



The Royal Canadian Legion Ontario Provincial Command



BRANCH REGULATIONS SUBMISSION COVER FORM

To: Secretary, Constitution and Laws Committee

DATE: _____, 20____

_____ ROYAL CANADIAN LEGION BRANCH NAME	_____ ONTARIO NO. _____ BRANCH NUMBER
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BRANCH CLUBHOUSE RULES

PART I	AN ENTRY MUST BE MADE IN THIS PART ON <u>EVERY</u> SUBMISSION.
1. <input type="checkbox"/>	Check <u>only</u> if the Branch Clubhouse Rules have not been amended since they were <u>last submitted to Command</u> .
2. <input type="checkbox"/>	Check <u>only</u> if the Branch has chosen <u>not</u> to maintain Branch Clubhouse Rules.

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BRANCH REGULATIONS

PART II	EVERY SUBMISSION MUST INCLUDE THE MEETING DATES/TYPES RE THE MOST RECENT PROCESSING OF BRANCH REGULATIONS AND/OR CLUBHOUSE RULES. ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED MUST BE CHECKED.
Notice of Motion tabled at the _____ Meeting on _____, 20____ <small style="margin-left: 100px;"><u>Enter Meeting Type</u> – Annual General or General</small> <small style="margin-left: 100px;">DATE</small>	
Motion moved for acceptance at the _____ Meeting on _____, 20____ <small style="margin-left: 100px;"><u>Enter Meeting Type</u> – Annual General, General or Special General</small> <small style="margin-left: 100px;">DATE</small>	
3. <input type="checkbox"/>	Email copy of the completed and approved Form No. 1 (<i>Create and/or Amend Branch Regulations</i>)
4. <input type="checkbox"/>	Email copy of the completed Form No. 2 (<i>Notice of Motion re Create and/or Amend Branch Regulations</i>).
5. <input type="checkbox"/>	Email copy of the completed Form No. 2A (<i>Notice of Motion re Original Submission of the Branch Regulations</i>).
6. <input type="checkbox"/>	Email copy of the completed of the Form No. 3 (<i>Branch Regulations to The General By-Laws</i>).
7. <input type="checkbox"/>	Email copy of Meeting Minutes (<i>if 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"/>	Email copy of requested or submitted <u>Correspondence</u> and/or Missing or Replacement individual Document <u>Pages</u> .
Email all Forms etc. to ldinsmore@on.legion.ca	

_____ PRESIDENT`S NAME <small>(PRINT)</small>	_____ SECRETARY`S OR SECRETARY-TREASURER`S NAME <small>(PRINT)</small>
_____ PRESIDENT`S SIGNATURE _____, 20____ <small>CURRENT DATE OF SIGNATURE</small>	_____ SECRETARY`S OR SECRETARY-TREASURER`S SIGNATURE _____, 20____ <small>CURRENT DATE OF SIGNATURE</small>