



The Royal Canadian Legion
2020 – 15 Street NW
Calgary, AB T2M 3N8
P: 403-284-1161
F: 403-284-9899
www.abnwtlegion.com

21 November 2016

The Royal Canadian Legion
St. Albert Branch No. 271
6 Tache Street
St. Albert, AB T8N 2S4

Attention: Bob Fagan, President

Dear Comrade,

Re: Branch By-Laws

On behalf of the Constitution and Laws Committee, I confirm approval of your Branch By-Laws.

The fully executed document is enclosed for your file and a copy is retained in our office.

It is highly recommended that these By-Laws are reviewed every three (3) years in order to coincide with any amendments made to the General By-Laws of Dominion Command and the Alberta-NWT Command By-Laws.

Sincerely,

A handwritten signature in blue ink that reads "Judy Mindach". The signature is fluid and cursive.

Judy Mindach
Executive Assistant
Staff Lead, Constitutions and Laws Committee

/jm
Encl.
cc: District No. 2 Commander

BRANCH BY-LAWS

ALBERTA-NORTHWEST TERRITORIES COMMAND

ST. ALBERT BRANCH NO. 271

OF THE ROYAL CANADIAN LEGION

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ARTICLE 1 – INTERPRETATION

- 1.01 The General By-Laws of The Royal Canadian legion (as amended) shall be and are hereby excepted, together with the Act, as the Constitution of the Branch. In all cases not covered by these By-Laws, the General By-Laws and/or Alberta-NWT Command By-Laws shall apply.

ARTICLE 2 – MEMBERSHIP

- 2.01 All applications for membership in the Branch shall be subject to the restrictions and fall within the classes set forth in Article II of the General By-Laws. Every new member shall be initiated according to the Ritual, Awards and Protocol Manual prior to receiving a membership card and a copy of the Branch By-Laws.

ARTICLE 3 – DUES

- 3.01 The Annual dues payable by members shall be determined by vote at a General Meeting when there is a proposed change, except in the case of an Ordinary, Associate, or Affiliate Voting member who is totally dependent upon old age security or War Veterans in which instance their annual dues shall be equal to the Dominion and Provincial per capita tax assessment. Annual Dues will not be changed more than once a year.
- 3.02 A member who is in arrears in payment of dues at the 31 January of the current year is not in good standing for any purpose.
- 3.03 An ex-member who has lost membership under the foregoing provisions may be reinstated by a General Meeting on payment of the unpaid dues, but reinstatement will not restore any office which may have been forfeited

ARTICLE 4 – COMPLAINTS AGAINST MEMBERS

- 4.01 The Procedure for lodging complaints against members and the subsequent disciplinary action shall be strictly in accordance with Article III of the current General By-Laws.

ARTICLE 5 – OFFICERS AND EXECUTIVE MEMBERS

- 5.01 OFFICERS:
- a. The Officers of the Branch shall be;
- (1) The President;
 - (2) The Immediate Past President (if available);
 - (3) The First Vice-President;
 - (4) The Second Vice-President;
 - (5) The Vice-Presidents; and
 - (6) The Treasurer.

- b. Should a Vacancy occur in the office of the President or First Vice- President, the following will be followed:
 - (1) Should the Office of the President become vacant, the First Vice-President shall become President;
 - (2) The Second Vice-President shall assume the office of the First Vice President, should this office become vacant for any reason;
 - (3) Should the office of the President and First Vice-President become vacant, the Second Vice-President shall become President, subject to the ratification by a General Meeting;
 - (4) Any vacancy in the office of the Second Vice-President shall be filled by nomination and election by ballot at the next General Meeting of the Branch; and
 - (5) If as a result of the foregoing, a vacancy occurs in the position of an Executive Member the position will be filled as follows:
 - (a) A member will be elected by majority vote of the General Membership and such member shall serve for the remainder of the current year. The remainder of any term shall be filled by ballot by the members at the next election.

5.02 EXECUTIVE COMMITTEE:

- a. The Branch Executive shall be:
 - (1) The Officers; and
 - (2) Three or more Executive Members as may be required for the proper operation of the Branch.
- b. The Branch Executive Committee shall take office and assume their duties and functions fourteen days after their election or at the end of the month in which they were elected whichever period shall be the longer, and shall be installed in accordance with the Ritual, Awards and Protocol Manual and the General By-Laws as amended.
- c. The Executive Committee shall meet monthly and transact the business of the Branch; subject to the jurisdiction of the membership of the Branch assembled General Meeting.
- d. Any Member of the Executive Committee who is absent from three (3) consecutive meetings of the General Membership and/or Executive Committee without being excused for just cause by the President shall cease to hold office.
- e. Any qualified member may be appointed to the President. Such appointment will be subject to Executive Committee approval and the appointee may vote on any matters arising. Appointees under this By-Law are subject to any prohibitions contained in either Dominion Command or Alberta-NWT Command By-Laws.

ARTICLE 6 – NOMINATIONS AND ELECTIONS

- 6.01 At the September General Meeting, the President will nominate a member in good standing to be the Nominating Committee Chairman. The Nominating Chairman shall be responsible for selecting a sufficient number of members in good standing to assist them in running the elections. The Nominations Chairman and the assistants shall have signified that they do not intend to stand for office.
- 6.02 Advanced nominations may be submitted in writing to the Nomination Chairman, signed by the nominee.
- 6.03 The General Election of Officers and Executive members of the Branch shall be held at the November General Meeting. The Nominating Committee shall also serve as the Election Committee and shall assume the duties of the Returning Officers and Scrutineers. Further nominations may be made from the floor at this time, but must be confined to members present or those members who have signified in writing that they wish to stand for office.
- 6.04 No member shall stand for nomination who has not attended at least three (3) General Meetings in the current calendar year.
- 6.05 No member shall stand for office of President, First Vice President or Second Vice President who has not yet served a minimum of one (1) year on the Branch Executive Committee.
- 6.06 On being nominated, a candidate may stand for a Branch Officer position and as well for the Executive Committee provided that:
- a. The candidate may be elected to one position only;
 - b. The candidate contesting more than one position must accept the highest elected position; and
 - c. An Executive member who is elected as a Branch Officer must resign from the Executive position.
- 6.07 The Nomination Committee shall automatically cease to function immediately after the results of the election have been announced and all ballots have been destroyed.

ARTICLE 7 – STANDING COMMITTEES

- 7.01 The following Standing Committees may be established at the discretion of the Executive Committee:
- a. Finance;
 - b. Ways and Means;
 - c. Membership;
 - d. Publicity;

- e. Sports;
- f. House and Grounds;
- g. Sick and Visiting;
- h. Entertainment and Special Events;
- i. Poppy;
- j. By-Laws;
- k. Honours and Awards;
- l. Discipline.

7.02 Additional Special Committees may be appointed by the President or the Executive Committee as may be deemed necessary, from time to time, for the proper conduct of the Branch. All such Special Committees shall be dissolved on the completion of their duties.

7.03 Any member in good standing may be appointed Chairman of a Special Committee, but the Chairman of any Standing Committee shall be appointed by the President.

ARTICLE 8 – MEETINGS

8.01 GENERAL MEETINGS:

- a. A General Meeting shall be held on the fourth (4th) Monday of each month except July, August and December commencing at 1900 hours. The standard Order of Business for a Regular General Meeting shall be followed as per Chapter 3 in the Ritual, Awards and Protocol Manual.

8.02 ANNUAL MEETING:

- a. An Annual meeting shall be held in November each year for receiving of a report of Branch finances and the election of the Branch Executive Committee, or in lieu thereof deciding the date and method of electing the Branch Executive Committee.

8.03 The Rules of Procedure for all General and Executive Meetings shall be set down in “Rules of Procedures for Legion Meetings” issued by Dominion Command.

ARTICLE 9 – QUORUM

9.01 A Quorum shall be those members in attendance that are in good standing at either a General or Annual General Meeting.

ARTICLE 10 – FINANCE

10.01 The financial year shall be the calendar year.

10.02 The Financial Committee shall consist of the Treasurer as the Financial Chairman, the Branch Officers and the Executive Committee.

10.03 The Financial Chairman shall give the report at all meetings.

- 10.04 The Financial Committee shall with the assistance of the Branch Administrator, prepare the annual budget covering all financial activities of the Branch and endeavour to see the budget is adhered to.
- 10.05 The Financial Committee shall ensure that an accurate and true account of all monies received or paid out by the Branch is kept. Additionally, a complete record of all financial transactions, including a full and complete statement of credits and liabilities of the Branch will be maintained.
- 10.06 The Financial Chairman shall work in conjunction with other Committees handling Branch funds.
- 10.07 The Executive Committee shall not make any expenditures, nor borrow any money, nor pledge the assets of the Branch without prior approval of the General Membership except as hereinafter set down:
- a. Minor construction projects or enhancement to Branch facilities up to the value of \$2000.00 may be carried out without approval of the General Membership provided that:
 - (1) no single project of work may exceed \$1000.00;
 - (2) the sum of \$2000.00 or over is not cumulative and may not be carried over to the following calendar year;
 - (3) no debt may be incurred as a result of the proposed expenditure; and
 - (4) any expenditure must have prior approval of the Finance Committee.
 - b. The normal operating expenses of the Branch, such as payment of taxes, utilities, staff salaries and wages.
 - c. Emergency repairs to or replacement of equipment required for the continued operation or administration of programs of the Branch and in respect of which such expenditures cannot be held over to the next General Meeting.
- 10.08 The original copies of the Branch Monthly Financial Statements and the original copies of the Branch Annual Audit Reports shall be kept at the Branch Office and shall be open to the inspection of the Executive Committee on an as required basis. The same reports shall be made available to any Legion Member upon request during regular working hours and only on the authority of the Finance Chairman. These original copies are not to be removed from the Branch under any circumstance either by Executive or any Legion Member unless a request for authorization is made and received from Alberta-NWT Command.
- 10.09 All Branch cheques, drafts, or orders of payment of money shall be signed by the Chairman of the Financial Committee (Treasurer) and the Branch President or such person as the Executive Committee may designate. No two signing authorities may be related to each other nor live in the same domicile.

ARTICLE 11 – DRESS CODE

- 11.01 Dress Rules and Regulations are located in the Legion Ritual, Awards and Protocol Manual. Members can also refer to Branch House Rules for details.

ARTICLE 12 – SPORTS

- 12.01 In order to be eligible for payment of entry fees in Legion Area Sporting Events, individuals and teams shall meet the following criteria:
- a. All participants shall have attended four (4) General Meetings or four (4) working functions or completed four volunteer duties around the Branch during the twelve months prior to entering the proposed competition, and
 - b. Entry fees in District, Provincial or Command events may be paid at the discretion of the Branch.

ARTICLE 13 – LADIES' AUXILIARY

- 13.01 The formation and operation of a Ladies' Auxiliary to the Branch is permitted and encouraged in accordance with Article VIII of The General By-Laws.
- 13.02 In the event of any differences arising between the Branch and its Ladies' Auxiliary, the decision of the Branch shall be final. If no decision is reached, or such decision ignored, a committee or enquiry shall be convened.
- 13.03 The clubhouse privileges of the Branch shall be extended to members of the Ladies' Auxiliary.

ARTICLE 14 – GENERAL

- 14.01 Within the guidelines of The General By-Laws, the financial state of the Branch funds shall govern the number of delegates elected to attend Dominion and Provincial Conventions paid for by the branch.
- a. The President shall be a delegate to the Alberta-NWT Command and Dominion Conventions. All other delegates shall be elected from the floor of a General Meeting, and the number shall be in accordance with the General By-Laws and shall further be subject to the financial position of the Branch.
 - b. Recommendations of Branch financial obligations for delegate expenses shall be made by the Financial Committee and be subject to ratification by the Executive Committee and General Membership.
 - c. To attain eligible status a member must have attended four General or Executive Meetings and one each of District 8 and Area A rallies in the calendar year immediately prior to the Convention Call.
 - d. Attendance determination shall be made from the Executive Roll Call records and the General Meeting attendance books.
- 14.02 The Area/District voting delegates shall be the President and any other member in good standing delegated by the President.

14.03 No salary shall be paid to any member of the Executive Committee, nor shall any Salaried Officer or Staff be a Member of the Executive Committee.

14.04 Public statements in connection with the Legion affairs shall be restricted in accordance with the provisions of The General By-Laws.

ARTICLE 15 – AMENDMENTS TO BY-LAWS

15.01 These By-Laws shall not be altered, amended, varied, or added to except by Notice of Motion.

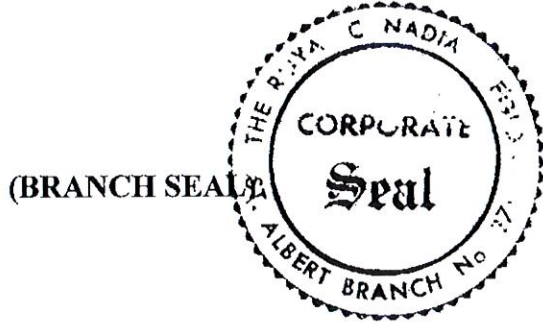
15.02 Any Notice of Motion must:

- a. be given in writing at the General Meeting prior to the one at which it will be given consideration;
- b. detail such alteration, amendment, variation, deletion or addition;
- c. be signed by the member presenting the Notice of Motion; and
- d. receive a majority of two-thirds (2/3) of the Voting Members present at the Meeting at which it is given consideration.

EFFECTIVE DATE OF BRANCH BY-LAWS:

These By-Laws shall not be in effect until approved by Alberta-NWT Command.

Certified to be the original By-Laws of the Alberta-NWT Command, **St. Albert Branch No. 271** of The Royal Canadian Legion, as approved by a General Meeting of the Branch on the 24 day of October, 2016.





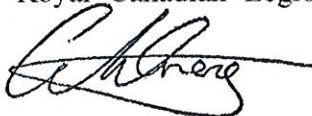
BRANCH PRESIDENT



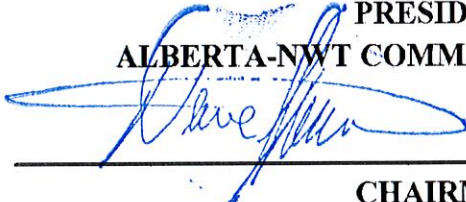
BRANCH SECRETARY

Approved on behalf of the Alberta-NWT Command of The Royal Canadian Legion, this 21st day of NOVEMBER 20 16

(COMMAND SEAL)



PRESIDENT
ALBERTA-NWT COMMAND



CHAIRMAN
CONSTITUTION AND LAWS COMMITTEE