persons as summarized below:

- (a) a person who, for a period of not less than 6 months, has been a member of the Australian Defence Force;
- (b) a person who was a member of the Australian Defence Force for a period of less than 6 months due to the person being discharged for medical reasons or other reasons outside their control;
- (c) a person who was a member of the Armed Forces of:
 - (i) any country presently or formerly a member of the Commonwealth;
 - (ii) any country or place presently or formerly a Crown Colony of the United Kingdom; or
 - (iii) the United States of America.
- (d) a person to whom (c) does not apply, but who has, in a theatre of conflict, either served with, supported or was otherwise engaged with the Australian Defence Force or the Armed Forces of those countries or places referred to in (c) above and who is an Australian citizen or a citizen of any of those countries or places;
- (e) a person who is an Australian citizen and who:
 - (i) was a member of the Armed Forces of another country or place which, during that time of conflict, was an ally of the Commonwealth; or
 - (ii) in a theatre of conflict either served with or supported or was otherwise engaged with the Armed Forces of such a country or place.
- (f) any person who is not otherwise eligible to be admitted as a Service Member but who:

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- (i) is an Australian Citizen and who for a period of not less than 6 months served in the Armed Forces of any other country or place not included in those countries or places referred to in (c) above, provided however that at no time during such service, the country or place was in conflict in war or war-like operations against the Commonwealth; or
 - (ii) for a period of not less than 6 months has been a member of a philanthropic organisation which was, during that period, formally accredited to and administered by the Australian Defence Force.
- (g) a person who is an Australian citizen and has served 10 continuous years as an “officer” or other rank instructor in the Australian Defence Force Cadets (this includes officers serving in the Australian Navy Cadets, Australian Army Cadets and Australian Air Force Cadets).

Membership Classifications

4.3 There are three classes of membership of the League, those being:

- (a) Service members,
- (b) National members, (consisting of Life Members, Honorary Members, and Honorary Life Members.
- (c) Affiliate Members in accordance with this Constitution

Annex A of this chapter shows the Application for Service Membership form.
Annex D of this chapter shows the Request for Transfer of Membership form

4.4 Sub-Branch Secretaries and/or Recruiting Officers are to ensure the prompt submission of membership applications and are to ensure that new members are welcomed to the sub-Branch in accordance with Annex B of this Chapter.

RSL Awards

Awards Criteria

4.5 The criteria and nomination for RSL awards is contained in Chapter 2 of this Regulation. Awards that may be bestowed are:

- (a) Life Membership. (LM)
- (b) RSL Meritorious Service Medal. (MSM)
- (c) Certificate of Merit and Gold Badge. (COM)
- (d) Certificate of Appreciation. (COA)
- (e) 50 Year Membership Certificate.

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4.6 Secretaries are responsible for bringing to the notice of the executive those members who meet the criteria for awards. Secretaries are to ensure that nominations for awards, duly completed, are forwarded by the due date.

Disciplinary Guidelines

Disciplinary Committee

4.7 The cornerstone of disciplinary meetings, including those held by sub-Branches or other Subsidiary, is that the principles of natural justice and procedural fairness must be applied. These meetings are an administrative procedure, not courts of law, even though a finding of guilt or innocence will be made and a penalty may be imposed.

4.8 Sub-Branches or other Subsidiaries are required to appoint a disciplinary committee, as and when the need arises, through the minutes of a meeting. This committee may be formed from any financial members of the sub-Branch and a Chairperson of the committee must be appointed.

Principles of Natural Justice and Procedural Fairness

4.9 The principles of natural justice and procedural fairness must be applied in administrative decision making, where a decision might affect a persons rights or interests. The principles are:

- (a) The right to a fair hearing by being heard and being given the opportunity to present their case in person or by documents and the right to know the particulars of the case against them. The right to have a non-legally qualified support person present at the hearing.
- (b) The right to have a decision made by an unbiased decision maker. If bias is alleged, then evidence must be presented to show that bias exists. Bias is tested on the basis of whether a reasonable and informed bystander would suspect that the decision maker is not impartial. If the decision maker is a committee, the rule is 'one biased – all biased' and the committee should be disqualified.
- (c) The right to have the decision based on evidence which is relevant.

Preparation for Discipline Committees

4.10 It is important that discipline committees prepare thoroughly for any disciplinary hearing. The hearing is to be conducted in such a way as to ensure that all relevant information and evidence is considered and that there are no time constraints on the duration of the hearing. Decisions are to be based solely on the evidence presented at the hearing and there is to be no opportunity to provide supplementary submissions once the hearing is concluded. A checklist for the preparation of disciplinary committees is shown at Annex E.

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4.11 A disciplinary committee should hold a preliminary meeting at which it must ensure that it has a clear understanding of the matter to be considered. The committee must ensure that correct procedures have been maintained and identify any additional information which should be obtained before the hearing. It may be necessary for the committee to seek legal advice either before or as a result of this preliminary meeting.

4.12 At a preliminary meeting the committee must satisfy itself that it understands the charges and they are properly specified and that all evidence will be available at the hearing. It is essential that the charges are properly framed and that this is checked at the preliminary meeting. Copies of the charges, evidence and/or witness statements must be provided to the accused in sufficient time to allow for the formulation of a defence to the charges. By-Law 4 of the Constitution requires that the member must be given at least 28 days notice, in writing, of the time and venue for the hearing. **At no time during this preliminary meeting should the guilt or innocence of the person accused be discussed.** The meeting is to be based only the procedures to be followed at the hearing.

The Disciplinary Hearing

4.13 The hearing should tend towards informality within the bounds of courtesy and orderly behaviour. Evidence is not to be given on oath or affirmation and strict rules of evidence do not apply, however abusive, scandalous or clearly irrelevant material should not be permitted. At no time should anyone be permitted to disrupt the hearing

4.14 It is essential that the Chairperson, despite the informality of the hearing, control and maintain decorum and ensure that all parties have the opportunity to state their case without interruption or rude behaviour.

4.15 The Chairperson should open the hearing by identifying those present and outline the nature of the matters before the hearing and procedures to be followed. An example is shown below:

- (a) Chairperson declare the hearing open, introduce themselves and all others present;
- (b) identify the purpose of the hearing;
- (c) outline the hearing procedures and the need to maintain decorum etc;
- (d) the committee's obligation to base its findings solely on the evidence presented;
- (e) an explanation of how the decision of the committee will be communicated to the accused i.e. verbally after consideration by the committee or in writing to all parties concerned;
- (f) the procedure for answering questions from the committee;
- (g) the hearing will be recorded but not necessarily transcribed and permission is given for all parties to record the hearing;

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- (h) there will be no opportunity to provide supplementary submissions after the hearing is concluded; and
- (i) the procedures to be followed if the hearing is suspended at any time.

Penalties

4.16 A sub-Branch Discipline Committee having found a member guilty of conduct unbecoming a member may impose a penalty of:

- (a) a warning to the member to improve their conduct,
- (b) a reprimand, or
- (c) suspension for a period of not exceeding three months.

4.17 If in the opinion of the Committee, the member's actions warrant further action they should not hand down a decision or penalty but should refer the whole matter to the State Branch Tribunal.

The Decision

4.18 For a charge to be proved, the evidence must support every particular, i.e. that the alleged actions occurred, that they support a charge under the rule quoted and that they occurred at the time, date and location specified in the charge.

Appeals

4.19 A member may appeal a decision of a sub-Branch disciplinary committee in accordance with By-Law 4 of the Constitution. A checklist showing the actions of a sub-Branch when an appeal is lodged is shown at Annex F.

Other Aspects of Administration

Sub-Branch Annual Returns

4.20 In accordance with Annex C to Chapter 3 the sub-Branch Secretary is responsible for compiling and submitting the sub-Branch annual returns, capitation and affiliation fees by the due date each year.

4.21 Sub-Branches are in default if by 31 March each year annual returns, capitation and affiliation fees have not been forwarded. The State Secretary is to notify the Secretary of defaulting sub-Branches in writing and if default continues after twenty-eight days the sub-Branch will be denied franchise, will be debarred representation at State Congress and all privileges afforded by RSL NSW until complying.

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4.22 If a sub-Branch continues to default after the above steps have been taken State Council may deem all executive officers of the sub-Branch to have vacated their positions and appoint another financial member to take charge of the affairs of the sub-Branch or withdraw the sub-Branch's right to trade. In extreme cases State Council may in accordance with the Constitution revoke the charter of the sub-Branch.

Sub-Branch By-Laws

4.23 Sub-Branches have the power to make, alter or amend their own By-Laws providing they are in accordance with the State Branch Constitution and By-Laws and Standing Policy. Proposed sub-Branch By-Laws and amendments must be approved, prior to adoption, by State Council and/or State Executive.

Winding up a sub-Branch

4.24 The procedure for winding up a sub-Branch is contained in By-Law 19. The administrative procedures to be followed include the returning of the sub-Branch Charter, Authority to Fundraise Certificate and other books of records and accounts to State Branch. **All funds** that have been accumulated by the sub-Branch in the name of the League are to be forwarded to State Branch after reasonable payments of all debts and liabilities. It is important that State Branch receive a copy of the minutes containing the resolution to wind up as soon as possible after the meeting concerned.

4.25 Assets belonging to the sub-Branch are to be disposed of in accordance with the wishes of the meeting at which winding up was carried. Items of assets that were donated or loaned to the sub-Branch are to be returned to the person (or their family) who donated or loaned the item. Every attempt must be made to return these items and they should only be otherwise disposed of (i.e. by auction or tender) if all attempts to find the person or family have failed.

4.26 Funds raised from any auction or tender of sub-Branch assets are to be forwarded to State Branch in accordance with paragraph 4.23 above.

Amalgamation of sub-Branches

4.27 The procedures for the amalgamation of sub-Branches are contained in By-Law 19. Agreement between the parties must be reached in regard to the title of the new sub-Branch and the venue for meetings to be conducted by the new sub-Branch. State council approval must be obtained prior to any further action being taken.

RSL Chapters

4.28 A sub-Branch may form an RSL Chapter within a neighbouring area that no longer has an RSL sub-Branch. RSL Chapters are to be formed in accordance with By-Law 19.

Special Leave of Absence

4.29 Where Special Leave of Absence is granted at a meeting of a sub-Branch or District Council, in excess of one calendar month, for a Trustee or Executive committee member of the sub-Branch or District Council, then the State Secretary is to be notified in writing by the Secretary. District Councils are also to be informed when sub-Branch Trustees or Executives are granted such leave of absence. The reason for the leave, if confidential, does not need to be disclosed.

Annexes:

- A. Application for Service Membership
- B. Form of Welcome to New Members
- C. Notice of Resignation
- D. Request for Transfership of Membership
- E. Checklist for Disciplinary Hearing
- F. Checklist when an Appeal is Lodged
- G. Life Subscription Fees
- H. Application for Affiliate Membership

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The Returned and Services League of Australia (New South Wales Branch)

(“the League”)

ABN 78 368 138 161

Membership Number

sub-Branch

sub-Branch							

APPLICATION FOR SERVICE MEMBERSHIP

I HEREBY APPLY to be admitted as a Service Member of the League and a member of the

(i)Sub-Branch or (ii) Unattached List of the New South Wales Branch (*Strike out whichever is not applicable)

PERSONAL DETAILS

[illegible][illegible]

Mr. Mrs. Miss. Ms. Male Female

[illegible][illegible][illegible][illegible]

SERVICE DETAILS

PMKEYS/Service Number: _____ Rank: _____

Unit: _____	Still Serving	<input type="checkbox"/>	Not Serving	<input type="checkbox"/>
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Service in: Navy ☐ Army ☐ Air Force ☐ Merchant Navy ☐ Other ☐

Date Enlisted

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 Discharged

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Type of Service: Regular ☐ Reserves ☐ National Service ☐ Other _____

[illegible]

Overseas Service using codes below

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Codes: **02** World War II **03** BCOF Japan **04** Korea **05** Malayan Emergency **06** Borneo **07** Vietnam
08 Peacekeeping: _____ **09** Other: _____ **10** Gulf War **11** East Timor
12 Iraq **13** Afghanistan **14** Solomon Is.

RAS Badge No _____ Discharge Certificate Number (if applicable) _____

Campaign/Service Medals _____

PREVIOUS MEMBERSHIP

Previous membership (tick one) No ☐ Yes ☐ Date previously joined (if applicable) ____/____/____

Badge Number of previous Membership (if applicable) _____

State and sub-Branch of previous Membership (if applicable) _____

DECLARATION

I DECLARE * (i) I am an Australian citizen and am prepared to swear/affirm loyalty to the sovereign of the Commonwealth and will uphold the Constitution of the Commonwealth of Australia.

*(ii) I am not an Australian citizen and am prepared to swear/affirm loyalty to the sovereign of the Commonwealth and will uphold the Constitution of the Commonwealth of Australia.

*(iii) I am not an Australian citizen and request exemption from making the declaration of loyalty under the provisions of By-Law2-2, items 3 and 4 of the Constitution.

(*Delete the declaration that is not applicable to you)

(iv) I have never been found guilty of an indictable offence.

(v) I will abide by the Constitution of the League, and its By-Laws, and I will abide by and promote its Standing Policy and be bound by the Rules and By-Laws of the above sub-Branch.

(vi) I have read and understood the Privacy Statement and consent to my personal information being used and disclosed by the RSL in accordance with the Privacy Statement.

(vii) That the information contained on this application is true and correct

(If you do not sign this consent we will be unable to process your application)

X

Applicant's Signature: _____

Date: ____/____/____

SUB-BRANCH ADMINISTRATION

1. Service Documents sighted by: _____ Date: ____/____/____

Checked by: _____ Date: ____/____/____

2. Date of consideration of applicant by sub-Branch Committee (clause 19.14) Date: ____/____/____

3. Date of sub-Branch Meeting at which applicant was elected to provisional membership.
Date: ____/____/____

Signed: _____ sub-Branch Secretary. Date: ____/____/____

SUB-BRANCH TO PHOTOCOPY APPLICATION AND RETAIN COPY FOR THEIR RECORDS

**ANNEX B TO
CHAPTER 4**

FORM OF WELCOME TO NEW MEMBERS

The following is a guide which may be used or modified to meet local custom.

- (i) “It is my most pleasing duty to formally welcome you as a member of the sub-Branch of the Returned and Services League of Australia. As a member of The League there are certain expectations placed upon you.

Having already served your country these expectations include your continued allegiance and loyalty to the Sovereign of the Commonwealth; the upholding of the Constitution of the Commonwealth of Australia; your abiding by the Constitution of The League and its By-Laws: and your abiding by and the promotion of its Standing Policy.

It is always expected that you will uphold in reverence the memory of our comrades who, in the service of our Commonwealth, paid the supreme sacrifice, care for those of their loved ones in need and do all in your power to see that their sacrifice was not in vain.

It is also your duty as a member of The League to work for the benefit of all serving members and ex-servicemen and women and their dependants, to guard their good name and to perpetuate the ties of comradeship created in military service. Above all, as a citizen, you, like all of us, have a responsibility to serve Australia in peace in the same spirit in which you served throughout your military service.

On behalf of your fellow members, welcome.”

Or

- (ii) “It is my most pleasing duty to formally welcome you as a member of the sub-Branch of the Returned and Services League of Australia. In presenting you with your membership badge I wish to explain its symbolism.

The badge is a symbol of a readiness at all time to render service to Queen and country and to former comrades. It is a time-honoured emblem - one that has been worn with a deep sense of pride by the most revered in our land and one that glorifies the forms of dress of all privileged to wear it.

No wealth or influence can purchase the badge which may be worn only by those who have served their country.

The Crown on top of the badge is symbolic of our allegiance to royalty and our loyalty to our monarch – our nation – and the RSL.

B – 2

The badge is in the shape of a shield which, from time immemorial, has always been used for protection. The shield, therefore, is symbolic of the protection which the RSL gives its members, widows, orphans and dependants of those who paid the supreme sacrifice and which the RSL accepts as its responsibility to protect.

The wattle is symbolic of Australia.

The leek, the rose, the thistle, and the shamrock are symbolic of and represent the link with Wales, England, Scotland and Ireland respectively.

Your attention is drawn to the three colours in the badge. The red represents the blood tie of war. White stands for the purity of motive in joining The League - to render service without thought of personal gain or ambition. The blue indicates willingness to render that service to a comrade anywhere under the blue sky - wherever he / she may be.

Depicted in the centre of the badge and encircled by the name of the organisation, you will see a sailor, soldier, airman and servicewoman marching together with their arms linked in friendship. This is to show that within the circle of the League, all Services and all ranks march together in unity and comradeship.

On behalf of your fellow members, welcome.”

The League Badge, membership card (and any other items as is the local custom e.g. A Membership Certificate which is available from State Branch) are to be formally presented to the new member.

**ANNEX C TO
CHAPTER 4**

NOTICE OF RESIGNATION

I HEREBY RESIGN as a Service Member of the League.

.....
SIGNATURE OF SERVICE MEMBER

.....
DATE

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**ANNEX D TO
CHAPTER 4**

REQUEST FOR TRANSFER OF MEMBERSHIP - STANDARD FORM

Forward State Branch and Receiving Sub-Branch Copies to State Secretary)¹

I,
(Please print Christian or Given Names and Surname)

hereby request transfer of membership:

From:.....Branch/sub-Branch

To:.....Branch/sub-Branch

Old Address:.....Post Code

New Address.....Post Code

Service No.....Rank.....Service

RSL Badge No:.....Membership Type.....

Current Year's Subscription paid toBranch/sub-Branch²

Financial to 31/12/.....Receipt No.....

...../...../.....
Date (Signed)

RSL SERVICE

Date of Joining RSL.....First sub-Branch.....

RSL Welfare and/or Pensions

Activities.....
.....

RSL Youth

Activities.....
.....

Hospital and Sick

Visitation.....
.....

Sub-Branch Recruiting.....
.....

D - 2

Community Representation – Name of organisation where candidate has represented RSL or sub-Branch (include here Poppy Day and ANZAC Day Appeal activities.....
.....
.....

Congress Representation.....
.....

PARTICULARS OF SERVICES RENDERED TO ANY OTHER SUB-BRANCHES
Include in sequence day and month of membership or associate membership. Details of any position held to be confirmed by other sub-Branch/es in writing and attached.

<u>Sub-Branch/es</u>	<u>Date in Sequence</u>	<u>Office or Position Held</u>
----------------------	-------------------------	--------------------------------

.....From.../.../.....to.../.../.....
---------------------------------------	-------

.....From.../.../.....to.../.../.....
---------------------------------------	-------

.....From.../.../.....to.../.../.....
---------------------------------------	-------

Has RSL Certificate of Appreciation Been Awarded?.....Reason for Award.....Date...../...../.....

-----ACKNOWLEDGEMENT SLIP-----

Secretary (Gaining Branch or sub-Branch)

The transfer of Mr/Mrs/Ms..... has been actioned and the details as provided are correct. \$.....remains to this Life Member's /³ Subscriber's credit and this is transferred to you.

...../...../.....
Date

.....
Secretary (Losing Branch or Sub-Branch)

- NOTE:**
1. Number of copies as required by RSL NSW instructions.
 2. The transfer of Service Members will not involve the transfer of any part of their annual subscription.
 3. Delete one as appropriate.

**ANNEX E TO
CHAPTER 4**

CHECKLIST FOR DISCIPLINARY HEARING

General

1. The following is a checklist of the requirements in accordance with the Constitution for a sub-Branch or other Subsidiary disciplinary hearing.

Member to be given 28 days notice of hearing in writing.

☐

Notice to member to be accompanied by a statement giving precise details of alleged conduct.

☐

As soon as they are available, copies of all documents relating to the hearing including the charge, evidence and/or witness statements are to be furnished to the accused with sufficient time to prepare a defence.

☐

Disciplinary committee must supply further information, if requested, prior to or at the hearing.

☐

Member may speak in person or furnish documents in his/her defence at the hearing.

☐

Committee may only consider evidence that is presented at the hearing and must base its decision solely on this evidence.

☐

Committee determines guilt or innocence and penalty as required. Committee allows submissions in mitigation

☐

Secretary secures the official voice recording and/or any documents, notices or submissions of the hearing for further reference.

☐

Minutes (if written) are to be confirmed by the Chairperson within 7 days of the hearing.

☐

Secretary notifies the member of the decision and/or penalty and right of appeal within 14 days of the hearing.

☐

If the member is suspended, the Secretary notifies the State Secretary within 7 days of the decision providing full particulars.

☐

.....
Signature of Secretary

.....
Date

**ANNEX F TO
CHAPTER 4**

CHECKLIST WHEN AN APPEAL IS LODGED

General

The following is a checklist for a sub-Branch or other Subsidiary when an appeal is lodged to the findings of a disciplinary hearing:

An aggrieved member may appeal to the State Secretary in writing within 28 days setting out the aspect or aspects of the decision which gave rise to the appeal and the fact upon which the appeal relies. A copy of this letter and the statement mentioned below must also be forwarded to the original disciplinary committee.

☐

The appeal is to be accompanied by details of the facts on which the appellant relies upon.

☐

The Secretary is to ensure the following :

The appeal is to be lodged with a cheque for \$200. 00 from sub-Branch funds or the member as appropriate.

☐

The official voice recording and all documents, notices or submissions are forwarded to State Branch as soon as possible,

☐

.....
Signature of Secretary

.....
Date

**ANNEX G TO
CHAPTER 4**

LIFE SUBSCRIPTION FEES

AGE	AMOUNT PAYABLE (\$)	STATE BRANCH PROPORTION (\$)	SUB-BRANCH PROPORTION (\$)
Up to age 40	3,206.50	2,672.00	534.50
Up to age 40-45	2,782.50	2,318.75	463.75
Up to age 46-50	2,385.00	1,987.50	397.50
Up to age 51-55	2,014.00	1,678.00	336.00
Up to age 56-60	1,669.50	1,391.25	278.25
Up to age 61-65	1,351.50	1,126.25	225.25
Up to age 66-70	1,060.00	883.00	177.00
Up to age 71-75	795.00	662.50	132.50
Age 76 and over	556.50	463.75	92.75

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The Returned and Services League of Australia (New South Wales Branch)

("the League")

ABN 78 368 138 161

Membership No:

sub-Branch:

APPLICATION FOR AFFILIATE MEMBERSHIP

I HEREBY APPLY to be admitted as an Affiliate Member of the League and a member of the
(i)sub-Branch or (ii) Unattached List of the New South Wales Branch.
(* Strike out whichever is not applicable)

Personal Details

Surname:

Post:

Nominals:

Christian/Given Names:

Mr: ☐ Mrs: ☐ Miss: ☐ Ms: ☐ Male: ☐ Female: ☐

Address: Mobile:

Phone:

Suburb: State: Postcode:

Email:

DOB: / / Country of Birth:

Eligibility Details

Please tick the appropriate boxes for eligibility to become an Affiliate Member.

SUB-BRANCH TO FORWARD A COPY OF ANY DOCUMENTS SUPPORTING THE APPLICATION TO ANZAC HOUSE

- ☐ The applicant is a relative of a person (living or deceased) who is or was eligible to be a Service or Life Member of the League (proof of eligibility is to be provided).
- ☐ The applicant has been awarded the League's Certificate of Merit.
- ☐ The applicant has received a National or State Certificate of Appreciation for giving valuable service to the League.
- ☐ The applicant is a Cadet and/or Officer of Cadets.
- ☐ The applicant is a person deemed by the sub-Branch Committee to have provided significant service to the sub-Branch and supports the Objects of the League.

P.T.O see reverse side

Previous Membership

Previous membership (tick one) No: ☐ Yes: ☐ Date previously joined: ____/____/____
(if applicable)

Badge Number of previous Membership: (if applicable) _____

State and sub-Branch of previous Membership: (if applicable) _____

Declaration

- I DECLARE: *
(i) I am an Australian citizen and am prepared to swear/affirm loyalty to the sovereign of the Commonwealth and will uphold the Constitution of the Commonwealth of Australia.
(ii) I am not an Australian citizen and am prepared to swear/affirm loyalty to the sovereign of the Commonwealth and will uphold the Constitution of the Commonwealth of Australia.
(iii) I am not an Australian citizen and request exemption from making the declaration of loyalty under the provisions of By-Law 2-2, items 3 and 4 of the Constitution.

(*Delete the declaration that is not applicable to you)

- (iv) I have never been found guilty of an indictable offence.
(v) I will abide by the Constitution of the League, and its By-Laws, and I will abide by and promote its Standing Policy and be bound by the Rules and By-Laws of the above sub-Branch.
(vi) I have read and understood the Privacy Statement and consent to my personal information being used and disclosed by the RSL in accordance with the Privacy Statement.
(vii) That the information contained on this application is true and correct.

(if you do not sign this consent we will be unable to process your application)

✕ Applicant's Signature _____ Date: ____/____/____

Sub-Branch Administration

1. The applicant is eighteen years of age or older. Yes ☐
2. Eligibility Confirmed by: _____ Date: ____/____/____
Checked by: _____ Date: ____/____/____
3. Date of consideration of applicant by sub-Branch Committee Date: ____/____/____
4. Date of sub-Branch Meeting at which applicant was elected to provisional Membership Date: ____/____/____
- Signed: _____ sub-Branch Secretary Date: ____/____/____

SUB-BRANCH TO PHOTOCOPY APPLICATION AND RETAIN COPY FOR THEIR RECORDS

CHAPTER 5

CONDUCT OF MEETINGS

Introduction

5.1 The RSL (NSW Branch) guide to the conduct of meetings is N. E. Renton 'Guide for Meetings and Organisations', Volume 2, 'Guide for Meetings' hereinafter called 'Renton's for Meetings'. Sub-Branches and other Subsidiaries are encouraged to purchase a copy of 'Renton's for Meetings' for use as the only reference to meeting procedures. 'Renton's for Meetings' should be read in conjunction with the Constitution and By-Laws and should conflict arise the latter prevails.

5.2 This Chapter does not attempt to recreate the content of 'Renton's for Meetings' and/or the Constitution and By-Laws, more to highlight the responsibilities of the members involved and clarify common areas of concern.

Liability

5.3 A number of Statutes, Common Law, the Constitution and By-Laws, Standing Policy and resolutions passed by the sub-Branch or other subsidiary govern the conduct of meetings. The procedures set out in 'Renton's for Meetings' ensure that members involved in the conduct of meetings do so in accordance with correct procedures.

Powers and Duties of the Chairperson

5.4 The powers and duties of the chairperson are shown at Annex A.

Role of the Secretary

5.5 The chairperson of a meeting should give full attention to presiding over the meeting. The chairperson should not be distracted from this important task by also attempting to carry out the duties normally performed by the secretary. Should the secretary be absent then a volunteer should be sought or some second person appointed to take the minutes of the meeting. In this case the person taking the minutes is to collate them and pass them to the secretary in a timely manner.

Agenda

5.6 The agenda is the list of items of business before a meeting and the order in which it is proposed that the meeting should deal with them. An example agenda is shown at Annex B to this Chapter.

Cameras/Tape Recorders Etc

5.7 Photographs, films or video recordings of persons attending meetings may be taken and tape recorders may be used to record proceedings, except where this is expressly prohibited by the Constitution or by direction of the meeting itself.

Unconfirmed Minutes

5.8 Strictly speaking, unconfirmed minutes should not be circulated for any other purpose than as a step towards their confirmation. However, the decisions of meetings as recorded in draft minutes are often the starting point for further action. Where a need to await confirmation would cause undesirable delay, in practice it may be advantageous to distribute the unconfirmed minutes, as drafted, merely attaching a note drawing attention to their lack of official status.

Withdrawal of a Motion

5.9 The mover of a motion may withdraw it only if the meeting gives leave to do so and if it has not already been amended. Permission of the seconder is not sufficient, as other persons may have refrained from bringing the matter forward after seeing it on the agenda. A motion cannot be withdrawn while an amendment is under consideration. However, the amendment can first be withdrawn in the usual way. A member desiring the departure from the rules rises and says “Mr/Mrs/Ms Chair, I ask leave to.....”, and the Chairperson asks the question: “Is leave granted?” If the only response is “Aye” leave (that is, permission to commit the indicated departure) is granted. If any member says “No”, leave is refused. Leave means unanimous consent of all present and any one objection is fatal. No discussion can take place on a request for leave.

Rescission of Resolutions

5.10 If it is desired to remove a resolution from the books of the organisation, either later in the meeting which adopted it or at a subsequent meeting, this can be done by passing an appropriate motion of rescission. Suitable wording of the motion would be:

“That the resolution on aged care adopted on 22 October 2020 be rescinded”

5.11 If a rescission motion is lost, then it may be moved again at a later meeting.

Repetitious Motions

5.12 Once a meeting has rejected a motion, with or without amendment, further motions to the same effect, even if in a different form of words, would be out of order at the same meeting. Similarly, a motion substantially covering the same ground of an amendment dealt with by the meeting is not permissible. However, the matter could legitimately be raised again at a subsequent meeting. This principle is important, as otherwise much time could be wasted by bringing back a defeated motion every few minutes. Apart from that, reopening a matter would be unfair to persons who had left the meeting for bona fide reasons, believing that the matter had been finalised.

5-3

Suspension of Standing Orders

5.13 Suspension of Standing Orders at a meeting merely relaxes the normal rules of debate. Proceedings should still be minuted in the usual way otherwise there would be no record of decisions made. A member desiring the departure from the rules should rise and seek leave of the meeting to suspend Standing Orders. The process for seeking leave is shown above at paragraph 5.9.

Recommendations

5.14 No recommendations in any report shall be taken as adopted by a meeting unless a specific motion on the subject matter of that recommendation has been carried.

Motions

5.15 RSL NSW has adopted the following policy regarding the development and acceptance of motions to be placed before all RSL meetings and all committees formed within RSL bodies. A motion:

- (a) Must commence with “That”.
- (b) Must be specific in regards to:
 - (i) what action is to be taken,
 - (ii) who is to take the action, and
 - (iii) is there a time requirement for the action.
- (c) Must be unambiguous.
- (d) Must not be worded in the first person.
- (e) Must not contain more than one sentence.
- (f) May be in parts.
- (g) May be followed by a Supporting Argument (motions placed before State Council/Executive and/or Congress **must** have a supporting argument).
- (h) Should not be in the negative.
- (i) Must not attempt to revive a motion previously rejected at that meeting.
- (j) Must be duly proposed and seconded but not by the Chairperson.

5-4

- (k) May be amended (motions seeking to amend the Constitution at State Congress may not be amended).
- (l) May be altered by leave.
- (m) May be withdrawn, but only by leave.
- (n) Should preferably be submitted in writing.
- (o) Gives right of reply.

Amendments

5.16 An amendment is an alteration or proposed alteration to the terms of a motion, designed to improve the motion without contradicting it. An amendment can be to leave some words out, to leave some words out and insert others in their place or to add new words. Amendments:

- (a) Must commence with “That”.
- (b) Must be quite specific.
- (c) Must be unambiguous.
- (d) Must be relevant to the motion.
- (e) Must not contradict the motion or any amendment previously made.
- (f) Must not attempt to revive any amendment previously rejected at that meeting.
- (g) Must be duly proposed and seconded but not by the Chairperson
- (h) Must be moved after the motion has been seconded, but before it has been voted on.
- (i) May not be amended.
- (j) May be altered, by leave.
- (k) May be withdrawn but only by leave.
- (l) Should preferably be submitted in writing.
- (m) Gives no right of reply.

Order of Debate

5.17 The order of debate of motions is as follows:

- (a) the mover of the motion should rise, propose the motion and then explain the motion;
- (b) the Chairperson calls for a seconder of the motion (a seconder can reserve the right to speak later);
- (c) other speakers to the motion, as follows:
 - (i) mover of the first amendment,
 - (ii) seconder of the first amendment; then
 - (iii) other speakers to the first amendment.
- (d) voting on the first amendment;
- (e) further speakers to the motion;
- (f) mover of the second amendment;
- (g) seconder of the second amendment;
- (h) other speakers to the second amendment;
- (i) further speakers to the motion;
- (j) the mover of the motion in reply; then
- (k) voting on the motion.

Disposal

5.18 The vote on the motion, whether in its original form or in an amended form, finally disposes of the business.

5.19 Once a motion is carried, it becomes a 'resolution' of that meeting.

Points of Order

5.20 A point of order is taken when a person officially draws the attention of the chairperson of a meeting to an alleged irregularity in the proceedings.

5-6

5.21 An alleged point of order can be one involving the following:

- (a) the time limit has been exceeded,
- (b) a quorum is not present,
- (c) the motion is outside the scope of the meeting,
- (d) the speakers remarks are irrelevant or involve tedious repetition,
- (e) the proceedings breach the Constitution or Standing Orders, and/or
- (f) that resolutions previously made are being disregarded.

5.22 Contradictions, personal explanation and a statement of fact or opinion dealing with the principle subject are not valid points of order.

5.23 A point of order should be taken immediately a suspected breach of meeting protocol is noticed, in the form of the following:

- (a) the person drawing attention to the alleged irregularity rises and says “Point of Order” and then states the incident objected to and reasons for the objection;
- (b) a point of order takes precedence over all other business;
- (c) a speaker is to be interrupted to take a point of order;
- (d) a point of order is open to discussion by other delegates (discussion must take place before a ruling by the chairperson is given); and
- (e) when all who desire to speak on the point of order have done so (speakers may only speak once, including the person taking the point of order) the decision of the chairperson is announced, with explanations.

5.24 Other procedures regarding points of order i.e. points of order on a point of order are explained in detail in Renton’s for Meetings.

Annexes:

- A. Powers and Duties of the Chairperson
- B. Example Meeting Agenda

**ANNEX A TO
CHAPTER 5**

POWERS AND DUTIES OF THE CHAIRPERSON

General

1. Every meeting must have a chairperson to ensure that proceedings are conducted in a proper and orderly manner and that the sense of the meeting may be ascertained. Sub-Branch or other Subsidiary Presidents are to chair meetings of their organisation. The chair must be familiar with the Constitution and By-Laws and the procedures contained in 'Renton's for Meetings.
2. The duties of the chair at meetings are:
 - (a) to supervise the preparation of the agenda and any papers to be distributed in connection with the meeting;
 - (b) to check that all persons entitled to receive a notice of the meeting do so;
 - (c) to verify the accuracy of any minutes to be presented to the meeting for confirmation;
 - (d) become familiar with any correspondence, reports or other material to be presented;
 - (e) talk to any member who is expected to cause difficulties, with a view to reconciling differences in advance;
 - (f) to formally declare the meeting open, after ascertaining that a quorum is present, complete introductions of guests, new members and if appropriate, to explain the procedure to be followed;
 - (g) to preside over and control the meeting and call on the successive items of business listed on the agenda;
 - (h) to ascertain that a quorum is present at all times;
 - (i) to sign minutes of meetings as correct when they have been confirmed;
 - (j) to present any reports for which he/she is responsible;
 - (k) to introduce guest speakers and arrange votes of thanks to them;
 - (l) in the case of elections, to ensure the appointment of a returning officer and to invite that person to declare the result at the appropriate stage;
 - (m) to sign for identification purposes any document requiring this;

A-2

- (n) to protect free speech and to ensure that debates are conducted in the correct manner;
- (o) to see that motions and amendments are respectfully worded, unambiguous and otherwise in order;
- (p) to ensure that all amendments are relevant to the motion and are not direct negatives of it;
- (q) to call speakers one at a time and in appropriate sequence;
- (r) to ensure that no other person other than the mover in reply speaks more than once to any motion;
- (s) to allow no member other than the mover to speak on a motion or amendment which has not been seconded;
- (t) to prevent irrelevant remarks, tedious repetition and objectionable language;
- (u) to read the motion, amendment and/or foreshadowed amendments before the chair when reasonably requested to do so and before taking a vote and at other times as would be helpful to the meeting;
- (v) to insist that motions and amendments are in writing in appropriate circumstances;
- (w) to ensure that no person is unreasonably denied an opportunity to be heard;
- (x) to call on the mover of a motion for the right of reply at the appropriate time;
- (y) to conduct a vote on the motion ensuring that only those eligible to vote do so;
- (z) the Chairperson is entitled to their normal deliberative vote (that is, their vote as a member), providing that it is exercised ***before*** the result of the count is known;
- (aa) The Constitution of RSL NSW does not allow the use of a second or casting vote;
- (bb) to declare the results of all votes and to clearly announce the decisions reached;
- (cc) to give rulings on points of order and other questions of procedure;

A-3

- (dd) to prevent excessive heckling but to be tolerant of reasonable interjections;
- (ee) to preserve order, and if necessary , to name offenders;
- (ff) to prevent discussions from wandering off the subject;
- (gg) to ensure that only persons entitled to be present are admitted to the meeting;
- (hh) to adjourn the meeting as laid down by the rules or by resolution of the meeting or if the meeting becomes excessively disorderly; and/or
- (ii) to close the meeting when all business is completed and when a motion to that effect is carried by the meeting.

EXAMPLE MEETING AGENDA

**AGENDA
LOWER NORTH GALLAHGANBONE
RSL SUB-BRANCH MEETING
TO BE HELD AT THE SUB-BRANCH HALL
7.30 pm WEDNESDAY 26 NOVEMBER, 2022**

- | | | |
|----------------------|---|--|
| Opening | – | Meeting formally opened by the president.
Note: if photos, videos or tape recordings are to be made then the president must seek the agreement of those present, at this time. |
| Welcome to Visitors | – | Guest speaker, other visitors and new members. |
| All Stand | – | Silence in memory of departed comrades (may mention recently departed sub-Branch members or prominent persons). |
| | - | Pledge of Allegiance – at AGM. |
| Apologies | - | To be moved, seconded and voted upon. |
| Previous Minutes | - | Read by secretary, moved, seconded and voted upon. |
| Business Arising | - | From the previous minutes, if further actions are required then the appropriate motions can be moved, seconded and voted upon. |
| Correspondence | - | In and out read by the secretary, moved, seconded and voted upon. |
| President's Report | - | At AGM, to be moved, seconded and voted upon. |
| Treasurer's Report | - | Treasurer reads the report, to be moved, seconded and voted upon. At AGM – the report must be adopted. |
| Accounts for Payment | - | Presented by treasurer, to be moved, seconded and voted upon. |
| Election of Members | - | The sub-Branch can only provisionally elect new members. |

B-2

- | | | |
|----------------------------|---|---|
| Reports | - | Committee, delegates, welfare etc reports, to be moved, seconded and voted upon. |
| Election of Office Bearers | - | If necessary, nominations called for, to be moved, seconded and voted upon. |
| Guest Speaker | - | To be introduced by the chair and afforded a vote of thanks by a nominated person at the end of the speech. A small memento may be presented. |
| Motions on Notice | - | Motions of which notice was given at the last meeting or for which this meeting was called should be moved, seconded and voted upon. |
| General Business | - | Any matter not otherwise dealt with may be raised here. |
| Date of Next Meeting | - | The date of the next meeting is specified. |
| All Stand | - | The Ode, If the meeting is in progress at 9pm then the meeting is to cease for the Ode and recommence afterward. |
| Closure | - | Formally announced by the chair when all business is concluded. |

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CHAPTER 6

RECRUITING

Introduction

6.1 Recruiting members to the League is the responsibility of **all** sub-Branch or other affiliate members. Whilst a sub-Branch may appoint a Recruiting Group or Officer, members should not devolve their responsibilities for recruiting solely to this person. To flourish, the League requires all members to be actively seeking new members.

Membership Eligibility and Classifications

6.2 Membership eligibility and classifications are shown at Chapter 4 of this regulation.

How Members Join

6.3 There is nothing complicated about joining the RSL of Australia. Individuals apply to be admitted as Service Members of the RSL and as a consequence become members of the RSL NSW and/or their sub-Branch. If it is not possible for an individual to be a member of a particular sub-Branch, they may become members of the NSW Branch Unattached List of Members. In each case an Application for Service Membership is to be completed by the individual, the sub-Branch and forwarded to RSL NSW for approval.

Members Declaration and Obligation

6.4 It must be remembered at all times that as part of the Service Membership Application, members are required to sign a declaration that they will abide by the Constitution, By-Laws, and Standing Policy of the League and any Rules and By-Laws of the sub-Branch.

6.5 Membership of the League places an obligation on members to **at all times** promote the Objects of the League and to ensure that at no time do they allow their personal interests to conflict with their duty to the sub-Branch and/or RSL NSW.

Organising Sub-Branch Recruiting

6.6 The organisation of sub-Branch recruiting will depend largely on the circumstances of the individual sub-Branch. In larger sub-Branches a Recruiting Group may be appointed, consisting of a number of members, club representative and supervised by the sub-Branch Secretary. In smaller sub-Branches a single Recruiting Officer may be appointed, supervised by the sub-Branch Secretary.

6-2

6.7 Recruiting Groups/Officers are responsible for planning recruiting efforts for the calendar year. Recruiting does not plan to fail; more often it fails to plan. A plan to target local activities and events must be prepared. Forecasted recruiting costs associated with the recruiting plan should be presented to the sub-Branch AGM for ratification.

State Branch and District Councils

6.8 The State Branch Recruiting Committee is responsible for:

- (a) planned recruiting in the Australian Defence Force (ADF) NSW wide,
- (b) monitoring State Branch recruiting programs within District Councils,
- (c) advise, motivate and assist sub-Branches in their recruiting activities, and
- (d) providing recruiting literature and the recruiting information stand to assist sub-Branches.

6.9 District Councils are seen as the right level for regional coordination of recruiting efforts. To defray the costs associated with recruiting, sub-Branches may act at a District Council level to share common expenses. District Councils should be provided with a copy of sub-Branch recruiting plans and expenses once they are approved at the sub-Branch AGM. In this way, the District Council can ensure that recruiting in the district is coordinated and not duplicated. This will also allow the District Council to target significant events which may benefit all sub-Branches in the district.

Aids to Recruiting

6.10 Listed below are a number of aids to recruiting which are suggestions for finding and recruiting new members in the sub-Branch area. This is not an exhaustive list but merely suggestions that have worked in sub-Branch areas in the past. Some suggestions are:

- (a) **Public Image and Relations.** How the wider public perceives the League and what local League representatives say and do in the public forum can have a direct bearing on recruiting results. The RSL enjoys a unique place in Australian society and its public image is that of a conservative, thoughtful organisation dedicated to the welfare of the ex-service community and the maintenance of a strong ADF. The League must be flexible enough to attract the ex-service community as members and current serving ADF members, particularly women. Every RSL member enjoys the benefit of a network of social and welfare support. In order to provide these support mechanisms the RSL needs a strong and varied membership so that its voice and presence is felt at all levels of society.

6-3

- (b) **Membership Market.** The potential membership market must start with existing members. Their retention must be the principle focus of sub-Branch recruiting efforts. Members will not stay if they feel excluded. Every effort must be made to make them feel welcome and a valued member of the League. Other market segments are those who are entitled to membership but have never joined, those whose membership has lapsed and current serving members of the ADF. Sub-Branch recruiting plans must target each of these discrete groups to be successful.
- (c) **Liaison with the ADF.** Sub-Branch recruiting efforts must recognise the importance of the ADF as a potential source of members for the League. Of all the market segments, only one is regenerative, the current serving members of the ADF. All other categories are declining in numbers. Good relationships must be established and maintained between sub-Branches and local ADF units, both regular and reserve. In setting up relationships with ADF units a two-way approach should be adopted. The RSL benefits by the serving person's membership and the member in return benefits by the RSL being a national lobby advocating improved conditions of service for them and their families.
- (d) **Double Badging.** The League can increase its membership by encouraging members of other ex-service organisations to also become members of the League. RSL members may also be 'double badged' by being members of other ex-service organisations. With such a double badging arrangement both organisations and the member can benefit by a more united ex-service lobby group.
- (e) **Business and Community Groups.** Close contact with local business and community groups can assist sub-Branches to lift their public profile in the area. Organisations such as Lions, Rotary etc can help recruit for the sub-Branch by their knowledge of the area and business community. Sub-Branches should be prepared to assist community groups with their projects i.e. Driver Reviver, Sausage Sizzles etc to again lift their profile.
- (f) **Ex-Service Employers.** While former ADF members may be found in most areas of employment within the community, some employers tend to attract and employ more ex-service members than others. Recruiting in these areas can be particularly useful. Some of the more significant ex-service employers are the Ambulance Service, Fire Service, Security firms, Prison Service etc. These are a potentially rich source of League members. Sub-Branches should endeavour to target these areas if they exist in their catchment area.

6-4

- (g) **Recruiting Displays.** A recruiting display, no matter how simple, can provide a good backdrop for RSL members when they are speaking to potential members about the League. Displays and recruiting stands at local significant events i.e, the Rural Show, race meetings, local markets etc are an excellent tool for attracting new members. The State Branch recruiting information stand can be of benefit in this regard. Bookings for the stand are essential.
- (h) **Use of the Media.** The media can be used to great advantage in lifting the public profile of a sub-Branch. Most sub-Branches have someone in their membership with a great story to tell. The media, particularly local newspapers, radio and television are always on the lookout for news with a local slant. To have recruiting potential, any media message must mention the benefits of membership in a way that appeals to potential members and contains contact details of the sub-Branch. Sub-Branch executives should take every opportunity possible to use the media, both electronic and print, to get the message across.
- (i) **The Internet.** More and more, the internet is reaching people across the world. 'Your Guide' is an Australian site which provides a guide to Clubs and Services. See Chapter 10 for the 'Your Guide' website. Sub-Branches are able to contribute to this site for free and advertise the sub-Branch, meeting times, locations, contacts etc. In addition, State Branch maintains a website that is designed to give members and potential members all the information they need to get started. Links are available on the site to DVA, associated ex-service organisations etc.

Conclusion

6.11 This chapter contains some ideas for recruiting. Recruiting remains the single most important area that requires all members' constant attention. RSL NSW and District Councils have a role to play in recruiting, however in most instances, it is the sub-Branch that will be most effective. Sub-Branches need to take a national approach to recruiting and ensure that if approached by a potential member from another district, they make every effort to put that person in contact with the appropriate sub-Branch.

CHAPTER 7

PROMOTING YOUTH

Introduction

7.1 RSL NSW has a proud tradition of promoting youth within the community. This is achieved by sponsoring the formation of Youth Clubs, competitions, scholarships and awards. Wherever possible, sub-Branches are encouraged to assist with promoting youth, by participating in the State Branch efforts or by their own efforts in the local community. This has the added benefit of these youth becoming potential members in the future, should they serve in the ADF.

7.2 This chapter discusses the RSL NSW youth programs and outlines how sub-Branches can assist with them.

Youth Clubs

7.3 The objects of any Youth Club should be to provide youth, both boys and girls of the area, the opportunity to participate in healthy recreation and instruct them in the principles of good citizenship. The Club should encourage and support cultural activities such as music, literature, art, physical education, drama, dancing and/or debating. Handicapped children in particular should be encouraged to participate. Youth Clubs are designed to cater to youth up to the age of 25 years.

7.4 The NSW RSL Youth Council is the authorised body elected by State Council to administer and control the RSL Youth Movement in NSW.

7.5 Sub-Branches wishing to form a Youth Club are to do so in accordance with Youth Club Regulations.

7.6 Youth Clubs are a subordinate organisation to the sub-Branch and are subject to the direction of the sub-Branch Trustees or Executive. Youth Club committees of management have the same duties to act in accordance with Constitution, By-Laws, Common Law and State and Federal legislation as the sub-Branch committee. See Chapter 3 of this regulation.

7.7 RSL NSW has the RSL NSW Youth Club Regulation that explains in great detail the process for the setting up and functioning of a Youth Club.

Working with Children Check

7.8 Youth Club adult members **MUST OBTAIN** a 'Working with Children Check' through the NSW Commission for Children and Young People prior to commencing any activity with the Youth Club. It is the responsibility of the Youth Club Secretary to ensure that checks are carried out as required. Any costs incurred are the responsibility of the Youth Club.

7-2

Cadet of the Year

7.9 NSW State Branch, in conjunction with other State Branches sponsors the Cadet of the Year competition. This was previously known as the Spirit of ANZAC competition. Each participating State Branch selects up to three Cadets (usually one from each service) who then participate in a tour of a former Military operational area.

7.10 Judging of Cadets, who are nominated by their unit, is conducted under State Branch arrangements. Cadets are required to present a talk on a selected battle and demonstrate their Military and ambassadorial skills.

Young Endeavour Youth Scheme

7.11 Young Endeavour is a 44m-long tall ship purpose - built for sail training with modern technology and world standard safety and navigation equipment. Young Endeavour was the United Kingdom's bicentennial gift to Australia in 1988. The ship is staffed by a professional Royal Australian Navy crew.

7.12 The NSW State Branch participation in the Young Endeavour Youth Scheme allows two young people to sail as part of the youth crew, aboard Young Endeavour. Most voyages are for 11 days sailing in Eastern Australian waters. Eligibility for selection is limited to sons, daughters and grand children of members of NSW sub-Branches, aged between 16 and 23 years. A selection criterion is also applied by the Young Endeavour Youth Scheme.

7.13 Applications for the scheme should be submitted to RSL NSW by the due date each year.

'Australia My Country' Competition

7.14 The 'Australia My Country' Competition is conducted annually by sub-Branches, in conjunction with the principals and teachers of schools in the area. Entry is open to both Primary and Secondary school students. Entries should reflect sacrifice, loyalty, history, service, tradition and pride in being Australian and should include at least one or more of these qualities. Essays and compositions should not include more than one illustration.

7.15 Students may choose their topic, for example Armed Services, exploration, the arts, sport, inventions, education, medicine, natural environment, conservation or any other relevant topic. The medium chosen is to be written (poetry or writing) or non-written (art work, video, computer disk/CD or audio cassette). Entries must be capable of being forwarded by ordinary post.

7.16 Prizes will be awarded in fourteen sections of the competition.

7-3

7.17 Entries are to be forwarded by sub-Branches to reach RSL NSW by 30 June each year.

Scholarships

7.18 The RSL NSW sponsors a number of scholarships to ensure young people are able to continue their education. These scholarships are:

- a. Sir William Yeo Scholarship. This scholarship was established in 1975 in honour of Sir William Yeo, a past President of the RSL (NSW Branch). The object of the scholarship is to assist students enrolling in courses within fields such as Rural Science, Veterinary Science, Agricultural Economics or Agriculture to further their studies at tertiary level. The scholarship is open for competition amongst candidates in the Higher School Certificate examination in NSW secondary schools. The scholarship carries an allowance of \$600 per annum, paid in two instalments.
- b. Sir Colin Hines Scholarship. The Sir Colin Hines Scholarship is established to assist the children of Vietnam Veterans with their tertiary education. Applications for the scholarship are made available on the HSC website, “students on line”. Applications close at the end of March each year.
- c. George Quinsey, OAM RSL Trust Fund. The late George Quinsey, left a bequest to assist dependants, descendants or members of the family who served in the Commonwealth of Australia Armed Forces. The trust is administered by the Public Trustee of NSW. The condition of the bequest is that the applicants have to be enrolled in a degree, diploma or certificate course at University or TAFE College, in Accountancy, Commerce or Economics or a combination of such subjects. The scholarship amount is to pay enrolment or some or all tuition fees.
- d. F. S. Maher Memorial Scholarship. The F. S. Maher memorial Scholarship was established in 1992. The scholarship is to assist in nurse training and education for those involved with the nursing of ex-servicemen and women and their spouses. Five scholarships of \$500 are awarded annually.

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CHAPTER 8

OTHER USEFUL INFORMATION

Introduction

8.1 This Chapter is designed to provide useful information and contacts for sub-Branch and subsidiary Trustees, Executives and Committee. It contains contact details for all of the publications and organisations mentioned in this manual and other useful information.

Websites

8.2 Websites that relate to organisations or publications mentioned in this manual and of common interest are:

- a. **RSL National** – www.rsl.org.au
- b. **RSL NSW** - <http://www.rslnsw.org.au/>; contains information for sub-Branches, including an electronic copy of the Constitution and By-Laws, Governance Regulation and Protocol and Procedures Regulation.
- c. **Connecting NSW (Government Directory)**–
<http://www.nsw.gov.au/index.asp>;
- d. **NSW Trustee Act 1925**
http://www.austlii.edu.au/au/legis/nsw/consol_act/ta1925122/;
- e. **NSW Office of Fair Trading** –
<http://www.fairtrading.nsw.gov.au/corporate/legislation/fairtradinglegislation.html>;
- f. **NSW Office of Liquor, Gaming and Racing** –
http://www.olgr.nsw.gov.au/olgr_default.asp;
- g. **NSW Charitable Fundraising Act 1991** -
http://www.olgr.nsw.gov.au/charitable_act.asp;
- h. **NSW State Records Act 1998** –
http://www.records.nsw.gov.au/recordkeeping/recordkeepinginthenswpublic_sector_2072.asp;
- i. **NSW Commission for Children and Young People** –
<http://www.kids.nsw.gov.au/>;
- j. **NSW Members of Parliament** – <http://www.parliament.nsw.gov.au>;

- k. **Register of NSW War Memorials** - <http://www.warmemorialsnsw.asn.au/>;
- l. **Australian Taxation Office** – <http://www.ato.gov.au/>;
- m. **National Archives** – <http://www.naa.gov.au>
- n. **Common Law** - <http://www.commonlii.org/resources/1.html>;
- o. **Australian Defence Department** - <http://www.defence.gov.au/index.htm>;
- p. **Office of Australian War Graves** – <http://www.dva.gov.au/contacts/oawg.htm>;
- q. **Australian Defence Association** - <http://www.ada.asn.au/links.htm>;
- r. **Australian National Flag Association** – <http://www.australianflag.org.au>;
- s. **Australian War Memorial** - <http://www.awm.gov.au/>;
- t. **Its an Honour** - <http://www.itsanhonour.gov.au/>;
- u. **Department of Veterans Affairs** - <http://www.dva.gov.au/>;
- v. **Australian Accounting Standards** - http://www.aasb.com.au/pronouncements/aasb_standards_2005.htm;
- w. **Australian Government Online Directory**- <http://directory.gov.au>
- x. **The Privacy Act 1988** - <http://www.privacy.gov.au/act/privacyact/>;
- y. **World War 2 Nominal Roll** – <http://www.ww2roll.gov.au>;
- z. **Korea Nominal Roll** – <http://www.koreanroll.gov.au>.
- aa. **Your Guide** - <http://www.yourguide.com.au/yourguide.asp>
- bb. **Our Community** - <http://www.ourcommunity.com.au/>; and
- cc. **Volunteering NSW** - <http://www.volunteering.com.au/>

Medals Information

8.3 Medals information can be sought by contacting the Directorate of Honours and Awards, Department of Defence, as shown below:

Directorate of Honours and Awards
T-1-49
Department of Defence
Canberra ACT 2600
Toll-free phone: 1800 111 321

www.defence.gov.au/medals/

Hyde Park Inn

8.4 The Hyde Park Inn is operated by the RSL NSW. Discounts are available for financial members. Contact details are:

Hyde Park Inn
271 Elizabeth Street
Sydney NSW 2000

Toll-free phone: 1800 221 030 Website: <http://www.hydeparkinn.com.au>.

RSL NSW Diary

8.5 RSL NSW produces an annual diary for use by members of the League. The diary contains essential information for members in a pocket size version. Sub-Branches are able to order diaries from RSL NSW, in the latter half of the calendar year, for the following year, when prompted to by the issue of a State Branch Circular.

The RSL Shop

8.6 The RSL (NSW Branch) Shop is established at State Branch to provide members, sub-Branches or other subsidiaries, access to RSL merchandise. The RSL NSW website provides access to the shop and order forms. Orders may be faxed to: (02) 9264 8466.

Reveille

8.7 Reveille is the official magazine, published quarterly, by the RSL NSW. Sub-Branches and other subsidiaries are encouraged to submit articles, letters, photographs or stories for publication in Reveille. Items should be submitted in sufficient time to allow for the cut-off date for each issue.

RSL NSW Protocol and Procedures Regulation

8.8 The RSL NSW Protocol and Procedures Regulation provides advice for RSL NSW members, sub-Branch executives etc on all aspects relating to RSL protocols and procedures. Copies of the manual can be purchased from the RSL Shop. Recommendations for amendment of the Regulation should be forwarded through District Councils, to the State Secretary.