

RSL CENTRAL COUNCIL of WOMEN'S AUXILIARIES.

Please Place in Minute Book 2014

You are reminded that Women's Auxiliaries are formed for the purpose of raising funds for the Welfare and Benevolent Institution of the League. When making your end of year donations don't forget you need sufficient funds in the account to commence fund raising for the ensuing year-this amount depends on the type of fund raising each auxiliary pursues.

The said Welfare and Benevolent Institution provides for League Welfare needs i.e. visits. outings, sweets and necessities for mentally ill ex-service patients in the Psychiatric Hospitals in New South Wales. Hospital visits, comforts and welfare are also financed from the Welfare and Benevolent Institution. Welfare deficiencies or extra ordinary welfare requirements for projects within the League umbrella are met from Welfare and Benevolent Institution moneys.

When making donations only one cheque should be made out, payable to RSL Welfare and Benevolent Institutions and the amounts being donated to each section should be listed on the back of the Cheque, accompanied by written instructions e.g.

Recognised RSL Charities are:

RSL Veterans Retirement Villages Ltd: Narrabeen, Yass, Rowland Village [Galston], The Lakes of Cherrybrook [Cherrybrook], North Coast, Ex Services Home Ballina, Bayside Byron Bay, Myall Lodge Hawk's Nest and Remembrance Village Wagga Wagga.	
Welfare and Benevolent Institution	\$-----
RSL Central Council of Women's Auxiliaries	\$-----

All donations will be acknowledged by RSL Welfare and Benevolent receipt.

CENTRAL COUNCIL ADDRESS – PLEASE NOTE

Honorary Secretary
245 Castlereagh Street
SYDNEY 2000

TELEPHONE 02 9264 8188 ext 334 and 335

SPECIMEN AGENDA -----for GENERAL MEETING

Chairman opens meeting

1. Apologies read by Secretary [then moved and seconded.]
2. Minutes of previous meeting [read by Secretary, or if circulated may be taken as read.] Minutes then approved and seconded.
3. Business arising from minutes.
4. Correspondence Outward and Inward read by Secretary, moved and seconded that Outwards correspondence be endorsed and Inwards correspondence be received
5. Business arising from correspondence.
6. Treasurer's report- moved by Treasurer- seconded. Accounts for payment then read, moved and seconded.
7. Any reports, including one from Secretary.
8. Special business, including notice of motions, if any.
9. General Business
10. Date of next meeting
11. Guest speaker if any [vote of thanks to speaker]
12. Meeting closed by Chairman at [time]

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GENERAL INFORMATION

1. Payment for affiliations; auxiliary badges; life membership badges; auxiliary spoons; badges [incorporating star{s}; stationery; Constitution By-Law, must be made by cheque or money order in favour of RSL Central Council of Women's Auxiliaries and accompanied by written instructions.
2. Star Awards :

A] Each auxiliary must approve these awards at a General meeting, by secret ballot with a 75% majority of members present, then advise Central Council of the recipient's name and the 75% approval at general meeting on [date.....] by secret ballot plus member's joining date[.....]

B] Return current badge to Central Council together with cheque for \$3.00 [including GST and postage] for new badge with star[s] incorporated .Please ensure and remember that award is given for ten [10] years HONORARY OUTSTANDING WORK RENDERED TO THE RSL AUXILIARY AND/OR THE RSL ORGANISATION. It is NOT given for YEARS of MEMBERSHIP ONLY
3. **Life membership.** Completed signed application forms and citations are to be forwarded to the Councillor for your area, who will submit them to Central Council together with her written comments and reports for Central Council Life Membership Committee to vet,
4. Each Auxiliary is requested to identify dual members [if any] by placing "D.M" after their names when compiling the annual list of members for Central Council records. Dual membership fees are retained by the PARENT AUXILIARY HAVING ALREADY FORWARDED AFFILIATION TO CENTRAL COUNCIL FOR THESE MEMBERS

Please also notify movements or deaths of life members on the same list: this enables us to obtain a true membership figure

N.B Officers of Auxiliaries are hereby notified that under the Registered Charities Act, as advised by the Department of Racing and Gaming, each Auxiliary is required to have three[3] separate Executive Officers i.e. President, Hon Treasurer and Hon. Secretary. Under By-Law 34 sub clause 22 NO OFFICER CAN HOLD TWO POSITIONS IN ANY AUXILIARY unless with special circumstance permission.

If an Auxiliary cannot elect an officer to any of these positions, the Vice-President of the Auxiliary should take the position and nominations should be called for at subsequent Auxiliary meetings until the position is filled

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CASH IN TRANSIT.

Please note that as from January 1st 2003 there has not been an Insurance policy to cover the theft or loss of Auxiliary money. The Insurance Company would not accept this business any longer, and the only new quote available was at a premium of \$8000.00 plus stamp duty, with an excess of \$1,500.00 before a claim would be considered, therefore the quote was refunded.

TO AVOID LOSS, EVERY AUXILIARY MUST ENSURE ALL MONEYS ARE DEPOSITED WITH IT'S BANK AND OR A SAFE DEPOSIT FACILITY AS SOON AS POSSIBLE AFTER RECEIPT.