



R S L N S W

Respecting supporting and remembering
our veterans and their families

Standard Operating Procedure 11

RSL Chapters

VERSION	1.0
DOCUMENT STATUS	Approved
DOCUMENT AUTHOR	State Secretary
APPROVED BY	RSL NSW Board
EFFECTIVE DATE	26 August 2020

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1. Purpose

This Standard Operating Procedure (**SOP**) applies to all RSL Chapters and the RSL sub-Branches to which they are attached.

The RSL Chapter option is available to establish an initial presence in a community, or where normal administrative functions carried out by existing sub-Branches become difficult to maintain as a result of a small and ageing membership base.

The purpose of an RSL Chapter is to promote community participation and involvement in remembrance and commemoration programmes and activities, recognising the sacrifices of those who have served, preserving the memory of those who have suffered and paid the ultimate sacrifice from all wars and conflicts, and to support veterans and their families and camaraderie.

2. Procedure

2.1 Structure

- a) An RSL sub-Branch may establish an RSL Chapter in consultation with RSL NSW and with the prior approval of the Board, in a neighbouring area that does not have a presence
- b) An existing sub-Branch, rather than closing or amalgamating with a nearby sub-Branch because of falling membership numbers or insufficient volunteers to fill office bearer positions (see SOP 5) could decide to become a Chapter. In doing so the existing sub-Branch must seek a 'parent' sub-Branch willing to administratively support the Chapter.
- c) The RSL NSW Board has to approve the establishment of a Chapter.

2.2 Process to become a Chapter – from an existing sub-Branch

- a) A sub-Branch must pass a motion at a General Meeting to seek approval to become a Chapter. A copy of an example motion is in Section 5.
- b) In passing such a motion, the sub-Branch requesting RSL NSW Board approval to become a chapter must receive in writing the agreement of a sponsoring sub-Branch (also see Actions of Trustees below) and the endorsement of the District Council. These supporting documents must be attached to the required motion.
- c) A sponsoring sub-Branch must agree in writing to provide full administrative support to the Chapter; including finance and insurance and be willing to accept any ownership of existing property, and liabilities. An example letter of support from a sponsoring sub-Branch is in Section 5.
- d) An example of a request to the District Council from a sub-Branch wishing to become a Chapter is in Section 5, as is an example of an affirmative response from the District Council.
- e) Before the sub-Branch considers a motion on becoming a Chapter, the Trustees must provide the intended sponsoring sub-Branch with information by which that sub-Branch can make an informed decision; namely
 - Full financial statements (audited is preferred) and banking information
 - Full disclosure of property holdings, and
 - Full disclosure of any outstanding liabilities or actions

- f) After the sub-Branch motion is passed (see 2.2 a) the Trustees, in conjunction with sub-Branch executives must prepare all necessary documents to affect a transfer of assets and liabilities, once the RSL NSW Board has approved the establishment of a Chapter.
- g) On receipt of the associated sub-Branch's approved motion to become a Chapter, the Trustees must:
 - Prepare Transfer documents (if property is owned) and personal property
 - Prepare Statement of Financial Position to be provided to the sponsoring Sub-Branch
 - Prepare necessary requests to relinquish their trustee position. An example request is at Section 5.

2.3. Process to become a Chapter - where there is no existing RSL presence

- a) Where a local group of ex-service people wish to form a Chapter of the RSL, in order to meet the purpose of the charity, the nominated person must apply to the relevant District Council for endorsement. This application should identify the proposed sponsoring sub-Branch which would have to agree to administer the Chapter.
- b) Once such assurances are received, the Sponsoring sub-Branch must pass a motion at a General Meeting agreeing to support the establishment of a Chapter, detailing location and intended operation, including key personnel. An Example motion is at Section 5.
- c) Once the sub-Branch motion is approved, it is passed to the District Council who endorses (or not) the application for RSL NSW Board approval.
- d) Once the RSL NSW Board has approved the application a notification is sent to the relevant District Council who is to instruct the sponsoring sub-Branch to complete the establishment process for the Chapter.

2.4 Membership

- 2.4.1 Members of the Chapter will become members of the sub-Branch which has administrative control of the Chapter. The sub-Branch will liaise with appointed representatives of the Chapter to ensure continuing community involvement by the League.
- 2.4.2 An RSL Chapter shall have no right of representation at District Council or State Congress.
- 2.4.3 Membership of an RSL Chapter shall be open to all financial Members of the RSL in NSW. Upon the financial Member of the RSL NSW becoming a member of the RSL Chapter they will become a Member of the sub-Branch. This includes Affiliate membership.
- 2.4.4 Chapter Members as members of the sub-Branch may attend sub-Branch meetings.
- 2.4.5 The Honorary Secretary of the RSL sub-Branch will keep a register of members of the Chapter.
- 2.4.6 Each RSL Chapter will appoint two members to the position of Coordinator (**RSL Chapter Coordinator**) and deputy, who will be responsible for liaising with the members of the Chapter, coordinating the Chapter activities, reporting to the sub-Branch on all Chapter fundraising and other activities, ensuring that all directions of the sub-Branch in relation to fundraising compliance are followed and providing an annual report to the President of the sub- Branch on the activities of the Chapter.

2.4.7 The sub-Branch Executive shall be ex-officio members of the RSL Chapter.

2.5 Naming of Chapters

2.5.1 The Chapter shall be referred to as the: [name] Chapter of the [name] RSL sub-Branch.

2.6 Sub-Branch Charter

2.6.1 The rights associated with the sub-Branch Charter are extinguished once the sub-Branch transitions to an RSL Chapter. A sub-Branch may however seek written approval from the State Secretary to keep the former sub-Branch Charter document in the local community. Unless approval is given prior to the closing of the sub-Branch, the Charter must be returned to ANZAC House.

2.7 Awards

2.7.1 All applications for Member honours and awards (which are granted by RSL National or RSL NSW) must be endorsed and submitted by the RSL Chapter Coordinator through the sub-Branch and the District Council to RSL NSW for processing.

2.8 Discipline

2.8.1 All members of the RSL Chapter will be subject to the dispute resolution and disciplinary procedures applicable to RSL NSW Members as outlined in the Constitution.

2.8.2 Any dispute resolution procedure or disciplinary action relating to a Chapter Member can only proceed in accordance with the RSL NSW Constitution.

2.9 Meetings

2.9.1 The RSL Chapter Coordinator may call meetings of the members of the Chapter from time to time in order to assist with coordinating the activities of the Chapter.

2.9.2 The RSL Chapter Coordinator must call one meeting of the Chapter prior to the sub-Branch AGM in order to endorse the Chapter Coordinator's annual report to the sub-Branch President. This report should contain a review of the previous year's activities and the plan for the coming year.

2.9.3 The RSL Chapter Coordinator or Deputy should be available to present the Chapter's Annual Report to the sub-Branch AGM.

2.9.4 The RSL Chapter 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 activities of the Chapter are properly accounted for in the sub-Branch budget.

2.10 Finance

2.10.1 All money raised by the RSL Chapter must be directly deposited, without any deduction, at the direction of the sub-Branch into the nominated bank account of the sub-Branch to which the Chapter is attached. No RSL Chapter is to maintain a bank account separate from that of the sub-Branch.

- 2.10.2 All fundraising by the RSL Chapter must be carried out in accordance with the legislation and regulations relating to charitable fundraising in NSW and if applicable, the conditions of the sponsoring sub-Branch's Charitable Fundraising Authority (**CFA**).
- 2.10.3 Expenses related to the operation of the RSL Chapter are to be approved through the RSL sub-Branch as per the sub-Branch's expense approval protocol issued from time to time by the sub-Branch.
- 2.10.4 An RSL Chapter must follow all reasonable directions given by the sub-Branch and must comply with all reasonable requests from the sub-Branch for documents or information in relation to activities by the Chapter.
- 2.10.5 Participation by an RSL Chapter in annual Appeals must be coordinated through the RSL sub-Branch to which the Chapter is attached.

2.11 Winding up a Chapter

The sub-Branch may seek approval to wind up a RSL Chapter provided that;

- (a) Prior notice has been given to the Chapter and sub-Branch Members at a General Meeting;
- (b) A simple majority of sub-Branch Members entitled to vote agree to wind up the RSL Chapter; and
- (c) A submission is forwarded to RSL NSW, supported by the District Council, obtaining Board approval to wind up the Chapter.

3 Definitions

Unless otherwise stated, capitalised terms used in this SOP have the meaning set out in Appendix A of the Constitution.

RSL Chapter Coordinator: A Member of RSL NSW appointed by an RSL Chapter to coordinate the activities and liaise with the members of the RSL Chapter and the sub-Branch.

Sub-Branch AGM: the annual general meeting held by a sub-Branch.

4 References & Resources

RSL NSW Constitution:

Establishment of a Chapter: Clause 15.24

Sub-Branch Committees: clause 15.14

Sub-Branch Meetings: SOP 3; 2.11 Motions

Membership: Clause 8.2(b), 8.2(c) and Appendix B Membership

Dispute resolution and Discipline: Clause 17 and 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); *Charitable Fundraising Regulation 2015* (NSW)

5 Attachments and Appendices

Motion to change from a sub-Branch to a Chapter

Letter of Support from the sponsoring sub-Branch

Request to District Council from prospective Chapter

Request to relinquish position by sub-Branch Trustees

Motion to establish a Chapter in a new location

Examples:

Motion to change from a sub-Branch to a Chapter

That in accordance with clause 15.24 of the RSL NSW Constitution, [NAME] RSL sub-Branch resolves to:

- (a) Terminate its operation as a sub-Branch*
- (b) Seek written agreement from [NAME] RSL sub-Branch to become a Chapter of that sub-Branch*
- (c) Seek endorsement of this transition from [NAME] District Council*
- (d) Seeks approval for this transition from the Board of RSL NSW; and*
- (e) Conditional upon such approval being granted, authorise the executive of the sub-Branch to take the appropriate steps as outlined in SOP 11 to facilitate the transition from a sub-Branch to a Chapter.*

Letter of Support from the sponsoring sub-Branch

Dear Honorary Secretary,

The members of [SPONSORING] RSL sub-Branch resolved at our meeting of [DATE] to accept your sub-Branch as a Chapter under the provisions of the Constitution and SOP 11.

Please consider this letter as written agreement that we will accept all administrative responsibility including membership, finances, insurance, property and liabilities of the Chapter, conditional upon endorsement from [NAME] District Council and approval by the Board of RSL NSW.

Regards,

cc: [NAME] District Council

Request to District Council from prospective Chapter

Dear Honorary Secretary,

The members of [NAME] RSL sub-Branch have resolved to terminate operation as a sub-Branch and seek approval from the Board of RSL NSW to become a Chapter of [SPONSORING] RSL sub-Branch.

Please find attached a copy of the minutes reflecting the approval of this action by the members of [Name] sub-Branch. Also find enclose a written agreement from [SPONSORING] sub-Branch.

In order to progress this to the Board of RSL NSW, the members now request a letter from [NAME] District Council endorsing the transition of this sub-Branch to a Chapter of [SPONSORING] sub-Branch.

The executive members of the sub-Branch are available to provide the District Council with any further information they require. We look forward to your response.

Regards,

cc: [SPONSORING] sub-Branch

Request to relinquish position by sub-Branch Trustees

That the members of [Name] sub-Branch, note the resignation of [TRUSTEE 1], [TRUSTEE 2] and [TRUSTEE 3] of the [Name] RSL sub-Branch subject to their performance of all of their obligations under the Trust Deed, the RSL NSW Constitution and the Trustee Act 1925 (NSW).

Motion to establish a Chapter in a new location

That [NAME] RSL: sub-Branch resolves to:

- (a) establish an RSL Chapter at [LOCATION] for the purposes of supporting veterans and their families in that community*
- (b) appoint [NAME] as Coordinator and [NAME] as Deputy Coordinator of the RSL Chapter*
- (c) accept all responsibility for the compliance, administration and operation of the RSL Chapter*