



The Royal Canadian Legion
Ontario Provincial Command



BRANCH POLICY AND PROCEDURE MANUAL

NOTICE OF MOTION

Sir Sam Hughes	ONTARIO NO. 67
<u>ROYAL CANADIAN LEGION BRANCH NAME</u>	<u>BRANCH NUMBER</u>

February 1, 20 23
DATE PREPARED

NOTICE OF MOTION IS HEREBY GIVEN THAT THE ATTACHED POLICY AND PROCEDURE MANUAL PROPOSAL(S) AND / OR AMENDMENTS THERETO WILL BE PRESENTED AT THE NEXT MEETING OF THE BRANCH FOR CONSIDERATION, DISCUSSION, AND A VOTE FOR ACCEPTANCE.

Howie Johnston

PRESENTING MEMBER'S NAME
(PRINT)

PRESENTING MEMBER'S
SIGNATURE

February 16, 20
DATE OF ANNUAL GENERAL MEETING OR <u>GENERAL MEETING</u>
(<u>UNDERLINE WHICH ONE IS APPLICABLE</u>)
NOTICE OF MOTION TABLED

March 16, 2023
DATE OF ANNUAL GENERAL MEETING OR <u>GENERAL MEETING OR</u> SPECIAL GENERAL MEETING
(<u>UNDERLINE WHICH ONE IS APPLICABLE</u>)
MOTION MOVED FOR APPROVAL

SIR SAM HUGHES

BRANCH 67

**POLICY AND PROCEDURES
MANUAL**

SIR SAM HUGHES

BRANCH 67

POLICY AND PROCEDURE INTRODUCTION

This Policy and Procedure Manual has been established to give guidance for decision making and the streamlining of internal processes.

It is not intended to circumvent any Laws or Regulations already established.

This Policy and Procedure Manual is simply to let persons know about what to do in specific circumstances

SIR SAM HUGHES
BRANCH 67
POLICY AND PROCEDURE MANAUL
GUIDELINES

The following guidelines shall constitute the Policy and Procedures for The Royal Canadian Legion, Sir Sam Hughes Branch 67:

1. The Bar Steward on duty shall have absolute authority in enforcing the rules of the A.G.C.O.
2. Canteen Hours shall be set from time to time by the Branch Executive.
3. **ALL MEMBERS MUST BE IN GOOD STANDING AND IN POSSESSION OF A CURRENTLY VALID MEMBERSHIP.**
4. The rear door to the Canteen will be closed at all times after 2:00p.m. with the exception being days when the public are invited for lunches, sporting events such as Town Darts, meat rolls or any other special events as identified by the Branch Executive.
5. Children of Members and guests are not permitted in the Canteen after 7:00p.m. After this time, it shall be the responsibility of the Bar Steward to ensure that any Member or Guest accompanied with a child shall be asked to vacate the Canteen.
6. Should there be less than 10 Members in the bar, the Bar Steward shall have the discretion to close the bar.
7. Any Part of the building that is rented out is temporarily out of bounds to all Members, unless they are serving or a guest of the renter.

- 8. All Members are expected to donate of their time to promote the objects of the Branch Committees.**
- 9. No dogs or other animals shall be permitted in any area where food or drink is served, except those dogs that are registered as service dogs. For the purposes of this policy a service dog is a dog that is registered with Service Dogs Canada and is in possession of a Nationally Accepted Identification along with a dog vest with accredited patch, photo ID.**
- 10. All Customers shall vacate the premises no later than 45 minutes following the closure of the bar.**
- 11. No headgear will be worn by Members or their guests while in the Canteen. The Sergeant at Arms while in uniform shall be permitted to do so in addition to any person with a medical circumstance. The removal of headgear is to show respect to those Veterans that have paid the supreme sacrifice on behalf of our Nation.**
- 12. Members and Guests are not permitted to change the setting on the air and heating thermostats.**
- 13. Cars left overnight on the Legion premises will be towed away by 10:00a.m. the following morning, unless authorized by the Legion.**
- 14. No solicitation allowed in the Canteen without the express written permission of the Branch Executive.**
- 15. No photographs/videos will be permitted in the Canteen unless written authorization is obtained from the Branch.**
- 16. No entry to a room will be permitted if the room is at full capacity.**
- 17. Policy and Procedures may be amended from time to time following the approval of the Executive Committee of Branch 67.**