

Returned and Services
League of Australia,
Queensland Branch, Ipswich
Railway Sub-Branch
Incorporated

By-Laws

John Dredge OAM
6-6-2022

A handwritten signature in black ink, reading "John Dredge", written over a horizontal dotted line.

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By-Laws for the Ipswich Railway RSL Sub-Branch Incorporated.

1.0 Preamble

These Bylaws shall not be inconsistent with the Federal and State Laws, and/or the National, State and Sub-Branch RSL Constitution and National and State Bylaws.

2.0 Name

The Sub-Branch shall be identified as the Returned and Services League of Australia, Queensland Branch, Ipswich Railway Sub-Branch Incorporated.

3.0 Location

The Ipswich Railway RSL Sub-Branch Incorporated Administration Office shall be "Railway House", situated at 31 Flint Street. North Ipswich, Queensland, Australia. Post Code 4305, and the mail address be PO Box 2292, North Ipswich. 4305.

4.0 Membership General.

4.1 Eligibility.

4.1.1

Membership of the Sub-Branch is open to all persons eligible in accordance with State Constitution.

4.1.2

Proof of identity and Certificate of Service are to be provided to the Secretary for scrutiny.

4.2. Board.

4.2.1

The Sub-Branch Board shall consist of a
President,
Vice-Presidents (2),

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Secretary,
Treasurer,
Assistant Secretary (minutes),
Directors (2)
All elected in accordance with the Sub-Branch Rules.

4.3 Board Meeting.

4.3.1

Meetings of the Sub-Branch Board shall be conducted in accordance with State RSL 'Conduct of Meetings'.

4.3.2

Sub-Branch Board Meetings shall be conducted at 4.00 pm on a nominated day prior to Monthly General Meetings and the Annual General Meeting.

5.0 General Meetings.

5.1

Annual General Meetings and General Meetings shall be conducted in accordance with Queensland State Branch RSL By-Laws and Constitution of the Sub-Branch.

5.2

An agenda for Annual General and Monthly Meetings is to be available to Sub-Branch Members in attendance.

5.3

All Sub-Branch members and visitors in attendance at meetings are to print their names on the appropriate attendance sheet.

5.4

A list of all inwards and outwards correspondence is to be available to all members attending Monthly General Meetings.

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5.5

In lieu of the Monthly General Meeting in December the Sub-Branch shall hold the Annual Sub-Branch Dinner for members and guests.

6.0 Monthly General Meeting.

6.1

Monthly General Meetings shall be held on the second Friday of each month or as determined by the Calendar. Any changes to this routine will be determined at the Monthly Board Meeting and will be announced by the President at the closure of each General Meeting.

7.0 Annual General Meeting.

7.1

The Annual General Meeting shall be held on the second Friday of February each year at 7.30PM, or as determined by the Board.

7.2

Business at the Annual General Meeting shall be in accordance with the Sub-Branch Constitution and will include reports from the President, Treasurer, Auditor, and concerning Welfare and Commemorative Activities. The Election of Office Bearers for the ensuing year will be conducted in accordance with the State RSL Constitution.

7.3

The office bearers of the Sub-Branch shall be elected in accordance with Rules of the Sub-Branch. Nominations are to be submitted on the form at Annex A, available from the Secretary.

7.4

If required, a Returning Officer and two scrutineers shall be elected for the conducting of the ballot. Preferably RSL members.



7.5

Nominations shall be called for to fill the following positions at each Annual General Meeting.

Services Club Director (five positions). Refer to 7.7 and 7.8

7.5.1

Appointments: -

Sub-Branch delegate District and State (3 positions)

Honorary Auditor

Honorary Solicitor

7.6

Written nominations for the Board vacancies are to be lodged with the Secretary by 5pm on the Wednesday week prior to the AGM. This will allow the Secretary time to display the nominations 7 days prior to the AGM

7.7

Written nominations for the positions of Services Club Directors (Four positions) are to be lodged with the Secretary on or before 7 PM the Friday preceding the AGM.

7.8

If agreeable, the President of the Sub-Branch shall be automatically appointed as a Services Club Board director.

7.9

All written nominations shall be enclosed in a sealed envelope and inserted into a locked box, the key to be held by the Secretary.

7.10

The locked box shall be opened by the Secretary at the Board Meeting prior to the AGM.



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7.11

If there are more nominations for the positions available a voting slip (for presentation at the AGM.) is to be arranged by the Secretary listing the candidates in the order in which they are drawn from a receptacle at the Board Meeting.

7.12

The Secretary shall display the nominations on the Sub-Branch notice board for a minimum of 7 days.

7.13

Nominations for an Honorary Auditor and Honorary Solicitor shall be called for and appointed at each AGM. If more than one auditor and/or solicitor are nominated it will be necessary to vote by a show of hands of members to determine the successful nominee.

8.0 General

8.1

The Sub-Branch Board shall appoint three delegates A, B, and C as Representatives to the District and State conferences. The motion is to specify that Delegate A is the Delegate for Ipswich Railway Sub-Branch Incorporated, in the event Delegate A is unable to attend, then Delegate B is the delegate for Ipswich Railway Sub-Branch Incorporated, in the event Delegate A and B is unable to attend, then Delegate C will be the Delegate for Ipswich Railway Sub-Branch Incorporated.

9.0 Administrative Policies.

9.1 Hospital Benefits

The Board can allocate a benefit to a member in hospital on the recommendation of a welfare officer.



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10.0. Responsibilities.

The Sub-Branch President:

10.1.1

The President shall be responsible for the overall operation of the Sub-Branch.

10.1.2

The President shall conduct all meetings in accordance with the State Rules and Bylaws. If the President is unable to attend a Vice President shall preside.

10.1.3

Where possible it shall be the President's responsibility to officiate at all funerals of the Sub-Branch members. If the President is not available a Vice President a member of the Executive will be delegated.

10.1.4

The President, if unavailable, shall delegate his duties and attendance of official functions to one of the Vice Presidents, or another member of the Board.

10.1. Sub-Branch Vice Presidents

10.1.1

Sub-Branch Vice Presidents shall make themselves available, if and where possible, to conduct the duties of the President if required.

10.2 Sub-Branch Secretary.

10.2.1

The Sub-Branch Secretary shall carry out their duties in accordance with Sub-Branch Constitution with the exception that the Assistant Secretary shall attend to the minutes of meetings.



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10.2.2

The Sub-Branch Secretary shall provide at all monthly meetings a list of all incoming and outgoing correspondence.

10.3 Sub-Branch Assistant Secretary.

10.3.1

The Sub-Branch Assistant Secretary shall record and maintain the minutes of all meetings of the Sub-Branch.

10.3.2

The Sub-Branch Assistant Secretary through the Secretary shall provide a printed copy of the minutes of the last Monthly General Meeting or the last Annual General Meeting, as required, for issue and perusal by all members at the next meeting.

10.4 Sub-Branch Treasurer.

10.4.1

The Treasurer shall carry out the duties as listed in State and Sub-Branch Constitution.

10.5 Sub-Branch Directors

10.5.1

The duties of the Sub-Branch Directors will be determined by the Board.



ANNEX A

IPSWICH RAILWAY SUB-BRANCH NOMINATION FORM.

NOMINATION FORM.

By Completing this Nomination Form I
declare.

- a) I am currently a financial member of the Ipswich Railway Sub-Branch Incorporated.
- b) I have not been disqualified by the Australian Charities and Not-for-Profit Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity' of a registered charity, and
- c) I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001

Position of
Nominee (print)

Proposer (printed name)
Signature

Seconder (printed name)
Signature

Nominee's Acceptance
Signature..... Date.....

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Ipswich Railway RSL Sub-Branch Incorporated

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