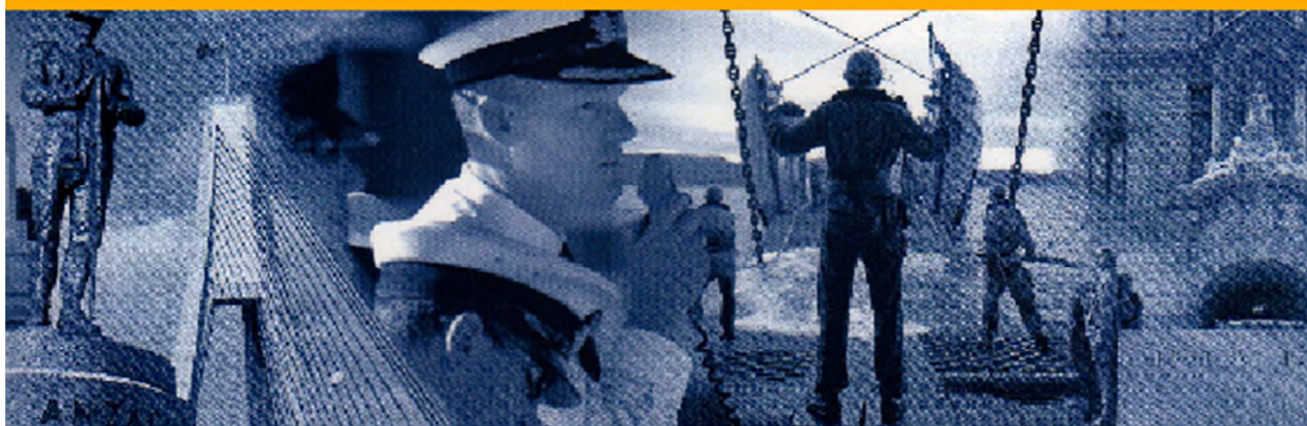




THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA (NEW SOUTH WALES BRANCH)



# CCWA REGULATIONS

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**RSL NSW**

**WOMEN'S AUXILIARIES  
REGULATION**

**Prepared by:**

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## **Foreword**

### **General**

1. This publication is designed to assist sub-Branch and subsidiary Women's Auxiliaries with all aspects of the governance requirements of RSL NSW. The document brings together the required information in one reference.

### **Scope**

2. This publication contains 6 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 Regulation should be read in conjunction with the other publications, Acts or Regulations shown below. Sub-Branch Trustees, Executive 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).

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- 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. 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 Council 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.

<b>Amendment List</b>		<b>Amended By (Name)</b>	<b>Date Amended</b>
<b>Number</b>	<b>Date of Endorsement</b>		
1	SC Minute 4/12.3	JAB	24/08/2012
2	SC Minute 34/13.4	ABEM	20/08/2013
3	SC Minute 25/13.1	ABEM	15/05/2014
4	SC Minute 25/15.8(1)	ABEM	27/07/2015
5	SC	JAB	9/12/2016

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## **CHAPTER 1**

### **NSW RSL**

#### **Central Council of Women's Auxiliaries**

##### **General**

1.1 The Central Council of Women's Auxiliaries shall be sponsored by State Council and shall be known as the Central Council of Women's Auxiliaries (NSW Branch) (hereafter called 'Central Council').

1.2 The Central Council is responsible for the general government and administration of NSW RSL Women's Auxiliaries subject to the Constitution and such directions of its Annual Congress but it shall not interfere with the domestic workings of any RSL Women's Auxiliary so long as such conforms to the Aims, Objects and Policies of the League.

1.3 The Head Office of the Central Council shall be at such place as RSL State Council may direct.

1.4 The State President or her nominee may visit any RSL Women's Auxiliary without invitation when deemed necessary, subject to RSL State Council/Executive approval. The State President or her nominee may visit any RSL Women's Auxiliary by invitation of the sub-Branch President.

1.5 The Central Council may authorise payment from funds for travelling and expenses incidental thereto such being made only to any person authorised under paragraph 1.4 and 1.5.

1.6 The provisions of paragraph 1.6 shall only apply to two persons for any such visit and any other persons shall participate in such visit entirely at their own expense.

1.7 The State Council of RSL NSW shall have power to suspend or dissolve Central Council pursuant to this Constitution where, in its opinion, a continuance of such Council is not in the best interest of the League or where Central Council has no useful purpose.

1.8 Upon dissolution of Central Council, State Council may proceed with the formation of a new Central Council and transfer and hold for such new council, books, assets and property of body declared dissolved.

1.9 The State Secretary of RSL NSW or any person authorised by State Council/Executive shall have power to inspect books, papers and correspondence or other documents in possession of or belonging to any RSL Women's Auxiliary or Central Council and report to RSL State Council / Executive which shall be empowered to take necessary action to rectify anything recommended by the report.

**1-2**

1.10 These Regulations may be altered or amended by resolution of any RSL Women's Auxiliary Congress subject to confirmation by RSL State Council.

1.11 The Central Council shall have one Patron as determined from time to time.

1.12 The Honorary Officers of the Central Council shall consist of: -

- (a) State President;
- (b) Deputy State President;
- (c) Honorary State Secretary / Treasurer

1.13 The Officers of the Central Council shall consist of the Honorary Officers and six (6) councillors, nominated and elected in accordance with this Regulation. All Officers shall be financial members of an RSL Women's Auxiliary.

1.14 Four (4) Councillors shall be permanent residents of country districts and two (2) permanent residents of the metropolitan districts.

1.15 The Deputy State President & Honorary State Secretary / Treasurer shall be permanent residents in the Sydney Metropolitan Area.

1.16 The Central Council shall designate the composition of Districts and areas from time to time.

1.17 The duties of the Honorary Officers and Councillors of the Central Council shall be in accordance with Duty Statements as amended from time to time by Central Council.

1.18 All members of Central Council shall retire at the expiration of each period of service but shall be eligible for re-election.

1.19 Nominations from Auxiliaries for the positions as Officers of the Central Council shall be called for by the RSL State Secretary by circular letter at least twelve weeks prior to Congress.

1.20 The closing date for lodgement of nominations shall be at least six weeks prior to State Congress.

1.21 Where no nominations for a position are received, the RSL State Secretary shall call further nominations fixing a date for lodgement and determining the dates and conditions for conduct of any necessary ballot. Such action shall proceed in accordance with the provisions contained in paragraph 1.33.

**1-3**

1.22 A nomination may be made by:

- (a) any Women's Auxiliary for the position of State President, Deputy State President and State Honorary Secretary / Treasurer;
- (b) any Women's Auxiliary in the Metropolitan District for the positions of Metropolitan State Councillors;
- (c) any Women's Auxiliary in the specified Country Districts for the position of Country State Councillors.

1.23 Candidates shall be financial members of an RSL Women's Auxiliary and shall supply such information as called for and set out in nomination form.

1.24 The nomination forms shall be signed by the President and Secretary of the RSL Women's Auxiliary or in event of sickness or absence, their Deputies.

1.25 Nominated candidates will signify acceptance of nomination either on the nomination form or by a separate letter.

1.26 Supporting details of each candidate shall include full name, RSL Women's Auxiliary, residential address, offices held and general information of up to fifty (50) words considered relevant by the candidate.

1.27 Candidates shall not canvass for election and if indulged in, it will result in disqualification.

1.28 If any member of Central Council vacates office, the Honorary State Secretary / Treasurer shall notify the Central Council and the RSL State Secretary of the vacancy. The RSL State Secretary shall on receipt of such notice notify the RSL State Council / Executive and action shall proceed in accordance with the provisions contained in paragraph 1.32.

1.29 In the event of a candidate dying or withdrawing from nomination due to ill health, perversity or whim after the closing date for nominations and before the Returning Officer declares the result of the Ballot or in the event of no nomination being received for the office, the Returning Officer shall notify the RSL State Council / Executive and action shall proceed in accordance with the provisions contained in paragraphs 1.22 & 1.32.

**1-4**

1.30 Any member of Central Council unable to resume active duties at the expiration of six (6) months leave, for whatever reason, must resign and an election will be held for a new member in accordance with the provisions contained in paragraphs 1.29 & 1.33.

1.31 The RSL State Secretary or his delegate shall be the Central Council Returning Officer.

1.32 Election of members of Central Council, as defined in paragraph 1.14, shall be conducted by the Returning Officer at every third Annual State Congress and those members so elected will hold office for three years until the next general election provided that:

- (a) Where a casual vacancy of six months or less occurs in any office the Central Council shall delegate a member of Central Council to act in that office, in addition to her other duties, until the next general election.
- (b) Where a casual vacancy of more than six months occurs in any office the Returning Officer shall conduct the appropriate by-election to fill that vacancy until the next general election and the Central Council shall delegate a member of Central Council to act in that office, in addition to her other duties, until the conclusion of the said by-election.

1.33 The Returning Officer shall advise all Auxiliaries at least six (6) weeks prior to Congress of the name and details of those standing for election.

1.34 The Returning Officer shall forward to each RSL Women's Auxiliary, as soon as practicable, a ballot paper and envelope for each of the positions in which the RSL Women's Auxiliary may exercise its franchise, together with covering envelopes.

1.35 Ballot papers shall bear the following information:

- (a) Name of Branch.
- (b) Ballot Paper.
- (c) Election of (office) for (period), (three years or vacancy).
- (d) a list of candidates whose nominations comply with the rules, and
- (e) a square provided opposite the name of each candidate.
- (f) the order in which the names shall appear will be determined by a draw by the Returning Officer.
- (g) the following footnote shall appear "This Ballot Paper is to be completed in accordance with the directions of the RSL Women's Auxiliary at a duly convened General or Special Meeting".

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- 1.36 No distinguishing rank or mark of any kind is to be displayed against names.
- 1.37 Auxiliaries, following receipt of the ballot papers, will decide the ballot at the next General Meeting. The result is to be recorded on the appropriate ballot paper.
- 1.38 Voting is to be preferential and the numbers indicating order of preference shall be placed in the square provided opposite the name of each candidate.
- 1.39 Any ballot paper not showing a complete list of preferences shall be declared invalid.
- 1.40 Completed ballot papers shall be placed in an envelope carrying no other identification, marked "Ballot Paper".
- 1.41 The ballot envelope shall be sealed and placed in the numbered envelope pre-addressed, "Returning Officer", CCWA Annual Elections, C/-State Secretary, RSL at State Branch.
- 1.42 The RSL Women's Auxiliary Secretary shall insert the name of the RSL Women's Auxiliary in the space provided on the outer cover of the envelope and shall, after sealing it, forward it to reach the Returning Officer not later than noon of the day preceding the opening of Congress.
- 1.43 The Returning Officer shall be empowered to issue replacement ballot papers in lieu of those spoilt or lost on the submission of the spoilt ballot papers concerned, or a Statutory Declaration giving details of loss. (Spoilt does not mean incorrectly filled in).
- 1.44 Any spoilt ballot papers and Statutory Declarations shall be retained and accounted for by the Returning Officer and made available for inspection by the Scrutineers if required.
- 1.45 On the receipt of sealed ballot papers the Returning Officer's accredited representative shall commence a tally sheet, recording the date of each receipt.
- 1.46 The ballot papers shall be placed unopened in the ballot box which shall have had the access door duly locked, sealed and endorsed by Returning Officer, prior to the dispatch of the ballot papers to the Auxiliaries.
- 1.47 At the closing time of the ballot, not less than two Returning Officer's accredited representatives shall assemble and witness the sealing of the remaining opening of the ballot box and shall endorse this seal with their signatures.
- 1.48 Congress shall as soon as practicable on opening day proceed to appoint scrutineers and Assistant Returning Officers after which the votes shall be counted.

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1.49 The seals shall be broken and the ballot box unlocked. The outer envelopes contained therein shall be counted and the totals checked against the tally sheets. The ballot paper envelopes shall then be taken from the outer envelope and opened. The ballot papers shall then be duly sorted, counted and recorded on the tally sheets.

1.50 The Returning Officer shall produce to the scrutineers a printer's certificate of the number of ballot papers supplied, together with the balance of unissued ballot papers and a statement of the number issued in each ballot.

1.51 In event of an equal number of votes being recorded, after preferences have been distributed, for two (2) or more candidates the election shall be decided by the drawing of one (1) of the names of the candidates from a hat.

1.52 When a candidate stands for two (2) offices either as an Honorary Officer or State Councillor and is elected to more than one (1) office she shall declare the office she will retain and the resultant vacancy shall be filled by further nominations called from the Auxiliaries concerned.

1.53 Should circumstances prevent the completion of the count in one session, all ballot papers shall be returned to the ballot box which shall be duly locked and sealed.

1.54 The ballot box key shall be placed in a sealed envelope and ballot box seals signed by the Returning Officer, Assistants and Scrutineers.

1.55 Upon the resumption of the count the integrity of the seals shall be duly examined before opening of the box. If the integrity of the seals has been broken the ballot not completed will be declared null and void and a further ballot will be called for as per the items contained within this By-Law.

1.56 On completion of the count and the signing of the tally sheets by the Returning Officer and Scrutineers, the Returning Officer shall proceed to Congress and shall, as soon as convenient, declare the result of the ballot.

1.57 The Returning Officer shall destroy all Ballot Papers at the expiration of twenty-eight (28) days following the declaration of the result of the ballot.

1.58 The newly elected Council shall take office following the rising of Congress.



## Meetings

1.59 The State President, Deputy State President, Honorary State Secretary / Treasurer are required to attend Central Council Head Office for official duties as necessary (unless on other official duties) and an attendance record shall be maintained.

1.60 A quorum for Central Council and Special Central Council meeting shall be five (5) members.

1.61 The Central Council shall meet for the transaction of business at least once in every three (3) months.

1.62 The minutes of Central Council meetings shall be submitted to State Council/Executive for information.

1.63 The Central Council shall submit to the RSL Annual State Congress a full report of all financial transactions for the previous year together with the certified Statement of Financial Position for that period.

1.64 The Central Council shall elect, at their next meeting following their Annual State Congress, the following sub-Committees: -

- (a) Annual State Congress Agenda Committee paragraph 1.115
- (b) Life Membership and Awards Committee paragraph 1.131 and
- (c) other sub-Committees as required.

1.65 The Central Council Executive shall consist of State President, Deputy State President, Honorary State Secretary / Treasurer, Metropolitan Councillors and other members subject to paragraph 1.67.

1.66 Any member of Central Council is entitled to attend Executive meetings with power to speak and vote on any matter arising.

1.67 The Central Council Executive shall meet as required.

1.68 The Minutes of Central Council Executive Meetings shall be submitted to the full Council Meeting for Information.

1. 69 An Executive Meeting quorum shall be three (3) members.

1.70 The Central Council Executive shall be subject to the control and direction of the Central Council and Congress, provided such directions shall not invalidate any prior act otherwise valid.

**1-8**

1.71 The Central Council Executive shall have such powers and authority as may be granted to it under the Constitution and these By-Laws or as may be delegated to it by Central Council.

1.72 All acts of the State Executive shall be valid notwithstanding any possible disqualification, defect or vacancy in appointment of any member of State Executive and no resolution of Congress shall invalidate any prior act otherwise valid.

1.73 Meetings or Special Meetings of Central Council shall be held with fourteen (14) days notice in which shall be stated nature of business to be transacted.

1.74 Special Meetings of Central Council may be convened at any time in Sydney by the President or any three members of Central Council.

1.75 In the event of the applicable quorum not being formed within one half hour of the appointed commencing time, the meeting shall adjourn until 10.00 hours on next day at the same place and those Councillors present at the adjourned meeting shall form a quorum.

**Congress**

1.76 A congress of representatives nominated by affiliated Women's Auxiliaries and the members of Central Council shall be convened by Central Council and held annually in a venue as approved by RSL NSW.

1.77 The Congress shall be presided over by the Central Council State President or in her absence, by the Deputy State President.

1.78 In the event of the absence of the Deputy State President, Congress shall elect a Chairwoman from among its Delegates.

1.79 The Chairwoman shall have a deliberative vote on all questions and in the event of there being an equality of votes; the motion shall be resolved in the negative.

1.80 The Annual Congress business shall consist of considering and deciding on any matter that conforms to the aims and objects of the RSL Women's Auxiliaries and their Central Council.

1.81 There shall be a Congress Business Agenda.

1.82 The Congress Business Agenda shall be to consider the Annual Report and Financial Statements together with motions submitted by the Central Council and Women's Auxiliaries.

1.83 The RSL Women's Auxiliary Delegate shall be elected by each affiliated RSL Women's Auxiliary in a similar manner to RSL Women's Auxiliary Officers at its Meetings.

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1.84 A Delegate need not be a member of the RSL Women's Auxiliary she represents but shall be nominated by such RSL Women's Auxiliary and be a financial member of a RSL Women's Auxiliary.

1.85 An Alternate Delegate may be elected and attend Congress but may not be heard or vote on Motions before Congress except when the Delegate is not present on the floor of Congress.

1.86 Every Delegate or member entitled to be present shall have a deliberative vote only.

1.87 All voting, in the first instance, at Congress shall be by a show of hands with Delegates' badge cards being held in a raised hand in such a manner that the colour of the card can be clearly seen.

1.88 In all cases not here provided for, N.E. Renton "Guide for Meetings and Organisations, Volume 2 (Guide for Meetings)" shall be followed so far as it is applicable to proceedings of the League.

1.89 No Delegate shall have power to transfer her representation.

1.90 Any RSL Women's Auxiliary may nominate any Delegate attending Congress to move any resolution on its behalf.

1.91 Each RSL Women's Auxiliary may defray expenses of its Delegate and Alternative Delegate to Congress.

1.92 Order of business for Congress: -

- (a) Pledges of Allegiance.
- (b) Addresses.
- (c) Awards and Presentations.
- (d) Confirmation of Minutes of Previous Meeting.
- (e) Congress Appointments.
- (f) Agenda.
- (g) Questions without notice.
- (h) Conclusion.

1.93 The Proposer of a motion shall be limited to four minutes, or such time as may be decided in which to introduce the subject, and two minutes for right of reply.

**1-10**

- 1.94 An extension of time may be granted by the meeting without debate.
- 1.95 The Secunder of a motion and all other Speakers shall be limited to three minutes each but a time extension may be granted by a vote without debate.
- 1.96 At State Congress when a timekeeper has been appointed he or she shall for the purposes of determining the time limits in paragraphs 1.93 and 1.95 stop the clock whenever the Proposer, Secunder or other Speaker is interrupted and restart the clock when the interruption has ceased.
- 1.97 No member shall speak more than once in response to any question before the Chair except by way of personal explanation or with the consent of the meeting. Such consent shall be given by a vote of a majority of members present and questions shall be put without debate.
- 1.98 No amendment shall be permitted to any resolution appearing on the Agenda for Annual State Congress, amending, adding to or rescinding the Branch Constitution or any part thereof.
- 1.99 Motions discussed and voted upon shall not be reconsidered at the same meeting unless with the consent of not less than a three-fourths majority of those present.
- 1.100 Congress shall nominate when and where the next Congress shall meet, subject to the approval of RSL NSW.
- 1.101 The quorum shall be not less than 25% eligible to be present at such Congress.
- 1.102 RSL NSW State President and State Secretary or any two persons nominated by the RSL NSW State President shall have the right to attend any meeting of the Central Council and Congress of Women's Auxiliaries.

**Annual State Congress Suspension Committee**

- 1.103 The Congress Suspension Committee shall be nominated and elected annually at the first session of Congress each year.
- 1.104 At least five State Councillors and/or Delegates shall be nominated and elected from persons in attendance at the Congress.
- 1.105 The elected Committee shall nominate a Chairman from its members.
- 1.106 The Committee shall meet during Congress as required to consider motions handed to the Congress Chairman who shall hand same to Suspension Committee for recommendation.
- 1.107 The Committee shall only deal with motions that are the following:

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- (a) of an urgent or of an emergency nature.
- (b) of vital importance to the League.
- (c) are fully justified matters arising from business at the Congress in session.

1.108 All motions submitted to Committee shall be in writing on RSL Women's Auxiliary official letterhead signed by the President and Secretary of the RSL Women's Auxiliary submitting the motion with the exception of paragraph 1.107(c) above.

1.109 Any RSL Women's Auxiliary motion submitted to the Congress Suspension Committee and subsequently rejected by the Committee shall be returned to originator of the motion for submission (if still required) through their RSL Women's Auxiliary, and NOT referred direct to Central Council.

1.110 The Suspension Committee shall be empowered to reword or rephrase all motions submitted to the Committee for recommendation to Congress.

1.111 The Committee may seek further verbal explanation from originators of motions submitted for consideration of the Committee.

1.112 The Chairman of the Suspension Committee may be called upon by the Chairman of Congress to give reasons for the Committee recommendation to Congress.

1.113 The Committee shall not be required to give reasons at Congress to originators for rejection of any submission to the Committee.

1.114 Committee recommendations accepted by Congress shall be included in Congress Minutes and referenced with other resolution/s of similar content or intention.

**Annual State Congress Agenda Committee**

1.115 A Congress Agenda Committee shall be elected annually by Central Council as per paragraph 1.64.

1.116 The Agenda Committee of at least three (3) members shall consist of Metropolitan and Country Councillors.

1.117 The elected Committee shall nominate a Chairman from its members.

1.118 The Committee shall meet at least twice a year to consider agenda items from Central Council and Auxiliaries.

**1-12**

1.119 Resolutions amending the NSW Branch Constitution and By-Law or requiring Constitutional interpretations shall be referred to the RSL State Secretary prior to the Agenda Committee meeting.

1.120 The Agenda Committee shall be empowered to re-word or re-phrase ANY motions submitted for inclusion in future State Congress Agenda. Any re-wording or re-phrasing shall not alter the original intention of the motion.

1.121 Motions deemed to be out of order or irrelevant to Women's Auxiliaries or the League shall not be approved by the Committee for inclusion in the Congress Agenda.

1.122 Such items or motions mentioned in paragraphs 1.120 & 1.121 above shall be returned to the originators with explanation.

1.123 Motions submitted by Women's Auxiliaries or Central Council for the Agenda without supporting details and argument shall not be approved by the Committee for inclusion in the Congress Agenda.

1.124 The supporting argument of a motion for Annual State Congress shall be included in the Agenda and Agenda Committee shall summarise the supporting argument, if necessary, so as not to exceed half of an A4 size page.

1.125 All motions listed in the official Congress Agenda shall show the name of the originating RSL Women's Auxiliary.

1.126 Motions of similar content or intention shall be grouped into one common motion under the names of the originators.

1.127 Only motions originating from Auxiliaries and Central Council shall be included in the Annual State Congress Agenda.

1.128 The closing date for receipt of motions from any source for consideration of the Agenda Committee shall be the last day of February of any given year.

1.129 The official printed Agenda for each Annual State Congress shall list and group motions and other detail as required in the following order of business:-

- (a) Index
- (b) Congressional Election Details
- (c) Rules and Procedures of Debate
- (d) Receipt of Annual Report and Financial Statement
- (e) Motions for debate

## **1-13**

### **(f) Questions without notice**

The above Agenda order of business may be altered from time to time when matters of an urgent nature are required to be dealt with but this shall be the exception rather than the rule.

1.130 The official printed Agenda together with the Annual Report and Financial Statement shall be distributed to all Women's Auxiliaries at least six (6) weeks prior to the holding of Congress.

### **Life Membership and Awards Committee**

1.131 There shall be a Life Membership and Awards Committee of the Central Council which will be elected as per paragraph 1.64

1.132 The Life Membership and Awards Committee will receive nominations for Life Membership and awards from all affiliated Auxiliaries for consideration. They will report their recommendations to the next quarterly Central Council meeting.

1.133 The Life Membership and Awards Committee will consist of three (3) Central Council members.

1.134 The Life Membership and Awards Committee shall meet prior to each Central Council meeting.

### **Accounts**

1.135 Accounts of all moneys received and expended, all assets and liabilities shall be kept by RSL State Branch on behalf of the Central Council.

1.136 A per capita fee payable by each RSL Women's Auxiliary for defraying administrative expenses of Central Council may be fixed by resolution of Congress and it shall be competent for any RSL Women's Auxiliary to vote any additional sum deemed fit for such.

1.137 Central Council shall have no power to levy Auxiliaries for Central Council expenses.

1.138 All moneys received by Central Council shall be entered into books of account and banked at first bank opening for normal business.

**1-14**

1.139 All accounts shall be paid by cheque or by Electronic Funds Transfer (EFT) or through Petty Cash where the amount shall not exceed \$50, signed or authorised by the President or State Secretary / Treasurer and any other such officer as Central Council, by resolution, directs. In no case shall such number authorising or signing an account be less than two and any Petty Cash expenditure must be ratified by the following Central Council Meeting.

1.140 All members of Central Council, Auditors and RSL NSW shall have access at all times to books, accounts, receipts and vouchers of Central Council.

1.141 The Honorary State Secretary / Treasurer shall submit a report to Central Council Meetings.

1.142 Auditors duly appointed for New South Wales RSL State Branch shall be Auditors for Central Council.

1.143 A duly audited Statement of Financial Position and Statement of Comprehensive Income with summary of assets and liabilities of the Central Council shall be included with the RSL Women's Auxiliary Annual Report.

1.144 Auditors shall submit to each Annual Congress a statement as to correctness of accounts.

1.145 The RSL NSW Annual Report shall include annual financial statements and an Auditor's Report with detailed statement on the financial position of Central Council.

1.146 No paid or Honorary Officer or employee of Central Council shall act as Auditor.



## **CHAPTER 2**

### **Administration of RSL Women's Auxiliaries**

#### **Introduction**

- 2.1 RSL NSW may, whenever requested in writing by a RSL sub-Branch, permit formation of a RSL Women's Auxiliary which shall be properly constituted and affiliated with the Central Council of Women's Auxiliaries.
- 2.2 The formation of a RSL Women's Auxiliary shall rest with the parent sub-Branch. Upon completion of the formation, the sub-Branch shall notify RSL NSW furnishing the names and addresses of the Executive Officers.
- 2.3 Auxiliaries shall notify the names and addresses of the Office Bearers, together with a list of Financial Members and Life Members, to Central Council annually.
- 2.4 The affairs and management of every respective RSL Women's Auxiliary shall be vested in the members thereof, subject to paragraphs 2.60 and 2.62.
- 2.5 The parent RSL sub-Branch shall have the right to nominate its President, Honorary Treasurer and Honorary Secretary as ex-officio members of the RSL Women's Auxiliary with the right to speak but with no power to vote or be elected to any office therein.
- 2.6 The Trustees for the time being of the parent RSL sub-Branch shall also be the Trustees of the RSL Women's Auxiliary.
- 2.7 Where an RSL Women's Auxiliary wishes to become incorporated, the provisions of the RSL NSW Constitution shall apply.
- 2.8 An RSL sub-Branch may sponsor one or more auxiliaries as a subsidiary.

#### **Aims**

- 2.9 The aims, policy and objects of the RSL Women's Auxiliary shall be those of RSL NSW together with such domestic aims and objects approved by the parent sub-Branch, for the purpose of raising funds for distribution under the terms of the RSL NSW Constitution.

#### **Eligibility**

- 2.10 Eligibility for membership in any RSL Women's Auxiliary shall be:-
- (a) Any woman who is a relative of a serving, discharged or deceased member of a Commonwealth or Allied Military Force.
  - (b) Any woman who is a financial member of the RSL.

## 2.2

- (c) Any woman who is known to be sympathetic to the Aims and Objects of the RSL.

2.11 A proposed member shall be nominated, seconded and approved at a meeting of an RSL Women's Auxiliary.

2.12 Before admission to membership each person shall be advised of duties required of her.

### **Membership**

2.13 Subsidiary Auxiliaries shall be subject to the guidance of the parent sub-Branch subject to the provisions of paragraph 2.68 of this regulation and any other provisions as determined by the RSL State Council from time to time.

2.14 In the event of a sub-Branch ceasing to operate and its RSL Women's Auxiliary wishes to remain active and is capable of continuing work in the interest of the RSL, State Council/Executive may approve continuation of the RSL Women's Auxiliary under its control.

2.15 An annual Membership Fee, as set be the CCWA Annual State Congress, shall be payable in advance from 1<sup>st</sup> January each year of which a portion, as set be the CCWA Annual State Congress, shall be paid as an Affiliation Fee to Central Council of Women's Auxiliaries in advance on the 1<sup>st</sup> January each year. Members whose subscriptions and affiliation fees are unpaid at the expiration of three (3) months from that date shall be deemed unfinancial and their names shall be removed from the register of members.

2.16 Any RSL Women's Auxiliary whose affiliation remains unpaid after expiration of three (3) months from aforesaid date shall be deemed unfinancial and shall be debarred from nominating candidates for election to Central Council and from attending Congress.

2.17 On admittance to membership every member shall be issued a membership Badge.

2.18 The design of the RSL Women's Auxiliary Badge shall be a miniature blue Australian Flag within a circle bearing the words 'Women's Auxiliary RSL' on the top segment of which shall be attached a Crown.

2.19 The Badge is to be worn on the left shoulder with nothing above the Crown. Notwithstanding payment made for the badge, it shall remain the sole property of the RSL NSW and every member shall on becoming unfinancial return the badge to the Honorary Secretary for forwarding to the Honorary Secretary of Central Council.

2.20 A member wishing to actively support more than one RSL Women's Auxiliary by purchasing additional memberships may do so providing: -

## 2.3

- (a) She declares her membership to parent RSL Women's Auxiliary, having paid requisite subscription.
- (b) She pays the required subscriptions to the other RSL Women's Auxiliary concerned but is not issued with additional Badge.
- (c) Her application for membership is accepted by a majority vote of RSL Women's Auxiliary members concerned.
- (d) She shall only be entitled to hold office, speak and vote at a meeting of one RSL Women's Auxiliary in any one year.

2.21 Any member not in arrears of her subscription may resign from the membership by giving one month's notice in writing to President.

2.22 Vacancies in any office, howsoever occurring, shall be filled by the majority vote of the members at the next General Meeting of the RSL Women's Auxiliary, all members being advised of the vacancy.

2.23 A member wishing to transfer from one RSL Women's Auxiliary to another for whatever reason shall:-

- (a) Obtain agreement for the transfer between both Auxiliaries involved in writing.
- (b) Be a financial member of the RSL Women's Auxiliary.
- (c) Upon request to the transferable members RSL Women's Auxiliary a listing of all service relating to consideration of awards including those awards already held as per paragraph 2.24 Life Membership and Awards shall be supplied for recording by the accepting RSL Women's Auxiliary.
- (d) Where records by the RSL Women's Auxiliary are not available or are of a scant nature details can be supplied on a Statutory Declaration.
- (e) Such information shall be on RSL Women's Auxiliary letterhead and signed by President and Secretary.

### **Life Membership and Awards**

2.24 A Bar and Service Star shall be awarded to members who have given ten years of outstanding service. One additional Star shall be awarded for every further ten years of service.

- (a) A citation of services given must accompany each nomination.

## 2.4

- (b) The fee to the RSL Women's Auxiliary shall be determined by the Central Council at the time of the award. The initial issue of the award shall include one Bar and one Star. A fee will be incurred for additional Stars.
- (c) All Nominations and Citations are to be addressed to the Honorary State Secretary, RSL Central Council of Women's Auxiliaries.

2.25 Any member of a RSL Women's Auxiliary may have Life Membership conferred upon her in recognition of outstanding services rendered providing that:

- (a) A member shall be nominated and seconded by financial members of the RSL Women's Auxiliary.
- (b) Membership of such persons shall be subject to the Rules and By-Laws of the Women's Auxiliaries.
- (c) It shall not be necessary to hold office to be eligible for nomination for Life Membership.
- (d) Member nominated shall have rendered continuous outstanding services in an honorary capacity for at least ten (10) years and have had continuous membership within the RSL Women's Auxiliary movement for at least fifteen (15) years.
- (e) Nomination and Citation shall be approved by a Secret Ballot at a General Meeting with a 75% majority.
- (f) Nomination and Citation shall be submitted to the Central Council State Councillor for remarks.
- (g) The Central Council State Councillor shall submit the nomination and citation to the Life Membership and Awards Committee of the Central Council for consideration and recommendation.
- (h) Central Council itself may recommend to the Life Membership committee an award of Life Membership to any RSL Women's Auxiliary member whom it considers has rendered continuous outstanding honorary service to the New South Wales Branch of the League.
- (i) Such nominee referred to in paragraph 2.25(h) must have completed at least fifteen (15) years continuous membership, ten (10) years of which must have been outstanding honorary service, either prior to or in conjunction with Central Council service.

## 2.5

- (j) Central Council shall submit all successful and unsuccessful nominations, citations and recommendations to the RSL State Council no later than 12.00 pm on the day after the Central Council Quarterly meeting for consideration and recommendation to the RSL National Executive.
- (k) If approved, Life membership will be granted at the closing of each quarter of the year.
- (l) When the award for Life Membership is approved, the RSL Women's Auxiliary shall be notified and requested to forward fee to the State Honorary Secretary to cover the cost of Life Membership Award.
- (m) A Life Member transferring to another RSL Women's Auxiliary shall not be required to pay a Membership Fee to that RSL Women's Auxiliary.
- (n) A Life Member who joins a second RSL Women's Auxiliary and is not transferred from the first RSL Women's Auxiliary shall pay a Membership Fee to the second RSL Women's Auxiliary.
- (o) A Life Member transferring to another State shall retain Life Membership of the RSL Women's Auxiliary movement but shall be subject to the jurisdiction of that State.
- (p) The number of Life Memberships awarded in any one year shall not exceed ONE per 150 of State RSL Women's Auxiliary financial membership unless otherwise authorised by State Council.
- (q) A Life Member who cannot be traced or who is of no known address after fifteen (15) years shall be transferred to the Central Council's Miscellaneous Members Holding List.
- (r) Any Life Member guilty of conduct unbecoming a member of the RSL Women's Auxiliary or subversive to the Aims and Objects of the League or wilfully infringes the Constitution, Rules or By-Laws made pursuant thereto, Central Council may resolve to withdraw Life Membership and membership.

### **Meetings**

2.26 Annual General Meetings will be held during January or February prior to the sponsoring sub-Branch Annual General Meeting.

2.27 Special General Meetings may be convened by resolution of General Meeting or by President.

## 2.6

2.28 General Meetings shall be held at a time; place and date fixed by a resolution of respective RSL Women's Auxiliary but shall be held no less than once per quarter.

2.29 A quorum at any meeting shall be the number fixed by a resolution of the first General Meeting or such other number as may be fixed at a subsequent Special General Meeting convened for that purpose.

2.30 A financial member may be elected to any office subject to provisions of paragraph 2.19.

2.31 The Annual General Meeting of each RSL Women's Auxiliary shall elect a President, two (2) Vice-Presidents, a Treasurer and a Secretary whose duties shall be defined in RSL Women's Auxiliary Guidance Sheets prior to the election.

2.32 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.

2.33 Those persons referred to in paragraphs 2.31 and 2.32, shall, on election, constitute the Executive Committee and shall be empowered to conduct business between General Meetings or such other business as may be delegated by resolution of a duly constituted Meeting subject to ratification of their actions by the next meeting of the RSL Women's Auxiliary.

2.34 Auxiliaries should, at least one month prior to the Annual General Meeting, determine whether nominations shall be made verbally or in writing and shall in either case determine whether elections shall be by postal ballot, ballot or open vote. In the latter two instances, when voting is conducted from the floor at the General Meeting such shall be on basis of "first past post".

2.35 When written nomination is made such shall be lodged under two (2) members' signatures with nominee's acceptance fourteen (14) days prior to the Annual General Meeting and the Secretary shall note thereon time and date received, retaining the covering envelope.

2.36 Where RSL Women's Auxiliary fails to determine method of nominations such shall be made verbally at Annual General Meeting.

2.37 A General Meeting shall also appoint a Returning Officer and Scrutineers (for the Annual General Meeting) who are not members of that RSL Women's Auxiliary.

2.38 Any Officer absent without reasonable cause from three (3) consecutive General or Executive Committee Meetings may be removed from Office.

2.39 All elections will be conducted in such a manner as will meet the convenience of members.

## 2.7

2.40 Vacancies in any office, howsoever occurring, shall be filled by the majority vote of members at next General Meeting of the RSL Women's Auxiliary, all members being advised of the vacancy.

### **Finance**

2.41 No portion of the membership fee shall be claimable or payable to any sub-Branch, State Branch or National Executive of the RSL but any RSL Women's Auxiliary may, by resolution of which notice has been given, vote moneys from such membership fees to any of the bodies aforesaid.

2.42 Any RSL Women's Auxiliary may donate to organisations under the provisions of this Regulation and Chapter 5, Annex C, RSL NSW Property and Finance Regulation.

2.43 Any moneys collected or subscribed (except membership fees) shall not be distributed by RSL Women's Auxiliaries to any non-RSL organisation or person beyond the sum of \$100.00 in any one year.

2.44 (a) Any RSL Women's Auxiliary shall be free to donate up to 50% of their money collected or subscribed (except for membership fees) to any RSL Charity (See Annex C Ch.5 RSL NSW Property and Finance Regulation) without reference to or prior approval of the parent sub-Branch.

(b) Any RSL Women's Auxiliary shall be free to donate up to 100% of their money collected or subscribed (except membership fees) to the RSL Welfare and Benevolent Institution (RSL WBI) without reference to or prior approval of their parent sub-Branch.

2.45 All moneys received by the Honorary Secretary and the Honorary Treasurer or other authorised officer of RSL Women's Auxiliary shall after entry into books of Accounts be forthwith paid into a Bank appointed by the parent sub-Branch.

2.46 Payment of all accounts shall be authorised either by a General Meeting or by an Executive Committee Meeting and presented at the next General Meeting for ratification.

2.47 All accounts shall be paid by cheque or by Electronic Funds Transfer (EFT) or through Petty Cash where the amount shall not exceed \$50, signed or authorised by such officers as the RSL Women's Auxiliary, by resolution, directs. In no case shall such number be less than two.

2.48 At every General Meeting a statement of Receipts and Expenditure together with Bank Statement shall be presented and if correct, shall be signed by Chairman.

## 2.8

2.49 The financial year shall commence on the 1 January and end on 31 December.

2.50 The RSL Women's Auxiliary shall at the Annual General Meeting each year elect an Auditor/s for the following financial year.

2.51 Auditor/s shall have access at all times to books of accounts, receipts and vouchers of RSL Women's Auxiliary.

2.52 Auditor shall inspect books, receipts and vouchers and certify as to their correctness and report in Annual Accounts and Statement of Financial Position.

2.53 The Annual Accounts and Statement of Financial Position including a list of all individual donations are to be presented to the Annual Meeting of the RSL Women's Auxiliary.

2.54 One copy of the accounts and the list referred to in paragraph 2.53 shall be forwarded to the Central Council no later than the 31 March each year.

2.55 One copy of all accounts and lists referred to in paragraph 2.53 should be forwarded to the parent sub-Branch or sponsoring body, prior to that body's Annual General Meeting together with the following: -

- (a) Reconciliation of Accumulated Funds as at the 31 December of each year.
- (b) Bank Certificate/Building Society Certificates of Balance as at 31 December each year.
- (c) Auditor's report.

2.56 All financial statements shall be signed by Auditor/s, President, Treasurer and Secretary of the RSL Women's Auxiliary.

2.57 The liability of every member shall be limited to the amount of the annual subscription and liability of any RSL Women's Auxiliary shall be limited to such expenditure as authorised by a resolution of Executive Committee at a duly constituted meeting.

2.58 The RSL State Secretary, or any person authorised by RSL State Council / Executive, shall have power to inspect and/or take possession of books, papers, correspondence and other documents in possession or belonging to any RSL Women's Auxiliary and to report to the RSL State Council/Executive thereon which shall have power to do all matters and things deemed necessary.



## 2.9

### **Discipline**

2.59 The Executive or any member thereof may be removed from office by a resolution at a Special General Meeting called for that purpose but no such resolution shall be passed unless notice of intention in writing has been served on or posted to the member whom it is proposed to remove from office, seven (7) clear days prior to the day fixed for holding of such meeting.

2.60 If, in the opinion of the Executive Committee, any member has acted detrimentally to or not in accordance with the Aims, Objects and Policy of the RSL Women's Auxiliary, such member may be suspended from membership (for a limit not exceeding three (3) months) by resolution of a special General Meeting called for that purpose.

2.61 No such resolution referred to in paragraph 2.60 is valid unless notice in writing has been served on or posted to the member whom it is proposed to suspend twenty eight (28) clear days prior to the date fixed for the holding of such a Special General Meeting.

2.62 The Constitution and By-Laws of The Returned and Services League (New South Wales Branch) shall apply in any case of suspension.

2.63 With written consent of the parent sub-Branch of the RSL Women's Auxiliary any or all of the parties mentioned in paragraphs 2.59 and 2.60 may appeal to the RSL State Council against their removal or suspension.

2.64 Any RSL Women's Auxiliary aggrieved at any direction on RSL Women's Auxiliary matters given by the parent sub-Branch may appeal to the RSL State Council through the Central Council. The parent sub-Branch shall be given the right to be heard on any matters in dispute.

2.65 The decision given through Central Council by RSL State Council shall be final.

2.66 RSL State Council's ruling on matters in dispute shall be final and binding on all parties concerned.

### **RSL Women's Auxiliary By-Laws**

2.67 RSL Women's Auxiliary By-Laws and any resolution conforming thereto, adopted at properly convened meeting of any RSL Women's Auxiliary, shall be binding on all members affected thereby whether present and having voted or not.

2.68 RSL Women's Auxiliary By-Laws may be altered or amended by resolution of State Council of RSL.

**2.10**

2.69 RSL Women's Auxiliary By-Laws shall be first submitted to RSL State Council before adoption.

## **CHAPTER 3**

### **RSL WOMEN'S AUXILIARY FINANCES**

#### **Introduction**

3.1 The aim of this Chapter is to assist Executives and Committee with the reporting, recording and the maintenance of RSL Women's Auxiliaries financial records.

3.2 RSL NSW guide to keeping financial records is N. E Renton 'Clubs & Non-Profits: Keeping the Books', hereinafter called 'Renton's for Books'.

3.3 RSL Women's Auxiliaries are encouraged to purchase a copy of 'Renton's for Books' for use as the **only** reference to the keeping of financial records. 'Renton's for Books' should be read in conjunction with the Constitution and By-Laws and should conflict arise the latter prevails.

3.4 This Chapter does not attempt to recreate the content of 'Renton's for Books', but is designed to highlight the major areas auxiliary members should be aware of.

#### **RSL Women's Auxiliaries Returns (WA1, WA2 & WA3's)**

3.5 Each year the RSL Women's Auxiliary Annual Accounts and Statement of Financial Position including a list of all individual donations are to be presented to the Annual Meeting of the Auxiliary.

3.6 One copy of the accounts and the list referred to in paragraph 3.5 shall be forwarded to RSL NSW no later than the 31 March each year.

3.7 Annex E of this chapter contains the form to be submitted with the accounts to Central Council which provides for the notification of the Executive Officers for the coming year and forms the principle notification that could affect the forwarding of all correspondence and other material where a change of Secretary occurs. Please include first names of President, Secretary and Treasurer.

3.8 These forms are provided to simplify the Sub-Branch's and RSL Women's Auxiliary obligations in making its returns under the above rule. They have been designed to simplify the preparation of Balance Sheets and Income and Expenditure Accounts and to eliminate the confusion that has existed in past years.

3.9 The most important point to remember is that every RSL Women's Auxiliary is required to complete its returns and to lodge them with their parent RSL sub-Branch to allow returns to be made to RSL NSW.

3.10 It is the RSL Women's Auxiliary responsibility to lodge audited copies of the account to their parent Sub-Branch.

## 3-2

3.11 Although Clause 37.1 of the Constitution requires the parent sub-Branch to forward to RSL NSW an audited copy of all its subsidiary organisation, 2.55 of this regulation directs that the RSL Women's Auxiliary Committee shall supply to parent sub-Branch, copies of audited annual financial statements as adopted by Annual General Meeting of RSL Women's Auxiliary for distribution respectively to sub-Branch records, RSL NSW and the appropriate Government Department.

3.12 It is further requested that you state on your Balance Sheet the name of the Bank with which you transact the RSL Women's Auxiliary banking arrangements, i.e.

Cash at Commonwealth Bank of Australia

Cash at National Australia Bank

Cash at Westpac Banking Corp. etc.

### **Australian Accounting Standards**

3.13 RSL Women's Auxiliary executives should be aware that the Australian Accounting Standards change from time to time. The information in this Chapter is based on the changes to the Accounting Standards which came into effect on 1<sup>st</sup> January 2009.

### **Cheque Signatories**

3.14 Renton's for Books advises that the normal signatories for cheques are to be **any two** of the President, Secretary or Treasurer. This is also in accordance with the Constitution.

### **Bookkeeping During the Financial Year**

3.15 Appropriate accounting records need to be maintained during the course of each financial year. Properly kept books will facilitate the preparation of:

- a. periodical financial reports,
- b. annual financial reports, and
- c. returns relating to GST.

### 3-3

#### **Cash versus Accruals Accounting**

3.16 Accounts can be drawn up on a ***cash basis*** that is without any allowance for outstanding debits and credits at the balance date. A more accurate method and one which produces a more meaningful picture and which is recommended is the use of an ***accrual basis*** of accounting. Details of the two methods are described in Chapter 2 of Renton's for Books.

#### **Double Entry Bookkeeping**

3.17 RSL Women's Auxiliary are to use a ***double entry accounting system***. Under this system each transaction gives rise to a pair of entries – a positive entry to one account and a negative entry of equal size to another account. An example cash book pages is shown at Annex A to this Chapter.

#### **Periodical Financial Reports**

3.18 Periodical financial reports, such as those prepared by the Treasurer for consideration at a monthly meeting, can be much less elaborate than the formal annual accounts. An example periodical financial report is shown at Annex B to this Chapter.

#### **Audit**

3.19 In accordance with the RSL NSW Constitution, RSL Women's Auxiliaries are to elect two honorary auditors or appoint a qualified auditor who shall inspect the books, vouchers and securities of the RSL Women's Auxiliary and certify their correctness as reported in the *Statement of Financial Position*.

3.20 Auditors must be given unfettered access to the books of account and any other documents required by the auditor to complete the task. The responsibility for RSL Women's Auxiliary audit rests with the sub-Branch Trustees.

#### **Investments**

3.21 The responsibility for investment of RSL Women's' Auxiliary funds is vested in the sub-Branch Trustees. Trustees have a duty to ensure that funds are invested in accordance with the Constitution and the Trustee Act. Recommendations from the membership for investment of RSL Women's Auxiliary funds should be made, in writing, to the Trustees who then act in the best interest of the RSL Women's Auxiliary.

## **Insurance**

3.22 The Trustees of a sub-Branch have a statutory requirement to ensure that all property and assets of the RSL Women's Auxiliary are insured in accordance with the Property and Finance Regulations. Trustees must ensure that insurance of property and assets is based on a **sound and up-to-date valuation**.

## **Disposal of Assets**

3.23 Assets (those items that are purchased by or donated to RSL Women's Auxiliary) are only to be disposed of in accordance with Chapter 2 of the RSL NSW Property and Finance Regulation. Assets (which are still functional) may be auctioned or disposed of by tender. Assets should not be disposed of for less than the written-down value in the assets register.

## **Fundraising and Inwards Donations**

3.24 Care must be taken to ensure that RSL Women's auxiliary wishing to fundraise, in any way, have been issued an Authority to Fundraise in accordance with Chapter 4 of the RSL NSW Property and Finance Regulation. This includes the conduct of any raffles and/or soliciting donations from the public. Authority Holders are required to authorise any persons or organisations that fundraise for them, in writing.

3.25 RSL Women's Auxiliary are to ensure that any donations received for a specific purpose are applied **only** to that purpose. If this is not feasible (for example, because a project has been abandoned) then all donations concerned **must be** returned to the respective donors, unless they individually consent to its use for another purpose.

## **Functions**

3.26 RSL Women's Auxiliary advertising functions i.e. lectures, seminars, health promotions etc to the general public, must provide sufficient information for the public to act upon. The fact that there is no charge or that admission is by donation should be clearly spelt out. Similarly, the need to respond by a certain date or that people can just turn up should, be set out.

3.27 The failure to provide such vital information could well prove counterproductive. Apart from that, such advertisements can often be made to serve more than one purpose. In particular, they can also act as a means of attracting new members.

3.28 RSL Women's Auxiliaries conducting functions (except in registered clubs/hotels) at which alcohol is sold as part of the activity are to comply with the NSW Liquor Act 1982.

### **Outward Donations**

3.29 Outward donations are to be made in accordance with Chapter 5 of the RSL NSW Property & Finance Regulations and Chapter 2.44 of this regulation.

### **Membership Fees**

3.30 Membership fees are exempt from GST.

### **Annexes:**

- A. Example Cash Book Pages
- B. Example Periodical Financial Report
- C. Example Statement of Financial Position
- D. Example Statement of Comprehensive Income
- E. Yearly Office Bearers Form

**ANNEX A TO  
CHAPTER 3**

**EXAMPLE: CASH BOOK PAGES**

**CASH RECEIPTS**

Date	Receipt or Cheque no.	Received from	Membership fees	Donations	Interest	Rent	Raffles	Functions	URSF	Other
03.4.20	xxxxxxx	J. Smith	29.00							
03.4.20	xxxxxxx	R. Brown	29.00							
07.4.20	xxxxxxx	A. Jones	29.00							
15.4.20	xxxxxxx	Chess Club				100.00				
18.4.20	xxxxxxx	B. Short	29.00							
21.4.20	xxxxxxx	M. North	29.00							
27.4.20	Cash	ANZAC badges							600.00	
30.04.20		Bank-Dir Deposit			390.00					
			145.00	-	390.00	100.00	-	-	600.00	-



**A-2****CASH PAYMENTS**

Date	Cheque no.	Payable to	Capitation fees	Affiliation fees	Audit Fees	Donations	Functions	Insurance	Postage Out of pocket	Printing & Stationery	Rates & taxes	Telephone	Travelling	Welfare	URSF	Other
08.4.20	xxxxxx	Scott & Broad						300.00								
15.4.20	xxxxxx	Telstra										80.00				
15.4.20	xxxxxx	Smith Plumbing														720.00
29.4.20	xxxxxx	State Branch	120.00													
29.4.20	xxxxxx	URSF													300.00	
			120.00	-	-	-	-	300.00	-	-	-	80.00	-	-	300.00	720.00

**ANNEX B TO  
CHAPTER 3**

**EXAMPLE: PERIODICAL FINANCIAL REPORT**

**Receipts and Payments for April 2020**

	\$	\$
<b>Bank Balance as at 31 March 2020</b>		16,100.00
<b>Receipts:</b>		
Subscriptions	145.00	
Interest	390.00	
Rent	100.00	
ANZAC Day Appeal	<u>600.00</u>	1,235.00
<b>Payments</b>		
Affiliation fees	120.00	
Insurance	300.00	
Telephone	80.00	
Building Maintenance	720.00	
URSF - ANZAC Day Appeal	<u>300.00</u>	1,520.00
<b>Bank Balance as at 30 April 2020</b>		<u><u>15,815.00</u></u>

Signature:

Date:

# ANNEX C TO CHAPTER 3

## EXAMPLE: STATEMENT OF FINANCIAL POSITION

### STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2020

	2020	2019
	\$	\$
<b>CURRENT ASSETS</b>		
Cash	19,591	15,000
Receivables(debtors)	300	500
Prepayments	150	150
Other		
<b>Total current assets</b>	<u>20,041</u>	<u>15,650</u>
<b>NON-CURRENT ASSETS</b>		
Investments (as per attached list	85,000	85,000
Land and buildings - at valuation	950,000	900,000
Furniture, plant and equipment	3,000	3,000
Less: Depreciation	<u>900</u>	<u>600</u>
Other		
<b>Total non-current assets</b>	<u>1,037,100</u>	<u>987,400</u>
<b>TOTAL ASSETS</b>	<u>1,057,141</u>	<u>1,003,050</u>
<b>CURRENT LIABILITIES</b>		
Subscriptions in Advance	145	174
Payables(creditors)	200	150
Other		
<b>Total current liabilities</b>	<u>345</u>	<u>324</u>
<b>Non-current liabilities</b>		
First mortgage		
Bank loan		
Other		
<b>Total non-current liabilities</b>		
<b>TOTAL LIABILITIES</b>	345	324
<b>NET ASSETS</b>	1,056,796	1,002,726

**C-2**

**Represented by:-**

Accumulated funds

806,796

802,726

Reserves

250,000

200,000

1,056,796

1,002,726

**ANNEX D TO  
CHAPTER 3**

**EXAMPLE: STATEMENT OF COMPREHENSIVE INCOME**

**STATEMENT OF COMPREHENSIVE INCOME FOR YEAR ENDED  
31 DECEMBER 2020**

	<b>2020</b>		<b>2019</b>
	<b>\$</b>		<b>\$</b>
<b>INCOME</b>			
Membership subscriptions-current year	1,015		957
Membership subscriptions-prior years	-		29
Associate membership fees	25		25
Donations	500		500
Interest and investment income	4,675		4,250
Rent Received	5,200		5,200
Raffles,/Competitions	350		700
Functions	800		1,200
ANZAC Day Appeal	600		700
Less: payment to URSF	<u>300</u>	300	<u>350</u>
Poppy Day Appeal	450		400
Less: payment to URSF	<u>225</u>	225	<u>200</u>
Other Income			
sale of ties	200		-
<b>Total income</b>	<u>13,290</u>		<u>13,411</u>
<b>EXPENDITURE</b>			
Capitation fees to State Branch	840		816
Affiliation fees to District Council	80		72
Audit fees	300		300
Donations made (as per attached list)	550		400
Depreciation	300		300
Cost of functions	650		975
Interest paid	-		-
Insurance	1,300		1,300

**D-2**

Out of pocket expenses	250	180
Postage	100	120
Printing and Stationery	300	380
Rates and taxes	850	820
Rent paid	-	-
Telephone	300	320
Travelling expenses	400	380
Mortality payments	-	-
Welfare payments	1,000	850
Other expenditure - Building maintenance	2,000	1,000
<b>Total expenditure</b>	<u>9,220</u>	<u>8,213</u>
<b>Surplus/(Deficit) for the year</b>	4,070	5,198
<b>ADD:-Accumulated funds - 1 January</b>	802,726	797,528
<b>Accumulated funds - 31 December</b>	<u><u>806,796</u></u>	<u><u>802,726</u></u>

**ANNEX E TO  
CHAPTER 3**

**OFFICE BEARERS FOR YEAR  
NAMES ADDRESS TELEPHONE NUMBER & E-MAIL**

RSL WOMEN'S AUXILIARY \_\_\_\_\_

**PLEASE USE BLOCK LETTERS WHEN FILLING IN THIS FORM**

**PRESIDENT**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ POSTCODE \_\_\_\_\_

EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

**HONORARY SECRETARY**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ POST CODE \_\_\_\_\_

EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

**HONORARY TREASURER**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ POST CODE \_\_\_\_\_

EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

**N.B.** HAVE YOU FILLED IN YOUR AUXILIARY NAME?

HAVE YOU FILLED IN YOUR EXECUTIVES ADDRESSES?

Return to:

**Honorary Secretary**

**CCWA**

**ANZAC HOUSE**

**245 Castlereagh Street**

**SYDNEY NSW 2000**

**Fax (02)9264 8466**

**e-mail [ccwa@rslnsw.com.au](mailto:ccwa@rslnsw.com.au)**

**PLEASE PRINT CORRECT MAILING  
ADDRESS** .....

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## **CHAPTER 4**

### **GENERAL INFORMATION**

#### **History of RSL Women's Auxiliaries**

4.1 The Australian Imperial Service of Women's Auxiliary was formed in Phillip Street, Sydney by mothers, wives, widows, sisters, daughters and aunts of men who served in the Australian Imperial Forces in the First World War [1914-1918]. The Auxiliaries grew from this beginning to raise money for the welfare of men and women who served and their widows and families.

In 1947 at Returned and Services League [NSW Branch] State Congress, a resolution was formed that a Central Council of Women's Auxiliaries be established. On 18 August 1948 Mr. K. Todd OBE, Country Vice President of Returned and Services League of Australia [NSW Branch] held the first Returned and Services League Women's Auxiliary Congress at the Young Women's Christian Association Liverpool Street, Sydney. 140 Auxiliaries attended from all over NSW, approximately 3110 members attending.

The first President was Mrs K. Todd [1948-1949], Metropolitan Vice-President, Mrs Pat Maitland with Mrs M. Hawkins the State Treasurer and Mrs Gwen Richards State Secretary.

The Returned and Services League [NSW Branch] of Women's Auxiliary is a non-political non-sectarian organisation. It raises funds for the well being of our ex-service men and women and their dependants and current serving defence force personnel. It undertakes hospital and convalescent visitations, home visits etc. Its funds are raised through raffles, street stalls and other functions to support the Welfare and Benevolent Institution. This assists the Welfare Officers to carry out their duties in providing for the ever increasing need for Welfare.

At the appropriate times of the year Anzac Badges and Remembrance Emblems are sold.

Other fund raising avenues arise throughout the year in local areas and with parent sub-Branches.

The Returned and Services League [NSW Branch] of Women's Auxiliaries were founded on fellowship and a desire to care for our communities. This continues to exist to this day. Members enjoy the friendship of like-minded women and the opportunity to develop welfare skills. Members enjoy visiting other Auxiliaries when they hold functions, sharing ideas and ideals.

RSL Women's Auxiliary is a voluntary organisation, dedicated to raising funds for the welfare of veterans of all wars and conflicts.

Eligibility of membership is open to any woman over 16 years of age. Encouraging membership is the future of RSL NSW Women's Auxiliaries to carry on this good work for years to come. Many present members have been in the Auxiliary for over 50 years, a lifetime of devotion to welfare of veterans.

## 4-2

### **Act of Remembrance and Dedication**

#### **The Ode to the Fallen.**

4.2 To be recited by the Chairman at the commencement of each meeting.

“They shall grow not old, as we that are left grow old,

Age shall not weary them nor the years condemn,

At the going down of the sun and in the morning,

We will remember them.”

“Lest We Forget”

[Gathering repeats “Lest We Forget”]

#### **Pledge Of Allegiance**

4.3 Taken at the Annual General meeting and the induction of a new member.

I [name ...] do hereby swear allegiance to her Sovereign Majesty Queen Elizabeth II, her heirs and successors, and do hereby subscribe to the Constitution of the Returned and Services League of Australia[ NSW Branch].

### **‘GOD SAVE THE QUEEN’**

#### **Additional Membership**

4.4 A person wishing to actively support more than one RSL Women's Auxiliary by purchasing additional membership may do so providing;

- She declares her intention, to parent RSL Women's Auxiliary, to seek Additional Membership.
- She pays the required subscriptions to the other Auxiliary concerned but is not issued with additional Badge.
- The Honorary Secretary of the parent Auxiliary notifies, in writing, the Honorary Secretary of the Auxiliary that the member wishes to join as an additional Member.
- The Additional Membership decision must be made at the next monthly meeting, by majority vote, of the Auxiliary the member wishes to join.
- She shall only be entitled to hold office, speak and vote at a meeting of the parent RSL Women's Auxiliary in any one year.

## 5-3

- **Request for Additional Membership must not be refused by either RSL Women's Auxiliary.**

### **Membership Badge**

4.5 The Auxiliary Badge is to worn on the Left Shoulder with nothing worn above the Crown. If a member is no longer a financial member, the badge must be returned to the Auxiliary Honorary Secretary who will forward the returned Badge to Honorary Secretary of CCWA. Badge will only be issued on receipt of:

- Members name and date of joining Auxiliary
- Cost of badge including postage \$5.00
- \$8.00 Affiliation fee to CCWA
- Badges are not transferrable

If a member becomes nonfinancial she must return her badge to the Honorary Secretary of the Auxiliary who in turn forwards the badge to Honorary State Secretary CCWA. On death of Life Member, Badge need not be returned.

### **Lost Badge**

4.6 If a member loses her Badge she must notify Honorary Secretary of CCWA. A statutory declaration explaining the circumstances of the loss and the cost of the new Badge to be sent to CCWA and a new Badge will be issued.

### **Life Membership**

4.7 Any member of an RSL Women's Auxiliary is eligible for Life Membership provided such member has had 15 years continuous membership and 10 years outstanding service in an honorary capacity to the Auxiliary. It is not necessary to hold office to be nominated for Life Membership.

4.8 A member must be nominated and seconded by 2 financial members of an Auxiliary and a citation of the member's service must be submitted to a General Meeting of the Auxiliary, approved by 75% of members at that meeting.

4.9 All nominations must be submitted only on the official form provided. (See Annex A)

4.10 Any other form of recommendation is not considered. The nomination is forwarded to the Area Councillor for her approval and is then submitted, by her, to the Life Membership Committee.

### **Life Membership Committee**

4.11 The Life Membership Committee is comprised of a 3 CCWA State Councillors.

**4-4**

4.12 At the 1972 RSL CCWA Congress, it was resolved that when the award of Life Membership is granted to a member, that Auxiliary is responsible for the cost of \$60.00 to be sent promptly to CCWA office so there will be no delay in the award being made.

**Transfer of Life Membership**

4.13 If a Life Member transfers to another Auxiliary, no fees are paid to the Auxiliary to which she transfers.

4.14 If the Life Member transfers interstate she would retain her Life Membership of the Women's Auxiliary Movement but would be governed by the rules of that State.

4.15 The Life Membership Badge is not returned in the event of the death of a member.

4.16 For record purposes, the Auxiliary Honorary Secretary must advise CCWA office of the death of a Life Member, including an Obituary of her service for inclusion in the "Garden of Remembrance".

**Transfer between Auxiliaries**

4.17 A financial Member of any RSL Women's Auxiliary may request, and be granted, a transfer to any other RSL Women's Auxiliary, subject to the acceptance of the application for Membership of the RSL Women's Auxiliary to which the member wishes to transfer.

4.18 The new Auxiliary should be contacted in writing, by the Honorary Secretary of the original Auxiliary, advising of the desire to transfer. This notification must be accepted at a General Meeting of the new Auxiliary by majority vote.

- A transfer form must be completed.
- The Applicant should be invited to the next General Meeting of the new Auxiliary.
- The original Auxiliary may not prevent any transfer of a member to another Auxiliary.

4.19 For record purposes, copies of transfer forms should be held by

- The original Auxiliary.
- The Auxiliary to which the member has transferred, with summary of service.
- A copy of Transfer Form to be sent to State Secretary at Central Council of Women's Auxiliaries (See Annex B).

## 4-5

### General Meeting Procedure

4.20 Below is a sample for a General Meeting of a RSL Women's Auxiliary:

**CHAIRMAN** will be the President and declares the meeting open reciting the "Ode to the Fallen."

**ROLL CALL**

**APOLOGIES**

**WELCOME** To new members/guest speaker etc.

**MINUTES** of previous meeting read by Honorary Secretary, confirmed as a true record of the proceedings by members who were present at the previous meeting. The Chairman signs the Minute Book.

**CORRESPONDENCE** to be moved and seconded "that the correspondence be received and dealt with as read" All correspondence to be initialled by Chairman.

### FINANCIAL STATEMENT

At each meeting a statement of Income and Expenditure, showing Cash Book balance and bank reconciliation is prepared and read by Honorary Treasurer. All Account Books and Bank Statements to be tabled and signed by Chairman as being true and correct, after any questions regarding finances are dealt with.

Accounts for debts incurred since the last statement is presented and any payment made on the authorisation of the Executive

It is then moved by the Treasurer and seconded, "that the Financial Statement be received, accounts ratified and accounts as presented be paid."

No payment to be made to any Auxiliary Member unless a receipt is first presented.

NB. The Auditor and Auxiliary Honorary Secretary must not be related to each other.

### GENERAL BUSINESS

- Business arising from minutes that was not been dealt with after reading of minutes
- Roster duties for coming month
- Future planning
- Group work
- Matters relating to Central Council of Women's Auxiliaries.
- Nomination of new members

## 4-6

- Quorum to be set at first meeting following Annual General Meeting
- Date of next meeting announced
- Meeting closed and time of closure recorded.

### **Extraordinary [Special Meeting]**

4.21 To hold an extraordinary meeting, the Honorary Secretary must notify, in writing to all members of RSL Women's Auxiliary, at least 14 days before date of such meeting, giving reasons for meeting. The Honorary Secretary of the parent Sub-Branch must also be informed in the same manner.

### **Certificate of Service**

4.22 To enable RSL Women's Auxiliaries to recognise the outstanding work performed in the interest of RSL Women's Auxiliaries, Certificates of Appreciation of Service are available for issue. (Application form is Annex C of this Chapter).

4.23 This award is not given lightly; detailed information must be forwarded for consideration.

4.24 Application for awards are to be made on the approved form available from RSL NSW, containing a citation in support of application duly signed by the President and Secretary of the RSL Women's Auxiliary.

4.25 The application must be forwarded to RSL NSW for approval by CCWA; where it is recorded and Certificate of Appreciation of Service is issued.

### **The Lady Woodward Cup.**

4.26 The Cup was presented to the RSL CCWA by the late Sir Eric Woodward, KCMG, CB, CBE, DSO during his term of office as Governor of NSW for annual competition among Auxiliaries. It was a privilege that this organisation was chosen to be recipient of this Cup bearing the name "Lady Woodward". It is hoped that all RSL Auxiliaries in NSW will participate in this annual competition

4.27 Points are allocated for all sections of RSL Fundraising by RSL Women's Auxiliaries.

4.28 Entry forms are forwarded to Auxiliaries annually and should be completed and returned at close of competition on the 31 March each year.

4.29 The RSL Women's Auxiliary submitting the winning entry will be custodian of the Lady Woodward Cup for the year and it will be presented at the State Congress of the CCWA.

**4-7**

4.30 Certificates will be presented to the winning Auxiliary and the two Auxiliaries submitting the next best entries. These certificates remain the property of the recipient Auxiliaries.

4.31 Entries will only be accepted on the official form provided each year (See Annex D).

**Annexes:**

- A. Application form for Life Membership of RSL Women's Auxiliaries.
- B. Transfer Form for Women's Auxiliary members.
- C. Application form for award of Certificate of Appreciation of Service
- D. Lady Woodward Cup Entry Form

**ANNEX A TO  
CHAPTER 4**

*The R.S.L. Women's Auxiliary Life Membership  
Information and Procedures*

**Qualifications for Award**

The Award is the highest honour which can be bestowed upon an Ordinary Member of a RSL Women's Auxiliary, and therefore, all recommendations should be thoroughly considered in that light, prior to submission.

Basically, in considering a recommendation of a member for the Award, the following points should be borne in mind by the recommending Auxiliary and the Councillor for the Area.

- A person recommended for the Award must have at least fifteen (15) years of continuous service as a member of an auxiliary, ten (10) years of which are considered outstanding honorary service.
- Service rendered as Patron or paid Auditor is not considered as qualifying service for the Award nor are services rendered to a Registered Club so considered.
- Recommendation for Life Membership and Citation for the Award submitted by the Auxiliary of which the member is an ordinary member must be approved by secret ballot at a General Meeting with 75 percent majority in favour, following one month's notice of the nomination.

All recommendations for the award of Life Membership **MUST** be submitted on the Life Membership form and **MUST** be forwarded to the Central Council Area Councillor, together with a photocopy of the minutes of the Meeting where the recommendation was agreed upon. The Councillor will add her comments and will then forward the application to Central Council. Where the subject is President or Secretary of the Auxiliary or a Councillor, the recommendation should be signed by an official of the Auxiliary and not the Nominee.

**The Life Members form will not be accepted unless all Questions are answered**  
Cost of Life Membership Badge and Certificate (unframed) is \$65.00 to be paid to Central Council on receipt of a letter informing that the Member has been awarded Life Membership.

**ALL PARTS OF THE FOLLOWING FORM MUST BE ANSWERED**

- Forms must show date of meeting that recommended Life Membership
- The member's signatures on the Life Membership Form are at times indecipherable. The printing of the names next to the signature is requested.

No Life membership application to be accompanied by Statuary Declarations or letters of support. Work to be considered is to be associated with **RSL work and Charities only**. In country areas, some recognised charities [not RSL exclusively] may be considered. Service to local schools, churches, surf clubs, scouts etc is not considered.



**A2**

**PLEASE NOTE. CCWA IS ONLY PERMITTED TO APPROVE A LIMITED NUMBER OF LIFE MEMBERSHIPS PER YEAR. IT IS IMPORTANT THAT CORRECT FORMS AND DETAILS OF WORK IS DOCUMENTED AS ALL LIFE MEMBERSHIPS AWARDED ARE SUBJECT TO RSL NSW SCRUTINY.**

**A3**

**CENTRAL COUNCIL OF WOMEN'S AUXILIARIES  
RECOMMENDATION FOR THE AWARD OF LIFE MEMBERSHIP**

The ..... Auxiliary recommends

Mrs / Miss..... (Surname)

..... (Christian Names)

for the Award of Life Membership.

Date of Birth ...../...../.....

Members full Postal Address .....

.....

..... Post Code.....

Date of Joining Auxiliary ..... / ..... / .....

Has the member had a minimum membership of 15 years? .....

Has the member rendered 10 years of outstanding Honorary Service .....?

Give Details of Service.

Day Month and Year in chronological sequence of office and position held or service rendered

Dates

Office or position held.

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

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.....

**A4**

### AUXILIARY CITATION IN SUPPORT OF RECOMMENDATION

*General summary in praise of the candidate's actions, character, accomplishments and value to the Auxiliary. Do not add documents, photo copies or Statuary Declarations. Use this form only.*

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

We, the undersigned, declare that this recommendation was proposed at a General Meeting held on ....., with the approval of 75% of members.

[Signature] President .....

Secretary.....

Date.....

**A5**

**GENERAL ACTIVITIES** please answer all questions.

Fundraising General (Raffles, stalls, luncheons and other functions) .....

.....

.....

ANZAC Badges and Poppies .....

.....

### *Welfare*

## Area Welfare Group

.....

.....

Community RSL (other selected charities [country areas only]).....

.....

Assist sub-Branch.....

President (Print Name).....

Signature .....

Secretary (Print Name).....

Signature .....

Date.....

Councillor's Comments.....

[illegible]

Signature..... Date.....

**ANNEX B TO  
CHAPTER 4**

**RSL CCWA TRANSFER FORM** [example]

TO.....[name].....HONORARY SECRETARY

.....AUXILIARY

**FROM**..... [name].....HONORARY SECRETARY

AUXILIARY [name].....

ADDRESS.....

.....

Member .....[name].....[of above Auxiliary]

Please note that the named member is desirous of transferring to

.....AUXILIARY.

Signature of Secretary

.....

If transfer is acceptable to your Auxiliary after a vote of majority of members please contact her in view of attending your next General Meeting.

For record purpose, copies of transfer form should be held by

- The Original Auxiliary
- The Auxiliary to which the member has transferred
- The Honorary State Secretary, CCWA, at Anzac House

.....

This form is available to you with the forms you receive each year or on RSL website click on CCWA icon

**ANNEX C TO  
CHAPTER 4**

**CENTRAL COUNCIL OF WOMEN'S AUXILIARIES**  
**APPRECIATION OF SERVICE CERTIFICATE**

..... YEARS OF SERVICE APPLICATION

..... NAME OF AUXILIARY

NAME OF APPLICANT .....

ADDRESS .....

.....

YEARS OF SERVICE from..... to.....

NOMINATED BY.....SECONDED BY.....

CITATION.....

.....

.....

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.....

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.....

.....

PRESIDENT..... HONORARY SECRETARY.....

DATE.....

**Lady Woodward Cup Entry Form**

Auxiliary Name: \_\_\_\_\_

**Office Use  
Only****Auxiliary to  
Complete****1. Membership**Members affiliated with Central Council as at 31 December, 20XX  
including Life Members

.....

**2. Meetings Held**..... Number held during year  
..... Is a record of attendance kept

.....

**3. Was your Auxiliary Balance Sheet sent to Central Council  
on or before 31 March, 20XX?**

.....

.....

**4. Did your Auxiliary send a Delegate and Alternate to the  
RSL Women's Auxiliaries State Congress?**

.....

.....

**5. Did your Auxiliary participate in RSL Welfare Group  
Activities and/or Councillor's Conference?**

.....

.....

**6. Welfare Work**(a) Assisting with sub-Branch functions  
..... (State details on attached form)

.....

(b) Welfare Work General – Details of work performed.  
e.g. hospital/home visits, mentally ill visits  
..... (State details on attached form)

.....

*(Explanations for questions 5, 6(a) and 6(b) are to be listed on the attached form)***7. Did your Auxiliary co-operate with Parent sub-Branch in  
ANZAC Day Appeal (Total amount collected)?**

.....

.....

..... Poppy Day Appeal (Total amount collected)?

.....

**8. Did your Auxiliary donate to the following**

(a) (i) RSL Welfare &amp; Benevolent Institution? .....

(ii) League Charity Promotions (if any)? .....

(iii) Christmas Cheer? .....

..... *Total of 8(a) (i)(ii) and (iii)* .....

(b) Sub-Branch Welfare Fund? .....

(c) War Veterans – Narrabeen and Yass? .....

(d) Central Council Admin and/or Auxiliary visits? .....

## Lady Woodward Cup Entry Form

Auxiliary Name: \_\_\_\_\_

### 5. Itemised Activities

---

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### 6. (a) Sub-Branch Functions – Details of work carried out.

---

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---

---

### (b) Welfare work. Hospital/home visiting, mentally ill visits etc – Details of work carried out.

---

---

---

---

---

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---

\_\_\_\_\_ (signature)      \_\_\_\_\_ (signature)

\_\_\_\_\_ (printed name)      \_\_\_\_\_ (printed name)

President

Secretary



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## **CHAPTER 5**

### **DUTIES AND RESPONSIBILITIES OF RSL WOMEN'S AUXILIARIES EXECUTIVES AND OTHER COMMITTEE MEMBERS**

#### **General**

5.1 In accordance with Clause 30 of the Constitution each RSL Women's Auxiliary is to appoint a management committee (to be known as the RSL Women's Auxiliary executive) from its financial members to conduct the day to day business of the RSL Women's Auxiliary. These appointments are to be elected annually at the Annual General Meeting.

5.2 Management of each RSL Women's Auxiliary is vested in the executive which is to consist of:

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

5.3 The members 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.

5.4 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**

5.5 The RSL Women's Auxiliary 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.

#### **Duties and Responsibilities of Executives**

5.6 Some of the duties and responsibilities of executives are listed at Clause 30 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;

## 5-2

- d. Duties and Responsibilities of the Treasurer – Annex D; and
- e. Duties and Responsibilities of Other Committee Members

### **Accountability**

5.7 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.

5.8 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.

5.9 Presidents are answerable and accountable to RSL NSW for the efficient functioning of the RSL Women's Auxiliaries. 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

**ANNEX A TO  
CHAPTER 5**

**DUTIES AND REPONSIBILITIES OF THE RSL WOMEN'S AUXILIARY  
PRESIDENT**

**General**

1. In addition to the duties and responsibilities of the President listed in the Constitution the following duties and responsibilities are to be undertaken by the President of a RSL Women's Auxiliary:

- a. senior executive officer of the organisation with a statutory duty to ensure that the RSL Women's Auxiliary 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 RSL Women's Auxiliary 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 RSL Women's Auxiliary;
- 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 RSL Women's Auxiliary;
- 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 for the leadership, forward planning, strategy and continual improvement of the RSL Women's' Auxiliary;
- i. close supervision of the other executive and elected committee members;
- j. ensure that any complaints of management irregularities of the RSL Women's Auxiliary are promptly investigated (by an independent and qualified person) and corrective action is taken immediately the results of the investigation are known;

**A-2**

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

**There is no such position as "Past Auxiliary President".**

**ANNEX B TO  
CHAPTER 5**

**DUTIES AND RESPONSIBILITIES OF THE  
RSL WOMEN'S AUXILIARY VICE PRESIDENT(S)**

**General**

1. The Vice President(s) duties and responsibilities are:
  - 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 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 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 RSL Women's Auxiliary;
  - 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 RSL Women's Auxiliary; 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.

**There is no such position as "Past Auxiliary Vice-President".**

**ANNEX C TO  
CHAPTER 5**

**DUTIES AND RESPONSIBILITIES OF THE RSL WOMEN'S AUXILIARY  
SECRETARY**

**General**

1. In addition to the duties and responsibilities listed in the Constitution, the RSL Women's Auxiliary 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;

## **C-2**

- p. compile and dispatch of the Annual Returns to the RSL sub-Branch, CCWA & RSL NSW by the due date each year;
- q. ensure that capitation and affiliation fees are paid by the due date each year;
- r. bringing to the notice of the executive those members who meet the criteria for awards in accordance with the By-Laws & Regulations;
- s. notify CCWA immediately of the death of a member, change of address or transfer to another Women's Auxiliary;
- t. supervise Recruiting Officer/Group;
- u. provide a detailed handover/takeover to her successor upon relinquishing the position; and
- v. 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 RSL Women's Auxiliary;
- 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 Women's Auxiliary; 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.

**There is no such position as “Past Auxiliary Secretary”.**



**ANNEX D TO  
CHAPTER 5**

**DUTIES AND RESPONSIBILITIES OF RSL WOMEN'S AUXILIARY  
TREASURER**

**General**

1. In addition to the duties and responsibilities listed in the Constitution, the 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 RSL Women's Auxiliary moneys, 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 moneys due to the organisation;
  - k. to ensure that an appropriate audit trail exists for all entries in the books of account of the RSL Women's Auxiliary;
  - l. prepare the books of account for audit;

## **D-2**

- m. compile annual financial reports;
- n. provide Trustees with all financial reports, records or documents required by them in the performance of their duties;
- o. in conjunction with the other executive committee members, prepare the annual sub-Branch budget for presentation to the AGM;
- p. provide a detailed handover/take over to her successor upon relinquishing the position; and
- q. 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 RSL Women's Auxiliary;
- 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 RSL Women's Auxiliary; 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.

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## CHAPTER 6

### OTHER USEFUL INFORMATION

#### Introduction

6.1 This Chapter is designed to provide useful information and contacts for Women's Auxiliary Executives and Committee. It contains contact details for all of the publications and organisations mentioned in this Regulation and other useful information.

#### Websites

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

- a. **RSL National** – [www.rsl.org.au](http://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 and Regulations.
- 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/](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](http://www.olgr.nsw.gov.au/olgr_default.asp);
- g. **NSW Charitable Fundraising Act 2015** -  
[http://www.fairtrading.nsw.gov.au/ftw/Cooperatives\\_and\\_associations/Charitable\\_fundraising.page](http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Charitable_fundraising.page)
- h. **NSW State Records Act 1998** –  
[http://www.records.nsw.gov.au/recordkeeping/recordkeepinginthenwpublic\\_sector\\_2072.asp](http://www.records.nsw.gov.au/recordkeeping/recordkeepinginthenwpublic_sector_2072.asp);
- i. **NSWNSW Office of Children's Guardian** –  
<https://www.kidsguardian.nsw.gov.au/>
- j. **NSW Members of Parliament** – <http://www.parliament.nsw.gov.au>;

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- k. **Australian Taxation Office** – <http://www.ato.gov.au/>;
- l. **National Archives** – <http://www.naa.gov.au>
- m. **Common Law** - <http://www.commonlii.org/resources/1.html>;
- n. **Its an Honour** - <http://www.itsanhonour.gov.au/>;
- o. **Australian Accounting Standards** -  
[http://www.aasb.com.au/pronouncements/aasb\\_standards\\_2005.htm](http://www.aasb.com.au/pronouncements/aasb_standards_2005.htm);
- p. **Australian Government Online Directory**-  
<http://directory.gov.au>
- q. **The Privacy Act 1988** - <http://www.privacy.gov.au/act/privacyact/>;
- r. **Your Guide** - <http://www.yourguide.com.au/yourguide.asp>
- s. **Our Community** - <http://www.ourcommunity.com.au/>; and
- t. **Volunteering NSW** - <http://www.volunteering.com.au/>