



THE ROYAL CANADIAN LEGION, REGINA BRANCH #001
1820 CORNWALL STREET
REGINA, SK. S4P 2K2
PHONE: (306) 522-2676
EMAIL: info@reginalegion.com

The Royal Canadian Legion
Saskatchewan Branch No. 001 Regina
By-laws

ARTICLE I
NAME

1. The Branch shall be known as The Royal Canadian Legion, Saskatchewan Command, Regina, Branch No. 001, and is hereafter referred to as the Branch.
2. The Branch is subject to the jurisdiction of The Royal Canadian Legion Saskatchewan Command, as set out in the General By-laws of The Royal Canadian Legion.

ARTICLE II
OBJECT

1. Our mission is to serve veterans, including serving military and RCMP members and their families, to promote Remembrance, and to serve our communities and our country.

ARTICLE III
MEMBERSHIP

1. Membership is governed by and defined in the General By-Laws.
2. Every member shall pay annual dues in the amount to be decided upon by a General Meeting of the Branch which will include Dominion and Provincial Per Capita as laid out at the respective Conventions.

ARTICLE IV
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 Executive members.

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2. The President, the Vice Presidents and immediate Past President shall be known as the "Executive Officers" of the Branch.
3. At the Annual General Meeting such honorary officers for the year may be appointed and approved.
4. At the first Executive meeting following elections, a recording Secretary and Treasurer shall be appointed by the Executive Officers. Such appointees shall be Branch members but will not be voting members of the Executive unless they have been elected to an Executive position by the general membership.
5. The Executive Officers shall have full jurisdiction over Branch affairs subject to any restrictions contained by these by-laws.
6. 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 subject to periodic or annual review.
7. The Executive shall hold regular monthly meetings. Meetings in July and August are optional at the discretion of the President.
8. The President, or in his/her absence, the First Vice-President or one of the two Vice-Presidents shall preside over Executive meetings.
9. 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 Executive may be filled by Executive appointment, and the person so chosen shall hold office until the end of the

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current term. 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, with each Executive member eligible to cast one 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 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 or committee member can be removed from their position by a majority vote of the Executive Officers for failure to perform their undertaken duties.

ARTICLE V GENERAL MEETINGS

1. General Meetings of the Branch shall be held monthly. 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. The Annual General Meeting shall be held in May in each year. A notice of such meeting shall be broadcast on social media, the Branch website, and email not more than ninety (90) and not less than twenty-one (21) 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

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thirty (30) members in good standing 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) voting 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. Reports shall be presented by the President and committee chairpersons at the Annual General Meeting.
7. Motions arising at General Meetings, except where otherwise provided in the by-laws, shall be decided by a majority vote.

ARTICLE VI ELECTIONS

1. Elections for the Executive are held biennially in even years at the February General Meeting.
2. The Executive shall be elected for two (2) year terms and shall be eligible for re-election at the end of each term.
3. The Executive Officers shall appoint a Returning Officer and Deputy Returning Officer prior to the elections who in turn may appoint such assistants as may be required.
4. 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 Returning Officer at any time prior to the close of the elections. When there is a nomination from the floor the same procedure will be followed with the properly signed form being handed to the Returning Officer.

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5. Members cannot nominate, nor be nominated, no 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.
6. A list of those nominated for election shall be posted on the Branch's bulletin board and website forthwith after nominations.
7. Voting may be by ballot where a position is being contested. The members nominated for office shall be presented to the general membership and those receiving the greatest number of votes shall be declared elected. Only those eligible voting members may cast votes at the Branch elections.
8. With the exception of the Immediate Past President, all officers and members of the Executive Committee shall be elected, installed, and assume office at the February General Meeting.

ARTICLE VII COMMITTEES

1. The Executive Officers of the Branch shall appoint on a yearly basis, a chairperson for such committees as required to run the affairs of the Branch including those committees required by Dominion Command. 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. Committee chairpersons shall report on their activities in writing at Executive meetings.
3. Where expenditures are associated with a committee, the chairperson of that committee must present a budget for approval by the Executive Officers.

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4. Members serving on a committee must be members in good standing, however, the Executive Officers may authorize appointment of non-members to a committee.
5. Each chairperson shall prepare Terms of Reference for the committee for which he/she is responsible and submit to the Executive Officers for approval.

ARTICLE VIII FINANCE

1. All monies received by the Branch shall be deposited forthwith, in the name of the Branch, in such chartered bank, trust company, or any other institution authorized under provincial law.
2. All spending by the Branch shall be pre-approved by two (2) duly authorized signing officers.
3. The fiscal year of the Branch shall be January 1 to December 31.
4. The members shall appoint an external auditor at the Annual General Meeting to audit the accounts of the Branch for report to the members at the next Annual General Meeting except if such appointment is waived by a majority vote of the members. The auditor shall hold office until the next Annual General Meeting provided that the Executive Officers may fill any vacancy in the office of the auditor.
5. Dues set by a General Meeting are 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. The Executive may administer the affairs of the Branch and make or cause to be made for the Branch, in its name, any kind of contract which the Branch may lawfully enter into subject to provisions contained in these by-laws and, may

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exercise all such other powers and do all such other acts and things as the Branch is by its charter or otherwise authorized to exercise and do. The signing shall be any two Executive Officers.

ARTICLE IX
AMENDMENTS

1. 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 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 majority of those voting at the General Meeting and shall require the approval of the Saskatchewan Provincial Command of the Royal Canadian Legion.
2. 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.

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