



# The Royal Canadian Legion Ontario Provincial Command



## DISTRICT / ZONE BY-LAWS SUBMISSION COVER FORM

**TO:** Constitution and Laws Committee Secretary     **DATE:** \_\_\_\_\_ / 20 \_\_\_\_\_

_____	_____
ONTARIO PROVINCIAL COMMAND DISTRICT	ZONE

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### TABLING & APPROVAL DATES

<b><u>PART I</u></b>	<b>Dates respecting the Tabling of the Notice of Motion (NOM), By-Law Documents, and the subsequent Approval of the By-Laws or Amendments made thereto.</b>
1. <input type="checkbox"/>	NOM & By-Laws/Amendments - Tabled @ Council Meeting on _____, 20 _____.
<b>or</b>	
2. <input type="checkbox"/>	NOM & By-Laws/Amendments - Tabled @ Convention on _____, 20 _____.
3. <input type="checkbox"/>	By-Laws/Amendments - Acceptance Motion @ Convention on _____, 20 _____.

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### DOCUMENT SUBMISSION LIST

<b><u>PART II</u></b>	<b>All applicable boxes re Documents included in the submission must be checked.</b>
4. <input type="checkbox"/>	Four (4) copies of the Notice of Motion (NOM) used in the process.
5. <input type="checkbox"/>	Four (4) copies of the proposed By-Laws or Amendments tabled with the Notice of Motion.
6. <input type="checkbox"/>	Four (4) copies of the approved and signed By-Laws with the Amendments incorporated therein.
7. <input type="checkbox"/>	Four (4) copies of the Council or Convention Minutes at which the Notice of Motion was tabled.
8. <input type="checkbox"/>	Four (4) copies of the Convention Minutes at which the approval was granted.
9. <input type="checkbox"/>	Four (4) copies of Cover letter etc. if necessary @ the submitter's choice, or requested by Command.

_____	_____
COMMANDER'S NAME (PRINT)	SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)
_____	_____
COMMANDER'S SIGNATURE	SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE