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BY-LAWS

NORTH BEACH RSL SUB-BRANCH

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**THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA**

**NORTH BEACH RSL UB-BRANCH BY-LAWS**

**RECORDS OF AMENDMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Amendment No** | **Date** | **Rules Amended** | **Type of Meeting** |
| 0 | 2019 08 12 | Original Version | Annual General Meeting |
| 1 | 2019 12 09 | 1.4.6 added | Monthly General Meeting |
| 2 | 2020 02 10 | 1.4.6 (a) “must”  replaced by “should” | Monthly General Meeting |
| 3 | 2020 03 09 | 1.1, 1.2,1.3, 1.8, 4.9, 4.10,  4.11 added | Monthly General Meeting |
| 4 | 2021 07 12 | 1.4.1 relating to Meeting and Meal Costs Deleted | Monthly General Meeting |
| 5 | 2021 09 10 | Rewrite of By-Laws | Executive Committee |
| 6 | 2022 05 06 | 1.4.3 Re meeting Time | Executive Committee |
| 7 | 2023 03 10 | 3.1.2 Expenditure Limits | Executive Committee |
| 8 | 2024 06 07 | 1.6 Memorial | Executive Committee |
| 9 | 2025 04 11 | Rewrite | Executive Committee |

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RSL Sub-Branches operate under RSL National (National) and The Returned & Services League of Australia WA Branch Incorporated (RSLWA) Constitution Rules and By-Laws. The North Beach RSL Sub-Branch (Sub-Branch) By-Laws provide further guidance to its Executive Officers and Members to ensure compliance and transparency in its operations and management.

Within this document, RSLWA By-Laws are referred to, or incorporated unaltered in *Blue Italics*as a point of reference and relevance. If entered, extracts of RSLWA By-laws are at the beginning of the appropriate section. From time-to-time RSLWA Rules and By-Laws are amended, and these Sub-Branch By-Laws will be adjusted as each amendment occurs. Such changes are tracked in the Record of Amendments shown at the front of these By-Laws.

The Sub-Branch will operate and be managed to ensure its consistency with National, State and Sub-Branch By- Laws.

**RSLWA By-Laws**

*5.34 The RSLWA Rules and By-Laws will apply to all Sub-Branches duly formed under the authority of RSLWA, but it will be competent for Sub-Branches to create By-Laws with additional details that suit local conditions. Such By-Laws are to be submitted to the Board of Directors and must be consistent with the RSLWA Rules and By-Laws. In any instance where Sub-Branch By-Laws differ from the RSLWA Rules or By-Laws, the RSLWA Rules or By-Laws will have primacy.*

*5.35 Each Sub-Branch will deal with, and as far as possible settle, all matters affecting the interests of its individual members. Such questions as it cannot settle, or questions affecting the interests of eligible service personnel generally, will be referred to the Board of Directors whose decision will be final.*

*5.36 The payment of the yearly subscription or the acceptance of honorary membership will signify a member's acquiescence to the National and State Rules, National and State (these) By-Laws, the RSLWA Code of Conduct and Branch By-Laws.*

**North Beach RSL Sub-Branch By-Laws**

## 1 Organisation and Management.

## 1.1 Executive

Pursuant to RSLWA By-Laws Section 5.21, the President, Vice-President, Treasurer, Secretary, and such other persons as the Sub-Branch may decide are the designated Executive Officers of the Sub-Branch and will hold office as determined by the Sub-Branch for up to three years from their election.

The Executive is charged with responsibility for efficient conduct and management of the Sub-Branch and to ensure consistency with the application and interpretation of the Constitution Rules and By- Laws of RSLWA and the By-Laws of the Sub-Branch.

1. **Executive Committee**

The Executive Committee consists of the Executive Officers, a Membership Officer and any other member approved by the Executive Officers - RSLWA By-Laws Sections 5.20 – 5.21.

**1.1.2** **Sub-Committee**

Sub-Committees are established Pursuant to RSLWA By-Law 5.20. The President, Vice President, Secretary and Treasurer are ex officio members of all committees, with the exception of any Sub-Committee formed for the purpose of managing a disciplinary matter, (RSLWA By-Law 24), in which case they will only be a member if so appointed by the Sub Branch Committee.

Sub- Committees may be of a permanent (ceremonies) or ad hoc (special events) nature. Sub-Committee members appointed from time to time shall be shown in the Minutes of Sub-Branch Meetings where such appointments are made, displayed on the Notice Board of the Sub-Branch and on its website.

Where the Sub-Branch decides to form ad hoc Sub-Committees throughout the year members of the Sub-Committee may be appointed by the Executive Committee or by consensus of members at a General Meeting.

## 1.2 Contact Information

Contact information will be available to members on the Sub-Branch website and in communications.

## Types of Membership

Types of membership of RSLWA prescribed in RSLWA Constitution Rules and By Laws are:

1. Service Members – RSLWA By Laws Section 3.
2. Affiliate Members – RSLWA By-Laws Section 4.
3. Life Members – RSLWA Constitution Rules 7.1 – 7.8
4. Honorary Members – RSLWA Constitution Rules 7.9 – 7.11
5. Honorary Life Members RSLWA Constitution Rules 7.12 – 7.14
6. Social Members RSLWA Constitution Rules 7.18 – 7.19
7. Associate Members RSLWA Constitution Rules 8.4 – 8.6

## Processing Membership

Receiving and processing all applications for membership will be on the prescribed form available on the RSLWA Website Toolbox and in accordance with RSLWA Constitution Rules and RSLWA By-Laws Sections 3 and 4.

## Annual Subscription

Annual subscriptions to retain membership of RSLWA will be in accordance with RSLWA Constitution Rules and RSLWA By Laws Section 11. The Sub-Branch will make every effort to ensure members are aware of their financial obligations as a member.

## Sub-Branch Affiliations

From time to time the Sub-Branch may enter into agreements with other organisations, clubs or associations that align with the broad aims and objectives of RSLWA for mutual beneficial purposes, such as the provision and sharing of accommodation, social and sporting facilities. Affiliation agreements and arrangements are managed by the Executive Officers and held by The Secretary. These supplement those arrangements and agreements entered into by RSLWA from time to time. Two of the Sub-Branch affiliations that benefit both organisations include:

**1.6.1 North Beach Bowling Club (NBBC)**

1. The Sub-Branch has been closely affiliated with the NBBC since 1975 and has an Agreement with the Club. The Bowling Club is owned and maintained by the City of Stirling with NBBC being the custodian.
2. The Sub-Branch will refer to this location as its Office and is responsible for the area known as the RSL Corner and the adjacent Wall of Remembrance displaying RSL memorabilia and notices relating to the Sub-Branch.
3. The Sub-Branch has an Agreement with the NBBC nominated caterer, to supply meals at specific RSL functions.
4. Social Membership - Financial members of the Sub-Branch will be offered Social Membership of NBBC at a reduced sum. and due on 1st May each year.
5. The Sub-Branch is to provide to NBBC its requirements annually, covering Monthly Meetings, ANZAC Day, Remembrance Day, and other special occasions.

**1.3.2 Hillarys Yacht Club.**

The Sub-Branch entered an arrangement with HYC in June 2019.

## Meetings

* + 1. **The Annual General Meeting**

In accordance with RSLWA By-Laws Sections 5.15 to 5.26 the Annual General Meeting is the controlling body of the Sub-Branch and the Sub-Branch will comply with the requirements of those Sections.

1. Will be conducted at the time of the August General Meeting. Guidelines relating to the Annual General Meeting and relevant Nomination and Display forms are contained in the Annexure to the Sub-Branch By-Laws
2. In accordance with RSLWA By-Laws the Executive Officers, Membership Officer and no more than two Wardens are elected from among its members for a tenure of up to three years. At the expiration of such term elected members may re-nominate for election.
3. The Sub-Branch will appoint a Returning Officer from its members to manage the election of members to office. Such appointment will be approved at a General Meeting.
4. Nomination forms duly executed must be submitted to the Returning Officer by a date approved by the Executive Officers to allow all nominations to be displayed and available for members’ information for not less than 30 days prior to the Annual General Meeting.
   * 1. Monthly General Meeting
5. General Meetings are held monthly, except January, at the North Beach Bowling Club or other suitable venue at a date and time determined by the Executive.
6. Quorum. The quorum for the Annual and General Meetings is thirty members.
7. Resolution. Resolution of all Motions is by majority vote. The chair of the meeting has a casting vote.
8. Code of Conduct (see Annexure to the By-Laws)
9. Members wishing to make a formal address to a meeting, outside of General Business, shall make a request to the Secretary to include time for such address on the meeting agenda and such agenda item shall be endorsed by the Executive Committee at its meeting prior to the meeting.
10. Guest speakers are required to submit a precis of their address to the Secretary at least 2 weeks prior to the meeting. The precis must include subject topic, possible controversial content, and presentation time. Guest speakers shall be advised of Executive Officers’ approval by the Secretary.

## 1.8 Sub-Branch Disciplinary Hearing Committee

*24.4 If a Sub-Branch has cause to commence a disciplinary process against one or more of its members, the Sub-Branch Committee will chose Service or Life members (OR they may chose Affiliate Members if the disciplinary process is only against an Affiliate Member) from within or outside the Sub-Branch to form a Sub-Branch Disciplinary Hearing Committee comprising a chair, a secretary and one other member who will determine both the disciplinary matter and the imposition of any penalty unless:*

*a. it considers that it does not have the capacity to manage the process;*

*b. it believes that the penalty it can impose is not sufficient;*

*c. the disciplinary matter falls outside the remit of By-Law 24.2; or*

*d. the State Branch or the State Branch Tribunal so directs;*

*in which case the matter will be referred to the State Branch Tribunal Registrar (see By-Law 25.9).*

The procedures for the conduct a Sub-Branch Disciplinary Hearing Committee are set out in RSLWA By-Laws 24.6 – 24.12

**1.8.1` Disciplinary Powers of a Sub-Branch**

The Sub-Branch will exercise the principles of natural justice ( procedural fairness) in managing disciplinary matters and that no ‘interested person’ is involved as a decision maker in determining a disciplinary matter in accordance with RSLWA Constitution Rules and RSLWA By-Laws Sections 19.1 and Sections 24.1 to 24.24.

## 1.9 Managing Disputes

1.9.1 The Sub-Branch will exercise rules and procedures for managing disputes in accordance with RSLWA Constitution Rules and RSLWA By-Laws Sections 19.1 to 19.26. The rules and procedures will include:

* 1. the dispute resolution procedures;
  2. an explanation of the negotiation and mediation procedures;
  3. the procedures to follow for involving the State Branch and the State Branch Tribunal; and
  4. an explanation of the appeals process.

## 1.10 Newsletter

A Sub-Branch newsletter is to be produced and distributed to Members and other interested parties not less than quarterly.

## 1.10 Memorial

1.10.1 Families of qualifying local ex Service personnel and deceased members of the Sub-Branch are eligible, subject to approval by the Sub-Branch Executive to have a plaque placed on the ‘Wall of Remembrance’ at The Charles Riley Memorial Precinct.

1.10.2 The Wall of Remembrance and the Monument remain the property and responsibility of the City of Stirling. The North Beach Sub-Branch shall retain a vested interest in all Plaques.

1.10.3 The Sub-Branch will comply with the approval requirements of the City of Stirling’s “*Commemorative Memorials and Plaque Policy*”.

1.10.4 All Policy and Procedures for The Charles Riley Memorial Precinct and matters dealing with the administration of Plaques, rests with the Executive Officers of the North Beach RSL Sub-Branch through a designated Memorial Warden, a member of the Sub-Branch appointed by the Executive Committee.

1. Eligibility, Design of Plaques, and Application details are contained in the Annexure to the By-Laws

## 1.11 Sub-Branch Display Policy

1.11.1 All areas agreed to and designated by North Beach Bowling Club and the City of Stirling as the RSL Sub-Branch display areas are under the sole control, organisation, and management of the Sub-Branch Executive Committee.

1.11.2 Members and others desirous of donating or loaning photos and other memorabilia for display do so at their own risk and must make application to the Secretary.

1.11.3 No guarantee can be made as to the specific period, frequency, or location of the display. Display arrangement is at the sole discretion of the Executive Committee.

1.11.4 Although the Sub-Branch will take all reasonable care and responsibility for donated and loaned items, it does not accept responsibility for loss or damage whatsoever.

1.11.5 Whilst it is appropriate that our background theme is of solemnity of sacrifice, our display should also reveal that we are a vibrant organisation and some of the display should reflect our broad interests, activities as well as our community involvement.

1.11.6 We will strive for a balance in displays of the three services.

1.11.7 Donor Information and Forms – refer to Annexure to the By-Laws.

## 1.12 Ceremonies

1.12.1 ANZAC Day Dawn Service ceremony will be conducted under the direction of the Executive by the ANZAC Day Sub-Committee.

1.12.2 Remembrance Day Ceremony will be conducted under the direction of the Executive by the Remembrance Day Sub- Committee.

## 2 Duties and Responsibilities

The duties and responsibilities of all elected and appointed Officers of the Sub-Branch are to be consistent with RSLWA Constitution Rules and By-Laws, Sub-Branch By-Laws and the procedures and guidelines issues from time to time by RSLWA under its secure logon Toolbox.

## Code of Conduct – Committees

* + 1. Act honestly, in good faith and in the best interest of the Sub-Branch.
    2. Use due care and diligence in fulfilling the functions of office and exercising the powers attached.
    3. Use the powers of office for a proper purpose, in the best interest of the Sub-Branch and its Members.
    4. Recognise that the primary responsibility is to the Sub-Branch.
    5. Maintain security and privacy of information and confidential information acquired.
    6. Not to take improper advantage of an appointed position.
    7. Not allow personal interests of other Sub-Branch or Associations or associated person, to conflict with the Objectives and Purposes of the Sub-Branch.
    8. Be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken.
    9. Not engage in conduct likely to bring discredit upon RSLWA, the Sub-Branch or its Members.
    10. Maintain behavior that is respectful, not physically, sexually, or verbally abusive to other RSLWA and Sub-Branch Members, staff, or the public.

## 2.2 President

The duties of the Sub-Branch President are to be consistent with RSLWA Constitution Rules and By Laws Section 5.31 include, but not limited to:

1. Become thoroughly acquainted with the President's duties.
2. Receive information, material, and assistance from the Past President of the Sub-Branch.
3. Preside over monthly Sub-Branch meetings (Chair).
4. Attend all Sub-Branch meetings.
5. Familiarise oneself with the duties of the Sub-Branch Secretary.
6. Watch over the committee system and assist committee chairs.
7. Attend and chair monthly committee meetings.
8. Co-operate with an incoming President and assist that officer to assume the role.

## Vice President

2.3.1 The duty of the Vice President is to assist the President and other Sub-Branch officers in carrying out their duties. It is also the Vice President's responsibility to effectively contribute to the Sub-Branch’s operations. To do this, the officer must be familiar with the work of other Sub-Branch Officers and understand the policies and operations of the Sub-Branch.

2.3.2 In addition, the Vice President must:

1. Preside over monthly Sub-Branch meetings in the absence of the President.
2. Become thoroughly acquainted with the President's duties.
3. Receive information, material, and assistance from the past Vice President of the Sub-Branch.
4. Attend monthly committee meetings as an ex-officio member and advisor.
5. Attend all Sub-Branch meetings.
6. Familiarise oneself with the duties of the Sub-Branch Secretary.
7. Watch over the committee system and assist committee chairs.
8. Attend all meetings of project committees as a counselor and ex-officio member.
9. Assist a new elected Vice President to assume the role.

## Secretary

Duties of Sub-Branch Secretary will be as defined in RSLWA By-Laws 5.31andsupport the President in ensuring the smooth functioning of the Executive Committee and Meetings of the Sub-Branch. The Secretary’s duties include but not limited to the following:-

1. Maintain the Membership List, Membership Statements from ANZAC House, and currency of membership.
2. Maintain Affiliate Members List, send out renewals, (Affiliates belong to the Sub-Branch. Currently we charge the same as Service Members, but we pay for their NBBC Associate Membership).
3. Record death of Member, inform Executive Officers and Members and ensure advice is provided to RSLWA and other responsible organisations. Arrange tribute in the paper, remove from Membership list to Archives, inform members of funeral arrangements).
4. Maintain Members Email list and send out advice, information, and news to ensure Members are aware of all RSLWA and Sub-Branch related matters that impact them.
5. Manage the Sub-Branch computer, printer, Secretary’s Account (paper, stamps, printer cartridges, software updates) and update Sub-Branch files and contact lists.

**2.4.1 Financial**

1. Liaise with Treasurer to ensure that Acquittals and Returns are prepared in a timely manner.

**2.4.2 Correspondence**

1. Receive all correspondence for presentation at Monthly meetings and reply, as necessary.
2. Following meetings prepare outgoing correspondence.
3. File and retain correspondence records in accordance with good management practices.

**2.4.3 General and All Meetings**

1. Prepare Minutes of all meetings, distribute to members where considered by the executive to be appropriate, and maintain a secure and accessible record.

**2.4.4 Annual General Meetings (AGM)**

1. Initiate the appointment of a Returning Officer for elections as outlined in 1.7.1 of these By- Law and as supported by the Annexure to the By-Laws.
2. Ensure that the Annual report is prepared for presentation.
3. Following the AGM inform RSLWA of all appointed Officers, post list of office bearers on Notice Board.
4. Liaise with Treasurer to ensure compliance with the requirements of the Australian Charities and Not for Profit Commission. (ACNC)

**2.4.5 Membership**

Contact new members as soon as notified, welcome them, and advise of meeting dates, add to Membership List and Email List.

**2.4.6 Ceremonial**

1. Ensure that the ANZAC Day Dawn Service and Remembrance Day Co Ordinating Committee/s and Collections Co-Ordinator are appointed and that Funding Requests, Requests for Assistance are submitted on time, correspondence and advertising completed in a timely manner, and processes outlined in the Annexure to the By-Laws are complied with.
2. In conjunction with the Coordinating Committees, coordinate school visits, maintain a list of members prepared to participate, liaise with school principals and allocate resources.

**2.4.7 General Administration**

1. Monitor the preparation of newsletter and media presentations.
2. In conjunction with the Executive Committee, oversee the Sub-Branch’s website and social media to ensure they align with the needs of the Sub-Branch.
3. Liaise with Memorial Warden relating to Wall of Remembrance and Memorial Plaques.
4. Liaise with City of Stirling, booking the Memorial Precinct for commemorative events.
5. Ensure the registration of the Kayaks trailer is current and kayaks and trailer are maintained.
6. Monitor the management of external and special Sub-Branch events.
7. Support and ensure effective administration of the Sub-Branch.
8. Prepare agenda for Executive Committee, General and Annual General Meetings as determined by the Executive Officers and distribute to relevant members and participants.

**2.5 Welfare**

2.5.1 The Sub-Branch will maintain a Welfare Sub-Committee comprising of the Sub-Branch President, Secretary, Treasurer, Welfare Officer, and other members as determined from time to time by the Executive Committee.

2.5.2 The Sub-Branch Welfare Sub-Committee will establish and manage Welfare processes and practices in accordance with RSLWA Constitution Rules and RSLWA By-Laws Sections 10 to provide welfare services and benevolence, including financial support, to Sub-Branch members who are serving or ex-serving Australian Defence Force personnel and their spouse, partner and dependents at home or abroad in accordance with the intent of the Objects of RSLWA.

2.5.2 The Sub-Branch Welfare Sub-Committee will ensure that regular welfare reports are provided at General Meetings and the Annual General Meeting in accordance with RSLWA By-Laws Sections 10

## Treasurer

2.6.1 The duties of the Sub-Branch Treasurer are to be consistent with RSLWA Constitution Rules and By Laws Section 5.33 and include, but not limited to:

* 1. Maintain an overview of the Sub-Branch’s finances in accordance with the requirements of RSLWA Constitution Rules and By-Laws.

1. Receipt monies received on behalf of the Sub-Branch and ensure all money received is deposited in a Sub- Branch Bank Account approved by the Executive Officers.
2. Support appointed officers with ANZAC and Remembrance Day Appeals management, and other fund-raising initiatives.
3. Verify all accounts and requests for payment and present to the Executive Officers for authority to pay.
4. Keep accounting records of the Sub-Branch of all financial related transactions.
5. Keep a working account for day-to-day running of the affairs of the Sub-Branch, and a Welfare Account for matters pertaining to the welfare assistance to members. Proceeds from Appeals collections and any other income, allotments, donations, or bequests made specifically for welfare purposes shall be paid into the Welfare Account.
6. Reconcile all accounts, draw up and present to the members at the monthly meeting a statement clearly showing the financial position of the Sub-Branch.
7. Prepare and submit to the Annual General Meeting a reviewed statement of the income and expenditure of the Sub-Branch, with a balance sheet setting out the assets and liabilities of the Sub Branch.

## 2.7 Wardens

2.7.1 The Sub-Branch may in accordance with RSLWA By-Laws Sections 5.41 to 5.43 elect no more than two Wardens. The Executive Committee may appoint additional Wardens to undertake specific defined responsibilities, including a Memorial Warden to, among other things:

1. Ensure that the area around the Memorial Precinct is kept to an acceptable standard.
2. Arrange for flags to be flown at appropriate times.
3. Liaise with Coordinating Committees to prepare the Memorial Precinct for commemorative events as required.
4. Contact family of deceased members to advise of Memorial Plaques procedure in a timely manner.
5. Keep records of all applications for Plaques.
6. Ensure that Plaque Applications are valid and meet the requirements for eligibility.
7. Liaise with the Plaque applicant and the Plaque Manufacturer to ensure that details are correct.
8. Obtain permission from Office of War Graves for permission to use Australian Military Forces badge on the Plaque.
9. Arrange the placement and fixing of Plaques.
10. Maintain a database of the location of all Plaques.

## 3 Financial and Governance.

## 3.1 Bank Accounts

Consistent with RSLWA By-laws and subject to Sub-Branch By-Laws 3.2 and 3.3 any two of the President, Secretary, Treasurer shall authorise expenditure of funds from Sub-Branch Bank Accounts and any one of the President, Secretary, Treasurer to operate the Accounts as detailed in these By-Laws.

|  |  |  |
| --- | --- | --- |
| ANZ |  | General Account |
| ANZ |  | Welfare Account |
| ANZ |  | Tour of Duty (Sub-Branch Members’ Tour of Duty Account) |
| Australian Military Bank (RSL Money) | Term Deposit | Contingency Fund and any additional funds deposited to attract a higher interest rate. |

The Treasurer will maintain accountable evidence that all financial transactions have been made in accordance with RSLWA By-Laws and Sub-Branch By-Laws and that account BSB and Account Numbers are confidentially retained and made available to the Executive Officers.

## 3.2 Contingency Fund.

The Contingency Fund is a legacy from the founding members of the Sub-Branch, accrued over many years. Nominally it is maintained at $40,000. The integrity of the capital is protected by a requirement of a Special General Meeting Resolution to withdraw /reduce capital. Interest on this account is allocated for Sub-Branch purposes at the discretion of the Executive Committee.

Additional funds may be placed in the term deposit at the discretion of the Executive Committee. These additional funds are not part of the Contingency Fund and are not bound by the same conditions.

## 3.3 Expenditure Limit

1. The Executive is authorised to spend up to $2500.00 for any single purchase. Permission for an expenditure in excess of $2500.00 shall be subject to approval at a General Meeting. This approval should be sought in advance of the expenditure where conditions do not preclude.
2. A list of recurrent expenditures expected to be in excess of $2500.00 shall be presented by the Treasurer for approval to the Annual General Meeting. If the amount of an expected expenditure is not known at the time of the AGM, the Treasurer shall present an estimate and any approval shall be valid provided that the actual amount is not greater than 15% of the estimate.
3. Any accounts established by the Sub-Branch for a specific purpose involving a sub-set of the membership (for example, The Tour of Duty Account) are not subject to the provisions outlined in sub-paragraph b. Revenue and Expenditure will be in accordance with direction received from the Executive and any Sub-Committee established to manage the activities associated with the relevant account’s purpose.

## 3.4 Australian Charities and Not-for- Profit Commission (ACNC)

The Sub-Branch will comply with the reporting requirements of the ACNC and maintain its registration as required under ACNC legislation. The Treasurer will be accountable for updating the Sub-Branch’s registration and maintain and share with the Executive the on-line log-on and password.

## Donations

The Sub-Branch has for many years adopted a policy of supporting local service-related and specific community organisations with close links to North Beach RSL Sub-Branch.

Such donations to local service-related and community organisations shall not be made unless:

1. First approved by the Executive Committee,
2. Approved by the majority of members present at a General Meeting.
3. Recorded in the Minutes of the relevant Executive Committee and General Meeting.

## Auditor

Under the provisions of RSLWA By-Law 5.17 and the [Australian Charities and Not-for-Profits Commission Act 2012](https://www.bing.com/ck/a?!&&p=1095b92ffb2a2c6f19415c23a089bbb5a8e77b835c74b9ec8642fa35b443a4aeJmltdHM9MTc0MzM3OTIwMA&ptn=3&ver=2&hsh=4&fclid=05af6548-dd2e-62c5-2c03-7088dcb2631e&psq=acnc+act+2012&u=a1aHR0cHM6Ly93d3cuYWNuYy5nb3YuYXUvYWJvdXQvYWNuYy1sZWdpc2xhdGlvbg&ntb=1) the Sub-Branch, being a Tier 1 (Small) Association, is not required to use the services of an independent qualified auditor