



RSL
NSW

Respecting, supporting and remembering
our veterans and their families

SUB-BRANCH ADMINISTRATION LEVY

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1.0 Recital

This Policy is issued by the RSL NSW Board in accordance with Clauses 9.27-9.29 of the RSL NSW Constitution.

2.0 Policy Statement

From 1 January 2022, RSL NSW sub-Branches can seek payment of a voluntary levy of not more than \$15 from RSL NSW members attached to that sub-Branch, to pay for administration costs.

The administration levy is NOT a membership fee and cannot be applied as such.

The levy is not a donation, it is a levy agreed by RSL NSW members attached to a sub-Branch to support the ongoing operation of their sub-Branch.

If Associate members choose to contribute, their levy is to be received by their primary sub-Branch, which has responsibility for administration, not the associate sub-Branch.

The levy will be required to be reported in the sub-Branch's financial statements and SBA.

3.0 Responsibilities

The RSL NSW Board is the Policy Owner.

RSL NSW sub-Branch executive office holders must comply with this policy pursuant to clause 21.2 of the RSL NSW Constitution.

Sub-Branches which through an ordinary motion of the sub-Branch decide to seek (it cannot be made mandatory) a voluntary levy from members attached to the sub-Branch, must administer the collection and financial record keeping of the levy outside of the RSL NSW Portal.

4.0 Background

Because of the decision made by the Board, consistent with the [Strategic Plan 2020-2026](#) not to require payment of a membership fee from January 2022 (Goal 1, Initiative 1.4), many sub-Branches have raised concerns about a loss revenue to maintain sub-Branch operations and administration.

5.0 Policy Application

The primary source of financial support for a sub-Branch remains the [Support and Assistance Fund](#). Management of the fund is a transparent process and is accessible to provide financial support for sub-Branch administration, made possible by donations from wealthy sub-Branches.

As sub-Branches have forgone the sub-Branch component of the membership fee and may not want to seek assistance from the Support and Assistance Fund, the Board thought it a reasonable that sub-Branches could seek a *voluntary* levy from RSL NSW members attached to a sub-Branch to cover administration costs.

Sub-Branches can establish the levy through an ordinary motion of the sub-Branch. The levy must be voluntary and can only be levied to all categories of members attached (as recoded in the Portal) to the sub-Branch which has passed the motion by simple majority.

The collection and financial record keeping of the levy must be managed outside of the RSL NSW Portal.

6.0 Review

The Board of RSL NSW will review this policy after the evaluation of the Strategic Plan's effectiveness regarding member recruitment, in 2023.