



**THE ROYAL  
CANADIAN LEGION**

**BY-LAWS OF  
DISTRICT ' \_\_\_\_\_ '**

**THE ONTARIO PROVINCIAL COMMAND**

*THE ONTARIO PROVINCIAL COMMAND*

**By-Laws for District ‘ \_\_\_ ’**

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**TABLE OF CONTENTS**

ARTICLE I	INTERPRETATION	1
ARTICLE II	ORGANIZATION	1
ARTICLE III	DISTRICT COUNCIL	2
ARTICLE IV	DISTRICT OFFICERS	3
ARTICLE V	DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN	4
ARTICLE VI	DISTRICT CONVENTIONS	6
ARTICLE VII	DISTRICT ‘ ___ ’ VETERANS CARE / HOSPITAL FUND	8
ARTICLE VIII	DISTRICT FINANCIAL OPERATION	9
ARTICLE IX	AMENDMENTS TO DISTRICT BY-LAWS	10

*THE ONTARIO PROVINCIAL COMMAND*

**By-Laws for District ‘ \_\_\_ ’**

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**ARTICLE I**

INTERPRETATION

101. (1) **Command** shall be the Ontario Provincial Command of The Royal Canadian Legion.
- (2) **District** shall mean District ‘ \_\_\_ ’ of the Ontario Provincial Command.
- (3) **District Council** shall be the District Executive Council of District ‘ \_\_\_ ’.
- (4) **District Convention** shall be the District Convention of District ‘ \_\_\_ ’ of the Ontario Provincial Command.
- (5) **Honorarium** means a symbolic compensation given to a member in recognition of the many hours they devote to their duties and the many expenses that they incur without remuneration.
- (6) **Legion** shall be The Royal Canadian Legion.
- (7) **Member in Good Standing** means a member who has been initiated and is not under suspension or is not in arrears in payment of dues.
- (8) **Masculine** words shall import the feminine.
- (9) **Singular** words shall import the plural.
- (10) **Term of Office** for District Officers shall be from the conclusion of one Provincial Convention to the conclusion of the next Provincial Convention. This term of office shall also apply to all District Standing Committee Chairmen with the exclusion of the Track and Field Chairman, whose Term of Office shall be from 1 August to 31 July of the second year.

**ARTICLE II**

ORGANIZATION

201. The District is organized subject to the Articles of the General By-Laws of the Dominion and Ontario Provincial Commands.
202. The District is subject to the jurisdiction of Command and operates as its’ administrative agent.
203. The District shall embrace all Zones and Branches within its territorial limits as set forth by

Command.

## **ARTICLE III**

### **DISTRICT COUNCIL**

**301. (1)** The District Council shall consist of the following:

- (a)** District Commander  
Two (2) Deputy District Commanders  
Immediate Past District Commander  
District Sports Officer  
District Chairman  
District Co-Chairman  
District Secretary  
District Treasurer
- (b)** All Zone Commanders within the District.
- (c)** All Deputy Zone Commanders within the District.
- (d)** All District Standing Committee Chairmen as identified elsewhere in these By-Laws.
- (e)** All Command Officers and Command Standing Committee Chairmen who are members of a Branch within the District.
- (f)** Such other members as may be determined to be required to carry out the business of the District, subject to the approval by District Convention, and where required, by Command.

**(2) (a)** It shall be the duty of the District Council to assist and advise the District Commander and to attend District Council Meetings and District Conventions.

**(b)** Any Member of District Council who misses three consecutive District Conventions or District Council meetings, or any combination thereof totalling three, unless their absence is approved by the District Commander, may be subject to such action as the District Commander may deem appropriate under the circumstances.

**302. (1)** Meetings of District Council shall be held at the call of the District Commander. Notification of such meetings shall be made to all members of the Council a minimum of seven (7) days prior to such meetings.

**(2)** A majority of Council Members present shall form a quorum.

**(3)** Attendance at such meetings shall be restricted to Council members and designated guests approved by the District Commander.

**(4)** The District Council shall determine the amount of and whether the District

Secretary and District Treasurer shall receive Honorariums.

- 303.** The District Commander shall appoint members to the following at the start of his term.
- (1) District Chairman District Co-Chairman  
District Secretary District Treasurer
- (2) Chairmen of the following Committees and applicable Coordinators:
- |   |                           |
|---|---------------------------|
| Bursary                                   | Charitable Foundation     |
| Constitution and Laws                     | Easter Seals Coordinator  |
| Finance                                   | Honours and Awards        |
| Membership                                | Poppy                     |
| Public Relations                          | Resolutions               |
| Special Administrative / Special Advisory | Track and Field           |
| Training & Organizational Development     | Veterans' Care & Hospital |
| Veterans Services / Legion Seniors        | Youth Education           |
| Youth Sports                              | Web Site Coordinator      |
- (3) All appointments made under this Section shall be presented to the next meeting of the District Council for ratification.
- 304.** (1) The District Officers and members of District Council shall serve without remuneration, except for those expenses incurred on District business and duly authorized. Payment for these expenses shall only be made upon receipt of an account certified to be correct as shown.
- (2) No expenses are to be paid in advance, except in the case of an authorized expense, or advance of funds which has been duly passed at a District Convention or District Council meeting.
- (3) The District shall not be responsible for any expenses incurred by any Deputy Zone Commander.

## **ARTICLE IV**

### DISTRICT OFFICERS

- 401.** The following Officers shall be elected by ballot at the District Convention held in April in the year of the Provincial Convention:
- District Commander  
Two (2) Deputy District Commanders  
District Sports Officer
- 402.** Nominations shall be opened during the Sunday Session immediately prior to the election of Officers. Those nominated will state their intention to stand or decline. Each candidate will be invited to address the District Convention for a maximum of two minutes.
- 403.** Any Life, Ordinary, Associate, or Affiliate Voting Member, in good standing and a member of a Branch in the District, shall be eligible to be elected to office. In addition, he must be a Branch President or Past President or have served not less than one year on a Zone, District or Provincial Council.

404. An eligible member must be in attendance at the District Convention, or have expressed his willingness, in writing, to stand for nomination to an elected office.
405. The Officers shall be installed prior to the next Provincial Convention and shall assume their official duties immediately upon the conclusion of the next Provincial Convention.
406. The Officers shall hold office for a period of two years under the Term of Office as defined elsewhere in these By-Laws.

## **ARTICLE V**

### DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN

**501.** The District Commander:

- (1) Shall preside over the District and exercise a general supervision over all of the Zones and Branches within the District so that harmonious relations may be maintained.
- (2) Shall advise Zones in matters of finance, and ensure that all financial appeals directed to the public within the Zones are conducted so as to further the best interests of the Legion.
- (3) Shall be authorized to make any necessary adjustment in his Zone boundaries subject to the approval of Command and only after receiving the consensus of the District through a meeting and vote by the District Council, Zone Commanders, Deputy Zone Commanders and Branch Presidents.

**502.** The Deputy District Commanders:

- (1) Shall assist the District Commander in the performance of his duties; and in his absence or disability, the first elected Deputy District Commander shall for the time being, assume all of the rights and powers pertaining to the administration of the District and vested in the District Commander. In the absence of the first elected Deputy, the remaining Deputy District Commander shall assume those rights and powers.
- (2) Shall alternately be responsible to select the Sites of District Council meetings and ensure that all required facilities, arrangements and accommodations are adequate and available.

**503.** In the event of a vacancy occurring in the office of District Commander, the first elected Deputy District Commander shall succeed to the vacant office, and his office shall be filled by the remaining Deputy District Commander. The office of the remaining Deputy District Commander will be filled by the District Council subject to confirmation at the next District Convention.

**504.** In the event of the death, resignation or inability to act of the Immediate Past District Commander, the position of Immediate Past District Commander shall be filled for the remainder of the term by the appointment of a former District Commander by the District

Council.

**505. The District Chairman.**

- (1) Shall preside over the debate and transaction of business at District Conventions, District Council, and District Caucus meetings. He shall also be the Chairman of the District Convention Arrangements Committee, and will monitor the Local Arrangements Committee responsible for the pending District Conventions.
- (2) The District Co-Chairman will assist the District Chairman, and in his absence, disability or upon his request, shall exercise all of the duties and responsibilities of the District Chairman as listed in the above Section.
- (3) In the absence of the District Commander and the two Deputy District Commanders at a District Convention or meeting, all rights and powers shall be for the time being vested in the presiding District Chairman. Policies in effect shall be carried out without deviation.

**506. The District Secretary**

- (1) Shall keep a record of all proceedings of all District Council Meetings and District Conventions.
- (2) Shall perform such other duties as may be directed by the District Commander and the District Convention.

**507. The District Treasurer**

- (1) Shall maintain a complete record of all receipts and expenditures of the District.
- (2) Shall deposit all District funds in a branch of a chartered financial institution, trust company, credit union or Caisse Populaire as directed and approved by District Council.

**508. All District Committee Chairmen.**

- (1) Shall attend all meetings of District Council and all District Conventions and submit reports as required including up-to-date financial reports.
- (2) Shall ensure that they are provided with comprehensive Terms of Reference.
- (3) Shall liaise with Command where required, and shall attend Command Committee meetings, as required, to assist in carrying out the programs and projects of the Legion. Such liaison to be reported in committee reports to the District.
- (4) Shall liaise with all Zone and Branch Standing Committee Chairmen in the District and supervise matters respecting Legion programs and projects.
- (5) Shall provide applicable training where required and coordinate information sessions and seminars when necessary.
- (6) Shall meet with all Zone Chairmen of his Committee at least once a year. Expenses of Zone representatives shall be paid by the Zone.

## **ARTICLE VI**

### DISTRICT CONVENTIONS

- 601.** (1) The District shall hold a biannual District Convention in the months of April and October.
- (2) The Site of the District Convention shall be decided from bids submitted at the District Convention held the year prior to the intended date of the District Convention.
- (3) The District Chairman shall provide a District Convention Arrangements Guide to the hosting Branch after being declared the successful bid for a future District Convention.
- 602.** (1) The District Convention shall consist of the following Accredited Delegates who shall be entitled to one vote each:
- (a) Any Life, Ordinary, Associate, or Affiliate Voting Member who is a member in good standing of any Branch in the District and has been appointed as a delegate by his Branch.
  - (b) All members of District Council as identified elsewhere in these By-Laws.
  - (c) All Zone Sports Officers and all Zone Resolutions Representatives in the District.
  - (d) Any Past District '\_\_\_\_' Commander who has registered for the District Convention.
- (2) All Guest delegates shall be Life, Ordinary, Associate, or Affiliate Members; or members of the Ladies Auxiliary; or guests who have complied with the Registration requirements. The listed members must be members in good standing.
- (3) Any Life, Ordinary, Associate or Affiliate Member who is registered at a District Convention as a Guest delegate may be privileged to participate in discussion, but shall not be entitled to vote.
- (4) Any Accredited Delegate who holds more than one position allowing for accreditation shall not be permitted to delegate the accreditation to another member for voting purposes.
- 603.** (1) The number of Accredited Delegates which a Branch shall be entitled to have represent it at a District Convention will be based on the Command Membership totals of fully paid-up voting members in the Branch as of 31<sup>st</sup> of December of the preceding year.
- (2) The Branch will be allowed one (1) Accredited Delegate for the first fifty (50) voting members, or fraction thereof; and one (1) Accredited Delegate for every additional one hundred (100) voting members, or fraction thereof.



- 604.** Voting by proxy will not be permitted at District Conventions.
- 605.** A District Convention shall not be opened unless there are twenty-five percent (25%) of the Branches represented by accredited delegates in attendance.
- 606.** A Quorum for the transaction of business will consist of twenty-five percent (25%) of the Registered Accredited Delegates being present.
- 607.** The conduct of the District Convention and debate shall be governed by the "Rules of Procedure for Legion Meetings". In all cases where these rules do not make adequate provision, then and then only "Robert's Rules of Order" shall apply.
- 608.** The other documents which will govern the activities of the District are the latest editions of the following:
- Election Procedures for District '\_\_\_\_' Elections
  - Guidelines for District '\_\_\_\_' Conventions
  - Guidelines for District '\_\_\_\_' Council Meetings
  - Honours and Awards Manual for District '\_\_\_\_'
  - Rules Governing the Treasury Fund for District '\_\_\_\_'
  - Terms of Reference for all District '\_\_\_\_' Committees
  - Terms of Reference for District '\_\_\_\_' Veterans Care and Hospital Committee
- 609. (1)** The District Convention Booklet shall contain all of the following:
- Chairmen's Reports from each District Standing and Special Committee.
  - District Commander's Report
  - District Convention Agenda
  - Minutes of the previous District Convention
  - Treasurer's Report
  - Zone Commander Reports from each Zone
- (2)** A minimum of three hundred copies of the District Convention Booklet shall be available for distribution to Accredited Delegates and Observers upon their registration for District Convention, unless the minimum has been altered and approved in advance by District Council for any specific District Convention.
- 610.** The District shall not be responsible for the expenses of the Zone Deputy Commanders, Zone Sports Officers, or Zone Resolutions Representatives who are attending a District Convention.
- 611. (1)** All past District '\_\_\_\_' Commanders who reside in the District and are still members in good standing of a Branch in the District will receive a full expense allowance based on the current rates. He will receive mileage expenses for the two-way trip from his residential address to the District Convention site.
- (2)** All past District '\_\_\_\_' Commanders who no longer reside in the District, but are still members in good standing of the Royal Canadian Legion, will be limited to receiving the registration fee, accountable accommodation costs and reasonable meal allowances. He will receive mileage expenses for the two-way trip from his last residential address in the District to the District Convention site.

## **ARTICLE VII**

### DISTRICT '       ' VETERANS CARE AND HOSPITAL FUND

- 701.** (1) The fund shall be administered by a Veterans Care and Hospital Committee composed of the following:
- (a) A Chairman appointed by the District Commander;
  - (b) A Deputy Chairman, who shall be the District Veterans Services / Legion Seniors Chairman;
  - (c) Three other members appointed by the District Commander.
- (2) The District Treasurer shall be the Treasurer of the fund.
- (3) The Ontario Command Service Officer shall be an advisor to the committee.
- (4) The District Commander shall be an ex-officio member of the committee.
- (5) The Zone Commander of the Zone in which the request originates may be an advisor to the Committee respecting the request.
- 702.** The Term of this committee shall be for the two years concurrent with the term of the District Commander who made the appointments.
- 703.** The purpose of the fund is to provide assistance to Veterans for extra comforts that cannot be provided from other sources such as Poppy Trust Funds or the Charitable Foundation.
- 704.** (1) The full committee shall meet on the Saturday preceding each District Convention or Council Meeting to review all requests and ratify decisions previously made.
- (2) Requests for assistance must be made in written form.
- 705.** Donations to this fund may be made from Poppy, Nevada, Bingo, or General Funds.
- 706.** (1) The committee is authorized to approve up to \$1,500 for a single item via a telephone survey of committee members resulting in a positive majority vote.
- (2) The full committee is authorized to approve up to \$3,000 for a single item at a meeting of the committee as described elsewhere in these By-Laws.
- (3) Any item in excess of \$3,000 must be recommended by the full committee and approved by the District Council or District Convention.
- 707.** The Terms of Reference for this committee shall rule on any situation not provided for in these By-Laws.

## **ARTICLE VIII**

### DISTRICT FINANCIAL OPERATION

- 801.** All expenditures shall first be approved by District Convention, District Council, or in special

cases, the District Commander. In the latter case, the expenditure shall be reported to the next District Convention or District Council.

- 802.** The approval by District Council or District Convention of any expenditure in excess of \$1,000.00 shall only be considered after the matter has been referred to the Finance Committee for their consideration and recommendation back to District Council or District Convention, prior to any commitment being made by the District.
- 803. (1)** All requests for payment of approved expenditures must be accompanied by a receipt or other appropriate document respecting the expenditure.
- (2)** All receipts and other expenditure documents shall be forwarded to the District Treasurer.
- 804.** The following shall apply to all District Funds as listed below:
- Bursary Fund
  - Disaster Relief fund
  - District '\_\_\_\_\_' General Fund
  - Track and Field Fund
  - Veterans Care Fund
  - Veterans Commemorative Park Fund
  - Youth Sports Fund
- (1)** All District expenditures shall be paid by cheque.
- (2)** All cheques shall be signed by the District Treasurer and either the District Commander or one of the Deputy District Commanders.
- (3)** In the absence of the Treasurer, cheques shall be signed by the District Commander and one of the Deputy District Commanders, or by both Deputy District Commanders in the absence of the District Commander.
- (4)** No Cheque shall be signed in blank.
- (5)** No signatory on any cheque shall be related by blood, marriage or common-law relationship to any other signatory on the cheque.
- 805.** The District Secretary, the District Treasurer, the District signing officers, and all other Officers and Committee Chairmen handling District funds shall be bonded.
- 806.** The fiscal year for the District shall be June 1 to May 31,
- 807.** An Auditor shall be approved at the Spring District Convention each year and the Auditor shall not be a member of the District Council.
- 808.** An Audit of the District funds, inclusive of all District Committee funds, shall be made annually at the end of the fiscal year; or when a change is made to the position of Treasurer; or when called for by a motion passed at a District Convention.
- 809.** The funds of the District are to be kept to the minimum required to conduct the business of the District, except where by a motion approved at a District Convention, a fund may be established for a Special District Project or Program. The terms of any Special Project or Program must be specifically set out in writing and approved by the District Convention and

Command.

- 810.** (1) An assessment shall be levied upon the branches in the District in an amount of per capita as decided by motion at a District Convention of which a notice of motion was given at the previous Council meeting respecting the raising or lowering of the amount in force.
- (2) Per Capita shall be collected on the total of all classes of membership based on the Command membership totals as of the 31st of December of the previous year.
- (3) The annual District assessment shall be due and payable by each branch by the 31st of March in each year.
- (4) Zone Commanders in the District shall collect the District assessment in their Zone and forward same annually in a lump sum by cheque to the District Treasurer.

## **ARTICLE IX**

### AMENDMENTS TO DISTRICT ' ' BY-LAWS

- 901.** These By-Laws shall not be amended or altered except upon a motion at a regularly scheduled District Convention, at which a Notice of Motion was given at the previously scheduled District Convention, or at a regularly scheduled District Council Meeting. Such Notice of Motion shall state the change(s) desired and shall be sent to all branches and all members of the District Council at least fifteen (15) days prior to the date that the motion is to be made. A majority of those present and entitled to vote will be required to vote in favour of such proposed alterations and amendments to make them effective.
- 902.** These By-Laws may require amendments from time to time as a result of amendments approved to the General By-Laws by Dominion and Provincial Conventions. Such amendments will automatically supersede these By-Laws and must be incorporated therein.
- 903.** Amendments or alteration of an immediate nature may be made at a District Convention when a two-thirds (2/3) majority vote is polled in favour of immediate amendments or alterations.
- 904.** These By-Laws and all amendments thereto shall only become effective from the date of approval thereof of Ontario Provincial Command, and all previous By-Laws will be repealed.

**DISTRICT APPROVAL**

THE BY-LAWS OF DISTRICT '\_\_\_\_' WERE APPROVED AT THE DISTRICT CONVENTION HELD THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT THE \_\_\_\_\_ BRANCH (ONT. \_\_\_\_\_) IN THE \_\_\_\_\_ OF \_\_\_\_\_.

\_\_\_\_\_  
DISTRICT '\_\_\_\_' COMMANDER

\_\_\_\_\_  
DISTRICT '\_\_\_\_' SECRETARY

**COMMAND APPROVAL**

THE BY-LAWS OF DISTRICT \_\_\_\_\_ ARE HEREWITH APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
PROVINCIAL PRESIDENT

\_\_\_\_\_  
PROVINCIAL EXECUTIVE DIRECTOR