



# The Royal Canadian Legion Ontario Provincial Command



## BRANCH POLICY AND PROCEDURE MANUAL (BPPM)

### SUBMISSION COVER FORM

To: Constitution and Laws Committee Secretary    DATE: \_\_\_\_\_ / 20 \_\_\_\_\_

_____ ROYAL CANADIAN LEGION BRANCH NAME	_____ BRANCH NO.
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### TABLING & APPROVAL DATES

<u>PART I</u>	DATES RESPECTING THE TABLING OF THE NOTICE OF MOTION (NOM), PPM DOCUMENTS, AND THE SUBSEQUENT APPROVAL OF THE PPM OR AMENDMENTS MADE THERETO.
1. <input type="checkbox"/>	NOM & BPPM/Amendments - Tabled @ General Meeting on _____, 20 ____.
2. <input type="checkbox"/>	BPPM/Amendments –Motion Approval @ General Meeting on _____, 20 ____.

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### DOCUMENT SUBMISSION LIST

<u>PART II</u>	ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED IN THE SUBMISSION MUST BE CHECKED.
3. <input type="checkbox"/>	Four (4) copies of the Notice of Motion (NOM) used in the process.
4. <input type="checkbox"/>	Four (4) copies of the proposed BPPM or Amendments tabled with the Notice of Motion.
5. <input type="checkbox"/>	Four (4) copies of the approved and signed BPPM with the Amendments incorporated therein.
6. <input type="checkbox"/>	Four (4) copies of the General Meeting Minutes at which the Notice of Motion was tabled.
7. <input type="checkbox"/>	Four (4) copies of the General Meeting Minutes at which the approval was granted.
8. <input type="checkbox"/>	Four (4) copies of a Cover letter etc. if necessary @ the submitter’s choice, or requested by Command.

_____ BRANCH PRESIDENT’S NAME (PRINT)	_____ SECRETARY’S OR SECRETARY-TREASURER’S NAME (PRINT)
_____ BRANCH PRESIDENT’S SIGNATURE	_____ SECRETARY’S OR SECRETARY-TREASURER’S SIGNATURE