



RSL
Queensland

To: Directors
District Secretaries
Sub-Branch Secretaries

Re: Notice of Annual General Meeting
2020 RSL (Queensland Branch) State Congress

Date: 24 August 2020

Dear Members

The **attached** Notice of Meeting for the Annual General Meeting is provided in accordance with the Returned & Services League of Australia (Queensland Branch) Constitution.

Following the difficult decision to reschedule the AGM to Tuesday 24 November, the Board has subsequently had the difficult decision of determining the best way to stage the meeting in a manner that is safe for all attendees and in keeping with best practice health guidelines whilst enabling members' voices to be heard. To this end Sub Branches were asked to consent to the use of technology to enable the AGM to be delivered across multiple sites. The overwhelming majority of Sub Branches supported this decision and provided consent to hold the meeting in this manner.

Whilst the Board recognises holding the meeting in the proposed manner may be a challenge, the wellbeing of our members and staff has been a paramount consideration. We will have strict COVID-Safe plans in place at all AGM locations and these will be strictly enforced to ensure the safety of all. We will also have staff on hand to address any technology difficulties that may arise. The Board will proceed with an agenda that includes only essential business matters as required by our Constitution.

Motions and Resolutions

The Constitution allows for Sub Branches and Districts to submit motions for consideration at the AGM. Sub Branches and Districts are requested to submit only those motions they consider to be essential in nature. Any such motions must be received by RSL (Queensland Branch) from any Sub-Branch or District Branch at least eight weeks before an AGM. The deadline for motions to be received by RSL (Queensland Branch) this year is **29 September 2020**. Clause 8.3 of the Constitution stipulates that motions will not be accepted by RSL (Queensland Branch) for consideration at the AGM:

1. unless accompanied by relevant written supporting information directly addressing the motion; and
2. prior to forwarding a motion for inclusion on the AGM agenda, the Board may:
 - (a) alter or amend the wording of any motion to be put to the AGM whether passed at a general meeting of a District Branch or Sub-Branch, provided that the tenor and intent of such motion is not altered; or

(b) request that the District Branch or Sub-Branch which initiated the motion, reframes the motion;
to enable such motion to be presented with clarity at the AGM.

A Notice of Motion Template is on the 2021 AGM portal of the RSL Qld website.

RSL (Queensland Branch) shall forward a copy of the motion and resolutions for the AGM to District and Sub-Branch secretaries electronically at least four weeks prior to the AGM by any such means as is considered expedient by the Board. These will be sent electronically, no later than **27 October 2020**.

Election – Deputy President/Deputy Chair of RSL (Queensland) Board

In accordance with the Election of Executive Officers provisions of the Constitution, a vacancy will arise for the position of Deputy President/Deputy Chair and an election for this position will be held at the AGM. Only Service or Life Members may be nominated for the position of Deputy President/Deputy Chair.

All nominations for the position of Deputy President/Deputy Chair must be submitted by Sub-Branched in accordance with the requirements set out in RSL (Queensland) State By-Law 3, on the prescribed form and accompanied by no more than 2 pages of additional supporting documentation. A copy of the minutes of the Sub-Branch general meeting at which the nomination was approved by voting members must be attached to all nominations. All Nominees must indicate, in writing, their consent to being nominated. Nominations close 2 months prior to the RSL (Queensland) AGM. The closing date for this year is **24 September 2020**. All District Branches and Sub-Branched will be notified by 1 October 2020 of the nominations received and a copy of the nomination forms for all nominees will also be circulated.

A nomination form template is on the 2020 AGM portal of the RSL Qld website.

Any motions or nominations are to be forwarded to the Company Secretary at RSL (Queensland Branch) by email to CompanySecretary@rslqld.org.

Please disseminate this information to your members.

Yours sincerely

Returned & Services League of Australia (Queensland Branch)



Leah Coogans
Company Secretary
24 August 2020