



BRANCH REGULATIONS TO THE GENERAL BY-LAWS FOR BRANCHES OF ONTARIO PROVINCIAL COMMAND



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| West Carleton |
| ROYAL CANADIAN LEGION BRANCH NAME |

| | |
|---------------|-----|
| ONTARIO NO. | 616 |
| BRANCH NUMBER | |

| ✓ | Section Identifier | Regulation Wording | Branch Approval Date (YYYY-MM-DD) |
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| <input checked="" type="checkbox"/> | S. 404. (2) Item (1) | A voting Member, to be eligible for election to Office, must have attended a minimum of <u>one</u> (<u>1</u>) General Meeting(s) during the <u>twelve (12) months</u> prior to the date of the Election Meeting. | 2016-01-21 |
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OR

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| <input type="checkbox"/> | S. 404. (2) Item (2) | A voting Member, to be eligible for election to Office, must have attended a minimum of _____ percent (____%) of the General Meetings during the _____ prior to the date of the Election Meeting. | |
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| <input type="checkbox"/> | S. 409. | The Branch Term of Office shall be two (2) years. | |
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| <input checked="" type="checkbox"/> | S. 501. (1) | The Branch shall elect three (3) Vice-Presidents at the Election Meeting. | 2016-01-21 |
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| <input checked="" type="checkbox"/> *** | S. 501. (2) Item (1) | The following additional Office(s) shall be elected at the Election Meeting: Secretary, Treasurer, and Sergeant-at-Arms _____ _____ _____ | 2016-01-21 |
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| <input checked="" type="checkbox"/> *** | S. 501. (2) Item (2) | The following additional Office(s) shall be appointed by the President after the start of the new Term of Office: <u>Chaplain and Branch Service Officer</u> _____ _____ _____ | 2016-01-21 |
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| <input checked="" type="checkbox"/> *** | S. 502. | The Branch shall elect a total of <u>six</u> (<u>6</u>) Executive Committee Members. | 2016-01-21 |
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BRANCH REGULATIONS CONTINUED

| ✓ | Section Identifier | Regulation Wording | Branch Approval Date (YYYY-MM-DD) |
|----------|--------------------|---|--------------------------------------|
| ✓ ^^^ | S. 513. (1) | A Member of the Branch Executive Committee shall be appointed in the new Term of Office at the <u>General</u> Meeting of the Branch in the month of <u>June</u> by the President to act as the Liaison Officer to the Ladies' Auxiliary to the Branch. | 2016-01-21 |
| ✓ ^^^ | S. 513. (2) | The Executive Committees of the Branch and its Ladies' Auxiliary shall hold two (2) joint Meetings a year on the <u>third Monday</u> _____ in the months of <u>August</u> and <u>February</u> starting at <u>7</u> : 00 p . m. | 2018-06-18 |
| ✓ | S. 513. (3) | The total amount of funds held by the Ladies' Auxiliary to the Branch at the end of each fiscal year shall not exceed <u>five thousand</u> _____ dollars (\$ <u>5000</u> . 00). | 2016-01-21 |
| ✓ *** | S. 601. (3) | The President shall appoint a <u>Chair</u> , after the start of the new Term of Office, for each of the following <u>Optional Standing Committee(s)</u> : <u>Bar, Entertainment, Honours and Awards, Sick and Visiting, House and Grounds, Kitchen, Gaming, and Branch Regulations and Branch Clubhouse Rules</u> | 2016-01-21 |
| ✓ | S. 601. (4) | The President shall appoint a <u>Member</u> , after the start of the new Term of Office, to each of the following <u>Standalone Position(s)</u> not provided for elsewhere within these Branch Regulations: <u>Community Centre Liaison Officer</u> | 2016-01-21 |

BRANCH REGULATIONS CONTINUED

| J | Section Identifier | Regulation Wording | Branch Approval Date (YYYY-MM-DD) |
|-------------------------------------|-----------------------------|---|--------------------------------------|
| <input checked="" type="checkbox"/> | S. 703. (3) (a) | The <u> The Membership Chairman </u> shall be responsible for ensuring that all new Members receive a Legion Badge and a document containing the current Internet Website addresses of both Dominion and Provincial Commands. | <u>2016-01-21</u> |
| <input type="checkbox"/> | S. 703. (3) (b) Item (1) | The _____ shall be responsible for ensuring that all new Members receive a current copy of The General By-Laws of the Ontario Provincial Command / The General By-Laws for Branches of the Ontario Provincial Command. | _____ |
| OR | | | |
| <input type="checkbox"/> | S. 703. (3) (b) Item (2) | The _____ shall be responsible for ensuring that all new Members receive a current copy of The General By-Laws of The Royal Canadian Legion. | _____ |
| OR | | | |
| <input type="checkbox"/> | S. 703. (3) (b) Item (3) | The _____ shall be responsible for ensuring that all new Members receive current copies of The General By-Laws of the Ontario Provincial Command / The General By-Laws for Branches of the Ontario Provincial Command and The General By-Laws of The Royal Canadian Legion. | _____ |
| <input checked="" type="checkbox"/> | S. 703. (4) | The Branch shall maintain the Records which fall under the responsibility of the Secretary in an electronic format with a back-up copy stored in a separate and secure location. | <u>2016-01-21</u> |
| <input checked="" type="checkbox"/> | S. 704. (2) | The Branch shall maintain the Records which fall under the responsibility of the Treasurer in an electronic format with a back-up copy stored in a separate and secure location. | <u>2016-01-21</u> |
| <input type="checkbox"/> | S. 708. | The Additional Duties listed on the Attachment Form(s) numbered _____ _____ contained on Page(s) numbered _____ | _____ |

BRANCH REGULATIONS CONTINUED

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| | | shall provide additional governance re the Branch Office(s) identified therein. | |
| <input type="checkbox"/> | S. 709. | The Duties and/or Terms of Reference listed on the Attachment Form(s) numbered _____ contained on Page(s) numbered _____ shall govern the Committees and/or Branch Position(s) identified therein. | |
| <input type="checkbox"/> | S. 710. | The following Organized Group(s) within the Branch consisting of only Legion Members shall be administered by the Branch: _____ _____ _____. | |
| <input checked="" type="checkbox"/> *** | S. 802. (1) | The Branch shall hold its monthly General Meetings on the <u>third</u> Monday in the months of June, September, November, January, March and May _____ starting at <u>7</u> : <u>30</u> P . m. The month(s) of July, August, October, December, February, and April _____ shall be excluded. | 2017-09-21 |
| <input type="checkbox"/> | S. 804. | The Order of Business included on the Attachment Form(s) numbered _____ contained on Page(s) numbered _____ shall govern at the General Meeting(s) identified therein. | |
| <input checked="" type="checkbox"/> *** | S. 807. Item (1) | The Annual General Meeting shall be held in conjunction with the General Meeting held in the month of <u>May</u> . | 2016-01-21 |
| OR | | | |
| <input type="checkbox"/> *** | S. 807. Item (2) | The Annual General Meeting shall be held on the _____ _____ starting at _____ : _____ . m. | |

BRANCH REGULATIONS CONTINUED

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| <input type="checkbox"/> | S. 808. | The Order of Business included on the Attachment Form(s) numbered _____ contained on Page(s) numbered _____ shall govern at the Annual General Meeting(s) identified therein. | |
| <input checked="" type="checkbox"/> *** | S. 809. (1) Item (1) | A quorum for all Meetings of the Branch shall be five percent (5%) of the total eligible voting Membership as recorded on the files of Command at the end of the preceding calendar year. | 2016-01-21 |
| OR | | | |
| <input type="checkbox"/> *** | S. 809. (1) Item (2) | A quorum for all Meetings of the Branch shall be twice the number of Members from the Executive Committee present at the Meeting plus one (1) additional eligible non-Executive Committee voting Member. | |
| OR | | | |
| <input type="checkbox"/> *** | S. 809. (2) | A quorum for all Meetings of the Branch with less than twenty (20) active Members shall be the total number of Members on the Executive Committee plus _____ (_____) additional eligible voting Member(s). | |
| <input type="checkbox"/> | S. 810. Item (1) | In the event that any scheduled Meeting of the Branch falls on a recognized Statutory Holiday, it shall be rescheduled to the _____ starting at _____ : _____ . m. | |
| OR | | | |
| <input checked="" type="checkbox"/> | S. 810. Item (2) | In the event that any scheduled Meeting of the Branch falls on a recognized Statutory Holiday, it shall be rescheduled to the <u>following Monday</u> _____ starting at the same time as the original scheduled Meeting. | 2017-09-21 |
| <input type="checkbox"/> *** | S. 1001. Item (1) | The Election Meeting shall be held on the _____ | |

BRANCH REGULATIONS CONTINUED

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| | | _____ starting at ____ : ____ . m. and the Order of Business included on the Attachment Form numbered _____ contained on the Page numbered _____ shall govern at this Meeting. | |
| OR | | | |
| <input type="checkbox"/> *** | S. 1001. Item (2) | The Election Meeting shall be held in conjunction with the General Meeting held in the month of _____. | |
| OR | | | |
| <input checked="" type="checkbox"/> *** | S. 1001. Item (3) | The Election Meeting shall be held in conjunction with the Annual General Meeting held in the month of <u>May</u> | 2016-01-21 |
| <input type="checkbox"/> | S. 1002. Item (1) | The Nomination Meeting shall be held on the _____ _____ _____ starting at ____ : ____ . m. and the Order of Business included on the Attachment Form numbered _____ contained on the Page numbered _____ shall govern at this Meeting. | |
| OR | | | |
| <input type="checkbox"/> | S. 1002. Item (2) | The Nomination Meeting shall be held in conjunction with the General Meeting held in the month of _____. | |
| OR | | | |
| <input type="checkbox"/> | S. 1002. Item (3) | The Nomination Meeting shall be held in conjunction with the Annual General Meeting held in the month of _____. | |
| <input type="checkbox"/> | S. 1005. | An advance poll shall be held on the day of the Election Meeting starting at _____ | |

BRANCH REGULATIONS CONTINUED

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| | | _____ : _____ . m. and continuing until the start of the said Meeting. | |
| <input checked="" type="checkbox"/> | S. 1008. | All unsuccessful candidates shall be automatically nominated for the next subordinate Senior Elected Offices. | 2016-01-21 |
| <input type="checkbox"/> | S. 1101. (1) | A one-time enrolment fee of _____ dollars (\$ _____ . _____) shall be payable with the applicable Annual Dues by all persons at the time of the submission of their application for Membership in the Legion. | |
| <input checked="" type="checkbox"/> *** | S. 1201. (1) | The party or parties identified herein, who shall not be Members of the Executive Committee or employees of the Legion or organization thereof, shall complete a Financial Review of all financial accounts of the Branch: <u>Branch</u> <u>Members(s) and Non-Legion Member(s)</u> | 2016-01-21 |
| <input checked="" type="checkbox"/> *** | S. 1202. | The party or parties appointed by the President to complete a Financial Review shall be approved at the _____ General Meeting of the Branch held in the month of _____ June _____. | 2016-01-21 |
| <input checked="" type="checkbox"/> *** | S. 1204. Item (1) | The persons designated and authorized to initiate and complete any financial transaction by cheque or electronic funds transfer for Branch Accounts, <u>excluding the Poppy Trust Fund Account</u> , shall be the following as identified by their Office or Position held: <u>President, Treasurer, First Vice-President, and Second Vice-President</u> | 2017-09-21 |
| <input checked="" type="checkbox"/> *** | S. 1204. Item (2) | The persons designated and authorized to initiate and complete any financial transaction by cheque or electronic funds transfer from the Poppy Trust Fund Account shall be the <u>Poppy Committee Chair, President, and First Vice-President</u> | 2022-09-19 |

BRANCH REGULATIONS CONTINUED

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| <input type="checkbox"/> | S. 1204. Item (3) | The voting Member(s) of the Branch appointed to administer the Poppy Trust Fund of a Poppy Campaign known as the _____ _____ and conducted by a group of Branches, or a Branch or group of Branches in conjunction with any other organization, shall be the _____ _____ _____. | |
| <input checked="" type="checkbox"/> *** | S. 1207. (1) | All accounts payable by the Branch in excess of _____ one hundred _____ dollars (\$ 100 . 00) shall only be paid by cheque, or an automatic pre-authorized online withdrawal by electronic funds transfer. | 2016-01-21 |
| <input checked="" type="checkbox"/> *** | S. 1208. (1) | The financial authority of the Executive Committee shall not exceed _____ five hundred _____ dollars (\$ 500 . 00). | 2016-01-21 |

Legend

*** - Mandatory Section for all Branches

^^^ - Mandatory for all Branches with a Ladies' Auxiliary

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|--|---------|
| I certify the above information to be true and correct. | |
| George Dolan | |
| PRESIDENT (PRINT NAME) | |
| PRESIDENT'S SIGNATURE | |
| December 19 | , 20 22 |
| CURRENT DATE OF PRESIDENT'S SIGNATURE | |

| | |
|--|---------|
| I certify the above information to be true and correct. | |
| Arleen Morrow | |
| SECRETARY OR SECRETARY-TREASURER (PRINT NAME) | |
| SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE | |
| December 19 | , 20 22 |
| CURRENT DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE | |