



**General By-Laws for Branches
of
Ontario Provincial Command**



BRANCH REGULATIONS TO
THE GENERAL BY-LAWS

ONTARIO

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

✓	Section Number	Regulation Wording	Approval Date (YYYY-MM-DD)
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THE GENERAL BY-LAWS OF THE ONTARIO PROVINCIAL COMMAND (GBLO)

<input type="checkbox"/>	1207.	The total amount of funds held by the Ladies' Auxiliary to the Branch at the end of each fiscal year shall not exceed _____ dollars (\$_____.____).	
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THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND (GBLB)

<input type="checkbox"/>	404. (2)	<i>Item (1)</i> - A voting Member, to be eligible for election to Office, must have attended _____ (____) General Meetings during the _____ prior to the Election Meeting.	
OR			
<input type="checkbox"/>	404. (2)	<i>Item (2)</i> - 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 Election Meeting.	
<input type="checkbox"/>	409.	The Branch Term of Office shall be two (2) years.	
<input type="checkbox"/>	501. (1)	The Branch shall elect three (3) Vice-Presidents at the Election Meeting.	

BRANCH REGULATIONS CONTINUED

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<input type="checkbox"/> ***	501. (2)	<i>Item (1)</i> – The following additional Office(s) shall be elected at the Election Meeting: _____ _____ _____ _____ .	_____ _____
<input type="checkbox"/> ***	501. (2)	<i>Item (2)</i> - The following Office(s) shall be appointed by the President in the new Term: _____ _____ _____ _____ .	_____ _____
<input type="checkbox"/> ***	502.	The Branch shall elect a total of _____ (_____) Executive Committee Members.	_____ _____
<input type="checkbox"/>	513. (1)	A member of the Branch Executive Committee shall be appointed in the new Term 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"/>	513. (2)	The Executive Committees of the Branch and its Ladies' Auxiliary shall hold two joint meetings a year on the _____ _____ in the months of _____ and _____ starting at _____:_____ __ m.	_____ _____
<input type="checkbox"/>	601. (3)	The President shall appoint a Chairman for each of the following optional Standing Committee(s): _____ _____ _____ _____ _____ .	_____ _____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	601. (4)	The President shall appoint a member to each of the following positions not provided for elsewhere within the Branch Regulations: _____ _____ _____ _____ _____.	_____
<input type="checkbox"/>	703. (3)	<i>Item (1)</i> - The _____ shall be responsible for ensuring that all new members at the time of their initiation receive a current copy of the General By-Laws of the Legion and a Legion Badge.	_____
OR			
<input type="checkbox"/>	703. (3)	<i>Item (2)</i> - The _____ shall be responsible for ensuring that all new members at the time of their initiation receive current copies of the General By-Laws of both Dominion and Ontario Commands and a Legion Badge.	_____
<input type="checkbox"/>	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.	_____
<input type="checkbox"/>	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.	_____
<input type="checkbox"/>	708.	The Additional Duties listed on the <u>attached</u> document shall govern the respective Branch Office(s) and the document header shall be as follows: BRANCH NAME _____ BRANCH NUMBER _____ ADDITIONAL DUTIES FOR BRANCH OFFICE(S) CREATED UNDER SECTION 708. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND	_____
<input type="checkbox"/>	709.	The Duties and Terms of Reference listed on the <u>attached</u> document	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Approval Date (YYYY-MM-DD)
		shall govern the respective Committees and/or Branch Positions and the document header shall be as follows: BRANCH NAME _____ BRANCH NUMBER _____ <u>DUTIES AND TERMS OF REFERENCE FOR</u> <u>COMMITTEES AND BRANCH POSITIONS</u> CREATED UNDER SECTION 709. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND	
<input type="checkbox"/>	710.	The following Organized Groups within the Branch consisting of Legion members shall be administered by the Branch: _____ _____ _____	
<input type="checkbox"/> ***	802.	The Branch shall hold its monthly General Meetings on the _____ _____ starting at _____:_____ __ m. The month(s) of _____ _____ _____ shall be excluded.	
<input type="checkbox"/>	804.	The Order of Business as listed on the <u>attached</u> document shall govern all General Meetings and the document header shall be as follows: BRANCH NAME _____ BRANCH NUMBER _____ <u>ORDER OF BUSINESS FOR GENERAL MEETINGS</u> CREATED UNDER SECTION 804. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND	
<input type="checkbox"/> ***	807. (1)	<i>Item (1)</i> - The Annual Meeting shall be held in conjunction with the General Meeting held in the month of _____.	
OR			
<input type="checkbox"/> ***	807. (1)	<i>Item (2)</i> - The Annual Meeting shall be held on the _____ _____ _____ starting at _____:_____ __ m.	

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	807. (2)	<i>Item (1)</i> - The Branch may consider applications for membership and reinstatement at the Annual Meeting held in conjunction with a monthly General Meeting.	
<input type="checkbox"/>	807. (2)	<i>Item (2)</i> - The Branch may conduct initiations of new members at the Annual Meeting held in conjunction with a monthly General Meeting	
<input type="checkbox"/>	808.	<p><i>Item (1)</i> - The Order of Business listed on the <u>attached</u> document shall govern at all Annual Meetings that include Elections and the document header shall be as follows:</p> <p>BRANCH NAME _____ BRANCH NUMBER _____</p> <p align="center"><u>ORDER OF BUSINESS - ANNUAL MEETINGS AND ELECTIONS</u></p> <p align="center">CREATED UNDER SECTION 808. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND</p>	
OR			
<input type="checkbox"/>	808.	<p><i>Item (2)</i> - The Order of Business listed on the <u>attached</u> document shall govern at all Annual Meetings that do not include Elections and the document header shall be as follows:</p> <p>BRANCH NAME _____ BRANCH NUMBER _____</p> <p align="center"><u>ORDER OF BUSINESS - ANNUAL MEETINGS</u></p> <p align="center">CREATED UNDER SECTION 808. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND</p>	
<input type="checkbox"/> ***	809. (1)	<i>Item (1)</i> - 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"/> ***	809. (1)	<i>Item (2)</i> - A quorum for all meetings of the Branch shall be twice the number of members from the Executive Committee <u>present</u> at the meeting plus one (1) additional eligible voting member.	
OR			

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Approval Date (YYYY-MM-DD)
<input type="checkbox"/> ***	809. (2)	A quorum for all meetings of the Branch shall be the total number of the Executive Committee plus _____ (_____) additional eligible voting member(s).	_____
<input type="checkbox"/>	810.	In the event that any scheduled Meeting of the Branch falls on a Statutory Holiday, it shall be rescheduled to the _____ _____ _____ starting at ____:____ __ m.	_____
<input type="checkbox"/> ***	1001.	<i>Item (1)</i> - The Election Meeting shall be held _____ _____ _____ starting at ____:____ __ m.	_____
OR			
<input type="checkbox"/> ***	1001.	<i>Item (2)</i> - The Election Meeting shall be held in conjunction with the General Meeting held in the month of _____.	_____
OR			
<input type="checkbox"/> ***	1001.	<i>Item (3)</i> - The Election Meeting shall be held in conjunction with the Annual Meeting held in the month of _____.	_____
<input type="checkbox"/>	1002.	<i>Item (1)</i> - A Nomination Meeting shall be held on the _____ _____ _____ starting at ____:____ __ m.	_____
OR			
<input type="checkbox"/>	1002.	<i>Item (2)</i> - A Nomination Meeting shall be held in conjunction with the General Meeting in the month of _____.	_____
<input type="checkbox"/>	1005.	An advance poll shall be held on the day of the Election Meeting starting at ____:____ __ m. and continuing until the start of the said Meeting.	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	1008.	All unsuccessful candidates shall be automatically nominated for the next subordinate Senior Elected Office.	_____
<input type="checkbox"/>	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"/> ***	1201.	The membership of the Financial Review Committee shall be comprised of the following non-Executive Committee Members : _____ _____ _____.	_____
<input type="checkbox"/> ***	1202.	The Financial Review Committee shall be appointed and approved at the _____ Meeting of the Branch held in the month of _____.	_____
<input type="checkbox"/> ***	1204.	<i>Item (1)</i> - The Signing Officers for Branch Accounts, <u>excluding the Poppy Trust Fund Account</u> , shall be the following as identified by their Office or Position held: _____ _____ _____ _____.	_____
<input type="checkbox"/> ***	1204.	<i>Item (2)</i> - The Signing Officers for the Poppy Trust Fund Account shall be the <u>Poppy Committee Chairman</u> , _____ _____ _____.	_____
<input type="checkbox"/> ***	1207.	All accounts payable by the Branch in excess of _____ dollars (\$_____.____) shall only be paid by cheque.	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Approval Date (YYYY-MM-DD)
<input type="checkbox"/> ***	1208. (1)	The financial authority of the Executive Committee shall not exceed _____ dollars (\$_____.____).	_____ _____

I certify the above information to be true and correct.

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BRANCH PRESIDENT
 (PRINT NAME)

BRANCH SECRETARY
 (PRINT NAME)

BRANCH PRESIDENT'S
SIGNATURE

BRANCH SECRETARY'S
SIGNATURE

SIGNATURE DATE: _____, 20____