

**General By-Laws of
The Royal Canadian Legion
Saskatchewan Branch No. 001 Regina, Inc.**

**THIS BRANCH IS DULY CONSTITUTED BY CHARTER OF THE DOMINION COMMAND
CONSITUTION**

1. The Dominion Command of the Royal Canadian Legion was incorporated by Act of the Dominion Parliament on 30th of June 1948, and all Branches and members are bound by the provisions of the Act to Incorporate.
2. The Legion is democratic and non-sectarian. It cannot be connected directly or indirectly with and political party. The Dominion Command has, under the act, authority to enact General By-Laws which are binding to all Commands and Branches.
3. The following is a summary of the provisions of the General By-Laws particularly applicable to Branches:
 - a. Each Branch is under the discipline of its Provincial Command.
 - b. Branches may govern themselves by the adoption of their own By-Laws, but they are subject to the provisions of the Act and to the By-Laws of the higher command.
 - c. Branch By-Laws do not become effective until approved by the Provincial Command
 - d. Before the Annual General Meeting of the Branch, the accounts for the Branch for the preceding year shall be examined by the Audit Committee elected at a General Meeting. The Committee may or may not be members but shall be members of the Executive.
 - e. Holding of Branch property: Refer to General By-Laws, Section 120, sub section 1 to 5 inclusive.
 - f. Banking: Refer to General By-Laws Section 131 to 133 inclusive.

MEMBERSHIP

1. Membership is governed and defined in the General By-Laws, Article II, Sections 201 to 214 inclusive and Article IX, Fraternal Affiliates Sections 901 to 910 inclusive in the General By-Laws.
2. Application for membership or reinstatement shall be on the approved form signed by the applicant. The proposer and seconder of the applicant must be either a life member, ordinary member or associate voting member in good standing. The application shall be deposited with the Secretary Manager of the Branch together with the membership fee.
3. The Secretary Manager of the Branch shall immediately transmit the application to the Chairperson of the Membership Committee. This committee shall investigate character, eligibility and suitability of the applicant, and report their recommendation to the next Executive Meeting of the Branch.

4. The applicant upon initiation, if a voting member shall become a member of the Branch. Initiation shall include a declaration of Loyalty to the Crown and obedience to the General By-Laws.
5. A person rejected or expelled from one Branch cannot be accepted by another Branch without the consent of the Provincial Command.
6. Complaints and Appeals: Refer to the General By-Laws, Article III, Section 301 to 311 inclusive.

AUXILIARIES

1. Ladies' Auxiliaries may pass their own By-Laws, but same must be approved by the Branch and Provincial Command.
2. Junior Auxiliaries are governed by the By-Laws passed by the Branch sponsoring them and must be approved by their Provincial Command.

SUSPENSION OF MEMBERS FOR NON-PAYMENT OF DUES

1. Notice of arrears must be sent. If not paid within three months, notice of suspension is sent by mail. Reinstatement may be made if arrears are paid within one month of the date of suspension, otherwise membership lapses and any office held is forfeited.
2. The General By-Laws contain other provisions as to suspension and dismissal, and the Branch has power to waive payment in case of ill health or unemployment, but, Dominion Per Capita Tax must be paid by the Branch.

TRANSFERS

1. Application for transfer is first made to the Branch on the proper form. If acceptable, the Secretary Manager writes to the former Branch for clearance.

ARTICLE I BRANCH BY-LAWS

1. This Branch shall be known and designated as the Royal Canadian Legion, Regina Branch No 001 Inc.

ARTICLE II OFFICERS AND EXECUTIVE

1. The Executive of the Branch shall consist of a President, a First Vice President, two Vice Presidents, the immediate Past President, and not less than 5 and not more than 10 board members.

2. The President, the Vice Presidents and immediate Past President shall be known as the "Executive Officers" of the Branch.
3. The President and Vice Presidents shall be elected at the February General Meeting of the Branch and may hold office for a two year term subject to re-election at the end of each year and shall hold office until his/her successor is installed.
4. At the February General Meeting, each year there shall be elected the number of Executive members to fill the vacancies of those elected members retiring.
5. The Executive members holding office at the time these By-Laws become effective, shall continue to hold office for the balance of the term for which they were appointed and approved.
6. At the Annual General Meeting such honorary officers for the year may be appointed and approved.
7. The Executive Officers shall have full jurisdiction over Branch affairs subject to any restrictions contained by these By-Laws.
8. The Executive Officers may appoint and/or hire such employees as may be required for the proper management of the Branch and shall be responsible for ensuring that those handling funds of the Branch are properly bonded. Such appointments shall be subjected to periodic or annual review.
9. The Executive shall hold regular monthly meetings on the second Thursday of the Month at 7pm. Meetings in July and August are optional at the discretion of the President. The President, or in his/her absence, the First Vice-President or one of the two Vice-Presidents shall preside over Executive Meetings. A Special Executive Meeting may be called at any time by the President or any two Vice Presidents.
10. A majority of the members of the Executive shall constitute a quorum.
11. Any member of the Executive who fails to attend three consecutive monthly meetings may be removed from office by a resolution of the Executive.
12. A casual vacancy existing or occurring in the membership or the Executive may be filled by the Executive, but the person so chosen shall be subject to retirement at the same time as the person in whose place he/she is appointed would have retired. A vacancy in the President's office shall be filled by the First Vice President and a vacancy of the First Vice President by one of the other Vice Presidents.
13. The Executive may regulate and adjourn their meetings as they see fit. Matters arising at such meetings shall be decided by a majority vote. In the case of an equal vote, the President shall not have a second casting vote.
14. The Executive shall report to the regular General Meeting on conduct of the Branch affairs that have occurred since the previous General Meeting.
15. The Executive shall not authorize any capital expenditures in excess of \$5000.00, nor shall any mortgage of real or personal property of the Branch be executed without the approval of the members at a General Meeting.
16. An Executive Member or Committee Member can be removed from their position by a majority vote of the Senior Executive Officers for failure to perform their undertaken duties.

ARTICLE III
MEETING OF MEMBERS

1. General Meetings of the Branch shall be held on the fourth Thursday of each month, commencing at 7pm. Meetings in July and August may be held at the discretion of the President. The December General Meeting shall be held on a day designated at the November General Meeting.
2. An Annual General Meeting of the Branch shall be held on the fourth Thursday of May in each year, commencing at 7:00P.M. A notice of such meeting shall be broadcast on Social Media and email not more than fourteen (14) and not less than seven (7) days before the date of such meeting. Those not known to have an email address will be mailed the notice.
3. A Special General Meeting of the Branch may be convened at any time by the President on matters of urgency. He/she shall convene a Special General Meeting of the Branch within seven days of receipt of a requisition signed by thirty (30) paid up members stating the object for which they desire such a meeting to be called. Business transactions at a Special General Meeting shall be restricted to the business for which the meeting has been called.
4. The quorum for any General Meeting shall be fifteen (15) members who are in good standing.
5. Meetings shall be conducted in accordance with the provisions of the "Ritual and Insignia Manual" and the "Rules of Procedure for Legion Meetings"/
6. At the Annual General Meeting of the Branch, reports shall be presented by the President and Committee Chairpersons.
7. Questions arising at General Meetings, except where otherwise provided in the By-Laws, shall be decided by a majority vote, and the Chairperson of such meeting shall not have a second or deciding vote.

ARTICLE IV
ELECTIONS

1. A Returning Officer and Deputy Returning Officer for the annual election of officers and executive members shall be appointed prior to the February General Meeting of the Branch. They may appoint such assistants as may be required.
2. Nominations for office shall be in writing; signed by the proposer and seconded, with the signed consent of the nominee to accept the office attached. These shall be received by the Secretary Manager at any time prior to the close of the February General Meeting. When there is a nomination for the floor the same procedure will be followed with the properly signed form being handed to the Returning Officer
3. Executive members shall be elected at the February General Meeting for a term of two (2) years. Such members shall be eligible for re-election at the end of each term.
4. Members cannot nominate, nor be nominated, nor vote, unless they are members in good standing. Elected members must be members in good standing during the term of office. Members who are employees of the Branch cannot nominate and are ineligible for office.

5. A list of those nominated for the various offices shall be posted on the bulletin board of the Branch forthwith after nominations.
6. Voting may be by ballot. The members nominated for office shall be presented to the members at the February General Meeting and those receiving the greatest number of votes shall be declared elected. Only those eligible voting members may cast votes at the Branch elections.

ARTICLE V STANDING COMMITTEES

1. The Executive Officers of the Branch shall appoint on a yearly basis, a chairperson for such Standing Committees named herein: War Memorial Trust, Honors and Awards, Tower and other such committees as required. The Chairperson will be responsible for appointing members to the committee for which he/she is responsible and such members must have the approval of the Executive Officers who will delegate such powers and duties of each committee as they may deem advisable.
2. The Chairperson of such Standing Committees shall report on their activities in writing to the Executive as required.
3. Where expenditures are associated with a Committee, the chairperson of that Committee must present a budget for approval by the Executive Officers.
4. Members serving on a Standing Committee must be members in good standing. The Executive may authorize appointment of non-members to a committee.
5. Each chairperson of a Standing Committee shall prepare "Terms of Reference" for the committee for which he/she is responsible for submission to the Executive Officers for approval.
6. All approvals by the Standing Committee approved by the Executive Officers shall be presented to the next General Meeting of the Branch for approval.

ARTICLE VI FINANCE

1. All monies received by any level of the Legion shall be deposited forthwith, in the name of such level of the Legion, in such chartered bank or banks, trust company, or any of the following institutions authorized under provincial law: credit union, caisse populaire, or treasury branch, as such level of the Legion may decide.
2. All cheques issued by any level of the Legion shall be signed by two (2) duly authorized signing officers.
3. The fiscal year of the Branch shall be January 1 to December 31.
4. Auditors: Their appointing and remuneration:
 - a. At the Annual General Meeting, an auditor or auditors shall be appointed to hold office until the next Annual Meeting.
 - b. The auditor may be removed prior to an Annual General Meeting by resolution of the members at a General Meeting of the members, notice of which resolution has been given in writing at the previous General Meeting of the Branch.

- c. Every auditor shall have a right of access at all times to all records, documents, books, accounts and vouchers of the Branch and shall be entitled to require from the officers and members of the Executive and salaried employee, such information and explanation as may be necessary for the performance of duties of auditors.
 - d. The auditor(s) shall be entitled to attend a meeting of the members at which any accounts, which have been examined or reported on by them are to be read or considered, for the purpose of making any statement or explanation they may require or may be requested to make with respect to the accounts, or to attend any meeting of members at which a resolution is to be moved removing such auditor(s).
 - e. In the event for any reason the auditors cease to meet the Branch requirements, the Executive Officers of the Branch shall be empowered to conduct a search for replacement of Branch Auditors.
5. The fees and dues payable by the members shall be as follows:
- a. Dues set by a General Meeting payable in advance on or before the 1st of January in each year; provided however, that such dues may be varied by a majority vote of those present at any General Meeting where a notice of intention to vary has been given in writing at a preceding meeting of the Branch. All Branch dues shall include Dominion and Provincial Per Capita Tax.
6. Any agreement to be signed on behalf of the Branch, whether under seal of note, shall not be signed except by the authority of a resolution of the Executive; provided however, that from time to time by one resolution the Executive may authorize the signing of a defined type or class agreement, and in such case a separate resolution for such agreements shall not be necessary.

The signing shall be any two of the following: President, First Vice President, one of the two Vice Presidents and Secretary Manager or such persons as the Executive may appoint for that purpose.

ARTICLE VII ADVISORY COMMITTEE

Past Presidents may be appointed to a Committee known as an "Advisory Committee" and may only make recommendations to the President of the Branch.

ARTICLE VII AMENDMENTS TO BY-LAWS

1. Upon the foregoing By-Laws being approved by the Saskatchewan Provincial Command of the Royal Canadian Legion, all existing By-Laws heretofore in effect shall be repealed.
2. The By-Laws shall not be amended or altered except upon a Notice of Motion, which must be presented in writing at a General Meeting in the month preceding the meeting at which it is to be considered. Such Notice of Motion shall be signed by the member who presents it. The Executive shall be required to submit the amendments to effect the

change desired for consideration at the next General Meeting. The Notice of Motion shall be posted in a conspicuous place on the Branch premises at least ten (10) days prior to such meeting. An amendment shall require a seventy-five (75) percent vote of those voting at the General Meeting, and shall require the approval of the Saskatchewan Provincial Command of the Royal Canadian Legion.

