



THE ROYAL CANADIAN LEGION
Ontario Provincial Command
BRANCH CLUBHOUSE RULES (BCR)
GUIDELINES FOR CRAFTING / MAINTAINING



Branch Clubhouse Rules are not mandatory, however, all Branches should consider maintaining them. 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 it is contained in the Branch Clubhouse Rules.

There have been several incidents take place in which a Member's rights have been impacted by the application of an illegal provision in a Branch's Clubhouse Rules allowing the Branch President and/or Executive Committee to impose penalties of suspension, deprivation, and/or removal from Office without the application of the provisions under Article III of The General By-Laws. Unfortunately, in most cases, by the time Command becomes aware of the situation, and launches an inquiry, the Member's rights have been reinstated. Subsequently, more oversight is required to avoid these situations in the future, and reduce the possibility of an Article III being lodged against a Branch President and/or Executive Member involved in this illegal activity.

The Constitution and Laws Committee will review the document to ensure 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 Clubhouse Rules*** must follow similar processes applicable to other articles of governance. Thus, the Tabling of a **Branch Clubhouse Rules Notice of Motion Form (BCR NOM)**, including the proposals, are presented at one (1) Meeting of the Branch, and moved for Approval at the next Meeting of the Branch. If the Branch does not hold regular monthly General Meetings, it may consider convening a Special General Meeting for the purpose of discussion and 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.***

Any subject matter not addressed by the General By-Laws, Branch Regulations, or Branch Clubhouse Rules (BCR) may be maintained in a ***Branch Policy and Procedure Manual (BPPM)*** [See separate documents on the Command Website regarding a BPPM].

BCR DOCUMENT CRITERIA

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

- The document Header must include the Branch Name and Number along with the title '**BRANCH CLUBHOUSE RULES**' (*Corresponds with its citing in the By-Laws*).
- Provisions must be focused on matters dealing with the acceptable actions, behaviour, and discipline of the Members and their Guests while on Branch property. It may include, but is not limited to, such things as follows:
 - Profane or disorderly conduct at any time while on the premises.
 - The sign-in of guests by Members and their responsibility for the guest.

Guidelines for Branch Clubhouse Rules Continued

- The use of e-cigarettes, tobacco, vaping, and cannabis products on the premises and grounds.
- Define unacceptable dress citing what is prohibited.
- The prohibition to the wearing of any lawfully recognized Outlaw Motorcycle Gang Colours while onsite.
- No provision shall infringe on any By-Law, Federal or Provincial law including Human Rights Codes.
- Other matters e.g. Hours of Operation, Bar Steward duties, etc. do not fall within the purview of this document and can be maintained in a *Branch Policy and Procedure Manual*. **Note: Paid Bar Steward duties are normally contained in a contract and/or superior legislation.**
- All original provisions and/or amendments thereto must be approved by the Branch Membership at a Meeting of the Branch after a Notice of Motion, including the proposal(s), was tabled at the previous Meeting of the Branch.
- The document, once approved, must be properly signed by the Branch Officers – President and Secretary – with the date of such signatures being affixed thereto.
- Four (4) copies of the current Branch Clubhouse Rules, including the subject Meeting Minutes and BCR Notice of Motion Form (**BCR NOM**), must be forwarded to Command under the cover of a BCR Submission Cover Form (**BCR SCF**) for review and certification.
- 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.*