



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



Stittsville & District
ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO No.	618
BRANCH NUMBER	

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<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>two</u> (<u>2</u>) General Meeting(s) during the <u>twelve (12)</u> months _____ prior to the date of the Election Meeting.	2017-06-13
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 type="checkbox"/>	S. 501. (1)	The Branch shall elect three (3) Vice-Presidents at the Election Meeting.	
<input type="checkbox"/> ***	S. 501. (2) Item (1)	The following additional Office(s) shall be elected at the Election Meeting: _____ _____ _____.	
<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, Secretary, Sergeant-at-Arms, and Treasurer</u> _____ _____.	2017-06-13
<input checked="" type="checkbox"/> ***	S. 502.	The Branch shall elect a total of <u>four</u> (<u>4</u>) Executive Committee Members.	2017-06-13

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/> ^^^	S. 513. (1)	A Member of the Branch Executive Committee shall be appointed in the new Term of Office at the _____ Meeting of the Branch in the month of _____ by the President to act as the Liaison Officer to the Ladies' Auxiliary to the Branch.	_____
<input 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 _____ in the months of _____ and _____ starting at ____:____. m.	_____
<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>Chairman</u> , after the start of the new Term of Office, for each of the following <u>Optional Standing Committee(s)</u> : <u>Bursary, Catering, Constitution and Laws, Donations, Entertainment, Honours and Awards, Property and Housing, and Sick and Visiting</u>	2017-06-13
<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> that are not provided for elsewhere within the Branch Regulations: <u>Bar Officer, Air Cadets Liaison Officer, Army Cadets Liaison Officer, Hall and Lounge Booking Agent, Sea Cadets Liaison Officer, and Webmaster</u>	2017-06-13

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input checked="" type="checkbox"/>	S. 703. (3) (a)	The <u>Membership Committee Chair</u> shall be responsible for ensuring that all new Members, at the time of their initiation, receive a Legion Badge and a document containing the current Internet Website addresses of both Dominion and Provincial Commands.	_____
<input checked="" type="checkbox"/>	S. 703. (3) (b) Item (1)	The <u>Membership Committee Chair</u> shall be responsible for ensuring that all new Members, at the time of their initiation, 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, at the time of their initiation, 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.	_____
<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.	_____
<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>second Tuesday in the months of June, September, November, January, March, and May</u> starting at <u>7 : 30 p.</u> m. The month(s) of <u>July, August, October, December, February, and April</u> _____ shall be excluded.	_____
<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. (1) Item (1)	The Annual General Meeting shall be held in conjunction with the General Meeting held in the month of <u>May</u> .	_____
OR			
<input type="checkbox"/> ***	S. 807. (1) Item (2)	The Annual General Meeting shall be held on the _____ _____ _____ starting at _____ : _____ . m.	_____
<input checked="" type="checkbox"/>	S. 807. (2) Item (1)	The Branch may consider applications for Membership and reinstatement at the Annual General Meeting when held in conjunction with a monthly General Meeting.	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input checked="" type="checkbox"/>	S. 807. (2) Item (2)	The Branch may conduct initiations of new Members at an Annual General Meeting when held in conjunction with a monthly General Meeting.	_____
<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.	_____
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 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 Statutory Holiday, it shall be rescheduled to the <u>following Tuesday</u> _____ starting at <u>7 : 30</u> p. m.	_____
OR			
<input type="checkbox"/>	S. 810. Item (2)	In the event that any scheduled Meeting of the Branch falls on a Statutory Holiday, it shall be rescheduled to the _____ starting at the same time as the original scheduled Meeting.	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<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.	_____
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> _____.	_____
<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			

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<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 subordinate Elected Office.	_____
<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: _____ <p style="text-align: center; color: blue;">Branch Members</p> _____	_____
<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> .	_____
<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: <u>President, First Vice President,</u> <u>Second Vice President, Secretary, and</u> <u>Treasurer</u>	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
✓ ***	S. 1204. Item (2)	The Signing Officers for the Poppy Trust Fund Account shall be the Poppy Committee Chairman, <u>Branch Service Officer,</u> <u>and the Poppy Trust Fund Treasurer</u>	
☐	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 _____ _____ _____	
✓ ***	S. 1207.	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.	
✓ ***	S. 1208. (1)	The financial authority of the Executive Committee shall not exceed _____ <u>five hundred.</u> _____ dollars (\$ <u>500</u> . <u>00</u>).	

<p>I certify the above information to be true and correct.</p> <p style="text-align: center;"><u>JUDY CAMPBELL</u></p> <p style="text-align: center;">PRESIDENT (PRINT NAME)</p> <p style="text-align: center;"><u>J. Campbell</u></p> <p style="text-align: center;">PRESIDENT'S SIGNATURE</p> <p style="text-align: center;"><u>JUNE 19</u>, 20 <u>17</u></p> <p style="text-align: center;">CURRENT DATE OF PRESIDENT'S SIGNATURE</p>	<p>I certify the above information to be true and correct.</p> <p style="text-align: center;"><u>BEVERLY CURRIE</u></p> <p style="text-align: center;">SECRETARY OR SECRETARY-TREASURER (PRINT NAME)</p> <p style="text-align: center;"><u>Beverly Currie</u></p> <p style="text-align: center;">SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</p> <p style="text-align: center;"><u>JUNE 19</u>, 20 <u>17</u></p> <p style="text-align: center;">CURRENT DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</p>
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