

~~PRO FORMA BRANCH BY LAWS WITH FOOTNOTES~~  
~~PACIFIC COMMAND OF THE ROYAL CANADIAN LEGION~~

branch  
 "master"  
 copy

SHAHOM BRANCH.

(PACIFIC NO. 178. Branch  
 (See Footnote #1))

## 1. AIMS AND OBJECTS

The purposes and objects of the Branch shall be those as set forth in the Act to Incorporate and in the introduction to the general by-laws of The Royal Canadian Legion.

## 2. INTERPRETATION

(a) In these by-laws, unless the contexts otherwise require, the word "Act" means "An Act to Incorporate The Canadian Legion" and amendments.

(b) "Legion" or "Dominion Command" means "The Royal Canadian Legion" or "The Dominion Command of The Royal Canadian Legion," respectively.

(c) "Branch" means "SHAHOM BRANCH.  
 (Pacific No. 178.) Branch of The Royal Canadian Legion."

3. In these by-laws words indicating the masculine import the feminine.

## 4. MEMBERSHIP

All applicants for membership in the Branch shall be subject to the restrictions and fall within the classes set forth in Article II of the general by-laws of the Legion.

5. Applications for original membership or reinstatement shall be dealt with as set forth in Article II of the general by-laws of the Legion.

6. Expulsion or suspension of members for cause, shall be carried out by the Branch, according to the provisions of the general by-laws of the Legion.

## 7. FRATERNAL AFFILIATES

Subject to the general by-laws and Pacific Command by-laws, the Branch authorizes the acceptance of Fraternal Affiliates.

8. (a) Subject to the provisions contained in the general and Pacific Command by-laws, the Branch shall have control for disciplinary purposes over the Fraternal Affiliates, including the right of the Branch Executive to reprimand, suspend or expel a Fraternal Affiliate for cause, clearly stated, and

(b) The method of control shall be as set forth in the Pacific Command by-laws.

## 9. DUES

The annual dues payable by members shall be determined from time to time by vote of the members present at a general meeting of the Branch. (See Footnote #2)

10. The annual dues of Fraternal Affiliates shall not be less than those paid by voting members and shall include Dominion and Provincial per capita taxes.

## 11. NOMINATIONS

At least two months before the election meeting, the Branch will elect a nominating committee of three members who have signified that they do not intend to run for any office. One month prior to the election meeting, the committee shall present a list of suitable candidates for office, but this shall not prevent any

nominations from the floor at that meeting or at the election meeting. If a nominee is unable to be present at the election meeting, he must have signified in writing, his willingness to stand for the office for which he has been or is nominated.

(See Footnote #9)

## 12. OFFICERS AND EXECUTIVE COMMITTEE

The following Officers and Executive Committee members shall be elected each year at the general meeting in the month of

DECEMBER : -

(See Footnote #4)

A President	5 Executive Members
A First Vice-President	A Secretary
A Second Vice-President	A Treasurer (who will, by virtue of his office be chairman of the Finance Committee)

(See Footnote #5)

All the above officers who constitute the Executive Committee, must be voting members who are not employed by the Legion.

The elected officers and Executive Committee members together with the immediate Past President, shall form the Executive Committee of the Branch. A quorum shall be a majority of the Executive Committee.

13. The President shall, within 14 days after assuming office, appoint a SERGEANT AT ARMS CHAPLAIN SERVICE OFFICER and a SENIORS COMMITTEE CHAIR subject to the approval of the general membership.

(See footnote #6)

14. (a) The Executive Committee of the Branch shall have the power to administer the affairs of the Branch, subject to direction by and approval of the general membership.

(See Footnote #7)

(b) Pursuant to sub-section (a) of this section, the Executive Committee, or individual member thereof and any standing or special committee or sub-committee of the Branch shall not make any expenditures, nor borrow any money, nor pledge the assets of the Branch without prior approval of the general membership, save only for: - EMERGENCIES, TO THE AMOUNT NOT EXCEEDING \$200-00 AND TO REPORT AS TO WHY THIS ACTION WAS TAKEN AT THE NEXT G.M.

(i) The normal operating expenses of the Branch, such as payment for taxes, utilities, staff salaries and wages, and for those items previously approved by the Branch general meeting as part of the yearly budget: or

(ii) Emergency repairs to, or replacement of, equipment required for continuance of operation of the administration, amenities or programs of the Branch and in respect of which such repair or replacement could not be held over to the next general meeting and subject to ratification by the general meeting following such item of emergency expenditure.

(c) At no time will the Executive Committee of the Branch, or any individual member thereof, or any standing or special committee or sub-committee, institute changes in policy without the prior approval of a duly constituted meeting of the general membership.

15. The Executive Committee shall meet at least once a month. A special executive meeting shall meet at the call of the President on 48 hours notice. Any three (3) members of the Executive may, by writing, require the President to call a meeting of the Executive, providing the reason for a "special" meeting is conveyed to all Executive Committee members at the time the meeting is called. Such meeting to be held within seven (7) days of the request.

16. Should any member of the Executive Committee, except the Immediate Past President be absent from three consecutive meetings of either the Executive Committee or the Branch, or a combination of both, without an excuse satisfactory to the committee, he shall cease to hold office and his place shall be filled as laid down in section 17.

17. Any vacancy on the Executive Committee, except in the offices of President, Vice-President or Honorary Treasurer, shall be filled by nomination and election at the next general meeting, following the occurrence of the vacancy. The successful nominee will hold office until the end of the elective year or term, provided however, that if the vacancy occurs during the last six months of any elective year or term, the Executive Committee may fill the vacancy by appointment.

If a vacancy occurs in the office of the President or a Vice-President, the Vice-Presidents will move up in accordance with their seniority so that nomination and election will occur in the lowest ranking Vice-Presidency.

If a vacancy occurs in the office of Honorary Treasurer, the position shall be filled by nomination and election at the next general meeting following the occurrence of the vacancy and the successful nominee will hold office until the end of the elective year. (See Footnote #8)

A member removed from the Executive Committee under the terms of section 16 or a member who resigns from the Executive Committee, shall not be eligible to be elected to Branch office for the remainder of that elective year or term.

18. The Executive Committee shall have power to appoint a salaried Secretary-Manager and or such other employees as are necessary to the proper operation of the Branch, provided the positions have been authorized by a Branch general meeting. They may be dismissed for cause by the Executive Committee, but the Executive Committee may delegate to the Secretary-Manager, authority to dismiss, for cause, any persons employed in the licenced premises operations. No written agreement for hiring shall be for more than one year. Such appointments must at all times conform to and not be in conflict with the Branch officers named in section 12 and any change in the job description of salaried employees must also conform to section 12 and be authorized by the Branch general meeting. (See Footnote #9)

19. The Executive Committee shall ensure that all officers, employees or agents responsible for Branch funds are adequately bonded. It shall also ensure that chairmen of all fund-raising committees submit at all times, complete reports which shall include detailed breakdown of all receipts and expenditures. (See Footnote #10)

20. The minutes of all meetings of the Executive Committee shall be read for information at the next general meeting of the Branch. Any voting member shall have the right to question any item covered by these minutes.

21. Public statements in connection with Legion affairs shall be restricted in accordance with the provisions of the general by-laws of the Legion.

22. The President shall preside at all meetings of the Branch and Executive Committee and shall conduct these meetings in accordance with the procedure laid down in the current edition of "Rules of Procedure for Legion Meetings." (Provisions of this section shall not however, prevent the 1st Vice-President from chairing a meeting on an occasional basis with the support and guidance of the President.) (See Footnote #11)

The President shall exercise general supervision and control over the affairs of the Branch and with the Secretary, shall sign all papers and documents requiring signatures on behalf of the Branch.

23. In the absence or disability of the President, all rights vested in him shall, for the time being, be vested in the Vice-Presidents in accordance with their seniority.

24. The Secretary shall keep a record of the proceedings of all meetings. He shall conduct all necessary correspondence and perform such duties as appertain to his position and shall act at all times at the will and direction of the Executive Committee. He shall have custody of the Seal.

25. The Treasurer shall keep a true account of all monies received and paid out by the Branch and of all financial transactions. He shall cause to be deposited all funds of the Branch in a chartered bank approved by the Executive Committee. All monies in excess of \$20 payable by the Branch, shall be paid by cheque signed by the HON TREASURER together with the PRESIDENT.

Provided however, that in the absence or disability of either of these regular signatories the 1<sup>ST</sup> V. PRESIDENT shall sign in place of either, and in the absence or disability of both regular signatories, the 1<sup>ST</sup> VICE PRESIDENT shall sign together with the SECRETARY. (See Footnote #12)

## 26. COMMITTEES

(a) The following standing committees shall be appointed each year: -

- |                          |                                |
|--------------------------|--------------------------------|
| (1) Finance              | (6) <del>HOUSE</del> ARCHIVES. |
| (2) Membership           | (7) Sports                     |
| (3) Pensions and Welfare | (8) Entertainment              |
| (4) Ways & Means         | (9) Poppy Fund                 |
| (5) Sick and Visiting    | 10 SENIOR SERVICE              |
|                          | 11 RELIGIOUS CAR.              |

The Chairman of each of these committees (except Finance) shall be appointed by the President subject to the approval of the general membership. (See Footnote #13)

(b) The finance committee shall compile or cause to be compiled either by the Treasurer or finance committee chairman, or other person responsible for Branch funds, a monthly written ~~financial~~ Opero statement for presentation to the membership.

27. Additional committees may be set up by the President or Executive Committee as may be deemed necessary for the proper conduct of the Branch, but all such special committees shall automatically be discharged immediately upon the completion of their functions.

## 28. BOOKKEEPING AND AUDITING

Bookkeeping and auditing procedures shall be in accordance with the general by-laws.

## 29. MEETINGS

The usual place of meeting shall be LEGION HALL 2020 W/6<sup>TH</sup> AVE VAN B

30. (a) The annual meeting of the Branch ~~shall~~ <sup>shall</sup> be held in the month of January each year, at which written annual reports and an audited statement of the Treasurer's report covering the previous calendar year's operation will be presented for adoption. In the event that an audited statement is not available at the time, it shall be presented to a Branch general meeting, not later than March 31 of the current year. (See Footnote #14)

(b) Regular general meetings shall be held each month, with the exception of JULY and AUGUST, on a date set by the general membership.

(c) Sufficient notice of all general meetings should be given in writing either by mail or public advertisement showing time and place of assembly, such notice to be mailed or distributed 7 days prior to the day of the meeting.

(d) Special general meetings of the Branch may be called at any time by the President but shall be called by him if requested by a majority of the members of the Executive Committee or by any 10 members of the Branch. Any notice calling such meeting shall briefly set out the general purpose for which the meeting is called and seven days notice shall be given of any such meeting. (See Footnote #15)

31. At any meeting of the Branch, either special or general, a quorum shall be 20 members present and in good standing. All questions shall be decided by a vote, the classification of which shall be as is stipulated in the Rules of Procedure for Legion Meetings.

(See Footnote #16)

### 32. GENERAL

The real and personal property held or acquired by the Branch shall be held in the name of the Branch. This is in accordance with Chapter 53 of the Statutes of British Columbia, 1956 as amended and covering the holding of property by Legion Branches.

(See Footnote #17 Seal)

33. (a) If any member wilfully or negligently damages any property of the Branch, the Executive Committee shall assess the damage and he, shall be required to pay for the damage. If not satisfied with the assessment by the Executive Committee, appeal may be made to the next general meeting.

(b) If any fraternal affiliate or guest of the Branch, wilfully or negligently damage any property of the Branch, the Executive Committee shall assess the damage and he, shall be required to pay for the damage. If not satisfied with the assessment he may appeal in person to the Executive Committee at their next meeting.

34. The Branch may cause to be set-up, a Ladies Auxiliary, in accordance with the provisions of the general by-laws.

35. These by-laws shall not be repealed, altered or amended except upon a motion, due notice of which shall be given at a general meeting of the Branch held previously to the meeting at which same is to be considered, setting forth the alteration or amendment signed by the member presenting same. The question shall be decided by a majority vote.

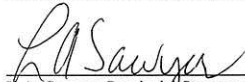
(See Footnote #18)

36. In all matters of procedure not provided for in these by-laws, 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.

37. These by-laws and such amendments as may be made from time to time shall come into force and be acted upon only when approved by Pacific Command.

~~December, 1991~~

These by-laws as revised are approved by the Command By-laws Committee on behalf of the Provincial Executive Council on 24 November 1992.

  
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 L.A. Sawyer, Provincial Secretary