



R S L N S W

Respecting, supporting and remembering
our veterans and their families

Standard Operating Procedure 8

RSL Auxiliaries

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1. Purpose

This Standard Operating Procedure (**SOP**) applies to all RSL Auxiliaries and the RSL sub-Branches to which they are attached. The sole purpose of an RSL Auxiliary is to raise funds to support the Charitable Purpose of RSL NSW.

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

2. Procedure

2.1. Structure

An RSL sub-Branch may establish an RSL Auxiliary, which will have the sole purpose of raising funds on behalf of the sub-Branch to support the Charitable Purpose.

The specific name of the RSL Auxiliary will be a matter for determination by the sub-Branch noting that the letters 'RSL' and word 'Auxiliary' must be in the name and that the use of the letters 'RSL' must be in accordance with the terms of use as outlined by RSL National from time to time.

The sub-Branch is responsible for all activities conducted by the RSL Auxiliary attached to the sub-Branch.

Where an RSL sub-Branch cannot support the establishment of an RSL Auxiliary or chooses not to establish an RSL Auxiliary, an RSL Auxiliary may be established in any particular area by RSL NSW for the purpose of raising funds in support of the Charitable Purpose under the direction of RSL NSW. The specific name of this type of RSL Auxiliary will be a matter for determination by the Board of RSL NSW with the same consideration in relation to the letters 'RSL' and word 'Auxiliary' set out above.

2.2. Membership

Members of the RSL Auxiliary will be Auxiliary Members. Any other RSL NSW Members may, at the invitation of the RSL Auxiliary participate in, and assist with RSL Auxiliary activities.

Auxiliary Members may attend sub-Branch meetings at the invitation of the President. The invitation may be a standing (ongoing) one.

The Honorary Secretary of the RSL sub-Branch will keep a register of members of the RSL Auxiliary.

Annual membership fees for Auxiliary Members are set by the RSL sub-Branch at the sub-Branch AGM but cannot exceed \$12.00. This fee is payable directly to the sub-Branch annually in line with the membership period for Service and Affiliate Members.

Each RSL Auxiliary will appoint two members of the RSL Auxiliary to the position of RSL Auxiliary Coordinator (**RSL Auxiliary Coordinator**) and Deputy Auxiliary Coordinator (**RSL Deputy Auxiliary Coordinator**), who will be responsible for liaising with the members of the RSL Auxiliary, coordinating the RSL Auxiliary activities, reporting to the sub-Branch on all RSL Auxiliary 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 RSL Auxiliary.

The RSL Deputy Auxiliary Coordinator must support the RSL Auxiliary Coordinator at all times and step in to lead the performance of the RSL Auxiliary Coordinator's duties when the RSL Auxiliary Coordinator is absent or unavailable.

Each Auxiliary Member will be issued an Auxiliary Member badge by the sub-Branch which will be provided by RSL NSW to the sub-Branch.

Auxiliary Members are a class of membership of RSL NSW. They are not required to attend sub-Branch meetings and they have no voting rights attached to their class of membership. Auxiliary Members may attend sub-Branch meetings at the invitation of the sub-Branch Executives.

2.3. Awards

Life membership of an RSL Auxiliary is only open to Auxiliary Members. An Auxiliary life member form (which can be obtained from the sub-Branch) will need to be completed and signed by the RSL Auxiliary Coordinator, detailing where the Auxiliary Member has met the eligibility criteria before the application progresses to the sub-Branch. The RSL Auxiliary Coordinator will be the sponsor of the application to the sub-Branch.

The Lady Woodward Cup competition will continue to be held annually as a fundraising competition between RSL Auxiliaries. Entry forms and criteria will be circulated to RSL Auxiliaries each year with the winning Auxiliary being presented with the Cup at Annual Congress.

All applications for Auxiliary Member honours and awards must be endorsed and submitted through the sub-Branch or the RSL Auxiliary Coordinator to RSL NSW for approval.

2.4. Discipline

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

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

2.5. Meetings

The RSL Auxiliary Coordinator may call meetings of the members of the RSL Auxiliary from time to time and in accordance with the relevant provisions of Conduct of sub-Branch Meetings Standard Operating Procedures, in order to assist with coordinating the activities of the RSL Auxiliary

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

The sub-Branch President may invite the RSL Auxiliary Coordinator to present the Auxiliary's Annual Report to the sub-Branch AGM.

The RSL Auxiliary 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 fundraising activities of the RSL Auxiliary are properly accounted for in the sub-Branch budget.

2.6. Finance

All money raised by the RSL Auxiliary 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 RSL Auxiliary is attached. No RSL Auxiliary is to maintain a bank account separate from that of the sub-Branch.

All fundraising by the RSL Auxiliary must be done in accordance with the legislation and regulations relating to charitable fundraising in NSW and if applicable, the conditions of the sub-Branch Charitable Fundraising Authority (CFA).

Expenses related to the operation of the RSL Auxiliary 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.

An RSL Auxiliary must follow all reasonable directions given by the sub-Branch in relation to fundraising and must comply with all reasonable requests from the sub-Branch for documents or information in relation to fundraising activities by the RSL Auxiliary.

Participation by an RSL Auxiliary in the annual ANZAC and Poppy Appeals must be coordinated through the RSL sub-Branch to which that the RSL Auxiliary is attached.

3. Definitions

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

Lady Woodward Cup: Annual competition open to RSL Auxiliaries and awarded at Annual State Congress.

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

RSL Deputy Auxiliary Coordinator: An Auxiliary Member of RSL NSW appointed by an RSL Auxiliary to support the RSL Auxiliary Coordinator as set out in this SOP.

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

4. References & Resources

Legislation, standards, etc.

RSL National By-Law 7, item 5 (b) (1) to (9)

Charitable Fundraising Act 1991 (NSW)

Charitable Fundraising Regulation 2015 (NSW)