



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



Kanata
ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO NO.	638
BRANCH NUMBER	

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
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<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.	
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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.	
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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.	2010-10-20
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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, Sergeant-at-Arms, Chaplain and Treasurer _____ _____ _____.	2012-10-17
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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>Branch Service Officer</u> _____ _____ _____.	2012-10-17
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<input checked="" type="checkbox"/> ***	S. 502.	The Branch shall elect a total of _____ six _____ (6) Executive Committee Members.	2012-10-17
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BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input checked="" type="checkbox"/> ^^^	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
<input checked="" type="checkbox"/> ^^^	S. 513. (2)	The Executive Committees of the Branch and its Ladies' Auxiliary shall hold two (2) joint Meetings a year on the _____ last Wednesday _____ in the months of _____ September _____ and _____ March _____ starting at _____ 7 : 00 p . m.	2024-05-15
<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 (\$ _____).	_____
<input checked="" type="checkbox"/> ***	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>Finance, Ways and Means, Branch Regulations, Bursary, Lottery, Honours and Awards, House and Grounds, and Remembrance Day Ceremony</u>	2024-05-15
<input checked="" type="checkbox"/>	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>Air Cadet Liaison Officer, Army Cadet Liaison Officer, Sea Cadet Liaison Officer, Bar Manager, Newsletter Editor, Hall Rental Officer, Kitchen Manager, Catering Services, Volunteer Coordinator, and Building Grounds and Maintenance</u>	2024-05-15

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 / 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>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 _____	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		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 Wednesday</u> 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 checked="" type="checkbox"/> ***	S. 804.	The Order of Business included on the Attachment Form(s) numbered <u>8</u> _____ contained on Page(s) numbered <u>9</u> _____ shall govern at the General Meeting(s) identified therein.	<u>2024-05-15</u>
<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.	

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input checked="" type="checkbox"/> ***	S. 808.	The Order of Business included on the Attachment Form(s) numbered <u>14</u> _____ contained on Page(s) numbered <u>10</u> _____ shall govern at the Annual General Meeting(s) identified therein.	<u>2024-05-15</u>
<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.	<u>2010-10-20</u>
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.	<u>2012-10-17</u>
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 _____ _____ _____	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		_____ 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>April</u>	2010-10-20

<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

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		_____ : _____ . 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.	2010-10-20
<input checked="" type="checkbox"/>	S. 1101. (1)	A one-time enrolment fee of _____ five _____ 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.	2010-10-20
<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 Members</u> _____ _____ _____.	2012-10-17
<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 _____ September _____.	2012-10-17
<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, and First Vice-President</u> _____ _____ _____.	2012-10-17
<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 Treasurer</u> _____.	2012-10-17


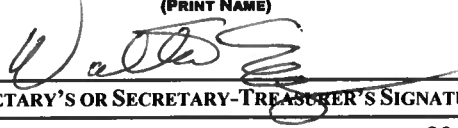
BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<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 <u>one hundred</u> _____ dollars (\$ <u>100</u> . <u>00</u>) shall only be paid by cheque, or an automatic pre-authorized online withdrawal by electronic funds transfer.	2024-05-15
<input checked="" type="checkbox"/> ***	S. 1208. (1)	The financial authority of the Executive Committee shall not exceed <u>two thousand</u> _____ dollars (\$ <u>2000</u> . <u>00</u>).	2024-05-15

Legend

*** - Mandatory Section for all Branches

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

I certify the above information to be true and correct.	I certify the above information to be true and correct.
Dennis Hearn	Walter Arksey
PRESIDENT (PRINT NAME)	SECRETARY OR SECRETARY-TREASURER (PRINT NAME)
	
PRESIDENT'S SIGNATURE	SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE
27 Feb , 20 25	27 Feb , 20 25
CURRENT DATE OF PRESIDENT'S SIGNATURE	CURRENT DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE

BRANCH REGULATIONS CONTINUED – ATTACHMENT – FORM No. 8

Kanata

ONTARIO No. 638

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

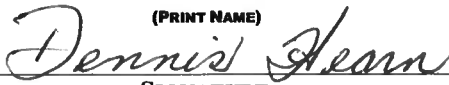
ORDER OF BUSINESS


GENERAL MEETINGS

CREATED UNDER SECTION 804. OF THE GENERAL BY-LAWS FOR BRANCHES
OF THE ONTARIO PROVINCIAL COMMAND

ITEM DESCRIPTIONS

- Call to Order by the Presiding Officer;
- Indigenous Land Acknowledgment;
- Opening Ceremony as determined by the Ritual approved by Dominion Command;
- Motion to deviate from the Agenda;
- Introduction of Guests;
- Welcoming Ceremony for new Members;
- Admission of transferred or reinstated Members or both;
- Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
- Business arising from the Minutes and unfinished business;
- President's Report;
- Treasurer's Report;
- Correspondence;
- Reports of Standing Committees;
- Reports of Optional Standing Committees;
- Reports of Standalone Positions;
- Reports of Special Committees;
- Motions or Special Business of which Notice was previously given;
- General and new Business including matters respecting the welfare of the Legion and the Branch;
- Tabling of Notice(s) of Motion(s);
- Motion to adjourn; and
- Closing Ceremony as determined by the Ritual approved by Dominion Command.

I certify the above information to be true and correct.
Dennis Hearn
 PRESIDENT
 (PRINT NAME)

 SIGNATURE
 27 Feb, 20 25
 CURRENT DATE OF SIGNATURE

I certify the above information to be true and correct.
Walter Arksey
 SECRETARY OR SECRETARY-TREASURER
 (PRINT NAME)

 SIGNATURE
 27 Feb, 20 25
 CURRENT DATE OF SIGNATURE

BRANCH REGULATIONS CONTINUED – ATTACHMENT – FORM No. 14

Kanata

ONTARIO NO. 638

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER


ORDER OF BUSINESS
ANNUAL GENERAL MEETING AND ELECTIONS


CREATED UNDER SECTION 808. OF THE GENERAL BY-LAWS FOR BRANCHES
 OF THE ONTARIO PROVINCIAL COMMAND

ITEM DESCRIPTIONS

- Call to Order by the Presiding Officer;
- Indigenous Land Acknowledgment;
- Opening Ceremony as determined by the Ritual approved by Dominion Command;
- Motion to deviate from the Agenda;
- Introduction of Guests;
- Welcoming Ceremony for new Members;
- Admission of transferred or reinstated Members or both;
- Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
- Business arising from the Minutes and unfinished business;
- President's Annual Report;
- Treasurer's Report;
- Correspondence;
- Reports of Standing Committees;
- Reports of Optional Standing Committees;
- Reports of Standalone Positions;
- Reports of Special Committees;
- Motions or Special Business of which Notice was previously given;
- General and new Business including matters respecting the welfare of the Legion and the Branch;
- Tabling of Notice(s) of Motion(s);
- Introduction of Election Chair and Meeting turnover;
- Nominations opened from the floor;
- Report of Nominating Committee;
- Nominations reopened from the floor;
- Order of Election:

<input type="checkbox"/> (a) President;	<input checked="" type="checkbox"/> (g) Treasurer;
<input type="checkbox"/> (b) First Vice-President;	<input checked="" type="checkbox"/> (h) Sergeant-at-Arms;
<input type="checkbox"/> (c) Second Vice-President;	<input type="checkbox"/> (i) Branch Chair;
<input checked="" type="checkbox"/> (d) Third Vice-President;	<input type="checkbox"/> (j) Branch Service Officer;
<input type="checkbox"/> (e) Executive Committee Members (6)	<input checked="" type="checkbox"/> (k) Chaplain;
<input checked="" type="checkbox"/> (f) Secretary;	
- Installations;
- Motion to adjourn; and
- Closing Ceremony as determined by the Ritual approved by Dominion Command.

I certify the above information to be true and correct.
Dennis Hearn
 PRESIDENT
(PRINT NAME)

 SIGNATURE
 27 Feb, 20 25
CURRENT DATE OF SIGNATURE

I certify the above information to be true and correct.
Walter Arksey
 SECRETARY OR SECRETARY-TREASURER
(PRINT NAME)

 SIGNATURE
 27 Feb, 20 25
CURRENT DATE OF SIGNATURE