



# The Royal Canadian Legion Ontario Provincial Command



## BRANCH REGULATIONS SUBMISSION COVER FORM

TO: Secretary, Constitution and Laws Committee

DATE: \_\_\_\_\_, 20 \_\_\_\_\_

|   |  |
|---|--|
| _____<br><small>ROYAL CANADIAN LEGION BRANCH NAME</small> | ONTARIO NO. _____<br>_____<br><small>BRANCH NUMBER</small> |
|---|--|

✓

### BRANCH CLUBHOUSE RULES

|                      |   |  |
|----------------------|---|--|
| <b><u>PART I</u></b> | <b>AN ENTRY MUST BE MADE IN THIS PART ON <u>EVERY</u> SUBMISSION.</b>   |  |
| 1.                   | Does the Branch maintain Branch Clubhouse Rules? Yes <input type="checkbox"/> No <input type="checkbox"/>                                     |  |
| 2.                   | If so, has the most current edition been submitted to Command as per the Guidelines? Yes <input type="checkbox"/> No <input type="checkbox"/> |  |

✓

### BRANCH REGULATIONS

|  |  |
|--|--|
| <b><u>PART II</u></b>  | <b>EVERY SUBMISSION MUST INCLUDE THE MEETING DATES/TYPES RESPECTING THE MOST RECENT PROCESSING OF BRANCH REGULATIONS AND ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED MUST BE CHECKED.</b>                       |
| Notice of Motion tabled at the _____ Meeting on _____, 20 _____<br><small style="margin-left: 100px;"><u>Enter Meeting Type</u> – Annual General or General</small>                      |  |
| Motion moved for acceptance at the _____ Meeting on _____, 20 _____<br><small style="margin-left: 100px;"><u>Enter Meeting Type</u> – Annual General, General or Special General</small> |  |
| 3. <input type="checkbox"/>  | Four (4) copies of the completed and approved Form No. 1 ( <i>Create and/or Amend Branch Regulations</i> ).  |
| 4. <input type="checkbox"/>  | Four (4) copies of the Form No. 2 ( <i>Notice of Motion re Create and/or Amend Branch Regulations</i> ).   |
| 5. <input type="checkbox"/>  | Four (4) copies of the Form No. 2A ( <i>Notice of Motion re Original Submission</i> ).   |
| 6. <input type="checkbox"/>  | Four (4) copies of the Form No. 3 ( <i>Branch Regulations to The General By-Laws</i> ).  |
| 7. <input type="checkbox"/>  | Four (4) copies of Meeting Minutes ( <i>when requested by the Committee</i> ) respecting the Tabling and Approval Dates entered on the current Form No. 2 / Form No. 2A. <u>Excerpts will not be accepted.</u> |
| 8. <input type="checkbox"/>  | Four (4) copies of requested or submitted <u>Correspondence</u> and/or Missing or Replacement individual Document <u>Pages</u> .   |
| _____<br><small>PRESIDENT'S NAME<br/>(PRINT)</small>   | _____<br><small>SECRETARY'S OR SECRETARY-TREASURER'S NAME<br/>(PRINT)</small>  |
| _____<br><small>PRESIDENT'S SIGNATURE</small>  | _____<br><small>SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small>   |
| _____, 20 _____<br><small>CURRENT DATE OF SIGNATURE</small>  | _____, 20 _____<br><small>CURRENT DATE OF SIGNATURE</small>  |

**\*\*\* DIVIDE PART II COPIES INTO FOUR (4) SETS AND SUBMIT EACH SET UNDER A SEPARATE FORM No. 5 \*\*\***