



CHAPTER FOUR  
 AWARDS FOR MERITORIOUS SERVICE  
 GUIDELINES

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## AWARDS FOR MERITORIOUS SERVICE GUIDELINES

**NB The Presidents Forum has a duty to preserve the integrity of all awards especially the Gold Star Badge with Certificate and Gold Star Badge and Bar with Certificate.**

**Time is not the only criteria but the quality of continuing service is.**

### **4.1 RETURNED, SERVICE AND ASSOCIATE MEMBERS**

#### **4.1.1 Classes of Awards:**

These awards are divided into four classes.

- Badge in Gold and Life Membership - Badge in Gold and Life Membership
- Bar to the Gold Star Badge with Certificate
- Gold Star Badge with Certificate
- Merit Badge with Certificate

There is one further award, the Special Gold Medallion and Honorary Life Membership of RNZRSA, which is able to be bestowed on persons not eligible for Returned, Service or Associate membership of the RSA.

With the exception of the Badge in Gold and Special Gold Medallion which are awarded by National Council, the Presidents Forum shall determine the appropriate award and its decision shall be final and binding.

The following general conditions for Honours Awards must be shown on the nomination form or accompanying representations of service with the exception of section two Gold Medallion.

- The Gold Star Badge and Bar, the Gold Star Badge and the Merit Badge with Certificates are available only to financial members of a local Association.
- The qualifying service must have been rendered in an honorary capacity.
- The qualifying service should be outstanding in its nature extending above and beyond the duties and responsibilities which apply to every member toward the organisation as a whole.

In describing the nature of qualifying service it is appropriate to make reference to the following:

- The length of time that the nominee has devoted to the Association's affairs, the various offices held and the particular activities in which the nominee has been involved.
- The quality of service rendered with due regard not only to the duration but also to the depth of that service.

Examples of service to be recorded are:

- Terms as President, Vice President, Honorary Solicitor, Honorary Secretary Honorary Treasurer or Support Officer.
- Periods of service on Executive as an elected member.
- Periods on Sub-Committees appointed by the Executive.
- Welfare work, hospital and home visiting or officiating at funerals, etc.
- Representation on other bodies e.g. Patriotic Fund Board, District Council.
- Community Service - Local Bodies, service clubs etc.

Notwithstanding the provisions of qualifying service above, the Presidents Forum at its discretion may waive or vary these requirements.

#### 4.1.2 Eligibility Criteria

##### **Basic Criteria for the Awards - RNZRSA**

##### **Badge in Gold and Life Membership of RNZRSA**

Those persons eligible for membership of the RSA who have rendered signal services to RNZRSA or to New Zealand or to the Commonwealth - Badge in Gold and Life Membership

##### **Gold Medallion and Honorary Life Membership of RNZRSA**

Those persons not otherwise eligible for Returned, Service or Associate membership of the RSA who in the opinion of RNZRSA have rendered outstanding service to the Association, or to New Zealand, or to the Commonwealth.

##### **Gold Star Badge and Bar with Certificate**

Those members of the RSA who have already received the Gold Star Badge and who have continued to render outstanding honorary service to RNZRSA for a period of 5 years subsequent to the award of their Gold Star Badge.

Such service must include service on a **Sub Committee or Committee** at **National and/or District level or in Special Circumstances as determined by the, Presidents Forum** for the benefit RSA personnel, complemented by community activities which evidence a genuine regard for the welfare of their fellow men and women.

##### **Gold Star Badge with Certificate**

Those members of the RSA who have rendered at;

- National and/or District level
- or in Special Circumstances as determined by the Presidents Forum.

**outstanding honorary service to RNZRSA**, for a period of five years subsequent to the award of an “M” Badge and or the Certificate of Merit.

If the qualifying conditions are met and service totals 20 years or more, the Gold Star Badge and Certificate be awarded.

In these circumstance the requirements of waiting five years after the award of the “M” Badge be set aside.

Such service to have been for RSA personnel and complemented by service to the community generally.

**“M” Badge with Certificate**

Those members who for a period of at least 10 years have rendered outstanding honorary service to the RSA for the benefit of RSA personnel and the community in general.

Local RSA service must have already been recognised by the award of the usual Local Life Membership and/or local Certificate of Merit.

The additional award should be in recognition of the efforts made and still continuing outside and above local activities.

**4.1.3 Nominations**

- **The Presidents Forum has ruled that there will be no specific closing dates for nominations for RNZRSA Awards. Nominations for RNZRSA Awards will be considered at each meeting of the Presidents Forum. However, nominations MUST be received at least ten working days prior to each meeting of the Presidents Forum.**
- The decision of the Presidents Forum in such cases shall be final and binding.
- The Presidents Forum will consider nominations for RNZRSA Awards at each of its meetings. In general terms, nominations received up to ten working days prior to the Presidents Forum meeting will be considered.
- Nominations which are not straightforward or which are received within ten working days of the meeting shall not be considered until the next or a succeeding meeting.
- Each nomination must be made on the official form and completed in detail under all headings. Citations shall be typed or written clearly in black ink. Any nomination not on the official form, or which is not completed in full, will be forwarded to the District President for appropriate action.
- Nominations are to be prepared in duplicate and signed by the President, Vice President or Secretary of the local Association. The form must be endorsed, “Approved” by the Executive Committee at its meeting of the (date)”. The original copy shall be forwarded in the first instance to the District President for onward transmission to National Headquarters, with a copy to be retained by the local Association.
- Notwithstanding the information contained in any citation, the Presidents Forum reserves to itself the right to make such further inquiries as it may deem desirable.
- Dates of offices held or services rendered to be clearly shown.

Branches are **not** to forward nominations direct to RNZRSA National Headquarters, but are to submit them to their parent Associations. The Association is to forward all such nominations together with their own comments and recommendations as in the 5<sup>th</sup> Paragraph above

No branch nominations will be accepted that have not been submitted in the first instance to their parent Association.

The Chief Executive shall advise the nominees and the nominating Associations of the awards determined, in writing.

#### **4.1.4 Presentation of Awards**

Local Associations are requested to arrange for the presentation of awards within the following guidelines:

- Badge in Gold and Gold Star and Bar - National President or nominee.
- Gold Star and “M” Badge - National President, National Vice Presidents, District President, or other member of the Presidents Forum or the Chief Executive.
- Local Life Membership or Merit Awards – the Presidents Forum recommends that local Association Presidents be encouraged to present these awards themselves.

#### **4.2 NOMINATION FORMS FOR RNZRSA AND DISTRICT AWARDS**

- The attached nomination forms are to be used when nominating a member for an RNZRSA Award.
- Please destroy all previous nomination forms.
- Nominations made on other than the current form will be returned.
- These awards are national in nature and are made by resolution of the Presidents Forum. The Committee will consider all nominations received and will decide whether the member’s service to the organisation warrants recognition and if so, what award is to be made.
- The Presidents Forum decision is final and binding.
- Local RSAs are reminded that, other than in special circumstances, recognition of a member’s services by way of a Life Membership or other appropriate local award shall be considered a prerequisite to seeking a National Award.
- Two copies of the nomination form are required – first copy to be sent to your District President and the second copy to be retained for your own records.
- All sections of the form must be correctly completed. Failure to do so will result in the form being returned.
- Do not alter the form’s subject headings for other purposes. Activities not provided on the form should be noted separately
- If your nominee has service with another RSA prior to joining your Association please note this in Section 2 or note separately as additional information

- Local RSAs are asked to ensure that any additional information is either typed or printed clearly on A4 paper as it and the forms are subsequently photocopied for distribution to the President Forum members.
- The Presidents Forum has ruled that there will be no specific closing dates for nominations for RNZRSA Awards. They will be considered at each meeting of The Presidents Forum. However, nominations MUST be received at least ten (10) working days prior to each meeting of the Presidents Forum.
- Nominations which are not straightforward, or which are received after ten (10) working days prior to the Presidents Forum meeting shall not be considered until the next or succeeding Presidents Forum meeting.

**Appendix A****NOMINATION SUMMARY FOR AN RNZRSA AWARD**

1. **Please note** that it is important to read the current Guidelines relating to the nomination of an RNZRSA Award. The criteria can be found in the RNZRSA Manual (Chapter 4).
2. The attached nomination forms are to be used when nominating a member for an RNZRSA and District Awards. **Please destroy all previous nomination forms.**
3. **Nominations for RNZRSA Awards received on other than the correct form will be returned to the respective District President for appropriate action.**
4. These awards are National in nature and are made by resolution of the Presidents Forum the Committee will consider all nominations received and will decide whether the member's service to the organisation warrants recognition and, if so, what award is to be made.

**NB: The Presidents Forums decision is final and binding.**

5. Local RSA's are reminded that, other than in special circumstances, recognition of a member's services by way of a **Life Membership or other appropriate local award shall be considered a prerequisite to seeking a National Award.**
6. **Two (2) copies of the nomination form are required** – first copy to be sent to your District President, and the second copy for your own records.
7. All sections of the form must be correctly completed. Failure to do so will result in the form being returned to the District President, for appropriate action.
8. Do **NOT** alter the form's subject headings for other purposes. Activities not provided for on the form should be noted separately
9. If your nominee has service with another RSA prior to joining your Association, please note this in Section 2 or note separately as additional information (see Item 10 below).
10. Local RSAs are asked to ensure that any additional information is either typed or printed clearly on **ONE sheet of A4** paper as it and the forms are subsequently photocopies for distribution to NEC members.
11. **The Presidents Forum has ruled that there will be no specific closing dates for nominations for RNZRSA Awards. They will be considered at each meeting of the Presidents Forum. However, nominations MUST be received at least ten (10) working days prior to each meeting of the Presidents Forum.**
12. Nominations which are not straightforward, or which are received within the ten (10) working days prior to the Presidents Forum meeting shall not be considered until the next or a succeeding Presidents Forum meeting.
13. **Only one year's service is deemed to be earned in any calendar year no matter how many positions are held by the nominee in any particular year.**

14. **New Zealand Royal Honours List of Awards:** For full list of meanings contact National Headquarters or go to: <http://www.dpmc.govt.nz/honours/overview/order-of-wear.html>
15. **All supporting documentation must be signed, dated and position stated.**



NOMINATION FORM

☐ RNZRSA AWARD or ☐ DISTRICT AWARD (Tick one)

THE NOMINEE

SURNAME  CHRISTIAN NAMES

HOME ADDRESS

RETURNED/SERVICE/ASSOCIATE. (Delete which is not applicable).

NAVY/ARMY/AIRFORCE/POLICE (Delete which is not applicable) SERVICE NUMBER

FINANCIAL MEMBER OF RSA FROM

THE NOMINATING ASSOCIATION

NAME of RSA/BRANCH (Delete One)

AWARDS ALREADY HELD BY NOMINEE

	YES/NO	<u>DATE AWARDED</u>
RNZRSA GOLD START		<input type="text"/>
RNZRSA MERIT BADGE		<input type="text"/>
LIFE MEMBERSHIP –RSA/BRANCH (Delete one)		<input type="text"/>
CERTIFICATW OF MERIT –RSA/BRANCH (Delete one)		<input type="text"/>
NZ ROYAL HONOURS		<input type="text"/>

RSA ACTIVITIES (Refer chapter 5 appendix A, note 13)

LOCAL ASSOCIATION

<u>OFFICE BEARER</u>	<u>FROM MONTH/YEAR</u>	<u>TO MONTH/YEAR</u>	<u>TOTAL</u>
PRESIDENT			
VICE PRESIDENT			
HONORARY TREASURES			
HONORARY SECRETARY			
RSA SUPPORT SERVICES			
EXECUTIVE COMMITTEE			
<b>TOTAL</b>			<input type="text"/>

BRANCH AND/OR PREVIOUS RSA

(Refer chapter 5 appendix A, note 13) CERTIFIED BY:

<u>OFFICE BEARER</u>	<u>FROM MONTH/YEAR</u>	<u>TO MONTH/YEAR</u>	<u>TOTAL</u>
PRESIDENT			
VICE PRESIDENT			
HONORARY TREASURES			
HONORARY SECRETARY			
RSA SUPPORT SERVICES			
EXECUTIVE COMMITTEE			

RSA REPRESENTATION ON OTHER BODIES, SUCH AS, DISTRICT EXECUTIVE, TRUSTS  
PATRIOTIC COUNCILS, HOSPITAL VISITING ETC

NAME OF ORGANISATION	FROM MONTH & YEAR	TO MONTH & YEAR	TOTAL
		TOTAL	

**COMMUNITY INVOLVEMENT:**

DESCRIPTION OF ACTMTY	FROM MONTH & YEAR	TO MONTH & YEAR	TOTAL
		TOTAL	

ADDITIONAL COMMENT:

Further information on the nominee's RSA or kindred activities should be furnished on ONE separate sheet and attached to this nomination form, such information should preferably be typed otherwise clearly hand written in black ink for photocopying on A4 paper.

All attachments must be signed dated.

**CERTIFICATION:**

Approval at an Annual General Meeting / Executive Committee

Meeting of the RSA, held on: Date: \_\_\_\_\_

**CONFIRMATION:**

I confirm that I HAVE READ Chapter 5 Awards for Meritorious Service Guidelines and that the above information is certified as correct.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Local Association President or Secretary (delete one)

Date \_\_\_\_\_

## DISTRICT PRESIDENT INPUT ONLY:

## DISTRICT LONG SERVICE AWARD

Number of years applied for

APPROVED / DECLINED by District President: (delete one.)

SIGNATURE .....

Date .....

PRINT NAME: .....

DISTRICT: .....

**RNZR SA AWARDS:** Merit Badge, Gold Star and Gold Star and Bar.

(delete which is not applicable)

DISTRICT PRESIDENT recommendation to President Forum: APPROVE / DECLINE.

PRINT NAME: \_\_\_\_\_

NAME OF DISTRICT.....

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_