

BRANCH BYLAWS

ALBERTA-NORTHWEST TERRITORIES COMMAND ONOWAY BRANCH NO. 132 of THE ROYAL CANADIAN LEGION

1. NAME

- (a) This Branch shall be known as the Alberta-Northwest Territories Command, Onoway Branch No. 132 of The Royal Canadian Legion and shall hereinafter be referred to as the Branch.

2. MEMBERSHIP:

- (a) Branch Membership shall be comprised of Life, Ordinary, Associate, Voting Affiliate, and Non-Voting Affiliate members in accordance with the General By-Laws of The Royal Canadian Legion.
- (b) A member is in good standing at the Branch if the member has paid the Branch dues for the current year, has been initiated in accordance with paragraph 4, below, and is not under deprivation of clubhouse privileges or suspension or been expelled in accordance with Article III of the current General By-Laws of the Royal Canadian Legion.

3. ENTITLEMENT TO VOTE AND HOLD OFFICE:

- (a) Life, Ordinary, Associate, and Voting Affiliate members in good standing at the Branch and no one else shall be entitled to vote or hold office in the Branch.
- (b) No person shall be nominated for any office of this Branch unless present at the nomination meeting or having signified in writing willingness to accept such office.

4. INITIATION:

- (a) Every new member shall be initiated according to the Ritual, Awards and Protocol Manual as soon as possible following enrolment as a member.

5. COMPLAINTS AND DISCIPLINE:

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

6. ANNUAL DUES:

- (a) Every member shall pay annual dues in an amount to be decided upon by a General Meeting or an Annual General Meeting of the Branch.

- (b) Members whose dues are not paid by the thirty-first (31st) of January annually, are considered not in good standing, and shall be dealt with in accordance with the General By-Laws, as amended.

7. OFFICERS:

- (a) The Officers of the Branch shall be (in descending order of seniority):
 - i. the President;
 - ii. the Immediate Past President;
 - iii. the First Vice-President;
 - iv. the Second Vice-President;
 - v. the Treasurer;
 - vi. the Secretary;
 - vii. the Chairman;
 - viii. the Sergeant-at-Arms;
 - ix. the Service Officer; and
 - x. the Chaplain.
- (b) The responsibilities of the Branch Officers shall be as set out in Terms of Reference approved by the Branch Executive. The President may assign additional responsibilities to the Branch Officers.
- (c) The President, Vice-Presidents, Treasurer, Secretary, Sergeant-at-Arms, and the Service Officer shall be elected from the general membership for a period of one (1) year.
- (d) The Chaplain shall be appointed by the President for a period of one (1) year.
- (e) The Chairman may be elected or appointed for a period of one (1) year. If no Chairman is elected or appointed, the President shall act as Chairman.
- (f) The Officers may stand for re-election to the same position in subsequent years.

8. BRANCH EXECUTIVE COMMITTEE:

- (a) The Branch Executive Committee shall be composed of:

- i. the Officers; and
 - ii. at least four (4), but no more than ten (10) other Branch members, elected from the general membership for a period of two (2) years, with one-half of the Branch members being elected in even numbered years, and the remaining one-half being elected in odd numbered years. (If an elected Branch member of the Executive Committee is elected as an Officer after completing only the first year as a Branch member, a replacement Branch member shall be elected to fill the remaining portion of the departing Branch member's term. A Branch member may stand for re-election to the same position on the Executive Committee in subsequent years.)
- (b) The Branch Executive Committee shall take office and assume their duties and functions no later than fourteen (14) days after their election or appointment or at the end of the month in which they were elected or appointed, whichever period shall be the longer, and shall be installed in accordance with the Ritual and the General By-Laws.
 - (c) Except as otherwise provided for in these Bylaws, any member of the Executive Committee who resigns from a position prior to the completion of his or her term, is ineligible to be elected to another position on the Executive Committee for a period of one (1) year.
 - (d) Notwithstanding Article 8.(c), above, the Executive Committee may resolve to waive all or any part of a member's one (1) year period of ineligibility for election following a resignation if the Executive Committee is satisfied that it would be appropriate to do so.
 - (e) Any member of the Executive Committee who is absent for 4 consecutive meetings (to include Executive Committee Meetings, General Meetings, Special General Meetings and the Annual General Meeting) without being excused by the President, or in his absence a Vice-President, shall be deemed to have resigned from his or her position on the Executive Committee.
 - (f) Whenever a vacancy occurs in respect of a member of the Executive Committee for any reason, the President may fill the vacancy for the balance of the term by appointing a replacement from the membership in good standing at the Branch until elections are held at the next Annual General Meeting.

9. EXECUTIVE COMMITTEE MEETINGS:

- (a) The Executive Committee shall meet in those months in which there is no General Meeting, except the months of July and August, on a date and time set by the President.

- (b) The Executive Committee shall also meet on such other dates and times as the President determines necessary (which may include the months of July and August, as well as any other month in which there is a General Meeting).
- (c) Quorum for an Executive Committee meeting shall be the lesser of 8 members or 50% of the members in good standing of the Executive Committee.
- (d) Members of the Executive Committee may participate in Executive Committee Meetings in person, or by telephone, or by video link.
- (e) The purpose of the Executive Committee Meeting is to transact the business of the Branch. The Executive Committee has the power to manage and administer the Branch and its affairs except where specifically limited by the General Bylaws, the Alberta-Northwest Territories Bylaws, or the general membership at a General Meeting, a Special General Meeting or an Annual General Meeting.
- (f) The Chairman shall preside at all Executive Committee Meetings. In the absence of the Chairman or if no Chairman has been elected or appointed, the President shall preside. In the absence of the Chairman and the President, the next most senior Officer of the Branch who is present shall preside.
- (g) Minutes of the Executive Committee Meeting shall be taken and shall be reviewed and approved at the next Executive Committee Meeting.

10. RESOLUTION INSTEAD OF MEETING:

- (a) A resolution in writing signed by a majority of the members of the Executive Committee entitled to vote on that resolution is as valid as if it had been passed at a meeting of the members of the Executive Committee.
- (b) If a resolution referred to in subsection (a) is distributed by email or other electronic means, a vote on that resolution may be made by reply email and the text of the reply indicating the vote shall meet the requirements of a signature by the member of the Executive Committee who sent it.
- (c) A copy of every resolution referred to in subsection (a) shall be kept with the minutes of the Executive Committee Meetings.

11. GENERAL MEETINGS:

- (a) A General Meeting of the Branch shall be held four times per year, in the months of March, June, September and November, on the first Monday of the month, unless that day is a holiday, in which case the President (or, the absence of the President, the next most senior Officer of the Branch) shall set the date for the General Meeting. The

General Meeting will normally be called to order at 7:00 pm on the date of the Meeting. The General Meeting will normally be held at the Onoway Legion Hall.

- (b) If the General Meeting will not be held on the first Monday of the month, or will not be held at the normal time and place, notice of the date, time and location of the General Meeting shall be given at least 7 days in advance of the Meeting. Notice of a General Meeting may be given by publication in a local newspaper, email, letter, Branch web site, social media posting, or posting notice in the Onoway Legion Hall, or any combination of these methods.
- (c) A quorum for a General Meeting shall be at least 10 members in good standing at the Branch.
- (d) The purpose of the General meeting is for the Executive Committee to update the general membership regarding their work and decisions made since the last General Meeting, and for the general membership to make any decision concerning the Branch.
- (e) The general membership, when assembled in a General Meeting, has the power to give direction to the Branch Executive Committee on any matter and to substitute its own decision for any decision made by the Branch Executive Committee.
- (f) The Chairman shall preside at all General Meetings. In the absence of the Chairman, or if a Chairman has not been elected or appointed, the President shall preside. In the absence of the Chairman and the President, the next most senior Officer of the Branch who is present shall preside.
- (g) Minutes of the General meeting shall be taken and shall be submitted for approval at the next General Meeting.

12. SPECIAL GENERAL MEETING:

- (a) A Special General Meeting shall be held:
 - i. when determined necessary by the President, upon at least 14 days' notice.
 - ii. When requisitioned by Branch members in accordance with subparagraph (b), below.
- (b) A requisition for a Special General Meeting must:
 - i. be in writing,
 - ii. be signed by at least 10 members in good standing at the Branch,
 - iii. set out the business to be transacted at the meeting, and

- iv. be delivered to the President.
- (c) Upon receipt of a valid requisition, the President shall call a Special General Meeting within 21 days., unless a General Meeting is already scheduled to occur within 21 days, in which case the business set out in the requisition shall be conducted at the regularly scheduled General Meeting.
- (d) Notice of the date, time, location and business to be transacted at the Special General Meeting shall be given at least 14 days in advance of the meeting. Notice may be given by publication in a local newspaper, email, letter, Branch website, social media posting, or posting notice in the Onoway Legion Hall, or any combination of these methods.
- (e) The quorum for a Special General Meeting shall be:
 - i. For a meeting called by the President, at least 10 members in good standing at the Branch; and
 - ii. For a meeting requisitioned by the membership, at least 10 members in good standing at the Branch.
- (f) The Chairman shall preside at all Special General Meetings. In the absence of the Chairman, or if a Chairman has not been elected or appointed, the President shall preside. In the absence of the Chairman and the President, the next most senior Officer of the Branch who is present shall preside.
- (g) The general membership, when assembled in a Special General Meeting, has the power to give direction to the Branch Executive Committee on any business being transacted at the meeting and to substitute its own decision for any decision made by the Branch Executive Committee in relation to such business.
- (h) Minutes of the Special General meeting shall be taken and shall be submitted for approval at the next General Meeting.

13. ANNUAL GENERAL MEETING:

- (a) An Annual General Meeting (AGM) shall be held each year. The AGM shall be held on the first Monday in December. The AGM will normally be called to order at 7:00 pm on the date of the Meeting. The AGM will normally be held at the Onoway Legion Hall.
- (b) Notice of the AGM may be given by publication in a local newspaper, email, letter, Branch Website, social media posting, or posting notice in the Onoway Legion Hall, or any combination of these methods no less than 30 days prior to the AGM.

- (c) The quorum for the AGM shall be at least 10 members in good standing at the Branch.
- (d) The purpose of the AGM is for the general membership to:
 - i. receive an annual report from the President on behalf of the Executive Committee;
 - ii. review the audited Branch Financial Statement from the last financial year;
 - iii. appoint auditors to review the Branch finances for the current financial year;
and
 - iv. elect the Officers and Branch members to serve on the Executive Committee for the forthcoming year.
- (e) The Chairman shall preside at the AGM. In the absence of the Chairman, or if a Chairman has not been elected or appointed, the President shall preside. In the absence of the Chairman and the President, the next most senior Officer of the Branch who is present shall preside.
- (f) Minutes of the AGM shall be taken and shall be submitted for approval at the next AGM.

14. BRANCH COMMITTEES:

- (a) The President may create the following Branch standing Committees:
 - i. Finance Committee;
 - ii. Lottery Committee;
 - iii. Membership Committee;
 - iv. Honours and Awards Committee;
 - v. Public Relations Committee;
 - vi. Entertainment Committee;
 - vii. Poppy Committee;
 - viii. Building and Maintenance Committee;
 - ix. Sports Committee;
 - x. Resolutions Committee;

- xi. and such other Committees as the President deems necessary for the efficient operation of the Branch.
- (b) The President may also create such *ad hoc* or special Committees as the President deems necessary for the efficient operation of the Branch.
- (c) The responsibilities of the Branch Committees shall be as set out in Terms of Reference approved by the Executive Committee. The President may assign additional responsibilities to the Branch Committees.
- (d) All Branch Committees report to the Branch Executive Committee.
- (e) Each Committee may appoint a Chair from among its members, or the President may do so. A Branch Committee Chair must be a member in good standing at the Branch, but is not required to be a member of the Executive Committee.
- (f) Each Branch Committee Chair shall select the members of that Committee, submitting the names of the members to the Executive Committee for approval at its next meeting. The President is, by function of his/her office, a member of all Branch Committees.
- (g) Chairs of Branch Committees shall submit a written or verbal report to the Executive Committee from time to time as required by the President..

15. PROCEDURE AT MEETINGS

- (a) The procedure to be followed at all General Meetings, Special General Meetings, and the AGM shall be in accordance with the *Rules of Procedure for Legion Meetings*, as authorized from time to time by the Dominion Executive Council.
- (b) The Executive Committee and Branch Committees may determine their own procedures, which may be less formal than those required for General Meetings, Special General Meetings and the AGM.

16. FINANCIAL:

- (a) The Treasurer shall:
 - i. maintain an accurate and true account of all monies received and paid out by the Branch;
 - ii. maintain a record of all other financial transactions of the Branch;
 - iii. deposit all Branch funds, in the name of the Branch, in a bank or other recognized financial institution designated by the Branch.

- (b) All Branch cheques, drafts, or orders of payment of money shall require two signatures and shall be signed by the Treasurer and the Branch President or such other members of the Executive Committee as the Executive Committee may designate. To avoid any actual or perceived conflict of interest, a member is not eligible to sign any cheques, drafts, or orders of payment of money if that member is the spouse, common-law spouse, parent, or child of, or resides with, another member signing the same cheque, draft or order for payment.
- (c) The fiscal year of the Branch shall be from September 1 to the following August 31, commencing as of September 1, 2023. (As a transitional provision for 2023 only, the fiscal year that commenced on January 1, 2023 shall end early on August 31, 2023.)

17. AMENDMENTS TO BY-LAWS:

- (a) These By-Laws shall be reviewed annually by the Executive Committee.
- (b) To be valid, an amendment of these Bylaws:
 - i. must receive a majority vote of the members in good standing present at the General Meeting or Special General Meeting at which it is given consideration; and
 - ii. must be approved by Alberta-NWT Command.

18. EFFECTIVE DATE OF BY-LAWS:

These By-Laws shall come into effect when approved by Alberta-NWT Command.
Certified to be a true copy of the By-Laws of the Alberta-NWT Command Onoway Branch No. 132 of The Royal Canadian Legion, as amended and approved by a General Meeting of the Branch on May 1, 2023.

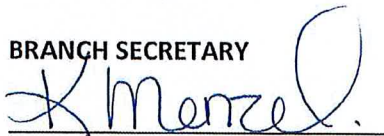
BRANCH PRESIDENT



Edward Gallagher

(BRANCH SEAL)

BRANCH SECRETARY

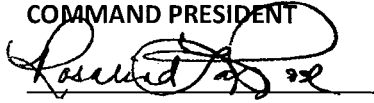


Kim Menzel

Approved on behalf of the Alberta-NWT Command of The Royal Canadian Legion, on

July 4th, 2023

COMMAND PRESIDENT



Rosaline LaRose

(COMMAND SEAL)

COMMAND CHAIR



Scott Sadler