



BRANCH REGULATIONS TO THE GENERAL BY-LAWS FOR BRANCHES OF ONTARIO PROVINCIAL COMMAND



ERIN
ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO NO. 442
BRANCH NUMBER

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
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<input type="checkbox"/>	S. 404. (2) Item (1)	A voting Member, to be eligible for election to Office, must have attended a minimum of _____ (_____) General Meeting(s) during the _____ prior to the date of the Election Meeting.	
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OR

<input type="checkbox"/>	S. 404. (2) Item (2)	A voting Member, to be eligible for election to Office, must have attended a minimum of _____ percent (_____%) of the General Meetings during the _____ prior to the date of the Election Meeting.	
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<input type="checkbox"/>	S. 409.	The Branch Term of Office shall be two (2) years.	
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<input type="checkbox"/>	S. 501. (1)	The Branch shall elect three (3) Vice-Presidents at the Election Meeting.	
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<input type="checkbox"/> ***	S. 501. (2) Item (1)	The following additional Office(s) shall be elected at the Election Meeting: _____ _____ _____.	
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<input checked="" type="checkbox"/> ***	S. 501. (2) Item (2)	The following additional Office(s) shall be appointed by the President after the start of the new Term of Office: <u>Secretary, Treasurer, Sergeant-at-Arms, Chaplain, and Branch Service Officer</u> _____ _____.	2011-03-02
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<input checked="" type="checkbox"/> ***	S. 502.	The Branch shall elect a total of _____ four _____ (4) Executive Committee Members.	2011-03-02
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BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/> ^^^	S. 513. (1)	A Member of the Branch Executive Committee shall be appointed in the new Term of Office at the _____ Meeting of the Branch in the month of _____ by the President to act as the Liaison Officer to the Ladies' Auxiliary to the Branch.	_____
<input type="checkbox"/> ^^^	S. 513. (2)	The Executive Committees of the Branch and its Ladies' Auxiliary shall hold two (2) joint Meetings a year on the _____ in the months of _____ and _____ starting at ____:____. m.	_____
<input type="checkbox"/>	S. 513. (3)	The total amount of funds held by the Ladies' Auxiliary to the Branch at the end of each fiscal year shall not exceed _____ dollars (\$ _____).	_____
<input checked="" type="checkbox"/> ***	S. 601. (3)	The President shall appoint a <u>Chair</u> , after the start of the new Term of Office, for each of the following <u>Optional Standing Committee(s)</u> : <u>Canteen, Entertainment, Health and Safety, Property, and Ways and Means</u> _____ _____ _____ _____.	2024-05-01
<input checked="" type="checkbox"/>	S. 601. (4)	The President shall appoint a <u>Member</u> , after the start of the new Term of Office, to each of the following <u>Standalone Position(s)</u> not provided for elsewhere within these Branch Regulations: <u>Air Cadets Liaison, and Webmaster</u> _____ _____ _____ _____.	2024-05-01

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input checked="" type="checkbox"/>	S. 703. (3) (a)	The _____ Membership Committee Chair _____ shall be responsible for ensuring that all new Members receive a Legion Badge and a document containing the current Internet Website addresses of both Dominion and Provincial Commands.	2024-05-01
<input type="checkbox"/>	S. 703. (3) (b) Item (1)	The _____ shall be responsible for ensuring that all new Members receive a current copy of The General By-Laws of the Ontario Provincial Command / The General By-Laws for Branches of the Ontario Provincial Command.	_____
OR			
<input type="checkbox"/>	S. 703. (3) (b) Item (2)	The _____ shall be responsible for ensuring that all new Members receive a current copy of The General By-Laws of The Royal Canadian Legion.	_____
OR			
<input type="checkbox"/>	S. 703. (3) (b) Item (3)	The _____ shall be responsible for ensuring that all new Members receive current copies of The General By-Laws of the Ontario Provincial Command / The General By-Laws for Branches of the Ontario Provincial Command and The General By-Laws of The Royal Canadian Legion.	_____
<input checked="" type="checkbox"/>	S. 703. (4)	The Branch shall maintain the Records which fall under the responsibility of the Secretary in an electronic format with a back-up copy stored in a separate and secure location.	2024-05-01
<input checked="" type="checkbox"/>	S. 704. (2)	The Branch shall maintain the Records which fall under the responsibility of the Treasurer in an electronic format with a back-up copy stored in a separate and secure location.	2024-05-01
<input type="checkbox"/>	S. 708.	The Additional Duties listed on the Attachment Form(s) numbered _____ _____ contained on Page(s) numbered _____	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		shall provide additional governance re the Branch Office(s) identified therein.	
<input type="checkbox"/>	S. 709.	The Duties and/or Terms of Reference listed on the Attachment Form(s) numbered _____ contained on Page(s) numbered _____ shall govern the Committees and/or Branch Position(s) identified therein.	_____
<input type="checkbox"/>	S. 710.	The following Organized Group(s) within the Branch consisting of <u>only Legion Members</u> shall be administered by the Branch: _____ _____ _____.	_____
<input checked="" type="checkbox"/> ***	S. 802. (1)	The Branch shall hold its monthly General Meetings on the <u>first Wednesday</u> _____ _____ _____ starting at <u>7</u> : <u>00</u> <u>p</u> . m. The month(s) of <u>July and August</u> _____ _____ shall be excluded.	<u>2024-05-01</u>
<input checked="" type="checkbox"/> ***	S. 804.	The Order of Business included on the Attachment Form(s) numbered <u>8</u> _____ contained on Page(s) numbered <u>9</u> _____ shall govern at the General Meeting(s) identified therein.	<u>2024-05-01</u>
<input checked="" type="checkbox"/> ***	S. 807. Item (1)	The Annual General Meeting shall be held in conjunction with the General Meeting held in the month of <u>May</u> .	<u>2011-03-02</u>
OR			
<input type="checkbox"/> ***	S. 807. Item (2)	The Annual General Meeting shall be held on the _____ _____ _____ starting at _____ : _____ . m.	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input checked="" type="checkbox"/> ***	S. 808.	The Order of Business included on the Attachment Form(s) numbered <u>14</u> _____ contained on Page(s) numbered <u>10</u> _____ shall govern at the Annual General Meeting(s) identified therein.	<u>2024-05-01</u>
<input checked="" type="checkbox"/> ***	S. 809. (1) Item (1)	A quorum for all Meetings of the Branch shall be five percent (5%) of the total eligible voting Membership as recorded on the files of Command at the end of the preceding calendar year.	<u>2024-05-01</u>
OR			
<input type="checkbox"/> ***	S. 809. (1) Item (2)	A quorum for all Meetings of the Branch shall be twice the number of Members from the Executive Committee present at the Meeting plus one (1) additional eligible non-Executive Committee voting Member.	_____
OR			
<input type="checkbox"/> ***	S. 809. (2)	A quorum for all Meetings of the Branch with less than twenty (20) active Members shall be the total number of Members on the Executive Committee plus _____ (_____) additional eligible voting Member(s).	_____
<input type="checkbox"/>	S. 810. Item (1)	In the event that any scheduled Meeting of the Branch falls on a recognized Statutory Holiday, it shall be rescheduled to the _____ _____ starting at _____:_____. m.	_____
OR			
<input checked="" type="checkbox"/>	S. 810. Item (2)	In the event that any scheduled Meeting of the Branch falls on a recognized Statutory Holiday, it shall be rescheduled to the <u>following Wednesday</u> _____ starting at the same time as the original scheduled Meeting.	<u>2024-05-01</u>
<input type="checkbox"/> ***	S. 1001. Item (1)	The Election Meeting shall be held on the _____ _____ _____	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		_____ starting at ____:____. m. and the Order of Business included on the Attachment Form numbered _____ contained on the Page numbered _____ shall govern at this Meeting.	
OR			
<input checked="" type="checkbox"/> ***	S. 1001. Item (2)	The Election Meeting shall be held in conjunction with the General Meeting held in the month of <u>May</u> _____.	<u>2011-03-02</u>
OR			
<input type="checkbox"/> ***	S. 1001. Item (3)	The Election Meeting shall be held in conjunction with the Annual General Meeting held in the month of _____ _____.	_____
<input type="checkbox"/>	S. 1002. Item (1)	The Nomination Meeting shall be held on the _____ _____ _____ starting at ____:____. m. and the Order of Business included on the Attachment Form numbered _____ contained on the Page numbered _____ shall govern at this Meeting.	_____
OR			
<input type="checkbox"/>	S. 1002. Item (2)	The Nomination Meeting shall be held in conjunction with the General Meeting held in the month of _____ _____.	_____
OR			
<input type="checkbox"/>	S. 1002. Item (3)	The Nomination Meeting shall be held in conjunction with the Annual General Meeting held in the month of _____ _____.	_____
<input type="checkbox"/>	S. 1005.	An advance poll shall be held on the day of the Election Meeting starting at _____	_____

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		_____ : _____ . m. and continuing until the start of the said Meeting.	
<input checked="" type="checkbox"/>	S. 1008.	All unsuccessful candidates shall be automatically nominated for the next subordinate Senior Elected Offices.	2024-05-01
<input type="checkbox"/>	S. 1101. (1)	A one-time enrolment fee of _____ dollars (\$ ____ . ____) shall be payable with the applicable Annual Dues by all persons at the time of the submission of their application for Membership in the Legion.	_____
<input type="checkbox"/> ***	S. 1201. (1)	The party or parties identified herein, who shall not be Members of the Executive Committee or employees of the Legion or organization thereof, shall complete a Financial Review of all financial accounts of the Branch: _____ _____ _____.	_____
<input checked="" type="checkbox"/> ***	S. 1202.	The party or parties appointed by the President to complete a Financial Review shall be approved at the _____ Annual General Meeting of the Branch held in the month of _____ May _____.	2011-03-02
<input checked="" type="checkbox"/> ***	S. 1204. Item (1)	The persons designated and authorized to initiate and complete any financial transaction by cheque or electronic funds transfer for Branch Accounts, <u>excluding the Poppy Trust Fund Account</u> , shall be the following as identified by their Office or Position held: <u>President, Immediate Past President, First Vice-President, Secretary, and Treasurer</u> _____ _____ _____.	2011-03-02
<input checked="" type="checkbox"/> ***	S. 1204. Item (2)	The persons designated and authorized to initiate and complete any financial transaction by cheque or electronic funds transfer from the Poppy Trust Fund Account shall be the <u>Poppy Committee Chair, President. and Treasurer</u> _____.	2011-03-02


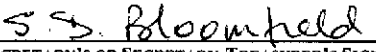
BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	S. 1204. Item (3)	The voting Member(s) of the Branch appointed to administer the Poppy Trust Fund of a Poppy Campaign known as the _____ and conducted by a group of Branches, or a Branch or group of Branches in conjunction with any other organization, shall be the _____ _____.	
<input checked="" type="checkbox"/> ***	S. 1207. (1)	All accounts payable by the Branch in excess of <u>one hundred</u> _____ dollars (\$ <u>100</u> , <u>00</u>) shall only be paid by cheque, or an automatic pre-authorized online withdrawal by electronic funds transfer.	<u>2011-03-02</u>
<input checked="" type="checkbox"/> ***	S. 1208. (1)	The financial authority of the Executive Committee shall not exceed <u>two</u> thousand _____ dollars (\$ <u>2000</u> , <u>00</u>).	<u>2024-05-01</u>

Legend

*** - Mandatory Section for all Branches

*** - Mandatory for all Branches with a Ladies' Auxiliary

I certify the above information to be true and correct.	I certify the above information to be true and correct.
Patty Booth	Susan Bloomfield
PRESIDENT (PRINT NAME)	SECRETARY OR SECRETARY-TREASURER (PRINT NAME)
	
PRESIDENT'S SIGNATURE	SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE
<u>Oct 10</u> .20 24	<u>October 10</u> .20 24
CURRENT DATE OF PRESIDENT'S SIGNATURE	CURRENT DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE



The Royal Canadian Legion
Ontario Provincial Command



BRANCH REGULATIONS SUBMISSION COVER FORM

TO: Secretary, Constitution and Laws Committee DATE: 10 October, 20 24

ERIN	ONTARIO NO. 442
ROYAL CANADIAN LEGION BRANCH NAME	BRANCH NUMBER

BRANCH CLUBHOUSE RULES

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

BRANCH REGULATIONS

PART II					
EVERY SUBMISSION MUST INCLUDE THE MEETING DATES/TYPES RE THE MOST RECENT PROCESSING OF BRANCH REGULATIONS AND/OR CLUBHOUSE RULES. ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED MUST BE CHECKED.					
Notice of Motion tabled at the	General	Meeting on	03 April	, 20	24
	<i>Enter Meeting Type - Annual General or General</i>		DATE		
Motion moved for acceptance at the	Annual General	Meeting on	01 May	, 20	24
	<i>Enter Meeting Type - Annual General, General or Special General</i>		DATE		
3. <input type="checkbox"/>	Email copy of the completed and approved Form No. 1 (<i>Create and/or Amend Branch Regulations</i>)				
4. <input type="checkbox"/>	Email copy of the completed Form No. 2 (<i>Notice of Motion re Create and/or Amend Branch Regulations</i>).				
5. <input type="checkbox"/>	Email copy of the completed Form No. 2A (<i>Notice of Motion re Original Submission of the Branch Regulations</i>).				
6. <input checked="" type="checkbox"/>	Email copy of the completed of the Form No. 3 (<i>Branch Regulations to The General By-Laws</i>).				
7. <input type="checkbox"/>	Email copy of Meeting Minutes (<i>if requested by the Committee</i>) respecting the Tabling and Approval Dates entered on the current Form No. 2 / Form No. 2A. <u>Excerpts will not be accepted.</u>				
8. <input type="checkbox"/>	Email copy of requested or submitted <u>Correspondence</u> and/or Missing or Replacement individual Document <u>Pages</u> .				
	Email all Forms etc. to ldinsmore@on.legion.ca				
Patty Booth			Susan Bloomfield		
PRESIDENT'S NAME (PRINT)			SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)		
<i>Patty Booth</i>			<i>S.S. Bloomfield</i>		
PRESIDENT'S SIGNATURE			SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE		
Oct 10, 20 24			October 10, 20 24		
CURRENT DATE OF SIGNATURE			CURRENT DATE OF SIGNATURE		