

**NOVA SCOTIA/NUNAVIT  
COMMAND**

**HANTS COUNTY BR. 009**

**ROYAL CANADIAN LEGION**



**BRANCH BY-LAWS**

*AMENDED April 2019*

## Amendments

Date amendment approved at Branch General Meeting	Date amendment approved by NS/NU Command	Article Amended	Date By-Laws Updated	Signature
	Oct 2010	Article 1 – Branch Name		
	May 2012	Article 4 – Meetings, paragraphs d and i Article 6 – Officers, paragraphs c and d Article 7 – Executive Committee, paragraph b Article 12 – Duties of Officers & Paid Employees, paragraphs d and e Article 14 – Duties of Committees, paragraphs b, c and d Article 21 – Financial, paragraph b		
Feb 21, 2013	July 15, 2013	Article 4 – Meetings, paragraph c Article 6 – Officers, paragraph b Article 8 – Elections, paragraphs a & b Article 9 – Nominations, paragraphs a, c, d, e and f Article 10 – Voting, paragraphs a & b	July 23, 2013	AM Brooks, Secretary
May 21, 2015	Sept 25, 2015	Article 6 – Officers, paragraph a Article 7 – Executive Committee, paragraphs b and d	Oct 23, 2015	R. Ryan, Secretary
May 19, 2016	Sept 9, 2016	Article 4 – Meetings, paragraphs b, c, i Article 8 – Elections, paragraphs a, d Article 9 – Nominations, paragraphs b, e, and f Article 12 – Duties of Officers & Paid Employees, paragraphs a, d, j, and i Article 13 – Standing Committees, paragraph a Article 14 – Duties of Committees, paragraphs a, b, e, i, k, m, o and u Article 21 – Financial, paragraphs a and c	Oct 25, 2016	R. Ryan, Secretary
May 19, 2016	Oct 18, 2016	Article 12 – Duties of Officers & Paid Employees, paragraph e	Oct 25, 2016	R. Ryan, Secretary
Feb 28, 2019	Apr 29, 2019	Article 8 – Elections, paragraph a	June 6, 2019	R. Ryan, Secretary
Feb 28, 2019	Apr 29, 2019	Article 10 – Voting, paragraph d	June 6, 2019	R. Ryan, Secretary

## **Amendments**

<b>Date amendment approved at Branch General Meeting</b>	<b>Date amendment approved by NS/NU Command</b>	<b>Article Amended</b>	<b>Date By-Laws Updated</b>	<b>Signature</b>
Feb 28, 2019	Apr 29, 2019	Article 11 – Installation, paragraph a and b	June 6, 2019	R. Ryan, Secretary

# INDEX

ARTICLE 1	Branch Name.....	1
ARTICLE 2	Purposes and Objects .....	1
ARTICLE 3	Membership.....	1
ARTICLE 4	Meetings .....	1
ARTICLE 5	Quorums .....	2
ARTICLE 6	Officers .....	2
ARTICLE 7	Executive Committee .....	3
ARTICLE 8	Elections.....	3
ARTICLE 9	Nominations .....	3
ARTICLE 10	Voting.....	4
ARTICLE 11	Installation .....	5
ARTICLE 12	Duties of Officers & Paid Employees .....	5
ARTICLE 13	Standing Committees.....	6
ARTICLE 14	Duties of Committees.....	7
ARTICLE 15	Dues and Fees .....	10
ARTICLE 16	Application for Membership .....	11
ARTICLE 17	Order of Business .....	11
ARTICLE 18	Fiscal Year.....	11
ARTICLE 19	Expenditures .....	11
ARTICLE 20	Limiting of Expenditures.....	11
ARTICLE 21	Financial .....	11
ARTICLE 22	Damage to Branch Property .....	12
ARTICLE 23	Guests .....	12
ARTICLE 24	Alteration or Amendment.....	12
ARTICLE 25	Date By-Laws in Effect.....	13



- 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)**

**ARTICLE 5                      Quorums**

- 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).

**ARTICLE 6                      Officers**

- a. The Officers of the Branch shall be:

Immediate Past President	President	1st Vice President
2nd Vice President	Sgt at Arms	Service Officer
Chaplain	Honourary President	
- b. An Honorary President shall be appointed by the outgoing President for the following year.
- c. 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.
- d. The duties of the officers shall be as laid down in the Ritual and Insignia Manual of the Legion and Article 12 of these by-laws.
- e. In the event that the office of President becomes vacant, his/her duties shall be assumed by the 1st Vice President, and if not available, the 2nd Vice President. There shall be an election to fill the office of President at the next General Meeting.
- f. 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.
- g. 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 if this occurs when the Executive is running the Branch (July & August), at their next meeting.
- h. All other officers' vacant positions will be filled at the next General Meeting.



- 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. Any nominee that is nominated from the floor will have their name posted on the Branch Bulletin Board. (September 2016)
- g. Qualifications in the Branch for nominating or being nominated shall be as follows:
  - I. All voting members admitted under the General By-Laws of the Royal Canadian Legion may nominate members for Executive positions that are eligible for office in accordance with these By-Laws, and they themselves are a member in good standing.
  - II. 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.
  - III. 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.
  - IV. A nominee who is defeated for an office may be nominated for any other office.
  - V. No member shall hold more than one Executive position at any one time.

**ARTICLE 10                      Voting**

- 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. They must have 50% plus 1.
- 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.

### **ARTICLE 11                      *Installation***

- 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.

### **ARTICLE 12                      *Duties of Officers & Paid Employees***

- 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. 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents – The duties and responsibilities of both the 1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> Vice President, and in the absence or disability of both the President and 1<sup>st</sup> Vice President, all rights and powers vested in the President shall, for the time being, be vested in the 2<sup>nd</sup> Vice President. In the absence or disability of the President, the 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President, all rights and powers vested in the President shall, for the time being, be vested in a Past President of the Branch, appointed by the Executive Committee.
- d. Branch Manager – The Branch Manager shall be a paid position of the Branch and their duties will be as listed in the position’s job description. (September 2016)





- 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.
- 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 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 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. (September 2016)
- 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.
- 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. Branch inventory to be upgraded by April 30<sup>th</sup> of each year.
  - IV. The Branch Manager shall be and the Bar Manager should be a member of the House and Property Committee.
- 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. (September 2016)
- 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, the Torch and Legion Magazine as may be required.
- 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 -
  - I. The in house Sports Committee shall be given 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.
- 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. (September 2016)
- 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 By-laws 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 – The Personnel Committee will discuss branch employees and/or employer concerns and bring them forward to the Executive Committee for considerations and action if required.
- 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)

**ARTICLE 15**                      **Dues and Fees**

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.







**ARTICLE 25**                      **Date By-Laws in Effect**

These By-Laws shall become effective upon date of approval thereof Nova Scotia / Nunavut Command.

Date of General Meeting at which these By-Laws were approved as amended,



---

Branch By-Laws Chairperson



---

Branch President