



# THE ROYAL CANADIAN LEGION

## Ontario Provincial Command

### **BRANCH POLICY AND PROCEDURE MANUAL (BPPM)**

#### **GUIDELINES FOR CRAFTING / MAINTAINING**



The evolution of creating a *Branch Policy and Procedure Manual* by Branches has become more significant with the need to provide a reference document for all Members and retain a level of consistency in those matters not covered within the By-Laws, Branch Regulations, and/or Branch Clubhouse Rules. Although *Branch Policy and Procedure Manuals* are not mandatory, it is reasonable to parallel the other levels of the Legion and thus Branches should consider maintaining this Manual to provide a consistent and standardized point of reference respecting all matters associated with the Branch including those unique and local situations.

The crafters of the document are obligated to ensure that the content does not infringe upon any By-Law or violate any law in Canada **and** that the subject matter falls within the autonomy of the Branch. Given the existence of problems arising with Branches relying on inappropriate provisions in their policies and procedures, Branches are now required to submit this document to Command for Review and Certification. The Provincial Constitution and Laws Committee will review the submission approval process of the document to ensure compliance with the acceptable procedure and determine if the scope of the provisions apply to and are within the autonomy of the Branch ensuring that the content does not infringe upon any By-Law, or violate any law in Canada and that it falls within the autonomy of the Branch.

The Review will also include highlighting spelling, punctuation, and other content determined to be in error or requiring clarity and thus bring the document to a higher standard. The Committee will further review the document to ensure that it contains provisions referencing the acceptable process and procedure to create and/or amend the content while ensuring that this process has been applied in the current submission.

The creation and/or amendment to *Branch Policy and Procedure Manuals* must follow similar processes applicable to other articles of governance. Thus, the Tabling of a *Branch Policy and Procedure Manual Notice of Motion Form (BPPM – NOM)*, including the proposals, are presented at one (1) Meeting of the Branch, and moved for Approval at the next such Meeting. If the Branch does not hold regular monthly General Meetings, it may consider convening a Special General Meeting for the purpose of discussion and motion for approval of the proposed provisions. However, there must be a minimum passage of time (30 days) between the Tabling and Approval Meetings to ensure that the voting Members have had sufficient time to consider the provisions which may impact their rights and privileges in the future. ***Note: A Special General Meeting cannot be called merely for the tabling of a Notice of Motion.***

#### **BPPM DOCUMENT CRITERIA**

The items listed below are supplied for the information and assistance of the Crafters regarding the content and processing of the BPPM:

- The Header must include the title ‘**BRANCH POLICY AND PROCEDURE MANUAL**’ and identify the Branch by its unique name and number.
- No provision shall infringe on any By-Law or violate any law in Canada. Thus, adherence to provisions associated with the Canada Revenue Agency, Canada’s Not for Profit Organization Act, Alcohol and Gaming Commission, and Human Rights Codes are a few of the more prevalent situations impacting Branches.
- Provisions may include, but are not limited to the following:

## Guidelines for Branch Policy and Procedure Manuals Continued

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- I. Introduction.
  - II. Interpretation of terms used therein.
  - III. Terms of Reference for Committees and positions maintained by the Branch.
  - IV. Hours of Operation.
  - V. Financial rules, which may include the creation and maintenance of Special Funds and investments.
  - VI. Local activities etc. that may be unique to the area and/or in which the Branch participates.
  - VII. Process/procedure associated with the creation/amendment of the provisions herein.
- The Notice of Motion (**BPPM NOM**), including the proposed provisions and/or Amendments, are tabled at one (1) Meeting of the Branch with no seconder or debate. (Reference the **NOTE: Notice of Motion** under Classification of Motions in **The Rules of Procedure for Legion Meetings**.)
  - The motion for approval is made at the next Meeting of the Branch and it must be approved by a majority.
  - The document, once approved, must be properly signed by the Branch Officers – President and Secretary – with the date of such signatures being affixed thereto.
  - All approved Provisions/Amendments must be incorporated in the current Branch Policy and Procedure Manual and retained by the Branch for future reference.
  - Four (4) copies of the current Branch Policy and Procedure Manual, including the subject Meeting Minutes and BPPM NOM Form, must be forwarded to Command under the cover of a **BPPM Submission Cover Form (BPPM SCF)** for review and certification, if appropriate.
  - If appropriate, a **Certificate of Review** will be issued by the Committee and the approved document may then be posted in a conspicuous place within the Branch and available for the reference of all Branch Members and Guests.

**Note 1:** *Clubhouse is defined under Section 301. a. of The General By-Laws as being the premises occupied by a Legion Branch.*

**Note 2:** *Meetings of the Branch, where appropriate, shall refer to Annual General Meetings, Special General Meetings, or General Meetings.*

**Note 3:** *Failure to follow the above criteria may render any provision unconstitutional should it be cited in an Article III Complaint situation and thus have no cause and effect.*

**Note 4:** *This document is considered a living document and thus changes will be made as needed in response to situations and other matters that require inclusion or additional clarification.*