

MEMBERSHIP ENROLMENT PROCEDURES LEGION BRANCH 638

ROLE OF THE POTENTIAL MEMBER

To become a member of the Royal Canadian Legion Kanata Branch 638, an applicant must complete each of the following steps: The order in which they are completed may vary.

- Complete and sign the RCL Application for Membership Form on line or paper form see (**Annex A**);
- Pay the membership fee. At this point the applicant is considered initiated into the RCL;
- If a member of another Branch formally applies for a transfer (**Annex B**);
- Complete the Branch membership information form available on our website or provided in hard copy at the time of securing an Application for Membership Form at the Branch or from a member (**Annex C**);
- Participate in an information session with a Branch representative and a welcoming ceremony at a mutually agreed upon time and place.

ROLE OF MEMBERSHIP COMMITTEE

A) UPON RECEIPT OF AN APPLICATION

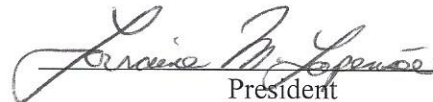
- The Membership Committee shall recommend acceptance or rejection of the application to the Executive Committee.
- Make contact with applicant and arrange for an informal information session with a member of the Membership Committee.
- Upon induction of a member, the Membership Committee shall create, and retain in secure storage a file for each member, containing both completed application form or, if completed on line, print outs of the completed forms supplied by the member in question.
- If the application is approved by the Executive Committee, the Membership Committee shall place the application and the recommendation of the Executive Committee before the next following General Meeting for decision.
- NOTE: The application of an initiated member to join Branch 638 may only be rejected for cause. The cause stated must not transgress the rights of an individual as enshrined in the Canadian Bill of Rights and be consistent with the RCL policies respecting the expulsion of members.

B) FOLLOW UP ACTION BY THE COMMITTEE

- Inform the applicant by a letter of welcome or a welcoming email that he/she is now a member in good standing of RCL Branch 638, is entitled to all the rights and privileges of that status and a reminder that he/she has an obligation to adhere to the undertakings and discharge the duties stated in the Membership Declaration that he/she signed on the Application for Membership Form.
- Include or attach to the welcoming message an information package about the RCL, including inter alia the command structure, Branch officers and schedule of events at the Branch.
- Request a membership card for the new member from Dominion Command, if required;
- Arrange with the new member to have he/she formally welcomed into the Branch at a suitable Branch function (preferably but not necessarily a General Meeting) by representatives of the Branch in the shortest possible interval mutually agreed upon following the General Meeting approval of the application. The ceremony shall conform to the Initiation Ceremony set out in section 404 of the General By-laws (**Annex D**).
- Assign a Branch member as the Mentor for the new member. (if possible should attend the welcoming ceremony)



Policy and Procedures



President