



**DISTRICT COMMANDER'S  
HANDBOOK**

**June 2021**

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*WELCOME!* - and thank you for accepting the position of District Commander. You - along with your Deputy District Commander have the responsibility of assisting Ontario Command with the administration of The Royal Canadian Legion in your District.

As you know the title of any position in the Legion comes with many tasks to be performed. (See GBLO, Article VII)

This handbook is designed as a reference to assist with those tasks and points you to the various Legion Manuals available for the most up-to-date information. It is by no means all-inclusive and will be updated when needed. *Always use the current manuals as your principle guide.*

### **LEGEND:**

- **AGCO** Alcohol & Gaming Commission of Ontario
- **BOT** Break Open Tickets
- **BOT** Board of Trustees
- **GBL** General By-Laws
- **GBLO** General By-Laws (Ontario Provincial Command)
- **GBLB** General By-Laws for Branches of the Ontario Provincial Command
  
- **NPO** Non-Profit Organization
- **OTF** Ontario Trillium Fund
- **PEC** Provincial Executive Council
- **PAC** Provincial Administrative Council
- **SEO** Senior Elected Officer

### **SOME MANUALS AVAILABLE**

The 5 main manuals that you should have in your possession at all times – *current edition*:

- General By-Laws
- General By-Laws of the Ontario Provincial Command
- Rules of Procedure for Legion Meetings
- Ritual Awards and Protocol Manual
- Legion Officers' Manual

### **SOURCES OF INFORMATION**

The Dominion Command and Ontario Command websites are a vast source of information, including forms and manuals at your fingertips. Because of the high cost of postage and the labour involved in processing it the Legion is rapidly transitioning towards electronic communications at all levels. Therefore, it is essential to have access to a computer. Share all information received with your Council and Branches.

Dominion Command website address is [www.legion.ca](http://www.legion.ca)

Ontario Command website address is [www.on.legion.ca](http://www.on.legion.ca)

## **GOVERNANCE**

### ***Some basic information...***

The Legion was founded and incorporated under an act of parliament. The Secretary of State first awarded letters patent in 1926 under the companies act - and this in fact became our Charter but the Legion pushed to have the organization recognized and proclaimed with its own Act.

The Royal Canadian Legion is incorporated at the national level only: For purposes of opening new bank accounts, applying for grants or loans and other such services Branches are asked for Corporation information about our organization. Here is the information needed:

*Corporation Number* 058870-9

*Business Number* (BN) 107928798RC0001

*Corporate Name:* The Royal Canadian Legion.

*Governing Legislation:* Special Act of Parliament-1948-06-30. Legion Act 1990

*Registered Office Address*

86 Aird Place Ottawa ON K2L 0A1

The Branches and Provincial Commands are chartered by Dominion Command in accordance with the Act to Incorporate as per Chapter 84 of the Statutes of 1941 amended in 1981 and the General By-Laws of The Royal Canadian Legion. The Act also specifies that Branches are autonomous with respect to their affairs and have the power to make by-laws and regulations to govern their activities ***provided*** they are consistent with the Act to Incorporate and the General By-Laws of Dominion and Ontario Commands.

The Royal Canadian Legion and all Branches operate as non-profit organizations under the Income Tax Act - See Section 149 (1) (1) and the Legion Officer's Manual for more information.

A **non-profit organization** (NPO) is a club, society, or association that's organized and operated solely for:

- social welfare
- civic improvement
- pleasure or recreation
- any other purpose except profit.

## **RESOLUTIONS – *how to prepare...***

Information is contained in the following publications:

GBLO - Section 312 & 313

GLB - Sections 919 to 925

Officers' Manual - Branch Section

Changes to our By-Laws can only be made through the proper use of the resolution process. It is a formal expression of an individual (or committee – Provincial/National) placed before a meeting (branch general meetings or conventions) for acceptance. Resolutions should only address one topic or issue. The “Whereas” sections should contain accurate information, be concise to understand the rationale and kept to a minimum. The “Resolved” section should clearly state what action should be taken.

Zones and Districts **do not** have authority to make resolutions. Branches **do not** have to submit resolutions to Zones and Districts for approval, although **it is preferred in order to get additional membership support** at Conventions. Resolutions forwarded to Provincial Headquarters must contain at least ONE original signature.

## **PETITIONS**

The use of petitions created to show a non-confidence vote within a branch, zone, district, and/or provincial command are meaningless. While they may serve to show dissatisfaction, they can not affect change. As stated above, only a resolution can do this.

## **ADMINISTRATION**

### **GENERAL DUTIES OF THE DISTRICT COMMANDER:**

The District Commander, as the Chief Executive Officer of the District, should be familiar with the GBL and GBLO and GBLB. It shall be your responsibility to exercise a general supervision over all Branches within your District. Refer to ‘*General Responsibilities of a District Commander*’ in the Legion Officers Manual for more information. You are a member of Provincial Executive Council (PEC).

### **STARTING YOUR TERM BASICS:**

- Appoint a District Secretary and a District Treasurer (or Secretary/Treasurer)
- Appoint a Chair for each District Standing Committee
- Complete a District Profile of all Officers & Standing Committee Chairs and send it to the Provincial Headquarters and your District Council. All Command Officers, Provincial Standing Committee Chairs and the Special Section Representative who are Members of a Branch within the District are members of the District Council.
- Arrange to complete District Signing Authority at the Bank for all accounts.
- Schedule District Council Meetings and Conventions – dates and venues and confirm in writing to the host Branches.
- Schedule an orientation/information meeting with your District Council at the beginning of the term to review with them their duties, policies and procedures related to the District.

- Forward copies of all Council and Convention Minutes to Provincial Headquarters for information purpose.

## **CHAIRING A MEETING:**

Always have handy the Rules of Procedure for Legion Meetings for information and guidance on chairing a meeting, responsibilities of members in attendance, rules and procedures for processing motions. All Legion Officers and Branches should also have this manual. (Download/print from Dominion Command – *Branches/Command Resources – By-Laws and Branch Management*).

## **REPORTING:**

The District Commander is expected to attend District Council Meetings and District Conventions and will present a written report on his activities within his District since the last District Convention Report. The District Commander should ensure he passes along the reporting procedures to the Deputy District Commander - For example, what type of information do the reports usually contain, does the Deputy District Commander read his report at the District Council Meeting and again on the Convention floor, or just at Council, or just at Convention etc. The District Commander should encourage branches to send delegates and observers to all conventions.

## **DISTRICT STANDING COMMITTEE CHAIRS**

GBLO Section 707. (1) states the following Standing Committee Chairs are appointed by the District Commander and these District Chairs assist and advise their appropriate Zone Standing Committee Chairs in their work and it is recommended they meet with the Zone Committee Chairs in the District for information and training purposes, to organize training seminars and establish reporting requirements – at least once per year and always be available for questions and guidance. District Chairs are encouraged to form a committee which can include the applicable Zone Chairs and to ensure that information from the District Chair is forwarded to the Zone.

Membership  
Poppy  
Public Relations  
Sports (elected or appointed)  
Track & Field  
Leadership Development  
Veterans Services/Seniors  
Youth Education

## **PROVINCIAL CONVENTIONS AND PEC MEETINGS**

The District Commander is a full member of the PEC and, as such, is encouraged and expected to take part in all decisions. Expenses are paid by Provincial Headquarters per the Expense Account Policy.

The PEC is held in November, usually the Saturday following November 11<sup>th</sup> each year. Following Saturday's meeting there is a reception/dinner. Dress is Business Attire. An escort is included in the invitation. There is usually a cost for the dinner to the District Commander (deducted from your per diem). You will be advised of the cost in advance.

The District Commander holds a vote by virtue of his office at the Provincial Convention but cannot carry proxies if he attends as a PEC delegate rather than as a Branch delegate (cannot be both).

Provincial Conventions are held every second year (odd number) usually commencing on the 1<sup>st</sup> or 2<sup>nd</sup> Sunday in May.

## **DOMINION CONVENTIONS**

As a District Commander you do not hold a vote at Dominion Conventions by virtue of your office. You could attend as a delegate of your own Branch and carry up to four (4) proxies or attend as a delegate of Ontario Command and carry zero (0) proxies.

You are expected to attend all Conventions and the PEC meetings - to participate, to learn and to enjoy.

The District Commander will recommend whips and scrutineers as requested by the Provincial Chair for Dominion and Provincial Conventions

## **EXPENSE POLICY**

*The following is general information only, please refer to the Ontario Command Expense Account Policy for further information.*

### **SECTION A**

The Expense Account Policy is an Ontario Command document established to determine expenses that will be compensated to various individuals in the performance of their duties as directed through their various responsibilities. The following procedures are to be followed regarding such expenses.

1. Expenses are to be submitted monthly and/or within **sixty (60) days** following the end of the month in which the expense is incurred; otherwise, they will not be honoured.

2. **All expenses incurred prior to May 31<sup>st</sup> in any year must be submitted to Provincial Headquarters for payment, no later than June 15<sup>th</sup> each year.**
3. There are only two expense account forms on the Ontario Command website at [www.on.legion.ca](http://www.on.legion.ca) under Member Resources. Submit only the **most current** forms.
4. **The Out of Pocket Expense Form** is used for claiming expenses. **The Per Diem Voucher** (Per Diem rate currently \$185.00 per day (\$115.00 for rooms and \$70.00 for meals)) is only used when sent out by Provincial Headquarters for specific meetings, Provincial and Dominion Conventions.
5. Both forms must record the date the form was completed, the date that the travel occurred, the Office that you hold with respect to that travel, the purpose of the travel, the kilometres travelled, etc. Receipts must be submitted for air, train, taxi or bus fares, accommodation, postage, (only when applicable) etc. Any claim submitted without the required information will be returned. Please note **all expense forms must be signed**.
6. The Ontario Command Expense Account Policy does not provide for the payment of expenses incurred by any Officer or Standing Committee Chair that **extends beyond the term of office**.
7. Any member of the District or Zone, or member of a Provincial Standing Committee residing outside of the District or Zone, will be permitted **mileage from their resident Branch** (not from one's place of residence) for travel within the District or Zone in carrying out the duties and responsibilities of their office.
8. If a **Per Diem Voucher** has been submitted for any meeting that **you were unable to attend**, all funds must be made payable to Ontario Command and returned to Provincial Headquarters within 14 days of said meeting.
9. Any expenses not covered in this policy will be the responsibility of the District, Zone or Individual.
10. All expenses must be submitted to Provincial Headquarters on the **Out of Pocket Expense Form** or **Per Diem Voucher**. Any District, Zone or individually fabricated form will be returned to the individual for resubmission on the proper form.
11. When in doubt – ask your Chain of Command before incurring any expenses.

## **SECTION B**

### **PER DIEM VOUCHER**

1. The Per Diem rate (currently \$185.00 per day), includes accommodation and meal costs, (\$115.00 for rooms and \$70.00 for meals) and is paid to all members of the Provincial Executive Council to attend PEC (held in November on the weekend following November 11<sup>th</sup>. When November 11<sup>th</sup> is close to or on the weekend, the PEC meeting moves to the following weekend), Provincial Standing Committee meetings, Provincial and Dominion Conventions.
2. Two days Per Diem is paid for attending all PEC events during the PEC weekend.
3. When hotel accommodations are not required, ***mileage and reasonable meal expenses may be paid. (alcohol or tips not included)***
4. Senior Elected Officers, PEC members, Standing Committee Chairs, and Committee members who reside 600 km or more (one way) may be permitted additional expenses

(if required with prior approval by Provincial Headquarters). The additional expense shall be made on an **Out of Pocket Expense Form** accompanied by the hotel receipt and reasonable meal receipts (alcohol not included or tip). This clause does not apply to Provincial and Dominion Conventions.

5. In extenuating circumstances such as storms, freezing rain, etc., you may be reimbursed should a stop over be necessary and approved by Provincial Headquarters. This claim will be submitted on an **Out of Pocket Expense Form** accompanied by the hotel receipt and reasonable meal receipts (**alcohol or tips not included**).
6. For Dominion and Provincial Conventions, PEC members may claim reasonable accommodation costs in excess of \$115.00 per day (hospitality suites excluded) on an **Out of Pocket Expense Form**. All other expenses not covered under District/Deputy District, Zone Commander sections shall be at the cost of the District or Zone. The **Provincial** President reserves the right to put a ceiling on such additional cost.

## **SECTION C**

### **OUT-OF-POCKET EXPENSE FORMS**

1. Mileage is at the Ontario Command rate of \$0.55 cents per kilometre. Local bus or taxi fare must include a receipt. Air, train, long distance bus travel must be approved by Provincial Headquarters in advance of travel.
2. If the Officer resides within 50 km, (one way) hotel accommodation may not be claimed other than, PAC meetings, Provincial and Dominion Conventions. Should extenuating circumstances apply prior approval may be granted from Provincial Headquarters. Meal expenses must be reasonable. (**alcohol or tips not included**) **NOTE: Spouse's meal is not included.**
3. Senior Elected Officers, PEC members, Standing Committee Chairs, and Committee members who reside 600 km or more (one way) may be permitted additional expenses (if required and approved in advance by Provincial Headquarters). The additional expense shall be made on an **Out of Pocket Expense Form** accompanied by the hotel receipt. This clause does not apply to Provincial and Dominion Conventions.
4. As most documents are sent electronically, reasonable postage may be paid however this does not include the cost of an all-Branch mailing or wide distribution throughout the District or Zone.
5. As most documents are sent electronically, photocopying costs will be limited. The cost of multiple copies for attendees at a seminar or convention will be an expense to the District or Zone.

## **SECTION E**

### **DISTRICT COMMANDER EXPENSES**

1. District Commanders are reimbursed for travel expenses in the pursuit of their duties and within the areas that are under their jurisdiction from **point of residence**, all other travel outside their District must have prior approval from Provincial Headquarters. The only Officers authorized to represent a District Commander is the Deputy District Commander(s) respectively. Also see Section C.

2. May receive 5 days Per Diem, plus travel allowance and registration to attend Dominion Convention.
3. May receive 4 ½ days Per Diem plus mileage and registration fee for Provincial Convention.
4. May claim expenses to attend their own District Conventions
5. May claim expenses to attend a meeting to organize their own District Convention. (One claim per convention).
6. May claim a maximum of two (2) District Council meetings annually, **that are one day only**, at Ontario Command expense, to be held in conjunction with or prior to the District Convention (a Council meeting shall be permitted subsequent to the Provincial Convention).
7. Are allowed 1 visit per year to other Districts during a term in office at Ontario Command expense for a maximum of three visits during a three-year term in office. (By invitation extended through Provincial Headquarters).
8. May claim expenses to attend seminars in their area. The subject/seminar may only be claimed once.
9. May attend Zone Drumhead Service (within their own District).
10. May attend a **National** Track and Field meet within their own District with prior approval from Provincial Headquarters.
11. District Commanders may attend two District Sports events each year during a term in office at Ontario Command expense.
12. District Commanders must verify expenses and sign the **Out of Pocket Expense Form** prior to sending to Provincial Headquarters for reimbursement. Incomplete forms will be returned.
13. Non-Legion functions will not be honoured unless prior permission has been granted from Provincial Headquarters.
14. District Commanders must obtain prior approval from Provincial Headquarters to accept an invitation to a Ladies' Auxiliary function (one LA function at Ontario Command expense during the term of office).
15. The Expense Account Policy does not provide the authority for payment of expenses to District Commanders or their representatives to attend area public speaking finals outside of their respective Districts. This is the responsibility of the Youth Education District Chairs only.
16. District Commanders are not authorized to attend District Bursary meetings at Ontario Command expense.
17. When a Dominion sporting event is hosted by a Branch in Ontario, all arrangements are the responsibility of Dominion Command. Any expense associated by a District Officer is an expense of the District. The Provincial President or designate will be the official representative of Ontario Command.
18. Expenses for District **Officers** are an expense to the District in question.
19. Any District **Officer** attending a meeting to plan and organize a District Convention, *will be a District expense*. This responsibility lies with the District Commander.
20. Registration fees to a Dominion or Provincial Convention are restricted to the District Commander.

## **SECTION G**

### **DEPUTY DISTRICT AND DEPUTY ZONE COMMANDERS' EXPENSES**

1. Deputy District Commanders may receive 5 days Per Diem, plus travel allowance and registration to attend a Dominion Convention.
2. Deputy District Commanders may receive 4 ½ days Per Diem plus mileage and registration fee to attend Provincial Conventions.
3. Deputy District Commanders are authorized to attend their own District Conventions and Council Meetings at Ontario Command expense.
4. The expenses of a **Deputy Commander** to attend a function that is also attended by the District/Zone Commander are an expense to the **District or Zone**.
5. Deputy Commanders are entitled to expenses from Ontario Command when **deputized** by their respective District or Zone Commanders. The District or Zone Commander must be unable to attend the function on that date. A Deputy District Commander or Deputy Zone Commander may be deputized to attend the following:
  - a) Branch Anniversary Celebrations commencing with the 10<sup>th</sup> year and at 5-year intervals thereafter.
  - b) Presentation of Branch Charters.
  - c) Official Opening Ceremonies of new Branch property.
  - d) Mortgage Burning Ceremonies.
  - e) Legion Week Celebrations.
  - f) Events of historical interest or local celebration in which the Legion Branch plays an integral part.
  - g) November 11<sup>th</sup> celebrations, parades, etc.
  - h) Zone Conventions or Zone Council Meetings.
  - i) In extenuating circumstances, **and subject to prior approval by Provincial Headquarters** a Deputy Zone Commander may attend a Dominion or Provincial Convention when the Zone Commander is unable. The Deputy would receive the same expenses as the Zone Commander.

Although prior approval from Provincial Headquarters will not be required a copy of the original invitation to the District/Zone Commander to attend the Branch function must be included with the completed **Out of Pocket Expense Form**, signed, and forwarded to your respective District or Zone Commander for verification and signature.

## **VISITATION POLICY**

The visitation Policy can be found in the Officers' Manual.

### **Proper Reception of a Provincial Command Officer**

Information regarding proper protocol can be found in the Officers' Manual, Protocol Section and in the Ritual, Awards and Protocol Manual.

Should you wish the attendance of a Command Officer at a function, Visitation forms can be obtained from the Ontario Provincial Command website under Committee forms and must be completed and sent to Provincial Headquarters for their approval.

## **MANUALS NEEDED BY ALL BRANCHES - CURRENT EDITIONS**

General By-Laws of The Royal Canadian Legion	Dominion Command
General By-Laws of Ontario Provincial Command	Provincial Command
General By-Laws Ladies' Auxiliary, Ontario Provincial Command	Provincial Command
Officers' Manual	Provincial Command
Act to Incorporate	Dominion Command
Ritual, Awards and Protocol Manual	Dominion Command
Rules of Procedure Legion Meetings	Dominion Command
Branch Leadership Manual (for historical purposes only)	Dominion Command
Membership Guides	Dominion Command
Sports Guide – (Dominion)	Dominion Command
Sports Guide – (Provincial)	Provincial Command
Poppy Manual	Dominion Command
Public Relations Manual	Dominion Command
Service Officers Handbook	Dominion Command
Real Property Development Handbook	Dominion Command
Chaplain's Manual	Dominion Command

Some manuals are available in printed form through Provincial Headquarters at a reasonable cost.

## **DISTRICT BRANCH ADVISORY COMMITTEE**

The District Branch Advisory Committee provides financial and administrative assistance, training and guidance to Branches in the District who are experiencing financial/administrative problems that the branch officers may not have recognized or cannot resolve on their own as per the GBLO Section 503 (3). The District Commander and Deputy District Commander are members of this committee as are the Zone Commander and Deputy Zone Commander of the respective 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.

## **HANDLING OF COMPLAINTS**

Full instructions and information on the Legion's Complaint Procedure can be found in the GBL Article III and the Legion Officers' Manual provides additional details. The District Commander

does not get involved with complaints against branch members, unless they are instructed by Provincial Headquarters. A District Chaplain is an obvious choice to handle the mediation process. It is a good idea to appoint a team of members within the District in preparation to handle complaint hearings should it become necessary rather than wait weeks and struggle to find members for this task. Past District Commanders might be good candidates. Training should be given on the hearing process.

The District Commander should ensure that all Branch Presidents and Secretaries are familiar with the complaint procedure should a complaint be received.

Complaints against a Ladies' Auxiliary member may only be lodged by another Ladies' Auxiliary member and the provisions of GBL Article III shall apply in respect of procedures.

Complaints against a District or Zone Officer are processed directly with Provincial Headquarters.

## **PROCEDURE FOR SURRENDER OF A CHARTER BY A BRANCH OR A LADIES' AUXILIARY TO A BRANCH**

Should the unthinkable happen after all other options have been considered, you may be asked to assist the Branch with the proper procedure which can be found in the Legion Officers' Manual.

## **PROPERTY COMMITTEE ONTARIO COMMAND**

Information regarding borrowing, mortgaging, selling and/or leasing of property and branch construction can be found in the Legion Officers' Manual. NOTE: Lines of credit represent potential borrowing by a branch and are subject to the same procedure as other borrowing. This includes a review by Ontario Command. Please ensure that the lines of credit follow the same procedure as required for all other borrowing.

The establishment of the property committee was done to ensure that the branch is proceeding on the basis of sound financial rationale and with the necessary expertise. The Property Committee may recommend the assistance/intervention of the Branch Advisory Committee where indicated, before proceeding further.

## **ANNUAL BRANCH INSPECTIONS**

If a Zone Commander has flagged the branch for assistance, **a copy of the inspection report along with documents is immediately sent via email to the Provincial Headquarters (Jen LeClair) with a c.c. to the District Commander.** These reports will get triaged and sent to the Provincial SEO for their comments to the Provincial President.

The District Commander will receive all the Branch Inspection reports from the applicable Zone Commander via email. **They must be reviewed on a timely basis.** The District Commander

adds their comments and then forwards the report and documents to Provincial Headquarters (Jen LeClair) who will then forward to the SEO and Provincial President.

## **WHEN DOES A BRANCH NEED ASSISTANCE? (formerly known as ‘red-flagged’)**

Here are some of the major reasons or combination thereof why a Legion Branch can be flagged for further review and assistance in the best interests of helping a Branch become safe and sound financially, administratively and in compliance with Legion policies and procedures. Not in order of importance.....

- Non-compliant financial reporting
- Not providing the required financial reports at time of Zone Commander’s Inspection and/or refusing to provide financial statements or other documentation as required for review.
- Financial statements showing financial losses, especially repeated year after year
- Co-mingled financial reporting.
- Non-compliant Lottery activities and reporting.
- Financial statements not reviewed or audited in compliance with By-Laws including no Financial Review Committee written report of findings.
- Financial Statements with no certificate of compliance
- Not following By-Laws and/or Branch Regulations
- Not completing Special Use Forms as required for Poppy Fund expenditures

## **FINANCIAL ADMINISTRATION**

### **DISTRICT FINANCE POLICY – ONTARIO COMMAND**

**The following Finance Policy will apply to all Districts within Ontario Command...**

1. All monies shall be deposited to a Canadian Banking Institution that is federally licensed in the name of the District.
2. The signing authorities for all District bank accounts shall be the District Commander, Deputy District Commander(s), Treasurer, Secretary and/or Secretary/Treasurer.
3. Two signatures are required on all cheques and at no time shall a blank cheque be signed.
4. A complete written financial statement of all District accounts must be made at all District Council and District Conventions.
5. All invoices, expense accounts and donations must be paid by cheque.
6. A complete District financial review/audited statement must be presented to the Fall Convention or Council following the end of each fiscal year or no later than the end of October of the applicable calendar year. The statements would then appear in the Council minutes at the Spring Convention.
7. A copy of the complete financial review/audited statement of all accounts including Sports - for the end of each fiscal year must be sent through the District Commander to Provincial Headquarters on or before 31 October of each calendar year and must include a list of all investments. (see note below)

8. All excess Sports Funds must be returned to the District General Fund at the end of each term of office. It is noted that a District may establish and retain an amount at the beginning of each term that may be held by the District Sports Officer.
9. Districts are responsible to submit any reports required by the federal or provincial government related to their finances.
10. District Commanders are responsible to ensure that all Branches submit financial reports to the District Commander and Provincial Headquarters within the specified time period.
11. All investments must be in the name of a District and not individual members
12. Funds can be invested in but not limited to the following: Guaranteed Investment Certificates, Bankers' Acceptance, Treasury Bills, government of Canada Bonds.
13. All Investments, including renewals, must be approved at a meeting of the District Council.

NOTE: The complete review/audited statement (item 7) must include the following accounts, General, Sports, Bursary, Disaster Relief, Track & Field, Veterans Comfort Fund, Youth Sports, Lottery, Hospital Fund and any other funds not listed.

A copy of the Certificate of Compliance and Financial Review Report for District at the end of this handbook.

## **GENERAL INFORMATION**

### **ONTARIO PROVINCIAL HEADQUARTERS:**

**The Royal Canadian Legion**

**89 Industrial Parkway N.**

**Aurora, Ontario L4G 4C4**

Phone: 905-841-7999

Toll-free: 888-207-0939

Fax: 905-841-9992

[www.on.legion.ca](http://www.on.legion.ca)

[relontariocommand@on.legion.ca](mailto:relontariocommand@on.legion.ca)

Executive Director: Pamela Sweeny

Assistant Executive Director: Juanita Kemp

### **SENIOR ELECTED OFFICERS:**

**President**

**Garry Pond**

**Immediate Past President**

**Sharon McKeown**

**First Vice-President**

**Derek Moore**

**Vice-President**

**Brian Harris**

**Vice-President**

**Lynn McClellan**

**Vice-President**

**Pam Davidson**

**Chair**

**Ron Goebel**

**Vice Chair**

**Ron Crown**

**Honourary Treasurer**

**Terry Jacobs**

Legion members are reminded that any communication of Legion business should be through the established **Chain of Command**. Individual members should communicate to Provincial Headquarters through their Branch, Branches through their respective Zone Commanders and Zone Commanders through their respective District Commanders. Members of Provincial Committees should direct their inquiries to their respective Provincial Committee Chair.

## **INSURANCE COVERAGE**

Ontario Command has policies to cover the following:

- General Liability - for general claims against the Zone, District or Provincial Command.
- Directors' and Officers' Liability – covers all PEC positions, Deputy Zone Commanders and all other elected and appointed officers at the Provincial, Zone and District level.
- Travel Insurance for death and dismemberment - limited coverage for death and dismemberment in accordance with the policy for the following members:  
PEC, CF Directors, Members serving on Boards of Management or Branch Advisory teams, all elected and appointed officers at Provincial, District and Zone levels.
- Dishonesty Policy - covers the following positions: Signing officers of Provincial Headquarters, District Commander, Deputy District Commander, District Treasurer, District Sports Officer, Zone Commander, Deputy Zone Commander, Zone Treasurer, and Zone Sports Officer.

**Claims must be reported immediately to Provincial Headquarters** and coverage is only to the extent of the provisions of the insurance policy applicable. In accordance with the Act to Incorporate, branches are autonomous with respect to their operations and are not covered by the insurance policies purchased by Ontario Command.

District Commanders should be aware that any volunteers at any of the branches in the District that do NOT have **“volunteer” coverage as an “extra”** are putting their volunteers at risk. When someone who is not on the executive but helps out at the meat draws and breaks their arm or if a cadet that goes poppy tagging has a slip and fall neither one is covered unless the branch has **the “extra” volunteer insurance**. A volunteer bartender is not covered, etc. Most people believe everyone at the branch whether executive member or volunteer member is covered.

Party Alcohol Liability insurance (PAL) is another “extra” that we suggest is added as an option to any hall rental contract. It is about \$75 for the “event”. If a couple is having a “stag and doe” at the branch and have rented the upper hall, people are not only suing the Legion Branch if someone leaving the stag and doe gets into an accident, or slips and falls on the stairs or in the parking lot.....they are also are suing the “hosts” of the function. Whether it’s a private party, wedding, Jack & Jill, birthday celebration.

**CERTIFICATE OF COMPLIANCE (DISTRICT ACCOUNTS)**

We, the undersigned Financial Review Committee, appointed by District \_\_\_\_ on \_\_\_\_\_ to conduct an annual Review of the District \_\_\_\_\_ Account, do hereby attest and declare that we have completed the Financial Review in accordance with the guidelines and that we have conducted sufficient tests of those accounting records which are susceptible to testing to satisfy ourselves that the financial statement for the period 01 June \_\_\_\_\_ to 31 May \_\_\_\_\_ present fairly and reasonably the financial position of the **District \_\_\_\_\_ Account.**

District: \_\_\_\_\_ Date: \_\_\_\_\_

Review Committee Chair: \_\_\_\_\_

Committee Members: \_\_\_\_\_  
\_\_\_\_\_

Comments by Review Committee:

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Approved at the District Convention held: \_\_\_\_\_

Signed: District Commander \_\_\_\_\_

## FREQUENTLY ASKED QUESTIONS (with answers)

### 1. Question

What may disqualify a member from running for elective office at Branch level?

**Answer** - If they are not a voting member or if they are not in good standing.

### 2. Question

Are there any restrictions a Branch may impose upon those running for elective office at Branch level?

**Answer** – Yes, refer to GBLO Section 909 and GBLB Section 403 and GBLB Section 404

(a) The By-Laws for Branches contains restrictions on election to President or Vice-President Offices - GBLB Section 403 and on election to the Executive Committee - GBLB Section 404

### 3. Question

May a paid employee of the Legion run for elective office and resign their paid employment if elected?

**Answer** – Yes, GBLO Section 909 (3)

### 4. Question

How many levels of corporate structure are in the Royal Canadian Legion?

**Answer** - There are three (3) levels - Branch, Provincial Command and Dominion Command as created by the Act to Incorporate.

Note: Zones and Districts are administrative arms of Provincial Command.

### 5. Question

May a member hold more than one elected office in The Royal Canadian Legion?

**Answer** - Yes. A member may, if qualified, hold one elective office at each level of Command in The Royal Canadian Legion.

### 6. Question

Does a member holding elective office have to resign that office to run for a higher office?

**Answer** – No, however, a member may hold only one elective office at each level of the Legion

### 7. Question

Can a Branch prevent a female member from holding elective office in the Branch and the Ladies' Auxiliary simultaneously?

**Answer** - A Branch may not prevent a member of the Ladies' Auxiliary from running for elective office if qualified (see answer to Question 2) – except for the office of President.

GBLO Section 906 (6) states “No member shall simultaneously hold the positions of Branch President and President of the Ladies' Auxiliary to the Branch.”

### 8. Question

Can a member who is suspended from the Branch run for office while under suspension?

**Answer** - No. A member under suspension is a member who is not in good standing for any purpose.

**9. Question**

Can a member run for office when deprived of Clubroom Privileges?

**Answer** - Yes.

**10. Question**

Can a Branch limit the consecutive terms of office that a member can hold any elective office?

**Answer** - No.

**11. Question**

Can a Branch limit the types of membership that hold office or sit on Committees, i.e., Ordinary, Life, Associate, Affiliate Voting?

**Answer** - No. Branches may not discriminate among voting members.

**12. Question**

When the By-laws state “any Branch Officer or Executive member absent from three consecutive meetings without approval shall cease to hold office”, does this apply to the Immediate Past President?

**Answer** - Yes. The GBLB Section 509 (2) states” 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.

**13. Question**

Are female members who chair meetings or committees referred to as “Chairpersons”?

**Answer** - No. The member holding such office is addressed as Comrade Chair regardless of the member’s sex. They are also never addressed as Comrade Chairlady or Comrade Chairwoman. Those in the Ladies’ Auxiliary are addressed as Madam Chair.

**14. Question**

Can an Executive Committee member be removed from office by a vote of “no confidence”?

**Answer** – No. *Elected* Officers or *Elected* Executive Committee Members who fail to perform their duties to the best of their abilities should be so charged under GBL Article III. Members *appointed* to the Executive Committee, such as a Standing Committee Chair may however, be removed from their position without using Article III if they fails to perform to the best of their ability - with approval of the Executive Committee.

**15. Question**

Can a widow, child, etc., of a deceased veteran wear their medals?

**Answer** - No. Section 377 of the Criminal Code of Canada states it is unlawful.

**16. Question**

Can a Notice of Motion be amended?

**Answer** - Not at the meeting at which it is first presented. Yes - at the subsequent meeting at which the Motion is to be considered, the amendment must be relevant to the subject to be

amended. **Note:** Although the Notice of Motion may require a two-thirds majority for approval, amendments to such Motions only require a majority for approval.

**17. Question**

How is a Notice of Motion presented?

**Answer** - When a Notice of Motion is presented to a General Meeting, the member presenting it shall state: “At the next General Meeting (**state month**), I shall move or cause to move the following Motion”. The Motion shall then be read out in its entirety and signed by the member presenting it and is not open to discussion until the next meeting. It should then be posted on the Branch bulletin board for information of all Branch members.

**(Exception - Notice of Motion re: mortgaging, leasing or selling of property must be sent by mail at least 14 days prior to meeting at which the issue will be discussed).**

**18. Question**

Can a Notice of Motion be dealt with if the mover of the Motion is not in attendance at the meeting at which it is to be considered?

**Answer** - Yes. Another member may move its adoption, (cause to move).

**19. Question**

Can the members who move and second a Motion speak against the Motion or vote against it?

**Answer** - The mover of the Motion may vote against it but may not speak against it. The seconder of the Motion may speak **and** vote against it.

**20. Question**

Can Branch members employed by the Branch be Branch delegates to Zone, District, Provincial Command or Dominion Command Conventions?

**Answer** - Yes. Branch members who are employees of the Branch may be Branch delegates.

**21. Question**

May paid employees of the Legion receive Honours and Awards at the level at which they are employed?

**Answer** - Yes, provided that the award is for service rendered other than for duty as a paid employee.

**22. Question**

How many members are required to form a Ladies' Auxiliary to a Branch?

**Answer** – As per the Ladies' Auxiliary By-Laws Article II, Section 212 (1) twenty (20) or more are required. The Ladies' Auxiliary of Ontario Command may request the surrender of the Charter when the Auxiliary fails to maintain sufficient membership as per the Ladies' Auxiliary By-Laws of Ontario Command, Article II Section 213.

**23. Question**

Is it in order for a nominating committee to submit two names for the same office?

**Answer** - Yes.