



The Royal Canadian Legion

BARRHAVEN BRANCH 641

Policy and Procedures Manual

Created August 7th, 2009

**Current update January 16, 2018**

Constitution and Laws Committee  
Kathy Johnston, Gus Este, Sharon Wilson

## PREFACE

The purpose of the Barrhaven Branch 641 Branch Policy and Procedures Manual herein after referred to as the P&PM - is to spell out the job descriptions or terms of reference for Executive Members, Committee Chairmen, Sub-committee Chairmen, Coordinators and Committee Members that are unique to our branch.

It also outlines the policy and various procedures involved in carrying out these duties and responsibilities.

It shall always be used realizing that the binding authority is resident in the General By-Laws of Dominion Command, and Ontario Provincial Command. As with any document of this nature it should be interpreted by the reader with intelligence, experience and common sense.

**Note:** "Masculine Words include the feminine" and "Singular words include the plural".

## Table of Contents 1

Number	Item	Page
	Cover	1
	Preface	2
	Table of Contents	3 & 4
	<b>PART I – Job Descriptions/Terms of Reference</b>	5
	Branch Officers	5
	Mandatory Standing Committees	5
	<b>Appointees</b>	5
	Branch Chairman	5
	Branch Service Officer	5
	Chaplain	5
	Financial Review Committee	5
	Legal Advisor	6
	<b>Definition of Types of Committees</b>	6
	<b>Optional Standing Committees</b>	6
	Bar Officer	6
	Bursary	6
	Constitution and Laws Committee	7
	Entertainment	8
	Finance Committee	8 & 9
	Honours and Awards	9
	Hospital Visits	9
	Hospitality and Special Events	9 & 10
	Housing	10 & 11
	Long-Range Planning	11
	Ways and Means	11
	<b>Standalone Positions</b>	11
	Army, Sea and R.C. Air 75 Squadron Barrhaven Cadet Liaison Officer	11
	Community Liaison and BBIA Committee	11 & 12
	Grants and Assistance Officer	12
	Branch Historian	12
	Scouts Liaison Officer	12
	<b>PART II – Branch Procedures</b>	13
	General Procedures	13
	Annual Budgets	13
	Death of a Member	13

Hall Rental – Cost and Procedures	14
Handling of Money	14
Meetings	14
Rules of Procedure for Legion Meetings	15
Membership Fees	15
Nominations and Elections	15 & 16
President’s Hospitality Card	16
Travel Allowance – Branch Business/Training/Sports/Conventions	16 & 17
<b>PART III – Convention Delegates</b>	17
Dominion Convention	17
Provincial Convention	17
District and Zone	17
Convention Delegate Selection	17 & 18
<b>PART IV – Amending Procedure for the Policy and Procedures Manual</b>	18
<b>PART V – Complaints</b>	18
Bar Incident Book	18
Conduct in the Legion	18
<b>PART VI – Bibliography – Legion Publications and Manuals</b>	18
President’s Signature	19

## **(Part 1) JOB DESCRIPTIONS/TERMS OF REFERENCE**

**Note:** in accordance with the General By-Laws of the Ontario Provincial Command all reports of committees shall be presented in writing.

**BRANCH OFFICERS: these are elected positions** with the exception of the Immediate Past President  
 President - Immediate Past President; Vice Presidents (3); Secretary; Treasurer; and Sergeant-at-Arms

Job Descriptions for the above noted positions refer to The General By-Laws of the Ontario Provincial Command – Starting on page 55 or the Royal Canadian Legion, Ontario Command, Officers Manual starting on page 13

### **MANDATORY STANDING COMMITTEES**

Legion Seniors – Membership – Poppy - Poppy Trust - Public Relations - Sports - Track and Field - Training and Organizational Development -Veteran Services - Youth Education

Appointments to these committees are made by the president elect to the Vice- Presidents and elected Executive Committee Members.

**Job Descriptions** for the above mandatory standing committees refer to The Royal Canadian Legion, Ontario Command, Officers Manual (refer to index for page number)

### **APPOINTEES:**

In accordance with the Branch Regulations 501(2) item (2) the positions of **Branch Chairman**, **Branch Service Officer**, and **Chaplain** shall be appointed by the President after the start of the new Term of Office and presented to the Executive Committee for ratification and subsequent approval of the Branch members at the next General Meeting.

**Job** descriptions for the above noted **appointees:**

**Branch Chairman** refer to manuals “Rules of Procedure for Legion Meetings” and the - “Ritual, Awards and Protocol Manual” on page 49.

**Branch Service Officer** can be found on page 124 of the Officers Manual.

### **Chaplain**

The Branch Chaplain activities range from short prayers, consecrations, convocations, blessings and dedications, to longer services. The religious elements of Legion activities involve many denominations and creeds, and on some occasions there will be several different beliefs represented in the same service.

Further guidance is provided in the Chaplain’s Manual and the Ritual, Awards and Protocol Manual.

### **Financial Review Committee (Branch Regulation 1202)**

The Financial Review Committee shall be comprised of three (3) members in good standing from the Barrhaven legion Branch 641. They **shall not be** members of the Executive Committee of the Branch or employees of the Legion or organization thereof. Executive members for the period under review cannot be on the Financial Review committee.

**Note:** Duties are described in the Guidelines for the Financial Review Committee.

**Legal Advisor** - a legal Advisor shall be appointed by the President at the beginning of June. A lawyer qualified to practice in the jurisdiction of the branch is invited to participate in membership and to provide legal services as required

### **DEFINITION OF TYPES OF COMMITTEES**

The selection of committees is made by appointments by the President. Appointments must be approved by the Executive and in some cases by both the Executive and General Membership

These are the various types of committees:

**Standing:** A permanent committee formed to carry out a task that will last for an indefinite term. Reports back to the main body from which it was formed.

**Temporary:** A committee formed to carry out one task or project. Is dissolved automatically when the task is done and the report given. Reports back to the main body.

**Sub:** Formed by and within the committee to do special work. Smaller than the committee from which it was formed. Reports back to the committee from which it was formed. Does not report to the main body.

**Joint:** A committee formed by the representatives of two or more organizations. Reports back to the organization from which it was formed.

**Tasks for the above noted Committees and Chairman of a Committee – refer to the Officers Manual page 37.**

**Optional Standing Committees** – these positions are identified in our regulations number 601 (3) - appointments are now mandatory each year.

### **Bar Officer - Responsibilities**

The Bar Officer shall ensure that all regulations & rules issued by the Province of Ontario Liquor Board (LCBO) are followed in the bar operations of the Branch.

The Bar Officer shall supervise the Bar Manager and ensure that sufficient supplies are in-stock for the needs of the members and patrons. Maintain a minimum profit margin of 52% on all alcohol products.

Interview new bar staff, whether volunteer or paid, and be cognizant of the employment policies of the RCL in its Constitution & By-Laws and its regulations and directives.

Ensure that new bartenders become members of the legion, receive their smart serve certificate and obtain a police security clearance.

Ensure that the provision of the Branch's Clubhouse Rules, as they pertain to conduct, dress and discipline are carried out appropriately.

The Bar Officer shall ensure that a monthly bar inventory is taken with a minimum of 2 members of the Branch in attendance.

**Bursary** – see duties page 46 of the Officers' Manual

### **Constitution and Laws Committee**

**Responsibilities:** Branch Regulations- Policy and Procedures Manual, Club House Rules and Resolutions

This committee will be responsible for preparing and making all amendments to the Branch Regulations if and when required.

The committee will be aware of all motions approved at Executive and General Meetings of the Branch to ensure that they do not contravene the Regulations or Dominion or Provincial by Laws that may cause an amendment to Branch 641 Regulations.

The committee will review our Regulations, at least once a year, to ensure that they are up to date. If amendments are required, the committee will Cause a Notice of Motion to be made at a Branch Executive and General Meeting, outlining the changes proposed.

Ensure that these proposed changes are made known to all members in through Branch newsletters, bulletin boards, one month prior to the general meeting that the vote is to occur.

At the next General Meeting the Chair will cause the motion to be proposed, and will defend the motion. After approval, the Chair will be responsible for forwarding the proposed amendments to Provincial Command.

Upon receiving receipt of response from Ontario Command the Chair will notify the President and make any required changes.

At the next Executive and General Meeting the committee will inform the members of the response from Ontario Command and any additional changes made.

After informing the membership at the next General Meeting the committee will be responsible for re-submitting amendments to Provincial Command.

Or upon receiving our Certificate from Ontario Command the committee will ensure that the master copy of the Branch Regulations are updated and the membership are informed at the next Executive and General meetings. A copy will be posted in the club house and a copy will be given to all executive members.

The Chair will be responsible for ensuring that any pertinent manuals are posted in the Branch for member's convenience such as the Dominion & Provincial By-Laws, Officers' Manual, Branch Policy & Procedures Manual, Club House Rules and the Branch Regulations.

The committee shall be the recipient of all material sent to the Branch from Dominion or Provincial Command which refers to changes in their respective By-Laws. Committee members must ensure that their copies of the Dominion and Provincial By-Laws are immediately updated and review the Branch Regulations to ensure there is no change to them. This should be done as notices are received.

Update Club House Rules/Policy and Procedures Manual - when required by changes made at Executive and General Meetings.

The committee shall advise the President and the Executive Committee concerning all matters relative to the By-Laws and Regulation.

**Resolutions:** at the request of the Executive prepare resolutions for By-Law or other Manual changes in accordance with the instructions provided for by Ontario Command and the Officers' Manual page 169.

**Entertainment - Responsibilities:**

Prepare a cohesive program throughout the year to ensure adequate entertainment is available for all members.

Ensure that entertainment, in some form, is available in the main hall each Friday, on the closest Friday to Valentine's Day, on St. Patrick's Day – March 17<sup>th</sup>, Canada Day and any other day requested by the Executive.

Ensure that all events are properly coordinated with other relevant committees, such as Hospitality, Sports, Special Events, Public Relations, Poppy, and to assist those committees whenever requested.

Ensure that a proper accounting be made to the Treasurer within two weeks for any event for which the Branch expended or received funds. A report on progress **shall** be provided to each Executive and General Meeting.

Ensure that all events are properly scheduled and advertised to all members through the Public Relations Officer.

**Finance Committee (Not to be confused with the Branch Finance Review Committee)**

The Committee will be comprised of a Chair, who will be appointed by the President and sit on the Executive Committee, the Branch President, the Branch Treasurer, and at least one other Branch member, who will be appointed by the Finance Committee Chair.

The role of the Finance Committee is to advise the Executive as well as the members of the Branch on financial matters relating to Branch's operations. They do so following the guidelines as set out by the Branch and Command.

It is up to the Executive to ensure that all financial activities conform to the rules of the Legion, as well as those set out by governments and follow good accounting practices.

The responsibilities of the Finance Committee:

ensure that the recording of financial transactions is performed in a timely and accurate manner, ensure that any person handling money is bonded or as a minimum has gone through a criminal security check with the local Police with the exception of those counting money during the Poppy Campaign.

routinely review financial operations of the Branch through the review of the Profit/Loss and Bank Reconciliation Statements, Accounts Payable, and Balance Sheet and report findings to the Executive Committee at least quarterly,

routinely, and as a minimum quarterly, review financial operations of the bar to ensure prices, inventory levels, etc. are properly set to ensure a positive revenue, and carry out regular, independent and random reviews of all bar operations to include stock,

routinely, and as a minimum quarterly, conduct a reconciliation of Petty Cash,

review each event or activity to ensure profitability,

maintain and control signing authorities for Branch Funds, and

co-ordinate the preparation and monitor the Annual Branch Budget, reporting findings to the Executive on a quarterly basis.

On an annual basis, develop and present to the Executive Committee for approval the Branch's Annual Budget;

Provide over-site of the Branch's Budget;

Provide financial planning advice to Committee Chairs and the Executive Committee; and

Report quarterly to the Executive Committee on the performance of the Budget

The Finance/Budget Committee will be composed of an appointed Chairman, the Branch Treasurer, and a minimum of one additional member selected from the Branch membership.

**Honours and Awards** - For duties see officers' manual page 58.

**Hospital Visits** - Responsibilities:

Ensure that all members are informed of who is in the hospital.

Ensure that a suitable card or gift is sent to the member in hospital.

Ensure that the member's family has transportation to visit the member while in hospital.

Ensure that the member is visited while in hospital, and provide small comforts such as reading material, or other appropriate comforts to make the member's hospital stay more comfortable.

Hospital & Home visits – card

Hospital visits - more than 3 days - \$ 40.00 maximum Fruit Basket or Flowers

Obtain funds from the Branch Treasurer for cards and or gifts and provide a proper accounting of the funds received, and expenditures made.

**Hospitality and Special Events** - Responsibilities:

The Chairman of the Hospitality Committee shall appoint a Vice Chairman and other members to form his Committee;

The Chairman if applicable is responsible for arranging in conjunction with the Entertainment chair Friday Evening Meals, January 1st President's Levee, Valentine's Day, St. Patrick's day, Mother's Day Brunch, Canada Day, Veterans' Luncheons, Thanksgiving, Halloween, Remembrance Day Lunches, Remembrance Dinner, Remembrance Day Open House, New Year's Eve, Youth Education contests, or other occasions requested by the Branch Executive Committee such as open houses or other special events. The chairman shall liase closely with other committees such as Entertainment, Sports or Poppy to properly coordinate activities and duties

If the Chairman is unavailable to organize any event he **shall** appointment someone from his committee to ensure that the event takes place. There is no exception to this rule unless permission has been requested through the Executive.

Ensure that all events are properly coordinated with other relevant committees, such as Entertainment, Sports, Special Events, Public Relations, Poppy, and to assist those committees whenever requested.

The Chairman shall call a monthly meeting of the Committee to:

- determine the meal requirements for events being held during the next month;
- decide who is responsible for picking up food or other material;
- ensure that an inventory of supplies is on hand to cover events;
- set up a duty roster - who is serving; who is cleaning up
- determine who is selling dinner tickets at the door;
- make sure membership cards are checked to differentiate price charge for meal
- sell 50/50 tickets as a shared task with the Entertainment Committee.

- determine who will update the road sign

Ensure security checks are completed for any committee member handling money

Plan and organize all of those events which are not the responsibility of the Entertainment, Poppy or Sports Committees.

Organize and recommend additional events for the benefit of the members of the branch and the community at large.

Ensure that an inventory of kitchen items is taken on a quarterly basis, and keep a copy on file. As a requirement of by-law food in the refrigerator and freezer must be dated. A monthly review of food items in the refrigerator and freezer shall be taken to ensure that perishable food is not stale dated.

Ensure that a proper accounting is made to the Treasurer within two weeks for any event for which the Branch expended or received funds and provide an accounting of all receipts and disbursements to the Branch Treasurer.

Ensure that all events are properly scheduled, advertised to all members through the Public Relations Officer. He shall provide a monthly report on progress to each Executive and General Meeting.

Report on committee activities and plans to the Executive Committee and General Meetings before making final decisions.

**Note:** Occasionally, the Branch may host special events or extraordinarily large receptions where there is a requirement to provide wine for the head table. The event OPI shall include a provision in the budget to allow for an amount above the **Presidents** monthly allowance with prior approval of the Executive Committee.

**Housing** - Responsibilities:

Maintain the electrical and mechanical systems in good order.

Ensure that all alterations required in, and around the buildings(s) are carried out in a proper workman-like manner.

Report and suggest all matters of building repairs required to the Executive Committee.

Have an estimate prepared for each item of work to be considered.

Ensure that all required materials are ordered, that receipts are obtained for any disbursements, and that a proper accounting is made of all funds received and/or expended.

Prepare plans, or receive suggestions for improvement to the branch facilities.

Prepare an itemized list of those items proposed to be carried out during the current year. Items should be added or removed from the list as situations dictate.

Ensure that all **major works are approved by the Executive** Committee or General Membership **prior to any action being** taken.

In case of emergency repairs, or maintenance being needed, the work may be carried out without being approved in advance. A complete report must be made to the Executive on any such work.

Ensure that the Branch is kept clean and orderly. The committee, if not actually doing the cleaning, shall report any unclean situations to the appropriate person or persons.

Provide a listing, to be posted in the appropriate place, of firms or contractors that might be contacted in case of emergency, or for carrying out work within the branch. The list should detail the type of work for which each firm or contractor could be contacted.

Schedule and supervise work parties, ensuring adequate equipment and material are on hand to complete the task.

Ensure our building meets the Fire Code and By-Law requirements. Takes immediate corrective action if cited by Fire or By-Law or any other source of inspection.

Inventory control – makes sure we have an up-to-date inventory of all our assets.

Report on all building matters to the Executive and General Meetings.

Obtain all necessary plans, permits, certificates and approvals necessary to complete any work before the work starts.

### **Long-range Planning - Responsibilities**

Ensure that all officers, members and committees take into their planning and preparation – **a vision of mid and long-term requirements for the Branch.**

In its planning role, the committee will be responsible to consider and recommend plans of action for any organizational thrust that may make the Branch and its committee activities more efficient and meaningful.

Encourage Committees to maintain existing programs and assist with the introduction of new programs. Promote methods to overcome resistance to change.

### **Ways and Means - Responsibilities:**

Ensure that all ways and means are explored for raising funds for the Branch.

Realize that there are no boundaries to the method used for raising funds provided they are legal.

Each event is to be properly accounted for within two weeks of the completion of the event.

Emphasis should be placed on events which can be enjoyable to the membership as a whole, and advantage should be taken of all major sporting, entertainment or special events which are taking place on behalf of the Branch. In all cases where other committees are involved, the Committee Chairman must be made fully aware of the Ways and Means Committee's intentions. Ensure that all Ways and Means are totally explained to all members.

Investigate methods of raising funds from outside the Branch. In this way we will broaden the base from which funds may be obtained.

**Standalone Positions** - these positions are identified in our regulations (601 (4) - as a result it is mandatory that appointments be made each year to fill the positions

### **Army, Sea, and R.C. Air 75th Squadron Barrhaven Cadets Liaison Officer**

Responsibilities Acts as the Liaison Officer for all interactions between the Branch and any affiliated Cadet Corps Commanding Officer.

### **Community Liaison and BBIA Committee**

This committee is the point of contact for Governmental Organizations: federal, provincial and civic; Community Associations and institutions, Service Clubs, Barrhaven Business Improvement Association and similar groups, and individuals concerned with and involved in the betterment of the community.

It will act as the liaison between the above-mentioned bodies and the Barrhaven Branch 641 of the Royal Canadian Legion only after approval of the Executive Committee and the General membership. It will monitor all interactions between the Branch and the concerned bodies to insure that the Purposes, Protocols and Ethic of the Royal Canadian Legion are established and maintained.

The committee shall not actively seek out groups with whom to become involved, but will pursue and follow-up on any group or individuals wishing to secure and formalize a relationship/partnership with the Barrhaven Branch 641.

### **Grants and Assistance Officer- Responsibilities**

It is the responsibility of the Grants and Assistance Chair to review incoming requests to the branch from organizations and those looking for donations.

He then makes recommendations to the Executive to either approve or deny the request based on certain criteria and recommends which funds the donation should come out of. (Lottery Account, Operational Account or the Poppy Trust Account) If a request falls under the Poppy Trust Fund then the request should be forwarded to the Poppy Trust Officer.

Some criteria for approving requests: The legion mandate is to support veterans, community groups, youth and seniors. Normally we only approve requests that are within our boundaries (as per the poppy boundaries.) However, if a request is received from an organization outside our boundaries that helps people in Barrhaven then we will consider a donation.

Personal requests (**not a Veteran**) for help to pay for fuel, groceries etc. are not considered. Cases such as these should be referred to social organizations or the food bank. **However**, if it is a **Veteran** then the request should automatically be turned over to the Veteran Service Officer.

Prepare recommendations for donations to the executive committee for approval. Donations over \$500. also need general membership approval.

Prepare form letters to send to organization with cheques and then give motion form approval, letter and envelope with stamp to Treasurer to prepare cheques and mail out.

Send form letters to organizations that we have declined with explanation/reason why we did not donate to their cause.

Prepare a budget to cover donations for the legion fiscal year

Keep a log of organizations we have donated to and how much the donations were.

### **Branch Historian**

All Royal Canadian Legion Branches have a requirement to electronically store the following documents, therefore there is at-hand for the use by the Historian when required, the following records:

- **Secretaries** - Minutes, Agendas, Reports, Significant events;
- **Treasurers** - All funds received, All payments made, All contracts entered;
- **Membership Chairmen** - All documents relating to the enrollment of new members and personal files on each individual member.

From time-to-time the historian may be required to provide documentation, photographs, or other relevant documentation, in support of a memorable event or a special ceremony. He/she may cooperate with and obtain or supply information or documentation to outside agencies such as; printers, UPS or other agencies of like nature.

### **Scouts Liaison Officer**

Responsibilities - Acts as the Liaison Officer for all interactions between the Boy Scout Group Committee and any sub-group of the affiliated Group Committee.

## **(PART II) BRANCH PROCEDURES**

### **General Procedures**

The Branch procedures are governed by its Regulations and in all cases that are not covered specifically or through intent by these Regulations, the General By-Laws of the Legion and the General By-Laws of Dominion Command and Ontario Provincial Command shall apply.

In all cases where there is a conflict between the Branch Regulations and the General By-Laws of The Legion or the General By-Laws of Dominion Command or Ontario Provincial Command, the General By-Laws of the Legion, Dominion Command and Ontario Provincial Command shall apply.

### **Annual Budgets**

As a requirement of your position on the Executive if you require a budget you must prepare a proposed budget and send it to the Finance Officer no later than the 30th. of April each year. The Finance Officer will put a motion to the floor at the June Executive and General Meeting for approval of the branch budget.

In accordance with the General By-Laws and our Regulation if you have an expenditure that was not included and approved in your budget allocation you must seek Executive approval prior to the expenditure and in cases where the amount to be spent is over five hundred dollars (\$500) you must also get approval at a General Meeting. **Motions** for these expenditures must be presented on our "motion form."

The only exception to the above is for "Operational Expenditures".

### **Death of a Member**

Whoever receives information regarding the death of one of our members shall immediately inform the Sergeant-at-Arms by phone and provide as much detail as possible. The Sgt-at-Arms will confirm the membership status of the deceased and then contact and brief the Branch Chaplain and President and await further instructions.

If unable to contact the Sgt-at-Arms, go to next step.

Notify the Branch Chaplain and President. The Chaplain will contact the family to determine what arrangements and level of involvement they require from the Branch.

The Chaplain shall then notify the Sergeant-at-Arms and the President of the need for a Colour Party and Ceremonies.

The Sergeant-at-Arms shall provide the Secretary with the information necessary to appear on our Memorial Board in the Clubhouse, in the Last Post section of the Branch website and the Newsletter.

The Sergeant-at-Arms or Secretary will make sure a twenty (20") inch wreath is sent to the Funeral Home on behalf of the Legion. The inscription on the banner will read "LEST WE FORGET BRANCH 641"

If a charitable donation is requested in lieu of flowers a donation not to exceed Seventy-Five Dollars (\$75) will be donated to the charity of choice. **Special or exceptional** cases are to be deferred to the president for his decision.

## Hall Rental - Cost and Procedures

Non-Legion members will pay **\$350.00 + Tax**.

Legion Members from other Branches **\$250 + Tax**

Barrhaven Legion members in good standing - Must be a member for a minimum of 1yr + 1 day  
**\$150.00 + Tax**

All Barrhaven Life members in good standing will pay **\$100 + Tax**.

All Barrhaven Life members **only** in good standing will **get the room for free** if the occasion is used to honour the Life member for such occasion as member's birthday or any recognition of the Life member.

Fund Raisers will pay a fee of \$200.00 + Tax, with the opportunity to have the payment refunded as a donation if requested and approved by the executive committee.

Day Rates for legion members will be \$25.00 per hour and non members will be \$35.00 per hour. – minimum charge of 3 hours. These hourly rates apply to those who are renting the hall and not using the bar

Addendum – to day rates

The President or his designate reserves the right to shorten any three hour rental period on a case-by-case basis as warranted or lower or waive any rental rate for community fundraisers or for any other rental that is deemed appropriate.

Lottery – anyone renting the hall intending to hold a 50/50 draw or any other type of lottery must show their "lottery license" when they rent the hall.

Use of the amenities in the kitchen facility is restricted to the Branch 641 Hospitality Committee in support of Branch-sponsored events only. Amenities are defined as: BBQs, refrigerator(s), stove, utensils, linens, dishware (including serving ware), glassware and food storage ware (i.e. food storage bags, plastic wrap and foil wrap).

Hall renters and sponsors/caterers (members and non-members) of non-Branch sponsored events/functions are permitted to use the kitchen facility as a preparation/clean-up area only. Usage is restricted to the countertop and sink and comes at no additional cost. The beer cooler in the bar area is available, at no additional cost, for short-term use in storing perishable items for individual events.

## Handling of Money

Any member other than the Poppy Trust Committee who handles money for the Legion must have a current Criminal Security Check with the local Police. The Security check and must be obtained and dated within the past year.

## Meetings

Any Ordinary, Associate, Affiliate Voting or Life Member in good standing may attend and vote at any General, Special or Annual Meeting. Affiliate Non-Voting Members can attend and speak at meetings but cannot move or second a motion, vote or hold office, chair a committee or sit on a complaint committee.

Note: see Officers' Manual page 22 for further information concerning meetings.

### **Rules of Procedure for Legion meetings**

This booklet details the procedures for all Legion meetings and includes the duties of the Chairman, methods of voting, classification of motions, tables of rules relating to motions and the order of precedence of motions. Where the rules for procedure at Legion meetings do not provide the necessary authority, then, "Robert's Rules of Order" will prevail.

### **Membership Fees**

The cost for yearly membership dues for the Barrhaven Legion Branch 641 for 2018 and subsequent years is fifty dollars (\$50:00) for all members.

**New member** applicants - full year fifty dollars (\$50:00), half year (effective July 1) twenty five dollars (\$25:00), and a third of a year (effective Sept. 1) seventeen dollars (\$17:00)

**Early Bird** membership renewal September 1 to November 30 dues are fifty dollars (\$50:00)

There will be three early birds draws for a prize of fifty dollars (\$50:00) for the months of September, October, and November. If your name is not selected your name remains in the draw for the subsequent months. If your name is selected you will then have the choice of taking the money or paying forward your next year's dues.

**Nominations and Elections** (held every two (2) years in the odd numbered years)

The President shall, with the approval of the Executive Committee, appoint a Chairman of the Nominating Committee at least two General Meetings in advance of the Annual General Meeting. The Chair will be responsible for selecting two (2) members in good standing to form his committee.

Branch 641 Elections under Branch By-Laws and Regulation will be held at the Annual General Meeting on the 3<sup>rd</sup>. Tuesday of April, starting at 19:00 (7PM) and will be run by a Zone G 5 delegate. Nomination for elections will close after nominations are taken from the floor at our General meeting held on the 3<sup>rd</sup>. Tuesday of March.

"NOMINATION FORMS" will be available through the nomination committee at the close of our February General Meeting. Copies will also be available in the Branch (Legion) near the bar and the Bulletin board. The form must be properly filled in and signed by both the nominator and the nominee. You must be a "member in good standing" of branch 641 for a period of one year before the election meeting and have attend three (3) general meetings during the same time.

**Note: you must read both the Policy and Procedures Manual and the Club House Rules before your name can go on the nomination Board.**

The following are the positions you may be nominated for:

**President ~**  
**Vice - Presidents – 1st, 2nd, 3rd**  
**Sergeant-at-Arms**  
**Secretary,**  
**Treasurer**  
**Executive Members six (6) to be elected**

The Branch By-Laws, along with the Ontario General By-Laws and the Branch Regulations provide the rules for Nominations and Elections. These references and manuals are available near the computer in the legion (bar area) on the window.

Please note the following rules: Any eligible member may be nominated for more than one position. His/her name must appear on the ballot for the office or offices he/she desires to run for. Our branch regulations do not allow automatic drop down to the next position when a candidate does not win his seat

A voting member, to be eligible for election to any Branch Office, must be a member in good standing for the year in which the election is held.

A voting member will be required to have served at least **one term** on the Branch Executive committee to be eligible to be elected President or Vice-President.

A voting member will be required to have been a member of the Branch for a period of one year prior to the date of the election to be eligible for election to the Branch Executive Committee.

The Nominations Committee is empowered to nominate any acceptable candidate. If anyone wishes to stand for an office on the Executive Committee but does not as yet, have a nominator, fill out the top portion of the Nomination Form with the required information (i.e. Name, Membership number, Signature and date. Then return the form to the envelope at the bar for nominations. The committee will review the information and if the member meets all the requirements for the position, one of the Nomination committee will sign the form as nominator.

Remember. If you don't participate or vote don't complain about how your Branch is run. Talk to your comrades and select the right people to operate our Branch. This is **not a personality contest** it is **who best can** run our branch for us.

The Nominating Committee Chair shall be responsible for posting the list of nominations for the Officers and Executive Members of The Branch on the notice board in the Clubhouse prior to the General Meeting immediately preceding the Annual General Meeting. The committee ceases to exist after submitting its report and nominations are closed. Nominations will not be re-opened or allowed from the floor at the election meeting.

Note: Duties of the Nominating Chairman are outlined in the Branch By-Laws page 65 and Officers' Manual on page 26.

### **President's Hospitality Card**

The Branch President is authorized to spend up to a maximum of \$100.00 each month to purchase beverages for VIP guests of the Branch.

### **Travel Allowance**

All members are expected to keep travel costs as low as possible. Car pooling and room-sharing are mandatory, unless that proves impractical and approved in advance of travel. All travel requests, including itinerary, will be vetted and approved by the Branch President, Sports Officer or Training Chairman.

Subsidized travel within Zone G5 is not authorized unless approved by the executive in advance.

The Branch will reimburse expenses for items such as fuel and hotels. The maximum for a hotel is \$100 unless approved in advance. Receipts are required.

For meals, the Branch authorizes a maximum of \$50. per day broken down as follows:

Breakfast \$10

Lunch \$15

Dinner \$25

Alcohol will not be reimbursed for any reason.

**For Sports** new members must be a legion member for a period of 6 months prior to the sports competition for the branch to pay any entry fee or expenses related to sports events at the Zone, District or any higher level of the Royal Canadian Legion.

**For Conventions** accommodation should be reimbursed at the rate of the lowest reserved block of Hotels/Inns by the convention committee – any amount over and above is the responsibility of the individual unless authorized by the President.

Branch members who attend conventions as OBSERVERS may have their expenses covered if the Branch has sufficient funds available. The Branch President will make that decision prior to each convention. Observers will then have the option to attend or not.

### **(PART III) CONVENTION DELEGATES**

**Delegates** for all Conventions are based on the Branch total Membership as of the 31<sup>st</sup>. of December the year preceding the Convention. Command notifies us of the number of delegates we are allowed.

#### **DOMINION CONVENTION**

The major governing body of the Legion is the Dominion Convention which convenes every two years. The Dominion Executive Council (DEC), is made up of representatives from each of the Provincial Commands, meets twice a year when the Dominion Convention is not in session. In the period between meetings of the DEC, the Legion is run by the Sub-Executive Committee made up of the Legion Officers elected at the Dominion Convention.

#### **PROVINCIAL/COMMAND CONVENTION**

The governing body of the Legion for each province is its Provincial Convention which convenes every two years. The Provincial Executive Council (PEC) is made up of representatives from each of the District Commands, meets twice a year when the Provincial Convention is not in session. In the period between meetings of the PEC, the Legion is run by the Sub-Executive Committee made up of the Legion Officers elected at the Provincial Convention.

#### **DISTRICT/ZONE COUNCILS & CONVENTIONS**

These also are governing bodies of the Legion made up from representatives of the next lower level right down to the Branch. The meeting schedules are announced in order that the representatives are advised in adequate time of their gathering. These echelons allows for a better span of control than having all governance emanating from Dominion/Provincial Command.

#### **CONVENTION DELEGATES SELECTION CRITERIA**

The President will approve convention delegates in the following order:

- 1) President; 2) 1st VP; 3) 2nd VP; 4) 3rd VP; 5) Secretary; 6) Treasurer;
- 7) Sgt-at-Arms; 8) Immediate Past President; 9) Elected Members; 10) Branch Chairman;
- 11) Committee Chairs and 12) Members of the Branch in good standing

The registration fee for all delegates and observers should be paid by the Branch for Zone Conventions, District Conventions, Provincial Conventions and Dominion Conventions.

Due to the large expense to attend Provincial & Dominion Conventions, the Executive Committee must make rational decisions, taking into account the availability of funds in the general account.

**(PART IV) AMENDING PROCEDURES** for the Policy and Procedures Manual

The Barrhaven Branch 641 Policy & Procedures Manual (P&PM) shall only be amended with approval from the Executive and General Membership of the Branch. The Constitution and By - Law Officer is the responsible chair.

Once approved, the amendment to the P&PM will be distributed to all officers and Committee Chairmen. An official copy of the P&PM shall be posted on the notice board in the Clubhouse.

**(PART V) COMPLAINTS**

The Branch shall keep a current set of the Branch By-Laws, P&PM and Clubhouse Rules posted in a prominent location within the Branch and readily available to all members. Complaint procedures are outlined in the General By-Laws of the Royal Canadian Legion starting on page 26. Interpretation can be found in the Officer Manual starting on page 150.

Complaint Files: The Branch Secretary shall create and maintain a general, confidential file for complaints. Each complaint is to be filed independently by name and date. General access to these files is restricted to the Secretary, Membership Chairman and Branch President.

The Complaint Committee Chairman shall only have access to the one file that he/she has been appointed to investigate.

**The Bar Incident** book should be checked daily and if there is an incident it should be brought to the attention of the President so he can decide what action to take if any.

**Conduct** in the Legion Branch 641

The rules of conduct are outlined in the Club House Rules posted on the Bulletin Board and are to be enforced by the bartender on duty.

**(PART VI) BIBLIOGRAPHY PUBLICATIONS AND MANUALS**

Publications & Manuals for Branch Officers & Committee Chairmen

Dominion Command and Provincial Manuals are no longer provided by either command in hard copy. They are available on their website:

Ontario Provincial Command web site:

<http://www.on.legion.ca> - look under member's resources

Dominion Command web site:

[www.legion.ca](http://www.legion.ca) then click on committee resources

*Comrade Bert Boehme  
President Barrhaven Legion, Branch 641*

---

*President's s Signature – Date January 16, 2018*