



The Royal Canadian Legion Ontario Provincial Command



BRANCH REGULATIONS AND/OR BRANCH CLUBHOUSE RULES SUBMISSION COVER FORM

To: Secretary, Constitution and Laws Committee

DATE: _____, 20 _____

_____ ROYAL CANADIAN LEGION BRANCH NAME	ONTARIO No. _____ BRANCH NUMBER
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BRANCH CLUBHOUSE RULES

<u>PART I</u>	AN ENTRY MUST BE MADE IN THIS PART ON <u>EVERY</u> SUBMISSION.
1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/>	Four (4) copies of the current Branch Clubhouse Rules <u>approved by the Branch</u> are attached. Check only if the Branch Clubhouse Rules have not been amended since they were <u>last submitted to Command</u> . Check only if the Branch has chosen not to maintain Branch Clubhouse Rules.

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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 _____ Meeting on _____, 20 _____ <i>Enter Meeting Type – Annual General or General</i>	
Motion moved for acceptance at the _____ Meeting on _____, 20 _____ <i>Enter Meeting Type – Annual General, General or Special General</i>	
4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/> 9. <input type="checkbox"/>	Four (4) copies of the completed and approved Form No. 1 (<i>Create and/or Amend Branch Regulations</i>). Four (4) copies of the Form No. 2 (<i>Notice of Motion re Create and/or Amend Branch Regulations</i>). Four (4) copies of the Form No. 2A (<i>Notice of Motion re Original Submission</i>). Four (4) copies of the Form No. 3 (<i>Branch Regulations to The General By-Laws</i>). 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. Four (4) copies of requested or submitted <u>Correspondence and/or</u> Missing or Replacement Document <u>Pages</u> .
_____ PRESIDENT`S NAME (PRINT)	_____ SECRETARY`S OR SECRETARY-TREASURER`S NAME (PRINT)
_____ PRESIDENT`S SIGNATURE	_____ SECRETARY`S OR SECRETARY-TREASURER`S SIGNATURE
_____, 20 _____ CURRENT DATE OF SIGNATURE	_____, 20 _____ CURRENT DATE OF SIGNATURE

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