

# Regulations

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Tutorial and Instructions

# Basic Rules and Information to Create, Amend and Maintain Branch Regulations

Before starting – make certain you have the following:

- **General By-Laws (Dominion Command as Amended January 2018)**
  - **General By-Laws of Ontario Provincial Command – as Amended December 2017**
  - **Copy of Guidelines for Branch Regulations** (found under forms [www.on.legion.ca](http://www.on.legion.ca))
  - **The newest edition of each form** applicable to creating or amending regulations becomes **effective the beginning of October each and every year.**
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# LIST OF REGULATIONS

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Branch Regulation Criteria By Section

# **GLOSSARY OF TERMS**

**GBL = The General By-Laws (Dominion Command)**

**GBLO = The General By-Laws (Ontario Command)**

**GBLB = The General By-Laws for Branches (Ontario Command)**

**e.g. = For Example**

**i.e. = That is....**

**\*\*\* = Mandatory Section for all Branches (identified in left hand column)**

**^^^ = Mandatory Section for all Branches with Ladies' Auxiliary (identified in left hand column)**

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# General By-Laws for Branches

## Article IV – Qualification to Vote and/or Hold Office

- **S. 404. (2)**

### ATTENDANCE ELIGIBILITY:

By choosing this – you will need to provide the ‘minimum’ number or minimum percentage of meetings a member is required to attend in order to be eligible for election to office.

If you choose this – the number/percentage of meetings must be met **PRIOR** to the date of the Election Meeting. Also you will be responsible for maintaining accurate records of attendance at all meetings throughout the year.

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# General By-Laws for Branches

## Article IV – Qualification to Vote and/or Hold Office

- **S. 409.**

### TERM OF OFFICE:

By choosing this – you are changing the standard/default term from one (1) year to a two (2) year Term of office.

This change to a TERM OF OFFICE will ONLY become effective at the expiration of the current Term (see Section 911 (3) GBLO). Also should you change to a two year term – Section 1001 and Section 1002 will also be affected. Your order of Business may also require a change.

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# General By-Laws for Branches

## Article V – Officers and Executive Committee

- **S. 501. (1)**

### VICE-PRESIDENTS:

By choosing this – you are increasing your Vice-Presidents from the mandatory two (2) to three (3).

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# General By-Laws for Branches

## Article V – Officers and Executive Committee

- **\*\*\*S. 501. (2)**
- **THIS SECTION IS MANDATORY**

The mandatory Offices of Secretary and Treasurer OR Secretary-Treasurer **must be** entered in one of these two (2) Item areas.

Determine what other Office(s) i.e. Branch Chairman, Branch Service Officer, Chaplain and/or Sergeant-at-Arms apply to your Branch and whether they will be elected or appointed after the start of the Term of Office. **THESE ARE THE ONLY OFFICES AVAILABLE FOR INCLUSION.**

Note: Election of Senior Elected Officers and Executive Committee Members is **covered elsewhere and not included in BRANCH Regulations.** Any appointments may only be made **after the start** of the Term of Office for which they are appointed.

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# General By-Laws for Branches

## Article V – Officers and Executive Committee

- **\*\*\*S. 501 (2) continued**

### THIS SECTION IS MANDATORY

All Branches **must have** a Veterans Services Chairman pursuant to S. 601. (1) GBLB. An **optional** Branch Service Officer is a **separate and distinct Office** for which there is a **separate installation procedure**.

The titles of Chaplain (in place of Padre) and Branch Service Officer, if applicable, must be used to maintain consistency with their use in the General By-Laws and Manuals. If the Branch maintains more than one (1) Chaplain, it must be entered with the total number in brackets e.g. Chaplains (2)

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# General By-Laws for Branches

## Article V – Officers and Executive Committee

- **\*\*\*S. 502.**

### THIS SECTION IS MANDATORY

You need to choose a specific number of Executive Committee Members for your Branch e.g. six (6).

NOTE: If there are **insufficient members elected** to fill the number required (in this example six (6)), the remainder **may be appointed** by the Executive Committee to fill the vacancies **once the new Term of Office starts** pursuant to S. 503. GBLB.

All Appointed Executive Members **must be ratified** at the next General Meeting following their Appointment.

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# General By-Laws for Branches

## Article V – Ladies' Auxiliary Liaison Officer

- **^^^S. 513. (1)**
  - **THIS SECTION IS MANDATORY IF YOU HAVE A LADIES' AUXILIARY**
  - Enter the type of Meeting e.g General or Annual General Meeting and the Month that a Liaison Officer will be Appointed by the President.
  - This Appointment can only be made **after** the start of the new Term of Office (June)
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# General By-Laws for Branches

## Article V – Joint Executive Committee Meetings

- **^^^ S. 513. (2)**
  - **THIS SECTION IS MANDATORY IF YOU HAVE A LADIES' AUXILIARY**
  - Two (2) Joint Meetings must be held during the Term of Office (June-May).
  - The Meetings shall include the two (2) Executive Committees and **must** be held separately and outside any other Meeting of either the Executive Committees or the Branch.
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# **General By-Laws for Branches**

## **Article V – Total Funds held by Ladies' Auxiliary**

- **S. 513. (3)**
  - This allows the Branch to set a total amount of funds that their Ladies Auxiliary may have at the end of each fiscal year (May)
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# General By-Laws for Branches

## Article VI – Optional Standing Committees

- **\*\*\* S. 601. (3)**
  - **THIS SECTION IS MANDATORY.**
  - **Definition of Optional Standing Committee** – A Member, group, team, board, etc. that files reports of its activities with the Executive and/or the Branch and is maintained from Term to Term. It could be a Committee of one (Chairman) as other volunteers are not available. Sub-Committees are not to be included in the Branch Regulations.
  - Optional Standing Committee Members by virtue of their Appointments **may not be Members of the Executive Committee.** However, they should provide a Report to the Branch President to be read updating the Executive Committee on their said positions.
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# General By-Laws for Branches

## Article VI – Optional Standing Committees

- **\*\*\* S. 601. (3) continued**
  - Standing Committee Chairmen shall be appointed by the President for Approval of the **EXECUTIVE COMMITTEE** at its first Meeting of the new Term. (June).
  - Examples: Bar Chairman    \*Branch Regulations    Building and Maintenance
  - Bursary    Canteen    Charitable Foundation    \*Constitution and Laws
  - Entertainment    Financial Advisory    Honours and Awards
  - House and Grounds    Housing and Property    Lottery    Maintenance
  - Sick and Visiting    Special Events    Ways and Means
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# General By-Laws for Branches

## Article VI – Optional Standing Committees

- **\*\*\* S. 601. (3) continued**
  - **LIST THE ENTRIES ALPHABETICALLY.**
  - **\* Constitution and Laws Committees administer the Branch Regulations, Branch Clubhouse Rules (if maintained), and a Policy and Procedure Manual (if maintained), while a Branch Regulations Committee only administer the Branch Regulations.**
  - **If the Branch chooses any of these the Positions have to be filled.**
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# General By-Laws for Branches

## Article VI – Optional Standing Committees

- **\*\*\* S. 601. (3) continued**
  - **The mandatory Poppy Trust Fund Committee pursuant to S. 920. GBLO and all Standing Committees listed under S. 601. (1) GBLB are not to be included in the Branch Regulations.**
  - e.g. Legion Seniors, Membership, Poppy, Public Relations, Sports, Track and Field, Leadership Development, Veterans Services, and Youth Education.
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# General By-Laws for Branches

## Article VI – Standalone Positions Established

- **S. 601. (4)**
  - Enter all Branch Standalone positions as follows:
  - Air Cadets Liaison Officer
  - Army Cadets Liaison Officer
  - Navy League Cadets Liaison Officer
  - Sea Cadets Liaison Officer
  - These Positions refer to the person(s) who are attending/communicating with the Cadet Corps who will then report back to the Branch any concerns or needs etc.
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# General By-Laws for Branches

## Article VI – Standalone Positions Established

- **S. 601. (4) continued**
  - Bar Officer    Bingo Coordinator    Branch Curator    Branch Historian
  - Bulletin Editor    Catering Coordinator    Colour Party Commander
  - Entertainment Coordinator    Correspondence Secretary    Hall Rental Agent
  - Parade Marshal    Recording Secretary    Special Events Coordinator
  - Web Coordinator    Webmaster etc.
  - **These positions are not provided for elsewhere in the Branch Regulations.**
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# General By-Laws for Branches

## Article VI – Standalone Positions Established

- **S. 601. (4) continued**
  - These positions are not associated with a Committee, nor are they an Employee Position.
  - **Note:** Each entry must include a Position (i.e. the above underlined examples)
  - Excluding the entry of a Chairman of a Branch function means a Committee rather than a Standalone Position and must be included under Subsection (3) of this Section. e.g. Bar Chairman – has a Committee (2 or more) and a Bar Officer is just one person.
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# General By-Laws for Branches

## Article VI – Standalone Positions Established

- **S. 601. (4) continued**
  - A Recording Secretary, Correspondence Secretary, or Assistant Treasurer **outside** of the Secretary, or Treasurer, or Secretary-Treasurer, **the Position must be created and entered in this Subsection.**
  - **ALL OF THESE POSITIONS MUST BE IN ALPHABETICAL ORDER ON THE FORM 3.**
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# General By-Laws for Branches

## Article VII – Duty Re New Members

- **S. 703. (3)**
  - Three (3) separate decisions may be made by the Branch.
  - The first (a) involves designating another Member(e.g. Membership Committee Chairman or President etc.), other than the Secretary, to present all new Members with their Legion Badge and a document with the Website addresses of both Commands.
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# General By-Laws for Branches

## Article VII – Duty Re New Members

- **S. 703. (3) continued**
  - Item (1) The other decisions in Subsection (b) require the designation of a Member, which may be the Secretary or another Member identified by their Office or Position, (e.g. Membership Committee Chairman or President etc.) to complete this duty: **and** Item (2) whether this Member will present the General By-Laws of Ontario Command only **or** both Ontario and Dominion Commands General By-Laws.
  - The difference between Item (1) and Item (2) is giving both Manuals. Only Item (1) **or** Item (2) shall be activated.
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# General By-Laws for Branches

## Article VII – Electronic Record Storage - Secretary

- **S. 703. (4)**
  - This would mean that the Secretary would put all information on a USB stick usually stored at another location or in a fire proof safe.
  - Minute Books may also be used.
  - This could also refer to how many years the Secretary's Records must be kept, according to Government Rules and or Laws.
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# General By-Laws for Branches

## Article VII – Electronic Record Storage - Treasurer

- **S. 704. (2)**
  - This would mean that the Treasurer would put all information on a USB stick usually stored at another location or in a fire proof safe.
  - The Branch may also use a physical means of record i.e. Accounting Books, etc.
  - This could also refer to how many years the Treasurer's Records must be kept for, according to Government Rules and or Laws.
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# General By-Laws for Branches

## Article VII – Expansion of Duties Re Officers and Executive Committee Members

- **S. 708.**
  - A separate Attachment to the Regulations may be created should the Branch wish to include other duties that are not included in the applicable Sections of the By-Laws rather than including the full list of duties in a Policy and Procedure Manual.
  - This Section only applies to those Offices listed under **Article VII** of the GBLB and only allows for the inclusion of those duties not found within Article VII.
  - **Note:** Additional duties listed for Executive Committee Members shall apply to all such Members.
  - **Use Attachment Form NO.6. Re Additional Duties – Officers and Executive Committee Members.**
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# General By-Laws for Branches

## Article VII – Committees Etc. Duties/Terms of Reference (excluding Employees)

- **S. 709.**
  - The Branch may wish to include these specifics rather than have them maintained in a Policy and Procedure Manual, they can be included as a separate Attachment to the Branch Regulations.
  - **Note:** Legion Manuals dedicated to some positions exist and therefore duties associated with those Positions are not to be included as an Attachment.
  - **Use Attachment Form NO. 7. Re Duties and Terms of Reference – Committees and Branch Positions.**
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# General By-Laws for Branches

## Article VII – Club Within A Branch

- **S. 710.**
  - Identify any separate Clubs which **only** consist of Legion Members within the Branch and are controlled by Officers of the Branch with their Funds overseen by the Branch Treasurer.
  - **Note:** This Section does not include any Sports or other groups that are governed by any Branch Committee under their own Terms of Reference.
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# General By-Laws for Branches

## Article VIII – General Meeting Date & Exclusion of Months

- **\*\*\* S. 802. (1)**
  - **THIS SECTION IS MANDATORY**
  - The Branch must choose a specific day in the month e.g. first Monday of each month, etc. and a start time which must be shown in regular time including **a.m.** or **p.m.**
  - Branches must hold a minimum of four (4) General Meetings per fiscal year (June to May).
  - Certain months may be excluded to a maximum of three (3) in a row. If more than three (3) months are to be excluded, all of the excluded months must be listed.
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# General By-Laws for Branches

## Article VIII – General Meeting Date & Exclusion of Months

- **\*\*\* S. 802. (1) continued**
  - Do not list the months that Meetings are held unless the excluded months is four (4) or more, if so after the day chosen ... **in the months of ... listing the months that Meetings are to be held.**
  - The Month of **June can't be an excluded month** as Appointments must be made and Approved by the Branch as soon after the start of the Term of Office (June 1<sup>st</sup>) and to allow those appointees to legally start their duties.
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# General By-Laws for Branches

## Article VIII – General Meeting Date & Exclusion of Months

- **\*\*\* S. 802. (1) continued**
  - **List all months in the order of the Fiscal Year which starts in June.**
  - **Note:** Rescheduling any **Meeting** of the Branch from its original scheduled day in the Regulations e.g. Convention Date Conflict, etc. must be Approved via a Motion at the previous Meeting of the Branch and a Notice re Meeting Change must be communicated to all Members re S. 918. (3) GBLO all reasonable means must be used to notify all Members in advance.
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# General By-Laws for Branches

## Article VIII – General Meeting Date & Exclusion of Months

- **\*\*\* S. 802. (1) continued**
  - Meetings of the Branch may require rescheduling on **short notice** due to extenuating circumstances e.g. snowstorm, flooding, etc. and re S. 918. (3) GBLO all reasonable means must be employed to notify the Members in advance.
  - **Four (4) copies of the Notification sent to Members when an Annual General Meeting, General Meeting, or Special Meeting has to be rescheduled, it must be included with the submission of the Tabling of a Notice of Motion or the Approval of Branch Regulations.**
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# **General By-Laws for Branches**

## **Article VIII – Order of Business Variation – General Meetings**

- **S. 804.**
  - **ATTACHMENT FORM NO. 8 - General Meetings**
  - **ATTACHMENT FORM NO. 9 – General Meeting and Elections**
  - **ATTACHMENT FORM NO. 10 – General Meeting and Biennial Elections**
  - **ATTACHMENT FORM NO. 11 – General Meeting and Nominations**
  - **ATTACHMENT FORM NO. 12 – General Meeting and Biennial Nominations**
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# General By-Laws for Branches

## Article VIII – Order of Business Variation – General Meetings

- **S. 804. continued**
  - If the Branch wants to have a different Order of Business than the example in the Provincial By-Laws. It must be created using one of the above blank Forms and attached to the Form 3 as an Attachment along with activating this Section. If other business happens at a General Meeting as listed above that Attachment as well as the Form No. 8 must be included in this Section.
  - All Attachments must include the standard business as noted in the Ritual, Awards, and Protocol Manual and the By-Laws that apply to the Branch.
  - e.g. Refer to S. 804. (1) on page 67 and S. 808. (1) Election component of the Provincial By-Laws.
  - Also reference S. 1001. (2) and S. 1002. (2) – Elections and Nominations
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# General By-Laws for Branches

## Article VIII – Annual General Meeting Date

- **\*\*\* S. 807. Item (1) and Item (2)**
  - **THIS SECTION IS MANDATORY**
  - The Branch has a choice whether to hold its Annual General Meeting with their monthly General Meeting or some other day, month, and time. Also stating the time with **a.m** or **p.m.**
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# **General By-Laws for Branches**

## **Article VIII – Order of Business – Annual General Meetings**

- **S. 808.**
  - **ATTACHMENT FORM NO. 13 – Annual General Meetings**
  - **ATTACHMENT FORM NO. 14 – Annual General Meeting and Elections**
  - **ATTACHMENT FORM NO. 15 – Annual General Meeting and Biennial Elections**
  - **ATTACHMENT FORM NO. 16 – Annual General Meeting and Nominations**
  - **ATTACHMENT FORM NO. 17 – Annual General Meeting and Biennial Nominations**
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# General By-Laws for Branches

## Article VIII – Order of Business – Annual General Meetings

- **S. 808. continued**
  - Branches may use the Order of Business in the Provincial Manual (page 68-69) when they have the Annual General Meeting with Elections on an **annual** basis but if the Branch chooses to hold their Annual General Meeting without Elections or as a separate Meeting, a different Order of Business must be prepared and included with the Form 3 as an Attachment.
  - Branches that hold Biennial Elections (every two years) or Biennial Nominations (without Elections) at their Annual General Meeting will have to create two (2) **separate** Orders of Business to cover odd/even numbered years.
-

# General By-Laws for Branches

## Article VIII – Order of Business – Annual General Meetings

- **S. 808. continued**
  - All Attachments must include the standard business matters as noted in the Ritual, Awards and Protocol Manual and the By-Laws.
  - e.g. Refer to S. 808. (1) on page 68 and 69 Election component of the Provincial By-Laws.
  - Also reference S. 1001. (3) and S. 1002. (3) – Elections and Nominations
  - A list of the Offices for Election or Nomination in the correct Attachment Form(s) must be included in the Order of Business.
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# General By-Laws for Branches

## Article VIII – Quorum Declaration

- **\*\*\* S. 809.**
  - **THIS SECTION IS MANDATORY**
  - Choose one(1) of the three (3) options.
  
  - **S. 809. (1) Item (1)**
  - Five Percent (5%) of the total Membership as noted on the Dominion Command Website under Membership or the Dominion Membership Register at the end of last calendar year.
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# General By-Laws for Branches

## Article VIII – Quorum Declaration

- **\*\*\* S. 809. (1) Item (2)**
  - Twice (2x) the number of Members from the Executive Committee **present** plus one (1) additional non-Executive Committee voting Member.
  - e.g. If there are six (6) Executive Members **present** (out of 12 total Executive) than the Quorum would be 13 people in the room including the Executive and other Members at the Meeting. ( e.g. 6 Executive (present) x 2 (twice) + 1 = 13 people in the room including the Executive)
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# General By-Laws for Branches

## Article VIII – Quorum Declaration

- **\*\*\* S. 809. (2)**
  - This Section must only be used by Branches that are having problems securing a Quorum on a regular basis. They must have **less** than twenty (20) **active and participating** Members in the Branch.
  - Proof (Attendance Records) and confirmation (letter signed by the President) must be submitted. If during the year (including Nominations or Elections) you go over the required **number** you would not be able to use this Section.
  - This Regulation should only be used by Branches with 50 Members or less.
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# General By-Laws for Branches

## Article VIII – Reschedule of Meeting Re Statutory Holiday

- **S. 810.**
  - This Section only applies if you need to change a Branch Meeting due to a recognized Statutory Holiday which could fall on your original designated Meeting day. e.g. Canada Day, Labour Day, Thanksgiving, Christmas Day, Boxing Day, Good Friday, Easter Monday etc.
  - **Item (1)** use when the Branch Meeting will be at the same time as usual.
  - **Item (2)** use when the Branch Meeting will have a different start time than usual.
  - A Notice of Change should be posted in the Branch and also should be brought up at the Meeting **before** the change.
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **\*\*\*S. 1001.**
  - THIS SECTION IS MANDATORY
  - ELECTION MEETINGS
  - Item (1) – Choose this if you have Elections (Biennial Elections) by themselves and not with any other Meeting. Use either of the Attachment Forms listed below.
  - ATTACHMENT FORM NO. 18. Re ELECTION MEETINGS
  - ATTACHMENT FORM NO. 19. Re BIENNIAL ELECTION MEETINGS
  - Reference page 67 – 69 of the Ontario Provincial By-Laws
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **\*\*\*S. 1001. continued**
  - Item (2) – Use this Section if your Branch holds their Elections (Biennial Elections) with a **General Meeting.**
  - Activate S. 804. and complete Attachment Form No. 8 (General Meeting) as well as Attachment Form No. 9 (General Meeting with Elections) or Attachment Form No. 10 (General Meeting with Biennial Elections) whichever applies.
  - Reference page 67 – 69 of the Ontario Provincial By-Laws.
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **\*\*\*S. 1001. continued**
  - Item (3) – Use this Section if Elections (Biennial Elections) are held with the **Annual General Meeting** regardless if held with the General Meeting.
  - Activate S. 808. and complete Attachment Form No. 13 (Annual General Meeting) as well as Attachment Form No. 14 Annual General Meeting – Elections or Attachment Form No. 15 Annual General Meeting – Biennial Elections.
  - Reference page 68 – 69 of the Ontario Provincial By-Laws.
-

# General By-Laws for Branches

## Article X – Nominations and Elections

- **\*\*\*S. 1001. continued**
  - If your Branch has a two (2) year Term of Office the wording “ in the \_\_\_\_\_ numbered years” entering either “odd” or “even” as it applies.
  - A list of the Offices for Elections must be included in the Order of Business’
  - Reference page 68 – 69 of the Ontario Provincial By-Laws.
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **S. 1002.**
  - **NOMINATION MEETINGS**
  - **Item (1)** – When Nominations are held by themselves and not with any other type of Meeting. The day and whether it is the first, second, third day of the month, month (first Monday in March, third Sunday in April, etc.) and the time including a.m or p.m must be included.
  - Use Attachment Form No. 20 – Nomination Meetings or Attachment Form No. 21 – Biennial Nomination Meetings
  - Reference page 67 – 69 of the Ontario Provincial By-Laws.
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **S. 1002.**
  - NOMINATION MEETINGS
  - **Item (2)** – When Nominations are held with a **General Meeting**. Activate S. 804. and use Attachment Form No. 8 (if not already done) and use Attachment Form No. 11 (yearly Nominations) or Attachment Form No. 12 (Biennial Nominations).
  - **Item (3)** – When Nominations are held with an **Annual General Meeting**. Activate S. 808. and use Attachment Form No. 13 (if not already done) and use Attachment Form No. 16 (yearly Nominations) or Attachment Form No. 17 (Biennial Nominations).
  - Reference page 67 – 69 of the Ontario Provincial By-Laws
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **S. 1002.**
  - NOMINATION MEETINGS
  - If your Branch has a two (2) year Term of Office the wording “ in the \_\_\_\_\_ numbered years” entering either “odd” or “even” as it applies.
  - A list of the Offices for Nominations must be included in the Order of Business’
  - Reference page 67 – 69 of the Ontario Provincial By-Laws
  - Remember that many Comrades may be **Nominated** but only a certain number may be **Elected**.
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **S. 1005.**
  - ADVANCE POLL
  - By activating this Section a Branch may hold an Advance Poll the **day of the Election Meeting.** The start time including a.m or p.m. must be included.
  - **Nominations may not be re-opened at an Election Meeting that uses an Advance Poll.**
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **S. 1008.**
  - AUTOMATIC DROP DOWN RE SENIOR OFFICERS / EXECUTIVE COMMITTEE MEMBERS
  - This only applies to the President and the Vice-Presidents.
  - If nominated for President and defeated (by vote) they would automatically be eligible for the First Vice-President, if defeated (by vote) they would automatically be eligible for Second Vice-President. The same for Third Vice-President if applicable. The Second or Third Vice-President, if defeated (by vote) would be able to automatically run for the Executive Committee. Without being re-nominated each time. If they **decline** they will have to be re-nominated.
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# General By-Laws for Branches

## Article X – Nominations and Elections

- **S. 1008.**
  - AUTOMATIC DROP DOWN RE SENIOR OFFICERS / EXECUTIVE COMMITTEE MEMBERS
  - This Section does not apply to other Elected Offices as listed in S. 501. (2) GBLB and these positions require separate Nominations.
-

# General By-Laws for Branches

## Article XI – Membership Dues, Fees and Levies

- **S. 1101. (1)**
  - NEW MEMBER ENROLMENT FEE
  - Branches may charge a onetime fee on top of their regular Dues to a new Member. Only one (1) or a combination of the following may be used depending on what the Branch gives the New Member at the time of Initiation.
  - The separate maximum allowed follows:
    - **\$7.00** – Legion Badge (Lapel Pin from Dominion Command Supply Department) given.
    - **\$8.00** – A copy of The General By-Laws of Ontario Provincial Command given.
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# General By-Laws for Branches

## Article XI – Membership Dues, Fees and Levies

- **S. 1101. (1) continued**
  - **\$9.00** – A copy of The General By-Laws of Dominion Command given.
  - If the Branch gives copies of both General By-Laws and the Legion Badge (Lapel Pin) they could enter a **maximum** amount of **\$24.00**.
  - A document showing the Website Address of both Dominion ([www.legion.ca](http://www.legion.ca)) and Provincial ([www.on.legion.ca](http://www.on.legion.ca)) Commands may also be given at **no extra charge**.
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# General By-Laws for Branches

## Article XII – Finance

- **\*\*\*S. 1201.**
  - **THIS SECTION IS MANDATORY**
  - **FINANCIAL REVIEW COMPLETION**
  - Names of the Party, Parties or Person(s) are **not** to be written. They will be announced when they are Approved at the Meeting named on an **Annual** basis.
  - Examples – Branch Members, Legion Members, Ladies' Auxiliary Members (of this Branch or another Branch), Private Chartered Accountant(s), Private Accountant(s), Outside Accounting Firm, Qualified Financial Professional, or Members of the Public, etc. If using a combination of the above they have to be in addition to not or.
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# General By-Laws for Branches

## Article XII – Finance

- **\*\*\*S. 1201. continued**
  - The above are responsible for reviewing all Branch Accounts and then presenting the Financial Review to the Executive Committee within **ninety (90) days** after May 31<sup>st</sup>, excluding the Poppy Trust Fund. The Treasurer usually presents the Review on behalf of the Financial Review Committee to the General Membership.
  - **The Poppy Trust Fund is a Public Fund held in Trust and have a Financial Yearend on September 30<sup>th</sup>.** A separate Review will done then, within 90 days and presented to the Membership.
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# General By-Laws for Branches

## Article XII – Finance

- **\*\*\*S. 1202.**
  - **THIS SECTION IS MANDATORY**
  - **FINANCIAL REVIEW APPOINTMENT**
  - Enter either the General or Annual General Meeting that the Approval will be requested and the Month in which the Meeting takes place.
  - Depending on the month in which Appointment is made it could cover part of two (2) consecutive Branch Terms of Office.
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# General By-Laws for Branches

## Article XII – Finance

- **\*\*\*S. 1204.**
  - **THIS SECTION IS MANDATORY**
  - **BRANCH SIGNING OFFICERS**
  - Each entry must name the Office or Position held. e.g. President, First Vice-President, Branch Manager, Office Manager, Lottery Committee Chairman, Treasurer, Secretary-Treasurer etc.
  - The majority of Branch Signing Officers should be Senior Elected Officers and other Elected Officers as in S. 501. (2).
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# General By-Laws for Branches

## Article XII – Finance

- **\*\*\*S. 1204. continued**
  - **Item (1)** – Enter all of the Signing Officers for all accounts (excluding the Poppy Trust Fund) regardless if they sign for one account or all accounts.
  - **Item (2)** – The Branch Poppy Committee Chairman is mandatory with the other two (2) choices left up to the Branch.
  - **Item (3)** – Use this Section if the Poppy Campaign is conducted as a group or jointly with any other organization. The name of the Joint Poppy Campaign and Trust Fund must be entered and the Office(s) of the voting Member(s) that have been appointed by their Branch to take care of the Poppy Trust fund must be entered.
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# General By-Laws for Branches

## Article XII – Finance

- **\*\*\*S. 1204. continued**
  - Note: The Signing Officers selected need to complete an application and signature documents at the Financial Institute in which the Bank Accounts are held by the Branch and/or the Poppy Trust Fund.
  - The First Vice-President should be considered to be one of the Signing Officers, for when the President is not available or incapable of fulfilling his duties.
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# General By-Laws for Branches

## Article XII – Finance

- **\*\*\*S. 1207.**
  - **THIS SECTION IS MANDATORY**
  - **ACCOUNT PAYABLE MINIMUM PAID BY CHEQUE**
  - Enter an amount from zero(0) to not more than one hundred (100) dollars.
  - Use zero (0) if all Accounts Payable are paid by cheque.
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# General By-Laws for Branches

## Article XII – Finance

- **\*\*\*S. 1208. (1)**
  - **THIS SECTION IS MANDATORY**
  - **EXPENDITURE LIMIT OF EXECUTIVE COMMITTEE**
  - Enter any amount up to **but not more than five hundred dollars (\$500.00).**
  - This gives the Executive permission to spend up to \$500.00 before asking the General Membership for Approval.
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