



# Branch Regulations

## General By-Laws for Branches

### The Ontario Provincial Command



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## GUIDELINES FOR BRANCH REGULATIONS

These Guidelines provide the basic rules and information for the creation, amendment, and maintenance of Branch Regulations. They **should be referenced**, along with the applicable General By-Laws, on each occasion when crafting and processing matters related to the Branch Regulations.

### **ANNUAL FORM REVIEW**

All Forms, excluding Attachment Forms, are reviewed annually and changes and/or modifications are made where necessary. The updated Forms are installed on the Command Website [www.on.legion.ca](http://www.on.legion.ca) (Members Section) and become effective on or as close to the first day of October. Branches **must use** the newest editions of the Forms when making Submissions of and/or Amendments to their Branch Regulations in which the process pursuant to **S. 1602. GBLB (The General By-Laws for Branches of The Ontario Provincial Command)** is **initiated** post the aforementioned date. Branches are also required to use the most current edition of the Form No. 3 when directed by the C & L Committee or for the year-end review when Amendments have been made during that year.

***Note: The same edition of the Form Nos. (1 and 2, or 2A and 3) must be used during each separate Tabling/Approval Process. Thus, if using a Form No. 2A and Form No. 3 towards the issuance of a Certificate of Review, the Tabling Date will determine what edition of the Forms to use. Pages are not interchangeable between different editions of the Forms. Attachment Forms are not subject to an annual update and once certified are usable for all future submissions.***

### **BRANCH FILE RETENTION**

Branches must maintain and retain internal files respecting the activities etc. of all Committees and Positions for the knowledge and assistance to present and successive Members charged with these duties. As an example, Branches, on occasion, are requested to reference past correspondence and other documents respecting their Branch Regulations. These Members, when finding that such documents have not been retained by the Branch, seek copies from Command. This is not Command's obligation as the onus remains with the Branch to maintain such files.

### **BRANCH CLUBHOUSE RULES / POLICY AND PROCEDURE MANUAL**

All Branches should consider maintaining Branch Clubhouse Rules. 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. Any subject matter not addressed by the General By-Laws, Branch Regulations, or Branch Clubhouse Rules may be maintained in a ***Policy and Procedure Manual*** provided that the content does not infringe upon the General By-Laws, or violate any law in Canada **and** it is within the autonomy of the Branch. Further, any changes to ***Policy and Procedure Manuals and/or Branch Clubhouse Rules*** do not require processing pursuant to S. 1602. GBLB and are not subject to review by Command currently. However they still require the approval of the Branch Membership via a similar procedure to the Branch Regulations Approval Process i.e. the Tabling of a Notice of Motion at one (1) Meeting of the Branch and Approval at the next Meeting of the Branch as all such matters impact the rights and privileges of the Membership. Reference Guidelines re ***Branch Clubhouse Rules*** on the Command Website in the Members Resources Section. Guidelines re a ***Policy and Procedure Manual*** are contained in the Officers' Manual.

### **REQUEST RE CLARIFICATION - PRESIDENT**

There may be occasions when a request is made of a Branch President respecting such matters as the procedure and/or process used re their Branch Regulations; the submission of a Meeting Change Notice and confirmation that Members were notified accordingly; and/or verification that the Branch in choosing a Quorum applicable to those situations which have under twenty (20) active Members is in fact correct and supported by the President's Certification. Such requests are directed to the Branch President as the Chief Executive Officer for reply as this Member is responsible for all Branch matters and thus the return correspondence is expected to be signed by the President.

# Guidelines for Branch Regulations Continued

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## GENERAL RULES

These Rules include the matters most frequently found to be perplexing for Branches and resulting in entry errors that subsequently require the submissions being returned to the Branch for further action, correction and resubmission:

### Appointments

To any Office or Position can only be made after the start of the new Term of Office **unless otherwise permitted** in the General By-Laws.

### Attachment Forms

Attachment Forms have been developed to assist Branches in crafting a uniform document re certain permitted matters tailored to specific Branch requirements respecting Officers' Duties, Committee Duties, and Orders of Business. The availability and Form No. is noted in each applicable Section within these Guidelines and the Templates can be found on the Command Website in an appropriately titled Folder. The Attachments are provided for the use by Branches wishing to tailor Orders of Business to their local needs which are outside those found in the By-Laws; or where required when Branches activate other components outside the standards found in the GBLB. E.g. If the Branch holds annual Nominations at a General Meeting they would have to complete Form Nos. 8 and 11; Branches on a two-year Term and holding Biennial elections at the Annual General Meeting would have to complete Form Nos. 13 and 15. These Forms, once crafted and approved, become part of the Branch Regulations. It is also necessary to process the activation of the appropriate Section in the Branch Regulations.

***Note:** Should there be insufficient room for all entries on the applicable Attachment Form, a second Attachment Form of the same number is to be used for the continuance of the entries, and the Page(s) numbered sequentially.*

### Branch Name

Only enter the unique Branch Name as found on the Branch Charter preceding the bracketed area (Ontario No.). Some Branches have chosen to modify their Branch Names without the benefit of proper approval at the Branch and/or Command levels. Further any Branch receiving proper approval must also secure a new Branch Charter.

### Branch Number

Only the publicly used and recognized Number is to be used on all Forms i.e. 2, 14, 107, etc. Do not add '0' in front of the Number, as such additional digits are only required to conform to their entry in computer fields but do not form part of the Official Number.

### Dates

All dates, excluding Preparation Dates, must be the current date that the document was signed or prepared after the most recent Approval Date or Review Memorandum Date from the Committee. **Preparation Dates on Forms 1, 2, and 2A must be on or before the Tabling Date.** The Branch Approval Dates on the Form No. 3 (right column) are the **only** dates to be entered in this Format (YYYY-MM-DD) with the dates on all other Forms entered in one of these appropriate Formats (January 13, 20\_\_) or (13 January 20\_\_).

### Forms

All Forms are capable of being saved by the user to a personal File and therefore capable of being edited later should the need arise.

### Meeting Minutes

Do not submit Meeting Minutes unless requested to do so by the Constitution and Laws Committee. Only complete copies are accepted rather than excerpts when requested.

### Meetings of the Branch

Includes all Branch Meetings excluding Executive Committee Meetings. Any deviation from a Meeting Date found in the Branch Regulations requires that all Members be notified of the Meeting Change pursuant to the provisions of S. 918. GBLO (General By-Laws of The Ontario Provincial Command). A copy of the Notification text and

## Guidelines for Branch Regulations Continued

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Certification under the hand of the President that all Branch Members have been properly notified and the means of notification must be forwarded with the submission of the Branch Regulation documents to Command when the subject Meeting involves the Tabling and/or Approval of Branch Regulations.

### Office Titles

Must correspond with their use elsewhere in the By-Laws and Manuals e.g. *First Vice-President, Second Vice-President, Third Vice-President, Sergeant-at-Arms, Branch Chairman, Chaplain, Secretary, Treasurer, and Secretary-Treasurer.*

### Punctuation

Periods (.) are not required after text entries as they are included in the pre-set text entry areas. Further each listed Item must be separated by a ‘,’ and the final Item separated by ‘, and’. An exception applies in some cases when there are only two (2) entries. See the following examples:

1. *Secretary and Treasurer*
2. *Secretary, Treasurer, and Chaplain*
3. *Lottery, and Honours and Awards*
4. *Secretary, Treasurer, Chaplain, and Sergeant-at-Arms*
5. *Honours and Awards, and Ways and Means*
6. *Bar, Bingo, and Branch Regulations*
7. *Bar, Bingo, Branch Regulations, and Ways and Means*
8. *Bar, Honours and Awards, and Ways and Means*
9. *Bar, Honours and Awards, Sick and Visiting, and Ways and Means*

### Review Comments from the Constitution and Laws Committee

‘**Quotation marks**’ are used in Review Memorandums to highlight the subject wording requiring change, inclusion, deletion, reference, etc. and are not to be included when entering text in the Forms.

### Spell Check

For some users, dependent upon the edition of the Adobe PDF system and browser installed, they may have the capability of auto correct re misspelt words. However, if not, the standard edition it is not user friendly and therefore it is important to proofread the entries on the Forms for punctuation and spelling errors before printing and submitting to Command. A misspelt word on the Form will appear with a red line i.e. ‘Neveerr’ under the subject word while the cursor is within the same line and area. However, once the cursor is moved off the subject line, the red line will disappear. Therefore, while the cursor is on the subject line, move it to the misspelt word and right click which will display several corrective suggestions for replacement.

### Submissions

The number of copies of each document must correspond with the quantities indicated on the Form No. 5 (**Branch Regulations / Branch Clubhouse Rules Submission Cover Form**) and each set must be submitted under its own Form No. 5 which must be currently dated rather than re-submitting a stale dated copy. One (1) set of the documents must contain the original signatures of the appropriate Officers – President and Secretary. **Fax and electronically forwarded copies of submissions will not be accepted and the Branch will be advised that no Review will be completed until the required copies are submitted via mail, courier, or personal delivery.** Finally, do not return copies of the Committee’s or Command’s letters with the re-submission as copies are retained by each entity and thus an unnecessary expense by the Branch.

### Text Entries

Requires specific information without qualifiers, additional explanation or comments and must be in a lowercase font excluding those words that necessitate the application of a capitalization rule to the first letter e.g. Proper Names, Proper Nouns, Titles, etc. as the text becomes incorporated with the pre-set text wording to form a proper sentence. Lists must be in alphabetical order e.g. S. 501. (2), 601. (3) (4), 1201. (1), 1204.

## Guidelines for Branch Regulations Continued

Abbreviations, symbols, acronyms e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, weekdays, months, &, @, etc. are not permitted unless part of an officially recognized title e.g. Branch Name which includes an ampersand (&), etc. Pre-set text on any Form is not to be changed, deleted, or amended in any way.

Strikeouts and whiteouts are not permitted. Further mixed style (electronic and handwritten) text entries are also not permitted on the same Form. Should an error occur at any time during the process, complete a replacement Form and/or Page, and submit both documents noting 'Replacement' on the top of the applicable Form and/or Page. **Note:** *Individual pages of the Form No. 3 are capable of being corrected and printed separately.*

### LIST OF REGULATIONS

The list provides clarification respecting all Branch Regulations and identifies compulsory Regulations (\*\*\*). Non-compulsory Regulations must be activated, if the subject matter is applicable to the Branch. Otherwise non-applicable Regulations must be left blank i.e. no entry in the Check Box, Text Area, or Approval Date Columns. The Branch Regulations contained on the Form No. 3 and any approved attachments become the only permitted extension to the GBLB. and only the approved Forms will be accepted.

#### LEGEND

- GBL - The General By-Laws (*Current Edition*)
- GBLO - The General By-Laws of Ontario Provincial Command (*Current Edition*)
- GBLB - The General By-Laws for Branches of The Ontario Provincial Command (*Current Edition*)
- e.g. - For Example
- i.e. - That is...
- \*\*\* - Mandatory Section for all Branches
- ^^^ - Mandatory Section for all Branches with a Ladies' Auxiliary

### BRANCH REGULATION CRITERIA BY SECTION

***	GBLB Section Identifier	<u>REGULATION SUBJECT</u>
	S. 404. (2)	<p><b><u>ATTENDANCE ELIGIBILITY</u></b></p> <p><i>Expands the eligibility requirements for election to Office with two (2) different formulas. Text examples: 'twelve (12) months', current fiscal year, etc.</i></p> <p><b>Note:</b> The eligibility requirement must have been attained prior to the date of the Election Meeting and an attendance log must be maintained to support eligibility having been attained.</p>
	S. 409.	<p><b><u>TERM OF OFFICE</u></b></p> <p><i>Changes the Branch Term of Office to a two (2) year Term from the default one (1) year Term.</i></p> <p><b>Note:</b> A change in Term only becomes effective at the expiration of the current Term pursuant to S. 911. (3) GBLO. Further a change to a two (2) year Term will affect the provisions in S. 1001. and S. 1002 and vice versa when returning to the default Term of Office of one (1) year. It may also affect Orders of Business under S. 804. and 808. GBLB.</p>
	S. 501. (1)	<p><b><u>VICE-PRESIDENTS</u></b></p> <p><i>Increases the number to three (3) from the mandatory two (2).</i></p>

## Guidelines for Branch Regulations Continued

***	S. 501. (2)	<p><b><u>OFFICE(S) IDENTIFIED – ELECTED OR APPOINTED</u></b></p> <p><i>The mandatory Offices of Secretary and Treasurer or Secretary-Treasurer <b><u>must be</u></b> 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 the Branch and whether they will be included in the Elections or appointed after the start of the Term of Office. These are the only Offices available for inclusion.</i></p> <p><b>Note:</b> Election of Senior Elected Officers and Executive Committee Members is covered elsewhere and not to be included in the Branch Regulations. Any appointments may only be made after the start of the Term of Office for which they are appointed.</p> <p>All Branches <u>must</u> have a Veterans Services Chairman pursuant to S. 601. (1) GBLB. An optional Branch Service Officer is a <b><u>separate and distinct</u></b> Office for which there is a separate installation procedure.</p> <p>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).</p>
***	S. 502.	<p><b><u>EXECUTIVE COMMITTEE MEMBERS</u></b></p> <p><i>Choose a <u>specific</u> number e.g. six (6).</i></p> <p><b>Note:</b> Should there be insufficient members elected to fill the number required, 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.</p>
^^^	S. 513. (1)	<p><b><u>LADIES’ AUXILIARY LIAISON OFFICER</u></b></p> <p><i>Enter the Meeting type i.e. General or Annual General and the month that a Liaison Officer will be appointed by the President which can only be made after the start of the new Term of Office.</i></p> <p><b>Note:</b> Should the Ladies' Auxiliary surrender their Charter, or it is revoked, the Branch must process a formal Amendment to Deactivate and Repeal any active Subsection under this Section.</p>
^^^	S. 513. (2)	<p><b><u>JOINT EXECUTIVE COMMITTEE MEETINGS</u></b></p> <p><i>Decide when the two (2) joint meetings will be held during the Term of Office (June-May). Further the Meetings shall only include the two (2) Executive Committees. They are held separately and outside of the time of any other Meeting of either the Executive Committees or the Branch. It has been determined that any such Meeting being convened immediately prior to another Meeting shall be scheduled at least one (1) hour in advance to provide enough time to discuss matters of common interest and concern.</i></p>
	S. 513. (3)	<p><b><u>TOTAL FUNDS HELD BY LADIES’ AUXILIARY</u></b></p> <p><i>Allows Branches to set the total amount of funds that their Ladies’ Auxiliary may retain at the end of each fiscal year.</i></p>
***	S. 601. (3)	<p><b><u>OPTIONAL STANDING COMMITTEES ESTABLISHED</u></b></p> <p><i>Enter <b><u>all</u></b> Optional Branch Standing Committees e.g. Bar, Bingo, *Branch Regulations, Building and Maintenance, Bursary, Canteen, Charitable Foundation,*Constitution and Laws, Entertainment, Finance, Financial Advisory, Honours and Awards, House and Grounds, Housing and Property, Lottery, Maintenance, Sick and Visiting, Special Events, Ways and Means, etc. maintained by the Branch. List the entries alphabetically.</i></p>

## Guidelines for Branch Regulations Continued

		<p><b>*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 administers the Branch Regulations.</b></p> <p><b>Note:</b></p> <p>This Subsection has been declared mandatory as the Committee has found that Branches fail to list their Committees although they maintain same. If the Branch <b>does not</b> maintain any such Committee, a Letter of Confirmation to that effect is required from the Branch upon submission. All Optional Standing Committees maintained by a Branch must be listed, as there is no other creating authority. The use of the word ‘optional’ denotes that it is the prerogative of the Branch respecting what Committees it will maintain on an annual basis. This is different to Special Committees which are formed for a specific purpose and time period e.g. Branch Anniversary, Canada Day, Legion Week, etc.</p> <p><b>Definition of Optional Standing Committee</b> - 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 is recognized that many are a Committee of one (Chairman) as other volunteers are not available, however the Committee still falls within the definition as it is capable and receptive to having additional members. Sub-Committees of any Standing Committee are not to be included in the Branch Regulations.</p> <p><b>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.</b></p>
S. 601. (4)		<p><b><u>STANDALONE POSITIONS ESTABLISHED</u></b></p> <p><i>Enter all Branch Standalone Positions e.g. Air Cadets <u>Liaison Officer</u>, Army Cadets <u>Liaison Officer</u>, Bar <u>Officer</u>, Bingo <u>Convenor</u>, Bingo <u>Coordinator</u>, Branch <u>Curator</u>, Branch <u>Historian</u>, Bulletin <u>Editor</u>, Catering <u>Coordinator</u>, Colour Party <u>Commander</u>, Entertainment <u>Coordinator</u>, Correspondence <u>Secretary</u>, Hall Rental <u>Agent</u>, Navy League Cadets <u>Liaison Officer</u>, Parade <u>Marshal</u>, Recording <u>Secretary</u>, Sea Cadets <u>Liaison Officer</u>, Special Events <u>Coordinator</u>, Web <u>Coordinator</u>, <u>Webmaster</u>, etc. not provided for elsewhere in the Branch Regulations. These positions are not associated with a Committee, nor are they an Employee Position. They may file a report(s) to the Executive and/or the Branch outlining their activities when prudent and necessary.</i></p> <p><b>Note:</b> Each entry must include a Position (i.e. the above <u>underlined</u> examples). Excluding Branch Chairman, the entry of a Chairman of a Branch function denotes a Committee rather than a Standalone Position and therefore must be included under Subsection (3) of this Section.</p> <p>Should a Branch maintain a <i>Recording Secretary, Correspondence Secretary, or Assistant Treasurer</i> outside of the Secretary, or Treasurer, or Secretary-Treasurer, the Position must be created and entered in this Subsection.</p>
S. 703. (3)		<p><b><u>DUTY RE NEW MEMBERS</u></b></p> <p><i>Three (3) separate decisions may be made by the Branch. The first (a) involves designating another Member, <u>other than the Secretary</u>, to present all new Members with their Legion Badge and a document with the Website addresses of both Commands.</i></p> <p><i>The other decisions in Subsection (b) involve the designation of a Member, which may be the Secretary or another Member identified by their Office or Position, to complete this duty; <b>and</b> whether this Member will present the GBLO/GBLB only <b>or</b> the GBL only <b>or</b> GBLO/GBLB and GBL. Only one Item of the three listed shall be activated.</i></p>
S. 703. (4)		<p><b><u>ELECTRONIC RECORD STORAGE – SECRETARY</u></b></p>

## Guidelines for Branch Regulations Continued

		<i>Other provisions and/or legislation may dictate what physical documents must be retained for future reference and this does not prohibit Branches from also using a physical means of record i.e. Minute Books, etc.</i>
	<b>S. 704. (2)</b>	<p><b><u>ELECTRONIC RECORD STORAGE – TREASURER</u></b></p> <p><i>Other provisions and/or legislation may dictate what physical documents must be retained for future reference and this does not prohibit Branches from also using a physical means of record i.e. Accounting Books, etc.</i></p>
	<b>S. 708.</b>	<p><b><u>EXPANSION OF DUTIES RE OFFICERS AND EXECUTIVE COMMITTEE MEMBERS</u></b></p> <p><i>A separate Attachment Form to the Regulations may be created should the Branch wish to include other specifics that are <u>not included</u> 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 <b>Article VII</b> of the GBLB and only allows for the inclusion of those duties not found within the aforementioned Article.</i></p> <p><b>Note:</b> Additional duties listed for Executive Committee Members shall apply to all such members.</p> <p><b><u>USE ATTACHMENT FORM NO. 6. RE ADDITIONAL DUTIES – OFFICERS AND EXECUTIVE COMMITTEE MEMBERS.</u></b></p>
	<b>S. 709.</b>	<p><b><u>COMMITTEES ETC. DUTIES / TERMS OF REFERENCE (excluding Employees)</u></b></p> <p><i>Should the Branch wish to include these specifics rather than have them maintained in a Policy and Procedure Manual, they can be included as a separate Attachment Form to the Branch Regulations.</i></p> <p><b>Note:</b> Legion Manuals specifically dedicated to some positions exist and therefore duties associated with those positions are not to be included as an attachment.</p> <p><b><u>USE ATTACHMENT FORM NO. 7. RE DUTIES AND TERMS OF REFERENCE – COMMITTEES AND BRANCH POSITIONS.</u></b></p>
	<b>S. 710.</b>	<p><b><u>CLUB WITHIN A BRANCH</u></b></p> <p><i>Identify any separate club which <b>only</b> consists of <u>Legion Members</u> within the Branch and are administered by Officers of the Branch with their funds administered by the Branch Treasurer.</i></p> <p><b>Note:</b> This Section does not include any Sports or other group that is administered by any Branch Committee under its Terms of Reference.</p>
<b>***</b>	<b>S. 802. (1)</b>	<p><b><u>GENERAL MEETING DATE &amp; EXCLUSION OF MONTHS</u></b></p> <p><i>The Branch must choose a specific day in the month e.g. first Monday of <u>each</u> month, etc. and a start time which must be shown in regular time including <b>a.m.</b> or <b>p.m.</b> Branches must hold a minimum of four (4) General Meetings per Fiscal year.</i></p> <p><i>Certain months may be excluded to a maximum of three (3) in any one (1) consecutive period. If more than three (3) months are to be excluded, all excluded months must be listed. Do not list the months that Meetings are held unless the excluded months number four (4) or more, and then the entry should be prefaced with the clause <b>...in the months of...</b> after the chosen day with all applicable Meeting months entered thereafter.</i></p> <p><i>Further the month of <b><u>June cannot be an excluded month</u></b> as several Appointments and other matters must be made and approved by the Branch at the earliest opportunity after the start of the Term of Office. This permits those appointees to legally commence the execution of their duties.</i></p>

## Guidelines for Branch Regulations Continued

		<p style="text-align: center;">List all months in the chronological order of the Fiscal Year which starts in June rather than the calendar year.</p> <p><b>Note:</b> Rescheduling any Meeting of the Branch from its scheduled day in the Branch Regulations e.g. Convention date conflict, etc. must be approved via a Motion at the previous Meeting of the Branch and a <u>Notice re Meeting Change</u> must be communicated to all Members pursuant to S. 918. GBLO. Meetings of the Branch may require rescheduling on short notice due to exigent circumstances e.g. snowstorm, flooding, etc. and pursuant to S. 918. (3) GBLO all reasonable means must be employed to notify the Members in advance.</p> <p><i>Four (4) copies of the Notification provided to Members respecting a rescheduled Meeting of the Branch must be included with the submission when the Meeting involves the processing (Tabling or Approval) of Branch Regulations. Also reference the Section titled <u>Meetings of the Branch</u> under the header titled 'General Rules'.</i></p>
	<p><b>S. 804.</b></p>	<p><b><u>ORDER OF BUSINESS VARIATION – GENERAL MEETINGS</u></b></p> <p><i>Should the Branch wish to have a different Order of Business to correspond with Local Requirements, rather than using the one found in the GBLB it must be drafted and attached to the Form No. 3 as an Attachment along with the activation of this Section. Further, Branches that include other components outside the regular General Meeting Business, as listed below, <b>must</b> also draft the applicable attachment along with an Attachment Form No. 8. All such attachments must include the standard business matters as noted in the Ritual, Awards and Protocol Manual and the By-Laws that are applicable to the Branch. <u>Reference Sections 1001. (2) and 1002. (2) re Elections and Nominations.</u></i></p> <p><b><u>ATTACHMENT FORM NO. 8. RE GENERAL MEETINGS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 9. RE GENERAL MEETINGS AND ELECTIONS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 10. RE GENERAL MEETINGS AND BIENNIAL ELECTIONS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 11. RE GENERAL MEETINGS AND NOMINATIONS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 12. RE GENERAL MEETINGS AND BIENNIAL NOMINATIONS.</u></b></p> <p><b>Note:</b> A list of the Offices for Election or Nomination in the appropriate Attachment Form(s) must be included in the Order of Business. Reference the corresponding Section of the By-Laws re the List Format.</p>
<p>***</p>	<p><b>S. 807.</b></p>	<p><b><u>ANNUAL GENERAL MEETING DATE</u></b></p> <p><i>A choice must be made whether to hold this meeting in conjunction with a monthly General Meeting or some other day and time e.g. First Monday in May, etc. Also indicate <b>a.m.</b> or <b>p.m.</b></i></p>
	<p><b>S. 808.</b></p>	<p><b><u>ORDER OF BUSINESS – ANNUAL GENERAL MEETINGS</u></b></p> <p><i>Branches may use the Order of Business in the GBLB if they convene their Annual General Meeting and hold their Elections at this Meeting on an annual basis. Should the Branch choose to hold their Annual General Meeting without Elections or as a standalone Meeting, a different Order of Business must be crafted and included with the Form No. 3 as an Attachment. For Branches that hold Biennial Elections or Biennial Nominations (without Elections) at their Annual General Meeting the Branch will have to create two (2) separate Orders of Business to cover the odd / even numbered years. Choose the applicable Order(s) of Business to coincide with the Branch situation. All such attachments must include the standard business matters as noted in the Ritual, Awards and Protocol Manual and the By-Laws. In all cases in which the Branch uses an Order of Business other than the one in the GBLB it will have to activate the appropriate Subsection and submit the applicable Orders of Business.</i></p> <p><b><u>ATTACHMENT FORM NO. 13. RE ANNUAL GENERAL MEETINGS.</u></b></p>



## Guidelines for Branch Regulations Continued

		<p><b><u>ATTACHMENT FORM NO. 14. RE ANNUAL GENERAL MEETINGS AND ELECTIONS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 15. RE ANNUAL GENERAL MEETINGS AND BIENNIAL ELECTIONS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 16. RE ANNUAL GENERAL MEETINGS AND NOMINATIONS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 17. RE ANNUAL GENERAL MEETINGS AND BIENNIAL NOMINATIONS.</u></b></p> <p><b>Note:</b> A list of the Offices for Election or Nomination in the appropriate Attachment Form(s) must be included in the Order of Business. Reference the corresponding Section of the By-Laws re the List Format.</p>
***	S. 809.	<p><b><u>QUORUM DECLARATION</u></b></p> <p><i>Only one choice may be made from the three (3) options.</i></p> <p><b>Note:</b> The use of Subsection (2) <b>must only be activated</b> by those Branches that are having trouble on a regular basis in securing a quorum at their Branch Meetings <b>and</b> they qualify in having <b>less</b> than twenty (20) <b>participating and active</b> Members in the Branch. Branches may be questioned respecting the activation of Subsection (2) and requested to provide clarification and confirmation that they qualify.</p>
	S. 810.	<p><b><u>RESCHEDULE OF MEETING RE STATUTORY HOLIDAY</u></b></p> <p><i>Only applies to Meetings of the Branch and thus eliminates confusion on those occasions when a Meeting falls on the day of a declared Statutory Holiday e.g. by using one week later, therefore allowing Members to know in advance that any scheduled Meeting of the Branch affected will be held one week later and thus eliminates the need for a Notice to all members as per S. 918. GBLO.</i></p> <p><b>Note:</b> Branches <b>should consider including this provision</b> which only becomes active when the scheduled meeting falls on a Statutory Holiday. The Branch should still post a Notice of the change in the Branch and refer to it at the preceding Meeting of the Branch.</p> <p><b>Item (1)</b> – Applies to all Meetings that are held at the same time of the day (e.g. 7:30 p.m.).</p> <p><b>Item (2)</b> – Applies to Meetings that have different start times and thus retain their original start time.</p>
***	S. 1001.	<p><b><u>ELECTION MEETINGS</u></b></p> <p><b>Item (1)</b> – <i>Activate when Elections are held other than in conjunction with any other Meeting and complete the applicable Order of Business using one of the following listed Attachments.</i></p> <p><b><u>ATTACHMENT FORM NO. 18. RE ELECTION MEETINGS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 19. RE BIENNIAL ELECTION MEETINGS.</u></b></p> <p><b>Item (2)</b> – <i>Activate when Elections are held in conjunction with only a General Meeting. Requires the activation of S. 804. (If not already activated) with the completion of an Attachment Form No. 8. and the other applicable Order of Business including Elections from the list in Section 804.</i></p> <p><b>Item (3)</b> – <i>Activate when Elections are held in conjunction with an Annual General Meeting regardless of whether the latter is held in conjunction with a General Meeting. Requires the activation of S. 808. (If not already activated) with the completion of an Attachment Form No. 13. and the other applicable Order of Business including Elections from the list in the S. 808.</i></p> <p><b>Note:</b> In all instances where the Term of Office is a two (2) year period, the entry must include the phrase ‘in the _____ numbered years’. Enter ‘odd’ or ‘even’ as applicable. A list of the Offices for Election must be included in the applicable Order of Business.</p>
	S. 1002.	<p><b><u>NOMINATION MEETINGS</u></b></p>

## Guidelines for Branch Regulations Continued

		<p><b>Item (1)</b> – Use for Nominations held other than in conjunction with any other Meeting and outside of the Meeting involving Elections. A separate Order of Business using one of the applicable listed Attachments is required along with activation of this Subsection.</p> <p><b><u>ATTACHMENT FORM NO. 20. RE NOMINATION MEETINGS.</u></b></p> <p><b><u>ATTACHMENT FORM NO. 21. RE BIENNIAL NOMINATION MEETINGS.</u></b></p> <p><b>Item (2)</b> – Use when Nominations are held in conjunction with only a General Meeting. Requires the activation of S. 804. (If not already activated) with the completion of an Attachment Form No. 8. and the other applicable Order of Business including Nominations from the list in S. 804.</p> <p><b>Item (3)</b> – Use when Nominations are held in conjunction with an Annual General Meeting regardless of whether the latter is held in conjunction with a General Meeting. Requires the activation of S. 808. (If not already activated) with the completion of an Attachment Form No. 13. and the other applicable Order of Business including Nominations from the list in S. 808.</p> <p><b>Note:</b> In all instances where the Term of Office is a two-year period, the entry must include the phrase ‘in the _____ numbered years’. Enter ‘odd’ or ‘even’ as applicable. A list of the Offices for Nomination must be included in the applicable Order of Business.</p>
	<b>S. 1005.</b>	<p><b><u>ADVANCE POLL</u></b></p> <p><i>A Branch may hold an Advance Poll on the date of the Elections, and if so, the start time may be anytime between 9 a.m. and the start time of the Meeting at which the Elections are being held.</i></p> <p><b>Note:</b> Nominations cannot be re-opened at an Election Meeting preceded by an advance poll.</p>
	<b>S. 1008.</b>	<p><b><u>AUTOMATIC DROP DOWN RE SENIOR OFFICERS / EXECUTIVE COMMITTEE MEMBERS</u></b></p> <p><i>Eliminates the need for defeated candidates to be nominated for subordinate offices after defeat at a higher Office e.g. A Member nominated for President, who is not elected, will automatically drop down to the Vice-President elections to be in line for election without further nomination.</i></p> <p><b>Note:</b> This procedure does not apply to other Elected Offices such as Executive Committee Members or those listed under S. 501. (2) GBLB as they require a separate nomination process.</p>
	<b>S. 1101. (1)</b>	<p><b><u>NEW MEMBER ENROLMENT FEE</u></b> - <i>A onetime nominal fee to cover the cost of materials provided i.e. Legion Badge (Lapel pin), By-Law Booklets, etc. The amounts are connected to the provisions and decisions of the Branch as found in S. 703. (3). Only one (1) or a combination of the following amounts (includes tax and shipping) will be permitted as the entry in this Section e.g. If a Branch provides copies of the General By-Laws of both Commands along with the Legion Badge, they could enter a <u>maximum</u> amount of \$24.00. The separate <u>maximum</u> permitted amounts are as follows:</i></p> <p><i>\$7.00 – Only applies to the purchase of a Legion Badge (Lapel Pin) – Dominion Command.</i></p> <p><i>\$8.00 – Only applies to the General By-Laws of The Ontario Provincial Command.</i></p> <p><i>\$9.00 – Only applies to The General By-Laws of Dominion Command.</i></p> <p><b>Note:</b> The above amounts <b>do not</b> include the Branch dues and only reference the cost of each item including the applicable tax and regular shipping costs via Canada Post per item. Shipping Costs are reduced by ordering in higher quantities and thus could, at the Branch discretion, reduce the total amount levied to new Members.</p>
<b>***</b>	<b>S. 1201.</b>	<p><b><u>FINANCIAL REVIEW COMPLETION</u></b></p> <p><i>Do not include the name of the Party or Parties in the Regulations, as they will be identified by name on an annual basis when presented for Branch approval at the appropriate Meeting. However</i></p>

## Guidelines for Branch Regulations Continued

		<p><i>the Regulation must indicate the <u>general composition</u> e.g. Branch Member(s), Legion Member(s), Member(s) of the Ladies' Auxiliary to the Branch, Member(s) of a Ladies' Auxiliary to an Outside Branch, Private Chartered Accountant(s), Private Accountant(s), Outside Accounting Firm, Qualified Financial Professional, Member(s) of the Public, etc. or a combination of any of the above which must be inclusive (and) rather than exclusionary (or).</i></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The inclusion of plural entries, such as Branch Members and Members of the Public for example, denotes that there will be a minimum total of four (4) persons completing the Review.</li> <li>• The Party or Parties identified herein are responsible for <u>reviewing all</u> Branch Accounts and submitting the Financial Review to the Executive Committee within ninety (90) days following the end of the fiscal year on May 31<sup>st</sup> respecting all Accounts excluding the Poppy Trust Fund. The Review is normally presented by the Treasurer on behalf of the Party or Parties completing it.</li> <li>• To ensure the integrity of the process and avoid a conflict of interest, the identified Party or Parties cannot include the Treasurer or any other Member or person that is involved in financial matters within the Branch.</li> <li>• The Poppy Trust Funds are Public Funds held in Trust and have a fiscal year-end on September 30<sup>th</sup>.</li> </ul>
***	S. 1202.	<p><b><u>FINANCIAL REVIEW APPOINTMENT</u></b></p> <p><i>Enter the meeting i.e. General or Annual General at which this approval will be requested and the month in which the meeting takes place.</i></p> <p><b>Note:</b> This appointment is not restricted to being made in the new Term of Office as its Term is already included in the creating Section and thus can span parts of two (2) consecutive Branch Terms of Office.</p>
***	S. 1204.	<p><b><u>PERSONS AUTHORIZED/DESIGNATED FOR FINANCIAL TRANSACTIONS</u></b></p> <p><i>Each entry must be specific in listing the Office or Position e.g. First Vice-President, Branch Manager, Lottery Committee Chairman, etc.</i></p> <p><i>The breakdown of accounts and specific Office(s) or Position(s) for each account can be a matter for a Policy and Procedure Manual.</i></p> <p><b>Item (1)</b> – <i>The Section calls for the entry of all Office(s) and Position(s) for all accounts (excluding the Poppy Trust Fund Account) regardless of whether they are only authorized re one such account or all.</i></p> <p><b>Item (2)</b> – <i>The Branch Poppy Committee Chairman is a compulsory entry with the remaining <u>two (2)</u> choices left to the Branch. See S. 920 (GBLO).</i></p> <p><b>Item (3)</b> – <i>Where a Branch or group of Branches conducts a Poppy Campaign 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 administer such Poppy Trust Funds must be entered.</i></p> <p><b>Note:</b> The entries should parallel the list of persons that will be completing the application and signature documents at the financial institution in which the account(s) are held by the Branch and/or Poppy Trust Fund. The First Vice-President should be considered for inclusion when the President is a signatory as the responsibility falls to this Member in those situations when the President is unable or incapable of fulfilling these duties.</p>
***	S. 1207.	<p><b><u>ACCOUNT PAYABLE MINIMUM PAID BY CHEQUE</u></b> - <i>Enter an amount which may not exceed <u>one hundred dollars (\$100.00)</u>. If the Branch pays <u>all accounts payable</u> by cheque, or automatic pre-</i></p>

## Guidelines for Branch Regulations Continued

		<p><i>authorized online withdrawal by electronic funds transfer, enter 'Zero' and '(0)' in the appropriate areas along with the (√) in the Checkbox and the Approval Date in the appropriate columns. In this latter situation this will ensure that the Branch has made a choice and the entries were not made in error.</i></p>
***	S. 1208. (1)	<p><b><u>EXPENDITURE LIMIT OF EXECUTIVE COMMITTEE</u></b> - Enter any amount up to <b><u>but not exceeding</u></b> five hundred dollars (\$500.00).</p> <p><b>Note:</b> The amount of one thousand dollars (\$1000.00) is reserved for the Branch at a General Meeting, not the Executive Committee.</p>



### RULES RE USE OF FORM TEMPLATES (FACSIMILES NOT ACCEPTED)

#### **FORM NO. 1 – AMENDMENT OF BRANCH REGULATIONS (SUBMIT ALL THREE (3) PAGES)**

- Used to amend Branch Regulations (*After the issuance of the first Certificate of Review to the Branch*).
- Date Prepared **must be on or before** the Date of Tabling.
- Enter the complete Section identifier in the left column corresponding with the current Form No. 3 and when listing multiple Sections, list in an ascending numerical order.
- To **deactivate and repeal**, enter the applicable Section or Subsection identifier and only a Text entry of ‘**This Section/Subsection is deactivated and repealed**’. Do not include the Text of the subject Section or Subsection that is to be repealed and deactivated. This process is only used in cases which will result in the subject Section or Subsection being left blank and inapplicable e.g. S. 409. was activated and the Branch now wishes to return to a one year term now leaving the Section blank; S. 809. (2) is deactivated and S. 809. (1) Item (1) is activated now leaving Subsection 809. (2) blank; etc.
- Enter the actual wording of the entire Section(s) from the current Form No. 3 with the applicable text entry.
- Enter the Presenting Member’s Name and affix the Signature. **No Signature renders the document null and void.**
- Underline each applicable Meeting Type as requested on the Form.
- Must be attached to and tabled with the Notice of Motion (Form No. 2). **Failure to table both Forms renders the process null and void.**
- Once motioned for Approval, an ‘X’ must be placed in the applicable right-hand column box to denote either approval or disapproval.
- The appropriate Dates must be added respecting the Meetings.
- The Certification Names and Signatures including the dates must be added once the process is completed by the Branch. Pre-signing and dating fails to provide certification of the process when it has not yet been completed.
- Submit four (4) sets of **all** three (3) Pages of this Form.
- Do not submit an amended Form No. 3 until a Certificate of Amendment Review is received; or directed to submit it by the C & L Committee.

#### **FORM NO. 2 - NOTICE OF MOTION (CREATE AND/OR AMEND BRANCH REGULATIONS)**

- Replaces Form No. 2A when amending the Branch Regulations post issuance of the first Certificate of Review; or otherwise directed by the Command Constitution and Laws Committee.
- Date Prepared **must be on or before** the Date of Tabling.

## Guidelines for Branch Regulations Continued

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- Enter the Presenting Member's Name and affix the Signature. **No Signature renders the document null and void.**
- Underline each applicable Meeting Type as requested on the Form.
- Attach the completed Form No. 1.
- Table the Form Nos. (1 and 2) at a General or Annual General Meeting with no seconder or debate.
- A Motion for acceptance is made at the **next** Meeting of the Branch (General or Annual General Meeting). A Special General Meeting may be convened for this purpose at least one (1) month after the Tabling Meeting **if** regular scheduled monthly General Meetings are not held. Its use requires Notification to all Members. Reference S. 918. GBLO. A copy of the Notification along with a Letter of Certification under the hand of the President that all Members were notified according to their preferred method must be included with the submission.  
**Note: Executive Committee Meetings are not Meetings of the Branch (All Members).**
- The applicable Dates must be added respecting the Meetings.
- Submit four (4) sets of the Forms (Nos. 1 and 2) to Command for review under the cover of a completed Form No. 5 (Branch Regulations / Branch Clubhouse Rules Submission Cover Form) for each set. **Do not submit a Form No. 3 at this point and Meeting Minutes are not required unless requested.**
- A **Certificate of Amendment Review (COAR)** will be issued, if appropriate or other action will be requested.

### **FORM NO. 2A - NOTICE OF MOTION (PRE-CERTIFICATE OF REVIEW ISSUANCE)**

- Used in all instances involving the Submission of Branch Regulations prior to the issuance of the first **Certificate of Review (COR)**.
- Use the same process as the Form No. 2 except that the Form No. 3 replaces the Form No. 1 where applicable.

### **FORM NO. 3 - BRANCH REGULATIONS TO THE GENERAL BY-LAWS FOR BRANCHES**

- Enter only Checkmarks (✓) and the Branch Approval Dates (**YYYY-MM-DD**) in the appropriate columns.
- Only one (1) Review per calendar year will be completed by the C & L Committee, if necessary, in any successive year after the issuance of the first **Certificate of Review**.

**Note:** *It is beneficial for Branches to delay submission of an Amended Form No. 3 until after the introduction of the annual form updates on or about October 1<sup>st</sup>. However, the submission must be received no later than the end of the subject calendar year.*

### **FORM NO. 5 (BRANCH REGULATIONS / BRANCH CLUBHOUSE RULES SUBMISSION COVER FORM)**

- Must be completed and affixed as the **Cover Page** with each submission sent to Command.
- An entry in **PART I** re the status of Branch Clubhouse Rules **must** be indicated in **each** instance.
- Entries under **PART II** must indicate what documents **are included** with the submission and the most recent Meeting information re the Tabling and Approval Meetings must be included on each instance.
- A Form No. 5 must be affixed to each separate set of copies in the submission i.e. 4 copies of a Form No. 3 would result in 4 copies of a Form No. 5.



### **PROCESSING PROCEDURE**

#### **USING A NOTICE OF MOTION**

Branches seem unfamiliar with the use of a Notice of Motion and its subsequent processing although the use of it was in place prior to the introduction of the Branch Regulations Process. The Notice (Form No. 2 or 2A), which on presentation

## Guidelines for Branch Regulations Continued

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**does not require** a seconder and is not debatable, is tabled at a Meeting of the Branch along with either the Form No. 1 or Form No. 3 dependent upon whether the first Certificate of Review has been issued to the Branch or not. No motion is made to table same, as this would amount to debate. It is the official notification to the Membership that a Motion re the specified subject matter attached thereto will be made for Approval **at the next Meeting of the Branch**.

**No requirement exists to mail a copy of the Notice of Motion to the Membership**. However, it is advisable to post the Notice and Attachments thereto in the Branch between the two (2) subject Meetings to permit review by Members prior to the approval vote. Further, to permit the aforementioned review by Members, Command policy requires at least one (1) month between the two (2) subject Meetings when the Branch **does not** hold regularly scheduled monthly Meetings **and** wishes to convene a Special General Meeting to seek approval of Branch Regulations / Amendments to expedite the process. A Special General Meeting **cannot** be convened solely for the purpose of tabling these documents.

The use of this process is not restricted to Branch Regulations and a similar process can therefore be applied in any situation requiring such advance Notice of a Motion re an important matter e.g. Branch Name Change, sale of Branch property, financial matters, Policy and Procedure Manual amendments, Branch Clubhouse Rules Amendments etc.

**REFERENCE THE GENERAL BY-LAWS AND ALL AVAILABLE REFERENCE DOCUMENTS WHEN COMPLETING AND PROCESSING BRANCH REGULATIONS. IT WILL SAVE EVERYONE TIME AND REDUCE THE RISK OF HAVING THE SUBMISSION RETURNED TO THE BRANCH WITHOUT A CERTIFICATE.**

ALL CURRENT FORMS ARE AVAILABLE ON THE COMMAND WEBSITE - MEMBERS ONLY SECTION AND  
NOTE THE COMMENTS RESPECTING THE USER'S BROWSERS & ADOBE READER

[WWW.ON.LEGION.CA](http://WWW.ON.LEGION.CA)