



R S L N S W

Respecting, supporting and remembering
our veterans and their families

Congress Agenda Committee Charter

VERSION	1.0
DOCUMENT STATUS	Approved
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APPROVED BY	RSL NSW Board
EFFECTIVE DATE	25 March 2020

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1. PURPOSE OF THE COMMITTEE

The purpose of this charter is to document the responsibilities, powers, composition and administration of the Congress Agenda Committee (**Committee**) of the Board of the Returned and Services League of Australia (NSW Branch) (**RSL NSW**).

2. RESPONSIBILITIES

The Committee's responsibilities, as set out in Appendix C of the Constitution, are to consider matters and motions from the Board, District Presidents' Council, District Councils and sub-Branches, for inclusion on the General Meeting agenda.

In discharging its responsibilities, the Committee:

1. may revise any motion/s submitted for inclusion in the General Meeting agenda provided the revision does not change the substance or intent of the motion.
2. will not approve motions deemed to be ruled out of order or irrelevant under clause 3 of Appendix C of the Constitution and this Charter for inclusion in the agenda. Such items or motions will be returned to the originator(s) with an explanation.
3. will not approve motions submitted by sub-Branches, District Councils or the Board for inclusion in the General Meeting agenda that do not include a brief supporting argument, pursuant to clause 2 of Appendix C of the Constitution.
4. may summarise the supporting argument of a motion to be included in the General Meeting agenda as the Committee deems appropriate.
5. will include in the General Meeting agenda for confirmation by the meeting, all resolutions from RSL National Congress and RSL National Executive amending the National Constitution and requiring the Constitution to be amended and subsequently adopted by the Board.
6. will group any motions referred to in clause 5 above in the *Constitution* section of the General Meeting agenda, with special comment if required and showing the Board as sponsor of the motion.
7. will be set aside in a special section of the General Meeting agenda and marked with the applicable Standing Policy reference number any motions which are covered by RSL National Standing Policy or RSL NSW Standing Policies. Such motions will only require confirmation of those Delegates in attendance at the General Meeting.
8. may refer any motion for action to the Board as the Committee considers appropriate, with the exception of motions set out in clause 2 above.
9. will group together motions of similar content or intention into one common motion under the names of the originators.
10. will list all motions in the General Meeting agenda under the name of the originating sub-Branch and District Council.
11. will mark as 'UNENDORSED' all sub-Branch motions which are not endorsed by the relevant District Council. Delegates must determine whether to hear the motion or not.
12. will only permit the inclusion on the General Meeting agenda of motions originating from sub-Branches, District Councils and the Board.
13. will not permit the inclusion of matters in the General Meeting agenda which seek the opinion of Delegates unless, where possible, the matter has been circulated to sub-

Branches or published in Reveille prior to the General Meeting, with full details and requirements of the reasons for seeking the opinion.

14. will only consider motions submitted by the closing date set out in clause 2 of Appendix C of the Constitution.
15. will list and group motions and other details, as required by the Constitution and this Charter, in the General Meeting agenda in the following order of business:
 - a) Index
 - b) Congressional Election Details
 - c) Rules and Procedures of Debate
 - d) Motions covered by Standing Policies (in same section order as motions for debate).
 - e) Motions for debate in the following agenda sections:
 - i. Constitution
 - ii. RSL National Constitution
 - iii. Veterans' Affairs Matters
 - iv. Veterans' Affairs Matters
 - v. Social Security and Tax
 - vi. Defence Service Homes
 - vii. RSL NSW
 - viii. ANZAC, Commemoration, Ceremonial and Memorials
 - ix. Defence and Foreign Affairs
 - x. Security
 - xi. Population
 - xii. Education
 - xiii. Australian Youth
 - xiv. Aged Care in the Veteran Community
 - xv. General Standing Policy on Various Matters
16. may alter above order of business may be altered from time to time when matters of an urgent nature are required to be dealt with earlier than that listed in clause 15 e) above but should be the exception rather than the rule.

2.1 Other Matters

The Committee may also examine any other matters referred to it by the Board or the CEO. The Committee will act in accordance with any protocol approved by the Board from time to time as being applicable to the Committee's objectives, responsibilities, composition or authority.

2.2 Conflicts of Interest

If any Committee member has a material personal interest in or an interest by way of a

personal or other relationship to any matter being considered by the Committee, then that Committee member must give the Committee and the Company Secretary notice of that interest as soon as that member becomes aware of the interest.

Such a notice must give details of the nature and extent of the interest and the relation of the interest to the affairs of RSL NSW.

3. POWERS OF THE COMMITTEE

The Board delegates to the Committee the powers and authority set out in this Congress agenda Committee Charter (**Charter**). The Board may make other delegations to the Committee from time to time. This delegation does not relieve the Board of its responsibilities for these matters.

The Committee must exercise the powers delegated to it in accordance with any directions, strategies, objectives or policies of the Board. Recommendations of the Committee shall not be binding on the RSL NSW unless the recommendations are approved by the Board.

The Committee, in performing its functions, may:

- a) request any employee of RSL NSW to attend a meeting of the Committee;
- b) to the extent permitted by law, access any document, report, material or information in the possession of an employee or external adviser of RSL NSW;
- c) through the CEO, obtain reasonable independent professional advice to assist it in the proper exercise of its powers and responsibilities, with the cost to be borne by RSL NSW;
- d) direct such persons (or categories of persons) as the Committee determines from time to time, to execute, implement and/or finalise any matter that has been approved by the Committee pursuant to this Charter, in accordance with the Committee's instructions; and
- e) meet any reasonable travel, accommodation or out of pocket expenses incurred by Committee members in attending Committee meetings in accordance with any relevant RSL NSW policy or procedure.

4. COMPOSITION AND MEETINGS

4.1 Membership and attendance at meetings

- a) The Committee comprises at least four RSL NSW Board members.
- b) The Chair of the Committee is elected by the members of the Committee annually at the Committee's first meeting held after the AGM of RSL NSW.
- c) The Secretary of the Committee is the Company Secretary, or another person nominated by the Chair of the Committee.
- d) The Board appoints and may remove any member from the Committee at any time with or without cause, including the Chair of the Committee. If the Chair is removed, the Committee will elect another member at the next following Committee meeting.
- e) The Committee may invite other people to attend Committee meetings, as it considers necessary, and from time to time request presentations from internal and external advisers at its meetings.

- f) The CEO, the State Secretary and the Company Secretary may attend all meetings of the Committee, other than those meetings or parts of Committee meetings which are deemed to be closed to management.
- g) The Chair, or the Secretary at the request of the Chair, may invite any of the following to attend a meeting of the Committee:
 - i. any other employee or officer of RSL NSW; and
 - ii. a party external to RSL NSW.

4.2 Quorum

At least fifty percent plus one of the members of the Committee, present in person or by using any technology, will constitute a quorum. The quorum must be present at all times during the meeting.

4.3 Committee papers

Unless directed by the Chair, the Committee Secretary will distribute in advance of a meeting of the Committee an agenda and any related papers to:

- a) each member of the Committee;
- b) the CEO, the State Secretary and the Company Secretary and other members of the management team; and
- c) if requested, to any Board Director.

4.4 Committee minutes

- a) The Committee Secretary will prepare minutes of meetings and have them approved by the Committee Chair.
- b) Minutes of meetings shall be submitted to the next meeting of the Committee.
- c) Minutes signed by the Committee Chair shall be conclusive evidence of the matters recorded in such minutes.

4.5 Meetings

- a) Meetings are held twice a year, in March and August, and special meetings may be convened as required.
- b) The Committee Chair should consider calling an unscheduled meeting of the Committee if requested to do so by a Committee member or the CEO.
- c) Meetings may be held in person, by telephone or by video conference, or by any combination of these media.

5. COMMITTEE REVIEW

The Committee will review its performance periodically, including to consider whether it is performing effectively and has met the terms of this Charter, and will report the outcome of the review to the Board.

The Committee will review this Charter at least every two years to ensure it remains current to the needs and structure of RSL NSW and recommend amendments to the Board for

approval.

This Charter may only be amended by a resolution of the Board.

6. REPORTING AND ACCOUNTABILITY TO THE BOARD

The Committee is accountable to the Board for the exercise of the Committee's delegated authority under this Charter. The Committee will:

- a) submit copies of its minutes to the Board for noting;
- b) report to the Board on the exercise by the Committee of its authority;
- c) through the Committee Chair, provide updates and make recommendations to the Board on matters that are within the scope of this Charter; and
- d) through the Committee Chair, promptly bring to the attention of the Board any matters before the Committee that may materially impact the reputation, governance or affairs of RSL NSW.

However:

- a) The delegation of authority under this Charter does not preclude the Board from exercising power or authority in relation to a matter that is within the Committee's delegated authority, if the Board so decides.
- b) In addition, the Committee may at any time, through the Committee Chair, refer any matter that is before the Committee to the Board for consideration (even if that matter falls within the Committee's authority under this Charter to approve).