

BRANCH 641 (ONT.) BY-LAWS

ARTICLE I

ORGANIZATION & INTERPRETATION

101. This organization shall be known and designated as BARRHAVEN (ONT. NO. 641) BRANCH of ONTARIO PROVINCIAL COMMAND of THE ROYAL CANADIAN LEGION and may be hereinafter referred to as "THE BRANCH" and THE ROYAL CANADIAN LEGION may be hereinafter referred to as "THE LEGION".

102. Unless otherwise stated within these By-laws, all matters of interpretation will be referenced to the General By-Laws of the Royal Canadian Legion and the General By-Laws of Ontario Provincial Command.

103. The purposes and objects of The Branch shall be as set forth in:

- (a) The Act to Incorporate the Legion;
- (b) The General By-Laws of the Legion; and
- (c) The General By-Laws of Ontario Provincial Command of the Legion.

104. Masculine words used in these By-Laws shall include the female gender. |

ARTICLE II

MEMBERSHIP

201. The Qualifications and Classifications of Membership shall be as set forth in the General By-Laws of The Legion.

202. A member in arrears as of 31st January of the current year is not in good standing for any purpose including participation in Legion Sports. Once yearly membership dues have been paid, the member is considered to be "in good standing."

203. It shall be the responsibility of the Membership Chairman and the Membership Committee of The Branch, when an application for membership or reinstatement is submitted, to ensure the correctness of the facts contained in the application, and to thoroughly investigate the applicant's character, evidence of eligibility and suitability for membership in The Legion, and to report the findings to the General Meeting of The Branch.

204. All prospective new members should undergo formal Orientation prior to installation. |

ARTICLE III

OFFICERS / EXECUTIVE COMMITTEE

301. Officers of The Branch shall be the President, Immediate Past President, 1st, 2nd & 3rd Vice Presidents, Secretary, Treasurer and Sergeant at Arms.

302. The positions of Veterans Service Officer and Chairman shall be appointed by the President subject to the approval of the Executive Committee and the membership at the next General Meeting, and shall be members of the Executive Committee.

303. The Executive Committee shall consist of all Officers and the Executive Members, together with such other voting members as may be appointed in accordance with these By-laws for a one year period. |

304. The Executive Committee shall have the power to add to its numbers, by motion at a meeting, with such additional voting members as may be deemed advisable, provided that such additions shall become effective only upon the approval of The Branch at it's next General Meeting. The effective date of appointment shall be deemed to be the date of the Executive Meeting at which the appointment was made.

305. No member who is a full time, regular part-time or elect to work, employee of any Branch, or Command, or any organization thereof, who receives directly or indirectly any salary or wages for or on account of any service rendered to the Branch or Command or organization thereof, shall be eligible to hold any Executive position in The Legion.

306. Insofar as it may relate to the operations of the functions of The Branch and subject to the control of the General, Special General or Annual Meetings; the Executive Committee shall have all the powers of The Branch except to appoint auditors or amend By-Laws.

307. Any member of the Executive Committee, who is absent from three (3) consecutive, or any five (5) regular meetings of The Branch and/or Executive Committee within any twelve (12) month period, unless granted leave of absence by the President, shall cease to be a member of the Executive Committee upon the passage of a motion to that effect by the Executive Committee.

308. In the event of a vacancy in the office of President, 1st Vice President, 2nd Vice President or the 3rd Vice President, the automatic succession for filling these vacancies shall be as follows:

(a.) The office of President shall be filled by the 1st Vice President.

(b.) The office of 1st Vice President shall be filled by the 2nd Vice President.

(c.) The office of 2nd Vice President shall be filled by the 3rd Vice President.

(d.) The office of 3rd Vice President shall be appointed by the President from the Executive Members.

(e.) The office of Executive Member may be appointed by the President. |

Such appointments shall be subject to confirmation by the membership of The Branch at its next General Meeting.

ARTICLE IV NOMINATIONS

401. Members must be informed at least two General Meetings in advance of the date, time and place of the Annual General Meeting.

402. The President shall; with the approval of the Executive Committee; appoint a Chairman of the Nominating Committee at least two General Meetings in advance of the Annual General Meeting, and his duty shall be to: |

(a.) form a Nominating Committee,

- (b.) prepare and make available, the nomination papers;
- (c.) ensure that all nominations conform to the procedures;
- (d.) ensure that all nominees are eligible to stand for election;
- (e.) prepare and make available the necessary ballots for distribution at the Annual General Meeting; and
- (f.) provide The Branch Secretary with a list of the nominee's for circulation to all Branch members.

403. The Nominating Committee as a whole shall be empowered to nominate eligible candidates.

404. A Member, wishing to place his name or that of another voting member before the Annual General Meeting for election to any office, must submit the nomination in writing to the Chairman of the Nominating Committee, prior to the start of the General Meeting held immediately prior to the next Annual General Meeting.

405. Nominations must be made on the prescribed form. It must bear the signature of only one nominator; and the signature of the nominee, who by affixing their signature, gives consent to the nomination. The Nominator must be a member in good standing..

406. The Branch Secretary shall be responsible for posting the list of nominations for the Officers and Executive Members of The Branch on the notice board in the Clubroom prior to the General Meeting immediately preceding the next Annual General Meeting.

407. To gain admission to the Annual General Meeting each voting member must present their current Membership Card or a receipt for dues paid and shall receive the required number of ballots. The ballots shall be of different colours or shall bear a letter or number to distinguish each vote held for each office. No ballots will be provided to Non Voting Members in attendance.

408. The Zone Commander, Deputy Zone Commander, or an authorized delegate, will act as the Election Chairman.

409. To be eligible for the office of President or Vice President, a member must have previously served one year on the Executive Committee of The Branch. |

410. Eligibility for other offices:

(a.) To be eligible for election to the Executive Committee, a member must hold membership as a Life, Ordinary, Associate, or Affiliate Voting member, and be in good standing.

(b.) A member, as described in Sub-Paragraph (a.) of this section, must have been a Legion member for the twelve (12) month period immediately preceding the date of closure for nominations. |

(c.) A member, as described in Sub-Paragraph (a.) of this section, must have attended a minimum of three (3) General, Special or Annual Meetings, or a combination thereof, during the twelve (12) month period immediately preceding the date of closure for nominations.

In addition, a voting member may be nominated for a maximum of two offices, and their name must appear on the ballot for each office for which they are a candidate.

411. Any paid employee, who is an eligible voting member of Branch 641, may be nominated for a position on the Executive Committee. No member who is a full-time, regular part-time or elect-

to-work employee (formerly known as casual) of any Branch, or Command or any organization thereof, who receives directly or indirectly any salary or wages for or on account of any service rendered to The Branch or Command or any organization thereof, shall hold any executive position in the Legion. If an employee is successful in his bid for office, he must resign his paid position before his term of office can commence.

412. There is no advance poll and nominations will not be reopened at the election meeting excluding nominations for the position of Branch President, which may only be reopened at the Annual General Meeting in the event that there is no member nominated for this position at the close of nominations for the present term as prescribed elsewhere in these By-Laws.

ARTICLE V ELECTIONS

501. Annual elections of Branch Officers shall take place at the Annual General Meeting held during the month of April and proper notification will be given to the Zone. |

502. The offices of President, First, Second and Third Vice President, Sergeant at Arms, Secretary, Treasurer, and Executive Members shall be elected, unless acclaimed. |

503. Voting shall be by secret ballot. A majority of ballots cast is required, except in the case of the election of Executive Members, as specified elsewhere in these By-Laws.

504. In order to be elected to Office, nominees must be present, or have submitted written intent to stand. The nomination form, signed by the nominee, constitutes "written consent".

505. Where more than two (2) candidates are running for the position of Branch Officer, the low nominee on each ballot shall be dropped, until a majority vote is rendered.

506. If more than six (6) members are nominated for the position of "Executive Member", the six nominees receiving the highest number of votes in one ballot shall be elected. A tie of votes resulting in the seating of more than six nominees shall necessitate a subsequent vote(s) involving the tied members until all six positions are filled by a clear majority.

507. The installation of all Branch Officers and Executive Members shall take place immediately following the election process. The effective date of the new Executive Committee shall be the 1st day of June of the year in which the installation process was performed. |

508. The positions of "Veterans Service Officer", Chairman, "Chaplain" and "Legal Advisor" shall be appointed by the President and presented to the Executive Committee for ratification subject to the confirmation of The Branch as soon as practicable after the start of the new term.

509. The position of "Branch Auditor" shall be recommended by the Executive Committee and subject to approval at the June General Meeting. |

ARTICLE VI

EMPLOYEES

601. All employees of The Branch shall be hired by, and be under the direction of the Executive Committee, unless otherwise stated within these By-laws.

602. The Executive Committee shall have the authority to hire or dismiss any employee. All such actions shall be in compliance with the current Labour and Employment Standards Acts of the Revised Statutes of Ontario.

603. All employees of The Branch shall be given direction in the day-to-day operation of The Branch by the President or a designated alternate. For purposes of this section, hourly bar staff shall be under the day-to-day direction of the Chief Bar Steward.

604. Termination: |

(a.) Notice of Termination shall be in compliance with the latest edition of the Employment Standards Act and any other relevant legislation in Ontario.

(b.) All hiring, terminations and conditions of employment must be in accordance with federal and provincial laws, including the Human Rights Code. This includes notice on termination and pay in lieu of notice.

605. When required, the President shall establish a Selection Committee consisting of three (3) Executive Committee members. The Committee shall conduct interviews of applicants for the subject Branch vacancy and provide its recommendations to the President. The President shall present the recommendations of the Selection Committee to the Executive Committee for their consideration and final decision.

ARTICLE VII COMMITTEES

701. The Chairmen of the following Standing Committees, or others as may be required, shall be members of the Executive Committee and shall be appointed by the President following the Annual Election Meeting. |

(a.) Finance

(b.) Training and Organizational Development

(c.) Legion Seniors

(d.) Membership

(e.) Poppy Trust Fund

(f.) Public Relations

(g.) Sports

(h.) Poppy Campaign

(i.) Veterans Services

(j.) Youth Education

(k.) Track and Field

(l.) Honours & Awards |

702. The Chairmen appointed to the above standing committees are subject to approval of the membership at the next General Meeting upon the recommendation of the Executive Committee.

703. The Chairmen of Standing Committees shall have the power to add to their committee, such other members of The Branch as may be needed in addition to those mandatory members specifically identified elsewhere in these By-Laws.

704. The Chairman of any other committee must be a voting Branch Member in good standing. The make-up of the balance of any Committee may be members in good standing of The Branch who may be chosen by the Committee Chairman.

705. Special Committees: |

(a.) The President may, from time to time, appoint Committees or individuals to carry out any of the advisable or necessary functions of The Branch, subject to the approval of the Executive Committee at the next Executive meeting.

(b.) Some of the Special Committees established in The Branch are: |

- (1.) Hospitality
- (2.) The Advance/Website
- (3.) Ways and Means
- (4.) Bar Officer
- (5.) Fundraising
- (6.) Entertainment
- (7.) Housing

706. The Treasurer shall be the Chairman and the Bar Officer, with three additional comrades, shall be members of the Finance Committee. |

707. The Veterans Service Officer shall be a member of the Poppy Trust Fund Committee.

708. All Committee Chairmen shall be required to draft and submit proposed budgets for the current term no later than 30th June, to the Finance Committee for their review and recommendations to the Executive Committee. |

709. All reports from Committee Chairmen shall be presented in writing to the Executive Committee relating to the business arising from their committee, including their immediate past, present and future plans and activities. |

710. New business requiring development and/or planning, shall be referred to the appropriate committee and reported in due course by the Chairman of said Committee to the Executive Committee together with a written report containing their recommendations.

711. No Committee or member shall have the authority to bind The Branch in any way through written or verbal contracts or agreements excluding those provisions contained elsewhere in these By-laws.

ARTICLE VIII DUTIES of OFFICERS/OTHERS

801. President:

The President, or Designate shall:

(a.) preside at all meetings and enforce order and strict observance of the By-Laws in the absence of the Branch Chairman, except that the Zone Commander or his designate shall act as Chairman for the conduct of elections at the Annual General Meeting and such member may act;

(b.) exercise general supervision and control over the Executive Committee and business of The Branch and shall call meetings of the Executive Committee or of The Branch (subject to the provisions contained elsewhere in these By-laws) when considered advisable;

- (c.) when acting as Chairman, have the casting vote when there shall be an equal division on any question, provided he has not previously voted;
 - (d.) at the start of the term appoint and advise each Standing Committee Chairman of his duties and limitations;
 - (e.) determine if a complaint against a member is properly lodged as per the General By-Laws of The Legion;
 - (f.) attend all Zone Conventions, Zone Presidents and Zone Council meetings;
 - (g.) ensure the Branch is represented at Zone and District Conventions;
 - (h.) be ex-officio, a member of all Committees except the nominating and complaint committee;
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- (i.) transact such other business as may pertain to his office.

The rights and powers vested in the President shall, in his absence or his inability to perform such duties, be vested in the next senior Vice President who is available to perform these duties.

802. Vice President(s):

The Vice President(s) shall:

- (a.) attend committee meetings when required;
- (b.) train for the office of President;
- (c.) be a Zone and District delegate;
- (d.) assist the President and understudy him in all his functions;
- (e.) chair a General or Executive meeting of The Branch in the absence of the Branch Chairman and President, or at the latter's request;
- (f.) have knowledge of the Ritual and Insignia Manual, the General By-Laws, Branch By-Laws, Legion Officers Manual, etc.. |

803. Secretary:

The Secretary shall:

- (a.) keep a record of the proceedings of meetings, whether of The Branch or Executive Committee, in special books kept for that purpose, and via electronic recording means;
- (b.) be required, at every business meeting, to have the proper Minute and Record books, and also have all other necessary books and correspondence, relative to the business likely to be transacted at that meeting;
- (c.) ensure that The Branch records remain on file and are stored for safekeeping;
- (d.) communicate with the President and keep the Branch Officers and Executive Members informed of Branch business;
- (e.) maintain a proper file system for all correspondence and other matters as it may relate to The Branch;
- (f.) upon receiving a complaint against a member of The Branch, immediately bring it to the attention of the President and acknowledge receipt to the complainant as either being properly lodged or not as determined by the President;
- (g.) serve a copy of the properly lodged complaint on the member against whom the complaint was lodged within seven (7) days;
- (h.) be the custodian of the seal of The Branch.
- (i) Shall supply to each new member upon initiation:
 - (1.) A copy of the General By-Laws of the Royal Canadian Legion.
 - (2.) An official Royal Canadian Legion Badge.
 - (3.) A copy of the Ontario Command Provincial By-Laws.
 - (4.) A copy of Branch By-Laws. |.

804. Treasurer:

The Treasurer shall:

- (a.) maintain a full set of Financial Books;
- (b.) ensure that all funds are deposited at the earliest opportunity in an account in the name of The Branch at a Chartered Bank of Canada, Trust Company, Credit Union or Caisse Populaire, as directed by The Executive Committee;
- (c.) ensure that all monies received and held for future deposit are safely stored on the premises;
- (d.) make all financial records available upon request;
- (e.) review the cost and the selling price of all commodities on a regular basis and make

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recommendations to the Finance Committee re adjustments and changes to price schedules;

- (f.) keep a current electronic back up copy off site of all financial records.

All financial records shall be in a format which is consistent with generally accepted accounting principles.

805. Sergeant at Arms:

The Sergeant at Arms shall:

- (a.) assist the President in maintaining order during Branch meetings and ensuring that only those eligible are permitted to attend the meetings;
- (b.) ensure that the exterior flags are flown at half mast when appropriate;
- (c.) be responsible for the Branch colours and insignia;
- (d.) be responsible for performing ceremonial duties as required;
- (e.) perform other duties as assigned by the President. |

806. Branch Chairman:

The Branch Chairman shall:

- (a.) preside at all meetings and enforce order and strict observance of the By-Laws, except that the Zone Commander or his designate shall act as Chairman for the conduct of elections at the Annual General Meeting every two years and such member may act;
- (b.) have the casting vote when there shall be an equal division on any question, provided he has not previously voted;
- (c.) determine that the meeting is legally constituted;
- (d.) ascertain that a quorum is present at the meeting as per these By-laws;
- (e.) enforce the observance of all rules for the orderly conduct of a meeting;
- (f.) expedite business in every manner compatible with the rights of the members;
- (g.) perform such other duties as the meeting may properly direct or the rules of Procedure may require.

ARTICLE IX

MEETINGS

901. Any Ordinary, Associate, Affiliate Voting or Life Member in good standing may attend and vote at any General, Special or Annual Meeting. Affiliate Non-Voting Members can attend and speak at meetings but cannot move or second a motion, vote or hold office, chair a committee or sit on a complaint committee.

902. Executive Committee meetings will be held on the 1st Saturday of each month unless changed by the President. If a date change is made, the members of the Executive Committee

must be given a minimum of seven days notification. Special meetings may be held at the call of the President or upon the request of a majority of the Executive Committee. |

903. A majority of the Executive Committee must be in attendance to constitute a quorum for an Executive Committee Meeting. A majority for this part is defined as 50 percent of the Executive Committee members plus one.

904. General Meetings shall be held on the third Tuesday of every month excluding July and August. The meeting date may be changed by the Executive Committee provided that the

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membership has been given a minimum of seven days notification prior to the regular date of the meeting.. |

905. When the meeting date of an Executive, General or Annual Meeting falls on a recognized Statutory Holiday, the meeting will be held on another declared date, provided that sufficient notice (minimum seven (7) days) has been given.

906. For General or Annual meetings, a quorum consisting of ten (10) eligible Branch voting members, plus 50% of the Executive Committee, shall be required, and the meetings shall conclude within a two (2) hour period unless a new end time is passed by majority vote of those voting members present during the course of the meeting. |

907. When elections take place at the Annual General Meeting any other business may be temporarily suspended by the Chairman of that meeting to allow for the continuation of the election process.

908. A Special Meeting of The Branch May be called:

(a.) by the Executive Committee or by a petition, signed by 10 percent of the voting members, provided at least seven (7) days notice has been given to all members. Ten days written notice is required if mortgaging, leasing or conveying of Branch property is to be discussed.

(b.) If notice of any meeting has been published in the previous issue of The Branch Newsletter (The Advance), then sufficient notice shall be deemed to have been given, with the exception of a Special Meeting where mortgaging, leasing or conveying of Branch property is to be discussed. In this case written notice must be given to all members by mail.

909. The Branch Chairman, or in his absence, the President, or the latter's designate, shall preside at all Executive, General, Special, and Annual Meetings unless otherwise provided for in these By-laws.

910. In all matters of procedure not provided for in the by-laws of any command or The Branch, the provisions of the Legion's "*Rules of Procedure for Legion Meetings*" shall apply. In all cases where these rules do not make adequate provision, then and then only "Robert's Rules of Order" shall apply.

911. The order of business for General, Special and Annual meetings shall be as follows:

(a.) General Meetings:

- (1.) Call to order by the Chairman
- (2.) Opening Ceremony
- (3.) Initiation of New Members

- (4.) Minutes of the previous Executive, General, Special General or Annual meetings
- (5.) Business arising from those minutes
- (6.) Treasurer's Report
- (7.) Sergeant at Arms Report
- (8.) Cadet Corps Liaison Officers Reports
- (9.) Correspondence
- (10.) Reports of Standing Committees
- (11.) Reports of Special Committees (if applicable)
- (12.) Resolutions of which previous notice of motion was introduced
- (13.) Tabling of Notices of Motions re Resolutions

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- (14.) Unfinished Business
- (15.) General and New Business
- (16.) Motion of Adjournment, and
- (17.) Closing ceremony

(b) Special General Meetings

- (1.) Call to order by the Chairman
- (2.) Opening Ceremony
- (3.) Special business for which the meeting has been called, and
- (4.) Closing ceremony.

(c) Annual Meetings

- (1.) Call to order by the Chairman
- (2.) Opening Ceremony & Introduction of Special Guests
- (3.) Introduction of the Elections Chairman
- (4.) Report of Nominating Committee (if such a committee was appointed)
- (5.) Order of Election: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Sergeant at Arms, Secretary, Treasurer, and Executive Members |
- (6.) Minutes of the previous Executive, General, Special General or Annual meetings
- (7.) Business arising from those minutes
- (8.) Treasurer's Report
- (9.) Sergeant at Arms Report
- (10.) Cadet Corps Liaison Officers Reports
- (11.) Correspondence
- (12.) Reports of Standing Committees - Each report shall be submitted in writing. |
- (13.) Reports of Special Committees - Each report shall be submitted in writing. |
- (14.) General and New Business
- (15.) Installation of Branch Officers and Executive Members
- (16.) Motion of Adjournment and
- (17.) Closing Ceremony.

ARTICLE X

FINANCE

1001 The Annual Branch membership dues shall be determined and recommended for approval by the Executive Committee to the General Meeting prior to the year to which those dues shall apply.

1002 All expenditure controls outlined by this article shall not apply to the respective Chairmen of the Poppy Campaign Committee and the Poppy Trust Fund Committee whose authority,

accountabilities, and responsibilities are outlined under the General By-Laws and further amplified in the current edition of the Poppy Manual of The Legion. |

1003 The Executive Committee shall have the power to levy an assessment on each and every member of The Branch to meet any extraordinary expenditure in any year, provided that, such expenditure has been approved by two-thirds (2/3) of those voting members present at any Special General Meeting called for the purpose of considering same and is in pursuance of the purposes and objects of The Legion.

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1004 All monies paid out in excess of fifty dollars (\$50.00), excluding general office operating expenses, must

be paid by a cheque drawn on an account held by The Branch; and signed by two (2) of the designated Branch Signing Authorities. For the purposes of this Section, the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Treasurer, and Secretary are The Branch Signing Authorities. No cheque shall be signed in blank. Co-signors on any cheque issued under this part shall not be related by blood, law or common law.

1005 Any proposed expenditure, other than normal operating expenses, in excess of five hundred dollars (\$500.00), shall be referred to the Executive Committee for its consideration and recommendation to the next General Meeting for approval, prior to any commitment for such expenditure being made by The Branch. Normal operating expenses may include those expenses arising from an emergency situation that requires immediate action and attention. |

1006 Except for the provisions in paragraphs 1002 and 1005; all financial expenditures shall | requisitioned in advance by the Committee Chairman and submitted for the approval of the Executive Committee prior to ratification at a General Meeting. Those expenditures listed, and authorized during the budget process for the present fiscal term, will be excluded from this approval process, unless exigent circumstances necessitate a subsequent review, or the subject matter is a capital project. All capital projects will require the submission of plans, materials and other components, along with three different supplier/ contractor estimates reflecting a breakdown of all costs associated with this project. |

1007 All expenditure contracts must be signed by or authorized by the President, or a member of the Executive Committee delegated by the President for that specific expenditure contract, and one other Branch Signing Authority as defined elsewhere in these By-Laws. |

1008 Any purchase and / or installation of furnishings or fittings in The Branch premises are prohibited unless such furnishings and / or fittings are totally under the control of The Branch including disposition of such furnishings or fittings. |

1009 Members attending conventions, seminars, workshops or sporting events may be entitled to financial

compensation with prior approval subject to the following conditions:

(a.) members must have attended at least three (3) General, Special, Annual or Branch Committee meetings, or a combination thereof within the preceding twelve (12) months immediately prior to the specific event; or

(b.) members must have actively participated in the Poppy Campaign or at least three (3) Branch fundraisers |

1010 Financial assistance will only be paid in relation to costs incurred through attendance at a convention, seminar, workshop or sports events sponsored by or convened by a Legion Branch or Command. The applicable amounts for events shall be included in the respective budgets for recommendation by the Executive Committee and Branch approval. |

1011 The Executive Committee will determine the maximum number of Branch representatives who may receive reimbursement of the registration fee for their participation at conventions, seminars, workshops or sporting events with the Executive Committees prior approval. |

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1012 The Finance Committee will be responsible for drafting a budget including costs associated with the attendance of Branch Representatives at all conventions, seminars and workshops scheduled during the subject term. |

1013 The Sports Officer will be responsible for drafting a budget including costs associated with the possible attendance of Branch Representatives at all sports events scheduled during the subject term. A supplementary budget will be required for each sports events in which Branch representatives qualify to advance to a level of competition outside of the Zone. |

1014 Fiscal Year:

(a) The Financial Year of The Branch shall be June 1st to May 31st of the following year.

(b) The audited financial statement shall be presented by the Auditor or the Treasurer to the Executive Committee within ninety (90) days after the end of the fiscal year and then to the next General Meeting of The Branch for approval. |

ARTICLE XI CONDUCT

1101. The Branch shall keep a current set of these Branch By-Laws and Clubhouse Rules posted in a prominent location within The Branch and readily available to all members.

1102. If a complaint is lodged under one or more of the provisions of the General By-laws of The Legion, the President shall appoint a Complaint Committee as required by the General By-Laws. The Complaint Committee hears evidence, renders a decision and informs both parties to the complaint and the Secretary of The Branch of its decision.

1103. Specific rules of conduct, dress and discipline shall be included in The Branch Clubhouse Rules.

1104. Any member in good standing may sign in any person excluding a person who is currently under suspension or deprivation of Clubhouse privileges from any Legion Branch. It shall be the signor's responsibility to ensure that the guest being signed in by them is eligible and adheres to The Branch Clubhouse Rules. |

1105. Complaints & Appeals:

(a) Any Member who enters into communication with a third party on any subject pertaining to Branch business shall leave themselves exposed to the provisions of the Complaints and

Appeals Article of the current General By-Laws of the Royal Canadian Legion, unless one of the following conditions applies:

- (1.) General body approval has been given.
- (2.) Executive Committee approval has been given.

(b) For the purpose of this section a third party shall be any person who is not a member in good standing of The Branch. |

ARTICLE XII

USE OF FACILITIES 1201. The Executive Committee shall, on the advice of the Standing Committees, determine the best use of Branch facilities, to meet the purposes and objectives of

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The Legion and The Branch. The final decision of the best use of the facilities shall rest with the General membership.

1202. Under no conditions will Branch facilities be used for any political purpose during an election campaign at any level of government.

ARTICLE XIII

REAL PROPERTY

1301. The real property that may be held or acquired by The Branch shall be held in the name of The Branch.

ARTICLE XIV

AMENDMENTS TO BY-LAWS

1401. These By-Laws:

(a.) shall not be amended or altered except upon a Notice of Motion which shall have been given at the previous General Meeting. Such motion shall be submitted in writing, state the nature of the change desired, and be signed by the voting member presenting the motion. At least two thirds (2/3) of the members present and entitled to vote shall be required to vote in favour of such proposed alterations and amendments to make them effective;

(b.) may require amendments from time to time as a result of approved amendments to the General By-Laws of Dominion and Ontario Provincial Commands. Such amendments shall automatically supersede Branch By-Laws and must be incorporated therein. As such, these amendments require no vote by the General body but the General body must be informed of the amendments;

(c.) must be approved by Ontario Provincial Command a minimum of once every four (4) years.

ARTICLE XV

GENERAL PROVISIONS

1501. These By-Laws and any Amendments to these By-Laws shall become effective only upon approval of Ontario Provincial Command of the Royal Canadian Legion.

1502. In all cases that are not covered specifically or through intent by these By-Laws, the General By-Laws of The Legion and the General By-Laws of Ontario Provincial Command shall apply.

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1503. In all cases where there is a conflict between these By-Laws and the General By-Laws of The Legion or the General By-Laws of Ontario Provincial Command, the General By-Laws of The Legion and Ontario Provincial Command shall apply.