

CIRCULAR



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**THE RETURNED AND SERVICES LEAGUE
OF AUSTRALIA
(NEW SOUTH WALES BRANCH)**

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PATRON

**HIS EXCELLENCY GENERAL THE HONOURABLE DAVID HURLEY AC DSC (Retd)
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: 27/17

FILE NO: 1502:HH

28 Jul 2017

TO: ALL HONORARY SECRETARIES AND SECRETARIES OF RSL SUB-BRANCHES,
DISTRICT COUNCILS AND STATE COUNCILLORS

EXPIRY DATE: 31st August 2017

Dear Sir/Madam,

MERITORIOUS SERVICE MEDAL

Applications are now being sought for consideration in 2017 and for presentation in 2018. The following information is provided to assist sub-Branches in compiling the nomination form for the Meritorious Service Medal.

1. The rules and conditions for award of the RSL Meritorious Service Medal are incorporated in Chapter 2 of the Governance Regulations.

2. **Qualification for the award**

The following points should be borne in mind by the recommending sub-Branch:

(a) The award is the highest honour that can be bestowed upon a member of the League, and therefore, all recommendations should contain the fullest detail.

(b) A Life Member recommended for the award **must** have: -

- (i) 30 years continuous League membership;
- (ii) Have given 25 years continuous outstanding service; and
- (iii) Can show documented evidence of service rendered as a Trustee, Welfare Officer, Youth Club Official, Day Club Official or delegate to District Council, but services rendered as an official of an RSL or Ex-Services Club will not qualify.

3. **Submission of Recommendation.**

- (a) The recommendation and citation for award of the RSL Meritorious Service Medal must be approved by a general meeting of the sub-Branch after due notice has been given prior to such meeting, and 75% of members present voting by secret ballot in favour of the recommendation.
- (b) Nominations are to be put forward by sub-Branches only (nominations from individuals and District Councils will not be considered), and approved by the NSW State Branch Meritorious Service Medal Committee for submission to the National Executive Committee.
- (c) Where dates and positions are required, these need to be in detail, likewise the citation. Where possible the citation and recommendations should ideally be typed and signed as hand-written submissions can often be hard to read and lead to rejection.
- (d) Original documents must be sent, no photocopies.
- (d) The closing date for nominations to State Branch Headquarters is 31 August each year. In this case **31August 2017**.

4. **Successful Submissions.**

Recipients selected for the award and their sponsoring sub-Branch will be notified by mail, together with details of arrangements for presentation of the Award at the Annual State Congress

There are no associated fees for payment by sub-Branch attached to this award.

Yours sincerely,

Jeff O'Brien
Chief Operating Officer/Assistant State Secretary