

PREFACE

The Legion Officers' Manual provides clarification, guidelines, and policies associated with Branches and other entities under the jurisdiction of the Ontario Provincial Headquarters.

The Following subjects are covered in the Manual for the knowledge and reference of Members:

- Branch Officers and associated policies.
- PEC Expense Policy, Service Bureaus, and Visitation Policy.
- Committees and their Terms of Reference
- Complaint Procedure under Article III of The General By-Laws.
- District and Zone as Command Administrative entity.
- Ladies' Auxiliary
- Organization and Structure of Dominion and Provincial Commands.
- Provincial Legislation applicable to Branches.

Any amendments to the above mentioned matters will automatically supersede the contents of this manual and Members are encouraged to reference the most current edition of any document which in many situations will be found on the Command Website <http://www.on.legion.ca/> .

Gender-neutral references should be used and have been updated in amended sections on an ongoing basis. Examples of gender-neutral terms are Chair, they, their, etc.

Ontario Command vs Provincial Headquarters? We are using both terms in our publications, writings, etc.

Ontario Command embodies all the members whereas the Provincial Headquarters is the physical office where the administrative work is done.

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