



Branch Regulations
General By-Laws for Branches
Ontario Provincial Command



NOTICE OF MOTION

Montgomery	ONTARIO NO. 351
ROYAL CANADIAN LEGION BRANCH NAME	BRANCH NUMBER

December 18, 20 22
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.

Dennis Sirman

PRESENTING MEMBER'S NAME
(PRINT)

PRESENTING MEMBER'S
SIGNATURE

December 18, 20 22
DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR <u>SPECIAL GENERAL MEETING</u>
(<u>UNDERLINE APPLICABLE MEETING</u>)
NOTICE OF MOTION TABLED

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

***** 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**



Montgomery
ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO NO.	351
BRANCH NUMBER	

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

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>Chair</u> , after the start of the new Term of Office, for each of the following <u>Optional Standing Committee(s)</u> : <u>Bar, Bursary, Building and Maintenance, Entertainment, Fianance, Honours and Awa and Ways and Means</u> _____ _____ _____ _____.	_____
<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 Cadets Liaison Officer, Army Cadets Liaison Officer, Sea Cadets Liaison Officer, Hospital and Visiting Officer, Lottery Coordinator and Room Rental Agent</u> _____ _____ _____.	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input checked="" type="checkbox"/>	S. 703. (3) (a)	The _____ Membership Committee Chair _____ 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.	_____
<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 _____	_____

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>second Sunday</u> in the months of June, September, November, February and April _____ _____ _____ starting at <u>2</u> : <u>00</u> p . m. The month(s) of July, August, October, December, January, March and May _____ shall be excluded.	
<input checked="" type="checkbox"/>	S. 804.	The Order of Business included on the Attachment Form(s) numbered <u>8, 9 and 11</u> contained on Page(s) numbered <u>9, 10 and 11</u> 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>September</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>13</u> _____ contained on Page(s) numbered <u>12</u> _____ 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 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 checked="" 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 <u>following Sunday</u> _____ _____ 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 checked="" type="checkbox"/> ***	S. 1001. Item (2)	The Election Meeting shall be held in conjunction with the General Meeting held in the month of <u>April</u> _____.	_____
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 checked="" type="checkbox"/>	S. 1002. Item (2)	The Nomination Meeting shall be held in conjunction with the General Meeting held in the month of <u>February</u> _____.	_____
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.	_____
<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.	_____
<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: _____ Three (3) Members _____ _____.	_____
<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 _____ June _____.	_____
<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, First Vice-President and Office Manager</u> _____ _____ _____.	_____
<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 Branch Service Officer</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 checked="" type="checkbox"/> ***	S. 1207. (1)	All accounts payable by the Branch in excess of _____ fifty _____ dollars (\$ 50 . 00) shall only be paid by cheque, or an automatic pre-authorized online withdrawal by electronic funds transfer.	_____
<input checked="" type="checkbox"/> ***	S. 1208. (1)	The financial authority of the Executive Committee shall not exceed _____ five hundred _____ dollars (\$ 500 . 00).	_____

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.
Lionel Rowe	Dennis Sirman
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