

**Royal Canadian Legion Branch #02
Prince Albert, Sask.
By-Laws**

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Note:

- "Legion" refers to the Royal Canadian Legion.
- "Branch" refers to Branch #2., Prince Albert, Sask.
- "Auditorium" refers to the building occupied by the Branch for the purpose of conducting its business.

Purposes and Objects

As set out in the General By-Laws of the Royal Canadian Legion, Dominion Command.

Article I- Organization

1. The Branch shall be known and designated as the Royal Canadian Legion, Saskatchewan Provincial Command Branch #002, Prince Albert, Saskatchewan.
2. The General Meeting of the Branch shall be the authority for carrying out its activities in promoting the aims and objects of the Legion within the limits of and subject to the General By-Laws of the Royal Canadian Legion, the By-Laws of the Saskatchewan Provincial Command, and the By-Laws of the Branch.

Article II- Meetings

1. The General Meeting of the Branch held in the month of February of each year shall be deemed the Annual General Meeting. When the business of the Annual General Meeting has been concluded the members then assembled will reconvene to attend

- to the General Business of the Branch requiring consideration before the next General meeting. Separate minutes shall be recorded for these meetings.
2. General Meeting of the Branch shall be held on the Second Wednesday of each month except July and August General Meetings not to be held if approved by a majority of members in attendance at the General Monthly Meeting held in June of each year. The Executive Council may set dates for General Meeting which may be postponed for Special Occasions if the General Meeting should fall on those dates. (i.e. Remembrance Day Ceremonies, Conventions, or other Special Functions as deemed necessary by the Executive Council.) Special Meetings may be held at the discretion of the President.
 3. A Special Meeting of the Branch shall be convened upon a written request signed by not less than twenty (20) Life, Ordinary, Associate and Affiliate-Voting Members, where the Memberships are in good standing, stating the object for which it is desired that such meeting be called. Within seven (7) days next after the receipt of such request the President shall pick a date to convene the Special Meeting. This date shall be within a reasonable time of the receipt of the Special Meeting request. Voting members shall be notified at least seven (7) days prior to the meeting date all as designed in the "Rules and Procedure for Legion Meetings" Manual.
 4. All General Meetings shall be held in the evening at the Legion Auditorium in the City of Prince Albert at a time to be determined by the Executive Committee and notice shall be given by suitable means at least one day before the meeting.

Article III- Officers and Election

1. An Executive Committee consisting of a President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President and twelve additional members will be elected by secret ballot at the December General Meeting each year. The Past President will without election, be a member of the Executive Committee during the tenure of office of the President who has succeeded him.
2. Nominations for Officers of the Executive Committee will be received at the December General Meeting.
3. Members in good standing, as designated by the Legion General By-Laws, only will nominate, vote, or stand for office in this Branch. The Office Manager/Secretary Manager /Secretary will prepare a list of Branch members not in good standing. This list will be posted in a place and at a time decided upon by the Executive Committee.
4. The members nominated for Office shall either be present in person or shall have filed with the Office Manager/Secretary Manager /Secretary their written consent to accept such office if elected, prior to the Nominations Meeting, or they may be represented thereat by a member in good standing. The names of the Nominees shall be forthwith posted in the Legion Auditorium.
5. During the Annual elections, all nominees will be considered to be elected to the office being voted on when a plurality vote gives the nominee(s) the largest number of votes. All defeated nominees except a defeated President, will become eligible for the next Office to be voted on. All ballots will be destroyed immediately at the conclusion of the election.
6. All members nominated to hold the office of the President of the Branch will be required to have been an elected member of the Executive Council and served for at

least one year in any period prior to being nominated. All members nominated to serve in any of the offices on the Branch Executive Council including the office of the President or Vice-Presidents shall have attended at least four (4) General Meetings of the Branch in the calendar year prior to the final nominations and elections, including the December General Meeting.

7. Newly elected executives of the Branch shall commence their official Duties at the closing of the December General Meeting.

Article IV- Executive

1. The Executive Committee shall at its first meeting, appoint an Office Manager/Secretary and such other officers, employees and agents as required. The Office Manager/Secretary, before taking office, be bonded by a duty licensed guarantee company in an amount not less than Ten Thousand Dollars (\$10,000.00). All salaried officers shall be under the disciplinary control of the Executive Committee.
2. A majority of each committee, including the Executive Committee, shall constitute a quorum.
3. The Executive Committee shall have all the authority of the Branch, except the power to rescind or alter the by-laws thereof. The authority to spend up to Five Hundred Dollars (\$500.00) for the immediate business of the Branch, grants to organizations excepted up to the amount of ten thousand dollars (\$10,000.00), grants over ten thousand dollars (\$10,000.00) will proceed by notice of motion given at a General Meeting and will be introduced at the next General Meeting. All amounts of money above those shown here must receive authority in the normal way at a Special or General Meeting. The Executive Committee will have the authority to conduct the general business of the Branch; the Executive Committee will not, however, have the authority either to mortgage or sell any realty or chattels belonging to the branch. The Executive Committee shall protect the Branch against any loss by fire, storm damage, malicious damage, theft or personal injuries by insurance, placed and purchased with prudence and economy.
4. The Executive Committee shall meet monthly on the first Wednesday of each month in the evening at a time to be determined by the Executive Committee for the transaction of current business and the discussion of all matters pertaining to the general welfare of the Legion or the Branch. Executive Committee discussions are to be brought to the next Branch General Meeting for final approval and action by a majority vote of the General Membership. At the call of the Branch President special meetings of the Branch Executive Committee may be convened at a mutually convenient time and date to discuss and recommend a decision on any special or emergency business of the Branch. Any vacancy on the Executive Committee occurring during the year shall be filled by the Executive Committee at the next scheduled Executive Committee Meeting.
5. The Executive Committee may suspend or dismiss any salaried officer and shall be responsible for ensuring that any officer handling funds of the Branch is properly bonded. In the absence of a written agreement, a salaried officer shall be deemed to be hired from month to month and shall be required to give once month's notice, if he/she wishes to resign. In the case of a salaried employee being terminated except

for cause, they will be entitled to one month's notice by the Branch in writing. No such written agreement shall provide for a hiring for longer than one year.

6. The Executive Committee will have the authority to levy an equal assessment on all members of this Branch, where this assessment is necessary to meet unpaid accounts; provided that these accounts have been incurred in pursuance of the purposes and objects of the Royal Canadian Legion; provided that the expenditure was authorized in the normal manner at a Special or General Meeting of the Branch.
7. Should any member of the Executive Committee be absent from three (3) consecutive meetings of either the Executive Committee or the Branch without an excuse satisfactory to the other members of the Executive Committee he/she shall cease to hold office, if a resolution to that effect is passed by the Executive Committee. After notice to him/her, his/her place shall be filled in the manner relating to vacancies provided by Section 4 hereof.
8. The President shall preside at all meeting and enforce order and strict observance of the by-laws. He/she shall exercise a general supervision and control over the officers and business of the Branch and shall transact such other business as may by custom appertain to his/her office and he/she shall have the casting vote necessary to decide any question.
9. In the absence or disability of the President, all the rights and power vested in the President shall for the time being be vested in the 1st Vice-President and in the absence or disability of both the President and the 1st Vice-President, all the rights and powers vested in the President, shall for the time being, be vested in the 2nd or 3rd Vice-President. In the absence or disability of the President and the three Vice-Presidents at any meeting, the Office Manager/Secretary shall call such meeting to order and a temporary chairman shall be elected. Business of a financial nature or that which will affect the welfare of the Branch will not be transacted, where a meeting is conducted by a temporary chairman.
10. The Branch Recording Secretary shall keep a record of the proceedings of all meetings, whether of the Branch or of the Executive Committee, in special books kept for that purpose. He/she shall be required at every business meeting to have with him/her the proper minutes and record books and all necessary books and correspondence which he/she may have in his/her possession, relating to the business likely to be transacted at any meeting. He/she shall be the custodian of the seal of the Branch. He/she shall hold these and act at all times and in all respects entirely at the will and direction of the Executive Committee and shall conform to all such rules and regulations as the Executive Committee may determine.
11. The Office Manager/Secretary shall keep a just and true account of all monies received and paid out by the Branch and of all financial transactions of any and every kind whatsoever, including always a full and complete statement of the credits and liabilities of the Branch. He/she shall deposit daily, all funds of the Branch in such branch of a chartered bank or Credit Union as is designated by the Executive Committee and the account shall be kept in the name of the Branch. All monies in excess of One Hundred Dollars (\$100.00) owned by the Branch shall be paid out by cheque only, signed by the Office Manager/ Secretary Manager/Secretary or in his/her absence, by a member of the Executive Committee and countersigned by the President or 1st Vice-President of the Branch. Cheques shall not be signed by any

officer in blank in any case. The Office Manager/Secretary will maintain a petty cash amount of Five Hundred Dollars (\$500.00) plus an operational fund as approved by the Executive Committee. All monies collected or raised in any manner except the poppy fund or accounts that may be necessary to keep separate records for special projects that are controlled by the laws of the Province of Saskatchewan or Government of Canada (lotteries, raffles, etc) will be deposited in a general account. There will be no separate accounts set up for any reason except under the recommendation of the Executive Committee and by a two-thirds (2/3) majority vote of a General Meeting.

12. The Office Manager/Secretary shall keep his/her books at the office of the Branch and they shall be open to inspection of the Executive Committee at all times. He/she shall submit to the Executive Committee monthly or as often as may be required from time to time a detailed balance sheet, containing a summary of the property and liabilities of the Branch and of all its financial dealings, arranged in a proper and businesslike manner. The Executive Committee shall render a financial statement at each General Meeting of the Branch.
13. The Office Manager/Secretary will be responsible for keeping a complete and accurate account of all business and branch records. He/she shall be responsible for maintaining and co-ordinating staff and office assistance. The Office Manager/Secretary will be under the direction of the Branch President. He/she will consult with the House Committee in regards to the operation of the lounge, auditorium, the maintenance of the buildings, and labour relations. In matters of dispute, the Executive Council will render the final decision.

Article V- Conduct of Meeting

1. At any meeting of the Branch, whether Special or General, the quorum shall be fifteen (15) members in good standing and the questions shall be decided by a majority of one member more than half the members present, except where otherwise provided and the Presiding Officer shall have the casting vote when necessary to decide the question.
2. The Presiding Officer of any meeting shall rule out of order all matters pertaining to political questions, which do not refer to the well-being of the Royal Canadian Legion and also all matter of religious discussion.
3. The Presiding Officer of any meeting shall enforce order and strict observance of the Legion General by-laws, Provincial Command by-laws and these Branch by-laws. He/she shall have the right to decide all questions of order, subject to an appeal to the meeting, sustained by a two-third (2/3) vote of members in good standing present.
4. The Presiding Officer shall, when debate has ceased on any question, put the question to open vote. In the event, however, of a two-thirds (2/3) majority of the paid-up members present demanding a secret ballot on any particular question, such question shall be decided by secret ballot.
5. A member wishing to introduce a motion, or to speak, shall arise and address the Presiding Officer and shall wait until he/she is recognized before speaking.

6. The order of business at the meeting of the Branch shall be as follows:
 1. Opening ceremony
 2. Introduction of guests
 3. Initiation of new members
 4. Admission of transferred and reinstated members
 5. Minutes of the last general meeting and the intervening meetings and business arising there from
 6. Report of treasurer
 7. Correspondence
 8. Reports of standing committees and special committees
 9. General new business for the welfare of the Branch
 10. Election or installation of officers and committees
 11. Motion of adjournment
 12. Closing ceremony
7. Each new member of the Branch shall be initiated at the earliest convenient General Meeting following the acceptance of the member's application by the general membership.
8. Where there has been a notice sent to the members specifying the business of a meeting, or where Notice of Motion has been given at a previous meeting, the business of which Notice has been given shall have precedence. Where business arises of which no notice as aforesaid has been given, the Presiding Officer may, if he/she considers it in the interests of the Branch adjourn the debate on such business to the next or another meeting.

Article VI- Standing Committees

1. At the first meeting of the Executive Committee in each year, the following committees shall be appointed:
 - a. Finance
 - b. House and Canteen
 - c. Entertainment
 - d. Sports
 - e. Visiting, Funerals and Graves
 - f. Veterans' Welfare
 - g. Poppy and Wreath Campaign
 - h. Poppy Fund Trustees
 - i. Remembrance Day and Decoration Day Services and Parades
 - j. Publicity
 - k. Membership
 - l. Resolutions
 - m. Army Cadets
 - n. Bingo
2. Such other and additional committees may appointed by the Executive Committee, at their discretion.
3. All Committees shall report to the Branch Meetings and to the Executive Committee monthly, or as their activities require.

4. The President will appoint the Branch Committee chairman who will appoint each member to his/her own committee and the President. Ex Officio, is a member of all committees.

Article VII- Financial

1. At the close of each year, a Financial Review shall be conducted to examine the books and vouchers of the Branch and a financial statement thereof shall be submitted to the Executive Committee. The Executive Committee shall submit such financial statement to the Annual General Meeting of the Branch held in February, or to the next General Meeting following the receipt thereof. The reviewer shall be appointed at the Annual General Meeting in February.
2. The financial year of the Branch shall be the calendar year.
3. Applications for membership will not be considered unless accompanied by the annual membership dues, or whatever amount is set by the Branch. Each new member will receive a badge and a copy of the by-laws of the Royal Canadian Legion on his/her initiation.
4. The dues of the Branch will be payable in advance at whatever amount is set by the Branch. Where it becomes necessary to increase dues of the Branch, the Executive Council will make recommendations to the next General Meeting for THEIR APPROVAL.
5. Trustees to hold property on behalf of the Branch as provided for in the General Bylaws of the Royal Canadian Legion and in compliance therewith, may be elected at a General Meeting of the Branch by a two-thirds (2/3) majority vote of the voting members in good standing at such meeting. A list will be posted showing the names and addresses of all trustees.

Article VIII- Complaints and Damage to Property

1. Any member desiring to make a complaint, other than a complaint as defined under Article III of the Royal Canadian Legion General By-laws, against the Branch, any Branch Officer, Committee or member of the Branch or in respect to any matter, shall deliver or mail to the Secretary Manager/Officer Manager/Branch Secretary a statement in writing setting out his/her complaint in detail. The Executive Committee shall consider and report on such complaint to a meeting of the Branch to be dealt with as the majority of members present and entitled to vote may decide.
2. If any member or members -of the Branch wilfully or negligently damage the property of the Branch, the Office Manager/Secretary shall assess the amount of such damages, and the amount thereof shall be paid to the Branch by such member or members. Any member or members failing to pay such damages within a period of thirty (30) days next after same has been assessed as aforesaid, may be SUSPENDED BY THE Executive Committee for a period not exceeding three (3) months. Such member or members shall also be liable in a civil action by the Branch for the amount of such damages. If any such member be dissatisfied with the assessment of such damages by the Office Manager/Secretary he/she may appeal there from to the members of the Branch at the next General Meeting thereof and such assessment shall be dealt with as the majority of the members present and entitled to vote may decide.

3. The Executive Committee shall make such general rules and regulations as it considers necessary for the management and conduct of the Branch premises and a copy of such general rules and regulations shall be kept posted on the Branch premises.

Article IX- General

1. The right and interest of a member in the policy and activities of the Branch shall be concurrent with the period of his/her membership and shall terminate when his/her membership expires.
2. Each member shall be required to furnish to the Office Manager/Secretary an address to which notices required to be given may be mailed and any notices mailed to or delivered to such address shall be binding upon the member and shall be deemed sufficient notice of any matter contained therein.
3. These by-laws will not be altered or amended, except on a written notice of motion, which notice of motion will be introduced at a Branch General Meeting at least one month prior to the Annual General Meeting, and such notice of motion shall be posted on the Branch bulletin boards for at least the one month period prior to the Annual General Meeting. The notice of motion will set out such alteration or amendment and will be signed by the sponsor. After debated upon, a majority of two-thirds (2/3) of the members present at the Annual General Meeting and entitled to vote will be necessary to alter or amend a by-law.
4. These by-laws will supersede all other by-laws that have been in existence. The exceptions will be those notices, regulations, orders, directives and by-laws issued and authorized by the Provincial Command and the Dominion Command of the Royal Canadian Legion. Where there is a conflict between these by-laws of the Branch and the General by-laws of the Royal Canadian Legion, Dominion or Provincial Command, those by-laws of the Royal Canadian Legion, Dominion or Provincial Command, will prevail.