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JAN 05 2023

Nova Scotia Nunavut Command  
The Royal Canadian Legion



THE ROYAL CANADIAN LEGION

Name..... [REDACTED] BRANCH [REDACTED] #.....

BRANCH POLICY  
MANUAL

Date..... [REDACTED]



Name.....

**POLICY MANUAL RCL [REDACTED] Branch [REDACTED] #.....**

1. The Immediate Past President in conjunction with the Bylaws Committee shall be responsible for the Guidelines & Policy Manual and will ensure that all new policies and amendments be brought to the Executive meeting for review and approval. These amendments and Policy's will then be presented to the General Membership for approval.

Name....

2. The creation or amendment of [REDACTED] Branch Policy Manual shall be the subject of a Notice of Motion of which will be given at the previous Meeting of the Branch. Such Notice of Motion shall state the wording of the proposed addition or amendment and shall be dated and signed by the voting member presenting same.

3. A motion to create or amend the Branch Policy must receive the approval of at least two-thirds of the voting members present at the Meeting of the Branch to become effective.

4. Branch Policy shall not supersede The General By-Laws of The RCL or NS/NU Command By-Laws or these By-Laws.

5. A copy of the Branch Policy Manual shall be submitted to Command Headquarters for administrative purposes.

6. Copies of amendments /additions to the Branch Policy Manual shall be submitted to Command Headquarters

**Election of Officers and Executive @Large ( reference bylaw 403 )**

1. The order of voting during the election of Executive Officers shall be from the senior position down – voting shall be by secret ballot, unless a member is elected by acclamation

2. No member will be elected as President until they have served a term as 1<sup>st</sup> or 2<sup>nd</sup> Vice President, Secretary or Treasurer

3. No Member may be elected to the office of 1<sup>st</sup> or 2<sup>nd</sup> Vice President, Secretary or Treasurer until they complete one full term of Office on the Executive committee.

4. In order to be eligible for election to the Executive Committee level – A member must be in good standing at the Branch and have attended (4) General Meetings at the Branch from January to Dec of the term in question

5. If a position on the Executive committee is not filled at the General Meeting elections, notwithstanding the requirements in sub paragraph 4, the President may appoint a Member in good standing to the position pending ratification at the next General meeting.

**6. Executive @Large shall consist of:**

Sgt @ Arms  
Sports Officer  
Service Officer  
Membership Chair  
Maintenance Officer  
PRO Officer  
Bars Control Officer  
Recording Secretary

**Vacancies in Officers of the Branch**

1. When a vacancy occurs in the Executive 4 months prior to elections, an election will be held to fill this office for the remainder of the term

**Duties Of Officers of the Branch**

1. The duties of all Officers of the Branch shall be set forward in the Branch Leadership Manual and minutes of the General meeting
2. The Executive during the months of July and August, shall have the Authority to conduct business of the Branch
3. If the General Membership does not elect a candidate to the Office of the Poppy Chair, the duties of the Poppy Chair will be the responsibility of the 2<sup>nd</sup> Vice President

**Standing and Special Committee Chairs**

1. The Standing Committee Chairs, will be elected at the Election Meeting in December and serve one year term.  
Poppy Chair  
Bingo Chair  
Seniors  
Sick & Visiting  
Entertainment Chair  
Hall Rental Chair  
Atlantic Club  
Navy League
2. When a vacancy occurs in the standing Committee Chair positions of Bingo, Hall Rentals, Entertainment or Lottery Committees, a new chairman will be elected or appointed at the next **Legion Meeting**

### **Special Committee Chairs**

1. Will be appointed by the President for the term of the Committee

### **Nominating Committee –reference by-law**

1. Will consist of 5 members of the Branch, one being selected by the Committee as Chair

### **Meetings**

1. Laid down by the by-Laws and The rules of Procedure for Legion Meetings
2. December Executive meeting will be held on the 1<sup>st</sup> Tuesday of December
3. The General Meeting in December (the 2nd Tuesday of the month) will be held as an Election Meeting – only Emergency Branch Business to be held at this meeting.

### **Convention Delegates**

1. The President will be automatically selected for the first delegate position at both the Provincial and Dominion Level

In the event He or She cannot attend, the first Vice President will become the automatic Delegate ( No other Designation )

2. The President or 1<sup>st</sup> Vice President shall be compensated for travel, per diem, accommodations and registration to Dominion and Provincial Conventions

3. a) All elected delegates will be compensated with remaining funds available (as per Dominion Command by-Laws. Re: lodging 2014 convention)

b) Branch funds for Convention – up to \$2,500.00 for Provincial and \$5,000.00 for Dominion Convention - ***providing funds are available***

c) Observers will be paid registration fees

4. In order to qualify for Nomination as a Branch Delegate to Conventions, a member must have attended a minimum of 4 general meetings in the Previous Calendar Year and be nominated at the General meeting in January

5. A delegate to Convention must support the Mini Bingo by helping with call –back on a rotational basis.

### **Requests for Charitable Donations**

1. Request for Charitable donations, properly submitted, shall be as recommended by the Executive
2. Charitable donations will cease for the Months of July, August and December

### **Funding for Members**

Name....

Any member receiving Funding from [REDACTED] Branch for Hotels/Motels/ per Diem/Travelling for organized sporting events must qualify as per Branch criteria

### **Finances**

1. The Annual dues shall be set at the September General meeting of the Branch
2. The Financial year of the Branch will be the Calendar year
3. Signing Officers other than the General or Capital accounts will include the Appropriate Committee Chairperson
4. The Executive shall regulate the income and expenditures of the Branch Funds. Branch Funds may be expended on the following authority.
  - a) recurring expenditures by the President
  - b) expenditures of a Capital or non-recurring nature, up to \$3000.00 by the Executive and up to two hundred Dollars by the President
  - c-1) expenditures of a Capital or Non –Recurring nature in Excess of \$1000.00 from the floor at a regular meeting of the Branch requires a 30 day notice of Motion prior to being voting on by a **2/3** majority
  - c-2) expenditures for General maintenance and for emergency repairs affecting the habitability of the Branch --on the authority of the Executive

**Article 13- Financial Records and Cash Flow**

- 1. All funds and other assets received and authorized expenditures shall be accounted for through the Financial records of the Branch
- 2. A monthly cash flow statement shall be prepared, reflecting the status of the Branch at the close of business on the last day of each calendar month. This report shall be presented to the Executive and General Meetings.

***3. Payments may be made by Cheque, Credit Card or auditable electronic means, except that settlement of expenditures may be made in cash of such low cost that payment by cheque would not be reasonable***

- 4. Cheques shall be issued on the authority of the President or in his/her absence his/her delegated member of the Executive.
- 5. The amount of Compensation or wages paid to employees of the Branch shall be determined by the Executive.

**Bursaries**

Name..... Number....

Branch may give up to 10 Bursaries of \$1000.00 each per Year .

***All bursaries may be taken from Poppy Account providing Funds are available and criteria is met by the students .***

**Bar Staff**

- 1. Are not permitted to play VLT Machines while employed

**Hiring Policy**

All hiring of applicants will be done through the Officers of the Branch and the Executive. They will determine whether the risk of conflict of interest outweighs the benefits of the employment. And of this date, family members of Managers will no longer be hired due to the risk of conflict of interest in job management.

**Policies** The Branch at all times shall observe the policies of the Royal Canadian Legion and

Name... Branch #.....

## **BRANCH – HOUSE RULES**

1. Members are responsible for the conduct of their guests. Guests must leave when their sponsor leaves.
2. Drunkenness, fighting or profane language will not be tolerated in any area of the building or on Legion property. If an offence occurs, all parties involved will be asked to leave the premises.
3. The only animals allowed on the premises are an animal that is required for medical reasons.
4. The only gambling allowed is that which is approved by the Nova Scotia Alcohol and Gaming Association.
5. It is not permissible by the Nova Scotia Alcohol and Gaming Association for members and guest to bring any type of liquor into or out of the premises. For private functions, a letter of authorization is to be issued by the branch for a Special Occasion license for the date of the event, at the renter's expense.
6. The offices, bars and utility areas are out of bounds except for those persons having OFFICIAL business in those areas.
7. It is NOT PERMITTED to carry drinks from one level to another, unless the Bar is closed on that level.
8. The Bar Staff have the authority to refuse to serve any patron at any time, if the patron has violated House Rules and Regulations. Any person so refused, MUST vacate the Legion Premises.
9. The building must be vacated by the time posted of when asked by the Bar Staff or Duty Sgt at Arms. Entry and Exit will be via the front door or the upstairs back door.  
  
The unauthorized use of emergency doors will result in loss of Legion privileges.
10. An offence, either by a member or guest, committed outside of the building on Legion premises will be considered as an offence within the building.



11. Any person refusing to show the Bar Staff or Duty Sgt at Arms a Legion Membership Card or Military I.D. Card may be asked to vacate the premises.

12. Patrons coming into the Branch are allowed three visits. Any further visits require the patron to apply for Membership in the Branch. This does not apply to a spouse as long as they are in the company of their spouse/partner. Application forms are available at the Bar.

13. Lounge Dress is as is posted outside Lounge. Games Room – Members and Guest must be appropriately dressed. The Sgt at Arms and bartenders have the authority to ask patrons to leave if they do not comply.

14. Any infractions of the above rules and regulations will be dealt with, by a Hearing Committee of the Branch.

15. The rules pertain to ALL MEMBERS of the Royal Canadian Legion as per The General By-Laws of the Royal Canadian Legion, Article 3, Section 301-311, pages 51-66 inclusive.

### SNOWBALL

Each member of the Branch is Assigned a Snowball Number. The Number is assigned within a week of being sworn in. Each time you enter the branch, drop your quarter (\$.25) into the jar and print your name on the snowball sheet.

A number will be drawn daily for the previous day. If your number is drawn, the amount written on the jar minus 10% \*\* is the winning amount you will receive. (This is required as per NSAGA regulations part of proceeds must go to charity. The charity [REDACTED] sponsors is the [REDACTED])

So don't forget – deposit your quarter and sign the sheet. YOU MUST SIGN THE SHEET TO BE ELIGIBLE TO WIN. No Proxy signatures.

Copies of our Entertainment schedule is available at the Branch. The Branch Events line can be accessed by calling [REDACTED] This is to keep you up to date on Branch activities, important dates as well as Special Events the Branch may hold.

Name....

**We hope you enjoy being a Member of [REDACTED] and we encourage you to sign up your friends.**

[REDACTED]  
[REDACTED] **President**

[REDACTED]  
[REDACTED] **Branch Secretary**

[REDACTED] Date.....

