



The Royal Canadian Legion Ontario Provincial Command



BRANCH REGULATIONS / BRANCH CLUBHOUSE RULES SUBMISSION COVER FORM

To: Secretary, Constitution and Laws Committee

DATE: _____, 20 _____

_____ ROYAL CANADIAN LEGION BRANCH NAME	_____ ONTARIO NO. _____ BRANCH NUMBER
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BRANCH CLUBHOUSE RULES

PART I	AN ENTRY MUST BE MADE IN THIS PART ON <u>EVERY</u> SUBMISSION.
1. <input type="checkbox"/>	Four (4) copies of the current Branch Clubhouse Rules <u>approved by the Branch</u> are attached.
2. <input type="checkbox"/>	Check only if the Branch Clubhouse Rules have not been amended since they were <u>last submitted to Command</u> .
3. <input type="checkbox"/>	Check only if the Branch has chosen not to maintain Branch Clubhouse Rules.

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BRANCH REGULATIONS / BRANCH CLUBHOUSE RULES

PART II	EVERY SUBMISSION MUST INCLUDE THE MEETING DATES/TYPES RE THE MOST RECENT PROCESSING OF BRANCH REGULATIONS AND/OR CLUBHOUSE RULES. ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED MUST BE CHECKED.	
Notice of Motion tabled at the _____ Meeting on _____, 20 _____ <small style="margin-left: 100px;"><i>Enter Meeting Type – Annual General or General</i></small>		
Motion moved for acceptance at the _____ Meeting on _____, 20 _____ <small style="margin-left: 100px;"><i>Enter Meeting Type – Annual General, General or Special General</i></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 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>if requested by the Committee</i>) respecting the Tabling and Approval Dates entered on the current Form No. 2 / Form No. 2A. Excerpts will not be accepted.	
9. <input type="checkbox"/>	Four (4) copies of requested or submitted <u>Correspondence</u> and/or Missing or Replacement individual Document <u>Pages</u> .	
10. <input type="checkbox"/>	Four (4) copies of the BCR Form No. 1 (<i>Notice of Motion re Branch Clubhouse Rules</i>).	
11. <input type="checkbox"/>	Four (4) copies of Meeting Minutes re the Tabling and Approval Dates on the BCR Form No. 1. and entered above.	
_____ PRESIDENT`S NAME <small>(PRINT)</small>		_____ SECRETARY`S OR SECRETARY-TREASURER`S NAME <small>(PRINT)</small>
_____ PRESIDENT`S SIGNATURE _____, 20 _____ <small>CURRENT DATE OF SIGNATURE</small>		_____ SECRETARY`S OR SECRETARY-TREASURER`S SIGNATURE _____, 20 _____ <small>CURRENT DATE OF SIGNATURE</small>

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