

**BY-LAW NO. 33 - SUB-CLAUSES 11.15 & 27.1**

**CENTRAL COUNCIL OF WOMEN'S AUXILIARIES**

(1) **INTRODUCTION**

- (i) This By-Law and its related by-laws (By-Laws 34 and 35) serve as the Constitution of the Central Council of Women's Auxiliaries. They detail matters not contained in the Constitution of the RSL (NSW Branch), which takes precedence.
- (ii) 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').

(2) **GENERAL**

- (i) 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 auxiliary so long as such conforms to the Aims, Objects and Policies of the League.
- (ii) The Head Office of the Central Council shall be at such place as RSL State Council may direct.
- (iii) No Central Council officer or member shall visit any Auxiliary unless invited in writing and then only after an authorising resolution of Central Council.
- (iv) The State President or her nominee may visit any Auxiliary without invitation when deemed necessary subject to RSL Council/Executive approval. The State President or her nominee may visit any Auxiliary by invitation of the sub-Branch President.
- (v) The Central Council may authorise payment from funds for travelling and expenses incidental thereto such being made only to any person authorised under Items (2) (iii) and (2) (iv).
- (vi) The provisions of Item (2) (v) shall only apply to two persons for any such visit and any other persons shall participate in such visit entirely at their own expense.
- (vii) The State Council of RSL (NSW Branch) shall have power to suspend or dissolve Central Council pursuant to this Constitution and By-Laws 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.
- (viii) 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.
- (ix) The State Secretary of RSL (NSW Branch) 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 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.

- (x) These By-Laws may be altered or amended by resolution of any Auxiliary Congress subject to confirmation by State Council.

(3) OFFICERS.

- (i) The Central Council shall have one Patron as determined from time to time.
- (ii) The Honorary Officers of the Central Council shall consist of: -
  - (a) State President
  - (b) Metropolitan Vice-President
  - (c) Northern Country Vice-President
  - (d) Southern Country Vice-President
  - (e) Honorary State Secretary
  - (f) Honorary State Treasurer
- (iii) The Officers of the Central Council shall consist of the Honorary Officers and twelve (12) councillors, nominated and elected in accordance with this By-Law. All Officers shall be financial members of an auxiliary.
- (iv) Seven (7) Councillors shall be permanent residents of country districts and five (5) permanent residents of the metropolitan districts.
- (v) The Vice-Presidents shall be residents in the area they represent.
- (vi) The Central Council shall designate the composition of districts and areas from time to time.
- (vii) 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.
- (viii) All members of Central Council shall retire at the expiration of each period of service but shall be eligible for re-election.

(4) NOMINATIONS FOR OFFICE

- (i) 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.
- (ii) The closing date for lodgement of nominations shall be at least six weeks prior to State Congress.
- (iii) 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 Item (5) (ii).

- (iv) Officers for which nominations may be made and by whom shall be:
    - (a) State President, State Honorary Secretary, State Honorary Treasurer – all Auxiliaries.
    - (b) Metropolitan Vice-President – all Metropolitan Auxiliaries.
    - (c) Northern Country and Southern Country Vice-Presidents – all Auxiliaries in respective Vice-Presidents' area (as laid down from time to time).
    - (d) Metropolitan and Country Councillors – from auxiliaries within their respective Districts.
  - (v) Candidates shall be financial members of a Women's Auxiliary and shall supply such information as called for and set out in nomination form.
  - (vi) The nomination forms shall be signed by the President and Secretary of the Auxiliary, or in event of sickness or absence, their deputies.
  - (vii) Nominated candidates will signify acceptance of nomination either on the nomination form or by a separate letter.
  - (viii) Supporting details of each candidate shall include full name, Auxiliary, residential address, offices held and general information of up to fifty (50) words considered relevant by the candidate.
  - (xi) Candidates shall not canvass for election and if indulged in it will result in disqualification.
  - (x) If any member of Central Council vacates office, the Honorary State Secretary 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 Item (5) (ii).
  - (xi) 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 pursuant to Item (5) (xxvi) of this By-Law 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 Items (4) (iii) & (5) (ii).
  - (xii) 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 Items (4) (x) & (5) (ii).
- (5) ELECTIONS
- (i) The RSL State Secretary or his delegate shall be the Central Council Returning Officer.
  - (ii) Election of members of Central Council, as defined in Item (3) (iii), 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.
- (iii) 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.
- (iv) The Returning Officer shall forward to each Auxiliary, as soon as practicable, a ballot paper and envelope for each of the positions in which the Auxiliary may exercise its franchise, together with covering envelopes.
- (v) 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 Auxiliary at a duly convened General or Special Meeting".
- (vi) No distinguishing rank or mark of any kind is to be displayed against names.
- (vii) 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.
- (viii) 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.
- (ix) Any ballot paper not showing a complete list of preferences shall be declared invalid.
- (x) Completed ballot papers shall be placed in an envelope carrying no other identification, marked "Ballot Paper".
- (xi) 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 Headquarters.

- (xii) The Auxiliary Secretary shall insert the name of the 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.
- (xiii) 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 out).
- (xiv) 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.
- (xv) On the receipt of sealed ballot papers the Returning Officer's accredited representative shall commence a tally sheet, recording the date of each receipt.
- (xvi) 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.
- (xvii) At the closing time of the ballot, not less than three (3) duly appointed representatives of the RSL NSW State Branch shall assemble and witness the sealing of the remaining opening of the ballot box and shall endorse this seal with their signatures.
- (xviii) Congress shall as soon as practicable on opening day proceed to appoint scrutineers and Assistant Returning Officers after which the votes shall be counted.
- (xix) 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.
- (xx) 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.
- (xxi) 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.
- (xxii) 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.
- (xxiii) 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.
- (xxiv) The ballot box key shall be placed in a sealed envelope and ballot box seals signed by the Returning Officer, Assistants and Scrutineers.
- (xxv) 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.

- (xxvi) 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.
- (xxvii) 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.
- (xxviii) The newly elected Council shall take office following the rising of Congress.

(6) MEETINGS

- (i) The State President, Metropolitan Vice President, Honorary State Secretary and Honorary State 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.
- (ii) A quorum for Central Council and Special Central Council meeting shall be ten members.
- (iii) The Central Council shall meet for the transaction of business at least once in every three (3) months.
- (iv) The minutes of Central Council meetings shall be submitted to State Council/Executive for information.
- (v) 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.
- (vi) The Central Council shall elect, at their next meeting following their Annual State Congress, the following sub-Committees: -
  - (a) Annual State Congress Agenda Committee [Item (9) (ii)],
  - (b) Life Membership and Awards Committee [Item (10) (iii)], and
  - (c) other sub-Committees as required.
- (vii) The Central Council Executive shall consist of State President, Metropolitan Vice-President, Honorary State Secretary, Honorary State Treasurer, Metropolitan Councillors and other members subject to Item (6) (viii).
- (viii) Any member of Central Council is entitled to attend Executive meetings with power to speak and vote on any matter arising.
- (ix) The Central Council Executive shall meet as required.
- (x) The minutes of Central Council Executive Meetings shall be submitted to the full Council meeting for Information.
- (xi) An Executive Meeting quorum shall be six members.

- (xii) 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.
- (xiii) 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.
- (xiv) 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.
- (xv) Meetings or Special Meetings of Council shall be held with fourteen (14) days notice in which shall be stated nature of business to be transacted.
- (xvi) Special meetings of Central Council may be convened at any time in Sydney by the President or any five members of Central Council.
- (xvii) 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.

(7) CONGRESS

- (i) 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 Branch).
- (ii) The Congress shall be presided over by the Central Council State President or in her absence, by any one of the Vice-Presidents.
- (iii) In the event of the absence of the Vice-Presidents, Congress shall elect a Chairwoman from among its Delegates.
- (iv) 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.
- (v) 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.
- (vi) There shall be a Congress Business Agenda.
- (vii) 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.
- (viii) The Auxiliary Delegate shall be elected by each affiliated Auxiliary in a similar manner to Auxiliary Officers at its Meetings.
- (ix) A Delegate need not be a member of the Auxiliary she represents but shall be nominated by such Auxiliary and be a financial member of a Women's Auxiliary.

- (x) 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.
- (xi) Every delegate or member entitled to be present shall have a deliberative vote only.
- (xii) 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.
- (xiii) 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.
- (xiv) No delegate shall have power to transfer her representation.
- (xv) Any Auxiliary may nominate any Delegate attending Congress to move any resolution on its behalf.
- (xvi) Each Auxiliary may defray expenses of its Delegate and Alternative Delegate to Congress.
- (xvii) 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.
- (xviii) 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.
- (xix) An extension of time may be granted by the meeting without debate.
- (xx) The Seconder 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.
- (xxi) At State Congress when a timekeeper has been appointed he or she shall for the purposes of determining the time limits in Items (7) (xviii) and (7) (xx) stop the clock whenever the Proposer, Seconder or other speaker is interrupted and restart the clock when the interruption has ceased.

- (xxii) 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.
  - (xxiii) 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.
  - (xxiv) 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.
  - (xxv) Congress shall nominate when and where the next Congress shall meet, subject to the approval of RSL State Branch.
  - (xxvi) The quorum shall be 75 members eligible to be present at such Congress.
  - (xxvii) RSL State President and State Secretary or any two persons nominated by the RSL State President shall have the right to attend any meeting of the Central Council and Congress of Women's Auxiliaries.
- (8) ANNUAL STATE CONGRESS SUSPENSION COMMITTEE
- (i) The Congress Suspension Committee shall be nominated and elected annually at the first session of Congress each year.
  - (ii) At least five State Councillors and/or delegates shall be nominated and elected from persons in attendance at the Congress.
  - (iii) The elected Committee shall nominate a Chairman from its members.
  - (iv) 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.
  - (v) The Committee shall only deal with motions that are the following:
    - (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.
  - (vi) All motions submitted to Committee shall be in writing on Auxiliary official letterhead signed by the President and Secretary of the Auxiliary submitting the motion with the exception of Item (8) (v) (c) above.
  - (vii) If a motion is submitted from the floor of Congress and is approved by the Suspension Committee for debate, it shall be placed on the Agenda for discussion of Congress. The said motion or motions shall be printed by facilities at the Congress venue for distribution to the delegates present for perusal prior to a motion or motions being discussed.

- (viii) Any 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 Auxiliary, and NOT referred direct to Central Council.
  - (ix) The Suspension Committee shall be empowered to reword or rephrase all motions submitted to the committee for recommendation to Congress.
  - (x) The Committee may seek further verbal explanation from originators of motions submitted for consideration of the committee.
  - (xi) The Chairman of the Suspension Committee may be called upon by the Chairman of Congress to give reasons for the committee recommendation to Congress.
  - (xii) The Committee shall not be required to give reasons at Congress to originators for rejection of any submission to the committee.
  - (xiii) Committee recommendations accepted by Congress shall be included in Congress Minutes and referenced with other resolution/s of similar content or intention.
- (9) ANNUAL STATE CONGRESS AGENDA COMMITTEE
- (i) A Congress Agenda Committee shall be elected annually by Central Council as per Item (6) (vi) of this By-Law.
  - (ii) The Agenda Committee of at least five members shall consist of Metropolitan and Country councillors.
  - (iii) The elected Committee shall nominate a Chairman from its members.
  - (iv) The Committee shall meet at least twice a year to consider agenda items from Central Council and Auxiliaries.
  - (v) Resolutions amending the NSW Branch Constitution and By-Laws, or requiring constitutional interpretations, shall be referred to the RSL State Secretary prior to the Agenda Committee meeting.
  - (vi) 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.
  - (vii) 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.
  - (viii) Such items or motions mentioned in Items (9) (vi) and (9) (vii) above shall be returned to the originators with explanation.
  - (ix) 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.

- (x) 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.
- (xi) All motions listed in the official Congress Agenda shall show the name of the originating Auxiliary.
- (xii) Motions of similar content or intention shall be grouped into one common motion under the names of the originators.
- (xiii) Only motions originating from Auxiliaries and Central Council shall be included in the Annual State Congress Agenda.
- (xiv) 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.
- (xv) 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
  - (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.

- (xvi) 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.
- (10) LIFE MEMBERSHIP AND AWARDS COMMITTEE
- (i) There shall be a Life Membership and Awards Committee of the Central Council which, will be elected as per Item (6) (vi).
  - (ii) The Life Membership and Awards Committee will receive nominations for life membership and awards from all affiliated Auxiliaries for consideration. They will make recommendations to the Central Council as per By-Law 34 Item (5) (ii). They will report their recommendations to the next quarterly Central Council meeting.
  - (iii) The Life Membership and Awards Committee will consist of five (5) Central Council members made up of the following: -

- (a) Vice-President (Chairperson)
  - (b) 2 x Metropolitan Central Council State Councillors
  - (c) 2 x Country Central Council State Councillors
- (iv) The Life Membership and Awards Committee shall meet prior to each Central Council meeting.
- (11) ACCOUNTS
- (i) Accounts of all moneys received and expended, all assets and liabilities shall be kept by RSL State Branch on behalf of the Central Council.
  - (ii) A per capita fee payable by each Auxiliary for defraying administrative expenses of Central Council may be fixed by resolution of Congress, and it shall be competent for any Auxiliary to vote any additional sum deemed fit for such.
  - (iii) Central Council shall have no power to levy Auxiliaries for Central Council expenses.
  - (iv) All moneys received by Central Council shall be entered into books of account and banked at first bank opening for normal business.
  - (v) 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 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.
  - (vi) All members of Central Council, Auditors and RSL State Branch shall have access at all times to books, accounts, receipts and vouchers of Central Council.
  - (vii) The Honorary Treasurer shall submit a report to Central Council Meetings.
  - (viii) Auditors duly appointed for New South Wales RSL State Branch shall be Auditors for Central Council.
  - (ix) 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 Annual Report.
  - (x) Auditors shall submit to each Annual Congress a statement as to correctness of accounts.
  - (xi) The RSL State Branch Annual Report shall include annual financial statements and an Auditor's report with detailed statement on the financial position of Central Council.
  - (xii) No paid or Honorary Officer or employee of Central Council shall act as Auditor.

**BY-LAW NO. 34 - SUB-CLAUSES 11.15 & 27.1**

**RSL WOMEN'S AUXILIARIES**

(1) **INTRODUCTION**

- (i) State Branch may, whenever requested in writing by a sub-Branch, permit formation of a Women's Auxiliary which shall be properly constituted and affiliated with the Central Council of Women's Auxiliaries.
- (ii) The formation of a Women's Auxiliary shall rest with the parent sub-Branch. Upon completion of the formation, the sub-Branch shall notify NSW State Branch furnishing the names and addresses of the Executive Officers.
- (iii) 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.
- (iv) The affairs and management of every respective Women's Auxiliary shall be vested in the members thereof subject to Items (8) (ii) and (8) (iv).
- (v) The parent sub-Branch shall have the right to nominate its President, Honorary Treasurer and Honorary Secretary as ex-officio members of the Auxiliary with the right to speak but with no power to vote or be elected to any office therein.
- (vi) The Trustees for the time being of the parent sub-Branch shall also be the Trustees of the Women's Auxiliary.
- (vii) Where a Women's Auxiliary shall become incorporated, the provisions of this By-Law shall continue to apply to that Women's Auxiliary, mutatis mutandis, but subject to the provisions of the Constitution and subject also to the provisions of the Associations Incorporation Act, 1984 (NSW) and the Companies (NSW) Code.
- (viii) An RSL sub-Branch may sponsor one or more auxiliaries as an affiliate.

(2) **AIMS**

- (i) The aims, policy and objects of the Auxiliary shall be those of the League 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 these By-Laws.

(3) **ELIGIBILITY**

- (i) Eligibility for membership in any 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.
  - (c) Any woman who is known to be sympathetic to the Aims and Objects of the RSL.

- (ii) A proposed member shall be nominated, seconded and approved at a meeting of an Auxiliary.
- (iii) Before admission to membership each person shall be advised of duties required of her.

(4) MEMBERSHIP

- (i) Affiliate Auxiliaries shall be subject to the guidance of the parent sub-Branch subject to the provisions of Item (9) (ii) of this By-Law and any other provisions as determined by the RSL State Council from time to time.
- (ii) In the event of a sub-Branch ceasing to operate and its 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 Auxiliary under its control.
- (iii) The annual Membership Fee shall be \$5.00 per annum payable in advance from 1<sup>st</sup> January each year of which \$3.00 per annum shall be paid as an Affiliation Fee to Central Council of Women's Auxiliaries in advance on the 1st 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.
- (iv) Any 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.
- (v) On admittance to membership every member shall be issued a membership Badge.
- (vi) The design of the 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.
- (vii) 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 League and every member shall on becoming unfinancial return the badge to the Honorary Secretary for forwarding to the Honorary Secretary of Central Council.
- (viii) A member wishing to actively support more than one Auxiliary by purchasing additional memberships may do so providing: -
  - (a) She declares her membership to parent Auxiliary, having paid requisite subscription.
  - (b) She pays the required subscriptions to the other Auxiliary concerned but is not issued with additional Badge.
  - (c) Her application for membership is accepted by a majority vote of Auxiliary members concerned.
  - (d) She shall only be entitled to hold office, speak and vote at a meeting of one Auxiliary in any one year.

- (ix) Any member not in arrears of her subscription may resign from the membership by giving one month's notice in writing to President.
  - (x) Vacancies in any office, howsoever occurring, shall be filled by the majority vote of the members at the next General Meeting of the Auxiliary, all members being advised of the vacancy.
  - (xi) A member wishing to transfer from one 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 Auxiliary.
    - (c) Upon request to the transferable members Auxiliary a listing of all service relating to consideration of awards including those awards already held as per By-Law 34 Clause (5) Life Membership and Awards shall be supplied for recording by the accepting Auxiliary.
    - (d) Where records by the Auxiliary are not available or are of a scant nature details can be supplied on a Statutory Declaration.
    - (e) Such information shall be on Auxiliary letterhead and signed by President and Secretary.
- (5) LIFE MEMBERSHIP and AWARDS
- (i) 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.
    - (b) The fee to the 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.
  - (ii) Any member of a 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 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 of 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 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 Item (5) (ii) (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.
- (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 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 Auxiliary shall not be required to pay a Membership Fee to that Auxiliary.
- (n) A Life Member who joins a second Auxiliary and is not transferred from the first Auxiliary shall pay a Membership Fee to the second Auxiliary.
- (o) A Life Member transferring to another State shall retain Life Membership of the 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 Auxiliary financial membership unless otherwise authorised by State Council.
- (q) A Life Member who cannot be traced or 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 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.

(6) MEETINGS

- (i) Annual General Meetings will be held during January or February prior to the sponsoring sub--Branch Annual General Meeting.
- (ii) Special General Meetings may be convened by resolution of General Meeting or by President.
- (iii) General Meetings shall be held at a time, place and date fixed by a resolution of respective Auxiliary but shall be held no less than once per quarter.
- (iv) 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.
- (v) A financial member may be elected to any office subject to provisions of Item (4) (viii).
- (vi) The Annual General Meeting of each Auxiliary shall elect a President, two (2) Vice-Presidents, a Treasurer and a Secretary whose duties shall be defined in Auxiliary Guidance Sheets prior to the election.
- (vii) 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.
- (viii) Those persons referred to in Items (6) (vi) and (6) (vii), 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 Auxiliary.
- (ix) 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 or 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".
- (x) 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.
- (xi) Where Women's Auxiliary fails to determine method of nominations such shall be made verbally at Annual General Meeting.
- (xiii) A General Meeting shall also appoint a Returning Officer and Scrutineers (for the Annual General Meeting), who are not members of that auxiliary.
- (xiv) Any Officer absent without reasonable cause from three (3) consecutive General or Executive Committee Meetings may be removed from Office.
- (xv) All elections will be conducted in such a manner as will meet the convenience of members.

- (xvi) Vacancies in any office howsoever occurring shall be filled by the majority vote of members at next General Meeting of the Auxiliary, all members being advised of the vacancy.

(7) FINANCE

- (i) 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 Auxiliary may, by resolution of which notice has been given, vote moneys from such membership fees to any of the bodies aforesaid.
- (ii) Any Auxiliary may donate to organisations under the provisions of this By-Law and By-Law 43, "RSL Donations Policy for sub-Branches and attached Affiliated Groups".
- (iii) Any moneys collected or subscribed (except membership fees) shall not be distributed by Auxiliaries to any non-RSL organisation or person beyond the sum of \$100.00 in any one year without approval of their parent sub-Branch.
- (iv) (a) Any Auxiliary shall be free to donate up to 50% of their money collected or subscribed (except for membership fees) to any body or organisation within The Returned and Services League of Australia (New South Wales Branch) without reference or prior approval of the parent sub-Branch.
- (b) Any 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 or prior approval of their parent sub-Branch.
- (v) All moneys received by the Honorary Secretary and the Honorary Treasurer or other authorised officer of Women's Auxiliary shall after entry into books of Accounts be forthwith paid into a Bank appointed by the parent sub-Branch.
- (vi) 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.
- (vii) 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 Auxiliary, by resolution, directs. In no case shall such number be less than two.
- (viii) 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.
- (ix) The financial year shall commence on the 1st January and end on 31st December.
- (x) The Auxiliary shall at the Annual General Meeting each year elect an Auditor/s for the following financial year.
- (xi) Auditor/s shall have access at all times to books of accounts, receipts and vouchers of Auxiliary.

- (xii) Auditor shall inspect books, receipts and vouchers and certify as to their correctness and report in Annual Accounts and Statement of Financial Position.
  - (xiii) 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 Auxiliary.
  - (xiv) One copy of the accounts and the list referred to in Item (7) (xiii) shall be forwarded to the Central Council no later than the 31<sup>st</sup> March each year.
  - (xv) One copy of all accounts and lists referred to in Item (7) (xiii) 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 31st December of each year.
    - (b) Bank Certificate/Building Society Certificates of Balance as at 31st December each year.
    - (c) Auditor's report.
  - (xvi) All financial statements shall be signed by Auditor/s, President, Treasurer and Secretary of the Auxiliary.
  - (xvii) The liability of every member shall be limited to the amount of the annual subscription and liability of any Auxiliary shall be limited to such expenditure as authorised by a resolution of Executive Committee at a duly constituted meeting.
  - (xviii) 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 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.
- (8) DISCIPLINE
- (i) 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.
  - (ii) 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 Auxiliary, such member may be suspended from membership (for a limit not exceeding six (6) months) by resolution of a special General Meeting called for that purpose.
  - (iii) No such resolution referred to in Item (8) (ii) 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.
  - (iv) The Constitution and By-Laws of The Returned and Services League (New South Wales Branch), shall apply in any case of suspension under this By-Law.

- (v) With written consent of the parent sub-Branch of the Auxiliary any or all of the parties mentioned in Items (8) (i) and (8) (ii) may appeal to the RSL State Council against their removal or suspension.
  - (vi) Any Auxiliary aggrieved at any direction on 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.
  - (vii) The decision given through Central Council by RSL State Council shall be final.
  - (viii) RSL State Council's ruling on matters in dispute shall be final and binding on all parties concerned.
- (9) AUXILIARY BY-LAWS
- (i) Auxiliary By-Laws and any resolution conforming thereto, adopted at properly convened meeting of any Auxiliary, shall be binding on all members affected thereby whether present and have voted or not.
  - (ii) Auxiliary By-Laws may be altered or amended by resolution of State Council of RSL.
  - (iii) Auxiliary By-Laws shall be first submitted to State Council before adoption.

**BY-LAW NO. 35 - SUB-CLAUSES 11.15 & 27.1**

**RSL WELFARE GROUPS OF WOMEN'S AUXILIARIES**

- (1) RSL Auxiliaries may work in Groups for RSL Welfare and shall be known as the.....Welfare Groups of RSL Women's Auxiliaries.
- (2) Groups shall operate in Districts as detailed by the RSL Central Council of Women's Auxiliaries.
- (3) Each Auxiliary shall appoint one Delegate and one Alternate Delegate at the Annual Meeting of the Auxiliary.
- (4) All Welfare Groups shall meet when and where they elect, however, they must meet at least every three months
- (5) The Annual General Meeting shall be held during February or March.
- (6) The quorum for any Meeting shall be the number fixed by the resolution of the Annual General Meeting.
- (7) Members eligible for election to office shall be the Councillor for the District, one Delegate and Alternate Delegate from each Auxiliary in District
- (8) The Annual General Meeting of the Welfare Group shall elect a President, two Vice-Presidents, a Treasurer and a Secretary.
- (9) The Alternate Delegates may be elected Treasurer or Secretary but shall have no vote on any matters.
- (10) If the Councillor for the District stands for any office, she shall not vote but once elected shall vote on matters concerning the Group.
- (11) The object of the Groups shall be to assist Central Council with: -
  - (a) "In Visits" to Psychiatric Hospitals.
  - (b) Liaison with State Councillor to discuss motions for Congress and provision of constructive information on administration of Auxiliaries.
  - (c) In any other field of Welfare as the Central Council shall determine.
- (12) The Welfare Groups shall raise funds to defray administration expenses associated with the running of the Groups and one outing per year for the Ex-service patients form the Psychiatric Hospital, Convalescent and Ex-Service Homes in each Councillor's District.
- (13) All expenses, including transport incurred in respect of "in visits" and "outings" shall be borne by the various Auxiliaries participating.
- (14) Accounts shall be kept of all moneys received and expended by the Welfare Group.
- (15) Welfare Groups shall maintain a bank account.

- (16) 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 Treasurer and any other such officer as the Welfare Group, by resolution, directs. In no case shall such number authorising or signing an account be less than two, and that any Petty Cash expenditure must be ratified by the following Welfare Group meeting.
- (17) The Welfare Group shall at its Annual General Meetings elect the Honorary Auditors or appoint a qualified Auditor who shall inspect books and vouchers and certify as to their correctness in the Annual Statement of Financial Position presented to the Annual General Meeting.
- (18) A signed copy of the Annual Financial Statements by the Auditor shall be forwarded to Central Council by 31<sup>st</sup> March each year.
- (19) Welfare Groups may donate under By-Law 43, "RSL Donations Policy for sub-Branches and attached Affiliated Groups", through the Central Council of Women's Auxiliaries.
- (20) Auxiliaries unable to participate in the Group work may assist to defray expenses of the "In Visits" and the yearly Group outing.
- (21) The RSL NSW Branch may suspend or dissolve any Welfare Group.
- (22) Where a Welfare Group shall become incorporated, the provisions of Items (1) to (21) shall continue to apply to that Welfare Group, mutatis mutandis, but subject to the provisions of the Constitution and subject also to the provisions of the Associations Incorporation Act, 1984 (NSW) and the Companies (NSW) Code.

**BY-LAW NO. 42 - SUB-CLAUSE 11.3, 11.10 & 11.16**

**DONATIONS AND RECOGNISED RSL CHARITIES**

- (1) Donations to be eligible for recognition of the RSL Welfare and Benevolent Institution - Sir William Yeo Shield and Certificate shall be for the sole benefit of the RSL Welfare and Benevolent Institution and its recognised charities. Eligible donations shall be those directed through Branch.
- (2) Donations to Branch shall be endorsed and made payable to the RSL Welfare and Benevolent Institution.
- (3) Recognised RSL Charities shall be:-
  - (i) RSL Welfare and Benevolent Institution.
  - (ii) State President's Christmas Appeal.
  - (iii) RSL LifeCare, War Vets - Narrabeen.
  - (iv) RSL LifeCare, Linton Village - Yass.
  - (v) RSL LifeCare, Rowland Village - Galston.
  - (vi) RSL LifeCare, The Lakes of Cherrybrook/Cherrybrook Gardens - Cherrybrook.
  - (vii) RSL LifeCare - North Coast.
  - (viii) RSL LifeCare @ Home North Coast
  - (ix) Ex-Services Home Ballina
  - (x) Bayside @ Byron
  - (xi) Myall Lodge, Hawks Nest
  - (xii) Remembrance Village, Wagga Wagga
- (4) Donations of \$2.00 or over made to the RSL Welfare and Benevolent Institution are allowable deductions for Income Tax.