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**ALBERTA - N.W.T. COMMAND  
OF  
THE ROYAL CANADIAN LEGION**

**MANUAL OF INFORMATION FOR THE USE OF BRANCH,  
DISTRICT AND COMMAND OFFICERS**

**BRANCH**

**BRANCH AUTONOMY**

The primary unit of the Legion is the Branch and each Branch exercises autonomy with regard to its affairs. The Branch has the authority to enact By-Laws and regulations to govern its activities so long as they are consistent with the Act to Incorporate, General By-Laws of The Royal Canadian Legion and the By-Laws of the Alberta - N.W.T. Command. Before taking effect, Branch By-Laws or amendments shall have prior approval by Alberta-N.W.T. Command.

Any Branch may sue or be sued in its own name.

The channel of communication shall be from the Branch to District to Alberta-N.W.T. Command.

Dominion and Provincial Commands do not have rights in the assets of the Branch, nor are the Commands liable for any debts or obligations of any Branch. However, the assets are turned over to Provincial Command in trust, to be disposed of in accordance with Dominion Command General By-Laws.

Branches are empowered to borrow money upon their own credit, issue bonds or debentures, mortgage real or personal property, and invest their funds in such manner as they deem advisable, but shall not appeal to the public or Legion membership, beyond the area over which the Branch has jurisdiction without Alberta-N.W.T. Command approval.

A Branch, except in the course of the ordinary and usual activities to the Branch, may not sell, lease, mortgage, pledge, hypothecate or alienate in any manner, any property held by them without the prior written consent of the Alberta-N.W.T. Command. It should be pointed out that the Province of Alberta and the N.W.T. both have statutory provisions concerning the sale of real property. These must be taken into account. As statutes are amended from time to time, you must be sure of your position.

Due to recent thefts at Branches and problems with employees.

Any branch hiring be required that each employee have a police check before being employed and it is suggested volunteers and executive members handling money be asked for the same.

However, all affairs of Branches shall be operated in such a manner that they do not conflict with the Act to Incorporate, Dominion By-Laws and Command By-Laws.

## **BRANCH PRESIDENT**

The President is the Chief Executive Officer of the Branch. If the Branch does not have an elected or appointed Chairman, the President is by virtue of his office the presiding officer at all its meetings.

The President typifies to the community the Branch, itself, that he is its representative as well as its leader. He personifies and represents the Branch, declaring its will. While he exercises leadership, he also accepts direction from the Branch with dispatch.

The President sets an example of fairness, courtesy and patience to the rules enforces order and strict obedience to the By-Laws. He calls the meeting to order promptly at the specified time, provided a quorum is present, announces the business, states and puts all questions brought before the meeting. He informs the members and points of order, preserves order and controls debate. When presiding he takes no part in the debate. If, for any reason, he wishes to take part in the discussion he shall vacate the Chair temporarily to the next ranking officer present, and does not resume the Chair until the question at issue has been disposed of. He guides the debate but does not dominate it. He exercises his authority to terminate aimless discussion, and his rulings are given within firmness, confidence, discretion and judgement.

The President is responsible to ensure that the Branch is fully represented at all workshops and information meetings.

The President will ensure that all members of his Executive read and understand the Manual of Information, General By-Laws and other books of reference to the office they hold.

The President is, by virtue of his office, an ex officio member of all Committees.

The President is also responsible to ensure that the Branch is fully represented at DISTRICT MEETINGS.

**The President will ensure the Poppy financial Form, Branch Financial Form and Branch report Form are sent to District and Command each year. Copies of Branch minutes are sent to the District Commander after each meeting.**

When we talk about a Branch President, we are talking about the leader of the Branch. If we accept the fact that he is the leader, then it may well be to our advantage to look a little closer at some aspects of this called "LEADERSHIP".

Leadership calls on many skills, not the least of which is management ability. Please do not misunderstand. We are not using the word management as it is often used between management and labour. Management, as we see it, is the skill of utilizing the total assets of a Branch in such a manner that a well co-ordinated and successful effort is attained.

Leadership applies to everyone whose job it is to lead people to achieve goals and to everyone who is in charge of some part of the Branch operation.

Let us now take a look at some definitions that may make us understand it better. The first one we recall has been around longer than we can remember and it is very well known: "MANAGEMENT IS GETTING THINGS DONE THROUGH PEOPLE". That is exactly what it means. It does not say "MANAGEMENT IS DOING THINGS"; it says "MANAGEMENT IS GETTING THINGS DONE THROUGH PEOPLE".

Now, how does this apply to Legions? Consider the president who is always saying, "I will do this" or "I will do that". He probably feels he is the only one that is capable of going ahead and doing a good job. He will never know how many capable people are around that way. He should not assume that he could get the job done better than someone else.

A leader gets things done through people. It is his responsibility to lead.

Unfortunately, Legionnaires, like most people, do not always do things willingly or enthusiastically. Instead, quite often they proceed without explanation, without supervision, and without motivation - in short, without LEADERSHIP.

Another definition of management or the role of the President should be seen as the guiding of human and physical resources into organizational units that attain their objectives.

Our membership is the human resource, the Branch building, and its equipment provides the physical resources. By this we mean that we must balance the attention that we give to each. We should not concentrate on the improvement and updating of the Branch facilities, and spend all the Branch Funds on these, without considering the well being of the membership.

We cannot take from the membership without giving them something in return - not just something in the future, but something NOW.

Organizations change just as people change. The leader must be ready to accept change and to try out new ideas with a different approach. Surely many of us have heard the old saying "WE HAVE ALWAYS DONE IT THIS WAY - WHY SHOULD WE CHANGE NOW?" Think back over the past ten or twenty years and see how many changes have been made in our lives and how we have accepted them. The Legion is a living organization and must consider and adjust to change.

At the beginning of a President's term he must set goals and objectives both short and long range. He must define these objectives, or else how will he know if they have been attained? Goals should be established in the area of sports, bursaries, etc.

The definition cited tells us that the goals or objectives must be consistent with the aims and objects of the Legion, and be compatible with the needs and wants of our membership. These are to be decided upon in consultation with the members, and the final program should be more than merely a reflection of what the President, deciding alone, thinks they want and need, or what he wishes himself.

The President has the responsibility to suggest and guide, but he should not force through a program over the objections of the members. Providing that it is consistent with Legion policy, it is his duty to serve the wishes of the membership. At the same time, he is not the servant of the membership. We have all heard the saying, "YOU TOOK THE JOB AND IT IS YOUR PROBLEM TO WORK IT OUT FOR YOURSELF". Now, this is where leadership comes in. "A LEADER MUST SELL THE IDEA THAT IT IS OUR PROBLEM AND WE HAVE TO WORK IT OUT TOGETHER". This tells us that meaning has to be given to each job. Everyone involved must be made to feel that what he or she is doing is important to the team effort.

There are a number of jobs in the Legion that seem to be routine and you probably think they are unimportant. You may even try to slough it off. It is the President's function to notice efforts made on these assignments and to give praise, encouragement, etc.

Let us at this time try to summarize, what we should expect from a President. Firstly, he should be a person who makes things happen. He cannot sit in the chair and order people around at meetings. He must accept his responsibility of leadership, as well as the authority that goes with it, in order to enable him to do the job.

It has been said that there are three kinds of people in the world - those that make things happen, those who watch things happen, and those who don't know what is happening.

**Branch Presidents must be those who make things happen.**

The President's attitude and conduct affects the morale and the attitude of everyone in the Branch. As he holds the highest office, he should act in a manner that would reflect credit on the Branch. This refers to his speech, his dress and his conduct in general. Ordinarily, his personal business is his own, but when he becomes a President, it becomes the concern of the Branch. Most people judge a Branch by its President.

Another area of concern for the President and the membership is that of communication. Keeping the members informed of what is going on is extremely important. If no information is given out then a vacuum is formed. The vacuum becomes a rumour mill.

It is not enough that the President knows - the membership should also be aware. It is human nature to want to be in on the know. First of all, the President should inform his executive. It is they who will assist in making sound judgements. The reason behind this is that usually the members are not in possession of all the facts required to make a sound decision. Once the decision is made, tells the members all the facts and how or why the decision was arrived at, then they will or should arrive at the same conclusion.

It has been the custom for Branch Presidents to preside at all general and executive meetings. We personally disagree with this custom as it puts the onus on the President. A good chairman is supposed to be impartial, but a good President cannot be entirely impartial. The Chairman/President should guide the discussion and keep it on track without limiting the full airing of the problem or points under discussion.

At his discretion, he should allow a certain amount of leeway if he feels that it will help arrive at the right solution.

As not everyone is a good speaker, the President should be sensitive to those who need encouragement and give them time to get their point across. Common sense is the best rule at any meeting.

The President must impress upon his executive that, after decisions have been arrived at, all members must accept the majority decision. There is no place in the Legion for the type of person who says, "IF I CAN'T HAVE IT MY WAY, THEN I WON'T PLAY".

It is human nature to differ and that is why committees meet - to reconcile the opposing views, examine a situation, and come to a solution. When this is arrived at, each member must support the decision without reservation.

In summary then, these are the key functions of a Branch President in the overall performance of his duties. He should:

1. **ORGANIZE**

2. **DEPUTIZE**

3. **ADVISE**

4. **AUTHORIZE**

5. **SUPERVISE**

6. **RECOGNIZE**

**and most of all. . . . .**

7. **COMMUNICATE!**

## **BRANCH IMMEDIATE PAST PRESIDENT**

The President becomes the Immediate Past President when his successor assumes office. A President who resigns or is removed from office shall not be permitted to continue on the Executive Committee as Immediate Past President, such position shall be filled in accordance with the General By-Laws.

The Immediate Past President is by virtue of his office a member of the Branch Executive Committee and enjoys the same rights and powers as the other elected members of that Committee. This automatic appointment provides for the continuity of administration. His knowledge and experience is thus not lost to the Branch. The immediate Past President should be appointed to chair one or more Committees.

## **BRANCH VICE PRESIDENTS**

There may be one or more Vice Presidents, and their importance should not be understated. The Vice Presidents are usually appointed to chair one or more important committees.

In the absence of the President all rights and powers vested in him are for the time being transferred to the Vice President, or if there is more than one, then according to seniority of office. Such Vice President then sits as presiding officer or otherwise represents the Branch.

## **BRANCH SECRETARY**

The office of Secretary is a very important one. In fact, he is the key person in any organization. The Secretary is the "doer" and carries out the directives of the Branch and Executive Committee.

The essentials of the record are:

- (a) The kind of meeting (regular, special, executive).
- (b) The time, place and date of meeting.
- (c) Name of presiding officer and those of the other officers and executive members present.
- (d) Disposition of the minutes of the previous meeting
- (e) The names of the movers and seconders of motions, the motion written out fully, and a notation indicating whether the motion was carried or not carried, together with a short resume of the discussion that took place.
- (f) Time of adjournment.

While the Minutes are a record of things done, or to be done, and not a record of what has been said, it is advisable to give a short outline of the discussion out of which the motion arose. This will refresh the memory of members when the minutes are read at the next meeting.

When the Minutes of the previous meeting have been adopted, they should be signed by the President, Secretary, and dated.

The Secretary receives and replies to all officials' correspondence promptly after consultation with the proper authority the Secretary carries out his duties in accordance with the wishes of the Branch and Executive Committee.

Before a meeting, it is the responsibility of the Secretary to see that all members are advised in ample time as to the nature of the meeting, the date, time and place clearly stated.

The Secretary and President prepare an agenda for the use of the President or Chairman.

The Secretary shall have on hand at the meeting the Minute Book, correspondence, By-Laws, and other records pertinent to the business of the meeting.

At the request of the Chair, the Secretary shall read the minutes of the previous meeting, and the correspondence, and shall reply to points of information.

The Secretary shall complete all forms, reports, questionnaires and advise the Executive Committee of all circulars and directives received from all Legion levels. If the Branch has a Service Officer such forms, etc. shall go to such Service Officer if related to the Service work of the Branch.

The Secretary shall advise the Command Secretary/Chief Administrative Officer of the names of the Branch President, Secretary, Service Officer or Membership Chairman immediately following their election or appointment.

If the Secretary is appointed or is a full time or regular part time employee of the Branch receiving salary or wages for services, the Secretary is not eligible to hold an executive position in the Branch and shall not have a vote at Executive Meetings. If elected, the Secretary has a vote at Executive Meetings the same as any other elected member of the executive.

## **BRANCH TREASURER**

The responsibility of the Treasurer is to keep a true and accurate account of all monies received and paid out by the Branch and a record of all other financial transactions is maintained. You will ensure that all funds are deposited in the name of the branch, and in a bank or institution designated by the branch and authorized by the general by-laws.

You will also ensure that the branch books are kept up-to-date at all times, and be ready to produce them whenever called upon to do so by appropriate authority. It will be necessary for you to work in conjunction with any committee whose duties involve the handling of branch funds.

Cheques issued shall bear the signature of two of the persons authorized to sign on behalf of the Branch by the Executive Committee. No Cheques shall be signed in blank . All cheques should be pre-numbered.

Those authorized to sign cheques or handle Branch funds shall be bonded in an amount determined by the Executive Committee.

The Treasurer shall make a financial report at every executive and general meeting of the Branch. Should one report be missed the President and one other executive will check the next report with the Bank.

## **BRANCH EXECUTIVE COMMITTEE**

The Executive Committee is the governing body of the Branch, between General Meetings.

The Executive Committee is composed of the President, Immediate Past President, the Vice President(s) and the elected members necessary for the successful operation of the Branch.

The Executive Committee shall be responsible for the execution of policies authorized by the general membership, providing such policies are consistent with the General By-Laws, rules, and principles of The Royal Canadian Legion. All new business requiring the approval of a General Meeting should be considered by the Executive Committee prior to the Presentation to the members for approval.

Any member who is a full time or regular part time employee of The Royal Canadian Legion shall not be eligible to hold an Executive Office.

The Branch decides upon the size of the Executive Committee and incorporates this into its Branch By-Laws. The Executive Committee members are then elected at the Annual General Meeting or on the dates set out in their branch by-laws. The Executive Committee as a group appoints the various elected members to chair the Branch Committees taking into consideration the suitability of each member. It is not a hard and fast rule that Committee Chairmen shall be appointed from the membership of the Executive Committee, unless stated in their branch by-laws, but it is advisable that the Executive members be given jobs to do, the Executive is then more closely acquainted with the work being done by the various committees.

After determining the chairmanships of the various committees it is the duty of each chairman to appoint members to their committee and carry out the work assigned to them.

Each Committee Chairman should report on his Committee's activities at the Executive and General Meetings of the Branch.

## **BRANCH SERVICE OFFICER**

The Branch Service Officer is usually appointed from the membership.

All cases of distressed veterans, widows and dependants shall be directed to him. Matters regarding entitlement to pension, War Veterans Allowances, treatment, hospitalization, etc., are also referred to him.

Service is the main reason for our existence as an organization. Therefore on your shoulders rest the responsibility of rendering to your comrades and their dependants, efficient help in ensuring that their claims for benefits under the legislation contained in the Veterans' Charter are presented to the proper authority.

It will be your duty to give advice to ex-service personnel and their dependents, to help them collect pertinent evidence and to present prepared claims to the Command service officer. Generally speaking benefits available fall into four main classifications:

- (1) Disability pensions, other pension benefits and Civilian War Pensions;
- (2) War Veterans Allowance (W.V.A. - sometimes referred to as the Burnt Out Pension), Civilian War Allowances, and Veterans Independence Benefits;
- (3) Treatment or Burial; and
- (4) Benevolent Funds - Army, Navy, Air Force and Imperial Benevolent Funds. More information on these funds may be found on the next page of this manual.
- (5) Attend all information meetings and workshops as provided.
- (6) Personal information will be maintained in confidentiality and files kept in strict confidence.

More information on these and other funds is available from the Command Service Officers.

## **BRANCH CHAPLAIN**

One or more Chaplains may be elected or appointed.

The Chaplain is vested with the spiritual leadership of the Branch. The Chaplain should enjoy the confidence of the President and other duties compatible with his office as the President may request.

## **BRANCH SERGEANT-AT-ARMS**

Dependent upon provisions of the Branch By-Laws, the Sergeant-at-Arms may be appointed or elected. He is not a member of the Executive Committee unless so elected, or is already a member of the Executive Committee appointed to his office.

When on duty his position is at the entrance door of the hall or meeting room. He assists the President in maintaining order during the meeting. He ensures that only those who are entitled may attend, and to perform other duties assigned to him by the President .The Sgt.-at-Arms ensures that the Color Party carries the appropriate flags. (Flag Protocol) He is responsible for the storage of flags.

When escorting dignitaries, the escort at all times will be on the left hand side.

The Sgt.-at-Arms must have an up to date copy of “The Ritual and Insignia Manual” and the “Dominion Protocol Manual” for reference.

## **BRANCH BY-LAWS**

Every Branch has the authority to enact By-Laws to regulate its affairs. However, before taking effect they shall be approved by the Command.

All Branch By-Laws shall be consistent with the provisions of the Act of Incorporation, By-Laws of The Royal Canadian Legion, and General By-Laws of Alberta - N.W.T. Command. In the event there is any conflict in the provisions contained in the By-Laws, those of the Superior Command shall apply.

If a Branch does not have By-Laws duly approved by Alberta-N.W.T. Command, the Branch By-Laws shown in Appendix "B" of the By-Laws of Alberta-N.W.T. Command shall be the By-Laws of the Branch, and Branches are required to regulate their affairs in accordance with the provisions of the said Appendix "B".

## **BRANCH ELECTIONS**

Election of Branch Officers and Executive Committee shall be held at a General Meeting of the Branch or at a designated date and time as set out in branch by-laws. All members shall be made aware of the date of this meeting.

It is usual to appoint a Nominating Committee at least one month prior to the holding of the election meeting. This Committee is instructed to bring in a slate of officers and Executive Committee members. The names brought in by the Nominating Committee are placed in nomination at the meeting and the Chair requests further nominations from the floor. Nothing shall prevent a member of the Nominating Committee from being nominated from the floor after the final Report has been received.

Nominations do not require to be seconded, nor should a motion to close nominations be accepted by the Chair. The Chair should call three times for nominations to each office and then declare that nominations are closed.

The General By-Laws of the Legion require that only Ordinary, Life, Associate and Voting Affiliate members are eligible to vote and hold elected office. No Person may be nominated unless he is present at the meeting or has signified in writing his willingness to accept such office.

No member who is a full time or regular part time employee of the Branch or Command who receives any salary or wages for any service rendered is eligible to be nominated for any executive office.

It is usual to carry out the election of officers by secret ballot, with scrutineers being appointed to distribute ballots, recover them from the members after they have been marked, count them, and the chairman announce the successful candidate. It is not usual for the number of votes accorded the candidates to be announced unless a motion to that effect is received from the floor and approved by the meeting. Following the elections, the Secretary should record the results of the election. A motion to destroy the ballots shall be entertained by the Chair at the close of the elections.

## **BRANCH COMMITTEES**

The Branch President is wholly responsible to present each Committee Chairman with explicit guidelines and terms of reference for its operation.

The purpose of the Committee is to do all the Preliminary work on matters to be prepared for action. There are two types of committees - Standing and Special.

A Standing Committee is usually wholly or partially elected or appointed annually, and is immediately organized by electing a Chairman. The Committee report periodically on everything referred to it, and continues to function until the next annual meeting/elections when it is reorganized by electing or appointing its personnel to carry out its work in the succeeding term.

A Special or Ad Hoc Committee is appointed for a specific purpose and continues to exist until the duty assigned to it is accomplished, when the Committee is then dissolved.

In small Special Committees the Chairman usually acts as Secretary, but in larger ones, and in the case of all Standing Committees, it is customary for the Committee to elect a Secretary.

It is the duty of the Chairman to call his Committee together, but if he is absent or neglects to call a meeting it is the duty of the Committee to meet on the call of a majority of its members.

During deliberations of the Committee no one has a right be present except the members of the Committee subject to the right of the Committee to invite others to attend for the purpose of giving necessary information to the Committee. Where this is done the Committee should consider the matter in question and come to a decision after the invitees have left the meeting.

The general formalities of meeting are not necessary in Committee sessions. Instead of the Chairman refraining to speak on questions, he is often the most active participant in discussion and the work of the Committee.

It must be remembered that the President of the Branch is an ex-officio member of each Committee, whether standing or special, by virtue of his office.

## **POWERS AND RIGHTS WITH RESPECT TO THE HOLDING OF PROPERTY**

Real property belonging to the Branch shall be held in the name of such Branch.

Both Alberta and N.W.T. permit property to be registered in the name of the Branch. The advantage of title in the name of the Branch is that present members can deal with the property directly. The provisions of dealing with property in the name of the Branch may vary in the two areas. However, if you are dealing with real property your lawyer can advise in this regard.

## **QUORUM**

A quorum is the minimum number of members who must be present in order to constitute a valid meeting in order that business may be legally transacted.

Quorums are established in Command approved Branch By-Laws. Quorums should always be minimum number that can be depended upon to be present at all meetings.

If by chance the Branch has invited a Guest Speaker, who is present at the meeting, and there are not sufficient members present to constitute a quorum, the scheduled meeting may only conduct the opening and closing exercises. In addition, new candidates for membership may be initiated. The Guest Speaker may make his presentation. The only motion that can be accepted at the meeting is a motion to adjourn the meeting. There is no objection to an informal discussion with the speaker on his topic or any other topic.

(Remember no commitment of the Branch can be made to do, or not to do, whatever was intended). It is preferable to have the discussion, if any, after the meeting is concluded.

It is important that the quorum for meetings be firmly established. Many branches meet with only a small percentage of their members present. They may pass very important motions, some spending thousands of dollars. Holding meetings without a quorum present is unconstitutional.

## **RULES OF ORDER AT BRANCH MEETINGS**

The General By-Laws of The Royal Canadian Legion provide that in all matter of procedure not provided for by the By-Laws of the Branch, the provisions of the Legion booklet "Rules of Procedure for Legion Meeting" shall apply.

The Branch President should make himself thoroughly acquainted with By-Laws and the "Rules of Procedure for Legion Meetings". Copies of the "Rules of Procedure for Legion Meetings" may be purchased from Command Office. "Robert's Rules of Order" may be purchased at most stationery and book stores.

The Legion is not a debating society, nor is it a business organization for profit. Its purpose is service to the veterans and to their dependents and further to assist in any manner possible to the society in which we live. To govern a meeting of such a democratic organization the Chair shall apply the rules with discretion and should be influenced in his judgments by the principle involved rather than by the letter of the law.

## **RESPONSIBILITIES OF MEMBERS**

### **GENERAL**

The Legion's image is portrayed by its members' conduct and care should be taken to ensure that this does not reflect badly on the Legion at any time, and most particularly, while wearing Legion dress.

### **RESPONSIBILITIES**

Members are responsible for their guests while such guests are in Legion premises.

Members should attend meetings and be punctual.

Members should take part in debate at meetings and not criticize afterwards.

The general meeting is the place to bring up criticism and complaints.

Members should stand and address the chair before speaking.

Members should not accept offices or appointments unless they are willing to assume the responsibilities of these offices.

Members should abstain from reference to personalities during debate.

Members have responsibilities towards the good name of the Legion. This includes supporting policies approved by convention. If a member disagrees with a policy then the way to change it is by resolution.

Where a confrontation arises between members, or a disagreement between President and members exist, care should be taken in resolving these situations. Both parties should discuss the problem thoroughly to ensure the facts are known to all concerned. The laying of complaints against a member is not always the best way to overcome a nasty situation, and should be pursued as an absolute last resort.

### **LEGION DRESS**

The Legion shall be worn on appropriate occasions only and not for sectarian or political purposes.

### **GENERAL**

The Legion dress is one of the most profound ways of demonstrating that you are a member. As such, it must be maintained to a very high standard. The Legion dress shall be worn whenever and wherever Ritual is performed.

## **THE OFFICIAL LEGION DRESS IS AS FOLLOWS:**

Beret complete with Legion Crest worn with the band one inch above the eyebrows crest over the left eye and beret smoothed to the right side. Branch numbers may be worn on the beret, centered on the beret badge, parallel to the head band, with the first number 3/8" to the wearer's left of the beret badge, as part of the official Legion dress.

Navy blazer complete with Legion crest (only) on the top left-hand pocket. Legion buttons on front and sleeves.

Banker Grey pants for men and banker Grey skirts or pants for female members.

White shirt and official Legion long striped tie.

Stud earrings only.

Black shoes and black socks or dark grey hose.

Topcoats may be worn for outside ceremonies during inclement weather.

Only one Legion lapel badge may be worn at any time, regardless of the number held by the member, however, recipients of Discharge Button or the Canadian Forces Service Pin may wear this pin to the left of the Legion badge.

Name tag to be worn on the right lapel of the blazer above Legion medals (maximum 7); and white gloves are worn for the official participants in Legion ceremonial occasions.

The poppy is now part of Legion color party dress at all levels.

The Parade Commander may authorize a Parade to remove their blazers when considered necessary and appropriate.

## **SUMMER DRESS**

The official summer dress is as follows:

The summer dress code will be comprised of black socks (dark grey hose for female members) and black shoes, banker grey pants (skirt or pants for female members) dress white shirt (long or short sleeved) with Legion crest (500141) or Associate crest (500248) or Affiliate on the left hand breast pocket and a Legion beret. A Legion tie is optional. Service ribbon only may be worn with Legion Summer Dress. (No epaulettes, shoulder badges, medals are to be worn.)

## **LADIES AUXILIARIES**

### **BRANCH LADIES' AUXILIARIES**

The General By-Laws provide for the formation, control and operation of Ladies' Auxiliaries within the Command. In the event of any difference arising between the Branch and its Auxiliary, the decision of the Branch is final.

### **COUNCIL - LADIES' AUXILIARIES**

The Ladies' Auxiliary of this Command are organized into a Command wide organization known as The Ladies' Auxiliary to The Royal Canadian Legion, Alberta - N.W.T. Command.

The objects of this organization are to co-ordinate the work of the Auxiliaries within this Command and co-operate with the Legion in all its purposes and objects. Under the guidance of the organization District rallies are usually held at the same time as Legion District Rallies. A Convention is held at the same time and place as the Convention of Alberta - N.W.T. Command.

## TERMS OF REFERENCE

### BRANCH CHAIRMAN (DUTIES)

The main duties of the Chairman, whether appointed or elected, including the Branch President when in the Chair, are:

1. To have in his possession an agenda for the meeting. The Secretary and President should prepare the agenda together. The purpose of the agenda is to make sure that no business is forgotten or overlooked. A typical agenda takes the following form:
  - (a) Opening Ceremony; (see Ritual & Insignia manual);
  - (b) Introduction of Guests;
  - (c) Applications for Membership and Initiation of New members;
  - (d) Admission of Transferred and reinstated members;
  - (e) Minutes of General Meeting and intervening meetings and business arising there from;
  - (f) Report of the Treasurer;
  - (g) Correspondence;
  - (h) Reports of Standing Committees;
  - (i) Reports of Special Committees;
  - (j) General Business and New Business;
  - (k) General Welfare of the Branch and/or Legion;
  - (l) Special Feature (speaker, film, etc.);
  - (m) Motion of Adjournment;
  - (n) Closing Ceremony (see Ritual & Insignia manual).
2. To ascertain that a Quorum is present;
3. To observe all ceremonies customary to Legion meetings;
4. To establish the correctness of the minutes of the previous meeting(s);
5. To enforce the observance of all rules for the orderly conduct of the meeting;
6. To exercise tact and judgment at all times;
7. To put the question on every motion when debate on the motion is complete and to declare the will of the meeting expressed in the vote;
8. To give every member present reasonable opportunity of participating in discussion of the question before the meeting;
9. To refuse any member present reasonable opportunity of engaging in discussion of political policies or religion;
10. To preserve order, and if necessary, order any disorderly member to retire from the meeting. The Chairman may instruct the Sergeant-at-Arms to remove any disorderly person, and he should not proceed with further business until this order is complied with;
11. To abstain from expressing his personal opinion on any matter that pertains directly to a question of order;
12. To assure that complete and accurate records of the meeting are kept;

13. To state each motion clearly as it comes before the meeting; if the motion requires seconding he shall not state the motion until it has been seconded;
14. To refuse to entertain motions that are meant to prolong the meeting or are frivolous;
15. To speed the business of the meeting without infringing on the rights of members;

To ensure that the Sergeant-at-Arms is on duty to assist in maintaining order, ceremonials, etc.

## **TERMS OF REFERENCE**

### **BRANCH SPORTS OFFICER**

1. The Alberta-N.W.T. Command Sports Manual is the authority under which sports are carried out.
2. The Chairman is responsible for Branch playoffs, members attend and ensures only those members who qualify are allowed to progress to District Sports Playoffs.
3. The Chairman is responsible to ensure written Sports Registration Forms are correct before playing Branch, and passing to District Commander.
4. The Chairman is responsible for the updating of the Alberta-N.W.T. Command Sports Manual and is responsible to ensure that it is kept up to date at all times.
5. Attend all information meetings and workshops as provided.

The Alberta-N.W.T. Command Sports Manual must be read in conjunction with these Terms of Reference.

## **TERMS OF REFERENCE**

### **RESOLUTIONS COMMITTEE**

1. The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
2. The Chairman should select the committee from the Executive Committee and knowledgeable members of the general membership.
3. Produce resolutions to remedy problems at Branch, Command, and Dominion Command.

These resolutions must be formulated, passed at a Branch general meeting, passed to the appropriate level for inclusion in convention literature, for acceptance or rejection.

## **TERMS OF REFERENCE**

### **LOTTERY AND BINGO COMMITTEE**

1. The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
2. The Chairman will select the committee from the Branch membership.
3. The Chairman should ensure any equipment used in bingo and lotteries is in working condition, as well supplies must be available to workers.
4. The Chairman shall ensure that any Provincial or Territorial licenses are up to date and that renewals are initiated in time to prevent operations from being carried out on an out of date license.
5. The Chairman is responsible for the accounting of all monies involved in the operations.
6. The Chairman must ensure monies are deposited in a financial institute, designated by the Branch.
7. The Chairman is responsible for all aspects of any gambling operation in the Branch.
8. The Chairman must ensure any gambling within the Branch is provided as for the Alberta Gaming and Liquor Commission Act.
9. The Chairman must ensure all pull tickets within the Branch have been purchased from the approved supplier of Alberta-N.W.T. Command
10. Attend all information meetings and workshops provided.

Any applicable Provincial or Territorial regulations must be read with these Terms of Reference.

## **TERMS OF REFERENCE**

### **MEMBERSHIP COMMITTEE**

1. The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
2. The Chairman shall choose his committee from the Branch membership.
3. All applicants and applications for membership should be scrutinized and approved by the Committee prior to presentation to a General Meeting.
4. The Chairman must take an active role in recruiting new members and be prepared to attend membership seminars when held.

The Committee must take an active role in encouraging members to renew their membership and attain an early bird status annually.

5. Attend all information meetings and workshops provided.
6. Personal information will be maintained in confidentiality and files kept in strict confidence.

## **TERMS OF REFERENCE**

### **HONORS AND AWARDS**

1. The Chairman should be the Immediate Past President.
2. The Chairman should select the committee from the senior members of the Branch general membership as well as past presidents and executive members.
3. The Committee should scrutinize on a regular basis all those members who have contributed to the benefit of the Branch and community and to make application for awards to members who they deem worthy.  
N.B. DO IT NOW.
4. The Committee is responsible to provide a written citation of the member to be honored and at what level.
5. The Chairman must present these requests for an award to executive committee or at a general meeting for approval.

## **TERMS OF REFERENCE**

### **PUBLIC RELATIONS**

1. The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
2. The purpose of a P.R. Committee is to keep the Local and public informed of the work carried out by the Branch. In particular any contributions to legal charities, health care and senior housing, and of course to youth.
3. The Chair must establish good working arrangements with the local news outlets.
4. Ensure local news outlets and Command is aware of functions in the Branch which are or would be of interest to the general public.
5. Ensure they read all Public Relations information as published by Dominion Command or Alberta-N.W.T. Command.
6. Attend all information meetings and workshops provided.

## **TERMS OF REFERENCE**

### **CADET LIAISON OFFICER**

1. The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
2. He should be knowledgeable of Cadet Issues and factors which affect cadets locally.
3. Be prepared to explain problems of the Cadet Corps to the Executive and general meetings, especially fiscal problems.
4. Be prepared to enlist instructional team.
5. Instruct Cadets and Officers on the benefits of being a Legion member and what the Legion does for the Cadets and the community.

## **TERMS OF REFERENCE**

### **ENTERTAINMENT COMMITTEE**

1. The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership but must be a socially oriented member.
2. Plan and carry out all social functions which give entertainment to members and guests.
3. Take an active role in promoting entertainment and take part in same, if for no other reason, to correct any problems which develop.
4. Prepare a budget for all entertainment ensuring all costs are factored into the event.

## **TERMS OF REFERENCE**

### **FINANCIAL COMMITTEE**

1. The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
2. The Chairman should select the Committee from Executive members and fiscal knowledgeable members from the general membership.
3. The Committee shall advise the Executive of the feasibility of any expenditures and long range planning.
4. The Committee should examine the books on a quarterly basis to ensure good fiscal recording is being used.

## TERMS OF REFERENCE

### **BRANCH SERVICE OFFICER**

1. The Branch Service Officer appointed by the Branch President is usually an executive member but may be appointed from the general membership.
  - Branch Leadership Manual:  
The importance of having a Branch Service Officer in every Legion Branch cannot be over-emphasized. He can be either elected or appointed to office. It takes many years of experience to become a good Service Officer and this is why continuity should receive consideration when electing or appointing a person to this office.
2. The Branch Service Officer selects members from general membership who are capable of dealing with members and next of kin in time of need.
3. The Branch Service Officer must seek and help veterans, ex-servicemen and still serving members of the military who may require help because of service related injury.
4. The Branch Service Officer must extend the same service to all veterans whether RCL member or not.
5. Be prepared to assist veterans who wish to have their case passed on to a Command Service Officer.
6. Be prepared to assist veterans who have service related injury, and wish assistance in their application for disability pension, passed to the Command Service Officer.
7. Liaise with Command Service Officer as needed or required.
8. Attend all information meetings and workshops provided.

## TERMS OF REFERENCE

### POPPY COMMITTEE

The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.

The Poppy Remembrance Campaign is the Legion's moment of truth, unless it succeeds, all the high sounding ideals surrounding Legion work are nothing but empty words.

The "KEY" person in a Poppy Remembrance Campaign is the Chairman and it is the responsibility of the Branch President to appoint a Remembrance Chairman.

Once a Chairman and Committee have been selected and fully briefed with respect to their responsibility, they should proceed quickly to organize a successful campaign in its entirety and all events connected with Remembrance Day.

1. Form the committee as soon as possible, preferably by August 1<sup>st</sup>. Ensure that a copy of the Poppy Manual is available to each committee member.
2. Review inventory on hand and determine supplies required for the campaign.
3. Order all supplies, poppies, wreaths, crosses, promotional aids, etc. from Command, where price lists and order forms are available.
4. The Committee will be the recipient of all materials and correspondence from higher levels of the Legion, and will attend all meetings as required by the Poppy Chairman.
5. Appoint members of the Committee to handle the sale and distribution of wreaths, crosses and sprays. All businesses in the area should be canvassed, either by mail, fax, and telephone or preferably in person. Individuals should be made aware of the campaign by means of advertising, posters displayed in prominent areas and, if feasible by telephone canvass.
6. The Committee will formulate a plan for the Poppy Campaign to ensure that the Campaign is properly advertised and carried out to ensure maximum effort to sell poppies and wreaths to all people within the designated area of the Branch.
7. Appoint members of the Committee whose responsibility it is to spearhead the maximum distribution of poppies by street canvassing, door-to-door canvassing, honor boxes in banks, service stations, schools, hospitals, etc. Make use of local Cadets/Scouts/Hockey teams the branch sponsors to help with the street canvassing.

8. Refer to the Poppy Remembrance Manual of Information on cashiers, publicity, school activities, etc.
9. The Literary and Poster competitions are the responsibility of this Committee. Advise the schools that speakers are available.
10. It will report on the progress of the campaign and the planned celebration for Remembrance festivities to both the Executive and General Meetings.
11. It will have representation at all meetings or seminars requested by the higher levels of the Legion.
12. The Committee will be responsible for ensuring that all wreaths and supply of poppies is available at the Cenotaph on Remembrance Day.
13. This Committee will be responsible for planning and carrying out all events connected with Remembrance Day and for ensuring that all dignitaries, clergy, bands, etc. are informed of their responsibilities in the parade and service.
14. If a Remembrance Banquet is planned, this Committee will be the responsible agent. Poppy monies cannot be used for the cost of the banquet.
15. Maintain an itemized accounting of all funds expended and collected, for depositing into a separate account, and for ensuring that the books are audited and report to Command by October 31 of each year.
16. Advise the community at the close of the Campaign of the manner in which the Poppy funds are to be used.
17. Get the entire Branch membership involved in the Remembrance Campaign.
18. There is too much detail connected with Remembrance celebrations to provide all the information here. However, each Branch has built up a comprehensive file on past methods of carrying out this responsibility and it is suggested that this Committee be guided by it, and by the literature that is sent each year to the Branch.
19. The Poppy Chairman shall forward to the District Commander, a complete listing by numbers and category of all who participated in the Literary and Poster Contest at the time of forwarding the Branch winners. Numbers to be reported on the Literary and Poster Contest Report Form shown as Form "V" and how to complete it in the "Forms Section" at the back of this Manual of Information.

## **TERMS OF REFERENCE**

### **BUILDING AND MAINTENANCE COMMITTEE**

1. The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
2. The Chair should select its Committee from the general membership who are knowledgeable of building construction and ground maintenance. i.e. carpenters, plumbers, electricians, heating and air conditioning, if grounds keeping is involved a horticulturist or gardener would be an asset.
3. All long-term repairs with estimates are to be submitted to the Executive Committee and general meetings for solution.
4. Evaluate contracts for utilities.

## TERMS OF REFERENCE

### BRANCH CHAPLAINS/PADRES

Branch Chaplains/Padres may be appointed by Branch Presidents, appointed by the Executive or elected by a General Meeting of the Branch.

Responsible to: The Branch President or his/her designate.

Responsible for:

- (a) All spiritual matters pertaining to the welfare of said Branch, including memorial, funerals, etc.
- (b) May be elected or act ex-officio to the Branch Executive Committee and Council.
- (c) May be invited to act as Service Officer as may be deemed necessary.
- (d) Legion protocol shall be upheld and proper vestments worn to signify the office of a Padre. If it is the wish of a Branch that the Padre wears Legion dress, the Padre shall concur.
- (e) Denominational requirements shall be respected by all Branch Padres/Chaplains.
- (f) Branch Padres/Chaplains may be given an office within the Branch for the purpose of consultation, as may be necessary. Such consultation shall be strictly confidential.
- (g) All Command directives pertaining to Padres/Chaplains shall be given to the Branch Presidents so that proper communication may be maintained.
- (h) An annual church parade (exclusive of Remembrance Day) is advised and may be at the discretion of the Branch Padre/Chaplain.

## **BRANCH FINANCIAL YEAR END AUDIT**

The financial year for most Branches is the calendar year (January 1st to December 31st) with the exception of Poppy Funds. The branches that have year ends other than December 31 shall submit financials within 3 months of the year end.

Each Branch shall elect an Audit Committee who is not members of the Executive Committee. The Auditors may, if the branch so decides be chartered accountants and may or may not be Branch members.

The report of the Audit Committee shall be submitted not later than 31<sup>st</sup> May in the following year as per Command By-Law 601D.

## **BRANCH POPPY CAMPAIGNS**

One of the obligations and responsibilities accepted by a Branch when it is given its Charter is to organize and carry out each year a Poppy Campaign. The object is to raise funds for the relief of distress among Veterans, and to preserve the memory of those who died in the service of their country.

To organize an effective campaign, plans should be made well in advance. The Branch President, together with his Executive Committee, shall select a Poppy Chairman and who in turn selects his own Committee as early in the year as possible. It is important that this Committee be composed of members suitable for this type of work.

In the case of larger Branches sub-committees could be appointed such as:

- (a) Street Taggers;
- (b) Wreaths - taking orders from business houses;
- (c) Wreaths - taking orders from householders;
- (d) Publicity; and
- (e) Finance.

All children should be given a poppy to wear on Remembrance Day, whether they donate or not. However, they should be encouraged to give what they can afford.

Poppy Honor Boxes to be distributed by Branches (to stores, banks, etc.) in accordance to Dominion Command By-Laws.

Immediately following 30<sup>th</sup> September a Poppy Trust Fund Statement (original to be used is included in the Poppy Mail out) shall be completed and forwarded to the Command Office to arrive by 31<sup>st</sup> October. See Form "VII" for example and how to complete it in the "Forms Section" at the back of this Manual of Information.

Release to local news media re: expenditures and receipts, and an expression of thanks for contributions should also be issued.

## **BRANCH POPPY FUND**

The Poppy Fund is public money. It is raised from the public through the organization of The Royal Canadian Legion, which is the only authorized custodian of the Fund. The funds shall be kept in a Poppy Trust Fund account separate from general funds of the Branch. This account is still controlled by the Treasurer and other signing authorities of the Branch as per Dominion By-Laws. **Any deliberate misspending of the poppy fund shall result in charges laid.**

The main purpose of the Poppy Fund is to provide emergency relief to needy ex-service personnel and their dependents who reside in the area over which the Branch has jurisdiction. The ex-service personnel need not be, or have been, members of the Legion. **POPPY FUNDS SHALL NOT BE USED FOR GENERAL PURPOSES.** Relief is the need for food, clothing, fuel, and shelter. No continuing grants may be made. Donations may be made from the Poppy Fund for bursaries, providing the rules governing the awarding of such bursaries are such as to ensure that only the children and grandchildren of ex-service personnel are recipients of the awards and need is one of the main considerations. See General By-Laws.

Poppy funds are also approved for certain allied uses; such as, providing housing, and for the benefit of allied Veterans. There is also a provision for medical equipment. The purposes for which such funds can be used can be found in the General By-Laws. Current copies of the Poppy Manual are available from The Command Office.

Branches that have a larger poppy fund than they need can send funds to the Central Fund of Command.

## **BRANCH POPPY FUND DISBURSEMENTS**

In all cases the Branch submits an application for each request using the appropriate form to their District Commander.

- Up to and including \$1,000.00  
District Commander approves or rejects and notifies the Branch (sent to Council for ratification at next meeting)
- Over \$1,000.00  
Branches with 403 area code:  
District Commander sends approved requests to South Poppy Chairman who approves or rejects the requests up to and including \$5,000.00.

Calgary Poppy Fund may make expenditures up to and including \$6,000.00 only for the good and welfare of Veterans; any expenditure not in the budget must be pre-approved by the South Command Poppy Chairman.

Branches with the 780 and 867 area code:

District Commander sends approved requests to North Poppy Chairman who approves or rejects the requests up to and including \$5,000.00.

Edmonton Poppy Fund may make expenditures up to and including \$6,000.00 only for the good and welfare of Veterans; any expenditure not in the budget must be pre-approved by the North Command Poppy Chairman.

The Poppy Chairman presents all requests over \$5,000.00 to Council for their approval or rejection at their next meeting. Branch is notified of approval or rejection.

#### Reconciliation

- At year-end (September 30<sup>th</sup>) each Branch must submit to Provincial Command a reconciliation of the revenues and expenditures for the previous year. Due into Provincial Command before October 31<sup>st</sup>. (106 e of Poppy Manual).
- Provincial Command prepares an Audited statement of the Command Poppy Trust Account to Dominion Command by December 31<sup>st</sup>.
- The status of the previous Poppy Campaign is to be provided to Dominion Command by March 1<sup>st</sup>.

#### **PUBLIC STATEMENTS ON LEGION POLICY**

A General Meeting of the Branch shall first approve all matters affecting the policy of the Branch. No public statement, oral or written, shall be made on any question affecting the policy of the Legion, unless such policy has had the approval of the level of Command concerned whether it be Dominion or Alberta-NWT Command. The President, 1st Vice President, Immediate Past President, Public Relations Officer and Command Secretary/Chief Administrative Officer of Alberta-NWT Command are hereby authorized to make public statements on pre-approved Legion policy.

#### **AREA OF BRANCH JURISDICTION**

Branches are not permitted to make appeals for contributions from the public or membership in the Legion outside of the area in which they normally operate and exercise jurisdiction.

If a Branch wishes to conduct any type of activity outside of its own territory, permission shall first be obtained to do so from Command.

### **BRANCH DELEGATES TO COMMAND CONVENTIONS**

Every Branch is entitled to send to a Convention to represent its members one delegate for the first fifty Ordinary, Life, Associate and Voting Affiliate Members or fraction thereof, and one for each additional one hundred voting members or fraction thereof, based on the per capita tax paid up to the end of the preceding calendar year.

- (a) Proxy vote shall be used during the Command Convention.
- (b) The rules for proxy vote shall be as contained in the General By-Laws.

### **BRANCH DELEGATES TO DOMINION CONVENTIONS**

Every Branch is entitled to send to a Dominion Convention to represent its member's one delegate for every hundred Ordinary, Life, Associate and Voting Affiliate Members or fraction thereof based on the per capita tax paid to the end of the preceding calendar year.

Any delegate accredited by his Branch may carry not more than four proxy credentials from his own Branch or any other Branch or Branches in the Alberta - N.W.T. Command. The proxies shall be registered at the opening of the Convention and may be used only when a ballot vote is required.

### **VISITS TO BRANCHES BY COMMAND OFFICERS**

#### **VISITATION**

All requests for officer attendance at Branch functions are to be directed to the Command Office on the \*proper form. Following approval by the Command President, confirmation of attendance will be forwarded from the Command officer to the Branch concerned, with copies to the applicable District Commanders.

Branch Presidents, Program Chairmen, and others are frequently asked what should be done by the Branch and its members in regard to reception, entertainment, etc. on the occasion of a requested visit from Command or District Officers.

“Request for Visitation By an Officer” shown as Form “I” and how to complete it in the “Forms Section” at the back of this Manual of Information.

1. When a Command Officer attends any meeting or rally at the request of a Branch or District, the Sub-Executive Committee upon proper application being made may authorize the attendance of a guest speaker wholly at Command expense.

2. If the visiting officer is the main speaker, ensure sufficient time is allotted for his address.
3. The guest speaker shall be given a preferred spot on the agenda, with only introduction of guests and words of welcome prior to his address. On the completion of his address, impromptu speeches, entertainment, etc. follows.
4. If the visitor is from out of town, arrangements should be made for a small delegation to meet the visitor at the airport or depot, or at the hotel if he is coming by car.
5. If the visitor arrives early and has a few hours to spend he should be taken to points of interest, or taken on a tour of the main industries, etc. In other words, play the part of host to the best advantage.
6. Someone should express thanks from the Branch at the conclusion of the address, and a gift may be given as a memento of the visit.
7. Arrangements should be made to meet with the visiting officer before the meeting. This is important because he may wish to discuss matters pertaining to the welfare of the organization as a whole.
8. If the visitor is attending a Branch General Meeting, he should be seated on the platform at the President's right.
9. Command officers may attend any Branch General meeting within the Command without invitation. An invitation must be given to attend any Branch Executive meeting.

## **MEMBERSHIP**

The General By-Laws contains details of eligibility for membership in the Legion. In cases of doubt contact Command Office.

It is strictly a Branch responsibility to see that care is taken in the examination of discharge certificates or other proof of service of prospective members, and see that only those eligible are admitted to membership. (See sections of the General By-Laws re: Membership).

## **SPORTS**

Branches who fail to pay District assessment fees will not be permitted to participate in Legion Sports:

- (a) Command will stock crests for the various authorized sports on a cost recovery basis.

- (b) "180" pins for Dart competitions are available at Command Headquarters at no charge.
- (c) Subsidies for Branches hosting Command Sports are set from time to time by Command Council. (See current Sports Manual) Command Sports Rules must be adhered to at all level of play. Format of play is at the discretion of each level.  
e.g. Branch or District.
- (d) Sports Travel subsidy to and from the North West Territories is 12.5%.
- (e) No Command Sports Events will be held on the last weekend in April or first weekend In May.

## **CHARTERS**

- (a) The general procedure for obtaining new Branch Charters may be found in the General By-Laws, Section 108.  
50 or more in an urban area  
10 or more in a rural area
- (b) Every Branch with the approval of Command may, by bylaw, establish the procedure to be followed for dissolving or winding up the Branch. To do these please refer to the General By-Laws, Section 121.
- (c) Should a Branch choose not to establish a procedure the following will apply.

## **PROCEDURE FOR SURRENDER OF A CHARTER BY A BRANCH OR A LADIES' AUXILIARY TO A BRANCH**

1. Requires a Notice of Motion at a General or Special General Meeting, that "the Charter be surrendered." Note: If a Special General Meeting is called for this purpose, the procedures specified in the "Rules of Procedure for Legion Meetings", shall be followed.
2. All members shall be notified of the Notice of Motion at least fourteen (14) days prior to date of the General or Special General Meeting at which the motion of notice was given is to be considered.
3. Copies of the Notice of Motion and the date of the meeting at which the motion is to be considered shall be forwarded to the District Commanders and the Command Secretary/Chief Administrative Officer. In the case of the Ladies' Auxiliary, a copy shall also be forwarded to the Branch President.
4. At the meeting at which the motion is to be considered, prior to any vote being taken, the purpose, nature, and effect of the proposed transaction shall be explained and considered.

5. The number of voting members present shall be recorded.
6. The vote may be taken by a show of hands, by a standing vote, or by ballot, as provided in the By-Laws of the Branch or Ladies' Auxiliary concerned. If there is no such By-Law, the method of voting shall be determined by the meeting.
7. For the approval of the motion that "the Charter be surrendered", not less than two-thirds of the members present and entitled to vote must vote in favor of its adoption. The number of votes for and against the motion shall be recorded in the minutes of the meeting.
8. If the motion to surrender the Charter is approved the Charter shall not be surrendered until all real and personal property has been disposed of in accordance with the procedure specified in Article I of the General By-Laws and approved by the Command Executive Council or the Command Sub-Executive Committee.
9. The Signing Officers of the Branch or Ladies' Auxiliary shall remain members of the Branch or Ladies' Auxiliary concerned until the surrender of the Charter is approved by the Command Executive Council.
10. Upon the surrender of the Charter, any assets concerned shall not be dispersed amongst the members.
11. The real or personal property of any Branch that has been wound up dissolved or suspended or the charter of which has been revoked or suspended vests in the Command of the province wherein the property is situated and only such property is liable for the debts or liabilities of such Branch.
12. Upon the surrender of a Ladies' Auxiliary Charter, all its property shall remain the property of the Branch.
13. Upon final approval by the Command Executive Council of the surrender of the Charter and the final disposition of its assets, the Charter shall be delivered to the Command.
14. The Command Secretary/Chief Administrative Officer shall issue a receipt for the Charter and, if the Charter is for a Ladies' Auxiliary, shall advise the Secretary of Ladies' Council of the receipt of the Charter.
15. After Branch debts, liabilities and obligations have been met by Command any surplus funds remaining shall be held in trust in the name of the Branch for a period of twenty four (24) months from the date on which the charter was surrendered. After which time said funds will become Command property. Should there be insufficient funds to honor all Branch debts and liabilities Command cannot be held responsible.

## SERVICE RECORDS

Dominion Command does not have access to Military Service Records. Applicants or next of kin may obtain statements of service from the following sources:

### **CANADA - MILITARY SERVICE**

National Archives Canada  
Personnel Records Centre

Toll Free 1-866-578-7777  
E-mail: [www.archives.ca](http://www.archives.ca)

### **CANADA - MERCHANT NAVY**

Merchant Navy Registry

Phone: (902) 368-0094  
Fax: (902) 368-0564

### **GREAT BRITAIN - ARMY AND HOME GUARD**

Ministry of Defense  
Army Records Centre  
Bourne Avenue  
Hayes, Middlesex  
England UB31RF

### **GREAT BRITAIN - ROYAL AIR FORCE (OFFICERS)**

Ministry of Defense  
(PM(AR)1c(RAF))  
Royal Air Force Innsworth  
Gloucester, England GL31EZ

### **GREAT BRITAIN - ROYAL AIR FORCE (OTHER RANKS)**

Ministry of Defense  
(PMAN 3E)  
Royal Air Force Innsworth  
Gloucester, England GL31EZ

### **GREAT BRITAIN - ROYAL NAVY (OFFICERS)**

Naval Secretary  
(OMobS)  
Room 2111, Archway Block S  
Old Admiralty Building  
Spring Gardens  
London, England SW1A2BE

**GREAT BRITAIN - ROYAL NAVY (OTHER RANKS)**

The Royal Navy Records Centre  
Ministry of Defense  
Department of Records  
CS(2a)  
Bourne Ave.  
Hayes, Middlesex  
England UB31RF

**GREAT BRITAIN - MERCHANT NAVY**

Registrar General of Shipping and Seamen  
Block 2 Government Buildings      Phone: 01222 747333  
Saint Agnew Rd, Gabalfa              Fax: 01222 747877  
Cardiff, Wales CF44YA

**UNITED STATES**

National Personnel Records Centre  
9700 Page Boulevard  
St. Louis, Missouri 63132-5100

## APPLICATION FOR HONORS AND AWARDS

i.e. Life Memberships, Meritorious Service Medal, Palm Leaf to M.S.M.

Application forms must be completed in full and must quote the exact wording of the motion which was presented and approved by the General or Executive Meeting. The motion must include the name of the recipient for whom the award is intended. The date of the general Meeting, Mover and Secunder must also be indicated and a copy of these Minutes included. If all documents are not submitted then it could result in delays to processing the application. The criteria to be applied to the applicant and the citation are fully covered in the Manual "Honors and Awards" Regulations. These should be read in full before preparing citations for forwarding to Command. Remember, that if no mention is made of offices held, committees chaired or served on, outstanding service performed to either the Legion or the community, then it is assumed that there was none. The number of years a member has been a member, does not qualify him for any award other than his long service lapel badge. Those Branches which wish to honor their members who have reached a certain age should do so at Branch level and not use that age as a criteria for applying for a Life membership which is only awarded for "outstanding service". Applications must be forwarded through the District Commander. See Form "VIII" (Application for Life Membership), Form "IX" (Application for MSM, etc.), Form "X" (Application for Awards in Recognition of Past Service), Form "XI" (Application for Friendship Award) and Form "XII" (Application for Media Award) and how to complete it in the "Forms Section" at the back of this Manual of Information.

The following highlights the Process to be used when recommending awards:

### Branch Certificates, Medals and Bars

- Request made to the Branch
- Branch handles requests completely
- Form is available through Dominion Command Supplies

**All of the following recommendations require that documentation of the Executive or General Meeting approval and the recommendation of the District Commander accompany the request when it is sent to the Command office.**

### Command Certificates

- Application form #800284 filled out by the Branch
- Request is sent through the District Commander to Command
- Committee will review and approve or reject
- Command will make the Certificate available to the Branch
- Rejections will be sent back to the Branch with reason

#### Life Membership

- Application form #800282 filled out by the Branch
- Request is sent through the District Commander to Command
- Life Membership recommendations are reviewed every 3 months
- Committee recommendations will be sent back to the Branch so that they can forward, with cheque to Dominion (Dominion will send card directly to the Branch)
- Rejections will be sent back to the Branch with reason

#### M. S. M. and Palm Leaf

- Application form #800281 filled out by the Branch
- Request is sent through the District Commander to Command
- Reviewed by Committee to meet the dates required for Dominion meetings (NOTE – must be at Dominion by the 15<sup>th</sup> day of the month to be dealt with at their monthly meeting.)
- Committee recommendations will be forwarded by Command to Dominion, with notification to the Branch
- Rejections will be sent back to the Branch with reason

A lack of the required documentation may result in delays or possible rejection.

If further clarification is required please contact the Command Secretary/Chief Administrative Officer.

### **PROCEDURE FOR HANDLING COMPLAINTS AND APPEALS**

Presidents and Committees dealing with complaints are advised that it is mandatory that the procedure detailed in Article III of the General By-Laws be followed exactly.

Notes for Committees investigating complaints for consideration prior to, and during the hearing.

1. The member complained against is presumed innocent until judged otherwise by the Committee conducting the hearing.
2. The member complained against is entitled to full details of the complaint against him to enable him to gather the evidence for his defence. Only those charges detailed in the complaint shall be heard.
3. It is the responsibility of the complaining member to substantiate the charge he has laid. The member complained against should receive the benefit of any doubt.
4. Where possible the evidence of witnesses should be given in person; if not possible, then a sworn statement may be accepted.

5. The complaining member and/or the member complained against may be represented by an agent.
6. No prior complaints or convictions shall be allowed to be presented, discussed, or form any part of the hearing of the charge against the member.
7. If the member complained against is found guilty of the complaint lodged against him, the Committee making the final decision regarding penalties shall be permitted to review the record of complaints, if any, against the member.
8. A form that can be used has been provided by Dominion Command. See Form "XIII" and how to complete it in the "Forms Section" at the back of this Manual of Information.

#### **NOTES FOR HEARING OF A COMPLAINT**

1. Both parties or their agents (if present) shall be asked if they are satisfied that "all formalities have been complied with", (i.e.. Constitution of Committee, advised of rights, correct procedure followed). Note any complaints or objections. The Committee Chairman may decide to proceed regardless of any complaints or objections by either party.
2. When the record of the proceeding is being taped, both parties and all witnesses should be so advised. The tape is the exclusive property of the Investigating Committee.

3. The complaint shall be read to those present. The member complained against, or his agent, if present, shall be asked if he understands the complaint and to admit or deny the offence.
4. The complaining member or his agent shall state the nature of the complaint.
5. The complaining member shall call any supporting witnesses to the complaint in order of sequence.
6. All witnesses giving verbal evidence shall (at the discretion of the Chairman) give oath or affirmation regarding the truth of the evidence.

**OATH** - Do you swear that the evidence given by you is true, so help you God?

**AFFIRMATION** - Do you solemnly affirm that the evidence given by you is true?

7. Written or typed statements should conclude with "I hereby certify that the statement given by me is correct." The witness shall sign the statement after it is read by him.
8. After each witness has testified both parties have the right of cross-examination. The Chairman shall invite both parties to do so. No browbeating of witnesses is allowed.

Witnesses may decline to answer questions and such a declination shall be noted.

Witnesses identifying documents shall sign them so.

9. After all witnesses supporting the complaint have been heard, the member complained against shall be advised of his right to call witnesses on his behalf. The particulars of Sections (6), (7), and (8) also apply here.
10. The Chairman or Secretary should sign and date all evidence offered and note all objections made.
11. After all witnesses have been heard, ask both parties if they wish any witnesses recalled.
12. Before concluding the hearing the Chairman shall ask both parties if they have anything further to add that is relevant to the hearing.

## Breach of Clubhouse Rules of Privilege - Section 304(a)(i)

### Dealt with in a Summary Way

#### **LODGING OF THE COMPLAINT**

Complaint must be in writing and signed by a Voting Member. Must be lodged with the Secretary if the Branch to which the member complained against belongs, within fifteen (15) days of the incident or knowledge thereof. Section 304(b)(iv). See form "XII" and how to complete in the Forms Section at the back of this Manual of Information.

Section 304(a) – A Voting Member may lodge a complaint based on a complaint of other than a Voting Member, i.e. Guest, Honorary Member, Staff, etc.  
Section 304(c) within one year.

#### **BRANCH SECRETARY**

Shall acknowledge receipt of complaint, record date of receipt of complaint, confirm it is signed by a member of the Legion, advise Branch President immediately of receipt of complaint.

#### **BRANCH PRESIDENT**

Determine if the complaint will be treated in a Summary Way or not. If yes, decide whether to be dealt with by Executive Committee, or to appoint a Committee to investigate Section 308(b)

If complaint alleges only a breach of clubroom rules or privileges, the only penalty that may be imposed is a deprivation of clubroom privileges for a period of one (1) year, Section 311(b). The decision is final and conclusive but the provisions of Section 312(a) and (b) also applies.

#### **COMMITTEE TO INVESTIGATE**

The size and composition of the Committee is decided by the President, no Waiting Members required. Notice of Hearing of Complaint to be sent in accordance with section 308(c). The hearing shall proceed in accordance with section 309.

The findings of the Hearing must be reported to the Executive Committee within forty – five (45) days of the lodging of the complaint. The Executive Committee shall then make their final disposition within thirty (30) days.

## Breach of Clubhouse Rules of Privilege - Section 303(1)

### Dealt with in a Formal Way

#### LODGING OF THE COMPLAINT

##### BRANCH SECRETARY

Shall acknowledge receipt of complaint, record date of receipt of complaint, confirm it is signed by a Member of the Legion, advise Branch President immediately of receipt of complaint. Complaint must be in writing and signed by a Member. Must be lodged with the Secretary of the Branch to which the member complained against belongs, within fifteen (15) days of the incident or knowledge thereof. Section 304(b)iv). See Form "XIII" and how to complete in the Forms Section at the back of this Manual of Information.

Within one (1) year - Section 303(3). Section 303(1) allows a Member to lodge a complaint based on a complaint of other than a Member, i.e. Guest, Honorary Member, Staff, Ladies' Auxiliary, etc.

##### BRANCH PRESIDENT

Determine if the complaint will be treated in a Summary Way or Formal. If yes, decide whether to be dealt with by Executive Committee, or to appoint a Committee to investigate Section 308(b). Within twenty one (21) days appoint a Complaint Committee and two (2) Waiting Members, and a Special Committee of the Executive in accordance with Sections 308(c) and 301(a) and (b).

##### COMPLAINT COMMITTEE

The Committee shall follow the procedure in Section 308(d), (e) and (f) and conduct the Hearing in accordance with Section 309. The findings and recommendations of the Committee shall be forwarded to the Chairman of the Special Committee of the Executive within thirty (30) days of Hearing, Section 310(a). The Committee may recommend dismissal of the complaint or any of the penalties in Section 311.



**SAMPLE OF LETTER TO THE MEMBER COMPLAINED AGAINST**

Date

BY COURIER

Name and Address of Member Complained Against

Dear Comrade:

Re: Complaint Lodged Against you by Comrade\_\_\_\_\_

Enclosed herewith is a duplicate copy of the complaint lodged against you by Comrade\_\_\_\_\_.

Branch President, Comrade\_\_\_\_\_ has appointed an Complaint Committee to deal with the complaint in accordance with the General By-Laws, Section 308(b).

The Complaint Committee will consist of:

- |         |                |
|---------|----------------|
| Comrade | Chairman       |
| Comrade | Member         |
| Comrade | Member         |
| Comrade | Waiting Member |
| Comrade | Waiting Member |

The Hearing, dealing with this complaint, will take place on (day, month, year) at (time) in the (State the Location). Those attending the Hearing are responsible for their own expenses.

At least ten (10) days prior to the Hearing, the member complained against and the complaining member may each, by prepaid certified registered mail or courier, have the privilege of one peremptory challenge of any of the appointed members of the Committee. The Chairman may not be challenged. No challenge will be allowed at the Hearing. Section 308(f).

The Complaint Committee shall hear the evidence in support of the complaint in the presence of the member complained against and/or his agent, who either by himself or his agent, shall have the right to introduce evidence, cross-examine witnesses and to call witnesses on their behalf.

If the “member complained against” does not appear at the Hearing without due cause and notification, the Committee upon proof of service on the member may proceed in his absence, Section 309(c)(i).

If the “complaining member” does not appear at the Hearing without due cause and notification, the complaint shall be dismissed, Section 309(c)(ii).

Please be advised that you have the right to be heard and to call witnesses on your behalf. If it is your intention to call witnesses to attend the Hearing on your behalf, their statements should be prepared prior to the Hearing. Having such statements prepared in advance will alleviate any discrepancies when the transcript is prepared and will also enable the Hearing to proceed without delay.

Witnesses must be present to read and sign their statement in the presence of the Complaint Committee.

Within thirty (30) days the decision of the Complaint Committee shall be forwarded to the Command Secretary/Chief Administrative Officer of the Command.

The decision of the Complaint Committee shall be effective immediately.

Either party to a complaint dealt with under Formal Procedures may appeal a decision within thirty (30) days of the serving of the "notice of the decision". The party appealing shall state the grounds of the appeal and, if submitting new or additional evidence, state the nature of such evidence. The appeal shall be made by serving notice thereof on the Command Secretary/Chief Administrative Officer of the superior Command within the thirty (30) days prescribed period.

Thanking you in advance for your co-operation in this matter.

Yours fraternally,

COMMAND SECRETARY/  
CHIEF ADMINISTRATIVE OFFICER

- (a) c.c. Letter plus complaint to Chairman and two members (Name them)  
Letter to complainant

**SAMPLE OF LETTER TO MEMBERS ON COMPLAINT COMMITTEE**

Date

By Courier

Name & Address of Member to sit on Complaint Committee

Dear Comrade

You have been selected to sit on the Complaint Committee to hear the complaint against Comrade \_\_\_\_\_. The Committee will meet (day, month, year) at (time) in the (state location).

Please find enclosed copies of all correspondence relating to the complaint. The correspondence is confidential and no copies of it may be made, nor may it be shown to, or discussed with any person other than the Chairman of the Complaint Committee or members of the Complaint Committee. NOTE: Waiting Members are not members of the Committee. Following the hearing of the complaint, this correspondence must be returned to the Chairman of the Complaint Committee.

Yours fraternally,

COMMAND SECRETARY/  
CHIEF ADMINISTRATIVE OFFICER

Enc.

**SAMPLE OF LETTER TO WAITING MEMBERS**

Date

By Courier

Name & Address of Member to sit on Complaint Committee

Dear Comrade

You have been selected to be a waiting member to the Complaint Committee which will be meeting (day, month, year) at (time) in the (state location) to hear the complaint against Comrade \_\_\_\_\_.

The complaining member and the member complained against have the privilege of ONE (1) peremptory challenge of any of the Committee members, the challenge to be made at least TEN (10) days prior to the hearing. If a member is challenged and you are selected to replace him, you will be so advised and will receive a copy of the correspondence relating to the complaint.

Yours fraternally,

COMMAND SECRETARY/  
CHIEF ADMINISTRATIVE OFFICER

**Section 310**  
**DECISION OF COMPLAINT COMMITTEE**

Following are TWO (2) samples of the type of letter which should be forwarded to the Chairman of the Special Committee. The letter should be signed by all members of the Complaint Committee and a copy of the complaint attached.

**1. Complaint Substantiated**

The Complaint Committee met (give time and place) to hear the complaint lodged against Comrade \_\_\_\_\_ by Comrade \_\_\_\_\_. The Committee heard the evidence submitted in support of the complaint, and that refuting the complaint (if applicable). The finding of the Committee was that the complaint was substantiated and that Comrade \_\_\_\_\_ was guilty of the complaint lodged against him. The recommendation of the Committee is that Comrade \_\_\_\_\_ be (specify any penalty listed in Section 311.a.

**2. Complaint Not Substantiated**

The Complaint Committee met (give time and place) to hear the complaint lodged against Comrade \_\_\_\_\_ by Comrade \_\_\_\_\_. The Committee heard the evidence submitted in support of the complaint, and that refuting the complaint (if applicable). The finding of the Committee was that the complaint was not substantiated and that Comrade \_\_\_\_\_ was not guilty of the complaint lodged against him. The recommendation of the Committee is that the complaint be dismissed.

NOTE: The letters above are based on the two parties appearing at the hearing. If not, the text of the letters will vary.

**N.B. The previous information in Complaint Section is purely guidelines, if required at Branch level and in the preparation of a complaint.**

## **TERMS OF REFERENCE (DUTIES) DEPUTY DISTRICT COMMANDERS**

A Deputy District Commander will be elected for a two (2) year term of office at the Rally in the year that the Command Convention is not held.

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 Rallies.

Deputy District Commanders will receive their assignments from the District Commanders.

All cases of ill health are to be reported to Command Council for decision regarding appointment of a replacement.

A Deputy District Commander may be removed from office by the Command President for just cause. Just cause includes long term illness, or failure to or inability to perform the duties of a Deputy District Commander. Such removal will require prior consultation with the appropriate District Commander and with Sub-Executive Council.

A complaint lodged against a Deputy District Commander will be presented in writing to the Chief Administrative Officer and will be proceeded with in accordance with Article III of the General By-Laws.

Where a Deputy District Commander vacancy occurs through removal, death or resignation, the Command President may appoint a replacement who will hold office for the remainder of the term of office of the member being replaced.

Any member in good standing of a Branch will be eligible to be elected to the office of Deputy District Commander.

Deputy District Commanders may come from the opposite section of the District than the duly elected District Commander.

The Deputy District Commander will promote the need to adhere to By-Laws, policies and other directions that may exist. The Deputy District Commander will work in conjunction with the District Commander and report to the District Commander any projects or issues at the Branches.

The Deputy District Commander will promote special projects that will enhance the image of The Royal Canadian Legion.

The Deputy District Commander will promote annual seminars and workshops on all facets of the Legion (i.e. membership, service officers, leadership, etc.).

The Deputy District Commander will assist the Branches in any way if so required. The Deputy District Commander will promote harmony and understanding between Branches.

The Deputy District Commander will assist the District Commander to prepare a detailed Annual Budget request for the upcoming year no later than 30<sup>th</sup> September of each year. See Form "XIV" (b), (c) and (d) and how to complete it in the "Forms Section" at the back of this Manual of Information.

The Deputy District Commander will attend District Rallies and Command Conventions.

The Deputy District Commander will carry out all duties assigned by the District Commander and Command Council.

If requested to do a Branch visit the Deputy District Commanders will complete the Branch Report. It will then be forwarded to the District Commander and the Command Office. (During this visit, he should strive to promote organization and the work of the Legion as a whole.) \*See Form "II" (Branch Report) and how to complete it in the "Forms Section" at the back of this Manual of Information. **Command payment for the Branch Visitation will only be paid after Command receives the completed Branch Report.**

Where it is obvious that the purposes and objects are being carried out, he should offer support to the Branch endeavors where possible.

Should he discover problems or areas of concern, he should attempt to rectify the situation, giving consideration to the following options:

- (a) The recommendation of amalgamation of inactive Branches into one active and viable Branch.
- (b) A recommendation for the organizing and chartering of new Branches in areas where this is feasible and practical.
- (c) Offering assistance in the organizing of Branch membership campaigns.
- (d) Organizing and conducting meetings of Branches within the areas of concern. Be prepared (in conjunction with the District Commander) to suggest solutions.

At times it is advantageous to arrange group meetings. Request a central Branch to act as host to one or two neighboring Branches. This saves time but, of more importance, it tends to create a more comradely spirit between Branches. Where there is an active Ladies' Auxiliary, there is invariably an active Branch. Suggest the formation of a Ladies' Auxiliary, if none exists.

As the Deputy District Commander takes direction from and works closely with the District Commander, it is the responsibility of the Deputy District Commander to familiarize themselves with the Duties of the District Commander. The Deputy District Commander will represent the District Commander at Council meetings when the District Commander must be absent.

## **TERMS OF REFERENCE (DUTIES) DISTRICT COMMANDERS**

The Command will be organized into such Districts as the Command Council may from time to time determine.

The District is subject to the jurisdiction of the Command and will embrace all Branches within its territorial limits as set forth by the Command. The District Commander will serve as the chief administrative officer of his/her District.

Districts Rallies will be held at the discretion of the District. Command authorizes up to two (2) District Rallies per year. (Spring for the Election and Fall)

Newly elected District Commanders will not assume office until installed by a Command officer, normally at the Convention.

For the election of a District Commander, not more than two (2) delegates from each Branch in the District may cast a ballot. In the event of a tie vote after the third (3rd) ballot, the senior Command officer attending the election will decide on a method of electing the Commander.

If after his election a District Commander shall die, resign, become incapacitated or be removed from office, the Command Sub-Executive Council may appoint an acting replacement who will hold office for the remainder of the term of office of the member being replaced or until the holding of a District Rally for the purpose of filling the vacancy by a further election.

All cases of ill health are to be reported to Command Council for decision regarding appointment or elected replacement.

A District Commander may be removed from office by the Command President for just cause. Just cause includes long term illness, or failure to or inability to perform the duties of a District Commander. Such removal will require prior consultation with the appropriate Vice President and with Sub-Executive Council and be ratified at a Council meeting.

A complaint lodged against the District Commander will be presented in writing to the Command Secretary/Chief Administrative Officer and will be proceeded with in accordance with Article III of the General By-Laws.

By majority vote, District Rallies may authorize the District Commander to assess a levy on each Branch within the District's jurisdiction to meet the expenditures as may be authorized by the Rally delegates.

Any voting member in good standing of a Branch within the District, either attending a District Rally or who, in writing, has expressed his willingness to accept office if elected, will be eligible for the office of District Commander.

District Commanders will live within the District or, pending Command approval, within reasonable geographic locations.

Districts may elect or appoint sufficient District Council members as may be deemed necessary for the efficient operation of the District. Any expense incurred by said elections or appointments will be the responsibility of the applicable District.

The District Commander will exercise general supervision over Branches within his District so that harmonious relations may be maintained.

District Commanders are to meet with the newly elected Deputy District Commander following the election to outline their duties and responsibilities.

The District Commander, in conjunction with the Deputy District Commanders, will coordinate seminars or workshops at District level.

The District Commander, in conjunction with the Deputy District Commanders, will make certain that Branches participate in Command projects and programs where possible.

The District Commander, in conjunction with the Deputy District Commanders, will ensure that Branches adhere to the General By-Laws of the Legion and of the Alberta - N.W.T. Command.

The District Commander, in conjunction with the Deputy District Commanders, will try to impress upon Branches the necessity of good public relations within the community.

The District Commander will render assistance to Deputy District Commander as the need arises and to make certain they are always aware of their duties and responsibilities.

District Commander is to review Deputy District Commander's "Branch Report" (Form "II"). Discuss with Deputy District Commander and send a copy to the Branch President and the Command Office.

The Branch Report will determine the status of the Branch and it is up to the District Commander to show them the way they should go. After a visit by the Deputy District Commander or the District Commander, he will send a report regarding the Branch to the Command Office.

The District Commander will forward copies of District meetings to Command.

The District Commander will complete and submit a detailed Annual Budget request for the upcoming year and forward same to the Treasurer and Accountant no later than October 1st of each year. See Form "XIV" (b), (c) and (d) and how to complete it in the "Forms Section" at the back of this Manual of Information.

The District Commander will ensure, all Deputy District Commander expenses are submitted to him for his approval and then sent to the Command office for payment.

The District Commander, with assistance from the Deputy District Commander will attempt to visit all Branches in his District at least once during his term of office for any purpose. An invitation must be given to attend any Branch Executive Meeting.

The District Commander will ensure all Sports programs in his District and those programs allotted by the Command Sports Committee are carried out, in accordance with Command rules.

The District Commander is to ensure a complete set of up to date Manuals are made available for each new Deputy District Commander upon being elected.

District Commander Reports are to be mailed, faxed or email to Command office at least two (2) weeks prior to the Command Executive Council Meetings. They will be presented as circulated with a time limit allowed to highlight it.

The District Commander will be the liaison between the Branches and the Command Executive Council and will be advised by Council of any Branch problems of which they become aware.

The District is not a corporate body and will not make decisions as to Legion policy or administration inconsistent with Command or Dominion By-Laws. Outgoing District Commanders are to ensure the turnover of all District paperwork and supplies upon installation of new District Commander.

The branch will forward winning Literary and Poster Contest entries to the District Commander by 15<sup>th</sup> December of each year, have them judged, and then send the first and second place winners to Command no later than 15<sup>th</sup> January of each year. Certificates for the winners and runners-up are to be requested from Command office. District Commander will ensure that the Branches or winners receive their appropriate prizes, ensure Branches complete and forward their poppy reports and other forms and requests to the Command office no later than the required dates. Further, he will forward to Command the Literary and Poster Contest Reporting Form received from the Branch Poppy Chairman. See Form "V" (b) and how to complete it in the "Forms Section" at the back of this Manual of Information.

It will be his duty to ensure necessary awards are presented and advise Command of the District Winners.

**TERMS OF REFERENCE (DUTIES)  
ALBERTA-N.W.T. COMMAND  
COMMAND EXECUTIVE COUNCIL**

The Command Executive Council of the Alberta-N.W.T. Command consists of the President, Immediate Past President, First Vice President, three Vice Presidents of equal status, Treasurer, Chairman, Honorary Solicitor, Command Secretary/Chief Administrative Officer (Non Voting), the nine District Commanders and a representative of the T.V.S. Veterans Section.

The Command Executive Council meets at the Call of the President. The Council meets not less than twice yearly. The Council also meets immediately prior to a Command Convention and immediately thereafter.

The Council performs and carries out the work entrusted to it by the Command Conventions and the By-Laws of the Command, and in general, administers the affairs of Command. The Council may, at the call of the President, meet to consider matters normally referred to Command Convention when an immediate decision is of paramount importance due to an emergency of national or similar importance. Such an emergency meeting has the same powers as a Command Convention to deal with the emergency matters for which it was called, and a full report of any such meeting shall be forwarded to each Branch in the Command immediately following its conclusion.

**GENERAL**

All Command Officers shall exercise due diligence in the performance of their duties. It is the duty of all Command Officers, District and Deputy District Commanders to investigate and report to Council any and all Branch problems that become apparent to them.

Should a dispute arise between a Branch and it's Auxiliary, which dispute if unresolved may, in the opinion of the Command President prejudice the general welfare of the Legion within the Command, such dispute may be referred by the Command President to Command Council for final resolution.

No elected or appointed officer at Branch, District or Command level may hold office at more than one level of the organization. In clarification, on election to a higher position in the Command structure, said electee will vacate any lower position held. An Immediate Past President is not an elected officer and as such may hold an executive position at any lower level during the term. Any officer is free to seek office at a higher level and if successful may also serve as a member of any committee at the lower level. Where possible, relatives of Command officers and Council members shall not serve on the same Command Committees.

The wearing of the Legion dress shall be at the discretion of the President when attending Executive or Sub-Executive Council meetings. If a meeting is to be opened by ritual, then the Legion dress will be the order of the day. This information is to be covered in the Meeting Notification. Medals are not required for meetings, unless the Officers are representing Command at Conventions, District Rallies. Council duties (i.e. attendance at Executive or Sub-Executive meetings) and Training Sessions shall take precedence over Committee duties and/or Branch visitations.

A District Commander may request Command Officers to attend District Rallies but only one at Commands expense. The Command President will select the Command Officer. The Command president is excluded from the above limitations.

If invited, the Command President will ensure that Alberta-N.W.T. Command is represented at the British Columbia, Saskatchewan, Manitoba/N.W.O., and Montana Conventions. Only one (1) representative and spouse/guest will be authorized at Command expense.

### **COMMAND SUB-EXECUTIVE COMMITTEE**

The Command Sub-Executive Committee consists of the President, Immediate Past President, First Vice President, three Vice Presidents of equal status, Treasurer, Chairman, and Honorary Solicitor, and Command Secretary/Chief Administrative Officer (Non Voting).

The Command Sub-Executive Council shall have the same powers as the full Command Executive Council, except that the full Council's approval must be secured to any resolutions or decisions made by the Sub-Executive Council.

Command Sub-Executive Council shall prepare a detailed Annual Budget request for the upcoming year and forward same to Command Treasurer and Command Accountant no later than 15<sup>th</sup> October of each year. See Form "XIV" (a) and how to complete it in the "Forms Section" at the back of this Manual of Information. In some cases, Form "XIV" (c) may be used for those involved with sports.

### **COMMAND STANDING COMMITTEES**

Standing Committees are appointed by the Command President. The Committees are Lotteries and Gaming, Membership, Financial Advisory, Member Participation Sports, Poppy, Constitution and Laws, Leadership Development, Youth, Track and Field, Public Relations, Honours and Awards, Seniors and Veteran Services, and other committees that may be approved at Command Convention from time to time.

Each Standing Committee shall have a member of the Command Executive Council as Chairman and reports to all meetings of the Command Sub-Executive Committee, Command Executive Council and Command Convention.

## **COMMITTEE CHAIRMEN**

Each Chairman of a Standing Committee will submit detailed budget figures for the Committee to the Treasurer or the Command Accountant no later than October 15 for each year. Other than specifically budgeted expenses, no committee will authorize additional project expenses without prior approval of Council.

Any Committee Chairman desiring a financial report of a Committee will submit a request to the Command office at least two weeks in advance of the date the said Chairman requires the figure.

Members of Committees who are District representatives and who are transferred or move out of the District would fall under the same guidelines as District Commanders. As long as they maintain membership within the area and are within a reasonable geographical location as approved by Command, they can continue to serve on said committee.

Prior to the adjournment of each committee meeting, the Committee Chairman will declare the amount allowed for each member, authorize amount charged for travel, which will be declared as either travel by bus, train, plane or private automobile. Claims for travel by bus, train or plane shall be accompanied by an official receipt. Travel by privately owned automobile will be authorized at the current mileage allowance in effect. Each expense voucher will be countersigned and approved by the Committee Chairman prior to submission.

## **SPECIAL COMMITTEES**

Special Committees may be appointed as required, and they shall report to Command Executive Council and, if deemed necessary to Command Convention.

Chairmanship and membership of Special Committees is not restricted to members of Command Executive Council.

## **TERMS OF REFERENCE**

Following are the Terms of Reference for all Command Committees.

All changes to these Terms must go through the Leadership and Development Chair and be passed by Council.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
SENIORS AND VETERAN SERVICES COMMITTEE  
TERMS OF REFERENCE**

1. The Committee shall consist of the Chairman, appointed by the Command President, and three (3) members selected by the Chairman and approved by Command Council.
2. The Committee should be, as far as possible, geographically representative of the Alberta-N.W.T. Command.
3. Members of this Committee should be willing to become knowledgeable in Veterans and seniors concerns.
4. The term of office shall be from Command Convention until the end of the next Convention, a term of two (2) years.
5. The duties of this Committee are as follows:
  - (a) To work towards each Branch in this Command having a Legion Seniors and Veteran Services Committee in their organization.
  - (b) To monitor on a continuing basis those public services that provide hospital, governmental, health care, welfare, transportation, housing or any other services directed at or beneficial to Veterans and their dependents and Seniors.
  - (c) To encourage Branches to produce resolutions pertaining to service for seniors or Veterans and forward same to this Committee for recommendation to Council.
  - (d) To review and make recommendations on all resolutions pertaining to Veterans and seniors which may be received and to present the acceptable resolutions at either Command or Dominion Command levels.
  - (e) To work towards improving the quality of service being provided to seniors and Veterans by all Branch and Command Service Officers operating in this Command.
  - (f) To work with and cooperate with all other agencies or organizations that is endeavoring to provide service to Veterans or seniors and Ex-Service personnel.

- (g) To be aware of any new program, new laws or changes that governments may institute which may affect Seniors, Veterans and their dependents or Ex-Service personnel, and to pass this information on to the organizations concerned.
- (h) As required, to prepare for approval by Council any briefs or papers concerning seniors or Veterans which may be useful in directing the action of government levels.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
LEADERSHIP AND DEVELOPMENT COMMITTEE  
TERMS OF REFERENCE**

The Standing Command Leadership and Development Committee shall consist of a Chairman (appointed by the Command President) and four (4) members, one of which will be recording secretary.

The Committee of the Whole shall be the members of the Command Council.

The duties of the Committee are as follows:

- (a) Responsible to review and recommend updates of all Dominion and Alberta-N.W.T. Command Manuals and to make recommendations to Command Council for necessary changes.
- (b) To provide interpretation and clarification to Branches on matters pertaining to Legion Manuals.
- (c) The Committee is charged with upgrading Legion leadership to fulfil present organization needs and to motivate potential leaders involving all members so as to prepare them for the task of continuing the aims and objects of The Royal Canadian Legion.
- (d) To be prepared to promote and assist, where necessary, the conducting of leadership and development seminars. Seminars planned by District will require approval of the Leadership and Development Committee Chairman and will require reporting to him/her on it.
- (e) To make submissions or briefs to Dominion Command reflecting the position of the Alberta-N.W.T. Command regarding Leadership and Development.
- (f) To be prepared to budget for new programs to be instituted (with Council approval) as may be required.
- (g) To liaise with and examine the role of the Ladies' Auxiliary, present and future, and to make recommendations to Council where necessary.
- (h) A Branch will be visited if there is any sign of discord between the Branch and its Ladies' Auxiliary or any one or group of members causing dissension within the Branch.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
YOUTH COMMITTEE  
TERMS OF REFERENCE**

The Standing Command Youth Committee shall consist of a Chairman (appointed by the Command President) and four (4) members, one of which will be recording secretary.

The Committee of the Whole shall be the members of the Command Council.

The Committee shall:

1. Identify, coordinate and promote Legion youth programs at all levels.
2. Liaison with youth and service organizations as far as they affect Legion interest in youth programs; i.e. encounters with Canada (Terry Fox Centre).
3. Encourage the development of youth, bursary and education assistance programs at the Command and Branch levels (see Terms of Reference for Command Bursaries).
4. Plan and administer any and all youth programs that Command Council may authorize. (Exception of the Literary and Poster Contest, which comes under Poppy).
5. Foster loyalty among the public and education in the principles of patriotism, duty and public service.
6. Encourage, promote and engage in the organization of youth support of community service, charitable and philanthropic purposes.
7. Encourage and promote youth participation in Canada Day and Remembrance Day activities.
8. Develop awards and insignia recognizing accomplishment in youth programs sponsored by the Legion; i.e. Cadet Medal of Excellence.
9. Command Liaison to Vimy Ridge Academy.
10. Command Liaison to Juno Beach Academy.
11. Mr. Speaker's M.L.A. for a Day.
12. Pilgrimage of Remembrance.
13. Chairman responsible for Track and Field.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
MEMBERSHIP COMMITTEE  
TERMS OF REFERENCE**

Terms of Reference as follows:

The Membership Standing Committee shall consist of a Chairman (appointed by the Command President) and three (3) members.

The Committee-of-the-Whole shall be the members of the Command Council.

The duties of this Committee are as follows:

- (a) To give leadership and direction towards the retention of present members, and for the recruitment of new members.
- (b) To recommend programs and provide materials for a continued cooperative effort at all levels of The Royal Canadian Legion as to membership.
- (c) To establish and maintain close liaison with District Commanders and other Command Committee Chairmen as required.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
PUBLIC RELATIONS COMMITTEE  
TERMS OF REFERENCE**

1. The Command Public Relations Committee Chairman shall convene a meeting of their Standing Committee when required within the policy of Command.

The Standing Committee shall consist of: the Chairman, appointed by the Command President, and three (3) other members as well as an L.A. representative.

The Committee-of-the-Whole shall be the members of the Command Council.

2. The mandate of this Committee shall be:
  - (a) Providing Canadians with information about the Legion to assist with their understanding of the Legion's purposes and objectives.
  - (b) The implementation of effective communications programs to improve the internal and external image of the Legion.
  - (c) The development of effective communication and public relation capabilities at all levels within the Legion.
  - (d) Coordinating the production of films, video, print and audio-visual material to support Command programs.
  - (e) Providing all committees with advice and guidance concerning means of promoting their activities and programs.
  - (f) The development and maintenance of good media relations.
  - (g) Establish a program to encourage Branches to send good material for the national magazine.
  - (h) The development and implementation of public relations programs to support specific Legion objectives.
  - (i) Making every effort to obtain appropriate media coverage of Legion activities.
3. Chairman-The Chairman shall be responsible for assuring that communication is established with all levels of Command in matters that fall within jurisdiction their

They shall make certain that the recommendations of the Standing Committee in matters of policy are presented to the Sub-Executive Council for their approval prior to their implementation.

4. Expenditures - When practical, Committee-of-the-Whole members should have proposed expenses approved in advance.

Invoices for public relation expenditures shall be submitted to Command on the approved form in the regular manner.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
MEMBER PARTICIPATION SPORTS COMMITTEE  
TERMS OF REFERENCE**

1. The Committee shall consist of:
  - (a) The Standing Committee shall consist of the Alberta-N.W.T. Command Sports Officer who will be the Committee Chairman, District Commanders and the Ladies' Auxiliary Command Sports Chairperson and the Ladies' Auxiliary District Commanders.
  - (b) The Vice Chairman shall be appointed from the District Commanders.
  - (c) The Committee-as-a-Whole shall be the members of the Command Council.
  - (d) The Secretary shall be appointed by the Chairman and the Command Secretary/Chief Administrative Officer.
  
2. Voting powers of the Committee:
  - (a) All Standing Committee members shall have one vote.
  - (c) The Chairman shall cast the deciding vote in the event of a tie.
  
3. Duties of the Committee:
  - (a) Organizing the authorized Command Sports Program.
  - (b) Developing the Sports Program to attract members and enhance the image of The Royal Canadian Legion.
  - (c) Annual review of the Sports Manual will be made at the August Sports meeting and recommendations for changes and/or amendments will be presented to the Command Council.
  - (d) Prepare and recommend the annual sports budget for approval.
  - (e) The annual meeting of the Committee-as-a-Whole shall be in conjunction with the August Council meeting.
  - (f) The Sports Chairman or a designate attending a Command event is responsible for the collection of registration fees as due to the Command Sports Fund and forwarded to the Committee Secretary.

- (g) The Sports Chairman or a designate attending a Command event will prepare a report of the event. The report is to include the following:
  - I. Winners and runners up by name and Branch;
  - II. Problems such as “no shows”;
  - III. Organization (was event run effectively);
  - IV. Questions or problems from participants; and
  - V. General comments reference hosting.
  
- (h) A copy of the report will be forwarded to all Standing Committee Members and the Sports Committee Secretary.
  
- (i) Standing Committee members will be aware of the location of Command plaques when won by Branches in their District. District Commanders will be required to bring in plaques when requested.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
TRACK AND FIELD  
TERMS OF REFERENCE**

1. The Committee shall consist of:
  - (a) The Standing Committee shall consist of the Alberta-N.W.T. Command Youth Officer who will be the Committee Chairman, Ladies' Auxiliary Command Representative, and Command Public Relations Committee member, Head Chaperones, Local Arrangement Committee Chairman and a Recording Secretary.
  - (b) The Vice-Chairman shall be appointed by the Chair.
  - (c) The Committee-as-a-Whole shall be the members of the Command Council.
2. Voting Power of the Committee
  - (a) All Standing Committee members shall have one vote.
  - (b) The Chairman shall cast the deciding vote in the event of a tie.
3. Duties of the Committee:
  - (a) Staging the Command Track and Field Championship.
  - (b) Selecting sites and dates.
  - (c) Ensuring sufficient accommodations is available for the athletes, coaches and Chaperones.
  - (d) Negotiating and finalizing the daily accommodations/meals cost with the Host University.
  - (e) Approving program of events.
  - (f) Liaison with Athletics Alberta to ensure that the necessary persons are available to conduct clinics for the athletes.
  - (g) Ensuring that a qualified Local Arrangement Committee Chairman is appointed.
  - (h) Maintaining close liaison with the Local Arrangements Committee and providing organizational and administrative support and advice/guidance as required.
  - (i) Planning and coordinating travel for athletes.
  - (j) Ensuring that the athletes, coaches and chaperones are selected in a fair and equitable basis.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
BRANCH ADVISORY COMMITTEE  
TERMS OF REFERENCE**

Members of this Committee are selected on the basis of their expertise and experience in Branch operations and finances.

**PROTOCOL FOR REQUESTS FOR BRANCH ADVISORY ASSISTANCE**

Branches may request assistance and counsel in matters relating to the Branch administration and financial operations. It is important to note that the request should come from a motion passed by the Branch Executive Committee. This motion signifies that the majority of members on the Branch Executive Committee feel that external assistance is required. On occasion, Alberta-N.W.T. Command will receive a request from one member of the Executive or a member of the general membership. The conclusion that outside intervention is required cannot be the conclusion of one or two members only. This does not prevent a District Commander from attending a Branch to ascertain if a problem exists and make recommendations to the Command President for the attendance of the Branch Advisory Committee.

All requests for the attendance of the Branch Advisory Committee shall be directed to the Alberta-N.W.T. Command Secretary/Chief Administrative Officer, who will advise the Command President of the request and circumstances. The Command President shall direct the Branch Advisory Committee to attend or instruct the appropriate District Commander to attend the Branch to investigate and report.

All requests for formal assistance shall be in writing using the format shown on Form "VI" (Branch or Membership Request for Assistance) and how to complete it in the "Forms Section" at the back of this Manual of Information and should provide an analysis/overview of the situation at the Branch that has resulted in the need for external assistance. A list of the Branch Executive Committee, with addresses and telephone numbers, shall be attached to the request.

Preliminary analysis of the problems and financial position of the Branch is essential to effective Branch advisory assistance. As noted above, the Branch must submit a written request for assistance, which provides an analysis of the situation that has caused the Branch to make the request.

For all cases where assistance has been requested, the District Commander for the Branch concerned will be advised.

The Branch Advisory Committee may request the following information:

- a. The audited financial statement for the past four fiscal years.
- b. Required to file monthly Financial Statements for a period of one (1) year or until the Chairman deems otherwise.
- c. The year-to-date monthly statements.
- d. The number of paid employees and their wages.
- e. The beer and liquor prices for the bar.
- f. The amount of money currently owed to various creditors.
- g. The dates and times of Executive and General Meetings.
- h. Whether the Branch has a Financial Committee and the name of the Chairman.
- i. Lottery information.
- j. Other information, as deemed necessary by the Branch Advisory Committee.

### **MEETING WITH PRESIDENT, TREASURER AND OTHER MEMBERS OF THE BRANCH EXECUTIVE**

Once the Command Branch Advisory Committee has reviewed the preliminary documentation, arrangements shall be made to meet with the Branch President, Treasurer and other officers of the Branch Executive who may provide direct insight into the Branch operations. At this meeting, the Command Branch Advisory Committee will assure the Branch officers that the purpose of the intervention is to assist the Branch through suggestions to improve operations and controls. A time frame will be established for a report to the Command President by the Command Branch Advisory Committee. A preliminary report shall be submitted if the inquiry appears to be more in-depth than originally reported. A written report shall be submitted to the Branch Executive Committee prior to a final report to the Command President. Copy of the final report shall be given to the District Commander. All reports are confidential and shall not be discussed beyond those required to know the information.

The Chair of the Command Branch Advisory Committee shall meet with the Branch Executive officers prior to the findings of the report made to the Branch general membership.

The Command President and the Branch Advisory Chairman may make available an Operations Manager to assist the Branch at the branch's expense.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
FINANCIAL ADVISORY COMMITTEE  
TERMS OF REFERENCE**

The Financial Advisory Committee shall consist of a Chairman (normally the Command Treasurer) appointed by the Command President, two (2) members, normally the President and First Vice President and the Command Accountant. The Command Secretary/Chief Administrative Officer will attend at the call of the Chairman.

The duties of this Committee are as follows:

- a. To review the budgets submitted by Committee Chairmen and to prepare and submit detailed Command budgets for Executive Council approval.
- b. To consider and advise the Command Council on matters concerning the financial affairs of the Command.
- c. To review and recommend changes to the Command Policy, Staff Policy and Expense Policy.
- d. To review and recommend:
  - (i) Staff salary increases
  - (ii) Honorariums
  - (iii) Per Diem and Mileage rates
- e. To review and recommend major purchases.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
LOTTERIES AND GAMING COMMITTEE  
TERMS OF REFERENCE**

The Lotteries and Gaming Committee-of-the-Whole shall consist of a Chairman appointed by the Command President (normally the Command Immediate Past President), the Command President, the Command First Vice President, the Vice Presidents, the Command Treasurer and the Command Honorary Solicitor.

The Standing Committee shall consist of the Chairman, the Command President, First Vice President and the Command Treasurer.

The duties of the Committees are as follows:

**1. Pull Ticket Operation**

- (i) Oversee the calling of tenders for the supply of Pull Tickets and make recommendations to Council on the awarding of the supply contract.
- (ii) Monitor the execution of the authorized supply contract. This will include dealing with complaints regarding quality control, discrepancies and shipping complaints. Ensure that all pull tickets purchases are from the approved supplier of Alberta –N.W.T. Command
- (iii) The Committee may, at its discretion, introduce new tickets and/or discontinue tickets that are slow sellers.
- (v) The Committee will meet at the call of the Chair and, where possible, in conjunction with Council meetings.

N.B. It will be the duty of the Command Secretary/Chief Administrative Officer to oversee the day-to-day operation of the Pull Ticket Department and to report all matters to the Committee.

**2. Branch Assistance Loans**

The purpose of this Fund is to assist Branches that find themselves in financial difficulty through no fault of their own. Under no circumstance should a Branch be indebted to the fund in excess of Thirty Thousand (\$30,000) Dollars.

- a. Applications for assistance shall be in writing, accompanied by:
  - (i) the minutes of a Special General Meeting authorizing the loan request and the most recently audited financial statement and current financial statement;
  - (ii) Details of original financial arrangements and contracts;

- (iii) Explanation of current difficulties, including any and all efforts of self help.

The application must then be forwarded to the District Commander who will review the application and forward to the Command office with his recommendation.

- b. Each application will be judged on its merits and any amount approved may be dependent upon the balance existing in the Branch Assistance Fund. The maximum loan available will not exceed Thirty Thousand (\$30,000) Dollars. (Security by way of first, second or term mortgage) to guarantee loan repayment will be at the discretion of the Lotteries and Gaming Committee.

**N.B. (UNDER NO CIRCUMSTANCES SHALL FUNDS BE LOANED TO SIMPLY COVER NEW BUILDING CONSTRUCTION OR TO EXPAND EXISTING FACILITIES.)**

- c. Normally, assistance will be in the form of a no-interest loan. However, in special cases, grants may be considered.
- d. Approved applicants may be required to submit monthly financial reports at the discretion of the Legion Lotteries and Gaming Committee.
- e. Disbursement of funds may be directed to payee(s) other than applicant Branch, dependent upon the nature of the debt(s) being assisted.
- f. All applications shall be considered by the Lotteries and Gaming Committee and submitted with recommendations to Command Council for final decision and approval.
- g. Funds may be used to provide assistance for disaster relief and any other extenuating circumstances that the Committee may deem appropriate. Such disbursement of funds will be at the discretion of the Committee and must be ratified by Council.

- h. All new Branch Assistance Loans bear a one-time administration and accounting fee of \$400.00 which shall be added to the balance.
- i. All Branches having or obtaining Branch Assistance Loans shall provide twelve (12) postdated cheques per year, or otherwise as agreed to by the Executive Council, each cheque being in the amount of their monthly or other payment.
- j. Branches having Branch Assistance Loans shall provide security for their loan by way of a promissory note and caveat, mortgage or other encumbrance registered against their real and other property in the full amount of the loan. All legal costs incurred to register a caveat against the property shall be directly billed to the Branch by command's legal representative.
- k. Where loans are in default at any time, such loans shall be rewritten.
- l. All loans shall be re-paid in 5 years or less.

**3. Raffles and Lotteries over \$10,000.00**

- a. A Branch or a group of Branches must receive Command approval before applying for a permit from Local authorities to conduct a raffle of over \$10,000.00 if the sales of tickets are to be promoted outside the Branches normal area or jurisdiction. In accordance with General Bylaw Section 129, these regulations are:
  - i. Proof of financial startup funds without encumbering the Branch and/or its assets should the raffle be unsuccessful. Such proof must be filed with and approved by Command.
  - ii. On completion submit a financial statement to Command.
  - iii. Applications must be submitted to Command well in advance.
  - iv. Only one raffle at a time will normally be approved by Command.
  - v. Sales must remain within the Alberta borders and the Northwest Territories borders.
  - vi. All applications will be scrutinized by the Lotteries and Gaming Committee before seeking Council approval.
  - vii. Applications must be supported by the Minutes of a Special General Meeting authorizing the raffle.

#### 4. **Cenotaph Grants**

On a one-time basis, the Command Lotteries and Gaming Committee has made funds available for the construction or renovation of cenotaphs. These grants or matching grants, up to a maximum of \$3,000.00, are administered by the Lotteries and Gaming Committee and each application will be considered on its own merits.

A copy **must** be sent through the District Commander (with District Commanders signature) then forwarded to Command Headquarters by the District Commander. Form "IV" (Cenotaph Grant) and how to complete it in the "Forms Section" at the back of this Manual of Information.

Should a Branch or Command become aware of a cenotaph in an outlying area that is in need of repair, action will be taken by Command through the closest Branch and the District Commander to affect the necessary repairs.

Receipts must be submitted on the completion of the construction or renovation of the Cenotaph before payment is processed.

Grants are allocated on a one time only request per Branch.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
HONORS AND AWARDS COMMITTEE  
TERMS OF REFERENCE**

The Command Honors and Awards Committee shall consist of a Chairman (appointed by the Command President) and two (2) members.

The duties of this Committee are as follows:

- (a) To review and approve applications for Life Membership, Command certificates of Merit and appreciation, friendship and Media Awards and Long Service (50 year) Medal Awards.

N.B. The Command Secretary/Chief Administrative Officer is authorized (on behalf of the Committee) to approve applications for Command certificates of Merit and Appreciation, Long Service Awards.

- (b) Review and recommend for Council consideration, applications for Meritorious Service Medal, Palm Leaf to Meritorious Service Medal. Meritorious Service Awards (LA) and the Palm Leaf to Meritorious Service award
- (c) To review and make recommendation to Council on matters pertaining to regulations governing Legion Honours and Awards.
- (d) To provide clarification and interpretation to Branches on rules and regulations governing Legion Honours and Awards.

**NOTES**

- Copies of “Life” Awards and up need District Commanders’ signatures for recommendation.
  
- Applications for MSM/MSA require a copy of the Life Membership application attached.
  
- Application for the Palm Leaf to the MSM/MSA requires a copy of the MSM/MSA application attached.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
CONSTITUTION AND LAWS COMMITTEE  
TERMS OF REFERENCE**

The Command Constitution and Laws Committee shall consist of a Chairman (appointed by the Command President), four (4) members, one of which will be a recording secretary.

The duties of this Committee are as follows:

- (a) To review the Command By-Laws and to prepare and submit resolutions to Convention for changes affecting the Command By-Laws.
- (b) To prepare and submit for Council approval, changes to the Command By-Laws that may be necessary between Conventions.
- (c) To review and approve new Branch By-Laws.
- (d) To review and approve amendments to Branch By-Laws.
- (e) To prepare and update a "Standard Form Branch By-Laws".
- (f) To consider and provide clarification to Council and Branches on matters pertaining to General, Command and Branch By-Laws.
- (g) Inform District Commanders of those Branches who do not have Branch By-Laws.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
HONORARY SOLICITOR  
TERMS OF REFERENCE (DUTIES)**

1. As a member of the Executive Council and Sub-Executive Council of the Command shall be required to attend all meetings of both bodies, the Biennial Provincial Convention and to advise on the legal aspects and consequences of any item of business coming before them.
2. To be available to advise the President and the Command Secretary/Chief Administrative Officer of the Command from time to time on the legal aspects and consequence of the affairs they handle on behalf of the Command.
3. To be familiar with the By-laws of the Command and the General By-laws of the Legion and to advise on their interpretation as they affect Command affairs.
4. Subject to Clause 113 of the General By-laws of the Legion to be available to undertake such professional work as the Council and its officers may request.

**ALBERTA-N.W.T. COMMAND  
THE ROYAL CANADIAN LEGION  
POPPY COMMITTEE  
TERMS OF REFERENCE**

1. The Committee shall consist of the Chairman, appointed by the Command President. The Chairman will appoint a Vice Chairman from the opposite side of the province.
2. The duties of the Committee are as follows:
  - (a) To be responsible for the promotion of Remembrance Day and the Poppy Campaign within the Alberta-N.W.T. Command.
  - (b) Office Staff obtains promotional materials and Poppy supplies from Dominion Command for the Branches in the Alberta-N.W.T. Command.
  - (c) Office Staff makes recommendations and/or suggestions regarding promotional materials, supplies and campaign contests to Command Council.
  - (d) Promote national remembrance and memorial activities in the schools.
  - (e) Coordinate elementary and high school remembrance activities and competitions at the Command level.
  - (f) Coordinate the First Poppy Presentation.
  - (g) Develop and circulate the Poppy Fund Distribution Process (Refer to the Campaign Checklist, item 318 of the Poppy Manual).
  - (h) Review and approve Branch requests.

**ALBERTA-N.W.T. COMMAND - THE ROYAL CANADIAN LEGION**  
**SERVICE OFFICER (COMMAND)**  
**TERMS OF REFERENCE AND JOB DESCRIPTION**

The Command Service Officer shall:

1. Liaise with Veterans Affairs Canada and the Pensions Advocates Office where possible.
2. Advise and counsel Veterans, Ex-Service personnel and others with respect to applications for disability pensions.
3. Assist applicants and pensioners in the preparation of claims to the Canadian Pension Commission.
4. Prepare and transmit written arguments in support of pension claims.
5. Attend Entitlement and Assessment Boards of the Canadian Pension Commission by presenting certain cases to these Boards; lend assistance in other cases to the District Pensions Advocate.
6. Advise and counsel Veterans, etc. with respect to all matters concerning War Veterans Allowance.
7. Advice and counsel Veterans, Ex-Service personnel and others as to treatment rights.
8. Prepare and transmit written applications in support of Benevolent Funds and Legion Poppy Funds.
9. Advise and assist widows of their rights and privileges under the various burial regulations such as the Last Post Fund, burial and sickness grants by the C.P.C. and V.A.C.
10. Advise and counsel Veterans, Ex-Service personnel and others on other related matters.
11. Train and advise Branch Service Officers in the performance of their duties at the Branch level.
12. Be prepared to travel out of town to interview and assist, upon request.
13. Interview and present applications to Polio Foundation for assistance from Polio clients. Visit, as necessary.
14. Perform other duties as may be assigned by the Command Secretary/Chief Administrative Officer.

## **COMMAND CONVENTION**

Branches who wish to host a Command Convention are advised that the Command Executive Council gives the final approval as to time and place of holding any Command Convention. Consideration is given to: Accommodation for delegates, adequate floor space and caucus rooms, registration of delegates and other matters of responsibility.

Alberta-N.W.T. Command Convention Guidelines has been prepared for use by the Local Arrangements Committee.

The Command Convention shall be held every two years in the month of June. Such a Convention is the supreme authority in the Command and its mandates shall be obeyed by every Branch in the Command.

Members of Command Executive Council and Deputy District Commanders are accredited delegates to Command Conventions by virtue of their office. Details concerning accredited delegates from Branches are to be found in Branch Delegate to Command Conventions in this Manual covering Branches.

Past Presidents who reside within the borders of the Command are invited to Command Convention.

Observers may attend Command Conventions, but have no vote, and may speak only with the permission of the Chair.

Nominees for office shall be accredited delegates present at the Convention, or have filed with the Command Chairman a letter of acceptance prior to the call for nominations.

## **COMMAND ADMINISTRATION**

The Command President is responsible for the overall operation of all Command staff in conjunction with the Command Secretary/Chief Administrative Officer, who is in effect the Office Manager. In his/ her absence, a delegated staff person will temporarily assume his/ her duties.

## **HIRING OF NEW AND/OR PART-TIME STAFF**

The Command Secretary/Chief Administrative Officer will consider, investigate and make recommendations regarding the hiring of full time staff. Recommendations will be forwarded to the Command President for authorization.

## LEGION BOOKLETS AND PUBLICATIONS

These are available at various costs from Dominion Supply and Command Office and include the following:

1. **An Act To Incorporate** - establishes the organization of the Legion; authorizes Dominion Conventions from time to time to make, repeal, amend or re-enact By-Laws.  
1981
2. **General By-Laws** - contains the complete By-Laws enacted by the Dominion Convention under which all Branches in the Command are governed.  
2006
3. **Alberta-N.W.T. Command By-Laws** - contain all By-Laws enacted by the Convention under which all Branches in the Command are governed.  
2008
4. **Ritual and Insignia Manual** - contains the procedures for ceremonies such as conduct of a meeting, initiation of new members, installation of officers, funerals, carrying of colors, Remembrance Day Services, etc. Installation of Officers - All Officers at all levels shall be installed in the office as soon as possible after their election or appointment. Procedure for so doing may be found in the "Ritual and Insignia Manual".  
2006
5. **Honor and Awards Manual** - contains regulations governing Honors and Awards, eligibility, and information regarding citations.  
2004
6. **Rules of Procedures for Legion Meetings** - outlines duties and responsibilities of the Chairman, procedures for motions, amendments, debates and voting.
7. **Poppy Manual** - gives information on the organization of a Poppy Campaign. Lists what committees are organized at Dominion, Provincial and Branch level. Establishes for what purpose Poppy Funds are used. Defines Legion responsibilities regarding Poppy Campaigns, Remembrance Day and the disbursement of the Poppy Fund.  
2007
8. **Branch News Guidelines** for submitting snapshots and Branch news - is offered as a guide to the Legion member who is called upon to report the activities of his Branch for publication in the Legion Magazine.  
2005
9. **Legion Supply Catalogue and Price List** - lists all items stocked at Dominion Command for sale. All Branches must submit their order to the Dominion Command for further processing. (Available from Dominion Command).
10. **Branch Leadership Manual** - a guide for Branch Officers.  
1997

- |            |  |      |
|------------|--|------|
| <b>11</b>  | <b>Command Manual of Information</b> - to provide all members with a better knowledge of the Legion. | 2008 |
| <b>12.</b> | <b>Dominion Sports Guide</b> - A guide to all Dominion Command Sports.                               | 2005 |
| <b>13.</b> | <b>Alberta-N.W.T. Sports Manual</b> - A guide to all Alberta-N.W.T. Command Sports.                  |      |
| <b>14.</b> | <b>Membership Chairman's Guide</b>   | 2005 |
| <b>15.</b> | <b>Membership Eligibility Guide</b>  | 2004 |
| <b>16.</b> | <b>Membership Processing Guide</b>   | 2004 |
| <b>17.</b> | <b>Command Convention Guidelines</b>   | 2005 |
| <b>18.</b> | <b>Dominion Protocol Manual</b>  | 2000 |
| <b>19.</b> | <b>Alberta-N.W.T. Command Protocol Manual</b>  | 2004 |
| <b>20.</b> | <b>Service Officers Guide</b>  | 2004 |
| <b>21.</b> | <b>Chaplain's Manual</b>   | 2004 |
| <b>22.</b> | <b>Public Relations Manual and Speaker's Guide</b>   | 2003 |
| <b>23.</b> | <b>Long Term Plan 2002-2007</b>  |      |
| <b>24.</b> | <b>Real Property Development Handbook</b>  | 2006 |

## THE 'LEGION' MAGAZINE

### Legion Magazine

Submissions for the Legion Magazine snapshot section must be sent to Command Office in either digital form or as traditional photos. Digital pictures can be sent via email. Do not print digital pictures and send them in. Photos should be attached to plain paper by using a piece of rolled up tape applied to the back of the picture. All pictures must include the names of the people included in the photo listing them left to right starting from the front and working back. Places of work and titles are listed first, then the individuals' names (eg. University Hospital Administrator Joe Doctor). Do not write on the back of photos. Damaged photos or small photos cannot be used. All photos will be checked for resolution and quality before submitting them to The Legion Magazine.

**The Snapshot Guides for Submitting Photos and News** explains the requirements for submitting snapshots and Branch news. This booklet can be obtained from Dominion Supply or The Command Office.

## COMMAND SERVICE BUREAU

Alberta - N.W.T. Command has two Service Officers:

Located in Command Calgary Office:  
2020 - 15<sup>th</sup> Street N.W.  
Calgary Alberta T2M 3N8  
Telephone No. 403-284-1161

Located in Edmonton:  
10720A - 101<sup>st</sup> Street,  
Edmonton, Alberta T5H 2S3  
Telephone No. 403-448-4982

Where feasible, every Branch should have a Service Officer to handle all cases of distressed veterans, ex-service persons, widows and dependents. In many instances it is possible for the Branch Service Officer to handle cases relating to pensions, W.V.A. and Treatment, while assisting those in need of assistance. Cases requiring expert advice should be referred to the Command Service Officer to help bring such cases to a satisfactory conclusion.

## **COMMAND SOLICITOR**

Command does not have a Legal Department, and therefore is not in a position to give advice on matters of law. An Honorary Solicitor, who is an active member of The Law Society of Alberta, is appointed to Council for a two year term by the Command Executive Council following each Command Convention. Terms of Reference are included in this Manual.

The Honorary Solicitor is not the Legion Lawyer and it is not his function to provide free legal advice to Members or Branches of the Legion.

## BURSARIES TERMS OF REFERENCE

Selection of the recipients is performed by the institutions of learning, using the guidelines provided by Command.

The following is a complete list of bursaries and the institutions involved:

3 \$500.00	University of Alberta	Academic/Physical Education Course
3 \$500.00	University of Calgary	Academic/Physical Education Course
2 \$500.00	University of Lethbridge	Academic/Physical Education Course
2 \$500.00	Olds College	Any course
2 \$500.00	Lakeland College (Vermilion)	Any course
2 \$500.00	NAIT Northern Region	Any course
2 \$500.00	Grande Prairie College	Any course
2 \$500.00	Red Deer College	Any course
5 \$500.00	Northern Alberta Institute of Technology	Any course
4 \$500.00	Southern Alberta Institute of Technology	Any course
1 \$500.00	Southern Alberta Institute of Technology (Maintenance Engineers Technology)	Aircraft
1 \$500.00	Mount Royal College	Nursing Program
1 \$500.00	Mount Royal College	Any course
2 \$500.00	Medicine Hat College	Any course
2 \$500.00	Lethbridge Community College	Any course
1 \$500.00	Alta College of Arts (Calgary)	Any course
1 \$500.00	Grant MacEwan Comm. College (Edm.)	Any course
1 \$500.00	Augustana University College (Camrose)	Any course
1 \$500.00	DeVry Institute of Technology	Any course
1 \$500.00	Athabasca University	School of Business
1 \$500.00	Athabasca University	Aboriginal Students
1 \$500.00	Alliance-Nazarene University College	Any course
1 \$500.00	Academy of Learning	Any course
2 \$500.00	Aurora College Fort Smith	Any Course

### PREREQUISITES

The above awards to be based on financial need provided applicant has a satisfactory scholastic record and is a first or second year student.

The following priorities will be considered:

- (a) The son or daughter of a deceased or disabled War Veteran, or
- (b) The son or daughter of a War Veteran, or
- (c) An Ex-Service Man or Woman, or
- (d) The son or daughter of Ex-Service or Serving Personnel, or
- (e) Grandson or granddaughter of Ex-Service Personnel, or
- (f) Canadian born or naturalized Canadian domiciled in Alberta or the N.W.T.

**APPLICATION FORMS ARE AVAILABLE FROM THE RESPECTIVE UNIVERSITY OR SCHOOL  
ALL INFORMATION IS INCLUDED ON THE WEBSITE - [www.abnwtlegion.com](http://www.abnwtlegion.com)**

**LADIES' AUXILIARY ALBERTA - N.W.T. COMMAND**  
**BURSARIES**

The Bursaries are \$500.00 each. The number of bursaries given each year is determined by the amount in the Bursary Fund.

These awards are for Alberta and N.W.T. Command students entering their First Term of a University, School of Technology and Art, Nursing Program, or any recognized College within Alberta-N.W.T.

These awards are intended to assist children, grandchildren, great grandchildren, nieces, nephews and great nieces and nephews of Ex-service personnel, as well as children and grandchildren of current serving personnel, R.C.M.P., Fire fighters, Volunteer Fire Fighters and Reserve Personnel in advancing their education. They are not for mature students = i.e. students over twenty years of age.

**STUDENTS MUST BE GRADE XII GRADUATES OF THE CURRENT OR IMMEDIATELY PRECEDING YEAR**

Students applying for this Bursary may apply in the year they graduate, or they may wait for one year, if they wish before furthering their education. Students must be entering their FIRST term of a University or recognized College, School of Technology and Art, or School of Nursing.

Students are requested to write to the Ladies' Auxiliary, Bursary Chairman, 2020 - 15<sup>th</sup> Street N.W., Calgary, Alberta T2M 3N8 for application forms, or they may contact the nearest Auxiliary or Legion Branch

The completed Application Form should be mailed on or before August 21st to the Ladies' Auxiliary Bursary Chairman. This completed form must be accompanied by a letter from the Student, explaining why the money is needed and the reason for choosing the selected course. A letter of reference must also be enclosed from the School Principal, Home Room Teacher or School Counsellor. Where a Student is applying under the grandparent and the service record and regimental number is not available, a letter from the Legion or a Church Minister or even an acquaintance will be accepted, stating said grandparent served. However every effort must be made to obtain the service record and regimental number.

**ALL QUESTIONS ON THE APPLICATION FORM MUST BE ANSWERED OR THE APPLICATION WILL NOT BE CONSIDERED.**

STUDENTS WILL BE SELECTED ON NEED AND ON AN AVERAGE OF ALL FINAL MARKS

## LAST POST FUND

The Last Post Fund was formed in the belief that no man or woman, who has offered life itself, in service to Canada and its Allies, should be deprived in death of an honourable burial no matter what the circumstances. The Federal Government provides annual grants from public funds to help meet the death problems of the "Returned" Ex-Service person. The Headquarters of the Last Post Fund is located in the City of Montreal with branches located in each province. The Fund operates by authority of an Order In Council of the Parliament of Canada. The National Auditor regularly audits the accounts of the Fund.

It is suggested that if the Branch is of the opinion that the funeral may be undertaken by the Last Post Fund, a family member, friend or the Branch Service Officer notifies the Last Post Fund of the death. All War Veterans or Regular Forces members are entitled to apply. (Regular Forces members receiving disability pensions.) Last Post Fund counsellors will consult with the family, make an assessment, and decide what type of case it is. It may be standard Last Post Fund product and service, or otherwise depending on the needs and wants of the families and the Veteran himself/herself. Last Post Fund will communicate with the funeral director.

To be eligible for burial by the Last Post Fund, a person must have service during any of the following periods.

SOUTH AFRICAN WAR	October 11, 1899 to May 31, 1902
FIRST WORLD WAR	August 4, 1914 to August 14, 1921
SECOND WORLD WAR	September 1, 1939 to September 30, 1947
KOREAN WAR	July 5, 1950 to October 3, 1953

In addition, anyone who served in an active civilian capacity during any of these periods, such as in the Merchant Marine, Canadian Fire Fighters etc. and who is receiving a disability pension or a Civilian War Allowance under the Civilian War Pensions and Allowance Act, may also be eligible.

You may have to establish proof of service and that the deceased's estate is below an amount fixed by regulations.

The Fund may pay an amount, subject to review from time to time:

- (a) For services normally provided by one or two funeral directors;
- (b) The actual burial costs including perpetual care;
- (c) The provision and erection of a suitable grave marker, and;
- (d) When the Veteran dies away from home, transportation costs.

For further information contact the "Last Post Fund" office in Edmonton.

Edmonton Office: Phone 1-888-495-3766  
1130 Canada Place  
9700 Jasper Avenue  
Edmonton, Alberta  
T5J 4C3

There is a possibility of reimbursement of qualified Veterans' arrangements for having been prepaid.

In addition to this, a surviving spouse or dependent who has not utilized Last Post Fund assistance, may apply for reimbursement of expenses, subject to approval and financial ceilings at the time of death of the Veteran. In order to receive any reimbursement Last Post Fund grant must be applied for the same way.

## **SERVICE BENEVOLENT FUNDS**

Eligibility for Service Benevolent Fund is described as follows:

### **Royal Canadian Navy Benevolent Fund**

Any service in the Royal Canadian Navy (Regular Service) from 1910 to date, provided that service in the Regular Force since 1 of October 1946 has been of one year duration (released on medical grounds excepted). Any Service in the Royal Canadian Navy (Reserve) provided that service since 1 October 1946 has been of five years duration. Post World War II Reservists still in service may apply after three years.

### **Canadian Forces Personnel Assistance Fund**

World War II Veterans: Service in the Canadian Army (Active Force) from September 3, 1939 to September 30, 1946.

Former members of the Canadian Army who served during the period from October 1, 1946 to January 31, 1968, including Korean Veterans can receive assistance from the Canadian Army Welfare Fund.

Members of the Regular Forces from 1 February 1968 to present are eligible for assistance from the Canadian Forces Assistance Fund.

### **Royal Canadian Air Force Benevolent Fund**

Any Service in the Royal Canadian Air Force.

### **Allied or Commonwealth Benevolent Funds**

Service in the forces of Allied or Commonwealth countries may entitle veterans to assistance from the Benevolent Fund of that country. Applications may be made through Dominion Command of The Royal Canadian Legion who will forward it to the agency of the country concerned.

## **Method of Application**

If you wish to apply to any of the foregoing Service Benevolent Funds for financial assistance, application may be made through, or information obtained from, any of the following agencies:

- Veterans Affairs Canada - District Offices
- Dominion or Provincial Service Bureaus
- The Royal Canadian Legion Branches, which have active Service Officers
- Social Welfare Agencies
- Serving members of the Canadian Armed Forces - through their Commanding Officers.

If none of the above described agencies are available in your community, an enquiry could be addressed to the appropriate Service Benevolent Fund Head Office listed hereunder, where direction can be provided as to the method of application.

Royal Canadian Navy Benevolent Fund	Secretary Western Committee
P.O. Box 505, Strn. "B"	RCN Benevolent Fund
Ottawa, ON	Nelles Block
K1P 5P6	CFB Esquimalt
Telephone - (613) 996-5087	FMO Victoria, BC V0S 1B0
Toll Free - 1-888-557-8777	Telephone (250) 383-6264

Royal Can. Air Force Benevolent Fund	RCAF Benevolent Fund
19 Strathaven Circle S.W.	9606 - 94 <sup>th</sup> Avenue
Calgary, AB	Fort Saskatchewan, AB
T2H 2G4	T8L 1N9
Telephone - (403) 240-2026	Telephone (780) 998-5303

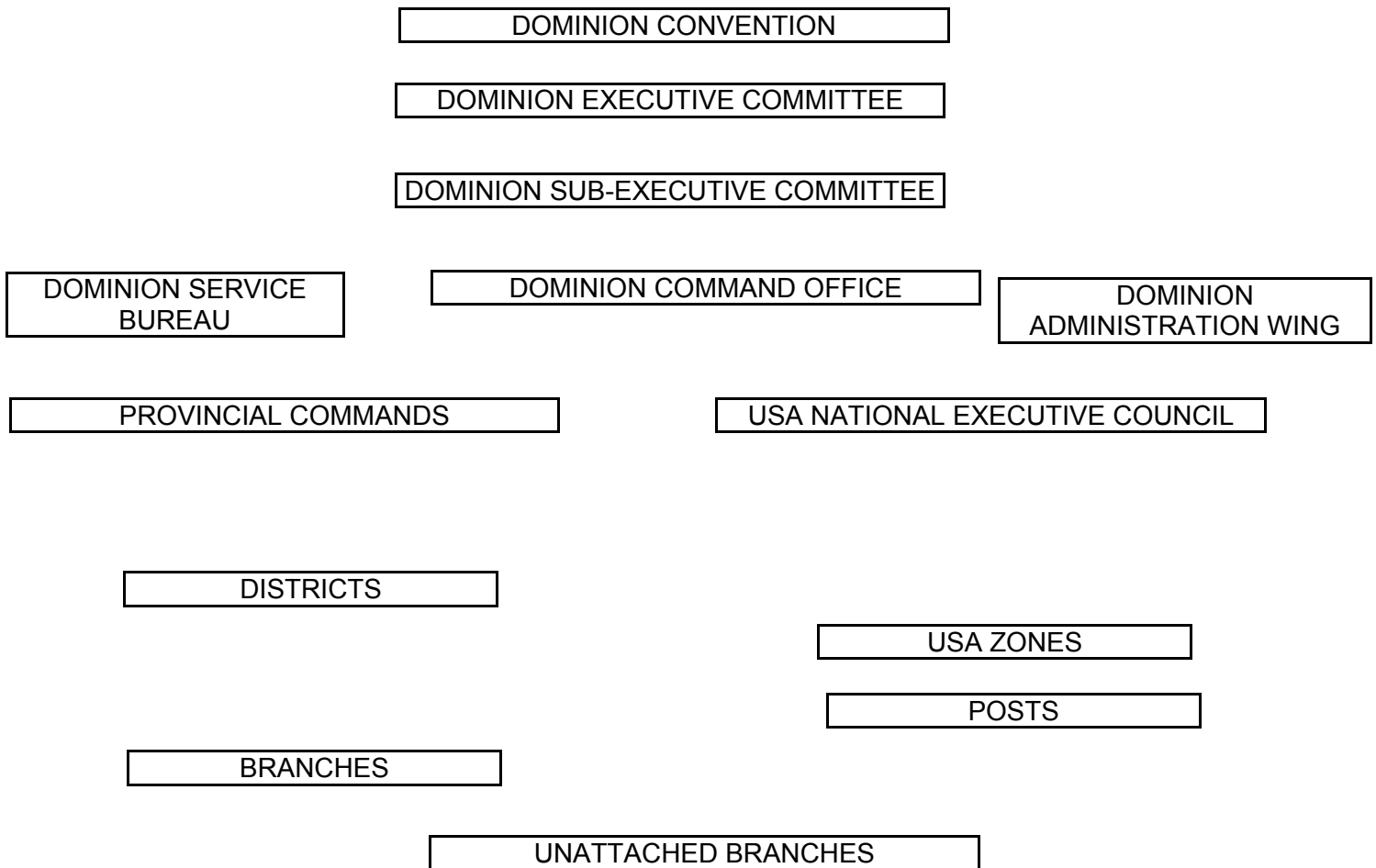
Can. Forces Personnel Assistance Fund  
SISIP Financial Services  
234 Laurier Avenue West  
Ottawa, ON  
K1P 6K6  
Telephone - (613) 760-3447

It must be mentioned that Service Benevolent Funds are not government agencies. Their source of funds is derived from individuals as well as contributions from Messes and Institutes of the Regular Forces and are established to provide financial relief on behalf of eligible persons and their dependents.

## **VETERANS LAND ACT**

The only reason the Veterans Land Act maintains a small number of offices across Canada is to service the Veterans who are established under the Veterans Land Act mainly for the purpose of collecting payments on property and for veterans who wish to sell land or his or her home.

## ORGANIZATIONAL CHART OF THE ROYAL CANADIAN LEGION



The Dominion Convention is the Supreme authority of the Legion.

The Convention may issue directives to the Dominion Executive Council and/or the Sub-Executive Committee of the Council may issue directives to the Dominion Command Office.

The Dominion Command Office consists of an Administrative Wing and a Service Bureau.

Communications may be directed from the Dominion Command Office to the Provincial and State Command Offices and in some cases direct to the Branches.

The Dominion Executive Council may pass By-Laws which may be confirmed by the next Dominion Convention. If not confirmed by the next convention, the By-Law lapses. The composition of the Dominion Executive Council and the Sub-Executive Committee of the Council is given in the Dominion Command General By-Laws of the Royal Canadian Legion.

# **CHAIN OF COMMAND**

## QUESTIONS AND ANSWERS

1. What may disqualify a member from running for elective office at Branch level?

If he is not a voting member, if he is not in good standing, if he is a paid employee of the Royal Canadian Legion at any level.

2. Are there any restrictions a Branch may impose upon those running for elective office at Branch level?

A Branch may by Branch By-Law impose those provisions in Section 612(a) and (b) of the General By-Laws.

3. May a paid employee of the Legion run for elective office and resign his paid employment if elected?

No. Section 112 of the General By-Laws does not allow a paid employee of the Legion to be nominated for an elective office.

4. May a member hold more than one elected office in The Royal Canadian Legion?

It is a policy in Alberta - N.W.T. Command that no elected officer at Branch, District or Command level shall hold office at more than one level of the organization. In clarification, on election to a higher position in the Command structure, said electee will vacate any lower position held. A member may hold a normally appointed position.

5. How many levels of Command are there in The Royal Canadian Legion?

There are THREE (3) levels - Branch, Provincial Command and Dominion Command. These are the levels for which Charters are issued.

**NOTE:** Districts are administrative arms of Provincial Command, and operate under the Provincial Command Charter.

6. Can a Branch prevent a female member from holding elective office in the Branch and Ladies' Auxiliary simultaneously?

Members of Legion Branches in Alberta - N.W.T. Command may not hold simultaneous office in a Branch and a Ladies' Auxiliary. (See Command By-Laws, Article 704) if allowed by Branch By-Laws.

7. Does a member holding elective office have to resign that office to run for a higher office? No.
8. Branch President, upon the election of his successor, becomes a member of the Executive Committee. As the Immediate Past President, can he also run for another office such as 1st Vice President, Sgt-at-Arms, etc?

Yes - see answer to Question 2; however if elected, he must resign as Immediate Past President which position may be filled in accordance with Section 114 (c) Dominion By-Laws.

9. Can a member who is suspended from the Branch run for office whilst under suspension?

No - a member under suspension is a member who is not in good standing for any purpose.

10. Can a member run for office when deprived of Clubroom Privileges? Yes.

11. Can a Branch limit the size of its membership?

Yes, under certain circumstances and with prior Command approval.

12. Can a Branch limit the consecutive terms of office that a member can hold any elective office? No.

13. Can a Branch limit the types of membership that hold office or sit on Committees, i.e. Ordinary, Life, Associate and Voting Affiliate?

No. Branches may not discriminate between voting members.

14. Can appointed members of an Executive Committee (i.e. secretaries, treasurers, etc.) vote at the Executive Committee Meetings?

Depends on the Branch By-Laws.

15. When the By-Laws state that "any Branch Officer, or Executive Member absent from three consecutive meetings without approval shall cease to hold office," does this apply to the Immediate Past President?

Yes - See Section 614 (b) of the General By-Laws.

16. Who accepts the resignations of elected or appointed Officers or members of the Executive Committee?

Resignation given to Branch Secretary, once submitted cannot be withdrawn, there is no debate.

17. Are female members who chair meeting or committees referred to as Chairperson'?

No - the member holding such office is addressed as Comrade Chairman regardless of the member's gender. They are also never addressed as Comrade Chairwoman. Those in the Ladies' Auxiliaries are addressed as Madame Chairman.

18. Can a General Meeting remove an Executive Committee from office by a vote of non-confidence'?

No - Officers or Executives Committee Members who fail to perform their duties to the best of their abilities should be dealt with under Article III of the General By-Laws.

19. Can a widow, child, etc. of a deceased veteran wear his medals?

No - Section 377 of the Criminal Code of Canada states this is unlawful.

20. What is a Notice of Motion and when should it be used?

A Notice of Motion is a written announcement, to all voting members, stating, in accurate and complete terms, the purpose of the motion. It must also include the place, date and time of the meeting at which the motion will be brought up for decision. The motion must be posted in the branch.

It must be used when dissolving a branch, selling, leasing, mortgaging, pledging, hypothecating, conveying or otherwise disposing of its real or personal property

It may also be used to advise members of an important decision that must be made

Can a Notice of Motion be amended?

Not at the meeting at which it is first presented.

Yes - at the subsequent meeting at which the motion is to be considered, the amendment must be germane to the proposed motion and may not go beyond the boundaries of the status quo and what is proposed in the motion.

i.e. If the Branch membership dues are \$20.00 and the Notice of Motion is to raise the dues to \$30.00, then any amendment to have dues set at any amount between \$20.00 and \$30.00 is acceptable.

**NOTE:** Although the Notice of Motion may require a two-third majority for approval, amendments to such motions only require a majority for approval.

21. How is Notice of Motion presented?

When a Notice of Motion is presented to a General Meeting, the member presenting it shall state: "At the next General Meeting (state month), I shall move or cause to move the following motion". The motion shall then be read out in its entirety and signed by the member presenting it and is not open to discussion until the next meeting. It should then be posted on the Branch bulletin board for information of all Branch members.

22. Can a Notice of Motion be dealt with if the mover of the motion is not in attendance at the meeting at which it is to be considered?

Yes. Another member may move its adoption (cause to move).

23. Can the members who move and second a motion speak against the motion or vote against it?

The mover of the motion may vote against it but may not speak against it; the Secunder of the motion may speak and vote against it.

24. Can Branch members employed by the Branch be Branch delegates District, Provincial Command or Dominion Command Conventions?

Yes. Branch employees may be Branch delegates. Provincial Command employees shall not be delegates to a Provincial Convention.

25. May paid employee of the Legion receive Honors and Awards at the level at which they are employed?

Yes - provided that the award is for service rendered other than for duty as a paid employee.

26. How many members are required to form a Ladies' Auxiliary to a Branch?

There is no specific number - this is left to the discretion of the Branch concerned

27. Is it in order for a nominating committee to submit two names for the same office?

Yes - if the committee finds the voting members to be in "good standing", they must put all the names forward.

28. Can a member who joins the Legion at the end of a year, paying dues only for the following year, and vote in elections in the current year?

No - members must have paid dues for the year in which the election is held.

## **AN ACT TO INCORPORATE THE ROYAL CANADIAN LEGION**

**AIM:** To ensure that members of the Legion understand the legal authority of the Legion and the power it has under this authority.

### **The Federal Statutes of Canada**

Chapter 84 of the Statutes of Canada 1948, as amended by Chapter 86 of the Statutes of Canada 1951, by Chapter 72 of the Statutes of Canada 1959, by Chapter 83 of the Statutes of Canada 1961, by Chapter 112 of the Statutes of Canada 1975, by Chapter 47 of the Statutes of Canada 1977-78, and by the Statutes of Canada 1980-81.

**WHEREAS** the persons hereinafter named have by their petition prayed that it be enacted as hereinafter set forth, and it is expedient to grant the prayer of the petition: Therefore His Majesty, by and with the advice and consent of the Senate and HOUSE OF COMMONS OF CANADA enacts as follows:

In this Act unless the context otherwise requires

### **Dominion Command By-Laws**

- (a) "DOMINION CONVENTION" mean the accredited delegates from Branches assembled in general meeting at a time and place to be specified by the preceding Dominion Convention or by the Dominion Executive Council.

### **Dominion Command and Dominion Executive Council**

- (b) "DOMINION COMMAND" means the supreme authority of the Legion, that is the Dominion Convention and, when it is not in session, the Dominion Executive Council.

### **Provincial Command and Provincial Executive Council**

- (c) "PROVINCIAL COMMAND" means the Provincial Convention and, when it is not in session, the Provincial Executive Council.

### **Branch and Charter**

- (d) "BRANCH" means a body of persons fulfilling the qualifications of membership who, having made petition to the proper Provincial Command, have been issued a charter by the Dominion Command.

### **Name and Change of Name**

The name of the Canadian Legion of the British Empire Service League hereinafter called "the Legion", is changed to The Canadian Legion, but such change in name shall not in any way impair, alter or affect the rights or liabilities of the Legion, nor in any way affect any suit or proceeding now pending, or judgment existing, either by, or in favor of, or name of the Legion, may be prosecuted, continued, completed and enforced as if this Act had not been passed, and any suit or legal proceeding that might have been commenced or continued by or against the Legion by its former name may be commenced or continued by or against it by its new name.

The name of The Canadian Legion, hereinafter called "The Legion" is changed to The Royal Canadian Legion, but such change in name shall not in any way impair, alter or affect the rights or liabilities of The Legion, nor in any way affect any suit or proceeding now pending or judgment existing, either by, or in favor of, or against The Legion which, notwithstanding such change in the name of The Legion, may be prosecuted, continued, completed and enforced as if this Act had not been passed, and any suit or legal proceeding that might have been commenced or continued by or against The Legion by its former name may be commenced or continued by or against it by its new name.

### **Purposes and Objects of The Legion**

- (a) To constitute an association of those persons who have served or are serving in Her Majesty's armed forces or any auxiliary force thereof, and of other persons who support the purposes and objects of the Legion, which association shall be democratic and non-sectarian and not affiliated to or connected directly or indirectly with any political party or organization;
- (b) To bring about the unity of all who have so served;
- (c) To further among them the spirit of comradeship and mutual help, and the close and kindly ties of active service;
- (d) to pass on to their families and descendants the traditions for which they stand;
- (e) To perpetuate the memory and deeds of the fallen and of those who die in the future;
- (f) To promote and care for memorials to their valor and sacrifice, to provide suitable burial, to keep an annual memorial day, to preserve the records and memories of their service and to see that such services shall not be forgotten by the nation;
- (g) To ensure that proper attention shall be paid to the welfare of all who have served and the welfare of their dependents and to see to the maintenance and comfort of those who require special treatment, particularly the disabled, sick, aged and needy, and to promote the welfare of their dependents;
- (h) To educate public opinion regarding national duties to the dead, the disabled and others who have served, and their dependents;
- (i) To foster loyalty among the public and education in the principles of patriotism, duty and unstinted public service.
- (j) To strive for peace, goodwill and friendship among all nations, at the same time advocating the maintenance by Canada of adequate and sufficient forces on
- (k) Land, sea and in the air for the defense of our country and for the discharge of those obligations which rest upon us by virtue of our partnership in the Commonwealth;

- (l) To support suitable undertakings for the training, employment and settlement of ex-servicemen and women, and the education of their children;
- (m) To preserve their statutory, acquired and legitimate rights, and those of their dependents and, in so doing to offer the Legion's co-operation to those officially charged with the responsibility of administering such rights by federal or other governments;
- (n) To assist comrades now serving, especially in connection with their return to civil life, and to safeguard the interests of their dependents while they are in service;
- (o) To assist ex-servicemen to secure not less than the recognized standard rates of wages;
- (p) To secure adequate pensions allowances, grants and war gratuities for ex-servicemen and women, their dependents, and the widows, children and dependents of those who are dead, and to labor for honorable provision being made for those who, in declining years, are unable to support themselves;
- (q) To cooperate with Commonwealth, Empire and Allied associations of similar aims and objects;
- (r) To establish, organize and regulate provincial and local bodies, or commands and branches in convenient centres throughout Canada and elsewhere;
- (s) To establish, organize and regulate provincial and local bodies of women for the purpose of assisting the Legion in seeing to the maintenance and comfort of disabled, sick, aged and needy ex-servicemen and women and their dependents, and to cooperate with the Legion in the promotion and carrying out of all aims and objects of the Legion, such a group to be known as a Ladies' Auxiliary of The Royal Canadian Legion;
- (t) To acquire, hold, sell or lease real and immovable, personal and movable property;
- (u) To raise and co-ordinate funds for assisting those mentioned in the preceding paragraphs, to provide for the administration of the Legion and its authorized Provincial Commands, Branches and Ladies' Auxiliaries, and to see that these and other funds raised for such purposes are applied to those purposes and none other;
- (v) To act generally on behalf of all those who have served in His Majesty's forces;
- (w) To encourage, promote, engage in or support all forms of national, provincial, municipal or community service, or any charitable or philanthropic purpose.
- (x) To engage only in activities which will be of credit and benefit to the community and which will encourage and promote the positive reputation of the Legion.

## **The Governing Body**

The governing body of the Legion shall be the Dominion Convention, and when it is not in session the Dominion Executive Council and the governing body shall have supreme jurisdiction in all matters consistent with the purposes and objects of the Legion, and its decisions on questions of policy and as to the courses of action to be taken in respect thereof shall be authoritative and binding upon all Commands, Councils and Branches.

## **Authority to Enact By-Laws**

The Dominion Convention may, from time to time, make, repeal, amend or re-enact By-Laws and rules consistent with the provisions of this Act for:

- (a) Defining the terms and conditions of membership in the Legion and the powers of suspension and expulsion of members and the rights, duties and privileges of all classes of members and the assessments and per capita taxes to be paid by members and method of collection thereof, and the issuing of membership cards;
- (b) The organization, management and administration of the Dominion Convention;
- (c) The organization of Commands, Councils and Branches throughout Canada and the setting up of regulations with respect to the manner in which such Commands, Councils and Branches shall conduct their affairs;
- (d) The setting up of Ladies' Auxiliaries in connection with Commands and Branches throughout Canada and the setting out of the powers of such Auxiliaries and regulations with respect to the manner in which they shall conduct their affairs;
- (e) The setting up of Provincial Conventions for each Provincial Command and the organization, management and administration of such conventions, and the organization of Provincial Conventions when such conventions are not in session;
- (f) Defining the jurisdiction of the Provincial Conventions and Provincial Executive Councils;
- (g) Organizing and setting up Branches and Commands of the Legion in the United States of America;
- (h) Defining the powers and rights of all Commands and Branches with respect to the acquiring, holding, mortgaging, pledging, leasing, selling, conveying or disposing of real or personal property;
- (i) Defining the official badges and insignia of the Legion;

- (j) Defining methods of banking, accounting and auditing to be used by Commands and Branches and defining the person or persons who shall have custody of the corporate seal of the Legion;
- (k) Authorizing Commands and Branches to have an individual seal and defining the design of such seal and the person who shall have custody of same;
- (l) Setting up special departments for the protection of particular sections of ex-servicemen or for the carrying on of special work for the benefit of ex-servicemen;
- (m) Setting out the composition and duties of the Dominion Executive Council, save as herein otherwise provided;
- (n) Setting out the composition and duties of the Provincial Executive Councils;
- (o) Assessing and levying per capita taxes and dues to be paid by Branches to Dominion and Provincial Commands;
- (p) Authorizing employment of servants and agents by Commands and Branches;
- (q) The appointment of committees and the designation of their duties;
- (r) The appointment, resignation, suspension, functions, duties and remuneration of all officers, servants and agents of the Commands and Branches;
- (s) The amalgamation, of two or more branches and the disposition of their property;
- (t) The voluntary winding up or dissolution of a Command or Branch, including the disposition of its property and the surrender of its Charter;
- (u) The revocation of the Charter of a Branch when its membership falls below a minimum number fixed by By-Law;
- (v) The appointment, powers, duties, indemnification and remuneration of Trustees where necessary by reason of the revocation or suspension of the charter of the powers of a Command, Branch or Auxiliary or the suspension of any officers thereof; and
- (w) Generally for carrying out the purposes and objects of the Legion.

### **Primary Unit Self Autonomy**

- (1) The primary unit of the Legion shall be the Branch and, save as herein otherwise provided, each branch shall exercise autonomy with regard to its affairs and shall have power to make By-Laws and Regulations to govern its activities so long as they are consistent with this Act and By-Laws passed under its authority.

- (2) Any Command or Branch may sue or be sued in its own name.
- (3) Except as herein otherwise provided, no Command shall have any rights in the property of any Branch or be liable for any of the debts or obligations of any Branch and no Branch shall have any right in the property of any Command or of any other Branch or be liable for any of the debts or obligations of any Command or of any other Branch.
- (4) The President of the Dominion Command may after enquiry and for cause clearly stated, revoke or suspend the charter or powers of any Command, Branch or Auxiliary or suspend any officers thereof and such action is appealable in accordance with By-Laws made in this regard.
- (5) The President of a Provincial Command may, with respect to his command after enquiry and for cause clearly stated, revoke or suspend the charter or powers of any Command, Branch or Auxiliary or suspend any officers thereof and such action is appealable in accordance with by-laws made in this regard.

#### **Vesting of Property in Provincial Command**

- (1) The real or personal property of any branch that has been wound up dissolved or suspended or the charter of which has been revoked or suspended, vests in the Provincial Command of the Province wherein the property is situated and only such property is liable for the debts or liabilities of such branch.
- (2) Upon the winding up or dissolution of any Branch, the property of that Branch shall not be distributed to or for the benefit of the members thereof.
- (3) The real or personal property of any Provincial Command that has been wound up dissolved or suspended or the charter of which has been revoked or suspended, vests in the Dominion Command and only such property is liable for the debts or liabilities of such Provincial Command.

#### **Power to Hold and Dispose of Property**

- (1) Any Command or Branch of the Legion may hold, possess or acquire by purchase, lease, exchange, donation, devise, bequest, endowment or otherwise any real or personal property necessary or useful for the carrying out of its purposes and objects, and subject to subsection (2), may hypothecate, mortgage, pledge, lease, sell, convey or otherwise dispose of such property in any manner.
- (2) No branch may, without the consent in writing of the Provincial Command having jurisdiction over the branch, hypothecate, mortgage, pledge, lease, sell, convey or otherwise dispose of its real or personal property, except in the ordinary and usual course of its activities.

- (3) Information required by command:
- i. Provide a copy of all the options that were available
  - ii. The minutes of the meeting where the options were discussed (include the reasons for reaching the decision)
  - iii. Notice of Motion
  - iv. Property assessments and appraisals
  - v. Synopsis of the real estate market in the area
  - vi. Offers to purchase, etc.
  - vii. Future plans
  - viii. Interim plan
  - ix. Current financial arrangements
  - x. Minutes of the meeting where the Notice of Motion was discussed. Including the number in attendance result of the vote.

### **Power to Borrow and Invest Money**

The Dominion and Provincial Commands and any Branch may, as and when required, for the purposes and objects of the Legion:

- (a) Borrow money upon the credit of the respective Command or Branch;
- (a) Make, accept, draw, endorse and execute bills of exchange, promissory notes and other negotiable instruments;
- (b) Issue bonds, debentures or other securities and pledge or sell the same for such sums or prices as may be deemed expedient;
- (c) Invest the funds of the respective Command or Branch in such manner and upon such securities, as it may deem advisable.

### **Ladies' Auxiliaries and By-Laws**

- (1) Subject to provisions of this Act, any Command or Branch may set up a Ladies' Auxiliary in connection with and under the control of the respective Command or Branch.
- (2) Ladies' Auxiliaries shall be governed by the By-Laws passed by such Auxiliaries but such By-Laws shall not become effective unless they conform to the purposes and objects of the Legion and only if they have been approved by the respective Branch and the Provincial Command having jurisdiction.

## **Trade Marks**

The following are trademarks of the Dominion Command, namely,

- (a) The words “Canadian Legion” and “Legion”;
- (b) The badge depicted in Schedule 1;
- (c) The poppy or representation thereof depicted in Column 1 of Schedule 11 and having the colors described in Column 11 thereof;
- (d) The ties or representations thereof depicted in Column 1 of Schedule 11 and having the colors described in Column 11 immediately opposite thereof;
- (e) A Provincial Command or Branch wishing to produce an item which includes a Legion trademark must submit a drawing or description of the product to Dominion Command for approval;
- (f) If approved, notice of such will be advised by letter and a listing of licensed manufacturers will be included from which the Provincial Command or Branch is free to select the manufacturer of choice;
- (g) The selected firm, upon seeing the letter, will know that the production of the desired trademarked item has been approved;
- (h) All license holders are required to report the products produced to Dominion Command;
- (i) Printed material - the type of stationery supplies considered to be exempt from the licensing process are: By-laws, manuals, convention reports and proceedings, folders for meetings, business cards, branch welcoming/guest ribbons and other “consumables”. In other words, material required for a Legion entity to carry out administrative functions is not subject to the licensing policy; and
- (j) Durable goods - material such as sports crests, pins, medals, clothing, souvenirs, name plates, etc. that bear a Legion trademark are subject to the licensing policy. Put another way, goods where there is a charge, be it to an individual, committee or branch, can be anticipated for these items. In so far as the license fee is concerned, it does not apply to Legion entities, but to the manufacturer who produces the goods and/or service. It is anticipated that this fact will be taken into consideration during price negotiations.

The list of licensed manufacturers is being distributed to all branches and printed in the Reveille Newspaper, which is also distributed to all Branches.

**ALBERTA-N.W.T. COMMAND**  
**THE ROYAL CANADIAN LEGION**  
**COMMAND POLICY**

**A. GENERAL**

1. A Command Officer is the elected Sub-Executive officers, District Commanders, Deputy District Commanders, the Immediate Past President, the Honorary Solicitor and any honorary officers as appointed during a term are the Executive Council.
2. All Command Officers shall exercise due diligence in the performance of their duties. It is the duty of all Command Officers, to report to Council any and all Branch problems that become apparent to them. Any Branch problems or complaints against members should be outlined immediately to the appropriate District Commander.
3. No elected or appointed officer at Branch, District or Command level may hold office at more than one level of the organization. In clarification, on election to a higher position in the Command structure, said electee will vacate any lower position held.
4. An Immediate Past President is not an elected officer and as such may hold an executive position at any lower level during the term. Any officer is free to seek office at higher level and, if successful, may also serve as a member of any Committee at the lower level.
5. Relatives of Command officers shall not serve on the same Command Committees.
6. If a meeting is to be opened by ritual, then Legion dress will be the order of the day. Whether or not a meeting is to be opened by ritual is to be stated in the Meeting Notification.
7. The current Dominion Command Ritual and Insignia Manual Chapter 1, governs the wearing of Medals for meetings.
8. Council duties and training sessions take precedence over committee duties and/or Branch visitations.
9. If invited, the Command President will ensure that Alberta-N.W.T. Command is represented at the British Columbia, Saskatchewan, Manitoba/N.W.O., and Montana Conventions.
10. Only one representative and spouse/guest will be authorized to attend at Command expense.
11. Should a dispute arise between a Branch and its Auxiliary, which dispute if unresolved may, in the opinion of the Command President, prejudice the general welfare of the Legion within the Command, such dispute may be referred by the Command President to Command Council for final resolution.

12. All cases of ill health of District or Deputy District Commanders are to be reported to Command Council for decision regarding appointed or elected replacement.
13. All requests for Command Officer Attendance at Branch functions are to be directed to the Command office on the proper form. Following approval by the Command President, confirmation of attendance will be forwarded from the Command office to the Branch concerned, with copies to the applicable District and Deputy District Commanders.
14. Any Committee Chairman desiring a financial report of a Committee will submit request to the Command office at least two weeks in advance of the date the said Chairman requires the report.
15. Recommendations for approval of the Meritorious Service Medal, the Meritorious Service Award (L.A.), Palm Leafs and the Friendship Award shall be made by the Honors and Awards Committee and ratified by Executive Council.

The process will be as follows:

- Application will be faxed to District Commander who will annotate recommendation and fax to Committee Chairman.
- Committee will approve or reject.
- Notification of outcome will be sent to District Commander.

All other awards will be approved by the Command Secretary/Chief Administrative Officer.

16. The Expense Policy is part of the Command Policy.

## **B. MISCELLANEOUS**

1. Poppy Honor Boxes will be distributed by Branches (to stores, banks, etc.) in accordance with Dominion Command By-Laws.
2. When called upon, the Deputy District Commander will assist the District Commander to enforce Command Bylaw requiring filing of reports.
3. The Command President is responsible for the overall operation of the Command.
4. The Command Secretary/Chief Administrative Officer, who is in effect the general office manager, is responsible for the efficient operation of the Command Office and is directly responsible to the Command President.

### **C. OFFICE HOURS**

The office working hours shall be 8:00 a.m. to 12:00 and 1:00 to 4:00 p.m. daily, Monday to Friday; with the exception of paid holiday observances and/or other duly authorized holidays.

### **D. INSURANCE**

Command will provide insurance coverage for Command Officers as follows:

#### **Coverage:**

Provides benefits for the volunteer worker in the event of injury while acting in a capacity as a volunteer worker under the direction of Command. Includes travel to and from the worker's residence and the location of volunteer work.

#### **Benefits:**

1. \$50,000.00 Accidental Death; Dismemberment, Paralysis, including loss of speech or hearing.
2. Weekly indemnity to a maximum of \$300.00 "applicable to those insured personal under the age of 65 who are gainfully employed on a full time or part time basis."
3. Dental Expenses: Covers expenses incurred within (52) weeks from the date of the accident, to a maximum of \$1,000.00.
4. \$2,000.00 Accident Reimbursement expense; Provides for private duty nursing, ambulance, excess hospital, physiotherapist, prescription drugs and rental of a wheelchair or other durable equipment for therapeutic treatment.

#### **Note:**

1. Volunteer (basically the only way Command can be covered) includes Command Officers.
2. This should be reviewed and updated annually by the Finance Advisory Committee.

### **E. STATEMENT OF POLICY ON ALCOHOL AND DRUG ABUSE**

The Command recognizes alcoholism and other drug abuses as treatable health problems covered under regular sickness benefits. Command Officers/Volunteers affected are expected to seek treatment as they would for any other illness, which impairs performance of their work. Command will assist employees in securing treatment through the facilities of the Alberta Alcoholism and Drug Abuse commission or other available facilities.

The Command Officers/Volunteers agree to the release of confidential information to the Command, relative to the progress of his/her treatment, by an official counsel or of the Alberta Alcoholism and Drug Abuse Commission.

If the Command Officers/Volunteers fail to accept and respond to treatment, and as a result his/her work performance deteriorates, the Command Secretary/Chief Administrative Officer will make recommendation to Command Council regarding possible termination of his/her employment.

All procedures under this policy will be handled on a confidential basis.

The Procedure to be followed is:

- The Command Secretary/Chief Administrative Officer or other administrative personnel will identify, at the earliest possible opportunity, those employees whose habits are repeatedly impairing job performance and inform the Command President, in writing, of the circumstances relating to the concern expressed, on a confidential basis.
- The Command President shall designate that person who will counsel the Command Officers/Volunteers (following the suggestion outlined in the "Current Guidelines").
- The designated person will counsel the Command Officers/Volunteers (following the suggestion outlined in the "Current Guidelines") and will give him/her a limited time to make up his/her mind on whether or not he/she is willing to seek treatment.
- If the Command Officers/Volunteers are not willing to seek treatment, the designated person will advise him/her that continuation of poor performance will result in disciplinary action. The designated person will then prepare a written report and forward it to the Command President. The Command Secretary/Chief Administrative Officer will monitor job performance and if there is evidence of continued poor performance will file a report to the President and outline disciplinary action required which may include any or all of the following: further counseling, written warning, suspension and termination.
- If the Command Officers/Volunteers are willing to seek treatment, the Command President will direct the Command Secretary/Chief Administrative Officer to arrange professional assessment and treatment - normally to the Alberta Alcoholism and Drug Abuse Commission. He/she will notify the Command President of the action taken. He/she will also arrange for reports from the Commission on the patient's progress.
- If the referred Command Officers/Volunteers do not accept or respond to treatment, the Command Secretary/ Chief Administrative Officer will advise the President, the appropriate action to be taken.

- If the Command Officers/Volunteers performance does not improve, the President, will take the appropriate disciplinary action.

The procedure outlined provides for identification of situations in which problem drinking or drug abuse behavior is repeatedly impairing an employee's ability to perform his/her duties and for early referral to treatment.

Problem drinking and Drug Abuse are only two of the many "people problems" with which the Command Secretary/Chief Administrative Officer must deal in the regular course of his/her duties, and it should be handled as such. All Command administrative personnel should make themselves very familiar with the "Current Guidelines" published by the Alberta Alcoholism and Drug Abuse Commission.

## **F. PROTECTION OF PERSONAL INFORMATION**

The Royal Canadian Legion is covered under the Personal Information Protection Act (PIPA).

This act states that no personal information may be sold without the express consent of the person involved. We are not allowed to sell any mailing lists to anyone without the approval of our members. We do not do this anyway.

Officers of this Command should be aware that information made available to them about any member through any process within the Command should be kept within the confines of the particular committee or report and should not be discussed as a matter of fact away from that particular situation.

### **Note:**

Should you make information available that embarrasses or compromises a member to the point that litigation is undertaken against you, the Command assumes no responsibility to defend you or to provide any funds that will assist in your defense.

## **EXPENSE POLICY**

This expense policy is applicable to Command Officers, Employees and appointed members of special Command committees on approved Alberta-N.W.T. Command business.

### **1. GENERAL**

1. The nature of a visit must be clearly indicated on the request form. (This is required for budget and audit purposes.)

2. Per diem rates shall be as follows:

If overnight accommodation is essential, the per diem rate shall be \$62.50 plus the cost of accommodation when accompanied by an authorized receipt.

Functions not requiring overnight stay will be paid one day per diem, \$62.50.

Functions requiring four (4) hours or less shall be paid half a day per diem, \$31.25.

The per diem rate for out-of-province travel shall be \$70.00 (USA travel will be \$70.00 U.S.) plus the cost of accommodation when accompanied by an authorized receipt.

All flights and hotel rooms required for Conventions and council meetings are to be booked through the Command Office.

3. After 650 km, one way, accommodations and one day per diem (\$62.50) will be paid, if prior approval is received for Council members and others.

4. Approved travel expenses are to be allowed as follows:

- Automobile - 45c per kilometer.

- Train, bus or plane, if necessary, accompanied by authorized receipt.

- Taxi charges and parking are an authorized expense.

5. Past Presidents are invited to Alberta-N.W.T. Command Conventions at the Command's expense after their term as Immediate Past President.

6. Mileage, within Alberta-N.W.T. Command borders, to a maximum four (4) days per diem expenses are authorized for Command Past Presidents when attending Alberta-N.W.T. Command Conventions.

7. If invited, the Command President will ensure that Alberta-N.W.T. Command is represented at the British Columbia, Saskatchewan, Manitoba/N.W.O., and Montana Conventions.

- Only one representative and spouse/guest will be authorized at Command expense.
  - Approved attendance at out-of-Command conventions will be reimbursed in accordance with this policy.
- 8. As directed by the President, newly elected District and elected Deputy District Commanders are authorized to claim mileage, accommodation and per diem expenses when attending Command Convention.
- 9. With prior approval from the Command President, Deputy District Commanders may be paid per diem expenses, if acting as stand-in for the District Commander.
- 10. If invited by the Branch concerned, expenses for District and Deputy District Commanders attending funerals of serving Branch Presidents in their respective District are authorized.
- 11. Expenses for attendance at other Legion type funerals may be authorized with prior approval of the Command President.
- 12. Expenses for attendance at purely social functions within the Legion are not authorized unless attending at the request of the Command President. Only one Command Officer may attend a Branch social at Command's expense.
- 13. Council members or Deputy District Commanders are authorized to claim ½ per diem expenses, only (\$31.25), when attending his/her own branch on approved business, mileage is not paid.
- 14. It is a responsibility that every District has, or establishes a fund to meet such expenses that are not an allowable expense under this policy such as: sports crests, ice rentals, stationary and postage, etc.
 

**NOTE:** Frames for Literary and Poster certificates are an allowable expense under Poppy Funds.
- 15. Prior to the adjournment of each committee meeting, the Committee Chairman will declare the expenses allowed for each by the Committee Chairman prior to submission and payment.
- 16. Expense vouchers must be completed in detail, be legible, all receipts attached and must be submitted monthly. Failure to comply may result in delay or non-payment of expense.
- 17. Executive Council expenses are submitted to the Command Office for payment.
- 18. Command Secretary/Chief Administrative Officer's expenses are forwarded to the Command President for approval.

- Office
19. Committee member's expenses are to be forwarded to their respective committee chairman for approval who forwards to the Command for payment.
  20. Deputy District Commander's expense vouchers are to be forwarded to their respective District Commander for approval who forwards to the Command Office for payment.
  21. Deputy District and District Commander sports expense vouchers will be forwarded to the Command Office for payment.
  22. Registration fees for Conventions and Rallies are an approved expense.
  23. The Financial Advisory Committee shall be the adjudicating authority on expenses.
  24. Appeal against a decision of the Financial Advisory Committee can be made to the Executive Council.

## **2. RALLIES DISTRICT**

1. At the discretion of the District, Command authorizes two District Rallies per District each year.
2. Only one invited Command Officer will be authorized by the Command President, to attend spring District Rallies, at Command expense.

## **3. BUDGET**

1. District budgets will be submitted, to The Finance Advisory Committee who will properly scrutinize all budgets before they are presented to the Sub- Executive Council for approval.
2. The District Commander together with the Deputy District Commander will submit a budget to the Treasurer and Accountant no later than October 15.
3. Each Chairman of a Standing Committee will submit a detailed budget for the Committee to the Treasurer and Accountant no later than October 15.

Approved budget amounts must be adhered to. Authorization for additional amounts must be pre-approved by the Treasurer.

#### **4. BRANCH EVENTS**

1. It is not considered necessary for Command Officers to conduct Branch elections unless outlined on the Request for Visit by an Alberta-N.W.T. Command Officer form and they must have prior authorization from the Command President.
2. Branch installations need not necessarily be performed by a current Command Officer.
3. This does not preclude a branch from covering the expenses of any current or past officer they wish to perform the duty.
4. If a Deputy District or District Commander is not the installing officer they may attend at Command expense and it will be recorded as a branch visit and deducted from their budget.

## INSTALLATION INFORMATION PACKAGE

1. **Executive List**
  - Name
  - Position/Chair
  - Phone Number
  - Address
  - Appointed Positions
  - Padres
  - Branch Manager
2. **General Meeting Agenda**
  - Executive Meeting Agenda
3. **Branch By-Laws**
4. **Position/Chair**
  - Job Description/Terms of Reference
5. **Responsibilities of Members**
6. **House Rules**
7. **Meeting Dates**
8. **Command Mailing List**
  - Complete with District and Deputy District Commanders
9. **Manual of Information**

\*This package should be put together for each Executive Officer and member and presented at Installations.