



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

BY-LAWS

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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.

50 YEAR MEMBERSHIP CERTIFICATE

11. A Service or Life Member who has given not less than fifty years cumulative service as a member of the League may be granted a 50 Year Membership Certificate 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 proposer to obtain evidence of cumulative 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, 50 Year Membership Certificate, 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, 50 Year Membership Certificate, 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 Membership of the League as a member of a Sub-Branch or as a member of the Branch shall be made on the form shown on the Branch website (www.actrsl.org.au).
2. Where a member wishes to transfer membership from one State Branch/Sub-Branch to another the request for transfer shall be made on the form shown on the Branch website (www.actrsl.org.au).

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 - RESERVED

BY-LAW 5 – POWERS OF BRANCH EXECUTIVE

(PARAGRAPH 20)

GENERAL

1. In addition to the general delegation of powers conferred by paragraph 20.1 of the Constitution, the Branch Executive shall have power to:

- a. review applications for membership as required;
- b. determine Branch policy on local issues which may arise 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, but all such payments shall be subject to the concurrence of the Branch Executive.

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 Executive.

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 Executive 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 any relevant issues affecting the Branch and to make appointments to those standing committees.

BY-LAW 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, 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. 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.

10. 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.
11. The system of voting to apply shall be the optional preference system.
12. The Returning Officer shall count the votes during the course of the meeting.
13. 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.
14. The ballot papers shall be retained by the Returning Officer until the conclusion of the Branch Council Meeting, and thereafter shall be destroyed.
15. Positions resulting from the election shall take effect immediately following the closure of the next Branch Annual Congress.
16. 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 Executive. The decision of the Branch Executive 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 Secunder

Signature Date

BY-LAW No 7 - RESERVED

BY-LAW No 8 - WOMEN'S AUXILIARIES

(PARAGRAPH 5.1.c)

1. The formation of a Women's Auxiliary at either the Branch or Sub-Branch level shall rest with the Branch Executive or the relevant Sub-Branch. The primary purpose of the Branch Women's Auxiliary shall be to support the raising of moneys for the 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 Auxiliary.
6. The 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 Branch or from the Sub-Branch shall be through the President or Chief Executive Officer, to their opposite members in the Auxiliary.
7. The 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 Executive 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 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 manner as may be directed by the relevant Branch or Sub-Branch Executive.

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

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.
- 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 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 Executive.
- f. Any other expenses for which the prior approval of the Branch Executive 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 Executive. All other claims shall be recorded on a schedule of claims to be submitted to the Branch Executive for approval at a Branch Executive Meeting following the completion of the Appeal.

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

BY-LAW No. 10 – AFFILIATE MEMBERS

This By-Law should be read in conjunction with RSL National By-Law - Membership.

Introduction

- 1.RSL National By-Law – Membership – prescribes the various types of membership of the League, eligibility for each type and administrative matters to be observed by State Branches and Sub-Branches in respect of membership of the Branch and/or Sub-Branch.
- 2.The National By-Law includes Affiliate Members within the types of League membership. The By-Law provides that the admission of people to Affiliate membership is on the terms and conditions determined by the State Branch Rules from time to time.

Purpose

- 3.This By-Law describes the terms, conditions and administrative issues in respect of Affiliate Membership of any Sub-Branch of the RSL ACT Branch.

Eligibility

- 4.In accordance with the RSL National By-Law, a person may not be admitted as a member of the League unless:
 - (a)in the opinion of the body granting membership the person is a fit and proper person to be a member; and
 - (b)if the person has been previously expelled, his or her State Branch approves the person's re-admission.

***Note:** The State Branch which expelled the person should approve the person's re-admission.*
- 5.No person who is eligible for Service Membership of the League shall be admitted as an Affiliate Member.
- 6.To be admitted to Affiliate Membership within the ACT Branch, the applicant should:
 - (a)be deemed by a Sub-Branch Committee to have demonstrated empathy with the Objects of the League and a desire to assist the League in its work; and
 - (b)be 18 years of age or older.

Application

- 7.Any person may apply to become an Affiliate Member within the ACT Branch by:

- (a) completing the Membership Application Form, which is available in interactive format under Membership on the Branch website - <http://www.actrsl.org.au/>; and
- (b) lodging the application with the person's Sub-Branch of choice, together with the applicable annual subscription.

Determination

- 8. The Sub-Branch must determine whether the applicant is eligible to be an Affiliate Member and if so admit the applicant as an Affiliate Member.

Record

- 9. The Sub-Branch must record its decision in its minutes of meeting.

Notice

- 10. The Sub-Branch must notify each applicant of its decision within 14 days.
- 11. If the application is rejected the Sub-Branch must in its notification, inform the applicant of the grounds the application was rejected and the applicant's right of appeal.

Transfer and Cessation of Membership

- 12. A person may only be an Affiliate Member of one Sub-Branch, however an Affiliate Member may transfer from one Sub-Branch to another Sub-Branch within the ACT area. The transfer procedure is described in RSL National By-Law – Membership.
- 13. The member is to complete an Application for Transfer of Membership, which is available in interactive format under Membership on the Branch website - <http://www.actrsl.org.au/>
- 14. An Affiliate Member ceases to be a member for any of the reasons listed in RSL National By-Law – Membership.

Subscriptions

- 15. Affiliate Members, like Service Members, are defined as “Paying Members”. They must pay, to their Sub-Branch, the same annual subscription as payable by Service Members.
- 16. As for Service Members, capitation fees are to be paid from Affiliate Member's subscriptions by the Sub-Branch to State Branch and National Office.
- 17. Annual subscriptions are payable in advance on or before 1 January for each calendar year. A person ceases to be an Affiliate Member, if he/she fails to pay the annual subscription on or before 30 April following the date annual subscriptions become due.

Rights and Responsibilities

18. In addition to the rights that apply to members of the League generally, Affiliate Members have the same rights and responsibilities as Service Members in their Sub-Branch.
19. Affiliate Members are to comply with the Constitution, By-Laws and Standing Policy of the League in the same manner as Service Members.

Membership of the Branch Board or Committees

20. An Affiliate Member may be elected or appointed to any position on the Branch Board except President or Deputy President. If elected or appointed to the Branch Board, an affiliate is eligible to speak and vote on any matter being considered by the Branch Board.
21. An Affiliate Member may be appointed or elected to any Branch Committee. If elected to a Branch Committee, an affiliate is eligible to:
- (a) be appointed to Chair the Committee; and
 - (b) speak and vote on any matter being considered by the Committee.
22. Affiliate Members are not to comprise more than one half less one of the number of positions that are filled on either the Branch Board and/or any Branch Committee.

***Explanatory Note:** If the Branch Board comprises six positions and they are all filled, no more than two positions may be filled by Affiliate Members. However, if all positions are not filled then either one or no positions may be filled by Affiliate Members.*

Membership of Sub-Branch Boards or Committees

23. An Affiliate Member may be elected or appointed to any position on their Sub-Branch Board or Management Committee except President or Deputy President. If elected or appointed to the Sub-Branch Board or Management Committee, an affiliate is eligible to speak and vote on any matter being considered by that Board or Management Committee.
24. An Affiliate Member of a Sub Branch may be appointed or elected to any Sub-Branch Committee. If elected to a Sub-Branch Committee, an affiliate is eligible to:
- (a) be appointed to Chair the Committee; and
 - (b) speak and vote on any matter being considered by the Committee.
25. Affiliate Members are not to comprise more than one half less one of the number of positions on either the Sub-Branch Board or Management Committee and/or any other Sub-Branch Committee.

***Note:** The Explanatory Note after paragraph 22 above also applies to this paragraph.*

Membership Badge

26. The membership badge for Affiliate Members is a different design from that of a Service Member. The design and form of this badge is determined by the National Board. Each Affiliate Member shall, on payment of the first annual subscription, be issued with a badge.

Interpretation

27. In this By-Law, the interpretation rules and the definitions in the Constitution of The Returned & Services League of Australia, ACT Branch, apply.

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. Notification of dispatch of message of loyalty;
- h. Presentation of League Awards:
 - i. Meritorious Medal
 - ii. Life Membership
 - iii. 50 Year Membership Certificate
 - 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 Returning Officer;
- n. Nominations for National President, Deputy National President and National Treasurer;
- o. Tabling and adoption of minutes of previous Annual Congress and of any Extraordinary Congress held subsequent thereto;
- p. Notices of Motion;
- q. Address by other ministerial, departmental or League representatives at appropriate times;
- r. 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. 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. Other Reports
- h. Agenda
- i. Notices of Motion
- j. General Business
- k. Next Meeting
- l. Absences with Leave
- m. Closure

GENERAL

2. Subject to clauses 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 – APPOINTMENT OF PROXY
(PARAGRAPHS 25.9 and 25.10)

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 ACT Branch of the Returned and Services League of Australia.

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

FORM OF PROXY

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)