

# Royal Canadian Legion Selkirk Branch No. 42

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General By-Laws



*Of*

*The Royal Canadian Legion  
Manitoba & Northwest Ontario  
Command*

*As Amended October 31, 2016*

*Royal Canadian Legion  
Selkirk Branch #42  
By-Laws passed by resolution  
On October 28, 2009*

**1. TITLE**

The Branch shall be known as the Selkirk Branch #42 of the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion.

**2. INTERPRETATIONS**

Words indicating the Masculine import the Feminine. Words indicating the Singular import the Plural.

**3. AIMS AND OBJECTS**

The aims, purposes and objects of the Branch shall be in accordance with the General By-Laws of The Royal Canadian Legion.

**4. MEMBERSHIP**

(a) Membership shall be in accordance with the General By-Laws of The Royal Canadian Legion.

(b) Every member shall be initiated into the Branch. A special initiation ceremony for the uninitiated shall be held a minimum of once a year, the date of which will be determined by the Executive committee.

(c) Complaints against members shall be dealt with in accordance with the General By-Laws of The Royal Canadian Legion.

**5. DUES**

(a) Every member shall pay annual dues in an amount to be determined at the June General Meeting of the Branch, and will be effective for the following year, and which dues shall be due and payable not later than January 31<sup>st</sup> of any year.

(b) Branch dues shall be considered to be in arrears the day following after January 31<sup>st</sup>, and in dealing with such arrears the Executive Committee shall follow procedures in accordance with the General By-Laws of The Royal Canadian Legion.

(c) The Executive Committee may be empowered by the General Membership to have discretionary powers in the remission of dues of indigent or ill members.

**6. MEETINGS**

(a) The Monthly General Meeting of the Branch shall be held on the last Wednesday of each month, excepting July and August.

(b) The monthly Executive Committee meeting shall be held the week immediately prior to the monthly General Meeting or Annual Meeting. The Executive Committee shall agree upon the day of such meeting.

(c) The Annual General Meeting shall be held on the third Wednesday in December, unless otherwise directed by the November General Meeting and adequately publicized.

(d) In unusual or pressing circumstances a Special General Meeting may be called by the Branch Executive Committee or at the written request of 50 members of the Branch in good standing.

(1) Where the meeting is called by the Executive Committee, the members

must be notified at least seven days prior to the meeting. Such notice must contain briefly, the purpose of the meeting.

- (2) Where the meeting is called at the request of members, the written request must contain the required number of signatures, as specified above, and the purpose of the meeting. Members must be notified at least seven days prior to the meeting.
  - (3) Only that business for which the Special Meeting has been called shall be dealt with.
  - (4) The minutes of the Special Meeting must be carefully recorded and posted for the information of all members unless, for some reason, the meeting directs otherwise.
- (e) A member wishing to introduce a motion or to speak shall rise and wait until he is recognized by the chair before speaking.
  - (f) Members shall not hold private discussions during a meeting or talk on any subject in an unseemingly manner so as to disrupt the business of the meeting.
  - (g) All General Meetings shall commence at a time determined by the General Membership and passed at the Annual General Meeting.
  - (h) In matters not provided in these By-Laws, all meetings shall be conducted according to "Rules of Procedure for Legion Meetings."
  - (i) Twenty members shall constitute a quorum at any General, Annual or Special General Meeting.

## **7. NOMINATIONS**

- (a) The Immediate Past President or Past President designated by the President shall preside as **Chairperson** of Nominations at the October and November General Meetings, which shall be designated as the Annual Nomination Meetings. All Candidates, so nominated, shall be present to accept the nomination or have filed a letter of acceptance, with the Branch Secretary Treasurer prior to their nomination. Elections shall be held at the Annual General Meeting with further nominations from the floor.
- (b) The President, prior to the General Meeting in December, shall appoint an Election **Chairperson**, from the Officers of Command, District, Zone Level or other Branches, to conduct the Branch Elections. This Election **Chairperson** shall provide scrutineers for this election.
- (c) All elections shall be by secret ballot. Such ballots shall be disposed of after the election by motion from the floor at this election meeting.
- (d) Should any elected Executive member fail to attend two consecutive Executive Committee Meetings requiring his attendance without having been excused from such meeting, he shall forfeit his position and the office shall become vacant.
- (e) A member shall have attended a minimum of five General Meetings in the year of the Annual General Meeting to be eligible to stand for the position of President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-President.
- (f) A member is required to have served a period of not less than one year on the Branch Executive to become eligible to stand for President.

**8. EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall consist of the President, the Immediate Past President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents, the Sergeant-At-Arms, and eight (8) Committee members who shall be elected at the Annual General Meeting.
- (b) With the exception of the Immediate Past President, The President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents and Sergeant-At-Arms shall be elected for a one (1) year term. All other members of the Executive Committee shall be elected for a two (2) year term. In the initial year, four (4) Committee Members are to be elected for a one (1) year and four (4) shall be elected to a two (2) year term in alternate years. The new Executive shall assume office on the first day of the month following the election.
- (c) The President at their first meeting after they assume office will name committee Chairmen.
- (d) Any vacancy on the Executive Committee, with the exception of the 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President or Sgt at Arms, may be filled by an appointment by the President subject to approval at a General Meeting.

**9. DUTIES OF THE EXECUTIVE COMMITTEE**

- (a) Under the direction of the President, the Executive Committee shall have full jurisdiction over the affairs of the Branch when the Branch General Meetings are in summer recess during July and August.
- (b) Notwithstanding the above, the Executive Committee shall have no power to raise money by way of a loan, mortgage or debenture, or buy/sell any realty or assets, belonging to the Branch except when authorized by a resolution passed at a General Meeting. For adoption of the resolution, not less than two-thirds of the members present and entitled to vote must vote in favour of its adoption.
- (c) No expenditure or commitment of over \$100.00 shall be dealt with at a General Meeting unless it has first been submitted to the Finance Committee.
- (d) No expenditure or commitment of over \$100.00 can be made without the consent of the General Membership through a resolution passed at a General Meeting.
- (e) The above paragraphs (c) and (d) do not apply to current accounts and routine expenditures:
  - Bar Supplies as required
  - Office supplies as required
  - Lotteries supplies and equipment as required
  - Maintenance of buildings and property as required
  - Employee wages and deductions as required
  - Government remittances as required
  - Office, bar, and maintenance equipment in the event of an emergency
  - Insurance
  - Service Contracts with existing vendors
- (f) All cheques issued by the Branch shall be signed by two of four Officers, consisting of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, and Executive Secretary.

## 10. STANDING COMMITTEES

### (a) Finance

The Finance Committee shall consist of the President, Immediate Past President, 1<sup>st</sup> Vice-President (chair), 2<sup>nd</sup> Vice-President, Branch Manager and any member of the Executive Committee appointed by the chair. The Finance Committee shall:

- (1) Review and recommend approval of financial statements
- (2) Review and recommend requests for financial assistance
- (3) Recommend approval of extra-ordinary expenses
- (4) Be empowered, at their discretion, to authorize any type of expenditure under \$500.00 notwithstanding 9(d). These expenses shall be reported in the Finance Committee minutes.

### (b) Ways and Means

The Ways and Means Committee shall be responsible, devising ways and means for raising of revenues of the Branch other than profits from the bar.

### (c) House

The House Committee shall be responsible for the procurement of equipment and supplies as required, for the general upkeep of Branch properties. It may make recommendations for any improvement, which would add to the comfort of members using the Branch Clubrooms.

### (d) Entertainment

The Entertainment **Chairperson** shall be responsible for booking bands and selecting entertainment for the club.

### (e) Membership

The Membership Committee shall devote its efforts to the recruiting and screening of new members and the retention of the present members.

### (f) Sick Visiting and Welfare

The Sick Visiting Committee shall be required to contact members and/or Veterans who are confined by illness to hospital or home. It shall be authorized, on behalf of the Branch, to make gifts as it sees fit. This expenditure shall be an amount approved by the General Membership. It shall also see to the welfare of the elderly and indigent members of the Branch. It shall act on behalf of the Branch in the event of an emergency, requiring assistance, in the home of the members or ex-service personnel.

### (g) Sports

The Sports Committee shall attend to the sports activities of the members. It shall be required on behalf of the Branch to encourage and assist in all youth sports activities, which the Branch may sponsor, wholly or in part.

### (h) Publicity

The Publicity **Chairperson** shall be responsible for the publishing of the Branch newsletter, promoting the Branch, and for the forwarding of Branch news to the Command reporter for inclusion in the Legion Magazine.

### (i) Poppy

Shall, on behalf of the Branch, conduct the annual Poppy Fund Campaign. Upon completion of the Campaign shall submit a Branch Poppy Fund Return Form to

the Manitoba and Northwestern Ontario Command office.

(j) **Service Officer**

Shall be a member of the Poppy Fund Committee. He shall investigate all information received in regards to welfare of distressed Veterans, their widows and dependents. Upon completion of his investigation he shall have the power to expedite the request to the limit of \$500.00. Shall receive notification of the death of a member of the Branch and take appropriate action. Shall, together with the Sergeant-At-Arms, endeavour to fulfil requests for assistance in the burial of a member of a Veteran. He shall assist ex-servicemen and women in all matters affecting rehabilitation, gratuities, pensions, medical treatment, Last Post Fund, etc. He shall make sure proper contacts are made with V.A.C. for those who seek such assistance.

(k) **Special Events**

The Special Events Committee shall be in charge of, and make arrangements for all Branch activities (that are not covered by other Branch Committees) as designated by the Executive from time to time.

(l) **Navy League**

This Committee shall act as a liaison between the Branch and the Daerwood Corp. It shall report on the corps activities to the Branch and shall assist the Officers of the Corp. in its operation.

(m) **Honors, Awards and By-Laws**

The Honors and Awards Committee, with the Immediate Past President as chair, shall investigate and recommend for recognition, any act by a member which may further the work of the Branch and The Royal Canadian Legion. The Committee shall, from time to time, draw up suitable amendments to the Branch By-Laws and Rule of Order of the Branch.

(n) The **Chairperson** of each standing committee shall select members of his own committee.

(o) Special Committees may be appointed from time to time as the need arises. Members of a special committee may report or sit in meetings with the Executive Committee but shall not form part of the voting strength of the Executive Committee, unless they are members of the Executive Committee who have been assigned to a special committee.

## 11. EMPLOYEES

(a) The Executive Committee may on the recommendation of a special committee consisting of the President, the 1<sup>st</sup> Vice-President and the 2<sup>nd</sup> Vice-President, hire such salaried officers, servants or agents as may be required for the operation of the Branch.

(b) The Executive Committee shall delegate to the aforementioned special committee such powers as are necessary to suspend discipline, or dismiss any employee of the Branch for cause.

(c) All employees who handle Branch funds shall be bonded by a registered bonding company in an amount to be determined by the Executive Committee.

(d) At a General Meeting, Branch employees are entitled to vote on any question, provided they are voting members in good standing; but they shall not speak to

any resolution pertaining to finances or other immediate duties, on the floor at any General Meeting.

- (e) At a General Meeting any motion from the floor that concerns employees' salaries shall be ruled out of order unless a notice of motion has been given at the previous General Meeting.
- (f) An employee must accept cheques in accordance with the current cheque cashing policy of the Branch.

**(1) EXECUTIVE SECRETARY**

- (a) The Executive Secretary shall be hired by the Executive Committee subject to the approval of the General Membership. Such hiring shall remain in effect until termination of employment. He shall be bonded.
- (b) He shall be an Officer of the Branch and his wage shall be determined by the Executive Committee, subject to the approval of the General Membership, by resolution at a General Meeting.
- (c) The Executive Secretary's duties shall:
  - (1) Be responsible to the Executive and the General Membership through the President of the Branch.
  - (2) Be that he keeps a just and true account of all monies received and paid out by the Branch and all other financial transactions of any kind whatsoever. He shall ensure that all Branch funds are deposited forthwith in such chartered bank or banks, trust company or credit union authorized by Provincial law and designated by the Executive Committee.
  - (3) Be that he shall keep carefully indexed files of all Branch correspondence and records.

**(2) BRANCH MANAGER**

- (a) The Branch Manager shall be hired by the Executive Committee subject to the approval of the General Membership. Such hiring shall remain in effect until termination of employment. He shall be bonded.
- (b) He shall be an employee of the Branch and his wage shall be determined by the Executive Committee, subject to the approval of the General Membership, by resolution at a General Meeting.
- (c) The Branch Manager's duties shall:
  - (1) Be responsible to the Executive and the General Membership through the President of the Branch.
  - (2) Be responsible for the supervision and hiring of all paid employees and contract personnel.
  - (3) Be responsible for the operation of the bar, the stock and the daily receipts.
  - (4) Ensure that the daily cash and stock sheets are properly made out and balance at the close of each day's business.
  - (5) Keep strict disciplinary control over his staff and report all cases of misconduct immediately to the Branch President.
  - (6) Have the authority to eject from the Branch clubrooms any person who is guilty of disorderly conduct, or who is not signed in as a guest, or who may disturb the peace and decorum of the Branch.

(7) Be empowered, as conditions warrant, to hire casual help to assist the regular stewards at abnormally busy times.

(8) Satisfy himself and the Executive Committee that no drinking is done by any of the employees during their hours of duty.

**(3) BAR STAFF**

(a) Shall be an hourly paid employee.

(b) They shall be responsible to the Branch Manager.

(c) They shall assist the Branch Manager and the Sgt. At Arms in keeping order and decorum in the Branch Clubrooms.

(d) They shall not drink on duty.

(e) They shall report to the Branch Manager immediately, any infraction of rules or any breach of good conduct by a member or guest which may bring discredit to the Branch.

(f) They shall be clean and neat in appearance at all times.

**12. GENERAL**

(a) The President of the Branch shall be granted a honourarium, payable at the end of the month, in an amount to be determined by the members at the January General Meeting. In the absence of the President, unless on Legion Business, a Vice President, who acts in place of the President, shall receive the honourarium based on the pro-rated number of the days in the month that they act as President.

(b) No **Chairperson** of any Standing Committee or Special Committee shall be allowed to incur any expense at the bar unless he is specifically authorized to do so by the President.

(c) A member who is to participate in a Legion sporting event and who wishes to receive financial support from Legion Branch #42 must be a member in good standing and must have attended at least 2 General Meetings held in the 12 months prior to the event, and have worked at least 3 approved volunteer functions of the Branch held in the 12 months prior to the event. The member must apply to the Sports **Chairperson** to receive the funding approval before the event.

(d) All monies received on behalf of the Branch shall be deposited in a chartered bank, trust company or credit union in the name of the Branch, and all monies paid on behalf of the Branch shall be paid by cheque.

**13. POPPY FUND**

(a) The Poppy Fund shall be kept in a separate trust account in a chartered bank, trust company or credit union authorized by provincial law and designated by the Executive Committee.

(b) The Poppy Fund **Chairperson**, the President of the Ladies Auxiliary, the Branch President and the Branch Executive Secretary shall appoint any two (2) of the above to be co-signers of all cheques drawn on the Poppy Fund Trust Account.

(c) The Poppy Fund shall be administered by the aforementioned officers only as the General By-Laws of The Royal Canadian Legion so direct.

(d) All expenditures must be approved by the General Membership by resolution at a General Meeting prior to being forwarded to Provincial Command.



**14. NOTICES**

- (a) Immediately after the termination of any General Meeting, the Executive Secretary shall post on the bulletin board the date of the next General Meeting.
- (b) Notices, other than those pertaining to Branch and/or Royal Canadian Legion activities, may be posted, subject to approval of the Executive Committee.

**15. CONVENTION ACCREDITED DELEGATES**

- (a) The President shall be required to attend all conventions to the best of his ability. To attend Provincial or Dominion conventions he shall receive financing.
- (b) The 1<sup>st</sup> or 2<sup>nd</sup> Vice-Presidents respectively shall become the alternate should the President be unable to attend any convention. To attend the Provincial or Dominion conventions he shall receive financing.
- (c) If the General Membership decides to finance two or more accredited delegates to a Provincial or Dominion convention, the financing of accredited delegates shall be determined in order as follows:
  - (1) President (2) 1<sup>st</sup> Vice-President (3) 2<sup>nd</sup> Vice-President (4) Accredited delegates elected by the General Membership.
- (d) The President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents are automatic accredited delegates to Provincial and Dominion conventions.
- (e) Financing shall be based upon travel, lodging, per Diem expenses and convention registration fees. The amount shall be approved by the General Membership prior to the convention.
- (f) Any member who is an accredited delegate and does not receive financing (e) shall have his convention registration fee paid. The amount shall be approved by the General Membership prior to the convention.
- (g) The maximum number of accredited delegates shall be determined by Dominion Command By-Laws.

**16. AMENDMENTS TO BY-LAWS**

- (a) These By-Laws must be amended by a motion of which notice has been given at the previous General Meeting to the one at which the amendment is to be considered. A 2/3 majority vote is required to make such amendments effective.
- (b) Any amendments to these By-Laws shall become effective when approved by the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion.

*Royal Canadian Legion Selkirk Branch No. 42*

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Passed and enacted as the General By-Laws of the Selkirk Branch No. 42 of the Royal Canadian Legion Selkirk, Manitoba. This 28<sup>th</sup> day of October, 2009.

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Randy Magnusson – **Chairperson** By-Law Committee

Attested by:

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Lorne Thorvaldson – Branch President 42

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Lori Chant – Executive Secretary 42

Approved on behalf of the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion, this      day of                      , 2010.