



To: Directors  
District Secretaries  
Sub-Branch Secretaries

Re: Notice of Annual General Meeting  
2022 RSL (Queensland Branch) State Congress

Date: 25 March 2022

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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.

### Verification of Delegates

The RSL Queensland Constitution requires, at clause 7, for Sub Branches and Districts to appoint a Delegate for the meeting. The Delegate must be a Service or Life Member. A document appointing the Delegate must be in writing, in a form permitted by the RSL Queensland Board and signed by the Sub Branch/District.

Sub Branches and Districts are advised that a new process for verifying Delegates will now apply. A standard form to verify the appointment of a Delegate will be required from each Sub Branch and District. The standard form is **attached**. The signed form must be sent no later than **5:00pm** on **20 June 2022** to [AGMregistration@rslqld.org](mailto:AGMregistration@rslqld.org)

### Motions and Resolutions

The RSL Queensland Constitution allows for Sub Branches and Districts to submit motions for consideration at the AGM. 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 this year is 5:00pm **29 April 2022**. 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 2022 AGM portal of the RSL Qld website.

RSL Queensland 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 May 2022**.

### **Election – State Vice President/Vice 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 State Vice President/Vice 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 State Vice President/Vice Chair.

All nominations for the position of State Vice President/Vice Chair must be submitted by Sub-Branchedes 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 **25 April 2022** and nominations must be received by **5pm** on this date. All District Branches and Sub-Branchedes will be notified by **2 May 2022** of the nominations received and a copy of the nomination forms for all nominees will also be circulated.

The nomination form template is **attached** and is also available on the 2022 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](mailto:CompanySecretary@rslqld.org).

Please disseminate this information to your members.

Yours sincerely

**Returned & Services League of Australia (Queensland Branch)**



Leah Coogans  
**Company Secretary**  
25 March 2022

#### **Attachments:**

- Notice of Meeting
- Delegate Verification Form
- Motion Template
- Nomination Form Template