

Returned & Services League of Australia (Queensland Branch)



STATE BY-LAWS 2021

Legislation & Awards Committee

Table of Contents

BY-LAW 1	MEMBERSHIP	7
Eligibility for Defence Membership		7
Eligibility for Family Membership		7
Eligibility for Community Membership		8
Eligibility for Supporter Membership		8
Term of membership		8
Voting rights		8
Fees		8
Admission to membership		9
Fit and proper		9
Rejection of application for membership		10
Applications for transfer		10
Member representative		10
Auxiliary members		11
Associate members		11
Interpretation		11
BY-LAW 2	STANDING ORDERS - CONDUCT OF MEETINGS	12
Order of Business		12
Addressing Chair		12
Respect to Chair		12
Discussion Confined to Motions, Amendments		12
Motions		12
Motions Not Seconded		13
Restriction Upon Speeches		13
Seconding Without Remarks		13
Debate		13
Time of Amendment		13
Amendments		14
Other Amendments		14
Amendments Lost		14
Motion Discharged From Agenda		14
Frequency of Speech		14
Explanation		14
Motion for Question to be Put		14
Restriction on Moving that Question be Put		15
Notice of Motion		15

Delegate's Absence	15
Precedence of Business Adjourned Meeting	15
Rescinding Resolutions	15
Cannot Represent Two Sub-Branches	15
Conducting Vote	15
No Debate During Voting	15
Voting Procedure	15
Introduction of Authorised Subjects Only	16
Meeting to Resolve as Committee	16
Adjournment of Meeting or Debate	16
Disorderly Conduct	16
Apology or Explanation for Offence	16
Suspension	16
Points of Order	16
Disagreement with Chairman's Ruling	17
Suspension of Standing Orders	17
Re-Committing Resolution.....	17
Objection to Validity of Vote	17
Voting Majorities.....	17
BY-LAW 3 ELECTION OF EXECUTIVE DIRECTORS AND ADDITIONAL DIRECTORS	9
BY-LAW 4 PRINCIPLES & GUIDELINES FOR RE-IMBURSEMENT OF EXPENSES	16
General.....	16
Principles	16
RSL (Queensland Branch) Executive.....	16
Guidelines	16
National Congress.....	16
Annual General Meeting	17
District Annual General Meeting.....	17
Other Visits to Districts/Sub Branch	17
Other situations.....	17
Guidelines	18
BY-LAW 5 APPOINTMENT OF APPOINTED DIRECTORS.....	19
Amendment.....	19
BY-LAW 7 DISCIPLINE & DISPUTES.....	20
GENERAL PRINCIPLES.....	20
Natural Justice.....	20
Interested person.....	20
Resolution.....	20
Informality.....	20

Decision Making	20
DISCIPLINARY POWERS OF THE BOARD	20
RSL QUEENSLAND STATE TRIBUNAL	20
Appointment of Members.....	20
Ceasing Membership.....	21
Quorum.....	21
Registrar	21
DISCIPLINE - GENERAL	21
Referral to police.....	22
SUB BRANCH COMMITTEE DISCIPLINARY HEARINGS.....	22
Disciplinary Powers of Sub Branches	23
Sub Branch Discipline Hearing Appeal Process	23
TRIBUNAL DISCIPLINARY HEARINGS	25
Presentation of Complaints to the Tribunal	25
Tribunal Hearings.....	25
Disciplinary Powers of the Tribunal.....	26
Tribunal Disciplinary Hearing Appeal Process	26
DISPUTE RESOLUTION	27
Tribunal Dispute Resolution Hearing Appeal	28
INVESTIGATIONS	28
INTERPRETATION	28
Annex A to By-Law 7.....	43
PENALTY DETAILS AND CONSEQUENCES	43
Annex B to By-Law 7.....	44
FRAMING COMPLAINTS	44
SCHEDULE 'A'	47
SCHEDULE 'B'	48
BY-LAW 8 AWARDS FOR RSL MEMBERS.....	49
Life Membership and Gold Badges.....	49
Meritorious Service Medal	49
Long Service Award.....	50
RSL (Queensland Branch) Certificate of Appreciation.....	50
Death of Life Members	50
BY-LAW 9 AWARDS FOR NON - RSL MEMBERS	51
RSL (Queensland Branch) Certificate of Appreciation.....	51
Honorary Life Membership.....	51
BY-LAW 10 THE RSL SIR RAYMOND HUISH CBE MEMORIAL GRANT	53
BY-LAW 12 RSL SUB BRANCH CHAPTERS	55
The RSL Chapter System	55

Administrative Requirements	55
Financial Requirements.....	55
Chapter Identity	56
Chapter Management.....	56
Raising New Sub Branches from Chapters	57
BY-LAW 13 PUBLIC COMMENT BY MEMBERS	58
No Criticism Via Media Permitted	58
Comment on RSL Policy.....	58
Comment on Discriminatory or Contentious Issues Forbidden	59
BY-LAW 14 WEARING OF HONOURS AND AWARDS.....	60
The Order of Wearing Australian Honours And Awards.....	60
Foreign Awards.....	60
Other Awards.....	60
Returned From Active Service Badge	60
Wearing Of Awards on The Right Breast.....	61
Wearing Of Awards Where There Is No Entitlement	61
BY-LAW 15 CODE OF CONDUCT	62
PREAMBLE.....	62
Who this Code of Conduct applies t	62
Purpose.....	62
RSL Values	62
CODE OF CONDUCT	63
Our Conduct	63
PROCESS AND PROCEDURES	69
What to do if you have any concerns?.....	69
Breach of this Code of Conduct	69

Amendment Status				
Level	Comment	Date	Drafted By	Approved By
	Rewrite to comply with the State Constitution	15 Dec 2011	L&A Committee	Board
AL1	By-Law 6 - Clause 6.63 Reword first paragraph	20 April 2012	L&A Committee	Board
AL2	Insert new By-Law 13	25 October 2012	L&A Committee	Board
AL3	By-Law 7 - Clause 7.3.1 Amend last paragraph to show correct clause reference. Clause 7.4.17 delete (d) and renumber	25 October 2012	L&A Committee	Board
AL4	Rewrite of By-Law 7	28 February 2013	Board Matters	Board
AL5	Insert new By-Law 14	18 April 2013	L&A Committee	Board
AL6	Insert new By-Law 13	24 June 2013	Tribunal	Board
AL7	Insert new By-Law 6	24 Oct 2013	L&A Committee	Board
AL7	Insert new By-Law 8	12 Dec 2013	L&A Committee	Board
AL8	Insert new By-Law 7	27 Feb 2014	Tribunal	Board
AL9	Insert new By-Law 10	27 Feb 2014	L&A Committee	Board
AL10	Insert new By-Law 5	23 June 2014	L&A Committee	Board
AL11	Insert new By-Law 6	27 August 2014	L&A Committee	Board
AL12	Insert new By-Law 14	27 August 2014	L&A Committee	Board
AL13	By-Law 8 - Clause 8.9 Reword sentence	12 Dec 2014	L&A Committee	Board
AL14	Insert new By-Law 10	12 Dec 2014	L&A Committee	Board
AL15	By-Law 3 - Amend clause 3.3	17 August 2017	C & A Committee	Board
AL16	By-Law 3 - Amend clause 3.3, 3.5 and Annexure A	24 January 2018	C & A Committee	Board
AL17	By-Law 1 - Amend clause 1.1, 1.2, 1.3	16 July 2020	State Branch	Board
AL18	Rewrite of By-Law 7	16 July 2020	Tribunal	Board
AL19	By-Law 13 - insert new 13.3A	20 August 2020	State Branch	Board
AL20	Insert new By-Law 15	22 April 2021	Board	Board

BY-LAW 1 MEMBERSHIP

Eligibility for Defence Membership

- 1.1 A person may only become a Defence Member if:
- a. the person has signed a declaration that he or she is prepared to swear or affirm (as the case may be) loyalty to Australia and its Sovereign and that he or she will uphold the Constitution of Australia and the Constitution of RSL National; or
 - b. if the person is not an Australian citizen, the person proves to the satisfaction of the League that by making the declaration he or she would or would be likely to lose his or her citizenship of a foreign country;
- AND:
- c. he or she will uphold the RSL Rules;
- AND:
- d. the person is or was a member of the Australian Defence Force with at least one day's service (fulltime equivalent); or
 - e. the person was a member, with at least 6 months' service, of the armed forces of an Ally; or
 - f. the person:
 - (i) has served with, supported or was engaged with the Australian Defence Force for at least 6 months in a theatre of conflict or the armed forces of an Ally; and
 - (ii) is an Australian citizen or a citizen of an Ally; or
 - g. the person is an Australian citizen, and:
 - (i) was a member of the armed forces of another country or place for at least 6 months, which was an ally of the Commonwealth in a theatre of conflict; or
 - (ii) served with, supported or engaged with the armed forces of such a country or place for at least 6 months; or
 - h. the person has completed 10 years of aggregate service as an Officer of Cadets or Instructor of Cadets; or
 - i. the person was a member of the:
 - (i) Australian Defence Force; or
 - (ii) armed forces of an Ally,but was honourably discharged either for medical reasons or for reasons outside their control; or
 - j. the person was a member of a SEATO Surgical and Medical Team in Vietnam during the conflict in Vietnam; or
 - k. the person is an Australian Citizen, and served for at least 6 months in the armed forces of any other place not specified in this clause and at no time during the service, the armed forces of that place was in conflict against a member of the Commonwealth or the United States of America; or
 - l. the person was for not less than 6 months a member of a philanthropic organisation formally accredited to and administered by the Australian Defence Force for that period.

Eligibility for Family Membership

- 1.2 A person may only become a Family Member if:
- a. he or she will uphold the RSL Rules; and
 - b. the person:

- (i) has been correctly nominated as an Eligible Family Member by a Defence Member; or
- (ii) is an Eligible Family Member of:
 - 1. a current Defence Member; or
 - 2. a Veteran who would qualify as a Defence Member.

Eligibility for Community Membership

- 1.3 A person may only become a Community Member if:
- a. he or she will uphold the RSL Rules; and
 - b. the person is a member of the Australian community; and
 - c. the person is over 12 years of age.

Eligibility for Supporter Membership

- 1.4 A person may only become a Supporter Member if:
- a. the person (and their representative, if applicable) will uphold the RSL Rules;
 - b. the person or their representative has shown a commitment to the objects of RSL Queensland; and
 - c. in the case of a natural person, the person is over 12 years of age.

Term of membership

- 1.5 Defence Members and Family Members will be members for life of RSL Queensland.
- 1.6 Community Members and Supporter Members must renew their membership annually by paying any applicable annual subscription fee as prescribed by the Board from time to time.

Voting rights

- 1.7 Defence Members (other than Defence Members whose names have been placed on the Miscellaneous Members List or on the RSL Queensland List) will exercise their voting rights in RSL Queensland through their respective representative at the AGM and General Meetings, being a Delegate appointed by their respective District Branch (being a District President or member of the District Branch Board) and their respective Sub Branch (from the Defence Members of the Sub Branch).
- 1.8 For the avoidance of doubt, Defence Members whose names have been placed on the Miscellaneous Members List or on the RSL Queensland List will not be represented at the AGM and General Meetings as they are not attached to a District Branch or Sub Branch.
- 1.9 Only Defence Members (other than Defence Members whose names have been placed on the Miscellaneous Members List or on the RSL Queensland List) have a right to vote at Sub Branch meetings on League Matters.
- 1.10 League Matters are any matters or decisions related to, or concerning, the League. For the avoidance of doubt, the Board has full discretion to determine whether a matter or decision is a League Matter from time to time.

Fees

- 1.11 For the avoidance of doubt, the Board has full discretion to waive any applicable application fees or annual subscription fees for specific Members. For example, the Board may choose to waive the application fees or annual subscription fees of a Member that has made a significant volunteering contribution or provided an in-kind or monetary donation to RSL Queensland, a Sub Branch of District Branch.
- 1.12 Unless otherwise specified, application fees and annual subscription fees are quoted inclusive of any applicable GST (as defined by the [A New Tax System \(Goods and Services Act\) 1999](#) (Cth)) and:
- a. if GST is or becomes payable on a taxable supply (as defined by the [A New Tax System \(Goods and Services Act\) 1999](#) (Cth)) made under or in connection with the Constitution or the By-Laws, the party providing consideration for that taxable supply must pay an additional amount equal to the GST payable on the taxable supply; and
 - b. the additional amount payable under clause 1.12a) must be paid at the same time as the consideration for the taxable supply or on the date on which the party making the supply delivers a tax invoice (whichever is later).

Admission to membership

1.13 RSL Queensland List membership

- a. An applicant may apply to become a Member on the RSL Queensland List electronically via the RSL Queensland Public Access Web Site or through Membership Services.
- b. Once an applicant has submitted an application in accordance with clause 1.13a), they will be deemed a provisional member of RSL Queensland.
- c. Membership Services must complete the appropriate eligibility checks on the applicant in accordance with the Constitution and the By-Laws.
- d. If the applicant is deemed eligible for membership, Membership Services must submit the application to the Board for consideration.
- e. If the Board approves the application, the applicant will automatically receive full membership status in the appropriate membership category.
- f. If the applicant is ineligible for membership or their application is rejected by the Board, Membership Services must:
 - (i) notify the applicant of the rejection and the grounds for this rejection; and
 - (ii) revoke their provisional membership of RSL Queensland.

1.14 Sub Branch membership

- a. An applicant who wants to become both a Member of RSL Queensland and a member of a Sub Branch may apply in person at a Sub Branch or electronically via the RSL Queensland Public Access Web Site.
- b. **If the applicant applies in person** at a Sub Branch, the Sub Branch must assist the applicant to make their application via RSL Queensland's customer relationship management system.
- c. Once an applicant has submitted an application in accordance with clauses 1.14a) and 1.14b), they will be deemed a provisional member of both RSL Queensland and the applicable Sub Branch.
- d. Membership Services must complete the appropriate eligibility checks on the applicant in accordance with the Constitution and the By-Laws.
- e. If the applicant is deemed eligible for membership, Membership Services must submit the application to the applicable Sub Branch for consideration.
- f. If the Sub Branch board approves the application:
 - (i) the applicant will automatically receive full membership status in the appropriate membership category of the Sub Branch; and
 - (ii) the application will be submitted to the Board for consideration.
- g. If the Board approves the application, the applicant will automatically receive full membership status in the appropriate membership category of RSL Queensland.
- h. If the applicant is ineligible for membership or their application is rejected by the Sub Branch board, Membership Services must:
 - (i) notify the applicant of the rejection and the grounds for this rejection; and
 - (ii) revoke their provisional membership of both RSL Queensland and the Sub Branch.
- i. If the application is approved by the Sub Branch board but rejected by the Board, Membership Services must notify the applicant of the rejection and the grounds for this rejection and revoke their provisional membership status of RSL Queensland only.

- 1.15 Provisional members of either RSL Queensland or a Sub Branch have no voting rights in connection with such provisional membership but may otherwise enjoy the benefits associated with full membership in the appropriate membership category. For the avoidance of doubt, despite an applicant holding full Sub Branch membership they do not have any voting rights at RSL Queensland meetings or in relation to voting on League Matters at Sub Branch meetings until they receive full membership of RSL Queensland (and then only to the extent that their membership category provides such rights).

Fit and proper

- 1.16 When assessing whether an applicant is a fit and proper person to be admitted to membership, the following considerations are the only considerations to be taken into account for that assessment:
- a. if the applicant has been found guilty of an indictable offence;
 - b. if the applicant has demonstrated via previous conduct that they would not be capable of upholding the RSL Rules;
 - c. any previous conduct of the applicant that would be considered unbecoming of a Member under the Constitution or the By-Laws; and
 - d. [to consider adding further points here, including references to anti-discrimination and acting reasonably].

Rejection of application for membership

- 1.17 An application for membership may only be rejected upon the grounds that the applicant is not eligible, or is not, in the interests of the League a fit and proper person to be admitted as a Member.
[Sub Branch membership](#)
- 1.18 The decision of a Sub Branch board to reject an application shall be recorded in the minutes of the meeting at which the decision was made. If a Sub Branch board rejects an application, the applicant shall be notified in writing by Membership Services of the decision and the grounds upon which the application was rejected and the right of appeal to RSL Queensland, within 14 days of the applicable meeting.
- 1.19 Within 14 days after the date of the notification in writing of their rejection, the applicant may appeal in writing to RSL Queensland. Such an appeal shall be lodged with the Sub Branch concerned, which shall forward it, together with the grounds for rejection and all other relevant papers and documents to the RSL Queensland's CEO.
- 1.20 RSL Queensland may direct the Sub Branch concerned to admit the applicant as a Member if RSL Queensland is of the opinion the applicant should be admitted or RSL Queensland shall reject the appeal if it is satisfied the applicant is not eligible, or is not, in the interests of the League, a fit and proper person to be admitted as Member. The decision of RSL Queensland shall be final.
- 1.21 If RSL Queensland directs a Sub Branch to admit an applicant as Member, the applicant shall thereupon be deemed to have been admitted as a Member of RSL Queensland and a member of that Sub Branch.
[RSL Queensland membership](#)
- 1.22 If the Board has rejected an application for membership, Membership Services shall within 14 days after the rejection notify the applicant in writing of the fact and the grounds for rejection, namely that the applicant is not eligible, or is not, in the interests of the League; a fit and proper person to be admitted as a Member. In so doing Membership Services shall advise the applicant in writing of the right of appeal to the RSL National Executive.

Applications for transfer

- 1.23 The procedure to be adopted for a Member request to transfer between Sub Branches or between the RSL Queensland List and a Sub Branch is detailed in RSL Queensland's customer relationship management system, and is available upon request from Management Services.

Member representative

- 1.24 Any Member that is not a natural person may authorise a natural person to act as its representative to exercise any and all powers the Member may exercise as a Member or a member of a Sub Branch.
- 1.25 The Member must notify Member Services and its Sub Branch (if applicable) in writing of its appointed representative from time to time.
- 1.26 The appointment may set out restrictions on the representative's powers.

- 1.27 A Member may appoint more than one representative but only one representative may exercise the Member's powers at any time.
- 1.28 The form and other requirements of appointment will be as determined by the Board from time to time

Auxiliary members

- 1.29 A person who was formerly a member of an Auxiliary may apply to become a Family Member, Community Member or Supporter Member, provided they meet the applicable eligibility criteria set out in the Constitution and these By-Laws.
- 1.30 If the person had received a Life Membership Award while they were an Auxiliary member, that person will maintain the Life Membership Award classification and any rights associated with such classification immediately before their Auxiliary was dissolved.

Associate members

- 1.31 For the purposes of this clause, 'associate member' means a person who met the applicable eligibility criteria and is recorded as such by a Sub Branch in accordance with the Sub Branch's constitution.
- 1.32 On and from the adoption of these By-Laws, a Sub Branch must not accept any new associate members. Members will instead be encouraged to transfer their membership to their desired Sub Branch from time to time in accordance with the applicable transfer procedure.
- 1.33 Any person that was an associate member prior to the adoption of these By-Laws will retain their classification as an associate member and any rights associated with such classification immediately before the adoption of these By-Laws.
- 1.34 Existing associate members are only entitled to be an associate member of one Sub Branch and must relinquish any other associate membership they hold.

Interpretation

In this By-Law:

- 1.35 **RSL Rules** means the Constitution, the By-Laws, the constitution and by-laws of National, the constitution and by-laws of District Branches and Sub Branches, the RSL Queensland Code of Conduct and Code of Conduct for Directors.
- 1.36 **RSL National Executive** means the board of RSL National.

BY-LAW 2 STANDING ORDERS - CONDUCT OF MEETINGS

2.1 All proceedings at meetings of the State AGM; Board meeting, District Branch and General and Committee meetings of Sub-Branches and at all other- meetings held under and in pursuance of the foregoing Rules of RSL (Queensland Branch) shall be governed by the following Standing Orders for the conduct of such meetings:

Order of Business

- 2.2 The business at such meetings, shall be conducted in the following order, as far as is applicable:
- a. One minutes silence should be observed, in “Memory of Fallen and Departed Comrades”, followed by the recitation of the “ODE” by the Chairman;
 - b. Roll call and receipt of confirmed apologies;
 - c. Acceptance and formal reception of new members;
 - d. Reading, with a view to their confirmation, all minutes not previously confirmed;
 - e. Business arising out of minutes;
 - f. Reading and dealing with correspondence;
 - g. Financial reports
 - h. Discussion of business of which notice has been given;
 - i. Business left over from previous meeting;
 - j. Reports of Secretary, Committees and Delegates;
 - k. Notices of motion for next meeting;
 - l. Other items on Agenda; and
 - m. General business.

Addressing Chair

2.3 A member desiring to speak shall rise in his place and address the Chairman. If two or more members rise at the same time, the Chairman shall call upon the member who, in his opinion, rose first to speak.

Respect to Chair

2.4 Any member speaking shall at once resume his seat if the Chairman rises to speak or if a point of order is raised, and shall not resume his speech until the Chairman shall resume his seat or the point of order has been decided.

Discussion Confined to Motions, Amendments

2.5 Subject to the Chairman's right to permit discussion upon any matter lie deems of importance to the meeting, no discussion shall take place except on a motion or amendment moved and seconded, and put in writing if so requested.

Motions

2.6 All motions and amendments shall if so required by the meeting concerned be submitted in writing, signed by the mover and seconder, and (a) shall be of an affirmative character (b) once

having been submitted shall be the property of the meeting, and shall be withdrawn only by leave of the meeting or by amendment. No motion vitally affecting the policy interests of the League shall be submitted to a meeting without adequate notice.

Motions Not Seconded

- 2.7 A motion not seconded shall not be debated, and no entry thereof shall be made in the Minutes of the Meeting.

Restriction Upon Speeches

- 2.8 The mover of an original motion shall be allowed four minutes to introduce flee motion and two minutes for the right of reply and the speakers for or against such proposal shall be limited to three minutes, except that at any tune the Conference may resolve, on the motion of a delegate, that the speaker's time be extended by a specified number of minutes and any such proposal for an extension of time shall be put to the Conference concerned without debate.
- 2.9 No member shall propose more than one amendment upon a motion, and no member shall speak more than once upon a motion or once upon each amendment thereto, except with the permission of the Chairman or except he be the mover of the motion, who shall be entitled to the right of reply; provided that, for the purpose of this Rule, an amendment that has become the substantive motion shall be deemed to be a separate motion. Notwithstanding, however, the right to reply given to the mover in the foregoing, the Chairman may, should he consider that there is no practical difference of opinion among the members, stop the discussion and submit the proposition to the meeting.

Seconding Without Remarks

- 2.10 A member who uses the words "I second the motion" or "amendment", as the case may be, shall not be deemed to have spoken to the question before the Chair and may exercise his right to speak at a later stage, always providing he is not the third consecutive speaker on the one side. For the general purpose of debate, however, he shall be deemed the second speaker in the affirmative.

Debate

- 2.11 When a motion has been duly proposed and seconded, the Chairman shall proceed to take the votes, unless some member arises to oppose it or to propose an amendment. No more than two members shall speak in succession either for or against any question before the meeting, and if, at the conclusion of the second speaker's remarks, no member rises to speak on the other side; the motion or amendment shall be at once put to the meeting.

Time of Amendment

- 2.12
- a. A motion may be amended at any time during the debate thereon by:
 - (1) Striking out certain words;
 - (2) Adding certain words; or
 - (3) Striking out certain words and inserting others in their place.
 - b. Any member who wishes to propose a further amendment to the motion shall have power to give notice of amendment and state its nature before the amendment before the Chair has been put to the vote.

Amendments

- 2.13 Only one amendment shall be debated at the one time. If the amendment be carried, it shall become the substantive motion, the original motion lapsing, and there shall be no necessity to put the original motion to the meeting.

Other Amendments

- 2.14 Whether an amendment is carried or not, other amendments may be submitted, and at a time, to be decided in like manner until the subject is finally disposed of.

Amendments Lost

- 2.15 In the case of all amendments being lost, the Chairman shall put the original motion to the vote.

Motion Discharged From Agenda

- 2.16 A motion may be superseded at any time:
- By another that it be discharged from the notice paper;
 - By a motion for the adjournment of the question under consideration;
 - By the adjournment of the meeting; or
 - By a motion "That the next business be proceeded with", being resolved in the affirmative.

Frequency of Speech

- 2.17 A member shall not speak more than once upon any motion before the meeting, except:
- In reply upon an original motion;
 - In committee of the whole;
 - In explanation; or
 - Upon a point of order raised during a debate.

Explanation

- 2.18 Any member who has spoken to a motion may again be heard to explain himself in regard to some part of his speech which the Chairman agrees may have been misquoted or misunderstood but such member shall not introduce any new matter or interrupt any, delegate who may be speaking, and no debatable matter shall be brought forward or debate arise upon such explanation.

Motion for Question to be Put

- 2.19 A motion "that the question be now put" may be moved at any stage of a debate, and shall be put immediately to the meeting without discussion. If lost, the debate shall continue as if such motion had not been moved. If carried, the mover shall have the right to reply, then the amendment, if there be an amendment, or motion, if no amendment has been moved thereon, or all amendments have been disposed of shall be put to the meeting without further discussion. No delegate who has spoken to the motion or amendment immediately before the Chair shall be permitted to move "That the question be now put".

Restriction on Moving that Question be Put

- 2.20 At any Conference, no motion that the question be now put shall be proposed or seconded by a Delegate from the same District or Sub-Branch as that represented by the Proposer or seconder of the original motion.

Notice of Motion

- 2.21 A member may, at any meeting, give a notice of motion for a future meeting by reading such notice to the meeting and handing a copy thereof to the Chairman. Such notice of motion shall take precedence in the order in which it stands in the minute book in relation to other similar notices, unless otherwise ordered by the meeting, and will lapse if the member, or some member on his behalf, be not present when the order for notice is read.

Delegate's Absence

- 2.22 If the Chairman of the Conference declares that an item on the Conference agenda paper may lapse because of the absence of the Delegate proposing the item, the Chairman may accord to another Delegate the right to propose such item to the Conference.

Precedence of Business Adjourned Meeting

- 2.23 When a motion for the adjournment of the meeting has been carried, the business then undisposed of shall have precedence in its order at the next meeting.

Rescinding Resolutions

- 2.24 Any member wishing to rescind a resolution which has been previously passed by the meeting, must give notice of motion that, at the next meeting, he will move that such a resolution be rescinded. Such notice of motion shall require a majority of two thirds of the votes of members present at the meeting to rescind the resolution in question.

Cannot Represent Two Sub-Branches

- 2.25 No Delegate shall, at the one time, or in connection with the one motion and/or any amendments thereto, represent or vote on behalf of more than one Sub-Branch or District.

Conducting Vote

- 2.26 The chairman shall put all questions in a distinct and audible voice to the meeting by asking the "Ayes" to vote first and, afterwards, the "Noes", and shall, thereupon, give his opinion as to which are in the majority, and shall declare a show of hands or a ballot if same is asked for.

No Debate During Voting

- 2.27 No members shall speak to any question after it has been put by the Chairman, nor during a vote, except to a point of order.

Voting Procedure

- 2.28 No member shall be allowed to vote on any show of hands or ballot who was not present when the question was first put. Every member present must vote, but in the event of a member's refusal to vote, he shall be assumed to have voted in the negative. No member shall be allowed to enter or leave the room while a vote is being taken.

Introduction of Authorised Subjects Only

- 2.29 No member shall be allowed to obtain a discussion upon any subject through the medium or correspondence, but he may introduce the matter, in his place at the meeting, by moving the suspension of Standing Orders.

Meeting to Resolve as Committee

- 2.30 The meeting may, at any time, resolve- itself into a Committee of the whole, and such resolution may include the exclusion of the press. So far as possible, however, business to be dealt with in Committee shall be held over until all other business has been transacted.

Adjournment of Meeting or Debate

- 2.31 A motion for the adjournment of the meeting may be proposed at any time during a meeting, or for the adjournment of a debate at any time during such debate, and shall be, at once, put to the meeting by the Chairman.

Disorderly Conduct

- 2.32 if any member at any such meeting -
- a. Persistently and wilfully obstructs the business of any meeting;
 - b. Is guilty of disorderly conduct;
 - c. Uses objectionable words and refuses to withdraw such words;
 - d. Persistently and wilfully refuses to conform to these Standing Orders or any one or more of them;
 - e. Persistently and wilfully disregards the authority of the Chair;

the Chairman may report to the meeting that such member has committed an offence.

Apology or Explanation for Offence

- 2.33 When any member has committed an offence, he shall be called upon to stand up in his place and make any explanation or apology he may think fit and, afterwards, a motion may be moved - "That the member be suspended for the sitting of the meeting". No amendment, adjournments or debate shall be allowed on such motion, which shall be immediately put by the Chairman.

Suspension

- 2.34 If any member be suspended, his suspension on the first occasion shall be for the remainder of that sitting; on the second occasion for the sitting of two consecutive meetings; and on the third occasion may, in the case of a member of the State AGM, Board, District Branch or Sub-Branch Committees, have his seat thereon declared vacant.

Points of Order

- 2.35 In all cases where a point of order is raised, the member raising the same shall state his point of order clearly and distinctly and with the omission of any irrelevant details. If a member be speaking, such member shall take his seat until the point of order is decided. The Chairman shall decide the matter promptly, and his decision shall be final. Unless his ruling is disagreed with. Points of order shall deal with the conduct or procedure of the debate. The member rising to put the point of order shall be required to prove one or more of the following:
- a. that the speaker is using unparliamentarily language;

- b. that he is speaking beside the question;
- c. that he is transgressing some Rule of the Branch or Sub-Branch; or
- d. that he is infringing the Standing Orders or, in the absence of a Standing Order bearing on the point, is acting contrary to the general custom of debate (Points of correction, such as a protest that a speaker is not stating the truth, are not points of order).

Disagreement with Chairman's Ruling

- 2.36 When a motion is moved and seconded "That the Chairman's ruling be disagreed with," the Chairman shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended. Another Chairman shall then be appointed by the meeting and the question. "That the Chairman's ruling be disagreed with" shall be discussed and decided, after which the former Chairman shall resume the Chair and the debate on the original question shall be proceeded with as if the same had not been suspended.

Suspension of Standing Orders

- 2.37 It shall be competent, by a two-thirds majority^o vote of the members present and voting, to suspend the Standing Orders, provided the effects of such suspension shall not be the rescission of paragraph 2. 36, and provided, further, that the suspension of the Standing Orders shall be limited in its operation to the particular purpose for which the suspension has been sought.

Re-Committing Resolution

- 2.38 No resolution passed by a meeting shall be again debated or re-committed at the same meeting unless two-thirds of the members present and entitled to vote so agree.

Objection to Validity of Vote

- 2.39 Subject to these Rules, the Chairman shall be sole and absolute judge as to the validity of any vote cast on any question, and unless objection to the validity of any vote is raised immediately after the Chairman has declared the result of the vote thereon, its validity cannot be again raised at any subsequent stage of the meeting.

Voting Majorities

- 2.40 A rule which calls for either 3/4 or 2/3 majority, simply means that 3/4's or 2/3rds respectively of the members present at a meeting shall be in favour.
- 2.41 The following rules call for either 3/4 or 2/3 majority:
- | | | |
|--------------|-----|--|
| 3/4 Majority | (1) | - Expulsion of Sub-Branch |
| | (2) | - Special Resolutions (General Meetings) |
| 2/3 Majority | (1) | - Suspension Standing Orders at the AGM |
| | (2) | - Removal of Sub-Branch Officers |
| | (3) | - Alteration of Resolution |
| | (4) | - Dismissal of CEO |
| | (5) | - Amendment of Constitution |
| | (6) | - Rescinding Resolutions |
| | (7) | - Suspension of Standing Orders |
| | (8) | - Re-committing of Resolution |

BY-LAW 3 ELECTION OF EXECUTIVE DIRECTORS AND ADDITIONAL DIRECTORS

- 3.1 This By-Law applies to candidates for election as Directors in the positions of State President, Deputy President, Vice President or a Director identified in clause 12.2.1(d) of the Constitution.
- 3.2 These candidates will be required to satisfy the requirements of any skills matrix and/or position description relevant to such position that is published on the RSL Queensland Public Access Web Site.
- 3.3 Any published skills matrix will be reviewed by the Board on an annual basis by reference to the strategic requirements of RSL Queensland from time to time.
- 3.4 Calls for nominations of these candidates will be made via the RSL Queensland Public Access Web Site at least 5 months prior to the AGM.
- 3.5 Nominations of these candidates must be submitted in writing in the form approved by the Board (as published on the RSL Queensland Public Access Web Site from time to time) and must evidence that the candidate has the requisite skills and qualifications referred to in any applicable skills matrix and/or position description. Nominations must be received by the Company Secretary not later than 5pm on the day which is 90 days prior to the AGM at which the candidate seeks election.
- 3.6 Nominations received by the Company Secretary in accordance with this By-Law and clause 12.8 of the Constitution will be assessed against any applicable skills matrix and/or position description in order for a committee appointed by the Board to identify a shortlist of candidates to be recommended to the Board as eligible for election.
- 3.7 The Board must send its list of approved eligible candidates (and if applicable, categorised by reference to the particular Director position for which the candidate is eligible) to the District Branches and Sub Branches at least four weeks prior to the AGM.
- 3.8 If the number of eligible candidates exceeds the number of the vacancies for the relevant Director position a ballot of all District Branch and Sub Branch Delegates, attending the AGM, will be held for the election of the eligible candidates to the relevant Director positions.
- 3.9 Ballot papers in respect of the relevant Director positions (either in paper or electronic form, at the discretion of the Board), listing the names of the eligible candidates in alphabetical order by surname, will be provided to each delegate during registration at the AGM.
- 3.10 The delegate will complete and lodge the ballot papers (either in the ballot box or via electronic ballot submission, as applicable) at the AGM.
- 3.11 In the case of a tied vote in respect of any relevant Director position, the names of the eligible candidates who received the same number of votes must be put to a further ballot (either in paper or electronic form, at the discretion of the Board) immediately. The eligible candidate receiving the greatest number of votes in a subsequent ballot must be declared by the Chairman of the meeting to be elected to the relevant Director position.
- 3.12 Nomination and other forms will be as determined by the Board from time to time.

BY-LAW 4 PRINCIPLES & GUIDELINES FOR RE-IMBURSEMENT OF EXPENSES

General

- 4.1 Re-imburement of expenses to members of RSL (Queensland Branch) are made to defray the substantiated expense that members may incur in the authorised conduct of their duties.

Principles

- 4.2 The principles to be applied in the payment of member's expenses are contained in the Policy and Procedures Manual.

RSL (Queensland Branch) Executive

Guidelines

- 4.3 The guidelines relating to Executive expenses are:
- a. All submissions for reimbursement of expenses or travel allowance are to be submitted to the CEO or other authorised person for verification, authorization and payment.
 - b. The rate of Travel Allowance will be determined and amended from time to time by the Board.
 - c. All RSL (Queensland Branch) Credit Card accounts, complete with copies of the relevant dockets, are to be submitted to the CEO for verification.
 - d. All airline travel is to be booked and purchased as directed by the CEO. Other issues relating to air travel are:
 - (i) All air travel is to be logged on the one account.
 - (ii) Where possible all travel is to be by advance purchase or discount economy class tickets.
 - (iii) Upgrading to Business Class for extended flights will be considered on a case by case basis. Such decision will be made by the Board on the advice of the CEO.
- 4.4 Air travel by the spouse of the Chair will be paid by RSL (Queensland Branch) when accompanying the Chair on authorised RSL business.
- 4.5 All car rentals by members of the Board will be undertaken as approved by the CEO unless otherwise directed by the Board.
- 4.6 Subject to Board approval, individual members of the Board may be issued with an agreed RSL (Queensland Branch) Credit Card. This is to be organised by the CEO.
- 4.7 Legitimate expenses incurred whilst on RSL business are to be paid where possible by the individual using their RSL (Queensland Branch) Credit Card.

National Congress

- 4.8 The principles to be applied in the payment of Executive expenses for National Congress are:
- a. At National Congress the following are representatives of and hence the responsibility of RSL (Queensland Branch):
 - i. Chair;

- ii. Deputy Chair and
 - iii. CEO.
- b. RSL (Queensland Branch) shall pay accommodation and travel expenses for the RSL (Queensland Branch) representatives at the daily rate of accommodation expenses as provided for in the Rules & By-Laws of the League.

Annual General Meeting

- 4.9 The principles to be applied in the payment of Executive expenses for the AGM is as provided for in this By Law:
- a. At the Annual General Meeting the following are the responsibility of RSL (Queensland Branch):
 - (i) State Executive,
 - (ii) CEO, and
 - (iii) Any other person approved by the Board.
 - b. RSL (Queensland Branch) will book and pay for accommodation and reasonable travel expenses for RSL (Queensland Branch) representatives at the daily rate of accommodation expenses.
 - c. Additionally, RSL (Queensland Branch) shall pay accommodation and travel expenses required for the attendance of each District President or a representative appointed in the absence of the District President by the District Board.

District Annual General Meeting

- 4.10 The principles to be applied in the payment of expenses for District Annual General Meetings are:
- a. The Chair will attempt to attend all District Annual General Meetings if he is unable to attend, a member of the State Executive or a Committee Chairman may attend in his place. RSL (Queensland Branch) will not pay travel, accommodation or meal expenses for other attendees unless previously agreed to by the Board.
 - b. At District Annual General Meetings the following are regarded as the responsibility of RSL (Queensland Branch):
 - (i) The Chair or in his absence his representative;
 - (ii) CEO or in his absence his representative; and
 - (iii) Where appropriate, the associated RSL (Queensland Branch) Advocate.

Other Visits to Districts/Sub Branch

- 4.11 On occasions Districts and/or Sub Branches may issue invitations to the Chair to attend functions or meetings. Where a member of the Executive represents the Chairman, RSL (Queensland Branch) will meet all legitimate expenses.
- 4.12 Expenses will not be reimbursed in respect of personal invitations to attend or speak at meetings or social functions unless the executive member is officially representing the Chair or unless otherwise approved by the Board.

Other situations

- 4.13 Any other situation not covered above will be considered on a case-by-case basis by the Board.

RSL (Queensland Branch) Non Executive Members

Guidelines

- 4.14 The guidelines relating to expenses for members of the Board, Committees and members appointed for specific tasks by RSL Queensland Branch that involve travel and/or accommodation and meals are:
- a. All submissions for reimbursement of expenses or travel allowance are to be submitted to the CEO for authorisation.
 - b. The rate of Travel Allowance will be determined and amended from time to time by the Board .
 - c. Board Members are not to be issued with credit cards without the express approval of the Board.
 - d. All airline travel and accommodation is to be booked and purchased as approved by the CEO.

RSL (Queensland Branch) Employees

Guidelines

- 4.15 The guidelines relating to Employee expenses are as covered in the Board approved Policy and Procedures Manual.

BY-LAW 5 APPOINTMENT OF APPOINTED DIRECTORS

5.1 Clause 12.14 of the Constitution allows the Board to appoint up to 2 Appointed Directors to the Board whose background, skills and/or experience may be thought prudent or necessary to enhance the ability of the Board to better discharge its role and legal duties.

Nothing in this By-law compels the Board to appoint an Appointed Director under clause 12.14 of the Constitution.

5.2 The Board may establish a committee to provide the Board advice on processes to identify suitable candidates to appoint as Appointed Directors to optimise the composition of the Board of RSL Queensland.

5.3 The Board will publish position descriptions for the position of an Appointed Director on the RSL Queensland Public Access Web Site from time to time.

5.4 Suitable candidates for the role of Appointed Director will be those persons who can evidence that they have the requisite skills and qualifications referred to in any applicable position description and whose background, skills and/or experience may be thought prudent or necessary to enhance the ability of the Board to better discharge its role and its legal duties and responsibilities (in the absolute discretion of the Board).

5.5 If the Board is unable to identify suitable candidates for the position of an Appointed Director from the Defence Members of RSL Queensland, then the Board may seek a Member from another membership class of RSL Queensland or a non-Member to fill the position, including by publishing details of the position on the RSL Queensland Public Access Web Site.

5.6 Nominations received for the position of Appointed Director will be assessed against any applicable position description and other criteria of the Board by an external recruiter appointed to perform this function by the Board.

5.7 Following initial assessments, the external recruiter will work in conjunction with a committee appointed by the Board to identify a shortlist of candidates to be recommended to an interview panel established by the Board, which is to be comprised of members of the relevant committee and members of the Board.

5.8 The shortlisted candidates will be interviewed by the interview panel in order for the interview panel to recommend a preferred candidate to the Board.

5.9 The Board has the ultimate responsibility for appointing an Appointed Director on such terms and conditions as the Board in its absolute discretion decides.

Amendment

5.10 This By-law can only be altered by a Special Resolution passed at a General Meeting or AGM .

BY-LAW 7 DISCIPLINE & DISPUTES

7.1.

GENERAL PRINCIPLES

Natural Justice

- 7.1.1 The Returned and Services League of Australia (Queensland Branch) (**RSL Queensland**) must observe the rules of natural justice (procedural fairness) in determining a dispute or a disciplinary matter. Procedural fairness has three basic parts:
- 7.1.1.1 the person the subject of a dispute or a disciplinary matter shall be given the opportunity to know and understand the case against them, and to state their case in response;
 - 7.1.1.2 the decision maker shall be impartial, unbiassed and have no personal stake or interest in the matter being decided; and
 - 7.1.1.3 the decision maker shall act only on relevant information and/or evidence.

Interested person

- 7.1.2 A person having a material personal interest or relationship with a party to a dispute or to a person subject to a disciplinary matter which may lead to real or apprehended bias must not be on the body hearing and determining the dispute or disciplinary matter.

Resolution

- 7.1.3 Discipline and dispute matters should be handled at the lowest appropriate level.

Informality

- 7.1.4 Proceedings shall be conducted with as little formality as is consistent with the specific setting. This, however, does not negate the requirement for all parties involved to conduct themselves with dignity and respect. At the commencement of any hearing, the Chairperson shall explain the manner in which the proceedings will be conducted.

Decision Making

- 7.1.5 Decisions will be made based solely on the relevant evidence presented.

7.2.

DISCIPLINARY POWERS OF THE BOARD

- 7.2.1 The Board of RSL Queensland may directly discipline a member of RSL Queensland in accordance with Clause 5.5 to 5.10 and 11.3.13 of the RSL Queensland Constitution.
- 7.2.2 A member disciplined by the Board has a right of appeal only to the RSL Queensland State Tribunal. The guidelines for the appeal process are the same as for a Sub Branch Discipline Hearing Appeal Process as per paragraphs 7.5.16 -7.5.26 below in this By-Law 7.

7.3.

RSL QUEENSLAND STATE TRIBUNAL

Appointment of Members

- 7.3.1 RSL Queensland Board will establish a State Tribunal (Tribunal) of no fewer than five (5) members to deal with discipline and disputes in accordance with the following:
- 7.3.1.1 members of the Tribunal shall be appointed by the Board;
 - 7.3.1.2 the Board must appoint one of them as the Chairperson, and another of them as Deputy Chairperson;

- 7.3.1.3 all appointed members must be Life Members or Service Members of RSL Queensland; and
- 7.3.1.4 their appointment is for a maximum of one year ending 31 May and they may be reappointed by the Board with effect from 1 June that year

Ceasing Membership

- 7.3.2 A person ceases to be a member of the Tribunal if the person:
 - 7.3.2.1 resigns;
 - 7.3.2.2 is no longer a member of the League;
 - 7.3.2.3 becomes bankrupt or makes an arrangement or compromise with his or her creditors generally;
 - 7.3.2.4 is convicted of an indictable offence or an offence involving fraud or dishonesty;
 - 7.3.2.5 becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under any law relating to mental health; or
 - 7.3.2.6 becomes a member of the Board of RSL Queensland or a paid employee of the League.

Quorum

- 7.3.3 A quorum for a Tribunal hearing is three members although the Chairperson may roster a higher odd number of members for a hearing.

Registrar

- 7.3.4 The Board of RSL Queensland shall appoint a person to act as the Registrar of the Tribunal who shall:
 - 7.3.4.1 act as a liaison between the parties in all matters before the Tribunal, ensuring that all parties have complied with their obligations under this By-Law 7;
 - 7.3.4.2 conduct a preliminary assessment of referrals submitted to the Tribunal;
 - 7.3.4.3 give the parties and potential parties reasonable assistance in understanding the Tribunal's practices and procedures;
 - 7.3.4.4 coordinate administrative support for the conduct of Tribunal business; and
 - 7.3.4.5 exercise the Registrar's authority as otherwise allowed under the provisions of this By-Law.
- 7.3.5 The Registrar shall assess all referrals to the Tribunal and take action as follows:
 - 7.3.5.1 refer the dispute back to the member or his Sub Branch for mediation; or
 - 7.3.5.2 refer the issue to the appropriate Sub Branch for their resolution; or
 - 7.3.5.3 refer the issue to the Tribunal for preliminary consideration.
- 7.3.6 In all cases the Registrar shall notify the parties of the action taken within fourteen (14) clear days of receiving the referral.

7.4.

DISCIPLINE - GENERAL

- 7.4.1 Disciplinary matters will be dealt with by an RSL Queensland Sub Branch Committee, the Tribunal, or the Board of RSL Queensland as provided for in this By-Law 7. A member may be disciplined if he or she:
 - 7.4.1.1 refuses or wilfully neglects to comply with the RSL Queensland Constitution, By-Laws and/or any other RSL Rules;
 - 7.4.1.2 is guilty of conduct unbecoming a member;
 - 7.4.1.3 is guilty of conduct subversive to the objects and values of the League; or

- 7.4.1.4 is convicted of any indictable offence or imprisoned for a simple offence.
- 7.4.2 The Board, Sub-Branch Committees and the Tribunal shall not proceed with any matter subject to investigation or action under criminal law or in which action under a statute has been initiated, until it has been dealt with in the courts or statutory authorities or police and/or statutory authorities have refused to proceed.

Referral to police

- 7.4.3 If RSL Queensland reasonably believes, based on evidence in its possession, that a member has committed a criminal or regulatory offence, it may report the matter to the police or other appropriate public official. Indictable offences must be reported.

7.5.

SUB BRANCH COMMITTEE DISCIPLINARY HEARINGS

- 7.5.1 A Sub Branch Committee must determine a disciplinary matter and impose discipline in relation to a member of the Sub Branch except in the following situations (when the disciplinary matter must be referred directly to the Tribunal), being when:
- 7.5.1.1 it believes that the disciplinary penalty that could be appropriate for it to impose is not one allowed for in By-Law 7.5.7
 - 7.5.1.2 RSL Rules specify that it may not hear a matter of that type;
 - 7.5.1.3 RSL Queensland requests that the matter be referred to it or to the Tribunal; or
 - 7.5.1.4 the Sub Branch member is a member of the Sub Branch Committee or a District Committee.
- 7.5.2 A formal complaint against a Sub Branch member shall be in writing to the member's Sub Branch President or Secretary and include:
- 7.5.2.1 the identity of the person against whom the complaint is made;
 - 7.5.2.2 the actions giving rise to the complaint; and
 - 7.5.2.3 the date, time and place of the actions complained about.
- 7.5.3 A complaint submitted by a non-League member should be referred to the Member's Sub Branch Committee for consideration. If informal resolution is not appropriate a formal disciplinary hearing may be conducted in which case the non-League member could act as a witness.
- 7.5.4 The Sub Branch Committee shall provide to the member notice in writing containing:
- 7.5.4.1 details of the conduct in which the member is alleged to have engaged including the date, time and location;
 - 7.5.4.2 a direction that the member attend a meeting of the Committee to show cause why the member should not be disciplined in respect of such conduct;
 - 7.5.4.3 the time, date and place at which the meeting will be convened and an outline of the manner in which the meeting will be conducted;
 - 7.5.4.4 a statement that the member is entitled to request of the Committee any further information the member considers relevant to the particulars identified in the notice; and
 - 7.5.4.5 a statement that the member will be invited at the meeting to present to the Committee either orally or in writing (including by way of statements signed by the member and any other relevant individuals) such information as the member considers relevant to the issues to be considered.
- 7.5.5 The notice shall be received by the member at least fourteen (14) clear days before the date on which the hearing is scheduled. The Sub Branch shall make best endeavours to confirm (and retain proof thereof) that the member has received the notice within the time frame.

- 7.5.6 If the member requests further information from the Sub Branch Committee prior to the meeting, the Committee shall provide the information to the member as soon as practicable. If unable to provide the information, the Sub Branch Committee shall advise the member in writing of the reasons.

Disciplinary Powers of Sub Branches

- 7.5.7 The Sub Branch Committee, after considering all of the material presented and submissions made to it at the meeting, shall decide whether the member engaged in the conduct identified in the notice, and if it so decides in the affirmative the Sub Branch Committee may only impose any one or more of the following forms of discipline:
- 7.5.7.1 a reprimand;
 - 7.5.7.2 suspension from membership of the Sub Branch for up to three months; and
 - 7.5.7.3 a recommendation to the Board of RSL Queensland, through its relevant District Board, for the withdrawal of RSL awards.
- 7.5.8 The details and consequences of each such penalty is listed in Annex A to this By-Law.
- 7.5.9 If the complaint is proven the member shall be given the opportunity to make a statement in mitigation prior to the imposition of one or more of such penalties.
- 7.5.10 In imposing a penalty, the Sub Branch Committee must have regard to:
- 7.5.10.1 the nature of the conduct;
 - 7.5.10.2 the member's previous breaches (if any);
 - 7.5.10.3 the seriousness of the conduct;
 - 7.5.10.4 the member's previous conduct; and
 - 7.5.10.5 any mitigating circumstances.
- 7.5.11 The substance of the hearing and the decision from the Sub Branch Committee deliberations shall be recorded in the minutes of the meeting.
- 7.5.12 Where the Sub Branch seeks to make a recommendation under By-Law 7.5.7.3, the Sub Branch must, prior to making a decision, submit all details of the complaint and hearing along with the recommendation for the withdrawal of RSL awards to its relevant District Branch.
- 7.5.13 A District Branch must, within 14 days of receiving a recommendation from a Sub Branch for the withdrawal of RSL awards, consider the submission from the Sub Branch and determine whether the member, in the District Branch's opinion, no longer fulfils the ideals and values of the RSL nor is a fit and proper person to hold the award and communicate its decision back to the Sub Branch.
- 7.5.14 If the District Branch does not believe that the recommendation for the withdrawal of RSL awards is appropriate in the circumstances, the Sub Branch's decision communication under By-Law 7.5.15 must not contain a recommendation for the withdrawal of RSL awards.
- 7.5.15 Within fourteen (14) clear days of the conclusion of the meeting, the Sub Branch Committee shall ensure that the member physically receives a notice in writing, certified by the meeting Chairperson or the Sub Branch President, formally giving notice of:
- 7.5.15.1 its decision;
 - 7.5.15.2 the reasons for its decision;
 - 7.5.15.3 the penalty imposed on the member; and
 - 7.5.15.4 the member's right to appeal to the Tribunal in accordance with By-Laws 7.5.16 - 7.5.26.

Sub Branch Discipline Hearing Appeal Process

- 7.5.16 A member who has been awarded a penalty by a Sub Branch Committee (and equally a member disciplined by the Board) may appeal against the decision by lodging a Notice of Appeal (Schedule A to Annex B to this By-Law 7) to the Tribunal within the time limit specified within By-Law 7.5.17. If an appeal is lodged the penalty imposed by the Sub Branch Committee is

- stayed from the date of lodgement of the appeal until the appeal is concluded, abandoned or discontinued.
- 7.5.17 All Notices of Appeal must be lodged with the Tribunal Registrar within twenty-one (21) days clear of receipt by the member of the written formal notification of the Sub Branch Committee Disciplinary Hearing decision(s). Written submissions and copies of relevant documents are to be attached and should include documents relied upon by the appellant at the Sub Branch Committee hearing.
- 7.5.18 All Notices of Appeal submitted to the Registrar under this By-Law shall be accompanied by any necessary appeal fee remittance as advised by the Registrar.
- 7.5.19 An appeal is not a fresh rehearing and the Tribunal may only consider the evidence put to the Sub Branch Committee which originally heard the matter. Moreover, the right to appeal is limited to an appeal on one or more of the following grounds:
- 7.5.19.1 the Sub Branch Committee breached the rules of procedural fairness;
 - 7.5.19.2 the decision of the Sub Branch Committee was not reasonable having regard to the evidence before the Committee; and/or
 - 7.5.19.3 the penalty imposed by the Sub Branch Committee was excessive having regard to the circumstances.
- 7.5.20 An appeal to the Tribunal under this By-Law shall identify:
- 7.5.20.1 the specific grounds which give rise to the appeal, and
 - 7.5.20.2 the reasons why the appellant considers the Sub Branch Committee's proceedings, decision and/or penalty imposed give rise to the specified grounds.
- 7.5.21 The Registrar shall write to the parties within fourteen (14) clear days of receipt of a Notice of Appeal:
- 7.5.21.1 providing a copy of the Notice of Appeal and attached documentation to the respondent Sub Branch and requesting from it copies of all documents relied upon by the respondent Committee at the initial hearing, and
 - 7.5.21.2 notifying the parties of the time, date and place at which the Tribunal will consider the appeal.
- 7.5.22 Before the date upon which the appeal has been set down for hearing, the Registrar shall contact the parties to ensure that all directions issued by the Registrar have been complied with. In the event that the Registrar's directions have not been complied with the Registrar may, with the concurrence of the Tribunal Chairperson, reschedule the hearing.
- 7.5.23 At the hearing of an appeal the Sub Branch Committee shall be represented by one member of the Sub Branch Committee who was a panel member at the relevant disciplinary hearing. The appellant may represent himself or, with prior leave of the Tribunal, may be represented by a non-legally qualified Service or Life Member.
- 7.5.24 At the appeal hearing both parties are entitled to speak to and expand upon their written submissions but are not entitled to present any new evidence.
- 7.5.25 After considering all submissions, the Tribunal shall decide whether to uphold or dismiss the appeal and, where appropriate, the penalty or penalties to be imposed. The decision of the Tribunal shall be final.
- 7.5.26 Proceedings before the Tribunal will be recorded electronically and a transcript of the recording will be made available to either party, on request to the Registrar. A fee is payable, but such fee will not exceed the cost to RSL Queensland of providing a copy.

7.6.

TRIBUNAL DISCIPLINARY HEARINGS

- 7.6.1 Disciplinary matters referred directly to the Tribunal shall be in writing and include the following information:
- 7.6.1.1 the identity of the person against whom the complaint is made;
 - 7.6.1.2 the actions giving rise to the complaint; and
 - 7.6.1.3 the date, time and place of the actions complained about.
- 7.6.2 Upon receipt of the submission the Registrar shall ensure that the complaint is drafted in the required format as at Schedule B to Annex A to this By-Law 7.
- 7.6.3 Where a complaint is received from a non-League member, the Registrar is to direct the complaint to the applicable Sub Branch for consideration or, if outside Sub Branch jurisdiction, refer it to the State President of RSL Queensland for the determination of the appropriate action.

Presentation of Complaints to the Tribunal

- 7.6.4 The following persons may be heard at a disciplinary hearing of the Tribunal:
- 7.6.4.1 the complainant; or
 - 7.6.4.2 a non-legally qualified member of RSL Queensland nominated in writing by a Sub Branch or District Branch Committee or the State Board to act on behalf of and in lieu of the complainant; and
 - 7.6.4.3 the respondent; or
 - 7.6.4.4 with prior leave of the Tribunal, a non-legally qualified Service or Life Member requested by the respondent.

Tribunal Hearings

- 7.6.5 If the Tribunal decides to conduct a hearing the Registrar shall write to all parties:
- 7.6.5.1 informing the parties of the time, date and place at which the Tribunal will consider the complaint; and
 - 7.6.5.2 notifying the parties that:
 - (a) they may call witnesses to give evidence before the Tribunal;
 - (b) they shall submit to the Tribunal beforehand all relevant documents they intend to rely on at the hearing;
 - (c) they may cross examine the other party and its witnesses;
 - (d) Tribunal members may cross examine both parties and their witnesses at the hearing; and
 - (e) they may request further time to comply with the Registrar's directions and the Registrar, with the concurrence of the Tribunal Chairperson, may grant such extra time.
- 7.6.6 All documents shall be submitted at least fourteen (14) clear days before the date of the hearing. Any documentary evidence not received by that date may be presented at the hearing only with the leave of the Tribunal.
- 7.6.7 The Registrar shall contact both parties before the hearing to ensure that all his or her directions issued have been complied with. In the event that the Registrar's directions have not been complied with the Registrar may, with the concurrence of the Tribunal Chairperson, reschedule the hearing or the Tribunal may, upon written notice to the party, elect to proceed with the hearing on the nominated date and time.
- 7.6.8 All parties and their witnesses who appear before the Tribunal shall abide by directions issued by the Chairperson and/or Registrar in connection with the conduct of the proceedings.

- 7.6.9 In the event that the Tribunal finds that all or some of the conduct alleged against the respondent is proven, the Registrar shall notify that party of the Tribunal's decision and inform that party of:
- 7.6.9.1 the date, time and place at which the Tribunal will conduct a penalty hearing to determine the penalty(s) it considers appropriate; and
 - 7.6.9.2 that party's right to appear at the hearing to make a statement in mitigation and/or to submit to the Tribunal in writing any information the party considers the Tribunal should take into account before deciding the penalty(s) to be imposed.
- 7.6.10 All proceedings before the Tribunal shall be recorded electronically and a transcript of this recording shall be made available to the parties upon request to the Registrar. A fee is payable, but the fee shall not exceed the cost to RSL Queensland of providing the copy to the member.

Disciplinary Powers of the Tribunal

- 7.6.11 If a member is found guilty of the conduct alleged, at the subsequent penalty hearing the Tribunal may impose upon a member one or more of the following penalties:
- 7.6.11.1 a reprimand;
 - 7.6.11.2 suspension from membership for up to twelve months;
 - 7.6.11.3 disqualification from holding office in any part of the League for an appropriate time;
 - 7.6.11.4 transfer to the Miscellaneous List of Members for an appropriate period;
 - 7.6.11.5 a recommendation for the withdrawal of RSL awards; and
 - 7.6.11.6 expulsion from membership.
- 7.6.12 The detail and consequences of each such penalty are listed in Annex A to this By-Law.
- 7.6.13 In imposing a penalty, the Tribunal must have regard to:
- 7.6.13.1 the nature of the conduct;
 - 7.6.13.2 the seriousness of the conduct;
 - 7.6.13.3 the member's previous breaches (if any);
 - 7.6.13.4 the member's previous conduct; and
 - 7.6.13.5 any mitigating circumstances.

Tribunal Disciplinary Hearing Appeal Process

- 7.6.14 A member subject to a penalty imposed by the Tribunal may appeal to the National Tribunal.
- 7.6.15 An appeal to the National Tribunal shall be in writing and lodged with the Registrar of the National Tribunal within twenty-eight (28) clear days of receipt of the notice of the penalty imposed by the State Tribunal. If a Notice of Appeal is not lodged with the National Tribunal Registrar within the stipulated time the appellant loses the right to appeal.
- 7.6.16 Notices of Appeal submitted to the National Tribunal Registrar under this By-Law shall be accompanied by a remittance in a sum determined by the National Tribunal but advised by the State Registrar.
- 7.6.17 The appeal is not a fresh rehearing and the National Tribunal may only consider the evidence put to the RSL Queensland State Tribunal and may not rehear a matter.
- 7.6.18 The right to appeal is limited to an appeal on one or more of the following grounds:
- 7.6.18.1 the Tribunal proceedings lacked procedural fairness;
 - 7.6.18.2 the decision of the Tribunal was not reasonable having regard to the evidence presented at the Tribunal hearing; or
 - 7.6.18.3 the penalty imposed by the Tribunal was excessive having regard to the circumstances of the complaint.

- 7.6.19 An appeal to the National Tribunal under this By-Law shall identify:
- 7.6.19.1 the specific grounds which give rise to the appeal; and
 - 7.6.19.2 the reasons why the appellant considers the Tribunal's proceedings, decision and/or penalty imposed give rise to the specified grounds.
- 7.6.20 Upon lodgement of a Notice of Appeal to the National Tribunal in accordance with this By-Law, the decision of the State Tribunal shall be stayed until the appeal is concluded, abandoned or discontinued.

7.7.

DISPUTE RESOLUTION

- 7.7.1 For the purposes of this By-Law a dispute is any dispute except a disciplinary matter between any class of members subject to this By-Law (individual, Sub-Branch, District, or RSL Queensland) and another member of RSL Queensland in respect of an organisational decision. (Interpersonal disputes are not included unless one of the parties to the dispute was at that time exercising their perceived responsibility as an office holder within the organisation.)
- 7.7.2 Types of disputes that may arise include disputes between:
- 7.7.2.1 a member and his or her Sub Branch, District Branch or RSL Queensland;
 - 7.7.2.2 Sub Branches; and
 - 7.7.2.3 a Sub Branch and District Branch or RSL Queensland.
- 7.7.3 Such disputes include a dispute about membership, transfer of membership and whether this By-Law 7, the State Constitution and any other RSL Rules apply and their interpretation. (A situation of a dispute about refusal of an application for membership is specifically covered in By-Law 1.)
- 7.7.4 Parties to a dispute must attempt resolution in the first instance through mediation and conciliation. Each Sub Branch is responsible for developing its own specific mediation procedures in line with the guidance provided in this By-Law.
- 7.7.5 Mediation may be conducted by using the services of the Queensland Government, Department of Justice and Attorney General, Dispute Resolution Branch; any of the commercially available trained mediators operating in the community; or any other person acceptable to all parties involved in the dispute.
- 7.7.6 The Tribunal hears and determines disputes but only if the parties have attempted to resolve their dispute by mediation or conciliation and that process was unsuccessful. The refusal of any of the parties involved to participate in a mediation process will be deemed an unsuccessful attempt.
- 7.7.7 The format for a Dispute Resolution Hearing will vary from case to case and will be notified to the parties involved by the Registrar. All parties shall submit to the Registrar the documents they intend to rely on at the hearing at least 14 days in advance of the hearing.
- 7.7.8 The Registrar shall contact all parties prior to the hearing to ensure that all directions issued by him or her have been complied with. In the event that the Registrar's directions have not been complied with the Registrar may, with the concurrence of the Tribunal Chairperson, reschedule the hearing or the Tribunal may, upon written notice to the parties, elect to proceed with the hearing on the nominated date and time.
- 7.7.9 All members who appear before the Tribunal shall abide by directions issued by the Chairperson and/or Registrar in connection with the conduct of the proceedings.
- 7.7.10 All proceedings before the Tribunal shall be recorded electronically and a transcript of this recording shall be made available to the parties upon request to the Registrar. A fee is payable, but the fee shall not exceed the cost to RSL Queensland of providing the copy to the member.

Tribunal Dispute Resolution Hearing Appeal

- 7.7.11 There is a right of appeal from a dispute determination of the Tribunal to the National Tribunal. The appeal is not a fresh rehearing and may only consider the evidence put to the Tribunal.
- 7.7.12 The appeal process for a Tribunal Dispute Resolution Hearing is identical to that for a Tribunal Disciplinary Hearing as detailed in the preceding paragraphs 7.6.14 - 7.6.20 of this By-Law.

7.8.

INVESTIGATIONS

- 7.8.1 Where the Tribunal determines that the circumstances of a complaint or potential complaint under consideration warrant the appointment of an Investigating Officer, the Tribunal will request the Board to make such an appointment. Each request is to include:
- 7.8.1.1 suggested Terms of Reference for the investigation; and
- 7.8.1.2 a suggested submission date for the Investigating Officer's report.

7.9.

INTERPRETATION

In this By-Law:

clear days means days reckoned from one day to another with exclusion of both the first and the last day, e.g. from Sunday to Sunday there are six clear days.

conduct unbecoming a member includes, by way of example:

- (a) drunk, violent or quarrelsome behaviour;
- (b) disrespectful, unruly, or offensive behaviour;
- (c) denigrating or offending a person because of the person's gender, age, religion, ethnicity, national extraction, sexual orientation, impairment, disability or political opinions;
- (d) misleading the League;
- (e) making untrue statements about another member which may cause others to think less of the other member;
- (f) acting to the prejudice or detriment of the League;
- (g) falsely representing himself or herself to be a soldier, sailor, airman or officer;
- (h) misrepresenting their service history;
- (i) knowingly permitting the badge issued to him or her to be used by any other person;
- (j) wearing any service medal, award or decoration for which he or she is not authorised;
- (k) conduct which does not reflect current community standards.

disciplinary matter means a matter which may result in the sanctioning of a member;

dispute means any dispute except a disciplinary matter and includes a dispute about membership, transfer of membership and whether this By-Law and the RSL Rules apply and their interpretation;

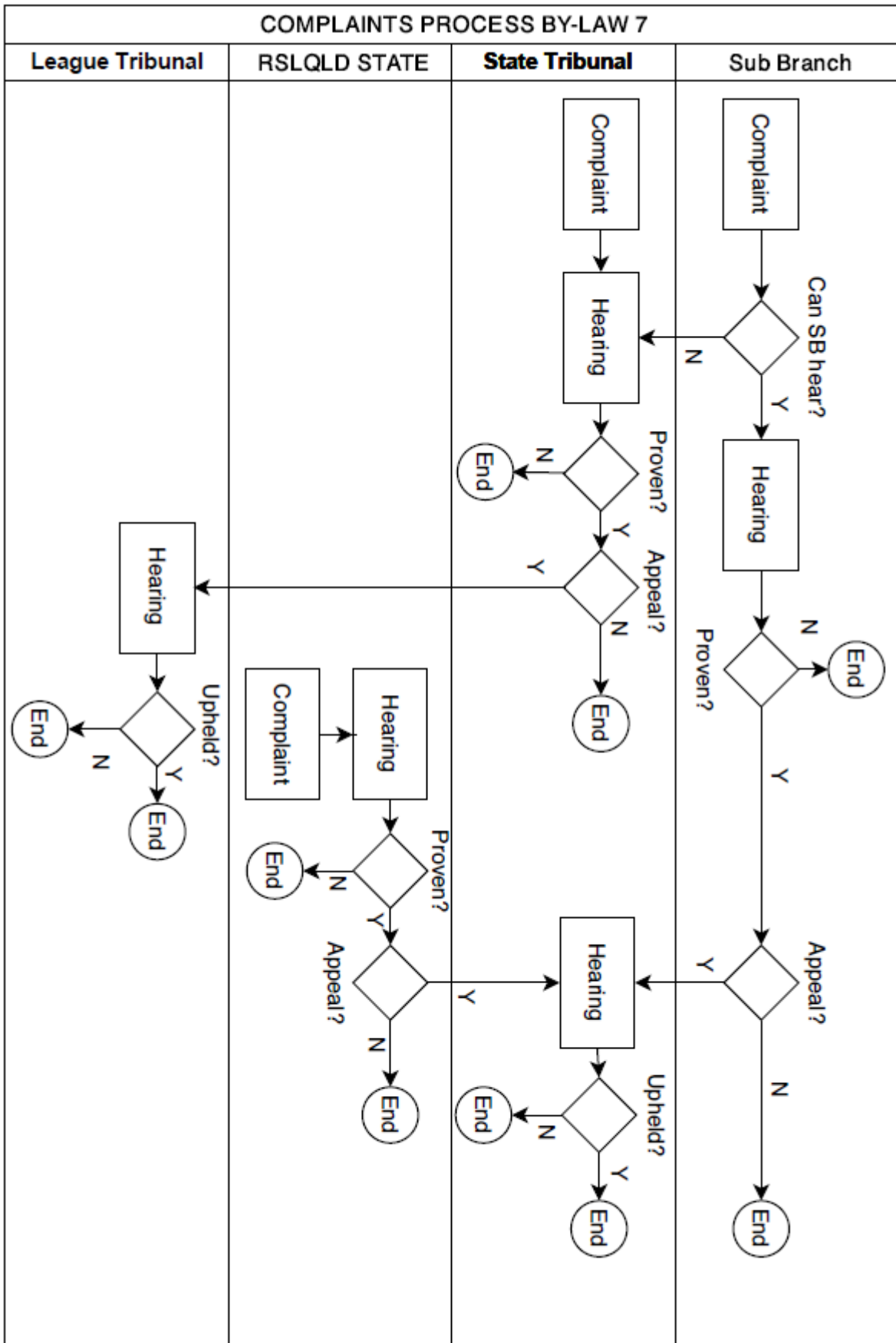
document means a piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record and for the purpose of this By-Law, the term '**document**' includes but is not limited to letters, file notes, memoranda, emails, diary entries, images, recordings and video, accounting and financial records, books of account and all other

books, papers and commercial documents of whatever nature;

National Tribunal means a tribunal established by the League;

RSL Rules mean the Constitution and By-Laws of the League, RSL Queensland, and relevant Districts and Sub Branches, the RSL Queensland Code of Conduct and Code of Conduct for Directors.

DRAFT



PENALTY DETAILS AND CONSEQUENCES

1. **Reprimand.** A Reprimand is an official sanction of the member's behaviour at the lowest end of the scale of penalties. The member is warned to be mindful of their behaviour in future. A Reprimand will be recorded on the member's membership file and will be taken into account in awarding any subsequent penalties.
2. **Suspension from membership.** The member is banned from accessing Sub Branch facilities for the duration of the suspension except to access Pensioner Advocacy and Welfare Services (PAWS) services or attend formal commemorative ceremonies (but not after-ceremony social activities). The member shall stand down from any and all offices or appointments for the duration of the suspension.
3. **Disqualification from holding office.** The member is immediately disbarred from any and all offices within the League. The member is ineligible for election or appointment to any office in the League for the period of disqualification.
4. **Transfer to the Miscellaneous List of Members.** Members who are placed on the Miscellaneous List of Members are;
 - a. not eligible to hold any office in the League;
 - b. not eligible to be a member of any Sub Branch; and
 - c. not eligible to attend, meet or be involved in any official activity or function conducted or sponsored by a Sub Branch except formal commemorative ceremonies (but not after-ceremony social activities) or to access Pensioner, Advocacy and Welfare Services.
 - d. at the conclusion of the period, to be transferred to the RSL Queensland in accordance with Clause 3.21 of the RSL Queensland Constitution.
5. **Recommendation for the Withdrawal of Awards.** A recommendation for the withdrawal of RSL awards awarded under these By-Laws and the By-Laws of the League made in recognition of RSL service will be forwarded to RSL Queensland via the District Branch for their consideration.
6. **Expulsion from Membership.** The member is expelled from membership of the League. Any application to re-join the League in any State Branch will require the approval of the League.

Annex B to By-Law 7

FRAMING COMPLAINTS

Complaints will not be heard unless they are adequately framed. If complaints are not properly specified the Registrar may refer them back to the complainant for resubmission.

The steps for framing a complaint are:

Submit all complaints on Schedule B using this framing guide. Most complaints will fall under conduct unbecoming a member.

Example 1. Conduct unbecoming a member - disrespectful behaviour.

Items to include	Framing the Complaint
1. The By-Law number	Under By-Law 7.4.1.2
2. The name of the respondent	Mr John Blank,
3. Details of the By-Law	is guilty of conduct unbecoming a member,
4. Interpretation from By-Law 7.9 if necessary	namely disrespectful behaviour,
5. Time, date, place	in that he, at approximately 5.00 pm on 21 Nov 20XX in the foyer of the Brisbane Services Club,
6. Particulars of the alleged offence	made an insulting gesture in the direction of the wife of the Sub Branch President

From the right hand column, the complaint then is:

Under By-Law 7.4.1.2 ,Mr John Blank, is guilty of conduct unbecoming a member, namely disrespectful behaviour, in that he, at approximately 5.00 pm on 21 Nov 20XX in the foyer of the Brisbane Services Club, made an insulting gesture in the direction of the wife of the Sub- Branch President.

Example 2. A more complex example where a member makes disparaging remarks in the media, thus refusing wilfully or neglecting to comply with RSL Rules:

Items to include	Framing the Complaint
1. The By-Law number	Under By-Law 7.4.1.2
2. The name of the respondent	Mr John Blank,
3. Details of the By-Law	refused or wilfully neglected to comply with the RSL Queensland State Branch Rules and/or any other RSL Rules;
4. Details of the rule	Namely RSL Queensland By-Law 13.1: No member of RSL (Queensland Branch) is to cause or assist in, the printing or dissemination in any public media, of any article or other format or statement criticising, or expressing any view, or antagonistic or derogatory comment, regarding any RSL (Queensland Branch) District, Sub-Branch or Auxiliary Board, or its members
5. Time, date, place if appropriate	in that he, on or before 21 November 20XX
6. Particulars of the alleged offence	wrote a letter to the editor that was published in the Grantville Gazette of that date that was highly critical of the Grantville RSL Sub Branch Board, saying, among other things 'their approval of expenditure on the building repairs was negligent, unnecessary and not in the best interests of the Sub Branch Members'.

From the right-hand column, the complaint then is:

Under By-Law 7.4.1.2 Mr John Blank, refused or wilfully neglected to comply with the RSL Queensland State Branch Rules and/or any other RSL Rules; namely RSL Queensland By-Law 13.1,

No member of RSL (Queensland Branch) is to cause or assist in, the printing or dissemination in any public media, of any article or other format or statement criticising, or expressing any view, or antagonistic or derogatory comment, regarding any RSL (Queensland Branch) District, Sub-Branch or Auxiliary Board, or its members

in that he, on or before 21 November 20XX wrote a letter to the editor that was published in the Grantville Gazette of that date that was highly critical of the Grantville RSL Sub Branch Board, saying, among other things 'their approval of expenditure on the building repairs was negligent, unnecessary and not in the best interests of the Sub Branch Members'.

Statements

Statements by the complainant, respondent and witnesses must stick to the facts of the complaint and not be opinions, speculations, hearsay and/or irrelevant. They should be signed and dated but do not need to be statutory declarations as evidence of witnesses will be tested at the hearing.

DRAFT

**RSL (QUEENSLAND BRANCH)
NOTICE OF APPEAL FROM A RSL SUB-BRANCH
COMMITTEE OR RSL QUEENSLAND BOARD DECISION
BY-LAWS 7.5.13-23**

DETAILS

NAME	
RSL MEMBERSHIP NO	
SUB BRANCH	
APPEAL FROM	
DATE OF DECISION	

PARTICULARS OF APPEAL

If insufficient space, attach a separate statement. Enquire with District for form in Word Format.

Complainant's Signature			Date:
------------------------------------	--	--	--------------

**RSL (QUEENSLAND BRANCH)
COMPLAINT TO TRIBUNAL BY-LAW 7.4.9**

COMPLAINANT DETAILS

NAME	
RSL MEMBERSHIP NO	
SUB BRANCH	

RESPONDENT DETAILS

NAME	
RSL MEMBERSHIP NO	
SUB BRANCH	

PARTICULARS OF COMPLAINT

If insufficient space, attach a separate statement. Enquire with District for form in Word Format.

Complainant's Signature		
------------------------------------	--	--

BY-LAW 8 AWARDS FOR RSL MEMBERS

Life Membership and Gold Badges

- 8.1 The award of Life Membership and Gold Badge of the RSL is earned through years of unselfish and dedicated work performed by an individual. The award is limited each year to one member per 750 members of the League.
- 8.2 Other than in exceptional circumstances, RSL (Queensland Branch) shall not propose a Service Member over whom it has jurisdiction, for election by the National Executive to the class of Life Member unless that Service Member shall have been a Service Member for at least 15 continuous years and shall have rendered not less than 10 years' outstanding service to the League.
- 8.3 A guide to the nomination process and the nomination form is shown in the Manual of Membership Administration.
- 8.4 When it is considered that a member is worthy of nomination for the award the following procedure is to apply:
- a. The member is nominated at any meeting of the Sub Branch, District Branch or State Branch. Those present, either may decide to proposal by open ballot or secret ballot, depending on the members wishes.
 - b. If the proposal is carried, a citation in accordance with the MMA, is to be prepared, signed by both the President and Secretary of the responsible Branch.
 - c. A Sub Branch nomination is to be forwarded to the District Branch for consideration at either a District Council Meeting or the Annual District Congress and, if passed is then forwarded to State Branch. A nomination passed by a District Branch is to be forwarded direct to State Branch.
 - d. After due consideration by the State Branch Legislation and Awards Committee, recommendations will be considered at either the Board Meeting or the State AGM.
 - e. Successful nominations are to be forwarded to the National Headquarters for consideration.
- 8.5 That RSL (Queensland Branch) shall accept the cost of Life Member Awards, including the cost of the gold badge, certificate, life membership and capitation fees, if applicable.

Meritorious Service Medal

- 8.6 The RSL Meritorious Service Medal is the highest award that can be made available to a member over and above Life Membership.
- 8.7 A Life Member who has been a member continuously for a period of not less than 30 years and who during that period has given not less than 25 years outstanding service to the League, may, on the recommendation of the National Executive, be awarded a Meritorious Service Medal by the National Congress.
- 8.8 The award of such medal may be made posthumously provided a Sub-Branch has nominated a Life Member for receipt of the award and such nomination has been received by RSL (Queensland Branch) and provided further that RSL (Queensland Branch) recommends the award to the National Executive and it in turn recommends to the National Congress that the award be made.
- 8.9 The cost of the Meritorious Service Medal is to be borne by RSL (Queensland Branch)

Long Service Award

- 8.10 A Service or Life Member, who has given not less than 50 years cumulative service as a member of the League, may be granted a Long Service Award by the National Executive.
- 8.11 The National Executive may delegate to RSL (Queensland Branch) the power to grant a Long Service Award to a Service or Life Member who has given not less than 50 years cumulative service as a member of the League and whom RSL (Queensland Branch) has jurisdiction.
- 8.12 The number of Long Service Awards that may be granted by the National Executive in any one calendar year shall not be limited.
- 8.13 For the purposes of this By-Law, service as a member of a Women's Auxiliary may be taken into account.
- 8.14 A Long Service Award may be granted posthumously to a Sub-Branch's late member's family provided that according to the Sub-Branch records, the late member had fulfilled cumulative membership of the League, but had died without making application for the Certificate.

RSL (Queensland Branch) Certificate of Appreciation

- 8.15 The RSL (Queensland Branch) may award an RSL (Queensland Branch) Certificate of Appreciation to members of the League who have rendered outstanding service or assistance to the League.
- 8.16 When it is considered that a member is worthy of nomination for the award, the following procedures apply:
- a. The member is proposed and seconded at any meeting of the Sub-Branch, District Branch or RSL (Queensland Branch) Executive. The proposal may be decided by those present, either by open vote or secret ballot.
 - b. If the proposal is carried, a letter of recommendation has then to be prepared, signed by both the President and Secretary, and forwarded to RSL (Queensland Branch) for consideration by the Board.

Death of Life Members

- 8.19 On the Death of Life Members, Sub Branch Secretaries are requested to notify their District Office, when any Life Member in their particular Sub Branch has passed away, as both State and District Branches should have a representative present at the funeral.

District office will notify State Office of the passing of any Life Member so that arrangements may be made, if at all possible, to have someone representing State Branch at the funeral of the deceased Life Member.

BY-LAW 9 AWARDS FOR NON - RSL MEMBERS

RSL (Queensland Branch) Certificate of Appreciation

- 9.1 RSL (Queensland Branch) may award an RSL (Queensland Branch) Certificate of Appreciation to non-members of the League who have rendered outstanding service or assistance to the League.
- 9.2 When it is considered that a non-member is worthy of nomination for the award, the following procedures apply:
- a. The non-member is proposed and seconded at any meeting of the Sub-Branch, District Branch or the Board. The proposal may be decided by those present, either by open vote or secret ballot.
 - b. If the proposal is carried, a letter of recommendation has then to be prepared, signed by both the President and Secretary, and forwarded to the State Branch for consideration by the Board.

Honorary Life Membership

- 9.3 The National Executive may award Honorary Life Membership to:
- a. any member of the Royal Family;
 - b. Any representative of the Sovereign in the Commonwealth;
 - c. Any person who ordinarily resides in the Commonwealth and who has been awarded the Victoria Cross, the George Cross, the Cross of Valour or the Star of Courage;
 - d. Any person who is a citizen of any country forming part of the Commonwealth of Nations and who in the opinion of the National Executive has rendered long, continued and outstanding service to the said Commonwealth of nations; and
 - e. any person who in the opinion of the National Executive has rendered outstanding service to the service or ex-service community of the country in which he ordinarily resides
- 9.4 If an Honorary Life Member is a Service Member or Life Member at the time he is awarded Honorary Life Membership, his rights, privileges and obligations as a Service Member or Life Member (as the case may be) shall, subject to paragraph 9.05, not be disturbed by the award to him of Honorary Life Membership.
- 9.5 An Honorary Life Member may attend as an observer at any National Congress but shall not be entitled to vote or receive notices nor shall be liable to pay any annual subscriptions or other sums to the League.

Certificate of Merit and Gold Badge of Merit

- 9.0.6 The National Congress of the RSL may award Certificates of Merit with Gold Badge to men and women non-members of the League who have rendered outstanding service to ex Servicemen and ex Servicewomen and their dependents.

This award is also available to members of the Women's Auxiliary, who have held the award of Life Membership and Gold Badge of the Auxiliary for a period of three or more years, prior to the nomination for the above award.

The maximum number awarded, to cover all sections as outlined above, is eight per year for each State.

Ex-Service members of Auxiliaries are eligible for this award; Paragraph 1 notwithstanding.

Citations of recommendation from Sub Branches or Districts are submitted to Annual District Conferences and, if successful, to State Congress for final approval at National Headquarters.

This is the highest award the League has in its power to bestow on non-members.

DRAFT

BY-LAW 10 THE RSL SIR RAYMOND HUISH CBE MEMORIAL GRANT

10.1 Until varied by the State AGM the conditions shall be as follows:

- a. The grant is to be an amount not exceeding \$20,000.00
- b. The amount of the grant is to be periodically reviewed by the Board of RSL (Queensland Branch) to ensure its sufficiency and sustainability is maintained.
- c. The grant is to fund a suitable project for the furtherance of the rehabilitation and welfare of ex-service personnel who are suffering from the behavioural, mental and physical effects of military service on overseas deployments (“the project”).
- d. The application is to be in the form set out in the by-laws (“the application”) and is to include details of the proposed budget and timeline for the continuance of the current project or the undertaking of the proposed project, or projects to be funded by the grant.
- e. The application is to be received by the Chairman, RSL Legislative & Awards Committee no later than 1 March of the year in which the grant is proposed to be made.
- f. In order to qualify for the grant, the proposed project cannot be otherwise funded from other RSL sources.
- g. The Chairman, RSL Legislative & Awards Committee (“the Chairman”) is to forward to the State Board, no later than 1 May, a list of no more than three candidates for the award of the grant, in order of priority, for the Board’s consideration. The Chairman’s decision is to be made having taken such advice from such persons as he deems fit.
- h. The State Board, in the exercise of its discretion shall select a candidate for the award of the grant for the ratification of State Congress.
- i. The decisions of the State Board and the Chairman on any matter touching on the making of the award of the grant shall be final and not open to further correspondence or review.
- j. The execution of a receipt for the grant, by the proper officer of the organisation administering or sponsoring the project (“the organisation”), is to be a sufficient discharge for all purposes for the payment of the grant by RSL (Queensland Branch).
- k. During the course of the project, RSL (Queensland Branch) will require a written report from the organisation, as to the activities and expenditures undertaken by it up to the date of such request.
- l. At the completion of the project, RSL (Queensland Branch) will require a written report from the organisation, as to activities and expenditures undertaken, as well as the achievements that resulted from the project.

DRAFT

BY-LAW 12 RSL SUB BRANCH CHAPTERS

The RSL Chapter System

- 12.1 The RSL Chapter System is designed to allow small Sub Branches the opportunity to retain an RSL presence in their town, to retain their name in part and to continue to promote the objects of the League if they are unable to continue to operate and function as a Sub Branch.
- 12.2 The Sub Branch would cease to function and operate as a Sub Branch and become a component of a larger Sub Branch in the area. An Incorporated Sub Branch would need to wind up prior to becoming a Chapter. To ensure that the name is retained the word "Chapter" would apply to that group of RSL members. An example would be:
- Fortitude Valley Chapter of Brisbane RSL Sub Branch.
- 12.3 A new RSL Chapter may be raised in an area where there is no RSL presence but shows potential for the raising of a Sub Branch in the future. Any ten (10) or more members or persons eligible for membership of the League, resident in any town or locality where no Sub Branch exists, may apply to a Sub Branch geographically located near the area in which such town or locality is situated, for permission to form a new RSL Chapter, however, the Chapter is to seek approval to raise a chapter from the closest geographically located Sub Branch or a Sub Branch approved by the District Branch.
- 12.4 A Sub Branch wishing to raise a new chapter is to seek approval from RSL (Queensland Branch). All applications are to be ratified by the District Branch of which the Sub Branch is a member prior to seeking approval.

Administrative Requirements

- 12.5 The Chapter is not required to administer itself in accordance with RSL (Queensland Branch) Rules and all administration will become the responsibility of the foster Sub Branch. The Chapter is to appoint a member to represent their interests who would automatically become a member of the foster Sub Branch Committee representing the interests of the chapter at all foster Sub Branch meetings. This member would not have voting rights unless he elected to become a voting associate member of the foster Sub Branch.
- 12.6 There will be no requirement for the Chapter to appoint any committee members other than their representative. They may appoint a President and Secretary, if available, to represent them in the local community. The representative would conduct meetings in the local area to keep members up to date with RSL matters.
- 12.7 Representation at both District and RSL (Queensland Branch) level would be vested in the foster Sub Branch and the Chapter would have no voting rights at this level.

Financial Requirements

- 12.8 Upon the creation of a Chapter all property is to be transferred to the foster Sub Branch and held in trust for the Chapter until the Chapter ceases to function in accordance with paragraph 12.10 or is re-established as a Sub Branch in accordance with paragraph 12.15. Where disposal of property is to occur Sub Branches are required to resolve by special resolution that the surplus assets shall be disposed of. All monies and property of whatever nature shall, after satisfying all its creditors and meeting all other obligations, be taken over and held by the District Branch. If the District Branch shall have been wound up, RSL (Queensland Branch) shall

take over the money and property, however, the assets are to be transferred to the foster Sub Branch.

- 12.9 Where the continued holding of property is undesired or can only be retained at considerable cost, the property is to be disposed of, in accordance with RSL (Queensland Branch) Rules, before the Chapter is formed.
- 12.10 All cash assets are to be transferred to the foster Sub Branch and are to be maintained in a separate sub account operated by the foster Sub Branch on behalf of the Chapter.
- 12.11 Cash received from the sale of property is to be used to finalize Chapter debt and any remaining moneys are to be transferred to the Sub Account. All transactions are to be agreed to by the foster Sub Branch Committee.
- 12.12 Where a new Chapter is raised in accordance with this By-Law, the fostering Sub Branch is responsible for the financial management of the Chapter. The foster Sub Branch is to maintain a separate sub account on behalf of the new Chapter.

Chapter Identity

- 12.13 The Chapter would be required to return its charter or may apply to retain the charter for historical reasons. Whichever the case a new charter would be issued detailing the new name of the Chapter.

Chapter Management

- 12.14 Where a Chapter decides to cease to function or operate, the procedure to be employed is detailed in the procedures for the winding up of Sub Branches and Chapters.
- 12.15 The Chapter may re-establish itself as a viable Sub Branch in its own right. However, the Chapter will have to justify its viability by exhibiting an ability to financially and administratively manage itself for a period of twelve months under the administration of the foster Sub Branch before it can apply for re-instatement RSL (Queensland Branch) as a Sub Branch in its own right.
- 12.16 The District can only approve the re-raising of the Chapter to Sub Branch status after a viability report has been provided by the supporting Sub Branch and, in accordance with current rules this could be vetoed by RSL (Queensland Branch) Branch.
- 12.17 The authority to change a Sub Branch to Chapter status is vested in the District Branch. However, when considering the change, the District must not only consider the ability for the entity to continue to exist as a Chapter rather than closing but must also decide which Sub Branch will be tasked with fostering that Chapter based on its Administrative and Financial situation and administrative ability.
- 12.18 Where a suitable Sub Branch is not available within the vicinity, a Chapter can be fostered by a District Branch.
- 12.19 The District Branch, where paragraph 12.18 applies, is to accept the responsibility of financial and administrative management of the Chapter. The Chapter representative would attend District Council meetings as an observer without voting rights to ensure that up to date information is provided to the Chapter members.
- 12.20 The Chapter would not have voting rights or provide representation at RSL (Queensland Branch) AGM.

Raising New Sub Branches from Chapters

- 12.21 The District Branch may raise a Chapter for the first twelve months under a foster Sub Branch. After that period the Chapter may be granted Sub Branch status based on the viability assessment of the foster Sub Branch, however, Sub Branches may still be formed in accordance with the Constitution if it is believed that the new Sub Branch would be viable from establishment.

DRAFT

BY-LAW 13 PUBLIC COMMENT BY MEMBERS

No Criticism Via Media Permitted

- 13.1 No member of RSL (Queensland Branch) is to cause or assist in, the printing or dissemination in any public media, (including electronic, newspaper, periodical, circular or other publication, except any League sponsored journal or publication) of any article or other format (such as cartoon or diagram etc.) or statement criticising, or expressing any view, or antagonistic or derogatory comment, regarding;
- a. the League;
 - b. RSL (Queensland Branch);
 - c. RSL (Queensland Branch) Board, its committees or its members;
 - d. any RSL (Queensland Branch) District, Sub-Branch or Auxiliary Board, or its members;
 - e. the RSL (Queensland Branch) State Tribunal or its members; or
 - f. any employee of RSL (Queensland Branch) or subordinate organisations.
- 13.2 The Board of RSL (Queensland Branch) or any Board of a subordinate District, Sub-Branch or Auxiliary is not to authorise any person or organisation, whether in the name of the entity or not, to cause or assist in, the printing or dissemination in any public media, (including electronic, newspaper, periodical, circular or other publication, except any League sponsored journal or publication) of any article or other format (such as cartoon or diagram etc.) or statement criticising, or expressing any view, or antagonistic or derogatory comment, regarding;
- a. the League;
 - b. RSL (Queensland Branch);
 - c. RSL (Queensland Branch) Board, its committees or its members;
 - d. any RSL (Queensland Branch) District, Sub-branch or Auxiliary Board, or its members;
 - e. the RSL (Queensland Branch) State Tribunal or its members; or
 - f. any employee of RSL (Queensland Branch) or subordinate organisations.
- except as allowed in paragraph 13.3.

Comment on RSL Policy

- 13.3 No RSL (Queensland Branch) member except the State President or CEO, or in their absence the Deputy President, is to communicate with, or make comment in, any public media (including electronic, newspaper, periodical, circular or other publication) on RSL (Queensland Branch) or League policy without the express authority of the RSL (Queensland Branch) State Board.
- 13.3A
- a. Members must not post, publish or distribute (or cause to be posted, published or distributed) any communication, comments, commentary or opinions, in connection with supporting or criticising any person or persons standing for election to any position on any Sub Branch or District Branch board or management committee (election materials), irrespective of whether the post or publication is an email, flyer, brochure or social media

or website post and whether distributed electronically, newspaper, periodical, circular or any other publication.

- b. Under no circumstances shall any member use the media to criticise or adversely impact any person or persons who may be currently serving on any Sub Branch or District Branch board or management committee. Members must not use the media in any form to cause reputational damage to the League or the RSL name or brand. Any Disputes or Disciplinary matters should be referred under By Law 7 unless required to be dealt with otherwise under law.

Comment on Discriminatory or Contentious Issues Forbidden

- 13.4 Members of RSL (Queensland Branch), whilst representing the League, are not to make any criticism of any religious, racial or other discriminatory issue such as gender, age, etc. or any issue that is likely to arouse sectarian or political controversy.
- 13.5 No RSL (Queensland Branch) publication (including electronic, newspaper, periodical, circular or any other publication or any other media) is to contain any criticism of any religious, racial or other discriminatory issue such as gender, age, etc. or any issue that is likely to arouse sectarian or political controversy.

BY-LAW 14 WEARING OF HONOURS AND AWARDS

The Order of Wearing Australian Honours And Awards

- 14.1 The Order of Wearing Australian Honours and Awards, Schedule and Annexes, as promulgated from time to time by the Governor-General of Australia deals with the positioning and wearing of Honours and Awards;
- a) within the Australian System of Honours and Awards;
 - b) conferred by The Sovereign in exercise of the Royal Prerogative;
 - c) within the Order of St John; and
 - d) foreign awards, the acceptance and wearing of which have been authorised by the Governor-General. Of note is that Imperial awards made to Australian citizens before 5 October 1992 are within the Australian system but awards after this date are foreign awards and should be worn accordingly.
- 14.2 Members of RSL (Queensland Branch) (Members) are to comply with The Order of Wearing Australian Honours and Awards.

Foreign Awards

- 14.3 Guidelines concerning the acceptance and wearing of foreign awards by Australian citizens are promulgated by the Governor-General via a Commonwealth Gazette. The extant gazettal is Commonwealth of Australia Gazette No S159, of Friday, 12 October 2012. Members who are Australian citizens are to comply with the guidelines contained within the extant and any subsequent replacement gazettal.
- 14.4 Foreign awards to Members who are not Australian citizens should be worn in accordance with appropriate national protocols.

Other Awards

- 14.5 Australian state government agencies as well as other organisations and associations present and/or sponsor awards which are not included in The Order of Wearing Australian Honours and Awards. If a recipient Member elects to wear such an award they are to be worn only on the right breast or as a lapel badge. They are not to be worn on the left breast. In particular, this applies to association awards commonly referred to as 'tin medals'.

Returned From Active Service Badge

- 14.6 The Returned from Active Service Badge (RASB) is issued to Australian Defence Force personnel who have rendered warlike service. The badge enables individuals to display their involvement in warlike service when wearing civilian attire. It is worn when the wearing of service awards is not appropriate or possible. Conversely, it should not be worn when wearing service awards.

- 14.7 The RASB is only worn by the person to whom it has been issued. Family members and others, who may wear a deceased person's awards on appropriate occasions, do not wear the RASB.

Wearing Of Awards on The Right Breast

- 14.8 Where a Member wears the awards of a deceased family member(s) the awards are worn on the right breast. This would normally only apply during ANZAC Day and Remembrance Day commemorative events.
- 14.9 Where a Member wears a number of awards of different categories on the right breast the different categories are not to be mixed. For example, awards of deceased family members are to be separate from association awards.

Wearing Of Awards Where There Is No Entitlement

- 14.10 The fraudulent wearing of Honours and Awards is covered by Federal legislation and RSL Constitutions. In addition to those regulations Members are not to wear any badge, insignia or the like to which they are not entitled: for example, the Infantry Combat Badge (ICB), Aircrew brevets, Submariners badge, or RASB.

BY-LAW 15 CODE OF CONDUCT

PREAMBLE

15.1 Who this Code of Conduct applies to

Please read this Code of Conduct as it applies to all members of the League in Queensland as a By-Law made under State Branch Constitution. This Code of Conduct should be read together with the State Branch Constitution and By-Laws, in particular By-Law 7.

District Boards are empowered to review and intervene in any breach of this Code of Conduct, where the Board of District may refer a breach of this Code of Conduct to the Sub Branch for its consideration, or otherwise refer the matter to the Tribunal if required to do so under the By-Laws.

15.2 Purpose

Everything we do in connection with RSL Queensland should be measured against the highest standards of ethical conduct. Living these behaviours consistently helps enhance who we are and what we do.

The purpose of this Code of Conduct is to outline behaviours that are expected of us as members of the League.

- a) This Code of Conduct guides, shapes and informs our everyday activities as members of the League, in how we treat each other, care for veterans and their families, and how we conduct ourselves when dealing with other people.
- b) This Code of Conduct is designed to help members make sound and responsible decisions in their dealings with members, employees, volunteers and other stakeholders, in the best interests of the League.
- c) This Code of Conduct does not outline every situation, or every law that may apply, but offers a set of guidelines that should inform the behaviours that are expected of us as members of the League.
- d) This Code of Conduct outlines the behaviour expected of us in and around Sub Branches and Districts as places where we meet with each other, and with employees, volunteers, clients and customers.
- e) **This Code of Conduct considers the use of common sense as a guiding principle.**

15.3 RSL Values

This Code of Conduct reflects the culture and values of RSL Queensland and is underpinned by the RSL Values that apply to all RSL Queensland members, employees and volunteers in Queensland. In adhering to this Code of Conduct, we adopt and put these RSL values into practice.

Our commitment to the RSL Values helps us build and provide services for veterans and their families and supports the Objects of the League.

We All Should Create Positive Change

- We are curious and ask if there is a better way
- We look for opportunities that empower people to create their own future

- We collaborate with one another to implement effective solutions
- We are adaptable and flexible
- We create an environment where innovation and smarter ways of working are acknowledged, encouraged and shared

We All Should Walk The Talk

- We are accountable for our actions
- We deliver on our promises
- We demonstrate high levels of drive and motivation that translate into output
- We lead by example and set standards for professional behaviour
- Wherever possible, we willingly and actively support those in other teams who are in need of assistance

We All Should Be Veteran Focused

- We are courteous, considerate and always willing to help
- We go the extra mile
- We adapt our services to meet changing customer and organisational needs
- We seek feedback to ensure veterans needs are met
- We consider the feelings, rights and opinions of others in every situation

We All Should Value All Voices

- We actively respect the needs, diversity and uniqueness of all
- We actively seek out the ideas of others
- Wherever possible we integrate other people's thoughts and feedback into our work
- Our behaviour and communication are respectful, courteous and effective
- We have one vision, and are one organization

We All Should Be Open and Honest

- We share experiences, knowledge and ideas
- We act ethically
- We ask for help
- We display openness, honesty and transparency
- We give feedback in in a constructive, open, honest and respectful manner

We All Should Do It With Heart

- We show pride and passion for our RSL brand and heritage
- We take time to listen
- We act with empathy
- We go above and beyond to support team mates
- We openly champion the positive aspects of our work, our colleagues, and of RSL Queensland

CODE OF CONDUCT

15.4 Our Conduct

a) Governance, Board duties and Responsibilities

Members of Sub Branches and District Boards must ensure their Sub Branches and District Boards adhere to the Objects of the League and the Rules of the League in the discharge of their

responsibilities.

Where members hold a position as a Director of a Sub Branch or District Board, they must also adhere to their Directors duties.

Where the Sub Branch or District Board is a registered charity, Directors must also ensure the Sub Branch or District Board adheres to the Governance Standards under the Australian Charities and Not-for-profits Commission Act 2012 (Cth) which includes the following Directors duties and responsibilities:

- Act with reasonable care and diligence
- Act honestly and fairly in the best interests of the charity and for its charitable purposes
- Not misuse their position or information they gain as a Director
- Disclose actual or potential conflicts of interest
- Ensure the financial affairs of the charity are managed responsibly
- Not allow the charity to operate while insolvent

Where a Sub Branch or District Board is required to obtain the approval of State Branch for any dealings or transactions, members who hold positions as Directors must ensure that the Sub Branch or District Board obtains the prior consent of State Branch.

Clause 14.10 of the State Branch Constitution provides that a change to the constitution or By-Laws of a Sub Branch or District Board may not be made without the express written consent of State Branch.

b) Veterans and the Defence family

It is important that we place veterans and the Defence family front and centre in our decision making.

Members should ensure that any decision taken does not adversely impact on the quality of life of veterans and the Defence family and makes a positive impact.

c) Ethical behaviour

We have uncompromising ethical standards and must comply with all relevant legal and legislative requirements. A number of laws and regulations including financial, organisational, disclosure, fair trading, gaming and other requirements may apply in Sub Branch and District Board matters. We must comply with the law and take our responsibilities to comply with legislation and regulations very seriously as each of us is expected to comply with applicable legal requirements.

d) Conflict of interest

Conflicts of interest may be real or perceived and should be avoided or otherwise managed. A conflict of interest may typically arise if members are in a position of responsibility on the Board of a Sub Branch or District Board, and experience actual or perceived competing loyalties, whether it is a personal benefit or a benefit for their family or friends.

e) Gifts, benefits and entertainment

Accepting gifts, benefits or entertainment from suppliers and business partners may create the appearance of a conflict of interest, especially if the value is significant. If the gift benefit or entertainment arises in the course of Sub Branch or District Board activities, members should ensure that it is declared to the President and is recorded in a Gift registry.

Gifts, benefits and entertainment should not be accepted if this may compromise, or appear to compromise, the duties members may have as members of the Board to the Sub Branch.

This document acknowledges that Sub Branches may have relationships with Clubs that support the observance of commemoration events where food and beverages are provided.

f) Workplace relationships

Members who hold a position of responsibility in a Sub Branch or District Board should disclose to their President if they hold any personal relationships in their Sub Branch or District Board (familiar, romantic or sexual relationship). Members must ensure that the relationship does not present a conflict of interest or create a perception of favouritism or bias and should be managed to ensure that there is no direct reporting line or opportunity for financial gain.

g) Risk management

However great or small, we all have a responsibility to identify and manage risk appropriately. There is an element of risk in many aspects of our activities. If not mitigated, some risks may impact our ability to continue to operate to our purpose, or endanger the lives of members, employees, volunteers, customers or the veteran family.

h) Workplace Health and Safety

Activities conducted in or around Sub Branches and District Boards, which includes social media, may constitute activities conducted in a workplace under the *Workplace Health & Safety Act 2011* (Qld). Members should be aware of and comply with workplace health and safety policies and procedures of the Sub Branch or District Board to prevent or mitigate the risk of workplace accidents, illness or injuries. Members should report any potential hazard or safety risk to their Sub Branch or District Board, as may be applicable.

i) Drugs and alcohol abuse

Our position is that alcohol abuse is incompatible with the health and safety of our people and we do not accept it. Consumption of alcohol is not banned at our locations. However, members should use good judgement and never drink in a way that leads to:

- impaired performance or driving, or inappropriate behaviour
- endangering the safety of yourself or others
- violating the law

We do not dictate how you live your life. However, we do encourage members to proactively look after their health and wellbeing. Doing so will have a positive impact.

Drug and alcohol abuse may constitute a criminal offence and any drugs or illegal substances found in Sub Branch or District Board premises should be reported to the Queensland Police Service or other relevant authority, along with any other illegal conduct or activity, such as assault or theft.

j) Bullying and harassment

All of us should feel safe in the workplace, valued for our skills and diversity, and recognised for our efforts. Those of us in leadership positions must lead our members and employees with fairness, engage in fair debate, and allow alternative points of view to be expressed.

We are committed to ensuring a violence-free work environment, and we do not tolerate any level

of violence or the threat of violence in the workplace. Accordingly, our commitment and compliance with relevant legislation and policy is unwavering.

Members should be aware that inappropriate, aggressive or disrespectful behaviour, including those listed below as examples, will not be tolerated towards other members, volunteers, employees, clients or customers.

Examples of conduct and behaviours that may constitute conduct unbecoming under By-Law 7 is set out below. These examples are not exhaustive, and you should be guided by By-Law 7 as paramount.

- Profane or disrespectful language (By-Law 7.9(b))
- Derogatory statements (By-Law 7.9(b)(c))
- False statements (By-Law 7.9(d)(e)(f))
- Inappropriate touching or sexual advances, sexual comments or innuendo (By-Law 7.9(b)(c)(k))
- Inappropriate or other unlawful harassment or bullying in the workplace (By-Law 7.9(b)(k))
- Public comments undermining the trust in, and inappropriately criticising, another member or State Branch that creates reputational damage to the individual or to the League (By-Law 7.9(e)(f))
- Physical aggression including throwing an object (By-Law 7.9(a))
- Refusal to work collaboratively with others (By-Law 7.9(f))
- Demeaning or intimidating behaviour (By-Law 7.9(b))
- Racial or ethnic jokes (By-Law 7.9(b)(c))
- Inappropriate documentation and record keeping (By-Law 7.4.1.1 as a failure to adhere to rules)
- Repeated failure to respond to calls or correspondence (By-Law 7.9(f))
- Outbursts of rage or violent behaviour (By-Law 7.9(a))
- Intimidating or threatening behaviour (By-Law 7.9(a)(b))
- Inappropriate arguments with members, employees, volunteers, clients and customers (By-Law 7.9(a))
- Dishonest behaviour, including fraud and theft (By-Law 7.9(f)(k))
- Unethical or dishonest behaviour (By-Law 7.9(f)(k))
- Possession, use, sales, or distribution of illicit drug (By-Law 7.4.3 and 7.9 (k))
- Possessions of firearms, explosives, prohibited substances or illegal matter (By-Law 7.4.3 and 7.9 (k))

k) **Other Conduct**

Other activities which could be regarded as detrimental to the well-being and good standing of the League. Additional specific behaviours that we expect members to follow, include but are not limited to:

- Respect the ownership of all funds, assets, supplies, books and records, inventory and property of Sub Branches and District Boards
- Do not cause damage to the property of Sub Branches and District Boards
- Do not remove any property of Sub Branches or District Boards without written authorisation
- Do not fight in the workplace
- Do not swear in the workplace
- Avoid shouting and socially unacceptable behaviour in the workplace
- Do not smoke in the workplace, smoking is only permitted in designated outdoor smoking areas
- Do not be rude to members, volunteers, employees, clients or customers

- Do not falsify records

l) Property and assets

We use the League's property and assets responsibly. Tools and equipment may be provided to ensure we do our jobs effectively, but members need to be responsible and respectful with all property and assets.

Funds, office supplies, motor vehicles, computers, mobile phones or other property and assets are not to be requisitioned for personal use.

If you are unsure if the use of any property or asset is appropriate or not, please speak to your Sub Branch or District Board President.

m) RSL identifiable apparel

It is important to understand that our behaviours may adversely impact on the reputation of the League, particularly when we are wearing RSL branded apparel or where we are otherwise identifiable as a member of the League in our communications in a public forum such as LinkedIn, Facebook, Instagram or other social media.

A member may be in breach of this Code of Conduct if their behaviour breaches this Code of Conduct whilst they are identifiable as an RSL member.

n) Confidentiality and Privacy

Depending on your role with the League, you may have access to information that must be treated as confidential and cannot be shared with other persons. Limited exceptions to this are where such information is publicly available, is required By-Law to be disclosed, or you have the explicit authority to do so.

Confidential information includes privacy protected information such as personal information. Sub Branches and District Boards have a responsibility to take reasonable steps to secure personal information and ensure that any use or disclosure of personal information meets the requirements of the Privacy Legislation and the expectations of the individual to whom it belongs.

o) Data security

We follow best practices for managing information securely. Anyone who requires access to Sub Branch or District Board Information Systems is required to sign a declaration accepting the terms and conditions for use. Anyone with access to the system should be aware that:

- Users are provided with unique accounts (IDs) and passwords that must not be shared with others
- Any information stored, received, communicated or sent on information systems is owned by the organisation
- Material stored, received, communicated or sent on the organisation's system, including email, internet and intranet, may be monitored

Easy rules for internet and emails:

- If in doubt, seek guidance!
- Do not download inappropriate material
- Do not send, forward or save inappropriate information

- Be aware our system is monitored
- The system and information are owned by the Sub Branch or District Board

p) Emails and social media

We should behave in email and social media as we do in person. Just like our words and actions, messages and graphics in electronic form can be offensive to some people. Ensure that whilst identifiable as a Member you:

- Do not send racial, sexual, defamatory, threatening or obscene messages to any anyone
- Do not download, retrieve, send or store inappropriate, sexually explicit or racist material on your work computer or other work electronic device, or your own device using RSL networks
- Do not instigate or distribute 'junk or chain' mail that can congest the network and inhibit the free flow of business information.

This includes your personal social media accounts such as Facebook, LinkedIn, Instagram, if you are using these to discuss RSL matters.

q) Using the media to make public comments

The League has a long and proud history, built on the legacy of veterans, and our reputation is vital to ensuring we can continue to support veterans and the Defence families. If we have veterans and the Defence family foremost in all our dealings, we will make better decisions in how we handle complaints and disputes. Complaints and disputes should be handled as outlined in By-Law 7.

When comments are made by members to the media, they may be seen as representative of the entire organisation and may damage the reputation of the League.

Any public comment or solicitation from the media for comment must be approved by the State President of RSL Queensland under By-Law 13.

Normally, District Presidents who have media training will be given permission by the State Presidents to speak in their Districts, as will Sub Branch Presidents with approval from their District Presidents.

Should you be invited to speak at any conferences, seminars or similar where you are representing RSL Queensland, seek approval before accepting.

r) Government stakeholders

It is the role of RSL Queensland as State Branch to represent the interests of members, veterans and the Defence family in Queensland.

Members should ensure that any stakeholder engagement with government or regulatory authorities are channelled through their District President for representation at State Branch level.

PROCESS AND PROCEDURES

15.5 What to do if you have any concerns?

Like all codes and rules, some people will knowingly or unknowingly act in ways that go against the intent of this Code of Conduct.

In some instances, you may feel comfortable challenging members, however if the matter is serious and you do not feel comfortable about challenging their behaviour or decisions, you should promptly report your concerns to your Sub Branch or District Board President.

Any person, acting in good faith, may report a breach of this Code of Conduct to their Sub Branch or District Board President if the matter is serious and has the potential to injure people or the reputation of the League. If the matter relates to a Sub Branch or District Board President, the matter may be dealt with in accordance with the Discipline and Disputes in By-Law 7.

15.6 Breach of this Code of Conduct

a) This Code of Conduct constitutes an RSL Rule

This Code of Conduct constitutes an RSL Rule within the meaning of By-Law 7.4.1.1, and a breach of this Code of Conduct is a breach of an RSL Rule.

By-Law 7.4.1 provides that a member may be disciplined where the member:

- 7.4.1.1 - Refuses or wilfully neglects to comply with the RSL Constitution, By-Laws and/or any other RSL Rules
- 7.4.1.2 - Is guilty of conduct unbecoming a member
- 7.4.1.3 - Is guilty of conduct subversive to the objects and values of the League
- 7.4.1.4 - Is convicted of any indictable offence or imprisoned for a simple offence.

b) Sub Branches are the first port of call

A key principle for all disciplinary matters and the resolution of disputes is that these matters should be dealt with at a grass roots level in the first instance by the Sub Branch.

By-Law 7.5.7 enables all Sub Branches to determine a breach of this Code of Conduct, unless the breach constitutes a disciplinary matter that must be referred to the Tribunal under the By-Law. By-Law 7 contains a flow chart entitled “Complaints Process By-Law 7” which confirms the role of Sub Branches of dealing with all Disciplinary and Dispute matters, including a breach of this Code of Conduct.

c) Referral to Queensland Police Service or other relevant authority

A matter may not be dealt with as a disciplinary matter under this By-Law or By-Law 7 if:

- the matter is subject to investigation or action under criminal law or
- the matter is one where action under a statute has been initiated

until such time as it has been dealt with in the courts or statutory authorities, or the police and/or statutory authorities have refused to proceed with the matter.