



The Royal Canadian Legion Ontario Provincial Command



BRANCH REGULATIONS AND/OR BRANCH CLUBHOUSE RULES SUBMISSION COVER FORM

To: Secretary, Constitution and Laws Committee DATE: September 25, 20 18

<u>Kanata Branch</u> <small>ROYAL CANADIAN LEGION BRANCH NAME</small>	ONTARIO NO. <u>638</u> <small>BRANCH NUMBER</small>
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BRANCH CLUBHOUSE RULES

PART I	AN ENTRY MUST BE MADE IN THIS PART ON EVERY SUBMISSION.
1. <input type="checkbox"/>	Two (2) copies of the current Branch Clubhouse Rules <u>approved by the Branch</u> are attached.
2. <input checked="" type="checkbox"/>	Check <u>only</u> if the Branch Clubhouse Rules have not been amended since they were <u>last submitted to Command</u> .
3. <input type="checkbox"/>	Check <u>only</u> if the Branch has chosen <u>not</u> to maintain Branch Clubhouse Rules.

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BRANCH REGULATIONS

PART II	EVERY SUBMISSION MUST INCLUDE THE MEETING DATES/TYPES RESPECTING THE MOST RECENT PROCESSING OF BRANCH REGULATIONS AND ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED MUST BE CHECKED.
Notice of Motion tabled at the _____ Meeting on _____, 20____ <small style="margin-left: 100px;">Enter Meeting Type - Annual General or General</small>	
Motion moved for acceptance at the _____ Meeting on _____, 20____ <small style="margin-left: 100px;">Enter Meeting Type - Annual General, General or Special General</small>	
4. <input type="checkbox"/>	Four (4) copies of the completed and approved Form No. 1 (<i>Create and/or Amend Branch Regulations</i>).
5. <input type="checkbox"/>	Four (4) copies of the Form No. 2 (<i>Notice of Motion re Create and/or Amend Branch Regulations</i>).
6. <input type="checkbox"/>	Four (4) copies of the Form No. 2A (<i>Notice of Motion re Original Submission</i>).
7. <input checked="" type="checkbox"/>	Four (4) copies of the Form No. 3 (<i>Branch Regulations to The General By-Laws</i>).
8. <input type="checkbox"/>	Four (4) copies of Meeting Minutes (<i>when requested by the Committee</i>) respecting the Tabling and Approval Dates entered on the current Form No. 2 / Form No. 2A. <u>Excerpts will not be accepted.</u>
9. <input type="checkbox"/>	Four (4) copies of requested or submitted <u>Correspondence and/or</u> Missing or Replacement individual Document <u>Pages</u> .
<u>BRUCE W. JUDGE</u> <small>PRESIDENT'S NAME (PRINT)</small>	<u>HELEN M^S KIERWAN</u> <small>SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)</small>
 <small>PRESIDENT'S SIGNATURE</small>	 <small>SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small>
<u>Sept 25</u> , 20 <u>18</u> <small>CURRENT DATE OF SIGNATURE</small>	<u>September 25</u> , 20 <u>18</u> <small>CURRENT DATE OF SIGNATURE</small>

*** **DIVIDE PART II COPIES INTO FOUR (4) SETS AND SUBMIT EACH SET UNDER A SEPARATE FORM No. 5** ***



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



Kanata Branch
ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO NO.	638
	BRANCH NUMBER

✓	Section Identifier	Regulation Wording	Branch Approval Date <small>(YYYY-MM-DD)</small>
<input type="checkbox"/>	S. 404. (2) Item (1)	A voting Member, to be eligible for election to Office, must have attended a minimum of _____ (_____) General Meeting(s) during the _____ prior to the date of the Election Meeting.	
OR			
<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.	
<input type="checkbox"/>	S. 409.	The Branch Term of Office shall be two (2) years.	
<input checked="" type="checkbox"/>	S. 501. (1)	The Branch shall elect three (3) Vice-Presidents at the Election Meeting.	2010-10-20
<input checked="" type="checkbox"/> ***	S. 501. (2) Item (1)	The following additional Office(s) shall be elected at the Election Meeting: Secretary, Sergeant-at-Arms, Chaplain, and Treasurer. _____ _____ _____	2012-10-17
<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: Branch Service Officer _____ _____ _____	2012-10-17
<input checked="" type="checkbox"/> ***	S. 502.	The Branch shall elect a total of _____ six _____ (6) Executive Committee Members.	2012-10-17

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 _____ General _____ Meeting of the Branch in the month of _____ September _____ by the President to act as the Liaison Officer to the Ladies' Auxiliary to the Branch.	2012-10-17
✓ ^^^	S. 513. (2)	The Executive Committees of the Branch and its Ladies' Auxiliary shall hold two (2) joint meetings a year on the _____ second Wednesday _____ in the months of _____ November _____ and _____ March _____ starting at _____ 7 : 30 p . m.	2012-10-17
<input type="checkbox"/>	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 _____ dollars (\$ _____ . _____).	
✓ ***	S. 601. (3)	The President shall appoint a <u>Chairman</u> , after the start of the new Term of Office, for each of the following <u>Optional Standing Committee(s)</u> : <u>Finance, Entertainment, Ways and Means, Bursary, Branch Regulations, Lottery, and Honours and Awards.</u>	2012-10-17
✓	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> that are not provided for elsewhere within the Branch Regulations: <u>Air Cadets Liaison Officer, Army Cadets Liaison Officer, Sea Cadets Liaison Officer, Colour Party Commander, Sick and Visiting Coordinator, Bar Officer, Newsletter Editor, Hall Rental Officer, Kitchen and Catering Coordinator, Volunteer Coordinator, and Property Officer.</u>	2012-10-17

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	S. 703. (3) (a)	The _____ 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.	_____
<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.	_____
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 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>2010-10-20</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>2010-10-20</u>
<input type="checkbox"/>	S. 708.	The Additional Duties listed on the Attachment Form(s) numbered _____ contained on Page(s) numbered _____ 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.	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	S. 710.	The following Organized Groups within the Branch consisting of <u>only Legion Members</u> 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> Wednesday of each month starting at <u>7</u> : <u>30</u> p. m. The month(s) of <u>July, August, December, and February</u> _____ shall be excluded.	<u>2013-04-17</u>
<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>April</u> .	<u>2010-10-20</u>
OR			
<input type="checkbox"/> ***	S. 807. Item (2)	The Annual General Meeting shall be held on the _____ _____ _____ starting at _____ : _____ . m.	_____
<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.	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<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.	2010-10-20
OR			
<input type="checkbox"/> ***	S. 809. (1) Item (2)	A quorum for all Meetings of the Branch shall be <u>twice</u> the number of Members from the Executive Committee <u>present</u> 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 <u>with less than twenty (20) active Members</u> shall be the total number of Members on the Executive Committee plus _____ (_____) additional eligible voting Member(s).	
<input checked="" 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 <u>Wednesday</u> in the following week _____ starting at <u>7</u> : <u>30</u> p .m.	2012-10-17
OR			
<input 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 _____ _____ starting at the same time as the original scheduled Meeting.	
<input type="checkbox"/> ***	S. 1001. Item (1)	The Election 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.	

BRANCH REGULATIONS CONTINUED

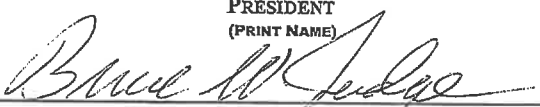
✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
OR			
<input type="checkbox"/> ***	S. 1001. Item (2)	The Election Meeting shall be held in conjunction with the General Meeting held in the month of _____ _____.	_____
OR			
<input checked="" type="checkbox"/> ***	S. 1001. Item (3)	The Election Meeting shall be held in conjunction with the Annual General Meeting held in the month of <u>April</u> _____.	<u>2010-10-20</u>
<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 _____:_____. 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	<u>2010-10-20</u>


BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		subordinate Elected Office.	
<input checked="" type="checkbox"/>	S. 1101. (1)	A one-time enrolment fee of <u> five </u> dollars (\$ <u> 5 </u> . <u> 00 </u>) 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.	<u>2010-10-20</u>
<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: _____ Branch Members. _____ _____ _____.	<u>2012-10-17</u>
<input checked="" type="checkbox"/> ***	S. 1202.	The party or parties appointed by the President to complete a Financial Review shall be approved at the <u> General </u> Meeting of the Branch held in the month of <u> September </u> .	<u>2012-10-17</u>
<input checked="" type="checkbox"/> ***	S. 1204. Item (1)	The Signing Officers for Branch Accounts, <u>excluding the Poppy Trust Fund Account</u> , shall be the following as identified by their Office or Position held: President, Treasurer, and First Vice-President. _____ _____ _____ _____.	<u>2012-10-17</u>
<input checked="" type="checkbox"/> ***	S. 1204. Item (2)	The Signing Officers for the Poppy Trust Fund Account shall be the <u>Poppy Committee Chairman</u> , President, and Treasurer. _____ _____ _____.	<u>2012-10-17</u>
<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 _____	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		_____ 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.	All accounts payable by the Branch in excess of _____ fifty _____ dollars (\$ 50 . 00) shall only be paid by cheque.	2010-10-20
<input checked="" type="checkbox"/> ***	S. 1208. (1)	The financial authority of the Executive Committee shall not exceed _____ five hundred _____ dollars (\$ 500 . 00).	2010-10-20

I certify the above information to be true and correct.
<i>BRUCE W. JUDGE</i>
PRESIDENT (PRINT NAME)

PRESIDENT'S SIGNATURE
<i>Sept 25, 7</i> , 20 <i>18</i>
CURRENT DATE OF PRESIDENT'S SIGNATURE

I certify the above information to be true and correct.
<i>HELEN McKEERAN</i>
SECRETARY OR SECRETARY-TREASURER (PRINT NAME)

SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE
<i>September 25</i> , 20 <i>18</i>
CURRENT DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE

