



**R S L N S W**

**Respecting, supporting and remembering**  
our veterans and their families

# RSL Auxiliaries

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## 1. Overview

This Standard Operating Procedure (**SOP**) applies to all RSL Auxiliaries and the RSL sub-Branches to which they are attached. The sole purpose of an RSL Auxiliary is to raise funds to support the Charitable Purpose of RSL NSW.

## 2. Procedure

### 2.1 Structure

- a) An RSL sub-Branch may establish a committee known as an RSL Auxiliary for the sole purpose of raising funds to support the charitable purpose of RSL NSW. The specific name of the RSL Auxiliary will be a matter for determination by the sub-Branch noting that the letters 'RSL' and word 'Auxiliary' must be in the name and that the use of the letters 'RSL' must be in accordance with the terms of use as outlined by RSL National from time to time.
- b) Where an RSL sub-Branch cannot support a committee as per clause 2.1.(a), an Auxiliary may be established for the purpose of raising funds for RSL DefenceCare or Veteran Sport Australia or other charitable services under the direction of RSL NSW. The specific name of this type of Auxiliary will be a matter for determination by the Board of RSL NSW with the same consideration as per clause 1. (a) in relation to the letters 'RSL' and word 'Auxiliary'.
- c) All activities conducted by an RSL Auxiliary attached to an RSL sub-Branch are the responsibility of the sub-Branch.

### 2.2 Membership

- a) Members of the RSL Auxiliary may consist of Service Members, Affiliate Members or Auxiliary Members of RSL NSW as defined by the RSL NSW Constitution. Auxiliary Members are not entitled to attend sub-Branch meetings unless invited by the President of the sub-Branch.
- b) The Honorary Secretary of the RSL sub-Branch will keep a register of members of the RSL Auxiliary.
- c) Annual membership fees for Auxiliary Members are set by the RSL sub-Branch at their AGM but cannot exceed \$12.00. This fee is payable directly to the sub-Branch annually in line with the membership period for Service and Affiliate Members.
- d) Each sub-Branch will appoint an Auxiliary Coordinator who will be responsible for liaising with the members of the Auxiliary, coordinating fundraising activities and providing an annual report to the President of the sub-Branch on the activities of the Auxiliary.
- e) Each Auxiliary Member will be issued an Auxiliary Member badge available from RSL NSW.

### 2.3 Awards

- a) All RSL applications for Auxiliary Member honours and awards will need to be presented to the RSL sub-Branch for endorsement and approval where required.
- b) Life Membership of an RSL Auxiliary is only open to Auxiliary Members of an RSL Auxiliary. The appropriate Life Member Form will need to be completed and signed by the RSL Auxiliary Coordinator, detailing where the member has met the eligibility criteria before the application progresses to the sub-Branch. The Auxiliary Coordinator will be the sponsor of the application to the sub-Branch.

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- c) Service in an RSL Auxiliary can count towards achieving the required standard of outstanding honorary service in a Service Member's application for Life Membership however this award needs to be generated by the sub-Branch and not the Auxiliary.
  - d) The Lady Woodward Cup competition will continue to be held annually as a fundraising competition between RSL Auxiliaries. Entry forms and criteria will be circulated to RSL Auxiliaries each year with the winning Auxiliary being presented with the Cup at Annual State Congress.

## 2.4 Discipline

- a) All members of the RSL Auxiliary will be subject to the dispute resolution and disciplinary procedures applicable to members of RSL NSW as outlined in the RSL NSW Constitution.
- b) Any dispute resolution procedure or disciplinary action relating to the RSL Auxiliary or an Auxiliary Member can only proceed through the sub-Branch and in accordance with the RSL NSW Constitution.

## 2.5 Meetings

- a) The Auxiliary Coordinator may call meetings of the members of the Auxiliary from time to time in order to assist with coordinating the fundraising activities of the Auxiliary.
- b) The Auxiliary Coordinator must call one meeting of the Auxiliary members prior to the sub-Branch Annual General Meeting (AGM) in order to endorse the Coordinator's annual report to the sub-Branch President. This report should contain a review of the previous year's activities and the projected fundraising plan for the coming year.
- c) The sub-Branch President may invite the Auxiliary Coordinator to present the Auxiliary's Annual Report to the sub-Branch AGM.
- d) The Auxiliary Coordinator should also meet with the RSL sub-Branch Treasurer during the creation of the sub-Branch annual budget so that any expense required to facilitate the fundraising activities of the Auxiliary are properly accounted for in the budget.

## 2.6 Finance

- a) All money raised by the RSL Auxiliary must be directly deposited into the nominated bank account of the sub-Branch to which the Auxiliary is attached. No RSL Auxiliary is to maintain a bank account separate from that of the sub-Branch.
- b) All fundraising by the RSL Auxiliary must be done in accordance with the legislation and regulations relating to charitable fundraising in NSW and if applicable, the conditions of the sub-Branch Charitable Fundraising Authority (**CFA**).
- c) Expenses related to the operation of the RSL Auxiliary are to be approved through the RSL sub-Branch as per the sub-Branch's expense approval protocol.
- d) Participation in the annual ANZAC and Poppy Appeals will be through the RSL sub-Branch to which that the Auxiliary is attached or at the direction of RSL NSW.

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### 3. Definitions

**Auxiliary Coordinator:** A Service, Affiliate or Auxiliary Member of RSL NSW appointed by a sub-Branch to coordinate the activities and liaise with the members of a sub-Branch's RSL Auxiliary.

**Auxiliary Annual Report:** Report from the RSL Auxiliary Coordinator to the AGM of the sub-Branch reviewing the previous year and outlining fundraising activities for the year ahead.

**Lady Woodward Cup:** Annual competition open to RSL Auxiliaries and awarded at Annual State Congress

### 4. References & Resources

**Sub-Branch Committees:** clause 13.15

**Membership:** Appendix B Membership

**Discipline:** Appendix D Dispute Resolution and Disciplinary Procedures

**Legislation, Standards, etc related to this policy**

**Use of the letters RSL:** RSL National By-Law 7 item 5 (b) (1) to (9)

**Charitable Fundraising:** *Charitable Fundraising Act 1991* (NSW); *Lotteries and Art Unions Act 1901* (NSW)

### 5. Document Control

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