

THE GENERAL BY-LAWS

SIR SAM HUGHES (ONT. No. 67) BRANCH

ARTICLE I - INTERPRETATION

101. Unless the context otherwise requires or is stated otherwise in the By-Laws.

- (1) **BRANCH** shall be a branch of the Legion within the jurisdiction of the Ontario Provincial Command.
- (2) **BRANCH REGULATIONS** approved by the Branch shall have the same authority and effect as these By-laws and shall be a permissible extension to same.
- (3) **COMMAND** shall be the the Ontario Provincial Command of the Legion.
- (4) **FISCAL YEAR** shall be the 1st day of June to the 31st day of May of the following year except for Poppy Trust Funds which shall commence on the 1st day of January and terminate on the 31st day of December in each calendar year.
- (5) **LEGION** shall be The Royal Canadian Legion.
- (6) **MEETING OF THE BRANCH** shall refer to a General Meeting, or a Special General Meeting, or an Annual General Meeting.
- (7) **MEMBER** means a person who has been duly admitted to any of the categories of Membership provided for in The General By-Laws of the Legion, all of which confer equal privilege and standing at all levels without preference.
- (8) **MEMBER IN GOOD STANDING** means a Member who is not under suspension or is not in arrears in payment of dues. However, a Member's rights and privileges may be limited or restricted in circumstances as described in The General By-Laws
- (9) **SECRETARY-TREASURER** shall be included when Secretary or Treasurer is mentioned.
- (10) **SINGULAR** words shall include the plural where the context requires.
- (11) **STATUTORY HOLIDAY** references those specific days during each year that have been declared as such by the Federal Government of Canada and are applicable in the Province of Ontario and includes those other additional specified days as declared by the Government of the Province of Ontario.
- (12) **TERM OF OFFICE** shall commence on the 1st day of June and end on the 31st day of May in the following year, or if two (2) year Term of Office, it shall end on the 31st day of May in the second following year. This Term of Office all also apply to all Standing Committee Chairs with the exclusion of the Track and Field Chair whose Term of Office shall commence on the 1st day of August and end on the 31st day of July of the applicable Term of Office of the Branch. Any Term of Office may be extended, if necessary with the authority of the Command.

ARTICLE II - NAME AND OBJECTS

201. The Branch shall be known and Identified with the Branch Name followed by the Branch Number and shown in the following format Sir Sam Hughes (Ont. 67) Branch.

1. **202.** The purposes and objects shall be as set forth in the following:

The Act to Incorporate the Legion.

The General By-Laws of the Royal Canadian Legion.

The General By-Laws of The Ontario Provincial Command of the Legion.

ARTICLE III - MEMBERSHIP

- 301.** Membership in the Branch is open to all categories permitted by
The General By-Laws of the Legion which are Ordinary, Life, Associate, Affiliate, and
Affiliate Non-Voting
- 302. (1)** All applications for original reinstating Membership shall be present to a General or Special Meeting
for approval or otherwise.
- (2)** The Executive Committee has the authority to approve applications for Membership during the
months when regularly scheduled General Meetings are not held.

ARTICLE IV - QUALIFICATION TO VOTE AND HOLD OFFICE

- 401.** Only Ordinary, Life, Associate and Affiliate-Voting Members in good standing shall have the right to
vote and hold Office in their Branch.
- 402.** A voting Member, to be eligible for election to any Branch Office, must be in good standing for the year
in which the election is held.
- 403.** A voting Member will be required to have served at least one (1) term on the Branch Executive
Committee to be eligible to be elected President or Vice-President.
- 404.** A voting Member will be required to have been a Member of the Branch for a period of one (1) year
prior to the date of the election to be eligible for election to the Branch Executive Committee.
- 405. (1)** 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 Branch. Any employee as defined in this
section who is successful in their bid for office must resign their paid position before their Term
of Office can commence.
- (2)** Notwithstanding the provisions of this section, Members of the Ladies' Auxiliary employed by a
Branch or Command may, at the discretion of the Branch or Command,
hold Office in the Auxiliary.
- 406.** No Member shall hold more than one elected Office in the Branch.
- 407.** The Offices of Secretary and Treasurer shall not be held by the President or any of the Vice-Presidents.
- 408.** The President shall not hold the position of Ladies' Auxiliary Liaison Officer.
- 409.** The Term of Office shall be for one (1) year.

- 410. (1) (a)** An Appointee to an Office, Committee, Standalone Position, or other Position associated with a Branch shall serve at the pleasure of the appointing authority.
- (b)** The Term of an appointment shall expire at the end of the applicable Term of Office unless otherwise specified within the enacting provision or by the appointing authority.
- (c)** Termination of any appointment prior to the end of the applicable Term may be done only for cause and only by the appointing authority.
- (d)** Any Appointee may appeal their removal for cause in accordance with the Administrative Instructions developed by Dominion Command specifically for such an appeal.
- (e)** The Appeal Committee of the Command may either confirm the removal or direct reinstatement.
- (2)** The person on whose authority any individual is appointed to any position within the Branch is deemed to be the appointing authority for the purpose of this Section, regardless of whether such appointment required ratification or confirmation before becoming finalized.
- (3)** For the purpose of Honours and Awards, any appointment by an appointing authority shall not be deemed to be in effect until the date that such appointment receives the appropriate initial approval or ratification.

ARTICLE V - OFFICERS AND EXECUTIVE

- 501. (1)** The Senior Elected Officers shall consist of the President, Immediate Past President, and three (3) Vice-Presidents.
- (2) (a)** The Office of Secretary-Treasurer, Chaplain, Branch Service Officer, Sergeant-at-Arms shall be appointed after the start of the new Term of Office.
- (b)** The election of any Office so designated herein shall take place at the Branch Elections.
- (c)** The appointment unless otherwise specified, of any Office so designated herein, shall be made by the President for ratification by the Executive Committee and subsequent approval at the next Meeting of the Branch.
- 502.** The Executive Committee shall consist of the Senior Elected Officers, other identified Officers and six (6) Executive Committee Members together with such other voting Members as may be appointed accordance with provisions found elsewhere in the By-Laws.
- 503.** The Executive Committee shall have the power to add to its numbers, by motion presented to it by the President, for approval to appoint such additional voting Members as may be deemed advisable, provided that such additions shall be ratified at the next Meeting of the Branch.
- 504.** Insofar as it may relate to the operation of the functions of the Branch, subject to the control of General, Special General, or Annual General Meetings, the Executive Committee shall have all the powers of the Branch, except to appoint the Party or Parties responsible for the conduct and completion of the Financial Review; amend the Branch Regulations; or amend the Branch Clubhouse Rules.

- 505.** A majority of the Executive Committee shall constitute a quorum for the conduct of business at their Meetings.
- 506.** (1) The monthly Meeting of the Executive Committee shall be held on a day fixed by the Committee, or a day at the call of the President.
- (2) The passing of accounts, transaction of current business, examination, and discussion of any suggestions made of general welfare of the Legion, or the Branch, and such other business as may be introduced shall form the monthly Executive Meeting Agenda.
- 507.** The Executive Committee shall be required to see that Officers, Members, and employees handling funds of the Branch are adequately insured.
- 508.** The President may, from time to time, appoint Committees or individuals, with the approval of the Executive Committee, to carry out any of the advisable or necessary functions of the Branch.
- 509.** (1) Any Executive Committee Member; excluding the Immediate Past President; who absents themselves from three (3) consecutive, or a maximum of any five (5) consecutive regular Meetings of the Branch and/or Executive Committee within a twelve (12) month period shall cease to be a Member of the Executive Committee unless granted a leave of absence by same.
- (2) Should the Immediate Past President be absent from three (3) consecutive Meetings of either the Executive Committee or the Branch, or a combination of both, without due cause satisfactory to the Executive Committee, they shall cease to hold Office.
- 510.** The President shall have the power to fill by appointment, with the approval of the Executive Committee, any interim vacancy, other than a Senior Officer, which may occur on the Executive Committee during the Term of Office. Such appointment shall only become effective upon ratification of the Branch at its next General Meeting.
- 511.** (1) Where a vacancy occurs in the Office of President or Vice-President, the next ranking Vice-President shall succeed to the vacant Office.
- (2) Where a vacancy is created in the lowest ranked Vice-President position by the aforementioned succession, the President shall fill such vacancy by the appointment of an Executive Committee Member.
- (3) Where a vacancy is created within the Executive Committee Members by the aforementioned succession, the President shall fill such vacancy by appointment.
- (4) All appointments under these provisions shall only become effective upon approval of the Branch at its next General Meeting.
- (5) A Member who succeeds to any of the Offices under these provisions shall hold this new Office until the next election of Branch Offices.
- (6) The above provisions may be employed on an interim basis when the President or a Vice-President has been granted a Leave of Absence or is the subject of removal from Office pending a disposition under Article III of the General By-Laws of the Legion.
- 512.** In the event of the death, resignation, inability to act, or removal of the Immediate Past President, the President may appoint, with the approval of the Executive Committee, a former Branch President to fill the Office for the remainder of the term.

513. (1) A Member of the Branch Executive Committee shall be appointed in the new Term of Office at the General Meeting of the Branch in the month of September by the President to act as the Liaison Officer to the Ladies' Auxiliary to the Branch.

(2) The Executive Committee of the Branch and its Ladies' Auxiliary shall hold two (2) joint Meetings a year on the second Thursday in the months of September and February starting at 7:00 pm.

ARTICLE VI - COMMITTEES

601. (1) The following mandatory Standing Committee Chairs shall be appointed by the President for the approval of the Executive Committee at its first Meeting of the new term;

- (a) Leadership Development;
- (b) Legion Seniors;
- (c) Membership;
- (d) Poppy;
- (e) Public Relations;
- (f) Sports;
- (g) Track and Field;
- (h) Veterans Services;
- (i) Youth Education.

(2) All Chairs [(a) to (i)] inclusive shall be Members of the Executive Committee and they shall be the official recipient of all correspondence relating to their respective Committee.

(3) The President shall appoint a Chair after the start of the new Term of Office, for each of the following Optional Standing Committees: Bar, Branch Regulations, Finance, Honour and Awards, Special Events, Housing and Property, Ways and Means.

(4) The President shall appoint a Member, after the start of the new Term of Office, to each of the following
Standalone Positions not provided for elsewhere within these Branch Regulations: Catering, Army Cadet Liaison Officer, Coordinator and Artifact Curator. Such appointments, if ratified by the Executive Committee, shall only become effective upon the approval at the next Meeting of the Branch.

602. The President may appoint such other Members, as may be deemed advisable, to any Standing Committee, and shall advise each Standing Committee of its duties and limitations.

603. The President may appoint, with the approval of the Executive Committee, as circumstances warrant, any voting Member of the Branch to Chair a Special Committee to take up any matter concerning the Branch.

604. Any Committee shall choose a Chair of the Meeting from those Members present if the Committee Chair is absent and no Acting Chair has been previously identified for the Meeting.

605. Committee Chairs shall have the power to add to their Committee, such other Members of the Branch as may be necessary.

606. A majority of any Standing or Special Committee shall constitute a quorum for the transaction of business.

607. All reports of Committees shall be presented in writing and those of:

- (1)** Standing Committees must be signed by the Chair or Acting Chair.
- (2)** Special Committees must be signed by all Members who concur with the report.
- (3)** Minority reports of Special Committees must be signed by those Members who do not concur in the report and the report shall indicate that its existence is acknowledged by the majority of Members of the Committee.

- 608.** The President may appoint any Member of the Branch, or any other person, to act in the interest of ex-service personnel on any Committee, inside or outside the Legion, requiring such representation. The Term of Office for this appointment shall expire at the first Meeting of the new Term of the Executive Committee. The Member or other person appointed shall file all reports in writing and direct them to the Executive Committee.

ARTICLE VII - DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

701. (1) The President Shall

- (a) Preside, unless the Branch has a Branch Chair, at all Meetings of the Branch and Executive Committee, and enforce order and strict observance of the By-Laws, except that the Executive Committee may name some other voting Member to act as the Chair for the conduct of Branch Elections;
 - (b) If acting as the Presiding Officer at any Meeting, have deciding vote on any matter that has resulted in an equal division of votes provided that they have not already voted on the question;
 - (c) Exercise general supervision and control over the Executive Committee and business of Branch;
 - (d) Call Meetings of the Executive Committee or of the Branch, when considered advisable, subject to provisions found elsewhere in these by-laws;
 - (e) Transact such other business as may pertain to the Office;
 - (f) Ensure that the Branch is represented at all Zone and District Conventions and Zone Council Meetings;
 - (g) Be ex-officio a Member of all Committees, except Complaint and Nomination Committees.
- (2) The President, when necessary to vacate the Chair during any Meeting, may designate the next Senior Vice-President, who is available, to act as the Presiding Officer during such vacancy, unless the Branch has a Branch Chair.
- (3) The rights and powers vested in the President shall, during a temporary absence or disability, be vested in the next senior Vice-President who is available for these duties.

702. (1) The Vice-Presidents shall:

- (a) Assist, upon request, in the performance of the President's duties;
 - (b) Accept, if appointed, the Chair of a Standing Committee;
 - (c) Attend other Branch Committee Meetings, if not a Member, upon request by the President;
 - (d) Attend other Meetings and Conventions upon the request of the President, when practicable.
- (2) The Vice-Presidents should become familiar with and maintain a good working knowledge of these By-Laws and The General By-Laws of Dominion and Provincial Commands.

703. (1) The Secretary shall:

- (a)** Keep a record of the proceedings of all Meetings of the Branch and Executive Committee;
 - (b)** Be required, at every business Meeting, to have the proper minutes, records, correspondence, and any other documentation that they may have in their possession relative to the business likely to be transacted at the said Meeting;
 - (c)** Be responsible for the maintenance, retention, and safekeeping of all records;
 - (d)** Bring all correspondence, as soon as practicable, to the attention of the President or other appropriate Officer;
 - (e)** Be the custodian of the Branch Seal;
 - (f)** Be the recipient of all complaints against Branch Members excluding those lodged by or against the Secretary, and complete the duties as required under Article III of The General By-Laws of the Legion.
- (2)** The Secretary shall act all times and in all respects entirely at the will and direction of the Executive Committee. They shall conform to all such policies and procedures as the Executive Committee may determine.
- (3)** The Membership Committee Chair shall be responsible for ensuring that all new Members receive a Legion Badge and a document containing the current Internet Website addresses of both Dominion and Provincial Commands.
- (4)** The Branch shall maintain the Records which fall under the responsibility of the Secretary in an electronic format with a back-up copy stored in a separate and secure location.

704. (1) The Treasurer shall:

- (a)** Keep an accurate account of all monies received or paid out by the Branch and a record of all other financial transactions;
 - (b)** Deposit all funds in an account held in the name of the Branch at a Branch of a Chartered Bank of Canada, Trust Company or Caisse Populaire, as approved, and directed by the Branch;
 - (c)** Keep the books and other financial records at the Branch and they shall be open for inspection by the Executive Committee at all times;
 - (d)** When required by the Executive Committee, submit a detailed balance sheet arranged in a proper and businesslike style containing a summary of the property and liabilities of the Branch along with all its financial dealings.
- (2)** The Branch shall maintain the Records which fall under the responsibility of the Treasurer in an electronic format with a back-up copy stored in a separate and secure location.

705. (1) The Sergeant-at-Arms shall:

- (a) Assist the Presiding Officer at any Meeting of the Branch or Executive Committee in maintaining order;
 - (b) Ensure that only eligible Members in good standing are permitted to attend and participate at Meetings;
 - (c) Be responsible for the Branch Colours and Insignia;
 - (d) Be responsible for arranging and completing ceremonial duties as required;
- (2) The Sergeant-at-Arms, once installed shall assume this role for the remainder of the installations.
- (3) The Sergeant-at-Arms shall complete such other duties as assigned by the President.

707. The Executive Committee Members shall:

- Accept, if appointed, the Chair of a Standing Committee;
- Accept, if appointed, the Chair of a Special Committee;
- Attend Committee Meetings as required or requested.

ARTICLE VIII - MEETINGS

801. All Members in good standing may attend and speak at Branch Meetings.

802. (1) The Branch shall hold it's monthly General Meetings on the third Thursday of each month starting at 7:00 p.m. The month(s) of November and December shall be excluded.

(2) A Meeting Notification, as stipulated elsewhere in the By-Laws, shall be required when any Meeting of the Branch is cancelled and/or rescheduled from its original time as provided under their Branch Regulations.

(3) In each case in which a Meeting of the Branch is cancelled and/or rescheduled due to exigent circumstances the method and means of notification to all Members shall be approved by the Executive Committee prior to the implementation of such notification.

803. General Meetings shall be held for the purpose of carrying out the activities of the Branch and advocating the aims and objects of the Legion within the limits of and subjects to the Act to Incorporate, The Royal Canadian Legion Act (1965 and 1990), these By-Laws, Branch Regulations to the By-Laws, the By-Laws of Dominion and Ontario Provincial Commands of the Legion and to any regulation issued by the aforementioned Commands.

804. The following Order of Business shall govern at all General Meetings unless otherwise specified:

1. Call to Order by the Presiding Officer;
2. Opening Ceremony as determined by the Ritual approved by Dominion Command;
3. Motion to deviate from the Agenda;
4. Introduction of Guest;
5. Welcoming Ceremony for new Members;
6. Admission of transferred or reinstated Members or both;
7. Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
8. Business arising from the Minutes and unfinished business;
9. President's Report;
10. Treasurer's Report;
11. Correspondence;
12. Reports of Standing Committees;
13. Reports of Optional Standing Committees;
14. Reports of Standalone Positions;
15. Reports of Special Committees;
16. Motions or Special Business of which Notice was previously given;
17. General and New Business including matters respecting the welfare of the Legion and the Branch;
18. Tabling of Notice(s) of Motion(s);
19. Motion to adjourn; and
20. Closing Ceremony as determined by the Ritual approved by Dominion Command.

- 805.** (1) A Special General Meeting shall be called by the Secretary within two weeks of the receipt of a written petition signed by not less than ten percent (10%) of the paid-up voting members of the Branch.
- (2) The Executive Committee may call a Special General Meeting to discuss mortgaging, leasing, or the conveyance of Branch real property; or include these matters to the Order of Business of a Meeting of the Branch for discussion.
- (3) The Executive Committee may call a Special General Meeting to Discuss other important, unusual, or urgent matters that are felt to be pressing or significant enough to warrant the calling of a Meeting outside of the regular Meeting scheduled.

806. The following Order of Business shall govern at all Special General Meetings:

- (1) Call to Order by the Presiding Officer
- (2) Opening Ceremony as determined by the Ritual approved by Dominion Command;
- (3) Special business for which the Meeting has been called;
- (4) motion to adjourn; and
- (5) Closing Ceremony.

807. The Annual General Meeting shall be held on the third Sunday in the month of April starting at 1:30pm.

808. (1) The following Order of Business shall govern at all Annual General Meetings unless otherwise specified:

1. Call to Order by the Presiding Officer;
2. Opening Ceremony as determined by the Ritual approved by Dominion Command;
3. Motion to deviate from the Agenda;
4. Introduction of Guest;
5. Admission of transferred or reinstated Members or Both;
6. Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
7. Business arising from the Minutes and unfinished business;
8. President's Annual Report;
9. Treasurer's Report;
10. Correspondence;
11. Reports of Standing Committees;
12. Reports of Optional Standing Committees;
13. Reports of Standalone Positions;
14. Reports of Special Committees;
15. Motions or Special Business of which Notice was previously given;
16. General and new Business including matters respecting the welfare of the Legion and the Branch;
17. Tabling of Notice(s) of Motion(s);
18. Introduction of Election Chair and Meeting turnover

19. Order of Election:

- (a) President;
 - (b) First Vice-President;
 - (c) Second Vice-President;
 - (d) Third Vice-President;
 - (e) Executive Committee Members (6);
20. Installations;
21. Motion to adjourn; and
22. Closing Ceremony as determined by the Ritual approved by Dominion Command.

(2) Separate Orders of Business respecting other options and/or situations available to Branches must be crafted as an Attachment to the Branch Regulations.

(3) A separate Order of Business may be crafted and tailored to the Branch requirements as an Attachment to the Branch Regulations in place of the above listed Order of Business.

809. A quorum for all Meetings of the Branch shall be twice the number of Members from the Executive Committee present at the Meeting plus one (1) additional eligible non-Executive Committee voting Member.

810. In the event that any scheduled Meeting of the Branch falls on a recognized Statutory Holiday, it shall be rescheduled to the following Thursday starting at 7:00 pm.

ARTICLE IX - PROCEDURE

- 901.** (1) In the absence or disability of the President, unless there is a Branch Chair, the next Senior Vice-President, who is available, shall act as the Presiding Officer at any Meeting, when necessary.
- (2) In the absence or disability of the President, Branch Chair, if applicable, and all Vice-Presidents, the Secretary shall call the meeting to order, and a temporary Chair shall be elected for that Meeting.
- 902.** The Presiding Officer of any Meeting shall rule out of order all matters pertaining to political or religious questions which do not refer to the well-being of the Legion.
- 903.** The Presiding Officer of any Meeting shall enforce order and strict observance of these By-Laws, the Branch Regulations, and the General By-Laws of the Provincial and Dominion Commands.
- 904.** The Presiding Officer shall have the right to decide all questions of order, subject to an appeal by the Meeting, of which the said appeal must be sustained by a majority vote of the voting Members present.
- 905.** The Presiding Officer shall; when debate has ceased on any question; put same to an open vote, giving the words of the motion clearly so that no voting Member may misunderstand the question on which they are about to vote. In the event, however, that a majority of the voting Members present demand a secret ballot on any particular question, such question shall be decided by secret ballot.
- 906.** A Member wishing to introduce a motion, or to speak, shall stand and wait until recognized by the Presiding Officer before speaking.
- 907.** Business, upon which a Notice of Motion has not been given, may be taken up at a General Meeting but not at a Special General or Annual General Meeting.
- 908.** Where business arises of which no Notice of Motion has been given, the Presiding Officer may, if such business is considered to be the interests of the Branch, table to the next Meeting the debate on such business.
- 909.** In matters of procedure not provided for by these By-Laws or the Branch Regulations to these By-Laws, the provisions of the Legion's " Rules of Procedure for Legion Meetings " shall apply. In all cases where the aforementioned rules do not make adequate provision, then, and only then, shall the procedure be governed by the Rules of Order approved by Dominion Command.

ARTICLE X - NOMINATIONS AND ELECTIONS

1001. The Election Meeting shall be held in conjunction with the General Meeting held in the month of April.
1004. No voting Member may be nominated for an Office unless they are present or have signified in writing their willingness to accept such Office.
1006. The voting for election of the President, Vice-Presidents, Executive Committee Members, shall be by ballot, except in the case of acclamation.
1007. In order to be elected to Office, a candidate must receive a majority of the total ballots cast and if there are more than two (2) candidates and no one receives the required majority, the candidate receiving the least number of votes shall be withdrawn from the election and the voting shall continue until one (1) candidate receives the required majority.
1008. All unsuccessful candidates shall be automatically nominated for the next subordinate Senior Elected Offices.
1009. The voting for election of Branch Executive Committee Members shall be by ballot on a single vote unless there is a tie for the final position which will be decided through a further vote until there is a clear majority.
1010. The Chief Scrutineer shall report the results after each vote to the Election Chair.
1011. The Election Chair shall report to the Meeting the total ballots cast, the number of spoiled ballots, the successful candidate , or, if no candidate has received the required majority, the name of the candidate who received the least number of votes. The latter candidate shall be removed from the ballot and the voting shall continue.
1012. All polling at the Election Meeting shall be continuous and complete on the date of the Election Meeting. The Election Meeting shall not be adjourned to the next or subsequent days to permit further balloting.
1013. The installation ceremony applicable to those Offices identified in the current edition of the Ritual, Awards and Protocol Manual requiring installation, whether elected or appointed, must be completed prior to the Member formally assuming such Office.

ARTICLE XI - MEMBERSHIP DUES, FEES, AND LEVIES

- 1101. (1)** A one-time enrolment fee of Seven dollars (\$7.00) shall be payable with the applicable Annual Dues by all persons at the time of the submission of their application for Membership in the Legion.
- 1102.** The dues shall become payable annually in advance of January 1st in each calendar year. A Member in arrears as of January 31st of that year is not in good standing for any purpose. Once the yearly dues have been paid, the Member is considered “ in good standing “.
- 1103.** 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 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.

ARTICLE XII - FINANCE

- 1201.** The party or parties identified here-in, who shall not be Members of the Executive Committee or employees of the Legion or organization thereof, shall complete a Financial Review of all financial accounts of the Branch: Legion Members.
- 1202.** The party or parties appointed by the President to complete a Financial Review shall be approved at the General Meeting of the Branch held in the month of June.
- 1203.** The Financial Review Report shall be submitted to the Executive Committee within ninety (90) days following the end of the fiscal year and then presented to the next General Meeting for approval.
- 1204. (1)** The persons designated and authorized to initiate and complete any financial transaction by cheque or electronic funds for Branch Accounts, excluding the Poppy Trust Fund Account, shall be the following as identified by their Office or Position held: President, First Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer.
- (2)** The persons designated and authorized to initiate and complete any financial transaction by cheque or electronic funds from the Poppy Trust Fund Account shall be the Poppy Committee Chair, President, Branch Service Officer, Secretary-Treasurer.
- 1205. (a)** The Executive Committee may designate any regular and/or recurring payee to be include in the file maintained at the financial institution for the processing of automatic per-authorized electronic funds transfers to such payee(s) upon presentation of such payment demand to the subject institution.
- (b)** The payee(s) shall be restricted to those accounts payable on a regular and/or recurring basis in relation to any normal operating expenditure.
- (c)** The Treasurer and Administrator (Financial Security Measures) shall be responsible for the maintenance and coordination of the permitted Payee(s) with the Branch's financial institution.

- 1206.** The Executive Committee shall be responsible for choosing and ensuring that the business package provided by their financial institution provides all of the elements to serve the needs of the Branch on a continued basis and that a Policy and Procedure is maintained re the subjects matters.
- The President shall appoint an Officer of the Branch, with the approval of the Executive Committee, to act as the Administrator (Financial Security Measures).
- The Administrator (Financial Security Measures) shall be responsible for the supervision, integrity, and ongoing monitoring of the security measures provided by the financial institution along with any in house processes engaged by the Branch.
- The Financial Security Measures may include, but not restricted to, pass codes, personal identification numbers, security devices, and other similar mechanisms used by financial institutions and their clients.
- 1207.** All accounts by the Branch in excess of one hundred dollars (\$100.00) shall only be paid by cheque, or an automatic per-authorized online withdrawal by electronic funds transfer.
- 1208.** The financial authority of the Executive Committee shall not exceed five hundred dollars (\$500.00).

ARTICLE XIII - AFFILIATE MEMBERS

- 1301.** Affiliate Voting Membership is open to any Canadian citizen or Commonwealth subject who is of federal voting age and is not eligible for Ordinary or Associate Membership. Affiliate Voting Members shall have the same rights as Ordinary and Associate Members.
- 1302.** (1) Affiliate Non-Voting Membership is open to any citizen from an Allied country, excluding Canada and the Commonwealth, who supports the purposes and objects of the Legion, is of federal voting age, and is not eligible for Ordinary, Associate or Affiliate Voting Membership. They shall have the same rights as all other Members except the right to vote and hold Office.
- (2) A member admitted under Subsection (1) is not permitted to apply for voting status, unless otherwise qualified.
- (3) They shall have the right to:
- (a) Attend Branch Meetings and participate in debates, but cannot enter into the voting process, including motions.
 - (b) Wear Legion dress and insignia.
 - (c) Act on Branch Committees as a Member only but cannot serve on a Complaint Committee.
 - (d) Transfer to other Branches.
 - (e) Participate in all Branch social activities, and on a privilege basis, those social activities of other Branches.
 - (f) Nominate a Member for Office but may not vote.

ARTICLE XIV - SALARIED OFFICERS AND EMPLOYEES

- 1401.** All salaried Officers and employees of the Branch shall be appointed by and under the control of the Executive Committee.
- 1402.** Notice of termination shall be in compliance with the current edition of the Employment Standards Act and any other relevant legislation of the Revised Statutes of Ontario.
- 1403.** All hiring, terminations of employment , and conditions of employment must be in accordance with all currently applicable Federal and Provincial laws including any Act or Code respecting Human Rights.
- 1404.** Any notice of termination and pay in lieu of notice must be in accordance with the currently applicable Federal and Provincial Laws.

ARTICLE XV - REAL PROPERTY AND TRUSTEES

- 1501.** The real property that may be held or acquired by the Branch shall be held in the name of the Branch.
- 1502.** The Branch cannot elect or appoint a Board of Trustees to manage its affairs or hold in trust any real property that it may hold or acquire.

ARTICLE XVI - BRANCH REGULATIONS

- 1601.** Branch Regulations may only be created and maintained in reference to those situations as provided for in the By-Laws.
- 1602.** The creation or amendment of any Branch Regulation shall be subject of a motion of which notice shall have been given at the previous Meeting of the Branch. Such Notice of Motion shall state the wording of the proposed addition or amendment and shall be dated and signed by the Voting Member presenting same. The President, or Designate, shall act on behalf of the Executive Committee respecting any proposal originating from this body under this provision.
- 1603.** A motion to create or amend the Branch Regulations must receive the approval of at least two-thirds of the voting Members present at the Meeting of the Branch to become effective upon Certification by Command.
- 1604.** Any Branch Regulation may only amended once during any Term of Office.