



BY-LAW NUMBER THREE (3)

**MEMBERSHIP
OF
THE RETURNED & SERVICES LEAGUE OF AUSTRALIA
(SA BRANCH) INCORPORATED**

Motto: The Price of Liberty is Eternal Vigilance

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MEMBERSHIP OF RSL SA INC

1. Introduction

- 1.1. The purpose of this By-Law is to provide the detail and clarity for State Branch and Sub-Branches in the management of the membership within RSL SA Inc. This document outlines the processes and procedures and should be read in conjunction with the RSL Rules.
- 1.2. An individual who applies to join the RSL is admitted as a member of the League. In general, the individual is a member of the State Branch when allocated to a particular Sub-Branch or Chapter responsible for administering the individual's membership.

2. Definitions

- 2.1. “**Affiliate Member**” means a category of financial Sub-Branch membership for those who do not fit the criteria for Service Membership.
- 2.2. “**Associate Member**” means a person who is a financial member of a Sub-Branch and chooses to be associated with another Sub-Branch. This type of membership is only available to those of the Service Member category.
- 2.3. “**Chapter**” means a group of individuals that qualify for Service Membership but do not have the required number of members to maintain or establish a formal Sub-Branch. Such a group will allow for an RSL presence to be retained or established.
- 2.4. “**Financial Member**” means an individual who has paid their subscription when due and prior to being eligible to vote.
- 2.5. “**Lapsed Member**” means an individual who has remained in arrears for more than 12 months as of 30 April each year.
- 2.6. “**League**” means the RSLA, each State Branch and each Sub-Branch from time to time and the members from time to time, of any one or more of these bodies, and a reference to ‘the League’ is to one, some or all of these entities as the content admits or requires.
- 2.7. “**Other Members**” means a category of financial membership that do not fall within the existing categories of membership but has a benefit to the organisation.
- 2.8. ‘**Service Member**’ means the category of financial membership that subject to qualification as such, are current or ex-serving members of the Australian Defence Force or allied military forces.

3. Categories of RSL SA Inc Members

- 3.1. Sub-Branches - an incorporated association authorised by the State Board through the granting of a Charter. A Sub-Branch holds voting rights at the Annual Sub-Branch Conference.
- 3.2. Chapters - an unincorporated entity formed to establish or maintain an RSL presence where none currently exists and/or the potential membership does not meet the criteria for establishing or maintaining a Sub-Branch. A

Chapter is affiliated and administered by State Branch and does not hold voting rights at the Annual Sub-Branch Conference.

- 3.3. Unattached Members List - those individual Members who choose to not belong to a specific Sub-Branch. An unattached member holds voting rights applicable to their category of membership.
- 3.4. Miscellaneous Members List - a list of those Members who have been transferred due to a decision of a State Branch or National Tribunal.

4. Types of Individual Membership

- 4.1. Those individuals who become members of the League fall into one of the following types as outlined in the [RSLA By-Laws](#):
 - 4.1.1. Service Members - hold full voting rights, can be elected to any position within RSL SA Inc.
 - 4.1.2. Affiliate Members - hold some voting rights, can be elected to a Sub-Branch Committee position with the exception of the President or Vice-President position. Refer to Sub-Branch Model Rules.
- 4.2. There are three additional special types of membership as granted at the sole discretion of the RSLA Board.
 - 4.2.1. Life Members - a Service Member who has given long and distinguished service to the League. A Life Member is afforded certain rights, privileges and honour in recognition of their significant contribution to the League.
 - 4.2.2. Honorary Members - a person appointed by the RSLA Board for a period it deems appropriate.
 - 4.2.3. Honorary Life Members - a person of high standing or significance granted membership by the RSLA Board.
- 4.3. The addition of Affiliate is granted at the sole discretion of the RSLSA Board
 - 4.3.1. Life Affiliate Member - an Affiliate Member who has given long and distinguished service to the League. The elevation of an Affiliate to Life Affiliation of The Returned & Services League of Australia SA Branch (RSL-SA) is an honour that may only be approved by the RSLSA State Board on the recommendation of a Sub-Branch.
- 4.4. Any other types of membership are determined by the State Branch as appropriate. Proposals by Sub-Branches seeking an additional category of membership must be submitted to State Branch for State Board consideration and approval. Such proposals require a full business case justification outlining the benefits, risks, and eligibility.

5. General Eligibility

- 5.1. The State Board is the authorising body and determines the criteria for granting membership.
- 5.2. In general, all individual applicants who join the League must:
 - 5.2.1. commit to pursuing the objects of the League;
 - 5.2.2. uphold the interests and reputation of RSL SA Inc;

- 5.2.3. abide by the Code of Conduct; and
- 5.2.4. be a fit and proper person.
- 5.3. All members of RSL SA Inc shall be 18 years or older, with the exception of any current or ex serving member of the ADF.

6. Specific Membership Eligibility

- 6.1. With the exception of the Affiliate category, the specific eligibility requirements for each membership type is outlined in detail in the [RSL Rules](#).
- 6.2. The specific eligibility requirements for Affiliate membership of RSL SA Inc are:
 - 6.2.1. a person who is not eligible to be a Service Member;
 - 6.2.2. a person who meets the general eligibility requirements;
 - 6.2.3. any person deemed by the State Board who would provide valuable service to the League or has demonstrated their desire to assist RSL SA Inc in achieving its objects.

7. Applying to Become a Member

- 7.1. A person may apply to become a member of the League by:
 - 7.1.1. submitting an application to State Branch or a Sub-Branch in the relevant form provided on the [RSL SA Inc website](#); and
 - 7.1.2. providing all necessary supporting evidence to confirm eligibility.
- 7.2. An applicant may state they wish to join either as:
 - 7.2.1. a member of a specific Sub-Branch;
 - 7.2.2. to be an Unattached Member.
- 7.3. For applications for Affiliate membership, the nominator of the applicant must be a Service member.

8. Administering Applications for Membership

- 8.1. The Sub-Branch or Chapter must submit an application for membership to the State Branch Membership Officer within 14 days of receipt.
- 8.2. In circumstances where an applicant has not nominated a specific Sub-Branch they wish to join, State Branch will decide an appropriate Sub-Branch in consultation with the applicant unless the applicant wishes to be placed on the Unattached List.
- 8.3. The State Branch Membership Officer will issue notification to the applicant:
 - 8.3.1. advising of the status of their application;
 - 8.3.2. confirming assigned Sub-Branch;
 - 8.3.3. providing membership card and RSL badge; and
 - 8.3.4. details of the Sub-Branch point of contact.
- 8.4. The State Branch Membership Officer will provide to the Sub-Branch confirmation:

- 8.4.1. of the status of the application for membership; and
- 8.4.2. name and contact details of the successful applicant.

9. Assessing the 'Fit and Proper' Person Criteria

- 9.1. The criteria for assessing if a person is not 'fit and proper' to become a member of the League are:
 - 9.1.1. refusing or wilfully neglecting to comply with RSL Rules;
 - 9.1.2. been guilty of conduct unbecoming a member;
 - 9.1.3. been guilty of conduct subversive to the Objects and values of the League;
 - 9.1.4. been convicted of an indictable offence or imprisoned for a serious offence; or
 - 9.1.5. has a current violence-related intervention order in place.
- 9.2. Only upon final determination by the State Board may an expelled member be readmitted to the League.

10. Declining an Application to Become a Member of the League

- 10.1. A membership application submitted by a Sub-Branch may be declined by the State Board, if in its assessment, the application:
 - 10.1.1. does not satisfy the general eligibility criteria for membership;
 - 10.1.2. the applicant has previously received a sanction on disciplinary grounds;
 - 10.1.3. the applicant has had their League membership suspended or cancelled in other League jurisdictions; or
 - 10.1.4. the applicant's membership would be prejudicial to the interests of RSL SA Inc.
- 10.2. The State Branch will provide in writing to the applicant, the reasons as outlined at clause 8.1 for declining a membership application.
- 10.3. Prior to making a decision to not accept an applicant, State Branch must afford the applicant reasonable opportunity to be heard or to make representation in writing.
- 10.4. Where an application has been declined, any subscription fees paid will be refunded in full.

11. Commencement of Membership

An applicant for membership of RSL SA Inc commences their membership upon the acceptance by State Branch of the application and the payment of membership subscription fees.

12. Associate Membership

- 12.1. A Service Member of one Sub-Branch may choose to be associated with another Sub-Branch or Chapter and is known as an Associate Member under the following conditions:
 - 12.1.1. Hold voting and speaking rights of only one Sub-Branch.
 - 12.1.2. Hold office of only one Sub-Branch Committee.

- 12.1.3. Nominates in writing to the State Branch, and the relevant Sub-Bran­ches, the Sub-Branch at which they will exercise these rights.
- 12.1.4. May only become or change associate membership once in any membership year.

13. Management of Past Membership Types

- 13.1. Over time there have been circumstances where some different types of membership have been put in place that are in contravention of the current RSL Rules. As a consequence, this clause is to address the existence of these membership types and to implement a ‘grandfathering’ arrangement for those members who currently fall into these categories.
- 13.2. This By-Law formally ceases the practice of applying the membership categories as listed at clauses 13.3 and 13.4 and takes effect on the date this By-Law is endorsed by the State Board.
- 13.3. Sub-Branch Life Members
 - 13.3.1. From the date of effect of this By-Law, the granting of Sub-Branch Life Member status shall no longer be granted to any other member.
 - 13.3.2. For those existing members who have been granted Sub-Branch Life Member status, they will retain this membership status for the duration of their involvement with RSL SA Inc.
 - 13.3.2.1. Where a member transfers to another Sub-Branch, this category of membership is rescinded.
 - 13.3.3. While an annual membership subscription fee is not paid by the member, a capitation fee is levied on the Sub-Branch. The Sub-Branch is required to include this category of membership in the monthly return.
- 13.4. Sub-Branch Life Affiliates
 - 13.4.1. From the date of effect of this By-Law, the granting of Sub-Branch Life Affiliate status shall no longer be granted to any other member.
 - 13.4.2. For those existing members who have been granted Sub-Branch Life Affiliate status, they will retain this membership status for the duration of their involvement with RSL SA Inc.
 - 13.4.2.1. Where a member transfers to another Sub-Branch, this category of membership is rescinded.
 - 13.4.3. While an annual membership subscription fee is not paid by the member, a capitation fee is levied on the Sub-Branch. The Sub-Branch is required to include this category of membership in the monthly return.
- 13.5. Social Members
 - 13.5.1. There is no longer a type of membership called Social Member. There are only two general types of RSL SA Inc membership, Service or Affiliate Members.

13.5.2. Any individuals who are currently deemed Social Members or similar, must apply for either Service or Affiliate Membership within 90 days of this By-Law coming into effect.

13.5.2.1. Failure to apply for Service or Affiliate membership within the 90 days shall mean that their membership has lapsed.

14. Membership Records

- 14.1. New members will be admitted and entered into the central Membership Register held by State Branch and recorded as being attached to the Sub-Branch through which the application was made.
- 14.2. On a quarterly basis, State Branch will provide an update to Sub-Branches of those members that they administer. The Membership Officer/Secretary is to reconcile the Sub-Branch records and advise the State Branch Membership Officer of any changes.
- 14.3. Notification of a death of a member must be advised to State Branch by the Sub-Branch as soon it becomes known.

15. Confidentiality of Membership

- 15.1. In accordance with the Privacy Act 1988 personal information collected will be stored and used for the purpose of membership management. All such membership information will be held in the State Branch membership database.
- 15.2. The names and contact details of members shall be confidential and shall not be available to any person other than the Chief Executive Officer or the State Branch Membership Officer except as follows:
 - 15.2.1. to the President, Secretary, Treasurer or Membership Officer of the Sub-Branch.
 - 15.2.2. to the State Board.
 - 15.2.3. to an Inquiry Officer.

16. Transferring Sub-Branches

- 16.1. A member may transfer from a Sub-Branch to another Sub-Branch or to become an Unattached Member.
- 16.2. A member who transfers their membership or voting rights from one Sub-Branch to another shall be ineligible to vote at the Annual General Meeting of more than one Sub-Branch in any one year.
 - 16.2.1. Notwithstanding this clause, members of a Sub-Branch which resolves to amalgamate with another Sub-Branch shall be eligible to take part in the merged Sub-Branch Annual General Meeting upon the amalgamated Sub-Branch coming into operation during the individual's period of membership.

17. Membership Subscriptions

- 17.1. Members and applicants for membership shall pay a membership subscription fee at an amount fixed by the Annual Sub-Branch Conference upon recommendation of the State Board.

- 17.2. Membership subscription fees are paid in advance and are due annually on the first day of January of each calendar year.
 - 17.2.1. For those new members who join the League on or after 30 September and up to 31 December of the current membership year, shall pay a full membership subscription. This payment shall cover the remainder of the membership period before the first day of the Calendar Year and for the following membership period commencing on 01 January.
- 17.3. League Life Members, Honorary Members and Honorary Life Members are not required to pay an annual membership subscription fee.
- 17.4. An Associate Member shall pay the annual subscription fee at the prescribed amount, less than the capitation fee.
- 17.5. Any member whose subscription is in arrears shall be ineligible to take part in any business or proceeding of the State Branch or Sub-Branch. Such ineligibility shall cease immediately upon the receipt of the payment of the arrears.
- 17.6. Any member whose subscription has remained in arrears for more than 12 months as of 30 April each year, their membership will be deemed as lapsed.

18. Ceasing Membership of the League

- 18.1. A person ceases being a member of the League:
 - 18.1.1. if the person fails to pay the annual subscription on or before 30 April following the date annual subscriptions become due;
 - 18.1.2. by giving notice in writing to the State Branch or Sub-Branch of which they are a member;
 - 18.1.3. if the person is suspended, for the term of the suspension; or
 - 18.1.4. if the person is expelled, or
 - 18.1.5. if their membership lapses.
- 18.2. The person is liable for all outstanding amounts owed to the League at the date of ceasing to be a member.
- 18.3. Where a written resignation has been received by the Sub-Branch, the Secretary must inform the State Branch Membership Officer within ten days.
- 18.4. Only upon final determination by the State Board may an expelled member be readmitted to the League.
- 18.5. Procedures for expelling or readmitting members are outlined in State Branch By-Law Five.