



BRANCH REGULATIONS TO  
THE GENERAL BY-LAWS FOR BRANCHES  
OF ONTARIO PROVINCIAL COMMAND



ONTARIO

ROYAL CANADIAN LEGION BRANCH NAME \_\_\_\_\_

BRANCH NUMBER \_\_\_\_\_

✓	Section Number	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	<b>404. (2)</b>	<i>Item (1)</i> - A voting Member, to be eligible for election to Office, must have attended a minimum of _____ (_____) General Meeting(s) during the _____ prior to the date of the Election Meeting.	_____
OR			
<input type="checkbox"/>	<b>404. (2)</b>	<i>Item (2)</i> - A voting Member, to be eligible for election to Office, must have attended a minimum of _____ percent (_____% ) of the General Meetings(s) during the _____ prior to the date of the Election Meeting.	_____
<input type="checkbox"/>	<b>409.</b>	The Branch Term of Office shall be two (2) years.	_____
<input type="checkbox"/>	<b>501. (1)</b>	The Branch shall elect three (3) Vice-Presidents at the Election Meeting.	_____
<input type="checkbox"/> ***	<b>501. (2)</b>	<i>Item (1)</i> – The following additional Office(s) shall be elected at the Election Meeting: _____ _____ _____.	_____
<input type="checkbox"/> ***	<b>501. (2)</b>	<i>Item (2)</i> - The following additional Office(s) shall be appointed by the President after the start of the new Term of Office: _____ _____ _____.	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/> ***	<b>502.</b>	The Branch shall elect a total of _____ (_____) Executive Committee Members.	_____
<input type="checkbox"/>	<b>513. (1)</b>	A member of the Branch Executive Committee shall be appointed in the new Term of Office at the _____ Meeting of the Branch in the month of _____ by the President to act as the Liaison Officer to the Ladies' Auxiliary to the Branch.	_____
<input type="checkbox"/>	<b>513. (2)</b>	The Executive Committees of the Branch and its Ladies' Auxiliary shall hold two joint meetings a year on the _____ _____ in the months of _____ and _____ starting at ____:____ . m.	_____
<input type="checkbox"/>	<b>513. (3)</b>	The total amount of funds held by the Ladies' Auxiliary to the Branch at the end of each fiscal year shall not exceed _____ _____ dollars (\$ _____ . ____).	_____
<input type="checkbox"/>	<b>601. (3)</b>	The President shall appoint a Chairman for each of the following <u>Optional Standing Committee(s)</u> after the start of the new Term of Office: _____ _____ _____ _____ _____ _____ .	_____
<input type="checkbox"/>	<b>601. (4)</b>	The President shall appoint a member to each of the following <u>Standalone Positions</u> not provided for elsewhere within these Branch Regulations after the start of the new Term of Office: _____ _____ _____ _____ .	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	<b>703. (3)</b>	<i>Item (1)</i> - The _____ shall be responsible for ensuring that all new members at the time of their initiation receive a current copy of the General By-Laws of the Legion and a Legion Badge.	_____
OR			
<input type="checkbox"/>	<b>703. (3)</b>	<i>Item (2)</i> - The _____ shall be responsible for ensuring that all new members at the time of their initiation receive current copies of the General By-Laws of both Dominion and Ontario Commands and a Legion Badge.	_____
<input type="checkbox"/>	<b>703. (4)</b>	The Branch shall maintain the Records which fall under the responsibility of the Secretary in an electronic format with a back-up copy stored in a separate and secure location.	_____
<input type="checkbox"/>	<b>704. (2)</b>	The Branch shall maintain the Records which fall under the responsibility of the Treasurer in an electronic format with a back-up copy stored in a separate and secure location.	_____
<input type="checkbox"/>	<b>708.</b>	The Additional Duties listed on the <u>attached</u> document shall govern the respective Branch Office(s) and the document header shall read as follows:  <div style="text-align: center;"> <b>BRANCH NAME _____ BRANCH NUMBER _____</b>   <u>ADDITIONAL DUTIES FOR BRANCH OFFICE(S)</u>   <small>CREATED UNDER SECTION 708. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND</small> </div>	_____
<input type="checkbox"/>	<b>709.</b>	The Duties and Terms of Reference listed on the <u>attached</u> document shall govern the respective Committees and/or Branch Positions and the document header shall read as follows:  <div style="text-align: center;"> <b>BRANCH NAME _____ BRANCH NUMBER _____</b>   <u>DUTIES AND TERMS OF REFERENCE FOR</u>   <u>COMMITTEES AND BRANCH POSITIONS</u>   <small>CREATED UNDER SECTION 709. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND</small> </div>	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	<b>710.</b>	The following Organized Groups within the Branch consisting of only Legion members shall be administered by the Branch: _____ _____ _____.	_____
<input type="checkbox"/> ***	<b>802. (1)</b>	The Branch shall hold its monthly General Meetings on the _____ _____ _____ _____ starting at ____:____ __. m. The month(s) of _____ _____ shall be excluded.	_____
<input type="checkbox"/>	<b>804.</b>	The Order of Business as listed on the <u>attached</u> document shall govern all General Meetings and the document header shall read as follows:  <div style="text-align: center;"> <b>BRANCH NAME _____ BRANCH NUMBER _____</b>   <u>ORDER OF BUSINESS</u>   <u>GENERAL MEETING</u>   <small>CREATED UNDER SECTION 804. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND</small> </div>	_____
<input type="checkbox"/> ***	<b>807. (1)</b>	<i>Item (1)</i> - The Annual General Meeting shall be held in conjunction with the General Meeting held in the month of _____.	_____
OR			
<input type="checkbox"/> ***	<b>807. (1)</b>	<i>Item (2)</i> - The Annual General Meeting shall be held on the _____ _____ starting at ____:____ __. m.	_____
<input type="checkbox"/>	<b>807. (2)</b>	<i>Item (1)</i> - The Branch may consider applications for membership and reinstatement at the Annual General Meeting when held in conjunction with a monthly General Meeting.	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	<b>807. (2)</b>	<i>Item (2)</i> - The Branch may conduct initiations of new members at an Annual General Meeting when held in conjunction with a monthly General Meeting.	_____
<input type="checkbox"/>	<b>808.</b>	<p><i>Item (1)</i> - The Order of Business listed on the <u>attached</u> document shall govern at all Annual General Meetings that include Elections and the document header shall read as follows:</p> <p style="text-align: center;">BRANCH NAME _____ BRANCH NUMBER _____</p> <p style="text-align: center;"><u>ORDER OF BUSINESS</u></p> <p style="text-align: center;"><u>ANNUAL GENERAL MEETING AND ELECTIONS</u></p> <p style="text-align: center;">CREATED UNDER SECTION 808. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND</p>	_____
OR			
<input type="checkbox"/>	<b>808.</b>	<p><i>Item (2)</i> - The Order of Business listed on the <u>attached</u> document shall govern at all Annual General Meetings that do not include Elections and the document header shall read as follows:</p> <p style="text-align: center;">BRANCH NAME _____ BRANCH NUMBER _____</p> <p style="text-align: center;"><u>ORDER OF BUSINESS</u></p> <p style="text-align: center;"><u>ANNUAL GENERAL MEETING</u></p> <p style="text-align: center;">CREATED UNDER SECTION 808. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND</p>	_____
<input type="checkbox"/> ***	<b>809. (1)</b>	<i>Item (1)</i> - A quorum for all meetings of the Branch shall be five percent (5%) of the total eligible voting membership as recorded on the files of Command at the end of the preceding calendar year.	_____
OR			
<input type="checkbox"/> ***	<b>809. (1)</b>	<i>Item (2)</i> - A quorum for all Meetings of the Branch shall be twice the number of members from the Executive Committee <u>present</u> at the Meeting plus one (1) additional eligible non-Executive Committee voting member.	_____
OR			
<input type="checkbox"/> ***	<b>809. (2)</b>	A quorum for all Meetings of the Branch shall be the total number of the Executive Committee plus _____ (_____) additional eligible	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		voting member(s).	
<input type="checkbox"/>	<b>810.</b>	<i>Item (1)</i> - In the event that any scheduled Meeting of the Branch falls on a Statutory Holiday, it shall be rescheduled to the _____ _____ _____ starting at ____:____ __. m.	_____
OR			
<input type="checkbox"/>	<b>810.</b>	<i>Item (2)</i> - In the event that any scheduled Meeting of the Branch falls on a Statutory Holiday, it shall be rescheduled to the _____ _____ _____ starting at the same time as the original scheduled Meeting.	_____
<input type="checkbox"/> ***	<b>1001.</b>	<i>Item (1)</i> - The Election Meeting shall be held on the _____ _____ _____ starting at ____:____ __. m.	_____
OR			
<input type="checkbox"/> ***	<b>1001.</b>	<i>Item (2)</i> - The Election Meeting shall be held in conjunction with the General Meeting held in the month of _____ _____.	_____
OR			
<input type="checkbox"/> ***	<b>1001.</b>	<i>Item (3)</i> - The Election Meeting shall be held in conjunction with the Annual General Meeting held in the month of _____ _____.	_____
<input type="checkbox"/>	<b>1002.</b>	<i>Item (1)</i> - The Nomination Meeting shall be held _____ _____ _____ starting at ____:____ __. m.	_____
OR			

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
<input type="checkbox"/>	<b>1002.</b>	<i>Item (2)</i> - The Nomination Meeting shall be held in conjunction with the General Meeting held in the month of _____ _____.	_____
OR			
<input type="checkbox"/>	<b>1002.</b>	<i>Item (3)</i> - The Nomination Meeting shall be held in conjunction with the Annual General Meeting held in the month of _____ _____.	_____
<input type="checkbox"/>	<b>1005.</b>	An advance poll shall be held on the day of the Election Meeting starting at _____:_____ ____ . m. and continuing until the start of the said Meeting.	_____
<input type="checkbox"/>	<b>1008.</b>	All unsuccessful candidates shall be automatically nominated for the next subordinate Elected Office.	_____
<input type="checkbox"/>	<b>1101. (1)</b>	A one-time enrolment fee of _____ dollars (\$ ____ . ____ ) shall be payable with the applicable Annual Dues by all persons at the time of the submission of their application for membership in the Legion.	_____
<input type="checkbox"/> ***	<b>1201.</b>	The Financial Review Committee shall be comprised of the following Members who shall not be Members of the Executive Committee or employees of the Legion or organization thereof: _____ _____ _____ _____.	_____
<input type="checkbox"/> ***	<b>1202.</b>	The Financial Review Committee shall be appointed by the President and approved at the _____ Meeting of the Branch held in the month of _____.	_____
<input type="checkbox"/> ***	<b>1204.</b>	<i>Item (1)</i> - The Signing Officers for Branch Accounts, <u>excluding the Poppy Trust Fund Account</u> , shall be the following as identified by their Office or Position held: _____ _____	_____

BRANCH REGULATIONS CONTINUED

✓	Section	Regulation Wording	Branch Approval Date (YYYY-MM-DD)
		_____	
		_____	
		_____ .	
<input type="checkbox"/> ***	1204.	<i>Item (2)</i> - The Signing Officers for the Poppy Trust Fund Account shall be the <u>Poppy Committee Chairman,</u> _____	_____
		_____	
		_____ .	
OR			
<input type="checkbox"/> ***	1204.	<i>Item (3)</i> - The voting Member(s) of the Branch appointed to administer the Poppy Trust Fund of the Joint Poppy Campaign known as the _____ shall be the _____ .	_____
		_____	
		_____ .	
<input type="checkbox"/> ***	1207.	All accounts payable by the Branch in excess of _____ dollars (\$ _____ . _____) shall only be paid by cheque.	_____
		_____	
		_____ .	
<input type="checkbox"/> ***	1208. (1)	The financial authority of the Executive Committee shall not exceed _____ dollars (\$ _____ . _____).	_____
		_____	
		_____ .	

*I certify the above information to be true and correct.*

*I certify the above information to be true and correct.*

\_\_\_\_\_  
**PRESIDENT**  
(PRINT NAME)

\_\_\_\_\_  
**SECRETARY OR SECRETARY-TREASURER**  
(PRINT NAME)

\_\_\_\_\_  
**PRESIDENT'S SIGNATURE**

\_\_\_\_\_  
**SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE**

\_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_, 20 \_\_\_\_.

CURRENT DATE OF  
PRESIDENT'S SIGNATURE

CURRENT DATE OF  
SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE