



**R S L N S W**

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

# Membership

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## 1. Overview

This Standard Operating Procedure (SOP) provides sub-Branches with guidelines as to how persons eligible to be RSL NSW Members can become members and maintain their membership.

## 2. Membership Eligibility

Eligibility for RSL NSW Membership is governed by the Constitution and detailed in Appendix B. The prescribed classes of membership are as set out in clause 8.2.

## 3. Membership Management

- a) RSL NSW Membership is managed through an online membership database accessible by a sub-Branch.
- b) Each sub-Branch will be given a login and password to the membership database which they can use to access and manage member information for those persons attached to that sub-Branch.

## 4. New Membership Applications

- a) Persons wishing to apply for RSL NSW Membership can submit their application in three ways:
  - i. by completing the membership application form located on the RSL NSW website & submitting it to their nominated sub-Branch;
  - ii. by visiting their nominated sub-Branch and asking the sub-Branch secretary to complete a membership application form on their behalf;
  - iii. by calling RSL NSW Support and requesting the Support Unit's assistance to complete and submit a membership application form.
- b) Once the application form is completed and submitted, the application will be assessed by RSL NSW against the membership eligibility criteria in accordance Appendix B. In making its assessment, RSL NSW may request documentation to support the application.
- c) Once the application is assessed, applicants will be notified as to whether or not their application is successful in accordance with Appendix B.
- d) If a membership application is successful, an annual membership fee may be payable (see clause 6 below), the RSL NSW Member will be admitted into the RSL NSW Membership Register and the RSL NSW Member will be recorded as being attached to a sub-Branch or part of the unattached list at ANZAC House in accordance with Appendix B.
- e) All new RSL NSW Members will be issued with a membership badge in accordance with Appendix B and will be issued a membership card at the time of joining.
- f) Any applicant whose application does not meet the membership criteria or whose application is unsuccessful will be informed in accordance with Appendix B.

## 5. Renewal of Membership

- a) Memberships must be renewed each year.
- b) It is the responsibility of each sub-Branch to manage the renewal process using the information available to them on the membership database.

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- c) Persons wishing to renew their RSL NSW Membership can do so in two ways:
- i. by visiting their nominated sub-Branch and asking the sub-Branch secretary to renew their membership;
  - ii. by calling RSL NSW Support and requesting Support's assistance to renew their membership.
- d) A membership renewal fee may be payable (see clause 6 below).

## 6. Membership Card

A membership card will be issued to new members only. A new card will be issued when a member's status has changed or upon loss or damage of their issued card.

## 7. Administration of Membership Fees

- a) Sub-Branches are responsible for collecting any fees paid as a result of a person applying for membership in accordance with clause 4a(ii) or renewing their membership in accordance with 5c(ii), and then paying them into the sub-Branch's bank account.
- b) RSL NSW will issue sub-Branches with an invoice twice a year setting out all new and renewed memberships processed in that period and the associated fees payable to RSL NSW. Sub-Branches must pay such invoice in accordance with the invoice payment terms.
- c) RSL NSW will not accept payment for membership fees (whether by EFT, cheque or money order or otherwise) from any sub-Branch that is not the subject of an invoice issued under this clause.

## 8. References & Resources

### Appendix B

## 9. Document Control

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X000	1.0		Board & District Presidents' Council	Month 20XX