



THE GENERAL BY-LAWS
of the
ONTARIO PROVINCIAL COMMAND
of
THE ROYAL CANADIAN LEGION

THE GENERAL BY-LAWS for BRANCHES
of the
ONTARIO PROVINCIAL COMMAND

As Amended to 10 June 2022

**THE GENERAL BY-LAWS OF
THE ONTARIO PROVINCIAL COMMAND**

TABLE OF CONTENTS

**GENERAL BY-LAWS OF
ONTARIO PROVINCIAL COMMAND**

ARTICLE I – INTERPRETATION

101.	Interpretation	1
------	----------------------	---

ARTICLE II – ORGANIZATION

201.	Command Territory	2
202.	Real Property	2

ARTICLE III – CONVENTION

301.	Command Authority	2
302.	When Held	2
303.	Quorum	2
305.	Delegates	2
310.	Convention Committees	3
311.	Duties of Committees	3
312.	Resolutions	4
314.	Election of Provincial Senior Elected Officers	5
316.	Voting and Proxies	5
323.	Dominion Executive Council Representative	6
325.	Annual General Meeting	6
326.	Notice of Annual General Meeting	6

ARTICLE IV – PROVINCIAL EXECUTIVE COUNCIL

401.	Provincial Executive Council	7
402.	Duties of Council	7
405.	Council Meetings	7

ARTICLE V – COMMITTEES

501.	Administrative Committee Composition.....	7
502.	Administrative Committee Meetings	8
503.	Provincial Committees and Standalone Positions / Complaint Application	8
505.	Financial Expenditure Limit	9

ARTICLE VI – SENIOR ELECTED OFFICERS

601.	Senior Elected Officers.....	9
602.	Powers and Duties	9
606.	Expenses	10

607.	Vacancies	11
608.	Employees	11

ARTICLE VII – DISTRICTS

701.	Organization	11
702.	District Conventions	12
703.	Levy	12
704.	Officers	12
705.	Duties	12
706.	Vacancies	13
707.	District Council	13

ARTICLE VIII – ZONES

801.	Organization	14
802.	Zone Conventions	14
803.	Levy	15
804.	Officers	15
805.	Duties	15
806.	Vacancies	15
807.	Zone Council	16

ARTICLE IX – BRANCHES

901.	By-Laws	17
902.	Branch Regulations	17
904.	Trustees	17
905.	Real Property	18
906.	Per Capita Tax	18
907.	Fiscal Year	18
908.	Annual General Meeting	18
909.	Qualification to Hold Office	18
910.	Nominations and Elections	18
911.	Term of Office	19
912.	Vacancies	19
913.	Branch Executive Committee	20
916.	Branch Records	20
918.	Notification Re Meetings of the Branch	20
919.	Poppy	21
920.	Poppy Trust Fund Committee	21
921.	Administration of Poppy Trust Fund	21
922.	Finance	22
923.	Bonding	22
924.	Clubs within Branches	22
925.	Filming Inside of Branches Restricted	22
926.	Representation at District and Zone Conventions	22
927.	Salaried Officers and Employees	22
928.	Surrender of Branch Charter	23

ARTICLE X – GENERAL PROVISIONS

1001.	Badge	23
1002.	Honours and Awards	23

1003.	Complaint Filing Fee	24
1004.	Appointments	24
1005.	Branch Clubhouse Rules	24
1006.	Complaints re District / Zone Officers.....	24
1007.	Lotteries	25
1008.	Leave of Absence	25
1009.	All Council Levels Eligibility	25
1010.	District and Zone Governance	25

ARTICLE XI – AFFILIATE NON-VOTING MEMBERS

1101.	Affiliate Non-Voting Membership	26
-------	---------------------------------------	----

ARTICLE XII – LADIES’ AUXILIARIES

1201.	Jurisdiction / Zone Boundaries	26
1202.	Dispute	26
1203.	Liaison Officer	27
1204.	Minutes	27
1205.	Audit	27
1206.	Donations	27
1207.	Funds	27
1209.	Expenditures	28
1210.	Real and Personal Property	28
1211.	Charter	28
1212.	By-Law Amendments	28
1213.	Delegates to Ladies’ Auxiliary Convention	28
1214.	Nominations and Elections	28
1215.	The Term “Branch”	28

ARTICLE XIII – BY-LAWS

1301.	By-Laws	28
1302.	Convention Ratification of Previous By-Law Amendments	28

**THE GENERAL BY-LAWS for Branches
of the
ONTARIO PROVINCIAL COMMAND**

As Amended to June 2022

Commences on Page 28

THE GENERAL BY-LAWS OF THE ONTARIO PROVINCIAL COMMAND

ARTICLE I - INTERPRETATION

Unless otherwise stated within these By-Laws.

101. (1) **ACT.** When referred to herein, the "Act" shall be the Act to Incorporate The Royal Canadian Legion, Statutes of Canada, 1948, and amendments thereto.
- (2) **ADMINISTRATIVE COMMITTEE** shall be the Provincial Administrative Committee of the Ontario Provincial Command.
- (3) **BRANCH** shall be a Branch of The Royal Canadian Legion within the jurisdiction of the Ontario Provincial Command.
- (4) **COMMAND** shall be the Ontario Provincial Command of The Royal Canadian Legion.
- (5) **CONVENTION** shall be the Convention of the Ontario Provincial Command of The Royal Canadian Legion.
- (6) **COUNCIL** shall be the Provincial Executive Council of the Ontario Provincial Command.
- (7) **DISTRICT COUNCIL** shall be a District Executive Council within the jurisdiction of the Ontario Provincial Command.
- (8) **ELECTRONIC COMMUNICATION** shall mean the transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in a verbal or non-verbal manner in whole or in part by wire, radio, electromagnetic, photoelectronic, or photo-optical system and commonly known, but not restricted to emails, text messages, social media messages, or other acceptable means of communication.
- (9) **LADIES' AUXILIARY** shall mean Provincial and local bodies of women who assist and promote the purposes and objects of The Royal Canadian Legion and shall encompass the Ladies' Auxiliary to the Ontario Provincial Command and all of the Auxiliaries to Branches within the Command.
- (10) **LEGION** shall be The Royal Canadian Legion.
- (11) **MEMBER** means a person who has been duly admitted to any of the categories of Membership provided for in The General By-Laws of the Legion, all of which confer equal privilege and standing at all levels without preference.
- (12) **MEMBER IN GOOD STANDING** means a Member who is not under suspension or is not in arrears in payment of dues. However, a Member's rights and privileges may be limited or restricted in circumstances as described in The General By-Laws.
- (13) **SINGULAR** words shall import the plural.
- (14) **TERM OF OFFICE** for Command, District, and Zone Officers shall be from the conclusion of one Provincial Convention to the conclusion of the next Provincial Convention. This Term of Office shall also apply to all Standing Committee Chairs at the aforementioned levels with the exclusion of the Track and Field Chairs, whose term shall be from 1 August to 31 July of the second year.
- (15) **ZONE COUNCIL** shall be a Zone Executive Council within the jurisdiction of the Ontario Provincial Command.

ARTICLE II – ORGANIZATION

201. Command Territory. The Command shall include all Branches within the Province of Ontario east of Longitude 85 degrees west.
202. Real Property. The real property that may be held or acquired by the Command shall be held in the name of the Command.

ARTICLE III – CONVENTION

301. Command Authority. The Convention shall be the supreme authority within the Command.

WHEN HELD

302. The Convention shall be held biennially on a date not later than thirty (30) months after the adjournment of the preceding Convention. A three-year interval may be allowed between Conventions provided the approval of two-thirds of the Members present at a properly convened Meeting of the Council has been attained prior to the date of the next regularly scheduled Convention. In exceptional circumstances, with the consent of Dominion Command, the interval between Conventions may be extended as appropriate.

QUORUM

303. Before a Convention may be opened there shall be present thereat duly accredited representation, including proxies, of at least ten percent (10%) of the Branches in the Command in good standing at the time of such Convention.
304. A quorum for the transaction of business at any Convention shall be the presence on the floor of the Convention chamber of at least twenty-five percent (25%) of the accredited representatives registered for that Convention, provided that if it is shown at any time during the Convention there is not a quorum, the Provincial Chair will adjourn such Convention from time to time for the purpose of obtaining such a quorum.

DELEGATES

305. (1) The Convention shall consist of delegates from Branches within the Command and those other delegates who meet the applicable qualifications as found within these By-Laws.
- (2) For the purpose of determining the number of Accredited Delegates which a Branch shall be entitled to send to the Convention, the Membership strength of a Branch shall be the number of fully paid up Ordinary, Life, Associate, and Affiliate Voting Members carried on the files of Command at the end of the preceding calendar year. Each Branch shall be entitled to certify one (1) Accredited delegate for the first fifty (50) Ordinary, Life, Associate and Affiliate Voting Members or fraction thereof and one (1) for each additional one hundred (100) or fraction thereof, provided that where a Branch has received its charter subsequent to the end of the last preceding calendar year, it shall be entitled to one (1) delegate.
- (3) All current Members of Council, and any Past Provincial President, all of whom are Members in good standing of a Branch within the Command, shall have the standing of an Accredited Delegate at Convention.
- (4) Accredited Delegates shall be entitled to full privileges, including entitlement to vote at Provincial, District, and Zone Conventions.

- (5) Any Ordinary, Life, Associate, or Affiliate Voting Member in good standing shall be an Accredited Delegate, upon being appointed and certified by their Branch as well as Council Members of the level of the Legion at which the Convention is being held.
 - (6) Any Ordinary, Life, Associate, or Affiliate Member in good standing may register as an observer delegate.
306. Every Accredited delegate who presents authorized credentials duly certified by, or on behalf of the Branch, shall be registered with the Committee on Credentials.
307. The Committee on Credentials may also register Guest Delegates.
308. The Command shall not be responsible for expenses of delegates to Conventions, except as stated in Section 606.
309. No delegate shall be registered except on the payment of a registration fee of which amount shall be fixed by the Committee on Arrangements, subject to approval of Council. A delegate may pay by cash or with a Branch cheque covering the single payment of the delegate fee.

CONVENTION COMMITTEES

310. (1) The Provincial President shall appoint the following Convention Committees in sufficient time prior to the assembly of the Convention to enable them to adequately perform their duties:
- (1) A Committee on Arrangements;
 - (2) A Committee on Constitution and Laws;
 - (3) A Committee on Credentials;
 - (4) A Committee on Resolutions;
 - (5) A Committee on Ways and Means.
- (2) Other Convention Committees may be appointed in like manner as may be required.
- (3) The majority of any Committee shall constitute a quorum for the transaction of business.
- (4) All Committee reports shall be presented in writing and signed by the Committee Chair.
- (5) Unless otherwise directed, all Convention Committees shall be deemed to be discharged upon the adjournment of the last session of the Convention.

DUTIES OF COMMITTEES

311. (1) The Committee on Arrangements shall make the necessary arrangements for the holding of the Convention.
- (2) The Committee on Constitution and Laws shall report all proposed amendments of the By-Laws to the Convention.
- (3) (a) The Committee on Credentials shall examine and report upon the credentials filed by delegates.
- Note:** The Provincial Executive Director shall ensure that authorized credential forms are in the hands of all Branch Secretaries not less than three (3) weeks prior to the opening of the Convention.
- (b) Subject to an appeal, the Committee shall be the authority determining the status of every person attending the Convention.
- (4) The Committee on Resolutions shall receive all resolutions for amendment or consolidation and for report to the Convention.

- (5) The Committee on Ways and Means shall examine or cause to be examined the financial standing of the Command and recommend the per capita tax to be paid. The Provincial Treasurer shall be the Chair of this Committee.
- (6) (a) The Office of the Provincial Executive Director shall prepare the Agenda and Convention Procedure Report, subject to the approval of the Provincial President and Provincial Chair respectively, and it shall be contained in the Proceedings Booklet.
- (b) The Agenda shall provide for the presentation of the report of the Constitution and Laws Committee prior to the Nomination of Officers, and for the presentation of the Report of the Ways and Means Committee, prior to the Election of Officers.
- (c) The rules of procedure adopted by the latest Convention shall form an integral part of this By-Law, and when applicable, shall govern at all Meetings of the Command, Council, District, or Zone.

RESOLUTIONS

- 312. (1) Every Branch, Command, and Standing Committee of Command may submit resolutions.
- (2) The Committee on Resolutions shall not be required to consider any resolution received by Command less than one hundred and twelve (112) days prior to the Convention.
- (3) Resolutions received less than one hundred and twelve (112) days prior to the opening date of the Convention shall be referred to the respective Provincial Committee for its comment prior to review and consideration by Council.
- (4) (a) The foregoing sub-section does not preclude the presentation of an emergency resolution, approved by a Branch, and placed before the Convention by an Accredited Delegate, subject to the approval of a two-thirds majority of those in attendance and present on the Convention floor.
- (b) Only those resolutions dealing with matters that require immediate action and which cannot be dealt with by Committee, as noted in Section 312. (3) shall be considered.
- (5) A copy of the proceedings booklet containing all resolutions for the Convention shall be forwarded to each Branch for receipt at least thirty (30) days prior to the Convention.
- (6) Only resolutions that are national in nature and concurred by the Command shall be forwarded to Dominion Command for their consideration and action.
- 313. (1) In the event that any Committee reporting to the Convention does not concur in or does not report on any resolution duly submitted for its consideration, any Accredited Delegate may, subject to the following conditions, request that such resolution emanating from within their own District be presented to the Convention:
 - (a) The request has the support of a majority vote of the caucus from that delegate's District as confirmed by a written certificate to that effect signed by the appropriate District Commander or Chair of the Caucus.
 - (b) The request to introduce such resolution has been submitted in writing on a form provided by Command.
 - (c) The request shall be submitted to the Provincial Chair not later than 12:00 noon on the second business day of the Convention.
- (2) These conditions having been completed; such delegate may present the resolution while resolutions dealing with the general topic with which the resolution is concerned

are before the Convention.

ELECTION OF PROVINCIAL SENIOR ELECTED OFFICERS

314. (1) The Senior Elected Officers, excluding the Immediate Past Provincial President, shall be elected at the Convention.
- (2) An Election Chair shall be appointed by the Provincial President. Chairing of the Convention shall be periodically turned over to the Election Chair, when necessary, to conduct Nominations for and Elections of the Officers of the Command.
315. The procedure of election as referred to in Subsection 314. (1) shall be as follows:
- (1) Oral nominations shall be made by Accredited Delegates from the floor of the Convention for each elective Office in the Order of Precedence as found in Subsection 601. (1) of these By-Laws.
- (2) The Election Chair shall canvas each Nominee prior to the Election respecting their intent to stand for the subject Office.
- (3) The qualifications of each Nominee may be presented, at the will of the Convention, to a maximum time as set by the Election Chair.
- (4) All Nominees defeated for a superior Office to that for which they are running shall be automatically nominated for the next subordinate Office. This provision shall not apply to the Offices of Provincial Chair and Provincial Treasurer.

VOTING AND PROXIES

316. Other than on a ballot vote, delegates to the Convention shall have one (1) vote each.
317. (1) Any delegate, accredited by the Branch of which they are a Member, may carry, in addition to their own credentials, up to four (4) credentials from the Branch of which they are a Member, or any other Branch or Branches within the Command.
- (2) A Member may be a delegate of another Branch within the Command but may not carry proxies.
318. Proxies must be registered at the opening of the Convention and may only be used when an election ballot vote is required.
319. Every proxy, to be valid, shall include a credential certificate naming the delegate entitled to register such proxy.
320. Except for election of Officers, voting at the Convention shall be by a voice or standing vote (unless a vote by ballot is directed by the Provincial Chair, or if demanded by at least twenty percent (20%) of the delegates on the floor of the Convention), and such vote shall not include proxy votes.
321. (1) When balloting is for the election of a single Office, the Candidate receiving the majority of the votes cast shall be elected.
- (2) If no candidate receives a majority of the total votes cast on the first ballot, a second ballot shall be held, deleting the name of the candidate receiving the least number of votes on the first ballot.
322. (1) When balloting is for the election of three (3) Provincial Vice-Presidents, delegates may vote for up to three (3) names on a single ballot form.
- (2) A person may not vote more than once on the ballot for any candidate.
- (3) The ballots shall be in a form approved by the Command.

- (4) Ballots not marked in conformity to this section shall not be counted.
- (5) The candidates receiving a majority of the ballots cast shall be elected.
- (6) If one or more but not all candidates receive a majority on the first ballot, a second ballot shall be held for the Offices remaining unfilled.
- (7) Whenever on any ballot no candidate is elected, the name of the candidate who received the lowest number of votes shall be deleted from subsequent ballots provided that:
 - (a) If the total of the votes received by the two (2) with the lowest number of votes is less than the votes received by the candidate with the next lowest number of votes, the names of the two (2) with the lowest number of votes shall be deleted from subsequent ballots; and
 - (b) Similarly, if the three (3) candidates having the lowest number of votes do not have a total vote equal to that of the candidate having the next lowest number of votes, their names shall be deleted from subsequent ballots.

DOMINION EXECUTIVE COUNCIL REPRESENTATIVES

- 323. The Provincial President shall be the representative on the Dominion Executive Council. If the Command shall become entitled to additional representatives on the Dominion Executive Council, such additional representatives shall be appointed by the Administrative Committee.
- 324. In the absence or disability of the Provincial President, the Provincial First Vice-President shall, for the time being, be the representative on the Dominion Executive Council.

ANNUAL GENERAL MEETING

- 325. (1) An Annual General Meeting shall be held on the date of and during the Council Meeting in each off-Convention year and it shall assume a separate and distinct entity during the course of the primary Meeting.
- (2) The minimum agenda of the Meeting shall be as follows:
 - (a) Presentation of the Audited Financial Statements.
 - (b) Approval of the Auditors.
- (3) Members wishing to make comment or raise questions on any Agenda Item may do so by written submission to Command for consideration at the Meeting, if received no later than thirty (30) days prior to the Meeting.
- (4) A quorum for the Meeting shall be fifteen (15) Members of The Royal Canadian Legion who must be Members in good standing of a Branch within the jurisdiction of the Command.

NOTICE OF ANNUAL GENERAL MEETING

- 326. (1) Notice shall be distributed to all Branches within the Command not more than ninety (90) days and not less than thirty (30) days before the Annual General Meeting via an All-Branch Mailing.
- (2) The Notice shall contain the following information respecting the Annual General Meeting:
 - (a) A compliance statement re the Canada Not-for-Profit Corporations Act requiring the call of the Meeting.

- (b) The date, time, and location.
 - (c) The Meeting Agenda.
 - (d) The Command address for receipt of written submissions from Members.
 - (e) The Command Website address for the reference of Annual General Meeting documentation.
- (3) Documentation pertaining to the Annual General Meeting shall be available on the Command website (www.on.legion.ca) at least twenty-one (21) days prior to the Meeting or upon written request received at Command at least fourteen (14) days prior to the Meeting from a Member who has enclosed a self-addressed stamped envelope.

ARTICLE IV - PROVINCIAL EXECUTIVE COUNCIL

401. (1) The composition of the Council is noted hereunder:

Senior Elected Officers;
 District Commanders;
 Deputy District Commanders;
 Zone Commanders;
 Appointed representatives to the Dominion Executive Council;
 All Standing Committee Chairs of the Command.

(2) The Council may by resolution, certify Branches of such additional Special Sections, as may be established by Dominion Command from time to time and when a Branch or Branches of such Special Section have been certified within the Command, that Special Section shall be represented by an additional Member on the Council.

DUTIES OF COUNCIL

402. The Council shall have the power to perform and carry to completion work entrusted to it by the last Convention or this By-Law, to fill all elective vacancies between Conventions, to supply any omissions of the Convention and generally to carry on the business of the Command in any manner not inconsistent with the expressed will of the Convention.

403. The Provincial Treasurer, or such other Officers as authorized by the Council, shall countersign all cheques issued and all promissory notes, bills of exchange and other instruments involving any liability of the Command.

404. Any Officer or employee handling funds of the Command shall be adequately bonded.

COUNCIL MEETINGS

405. (1) At least one Meeting of the Council shall be held each year.

(2) A majority of the Members of the Council shall form a quorum.

(3) Only Members of the Council shall have the right to make or second motions, make nominations, or vote at Meetings.

(4) The Council shall not be obliged to admit any person other than its Members to its deliberations.

(5) The Minutes of all Council Meetings shall be mailed forthwith to the Members of Council.

ARTICLE V - COMMITTEES

ADMINISTRATIVE COMMITTEE

501. The Administrative Committee shall consist of the Senior Elected Officers, District

Commanders, and the Dominion Council Representative(s).

502. (1) The Administrative Committee shall have the power to hold Meetings, transact business and carry out the duties between Meetings of the Council.
- (2) The minutes of all Meetings of the Administrative Committee shall be forwarded, as soon as practicable, to the Members of Council for their knowledge and consideration at their next Meeting.

PROVINCIAL COMMITTEES AND STANDALONE POSITIONS

503. (1) The Provincial President shall appoint the following, as required, for ratification by the Administrative Committee at its first Meeting after the Convention:

(a) Standing Committee Chairs:

- (i) Bursary;
- (ii) Constitution and Laws;
- (iii) Finance;
- (iv) Homeless Veterans Program;
- (v) Honours and Awards;
- (vi) Leadership Development;
- (vii) Membership;
- (viii) Military Service Recognition Book
- (ix) Poppy;
- (x) Property;
- (xi) Public Relations;
- (xii) Resolutions;
- (xiii) Sports;
- (xiv) Track and Field;
- (xv) Veterans Services / Legion Seniors;
- (xvi) Youth Education.

(b) Standalone Positions:

- (i) Cadet Corps Liaison Officer;
- (ii) Charitable Foundation President;
- (iii) Information Bulletin Editor;
- (iv) Ontario Correspondent;
- (v) Veterans Services / Legion Seniors Vice-Chair.

(2) Any recommendation and/or motion arising from the Meeting Minutes and/or Reports of the above Standing Committees and Standalone Positions requiring the approval of the Administrative Committee, Council, or Convention shall be presented to the appropriate forum for such approval.

(3) A Branch Advisory Committee shall:

- (a) Be activated under the authority of the Provincial President if the receipt of an appeal for counsel regarding a Branch's financial and/or administrative matters provides sufficient merit to justify such action.
- (b) Have its activities coordinated under the oversight of the Provincial President who shall be the recipient of all reports requested and required respecting the activities and recommendations arising from any such Committee.
- (c) Be composed of the District Commander, Deputy District Commander(s), Zone Commander, and Deputy Zone Commander(s) of the respective District and Zone

in which the subject Branch is located. Further, the District Commander shall appoint a minimum of two (2) additional Members who possess special expertise in Branch Operations and financial matters to provide advisory assistance when extra assistance is required in a particular Branch.

- (4) The Finance Committee shall be comprised of the Senior Elected Officers.
 - (5) Where a Complaint is lodged against a current or former Provincial Standing Committee Chair, or a current or former Provincial Chair of any other Provincial Committee, or a Member currently or formerly holding a Provincial Standalone Position, and where it relates to an alleged offence arising out of their duties while serving or having served in that capacity, the Member shall be considered an Officer for the purposes of the application of the provisions of Article III of The General By-Laws of the Legion.
504. (1) Other Committees and Standalone Positions may be appointed by the Provincial President, as required, and they shall only become effective upon the ratification by the Administrative Committee.
- (2) The mandate of any such Committee or Standalone Position will cease upon the conclusion of the current Term of Office in which the appointment was made unless such Committee or Standalone Position is converted to standing status through its inclusion as an amendment to the appropriate Section of these By-Laws.

FINANCIAL EXPENDITURE LIMIT

505. Any expenditure in excess of twenty thousand dollars (\$20,000.00) approved by the Convention floor shall be referred to the incoming Finance Committee and the Administrative Committee for their consideration, prior to any such expenditure being made by the Command.

ARTICLE VI – SENIOR ELECTED OFFICERS

SENIOR ELECTED OFFICERS

601. The Senior Elected Officers of the Command and their order of precedence shall be:

Provincial President;
Immediate Past Provincial President;
Provincial First Vice-President;
Provincial Vice-Presidents (3);
Provincial Treasurer;
Provincial Chair;
Provincial Vice-Chair.

POWERS AND DUTIES

602. (1) Every Officer of the Command shall hold Office until their successor is elected or appointed or until lawfully deprived of their Office or until the Office is abolished.
- (2) The Provincial President shall be a Member ex-officio of all Committees under the direct authority of the Council and may delegate such representation to any Senior Elected Officer.
 - (3) The Provincial President shall preside at the opening and closing of all Conventions and Meetings of Council, and shall exercise a general supervision and control over the Officers, Members, and business of the Command.
 - (4) The Provincial President shall call all Conventions and Meetings of Council as provided

herein, or in The General By-Laws of the Legion, and shall transact such other business as may pertain to their Office.

- (5) In the absence or disability of the Provincial President, all vested rights and powers shall, for the time being, be vested in the Provincial First Vice-President. In the absence or disability of the Provincial President and Provincial First Vice-President, all of the aforesaid rights and powers shall for the time being, be vested in a Provincial Vice-President appointed by the Administrative Committee for that purpose.
- (6) The Provincial Chair shall preside over the debate and transaction of business of the Convention, Administrative Committee Meetings, and Council Meetings. The Provincial Vice-Chair shall assume these duties in the absence of, or at the request of the Provincial Chair.

603. The Provincial Treasurer shall:

- (1) Ensure that all funds received by the Command are deposited in the appropriate account.
- (2) Ensure that an accurate and true account is maintained of all monies received or paid out by the Command, and that a complete record is kept of all financial transactions of each department of the Command and produced whenever required by an appropriate authority.
- (3) Scrutinize all Command expenditures and initiate enquiries, where necessary, to ensure that at all times the complete information respecting all financial matters pertaining to the Command is available.
- (4) Properly supervise all financial matters at all times and together with the Finance Committee; with input from the Provincial Executive Director, Provincial Assistant Executive Director, and Command Accountant; prepare an annual budget covering all financial activities of the Command.
- (5) Present quarterly, to the Members of the Administrative Committee, a statement of the actual expenditures in relation to the budget and draw attention to any actual or anticipated expenditure in excess of the amount included in the budget for that specific purpose.
- (6) Report to the Administrative Committee all financial matters which are felt necessary to be brought to their attention, and present further reports as directed by the said Committee.
- (7) Ensure that an audited financial statement of the Command shall be furnished to all Branches annually.

604. Meetings of the Council and the Administrative Committee shall be called by the Provincial Executive Director at the direction of the Provincial President or a majority of the Senior Elected Officers.

605. In addition to the duties prescribed by the Act, The General By-Laws of the Legion and as provided by this By-Law, the Officers of the Command shall perform such services as may pertain to their several Offices and as may be determined by the Council.

EXPENSES

606. Members of the Council, employees of the Command and other persons when duly authorized, shall be entitled to reimbursement of expenses incurred when attending Conventions, Meetings of the Council or when otherwise engaged upon the business of the Legion within their jurisdiction and as may be approved by the Administrative Committee.

VACANCIES

607. (1) In the event of the resignation, death, or incapacity of the Provincial President, the office shall be succeeded by the Provincial First Vice-President.
- (2) In the event of the resignation, succession to the Provincial Presidency, death, or permanent incapacity of the Provincial First Vice-President, the succession to this Office will be open to the three (3) Provincial Vice-Presidents.
- (3) The Provincial Chair shall ascertain which of the three (3) Provincial Vice-Presidents aspire to be a candidate for the vacant Office of Provincial First Vice-President, and shall conduct a vote, if necessary, of the Council, to determine which Provincial Vice-President shall succeed to this Office.
- (4) The Provincial Vice-President receiving the greatest number of votes shall be elected as the Provincial First Vice-President. In the event of a tie, the Provincial Vice-President receiving the least number of votes shall be eliminated and another vote shall be taken.
- (5) Whenever a vacancy occurs among the three (3) Provincial Vice-Presidents for any reason, including election to higher Office, the Council shall fill the vacancy by electing, from its Members, a new Provincial Vice-President.
- (6) In the event of a vacancy occurring in the Office of Provincial Chair, the Provincial Vice-Chair shall succeed to the Office of Provincial Chair.
- (7) If a vacancy occurs in the Office of the Provincial Treasurer or Provincial Vice-Chair, the Provincial President shall recommend a successor to fill the Office, for the remainder of the term, to the Administrative Committee for approval, and such appointment shall be subject to confirmation by the Council at its next Meeting, if appropriate.
- (8) Notwithstanding the foregoing, if a vacancy should occur in the Office of a Provincial Vice-President, or the Provincial Vice-Chair within nine (9) months of the next Convention, such Office may be left vacant upon the recommendation of the Provincial President to the Administrative Committee for approval, and subject to confirmation by the Council at its next Meeting, if appropriate.
- (9) In the event of the death, resignation, or inability to act of the Immediate Past Provincial President, the Provincial President shall recommend a Past Provincial President to fill the vacancy, for the remainder of the term, to the Administrative Committee for approval, and such appointment shall be subject to confirmation by the Council at its next Meeting, if appropriate.

EMPLOYEES

608. The Provincial Executive Director and the Provincial Assistant Executive Director shall be appointed by and be under the control of the Administrative Committee.

ARTICLE VII – DISTRICTS

ORGANIZATION

701. (1) The Command shall be organized into such Districts as the Command may from time to time determine.
- (2) The District is subject to the jurisdiction of the Command.
- (3) The District shall embrace all Branches within its territorial limits as set forth by the Command.

DISTRICT CONVENTIONS

702. (1) The District Convention shall consist of delegates from Branches within the District and in addition, the Members of the District Council.
- (2) For the purpose of determining the number of Accredited Delegates which a Branch shall be entitled to send to the Convention, the Membership strength of a Branch shall be the number of fully paid-up voting Members carried on the files of the Command at the end of the preceding calendar year. Each Branch shall be entitled to certify one (1) Accredited Delegate for the first fifty (50) voting Members or fraction thereof and one (1) for each additional one hundred (100) voting Members or fraction thereof.
- (3) Each District shall hold a District Convention prior to the next Provincial Convention for the purpose of electing District Officers for the ensuing term, provided that such District Convention may also deal with other business.
- (4) A maximum of two (2) District Conventions shall be held annually at the request of the District Commander or District Council, at Command expense, provided at least one (1) District Convention is held each year.

LEVY

703. The Command may authorize a District Convention to raise a per capita levy on each Branch within the said District jurisdiction to meet such expenditures as may be authorized by the District Council.

OFFICERS

704. The following District Officers shall be elected by ballot and the procedure outlined for District Conventions shall apply:
- (1) District Commander;
Deputy District Commander(s).
- (2) A District Sports Officer may be elected by ballot or appointed by the District Commander.
- (3) District Officers shall be installed prior to the next Provincial Convention, and they shall assume their official duties immediately upon the conclusion of the next Provincial Convention.
- (4) To be eligible to be elected District Commander or Deputy District Commander, a Member must be a voting Member in good standing in a Branch within the District. They must either be in attendance at the District Convention or have signified in writing their willingness to stand for such Office. In addition, they must be a Branch President or Past President or have served not less than one (1) year on a Zone, District, or Provincial Council.

DUTIES

705. (1) The District Commander may be the Chair of the District Council and shall exercise general supervision over Zones and Branches within the District so that harmonious relations may be maintained.
- (2) The District Commander shall appoint a District Secretary and a District Treasurer, or a District Secretary-Treasurer, whose duties shall be to keep accurate records of all activities and proceedings associated with their Office and perform such other duties as may be directed by the District Commander and/or the District Convention.
- (3) The District Commander shall be authorized to make any necessary adjustment in the

Zone boundaries subject to the approval of the Command and only after receiving the consensus of the District through a Meeting and vote of the District Council, Zone Commanders, Deputy Zone Commanders, and Branch Presidents.

- (4) The Deputy District Commander(s) shall assist in the performance of the duties associated with the District Commander, and in the absence or disability of the District Commander, all the rights and powers pertaining to the administration of the District and vested in the District Commander, shall for the time being, be vested in the appropriate Deputy District Commander, as ratified by the District Council, if necessary.

VACANCIES

706. (1) In the event of a vacancy occurring in the Office of District Commander, the appropriate Deputy District Commander shall succeed to the vacant Office, and a successor for the vacant Office of Deputy District Commander, for the remainder of the term, shall be recommended by the District Commander to the District Council for approval, provided that no other provision is applicable as found herein. Any such appointment shall be subject to confirmation at the next District Convention, if appropriate.
- (2) (a) In the case of a District which has two (2) Deputy District Commanders elected simultaneously, the District Council shall appoint one (1) of them to succeed to the vacant Office of District Commander for the remainder of the term, and such appointment shall be subject to confirmation at the next District Convention, if appropriate; or
- (b) In the case of a District which has two (2) Deputy District Commanders elected on separate ballots, the Deputy District Commander designated as First shall succeed to the Office of District Commander for the remainder of the term, and the Deputy District Commander designated as Second shall succeed to the Office of First Deputy District Commander for the remainder of the term.
- (c) The District Commander shall recommend a successor, for the remainder of the term, to the District Council for approval respecting a vacancy created by the application of either of the above provisions, and such appointment shall be subject to confirmation at the next District Convention, if appropriate.
- (3) In the event of the death, resignation, or inability to act of the Immediate Past District Commander, the District Commander shall appoint, for approval by District Council, a Past District Commander to fill the vacancy for the remainder of the term.

DISTRICT COUNCIL

707. (1) The District Council shall consist of the following:

District Commander;
Immediate Past District Commander;
Deputy District Commander(s);
All Zone Commanders in the District or their deputies;
District Chair; *(if appointed)*
District Secretary; *(if unpaid)*
District Treasurer; *(if unpaid)*
District Secretary-Treasurer. *(if applicable and unpaid)*

Chairs of the following Committees who shall be appointed by the District Commander:

- (1) Honours and Awards;
- (2) Leadership Development;

- (3) Membership;
- (4) Poppy;
- (5) Public Relations;
- (6) Sports; (*may be elected*)
- (7) Track and Field;
- (8) Veterans Services / Seniors;
- (9) Youth Education.

All Senior Elected Officers, Provincial Standing Committee Chairs, and the Special Section Representative who are Members of a Branch within the District.

Officers and voting Members as the District Convention may determine.

- (2) It shall be the duty of the District Council to assist and advise the District Commander in the administration of the District.
- (3) (a) A maximum of two (2) District Council Meetings shall be held annually in conjunction with, or prior to, the District Convention(s), at Command expense. (A District Council Meeting shall be permitted immediately following the Provincial Convention).
- (b) The Meeting shall be held at the call of the District Commander or by the District Secretary, on receipt of a written request, signed by a majority of the District Council. A majority of the District Council shall form a quorum.
- (4) The District Officers and Members of the District Council shall serve without remuneration.
- (5) The District Council may set any remuneration for the District Secretary, District Treasurer, or District Secretary-Treasurer and such District Officer(s), if paid, shall not be a Member of the District Council.

ARTICLE VIII - ZONES

ORGANIZATION

- 801. (1) The District shall be organized into such Zones as the District Council may determine subject to the approval of the Command.
- (2) The Zone is subject to the jurisdiction of the District.
- (3) The Zone is composed of all Branches within its territorial limits as set forth by the District.

ZONE CONVENTIONS

- 802. (1) The Zone Convention shall consist of delegates from Branches within the Zone and the Members of the Zone Council.
- (2) For the purpose of determining the number of Accredited Delegates which a Branch shall be entitled to send to the Zone Convention, the Membership strength of a Branch shall be the number of fully paid-up voting Members carried on the files of the Command at the end of the preceding calendar year. Each Branch shall be entitled to certify one (1) Accredited Delegate for the first fifty (50) voting Members or fraction thereof and one (1) for each additional one hundred (100) voting Members or fraction thereof.
- (3) Each Zone shall hold a Zone Convention at least fifteen (15) days prior to the next District Convention for the purpose of electing Zone Officers for the ensuing term, provided that such Zone Convention may also deal with other business.

- (4) A maximum of two (2) Zone Conventions shall be held annually at the request of the Zone Commander or Zone Council at Command expense, provided at least one (1) Zone Convention is held each year.

LEVY

803. The Command may authorize a Zone Convention to raise a per capita levy on each Branch within the said Zone jurisdiction to meet such expenditures as may be authorized by the Zone Council.

OFFICERS

804. (1) The following Zone Officers shall be elected by ballot and the procedure outlined for Conventions shall apply:
Zone Commander;
Deputy Zone Commander(s).
- (2) A Zone Sports Officer may be elected by ballot or appointed by the Zone Commander.
- (3) Zone Officers shall be installed prior to the next Provincial Convention and shall assume their official duties immediately upon the conclusion of the next Provincial Convention.
- (4) To be eligible to be elected Zone or Deputy Zone Commander, a Member must be a voting Member in good standing in a Branch within the Zone. They must be either in attendance at the Zone Convention or have signified in writing their willingness to stand for such Office. In addition, they must be a Branch President or Past President, or a Branch Executive Committee Member, or have served not less than one (1) year on a Zone, District, or Provincial Council.

DUTIES

805. (1) The Zone Commander may be the Chair of the Zone Council. The Zone Commander shall exercise general supervision over Branches within the Zone so that the Branches may maintain harmonious relations within their communities. They shall advise Branches in matters relating to finance and ensure that all appeals for financial support directed to the general public by Branches in their Zone are conducted so as to further the best interests of the Legion. They shall visit each Branch annually.
- (2) The Zone Commander shall appoint a Zone Secretary and a Zone Treasurer or a Zone Secretary-Treasurer whose duties shall be to keep accurate records of all activities and proceedings associated with their Office and perform such other duties as may be directed by the Zone Commander and/or the Zone Convention.
- (3) The Deputy Zone Commander(s) shall assist in the performance of the duties associated with the Zone Commander, and in the absence or disability of the Zone Commander, all the rights and powers pertaining to the administration of the Zone and vested in the Zone Commander shall, for the time being, be vested in the appropriate Deputy Zone Commander, as ratified by the Zone Council, if necessary.

VACANCIES

806. (1) In the event of a vacancy occurring in the Office of Zone Commander, the appropriate Deputy Zone Commander shall succeed to the vacant Office, and a successor for the vacant Office of Deputy Zone Commander, for the remainder of the term, shall be recommended by the Zone Commander to the Zone Council for approval provided that no other provision is applicable as found herein. Any such appointment shall be subject to confirmation at the next Zone Convention, if appropriate.

- (2) (a) In the case of a Zone which has two (2) Deputy Zone Commanders elected simultaneously, the Zone Council shall appoint one (1) of them to succeed to the vacant Office of Zone Commander for the remainder of the term, and such appointment shall be subject to confirmation at the next Zone Convention, if appropriate; or
 - (b) In the case of a Zone which has two (2) Deputy Zone Commanders elected on separate ballots, the Deputy Zone Commander designated as First shall succeed to the Office of Zone Commander for the remainder of the term, and the Deputy Zone Commander designated as Second shall succeed to the Office of First Deputy Zone Commander for the remainder of the term.
 - (c) The Zone Commander shall recommend a successor, for the remainder of the term, to the Zone Council for approval respecting a vacancy created by the application of either of the above provisions, and such appointment shall be subject to confirmation at the next Zone Convention, if appropriate.
- (3) In the event of the death, resignation, or inability to act of the Immediate Past Zone Commander, the Zone Commander shall appoint, for approval by Zone Council, a Past Zone Commander to fill the vacancy for the remainder of the term.

ZONE COUNCIL

807. (1) The Zone Council shall consist of:

Zone Commander;
 Immediate Past Zone Commander;
 Deputy Zone Commander(s);
 Presidents of all Branches in the Zone or such alternate representation as the Zone Convention may determine;
 Zone Chair; *(if appointed)*
 Zone Secretary; *(if unpaid)*
 Zone Treasurer; *(if unpaid)*
 Zone Secretary-Treasurer. *(if applicable and unpaid)*

Chairs of the following Zone Committees who shall be appointed by the Zone Commander:

- (1) Leadership Development;
- (2) Legion Seniors Program;
- (3) Membership;
- (4) Poppy;
- (5) Public Relations;
- (6) Sports; *(may be elected)*
- (7) Track and Field;
- (8) Veterans Services;
- (9) Youth Education.

All District Officers and District Standing Committee Chairs who are Members of a Branch within the Zone.

Officers and voting Members as the Zone Convention may determine.

- (2) It shall be the duty of the Zone Council to assist and advise the Zone Commander in the administration of the Zone.
- (3) (a) A maximum of two (2) Zone Council Meetings shall be held annually, in conjunction

with, or prior to the Zone Convention(s), at Command expense.

- (b) The Meeting shall be held at the call of the Zone Commander or by the Secretary on receipt of a written request signed by a majority of the Zone Council. A majority of Zone Council shall form a quorum.
- (4) A maximum of two (2) visits by a Zone Commander to a Branch will be allowed annually within the Zone, at Command expense, unless otherwise directed through the Office of the Provincial President, other than the annual visit.
- (5) In the event of a dispute relating to Branch territory between Branches in a Zone, the matter shall be decided by the Zone Council.
- (6) The Zone Officers and Members of the Zone Council shall serve without remuneration.
- (7) The Zone Council may set any remuneration for the Zone Secretary, Zone Treasurer, or Zone Secretary-Treasurer and such Zone Officer(s) if paid, shall not be a Member of the Zone Council.

ARTICLE IX – BRANCHES

901. The standard Branch By-Laws referred to in Section 513 of The General By-Laws of the Legion appear herein as an appendix titled 'The General By-Laws for Branches', and shall form an integral part of The General By-Laws of Command.

BRANCH REGULATIONS

902. (1) A Branch shall prepare and maintain its own Branch Regulations in reference to those permitted circumstances as noted in The General By-Laws for Branches.
- (2) (a) The creation or amendment of any Branch Regulation shall be the subject of a motion of which notice shall have been given at the previous Meeting of the Branch. Such Notice of Motion shall state the wording of the proposed addition or amendment and shall be dated and signed by the voting Member presenting same.
 - (b) The President, or their designate, shall act on behalf of the Executive Committee respecting any proposal originating from the said Committee which falls under the provisions of this section.
 - (c) A motion to create or amend the Branch Regulations must receive the approval of at least two-thirds of the voting Members present at the Meeting of the Branch to become effective.
 - (d) Any Branch Regulation may only be amended once during any Term of Office.
903. (1) All Branches shall submit the required copies of their Amended Branch Regulations to Command for review and certification at the end of the calendar year in which additions or amendments have been made to the document. Should a Branch not make any additions or amendments during the specified time, they will not be required to submit copies of their Branch Regulations to Command for certification.
- (2) Any Branch making an addition or amendment to their Branch Regulations shall within one (1) month of the approval by the Branch forward the required copies of each document used in the said process to Command for review and certification.

TRUSTEES

904. Branches cannot elect or appoint a Board of Trustees to manage the affairs of the Branch or to hold in trust any real property that may be held or acquired by a Branch.

REAL PROPERTY

905. The real property that may be held or acquired by any Branch shall be held in the name of such Branch.

PER CAPITA TAX

906. Each Branch shall remit per capita tax as levied from time to time by either a Dominion or Provincial Convention to Dominion or Provincial Command, respectively.

FISCAL YEAR

907. The fiscal year for Branches and the Command shall be the 1st day of June to the 31st day of May of the following year except for Poppy Trust Funds which shall commence on the 1st day of January and terminate on the 31st day of December in each calendar year.

ANNUAL GENERAL MEETING

908. Every Branch shall declare in its Branch Regulations:

- (a) When the Annual General Meeting for the presentation of reports from the Senior Elected Officers and Committees will take place.
- (b) When the Annual or Biennial Election of Offices and Executive Committee Members will take place.

QUALIFICATION TO HOLD OFFICE

909. (1) Only Ordinary, Life, Associate, and Affiliate Voting Members in good standing shall have the right to vote or hold Office at any level of the Legion.
- (2) No Member who is a full-time, regular part-time or elect-to-work employee of any Branch, or Command, or any organization thereof, who receives directly or indirectly any salary or wages for or on account of any service rendered to the Branch or Command or organization thereof, shall hold any Executive position in the Legion.
 - (3) If an employee is successful in their bid for Office, they must resign their paid position before their Term of Office can commence.
 - (4) No Member shall hold more than one (1) elected Office at the same level. Further, if a Secretary, Treasurer or Secretary-Treasurer is appointed, a senior elected Officer (President or Vice-President) shall not hold that Office.
 - (5) The Executive position of Ladies' Auxiliary Liaison Officer shall not be held by the Branch President, and where possible, should not be held by a Member of the Ladies' Auxiliary.
 - (6) No Member shall simultaneously hold the positions of Branch President and President of the Ladies' Auxiliary to the Branch.

NOMINATIONS AND ELECTIONS

910. (1) (a) A Branch may, by Branch Regulation, hold an advance poll on the date of the election and set the desired start time at any hour between the hours of 9:00 a.m. and the commencement of the Election Meeting.
- (b) If an advance poll is held, nominations shall not be re-opened at the Election Meeting. The candidate receiving the highest number of votes shall be declared elected.
- (2) At elections where no advance poll has been held, nominations for Branch Offices may be re-opened at the Election Meeting.

- (3) The voting for election of Branch President and Branch Vice-Presidents shall be by ballot except in cases of acclamation. In order to be elected to Office, a candidate must receive a majority of the total ballots cast and if there are more than two (2) candidates and none receives the required majority, the candidate receiving the least number of votes shall be withdrawn from the election and the voting shall continue until one (1) candidate receives the required majority.
- (4) The Election Chair, upon the report of the Chief Scrutineer for such elections, shall report to the Meeting after each vote, the total ballots cast, the number of spoiled ballots, if any, the name of the successful candidate or, if no candidate has received the required majority, the name of the candidate who received the least number of votes.
- (5) All polling at an Election Meeting must be continuous and completed on the date of the election. An Election Meeting shall not be adjourned to the next or subsequent days to permit further balloting.

TERM OF OFFICE

911. (1) Elected Members shall assume Office on June 1st and the Term of Office shall be from June 1st of the election year to May 31st of the following year for a one (1) year term or to May 31st of the second following year if the Term of Office is for two (2) years by an approved Branch Regulation. This Term of Office shall also apply to all Standing Committee Chairs, with the exclusion of the Track and Field Chair, whose term shall commence on 1 August and end 31 July of the year in which the applicable Branch term ends.
- (2) All Members elected or appointed to an Office shall be installed in accordance with the Ritual found in the current edition of the Ritual, Awards and Protocol Manual before the date they assume Office.
- (3) Any duly approved change by a Branch to its Term of Office will only take effect upon the expiration of the present Term of Office of that Branch.

VACANCIES

912. (1) Where a Branch has three (3) Vice-Presidents and a vacancy occurs in the Office of President or First Vice-President or Second Vice-President, the next ranking Vice-President shall succeed to the vacant Office and where a vacancy is created by such elevation, the next ranking Vice-President shall succeed to that Office. A Vice-President who succeeds to a higher Office in accordance with this provision shall hold their new Office until the next election of Branch Officers.
- (2) In the event of a vacancy occurring in the Office of Third Vice-President or Executive Member, the Branch President shall fill such vacancy by appointment, such appointment to be subject to confirmation by the Membership of the Branch at its next General Meeting.
- (3) Where a Branch has two (2) Vice-Presidents, then the procedure outlined in the aforementioned paragraph, shall apply to a vacancy in the Office of Second Vice-President.
- (4) In the event of the death, resignation, or inability to act of the Immediate Past Branch President, the Branch President shall appoint, for approval by the Executive Committee, a former Branch President to fill the vacancy for the remainder of the term.
- (5) Any request by a Member of the Executive Committee for a Leave of Absence in excess of one (1) month must be approved by the Executive Committee and ratified at the next

General Meeting. Such Leave of Absence shall not be for a period longer than three (3) months unless a supplemental request has been received and approved as noted above prior to the expiry date of the initial request.

- (6) Any Member of the Executive Committee, who fails to attend a set number of Meetings, as prescribed in The General By-Laws for Branches, shall be considered to have abandoned their position.

BRANCH EXECUTIVE COMMITTEE

913. (1) Each Branch shall appoint the following Chairs who shall be Members of the Executive Committee of the Branch and shall be the official recipients of all correspondence relating to their respective Committees:

Leadership Development;
Legion Seniors;
Membership;
Poppy;
Public Relations;
Sports;
Track and Field;
Veterans Services;
Youth Education.

914. Branch Executive Committees shall exercise complete autonomy over the business operation of licensed premises insofar as the regulations of the Alcohol and Gaming Commission of Ontario may permit.
915. Insofar as it may relate to the operations of the functions of the Branch and subject to the control of the General, Special General, or Annual General Meetings, the Executive Committee shall have all of the power of the Branch except the appointment of the Parties completing the Financial Review; the amendment of the Branch Regulations; or the amendment of the Branch Clubhouse Rules.

BRANCH RECORDS

916. The Executive Committee shall meet at least monthly, on a day to be fixed by the Committee or at the call of the Branch President for the passing of accounts, the transaction of current business, the examination and discussion of any suggestions made to it, for the general welfare of the Branch or Legion and such other business as may be introduced.
917. Each Branch shall conduct its business and keep its records in one (1) of the two (2) official languages.

NOTIFICATIONS RE MEETINGS OF THE BRANCH

918. (1) A Meeting Notification shall be communicated to every Member of the Branch in good standing for receipt at least seven (7) days in advance of each General Meeting and Annual General Meeting, if scheduled for a day and time other than that specified in their Branch Regulations.
- (2) A Meeting Notification shall be communicated to every Member of the Branch in good standing for receipt at least fourteen (14) days in advance of any General Meeting held or Special General Meeting called to discuss mortgaging, leasing, or conveying of Branch real property.
- (3) A Meeting Notification shall be communicated to every Member of the Branch in good standing for receipt at least seven (7) days in advance of any Special General Meeting

called to discuss matters other than mortgaging, leasing, or conveying of Branch real property.

- (4) A Meeting Notification required under these, or any other provision of The General By-Laws, shall be communicated to all Members entitled to attend the subject Meeting via one (1) of the following methods.
 - (a) By personal hand delivery; or
 - (b) By Canada Post, or another courier service; or
 - (c) Personal delivery to the Member's last known address; or
 - (d) By electronic communication.
- (5) Each Meeting Notification shall include the following items:
 - (a) The date, time, and location of the Meeting.
 - (b) The purpose of the Meeting.
 - (c) The Section(s) of The General By-Laws applicable to the call and distribution of same.
- (6) The Branch shall maintain a copy of each Meeting Notification and a record of the method by which each Member was duly notified respecting same.
- (7) Each Branch Member shall:
 - (a) Notify their Branch in writing of the method(s) by which they wish to receive Meeting Notifications.
 - (b) Provide their personal postal mailing address to their Branch and ensure that the information is kept current.
 - (c) Provide their current electronic contact information to their Branch, should they wish to receive any or all Meeting Notifications via this means.
 - (d) Activate 'to follow' or subscribe to any social media facility provided by their Branch, should they wish to receive any or all Meeting Notifications via this means.
- (8) All reasonable means and efforts must be made by the Branch to notify all Members when any scheduled Meeting of the Branch is cancelled and/or rescheduled due to exigent circumstances and the required Meeting Notification cannot be completed by the prescribed means and within the time periods contained herein.

POPPY

919. (1) If a Branch fails to submit a Branch Status Report Poppy Trust Fund to Command by the 31st day of January each year covering its activities and disbursements in the preceding calendar year, it shall forfeit the right to hold future Poppy Campaigns.
- (2) If a Branch uses any products in its Poppy Campaign that have not been manufactured by an approved supplier, it shall, at the discretion of the Provincial President, forfeit the right to hold future Poppy Campaigns.
- (3) A Branch which has forfeited the right to hold a Poppy Campaign in accordance with the foregoing, may appeal such action to the Administrative Committee.

POPPY TRUST FUND COMMITTEE

920. Each Branch, or group of Branches, if conducting a joint Poppy Campaign, shall establish a Poppy Trust Fund Committee which shall be responsible for the accounting, disbursement, and reporting the status of their Poppy Trust Fund.

ADMINISTRATION OF POPPY TRUST FUND

921. (1) All monies received from a Poppy Campaign shall be deposited in a separate Poppy Trust Fund Account held in a financial institution approved by the Branch or group of Branches, if conducting a joint Poppy Campaign.
- (2) The Branch Poppy Committee Chair shall be one (1) of three (3) persons, with the other two (2) identified in the Branch Regulations, designated, and authorized to initiate and complete financial transactions involving the Branch Poppy Trust Fund Account.
- (3) To ensure veterans' needs remain as confidential as possible, one (1) of the persons designated and authorized to initiate and complete financial transactions involving the Poppy Trust Fund Account held as a result of a joint Poppy Campaign, shall be an Officer or past Officer of any of the participating Branches.

FINANCE

922. (1) All accounts payable shall be designated by the Branch Executive Committee for payment via cheque, electronic funds transfer, or a petty cash fund.
- (2) The use of cheques and electronic funds transfers shall only be initiated and completed by those persons holding an Office or Position that has been designated and authorized for this purpose in the appropriate Branch Regulations.
- (3) Provisions found in The General By-Laws for Branches of the Ontario Provincial Command shall prescribe the limitations respecting the applicable monetary values appropriate to the method of payment and the eligibility requirements related to the persons involved in the process.
- (4) Each Branch shall be required to provide to its Zone Commander at the time of the annual visit a copy of its Financial Review Report on a standardized form.
- (5) Any Branch, at the direction of Command, shall conduct an external audit or an External Review Engagement of its financial records and/or Poppy Trust Fund. Any or all costs incurred by Command may be assessed against the subject Branch.

BONDING

923. The Executive Committee of each Branch in the Command shall be responsible to ensure that all Officers, Members, and employees handling funds of the Branch be properly bonded.

CLUBS WITHIN BRANCHES

924. Branch Regulations may provide for the formation of organized groups within the Branch, providing they are administered by the Branch Officers and the funds are administered by the Branch Treasurer.

FILMING INSIDE OF BRANCHES RESTRICTED

925. No motion picture or video tape recording for public viewing in any theatre or cinema or on television, or media photography, which includes evidence of alcoholic beverage, shall be made by any person inside any Legion's licensed premises.

REPRESENTATION AT DISTRICT AND ZONE CONVENTIONS

926. Branch Presidents shall be responsible to ensure that their Branch is represented at their respective District and Zone Conventions.

SALARIED OFFICERS AND EMPLOYEES

927. (1) All salaried Officers and employees of a Branch shall be appointed by, and be under the control of the Branch Executive Committee. Notice of termination shall be in

compliance with the latest edition of the Employment Standards Act and any other relevant legislation in Ontario.

- (2) All hiring, terminations of employment and conditions of employment must be in accordance with Federal and Provincial laws, including any Act or Code respecting Human Rights. This includes notice on termination and pay in lieu of notice.

SURRENDER OF BRANCH CHARTER

928. (1) The real or personal property of any Branch upon the surrender or revocation of its charter shall be vested to the Command and shall be used to pay or otherwise satisfy the liabilities of the Branch.
- (2) (a) A Branch may apply to the Administrative Committee for any or all of the surplus remaining, after all Branch debts and liabilities have been satisfied, to be used to the benefit of the community in which the Branch is located.
- (b) The Administrative Committee may consent to such exemption respecting the disposition of such property only when it is satisfied:
 - (i) That a responsible continuing community organization exists to which the property can be transferred or otherwise disposed of to or for the benefit of the community; and
 - (ii) Such community organization has agreed, in writing, to maintain and use the property for the benefit of the community subject to the terms and conditions as deemed advisable by the Administrative Committee.
- (3) Any surplus remaining shall be deposited into the General Reserve Fund to be administered and controlled by the Command. The purpose of the fund will be to generate revenue in the form of income from investments which will be used to offset the General Expenses of the Command.
- (4) The disposition of any or all of the income from investments accrued from the aforementioned General Reserve Fund shall be as follows:
 - (a) Annually, a percentage of the net income from investments will be used to offset the General Expenses of the Command, with the remaining amount used to build the General Reserve. The maximum amount used to offset expenses will be seventy percent (70%) of the annual investment return.
 - (b) Should the fund continue to build in the future to a point that the total annual income from investments is greater than the annual General Expenses of the Command, then the annual per capita rate charged by the Command to its Members will be reduced.
- (5) No property shall be distributed to or for the benefit of any Member of a Branch during or after its dissolution.

ARTICLE X – GENERAL PROVISIONS

BADGE

1001. All Membership badges and Legion insignia remain the property of the Legion and may be worn only by Members in good standing or as authorized by Dominion Command.

HONOURS AND AWARDS

1002. Branches, Zones, and Districts may select recipients and submit recommendations to

Command for Legion Awards. All such recommendations, prior to Command approval, where appropriate, shall be referred to the Provincial Honours and Awards Committee to ensure that the submission has complied with all processes and procedures outlined in the most current edition of the Ritual, Awards and Protocol Manual.

COMPLAINT FILING FEE

1003. The following shall apply in all instances respecting a mandatory Complaint Filing Fee received by a Branch or Command as required under the provisions of Article III of The General By-Laws.

- (1) The Complaint Filing Fee shall be returned forthwith to the submitting Party if the subject Complaint is declared to be improperly lodged.
- (2) (a) If the subject Complaint is found to be properly lodged, the Complaint Filing Fee shall be held in abeyance until the expiration of all available avenues under The General By-Laws have been exhausted.
 - (b) Once the final disposition, after all appeals, if any, are heard, the Complaint Filing Fee shall then be dealt with in accordance with the provisions of The General By-Laws.

APPOINTMENTS

1004. (1) (a) An Appointee to any Position created at any level of the Command shall serve at the pleasure of the appointing authority.
- (b) The Term of any appointment shall expire at the end of the applicable Term of Office unless otherwise specified within the enacting provision or by the appointing authority.
 - (c) Termination of any appointment prior to the end of the applicable Term may be done only for cause and only by the appointing authority.
 - (d) Any Appointee may appeal their removal for cause in accordance with the Administrative Instructions developed by Dominion Command specifically for such an appeal.
 - (e) The Appeal Committee of the Command may either confirm the removal or direct reinstatement.
- (2) The person on whose authority any individual is appointed to any position within the Command is deemed to be the appointing authority for the purposes of this Section, regardless of whether such appointment required ratification or confirmation before becoming finalized.
- (3) For the purpose of Honours and Awards, any appointment by an appointing authority shall not be deemed to be in effect until the date that such appointment receives the appropriate initial approval or ratification.

BRANCH CLUBHOUSE RULES

1005. (1) All Branches that maintain Branch Clubhouse Rules shall forward the required copies of the current document to Command for retention on file and future reference, if necessary.
- (2) Any Branch making an addition or amendment to their Branch Clubhouse Rules shall, within one (1) month of the approval by the Branch, forward the required copies of the amended document to Command.

COMPLAINTS AGAINST DISTRICT / ZONE COUNCIL MEMBERS

1006. Where a Complaint is lodged against a current or former Member of a District or Zone Council, and where it relates to an alleged offence arising out of their duties while serving or having served in this capacity, the Member shall be considered an Officer for the purposes of the application of the provisions of Article III of The General By-Laws of the Legion.

LOTTERIES

1007. (1) All components under the jurisdiction of Command shall secure the proper licence from the appropriate agency of the Government of Ontario prior to the holding of any lottery type event including, but not limited to, raffles, bingos, break open tickets, catch the ace, or any other lottery scheme defined in the Criminal Code of Canada and under the regulatory control of the Government of Ontario.'

(2) (a) All proceeds from any lottery event shall be deposited into an account designated as a trust account by the financial institution in which it is held.

(b) Lottery Licensees have the option of opening a trust account for each type of lottery event or consolidating trust accounts as follows:

i. An account for proceeds derived from all lottery events other than break open tickets; and

ii. An account for proceeds derived from break open ticket lottery events.

LEAVE OF ABSENCE

1008. (1) Any request for a leave of absence, in excess of one (1) month, by a Member of the Provincial Executive Council, or any District Council, or any Zone Council, shall be in writing and shall be submitted for approval consideration as follows:

(a) Any Senior Elected Officer of Command shall be submitted to the Administrative Committee.

(b) Any elected District or Zone Officer shall be submitted to the appropriate District or Zone Council.

(c) Any appointed Member of the Provincial Executive Council, District Council, or Zone Council shall be submitted to the Appointing Authority.

(2) Such leave of absence shall not be for a period longer than three (3) months unless a supplemental written request has been received and approved as noted above prior to the expiry date of the initial request.

(3) When a leave of absence is approved, the appropriate Council may, at its discretion, appoint and approve an eligible Member to fill any such temporary vacancy.

ALL COUNCIL LEVELS ELIGIBILITY

1009. To be eligible to be elected or appointed to any Office or Position on Council, District Council, or Zone Council, a Member must be a Member in good standing of a Branch within the jurisdiction of the level to which the subject Office or Position applies.

DISTRICT AND ZONE GOVERNANCE

1010. (1) All Districts and Zones within the Command shall maintain a governance document(s) in the form of By-Laws, or a Policy and Procedure Manual, or both.

(2) The governance document in By-Law format shall contain elaboration on the

applicable general matters cited in The General By-Laws of Ontario Provincial Command and shall include, although not limited to, matters respecting Subordinate Officer(s) numbers, Finance, the holding and planning of Council Meetings and Conventions, and any other matter of reference applicable to the level at which it shall apply.

- (3) The governance document in a Policy and Procedure Manual format shall contain the above cited matters included in By-Laws and shall further include, although not limited to, all relevant operational policies and procedures applicable to each entity and employed during the course of doing business in the particular District or Zone.
- (4) The creation or amendment of any governance document shall comply with all current By-Laws and the Guidelines and Procedures available on the Command Website respecting such matters.
- (5) All required documents involved in the creation or amendment of any governance document shall be submitted to Command for review and certification within one (1) month of the approval by the particular District or Zone.

ARTICLE XI – AFFILIATE NON-VOTING MEMBERS

1101. (1) Affiliate non-voting Membership is open to any citizen from an Allied country, excluding Canada and the Commonwealth, who is of federal voting age and is not eligible for ordinary, associate or affiliate voting Membership, and who supports the aims and objects of The Royal Canadian Legion. Affiliate non-voting Members shall have the same rights as all other Members except the rights to vote and hold Office.
- (2) A Member admitted under subsection (1) is not permitted to apply for voting status, unless otherwise qualified.

Note: Affiliate non-voting Members are allowed to attend Branch Meetings and participate in debates but cannot enter into the voting process, including motions.

ARTICLE XII – LADIES' AUXILIAIRES

JURISDICTION / ZONE BOUNDARIES

1201. (1) Each Auxiliary shall be under the jurisdiction of the Legion Branch, provided the By-Laws or Branch Regulations of said Legion Branch are in accordance with The General By-Laws of The Royal Canadian Legion. Such jurisdiction, including requests in writing for financial assistance made to Auxiliaries shall be exercised by a General Meeting of the Legion Branch.
- (2) (a) The Provincial Command of the Ladies' Auxiliary shall be responsible for the development, maintenance, and review of their Zone structure to ensure that the boundary alignments are appropriate and meet the current Administrative needs of their Command.
- (b) Any modification to Zone boundaries shall only take effect upon the approval of Command.

DISPUTE

1202. (1) Where a dispute arises between a Branch and its Ladies' Auxiliary and such dispute cannot be resolved by agreement between the President of the Branch and the

President of the Ladies' Auxiliary, then the President of the Branch shall appoint a Committee of three (3) Members of the Branch, one (1) of whom shall be appointed as the Chair, and the President of the Branch shall request the President of the Ladies' Auxiliary to appoint two (2) further Members from the Ladies' Auxiliary to this Committee. The Committee shall meet at a time and place designated by the Chair and shall investigate the dispute and shall report its findings, conclusions, and recommendations to the Branch Executive Committee.

- (2) Any decision rendered by the Branch Executive Committee after receipt of the report of the Committee shall be subject to the approval of Members of the Branch at the next General Meeting of the Branch.
- (3) The Ladies' Auxiliary may appeal to Command from a decision of the General Meeting of the Branch.

LIAISON OFFICER

1203. (1) Every Branch which has a Ladies' Auxiliary shall appoint a Liaison Officer who shall be a Member of the Branch Executive Committee and such Liaison Officer may attend all Executive Committee, General and Special General Meetings of the Ladies' Auxiliary at the discretion of the Branch. This position shall not be held by the Branch President and where possible should not be held by a Member of the Ladies' Auxiliary. The Executive Committee of a Branch and Executive Committee of its Ladies' Auxiliary shall hold a joint Meeting at least twice each year.
- (2) It shall be the duty of the Liaison Officer to attend General Meetings of the Auxiliary, when required. The Liaison Officer shall update the Ladies' Auxiliary on Branch initiatives and will report any issues of concern and information items arising from attending these Meetings to the Branch President and the Executive Committee of the Branch. The Liaison Officer exerts no authority or jurisdiction over the Ladies' Auxiliary and is not to become engaged in debate at these Meetings.

MINUTES

1204. Minutes of all Meetings held by a Ladies' Auxiliary shall be provided to its Branch for their information.

AUDIT

1205. (1) A Branch Executive Committee may appoint two (2) auditors from Branch Members to conduct the annual audit of its Auxiliary.
- (2) A copy of the audited financial statement of the Ladies' Auxiliary shall be provided to the Branch within thirty (30) days of its approval by the Auxiliary.

DONATIONS

1206. A Ladies' Auxiliary to a Branch shall not make any donations or grants to any other organization or institution without the prior approval of a General Meeting of the Branch.

FUNDS

1207. A Branch may, by an approved Branch Regulation, limit the total amount of funds that its Ladies' Auxiliary may retain at the end of each fiscal year.
1208. A Branch may make funds available to its Ladies' Auxiliary upon receipt of a written request outlining the purpose for which such funds are required.

EXPENDITURES

1209. All expenditures, other than normal operating expenditures, in excess of five hundred dollars (\$500.00), or the same amount as allowed to the Branch Executive Committee, made by a Ladies' Auxiliary, must be approved by the Branch at a General, Special General or Annual General Meeting prior to such expenditure being made; but notwithstanding the foregoing, the Ladies' Auxiliary shall make contributions to the Legion and the Ladies' Auxiliary Bursary Program.

REAL AND PERSONAL PROPERTY

1210. All real and personal property acquired by a Ladies' Auxiliary to a Branch, including all monies raised, shall be the property of the Branch to which it is an Auxiliary.

CHARTER

1211. When a Branch surrenders its charter, or such charter is suspended, cancelled, or revoked, the charter of its Ladies' Auxiliary shall be simultaneously surrendered or suspended, cancelled, or revoked.

BY-LAW AMENDMENTS

1212. Amendments to The General By-Laws of the Ladies' Auxiliary to the Ontario Provincial Command, approved at a Convention of such Ladies' Auxiliary, shall be submitted for consideration to the next Meeting of the Provincial Constitution and Laws Committee, and shall receive Provincial Command approval when all recommendations are agreed.

DELEGATES TO LADIES' AUXILIARY CONVENTION

1213. The Ladies' Auxiliary of each Branch shall be entitled to send its delegates to Zone and Provincial Conventions of the Ladies' Auxiliary to the Ontario Provincial Command.

NOMINATIONS AND ELECTIONS

1214. Nomination and election of Officers and Executive Committee of the Ladies' Auxiliary shall be held at the same Meeting.

THE TERM "BRANCH"

1215. The term "Branch" when used in this section shall import "Command" when the context requires.

ARTICLE XIII - BY-LAWS

1301. (1) This By-Law became effective upon the conclusion of the Convention held in Ottawa, August 14th to 17th, 1949 and may be amended, repealed, or re-enacted at any Convention by a majority vote provided that one month's notice has been given to the Command of such proposed amendment, unless such notice is waived by a two-thirds vote of the Convention.
- (2) These By-Laws and The General By-Laws for Branches may require amendments from time to time as a result of amendments approved by Dominion Convention or the Dominion Executive Council. Such amendments will automatically supersede the corresponding Section in the above By-Laws and must be incorporated therein.
- (3) Upon the adoption of this By-Law, all previous By-Laws of the Command are repealed but this repeal shall not affect the validity of any appointment made or thing done under the authority thereof.
- (4) Any Amendment to these By-Laws and/or The General By-Laws for Branches passed by Convention shall, unless otherwise specified, take effect on the first day of October

following the approval date of such Amendment(s) by the Dominion Command Constitution and Laws Committee.

1302. All Amendments passed by the Provincial Executive Council between Conventions, and approved by Dominion Command, shall be presented for ratification with the report of the Constitution and Laws Committee at the next Convention. Any such Amendment not ratified, will cease to have effect at the end of the subject Convention.

**As amended at the 51st Biennial Convention held at North Bay, Ontario,
May 14th to 17th, 2022 and as amended from time to time.**

Garry Pond, Provincial President

Pamela Sweeny, Executive Director

**APPROVED BY DOMINION COMMAND
AND HEREBY AMENDED TO
10 JUNE 2022**



**THE GENERAL BY-LAWS for Branches
of the
ONTARIO PROVINCIAL COMMAND**

As Amended to 10 JUNE 2022

TABLE OF CONTENTS

GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND

Memorandum Regarding Branch By-Laws and Branch Regulations	34
--	----

ARTICLE I – INTERPRETATION

101. Interpretation	35
---------------------------	----

ARTICLE II – NAME AND OBJECTS

201. Name	35
202. Purposes and Objects	35

ARTICLE III – MEMBERSHIP

301. Categories	36
302. Application Approval	36

ARTICLE IV – QUALIFICATION TO VOTE AND HOLD OFFICE

401. Categories	36
402. Election Eligibility	36
403. Senior Officer Position Eligibility	36
404. Branch Membership Eligibility	36
405. Employee and LA Eligibility	36
406. Multiple Elected Offices Prohibition	36
407. Held Office Restriction	36
408. Office of President Restriction	36
409. Term of Office	36
410. Appointment Term	36

ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE

501. Officers	37
502. Composition	37
503. Addition of Members	37
504. Authority	37
505. Quorum	37
506. Monthly Meetings	38
507. Bonding	38
508. Committee or Individual Appointments	38
509. Absenteeism - Executive Committee	38
510. Office Vacancy – Interim	38
511. Office Vacancy – Permanent	38
512. Office Vacancy – Immediate Past President	38
513. Ladies' Auxiliary – Liaison Officer – Joint Meetings – Funds Retention	38

ARTICLE VI – COMMITTEES

601.	Standing Committee Chairs	39
602.	Committee Member Appointment	39
603.	Special Committee Chair	39
604.	Acting Committee Chair	39
605.	Additional Committee Members	39
606.	Quorum – Committee Meetings	39
607.	Written Reports	39
608.	Special Appointment	40

ARTICLE VII – DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

701.	President	40
702.	Vice-Presidents	40
703.	Secretary	41
704.	Treasurer	41
705.	Sergeant-at-Arms	42
706.	Branch Chair	42
707.	Executive Committee Members	42
708.	Additional Duties Created – Officers	42
709.	Duties and Terms of Reference – Committees	42
710.	Organized Groups	42

ARTICLE VIII – MEETINGS

801.	Attendance Eligibility	42
802.	General Meeting - Day and Time	42
803.	General Meetings	43
804.	Order of Business - General Meetings	43
805.	Special General Meetings	43
806.	Order of Business - Special General Meetings	44
807.	Annual General Meetings	44
808.	Order of Business – Annual General Meetings	44
809.	Quorums	45
810.	Statutory Holiday Exemption	45

ARTICLE IX – PROCEDURES

901.	Meeting Chair Replacement	45
902.	Political or Religious Questions	45
903.	Enforcement of Order	45
904.	Decisions re: Order Questions	45
905.	Vote re Motion	45
906.	Speaker Recognition	46
907.	Business - No Motion	46
908.	Business – Suspended	46
909.	Meeting Procedures – Other Authority	46

ARTICLE X – NOMINATIONS AND ELECTIONS

1001.	Election Day and Time	46
1002.	Nomination Meeting	46

1003.	Re-opening of Nominations	46
1004.	Nomination Requirements	46
1005.	Advance Poll	46
1006.	Method of Voting	46
1007.	Majority Vote	46
1008.	Automatic Nomination Drop Down	46
1009.	Tied Vote	46
1010.	Chief Scrutineer Report	47
1011.	Election Chair Report	47
1012.	Polling Suspension	47
1013.	Installations	47

ARTICLE XI – MEMBERSHIP DUES, FEES, AND LEVIES

1101.	Enrolment Fee and Annual Dues	47
1102.	Remission of Dues	47
1103.	Levy Assessment	47

ARTICLE XII – FINANCE

1201.	Financial Review Parties Identified	47
1202.	Financial Review Parties Term of Office	47
1203.	Financial Review Report Presentation Date	48
1204.	Branch Designated & Authorized Officers	48
1205.	Designated Accounts & Financial Security Measures	48
1206.	Executive Committee & Administrator (Financial Security Measures).....	48
1207.	Monetary Payment Requirements	48
1208.	Financial Limits – Executive and Branch Authority	48

ARTICLE XIII – AFFILIATE MEMBERS

1301.	Affiliate Membership	49
1302.	Affiliate Non-Voting Membership	49

ARTICLE XIV – SALARIED OFFICERS AND EMPLOYEES

1401.	Appointment and Control	49
1402.	Notice of Termination	49
1403.	Applicable Laws	49
1404.	Notice and Payment in Lieu of Notice	49

ARTICLE XV – REAL PROPERTY AND TRUSTEES

1501.	Real Property	50
1502.	Trustees	50

ARTICLE XVI – BRANCH REGULATIONS

1601.	Restrictions	50
1602.	Creation and Amendment	50
1603.	Approval	50
1604.	Amendment Frequency	50

**MEMORANDUM RE THE GENERAL BY-LAWS FOR BRANCHES
AND BRANCH REGULATIONS**

- (1) The General By-Laws for Branches that follow will be maintained and revised by Command, when necessary, with a current copy available on the Command Website for reference purposes.
- (2) Some Branches pay their Secretary and/or Treasurer (or Secretary-Treasurer), while others do not. Regardless, the positions are considered to be Officers of the Branch, and may be voting Members of the Executive Committee, if unpaid. If paid, they do not have the authority to move or second motions or vote on any business at Executive Meetings. However, they do retain the aforementioned rights as Branch Members and may exercise those rights at General Meetings.
- (3) The Act to Incorporate, The Royal Canadian Legion Act (1965 and 1990) and The General By-Laws of the Commands contain sections that are final insofar as a Branch is concerned. A Branch, however, may legislate with respect to several general matters covered by a senior authority and in particular, to provide in some detail for its management.
- (4) The following Items must be addressed by Branches:
 - (a) Accounts Payable (*Minimum Paid*);
 - (b) Annual General Meetings Date Identified;
 - (c) Annual Financial Review Appointment and Report Approval;
 - (d) Designated / Authorized Branch Members Identified re financial transactions;
 - (e) Election Meeting Date Identified;
 - (f) Executive Committee Members – Total number;
 - (g) Expenditure Limit of Executive Committee;
 - (h) General Meeting Dates & Exclusion of Months (*If applicable*);
 - (i) Officers Identified – Elected vs. Appointed;
 - (j) Other Committees Established;
 - (k) Quorum Declaration.
- (5) The following Items may be addressed by Branches and in many instances, entries will be required. Consult the **Guidelines for Branch Regulations** for additional clarification.
 - (a) Advance Poll Provisions;
 - (b) Automatic Drop Down re Election of Senior Officers;
 - (c) Clubs within Branches;
 - (d) Committees Etc. Duties / Terms of Reference (*Excluding Employees*);
 - (e) Electronic Record Storage – Secretary;
 - (f) Electronic Record Storage – Treasurer;
 - (g) Expansion of Duties re Officers & Executive Committee Members;
 - (h) Other than Secretary presenting new Members with Legion Badge and Web Addresses;
 - (i) Optional presentation of By-Laws of one or both Commands to new Members;
 - (j) Ladies' Auxiliary to the Branch;
 - (k) New Member Enrolment Fee;
 - (l) Order of Business Variation – Annual General Meetings;
 - (m) Order of Business Variation – General Meetings;
 - (n) Reschedule of Meeting re Statutory Holiday;
 - (o) Secretary Duty re New Members;
 - (p) Term of Office – Change to Two Years;
 - (q) Vice-Presidents – Increase to 3 from 2.
- 6) Forms and Templates are available for download from the Command Website to assist Branches in remaining current in this respect.
- 7) Attachment Forms specifically developed for use in the creation of Additional Duties of Officers, Duties, and Terms of Reference for Committees, and Orders of Business respecting all General Meetings.

THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND

ARTICLE I – INTERPRETATION

101. Unless the context otherwise requires or is stated otherwise in the By-Laws.
- (1) **BRANCH** shall be a Branch of the Legion within the jurisdiction of the Ontario Provincial Command.
 - (2) **BRANCH REGULATIONS** approved by the Branch shall have the same authority and effect as these By-Laws and shall be a permissible extension to same.
 - (3) **COMMAND** shall be the Ontario Provincial Command of the Legion.
 - (4) **FISCAL YEAR** shall be the 1st day of June to the 31st day of May of the following year except for Poppy Trust Funds which shall commence on the 1st day of January and terminate on the 31st day of December in each calendar year.
 - (5) **LEGION** shall be The Royal Canadian Legion.
 - (6) **MEETING OF THE BRANCH** shall refer to a General Meeting, or a Special General Meeting, or an Annual General Meeting.
 - (7) **MEMBER** means a person who has been duly admitted to any of the categories of Membership provided for in The General By-Laws of the Legion, all of which confer equal privilege and standing at all levels without preference.
 - (8) **MEMBER IN GOOD STANDING** means a Member who is not under suspension or is not in arrears in payment of dues. However, a Member's rights and privileges may be limited or restricted in circumstances as described in The General By-Laws.
 - (9) **SECRETARY-TREASURER** shall be included when Secretary or Treasurer is mentioned.
 - (10) **SINGULAR** words shall include the plural where the context requires.
 - (11) **STATUTORY HOLIDAY** references those specific days during each year that have been declared as such by the Federal Government of Canada and are applicable in the Province of Ontario and includes those other additional specified days as declared by the Government of the Province of Ontario.
 - (12) **TERM OF OFFICE** shall commence on June 1 and end on May 31 of the following year, or if a two-year term, shall end on May 31 of the second following year. This Term of Office shall also apply to all Standing Committee Chairs with the exclusion of the Track and Field Chair whose term shall commence on August 1 and end on July 31 of the applicable Branch term.

ARTICLE II – NAME AND OBJECTS

201. The Branch shall be known and identified with the Branch Name followed by the Branch Number and shown in the following format Name (Ont. No. _____) Branch.

202. The purposes and objects shall be as set forth in the following:

The Act to Incorporate the Legion.

The General By-Laws of The Royal Canadian Legion.

The General By-Laws of The Ontario Provincial Command of the Legion.

ARTICLE III – MEMBERSHIP

301. Membership in the Branch is open to all categories permitted by The General By-Laws of the Legion which are Ordinary, Life, Associate, Affiliate, and Affiliate Non-Voting.
302. (1) All applications for original or reinstating Membership shall be presented to a General or Special General Meeting for approval or otherwise.
- (2) The Executive Committee has the authority to approve applications for Membership during the months when regularly scheduled General Meetings are not held.

ARTICLE IV – QUALIFICATION TO VOTE AND HOLD OFFICE

401. Only Ordinary, Life, Associate, and Affiliate-Voting Members in good standing shall have the right to vote and hold Office in their Branch.
402. A voting Member, to be eligible for election to any Branch Office, must be in good standing for the year in which the election is held.
403. A voting Member will be required to have served at least one (1) term on the Branch Executive Committee to be eligible to be elected President or Vice-President.
404. (1) A voting Member will be required to have been a Member of the Branch for a period of one (1) year prior to the date of the election to be eligible for election to the Branch Executive Committee.
- (2) Branch Regulations may require a voting Member to attend a minimum number or minimum percentage of General Meetings and the period of time during which the minimum attendance must have been attained prior to the date of the Election Meeting.
- Note:** Where a Branch enacts a Regulation for this purpose, it will be necessary that it keep an accurate record of attendance of all Members present at General Meetings.
405. (1) No Member who is a full time, regular part time or elect to work employee of any Branch or Command, or any organization thereof, who receives directly or indirectly any salary or wages for or on account of any service rendered to the Branch or Command or organization thereof, shall be eligible to hold any Executive position in the Branch. Any employee as defined in this section who is successful in their bid for office must resign their paid position before their Term of Office can commence.
- (2) Notwithstanding the provisions of this section, Members of the Ladies' Auxiliary employed by a Branch or Command may, at the discretion of the Branch or Command, hold Office in the Auxiliary.
406. No Member shall hold more than one elected Office in the Branch.
407. The Offices of Secretary and Treasurer shall not be held by the President or any of the Vice-Presidents.
408. The President shall not hold the position of Ladies' Auxiliary Liaison Officer.
409. The Term of Office shall be for one (1) year unless Branch Regulations make provision for a two (2) year term.
410. (1) (a) An Appointee to any Office, Committee, Standalone Position, or other Position associated with a Branch shall serve at the pleasure of the appointing authority.
- (b) The Term of any appointment shall expire at the end of the applicable Term of Office unless otherwise specified within the enacting provision or by the appointing

authority.

- (c) Termination of any appointment prior to the end of the applicable Term may be done only for cause and only by the appointing authority.
 - (d) Any Appointee may appeal their removal for cause in accordance with the Administrative Instructions developed by Dominion Command specifically for such an appeal.
 - (e) The Appeal Committee of the Command may either confirm the removal or direct reinstatement.
- (2) The person on whose authority any individual is appointed to any position within the Branch is deemed to be the appointing authority for the purposes of this Section, regardless of whether such appointment required ratification or confirmation before becoming finalized.
- (3) For the purpose of Honours and Awards, any appointment by an appointing authority shall not be deemed to be in effect until the date that such appointment receives the appropriate initial approval or ratification.

ARTICLE V- OFFICERS AND EXECUTIVE COMMITTEE

501. (1) The Senior Elected Officers shall consist of the President, Immediate Past President, and two (2) Vice-Presidents. Branch Regulations may make provision for three (3) Vice-Presidents.
- (2) (a) The Office(s) of Secretary and Treasurer or Secretary-Treasurer shall be identified in the Branch Regulations as either elected or appointed.
- (b) The Office(s) of Branch Chair, Branch Service Officer, Chaplain, or Sergeant-at-Arms may be identified in the Branch Regulations and if so identified, shall be either declared as an elected or appointed Office.
- (c) The election of any Office so designated herein shall take place at the Branch Elections.
- (d) The appointment, unless otherwise specified, of any Office so designated herein, shall be made by the President for ratification by the Executive Committee and subsequent approval at the next Meeting of the Branch.
502. The Executive Committee shall consist of the Senior Elected Officers, other identified Officers, and an approved number of Executive Committee Members as defined in the Branch Regulations together with such other voting Members as may be appointed in accordance with provisions found elsewhere in these By-Laws.
503. The Executive Committee shall have the power to add to its numbers, by a motion presented to it by the President, for approval to appoint such additional voting Members as may be deemed advisable, provided that such additions shall be ratified at the next Meeting of the Branch.
504. Insofar as it may relate to the operation of the functions of the Branch, subject to the control of General, Special General, or Annual General Meetings, the Executive Committee shall have all the powers of the Branch, except to appoint the Party or Parties responsible for the conduct and completion of the Financial Review; amend the Branch Regulations; or amend the Branch Clubhouse Rules.
505. A majority of the Executive Committee shall constitute a quorum for the conduct of business at their Meetings.

506. (1) The monthly Meeting of the Executive Committee shall be held on a day fixed by the Committee, or a day at the call of the President.
- (2) The passing of accounts, transaction of current business, examination, and discussion of any suggestions made for the general welfare of the Legion, or the Branch, and such other business as may be introduced shall form the monthly Executive Meeting Agenda.
507. The Executive Committee shall be required to see that all Officers, Members, and employees handling funds of the Branch are properly bonded.
508. The President may, from time to time, appoint Committees or individuals, with the approval of the Executive Committee, to carry out any of the advisable or necessary functions of the Branch.
509. (1) Any Executive Committee Member; excluding the Immediate Past President; who absents themselves from three (3) consecutive, or a maximum of any five (5) regular Meetings of the Branch and/or Executive Committee within a twelve (12) month period shall cease to be a Member of the Executive Committee unless granted a leave of absence by same.
- (2) Should the Immediate Past President be absent from three (3) consecutive Meetings of either the Executive Committee or the Branch, or a combination of both, without due cause satisfactory to the Executive Committee, they shall cease to hold Office.
510. The President shall have the power to fill by appointment, with the approval of the Executive Committee, any interim vacancy, other than a Senior Officer, which may occur on the Executive Committee during the Term of Office. Such appointment shall only become effective upon the ratification of the Branch at its next General Meeting.
511. (1) Where a vacancy occurs in the Office of President or Vice-President, the next ranking Vice-President shall succeed to the vacant Office.
- (2) Where a vacancy is created in the lowest ranked Vice-President position by the aforementioned succession, the President shall fill such vacancy by the appointment of an Executive Committee Member.
- (3) Where a vacancy is created within the Executive Committee Members by the aforementioned succession, the President shall fill such vacancy by appointment.
- (4) All appointments under these provisions shall only become effective upon the approval of the Branch at its next General Meeting.
- (5) A Member who succeeds to any of the Offices under these provisions shall hold this new Office until the next election of Branch Offices.
- (6) The above provisions may be employed on an interim basis when the President or a Vice-President has been granted a Leave of Absence or is the subject of removal from Office pending a disposition under Article III of The General By-Laws of the Legion.
512. In the event of the death, resignation, inability to act, or removal of the Immediate Past President, the President may appoint, with the approval of the Executive Committee, a former Branch President to fill the Office for the remainder of the term
513. (1) Every Branch with a Ladies' Auxiliary shall make provision in their Branch Regulations for the appointment by the President of a Member from the Branch Executive Committee to act as the Liaison Officer to such Ladies' Auxiliary for the present Term of Office and for such appointment to be approved at a designated Meeting of the Branch. The position shall not be held by the Branch President and where possible should not be held by a Member of the said Ladies' Auxiliary.

- (2) Branch Regulations of every Branch with a Ladies' Auxiliary shall make provision to hold two (2) joint Meetings a year during the Term of Office of the Executive Committees of the Branch and its Ladies' Auxiliary.
- (3) A Branch may by a provision in their Branch Regulations limit the total amount of funds that its' Ladies' Auxiliary may retain at the end of each fiscal year.

ARTICLE VI – COMMITTEES

601. (1) The following mandatory Standing Committee Chairs shall be appointed by the President for the approval of the Executive Committee at its first Meeting of the new term:
 - (a) Leadership Development;
 - (b) Legion Seniors;
 - (c) Membership;
 - (d) Poppy;
 - (e) Public Relations;
 - (f) Sports;
 - (g) Track and Field;
 - (h) Veterans Services;
 - (i) Youth Education.
 - (2) All Chairs [(a) to (i)] inclusive shall be Members of the Executive Committee and they shall be the official recipient of all correspondence relating to their respective Committee.
 - (3) The President shall appoint the Chair of any other Optional Standing Committee established by Branch Regulations and such appointments shall only become effective upon the approval at the next Meeting of the Branch.
 - (4) The President shall appoint Members to those Standalone Positions established by the Branch Regulations. Such appointments, if ratified by the Executive Committee, shall only become effective upon the approval at the next Meeting of the Branch.
602. The President may appoint such other Members, as may be deemed advisable, to any Standing Committee, and shall advise each Standing Committee of its duties and limitations.
 603. The President may appoint, with the approval of the Executive Committee, as circumstances warrant, any voting Member of the Branch to Chair a Special Committee to take up any matter concerning the Branch.
 604. Any Committee shall choose a Chair of the Meeting from those Members present if the Committee Chair is absent and no Acting Chair has been previously identified for the Meeting.
 605. Committee Chairs shall have the power to add to their Committee, such other Members of the Branch as may be necessary.
 606. A majority of any Standing or Special Committee shall constitute a quorum for the transaction of business.
 607. All reports of Committees shall be presented in writing and those of:
 - (1) Standing Committees must be signed by the Chair or Acting Chair.
 - (2) Special Committees must be signed by all Members who concur with the report.

- (3) Minority reports of Special Committees must be signed by those Members who do not concur in the report and the report shall indicate that its existence is acknowledged by the majority of Members of the Committee.

608. The President may appoint any Member of the Branch, or any other person, to act in the interest of ex-service personnel on any Committee, inside or outside the Legion, requiring such representation. The Term of Office for this appointment shall expire at the first Meeting of the new Term of the Executive Committee. The Member or other person appointed shall file all reports in writing and direct them to the Executive Committee.

ARTICLE VII – DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

701. (1) The President shall:

- (a) Preside, unless the Branch has a Branch Chair, at all Meetings of the Branch and Executive Committee, and enforce order and strict observance of the By-Laws, except that the Executive Committee may name some other voting Member to act as the Chair for the conduct of Branch Elections;
 - (b) If acting as the Presiding Officer at any Meeting, have the deciding vote on any matter that has resulted in an equal division of votes provided that they have not already voted on the question;
 - (c) Exercise general supervision and control over the Executive Committee and business of the Branch;
 - (d) Call Meetings of the Executive Committee or of the Branch, when considered advisable, subject to provisions found elsewhere in these By-Laws;
 - (e) Transact such other business as may pertain to the Office;
 - (f) Ensure that the Branch is represented at all Zone and District Conventions and Zone Council Meetings.
 - (g) Be ex-officio a Member of all Committees, except Complaint and Nomination Committees.
- (2) The President, when necessary to vacate the Chair during any Meeting, may designate the next senior Vice-President, who is available, to act as the Presiding Officer during such vacancy, unless the Branch has a Branch Chair.
 - (3) The rights and powers vested in the President shall, during a temporary absence or disability, be vested in the next senior Vice-President who is available for these duties.

702. (1) The Vice-Presidents shall:

- (a) Assist, upon request, in the performance of the President's duties;
 - (b) Accept, if appointed, the Chair of a Standing Committee;
 - (c) Attend other Branch Committee Meetings, if not a Member, upon request by the President;
 - (d) Attend other Meetings and Conventions upon the request of the President, when practicable.
- (2) The Vice-Presidents should become familiar with and maintain a good working knowledge of these By-Laws and The General By-Laws of Dominion and Provincial Commands.

703. (1) The Secretary shall:

- (a) Keep a record of the proceedings of all Meetings of the Branch and Executive Committee;
 - (b) Be required, at every business Meeting, to have the proper minutes, records, correspondence, and any other documentation that they may have in their possession relative to the business likely to be transacted at the said Meeting;
 - (c) Be responsible for the maintenance, retention, and safekeeping of all records;
 - (d) Bring all correspondence, as soon as practicable, to the attention of the President or other appropriate Officer;
 - (e) Be the custodian of the Branch Seal;
 - (f) Be the recipient of all complaints against Branch Members excluding those lodged by or against the Secretary, and complete the duties as required under Article III of The General By-Laws of the Legion.
- (2) The Secretary shall act at all times and in all respects entirely at the will and direction of the Executive Committee. They shall conform to all such policies and procedures as the Executive Committee may determine.
- (3) (a) The Secretary shall be responsible for ensuring that all new Members to the Legion receive a Legion badge and a document containing the current Internet Website addresses of both Dominion and Provincial Commands.
- (b) The Secretary, at the discretion of the Branch, may be responsible for ensuring that all new Members to the Legion receive a copy of The General By-Laws of the Ontario Provincial Command / The General By-Laws for Branches of the Ontario Provincial Command, and/or a copy of The General By-Laws of The Royal Canadian Legion, or both.
- (c) The responsibilities and decisions available to Branches as outlined in Clauses (a) and/or (b) shall be identified in the Branch Regulations and another Member may be tasked with these responsibilities.
- (4) Branch Regulations may make provision for the records referenced in this Section to be maintained and held in an electronic format with a backup copy held in a separate location for safekeeping.

704. (1) The Treasurer shall:

- (a) Keep an accurate account of all monies received or paid out by the Branch and a record of all other financial transactions;
 - (b) Deposit all funds in an account held in the name of the Branch at a Branch of a Chartered Bank of Canada, Trust Company or Caisse Populaire, as approved, and directed by the Branch;
 - (c) Keep the books and other financial records at the Branch and they shall be open for inspection by the Executive Committee at all times;
 - (d) When required by the Executive Committee, submit a detailed balance sheet arranged in a proper and businesslike style containing a summary of the property and liabilities of the Branch along with all its financial dealings.
- (2) Branch Regulations may make provision for the records referenced in this Section to be maintained and held in an electronic format with a backup copy held in a separate

location for safekeeping.

705. (1) The Sergeant-at-Arms shall:

- (a) Assist the Presiding Officer at any Meeting of the Branch or Executive Committee in maintaining order;
 - (b) Ensure that only eligible Members in good standing are permitted to attend and participate at Meetings;
 - (c) Be responsible for the Branch Colours and Insignia;
 - (d) Be responsible for arranging and completing ceremonial duties as required;
- (2) The Sergeant-at-Arms, once installed, shall assume this role for the remainder of the installations.
- (3) The Sergeant-at-Arms shall complete such other duties as assigned by the President.

706. (1) The Branch Chair, if provided for in the Branch Regulations, shall:

- (a) Preside at all Meetings of the Branch and Executive Committee, and enforce order and strict observance of the By-Laws;
 - (b) Ensure that a quorum exists prior to calling the Meeting to order;
 - (c) Have the deciding vote on any matter that has resulted in an equal division of votes provided that they have not already voted on the question;
 - (d) Perform such other duties as approved by the Meeting of the Branch or Executive Committee.
- (2) The Executive Committee may name some other voting Member to act as the Chair for the conduct of Branch Elections.

707. The Executive Committee Members shall:

- (a) Accept, if appointed, the Chair of a Standing Committee;
- (b) Accept, if appointed, the Chair of a Special Committee;
- (c) Attend Committee Meetings as required or requested.

708. Branch Regulations may make provision to expand any of the above duties to accommodate Branch requirements provided that they refer specifically to those issues and activities which relate solely to the internal operations of the Branch.

709. Branch Regulations may make provision for the duties and Terms of Reference respecting any Committee other than the Executive Committee and any other Branch Position excluding employees.

710. All organized groups consisting of Legion Members within the Branch as identified in the Branch Regulations, shall be administered by the Branch Officers and their funds shall be administered by the Branch Treasurer.

ARTICLE VIII – MEETINGS

801. All Members in good standing may attend and speak at Branch Meetings.

802. (1) The Branch shall hold monthly General Meetings on a day and time identified in the Branch Regulations which may also include a provision for the exclusion of certain months within the Branch Term of Office in which monthly Meetings will not be held.

- (2) A Meeting Notification, as stipulated elsewhere in the By-Laws, shall be required when any Meeting of the Branch is cancelled and/or rescheduled from its original time as provided under their Branch Regulations.
- (3) In each case in which a Meeting of the Branch is cancelled and/or rescheduled due to exigent circumstances the method and means of notification to all Members shall be approved by the Executive Committee prior to the implementation of such notification.
803. General Meetings shall be held for the purpose of carrying out the activities of the Branch and advancing the aims and objects of the Legion within the limits of and subject to the Act to Incorporate, The Royal Canadian Legion Act (1965 and 1990), these By-Laws, Branch Regulations to these By-Laws, the By-Laws of Dominion and Ontario Provincial Commands of the Legion and to any regulation issued by the aforementioned Commands.
804. The following Order of Business shall govern at all General Meetings unless Branch Regulations make provision for variation:
- (1) The following Order of Business shall govern at all General Meetings unless otherwise specified:
1. Call to Order by the Presiding Officer;
 2. Opening Ceremony as determined by the Ritual approved by Dominion Command;
 3. Motion to deviate from the Agenda;
 4. Introduction of Guests;
 5. Welcoming Ceremony for new Members;
 6. Admission of transferred or reinstated Members or both;
 7. Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
 8. Business arising from the Minutes and unfinished business;
 9. President's Report;
 10. Treasurer's Report;
 11. Correspondence;
 12. Reports of Standing Committees;
 13. Reports of Optional Standing Committees;
 14. Reports of Standalone Positions;
 15. Reports of Special Committees;
 16. Motions or Special Business of which Notice was previously given;
 17. General and new Business including matters respecting the welfare of the Legion and the Branch;
 18. Tabling of Notice(s) of Motion(s);
 19. Motion to adjourn; and
 20. Closing Ceremony as determined by the Ritual approved by Dominion Command.
- (2) Separate Orders of Business respecting Election or Nomination components must be crafted as an Attachment to the Branch Regulations, and this will also require the inclusion of an Attachment re an Order of Business for the remaining non-component dates.
- (3) A separate Order of Business may be crafted and tailored to the Branch requirements as an Attachment to the Branch Regulations in place of the above listed Order of Business.
805. (1) A Special General Meeting shall be called by the Secretary within two weeks of the receipt of a written petition signed by not less than ten percent (10%) of the paid-up voting Membership of the Branch.

- (2) The Executive Committee may call a Special General Meeting to discuss mortgaging, leasing, or the conveyance of Branch real property; or it may include these matters to the Order of Business of a Meeting of the Branch for discussion.
- (3) The Executive Committee may call a Special General Meeting to discuss other important, unusual, or urgent matters that are felt to be pressing or significant enough to warrant the calling of a Meeting outside of the regular Meeting schedule.

806. The following Order of Business shall govern at all Special General Meetings:

- (1) Call to Order by the Presiding Officer;
- (2) Opening Ceremony as determined by the Ritual approved by Dominion Command;
- (3) Special business for which the Meeting has been called;
- (4) Motion to adjourn; and
- (5) Closing Ceremony.

807. Annual General Meetings shall be held on a day and time identified in the Branch Regulations in conjunction with the monthly General Meeting; or Branch Regulations may make provision to hold the Annual General Meeting on a day and time other than the monthly General Meeting.

808. (1) The following Order of Business shall govern at all Annual General Meetings unless otherwise specified:

1. Call to Order by the Presiding Officer;
2. Opening Ceremony as determined by the Ritual approved by Dominion Command;
3. Motion to deviate from the Agenda;
4. Introduction of Guests;
5. Welcoming Ceremony for new Members;
6. Admission of transferred or reinstated Members or both;
7. Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
8. Business arising from the Minutes and unfinished business;
9. President's Annual Report;
10. Treasurer's Report;
11. Correspondence;
12. Reports of Standing Committees;
13. Reports of Optional Standing Committees;
14. Reports of Standalone Positions;
15. Reports of Special Committees;
16. Motions or Special Business of which Notice was previously given;
17. General and new Business including matters respecting the welfare of the Legion and the Branch;
18. Tabling of Notice(s) of Motion(s);
19. Introduction of Election Chair and Meeting turnover;
20. Report of Nominating Committee; *(if established)*
21. Nominations reopened from the floor; *(if applicable)*
22. Order of Election:
 - (a) President;
 - (b) First Vice-President;
 - (c) Second Vice-President;
 - (d) Third Vice-President; *(include if applicable)*
 - (e) Executive Committee Members (No); *(include the applicable number in brackets)*
 - (f) Secretary; *(include if elected)*

- (g) Treasurer; *(include if elected)*
- (h) Sergeant-at-Arms; *(include if applicable and elected)*
- (i) Branch Chair; *(include if applicable and elected)*
- (j) Branch Service Officer; *(include if applicable and elected)*
- (k) Chaplain; *(include if applicable and elected)*

23. Installations;

24. Motion to adjourn; and

25. Closing Ceremony as determined by the Ritual approved by Dominion Command.

(2) Separate Orders of Business respecting the other options and/or situations available to Branches must be crafted as an Attachment to the Branch Regulations.

(3) A separate Order of Business may be crafted and tailored to the Branch requirements as an Attachment to the Branch Regulations in place of the above listed Order of Business.

809. (1) Branch Regulations shall make provision for one (1) of the two (2) formulas listed herewith to apply to all General, Special General and Annual General Meetings. The quorum shall be either five percent (5%) of the total eligible Branch voting Membership or twice the number of Members present at the Meeting from the Executive Committee plus one (1).

(2) In cases where there are less than twenty (20) active Members, Branch Regulations may include a provision of a quorum for the aforementioned Meetings by establishing a number greater than the total of the Executive Committee.

810. Branch Regulations may make provision to hold any Meeting of the Branch on a day other than the day identified in the Branch Regulations when the original day occurs on a recognized Statutory Holiday.

ARTICLE IX – PROCEDURE

901. (1) In the absence or disability of the President, unless there is a Branch Chair, the next senior Vice-President, who is available, shall act as the Presiding Officer at any Meeting, when necessary.

(2) In the absence or disability of the President, Branch Chair, if applicable, and all Vice-Presidents, the Secretary shall call the Meeting to order, and a temporary Chair shall be elected for that Meeting.

902. The Presiding Officer of any Meeting shall rule out of order all matters pertaining to political or religious questions which do not refer to the well-being of the Legion.

903. The Presiding Officer of any Meeting shall enforce order and strict observance of these By-Laws, the Branch Regulations, and the General By-Laws of the Provincial and Dominion Commands.

904. The Presiding Officer shall have the right to decide all questions of order, subject to an appeal by the Meeting, of which the said appeal must be sustained by a majority vote of the voting Members present.

905. The Presiding Officer shall; when debate has ceased on any question; put same to an open vote, giving the words of the motion clearly so that no voting Member may misunderstand the question on which they are about to vote. In the event, however, that a majority of the voting Members present demand a secret ballot on any particular question, such question shall be decided by secret ballot.

906. A Member wishing to introduce a motion, or to speak, shall stand and wait until recognized by the Presiding Officer before speaking.
907. Business, upon which a Notice of Motion has not been given, may be taken up at a General Meeting but not at a Special General or Annual General Meeting.
908. Where business arises of which no Notice of Motion has been given, the Presiding Officer may, if such business is considered to be in the interests of the Branch, table to the next Meeting the debate on such business.
909. In all matters of procedure not provided for by these By-Laws or the Branch Regulations to these By-Laws, the provisions of the Legion's "Rules of Procedure for Legion Meetings" shall apply. In all cases where the aforementioned rules do not make adequate provision, then, and only then, shall the procedure be governed by the Rules of Order approved by Dominion Command.

ARTICLE X – NOMINATIONS AND ELECTIONS

1001. The Branch shall hold an Election Meeting on a date and time as provided for by Branch Regulation and it may be held in conjunction with a General or Annual General Meeting.
1002. A nomination Meeting may be held prior to the date of the Election Meeting and may be held in conjunction with a General or an Annual General Meeting.
1003. (1) Nominations for Branch Offices shall be made from the floor at the Election Meeting immediately prior to the start of the Elections unless another provision listed herein is applicable.
 - (a) If a Nomination Meeting is held prior to the date of the Election Meeting, Nominations may be re-opened immediately prior to the start of the Elections, if no advance poll is held.
 - (b) If a Nominating Committee is established by the Branch, Nominations may be re-opened immediately prior to the start of the Elections, if no advance poll is held.(2) A list of all Nominees established in advance of the date of Elections shall be available for the information and use of the Branch at least one (1) week prior to the date of Elections.
1004. No voting Member may be nominated for an Office unless they are present or have signified in writing their willingness to accept such Office.
1005. The Branch, through a provision in the Branch Regulations, may hold an advance poll on the date of the Election Meeting.
1006. The voting for election of the President, Vice-Presidents, Executive Committee Members, and any other identified elected Office in the Branch Regulations shall be by ballot, except in the case of acclamation.
1007. In order to be elected to Office, a candidate must receive a majority of the total ballots cast and if there are more than two (2) candidates and no one receives the required majority, the candidate receiving the least number of votes shall be withdrawn from the election and the voting shall continue until one (1) candidate receives the required majority.
1008. The need for further nomination for subordinate Offices of all defeated candidates for President or Vice-President may be eliminated by a provision in the Branch Regulations.
1009. The voting for election of Branch Executive Committee Members shall be by ballot on a

single vote unless there is a tie for the final position which will be decided through a further vote until there is a clear majority.

1010. The Chief Scrutineer shall report the results after each vote to the Election Chair.
1011. The Election Chair shall report to the Meeting the total ballots cast, the number of spoiled ballots, the successful candidate, or, if no candidate has received the required majority, the name of the candidate who received the least number of votes. The latter candidate shall be removed from the ballot and the voting shall continue.
1012. All polling at the Election Meeting shall be continuous and completed on the date of the Election Meeting. The Election Meeting shall not be adjourned to the next or subsequent days to permit further balloting.
1013. The installation ceremony applicable to those Offices identified in the current edition of the Ritual, Awards and Protocol Manual requiring installation, whether elected or appointed, must be completed prior to the Member formally assuming such Office.

ARTICLE XI – MEMBERSHIP DUES, FEES, AND LEVIES

1101. The fees and dues payable by Ordinary, Associate, Affiliate Voting, and Affiliate Non-Voting Members shall be as follows:
 - (1) An enrolment fee, which shall not exceed the actual cost associated with the materials supplied, may be created by a Branch Regulation, and assessed on each new Member to the Legion.
 - (2) The Annual Branch Dues shall be as determined by minutes adopted at a General Meeting held prior to the month of September. Such dues shall include per capita tax to the Commands.
1102. The dues shall become payable annually, in advance of January 1st in each calendar year. A Member in arrears as of January 31st of that year is not in good standing for any purpose. Once the yearly dues have been paid, the Member is considered “in good standing”.
1103. The Executive Committee shall have the power to levy an assessment on each and every Member of the Branch to meet any extraordinary expenditure in any year, provided that such expenditure has been approved by two-thirds of those voting Members present at any Special General Meeting called for the purpose of considering same and is in pursuance of the purposes and objects of the Legion.

ARTICLE XII – FINANCE

1201. (1) A Financial Review of all financial accounts of the Branch shall be completed by the party or parties identified in the Branch Regulations.
 - (2) The party or parties completing the Financial Review need not be Chartered Accountants and may or may not be Members but shall not be Members of the Executive Committee of the Branch or employees of the Legion or organization thereof.
1202. The party or parties appointed by the President to complete the Financial Review shall be approved at a Meeting of the Branch designated by a Branch Regulation. They shall hold Office for one (1) year, unless dismissed by a Special General Meeting, which has been called for that purpose and of which notice shall have been given at the previous

Meeting of the Branch and in the notice calling such Meeting.

1203. The Financial Review Report shall be submitted to the Executive Committee within ninety (90) days following the end of the fiscal year and then presented to the next General Meeting for approval.
1204. (1) The persons designated and authorized to initiate and complete any financial transaction by cheque or electronic funds transfer from any account held by the Branch, including Poppy Trust Fund Accounts, shall be identified within the Branch Regulations by their respective Office or Position held in the Branch.
- (2) The persons so designated and authorized shall be any of the Branch Officers and may include any other person(s) designated by the Executive Committee.
- (3) Any such financial transaction shall only be initiated and completed upon the direct involvement of any two (2) of the designated and authorized persons who are not related by blood, marriage, or common-law relationship.
1205. (a) The Executive Committee may designate any regular and/or recurring payee to be included in the file maintained at the financial institution for the processing of automatic pre-authorized electronic funds transfers to such payee(s) upon presentation of such payment demand to the subject institution.
- (b) The payee(s) shall be restricted to those accounts payable on a regular and/or recurring basis in relation to any normal operating expenditure.
- (c) The Treasurer and Administrator (Financial Security Measures) shall be responsible for the maintenance and coordination of the permitted Payee(s) with the Branch's financial institution.
1206. (1) The Executive Committee shall be responsible for choosing and ensuring that the business package provided by their financial institution provides all of the elements to serve the needs of the Branch on a continued basis and that a Policy and Procedure is maintained re the subject matters.
- (2) The President shall appoint an Officer of the Branch, with the approval of the Executive Committee, to act as the Administrator (Financial Security Measures).
- (3) The Administrator (Financial Security Measures) shall be responsible for the supervision, integrity, and ongoing monitoring of the security measures provided by the financial institution along with any in house processes engaged by the Branch.
- (4) The Financial Security Measures may include, but are not restricted to, pass codes, personal identification numbers, security devices, and other similar mechanisms used by financial institutions and their clients.
- (5) The Administrator (Financial Security Measures) shall ensure that only the designated and authorized persons permitted to initiate and complete financial transactions, as identified elsewhere in these By-Laws, are provided with the appropriate financial security mechanism to fulfill those duties.
1207. (1) All accounts payable by the Branch in excess of one hundred dollars (\$100.00) shall only be paid by cheque, or, if such account is payable in relation to a normal operating expenditure payable on a regular and/or recurring basis and has been so designated by the Executive Committee for payment to a Payee by an automatic pre-authorized online withdrawal, by electronic funds transfer.
- (2) Branch Regulations may provide for a lower monetary limit.

- (3) No cheque shall be signed in blank.
1208. (1) All expenditures, other than normal operating or emergency expenses, in excess of an amount set out in Branch Regulations which may not exceed five hundred dollars (\$500.00), must be approved at a General, Special General or Annual General Meeting, prior to any commitment for such expenditure being made by the Executive Committee.
- (2) Any expenditure, other than normal operating expenses, in excess of one thousand dollars (\$1000.00), shall be referred to the Executive Committee for its recommendation to the next General Meeting, prior to any commitment for such expenditure being made by the Branch.

ARTICLE XIII – AFFILIATE MEMBERS

1301. Affiliate Voting Membership is open to any Canadian citizen or Commonwealth subject who is of federal voting age and is not eligible for Ordinary or Associate Membership. Affiliate Voting Members shall have the same rights as Ordinary and Associate Members.
1302. (1) Affiliate Non-Voting Membership is open to any citizen from an Allied country, excluding Canada and the Commonwealth, who supports the purposes and objects of the Legion, is of federal voting age, and is not eligible for Ordinary, Associate or Affiliate Voting Membership. They shall have the same rights as all other Members except the right to vote and hold Office.
- (2) A Member admitted under Subsection (1) is not permitted to apply for voting status, unless otherwise qualified.
- (3) They shall have the right to:
- (a) Attend Branch Meetings and participate in debates, but cannot enter into the voting process, including motions.
 - (b) Wear Legion dress and insignia.
 - (c) Act on Branch Committees as a Member only but cannot serve on a Complaint Committee.
 - (d) Transfer to other Branches.
 - (e) Participate in Legion sports at all levels.
 - (f) Participate in all Branch social activities, and on a privilege basis, those social activities of other Branches.
 - (g) Nominate a Member for Office but may not vote.

ARTICLE XIV – SALARIED OFFICERS AND EMPLOYEES

1401. All salaried Officers and employees of the Branch shall be appointed by and be under the control of the Executive Committee.
1402. Notice of termination shall be in compliance with the current edition of the Employment Standards Act and any other relevant legislation of the Revised Statutes of Ontario.
1403. All hiring, terminations of employment, and conditions of employment must be in accordance with all currently applicable Federal and Provincial laws including any Act or Code respecting Human Rights.
1404. Any notice of termination and pay in lieu of notice must be in accordance with the currently applicable Federal and Provincial laws.

ARTICLE XV – REAL PROPERTY AND TRUSTEES

1501. The real property that may be held or acquired by the Branch shall be held in the name of the Branch.
1502. The Branch cannot elect or appoint a Board of Trustees to manage its affairs or hold in trust any real property that it may hold or acquire.

ARTICLE XVI – BRANCH REGULATIONS

1601. Branch Regulations may only be created and maintained in reference to those situations as provided for in the By-Laws.
1602. The creation or amendment of any Branch Regulation shall be the subject of a motion of which notice shall have been given at the previous Meeting of the Branch. Such Notice of Motion shall state the wording of the proposed addition or amendment and shall be dated and signed by the voting Member presenting same. The President, or Designate, shall act on behalf of the Executive Committee respecting any proposal originating from this body under this provision.
1603. A motion to create or amend the Branch Regulations must receive the approval of at least two-thirds of the voting Members present at the Meeting of the Branch to become effective.
1604. Any Branch Regulation may only be amended once during any Term of Office.

**As amended at the 51st Biennial Convention held at North Bay, Ontario,
May 14th to 17th, 2022 and as amended from time to time.**

Garry Pond, Provincial President

Pamela Sweeny, Executive Director

**APPROVED BY DOMINION COMMAND
AND HEREBY AMENDED TO
10 JUNE 2022**