

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: 31/16

FILE NO: GK/JB/2299

9th December, 2016

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

EXPIRY DATE: 30th May, 2017

Dear Sir/Madam,

CONSTITUTIONAL AMENDMENTS

RSL NSW State Council when it met in 2016 resolved to make amendments to the By-Laws and Regulations of the Constitution of The Returned and Services League of Australia (New South Wales Branch)

A detailed instruction sheet describing method of actioning amendments and notes on the actual wording of the changes is below with the subsequent amendments

<i>By-Law Amendment</i>	<i>Instruction</i>	<i>Change</i>
By-Law 22	Replace whole By-Law	Tier System Adjustment
By Law 9	Replace whole By-Law	State Treasurer & sub-Branch responsibilities
By-Law 17	Replace whole By-Law	Casual vacancy new item 2
<i>Regulation Amendment</i>	<i>Instruction</i>	<i>Change</i>
Annex C Chapter 5 Property and Finance Regulation	Replace Whole Annex C	RSL Charities Change
Day Club Regulation	Replace page 3.5-6	Chapter 3.19 Item (n) is amended to increase from \$5,000.00 to \$10,000.00."
Protocol Regulation	Replace Page 11.4-5	New sentence 11.16 standardisation of commemoration services

Regards

J. Boyle

JOHN BOYLE
Business Services Manager
RSL NSW

BY-LAW NO. 22 – SUB-CLAUSE 34

RSL DONATIONS POLICY FOR SUB-BRANCHES AND SUBSIDIARIES

- (1) This By Law sets out general considerations for sub-Branches and subsidiaries as to Donation Policy.
- (2) State Branch and sub-Branches are required to administer RSL affairs and preserve and protect RSL funds and property in compliance with the terms of the Constitution.
- (3) Sub-Branch Trustees and Management Committees have an obligation to ensure proper accountability of all members' funds. The application of those funds must be made in accordance with the Constitution, By-Laws and Regulations in furthering the objects of the League.
- (4) In accordance with Clause 34.4 of the Constitution all donations made by sub-Branches and attached affiliated groups should be to those individuals or organisations carrying out similar aims as the aims and objects of the League in support of those who have served and their dependants.

'Bona fide' donation

- (5) The words "bona fide" means "in good faith". When referring to distributions or donations and interpreted in accordance with the Constitution, a reference to "bona fide" means that any distributions and donations in respect of Trust funds made pursuant to the Constitution need to be made in good faith.

'Bona fide' dependent recipient

- (6) Clauses 1.2, 1.3 and 1.15 of the Constitution provides that the League is establish trusts having as their primary object the welfare and benefit of any Member or sub-Branch or any former or current member of the Australian Defence Force or their Dependants; provide assistance (whether financial or otherwise) to such persons or bodies, as RSL NSW may, in furtherance of its aims and objects; and from time to time determine and make donations, subscribe for securities or in any other way become associated with a body which has objects similar to those of RSL NSW.

Application of Trust funds

- (7) The effect of Clauses 34.4 on the application of Trust funds pursuant to the Constitution relating to donations can be summarised as follows:
 - (i) Clause 34.4(g) provides that property vested in unincorporated sub-Branch Trustees or in any other persons on behalf of unincorporated sub-Branch Trustees, or in any other unincorporated subsidiary, must not be sold, transferred, conveyed, alienated, mortgaged, leased or given to any person or Corporation without first obtaining the consent of State Council or State Executive.

- (ii) As referred to in paragraph 7(i), Clause 1.2 & 1.3 is with regard to providing for the sick wounded and needy among those who have served and their dependants and read together with Clause 34.4(j), would require the consent of State Council or State Executive. Such consent will not be given in retrospect.
 - (iii) A failure to make a donation in accordance with the above provisions may give rise to an invalid gift from the Trust assets.
 - (iv) Clause 34.4(j) provides that with regard to obtaining State Council or State Executive consent will not affect 'bona fide' donations being made for amounts less than \$5,000.00 by an unincorporated sub-Branch or by any other unincorporated affiliate to any individual or organisation furthering the League's objects.
 - (v) The effect of paragraph 7(iv) would then be that if, in providing for the sick, wounded and needy among those who have served and their dependants, the gift is of an amount no greater than \$5,000.00, the consent of State Council or State Executive is not required.
 - (vi) All donations to individuals or organisations less than \$5,000.00 are to be accompanied by a letter from the unincorporated sub-Branch stating "The donation is made in the knowledge that your organisation carries on work in support of those who have served (in the Defence Forces of the Nation) and their dependants".
 - (vii) Sub Clause 34.4(j) provides that the total amount of donations made by an unincorporated sub-Branch or any other unincorporated affiliate (made in donations of less than \$5,000.00 each) are not to exceed \$50,000.00 in total in any one financial year.
 - (viii) The effect of the above would be that an unincorporated sub-Branch would not be entitled to make multiple small donations (that is donations less than \$5,000.00) which in total would amount to more than \$50,000.00 in total in any one financial year.
 - (ix) The prior consent of State Council or State Executive is required for a donation exceeding \$5,000.00 to any individual or organisation furthering the League objects, and for donations in units of less than \$5,000.00 each, the total of which exceeds \$50,000.00 in total in any one financial year to any individual or organisation.
- (8) It is to be noted that in the context of the above provisions that even if State Council or State Executive grants consent, the donation must still be for a "bona fide" purpose.

- (9) Notwithstanding the above, Clause 1 of the Constitution provides for the objects of the League. A donation to any community project or organisation must provide for “those who have served and their dependants”. Sub-Branches or subsidiaries cannot provide monies for the welfare of the community at large.
- (10) Trustees undertake, in agreeing to act as Trustees, to act in good faith and in the best interests of the beneficiaries, which in this instance, are the members of the League. The Trustees must therefore in making donations and distributions, act in accordance with the provisions of the Constitution and the Trust in furthering the objects of the League.

List of Approved Donations for RSL sub-Branches and subsidiaries

- (11) In determining the RSL State Council approved donations and the percentage maximum and minimum sub-Branches are allowed to donate to each tier the following table applies.

Table 1

TIER	%	ORGANISATION/CHARITY	COMMENT
1	50% Min	RSL Charities (<i>See Annex C Ch. 5 Property and Finance Regulation</i>)	ATO Defined Predominate Purpose
		RSL sub-Branches	RSL Family
		RSL subsidiaries	RSL Family
2	42% Max	Memorials: new, repairs, restoration	
		Schools: Scholarships, educational material, books	
		Cadet Units	
		Defence Reserve Units	
		ADF	
		War Museums	
		Support provided to Commemorative Services	
		Local Community Charities that meet the aims & objects of the League	
3	8% Max	Other Ex-Service Organisations; e.g. War Widows, Legacy, Everyman's	
		RSL LifeCare	

- (12) To enable sub-Branches clarity for example: Whereby a sub-Branch donates as per this By-Law and paragraph 11 a total of \$10,000.00 in donations, a minimum of \$5,000.00 must be donated to Tier 1 charities with the remainder being divided into the other tiers as per the maximums allowed.
- (13) The above percentages apply to all RSL sub-Branches.

Percentage of Nett Income to be Donated

(14) In determining the percentage of income a sub-Branch may donate as per this By-Law the following table applies:

Table 2

Nett Income under \$5,000	No restrictions on donations
Nett Income over \$5,000 but under \$50,000	30% of income to be donated
Nett Income over \$50,000	40% of income to be donated

By-Laws – RSL NSW

By-Law No. 9

ACCOUNTS

CLAUSE 19, 27 AND 35

RSL NSW ACCOUNTS

1. State Council must maintain records and accounts of all:
 - (a) money received and expended by RSL NSW;
 - (b) transactions affecting any property of RSL NSW; and
 - (c) assets and liabilities of RSL NSW including all mortgages, charges or any other form of security interest affecting any property of RSL NSW.
2. All records and accounts of RSL NSW must be kept at the State Office or subject to the law, at such other place as State Council thinks fit, and must be open for inspection by:
 - (a) State Councillors; and
 - (b) other Members who have received prior written consent of State Council,
between the hours of 10.00 a.m. and 4.00 p.m. on normal business days.
3. All money received by RSL NSW must, as soon as possible upon receipt, be deposited into a bank appointed and operated by State Council.
4. The State Treasurer is responsible for maintaining the records and accounts of RSL NSW on behalf of State Council and must prepare and table at each quarterly meeting of State Council, reports of all money received and expended by RSL NSW, together with an auditor's certificate.
5. Payment by State Council or the State Treasurer of any outstanding amounts owed by RSL NSW, which have been paid in good faith and for a proper purpose, must be ratified by State Council at a general meeting of State Council.
6. All payments by RSL NSW must be made by one of the following methods:
 - (a) cheque signed by two State Councillors authorised to sign cheques on behalf of State Council and countersigned by either, the State Secretary, Assistant State Secretary or such other Officer appointed by State Council;
 - (b) Electronic Funds Transfer (EFT) authorised by either, the State Secretary, Assistant State Secretary or such other Officer appointed by State Council;
 - (c) Direct Debit authorised by either, the State Secretary, Assistant State Secretary or such other Officer appointed by State Council;

- (d) Debit/Credit Card signed by the State Councillor or Officer and authorised by either, the State Secretary, Assistant State Secretary or such other Officer appointed by State Council.
7. (a) The State Treasurer must make available on the RSL NSW website six (6) weeks prior to the Annual State Congress the complete Audited Financial Statements for the preceding financial year, consisting of the Statement of Financial Position, Statement of Comprehensive Income and associated documents.
- (b) The Chief Executive Officer/State Secretary must circulate to all sub Branches four (4) weeks prior to the Annual State Congress, the Annual Report of the operations of RSL NSW, including the Financial Statements in graphical format. This report must be tabled at State Congress.
8. The financial year of RSL NSW is 1 January to 31 December of a calendar year.

DISTRICT COUNCIL ACCOUNTS

9. Each District Council must maintain accounts of all:
- (a) money received and expended by the District Council;
 - (b) transactions affecting any property of the District Council; and
 - (c) assets and liabilities of the District Council including all mortgages, charges or any other form of security interest affecting any property of the District Council.
10. The accounts of a District Council must be kept and maintained by the District Council Treasurer or District Council Secretary, as the case may be. The District Council Treasurer must allow a Member, who is a member of a sub-Branch in that District to inspect the accounts of the District Council where the Member has received prior consent from the District Council.
11. Subject to the Constitution, all money received by the District Council must be paid directly into the bank account of the District Council.
12. The District Council Treasurer (or District Council Secretary if a separate District Council Treasurer has not been appointed) is responsible for maintaining the records and accounts of the District Council must prepare and table at each meeting of the District Council reports of all money received and expended by the District Council.
13. All payments by the District Council must be made by one of the following methods:
- (a) Cheque signed by at least two members of the District Council Executive;
 - (b) Electronic Funds Transfer (EFT) authorised by two members of the District Council Executive;

- (c) Direct Debit authorised by two members of the District Council Executive;
- (d) Debit/Credit card signed by the member and authorised by at least two members of the District Council Executive;
- (e) If the amount is under \$200 payment may be by petty cash authorised by at least two members of the District Council Executive.

SUB-BRANCH ACCOUNTS

14. Each sub-Branch must maintain accounts of all:
 - (a) money received and expended by the sub-Branch;
 - (b) transactions affecting any property of the sub-Branch; and
 - (c) assets and liabilities of the sub-Branch including all mortgages, charges or any other form of security interest affecting any property of the sub-Branch.
15. The accounts of the sub-Branch must be kept and maintained by the sub-Branch Treasurer or sub-Branch Secretary, as the case may be. The sub-Branch Treasurer must allow a Member, who is a member of that sub-Branch to inspect the accounts of the sub-Branch where the Member has received prior consent from the sub-Branch Committee.
16. The sub-Branch Treasurer (or sub-Branch Secretary if a separate sub-Branch Treasurer has not been appointed) is responsible for maintaining the records and accounts of the sub-Branch must prepare and table at each meeting of the sub-Branch, reports of all money received and expended by sub-Branch.
17. All payments by the sub-Branch must be made by one of the following methods:
 - (a) Cheque signed by at least two members of the sub-Branch Executive and a duly nominated member of the sub-Branch;
 - (b) Electronic Funds Transfer (EFT) authorised by two members of the sub-Branch Executive;
 - (c) Direct Debit authorised by two members of the sub-Branch Executive;
 - (d) Debit/Credit card signed by the member and authorised by at least two members of the sub-Branch Executive;
 - (e) If the amount is under \$200 payment may be by petty cash authorised by at least two members of the sub-Branch Executive.

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By-Law No. 17

**ELECTION OF SUB-BRANCH EXECUTIVE
AND SUB-BRANCH COMMITTEE**

CLAUSE 30.1

1. Each member of a sub-Branch Executive and each member of the sub-Branch Committee must be elected for three years so that sub-Branch elections are aligned with State Branch and District Councils, effective from the next Congressional elections.
2. Members elected to fill casual vacancies are to be elected for the period of time remaining in the sub-Branch three year election term.
3. A sub-Branch must, at least one month prior to the annual general meeting of the sub-Branch determine whether:
 - (a) nominations for sub-Branch Executive and/or sub-Branch Committee are required to be made verbally or in writing; and
 - (b) sub-Branch Member's votes for nominees are to be:
 - (i) submitted by postal ballot (if applicable) pursuant to the By-Laws;
 - (ii) based on a show of hands of those members present and voting at the meeting;
 - (iii) conducted by secret ballot of those members present and voting at the meeting;
or
 - (iv) conducted by a combination of one or more of the above.
4. If nominations are required to be made:
 - (a) verbally, the nomination must be made at the annual general meeting of the sub-Branch;
 - (b) in writing, the nomination must be received by sub-Branch at least 14 days prior to the annual general meeting and signed by two Members of the sub-Branch.
5. A candidate must be a Service Member, Life Member or an Affiliate Member of the sub-Branch, and subject to the conditions as describe in By-Law 2 Item 63.
6. The sub-Branch Secretary must record each nomination received by the sub-Branch and the time and date received, in the minutes of the annual general meeting.
7. The Members of the sub-Branch must endorse a Returning Officer(s) at the annual general meeting to facilitate the elections.

By-Laws – RSL NSW

17-2

8. Any person nominating for positions on the sub-Branch Executive or sub-Branch Committee must not be appointed as the Returning Officer or Scrutineer.
9. The sub-Branch Secretary will provide to the Returning Officer and scrutineers the register of all financial members.
10. Only Service Members, Life Members & Affiliate Members of the sub-Branch are entitled to vote.
11. The election of Sub-Branch Executive and Sub-Branch Committee positions will be in the following order:
 - (a) President;
 - (b) Vice Presidents;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) and any other offices.
12. The Returning Officer will declare any ballot an informal vote where the Ballot Paper has not been filled in, in accordance with the Returning Officers directions.
13. The nominee who receives the highest number of votes will be elected to office they nominated for and accepted.
14. If 2 or more candidates record the same number of votes the position will be determined by the Returning Officer drawing one of the nominees' names out of a hat.
15. The chairman must declare the name of each nominee elected to the sub-Branch Executive and sub-Branch Committee and the position to which they have been elected at the annual general meeting of the sub-Branch.
16. The election of the sub-Branch Officers and sub-Branch Committee will take immediate effect, subject to the sub-Branch complying with clause 30 of the Constitution.

**ANNEX C TO
CHAPTER 5**

Recognised RSL Charities shall be:-

RSL Charity	Purpose
RSL Welfare and Benevolent Institution	<p>RSL WBI, through RSL DefenceCare helps current and ex-serving members of the Australian Defence Force and their families in times of injury, illness or crisis.</p> <p>It is the charitable services arm of RSLNSW, and a public benevolent institution. RSL DefenceCare services include:</p> <p>Community Support Counselling and crisis support, Financial assistance – urgent bills, medical equipment, emergency accommodation, etc., home services such as cleaning and lawn mowing for veterans recovering from serious illness, Emergency and ongoing disaster assistance, Referrals to aged care and other health services, Family support including supporting events such as family days, transition seminars, ship send-offs.</p> <p>DVA Claims & Advocacy Claims under: Military Rehabilitation & Compensation Act (MRCA), Safety, Rehabilitation & Compensation Act (SRCA), and Veterans' Entitlement Act (VEA). Appeals to the Veterans' Review Board.</p>
State President's Christmas Appeal	<p>Provides funds to sub-Branches for Christmas cheer. This allows smaller sub-Branches to provide welfare assistance to ex-servicemen and women and their families to those who need it at Christmas time. It is not limited to RSL members but available to all ex-servicemen and women and their families.</p>
State President's Disaster Appeal	<p>The appeal assists persons who are RSL members and who are able to demonstrate a genuine need related to any declared natural disaster in the state of NSW.</p>
State President Shield	<p>The State Presidents Shield funds all operations, activities and projects of RSL NSW (State Branch). These include the following :</p> <ul style="list-style-type: none"> • ANZAC Day activities in the City of Sydney • VP Day activities • Annual State Congress • Administration and day to day activities of RSL NSW
RSL Support and Assistance Fund	<p>Each year the RSL NSW sub-Branch Support and Assistance Fund not only subsidises 50% of the annual capitation fees to National but provides the opportunity for financially disadvantaged sub-Branches to seek financial support, through the generous donations of sub-Branches, for such things as insurance, administration costs, the opportunity to attend Annual State Congress and much needed IT and Office equipment.</p>
State President's Drought Relief Appeal	<p>The appeal assists persons who are RSL members and who are able to demonstrate a genuine need related to the drought.</p>
RSL Operation Care	<p>The Returned & Services League of Australia, the RSL & Services Clubs Association and the Department of Defence have joined to establish Operation CARE.</p> <p>The aim of Operation CARE is to assist wounded Defence personnel and their immediate family to recover from both the physical scars incurred from combat, by providing them some quality time together in a relaxing and stress-free environment. It is also extended to the widows of those</p>

	servicemen killed in action.
RSL Adaptive Sports	<p>Adaptive sport provides competitive and participatory sporting events for individuals with disabilities. It closely resembles the sport played by able-bodied athletes, but with some modifications to the rules and equipment to better meet the needs of participants. In forming competitive teams, disabilities are generally classified by broad groups, such as physical, cognitive/developmental delays or both, allowing participants to compete against players with similar skill levels. Adaptive sport competitions like the Invictus Games help serving members and veterans in overcoming their physical or mental health illness or injury. Through adaptive sport, these men and women:</p> <ul style="list-style-type: none"> - develop a sense of belonging; - show increased self-esteem; - create an outlet for excess energy; - foster a sense of camaraderie with other WWII service and veteran members; and experience an improved quality of life.
RSL Australian Forces Overseas Fund	<p>RSL AFOF provided parcels to serving members of the Australian Defence Force and Australian Federal Police posted overseas. These packages are loosely referred to as the mid-year and Christmas packages. Our commitment to supporting serving ADF members around the globe continued below:</p> <ul style="list-style-type: none"> • Provided 39 PSB with recreational equipment and amenities for their troops in Egypt. • Recreational equipment was made available to ADF troops serving in the MEAO, Sudan, Sinai and Golan Heights. • Support to cover expenses, allowances and in-theatre flights for Forces Entertainment personnel entertainers. • Television equipment and supporting peripherals to provide recreational support to the men and women deployed on Operation Mazurka in Sinai, Egypt.
Cadet of the Year	<p>For the past ten years, RSL NSW has been running Australian Defence Force Cadet of the year competition. RSL NSW selects up to three cadets annually from each service to participate on the RAN Youth Training Ship Young Endeavour. This supports recognises the value of youth activity to the RSL and the community, as well as fostering long term RSL recruitment through the Cadet organisation.</p>
RSL Corps of Guards	<p>RSL NSW has appointed a Custodian, similar to the Custodian of the Cenotaph to administer and support the ceremonial services held at the ANZAC Memorial. For consistency purposes it was adopted by State Council that the State Secretary be appointed as the Custodian of the ANZAC Memorial.</p> <p>This legislative appointment of the RSL as Guardians of the Memorial will give special honour to the RSL and its members, and a gatekeeper role in preserving the Memorial's appropriate use. To exercise our gatekeeper role as described in the our Act, it was decided by State Council to agree to the formation of a prestige volunteer RSL Corps of Guards from League members to parade at Commemorative services and provide veteran interaction to members of the public.</p>
RSL Scholarships Fund	<p>Two different funds , they are:</p> <ol style="list-style-type: none"> 1. George Quincy OAM Trust <ol style="list-style-type: none"> a. Applicant must be a dependant, descendent or member of the

	<p>family of a person who served in the Commonwealth of Australia Armed Services (war service is not necessary).</p> <p>b. Applicant must be enrolled or to be enrolled in a degree, diploma, or certificate course of study at a University or TAFE, in Accountancy, Business, Commerce, Economics, or Arts majoring in Accountancy, Business, Commerce or Economics.</p> <p>2. Sir Colin Hines Scholarships</p> <p>The Sir Colin Hines Scholarship Awards have been established by The Returned and Services League of Australia (New South Wales Branch) to assist the children of Vietnam veterans with their education.</p>
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- (n) The balance of Day Club accounts shall be maintained at a level not exceeding \$10,000.00 and a Day Club that, due to exceptional circumstances, accumulates in excess of this amount shall apply to the RSL Day Club Committee for consideration and decision.

Suspension and Expulsion

3.20 The Club Co-ordinator shall have the power to expel or suspend a member who, in the reasonable opinion of the Club Co-ordinator, has been guilty of conduct which renders them undesirable as a member.

3.21 Each suspension shall not exceed six (6) months.

3.22 The expelled or suspended member has the right to appeal against an expulsion or suspension. The appeal must be made in writing to the State Administrator within 28 days of receiving the notice of expulsion or suspension.

3.23 The State Administrator shall list the appeal for hearing by the DC Committee, or its duly appointed sub-committee authorised to hear and decide on such an appeal, as soon as possible but no later than 14 days from the date of lodgement of the appeal.

3.24 At the appeal hearing the member will be given the opportunity to present their case and submit evidence in support of the appeal. After hearing the member's case the committee hearing the appeal will either confirm or revoke the expulsion or suspension and will state the reasons for the decision. This decision will be final and binding on all the parties.

Removal and Replacement of Club Co-ordinator

3.25 Volunteer members may petition the Club Sponsor for a meeting of volunteer members of the Club to be convened to discuss the removal and/or replacement of the Club Co-ordinator.

3.26 A Club Co-ordinator may be suspended from office by the Club Sponsor or DC Committee and a convenor approved by the volunteer members of the Club will be appointed in the place of the Club Co-ordinator.

3.27 The State Co-ordinator will oversee the management of the Club until the suspension of the Club Co-ordinator is resolved.

3.28 A suspended Club Co-ordinator has the right to appeal against a suspension. The appeal must be made in writing to the State Administrator within 28 days of receiving the notice of expulsion or suspension.

3.29 The State Administrator shall list the appeal for hearing by the DC Committee or its duly appointed sub-committee authorised to hear and decide on such an appeal as soon as possible, but no later than three months from the date of lodgement of the appeal.

3.30 At the appeal hearing the suspended Club Co-ordinator will be given the opportunity to present their case and submit evidence in support of the appeal. After hearing the suspended Club Co-ordinator's case the committee hearing the appeal will either confirm or revoke the suspension and may order dismissal of the suspended Club Co-ordinator from office. The committee must state the reasons for the decision which will be final and binding on all the parties.

Winding Up

3.31 In the event of the Club being wound up or becoming defunct, all property and funds shall vest in and become the property of the RSL General Fund.

Agreement

3.32 Anything contained in the foregoing chapter shall be read and accepted as forming part of the RSL NSW Constitution.

Rouse and Reveille

11.13 Since Roman times, bugles or horns had been used as signals to command soldiers on the battlefield and regulate soldiers' days in barracks. "Reveille" was a bright cheerful call to rouse soldiers from their slumber, ready for duty. It symbolises an awakening in a better world for the dead and rouses the living, their respects paid to the memory of their comrades, back to duty. "Rouse" is a shorter bugle call which, as its name suggests, was also used to call soldiers to their duties. It is "Rouse", due to its much shorter length, which is most commonly used in conjunction with the "Last Post" at remembrance services and funerals. The exception is the Dawn Service, when "Reveille" is played.

Timings

11.14 In accordance with tradition, the Remembrance Day Service commences in sufficient time to allow the one or two minutes silence to commence at 11 am. Services normally commence at 10.30 or 10.40 am, depending on the duration intended. These timings should not be changed at the whim of a Member(s), merely because the duration of the service cannot be estimated. Remembrance Day Services **should not** commence at 11 am.

Period of Silence

11.15 At Remembrance Day Services conducted by RSL organisations, a period of silence of **not more than** two minutes is to be observed.

Order of Service

11.16 A suggested Order of Service for Remembrance Day is shown at Annex A. This order is recommended for all other Commemoration Services, other than on ANZAC Day, with the ANF to be lowered to half-mast 30 minutes before the start of the service and raised to full-mast during Rouse."

Annex:

- A. Suggested Order of Service for Remembrance Day

SUGGESTED ORDER OF SERVICE FOR REMEMBRANCE DAY

1. The following is a suggested order of service for Remembrance Day Services. An address, prayers, readings and hymns are normally included. Serials may be deleted if not required. The suggested order is:

Serial	Activity	Remarks
1.	Veterans march to the venue or form up at the venue (a)	
2.	Guard (a formal military guard) and band march on	If present.
3.	Official guests are received in order of precedence. See Chapter 3	The military guard, if present, pay the appropriate compliments.
4.	Catafalque Party is mounted	If present.
5.	Invocation - By a clergyman	At 1030 or 1040 am as per local custom
6.	Hymn	Led by the clergyman.
7.	Reading of the requiescat	By the clergyman.
8.	Readings (including In Flanders' Fields)	By selected persons.
9.	Commemorative Address	By the Senior Official Guest.
10.	Hymn	Led by the clergyman.
11.	Prayers	Led by the clergyman or selected persons.
12.	Wreaths are laid	In the order of precedence, commencing with the Senior Official guest.
13.	The Ode - completed with the gathering repeating 'We will remember them'	By the designated person.
14.	The Last Post is sounded (b)	At 11.00 am. Bugler or taped music.
15.	A period of not more than two minutes silence	For the Dawn, Main and Other services.
16.	Rouse (not Reveille) is sounded	Bugler or taped music.
17.	Benediction	By the clergyman.
	National Anthem (c)	Sung by all (other than military personnel in uniform who salute).