



**Branch Regulations
General By-Laws for Branches
Ontario Provincial Command**



NOTICE OF MOTION

ONTARIO No.

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

, 20

DATE PREPARED

NOTICE OF MOTION IS HEREBY GIVEN THAT THE ATTACHED PROPOSAL(S) CONTAINED ON THE FORM NO. 3 TITLED 'BRANCH REGULATIONS TO THE GENERAL BY-LAWS FOR BRANCHES OF ONTARIO PROVINCIAL COMMAND' WILL BE PRESENTED AT THE NEXT MEETING OF THE BRANCH FOR CONSIDERATION, DISCUSSION AND A VOTE FOR ACCEPTANCE.

PRESENTING MEMBER'S NAME
(PRINT)

PRESENTING MEMBER'S
SIGNATURE

, 20
<p>DATE OF ANNUAL GENERAL MEETING OR <u>GENERAL MEETING</u> OR SPECIAL GENERAL MEETING</p> <p>(<u>UNDERLINE APPLICABLE MEETING</u>)</p> <p>NOTICE OF MOTION Tabled</p>

, 20
<p>DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR <u>SPECIAL GENERAL MEETING</u></p> <p>(<u>UNDERLINE APPLICABLE MEETING</u>)</p> <p>MOTION MOVED FOR APPROVAL</p>

***** ONLY FOR USE BY BRANCHES THAT HAVE NOT RECEIVED THEIR FIRST CERTIFICATE OF REVIEW *****



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



ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO NO.
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 type="checkbox"/>	S. 501. (1)	The Branch shall elect three (3) Vice-Presidents at the Election Meeting.	_____
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<input type="checkbox"/> ***	S. 501. (2) Item (1)	The following additional Office(s) shall be elected at the Election Meeting: _____ _____ _____.	_____
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<input 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: _____ _____ _____.	_____
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<input type="checkbox"/> ***	S. 502.	The Branch shall elect a total of _____ (_____) Executive Committee Members.	_____
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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 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> : _____ _____ _____ _____ _____.	_____
<input 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: _____ _____ _____ _____ _____.	_____

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 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 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 _____	_____

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 <u>only Legion Members</u> shall be administered by the Branch: _____ _____ _____.	_____
<input type="checkbox"/> ***	S. 802. (1)	The Branch shall hold its monthly General Meetings on the _____ _____ _____ starting at ____:____ __. m. The month(s) of _____ 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 type="checkbox"/> ***	S. 807. Item (1)	The Annual General Meeting shall be held in conjunction with the General Meeting held in the month of _____.	_____
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 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 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 Members on the Executive Committee plus _____ (_____) additional eligible voting Member(s).	_____
<input 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 _____ _____ starting at _____:_____. m.	_____
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 type="checkbox"/> ***	S. 1001. Item (3)	The Election Meeting shall be held in conjunction with the Annual General Meeting held in the month of _____ _____.	_____
<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 type="checkbox"/>	S. 1008.	All unsuccessful candidates shall be automatically nominated for the next subordinate Senior Elected Offices.	_____
<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 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: _____ _____ _____ _____.	_____
<input type="checkbox"/> ***	S. 1202.	The party or parties appointed by the President to complete a Financial Review shall be approved at the _____ Meeting of the Branch held in the month of _____.	_____
<input 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: _____ _____ _____ _____.	_____
<input 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</u> , _____ _____.	_____

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 type="checkbox"/> ***	S. 1207. (1)	All accounts payable by the Branch in excess of _____ _____ dollars (\$ _____.) shall only be paid by cheque, or an automatic pre-authorized online withdrawal by electronic funds transfer.	_____
<input type="checkbox"/> ***	S. 1208. (1)	The financial authority of the Executive Committee shall not exceed _____ _____ dollars (\$ _____.).	_____

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.
PRESIDENT (PRINT NAME)	SECRETARY OR SECRETARY-TREASURER (PRINT NAME)
PRESIDENT'S SIGNATURE	SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE
, 20	, 20
CURRENT DATE OF PRESIDENT'S SIGNATURE	CURRENT DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE

BRANCH REGULATIONS CONTINUED – ATTACHMENT – Form No. 15

ONTARIO NO. _____

ROYAL CANADIAN LEGION BRANCH NAME _____

BRANCH NUMBER _____

ORDER OF BUSINESS
ANNUAL GENERAL MEETINGS AND BIENNIAL 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:
(a) President;
(b) First Vice-President;
(c) Second Vice-President;
(d) Third Vice-President;
(e) Executive Committee Members ()
(f) Secretary;
(g) Treasurer;
(h) Sergeant-at-Arms;
(i) Branch Chair;
(j) Branch Service Officer;
(k) Chaplain;
Installations;
Motion to adjourn; and
Closing Ceremony as determined by the Ritual approved by Dominion Command.

<i>I certify the above information to be true and correct.</i>
PRESIDENT <small>(PRINT NAME)</small>
SIGNATURE
, 20
<small>CURRENT DATE OF SIGNATURE</small>

<i>I certify the above information to be true and correct.</i>
SECRETARY OR SECRETARY-TREASURER <small>(PRINT NAME)</small>
SIGNATURE
, 20
<small>CURRENT DATE OF SIGNATURE</small>