

VERSION CURRENT AS AT 5/11/18**BY LAW 1 MEMBERSHIP****1.1 Determining Character of Applicant**

For the Purposes of considering whether an applicant is a fit and proper person to be admitted to membership within the meaning of clause 9.11(1)(a) of the Constitution regard may be had to the following:

1. whether the applicant has been convicted of a criminal offence;
2. whether the applicant has been dishonorably discharged from the defence services;
3. whether the applicant has previously been found to have misrepresented his/her service history;
4. whether the applicant has previously been disciplined by and or placed on the Miscellaneous Members' List, including the miscellaneous members' list of any other branch of the League;
5. whether the applicant has previously has his membership cancelled for disciplinary reasons, including his/her membership of any other branch of the League;
6. whether the applicant has been found to have provided false or misleading information;
7. whether the applicant has been found to have provided false or misleading information to The Department of Veterans affairs or any other government agency;
8. whether the applicant has been refused membership to any other organization of ex-servicemen or women;
9. any other matter the Board considers relevant in the circumstances.

1.2 Record of Service

The Board will consider any of the following as sufficient evidence of the applicant's record of service (see clause 9.10(1)(c) of the Constitution)

1. an official ADF record of service;
2. an official ADF discharge certificate;
3. an official ADF identification card for currently serving ADF members;
4. for Cadets, an official record of service; and
5. for philanthropic members, an official letter of accreditation from the ADF.

BY-LAW 2 AWARDS

AWARDS FOR RSL MEMBERS

2.1 National Awards

Pursuant to its By-Laws, RSL National has authority to bestow the following awards on members of RSL Queensland subject to those members meeting the criteria set out in RSL National's By-laws:

1. The RSL Meritorious Service Medal (The league's highest award);
2. Certificate of Merit and Gold Badge (The league's highest award to a person who is not a member);
3. Certificate of Appreciation (Recognition for services rendered to the League);
4. Certificate of Outstanding Service (Recognition to a body for long term outstanding service);
5. 50 Year Membership Certificate (50 years cumulative membership); and
6. 75 Year Membership Certificate (75 years cumulative membership).

Persons wishing to nominate a member for a National Award should complete a nomination in the manner prescribed by RSL National and submit it to the State Secretary together with a written recommendation to the Board to endorse and nominate the member for the award in the manner prescribed by RSL National's By-Laws.

The State Secretary will in turn ensure that the Board considers the recommendation and proposed nomination at its meeting next following the receipt of the completed nomination and recommendation from the State Secretary.

In the event that the Board resolves not to endorse the nomination, it will advise the persons who recommended the member for nomination of its reasons for not endorsing the nomination.

2.2 State Awards

RSL Queensland has authority to bestow awards on members of RSL Queensland and non-members subject to those persons meeting the criteria set out below. The awards available to members and non-members are:

1. a Certificate of Appreciation for Service Members;
2. 30 Year Membership Certificate (30 years cumulative membership); and
3. a Certificate of Appreciation for non members.

2.3 Criteria for RSL Queensland Awards

1. Certificate of Appreciation for Service Members

The nominee must:

- (a) be a Service Member or Life Member; and

- (b) have, in the opinion of the Board, given outstanding service or made an outstanding contribution to RSL Queensland.

2. **Certificate of Appreciation for Non Members**

The nominee must:

- (a) in the opinion of the Board understand and embrace the Objects of RSL Queensland; and
- (b) have, in the opinion of the Board, given outstanding service or made an outstanding contribution to RSL Queensland.

2.4 **Applying for RSL Queensland Awards**

1. **Awards for Service Members**

A nomination should be completed and submitted to the Secretary of the member's Sub-Branch for consideration and endorsement by the Board/Management Committee of the Sub-Branch

If endorsed by the Sub-Branch, the nomination together with the endorsement of the Sub-Branch, signed by the President of the Sub-Branch should be submitted to the State Secretary, who will in turn ensure that the Board considers the recommendation and proposed nomination at its meeting next following the receipt of the completed nomination and recommendation from the State Secretary.

The State Secretary will as soon as practicable after that meeting advise the President of the relevant Sub-Branch in writing of the outcome of the Board's deliberations and in the event that the Board resolves not to bestow the award, the reasons why the Board has taken that decision.

2. **Awards for Non Service Members**

A nomination should be completed and submitted to the State Secretary together with the written endorsement of any relevant Sub-Branch, District Branch, Auxiliary or other member or members who consider the award to be warranted.

The nomination, together with the endorsement of the Sub-Branch, District Branch, Auxiliary or other Member or Members who consider the award to be warranted signed by those parties shall be submitted to the State Secretary, who will in turn ensure that the Board considers the recommendation and proposed nomination at its meeting next following the receipt of the completed nomination and recommendation from the State Secretary.

The State Secretary will as soon as practicable after that meeting advise the relevant person in writing of the outcome of the Board's deliberations and in the event that the Board resolves not to bestow the award, the reasons why the Board has taken that decision.

2.5 **Death of Life Members**

The State Branch and relevant District Branch must use their best endeavors to ensure that a representative is present at the Funerals of all life members.

Sub-Branch Secretaries must notify both the State Secretary and their District Secretary when any Life Member in their Sub-Branch has passed away as soon as practicable.

The State Secretary and District Secretary (through the District President) will then make arrangements for a representative of both the State Branch and the District Branch to attend that Life Member's funeral.

2.6 Form of Nomination for RSL Queensland Branch Awards

All nominations for RSL Queensland Branch Awards must be in the form prescribed by the Board and accessible on the RSL Queensland Public web site at www.rslqld.org.

2.7 Wearing of Honors and Awards

1. The Order of Wearing Australian Honors and Awards

Australian Honors and Awards must be worn in the manner promulgated by the Governor General of Australia in the Australian System of Honors and Awards which can be found at www.pmc.gov.au/sites/default/files/files/pmc/Honours/order-of-wearing.pdf.

2. Foreign Awards

Foreign awards granted to Australians www.gg.gov.au/australian-honours-and-awards/accepting-and-wearing-foriegn-awards.

3. Other Awards

Australian organisations and associations can and do grant awards which are not included in The Order of Wearing Australian Honors and Awards. If a recipient member elects to wear such an award they are to be worn only on the right breast or as a lapel badge.

BY-LAW 3 - CONDUCT OF MEETINGS

3.1 Meetings

All proceedings at State Congress and General Meetings shall be governed by the constitution and the following provisions of this by-law.

3.2 Order of Business

The business at such meetings shall be conducted in the following order, as far as is applicable:

- (a) One minutes silence should be observed, in "*Memory of Fallen and Departed Comrades*", followed by the recitation of the "*Ode*" by the President;
- (b) Roll call and receipt of confirmed apologies;
- (c) Acceptance and formal reception of new members;
- (d) Reading, with a view to their confirmation, all minutes not previously confirmed;
- (e) Business arising out of minutes;
- (f) Reading and dealing with correspondence;
- (g) Financial and other reports;
- (h) Election of Members of the Executive and the Directors;
- (i) Fixing of Board Member sitting fees (if any);
- (j) the fixing of honoraria for directors and/or State Councillors (if any);
- (k) appointment of the auditor and fixing of the auditor's remuneration;
- (l) the fixing of an amount to be made available to each District President, at their absolute discretion, on the provision of welfare urgently required by serving and/or ex-serving men and women of the Australian Defence Forces and/or their dependents;
- (m) membership application fees and membership subscription fees (if any);
- (n) Discussion of business of which notice has been given;
- (o) Other items on agenda;
- (p) Notices of motion for next meeting;
- (q) General business; and
- (r) Confirm the date, time and location of the next State Congress.

3.3 Chairman's Powers

Subject to any other provision of the Constitution and this By-Law, meetings shall be

conducted in the manner the Chairman sees fit.

3.4 Motions

All motions shall be:

- (a) submitted in writing;
- (b) signed by the mover and seconder;
- (c) of an affirmative character;
- (d) once having been submitted shall be the property of the meeting; and
- (e) shall only be withdrawn by leave of the meeting or by amendment.

3.5 Motions Not Seconded

A motion not seconded shall not be debated, and no entry thereof shall be made in the Minutes of the Meeting.

3.6 Time of amendment

A motion may be amended at any time during the debate on the motion by:

- (a) striking out certain words;
- (b) adding certain words; or
- (c) striking out certain words and inserting others in their place.

If there is a proposal under this By-Law to amend a motion, the Chairman may direct the person seeking the amendment to reduce the amendment to writing before the matter is considered further.

3.7 Rescinding resolutions

Any Member wishing to rescind a resolution which has been previously passed at a meeting, must give notice of motion that, at the next meeting, he will move by way of Special Resolution that such a resolution be rescinded.

3.8 Disorderly conduct

If any Member at any meeting, in the opinion of the Chairman:

- (a) persistently and willfully obstructs the business of the meeting;
- (b) conducts himself in a disorderly fashion;
- (c) uses objectionable words and refuses to withdraw such words; or
- (d) persistently and willfully disregards the authority of the Chairman,

the Chairman may have that Member removed from the meeting .

3.9 Appointment of delegates

Sub-Branches may appoint a Service or Life Member of the Sub-Branch as a Delegate and/or an alternate Delegate.

A document appointing the Delegate must be in the form approved by the Board and signed by the Secretary of the Sub Branch. The form can be found on the RSL Queensland Branch Public Web Site at www.rslqld.org.

The appointment referred to in this by-law must be lodged with the Company Secretary 5 business days prior to each State Congress or General Meeting, may specify the manner in which the Delegate is to vote in respect of particular resolutions and, where the document so provides, the Delegate is not entitled to vote on the resolution except as specified in the document.

BY-LAW 4 - PRINCIPLES & GUIDELINES FOR RE-IMBURSEMENT OF EXPENSES

4.1 General

Members will be reimbursed for all authorized expenses incurred by them on behalf of RSL Queensland in carrying out their duties for RSL Queensland, subject to the provisions of this by-law.

4.2 Principles

The principles to be applied in the payment of member's expenses are contained in the Board Resources and Expenditure Policy (**BR & E Policy**).

4.3 Re-imbursement in certain circumstances

The following persons are entitled to be reimbursed for all expenses incurred in attending a National Congress on behalf of RSL Queensland:

- (a) State President; and
- (b) Deputy President/Alternate Delegate.

Such expenses include all travel and accommodation expenses and meals, provided that they do not exceed the rates set out in the BR & E Policy.

All claims must be submitted in the manner and with the documentation specified in the BR & E Policy.

All Directors, State Councillors and Sub-Branch Delegates will be reimbursed for all expenses incurred in attending a State Congress.

Such expenses include all travel and accommodation expenses and meals, provided that they do not exceed the rates set out in the BR & E Policy.

All claims must be submitted in the manner and with the documentation specified in the BR & E Policy.

The State President will attempt to attend all District Congress Meetings. If unable to attend, another Executive Director or Director will attend in his place.

That person will be reimbursed for all expenses incurred in attending the District Congresses on behalf of RSL Queensland.

Such expenses include all travel and accommodation expenses and meals, provided that they do not exceed the rates set out in the BR & E Policy.

All claims must be submitted in the manner and with the documentation specified in the BR & E Policy.

On occasions Districts or Sub-Branches may extend invitations to the State President or in his absence another Executive Director or Director to attend functions or meetings.

Where one of the State President, Executive Directors or Directors represents RSL

Queensland at such a function or meeting, that person will be reimbursed for all expenses incurred in attending the function or meeting.

Such expenses include all travel and accommodation expenses and meals, provided that they do not exceed the rates set out in the BR & E Policy.

All claims must be submitted in the manner and with the documentation specified in the BR & E Policy.

Expenses incurred in responding to personal invitations to attend or speak at meetings or social functions will not be reimbursed unless such attendance advances the Objects of RSL Queensland and the attendance is approved by the Board.

All Directors and State Councillors who incur expenses attending to any other business of RSL Queensland that has been mandated or approved by the Board will be reimbursed for all expenses incurred in attending to that business.

Such expenses include all travel and accommodation expenses and meals, provided that they do not exceed the rates set out in the BR & E Policy.

All claims must be submitted in the manner and with the documentation specified in the BR & E Policy.

BY-LAW 5 – BRANDS

5.1 Definitions

For the purposes of this By-Law, **RSL Queensland Brands**, means all registered trademarks owned by RSL Queensland or which RSL Queensland has applied to IP Australia to become the registered owner of, and for the sake of clarity, does not include trademarks owned by the Returned and Services League of Australia Ltd.

5.2 Ownership

- (a) RSL Queensland will own, manage and protect all RSL Queensland Brands.
- (b) RSL Queensland will licence RSL Brands to District Branches and Sub-Branches for their use.
- (c) RSL Queensland may licence RSL Queensland Brands to third parties.

5.3 Design

The RSL Queensland Brands must be in the form and of a design approved by the RSL Queensland Board.

5.4 Licence

- (a) RSL Queensland Brands may be used by the RSL Queensland, its District Branches, Sub Branches, Chapters and Auxiliaries for identification and publicity.
- (b) Any other use of an RSL Queensland Brand must be formally approved by the RSL Queensland Board and the subject of a licence agreement formally approved by RSL Queensland.

5.5 Commercial Return

Licences will only be granted to third parties to use an RSL Queensland Brand for a fair and reasonable commercial return to RSL Queensland unless RSL Queensland is working in partnership with the third party on a project strategically aligned to the Objects of RSL Queensland.

5.6 Use

- (a) RSL Queensland Brands may only be used for a purpose aligned with RSL Queensland's Objects.
- (b) A person may not use an RSL Queensland Brand in a way that could adversely affect the RSL Queensland Brand, RSL Queensland's goodwill or reputation.

The following are examples of prohibited uses:

- (i) use in a scandalous way;
- (ii) in relation to sexually suggestive goods or services;
- (iii) in relation to illegal business activities;

- (iv) in relation to dangerous goods;
- (v) in relation to goods or services which could lead to significant legal claims against the third party or RSL Queensland;
- (vi) supporting a political party or candidate for political office;
- (vii) usage in a way that could denigrate, exclude or offend minority groups;
- (viii) usage in a way that could unfairly discriminate against, denigrate or offend a person because of the person's gender, age, religion, ethnicity, national extraction, sexual orientation, impairment, disability or political opinion; and
- (ix) usage in a way which does not reflect current community standards.

5.7 Quality

RSL Queensland Brands may only be used:

- (a) by persons whose values align with those of the RSL; and
- (b) in relation to high quality goods and services.

5.8 Promotion

RSL Queensland Brands may only be promoted consistently with RSL Queensland's values.

5.9 Protection

RSL Queensland will take what ever action is necessary, including legal action to ensure the correct use of RSL Queensland Brands.

5.10 Badges of the League

- (a) The badge of the League shall be in such form as RSL National determines and each badge shall be numbered consecutively. RSL Queensland shall maintain a register, by badge number, of all badges issued to its members and to whom they have been issued.
- (b) Each Service Member shall, on payment of the membership application fee, if any, or otherwise upon becoming a member of RSL Queensland, be issued, without charge, a numbered badge.
- (c) If any Member knowingly permits the badge issued to them to be used by any other person for any purpose whatsoever, the member will be deemed to be guilty of conduct unbecoming of a Member within the meaning of that term as defined in the Constitution.
- (d) If any Member loses his/her badge, he/she must notify either RSL Queensland or the Sub-Branch of which he/she is a Member, and a replacement badge will be issued.
- (e) Badges issued to members pursuant to this By-Law are the only official badges

issued by RSL Queensland to its members. The badge of any other ex-service person's association or league of sailors, soldiers and airmen or women will not be accepted as evidence of membership of RSL Queensland or worn in lieu of the official badge.

- (f) A miniature replica of the official badge may be worn but must not be represented as other than a replica.

BY-LAW 6 – SUB-BRANCHES AND AMALGAMATED SUB-BRANCHES

6.1 MEMBERSHIP

RSL Queensland recognizes that Sub-Branches, including amalgamated Sub-Branches, have or are likely to have a body of members who do not possess the necessary qualifications to join RSL Queensland as Service Members, and who desire the right to participate in and vote at meetings of the Sub-Branch to ensure its continued success.

RSL Queensland has therefore established a class of membership, known Social Members upon whom it has conferred the right to attend meetings of Sub-Branches during discussion and debate on Non League matters and to vote upon such matters.

For the sake of clarity and for the purposes of this By-Law, **League Matters** include, but are not limited to, decisions regarding:

- (a) welfare for Service and ex Service Members and their families;
- (b) arrangements for and the conduct of commemorative services;
- (c) supporting research that may assist Service and ex Service Members and their families;
- (d) the expenditure of funds to raise funds in furtherance of the Objects; and
- (e) the application of funds raised by the Sub-Branch in furtherance of the Objects of the RSL Queensland;

RSL Queensland also recognizes that Social Members have been elected to the Management Committee of some Sub-Branches. In those circumstances, and unless required in order to form a quorum, those persons must excuse themselves from such meetings when League Matters are considered and voted upon.

Sub-Branches and Amalgamated Sub-Branches with Social Members must structure meetings in such a way so as to ensure that Non League matters are dealt with at the start of each meeting so that upon the conclusion of that business, the Social Members can, but do not have to be, excused and the meeting can move on to League Matters.

6.2 GAMING

No person or entity (including RSL Queensland) who is not an approved person within the meaning of section 341 of the *Gaming Act* 1991 may:

- (a) have, or gain, control over the conduct of gaming at the association's premises;
or
- (b) have, or gain, the ability to control the conduct of gaming at the Sub-Branch premises,

and the provisions of this Constitution and any District Branch or Sub-Branch Constitution must be interpreted accordingly.

BY-LAW 7 - DISCIPLINE AND DISPUTES

7.1 GENERAL PRINCIPLES

1. **Natural Justice**

The RSL (Qld Branch) must observe the rules of natural justice (procedural fairness) in determining a Dispute or a Disciplinary Matter.

2. **Interested person**

A person having a material personal interest or relationship with a party to a Dispute or a person subject to a Disciplinary Matter which may lead to real or apprehended bias must not be on the body hearing and determining the Dispute or Disciplinary Matter.

3. **Resolution**

Disputes and Disciplinary Matters, should be handled at the lowest appropriate level.

4. **Informality**

Proceedings shall be conducted with as little formality as is appropriate having regard to the specific setting. This however, does not negate the requirement for all parties involved to conduct themselves with dignity and respect. At the commencement of a hearing, the Chairman must explain the manner in which the proceedings will be conducted.

5. **Decision Making**

Decisions will be made based solely on the evidence presented.

7.2 RSL (Qld Branch) STATE TRIBUNAL Membership

(a) RSL Queensland will establish a State Tribunal of no fewer than 5 members to hear and determine Disputes and Disciplinary Matters in accordance with the following principals:

- (i) Members of the State Tribunal will be appointed by the Board of RSL Queensland.
- (ii) The Board of RSL Queensland must appoint one of the Tribunal Members as the Chairman and one of the Tribunal Members as the Deputy Chairman.
- (iii) The Members must only be selected from Life Members or Service Members.
- (iv) Their appointment is for one year and at the end of their term they may be reappointed.

1. Ceasing Membership

- (a) A person ceases to be a member of the State Tribunal if the person:
- (i) resigns;
 - (ii) is no longer a Service or Life Member of the RSL Queensland;
 - (iii) becomes bankrupt or makes an arrangement or compromise with his or her creditors generally;
 - (iv) is convicted of an indictable offence or an offence involving fraud or dishonesty;
 - (v) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under any law relating to mental health; or
 - (vi) becomes a Director or employee of RSL Queensland.

2. Quorum

A quorum for a State Tribunal hearing is 3 Tribunal Members although the Chairman has a discretion to allocate more than the quorum to a particular Dispute.

3. Registrar

- (a) RSL Queensland must appoint a person to act as the Registrar of the State Tribunal who shall;
- (i) act as a liaison between the parties in all matters before the State Tribunal, ensuring that all parties have complied with their obligations this By-Law;
 - (ii) conduct a preliminary assessment of referrals submitted to the State Tribunal to ensure compliance with this By-Law and to determine the proper course to proceed;
 - (iii) give the parties and potential parties reasonable assistance in understanding the State Tribunal's practices and procedures;
 - (iv) coordinate administrative support for the conduct of State Tribunal business; and
 - (v) exercise the Registrar's authority as otherwise allowed under the provisions of this By-Law.
- (b) The Registrar shall assess all complaints and referrals to the State Tribunal and take the appropriate action as follows:
- (i) refer the complaint back to the member and the member's Sub-Branch for mediation; or
 - (ii) refer the issue to the appropriate Sub-Branch for resolution by the

Sub-Branch; or

- (iii) refer the issue to the State Tribunal for preliminary consideration.
- (c) In all cases the Registrar shall notify the parties of the action taken within fourteen (14) days of receiving the complaint or referral.

7.3 DISCIPLINE - GENERAL

1. Dealing with Disciplinary Matters

- (a) Disciplinary Matters will be dealt with by a Sub-Branch Committee or the State Tribunal. A member may be disciplined if he or she:
 - (i) refuses or willfully neglects to comply with RSL Queensland's Rules;
 - (ii) is guilty of conduct unbecoming a member;
 - (iii) is guilty of conduct subversive to the objects and values of RSL Queensland; or
 - (iv) is convicted of any indictable offence or imprisoned for a serious offence.

2. Referral to police

- (a) If the State Tribunal reasonably believes, based on evidence in its possession, that a member has committed a criminal offence, it may recommend to the Board of RSL Queensland that the matter be reported to the police or the other appropriate public official.
- (b) If the State Tribunal reasonably believes, based on evidence in its possession, that a member has committed an indictable criminal offence it must be reported to the police.

7.4 SUB-BRANCH COMMITTEE DISCIPLINARY HEARINGS

1. Hearings

- (a) A Sub-Branch Committee must determine a Disciplinary Matter and may impose discipline in relation to one of its members except in the following situations that must be referred to the State Tribunal:
 - (i) If it believes that the discipline that it can impose is not sufficient; or
 - (ii) the member is a member of the Sub-Branch Committee or a District Committee.
- (b) A formal complaint against a Sub-Branch member shall be in writing to the member's Sub-Branch President or Secretary and include:
 - (i) the identity of the person against whom the complaint is made;

- (ii) the actions giving rise to the complaint; and,
 - (iii) the date, time and place of the actions complained about.
- (c) A complaint submitted by a non-League person should be referred to the Member's Sub-Branch Committee for consideration. If informal resolution is not appropriate a formal disciplinary hearing may be conducted in which case the non-League person could act as a witness.
- (d) The Sub-Branch Committee shall provide to the member notice in writing containing:
- (i) details of the conduct in which the member is alleged to have engaged including the date, time and location;
 - (ii) a direction that the member attend a meeting of the Committee to show cause why the member should not be disciplined in respect of such conduct;
 - (iii) The time, date and place at which the meeting will be convened and an outline of the manner in which the meeting will be conducted;
 - (iv) a statement that the member is entitled to request of the Committee any further information the member considers relevant to the particulars identified in the Notice; and
 - (v) statement that the member will be invited at the meeting to present to the Committee either orally or in writing such information as the member considers relevant to the issues to be considered.
- (e) The notice shall be provided to the member at least fourteen (14) days prior to the date on which the hearing is scheduled.
- (f) If the member requests further information from the Sub-Branch Committee prior to the meeting, the Committee shall provide the information to the member as soon as practicable. If unable to provide the information, the Sub-Branch Committee shall advise the member in writing of the reasons.

2. **Disciplinary Powers of Sub-Branches**

- (a) A Sub-Branch may only impose any one or more of the following forms of discipline:
- (i) a reprimand;
 - (ii) suspension from membership for up to 3 months and
 - (iii) a recommendation to the Board, through its District Council, for the withdrawal of awards.
- (b) The detail and consequences of each penalty are set out in Annex A.
- (c) The member shall be given the opportunity to make a statement to the

Committee about the matters the member considers the Committee should take into account in formulating and imposing any penalty prior to the imposition of a penalty.

- (d) In imposing discipline the Committee must have regard to:
 - (i) the nature of the conduct
 - (ii) the seriousness of the conduct;
 - (iii) the member's previous conduct, including and any penalties previously imposed on the member by a Sub-Branch disciplinary committee or the State Tribunal; and
 - (iv) any mitigating circumstances
- (e) The substance and decision of the Committee deliberations shall be recorded in the minutes of the meeting.
- (f) Within fourteen (14) days of the conclusion of the meeting, the Sub-Branch Committee shall forward to the member a notice in writing certified by the meeting Chairman or the Sub-Branch President formally notifying;
 - (i) its decision;
 - (ii) the reasons for its decision;
 - (iii) the penalty imposed on the member; and
 - (iv) details of the member's rights of appeal.

3. **Sub-Branch Disciplinary Hearing Appeal Process**

- (a) A member upon whom a penalty has been imposed by a Sub-Branch Committee may appeal against the decision by lodging a Notice of Appeal with the State Tribunal. If an appeal is lodged the penalty imposed by the Sub-Branch Committee is stayed from the date of lodgment of the appeal until the appeal is concluded, abandoned or discontinued.
- (b) All Notices of Appeal must be lodged with the State Tribunal Registrar within 21 days of receipt of the written formal notification of the Sub-Branch Committee Disciplinary Hearing decisions pursuant to by-law 4.12. Written submissions and copies of relevant documents are to be attached and should include documents relied upon by the appellant at the Sub-Branch Committee hearing.
- (c) All Notices of Appeal submitted to the Registrar under this By-Law shall be accompanied any fee payable by the member as determined by RSL Queensland from time to time.
- (d) An appeal is not a rehearing and, subject to the following provision, the State Tribunal may only consider the evidence put to the Sub-Branch Committee which originally heard the matter.
- (e) The Tribunal may, in its absolute discretion, decide to allow new evidence

to be submitted on the hearing of an appeal under this by-law 7.4(2)(d) upon being satisfied that:

- (i) the evidence was not known and/or reasonably available to the parties at the time of the original hearing; and
 - (ii) had the evidence been available at the time of the original hearing, the outcome of that hearing, including but not limited to the penalty imposed on the member, may have been substantially different had the evidence been available and introduced at the original hearing.
- (f) The right to appeal is limited to an appeal on one or more of the following grounds:
- (i) the Sub-Branch Committee breached the rules of procedural fairness;
 - (ii) the decision of the Sub-Branch Committee is not reasonable having regard to the evidence before the Committee; or
 - (iii) the penalty imposed by the Sub-Branch Committee is excessive having regard to the circumstances.
- (g) An appeal to the State Tribunal under this By-Law shall identify;
- (i) the specific grounds which give rise to the appeal, and
 - (ii) the reasons why the appellant considers the Sub-Branch Committee's proceedings, decision and/or the penalty imposed give rise to the specified grounds of appeal.
- (h) The Registrar shall write to the parties within fourteen (14) days of receipt of a Notice of Appeal:
- (i) providing a copy of the Notice of Appeal and attached documentation; and
 - (ii) notifying the parties of the time, date and place at which the State Tribunal will consider the appeal.
- (i) Prior to the date upon which the appeal is set down for hearing, the Registrar shall contact the parties to ensure that all directions issued by the Registrar have been complied with. In the event that the Registrar's directions have not been complied with the Registrar may, with the concurrence of the State Tribunal Chairman, reschedule the hearing.
- (j) At the hearing of an appeal the Sub-Branch Committee shall be represented by a member of the Sub-Branch Committee who was a panel member at the relevant disciplinary meeting. The appellant may represent himself or, with prior leave of the State Tribunal, may be represented by a non-legally qualified Service or Life Member.
- (k) At the appeal hearing both parties are entitled to speak to and expand upon their written submissions but are not entitled to present any new

evidence

- (l) After considering all submissions, the State Tribunal shall decide whether to uphold or dismiss the appeal and, where appropriate, the penalty(s) to be imposed.
- (m) The decision of the State Tribunal shall be final.
- (n) Proceedings before the State Tribunal will be recorded electronically and a transcript of the recording will be made available to either party, on request to the Registrar. A fee may be payable and the fee must not exceed the cost to RSL (Queensland Branch) of providing a copy.

7.5 STATE TRIBUNAL DISCIPLINARY HEARINGS

1. General

- (a) Disciplinary Matters referred to the State Tribunal shall be in writing and include the following information:
 - (i) the identity of the person against whom the complaint is made;
 - (ii) the actions giving rise to the complaint; and
 - (iii) the date, time and place of the actions complained about.
- (b) Upon receipt of the submission the Registrar shall ensure that the complaint is drafted in the required format.
- (c) Where a complaint is received from a non-League member, the Registrar is to direct the complaint to the applicable Sub-Branch for consideration or, if outside Sub-Branch jurisdiction, refer it to the State Secretary for the determination of appropriate action.

2. Presentation of Complaints to the State Tribunal

- (a) The following persons may be heard at a hearing of the State Tribunal:
 - (i) the complainant or the Standing Complainant (a member of RSL Queensland nominated in writing by a Sub Branch, District Branch or RSL Queensland, to act on behalf of a complainant); and,
 - (ii) the respondent or, with prior leave of the State Tribunal, a non-legally qualified Service or Life Member appointed by the respondent.

3. State Tribunal Hearings

- (a) If the State Tribunal decides to conduct a hearing the Registrar shall write to all parties:
 - (i) informing the parties of the time, date and place at which the State Tribunal will consider the complaint, and providing a copy of the complaint to the respondent; and

- (ii) notifying the parties that:
 - A. they may call witnesses to give evidence before the State Tribunal;
 - B. they must submit to the State Tribunal documents they intend to rely on at the hearing and supply copies to the other parties. (For the purpose of this By-Law, the term 'document' includes but is not limited to letters, file notes, memoranda, emails, diary entries, accounting and financial records, books of account, witness statements and all other books, papers and commercial documents of whatever nature);
 - C. they may cross examine each other's witnesses;
 - D. State Tribunal members may ask questions directly of all persons in attendance in order to properly inform itself of the issues; and
 - E. they may request further time to comply with the Registrar's directions and the Registrar, with the concurrence of the State Tribunal Chairman, may grant such extra time.
- (b) All documents shall be submitted at least fourteen (14) days prior to the date of the hearing. Any documentary evidence not received by that date may be presented at the hearing only with the leave of the State Tribunal.
- (c) The Registrar will contact both parties prior to the hearing to ensure that all directions issued by him have been complied with. In the event that the Registrar's directions have not been complied with the Registrar may, with the concurrence of the State Tribunal Chairman, reschedule the hearing or the State Tribunal may, upon written notice to the party, elect to proceed with the hearing on the nominated date and time.
- (d) All members who appear before the State Tribunal must abide by directions issued by the Chairman and/or Registrar in connection with the conduct of the proceedings.
- (e) In the event that the State Tribunal finds a party guilty of the conduct or some of the conduct alleged the Registrar shall notify that party of the State Tribunal's decision and inform that party of:
 - (i) the date, time and place at which the State Tribunal will conduct a hearing to determine the penalty(s) it considers appropriate; and
 - (ii) his right to appear at the hearing to make a statement to the State Tribunal about the matters the member considers the State Tribunal should take into account in imposing any penalty and/or to submit to the State Tribunal in writing any information the party considers the State Tribunal should take into account before deciding the penalty(s) to be imposed.
- (f) All proceedings before the State Tribunal will be recorded electronically and a transcript of this recording shall be made available to the parties

upon request to the Registrar. A fee may be payable and the fee must not exceed the cost to RSL (Queensland Branch) of providing the copy to the member.

4. **Disciplinary Powers of the State Tribunal**

- (a) If a member is found guilty of the alleged conduct the State Tribunal may impose upon a member one or more of the following penalties:
 - (i) a reprimand;
 - (ii) suspension from membership for up to twelve months;
 - (iii) disqualification from holding office in any part of the League for an appropriate time;
 - (iv) transfer to the Miscellaneous List for an appropriate period;
 - (v) a recommendation for the withdrawal of awards; and
 - (vi) expulsion from membership.
- (b) The details and consequences of each penalty is set out in Annexure A.
- (c) In imposing a penalty the State Tribunal must have regard to:
 - (i) the nature of the conduct;
 - (ii) the seriousness of the conduct;
 - (iii) the member's previous conduct including but not limited to penalties previously imposed on the member by a sub-branch disciplinary committee or the State Tribunal; and
 - (iv) any mitigating circumstances.

5. **State Tribunal Disciplinary Hearing Appeal Process**

- (a) A member subject to a penalty imposed by the State Tribunal in respect of a Disciplinary Matter may appeal to the National Tribunal pursuant to the National Constitution and By-Laws.
- (b) An appeal to the National State Tribunal shall be in writing and lodged with the Registrar of the National State Tribunal within 28 days of receipt of the notice of the penalty imposed by the State Tribunal. If a Notice of Appeal is not lodged with the National State Tribunal within the time stipulated in this By-Law, the appellant will lose the right to appeal.
- (c) Notices of Appeal submitted to the National State Tribunal Registrar under this By-Law shall be accompanied by the fee prescribed by RSL Queensland.
- (d) Upon lodgment of a Notice of Appeal with the National Tribunal in accordance with this By-Law the decision of the State Tribunal shall be stayed until the appeal is concluded, abandoned or discontinued.

7.6 DISPUTE RESOLUTION AND APPEALS

1. Dispute Resolution

- (a) For the purposes of this By-Law a Dispute includes a disagreement between any class of member subject to this By-Law (individual, Sub-Branch, District, or State Branch) and another member of RSL (Qld Branch) in respect of an organisational decision. (Interpersonal disputes are not Disputes for the purposes of this By-Law unless one of the parties to the dispute was carrying out a perceived responsibility as an office holder of RSL Queensland, a District Branch, Sub-Branch, Chapter or Auxiliary.).
- (b) Types of Disputes that may arise include disputes between:
 - (i) a member and his or her Sub-Branch or RSL Queensland;
 - (ii) Sub-Branches and District Branches;
 - (iii) a Sub-Branch and RSL Queensland; and
 - (iv) a member, group of members, Sub-Branch District Branch and/or RSL Queensland.
- (c) Parties to a Dispute must attempt resolution in the first instance through mediation and conciliation. Each Sub-Branch is responsible for developing its own specific mediation procedures in line with the guidance provided in this By-Law.
- (d) Mediation may be conducted by using the services of the Queensland Government, Department of Justice and Attorney General, Dispute Resolution Branch; any of the commercially available trained mediators operating in the community; or any other person acceptable to the parties involved in the Dispute.
- (e) The State Tribunal hears and determines Disputes but only if the parties have first attempted to resolve their Dispute by mediation or conciliation and have been unsuccessful. The refusal of any of the parties involved to participate in a mediation process will be deemed an unsuccessful attempt.
- (f) The format for a Tribunal Hearings relating to Disputes may vary from case to case. The Registrar will notify the parties involved prior to the hearing of the format to be followed. All parties must submit to the Registrar and to each other copies of the documents they intend to rely on at the hearing at least 14 days in advance of the hearing.
- (g) The Registrar will contact all parties prior to the hearing to ensure that all directions issued by him have been complied with. In the event that the Registrar's directions have not been complied with the Registrar may, with the concurrence of the State Tribunal Chairman, reschedule the hearing or the State Tribunal may, upon written notice to the parties, elect to proceed with the hearing on the nominated date and time.
- (h) All members who appear before the State Tribunal must abide by

directions issued by the Chairman and/or Registrar in connection with the conduct of the proceedings.

- (i) All proceedings before the State Tribunal will be recorded electronically and a transcript of this recording will be made available to the parties upon request to the Registrar. A fee may be payable and the fee must not exceed the cost to RSL (Queensland Branch) of providing the copy to the member.

2. **State Tribunal Dispute Resolution Hearing Appeal**

- (a) There is a right of appeal from a determination of the State Tribunal in relation to a Dispute to the National Tribunal.
- (b) The appeal process for a State Tribunal Dispute Resolution Hearing is identical to that for a State Tribunal Disciplinary Hearing as detailed in By-Law 7.5(4).

7.7 **INVESTIGATIONS**

- (a) Where the State Tribunal determines that circumstances it becomes aware of warrant the appointment of an Investigating Officer, the State Tribunal will recommend to RSL Queensland such an appointment. Each recommendation must include:
 - (i) suggested Terms of Reference for the investigation; and
 - (ii) suggested submission date of the Investigating Officer's report if an investigating officer is appointed.

7.8 **INTERPRETATION**

1. **In this By-Law**

Conduct Unbecoming of a member includes, but is not limited to:

- (a) drunk, violent or quarrelsome behavior;
- (b) disrespectful, unruly, or offensive behavior;
- (c) denigrating or offending a person because of the person's gender, age, religion, ethnicity, national extraction, sexual orientation, impairment, disability or political opinion or other discriminatory behaviour;
- (d) misleading RSL Queensland;
- (e) making untrue statements about another member which may cause others to think less of the other member;
- (f) refused or neglected to comply with the constitution, by-laws or rules of RSL (Queensland Branch) or a District or Sub-Branch within its jurisdiction as the case may be, or the constitution and by-laws of the League;
- (g) engaged and/or acting prejudicially or to the detriment of the interests and

objects of RSL Queensland;

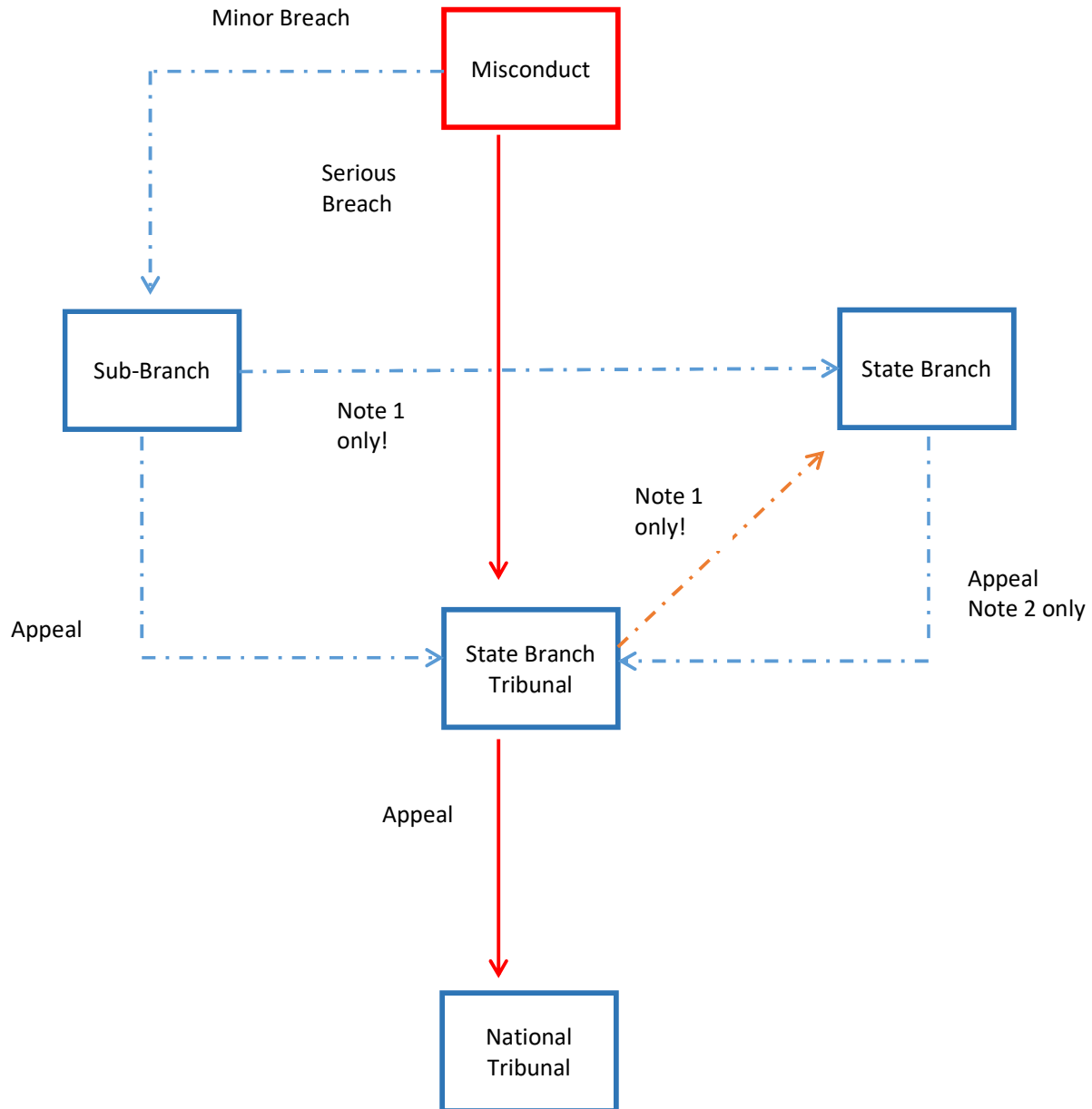
- (h) falsely representing himself or herself to be a soldier, sailor, airman or officer;
- (i) misrepresenting his/her service history;
- (j) knowingly permitting the badge issued to him or her to be used by any other person;
- (k) wearing a service medal, award or decoration for which he or she is not authorized; and
- (l) been convicted of an indictable offence.

Disciplinary Matter means a matter that involves conduct unbecoming a member, which may result in the sanctioning of a member;

Dispute means any dispute, excluding Disciplinary Matters, and includes disputes about membership, transfer of membership, whether this By-Law, another By-Law and/or the Constitution of RSL Queensland apply and their meaning and effect.

RSL (Qld Branch) By-Law 7

Discipline of Members



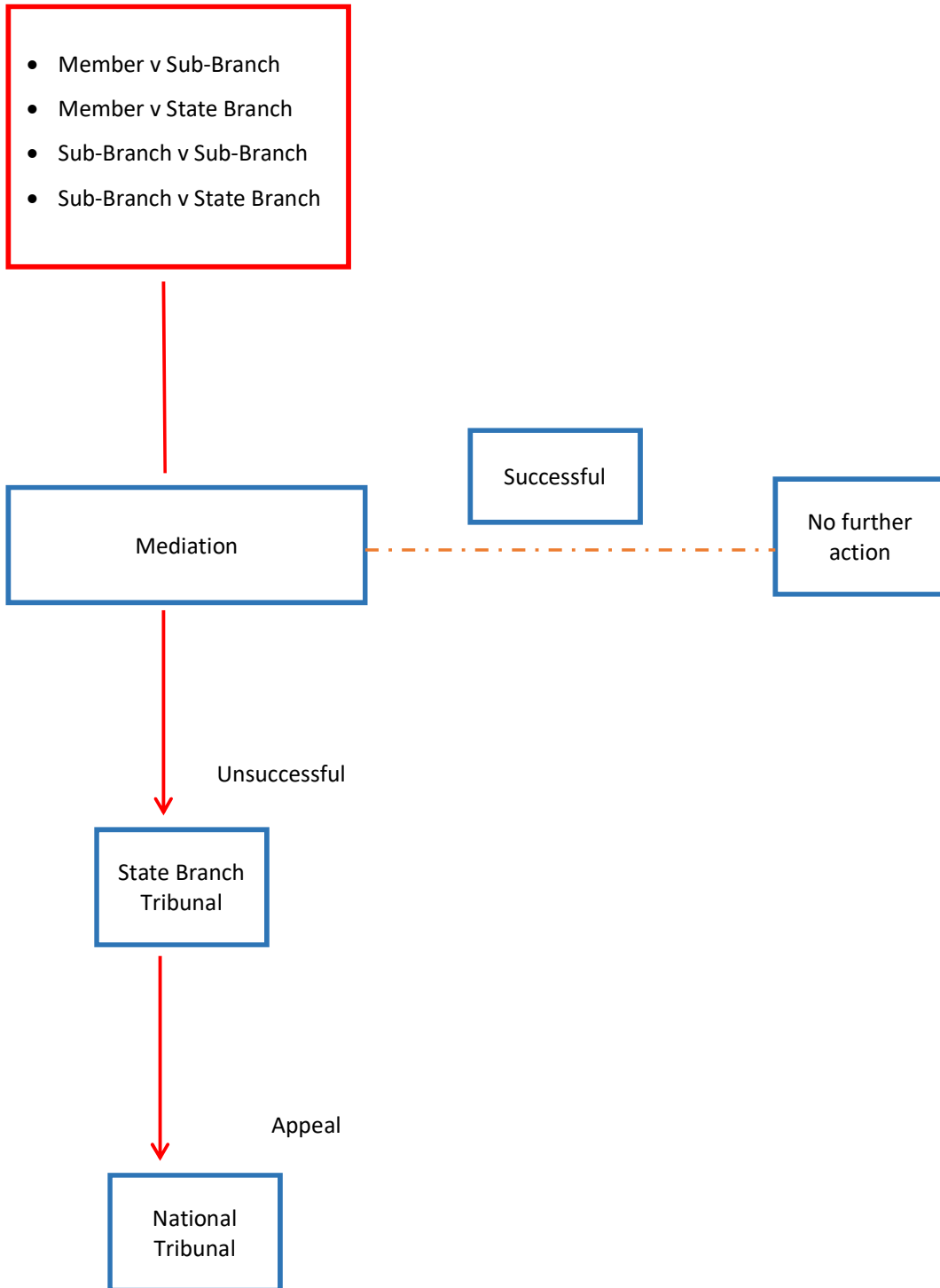
A minor breach is one that might attract a penalty within Sub-Branch disciplinary powers. A serious breach is one that likely exceeds the Sub-Branch disciplinary powers or involves a Sub- Branch or District Committee member.

Notes:

- 1. Only applies to Recommendations to Withdraw Awards.
- 2. Only applies to State Councillors disciplined by State Council.

RSL (Qld Branch) By-Law 7 Disputes

Disputes



ANNEX A TO BY-LAW 7
PENALTY DETAILS AND CONSEQUENCES

1. **Reprimand.** A Reprimand is an official sanction of the member's behaviour at the lowest end of the scale of penalties. The member is warned to be mindful of their behavior in future. A Reprimand will be recorded on the member's membership file and will be taken into account in awarding any subsequent penalties.
2. **Suspension from membership.** The member is banned from accessing Sub-Branch facilities for the duration of the suspension except to access PAWS services or attend formal commemorative ceremonies (but not after-ceremony social activities). The member shall stand down from any and all offices or appointments for the duration of the suspension.
3. **Disqualification from holding office.** The member is to resign from any and all offices within the League as soon as possible and consistent with any civil legislation. The member is ineligible for election or appointment to any office in the League for the period of disqualification,
4. **Transfer to the Miscellaneous List.** Members whose names are included in the Miscellaneous List of Members should refer to clause 9.17 of the Constitution;
5. **Recommendation for the Withdrawal of Awards.** A recommendation for the withdrawal of specified RSL awards and/or national awards made in recognition of RSL service will be forwarded to State Council for their consideration.
6. **Expulsion from Membership.** The member is expelled from membership of the League. Any application to re-join the League in any State Branch will require National Branch approval.

BY-LAW 8 PUBLIC COMMENT BY MEMBERS**8.1 No Criticism Via Media Permitted**

1. No member of RSL Queensland is to cause or to assist in the printing or dissemination in the media, (including electronic, newspaper, periodical, circular or other publication, except any League sponsored journal or publication) of any statement, letter, article, opinion piece or other document (including but not limited to cartoons or diagrams etc.) criticising, or expressing any view, which is antagonistic towards or derogatory of:
 - (a) the League;
 - (b) RSL Queensland;
 - (c) the Board of RSL Queensland or any of its members;
 - (d) State Council or any of its members;
 - (e) any RSL Queensland District Branch, Sub-Branch Chapter or Auxiliary (or the members of an Auxiliary);
 - (f) the State Tribunal or any of its members;
 - (g) any member of RSL Queensland; or
 - (h) any employee of RSL Queensland or subsidiary of RSL Queensland.

2. RSL Queensland, District Branches, Sub-Branches, Chapters and Auxiliaries must not authorise any person or organisation, whether in the name of the entity or not, to cause or assist in, the printing or dissemination in any media, (including electronic, newspaper, periodical, circular or other publication, except any League sponsored journal or publication) of any statement, letter, article, opinion piece or other document (including, but not limited to, cartoons or diagrams etc) criticising, or expressing any view, which is an antagonistic or derogatory comment, regarding:
 - (a) the League;
 - (b) RSL Queensland;
 - (c) the Board of RSL Queensland or any of its members;
 - (d) State Council; or any of its members;
 - (e) any RSL Queensland District Branch, Sub-Branch, Chapter or Auxiliary (or the members of an Auxiliary);
 - (f) the State Tribunal or any of its members;
 - (g) any member of RSL Queensland; or
 - (h) employee of RSL Queensland or subsidiary of RSL Queensland except as allowed in paragraph 8.2.

8.2 Comment on RSL Policy

1. The following people only have authority to communicate with and respond to enquiries from the media on behalf of RSL Queensland:
 - (a) State President, and in his absence, the Deputy President and in their absence, the Vice President;
 - (b) the CEO; and
 - (c) the State Secretary.
2. This By-Law does not prevent RSL Queensland or its District Branches, Sub-Branched, Chapters or Auxiliaries from advertising RSL events or sponsored events or otherwise promoting themselves in the media provided that such advertisements do not conflict with RSL Queensland Policy.

8.3 Comment on Discriminatory or Contentious Issues Forbidden

1. Members of RSL Queensland, must not publically comment upon any protected attribute including religion, race, gender, age or any issue that is likely to arouse sectarian or political controversy.
2. No RSL Queensland publication (including electronic, newspaper, periodical, circular or any other publication or any other media) is to contain any comment upon any matter concern such protected attributes.

BY-LAW 9 RSL AUXILIARIES

9.1 RSL Auxiliaries

1. Auxiliaries may be established to assist of RSL Queensland in achieving its Objects. RSL Queensland acknowledges that as at the date of adoption of this By-Law, the following categories of Auxiliaries have been established:
 - (a) Citizen's Auxiliaries; and
 - (b) Women's Auxiliaries.
2. Each Auxiliary must:
 - (a) be established and must operate in accordance with this By-Law, and any other relevant directives of RSL Queensland;
 - (b) operated under the leadership of a president appointed by members of the Auxiliary;
 - (c) report as regularly and in the form as required by RSL Queensland and the Sub-Branch (or the District Branch as the case may be) at whose request the Auxiliary was established.
3. This By-Law shall apply to all Auxiliaries formed under the jurisdiction of RSL Queensland.
4. An Auxiliary may adopt its own rules, provided that they do not conflict with this By-Law and are otherwise approved by RSL Queensland.

9.2 Formation

1. Auxiliaries may be formed by:
 - (a) RSL Queensland;
 - (b) a Sub-Branch; or
 - (c) a District Branch by a group of interested citizens (who meet the eligibility criteria) in a location which does not have a Sub-Branch.
2. The rules of an Auxiliary adopted separately to this By-Law, if any, shall not have any effect until approved by RSL Queensland. No alteration to the rules of an Auxiliary will have any effect unless first approved by RSL Queensland.
3. The rules of each Auxiliary must be consistent with the Constitution of RSL (Queensland Branch) and this By-Law, and to the extent that they are not the Constitution of RSL (Queensland Branch) and this By-Law will prevail.
4. An Auxiliary must have a minimum of five members willing to serve the Sub-Branch (or the District Branch as the case may be) that established the Auxiliary in the pursuit of the Objects of RSL Queensland.
5. A Sub-Branch (or the District Branch as the case may be) may form an Auxiliary

for the purpose of supporting the Sub-Branch (or the District Branch as the case may be) in carrying out the social and welfare activities of the Sub-Branch (or the District Branch as the case may be).

6. Upon the formation of an Auxiliary, the Sub-Branch (or the District Branch as the case may be) that applied to RSL Queensland to establish it must assist and guide it in the pursuit of the Objects of RSL Queensland.
7. Should a dispute or difference arise between:
 - (a) a Sub-Branch and its Auxiliary regarding the operations or activities of the Auxiliary, the managing committee/board of either may refer the dispute to the relevant District Branch for determination and each will be bound by the decision of the District Branch; or
 - (b) a District Branch and its Auxiliary regarding the operations or activities of the Auxiliary, the managing committee/board of either may refer the dispute to RSL Queensland for determination and each will be bound by the decision of RSL Queensland.

9.3 Establishment by RSL Queensland

1. RSL Queensland may by Ordinary Resolution at a meeting of its Board:
 - (a) establish Auxiliaries of its own volition; or
 - (b) establish Auxiliaries upon receipt of a request from a Sub-Branch (or the District Branch as the case may be) to do so.
2. The Board of RSL Queensland may also, by Ordinary Resolution, amalgamate or abolish Auxiliaries.
3. The power to abolish an Auxiliary may only be exercised by RSL Queensland if in its opinion the Auxiliary has:
 - (a) ceased to function;
 - (b) conducted itself in a manner detrimental to the interests of RSL Queensland or the Objects of RSL Queensland;
 - (c) failed to comply with any directives given to it by RSL Queensland or the Sub-Branch (or the District Branch as the case may be) that applied to RSL Queensland to establish the Auxiliary; or
 - (d) failed to ensure that its members act in accordance with its rules, this By-Law or the Constitution of RSL Queensland.
4. Each Auxiliary shall have an office or headquarters to which communications or notices may be sent and that address, including changes in address, must be provided to the State Secretary.
5. RSL Queensland shall not be responsible for the liabilities of any Auxiliary unless those liabilities are expressly adopted by a Special Resolution of the Board of RSL Queensland.

9.4 Boundaries

An Auxiliary will carry out its activities within the normal geographical boundaries of the Sub-Branch (or the District Branch as the case may be) upon whose request it was established.

9.5 Eligibility - Women's Auxiliary

The following persons shall, provided that they are Australian Citizens, be eligible for membership of any Women's Auxiliary:

- (a) any adult female relative of any person eligible to be a Service Member. (For the purposes of this By-Law, "**Relative**" includes persons in, or who were in, a de-facto relationship);
- (b) any woman eligible for membership of RSL Queensland as a Service Member; and
- (c) any other woman of good character who is, by a resolution of the Women's Auxiliary, admitted to membership.

9.6 Eligibility - Citizen's Auxiliary

The following persons shall, provided that they are Australian Citizens and at least 18 years of age, be eligible for membership of any Citizen's Auxiliary:

- (a) any person of good character within the local community who supports the objects of RSL Queensland;
- (b) any person eligible for membership of RSL Queensland as a Service Member;

Persons who apply for membership must be willing and able to devote such of his/her time as is necessary to assist the Auxiliary in the pursuit of the Objects of RSL Queensland.

9.7 Applying for Membership

Persons wishing to apply for membership must complete, sign and submit to the Auxiliary an Auxiliary Membership Application Form, which requires applicant to agree to be bound by the rules of the Auxiliary, this By-Law, the constitution and by-laws of the Sub-Branch (or District Branch as the case may be) upon whose request it was established and the Constitution and By-Laws of RSL Queensland, together with the appropriate application fee, if any.

9.8 The Sub-Branch (or the District Branch where appropriate) veto of Membership

No candidate shall be admitted to membership of any Auxiliary, or having been admitted, be allowed to remain as a member, whose admission, or continuance of membership, would be, in the opinion of the Sub-Branch (or the District Branch as the case may be) upon whose request it was established, prejudicial to the best interests of the Sub-Branch (or the District Branch as the case may be) or the Auxiliary.

9.9 Discipline of Members

Auxiliary members must conduct themselves in the same manner as members of RSL Queensland and shall be subject to the same rules of suspension or expulsion from an Auxiliary as are members of the Sub-Branch (or District Branch as the case may be) including action pursuant to By-Law 7.

9.10 Resignation

Any member may resign from membership of an Auxiliary by giving notice in writing to the Secretary of their Auxiliary or in that person's absence, its President.

9.11 Membership Fees

1. The annual membership fee for Auxiliaries, if any, shall be set by the Sub-Branch (or District Branch as the case may be) may be reviewed annually and must be no more than fifty percent of the RSL Queensland annual subscription.
2. Membership fees, if any, are payable in advance on first day of January in each year, and any member whose subscription remains unpaid as at the first day of March in any year shall have their name removed from the register of members.

9.12 Allocation of Fees

Neither RSL Queensland or the Sub-Branch (or District Branch as the case may be) upon whose application an auxiliary was established is entitled to claim any portion of the membership fees paid by the members of the Auxiliary. However, an Auxiliary may of its own accord resolve to contribute funds to RSL Queensland or the Sub-Branch (or District Branch as the case may be) upon whose application the Auxiliary was established.

9.13 Auxiliary Badges

The badges of Auxiliaries shall be in the form approved by RSL Queensland. Each member of an Auxiliary shall, on joining the Auxiliary and paying the first subscription (if any), be issued a badge of the Auxiliary they have joined.

9.14 Supply of Badges

Badges may be obtained by each Auxiliary by applying to the State Secretary.

AUXILIARY MEETINGS

9.15 Annual General Meeting

1. Each Auxiliary must hold an Annual General Meeting by not later than 30 June each year.
2. The Management Committee of each Auxiliary will be elected each year at the Annual General Meeting.
3. The Management Committee will determine the date upon which nominations for positions on the Management Committee will close, and provide reasonable notice of such dates to members in the manner determined by the Management Committee. Failing such notice, nominations will close at the Annual General Meeting.

4. Nominations must be signed by the Auxiliary members who propose and second any nomination and the nominee.
5. In the event of no nominations in writing for the office of president being received, nominations for the office of president will be called for from the floor of the general meeting.
6. The following business must be transacted at every annual general meeting:
 - (a) the presentation and adoption of the president's annual report;
 - (b) receipt of the statement of income and expenditure;
 - (c) receipt of the auditor's report on the financial affairs of the Auxiliary for the last financial year;
 - (d) presentation of the audited statement to the meeting for adoption;
 - (e) the election of the management committee; and
 - (f) the appointment, subject to By-Law 9.31 of an auditor.

MEETING PROCEDURE

9.16 Management Committee

1. The Management Committee of each Auxiliary must be comprised of a President, Vice-President, Secretary and Treasurer (each an Auxiliary Officer and together the Executive) and not less than two other members of the Auxiliary.
2. If it is not practicable for an Auxiliary to elect both a Secretary and a Treasurer, both positions may be filled by one member.
3. Where it is not practicable for an Auxiliary to elect both a Secretary and a Treasurer, the President or Treasurer may also be Secretary provided that where a member is elected to two positions, the Executive must be comprised of at least five members.

9.17 Election of Officers

The Sub-Branch President (or District President as the case may be) or their nominated representative, shall take the chair at the Annual General Meeting during the election of the Management Committee.

9.18 Notification of Election

The Secretary of the Auxiliary must, within fourteen days of an election, furnish to the Sub-Branch (or District Branch where appropriate) and State Secretary a list of the duly elected officers.

9.19 Meetings of the management Committee

1. An Auxiliary shall meet regularly at such times as determined by the Management Committee but no less than quarterly.

2. The quorum for meetings shall be at least one more than the Executive.

9.20 Special Meeting – Management Committee

1. Special Meetings of the Management Committee may be requisitioned by a minimum of four members of the Management Committee. The requisition must be in writing and must specify the purpose of the meeting, the motions being put and resolutions sought and delivered to the Auxiliary Secretary.
2. The business of a special meeting must be limited to the business raised in the requisition.
3. The requisition may consist of several documents in similar form each signed by one or more members requisitioning the meeting.
4. The Auxiliary Secretary must, within twenty-one days of receipt of a requisition, convene a special meeting. If the Auxiliary Secretary fails to do so, the Management Committee members who requisitioned the special meeting may convene the special meeting on giving not less than 7 days notice to the other members of the Management Committee.

9.21 Special General Meeting - Auxiliaries

1. Not less than twenty percent of the members of an Auxiliary may requisition a Special General Meeting of the members. The requisition must be in writing and must specify the purpose of the meeting, the motions being put and resolutions sought and delivered to the Auxiliary Secretary.
2. The business of a Special General Meeting must be limited to the business raised in the requisition.
3. The requisition may consist of several documents in similar form each signed by one or more members requisitioning the meeting.
4. The Auxiliary Secretary must, within 2 months of receipt of a requisition, convene a special General meeting. If the Auxiliary Secretary fails to do so, all of the members who signed the requisition may petition the President of the Sub-Branch (or District Branch as the case may be) at whose request the Auxiliary was formed requesting a Special General Meeting of the Auxiliary and the President of that Sub-Branch (or District Branch as the case may be) may convene the Special General meeting which in those circumstances may be held in the absence of any Auxiliary Officer.
5. Any of the Auxiliary Officers may be removed from office on a resolution passed by at least two-thirds of the members present at a Special General Meeting of the Auxiliary called for that purpose, provided that the notice convening the meeting, including details of the motions posed and resolutions sought, has been sent to all financial members of the Auxiliary at their last known place of address at least 14 days before the meeting is to be convened.

9.22 Convening

All meetings shall be convened by the Secretary of the Auxiliary at the direction of the President of the Auxiliary or Sub-Branch (or District Branch as the case may be).

9.23 Vacancies - Officers and Committee

1. Where the President is absent or the office otherwise becomes vacant, the Vice-President shall assume that office until the next Annual General Meeting.
2. Except as provided for in By-Law 9.23(1), temporary vacancies may be filled by the Management Committee.
3. In the event of a change to the executive officers between annual General Meetings, the Auxiliary Secretary must notify the Sub-Branch (or District Branch as the case may be) and the State Secretary of the new appointees details within fourteen days of the appointment being made.

9.24 Office Bearers Shall Be Financial

No person shall hold office in an Auxiliary if they commit an act of bankruptcy, are declared bankrupt or enter into a scheme with their creditors.

9.25 Veto of officers by Sub-Branch (or District Branch as the case may be)

No person shall be appointed or, having been appointed, allowed to remain as a Committee member whose appointment or continuance in office, would be, in the reasonable opinion of RSL Queensland or the Sub-Branch (or the District Branch as the case may be) at whose request the Auxiliary was formed, prejudicial to the best interests of the Auxiliary or the Sub-Branch (or the District Branch as the case may be).

9.26 Management and Sub-Branch (or District Branch as the case may be) Representation

The affairs and management of every Auxiliary is vested in its members, subject to this By-Law, but the Sub-Branch (or District Branch as the case may be) at whose request the Auxiliary was formed will have the right to nominate the President, Vice President, Treasurer and/or Secretary of such Sub-Branch (or District Branch as the case may be) as ex-officio members of the Auxiliary and its Management Committee, with the right to speak but not to vote or to be elected to any office.

9.27 Right to Address Meetings

RSL Queensland and The Sub-Branch (or District Branch as the case may be) President, Vice President, Secretary, Treasurer or other authorised representative of RSL Queensland or the Sub-Branch (or District Branch as the case may be) shall be entitled to address any meeting of an Auxiliary.

9.28 Receipt of Monies

The money and property of an Auxiliary shall be held by the Sub-Branch (or District Branch as the case may be) for and on behalf of the Auxiliary and shall be applied by the Auxiliary, subject to this By-Law 9, as it sees fit.

9.29 Disbursement of funds

1. All funds raised by an Auxiliary, including through fundraising initiatives and the Auxiliary membership fees, are to be deposited into a bank account nominated by Sub-Branch (or District Branch as the case may) upon whose request the

Auxiliary was established .

2. At least one member of the Management Committee and a member of the Sub-Branch (or District Branch as the case may be) Management Committee/Board are to be signatories on the bank account.
3. The funds must be applied by the Auxiliary to the furtherance of the Objects of RSL Queensland. In deciding how to apply the funds, the Auxiliary must have regard to the wishes of the Sub-Branch (or District Branch as the case may) upon whose request the Auxiliary was established.
4. Expenditure of more than \$1,000.00 in any single transaction by an Auxiliary requires the prior approval of the Sub-Branch (or District Branch as the case may be) at whose request the Auxiliary was formed.

9.30 Auditors and accounts

The accounts of the Auxiliary shall be audited by the same auditor and at the same time as the accounts of the Sub-Branch (or District Branch as the case may be).

9.31 Auditors

The auditor shall be appointed at every annual general meeting of the Sub-Branch (or District Branch where appropriate), and will be required to certify the correctness or otherwise of the accounts kept by the Auxiliary, and shall sign, if correct, the annual financial statement to be presented to the Sub-Branch (or District Branch as the case may be) congress and Auxiliary Annual General Meeting.

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9.32 Inspection of Books and Minutes

RSL Queensland, and the President and Secretary of the Sub-Branch (or District Branch as the case may be) upon whose request the Auxiliary was formed, shall have power to take possession of the books, papers and correspondence and other documents and records in the possession of, or belonging to, any Auxiliary, inspect them and report to their respective executive on the outcome of the inspection and that executive will have the power to do all matters and things in response to any matter or thing raised in any such report.

9.33 Indemnity

1. All members of the Auxiliary shall be indemnified out of the funds of the Sub-Branch (or the District Branch as the case may be) upon whose request the Auxiliary was established.
2. The indemnity extends to all losses and expenses incurred in the discharge of their duties, except such as shall happen through their own negligent or wilful acts or default.
3. Unless it occurs through their own negligent or wilful acts or default, each member of the Auxiliary is:
 - (a) only responsible for so much money or property as they actually receive in

- the discharge of the business of the Auxiliary; and
- (b) not answerable for the actions of any other person or for the insufficiency of any security for money invested or of title to any estate or property acquired nor for any loss or damage that may occur during the discharge of their duties.
4. Any member of an Auxiliary who accepts or incurs a pecuniary or other liability on behalf of the Auxiliary will be indemnified by the Sub Branch (or District Branch as the case may be) upon whose request the Auxiliary was established.

9.34 Trustees

The trustees of an unincorporated Sub-Branch (or District Branch as the case may be) will also be the trustees of any Auxiliary established at its request.

9.35 Duties of the Secretary

The Auxiliary Secretary must perform the following duties on behalf of the Auxiliary:

- (a) attend all meetings of the Auxiliary and of the committee and take the minutes;
- (b) enter, or cause to be entered, accurate minutes of the proceedings of such meetings in the minute book of the Auxiliary;
- (c) attend the Sub-Branch (or the District Branch as the case may be) upon whose request the Auxiliary was established when required and explain any matter concerning the Auxiliary that is raised by the Sub-Branch (or the District Branch as the case may be) upon whose request the Auxiliary was established;
- (d) furnish the Sub-Branch (or the District Branch as the case may be) upon whose request the Auxiliary was established with all necessary information concerning the affairs of the Auxiliary following each general meeting;
- (e) prepare and sign all documents required under the rules of the Auxiliary;
- (f) enter into a record book the names and addresses of all members and the date and the amount of the subscription paid by the member;
- (g) provide the State Secretary of RSL Queensland and the secretary of the Sub-Branch (or the District Branch as the case may be) upon whose request the Auxiliary was established with the list of members, subscription paid etc. for the purpose of maintenance of State Branch electronic membership records;
- (h) under the direction of the president or management committee of the Auxiliary, handle all correspondence for the Auxiliary; and
- (i) perform such other duties as the Auxiliary or its management committee may from time to time require.

9.36 Duties of the Treasurer

The Auxiliary Treasurer is responsible for the proper financial management of the Auxiliary and must perform, or cause to be performed, the following tasks on behalf of the Auxiliary:

- (a) keep proper accounts including a cash book and general ledger to record the receipt and disbursement of all money of the Auxiliary;
- (b) receive all money payable to the Auxiliary and ensure it is paid into the bank account nominated by the Sub-Branch (or the District Branch as the case may be) upon whose request the Auxiliary was formed;
- (c) issue receipts for all money received;
- (d) certify to the correctness of all accounts before being recommended for payment;
- (e) prepare a report for the Annual General Meeting of the Auxiliary showing the financial position of the Auxiliary as disclosed by the books, accounts and other documents;
- (f) cause to be prepared and submit to the Annual General Meeting of the Auxiliary an annual Statement of receipts and expenditure together with a balance sheet showing the assets and liabilities of the Auxiliary. Such documents must be forwarded to the Sub-Branch (or District Branch as the case may be) at least fourteen days prior to it being presented to the Annual General Meeting of the Auxiliary;
- (g) for those Auxiliaries affiliated with Sub-Branches, to forward all books of account, financial instruments etc. to Sub-Branch secretary within fourteen days of the close of the Financial Year for audit by the Sub-Branch auditor; and
- (h) for those Auxiliaries affiliated with District Branches, to forward all books of account, financial instruments etc. to District secretary within fourteen days of the close of the Financial Year for audit by the District Branch auditor.

9.37 Correspondence

No correspondence is to be sent direct to the District President or the District Branch, (unless the Auxiliary is under the direct control of the District Branch), or to any non-League organisation, except through the Sub-Branch upon whose request it was established.

9.38 The Sub-Branch (or the District Branch where appropriate) procedure to apply

Where no rule exists concerning the conduct or management of an Auxiliary, the Constitution of RSL Queensland insofar as it relates the conduct and management of the Sub-Branches (or District Branch as the case may be) will apply and in the absence of any relevant provision, a written direction from the Sub-Branch (or District Branch as the case may be) upon whose request the Auxiliary was established will bind the Auxiliary.

9.39 By-Laws Binding

This By-Law 9 and any resolutions lawfully passed at a properly convened meeting of the Management Committee of any Auxiliary or the members, will be binding upon the members, whether they were present and voted or not.

9.40 Life Membership

A special award, known as The Gold Badge of Life Membership, may be granted to members of an Auxiliary, subject to compliance with By-Law 2 – Awards.

9.41 Auxiliary Burial Ritual

In the case of the death of a member of an Auxiliary, a Service should be conducted for the deceased member by the Sub-Branch (or District Branch as the case may be) upon whose request the Auxiliary was established and the President (or his/her nominee) of that Sub-Branch (or District Branch as the case may be) must give the following address.

We assemble to honour a former Member of our Auxiliary (name of person) who served the Auxiliary and RSL with distinction and faithfully observed the pledge undertaken at the time they joined as a member. (Auxiliary membership details here). We will remember (name) with affection. In acknowledging their long and devoted service. I place here this flower/poppy (to be selected by Auxiliary) the emblem of service to the Auxiliary, in their Memory. I invite Members of the Auxiliary and RSL to join me in doing so. Would you please stand in silence as a tribute to (name).

LEST WE FORGET.

9.42 Disbandment or Suspension

1. A Sub-Branch committee may recommend to the Board of RSL Queensland the suspension or disbandment of an Auxiliary where, in its opinion, the suspension or disbandment would be in the best interest of RSL Queensland.
2. Where an Auxiliary is formed under the auspices of the District Branch; the District Branch committee has the same power.
3. The Auxiliary must be advised in writing of any such recommendation and offered the opportunity for its representatives to address the board of RSL Queensland as to why the Auxiliary should not be disbanded.
4. Where RSL Queensland resolves to suspend the Auxiliary for a period longer than three months or to wind up the Auxiliary, the decision must be communicated to the Auxiliary by the Sub-Branch (or District Branch as the case may be) at whose request the Auxiliary was formed.

9.43 Winding Up of Auxiliaries

1. Any Auxiliary may be wound up if at a meeting specially called for that purpose a majority of its member's present at the meeting and entitled to vote, vote to wind it up.
2. The winding up process must be completed within three calendar months from the passing of the resolution by RSL (Queensland) or the Auxiliary as the case may

be.

3. Upon the completion of the winding up process all members of that Auxiliary may transfer to another Auxiliary.
4. All monies and property of whatever nature and of which it shall stand possessed shall, after satisfying all its creditors and meeting all other obligations, be transferred to the Sub-Branch (or District Branch as the case may be) or if the Sub-Branch has been wound up too, to the appropriate District Branch at whose request the Auxiliary was formed.
5. In the event of an Auxiliary not being wound up upon the winding up of the Sub-Branch at whose request the Auxiliary was formed, the Auxiliary must be retained as the custodians of the non-financial assets (e.g. honour boards, memorabilia) of the defunct Sub-Branch, so that they are kept within the community.
6. Further, the trustees of any Auxiliary in whom land or property is vested, must sign all documents and do all such acts and things as may be necessary to transfer the property to the Sub Branch (or District Branch as the case may be) or to dispose of, or otherwise deal with the same and the proceeds thereof, as the Sub Branch or District Branch direct.

COUNCIL OF AUXILIARIES

9.44 Object

There shall be a Council of Auxiliaries (**Auxiliaries Council**), the object of which will be to co-ordinate and inform the activities of Auxiliaries in carrying out the Objects of RSL Queensland. It will report to the Board of RSL Queensland. The Council must submit the minutes of its meetings to the State Secretary for dissemination among the members of the Board of RSL Queensland.

9.45 Constituents

The Board of the Auxiliaries Council will consist of no less than six councillors, each of whom will be elected from all Women's and Citizen's Auxiliaries formed under the RSL Queensland Constitution. The council shall comprise:

- (a) 1 president;
- (b) 1 vice president;
- (c) 1 secretary;
- (d) 1 treasurer; and
- (e) 2 councillors.

9.46 Election of the Council

Members of the Board of the Auxiliaries Council, each of whom must be financial members of an Auxiliary, will be elected at an annual general meeting of the Auxiliaries Council, and will hold office for three years. The members of the Board of the Auxiliaries Council will as at the date of adoption of this By-Law will be the same individuals who

held those positions immediately prior to the adoption of this By-Law and their respective terms of office will also remain the same.

9.47 Meetings

The Auxiliary Council will meet at least four times (including an annual general meeting) during the RSL Queensland financial year. Copies of the minutes of each meeting must be provided to the Board of RSL Queensland.

9.48 Reports

The Auxiliary Council shall submit to the annual general meeting of the Auxiliaries Council a report on its activities during the previous year.

9.49 Quorum

At any meeting of the Auxiliary Council, at least half the members plus 1 will form a quorum.

9.50 Funding and Fees

The Auxiliary Council is entitled to levy membership fees.

Funding of the Auxiliary Council will be provided by RSL Queensland in sums determined by the Board of RSL Queensland from time to time.

9.51 Accounting

All money received by or on behalf of the Auxiliary Council is to be paid into an RSL Queensland Auxiliary Council account operated under the supervision of RSL Queensland.

9.52 Reporting

RSL Queensland may suspend or dissolve the Auxiliary Council at any time if it concludes that:

- (a) it's continuance would not be in the interests of RSL Queensland, or
- (b) it has no useful purpose.

9.53 General

If any matter arises which in the opinion of the Auxiliary Council, is not covered by this By-Law 9, the matter must be referred to RSL Queensland.

BY-LAW 10 CHAPTERS

10.1 Introduction

1. The RSL Chapter System is designed to allow Sub-Branches (**former Sub-Branches**) the opportunity to continue to contribute to the work of RSL Queensland, by becoming a Chapter, and in so doing the opportunity to retain:
 - (a) an RSL presence in their local town or area (**the locality**);
 - (b) their identity by using their name in part; and
 - (c) an ability to promote the Objects of RSL Queensland;

even though the former Sub-Branches are unable to continue to operate and function as Sub-Branches.

2. When a Sub-Branch ceases to function and operate in a locality it may form a Chapter as a component part of another Sub-Branch or a District Branch (**Sponsor**). If the former Sub-Branch was incorporated, it must be wound up prior to becoming a Chapter. To ensure that the identity of the former Sub-Branch is retained, the Chapter's name is to include the word "Chapter" and that name will apply to that group of RSL members that make up the Chapter.
3. In considering any proposal for a Sub-Branch to become a Chapter, the Board of RSL Queensland must not only consider the ability of the entity to continue to exist as a Chapter but also decide which Sub-Branch or District Branch, will be tasked with being its Sponsor based on its financial standing and available resources. District Branches will only be invited to be a Sponsor where a suitable Sub-Branch is not available within the vicinity.
4. The Sponsor must accept responsibility for the management (financial and administrative) of the Chapter. The Chapter's representative may attend Sponsor's meetings as an observer (without voting rights) to ensure that up to date information is provided to the members of the Chapter.
5. Chapters do not have voting rights at State Congress or General Meetings of RSL Queensland but may attend as observers.
6. A new Chapter may also be raised in a locality where there is no RSL presence but where there is potential establishing a Sub-Branch in the future. The Chapter is to be established in accordance with the Constitution upon a recommendation of the Board of RSL Queensland.
7. Any five (5) or more Members or persons eligible for membership of the League, resident in a locality, may apply to:
 - (a) a Sub-Branch, geographically proximate to the locality; or
 - (b) a Sub-Branch in that area approved by State Council,for support to form a new RSL Chapter.

10.2 Administrative Requirements

1. Responsibility for the administration of a Chapter rests with the Sponsor. The Chapter is to appoint a member (**the Chapter Representative**) to represent its interests at all meetings of its Sponsor. The Chapter Representative may be elected to become a voting associate member of the Sponsor, where the Sponsor is a Sub-Branch, in which case the Chapter Representative may be granted voting rights.
2. Chapters do not have to establish committees but may appoint a President and/or Secretary, if available, to represent them in the local community.
3. The Chapter Representative must conduct regular meetings of the members of the Chapter to inform them about all relevant RSL Queensland matters.
4. Chapter representation at both District and RSL Queensland level is vested in its Sponsor.

10.3 Financial Requirements

1. Upon the conversion of a Sub-Branch to a Chapter, all property of the Sub-Branch is, subject to any constraints in its constitution or otherwise at law, to be transferred to the Sponsor and held in trust for the Chapter until the Chapter ceases to function or becomes a Sub-Branch.
2. Where the continued holding of property by a Sponsor is undesirable because of, for example, the unaffordability of the costs of maintaining that property, the property may, with the consent of RSL Queensland, be disposed of in accordance with the provisions of the Constitution of the former Sub-Branch or, if retained after the former Sub-Branch is wound up, the Sponsor. If RSL Queensland refuses consent it must assume liability for the property and may otherwise acquire the property on terms to be agreed.
3. Where a Chapter is established in accordance with this By-Law, the Sponsor will be responsible for the financial management of the Chapter and must maintain a separate bank account (**Sub-Account**), in the name and on behalf of the Chapter and maintain a separate set of books and records for the Chapter.
4. All cash assets held by a Sub-Branch that becomes a Chapter are to be transferred to the Sponsor and maintained in the sub-account, operated by the Sponsor on behalf of the Chapter.
5. Cash received from the sale of property owned by a Sub-Branch that becomes a Chapter is, after the debts of the Sub-Branch are paid in full, to be deposited to the Sub-Account.

10.4 Chapter Identity

1. The Chapter may with the approval of RSL Queensland retain its former Sub-Branch Charter for historical reasons.
2. The Chapter shall otherwise be known as The Returned & Services League of Australia (Queensland Branch) [insert name] Sub-Branch [insert location] Chapter.

10.5 Chapter Management

1. Where a Chapter decides to cease to function or operate, the property held on trust for the Chapter by its Sponsor shall be forfeited to the Sponsor.
2. A Chapter may apply to RSL Queensland to establish or re-establish itself as a Sub-Branch. However, for any such application to be successful, the Chapter must first satisfy RSL Queensland of its viability to conduct itself as a Sub-Branch by managing its own affairs (financial and administrative) for a period of at least twelve months prior to any such application, under the administration of its Sponsor.

10.6 Winding Up a Sub-Branch and Transition to a Chapter

A motion must be put to a general meeting of the Sub-Branch to wind up the Sub-Branch provided that consent is given to transition to an RSL Chapter and a Sponsor has been identified and consented to act as its Sponsor.

10.7 Motion

The motion must be in the following form:

'That the (Insert 'Name') Sub-Branch (or District Branch) seek approval from RSL Queensland to transition from a Sub-Branch to a Chapter pursuant to State By-Law 10 and that (insert name) be appointed its Sponsor.'

1. Upon the motion in paragraph 1 being carried a submission is made to RSL Queensland for its support to transition to a Chapter.
2. Upon securing RSL Queensland's support a further submission is made to RSL Queensland for its approval to transition to a Chapter.
3. Upon securing the approval of RSL Queensland, a further meeting of the Sub-Branch should be convened at which the members should resolve, in accordance with the provisions of its constitution to:
 - (a) wind up the Sub-Branch and to reform as a chapter under the name (insert name) in accordance with RSL Queensland By-Law 10 with (insert name) as its Sponsor;
 - (b) after discharging all of its liabilities, transfer its remaining assets to its Sponsor to be held on behalf of the newly formed chapter in accordance with the provisions of RSL Queensland By-Law 10.
4. The RSL Queensland Charities Management Team will monitor and assist in the winding up process.

10.8 Election of RSL Chapter Representative

1. The Secretary of the Sponsor will within one month of a resolution being passed to wind up a sub-branch and transition to a Chapter complete the following:
 - (a) ensure that a final audit be conducted of the accounts of the Sub-Branch transitioning to a Chapter;

- (b) issue receipts to the Chapter Representative for the Sub-Branch assets the Sponsoring Sub-Branch receives following the winding up;
 - (c) complete and lodge the Closure Form 9a with the Office of Fair Trading accompanied by:
 - (i) certified minutes of the Special General Meeting, signed by two (2) office bearers;
 - (ii) certified true copies of all receipts issued to the Chapter Representative for the surplus assets;
 - (iii) the Sub-Branch's Certificate of Incorporation – this must be the original or if lost a statutory declaration to that effect must be completed and submitted; and
 - (iv) the final audited financial statement of the Sub-Branch,
 - (d) complete and lodge Notice of Deregistration as a Charity under the *Collections Act 1966* with the Office of Fair Trading, accompanied by:
 - (i) a Statutory Declaration that the Charity no longer exists;
 - (ii) certified true copies of the minutes of Special General Meeting winding up the Sub-Branch, signed by two (2) office bearers; and
 - (iii) a copy of the final audited financial statement of the Sub-Branch,
 - (e) complete and lodge the closure Form 5a with the Australian Charities and Non-For-Profit Commission accompanied by:
 - (i) certified true copies of the minutes of the Special General Meeting winding up the Sub-Branch, signed by two (2) office bearers;
 - (ii) the final audited financial statement of the Sub-Branch; and
 - (iii) an updated list of approved members,
 - (f) notify the RSL State Charities Management Team of all the actions taken by the Sub-Branch and provide it with a copy of the final audited financial statement of the Sub-Branch; and
 - (g) transfer all records of the members of the defunct Sub-Branch to its Sponsor and the State Secretary.
2. Notify its District Branch when all actions have been completed.

BY-LAW 11 RSL QUEENSLAND SIR RAYMOND HUISH CBE MEMORIAL GRANT

11.1 Introduction

1. RSL Queensland will make money available by way of the Sir Raymond Huish CBE Memorial Grant to fund suitable projects for the furtherance of the rehabilitation and welfare of ex-service personnel who are suffering from behavioural, mental and physical effects of military service on overseas deployments.
2. The grant will be in amounts not exceeding \$20,000.00 for each project that qualifies.
3. The amount of the grant will be periodically reviewed by RSL Queensland to ensure its sufficiency and sustainability is maintained.

11.2 Applications for the Grant

1. Applications for the Sir Raymond Huish CBE Memorial Grant must be submitted in the form approved by RSL Queensland and found on the RSL Public Website at www.rslqld.org (**application**) and must include details of the proposed budget and timeline for the or projects to be funded by the grant.
2. Applications are to be forwarded to the Chair, RSL Constitution & Awards Committee no later than 1 March of the year in which the grant is sought.
3. In order to qualify for the grant, the proposed project cannot be funded or partially funded through other RSL sources.
4. The chair, RSL Constitution & Awards Committee (the Chairman) is to forward to the Board of RSL Queensland by no later than 1 May, a list of no more than three candidates for the grant, in order of priority, for the Board's consideration.
5. All decisions regarding the such applications vests in the Board of RSL Queensland and the board is entitled to take such advice on any application from such persons as it considers appropriate.
6. The Board of RSL Queensland, in the exercise of its discretion may select a candidate for the award of the grant for the ratification at State Congress.
7. The decisions of the Board of RSL Queensland on any matter touching on awarding the grant will be final and not open to further review.
8. The execution of a receipt for the grant, by the proper officer of the organisation administering or sponsoring the project (**the organisation**), will be a sufficient discharge for all purposes for the payment of the grant by RSL Queensland.
9. During the course of any project for which the Sir Raymond Huish CBE Memorial Grant has been awarded, RSL Queensland will require a written report from the organisation as to the application of the grant by it up to the

date of such request.

10. At the completion of the project, the organization must provide RSL Queensland with a written report regarding the application of the grant, the outcome of the project and the potential benefit to members.