

BY-LAWS

ALBERTA-NWT COMMAND THE ROYAL CANADIAN LEGION

Approved August 2009



**THE ALBERTA-NWT COMMAND
THE ROYAL CANADIAN LEGION**

BY-LAWS

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FOREWORD

The use of words implicating the masculine imports the feminine where applicable.

**BY-LAWS
OF
ALBERTA-NORTHWEST TERRITORIES COMMAND
OF
THE ROYAL CANADIAN LEGION**

**ARTICLE I
PRINCIPLES AND POLICY, AIMS AND OBJECTIVES**

- 101.** As set out in the Act of Incorporation.

**ARTICLE II
ORGANIZATION**

- 201.** The Title of the organization is the Alberta-Northwest Territories Command of The Royal Canadian Legion, or such other titles as may be granted under the Dominion Charter or Act of Parliament. It is hereinafter referred to as Alberta-NWT Command.
- 202.** Alberta-NWT Command is chartered by and is subject to the jurisdiction of the Dominion Command, under the provisions of the Act of Incorporation and the General By-Laws of The Royal Canadian Legion.
- 203.** Alberta-NWT Command is comprised of all members, in good standing, of all Branches of The Royal Canadian Legion in the Province of Alberta and the Northwest Territories within the boundaries of District 7.

**ARTICLE III
COMPOSITION AND DUTIES OF THE COMMAND COUNCIL OFFICERS**

- 301.** The Officers of this Command are:
- (a) the President;
 - (b) the Immediate Past President;
 - (c) the First Vice-President;
 - (d) three (3) Vice-Presidents of equal status;
 - (e) the Treasurer; and
 - (f) the Chairman.

EXECUTIVE COUNCIL

- 302.** The Command Executive Council shall consist of:
- (a) the Officers of this Command;
 - (b) the representatives of each of the Special Sections, as provided for in the General By-Laws; and
 - (c) all duly installed District Commanders.
- 303.**
- (a) Consultations of the Command Council may be held by teleconference and subsequently confirmed in writing.
 - (b) A Ballot of the Command Council may be taken by electronic mail other than to fill a vacancy on the Executive Council.

SUB-EXECUTIVE COUNCIL

- 304.** The Command Sub-Executive Council shall consist of:
- (a) the Officers of this Command;
- 305.**
- (a) The President shall have the power to call Sub-Executive meetings and may have such other persons in attendance as deemed necessary.
 - (b) Command Sub-Executive Council shall have the same powers as the full Command Council, except that the full Council's approval must be secured to any resolutions or decisions made by the Sub-Executive Council.

SUCCESSION OF OFFICERS

- 306.** In event of the resignation, death, or permanent incapacity of the President, the First Vice-President shall succeed to the Presidency, in accordance with Command policy and these By-Laws.
- (a) In the event of the resignation, succession to the Presidency, death, or permanent incapacity of the First Vice-President, the succession to this

office will be open to the Vice-Presidents. The Executive Council shall fill this office by election.

- (b) When a vacancy occurs among the three (3) Vice Presidents for any reason, including election to higher office, the Command Executive Council shall fill the vacancy by electing from among its members a new Vice-President. This provision is not mandatory if the vacancy occurs within six (6) months of the next Command Convention.
- (c) In accordance with Command policy and these By-Laws, as amended from time to time, the President shall call a meeting of the full Council immediately to fill any vacancies. This is not mandatory if the vacancy occurs within thirty (30) days of a scheduled Council meeting.
- (d) Whenever a vacancy occurs in the office of Treasurer, the Command Executive Council shall fill the vacancy by appointment for the balance of the term.
- (e) Whenever a vacancy occurs in the event of a resignation, death, or permanent incapacity of the Chairman, the appointment of the office of Chairman will be filled by Sub-Executive Council's recommendation, for the balance of the term.

307. The Treasurer shall:

- (a) report on and submit financial statements to the Command Executive Council at each meeting.
- (b) prepare for submission to the Command Convention a statement on the finances of the Command; and
- (c) carry out such other duties as the Command President may direct.

DOMINION EXECUTIVE COUNCIL

308. The Command representative to the Dominion Executive Council shall be:

- (a) The President; or his designate.

HONORARY SOLICITOR

- 309.** The Command Executive Council may appoint an Honorary Solicitor or Special Counsel whose duties shall be to advise the Command President on all matters requiring legal assistance and carry out such other duties as the Command President may direct.

ELECTION OF OFFICERS

- 310.** The Officers of the Command shall be elected by ballot at the Command Convention, in accordance with Section 404,(b) of these By-Laws. The Special Representatives shall be selected by the Branches representing their Special Sections. New Special Sections shall be placed before the Convention for approval.

DISTRICT COMMANDERS

- 311.**
- (a) District Commanders shall be elected for a two year term at a District Rally held in their respective Districts in the same year as the regular Command Convention is held and prior thereto. The method of election shall be as per Section 405 of these By-Laws.
 - (b) Newly elected District Commanders will not assume office until installed at the Command Convention.
 - (c) For the election of a District commander, not more than two (2) delegates, from each Branch in the district, may cast a ballot, neither of which shall be a Deputy District Commander
 - (d) With the prior approval of the Command Executive Council, a District may elect or appoint sufficient District Council members as may be deemed necessary for the efficient operation of the District. Any expenses incurred by the said elections or appointments will be the responsibility of the applicable District.
 - (e) District Commanders may establish a fund, under the direction and control of the Command Council, for the purpose of defraying expenses as authorized by the District Commander.
 - (f) A District Commander may be removed from office for just cause. Just cause could be described as long-term illness, failure, or inability to perform the duties of a District Commander. Such removal will require prior consultation with Sub-Executive Council.

- (g) Any complaint lodged against a District Commander shall be proceeded with in accordance with the General By-Laws.
- (h) If after election a District Commander shall:
 - i. die;
 - ii. resign;
 - iii. become incapacitated; or
 - iv. be removed from office,

Command Sub-Executive Council may appoint an acting replacement who shall hold office for the remainder of the term of office of the member being replaced or until the holding of a District Rally.

SPECIAL REPRESENTATIVES

312. If after installation a Special Representative should:

- (a) die;
- (b) resign;
- (c) become incapacitated; or
- (d) be removed from office,

the Command Sub-Executive Council shall be advised by the Special Section affected.

DEPUTY DISTRICT COMMANDERS

313.

- (a) A Deputy District Commander shall be elected for a two (2) year term of office at the rally in the year that the Command Convention is **not** held. The method of election shall be as per section 405 of these by-laws. Each branch shall be entitled to two (2) voting delegates neither of which shall be a Deputy District Commander.

- (b) In the year of election, incoming Deputy District Commanders will be installed and outgoing Deputy District Commanders will give their report at their respective District Rally.
- (c) A Deputy District Commander shall be required to complete Branch visits as directed by the District Commander.
- (d) Financial requirements for the Deputy District Commander shall be the District Commanders responsibility on a shared effort.
- (e) A Deputy District Commander may be removed from office for just cause by the Sub-Executive Council. Just cause could be described as long-term illness, failure, or inability to perform the duties of a Deputy District Commander. Such removal will be based on a recommendation by the appropriate District Commander.
- (f) Any complaint lodged against a Deputy District Commander shall be proceeded with in accordance with the General By-Laws.
- (g) Where a Deputy District Commander vacancy occurs through removal, death, or resignation the District Commander may appoint a Deputy District Commander, who shall be elected at the next District Rally. The Sub-Executive Council shall be advised of the replacement.

MEETING EXPENSES

- 314.** Members of the Command Executive Council and staff employees of the Command shall be entitled to expenses when attending Conventions, meetings of the Command Council or when otherwise engaged on business of The Royal Canadian Legion, when duly authorized, as follows:
- (a) transportation; and
 - (b) per diem allowance as Command Executive Council may determine.

PRESIDENT

- 315.** The President shall, with the assistance of the Chairman:
- (a) preside at the opening and closing of Command Conventions and meetings of the Command Executive Council;

- (b) exercise general supervision and control over the Officers, members, and business of the Command; and
- (c) call Conventions and meetings of the Command Council as provided herein or in the General By-Laws of The Royal Canadian Legion.

COMMAND SECRETARY

316. The Command Secretary shall:

- (a) be appointed by the Command Sub-Executive Council;
- (b) keep a record of the proceedings of Command Conventions and meetings of the Command Council in books provided for that purpose;
- (c) give notice of and attend Command Conventions and meetings of Command Council;
- (d) have present the necessary minutes and record books and correspondence relative to the business of the Command;
- (e) be the custodian of the Command Seal;
- (f) ensure that a just and true record is kept of:
 - (i) monies received and paid out by the Command;
 - (ii) Command financial transactions of any and every kind whatsoever; and
 - (iii) a complete statement of the credits and liabilities of the Command;
- (g) ensure that all Command monies are deposited in a bank or other institution in accordance with the General By-Laws;
- (h) pay out all monies owing by Command when duly authorized to do so;
- (i) keep the books in the office of the Command and they shall be open to the inspection of the Officers and members of the Executive Council at all times;
- (j) whenever required by the Command Council, furnish a detailed statement containing a summary of the property and liabilities of the Command and of all its financial dealings;

- (k) hold all Command books and records;
- (l) act at all times and respects entirely at the will and direction of the Command Council;
- (m) perform such other duties and conform to all such rules and regulations as the Command Executive Council may determine; and all direction shall be through the Command President or designate.
- (n) be bonded for an amount to be fixed by Command Sub-Executive Council.

ARTICLE IV COMMAND CONVENTION

401.

- (a) A Command Convention shall be held biennially on a date determined by the Command Executive Council.
- (b) Every member of the Command Executive Council, all Deputy District Commanders, and all Past Command Presidents attending Convention shall be deemed to be and have the status of an accredited delegate.

402.

- (a) Command Executive Council may call a special Convention at a time and place as may be required.
- (b) Command Executive Council shall call a special Convention at any time upon the request of two-thirds (2/3) of the Branches in the Command, such Convention to be convened no later than sixty (60) days after receipt of such a request.

403.

- (a) Each Branch within the Command shall be entitled to send to Convention one (1) delegate for the first fifty (50) Voting members or fraction thereof and one (1) delegate for each additional one hundred (100) voting members or fraction thereof.
- (b) In determining delegate entitlement,
 - (i) only members whose per capita tax has been paid to the end of the preceding calendar year may be included.
 - (ii) only Life, ordinary, associate and affiliate voting members in good standing shall have the right to vote or hold office.

- (c) Where a Branch has received its charter subsequent to the end of the preceding year, it shall be entitled to send one (1) delegate.
- (d) A delegate may be a member of another Branch within the same District.

404.

- (a)
 - (i) Proxy vote shall be used during the Command Convention;
 - (ii) The rules for proxy vote shall be as contained in the General By-Laws.
- (b) Except for the Election of Officers, the vote of the Convention shall be by card indicating **YES** or **NO**, unless a vote by ballot is directed by the chairman or is demanded by at least 20% of the delegates on the floor of the Convention.
- (c) For a ballot vote, the District Commanders from District 1, 2, 3, 4, 5, 6, 8, 9 shall appoint 2 scrutineers and District 7 shall appoint 1 scrutineer. The Command President shall appoint a Returning Officer.

405.

- (a) When balloting is for the election of a single Officer, the candidate receiving a majority shall be declared elected.
 - (i) If no candidate receives a majority of the total votes cast on the first ballot, a second ballot shall be held. The two (2) candidates receiving the highest number of votes on the first ballot shall remain on the slate for a final ballot, all other candidates will be deleted.
 - (ii) Should there be a tie for the second highest number of votes on the first ballot, the second ballot will include the candidate with the highest number of votes and the two (2) candidates tied for second place. The two (2) candidates receiving the highest number of votes shall remain on the slate for the third and final ballot. The candidate receiving a majority of the votes cast shall be declared elected.
- (b) When balloting is for more than one (1) Officer, delegates may vote for up to, but no more than, the number of Officers to be elected. A delegate may not vote more than once on a ballot for one candidate.
- (c) Election of three (3) Vice-Presidents shall be as follows:

- (i) The top 3 candidates receiving the most votes after the (1st) ballot count shall be declared Command Vice Presidents.
- (ii) In the case of a tie between the Third (3rd) and Fourth (4th) place candidates, a second ballot will be cast to break the tie.
- (d) Any unsuccessful candidate may be nominated for any unfilled office.

406.

- (a) The Command President shall appoint a Chairman of the Command Convention Resolution Committee.
- (b) The Resolution Committee shall meet on instruction from the President. They shall combine, amend, refer, and report to the Convention on all resolutions.
- (c) Resolutions to be dealt with at a Command Convention shall be submitted from a branch to Alberta – NWT Command
- (d) Any delegate to the Convention may move concurrence of any non-concurred resolution.

407. The following shall be the suggested order of business at a Command Convention:

1. Call to order by the President
2. Singing of one (1) verse of the National Anthem – O Canada
3. Opening Ceremony in accordance with the Ritual
4. At the word of the President, all stand with bowed heads for the two minute silence in memory of our fallen Comrades
5. Receipt of greetings, welcome, and replies thereto
6. Recess for meetings and organizing Committees
7. Chairman assumes the Chair
8. First report of Credentials Committee
9. Address and report of the President

10. Nominations and Elections of Command Officers
 11. Report of Command Secretary
 12. Report of Treasurer and presentation of financial statements
 13. Reports of Committees and Officers
 14. General Business including Resolutions
 15. Unfinished business and those resolutions not included in the Resolution Report
 16. Installation of Officers as laid down in the Ritual
 17. President assumes the Chair
 18. Closing Ceremony in accordance with the Ritual.
- 408.** At the Command Convention the Chairman shall:
- (a) enforce order and strict observance of the By-Laws; and
 - (b) decide all points of order subject to an appeal.
- 409.** Any member wishing to speak at the Convention shall:
- (a) rise and approach the Whip;
 - (b) wait until he is recognized;
 - (c) clearly give his name and Branch; and
 - (d) address the Chair.
- 410.** No private discussion shall be held when the Convention is in session nor shall debate be conducted in any unseemly matter. In matters not provided for in these By-Laws, all proceedings shall be conducted in accordance with the provisions of the General By-Laws.
- 411.** The success of any Command Convention depends on the open minded consideration by the delegates of the views expressed at the Convention and

instructions by Branches to delegates should not be in a hard and fast form, precluding such considerations.

COMMAND COMMITTEES

412.

- (a) Committees, whether Special or otherwise, may be appointed by the President, as required. Where it is necessary for any of those Committees to meet, transportation and a per diem allowance of any amount determined by the Command Council, shall be paid to each member for each day such member is in attendance at a session of the Committee.
- (b) Honorary Officers may be appointed by the President of Alberta – NWT Command and ratified by the Executive Council. The term of office shall be from Command Convention to the next Command Convention

413.

- (a) The Command President shall name the Chairman of each Committee, whether Special or otherwise.
- (b) The majority of any Committee shall constitute a quorum for the transaction of business.

414. All minutes of the Committees shall be written or typewritten and signed by the Committee Chairman.

LADIES' AUXILIARY

415. Subject to the General By-Laws, the Auxiliary to this Command and the Auxiliaries to the Branches of the Command may, for the purposes of administration and control, hold District Rallies and Conventions and consider resolutions to cover Auxiliary affairs under Command Council direction and control.

ARTICLE V BANKING AND SEAL

501. All monies payable to the Command shall be forwarded to the Command Secretary who shall ensure that they are deposited forthwith in a bank or other institution, in accordance with the General By-Laws and as authorized by the Command Council. The account shall be kept in the name of Alberta-NWT Command.

502.

- (a) The Command Secretary is authorized to spend only those funds identified in the duly approved budget for that year and those other expenditures given prior approval by Council or Sub-Executive Council when Executive Council is not in session. All bills of exchange and other instruments involving any approved liability of the Command MUST be signed by the President or, if not available, a designated Officer and the Command Secretary. No cheques shall be signed in blank.
- (b) The Command Secretary, without Council approval, is authorized to expend up to \$500.00 of unbudgeted funds however must identify such expenditures to the President as soon as possible thereafter. It is the responsibility of the Command Secretary to ensure that continuing \$500.00 expenditures are not undertaken to the detriment of the approved budget.

503. All expenses shall be covered by a statement signed by the applicant, copy of which shall be filed in the Alberta-NWT Command Office for use of the Auditor.

**ARTICLE VI
REPORTS AND RETURNS**

601. Each Branch shall:

- (a) conform to and carry out all requirements of Dominion Command in respect of:
 - (i) payment and deposit of per capita tax; and
 - (ii) applications for membership and renewals of memberships.
- (b) advise Command the name and address of the President and Command Secretary.
- (c) on or before October 31st submit a statement of current Poppy Funds on the forms provided; (returns for Edmonton and Calgary City Branches who combine their Poppy Funds in the Edmonton and Calgary City Branches Poppy Funds shall have their returns included with the Edmonton and Calgary City Branches Poppy Funds);

- (d) it shall be a requirement that all Branches and amalgamation of Branches, to submit a financial statement to Alberta-NWT Command by May 31st for the preceding year, which may be subject to audit by Command.
 - (e) submit monthly Financial Statements, Executive and General Meeting minutes to the District Commander.
 - (f) submit to Command any other reports or returns requested by the Command
- 602.** Any Branch which fails to submit to Command the financial statements required by these By-Laws or is delinquent in respect of its financial obligations, may have its Charter suspended.

ARTICLE VII GENERAL

COMMAND BY-LAWS REVIEW

- 701.** The Command Constitution and Laws Committee shall review the By-Laws. All resolutions and matters relating to the By-Laws shall be contained in a report to the Command Convention.

BRANCH BY-LAWS

- 702.** Unless the By-Laws of a Branch shall otherwise provide, the elected Officers and Executive Committee of a Branch shall take office and assume their duties and functions fourteen (14) days after their election at the end of the month in which they were elected, whichever period shall be longer.
- 703.** Where Branch By-Laws do not make provision on procedure to be followed to call Special General Meetings, the following shall apply:
- (a) a Special General Meeting may be called by the Branch Executive Committee. Notice must be sent to all Branch voting members not less than seven (7) days prior to the date set for the meeting and must briefly indicate the purpose of the meeting.
 - (b) when the meeting is called at the request of Branch voting members, the written request must contain at least ten (10) signatures of Branch voting members in good standing and must briefly specify the purpose of the meeting.

- 704.** Branches may, by By-Law, provide that members holding office in the Branch shall not hold office in the Ladies' Auxiliary to the Branch, simultaneously.
- 705.** The Standard Branch By-Laws, as set out in Appendix "B", shall apply to Branches who have not adopted By-Laws of their own.

BRANCH PROPERTY

- 706.** Except in the course of the ordinary and usual activities of the Branch, a Branch may not sell, lease, mortgage, pledge, hypothecate, or alienate, in any manner, any property held by them, except in strict compliance with the General By-laws and Provincial Legislation.

COUNCIL AUTHORITY TO CHANGE DISTRICTS

- 707.** The Districts, together with the Branches therein, as set up by Command Council and outlined in Appendix "A", may be changed from time to time as considered administratively expedient by Command Council.

AMENDMENT OF COMMAND BY-LAWS

- 708.** These By-Laws may be amended, repealed, or re-enacted by a majority vote of a Command Convention.
- 709.** The provisions of By-Laws previously passed by Alberta-NWT Command are hereby repealed.

APPENDIX "A"

The Districts, together with the Branches comprising, same as set out hereinafter, are included for record only.

DISTRICT 1

Beaverlodge Branch No. 121
Berwyn Branch No. 95
Fairview Branch No. 84
Fox Creek Branch No. 280
Grande Prairie Branch No. 54
Grimshaw Branch No. 253
Hallet-Hansley Branch No. 243
High Level Branch No. 274
High Prairie Branch No. 37
Hythe Branch No. 93
Manning Branch No. 139
McLennan Branch No. 153
Nampa Branch No. 272
Peace River Branch No. 62
Rycroft Branch No. 224
Sexsmith Branch No. 60
Slave Lake Branch No. 110
Spirit River Branch No. 72
Valleyview Branch No. 140
West Smoky Branch No. 244
Worsley Branch No. 270

DISTRICT 2

Athabasca Branch No. 103
Barrhead Branch No. 75
Boyle Branch No. 169
Flatbush Branch No. 137
Fort Assiniboine Branch No. 210
Fort Saskatchewan Branch No. 27
Gibbons Branch No. 226
Kingsway Branch No. 175
McGrane Branch No. 28
McMurray Branch No. 165
Norwood Branch No. 178
Redwater Branch No. 251
Smith Branch No. 248
Smoky Lake Branch No. 227
Strathcona Branch No. 150
Thorhild Branch No. 234
Waskatenau & District Branch No. 261
Westlock Branch No. 97

DISTRICT 3

Alliance Branch No. 94
Ashmont Branch No. 68
Bawlf Branch No. 232
Birch Lake Branch No. 74
Bonnyville Branch No. 183
C.J. Kinross VC Branch No. 180
Camrose Branch No. 57
Cold Lake Branch No. 211
Daysland Branch No. 82
Edgerton Branch No. 168
Field Marshal Alexander Branch No. 11
Hardisty Branch No. 88
Holden Branch No. 56
Irma Branch No. 112
Killam Branch No. 65
Kitscoty Branch No. 158
Mallaig Branch No. 260
Mannville Branch No. 33
Marwayne Branch No. 116
Paradise Valley Branch No. 206
Ryley Branch No. 192
Sedgewick Branch No. 55
St. Paul Branch No. 100
Tofield Branch No. 91
Two Hills Branch No. 237
Vegreville Branch No. 39
Viking Branch No. 81
Worthington Branch No. 29

DISTRICT 4

Alder Flats Branch No. 267
Bashaw Branch No. 38
Bentley Branch No. 230
Big Valley Branch No. 70
Bluffton Branch No. 203
Caroline Branch No. 177
Castor Branch No. 119
Consort Branch No. 32
Eckville Branch No. 156
Innisfail Branch No. 104
Lacombe Branch No. 79
Ma-Me-O Beach Branch No. 252
Millet Branch No. 229
Mirror Branch No. 189
Mulhurst Branch No. 246
Pioneer Branch No. 144
Ponoka Branch No. 66
R.L. Zengel VC Branch No. 8
Red Deer Branch No. 35
Rimbey Branch No. 36
Stettler Branch No. 59
Sylvan Lake Branch No. 212
Warburg Branch No. 205
Wetaskiwin Branch No. 86
Winfield Branch No. 236

DISTRICT 5

Airdrie Branch No. 288
Bowness Branch No. 238
Carstairs Branch No. 53
Centennial Branch No. 285
Colonel Moore Branch No. 26
Command Branch No. 152
Cremona Branch No. 172
Crossfield Branch No. 113
Heart Mountain Exshaw Branch No. 179
High River Branch No. 71
Hugh Farthing Memorial TVS Branch No. 52
Men of Vision Branch No. 15
Millennium Branch No. 289
North Calgary Branch No. 264
Olds Branch No. 105
Sundre Branch No. 223
Three Sisters Branch No. 3
Turner Valley Branch No. 78

DISTRICT 6

Barons Branch No. 160
Bellevue Branch No. 19
Blairmore Branch No. 7
Bow Island Branch No. 197
Cardston Branch No. 170
Champion Branch No. 262
Claresholm Branch No. 41
Coalhurst Branch No. 273
Coleman Branch No. 9
E.I.D. Brooks Branch No. 63
Fort Macleod Branch No. 46
General Stewart Branch No. 4
H.A. Calhoun Memorial Branch No. 225
Nanton Branch No. 80
Nobleford Branch No. 257
Pincher Creek Branch No. 43
Redcliff Branch No. 6
Robertson Memorial Branch No. 17
Taber Branch No. 20
Vauxhall Branch No. 193
Vulcan Branch No. 21

DISTRICT 7

Canol Branch No. 287
Fort Smith Branch No. 239
Hay River Branch No. 250
McInnes Branch No. 220
Vincent Massey Branch No. 164

DISTRICT 8

Blue Ridge Branch No. 143
Cadomin Branch No. 124
Calmar Branch No. 266
Cherhill Branch No. 184
Devon Branch No. 247
Drayton Valley Branch No. 269
Edmonton Ex-Service Women's Branch No. 215
Evansburg Branch No. 196
Grande Cache Branch No. 278
Hinton Branch No. 249
Jasper Branch No. 31
Jasper Place Branch No. 255
Joe Wynne Branch No. 51
Leduc Branch No. 108
Mayerthorpe Branch No. 126
Morinville Branch No. 176
Onoway Branch No. 132
Sangudo Branch No. 123
Spruce Grove Branch No. 281
St. Albert Branch No. 271
Stony Plain Branch No. 256
Whitecourt Branch No. 44
Wildwood Branch No. 149

DISTRICT 9

Acadia Branch No. 208
Acme Branch No. 76
Alex Brereton VC Branch No. 42
Bassano Branch No. 141
Calgary Branch No. 1
Carbon Branch No. 161
Chapelhow Branch No. 284
Delburne-Ardley Branch No. 142
Delia Branch No. 61
Drumheller Branch No. 22
Forest Lawn Branch No. 275
Hanna Branch No. 25
Huxley Branch No. 2
Jubilee Branch No. 286
Morrin Branch No. 67
Ogden Branch No. 154
Peace Keepers Branch No. 290
Rumsey Branch No. 191
Standard Branch No. 166
Strathmore Branch No. 10
Three Hills Branch No. 92
Trochu Branch No. 98

APPENDIX "B"

**STANDARD FORM BRANCH BY-LAWS
ALBERTA-NORTHWEST TERRITORIES COMMAND**

_____ **BRANCH NO.** _____
of THE ROYAL CANADIAN LEGION

1. NAME:

This Branch shall be known as the Alberta-Northwest Territories Command,
_____ Branch No. _____ of The Royal
Canadian Legion and shall hereinafter be referred to as the Branch.

2. MEMBERSHIP:

Branch Membership shall be comprised of Life, Ordinary, Associate, Affiliate
Voting, and Affiliate Non-Voting in accordance with the General By-Laws of The
Royal Canadian Legion.

3. ENTITLEMENT TO VOTE AND HOLD OFFICE:

(a) Life, Ordinary, Associate, and Affiliate Voting members and no one else
shall be entitled to vote or hold office in this Branch.

(b) No person shall be nominated except as otherwise provided in these By-
laws. Only life, ordinary, associate and affiliate-voting members in good
standing shall have the right to vote or hold office at any level within this
branch.

Members so nominated must be present at the nominating meeting or
have signified in writing willingness to accept such office.

(c) Subject to the General By-Laws and Command policy, no elected or
appointed Officer at this Branch shall hold more than one office in the
Branch, District, or Command.

4. INITIATION:

Every new member shall be initiated according to the Ritual and Insignia Manual
prior to receiving a membership card.

5. COMPLAINTS AND DISCIPLINE:

The Procedure for lodging complaints against members and the subsequent
disciplinary action shall be strictly in accordance with Article III of the current
General By-Laws.

6. ANNUAL DUES:

- (a) Every member shall pay annual dues in an amount to be decided upon by a General Meeting of the Branch.
- (b) Members whose dues are in arrears shall be dealt with in accordance with the General By-Laws as amended.

7. OFFICERS:

The Officers of the Branch shall be:

- (i) the President;
- (ii) the Immediate Past President;
- (iii) the First Vice-President;
- (iv) the Vice-Presidents; and
- (v) the Treasurer.

8. EXECUTIVE COMMITTEE:

- (a) The Branch Executive Committee shall be:
 - (i) the Officers; and
 - (ii) three (3) or more Executive Members as may be required for the proper operation of the Branch.
- (b) The Branch Executive Committee shall take office and assume their duties and functions fourteen (14) days after their election or at the end of the month in which they were elected, whichever period shall be the longer, and shall be installed in accordance with the Ritual and Insignia Manual and the General By-Laws as amended.
- (c) The Executive Committee shall meet monthly and transact the business of the Branch, subject to the jurisdiction of the membership of the Branch assembled in General Meeting.
- (d) The duties and obligations of the Executive Committee shall be in accordance with the Branch Leadership Manual.

9. GENERAL MEETING:

A General Meeting of the Branch shall be held (monthly, except June, July, and December) or (at least once every quarter), at which the minutes of the previous General Meeting shall be read (or distributed).

10. ANNUAL MEETING:

An Annual Meeting shall be held (in December) each year for the receiving of a report of Branch finances and for the election of the Branch Executive Committee, or in lieu thereof for deciding the date and method of electing the Branch Executive Committee.

11. QUORUM:

A quorum shall be twelve (12) voting members (or as decided by a By-Law Amendment).

12. STANDING COMMITTEES:

(a) The President may appoint a Chairman for each of the following Standing Committees at the first meeting of the Executive Committee following the election:

- (i) Finance;
- (ii) Entertainment;
- (iii) Membership;
- (iv) House and Property;
- (v) Sick and Visiting;
- (vi) Sports and Games;
- (vii) By-Laws and Resolutions;
- (viii) Poppy;
- (ix) Ways and Means; and
- (x) Other Committees as deemed necessary.

- (b) Each Chairman so appointed shall select the members of the Committee, submitting same to the Executive Committee for approval at its next meeting.
- (c) Chairman of Standing Committees shall submit a written report to the Executive Committee (at each meeting) (from time to time), as required, or as agreed upon, by request of the Executive Committee.

13. FINANCIAL:

- (a) The Chairman of the Finance Committee (Treasurer) shall:
 - (i) maintain an accurate and true account of all monies received and paid out by the Branch;
 - (ii) maintain a record of all other financial transactions of the Branch;
 - (iii) deposit all Branch funds, in the name of the Branch, in a bank or other recognized financial institution designated by the Branch.
- (b) All Branch cheques, drafts, or orders of payment of money shall be signed by the Chairman of the Financial Committee (Treasurer) and the Branch President or such person as the Executive Committee may designate.

14. AMENDMENTS TO BY-LAWS:

- (a) These By-Laws shall not be altered, amended, varied, or added to except by Notice of Motion.
- (b) Any Notice of Motion must:
 - (i) be given in writing at the General Meeting prior to the one at which it will be given consideration;
 - (ii) detail such alteration, amendment, variation, deletion, or addition;
 - (iii) be signed by the member presenting the Notice of Motion; and
 - (iv) receive a majority of two-thirds (2/3) of the voting members present at the Meeting at which it is given consideration.

15. EFFECTIVE DATE OF BRANCH BY-LAWS:

These By-Laws shall not be in effect until approved by Alberta-NWT Command.

Certified to be a true copy of the By-Laws of the Alberta-NWT Command

_____ Branch No. _____

of The Royal Canadian Legion, as amended and approved by a General Meeting of the Branch on

the _____ day of _____, 20 _____.

BRANCH PRESIDENT

(BRANCH SEAL)

BRANCH SECRETARY

Approved on behalf of the Alberta-NWT Command of The Royal Canadian Legion,
this _____ day of _____, 20 _____.

**COMMAND PRESIDENT
ALBERTA-NWT COMMAND**

(COMMAND SEAL)

**CHAIRMAN OF THE COMMAND
CONSTITUTION AND LAW
COMMITTEE**

EFFECTIVE DATE OF ALBERT- NWT COMMAND BY-LAWS:

These By-Laws shall not be in effect until approved by Dominion Command.

Certified to be a true copy of the By-Laws of the Alberta-NWT Command as of the 27th day of August 2009.

**COMMAND PRESIDENT
ALBERTA-NWT COMMAND**

(COMMAND SEAL)

**COMMAND SECRETARY/CAO
ALBERTA-NWT COMMAND**

Approved on behalf of the Dominion Command of The Royal Canadian Legion,
this 27 day of August, 2009 .