

THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA
NEW SOUTH WALES BRANCH

MERITORIOUS SERVICE MEDAL – INFORMATION AND PROCEDURES

GENERAL

1. The allocation of Meritorious Service Medals will be on the basis of up to 1 per 2000 members per State but only if the standard of the citation meets the criteria and warrants the issue of the medal.
2. Qualification for the Award.
 - (a) As this award is the **highest honour which can be bestowed upon a member** of the League, recommending sub Branches should thoughtfully consider the submission in that light prior to lodging it. This award is not simply a re-submission of a Life Membership application plus the extra required years of service. **It is not a long service award.**
 - (b) A Nominee must be a Life Member with
 - (i) 30 years continuous League membership
 - And
 - (ii) Have given 25 years continuous **outstanding** service during membership in (i) above. (Outstanding service is not simply length of service at sub-Branch level).
 - (c)
 - (i) Service rendered as an official of an RSL Club or Ex-Services Club is not considered to be qualifying service for this or any other RSL Award.
 - (ii) Services rendered as a Trustee, Welfare Officer, Youth Club Official, Day Club Official or delegate to a District Council will be considered providing full details of service are **amplified** in the recommendation and supported by **documented evidence**. All other claims of outstanding service must also be supported by documented evidence, photos etc.
3. Submission of Nomination
 - (a) A recommendation and citation for the Award of the RSL Meritorious Service Medal must be approved by a general meeting of the sub-Branch after one month's due notice has been given prior to such meeting. A secret ballot must be held with at least 75% of members present voting in favour. Minutes and documentary evidence of these events must be provided.
 - (b) There are no restrictions on the number of submissions a sub-Branch may forward to the Selections Committee for consideration.
 - (c) Recommendations may be put forward by sub-Branches only. (Nominations from individuals and District Councils will not be considered.)

- (d) All submissions will be considered by RSL NSW Selections Committee who will forward their recommendation directly to THE RSL National Awards Committee. The Committee deliberations and final decisions will be strictly confidential and no correspondence will be entered into.
- (e) Under no circumstances are submissions to be made directly to RSL National.
- (f) All recommendations for the award must be submitted on the official form, which is attached, and returned to the NSW Branch State Secretary under confidential cover, via the District Council President.
- (g) Receipt of submissions will be acknowledged by the State Secretary and no further correspondence will be entered into.
- (h) The annual closing date for submission to State Branch is the 31st May each year.
- (i) Documents and administration of the award are to remain STRICTLY CONFIDENTIAL.
- (j) Unsuccessful nominations will not be carried over to the subsequent year by State Branch. In such cases the nominating sub-Branch may re-submit the application.

4. Successful submissions

Prior to the National Congress date, successful nominees and the nominating sub-Branch will be notified direct, together with details of arrangements for presentation of the award.

Recipients of the Award will, if possible, be required to attend National Congress or NSW State Congress for presentation of the award. Where the recipient is unable to attend either Congress, other arrangements will be made.

5. Wearing of the Award by eligible members.

- The Medal itself is to be titled 'The Meritorious Service Medal'.
- The medal is to be worn on the **right** breast and displayed whenever service decorations are worn, or on RSL official duties or at RSL official functions.
- A lapel badge will be issued consisting of a miniature RSL Life Members badge with the addition of a laurel wreath which will stem from either side of the wording 'Life Member'. This badge will supersede the wearing of the Life Members badge .
- An appropriate Award Certificate will be issued.

STRICTLY CONFIDENTIAL

THE RETURNED SERVICES LEAGUE OF AUSTRALIA

NEW SOUTH WALES BRANCH

RECOMMENDATION FOR AWARD OF THE MERITORIOUS SERVICE MEDAL

1. TheRSL sub-Branch recommends: -
2. Mr. (Surname)..... (Christian names)
.....(Post Nominals if applicable) for the award of the Meritorious Service Medal.
3. Date of Birth: Age:
4. Member's full postal address:
.....
Telephone numbers:
5. (a) Service particulars: Served WWI WWII Subsequent Conflicts
(b) Service No. Rank Unit
6. League Badge No. Member joined League in(Date)
7. Life Membership was awarded on(Date) by..... State Branch
8. Membership (minimum 30 years) has been continuous from to
If not, state broken period and why.....
.....
9. Has member rendered 25 years outstanding Honorary Service to the League during Item 8
above?
10. Details of service rendered, including date, month and year in chronological sequence of office
position held with sub-Branch etc. (refer to item 14 for serviced rendered to other sub-Branches
and State Branches).

SUB-BRANCH/DISTRICT COUNCIL/BRANCH COMMITTEE SERVICE

Dates in chronological sequence	Office or position held
From/19... to ../19...
...../19... to/19...
...../19... to/19...
...../19... to/19...
...../19... to/19...
...../..... to/.....

.../.../..... to .../.../.....
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.../.../..... to .../.../.....
.../.../..... to .../.../.....

11. **ADDITIONAL COMMENTS IN SUPPORT OF PARAGRAPH 10.**

A summary of the services rendered in positions as outlined in paragraph 10 **MUST** be given.

.....

12. **GENERAL ACTIVITIES (Please enter where applicable and use specific examples)**

(a) **Welfare and/or pensions activities.**

.....

(b) **Youth activities.**

.....

(c) **RSL sporting activities.**

.....

(d) **Hospital and sick visitation.**

.....

(e) Has candidate assisted in sub-Branch recruiting? Give details.

.....
.....
.....

(f) Community representation - name organisation where candidate has represented RSL or sub-Branch.

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.....

(g) District Council representation.

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.....

(h) Has candidate served on State Council? Give details.

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.....

13. Is the member in receipt of any monetary allowance for the above services? YES/NO.
If YES, how much per annum \$.....

14. Particulars of service rendered to other sub-Branches and State Branches.
Include in sequence day and month of membership or associate membership. Details of any position held to be confirmed by other sub-Branch and/or State Branch in writing.

(a)	Other sub-Branches	Date in sequence	Office or Position held
.....	From .../.../19.....	to .../.../19...
.....	From .../.../19.....	to .../.../19...
.....	From .../.../19.....	to .../.../19...
.....	From .../.../19.....	to .../.../19...

(b)	Other State Branches	Date in sequence	Office or Position held
.....	From .../.../19.....	to .../.../19...
.....	From .../.../19.....	to .../.../19...
.....	From .../.../19.....	to .../.../19...
.....	From .../.../19.....	to .../.../19...
.....	From .../.../.....	to .../.../.....

Recommending sub-Branch to supply evidence of service to other sub-Branch and/or State Branch and to attach evidence in writing from those Branches.

(c). This recommendation was submitted one month prior to the sub-Branch meeting in accordance with the Constitution, Rules and By-Laws and the supporting citation was accepted and endorsed at the meeting held on/...../20. . at which at least 75% of the members present and voting were in favour of the recommendation.

PRESIDENT SECRETARY
DATE/...../20.....

If the subject of this nomination is either President or Secretary, it is to be signed by a Senior Executive of the sub-Branch other than the nominee.

15 Nominator is invited to make further comment or summary in addition to other nomination details.

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.....
.....

16 Date copy forwarded by sub-Branch to District Council President/..../20

17 DISTRICT COUNCIL PRESIDENT’S INFORMATION

All recommendations must be in the hands of the State Secretary prior to 31st August each year.

This recommendation was received by me on/..../20... My comments are as follows:

.....
.....
.....
.....
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.....
.....

District Council President
(Signature) (Print Name)

Date/..../20

CHECK LIST

PLEASE ENSURE THAT ALL OF THESE ITEMS HAVE BEEN CHECKED BEFORE FORWARDING THE APPLICATION TO YOUR DISTRICT COUNCIL PRESIDENT. INCOMPLETE APPLICATIONS WILL BE REJECTED.

- Have all questions been answered?
- Have the required dates and timeframes been provided?
- Is the 'Outstanding Activities' page completed?
- Are both citations included and are they sufficiently detailed?
- Is documentary evidence provided for claimed outstanding service?
- If applicable, is supporting documentation from your District Council or other sub-Branches included?
- Have the minutes been provided showing that the required notice was given to members; that a secret ballot was held and that the nomination was approved by at least 75% of members present?
- Are all names on the Declaration page legible? (Please print names in addition to signatures.)