



RSLWA

North Beach RSL Sub-Branch

BY-LAWS 2019

North Beach RSL Sub-Branch operates under the
Constitution Rules and By-Laws
of
RSL WA Inc.

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THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA

NORTH BEACH SUB-BRANCH BY-LAWS 2019

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

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By-Laws National, State and Sub-Branch

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.

Where Sub-Branch By-Laws are inconsistent with RSLWA or National Constitution Rules or By-Laws, the higher authority of State or National take precedence.

Within this document, RSLWA By-Laws are 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.

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

RSLWA Constitution Rules and By-Laws (Extract from)

- 5.35 These Rules and RSLWA By-Laws shall apply to all Sub-Branches duly formed under the authority of RSLWA, but it shall be competent for Sub-Branches to create By-Laws to suit varying local conditions. Such By-Laws are to be submitted to the Board of Directors and to be consistent with the general spirit of the Rules and By-Laws of the League and of these Rules and RSLWA By-Laws.*
- 5.36 Each Sub-Branch shall 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, shall be referred to the Board of Directors whose decision shall be final.*
- 5.37 The payment of the yearly subscription or the acceptance of honorary membership shall imply a member's acquiescence to the National Rules, National By-Laws, these Rules and Branch By-Laws.*

North Beach RSL Sub-Branch By-Laws

Consistent with Section 24 of RSLWA Constitution Rules, the Executive Committee may make and amend Sub-Branch By-Laws that are consistent with the Constitution Rules and By-Laws of the RSLWA prescribing all matters and things that are required for the effective management and operation of the Sub-Branch.

1 Organisation and Management.

1.1 Executive

Pursuant to Clause 5.22 RSLWA By-Laws, The President, Vice President, Secretary and Treasurer are the designated Executive Officers of the Sub-Branch. The Executive is charged with responsibility for efficient conduct and management of the Sub-Branch and to ensure consistency with the Constitution Rules and By-Laws of RSLWA and the By-Laws of the Sub-Branch. The President, Secretary and Treasurer are ex officio members of all committees.

1.1.1 Executive Committee

The Executive Committee consists of the Executive Officers plus any other member as agreed to by the Executive Officers.

1.1.2 Sub-Committee

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

1.2 Contact Information

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

1.3 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:

1.3.1 North Beach Bowling Club (NBBC)

- a) 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.
- b) 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.
- c) The Sub-Branch has an Agreement with the NBBC nominated caterer, to supply meals at specific RSL functions.
- d) 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.

- e) The Sub-Branch is to provide to NBBC its requirements annually, covering Monthly Meetings, ANZAC Day, Remembrance Services and other special occasions.

1.3.2 Hillarys Yacht Club.

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

1.4 Meetings

Annual General Meeting

5.16 The Annual General Meeting shall be the controlling body of the Sub-Branch.

5.17 Each Annual General Meeting must be held within three months after the end of the previous financial year.

Procedures for AGM notification to members:

i. Time,

ii. Date

iii Place

iv Notice Period to be not less than 30 days.

5.18 The following business shall be transacted at each Annual General Meeting:

- a) presentation and adoption of the President's annual report.*
- b) receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Sub-Branch for the last financial year; RSLWA By-Laws*
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- c) receiving of the report on the financial affairs of the Sub-Branch for the last financial year presenting of the audited or reviewed financial statements in accordance with the Act for adoption.*
- d) election of the Sub-Branch officers and committee; and*
- e) appointment of an independent auditor.*

5.19 The State Branch must be notified of the current office bearers within 30 days of the Sub-Branch Annual

General Meeting

- 5.20 *Each Sub-Branch shall, within 30 days after the expiration of the date of the Annual General Meeting, forward a copy of the balance sheet and statement of income and expenditure of the Sub-Branch for the year preceding the said Annual General Meeting, to the CEO.*

Election of Officers

- 5.21 *The officers and members of any committee shall be elected from among its members each year, for tenure of up to three years, at the Annual General Meeting of the Sub-Branch. Those elected shall be a President, Vice-President, Treasurer, Secretary, a Membership Officer and may elect no more than two Wardens. The President, Treasurer and Secretary shall be ex-officio members of all committees.*
- 5.22 *The executive officers of the Sub-Branch shall be deemed to be the President, Vice President, Treasurer, Honorary Secretary and such other persons as the Sub-Branch may decide and shall hold office at the pleasure of the Sub-Branch.*
- 5.23 *Nominations for all offices whose tenure has expired shall be taken at the Annual General Meeting. All nominations shall be in writing and taken prior to the Annual General Meeting.*
- 5.24 *The date upon which nominations will close shall be determined by the Sub-Branch Committee but no less than 30 days before the AGM. Nominations should not be received after the promulgated date. On receipt, written nominations are to be placed in general view for Sub-Branch Members for the period of 30 days.*
- 5.25 *Nominations shall be signed by the Sub-Branch members who propose and second them and be endorsed by the nominee. Voting for the nominated candidates will only take place at the Annual General Meeting by Sub-Branch Members. Proxy votes will not be accepted. Members must attend the AGM to vote.*
- 5.26 *The Sub-Branch is to nominate a Returning Officer for the return and counting of ballot papers. Nominees may appoint a scrutineer/s if desired.*
- 5.27 *In the event of there being only one nomination a ballot shall not be taken*

- 1.4.1 Annual General Meeting will be conducted at the time of the August General Meeting. Guidelines relating to the Annual General Meeting and Nomination forms are contained in the **Annexure to the By-Laws**

- 1.4.2 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 members may renominate for election. Nomination forms duly executed must be submitted by a date set by the Executive Officers to allow all nominations to be displayed for members' information for not less than 30 days prior to the Annual General Meeting.

1.4.3 Monthly General Meeting

Is held at North Beach Bowling Club the Second Monday each month except January, at a time determined by the Executive.

1.4.4 Quorum

The quorum for any Sub-Branch general meeting is thirty members.

1.4.5 Resolution.

Resolution of all Motions is by majority vote. The chair of the meeting has a casting vote.

1.4.6 Code of Conduct (**Annexure to the By-Laws**)

- a) **Member:** 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.
- b) **Invited Guests:** 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 timeframe. Guest speakers shall be advised of Executive Officers approval by the Secretary.

1.5 Newsletter

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

1.6 Memorial

- 1.6.1 Families of qualifying local ex Service personnel and deceased members of the Sub-Branch are entitled, at their cost, to have a donated plaque placed on the 'Wall of Remembrance' at The Charles Owen Riley Memorial Precinct.
- 1.6.2 The Wall of Remembrance and the Monument remain the property and responsibility of the City of Stirling. The Sub-Branch shall retain an active and ongoing interest in all Plaques and the Memorial Precinct
- 1.6.3 The Sub-Branch will comply with the guidelines of The City of Stirling's "*Commemorative Memorials and Plaque Policy*".
- 1.6.4 All Policy and Procedures for The Charles Owen Riley Memorial Precinct and matters dealing with the administration of Plaques rests with the President of the North Beach RSL Sub-Branch through a designated Memorial Warden, a member of the Sub-Branch appointed by the Executive Committee.
- 1.6.5 Eligibility, Design of Plaques, and Application details are contained in the **Annexure to the By-Laws**

1.7 North Beach RSL Display Policy

- 1.7.1 All areas agreed to and designated by NBBC as the RSL Sub-Branch display areas are under the sole control, organisation and management of the Sub-Branch Executive Committee.
- 1.7.2 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.
- 1.7.3 No guarantee can be made as to the specific period, frequency or location of display. Display arrangement is at the sole discretion of the Executive Committee.
- 1.7.4 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.
- 1.7.5 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.
- 1.7.6 We will strive for a balance in displays of the three services.
- 1.7.7 Some factors which will affect a decision to display material, or not, will be quality, condition, size, timing (e.g. commemorations Long Tan, HMAS Sydney), suitability. (e.g. group photos may have precedence over individuals).
- 1.7.8 Donor Information and Forms – **refer to Annexure to the By-Laws.**

1.8 Ceremonies

- 1.8.1 ANZAC Day ceremony will be conducted under the direction of the ANZAC Day Sub-Committee.
- 1.8.2 Remembrance Day Ceremony will be conducted under the direction of 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.

2.1 Code of Conduct – Committees

- 2.1.1 Act honestly, in good faith and in the best interest of the Sub-Branch.

- 2.1.2 Use due care and diligence in fulfilling the functions of office and exercising the powers attached.
- 2.1.3 Use the powers of office for a proper purpose, in the best interest of the Sub-Branch and its Members.
- 2.1.4 Recognise that the primary responsibility is to the Sub-Branch.
- 2.1.5 Maintain security and privacy of information and confidential information acquired.
- 2.1.6 Not to take improper advantage of an appointed position.
- 2.1.7 Not allow personal interests of other Sub-Branch or Associations or associated person, to conflict with the Objectives and Purposes of the Sub-Branch.
- 2.1.8 Be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken.
- 2.1.9 Not engage in conduct likely to bring discredit upon RSLWA, the Sub-Branch or its Members.
- 2.1.10 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

Duties of Sub-Branch President

5.31 Whilst not exhaustive, the President shall:

- a) chair meetings.*
- b) sign documents on behalf of the Sub-Branch.*
- c) ensure all relevant information is made available to committee members.*
- d) ensure the Sub-Branch is run according to and in compliance with the Constitution of RSLWA.*
- e) oversee activities and projects; and*
- f) in the President's absence, the Vice President if one is appointed or a member nominated by the President may represent the Sub-Branch and preside over meetings.*

The duties of the President include, but not limited to:

- a) Become thoroughly acquainted with the President's duties.
- b) Receive information, material, and assistance from the Past President of the Sub-Branch.
- c) Preside over monthly Sub-Branch meetings (Chair).
- d) Attend all Sub-Branch meetings.
- e) Familiarise oneself with the duties of the Sub-Branch Secretary.
- f) Watch over the committee system and assist committee chairs.
- g) Attend and chair monthly committee meetings.
- h) Co-operate with an incoming President and assist that officer to assume the role.

2.3 Vice President

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.

In addition, the Vice President must:

- a) Preside over monthly Sub-Branch meetings in the absence of the President.
- b) Become thoroughly acquainted with the President's duties.
- c) Receive information, material, and assistance from the past Vice President of the Sub-Branch.
- d) Attend monthly committee meetings as an ex-officio member and advisor.
- e) Attend all Sub-Branch meetings.
- f) Familiarise oneself with the duties of the Sub-Branch Secretary.
- g) Watch over the committee system and assist committee chairs.
- h) Attend all meetings of project committees as a counselor and ex-officio member.
- i) Assist a new elected Vice President to assume the role.

2.4 Secretary

Duties of Sub-Branch Secretary

5.32 A Sub-Branch Secretary shall:

- a) keep a register of all members of the Sub-Branch.*
- b) keep full and correct minutes of all meetings held by the Sub-Branch.*
- c) be responsible for having interim receipts issued for monies received by them on behalf of the Sub-Branch and to have all such moneys deposited in the Sub-Branch bank account or an account held by the Sub-Branch in a similar institution such as a Credit Union or Building Society.*
- d) carry out all instructions received from the members of the Sub-Branch in the form of resolutions passed by the majority of the members.*

5.33 All payments from the Sub-Branch accounts must be signed by any two of the following: the President, Vice-President, Secretary or Treasurer. Note: The role of a Sub-Branch Secretary differs significantly on the size of the Sub-Branch membership.

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee. The Secretary's duties include, but not limited to, the following:-

- a) Maintain the Membership List, Membership Statements from ANZAC House, and currency of membership.

- b) 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).
- c) 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).
- d) 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.
- e) 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

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

2.4.2 Correspondence

- a) Receive all correspondence for presentation at Monthly meetings and reply as necessary.
- b) Following meetings prepare outgoing correspondence.
- c) File and retain correspondence records in accordance with good management practices.

2.4.3 General Meetings

- a) Send a "Notice of Meeting" one week prior to meetings.
- b) Prepare Agenda.
- c) Advise of Meeting dates, Tributes to members if required.
- d) Prepare meeting place, flags, banner, gavel.
- e) Ensure that the President has all relevant paperwork and that arrangements are in place for a successful meeting.
- f) Take Minutes of all meetings, distribute to members, retain Minute Books.

2.4.4 Annual General Meetings (AGM)

- a) Prepare Nomination Forms, **Refer Annexure to the By-Laws**, for display not less than 30 days prior to the August AGM.
- b) Ensure that the Annual report is prepared for presentation.
- c) Following the AGM, inform RSLWA of any changes, post list of office bearers on Notice Board.
- d) 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

- a) ANZAC Day: Ensure that the ANZAC Day Dawn Service Committee/Co-ordinator is in place, liaise with the Committee to make sure that Funding requests, Requests for assistance are submitted on time, correspondence to participants to be sent February and advertising in various media.
- b) ANZAC Day Appeal, Contact venues, and attend to administrative arrangements.
- c) Remembrance Day, Advertise the service within the media, organise the Committee/ Memorial Warden to manage the event.
- d) Poppy Day Collection: Contact venues in July/August and attend to administrative arrangements.
- e) School Visits, Maintain a list on members prepared to carry out school visits, ANZAC Day assemblies, liaise with school principals and allocate school visitors.

2.4.7 Welfare

Maintain list of approved/accredited Wellbeing Officers (required for their Insurances.) and Wellbeing Support Officers Form part of the Welfare Sub Committee.

2.4.8 General Administration

- a) Initiate newsletter and media preparation, publication and distribution.
- b) Oversee administration and maintenance of Sub-Branch website
- c) Liaise with Memorial Warden relating to Wall of Remembrance and Memorial Plaques.
- d) Liaise with City of Stirling, booking the Memorial Precinct for commemorative events.
- e) Kayaks. Ensure trailer registration is up to date and kayaks and trailer are maintained.
- f) Oversee the management of external and special Sub-Branch events.
- g) Support and ensure effective administration of the Sub-Branch.
- h) Prepare agenda for Executive Committee Meetings as determined by the Executive Officers and distribute to relevant members and participants.

2.5 Treasurer

Duties of Sub-Branch Treasurer

5.34 A Sub-Branch Treasurer shall: RSLWA By-Laws Page 28

- a) be responsible for having final receipts issued for the monies received on behalf of the Sub-Branch and to ensure all moneys received on behalf of the Sub-Branch are deposited in an approved bank or similar institution and vested in the name of the Sub-Branch.*
- b) verify all accounts for payment, which are presented to the members for authority to pay.*
- c) keep a cashbook in which is recorded all financial transactions of the Sub-Branch.*
- d) keep a working account for day-to-day running of the affairs of the Sub-Branch, and an amelioration account for matters pertaining to the welfare assistance to members, proceeds from the Poppy Day collections and any other income, allotments, donations, or bequests made specifically for welfare purposes must be paid into the amelioration account.*
- e) draw up and present to the members at the monthly meeting a statement showing clearly the financial position of the Sub-Branch as compared with the previous monthly statement.*
- f) reconcile between the balance shown in the cashbook and the balance shown on the statement from the bank*

- g) *prepare and submit to the Annual General Meeting a statement of the income and expenditure of the Sub-Branch, with a balance sheet setting out the assets and liabilities of the Sub-Branch.*

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

- a) Receipt monies received on behalf of the Sub-Branch and ensure all moneys received are deposited in a Sub-Branch Bank Account approved by the Executive Officers.
- b) Assist the Secretary with Poppy Day management.
- c) Verify all accounts and requests for payment and present to the Executive Officers for authority to pay.
- d) Keep accounting records of the Sub-Branch of all financial related transactions.
- e) Keep a working account for day-to-day running of the affairs of the Sub-Branch, and an Amelioration Account for matters pertaining to the welfare assistance to members. Proceeds from the Poppy Day collections and any other income, allotments, donations, or bequests made specifically for welfare purposes shall be paid into the Amelioration Account.
- f) 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 as compared with the previous monthly statement.
- g) 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.

2.6 Warden

RSLWA By-Laws state:

- 5.42 *A Sub-Branch Warden shall be an officer of the Sub-Branch and oversee and ensure that the affairs of the Sub-Branch are conducted in accordance with the Rules and in the best interests of the League and the Sub-Branch.*
- 5.43 *A Warden or Wardens, as described in By-Law 5.21 shall hold office for a period of up to three years but shall be eligible for re-election*
- 5.44 *A Warden or Wardens may be removed from their office by a majority vote of members present and voting at an Annual General Meeting or an Extraordinary General Meeting called for that purpose. Vacancies, however occurring in the office of Warden, shall be filled by the members present at such meetings.*

The Sub-Branch may in accordance with RSLWA By-Laws 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:

- a) Ensure that the area around the Memorial Precinct is kept to an acceptable standard.
- b) Arrange for flags to be flown at appropriate times.
- c) Liaise with Events Coordinators for commemorative events as required.
- d) Contact family of deceased members to advise of Memorial Plaques procedure in a timely manner
- e) Keep records of all applications for the sponsorship of Plaques.
- f) Ensure that applications are valid and meet the requirements for eligibility.
- g) Liaise with the Plaque applicant and the Plaque Manufacturer to ensure that details are correct.

- h) Obtain permission from Office of War Graves for permission to use Australian Military Forces badge on the Plaque
- i) Arrange the placement and fixing of Plaques.
- j) Keep a database of the location of all Plaques.

3 Financial and Governance

3.1 Bank Accounts

Consistent with RSLWA By-laws and Subject to 3.1.1 and 3.1.2 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)
CBA		Special Purpose Account
Australian Military Bank (RSL Money)	Term Deposit	Contingency Fund

The Treasurer to 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.

3.1.1 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 in order to withdraw /reduce capital. Interest on this account is allocated for Sub-Branch purposes at the discretion of the Executive Committee.

3.1.2 Expenditure Limit

The Executive is authorised to spend up to \$3000.00 for capital acquisition in one instance, limited to \$8,000 over the financial year and \$3,000 per month for general and consumer items, limited to \$10,000 over the financial year. Permission for expenditures in excess of these amounts and for recurring payment shall be subject to approval at a General Meeting.

3.2 Australian Charities and Not-for- profit Commission (ACNC)

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

3.3 Donations

North Beach Sub-Branch has for many years adopted a policy of supporting local service-related organisations and the Executive Committee shall approve any such donation.

3.4 Auditor

Under provisions of the Associations Act 2015, the Sub-Branch, being a Tier 1 Association as defined by the Act, resolved not to use the services of an independent qualified auditor.