



**RETURNED AND SERVICES LEAGUE OF AUSTRALIA**  
**A.C.T. BRANCH INCORPORATED**

**BY-LAWS**

*APPROVED AT EXTRAORDINARY BRANCH CONGRESS JUNE 2003*

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*'Branch Secretary' REPLACED BY 'Chief Executive Officer' JULY 2010*  
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*BY-LAW 7 AMENDED NOVEMBER 2011*

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**BY-LAW No. 1 - LEAGUE AWARDS FOR SERVICE**  
(PARAGRAPHS 9.3 & 9.4)

**LIFE MEMBERS**

1. The Branch Executive or a Sub-Branch may nominate a Service Member for election to the class of Life Member of the League but any member so nominated shall, except in exceptional circumstances, have been a Service Member for at least fifteen continuous years and shall have rendered not less than ten years outstanding service to the League.
2. The Branch Chief Executive Officer will forward any valid nomination, together with appropriate comments and recommendations to the National Executive for its further action.
3. In any one financial year the Branch nominations to the National Executive shall not exceed such number as is determined from time to time by the National Executive.
4. If a Service Member is proposed for Life Membership by a Sub-Branch that Sub-Branch shall pay to the Branch such fees as the Branch shall determine from time to time.
5. If a Service Member is proposed for Life Membership by the Branch Executive the Life Membership fee shall be borne by the Branch.
6. For the purposes of this By-Law, service as a member of a Women's Auxiliary, prior to the member becoming a Service Member of the League, may be taken into account.

**MERITORIOUS MEDAL**

7. The Branch Executive or a Sub-Branch may nominate a Life Member for the award of Meritorious Medal, but any member so nominated shall, except in exceptional circumstances, have been a member continuously for a period of not less than thirty years and shall have rendered not less than twenty-five years outstanding service to the League.
8. The Branch Chief Executive Officer will forward any valid nomination, together with appropriate comments and recommendations to the National Executive for its further action.
9. In any one financial year the Branch nominations to the National Executive shall not exceed such number as is determined from time to time by the National Executive.

10. For the purposes of this By-Law, service as a member of a Women's Auxiliary, prior to the member becoming a Service Member of the League, may be taken into account.

### **SPECIAL SERVICE AWARD**

11. A Service or Life Member who has given not less than fifty years continuous service as a member of the League may be granted a Special Service Award in respect of such service.

12. The Branch Executive or a Sub-Branch may propose any member within its jurisdiction to the National Executive for its further action.

13. Where part of the member's service had been within the jurisdiction of another State Branch it shall be the responsibility of the proposing Branch to obtain evidence of continuous service for the total period.

14. A member of a women's auxiliary may qualify for this award and also a member who was a member of a women's auxiliary prior to becoming a member of the League.

### **CERTIFICATE OF MERIT AND GOLD BADGES**

15. The highest award that may be made by the League to a person who is not a member of the League is a Certificate of Merit and Gold Badge. The Branch Executive or a Sub-Branch may nominate a person for this award if in its opinion such person has rendered outstanding service to the League or to ex-service men and women or their dependants.

### **CERTIFICATE OF OUTSTANDING SERVICE**

16. The highest award that may be made by the League to any corporation, company, association, society or other body (not being a natural person) is a Certificate of Outstanding Service.

17. The Branch Executive or a Sub-Branch may nominate an organisation for this award if in its opinion such organisation has rendered outstanding service to the League for a period of not less than twenty five years.

### **CERTIFICATE OF APPRECIATION**

18. The award of a Certificate of Appreciation may be made by the League to a corporation or other association or to an individual person who may be a member or a non member of the League.

19. The Branch Executive or a Sub-Branch may nominate a corporation, other association or an individual person or persons for this award if in its opinion that corporation, association or person has rendered services to the League worthy of special recognition.

**PRESENTATION COSTS**

20. If the award for Life Membership, Meritorious Medal, Special Service Award, Certificate of Merit and Gold Badge, Certificate of Outstanding Service or Certificate of Appreciation is proposed by a Sub-Branch, that Sub-Branch shall be responsible for all costs relating to the production of certificates, badges and medals referred to in this By-Law.

21. If the award for Life Membership, Meritorious Medal, Special Service Award, Certificate of Merit and Gold Badge, Certificate of Outstanding Service or Certificate of Appreciation is proposed by the Branch Executive, the Branch shall be responsible for all costs relating to the production of certificates, badges and medals referred to in this By-Law.

22. National Headquarters is to be invited to pay to Branch the appropriate fee when appointing a Life Member or awarding a meritorious medal to a member of the ACT Branch, on National Headquarters' initiative.

**BY-LAW No 2. - MEMBERSHIP FORMS**  
(PARAGRAPHS 10.2 AND 11.6)

1. Application for Service Membership of the League as a member of a Sub-Branch or as a member of the Branch shall be on the form at Annexure A.
2. Where a member wishes to transfer membership from one State Branch/Sub-Branch to another the request for transfer shall be in the form at Annexure B.
3. In the event that the prescribed forms referred to in paragraphs 1 or 2 are in any way amended by the National Executive, Annexures A or B shall be replaced by the Branch Chief Executive Officer and such replacement shall be deemed not to be an amendment of this By-Law.



**RETURNED AND SERVICES LEAGUE OF AUSTRALIA  
AUSTRALIAN CAPITAL TERRITORY BRANCH<sup>INC</sup>**

ABN 61 268 362 646

**MEMBERSHIP APPLICATION FORM**

Sub Branch joining:  No:

Membership Type: Service  Affiliate

Title: Mr  Mrs  Ms  Other  Rank

Given Names:

Surname:

Hons/Awards/Decorations (optional):

Male:  Female  Date of Birth:

Address:

Suburb:  Postcode:  State/Country:

Telephone: Work:  Home:  Mobile:

Email:  Occupation (optional):

Next of Kin (optional):

NOK contact details (optional):

Date first joined (optional):  Date rejoined (optional):

Preferred means to receive promotional material: No thanks  Mail  Phone  Email

**SERVICE DETAILS**

Australian Defence Force:  Allied Armed Forces (specify)

Army:  Navy:  Air Force:  Merchant Navy:  Police UN  Other:

Service Number:  Current/Discharged Rank:

Units/Ships:  Branch of Service:

Enlistment date:  Discharge date:

Operational deployments (if any):

Permanent Forces:  Reserve Forces:  DVA Number (optional):

**Declaration and Agreement:**

*I declare that:*

1. The information provided is true and correct; and
2. I agree to uphold the Constitution of the League and its By-Laws

**Privacy Statement**

*Without your specific permission in writing we will not use any of the information you have provided other than to record you as a member or communicate with you as a member of the League.*

Signature of applicant

Date

Membership fee of \$  is enclosed

Tick here if you do NOT wish to receive information and membership offers

OFFICE USE ONLY			
Member Name	<input type="text"/>	No	<input type="text"/>
Details verified and accepted by Sub-Branch	<input type="text"/>	Payment received:	\$ <input type="text"/>
Authorised Name:	<input type="text"/>		
Application approval:	<input type="text"/>		
	Signature:	Date	
Temporary Membership No:	<input type="text"/>	Badge Number	<input type="text"/>
		Date Card Issued:	<input type="text"/>
TRANSFERS ONLY			
Transferring Member:	Current Sub-Branch	<input type="text"/>	
State Branch No (if available):	<input type="text"/>	RSL Badge Number (if available):	<input type="text"/>
State Sec Authorisation:	<input type="text"/>	Date:	<input type="text"/>



**RETURNED AND SERVICES LEAGUE OF AUSTRALIA  
AUSTRALIAN CAPITAL TERRITORY BRANCH <sup>INC</sup>**  
ABN 61 268 362 646

**APPLICATION FOR TRANSFER OF MEMBERSHIP**

Given Names:

Surname:

Date of Birth:  Membership Type

Financial To:  Receipt No:

Transfer from  Branch / Sub-Branch

Transfer to  Branch / Sub-Branch

Old Address:

Suburb:  Postcode:  State/Country:

New Address:

Suburb:  Postcode:  State/Country:

Telephone: Work:  Home:  Mobile:

Email:  Occupation (optional):

**Declaration and Agreement:**

*I declare that:*

1. *The information provided is true and correct; and*
2. *I agree to uphold the Constitution of the League and its By-Laws*

Signature of Applicant

Date

**OFFICE USE ONLY**

**Losing Branch /Sub-Branch:**

1. *The above details have been checked and are correct*
2. *The transfer has been actioned and an amount of \$  remains to this Life Member/Subscriber's credit and is hereby transferred to you.<sup>1</sup>*

Signature of Sub-Branch Secretary

Date

<sup>1</sup> The transfer of Ordinary Members will not involve the transfer of any part of their annual subscription.

**BY-LAW No 3 - SUB-BRANCHES: CONSTITUTION**  
(PARAGRAPHS 16.4 AND 16.5)

1. Every Sub-Branch shall adopt its own Constitution, by whatever name called, to provide for its operation, and for the implementation of the objects of the League within its jurisdiction. Although it is not obligatory to adopt it, the Branch has developed a model Constitution which, on application, will be made available to any Sub-Branch for consideration of adoption, wholly or in part.
2. Whether or not a Sub-Branch adopts the model, every Constitution of a Sub-Branch shall make provision for the following:
  - a. objects, which must not be inconsistent with the objects of the League and the Branch, but which are directed primarily at the promotion and advancement of the well being of ex-service men and women and their dependants, including the dependants of deceased ex-service men and women, and currently serving service men and women;
  - b. express provision that the income and property of the Sub-Branch shall be applied solely towards the promotion of the objects of the Sub-Branch and that no portion shall be paid or transferred directly or indirectly by dividend, bonus or otherwise to any member of the Sub-Branch;
  - c. winding up provisions which must provide that any surplus assets are to become the property of the Branch;
  - d. the appointment of a Committee, and of delegates to Branch Council and to Branch Congress;
  - e. the appointment of a member to be responsible for collection of subscriptions and the lodging of capitation returns and fees at Branch Headquarters;
  - f. the holding of an Annual General Meeting, regular meetings and such committee meetings as are necessary for the due administration of the Sub-Branch.

**BY-LAW No 4 - SPECIAL RESOLUTIONS**  
(PARAGRAPH 34)

1. A special resolution may only be dealt with by a meeting of Branch Congress either by way of the Annual Branch Congress or an Extraordinary Branch Congress. Notice of any special resolution shall be given by the Branch Chief Executive Officer to every person entitled to receive notice of a meeting of Congress at least twenty one days prior to that meeting.
2. A special resolution shall not be carried unless it is passed by a majority of three fourths of the members present and entitled to vote at the meeting.

**BY-LAW No 5 - DELEGATION OF POWERS  
AND RESPONSIBILITY BY BRANCH COUNCIL  
(PARAGRAPH 18)**

**DELEGATION TO BRANCH EXECUTIVE**

1. In addition to the general delegation of powers conferred by paragraph 19.2 of the Constitution and subject to the limitations reserved by paragraphs 12.13 and 18.1 g., the Branch Executive shall have power to:

- a. review applications for membership pursuant to paragraph 10.8 and 10.10;
- b. determine Branch policy on local issues which may arise between meetings of Branch Council and, where appropriate and necessary, issue statements to the media in the name of the Branch Executive on such policy;
- c. convene casual committees for the purpose of taking specific action to implement Branch policy; and
- d. pay accounts from Branch funds up to one thousand dollars without prior approval of Branch Council but all such payments shall be subject to the concurrence of the Council pursuant to paragraph 29.3 of the Constitution.

**FINANCIAL DELEGATION TO CERTAIN OFFICERS**

2. Authority is hereby delegated to the Branch President, Branch Chief Executive Officer and Branch Treasurer to authorise payments from Branch funds up to the amounts of five thousand dollars, five thousand dollars and five thousand dollars respectively. Any expenditure in excess of these limits shall be made only with the prior approval of the Branch Council.

3. The foregoing provisions do not apply to expenditure for routine accounts such as stationery, postage and freight, telephone, travel and for the bulk purchases of appeal items such as ANZAC pins and poppies. Such expenditure must be advised to the next Branch Council after the expenditure has been incurred..

**RESPONSIBILITIES OF THE BRANCH EXECUTIVE**

4. The Branch Executive shall be responsible for:
- a. The detailed planning for development of the Branch to the limit of the potential of the Branch Territory and to identify and encourage persons resident therein to become members of the League.
  - b. The implementation of approved plans for Branch development.
  - c. The detailed planning for raising and management of Branch finances having due regard to the financial needs of the Branch's sponsored charitable works.

- d. The implementation of approved plans for raising and management of Branch finances.
- e. The detailed planning for improvement to Repatriation and Veterans' rights and entitlements, welfare rights and entitlements, and benefits stemming from the Defence Services Homes Act, the DFRDB and Superannuation Acts, which are to the benefit of eligible members of the Branch.
- f. The implementation of approved plans relating to repatriation and welfare.
- g. The detailed research and development of Branch policy on matters of local and national importance to members of the League.
- h. The preparation and presentation of approved papers on national issues to other State Branches and the National Executive where applicable.
- i. The preparation and presentation to local authorities, directly or through the media, of approved papers on local issues.
- j. The establishment as necessary of standing committees of the Branch to carry out the provisions of paragraph 18.1c of the Constitution and any other relevant issues affecting the Branch and to make appointments to those standing committees.

**BY-LAW No 6 - NOMINATION AND ELECTION:  
BRANCH EXECUTIVE  
(PARAGRAPH 21)**

1. Nomination for election as a member of the Branch Executive shall be submitted in the form specified in Annexure A to this By-Law.
2. Where a person nominates for more than one office, separate nominations shall be submitted in respect of each office.
3. Nominations may only be made by persons who are financial members of the Branch and accepted by and in respect of a person who is a financial member and who is not an appointed officer of the Branch in receipt of remuneration from such office.
4. Nominations shall be sent or delivered to the Returning Officer at Branch Headquarters and shall be lodged by such date and time as may be agreed by the Branch Council, being not less than seven calendar days prior to the date of the Branch Council Meeting prior to the Branch Annual Congress.
5. On receipt of a nomination, the Returning Officer shall cause a check to be made to verify that:
  - a. the proposer, seconder, and nominee are financial members;
  - b. the nomination form has been completed fully and correctly; and
  - c. the nominee is not otherwise ineligible.
6. Where any detail is found to be incomplete or incorrect the Returning Officer shall pass the nomination form to the Branch Chief Executive Officer who shall take all practicable steps to notify the nominee of the detail which is considered to be incomplete or incorrect or the reason whereby the nominee is considered to be ineligible.
7. Nothing in paragraph 6 shall prevent the sending or delivering of a corrected or further nomination to the Returning Officer prior to the date and time specified in paragraph 4.
8. The Branch Chief Executive Officer shall prepare a schedule of nominees for election and shall provide a copy of the schedule to members of the Branch Council prior to the meeting.
9. Reserved.
10. The Returning Officer shall ensure that ballot papers are prepared in respect of each office which is contested. Such ballot papers shall contain the following information:
  - a. the office in respect of which an election is being held; and
  - b. the full names of the candidates printed in alphabetical order.

11. The Branch Chief Executive Officer shall ensure that a ballot paper in respect of each office which is contested is provided to each member of the Branch Council.
12. The system of voting to apply shall be the optional preference system.
13. The Returning Officer shall count the votes during the course of the meeting.
14. Upon completion of the counting of the votes, the Returning Officer shall notify the Branch Chief Executive Officer of:
  - a. the result of the elections;
  - b. the number of primary votes gained by each candidate; and
  - c. the allocation of preferences where such allocation was necessary and was made.
15. The ballot papers shall be retained by the Returning Officer until the conclusion of the Branch Council Meeting, and thereafter shall be destroyed.
16. Positions resulting from the election shall take effect immediately following the closure of the next Branch Annual Congress.
17. Where a candidate considers there are grounds for appeal against the result of the election an appeal may be made in writing and lodged with the Branch Chief Executive Officer, during the next following fourteen days and shall be considered and decided at the next meeting of the Branch Council. The decision of the Branch Council shall be final.

**RETURNED AND SERVICES LEAGUE OF AUSTRALIA  
A.C.T. BRANCH INCORPORATED**

ABN 61 268 362 646

**NOMINATION FOR BRANCH ELECTION**

NOTE: Nominee, proposer and seconder MUST be financial members of the Branch.

Full Name of Nominee .....

Office nominated for .....

I accept nomination for the above position.

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

**PROPOSER**

Full Name of Proposer .....

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

**SECONDER**

Full Name of Seconder .....

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

**BY-LAW No 7 - TRUSTEES - POWERS AND  
RESPONSIBILITIES**  
(PARAGRAPH 31)

**GENERAL**

1. A Board of Trustees (herein referred to as the Board) shall be established which shall comprise:
  - a. a minimum of three trustees who shall be appointed by a Branch Congress; and
  - b. the Branch President and Branch Treasurer, ex-officio.
2. In any decision taken by the Board, the trustees and the ex-officio members shall have an equal vote and, if necessary, the Chairperson shall have a second or casting vote.
3. The Board shall administer and manage the following funds established by the Branch:
  - a. the Appeals Patriotic Fund;
  - b. the Distress Fund; and
  - c. other Funds as the Branch Council or Branch Executive may establish.

**OBJECTS**

3. The objects of the several Trust Funds are set out in the respective Trust Deeds annexed hereto.

**TRUST PROPERTY**

5. The property of each Trust shall consist of:
  - a. the moneys standing to the credit of the Trust in any Bank or Building Society or Credit Union;
  - b. such other moneys or gifts as may be received and accepted by the Trusts either from the Branch or from any other organisation, person or corporation to be held in trust in accordance with the respective Trusts and the provisions of this By-Law;
  - c. the income of funds invested by the Trust; and
  - d. such other property as may be now held or later acquired by the Trust for the purposes of the Trust.

## THE TRUSTEES

6. Each trust established by the Branch shall be administered in accordance with this By-Law by the Board. The first Trustees of each Trust shall be those members appointed under the relevant Trust Deed, and any succeeding trustees shall be appointed by the Branch Congress, except that any trustee required to fill a casual vacancy shall be appointed by the Branch Council.

7. To be eligible for appointment as a trustee, a person must, at the time of appointment, be a financial member of the Branch, and ordinarily resident in the Australian Capital Territory or within eighty kilometres of Parliament House, Canberra.

8. The appointment shall be for such term not exceeding five years as the Branch Congress may determine when making the appointment. At the end of any term a trustee may be re-appointed.

9. The appointment shall be in writing signed by two members of the Branch Executive, or under seal of the Branch, and shall contain a consent to appointment signed by the appointee.

10. The Board shall appoint from amongst its members a trustee, other than the Branch President or Branch Treasurer, as Chairperson of the Board during the term of office of that trustee. In the absence of the Chairperson from any meeting the trustees may appoint an Acting Chairperson for such meeting.

11. A person appointed as a trustee shall cease to hold office on any of the following events:

- a. the expiry of the term of office,
- b. on the death of that person,
- c. on resignation in writing given to the Branch Chief Executive Officer,
- d. upon compliance with paragraph 32 where the Trust is revoked, or
- e. if the appointment is determined by the Branch Council.

12. The Branch Council may, in an appropriate case and after giving an appointee an opportunity of being heard, determine the appointment of a trustee where:

- a. the Trustee has ceased to be a financial member of the Branch or ordinarily resident as defined in paragraph 7;
- b. the Trustee has for any reason become unable to exercise efficiently the powers of a Trustee; or
- c. in the opinion of the Branch Council, on account of ill health, misconduct, negligence, or any other reason it is not desirable that the Trustee continue to hold the office of Trustee.

13. A Trustee shall not be entitled to any remuneration in respect of the exercise of the office, but the Branch Executive may authorise a payment from the Trust Funds to a Trustee by way of reimbursement for expenses reasonably and properly incurred in the exercise of the office.

### **DUTIES OF THE TRUSTEES**

14. Subject to this By-Law, the Board shall hold the trust property of each Trust in trust for the Branch and apply the same towards the objects set out in the respective Trust Deed.

15. The application, grant or other disbursement of any trust funds under its control may only be exercised by the Board by way of making a recommendation to the Branch Executive that such trust moneys should be so applied, granted or disbursed. The Branch Executive is accountable to the Branch Council in accordance with the By-Laws for any decision made following the consideration of any recommendation made by the Board.

16. Before making any recommendation to the Branch Executive for the disbursement of Trust Funds, the Board shall determine the amount to be applied, the work, if any, to be undertaken by any trustee, whether the services should be provided by grant or loan and the amount, if any, which should be recovered from the applicant, or from the relatives or estate of the applicant.

17. The procedure for applications to the Board for assistance shall be determined by the Board which may require applications and/or undertakings to be in writing.

### **BOARD MEETINGS**

18. Meetings of the Board shall be held whenever required, but at least in March and September. A meeting may be convened by the Chairperson, or any two Trustees or ex-officio members.

19. At a meeting of the Board, a quorum shall be three members of the Board but shall include two Trustees.

19A. The Chairperson of the Board shall personally present a written report to the meeting of the Branch Council immediately following a meeting of the Board. As a minimum, the report to the Branch Council shall include:

- a. advice on the financial position and viability of the various trust accounts;
- b. recommended changes to, or withdrawals from, any of the Trust Accounts administered by the Trustees; and
- c. recommendations or proposals for expenditure on welfare related matters or activities.

**BANKING**

20. The moneys of any Trust, not available for investment, shall be held in an account with a Bank, Building Society or Credit Union in the Australian Capital Territory, as approved by the Branch Executive. Such account shall be operated by any two of the Trustees or ex-officio members.

**INVESTMENTS**

21. The moneys of the Trust available for investment shall, having regard to the amount involved and the prospective calls for assistance, be invested by the Board in one or more investments authorised under the Trustees Ordinance 1957, for the investment of trust funds, provided that no money shall be invested for a term longer than twenty-four months, unless such investments may be withdrawn by giving no more than three months notice to withdraw the funds.

**ANNUAL REPORT OF ACCOUNTS AND AUDIT**

22. The Board shall keep proper records of its activities and proper accounts of receipts and payments and financial transactions.

23. On or before the last day of May in each year, the Board shall submit to the Branch Executive, in respect of the preceding financial year, an annual report of the activities of the Board and a financial statement and report showing receipts and payments, assets and liabilities.

24. The Board shall furnish to the Branch Auditor such information, including records, as may be reasonably required for the purposes of audit.

25. The records of the Board shall be available at reasonable times for inspection by the Branch Executive or by any member appointed by the Branch Executive.

**EVIDENCE**

26. A document signed by the Chairperson of the Board or by any two Trustees or one Trustee and an ex-officio member recording a decision or resolution of the Board is prima facie evidence of that decision or resolution.

**AMENDMENT**

27. Subject to paragraphs 28 and 29, this By-Law may be amended by a resolution passed at a meeting of the Branch Council and consented to by a majority of the Trustees.

28. No amendment shall be made to the objects of any Trust which may adversely affect any taxation concession relating to gifts to that Trust.

29. No amendment shall be made so as to impose any additional obligation on a Trustee who does not consent to such amendment.

## REVOCATION

30. The Trusts created under this By-Law and the Deeds associated with it may be revoked by a resolution of the Branch Executive.

31. Upon notice of any such revocation by the Branch Executive, the Board shall, as soon as practicable, pay to the Branch any moneys held by the Board, and deliver to the Branch all other assets and all papers, account books, minutes of meetings and other records of the Board, and the Branch shall be responsible for the discharge of any debts or liabilities properly incurred by the Board in the administration of the Trust.

32. Upon compliance with the provisions of paragraph 31, the Trustees shall, except as provided in paragraph 33, cease to hold office but each Trustee shall continue to have such access to the records of the Trust as will enable that Trustee to explain any question relating to the administration of the Trust, or to the Trustee's participation in the administration.

33. The Branch may, in the names of the Trustees, institute in any court of competent jurisdiction such proceedings to recover moneys or damages or to enforce obligations as might have been instituted by the Board, and may continue or compromise such proceedings as the Board thinks fit. The Trustees shall, for these purposes, sign all such authorities and other instruments as may be reasonably required by the Branch. The costs of any such proceedings shall be borne by the Branch.

## DEED OF DECLARATION OF TRUST

**THIS DEED** between:

- a. The Returned and Services League of Australia, A.C.T. Branch Incorporated, an association incorporated in the Australian Capital Territory under the *ACT Associations Incorporation Act 1991* as amended (hereinafter called "the Branch"); and

- b.

(All hereinafter called "the Trustees")

## WITNESSES:

1. That the Branch has appointed the Trustees and each of them as Trustees of the Trust defined in the Schedule hereto for a term defined in the Schedule to hold the funds and property of the Trust and to apply the same towards the objects in the Schedule.

2. The Trustees hereby accept the appointments and the office of Trustees and agree to hold the said funds and any other Trust property in trust to apply the same in accordance with the Trust set out in this Deed and with By-Law No. 7 of the Branch.

**THE SCHEDULE**

**NAME**

1. "The Trust" means the Returned and Services League of Australia, A.C.T. Branch Incorporated, Appeals Patriotic and Distress Trust Funds.

2. The objects of the Trust are as follows:

To apply such moneys, either as gift or loan, to provide a complete welfare and pensions service for service and ex-service personnel and their dependants, resident in Australia, who are in necessitous circumstances. In furtherance of this object and without limiting its generalities:

- 1. To help meet sickness and distress, suffering, ill health, destitution, helplessness, poverty, the care of War Widows and Widowers, and their dependants, in-family welfare where help is needed and to handle problems associated with welfare.
- 2. To assist organisations which are approved as Public Benevolent Institutions.
- 3. To meet costs associated with the promotion of welfare activities of the Returned and Services League of Australia within the Australian Capital Territory

**THE TERM**

3. Subject to By-Law No.7 of the Branch, the term of each trustee is until 31<sup>st</sup> July 20.., or the date of the Branch Congress (whichever is the earlier) or until re-election, or re-appointment, or the election or appointment of a successor.

Signed Sealed and Delivered by the parties hereto at Canberra

this ..... day of ..... 20....

The Seal of the Branch is hereby affixed by authority of the Branch Council, and in the presence of

.....  
.....

Signed Sealed and Delivered by the Trustees in the presence of

.....

.....

.....

Public Officer

**BY-LAW No 8 - WOMEN'S AUXILIARIES**  
(PARAGRAPH 5.1)

1. The formation of a Women's Auxiliary at either the Branch or Sub-Branch level shall rest with the Branch Council or the relevant Sub-Branch. The primary purpose of the Branch Women's Auxiliary shall be to support the raising of moneys for the Appeals Patriotic Fund and other Trust Funds of the Branch.
2. Each Women's Auxiliary shall consist of women willing to give practical service to the Sub-Branch or to the Branch of which it is an auxiliary in the attainment or maintenance of the League's aims and objects.
3. The minimum membership of an Auxiliary shall be five.
4. The President and Vice-President of each Auxiliary shall be elected from among those members who are the wives or widows or other female relatives of ex-servicemen.
5. The minimum age for membership shall be determined by the individual Auxiliaries.
6. The State Branch Executive or the Sub-Branch Committee shall have control of such Auxiliary and shall direct its policy, subject to the provision of this By-Law. The conveyance of directions to the Auxiliary from the State Branch or from the Sub-Branch shall be through the President or Chief Executive Officer, to their opposite members in the Auxiliary.
7. The State Branch Executive or the Sub-Branch Committee shall have the power to suspend its Auxiliary where, in its opinion, a continuance of its activity would not be in the best interests of the Branch or Sub-Branch, as the case may be, but any such suspension shall not continue for a period longer than five weeks, and shall be submitted to the next Branch Council Meeting or Sub-Branch monthly Meeting, whichever is applicable, which shall have the power to lift the suspension, or extend it, or to disband the Auxiliary, and to form another Auxiliary.
8. A Women's Auxiliary may resolve to disband upon the passing of a resolution to that effect by a two thirds majority of its members. The Auxiliary shall inform the Branch or Sub-Branch where such decision is made.
9. The annual subscription fee shall not exceed \$1.00. No portion of such fee shall be payable to a Sub-Branch, the State Branch or to the National Executive by way of a capitation fee.
10. The management of every Women's Auxiliary shall, subject to Paragraph 7, rest solely in the hands of its members except that the disposal of any trust or other funds collected by or otherwise vested in such Auxiliary shall in the event of its

disbandment be made in such  
State Branch or Sub-Branch Executive.

manner as may be directed by the relevant

**BY-LAW No 9 - CONDUCT OF PUBLIC APPEALS:  
REIMBURSEMENT OF EXPENSES**  
(PARAGRAPH 5.1)

**PURPOSE**

1. The conditions which regulate the reimbursement of expenses incurred by the Branch and its Sub-Branches in the conduct of public appeals for funds are set out below.

**AUTHORISED EXPENDITURE - LIMITS**

2. The following types of expenditure are authorised for reimbursement to the Branch, and where applicable, to the Sub-Branches, following the conduct of a public appeal for funds:

- a. Purchase of tokens - to the limit of funds expended.
- b. Conduct of promotional activities for which prior approval has been received from the Branch Executive or the Branch Council.
- c. Post and telephone expenses actually incurred - to the limit of the funds expended subject to paragraph 3.
- d. Vehicle expenses incurred in the distribution of tokens, transport of sellers and the collection of sellers or proceeds at the completion of selling - to be paid at a rate per kilometre for the distance actually travelled as determined annually by the Branch Executive or the Branch Council subject to paragraph 4.
- e. Secretarial expenses for other than voluntary workers, provided that the work for which the expenses are claimed was carried out in other than normal working hours - to be paid at an hourly rate determined from time to time by the Branch Council or the Branch Executive.
- f. Any other expenses for which the prior approval of the Branch Executive or Branch Council has been obtained.

**POST AND TELEPHONE EXPENSES**

3. No claim for post and telephone expenses shall be paid unless supported by a postage and telephone record of expenditure duly certified by the relevant official of the Branch or Sub-Branch, as applicable, that the entries relate specifically to the conduct of the public appeal.

**VEHICLE EXPENSES**

4. No claim for vehicle expenses shall be paid unless supported by a record of vehicle usage showing the following information for each trip undertaken during the conduct of the appeal:

- a. start point and destination,
- b. purpose of trip,
- c. passengers or stores carried, and
- d. total kilometres travelled.

5. The record of vehicle usage shall not be valid unless certified by the relevant official of the Branch or Sub-Branch authorising the use of the vehicle.

#### **PROCEDURE FOR SUBMITTING CLAIMS**

6. All claims for reimbursement of expenditure, duly supported by invoices, receipts or other documentation set out above, shall be submitted to the Branch Treasurer through the Chairperson of the Appeal Committee within seven days of the expenditure being incurred, or the completion of the appeal, whichever is the later. The Treasurer shall be empowered to settle all claims for which prior approval has been obtained, and other claims up to the limit of two hundred dollars without reference to the Branch Council. All other claims shall be recorded on a schedule of claims to be submitted to the Branch Council for approval at a Branch Council Meeting following the completion of the Appeal.

**BY-LAW No. 10 - AFFILIATES**  
(PARAGRAPH 9)

1. The Returned & Services League of Australia Limited By-Law No. 3 is amended in its applicability to the A.C.T. Branch to the extent that any Sub-Branch of the A.C.T. Branch may elect Affiliates in accordance with National Headquarters By-Law No. 3.
2. No alteration shall be made to the conditions and rules contained in National Headquarters By-Law No. 3 until and unless such alteration is approved by the A.C.T. Branch Council.
3. The annual subscription including capitation fees and disbursement thereof, shall be determined by the A.C.T. Branch Congress..
4. Badges for issue to Affiliates are available from the Office Manager.

**BY-LAW NO.11 – STANDING ORDERS FOR THE CONDUCT OF  
BRANCH MEETINGS**  
(PARAGRAPH 26.)

1. At any Branch Annual Congress or meeting of the Branch Council or Branch Executive the following Standing Orders shall apply:

**A. Order of Business - Annual Congress**

- a. Assembly of guests, delegates and observers;
- b. Silence in memory of departed comrades;
- c. Pledge of allegiance;
- d. Address of welcome to the Guest of Honour;
- e. Address by the Guest of Honour;
- f. Expression of thanks to Guest of Honour;
- g. Presentation or dispatch of message of loyalty;
- h. Presentation of League Awards:
  - i. Meritorious Medal
  - ii. Life Membership
  - iii. Special Service Award
  - iv. Certificate of Merit and Gold Badge
  - v. Certificate of Outstanding Service
  - vi. Certificate of Appreciation;
- i. Roll call of Sub-Branches;
- j. Branch President's Report;
- k. Branch Treasurer's Report;
- l. Appointment of Trustees (if necessary);
- m. Appointment of Branch Representatives to Board of Management, Morshead Home (6).
- n. Appointment of Auditor;
- o. Appointment of Legal Advisers;
- p. Appointment of Returning Officer;
- q. Nominations for National President, Deputy National President and National Treasurer;
- r. Tabling and adoption of minutes of previous Annual Congress and of any Extraordinary Congress held subsequent thereto;
- s. Agenda;
- t. Notices of Motion;
- u. Address by other ministerial, departmental or League representatives at appropriate times;
- v. Wreath-laying ceremony at an appropriate time.

**B. Order of Business - Branch Council Meetings**

- a. Roll Call
- b. Apologies
- c. Minutes of the Previous Meeting

- d. Business Arising
- e. Confirmation of Minutes
- f. Branch Executive Minutes
- g. Correspondence
- h. Reports
  - i. President
  - ii. Treasurer
  - iii. Pensions/Welfare
  - iv. Morshead Home
  - v. Other Reports
- i. Agenda
- j. Notices of Motion
- k. General Business
- l. Next Meeting
- m. Absences with Leave
- n. Closure

**C. Order of Business - Branch Executive Meetings**

- a. Roll Call
- b. Apologies
- c. Minutes of Previous Meeting
- d. Business Arising
- e. Confirmation of Minutes
- f. Correspondence
- g. Reports
  - i. President
  - ii. Treasurer
  - iii. Pensions/Welfare
  - iv. Other Reports
- h. Agenda
- i. Notices of Motion
- j. General Business
- k. Next Meeting
- l. Absences with Leave
- m. Closure

2. Subject to Standing Orders 5, 9 and 10 and unless otherwise resolved every member may speak once only on:

- a. any motion before the meeting;
- b. any amendment thereto; and
- c. in reply, if that person is the mover of the motion or amendment.

3. When a member seconds a motion or amendment without speaking to it, that person may subsequently speak on such motion or amendment subject to the limits of Standing Orders.

4. Any member who has spoken to a motion may again be heard only in regard to some material part of that person's speech which has been misquoted, not understood or misunderstood but shall not introduce any new material into debate.
5. Any member who has spoken to a motion may not speak to any amendment thereto unless and until such amendment has become the motion.
6. All motions to a meeting:
  - a. shall be duly proposed and seconded;
  - b. shall be of an affirmative character;
  - c. shall be capable of being withdrawn only with the leave of the meeting and at the request of both the mover and seconder;
  - d. may be altered or amended until a decision is arrived at.
7. A motion or an amendment thereto which is not seconded shall lapse without debate and no entry thereof shall be made in the minutes.
8. Only one amendment shall be dealt with at a time. If an amendment is carried it shall become the main question. Whether an amendment has been carried or not, further amendments may be received and dealt with in a like manner until a decision is arrived at.
9. When a motion has been duly proposed and seconded the Chairperson shall at once proceed to take the votes thereon, unless some member rises to oppose it or propose an amendment. No more than two speakers shall speak in succession for or against any question, and if, at the conclusion of the second speaker's remarks and upon a call from the Chairperson, no other member rises to speak on the opposite side the question shall at once be put to the vote.
10. The mover of an original motion shall be allowed fifteen minutes to introduce it and five minutes to reply. No other speaker shall be allowed to speak for more than ten minutes at any one time.
11. No motion passed by a meeting shall again be debated, amended or rescinded at the same meeting.
12. In this paragraph 'member' means a person present at the meeting and entitled to vote.

### **SUSPENSION OF STANDING ORDERS**

13. Standing Orders may be suspended on a two thirds majority of the members present and voting, but such suspension shall be limited to the particular purpose for which suspension has been sought.

**BY-LAW No 12 – FORM OF PROXY**  
(PARAGRAPHS 25.8 and 25.9)

1. The instrument appointing a proxy to Branch Council or Branch Congress to represent an overseas Sub Branch is to be in writing in the hand of the appointer and to be in the following form or as near thereto as circumstances permit.
2. The Sub Branch appointing the proxy is to have authorised the appointment at a General Meeting of the Sub Branch.
3. The individual appointed as a proxy must be a financial member in good standing of the A.C.T. Branch of the Returned and Services League of Australia.

**RETURNED AND SERVICES LEAGUE OF AUSTRALIA  
A.C.T. BRANCH INCORPORATED**

I, .....  
[Name of appointer]

of ..... Sub-Branch  
of the A.C.T. Branch of The Returned & Services League of Australia Limited, hereby  
appoint:

.....  
[Name of proxy]

of .....  
Sub-Branch of the A.C.T. Branch of The Returned & Services League of Australia  
Limited as my proxy to vote for me and on my behalf:

at the Branch Congress of the A.C.T. Branch to be held on ...../...../.....  
and at any adjournment thereof;

and/or

at Branch Council meetings of the A.C.T. Branch during the period from

...../...../..... to ...../...../.....  
in accordance with a motion passed by the Sub-Branch on ...../...../.....

The proxy is to be used as directed in the attached sheet(s) signed by me, or if no  
direction is provided, as the proxy sees fit.

.....  
(Signature of Appointer)

.....  
(Date)