



**Branch Regulations
General By-Laws for Branches
Ontario Provincial Command**



NOTICE OF MOTION

Sir Sam Hughes	ONTARIO No. 67
_____ ROYAL CANADIAN LEGION BRANCH NAME	_____ BRANCH NUMBER

November 1, 20 22
DATE PREPARED

NOTICE OF MOTION IS HEREBY GIVEN THAT THE ATTACHED PROPOSAL(S) CONTAINED ON THE FORM NO. 3 TITLED 'BRANCH REGULATIONS TO THE GENERAL BY-LAWS FOR BRANCHES OF ONTARIO PROVINCIAL COMMAND' WILL BE PRESENTED AT THE NEXT MEETING OF THE BRANCH FOR CONSIDERATION, DISCUSSION AND A VOTE FOR ACCEPTANCE.

Walter Tomasik

PRESENTING MEMBER'S NAME
(PRINT)

PRESENTING MEMBER'S
SIGNATURE

November 17, 20 22
DATE OF ANNUAL GENERAL MEETING OR <u>GENERAL MEETING</u> OR SPECIAL GENERAL MEETING
(<u>UNDERLINE APPLICABLE MEETING</u>)
NOTICE OF MOTION Tabled

, 20
DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR SPECIAL GENERAL MEETING
(<u>UNDERLINE APPLICABLE MEETING</u>)
MOTION MOVED FOR APPROVAL

***** ONLY FOR USE BY BRANCHES THAT HAVE NOT RECEIVED THEIR FIRST CERTIFICATE OF REVIEW *****



The Royal Canadian Legion Ontario Provincial Command



BRANCH REGULATIONS SUBMISSION COVER FORM

To: Secretary, Constitution and Laws Committee

DATE: December 17, 20 22

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

<u>PART I</u>	AN ENTRY MUST BE MADE IN THIS PART ON EVERY SUBMISSION.	
1.	Does the Branch maintain Branch Clubhouse Rules?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.	If so, has the most current edition been submitted to Command as per the Guidelines?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

✓

BRANCH REGULATIONS

<u>PART II</u>	EVERY SUBMISSION MUST INCLUDE THE MEETING DATES/TYPES RESPECTING THE MOST RECENT PROCESSING OF BRANCH REGULATIONS AND ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED MUST BE CHECKED.							
Notice of Motion tabled at the <u>General Meeting</u> Meeting on <u>November 17</u> , 20 <u>22</u> <small><i>Enter Meeting Type - Annual General or General</i></small>								
Motion moved for acceptance at the <u>General Meeting</u> Meeting on <u>December 15</u> , 20 <u>22</u> <small><i>Enter Meeting Type - Annual General, General or Special General</i></small>								
3. <input checked="" type="checkbox"/>	Four (4) copies of the completed and approved Form No. 1 (<i>Create and/or Amend Branch Regulations</i>).							
4. <input checked="" type="checkbox"/>	Four (4) copies of the Form No. 2 (<i>Notice of Motion re Create and/or Amend Branch Regulations</i>).							
5. <input checked="" type="checkbox"/>	Four (4) copies of the Form No. 2A (<i>Notice of Motion re Original Submission</i>).							
6. <input checked="" type="checkbox"/>	Four (4) copies of the Form No. 3 (<i>Branch Regulations to The General By-Laws</i>).							
7. <input checked="" type="checkbox"/>	Four (4) copies of Meeting Minutes (<i>when 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"/>	Four (4) copies of requested or submitted <u>Correspondence</u> and/or Missing or Replacement individual Document <u>Pages</u> .							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;"> <u>Walter Tomasik</u> <small>PRESIDENT'S NAME (PRINT)</small> </td> <td style="width: 50%; text-align: center; border: none;"> <u>Kimberley Junkin</u> <small>SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)</small> </td> </tr> <tr> <td style="width: 50%; text-align: center; border: none;"> <hr/> <small>PRESIDENT'S SIGNATURE</small> </td> <td style="width: 50%; text-align: center; border: none;"> <hr/> <small>SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small> </td> </tr> <tr> <td style="width: 50%; text-align: center; border: none;"> <hr/> <small>CURRENT DATE OF SIGNATURE</small>, 20 _____ </td> <td style="width: 50%; text-align: center; border: none;"> <hr/> <small>CURRENT DATE OF SIGNATURE</small>, 20 _____ </td> </tr> </table>			<u>Walter Tomasik</u> <small>PRESIDENT'S NAME (PRINT)</small>	<u>Kimberley Junkin</u> <small>SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)</small>	<hr/> <small>PRESIDENT'S SIGNATURE</small>	<hr/> <small>SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small>	<hr/> <small>CURRENT DATE OF SIGNATURE</small> , 20 _____	<hr/> <small>CURRENT DATE OF SIGNATURE</small> , 20 _____
<u>Walter Tomasik</u> <small>PRESIDENT'S NAME (PRINT)</small>	<u>Kimberley Junkin</u> <small>SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)</small>							
<hr/> <small>PRESIDENT'S SIGNATURE</small>	<hr/> <small>SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small>							
<hr/> <small>CURRENT DATE OF SIGNATURE</small> , 20 _____	<hr/> <small>CURRENT DATE OF SIGNATURE</small> , 20 _____							

***** DIVIDE PART II COPIES INTO FOUR (4) SETS AND SUBMIT EACH SET UNDER A SEPARATE FORM NO. 5 *****



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



Sir Sam Hughes
ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO NO.	67
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 checked="" type="checkbox"/> ***	S. 501. (2) Item (1)	The following additional Office(s) shall be elected at the Election Meeting: _____ _____ _____.	2022-12-15
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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, Chaplain, Branch Service Officer and Sergeant-at-Arms</u> _____ _____.	2022-12-15
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<input checked="" type="checkbox"/> ***	S. 502.	The Branch shall elect a total of <u>Six</u> (<u>6</u>) Executive Committee Members.	2022-12-15
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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 _____ General _____ Meeting of the Branch in the month of _____ September _____ by the President to act as the Liaison Officer to the Ladies' Auxiliary to the Branch.	2019-02-21
<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 _____ Second Tuesday _____ in the months of _____ September _____ and _____ February _____ starting at _____ 7 : 00 _____ p . m.	2019-02-21
<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 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>Bar,</u> <u>Branch Regulations, Finance, Honours and Awards, Housing and Prope</u> <u>Special Events and Ways and Means</u>	2019-02-21
<input 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>Army Cadets Liason Officer,</u> <u>Catering, Coordinator and Artifact Curator</u>	2019-02-21

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	S. 703. (3) (a)	The _____ Membership Committee Chairperson 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.	2019-02-21
<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 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.	2019-02-21
<input 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.	2019-02-21
<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 only Legion Members shall be administered by the Branch: _____ _____ _____.	
<input checked="" type="checkbox"/> ***	S. 802. (1)	The Branch shall hold its monthly General Meetings on the <u>Third Thursday</u> of each month. _____ _____ _____ starting at <u>7</u> : <u>00</u> <u>P</u> . m. The month(s) of <u>November and December</u> shall be excluded.	<u>2022-12-15</u>
<input type="checkbox"/>	S. 804.	The Order of Business included on the Attachment Form(s) numbered _____ contained on Page(s) numbered _____ shall govern at the General Meeting(s) identified therein.	
<input type="checkbox"/> ***	S. 807. Item (1)	The Annual General Meeting shall be held in conjunction with the General Meeting held in the month of _____.	
OR			
<input type="checkbox"/> ***	S. 807. Item (2)	The Annual General Meeting shall be held on the <u>Third Sunday</u> in the month of <u>April</u> _____ starting at <u>1</u> : <u>30</u> <u>P</u> . m.	<u>2019-02-21</u>

BRANCH REGULATIONS CONTINUED

✓	Section Identifier	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	S. 808.	The Order of Business included on the Attachment Form(s) numbered _____ contained on Page(s) numbered _____ shall govern at the Annual General Meeting(s) identified therein.	
<input 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.	
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.	2019-02-21
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 following Thursday _____ starting at <u>7</u> : 00 p . m.	2019-02-21
OR			
<input 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 _____ starting at the same time as the original scheduled Meeting.	
<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 type="checkbox"/> ***	S. 1001. Item (2)	The Election Meeting shall be held in conjunction with the General Meeting held in the month of _____.	_____
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 <u>April</u>	<u>2019-02-21</u>
<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 type="checkbox"/>	S. 1008.	All unsuccessful candidates shall be automatically nominated for the next subordinate Senior Elected Offices.	2019-02-21
<input type="checkbox"/>	S. 1101. (1)	A one-time enrolment fee of <u>Seven</u> dollars (\$ <u>7</u> . <u>00</u>) 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.	2019-02-21
<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: <u>Legion Members</u>	2019-02-21
<input type="checkbox"/> ***	S. 1202.	The party or parties appointed by the President to complete a Financial Review shall be approved at the <u>General</u> Meeting of the Branch held in the month of <u>June</u> .	2019-02-21
<input 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, First Vice-President, Second Vice - President, Third Vice - President and Secretary-Treasurer</u>	2019-02-21
<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, Secretary-Treasurer and Branch Service Officer</u> .	2022-12-15

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 type="checkbox"/> ***	S. 1207. (1)	All accounts payable by the Branch in excess of _____ one hundred _____ dollars (\$ 100 . 00) shall only be paid by cheque, or an automatic pre-authorized online withdrawal by electronic funds transfer.	2019-02-21
<input type="checkbox"/> ***	S. 1208. (1)	The financial authority of the Executive Committee shall not exceed _____ five hundred _____ dollars (\$ 500 . 00).	2019-02-21

I certify the above information to be true and correct.
Walter A. Tomasik
PRESIDENT (PRINT NAME)
PRESIDENT'S SIGNATURE
_____, 20
CURRENT DATE OF PRESIDENT'S SIGNATURE

I certify the above information to be true and correct.
Kimberley Junkin
SECRETARY OR SECRETARY-TREASURER (PRINT NAME)
SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE
_____, 20
CURRENT DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE



Branch Regulations

General By-Laws for Branches

Ontario Provincial Command



AMENDMENT OF BRANCH REGULATIONS

Sir Sam Hughes

ONTARIO No.

67

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

November 1, 2022

DATE PREPARED

FORM No. 3 SECTION / ITEM IDENTIFIER	PROPOSED BRANCH REGULATION AMENDMENT WORDING FROM THE FORM No. 3	BRANCH APPROVAL	
		<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
S. 501(2) Item (1)	The following additional officer(s) shall be elected at the Election Meeting: (Delete Sergeant-at-Arms)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S 501(2) Item(2)	The following Officers shall be appointed by the President after the start of the new Term of Office: Secretary-Treasurer, Chaplain, Branch Services Officer and Sergeant-at-Arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S. 502	Section 502 shall be ammended to read: The Branch shall elect a total of Six(6) Executive Committee Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S. 802(1)	The Branch shall hold its monthly General Meeting on the Third Thursday of each month starting at 7:00p.m The months of November and December shall be excluded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S. 1204	The section shall be ammended to read:The Person designated and authorized to initiate and complete any financial transaction by cheque or electronic funds from the Poppy Trust Fund Account shall be the President, Poppy Committee Chair and the Branch Service Officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Amendment of Branch Regulations Continued

FORM NO. 3 SECTION / ITEM IDENTIFIER	PROPOSED BRANCH REGULATION AMENDMENT WORDING FROM THE FORM NO. 3	BRANCH APPROVAL	
		<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Walter Tomasik	
PRESENTING MEMBER'S NAME (TYPE / PRINT)	PRESENTING MEMBER'S SIGNATURE

November 17, 2022	, 20
DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR SPECIAL GENERAL MEETING (UNDERLINE THE APPLICABLE MEETING)	DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR SPECIAL GENERAL MEETING (UNDERLINE THE APPLICABLE MEETING)
NOTICE OF MOTION TABLED	MOTION MOVED FOR APPROVAL

I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT	I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT
Walter Tomasik	
PRESIDENT'S NAME (TYPE / PRINT)	SECRETARY'S OR SECRETARY-TREASURER'S NAME (TYPE / PRINT)
PRESIDENT'S SIGNATURE	SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE
November 18, 2022	, 20
CERTIFICATION DATE OF PRESIDENT'S SIGNATURE	CERTIFICATION DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE

NOTE: Section 903. (2) of the General By-Laws of the Ontario Provincial Command requires that copies of this completed and certified document, along with the Notice of Motion (Form No. 2) shall be forwarded to Command within one (1) month of their approval by the Branch. FAILURE TO COMPLY MAY DELAY COMMAND CERTIFICATION.

**DO NOT FORWARD AN AMENDED FORM NO. 3 UNTIL AFTER THE
RECEIPT OF A CERTIFICATE OF AMENDMENT REVIEW FROM COMMAND
*** All three (3) Pages of this Completed Form Must Be Submitted *****



THE ROYAL CANADIAN LEGION

Ontario Provincial Command



BRANCH CLUBHOUSE RULES (BCR)

NOTICE OF MOTION

Sir Sam Hughes

ONTARIO No. 67

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

November 1, 2022

DATE PREPARED

NOTICE OF MOTION IS HEREBY GIVEN THAT THE ATTACHED PROPOSAL(S) TO CREATE OR AMEND THE BRANCH CLUBHOUSE RULES WILL BE PRESENTED AT THE NEXT MEETING OF THE BRANCH FOR CONSIDERATION, DISCUSSION AND A VOTE FOR ACCEPTANCE.

Walter Tomasik

PRESENTING MEMBER'S NAME
(PRINT)

PRESENTING MEMBER'S
SIGNATURE

November 17, 2022

DATE OF ANNUAL GENERAL MEETING OR
GENERAL MEETING

(UNDERLINE THE APPLICABLE MEETING)

NOTICE OF MOTION TABLED

, 20

DATE OF ANNUAL GENERAL MEETING OR
GENERAL MEETING OR
SPECIAL GENERAL MEETING

(UNDERLINE THE APPLICABLE MEETING)

MOTION MOVED FOR APPROVAL



The Royal Canadian Legion
Ontario Provincial Command



BRANCH CLUBHOUSE RULES (BCR)

SUBMISSION COVER FORM

TO: Constitution and Laws Committee Secretary DATE: December 17 / 20 22

<u>Sir Sam Hughes</u> <small>ROYAL CANADIAN LEGION BRANCH NAME</small>	<u>67</u> <small>BRANCH NO.</small>
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TABLING & APPROVAL DATES

PART I	DATES RESPECTING THE TABLING OF THE NOTICE OF MOTION (NOM), BCR DOCUMENTS, AND THE SUBSEQUENT APPROVAL OF THE BCR OR AMENDMENTS MADE THERETO.
1. <input checked="" type="checkbox"/>	NOM & BCR/Amendments - Tabled @ General Meeting on <u>November 17</u> , 20 <u>22</u> .
2. <input checked="" type="checkbox"/>	BCR/Amendments –Motion Approval @ General Meeting on <u>December 15</u> , 20 <u>22</u> .

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DOCUMENT SUBMISSION LIST

PART II	ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED IN THE SUBMISSION MUST BE CHECKED.
3. <input checked="" type="checkbox"/>	Four (4) copies of the Notice of Motion (NOM) used in the process.
4. <input checked="" type="checkbox"/>	Four (4) copies of the proposed BCR or Amendments tabled with the Notice of Motion.
5. <input checked="" type="checkbox"/>	Four (4) copies of the approved and signed BCR with the Amendments incorporated therein.
6. <input checked="" type="checkbox"/>	Four (4) copies of the General Meeting Minutes at which the Notice of Motion was tabled.
7. <input checked="" type="checkbox"/>	Four (4) copies of the General Meeting Minutes at which the approval was granted.
8. <input type="checkbox"/>	Four (4) copies of a Cover letter etc. if necessary @ the submitter's choice, or requested by Command.

<u>Walter Tomasik</u> <small>BRANCH PRESIDENT'S NAME (PRINT)</small>	<u>Kimberley Junkin</u> <small>SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)</small>
<hr/> <small>BRANCH PRESIDENT'S SIGNATURE</small>	<hr/> <small>SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small>

SIR SAM HUGHES BRANCH 67

CLUB HOUSE RULES

- 1. The Bar Steward on duty shall have absolute authority enforcing the rules of the A.G.C.O.**
- 2. All guests must be signed in by their sponsors and leave the premises at the same time as their sponsors. Out of Town guest must sign the guest book.**
- 3. No illegal drugs or cannabis products are allowed on the premises.**
- 4. All Members must understand that while on the Branch premises no behaviour will be tolerated which interferes in any way with the use of and enjoyment of Branch facilities by their fellow Members. Profane or abusive language, racial or prejudicial remarks, violent or aggressive behaviour or disorderly conduct will not be tolerated. Both or all participants involved in fighting will be asked to leave the premises and will be dealt with at a disciplinary hearing.**
- 5. Members shall have proper respect for all furniture and furnishings. Any person who causes willful damage or who, through negligence or improper conduct causes damage which is expensed to the Branch, shall pay such costs, as well as be subject to discipline in accordance with Provincial/Branch by-laws.**
- 6. Only identification approved by the A.G.C.O. will be accepted:**
 - a.) Valid and current Ontario Driver's Licence**
 - b.) Canadian Citizenship Card**
 - c.) Canadian Armed Forces I.D Card**
 - d.) Secure Indian status Card**
 - e.) Permanent Resident Card**
 - f.) Ontario Photo ID Card**
 - g.) Passport**
 - h.) Out of Province ID will require a second piece of identification**
 - i.) Health cards can be presented as acceptable identification provided permission is given by the holder.**

- 7. A copy of Sandy's Law shall be clearly displayed at all bar locations.**
- 8. All members/Clients must vacate the premises no later than 45 minutes following closure of the bar.**
- 9. Members must respect the rights of each other in the Branch and not interfere in the social past times of others unless invited to do so.**
- 10. While in the Legion, Members, at all times shall be neat, clean and tidy in appearance**
 - a.) "T" shirts are acceptable under the same conditions mentioned above. No vulgar slogans or illustrations will be accepted on "T" shirts**
 - b.) No Muscle shirts are permitted at any time**
 - c.) No short-shorts similar to track shorts are permitted at any time**
 - d.) No swim suits or bathing trunks allowed**
 - e.) Bare feet are not allowed**
 - f.) If wearing muddy shoes/boots, please ensure they are clean prior to entering the premises**
 - g.) Any dress regulation as approved by the Executive Committee for a specific event shall take precedence over the normal dress regulations**
- 11. No person shall wear/display any lawfully recognized Outlaw motorcycle Gang colours while on-site.**

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 MANUAL

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.**