



# THE ROYAL CANADIAN LEGION

## Ontario Provincial Command

### BRANCH CLUBHOUSE RULES (BCR)

#### GUIDELINES FOR CRAFTING / MAINTAINING



Branch Clubhouse Rules are not mandatory for Branches. However, all Branches should consider maintaining them. As an example, unruly behaviour in many circumstances is not covered by Article III of The General By-Laws of the Royal Canadian Legion unless contained in the Branch Clubhouse Rules.

The Constitution and Laws Committee will only certify that the appropriate approval process was completed by the Branch and thus permit the retention by Command. However this certification does not suggest a real or implied approval of the subject matter content.

Any subject matter not addressed by the General By-Laws, Branch Regulations, or **Branch Clubhouse Rules (BCR)** may be maintained in a ***Policy and Procedure Manual (PPM)***, provided that the content does not infringe upon the General By-Laws, or violate any law in Canada **and** is within the autonomy of the Branch. The creation and/or amendment to ***Branch Clubhouse Rules or Policy and Procedure Manuals*** require processing in a similar fashion to Branch Regulations as they still require the approval of the Branch Membership i.e. the Tabling of a Notice of Motion (**BCR Form No. 1** including the proposals) are presented at one (1) Meeting of the Branch and moved for Approval at the next Meeting of the Branch, as all such matters impact the rights and privileges of the Membership.

The criterion listed below is supplied for information purposes re the content of **BRANCH CLUBHOUSE RULES:**

***(NOTE: Any Breach must be capable of forming the basis of a Complaint under Article III for Members)***

- The document Header must include the Branch Name and Number along with the title '**BRANCH CLUBHOUSE RULES**' (*Corresponds with its citing in the By-Laws*).
- Provisions must be focused on matters dealing with the acceptable actions, behaviour, and discipline of the Members and their Guests while on Branch property. It may include, but not limited to, such things as the use of e-cigarettes, tobacco, vaping, and cannabis products, acceptable dress codes, which may include a prohibition to the wearing of any lawfully recognized Outlaw Motorcycle Gang Colours while onsite, Etc.
- No provision shall infringe on any By-Law, Federal or Provincial law including Human Rights Codes.
- Other matters e.g. Hours of Operation, Bar Steward duties, etc. do not fall within the purview of this document and can be maintained in a *Policy and Procedure Manual* which is also not reviewable by the Committee. It does not require submission to Command as this document should contain matters which remain part of the autonomy of the Branch.
- All original provisions and/or amendments thereto must be approved by the Branch Membership at a Meeting of the Branch after a Notice of Motion was tabled at the previous Meeting of the Branch including the proposal(s).
- The document, once approved, must be properly signed by the Branch Officers – President and Secretary with the date of such signatures being affixed thereto.
- The approved document must be posted in a conspicuous place within the Branch and available for the reference of all Branch Members and Guests.
- Four (4) copies of the current Branch Clubhouse Rules, including the subject Meeting Minutes and BCR Form No. 1, must be forwarded to Command under the cover of a Form No. 5 (*Branch Regulations / Branch Clubhouse Rules Submission Cover Form*).

**Note: Failure to follow the above criterion may render any provision unconstitutional when it is applied in an Article III Complaint situation. Clubhouse is defined under Section 301. a. of The General By-Laws.**