

The Royal Canadian Legion

RCL Branch 638 Kanata

Access to Manuals and Documents Policy and Procedures

Issue Number: 001

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Access to Manuals and Documents Policy

Reference: The Royal Canadian Legion Ontario Command Officer's Manual

It is the responsibility of the Branch Executive to ensure that the most recent edition of the Provincial and Dominion By-Laws, etc., are available, in order that those responsible for the leadership within the Branch, and the general membership, have access to Legion legislation.

Procedure

Therefore, the following Manuals/Binders and Branch documents will be held in a prominent place in the Kanata Branch 638 office, and be made available to all members of the Branch to view and copy on upon request:

The Royal Canadian Legion Dominion Command Branch Leadership Manual June 1997;
The General By-Laws (Dominion Command) As Amended to July 2016;
General By-Laws of the Ontario Provincial Command of the Royal Canadian Legion and the General By-Laws For Branches October 2015;
The Royal Canadian Legion Ontario Command Officer's Manual June 2012;
Current Branch Executive Organization Chart;
Branch 638 Policy and Procedures Manual;
Branch Terms of Reference Manual;
Branch 638 By-Laws; and
Branch 638 House Rules.

This policy statement has been approved by the Branch Executive on 11/01/2017 and ratified at the Branch General Meeting on 18/01/2017.



Bruce Judge
Policies and Procedures
Branch Renewal



Lorraine Lapensee
Branch President