

**NOVA SCOTIA/ NUNAVIT
Command
Hants County Branch 009**



Royal Canadian Legion

**Branch Policy Book
Amended 01 March 2023**

Royal Canadian Legion Hants Co Br 009 Windsor

Branch Policy Book

200 Name and Objects

200-1 Branch Name (ARTICLE 1 old Bylaws)

The Branch shall be known and designated as the Nova Scotia/Nunavut Command, Hants County Branch #009, of the Royal Canadian Legion.

200-2 Purposes and Objects (ARTICLE 2)

The Purposes and Objects of the Branch shall be:

- a. Promotion of a spirit of friendliness and comradeship among its members.
- b. Promotion of the welfare of its members.
- c. By all means at its disposal to seek further the aims and objects of the Royal Canadian Legion as set out in the constitution thereof, as well as in the ByLaws of the Provincial and Dominion Commands.

300 Membership

300-1 The types of membership shall be accordance with the General By-Laws of the Royal Canadian Legion. (ARTICLE 3)

400 Qualification to vote and /or hold office

500 Officers and Executive Committee Officers

(ARTICLE 6)

500-1 The Officers of the Branch shall be: Immediate Past President, President ,1st Vice President, 2nd Vice President, Sgt at Arms, Service Officer, Chaplain, Honorary President

500-2. An Honorary President shall be appointed by the outgoing President for the following year.

500-3 The positions of Service Officer and Chaplain shall be appointed by the incoming President and ratified by the incoming Executive. The outgoing Service Officer and Chaplain will remain in office until their replacements have been installed.

500-4 The duties of the officers shall be as laid down in the Ritual and Insignia Manual of the Legion and Branch by-laws.

500-5 In the event of a vacancy in the office of either the 1st or 2nd Vice President, the position shall be filled by the Immediate Past President. In the event of a coinciding vacancy of both the office of 1st and 2nd Vice President, only one position shall be filled by the Immediate Past President. There shall be an election to fill the office of Vice President at the next General Meeting, or, if this occurs when the Executive is running the Branch (July & August) at their next meeting.

500-6 In the event of a coinciding vacancy in the offices of President and both Vice Presidents, the position of President shall be filled by the Immediate Past President. There shall be an election to fill these positions at the next General Meeting, or Special Meeting if this occurs when the Executive is running the Branch (July & August), at their next meeting. (Feb 03 2023)

500-7 All other officers' vacant positions will be filled at the next General Meeting.

600 Committees

600-1 Executive Committee (ARTICLE 7)

- a. There shall be an Executive Committee whose duty it is to conduct the affairs of the Branch as outlined in the Branch By-Laws.
- b. The Executive Committee shall consist of:
 - I. The eight (8) officers of the Branch as per Article 6 (a), 6 (b) and 6 (c) of these By-Laws, except in the case where the Chaplain is not a voting Member of the Branch.
 - II. The seven (7) Executive-at-Large Members.
- c. Should any member of the Committee be absent from three (3) consecutive meetings of either the Committee or the Branch, without just cause, he or she shall if a resolution is passed to the effect by the Committee after notification to him/her, cease to hold office.
- d. The Branch Manager/Treasurer and Secretary will attend all Executive Committee meetings unless otherwise notified by the Branch President.

600-2 Standing Committee (ARTICLE 13)

- a. Standing Committee Chairpersons for each year shall be appointed by the Branch President subject to ratification by the Executive Committee. The chairperson shall select their committee members. This committee list will be available at the February General Meeting. The first name for each committee shall be the chairperson. (September 2016)
- b. There may be the following standing committees: Finance, Membership, Poppy, Poppy Trust Fund, Bar & Canteen, House & Property, Sick & Visiting, Ways & Means, Entertainment, Honours & Awards, Publicity, Zone Representatives, Sports, Audit, Leadership, Youth, Cemetery, Call to Remembrance, Seniors, Personnel, or any others that may be deemed necessary and passed at a General Meeting.
- c. All Committees should have a member of the Executive as a Chairperson.

600-3 Duties of Committees

(ARTICLE 14)

- a. **Executive Committee –**
- I. The Executive Committee shall have all the powers of the Branch between General Meetings of the Branch except the power to rescind or alter the By-Laws.
 - II. The Executive Committee shall have the power to suspend or dismiss any salaried or hourly paid employee in accordance with the Nova Scotia Labour Laws.
 - III. Any salaried and hourly paid persons that may be necessary for the working of the Branch shall be hired and be under disciplinary control of the Executive Committee. The salaries and hourly pay rate shall be set by the Executive Committee at all times with advice from the Finance Committee. See Personnel Committee 600-3 s.
 - IV. All Complaints lodged at the Branch shall be dealt with in accordance with the General By-Laws of the Royal Canadian Legion.
 - V. All financial transactions for expenditures or investments must be recommended by the Finance Committee to the Executive Committee before being presented to the General Meeting for approval. (May 2020)
- b. **Finance Committee –**
- I. This committee will consist of the designated Vice President, Branch Manager, one Past President, and any other members that may be selected by the President and/or the Executive Committee. (May 2012)
 - II. It shall be the duty of this committee to oversee all financial aspects of the Branch and to recommend any changes in the financial structure to the Executive for recommendation and thence to a General Meeting for approval or disapproval. (May 2020)
 - III. This committee shall submit a yearly budget to the General Meeting in March, for approval, amendment or otherwise.
 - IV. Mileage rates and per diem rates will be recommended by this committee to be paid to the members while traveling on Legion or Branch business and passed on to the Executive and General Meetings for approval. (September 2016)
 - V. Any paid employee of the Branch shall not have a vote on this committee.
 - VI. The Finance Committee will be responsible for the annual financial review. (September 2016)
 - VII. The chair of any committee that raises funds or uses Branch funds, must submit a report to the Finance Committee prior to the Finance Committee submitting their annual budget. (September 2016)

c. Poppy Committee

It shall be the duty of this committee to run the Poppy Campaign, to order and distribute poppies, wreaths and crosses, to establish outlets within the defined area of Branch 9, to collect unsold poppies, wreaths, crosses and monies at the conclusion of the Poppy Campaign; keep a record of all monies spent and collected. This record and monies will be turned over to the Branch Manager as soon as possible. (May 2012)

d. Poppy Trust Fund Committee –

I. The Poppy Trust Fund Committee shall consist of the Trustees, Service Officer and Branch Manager. (May 2012)

II. They shall conduct themselves in accordance with the General By-Laws and the Royal Canadian Legion Poppy Manual and submit reports to Exec and Gen Meetings for approval. (Feb 03 2023)

e. Bar and Canteen Committee –

I. The Bar and Canteen Committee shall supervise the day-to-day operation of the Bar and Canteen. eg. To compile and place stock orders with the assistance of the Bar Manager as frequent as is necessary to provide a workable balance of merchandise for resale.

II. This committee shall describe the duties and direct the conduct and appearance of all Bar Stewards. (September 2016)

III. This committee shall ensure that the bar stewards take a reading from the cash register at the end of each working shift. A physical inventory of all saleable merchandise shall be taken weekly. (September 2016)

IV. The Branch Manager/Treasurer shall deposit all monies at a local chartered bank at least weekly and pay all bills by cheque and turn profits over to the General Account at least once a month. The Branch Manager/Treasurer will keep a complete and accurate set of financial records that will be subject to a financial review. The committee chairperson shall provide a report to the General Meeting each month. (Feb 03 2023)

f. Membership and Renewal Committee

I. Shall be at least a three (3)-member committee, meeting when necessary, at the request of the chairperson, to check applications for membership and transfer, and if found in order, to present same to the Executive and General Meetings for approval or otherwise.

II. This committee shall organize and conduct a program to encourage delinquent members to renew their membership.

III. Review sign in book for potential membership.(Feb 03 2023)

- g. **House and Property Committee –**
- I. This committee shall instruct and direct the duties of the persons employed in the general maintenance of the premises. This committee shall arrange for building repairs, maintenance or alterations as may be required upon approval of the Executive Committee and the General Meeting.
 - II. The House and Property Committee may post rules and regulations for the building. These rules must be approved by the General Meeting.
 - III. The Branch Manager/Treasurer shall be and the Bar Manager/Treasurer should be a member of the House and Property Committee. (Feb 03 2023)
- h. **Sick and Visiting Committee –**
- I. The chief concern of this committee is for the welfare of the members of the Branch; to make visits when possible; to distribute comfort where required and to make a report to the monthly General Meeting of their activities.
 - II. The committee chairperson should liaise closely with the Service Officer when member's welfare is a concern. III. Branch members and Branch staff should assist this committee in keeping the Branch Sick Notice Board up to date.
- i. **Ways and Means Committee –**
- I. The chairperson or their appointee is responsible to operate bingo, video lottery terminals and any other fund raising ventures, conforming to Provincial Government Regulations.
 - II. This committee chairman or appointee shall pay all bills by cheque and turn profits over to the General Account at least once a month. This committee will keep a complete and accurate set of financial records that will be subject to a financial review. The Branch Manager shall deposit all monies at the local chartered bank at least weekly. (September 2016)
 - III. Reports shall be given to the General Meeting each month and a written statement will be submitted to the Executive Committee each month.
- j. **Entertainment Committee –** It is the duty of this committee to have concern for the social activities of the Branch and to submit to the Executive Committee for approval, a schedule of proposed events and an estimate of the financial support required.
- k. **Honours & Awards Committee –** This committee will bring forward for approval by the Executive Committee and/or the General Meeting, a list of persons or organizations they recommend for any Honours or Awards. They must also submit a proposed budget. (Feb 03 2023)
- l. **Bulletin Editor & Publicity –** A bulletin editor and publicity committee shall be appointed by the President and Executive Committee and information will be published in the local newspaper, radio, social media and Legion Magazine as may be required. (may 2020)
- m. **District & Zone Representatives –** President, Vice President, Past president and Executive Member and any other members, however, only two Representatives of the branch may vote. (September 2016)

- n. **Sports Committee** – The In House Sports Committee shall submit a budget to sponsor and promote sports for the branch at the local, zone and provincial levels. A report will be given to the Executive and General Meetings of the Committee’s activity. (Feb 03 2023)
- o. **Financial Review Committee-**
The Financial Review Committee shall be constituted and shall perform its duties according to the General By-Laws of the Royal Canadian Legion. If Branch members are appointed, they shall not be Executive Committee Members. Financial Reviews shall be approved by the Executive Committee and General Meeting at the April General meeting. (Feb 03 2023)
- p. **By-Laws Committee –**
I. By-Laws Committee shall be responsible for these By-Laws, their revising, amending, and also the amending of the General By-Laws, Provincial, and any other publications that may affect the Branch Bylaws and advise the President.
II. This committee will also be responsible for the Branch’s House Rules and Regulations Book.
- q. **Cemetery Committee –**
i. Cemetery Committee shall be responsible to report to the Branch any problems with the Legion lots in Maplewood Cemetery.
II. The repair and replacement of Legion crosses in area cemeteries and they will ensure that new crosses are in stock.
- r. **Seniors Committee** – The Seniors Committee will represent the Branch at local seniors meetings groups. Pass on any Legion information to Senior Groups, etc.
- s. **Personnel Committee –**
I. Responsible for advertising, vetting and recommend to the Executive Committee of new employees
II. Provide yearly assessments for all employee files and pass on recommendations to the Executive Committee. (May 2020)
- t. **Call to Remembrance Committee** – The Call to Remembrance Committee will represent the Branch at Zone Call to Remembrance meetings, ensure that local schools have study materials and are informed of competition dates, etc.
- u. **The chairs of all committees** will be given a copy of their committee duties when they become chair. (September 2016) Committees shall report and recommend to the Executive and General Meeting. (May 2020)

700 Meetings

700-1 Meetings

(ARTICLE 4)

- a. The General Meeting of the Branch will be held on the third Thursday of the month or on such a day as may be determined by a prior meeting, commencing at 7:30 pm.
- b. There shall be ten (10) monthly meetings. The Executive Committee shall run the affairs of the Branch during the months of July and August. A report of the Executive Meetings for July and August that includes expenditures and results of motions, etc. will be presented at the September general meeting. (September 2016)
- c. The Annual Meeting shall be held on the third Thursday of December at which time all elected officers should be installed. (September 2016)
- d. Special Meetings – A Special Meeting may be called by the President at such times as deemed expedient in the interest of the Branch, but must be called within ten (10) days on written request of at least ten (10) members, or by the majority of the Executive Committee. Only that business for which the Special Meeting has been called shall be dealt with at the meeting.
- e. Executive Meetings shall be held regularly once a month on the second Thursday of each month, or at any other time fixed by the Committee or the President.
- f. No person in a paid position of the Branch shall make, second or vote on a motion at Executive Meetings.
- g. Other members or guests may attend Executive Meetings by invitation of the President or an Executive Committee member. They will leave as soon as their business is complete. (May 2020)
- h. Guests may attend General Meetings by invitation of the President or Branch. They will leave as soon as their business is complete.
- i. The Branch Manager or representative shall attend all General and Executive Meetings and any other as required. (September 2016)
- j. If the general meeting needs to be cancelled, notification should be given to the members by way of Email, Facebook, Twitter, and poster at the front entrance, notice boards and on the bar. The date for the next meeting should be known and passed on ASAP. The new date for General Meeting, if possible, should be on a Thursday night. (May 2020)

700-2 Quorums

(ARTICLE 5)

- a. A quorum for an annual meeting shall be twenty (20) voting members.
- b. A quorum for an Executive Meeting shall be a majority (i.e. 50% plus 1) of the Executive Committee.
- c. A quorum for a general or special meeting shall be twenty (20) voting members.
- d. A quorum of all committee meetings must be (50% plus 1).

700-3 Order of Business

(ARTICLE 17)

The order of business to be followed as far as is practical at all General Meetings of the Branch is as set out in the handbook, Rules of Procedure for Legion Meetings, for the Royal Canadian Legion. In all cases where these rules do not make adequate provision, then and only then, Robert's Rules of Order shall apply.

800 Nominations and Elections**800-1 Elections**

(ARTICLE 8)

- a. The President, 1st Vice President, 2nd Vice President, Sgt-at-Arms and the seven (7) Executive-at-Large members shall be elected at the October General Meeting. (April 2019)
- b. Sequence of Elections shall be:
 - I. President
 - II. 1st Vice President
 - III. 2nd Vice President
 - IV. Sgt-at-Arms
 - V. Executive-at-Large (7).

800-2 Nominations

(ARTICLE 9)

- a. At the Executive Meeting in August, the President shall name a Nominating Committee to include at least three (3) voting members, who have a good attendance at Branch Meetings and have some knowledge of Branch operations.
- b. The duties of this committee shall be as described in the Rules of Procedure for Legion Meetings and Branch By-Laws except as follows:
 - I. Chairperson appointed by Executive; (September 2016)
 - II. Nominations for Branch offices shall be in writing and must be signed by the Nominating Committee. Each nominated candidate shall sign by their name to indicate their willingness to stand for the position for which they are nominated. This list will be posted after the September meeting. (September 2016)
- c. The deadline for written nominations by the Committee shall be one (1) day prior to the General Meeting in September.
- d. The duties of the Branch Nominating Committee cease after their list is presented to the September Meeting.
- e. There may be additional nominations from the floor after the September Meeting if required. Any nominee from the floor must be present when nominated, and signify that they will serve if elected or have a letter submitted at the meeting to indicate their willingness to stand for the position for which they are nominated. This letter must be signed by a member in good standing and the member being nominated. (September 2016)

- f. Nominees for position of President or Vice President must have served a period of one (1) full year on the Branch Executive Committee and be a member in good standing.
- g. Nominees for position of Executive-at-Large must have served a period of one (1) full year in the Branch and be a member in good standing.
- h. A nominee who is defeated for an office may be nominated for any other office.
- i. No member shall hold more than one Executive position at any one time.
- j. All nominees at the Sept General meeting will have their names posted on the bulletin board until the elections at the October General Meeting. (Feb 03 2023)

800-3 Voting

(ARTICLE 10)

- a. The Sergeant-at-Arms shall verify the number of members in good standing present at the October General Meeting, who are entitled to vote and communicate the number to the Presiding Officer.
- b. Voting at the October General Meeting shall be by closed ballot.
- c. A member in good standing not present when the vote for an office has started, shall not cast a vote for that office.
- d. The Presiding Officer may appoint scrutineers, comprising of members who are not running for any office. They shall count the votes and declare the winners to the Presiding Officer. The number of votes for each candidate will not be made known to the meeting. All ballots will be destroyed following the results of the vote. When the Chairman is satisfied that the Elections are properly concluded and that recounts are not called for, a member should move "that the ballots be destroyed". (April 2019)
- e. A nominee, to be declared elected, must secure a clear majority of all votes cast; that is, of at least fifty-one (51) percent. In the event of no clear majority, when more than two candidates are on the ballot, the person receiving the lowest number of votes shall be omitted from the ballot and succeeding ballots taken until a clear majority is obtained. (Feb 03 2023)
- f. To be elected as an Executive-at-Large, the seven (7) nominees receiving the greatest number of votes on one ballot shall be considered elected. In the event of a tie vote for the final Executive-at-Large position, a run-off vote with only the names of those nominees tied on the ballot will be held.

800-4 Installation

(ARTICLE 11)

- a. The installation of the Officers and Executive Committee will take place at the Annual General Meeting in December or as soon as possible thereafter following the elections, for terms of one (1) year. (April 2019)
- b. The appointed officers' installation will take place at the January General Meeting or as soon as possible thereafter following their appointments, for terms of one (1) year. (April 2019)
- c. Any officer or past officer of the Royal Canadian Legion in good standing is authorized to perform the installation ceremonies.
- d. The installation officer will be appointed by the President Elect.

900 Membership dues**900-1 Dues and Fees**

(ARTICLE 15)

The fee for Annual dues of the Branch shall be reviewed by the Executive Committee from year to year and any recommendations will be taken to the General Meeting for approval/disapproval. Dues for the year shall be payable on or before 31 January.

1000 Finance**1000-1**

(ARTICLE 18)

Fiscal Year The fiscal year for the Branch shall be from January 1st to December 31st.

1000-2

(ARTICLE 19)

Expenditures No member of the Branch shall expend any grant of money for expenses without an expense account being tendered. This account must be itemized.

1000-3 Limiting of Expenditures

(ARTICLE 20)

- a. The Executive Committee shall be authorized to allow expenditures up to \$2,000.00 per month. Each expenditure over \$ 2,000.00 must have prior approval of the General Meeting.
- b. The House and Property committee may spend up to \$5,000.00 for emergency repairs only that may endanger or hamper the operation of the building. (e.g. plumbing, heating, electrical, building leaks, etc.)
- c. Report to be given by Committee at Executive and General Meetings to include any financial expenditures and of any building repairs, maintenance or alterations carried out since last meeting. (May 2020)

1000-4 Branch Financial

(ARTICLE 21)

- a. All monies from Branch activities, shall be labeled and then be placed in a safe at the Branch until such time that it can be deposited in a chartered bank in Windsor, NS. Cheques shall be used to pay accounts. All cheques shall be signed by two duly authorized signing officers. No cheques shall be pre-signed. All levels of the Branch shall maintain an adequate system of bookkeeping, subject to direction of the superior commands. (September 2016)
- b. Any member in good standing may upon request see and discuss with the Branch Manager any financial reports and audit reports within a reasonable time, at the Branch. Any information derived from these reports shall not be passed on to any members who are not in good standing or the media or general public without prior approval of the Branch Executive. Failure to comply with this By-Law could result in a complaint being laid.
- c. The Branch credit card will be in the name of both the Branch and Branch Manager. (September 2016)

1100 Salaried Employees

1100-1 Regular Paid Employees

The regular paid employees of the Branch maybe:

1. Branch Manager -Treasurer
2. Secretary
3. Cleaner
4. Bar staff
5. Casual employees as required.

1100-2 Duties of Officers & Paid Employees

(ARTICLE 12)

- a. **President** – The President shall preside at all meetings and enforce order and strict observance of the By-Laws. The President shall exercise a general supervision and control over the officers and business of the Branch and shall call meetings of the Executive Committee of the Branch when it is deemed advisable. The President shall be an ex-officio member of all committees, special or otherwise, and will not have a vote. (September 2016)
- b. **Past President** – The Past President shall assist the President when called upon.
- c. **1st & 2nd Vice Presidents** – The duties and responsibilities of both the 1st and 2nd Vice Presidents shall be as designated by the President, with the major committees, (finance, poppy, house & properties, and any other committee as designated), being split among the two. Along with the major committees, each Vice President shall be responsible to oversee a designated share of all committees. In the absence or disability of the President, all rights and powers 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 1st Vice President, all rights and powers vested in the President shall, for the time being, be vested in the 2nd Vice President. In the absence or disability of the President, the 1st Vice President and the 2nd Vice

President, all rights and powers vested in the President shall, for the time being, be vested in the immediate Past President of the Branch. (May 2020)

- d. **Branch Manager /Treasurer/Secretary –**
- i. The Branch Manager/Treasurer shall be a paid position of the Branch and their duties will be as listed in the position's job description. (September 2016)
 - ii. The Branch Manager shall have custody of the Branch Seal if their duties include being secretary. (October 2016)
- f. **Sgt-at-Arms** shall attend all Branch and Executive Meetings and shall guard the entrance doors at the Branch Meetings and permit no unauthorized person to enter. He/she shall assist the President at all times in maintaining order at the Meetings, and any duties as laid down by the Royal Canadian Legion Ritual and Insignia Manual.
- g. **Service Officer** – The Service Officer shall render help to Comrades and dependants to ensure pertinent evidence is obtained to present claims to proper authorities. The Service Officer shall have authority to disburse monies to veterans and/or dependants in immediate need from the Poppy Trust Fund in consultation with the President and Poppy Trust Committee.
- h. **Branch Chaplain** – It shall be the duty of the Branch Chaplain to officiate at all Legion Memorial Services in which the Branch participates, when available.
- i. **Executive Members at Large (7)** – It shall be the duty of such members to accept the chair of any standing or ad hoc committees as prescribed by the President, and approved by the Executive Committee. They should also attend all regular and special meetings of the Executive Committee whenever possible. They will try to keep up with the activities of the branch and report any shortcomings to the Executive Committee as they see fit.
- j. **Trustees –**
- I. Trustees shall consist of three members appointed by the President and Executive annually. They should have previously served on the Branch Executive and have at least five years prior service in the Branch and may not be members of the Executive. One of these members shall be the chairperson and one shall be the Secretary/Treasurer. These two positions shall be appointed by the Branch President.
 - II. Trustees shall follow the guidelines as set out in the General and Provincial By-Laws.
 - III. All real property shall be held in trust by the Board of Trustees duly appointed by the Branch. (September 2016)
 - IV. The Trustees shall perform an audit of all real property every two years.

- k. **Bar Manager, Bar Stewards and Door Securities** – Shall carry out the duties as assigned by the Bar and Canteen Committee and the Executive Committee.
- l. All employees of the Branch shall be a member of the Royal Canadian Legion. All current employees at the time of this amendment shall be grandfathered. (September 2016)

1200 Branch Policy

1300 Ladies auxiliary

1400 Annex A Amendments

1500 Branch Policy Amendments

1500-1 Alteration or Amendment

(ARTICLE 24)

These Branch Policies shall not be altered or amended except upon a motion of which notice shall have been given at a meeting of the Branch held previously to the meeting in which the same is to be considered, which notice shall set out such alterations or amendments, signed by name of the member presenting same; and a two-thirds majority vote of the members present and entitled to vote at any General or Special Meeting of the Branch shall be required to make such proposed alteration or amendment effective. Said Notice of Motion shall be posted prominently in the Branch premises; or sent by post.

1600 Branch Documentation to Command

1. General Rules & Regulations

- a. Admission to the licensed premises shall be by Branch Members and guests only.(Feb 03 2023)
- b. Membership cards must be shown on request.
- c. Swearing is not permitted on the premises.
- d. Outside soliciting, panhandling or selling of any items within the building without permission is prohibited by the Hants County Branch 9, Royal Canadian Legion. (Feb 03 2023)
- e. Any alcohol brought in for consumption on the premises or removed from the premises UNLESS AUTHORIZED can result in disciplinary action. (Amended November 2014)
- f. Any member bringing in a sealed container of alcohol together with a current receipt from the Nova Scotia Liquor Commission must give it to the Doorperson or Bar Steward on duty, the same shall date and sign the package and return it when member leaves the building.
- g. Any person who comes to the door asking to be signed in may not be allowed admittance to the premises unless previous arrangements have been made with the Bar Steward or Doorperson.

2. Damage to Branch Property

(ARTICLE 22)

If any member or members of the Branch willfully or neglectfully cause damage to Branch property, the House and Property Committee shall assess the amount of such damage and the amount thereof assessed shall be paid to the Branch by such member or members.

3. Dress Code

- a. The dress code for the Branch shall be neat and tidy. Members & guests are expected to dress in a respectable manner at all times. Footwear shall be worn at all times. (Amended November 2014)
- b. Dress for Levee will be business casual. (Business casual is determined as: Men – dress pants, dress shirt and tie optional. Ladies – Dress pants or skirt, dress shirt). Absolutely no jeans or sneakers permitted to the Levee. (Reviewed March 16, 2023)
- c. Headdress is not to be worn in the branch with the exception of religious reasons, health reasons or by outside workers, while working. Colour party may wear legion headdress while on duty or during special legion functions. Headdress is authorized for special branch functions, ie Costumes, special parties, etc. (Feb 03 2023).
- d. Dress for Initiation and general meetings will be neat and tidy.
- e. Members of Executive Committee should wear Legion Dress at General Meetings if possible.

4. Bar Rules

- a. No bar tabs shall be permitted at the bar without Executive approval.
- b. The Bar Stewards are responsible for enforcing the rules and regulations of the Liquor Control Act as it applies to the Branch.
- c. The Bar Steward has the authority to close the bar if any member or guest refuses to leave the building after being requested to do so.
- d. Any person cut off from the Bar will leave the building at once.
- e. The Chief Bar Steward has the authority to remove any bar steward found drinking on duty. A full report shall be forwarded immediately to the Executive Committee.

5. Bar Closure

Bar will close Christmas Eve at 5:30 pm and the Branch is to be cleared by 6 pm, and will close Good Friday and Christmas Day, or any other day recommended by the Executive. and approved by the membership at a general meeting and these dates shall be posted.(Feb 03 2023)

6. Guests

(ARTICLE 23)

- a. When a member signs in a guest at the Branch, that member shall be responsible for the guests. This means in every way. (e.g. age, dress, conduct, etc.). If the guest breaks any rules or damages any Branch property, the member may be held responsible and may have a complaint registered against them under Article 3 of the General By-Laws.(Feb 03 2023)
- b. Guests must leave the Branch when the member leaves. Guests may be limited to one sign in per calendar week, except by prior authorization
- c. Members and Ladies Auxiliary members can sign in six (6) guests.
- d. member from another Branch can sign in six (6) guests.
- e. Guests for Branch functions such as darts, cribbage, pool or any other sporting function may also be signed in.
- f. Non-Legion Members may be allowed to sign in up to three times in one calendar year without a sponsor. Guests must agree to adhere to all Branch # 9 Rules and Regulations.
- g. Members and Ladies Auxiliary members are responsible for and must stay until their guests leave the Branch.
- h. A guest should enter the Branch with a member to be signed in or the member can inform the bar steward or door person on duty that they are expecting a guest.

- i. Guests requesting admission to the Branch on a regular basis (excluding Branch functions as outlined in Section F (1 thru 4), may not be allowed admission to the premises.
- j. Previous members requesting access to the Branch as a guest, may be denied admission to the premises.
- k. The Membership Committee will monitor the Branch guest sign-in book.

7. Doorperson

- a. Dress shall be at a minimum with Legion armband and in accordance with these House Rules.
- b. They shall determine the eligibility of anyone entering the Branch.
- c. They can refuse admittance to anyone they believe has had too much to drink before arriving at the Branch.
- d. They will make themselves available to assist the Bar Steward during any infraction if needed.
- e. They will be responsible to ensure all members and guests are properly dressed.
- f. They will ensure that alcohol is not brought in or removed from the building unless authorized. (Amended November 2014)
- g. They will be responsible to report, in writing, any infractions of the Branch Rules or By-Laws.
- h. I.D.'s may be requested by the Doorperson.

8. Games Room

- a. Pool and snooker tables to be used on a challenge basis with the exception of tournament play. Signs shall be posted with tournament dates.
- b. No sitting on pool/snooker tables. c. No tossing coins on pool/snooker tables. d. No drinks or foreign objects (i.e. pool stick cases) to be placed on the pool/snooker tables.

9. Video Machines

- a. All tickets must be cashed 15 minutes before closing.
- b. Do not play machines while engaged in another game, such as pools, darts, etc.
- c. One stool per machine.
- d. Do not abuse machines (i.e. hit, kick or rock them), or put them on automatic pilot. (i.e. stick an object in the mechanism so the machines operate continually).
- e. When all the machines are being used, the Bar Steward shall provide new players with a number. These players starting with the lowest number shall take precedence over the use of the machines. Players cannot give a machine to anyone else. The Bar Steward shall designate the next number in sequence.
- f. Signs shall be displayed with the above regulations listed.

- g. Patrons can only play one machine at a time.
- h. Anyone not following these rules will be asked to leave.

10. Lounge

The large TV shall be turned off before events held in lounge by the Branch or private parties, the large TV shall be turned off, if not needed. (Feb 03 2023)

11. Levee

- a. Levee to be held on New Years Day from 1:00 pm to 3:00 pm.
- b. Dress will be business casual. (See 4 b above).
- c. The doorman will be on duty.
- d. Dues for the following year must be paid in order to attend the Levee.
- e. All card-carrying members are entitled to bring one guest.

12. General

- a. No Branch owned equipment to be loaned unless authorized by House and Property Committee under special conditions. Wheelchairs, walkers, etc. will be signed out through the office.
- b. No posters, ads or soliciting are permitted on Branch premises except for Branch functions, unless authorized by the Branch Manager.
- c. Attendance at the Remembrance Day Banquet will be Veterans, Ladies Auxiliary Members and all card-carrying members and invited guests.
- d. Any member currently Over 70, having their dues paid now by the Branch, will have them paid for their life time.
- e. Any unauthorized person or persons found tampering with or adjusting any part of any equipment in the Branch, such as thermostats or controls may be subject to Disciplinary Action. (Amended November 2014)
- f. An event contract is to be signed by clubs, agencies, caterers, and other outsiders for such things as meals, liquor, etc., in the Branch. Such contracts to be signed by the event coordinator and the Branch Manager. Copies are to be supplied to the Branch Manager, the group responsible for catering, bar for opening and closing, and cleaning staff to ensure consistency for all events.
- g. The auditorium is available for meetings, banquets and special functions with or without catering and bar facilities. Application must be made through the Branch Manager. (Amended November 2014)
- h. Deadlines for dues is January 31st of the New Year.
- i. The Branch is not responsible for any personal article or articles left on Branch premises.

13. Funerals

1. On the Death of a Legion Member or Veteran the flag shall be flown at Half Mast until sundown after the funeral or 5 days hence. Flag may be lowered to half mast upon special request from the town, municipality, province, Dominion Command(Feb 03 2023).
2. The Branch shall be closed for the funeral of a sitting President or Vice President for a period of two hours. (i.e.: If the funeral is at 2:00 pm, the Branch shall be closed for 1 – 3 pm).
3. On request, Veterans shall be allowed a funeral reception at the Branch, at no cost, whether or not they were a member of the Royal Canadian Legion. This also includes the spouses of veterans. The amount up to \$300.00 will be made available through monies allotted for Legion Functions to cover cost of food and preparation. (Feb 03 2023)
4. Members may also use the Legion facilities for funeral receptions at no cost. However, a fee may be charged for food and preparation if requested. (Amended November 2014)
5. Donations may be made to the Poppy Trust Fund if desired.

14. Sign In and In House Sports Guidelines

1. Members attending general meetings shall sign in the “sign in book”. This book will be used as an official record to determine membership eligibility to run for office as well as eligibility to participate at In-House Sporting away events.
2. In-House Sporting away event sponsorship shall be determined by one of the following:
 - a. Regular Meeting Attendance: Attendance at a minimum of five regular General Meetings of the Branch in the 12 months preceding the event.
 - b. Committee Organizer: All members of an organizing committee active in the 12 months preceding the event shall qualify for funding.
 - c. Volunteer via Events List: A “Function/Events List” shall be posted and those that volunteer and participate in such functions in the 12 months preceding the event shall qualify for funding.
 - d. Volunteer via Regular Participation: A member that volunteers and participates in Legion work committees inclusive of, but not limited to such work groups as: Poppy Sales and Bingo Workers in the 12 months preceding the event shall qualify for funding.
 - e. Veteran: A recognized Veteran shall qualify for funding.(Feb 03 2023)
 - f. Miscellaneous: All other situations/circumstances regarding participation/eligibility shall be reviewed on a case by case basis by the Sports Committee.

15. Funding for Sports events will be as follows: (Feb 03 2023)

- a. Entry Fees: If sufficient funds are available within the Sports Committee budget, entry fees would be paid for eligible participants in all Legion sanctioned sporting events. Participating in two events/same sport, might not necessarily mean both being sponsored.
- b. Mileage would be paid based on number of kilometers X \$0.25. if funds are available within the Sports Budget. This is based on 4 persons per vehicle. AND / OR
- c. Accommodation will be paid for events more than 150 kms (one-way) from the Branch. For events outside the 150 km, accommodations would be paid up to \$95.00 per night for a double room. (Amended November 2014) Because of the amount of equipment required for golfing events, mileage for golfing events will be paid based on 3 persons per vehicle. It is recognized that conditions such as weather, event duration, event times, and/or schedules may dictate exceptions with regard to overnight accommodations, and each individual case will be dealt with on its own merit. Proceeding to Provincial and/or National events whereby existing funding guidelines might not necessarily be appropriate, they will be reviewed on a case by case basis by the Sports Committee.

16. Alcohol and Smoking

There shall be no alcoholic beverages consumed during any Executive and General Meetings of the Branch. Smoking is allowed only in Branch designated areas.

17. Annual Mileage

The President will receive \$500.00, the 1st and 2nd Vice Presidents will receive \$300.00 each, and the Sgt at Arms will receive \$200.00 and the Chaplain will receive \$250 as their annual mileage. (Feb 03 2023)

18. Conventions

- a. Depending on the availability of funds, there should be at least two voting delegates at each Legion Convention. The funds for this must be in the approved Branch Annual Budget for the year of the Convention. Normally, the delegates will be the President and 1st Vice President. In the event neither can attend, the Branch Executive will determine the replacements.
- b. The two delegates will have all reasonable expenses paid, within the limits of the approved Budget. Any remaining funds from the budget may be divided equally among those wishing to be delegates. If RBC Reward Miles etc. are used the dollar value of the rewards points will be deducted from the Convention Budget. (Amended November 2014)

19. Branch Policies Amendments

Any Rules and Regulations in this book, or any motions that have been passed and acted on may only be cancelled in the following way: Notice of Motion given at a General Meeting and voted on at the next General Meeting, and must have a 2/3 majority of the vote.

These Branch Policies will supersede any former Rules or Regulations of the Branch and will only be overruled by Dominion, Provincial or Branch Standardized By-Laws.

See Standard Branch Bylaws Article XII, Branch Policy, art 1201-1205

20. Date Branch Policies in Effect

(ARTICLE 25)

- a. Date of General Meeting at which these Branch Policies were approved as amended,

Dated _____

- b. These House rules and Regulations shall become effective upon date of approval thereof

Nova Scotia / Nunavut Command.

Dated _____.

Branch By-Laws Chairperson

Branch President