

BY-LAW 18
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STATE CONGRESS

Schedule of Events

1. The schedule of events leading up to and including an Annual State Congress is outlined in the following table:

Serial	Action	Date	Responsibility
1	Warning Order and request for Office Bearer Nominations Issued to Sub-branches	Not later than the Last Friday in December	State Branch
2	Nominations for Office Bearers received at State Branch	Not later than the Second Friday in February	Sub-branch
Note:	Nominations for Office Bearers are to be on the form provided at Annex J to Tasmania By-law 14 FORMS. An example is at Annex A to Tasmania By-law 16.		
3	Nominees Draw for Ballot Paper position	To be conducted on the Third Monday in February at 10:00am at State Branch	Returning Officer
4	Postal Ballot Papers issued to Sub-branches	Not later than the Last Friday in February.	State Branch
5	Motions received at State Branch	Not later than the First Friday in March	Sub-branch
Note:	All motions are to be in writing and are required to have supporting rational. Motions received after the closing date cannot be accepted.		
6	Completed Postal Ballot Papers received at State Branch	Not later than COB on the First Monday in April	Sub-branch
Note:	Ballot Papers are to be completed in accordance with the instructions provided at Annex B to Tasmania By-law 16.		
7	All Postal Ballot Papers received are forwarded to the counting agency.	Not later than 10:00 am on the First Tuesday in April	State Branch
Note:	Ballot Papers are forwarded to a Non RSL third party agency for counting and votes received after the closing date shall not be included.		
8	Delegate and Observer List received at State Branch	Not later than the Second Friday in April	Sub-branch
Note:	Delegates and Observers listed at the closing date are the responsibility of the nominating sub-branch and any costs associated with the accommodation, catering, entertainment or other activity is payable by the sub-branch even in the event that an individual or group does not attend.		
9	State Congress	Second Week in May	
Note:	The date of State Congress may be subject to variation to suit local constraints and is to be confirmed in the Warning Order issued by State Branch and detailed at Serial 1 above.		

Sub-branches and Delegates

2. Sub-branches are not entitled to vote at a congress nor vote in the election of office bearers by postal vote unless all Capitation Fees are paid as at 31 December of the preceding year. Sub-branches are however, entitled to attend as observers.

3. Delegates are not entitled to represent Sub-branches if they are not current financial members of the League as at 31 December of the preceding year.

4. The maximum number of delegates permitted to represent a Sub-branch is to be calculated in accordance with the following table:

Serial	Sub-branch Membership	Number of Delegates
1	10 - 50 members	1
2	51 - 100 members	2
3	101 - 200 members	3
4	201 - 300 members	4
5	301 - 400 members	5
6	401 - 500 members	6
7	501 - 600 members	7
8	601 - 700 members	8
9	701 - 800 members	9

5. In the event that a particular sub-branch is entitled to have nine delegates attend congress does not mean that the sub-branch has nine votes on any matter set before congress. Voting is limited to the actual number of delegates that a sub-branch has in attendance at the time the question is put to the vote.

The Business of Congress

2. The Business of Congress is to:
 - a. Confirm the minutes of the previous Congress.
 - b. To receive the Annual Reports and Statement of Accounts.
 - c. Confirm the appointment of an Auditor.
 - d. To Appoint:
 - i A State President,
 - ii A Deputy State President,
 - iii A State Treasurer, and
 - iv A State Executive (4 x Vice Presidents, 4 x Members, 4 x Proxies).

(Note: To assume control at the rising of Congress)
 - e. To consider motions submitted by sub-branches.
 - f. To consider any late motions concerning any matter of importance that may have arisen after the cut-off date for motions, providing they are submitted in writing before the start of the Congress and one third of the eligible voting members present agree to the matter being heard.
 - g. To consider any other business that may be properly brought before it.

Order of Business

3. Unless otherwise directed the Order of Business at a State Congress would be in the following sequence:
 - a. silent tribute;
 - b. pledge of allegiance;
 - c. roll call;
 - d. apologies;
 - e. confirmation of minutes of previous meeting;
 - f. matters arising from the previous minutes;
 - g. treasurers report;
 - h. official opening of congress;
 - i. office bearer appointments; and
 - j. the resolution of proposed motions.
4. Guest speakers may be invited by the chairman to present information to the members at times appropriate to topics under discussion or at times that are convenient to the proceedings.
5. An extra-ordinary state congress convened for a specific purpose may select/omit those parts detailed above that are applicable to the proper conduct of that extra-ordinary congress.
6. This By-law should be read in conjunction with By-law 1 MEETINGS, which provides significant detail regarding meetings in general.