



BY-LAWS

As Amended to _____

Nova Scotia / Nunavut Command

Royal Canadian Legion

Dr. C. B. Lumsden M. M., Branch 074

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ARTICLE 1 - NAME

The organization shall be known as Nova Scotia / Nunavut Command, Royal Canadian Legion, Dr. C. B. Lumsden M. M. Branch Number 074, Wolfville, and is hereinafter referred to as "the Branch".

ARTICLE 2 - GENERIC

In these By-Laws, words importing the masculine gender shall include the feminine and neuter genders; personal pronouns, whether used in the masculine, feminine or neuter gender, shall include all other genders; the singular shall include the plural and vice versa.

ARTICLE 3 - AIMS AND OBJECTIVES

The aims and objective of the branch are:

- A) The promotion of the welfare of its members
- B) The fostering of a feeling of friendliness and comradeship among its members
- C) The furthering of the aims and objectives of the Royal Canadian Legion as set out in the constitution thereof and in the By-Laws of the Nova Scotia / Nunavut Command and the General By-Laws of the Royal Canadian Legion
- D) Co-operation with all other branches at the Royal Canadian Legion to advance the interest and welfare of veterans everywhere in Canada
- E) The service of the local community as far as possible

ARTICLE 4 - MEMBERSHIP

The classes of membership shall be in accordance with the General By-Laws of the Royal Canadian Legion.

ARTICLE 5 - OFFICERS

- A) President
- B) First Vice-President
- C) Second Vice-President
- D) Immediate Past-President
- E) Sergeant-At-Arms
- F) Service Officer
- G) Treasurer
- H) Secretary

In addition, there may be elected an Honorary-President who shall hold office for the same term as the current Executive Committee but shall not become a member of the Executive Committee. All the above, with exception of the Immediate Past President, Treasurer and Secretary shall be elected at the annual meeting. Vacancies during the year shall be filled at the next General Meeting.

ARTICLE 6 - DUTIES OF OFFICERS

- A) President - The President shall preside at all meetings of the Branch and the Executives and enforce order and strict observance of the By-Laws. He will exercise the duties of the Chair as laid down in the Rules and Procedure for Legion Meetings.

- B) Vice-Presidents - In the absence or disability of the President all rights and power vested in the President shall for the time being be vested in the First Vice-President; and in the absence of the First Vice President all rights and powers vested in the President for the time being be vested in the Second Vice-President. The First Vice-President shall assist in completing funeral arrangements for veterans.
- C) Immediate Past President - The Immediate Past President will act as an advisor to the President.
- D) Sergeant-At-Arms - The Sergeant-At-Arms shall guard the entrance doors at the Branch meetings and permit no unauthorized persons to enter. He shall assist the President at all times in maintaining order at the meetings. The Officers of the Branch, except the Officer chairing the meeting, shall act as subordinate officers to enable the Sergeant-At-Arms to perform his duties efficiently. Sergeant-At-Arms, or persons appointed to act in his absence, shall guard the entrance doors at all functions where the bar is open and permit no unauthorized persons to enter.
- E) Service Officer - It is the duty of the Service Officer to help secure adequate pension, allowances, grants and war gratuities for ex-service men, their dependents, children, and dependents of those who are deceased. The Service Officer shall assist the Poppy, Sick and Visiting Committee by providing guidance to where Poppy Trust Funds may be used, in accordance with the Poppy Manual Regulations.

ARTICLE 7 - APPOINTEES

- A) Secretary
- B) Treasurer
- C) Chaplain

The Secretary, the Treasure, and the Chaplain shall be appointed by the incoming Executive. Vacancies during the year shall be filled at the next General Meeting.

The Secretary and the Treasurer shall become Officers of the Branch.

The Chaplain may be a member of the Branch but shall not become a member of the Executive Committee. The President may, at a General Meeting, appoint an Honorary Chaplain from the local clergy.

ARTICLE 8 - DUTIES OF APPOINTEES

- A) Secretary - The Secretary shall dispatch and receive all correspondence for the Branch. He shall keep minutes of all Executive, General and Special Meetings and present them to the next General Meeting for approval.
- B) Treasurer – the Treasurer shall keep a just and true account of all monies received and paid out by the Branch and all financial transactions of any and every kind whatsoever including a full and complete statement of all credits and liabilities of the Branch. He shall ensure that all funds are deposited in any Chartered Bank of Canada designated by the Branch. All monies payable by the Branch shall be paid by cheque or cash with receipt returned to the Branch. The financial books shall be open to the membership upon request to the Treasurer.
- C) Chaplain - The Chaplain provides the spiritual leadership of the Branch. The Chaplain officiates at dedications, memorial services (including Remembrance Day), funerals of our comrades, and carries out the duties compatible with the office as the President may request.

ARTICLE 9 - EXECUTIVE COMMITTEE

- A) The Executive Committee shall, with exception of the Honorary President and Chaplain, consist of the Offices of the Branch and the Chairpersons or the committees.
- B) Special committees may be appointed from time to time required by the President or the Executive Committee.
- C) No member shall hold more than one Executive position at any one time.

ARTICLE 10 - COMMITTEES

- A) Bar and Canteen
- B) By-Laws, Honours and Awards
- C) Entertainment, Ways and Means
- D) Finance
- E) House and Property
- F) Membership
- G) Poppy, Sick and Visiting
- H) Sports

It is understood that Chairpersons of the committees will select the members of their committees from any the members of the Branch.

ARTICLE 11 - DUTIES OF COMMITTEES

- A) Executive
 - i. The Executive Committee shall have all the powers of the Branch, except the power to rescind or alter these By-Laws. It shall not have the power to borrow money absolutely or to dispose of Branch property in excess of one thousand dollars (\$1,000.00)
 - ii. Should any member of the committee be absent from the consecutive meetings of either the Executive Committee or the Branch without an excuse satisfactory to the other members of the committee, he shall, if a resolution is duly passed by committee and if he is properly notified, cease to hold office and his place shall be filled by nomination from the floor at the next General Meeting of the Branch.
 - iii. The Executive Committee shall employ those persons required for the working of the Branch. Their employment will be governed by the published Terms of Reference for their position. The Executive shall be responsible for hiring, wages and dismissal of salaried employees.
- B) Bar and Canteen
 - i. The committee shall operate the bar in strict conformity with the Branch Rules and Regulations and in full compliance with the regulations of the Nova Scotia Alcohol and Gaming Division.
 - ii. Duties of the committee shall include stocking of saleable items, stock checks, readjust bar and canteen hours as required, subject to the approval of the Executive, submit weekly financial summaries to the Treasurer, schedule volunteer stewards during operational hours, maintain rental request and agreements.
 - iii. The committee shall be responsible to and report to the meetings of the Executive and the Branch.
- C) By-Laws, Honours and Awards

- i. The committee shall be responsible for review and amending Branch By-Laws and House Rules to ensure they comply with the General and Provincial Command By-Laws and shall assist the Branch President by pointing out infractions.
- ii. The committee shall submit the names of members eligible for and deserving of awards in accordance with General By-Laws of the Legion and the Honors and Awards regulations of the Royal Canadian Legion. Year of service pins will be given out in the year stated on the nominal roll.
- iii. The committee shall be responsible to and report to the meetings of the Executive and the Branch.

D) Entertainment, Ways and Means

- i. It shall be the duty of this committee to arrange entertainment for the Branch. Funds for these activities shall be authorized by the Branch or raised by admission fees.
- ii. This committee shall carry out any duties that may be assigned to it regarding raising funds for the Branch.
- iii. The committee shall be responsible to and report to the meetings of the Executive and the Branch.

E) Finance

- i. The Finance committee shall keep a close check on the financial standing of the Branch and advise the members if the Branch is not in a financial position to undertake any large, proposed projects. It will screen requests for donations from other organizations and make recommendations to the Branch. The Treasurer will make available any information on request of the Finance Committee. The committee shall be responsible for ensuring an annual financial review is completed by a qualified individual and that a professional financial view is completed every seven (7) years or as deemed necessary to check the financial status of the Branch.
- ii. The fiscal year of the Branch shall be the calendar year.
- iii. The Finance committee shall consist of the elected Chairman, Immediate Past President, First Vice-President, and the Treasurer.
- iv. The committee shall be responsible to and report to the meetings of the Executive and the Branch.

F) House and Property

- i. The House and Property Committee shall manage the land and buildings owned by the Branch and the furniture, appliances, and fixtures contained therein. The committee shall also be responsible for an inventory every two (2) years of all furnishings and movable property, except bar and canteen stock, at the end of each fiscal year and submit to the Board of Trustees.
- ii. The committee shall be responsible to and report to the meetings of the Executive and the Branch.

G) Membership

- i. The duty of this committee shall be as laid down in the General By-Laws of the Royal Canadian Legion.
- ii. The committee shall be responsible to and report to the meetings of the Executive and the Branch, for approval of new members.

H) Poppy, Sick and Visiting

- i. This committee shall carry out all duties that may be assigned to it pertaining to the Poppy Campaign and dispense Poppy Trust Funds in accordance with the Poppy Manual.
 - ii. This committee shall investigate and report any information of members of the Branch, local Veterans, and their dependents relative to their health and welfare.
 - iii. This committee shall be limited to the amount of \$50.00 spent in any one case for small comforts such as food items, reading material, flowers, personal items, etc., which may bring comfort to those who are ill. The funds may be from the Branch General account or, if the member qualifies, from the Poppy Trust Fund.
 - iv. If, in the opinion of this committee, further assistance should be necessary for a veteran, his widow, or dependent, then the Service Officer shall be notified and assist the committee to obtain such assistance, including the appropriate use of the Poppy Trust Fund.
 - v. The committee shall be responsible to and report to the meeting of the Executive and the Branch.
- I) Sports and Games
- i. This committee shall be responsible for all recreational activities provided at the Branch, Zone, and Provincial level.
 - ii. Entrance fees required for events leading to Dominion level shall be paid from the General account. All other entrance fees shall be paid from the Sports account.
 - iii. Travel expenses for sports shall be paid in accordance with Travel Expense By-Law in Article 22.
 - iv. The committee shall be responsible to and report to the meetings of the Executive and the Branch.

ARTICLE 12 – MEETINGS

- A) General Monthly Meetings
General Meetings shall be held the third Wednesday of the month at 7:30 p.m. except during the months of July and August where no meeting shall be held. Ten (10) voting members constitute a quorum, three (3) of which must be non-Executive members.
- B) Executive Meetings
Executive Meetings shall be held monthly during the first week of the month, except during July and August, or as deemed necessary, at a time and place designated by the President. Fifty-one (51) percent of the Executive Committee shall form a quorum at an Executive Meeting.
- C) Special Meetings
- i. The President may call Special Meetings of the Branch at any time when he considers it to be in the interest of the Branch and shall call a Special Meeting of the Branch within seven (7) days of receiving a written request to do so from twelve (12) voting members of the Branch or five (5) Executive members.
 - ii. The call for meetings shall state the special items to be dealt with; no other business shall come before the meeting.
 - iii. All other regulations concerning Special Meetings shall be in accordance with the Rules of Procedures for Legion Meeting Manual, Article 8.
- D) Annual Meeting
The Annual meeting of the Branch will be the November General Meeting.

ARTICLE 13 - TERMS OF OFFICE

The term of office of the Executive Committee shall be two (2) years.

ARTICLE 14 – NOMINATIONS

- A) A nominating committee of three (3) members in good standing shall be appointed at the October meeting. This committee shall consist of a Chairperson appointed by the President and two (2) members nominated from the floor. This committee shall present a slate of Officers and eight (8) Executive at Large members for consideration of the Branch at the November meeting. Any member may be nominated from the floor for an Executive position, provided that nominees qualify under the conditions laid down in the next paragraph.
- B) All nominees must be in good standing and shall have had membership in the Branch for a period of one (1) year in order to be eligible for election to the Executive. To be elected President, the person shall have served on the Executive one (1) term.
- C) No member shall be nominated for elected office unless the said person is present or has signified in writing his willingness to accept such office.
- D) A nominee who is defeated for an office may be nominated for any other office.
- E) The nominating committee, after presenting their list of nominees to the Meeting Chairman, their duties will cease, and they will be eligible to be nominated from the floor for Executive positions.

ARTICLE 15 – VOTING

- A) Where two (2) or more nominations for an office exist, voting for that office shall be by secret ballot, until a clear majority of fifty-one percent (51%) is obtained. In the event of no clear majority the nominee receiving the lowest number of votes shall be dropped and successive ballots taken until a clear majority is obtained.
- B) No member shall be permitted to enter or retire from the meeting during the taking of ballots.

ARTICLE 16 – INSTALLATION

- A) The Installation of Officers and Executive members will take place at the December General Meeting, or as soon as possible thereafter, to assume position on January 2 of the following year.
- B) The retiring President may conduct the installation or appoint any Past President or Zone Commander in good standing in the Royal Canadian Legion to officiate at the ceremony.
- C) The Chairpersons of Committees will be appointed by the Officers within a week after the December meeting, from those members elected as Executive at Large.

ARTICLE 17 – DUES AND FEES

- A) The annual dues of the Branch shall be passed by the Branch at a General Meeting and shall be due December 31st of each year, as laid down in the General By-Laws of the Royal Canadian Legion.
- B) The membership fee of one (1) year's dues must accompany any application for membership made before June 30; if application is made after but before August 31, the membership fee is one half (1/2) of the year's dues, after August 31 the membership fee is one third (1/3) of the year's dues; in all cases the fees paid will cover the period to the end of the year, i.e. December 31, as laid down in the General By-Laws of the Royal Canadian Legion.

ARTICLE 18 – INITIATION

- A) All membership applications shall be presented by the Membership Committee to a General Meeting for its approval, according to the General By-Laws of the Royal Canadian Legion. The Executive Committee shall have the authority to approve membership application in the months that there are no General Meetings.
- B) Upon acceptance of a new application for membership the Chairperson for the Membership Committee shall notify the applicant requesting him to appear for initiation at the next General Meeting.
- C) The applicant on being initiated shall be presented with a Legion badge, a copy of the Branch By-Laws, a copy of the Branch House Rules, and a copy of the General By-Laws of the Royal Canadian Legion.

ARTICLE 19 – BRANCH PROPERTY TRUSTEES

- A) All real estate and property of the Branch shall be held in trust by a Board of Trustees duly appointed by the membership for this purpose. The Board of Trustees will administer any monies or assets given or bequeathed to the Branch and held in Trust, upon the terms and conditions and for the purposes specified by the donor.
- B) The Board of Trustees shall consist of three (3) members.
- C) Trustees will be elected to serve for three (3) years. They may be re-elected but not more than two (2) new Trustees shall be elected in one (1) year.
- D) The number of Trustees elected shall be three (3) who will be replaced or re-elected as follows: in the first year, the senior, in the second year, the next senior, in the third year, the last Trustee, thereafter the cycle will repeat.
- E) The Chairperson of the Board of Trustees shall be elected by the general membership at the Annual meeting.
- F) In the event of any Trustee dying or resigning, or becoming unfit or incapable of acting, or refusing to act, or being removed from office, the Branch shall forthwith appoint a successor who, on appointment, shall have all duties and powers of the Trustee whose place he takes on the board.
- G) The Branch may, by Notice of Motion at a General Meeting, initiate the removal of any Trustee at any time. Notice of Motion shall be posted immediately after the meeting and shall be voted on at the next General Meeting.
- H) If any member or members of the Branch willfully or negligently damage property of the Branch, the Executive Committee shall assess the amount of such damage, and the amount assessed shall be paid to the Branch by such member or members. The offending member or members may suffer suspension from the activities of the Branch. All members are entitled to a hearing before suspension as per Article III of the General By-Laws of the Royal Canadian Legion.
- I) Any Trustee of the Branch shall not be a member of the Branch Executive as per Article IX, 901C of the current By-Laws of Nova Scotia / Nunavut Command.

ARTICLE 20 – SIGNING OFFICERS

- A) All financial accounts shall have three (3) signees; two (2) signatures are required on each cheque or financial transaction.
- B) Signees for the General bank account shall be the President, Treasurer, and Secretary.
- C) Signees for committee bank accounts shall be the Committee Chairman, an Executive Officer, and one other member of the Branch.
- D) Signees for the Poppy bank account shall be the Committee Chairman, Service Officer, and one other Executive Officer of the Branch.

ARTICLE 21 – EXPENDITURES

- A) No member of the Branch shall pay bills submitted to the Branch without an itemized statement being rendered in each case.
- B) A motion referred to the entire membership shall be necessary for the expenditure on any one (1) object in excess of the sum of \$1000.00 authorized at a General Meeting or in excess of the sum of \$400.00 authorized at an Executive Meeting. Basic utility, supplies, and building maintenance items shall not require approval.
- C) Emergency expenditures over \$1000.00 may be authorized at a Special Executive Meeting.
- D) Members requesting to be reimbursed for out-of-pocket expenses for Branch purchases shall submit proof of purchase (itemized statement) with written request within 30 days of purchase to the Treasurer.

ARTICLE 22 – TRAVEL EXPENDITURES

- A) Mileage will be paid on a per kilometre basis to all members representing the Branch at Legion functions held outside Zone 8. For sporting events this shall be on a per team basis where every effort will be for players to carpool.
- B) Members representing the Branch at functions outside Zone 8 may receive a meal allowance.
- C) Mileage rate and meal allowance will be set annually at the January General Meeting.
- D) Members shall submit written account of mileage to the Treasurer when requesting payment or within 30 days of travel.

ARTICLE 23 – RULES OF PROCEDURE

- A) Except where notes elsewhere, fifty-one (51) percent majority of those present at a meeting shall be required to approve all motions and resolutions.
- B) These By-Laws shall not be altered or amended except by a motion, of which notice shall have been given at a previous General Meeting of the Branch.
- C) A two-thirds (2/3) majority of members present, and voting shall be required to authorize all changes and amendments to the Branch By-Laws.
- D) All other rules of procedure shall be in accordance with the Rules of Procedure for Legion Meetings Manual.

CERTIFICATION BY DR. C. B. LUMSDEN M. M. BRANCH #74 WOLFVILLE

This is to certify that the above By-Laws, as amended, of the Nova Scotia / Nunavut Command, Royal Canadian Legion, Dr. C. B. Lumsden M. M. Branch Number 074, Wolfville were approved by a Regular Meeting of the Branch on the _____ day of _____

SIGNED

CHAIRMAN

MEMBER

MEMBER

Note: These By-Laws will become effective upon the approval thereof of the Nova Scotia / Nunavut Command of the Royal Canadian Legion.



NOVA SCOTIA / NUNAVUT COMMAND
THE ROYAL CANADIAN LEGION



BY-LAWS COMMITTEE

This is to certify that the By-Laws of Nova Scotia / Nunavut Command Branch:

Branch Name: Dr. C. B. Lumsden Branch #074

of the Royal Canadian Legion have been reviewed by the Nova Scotia / Nunavut Command By-Laws Committee, and that the Committee has approved the enclosed By-Laws and/or amendments thereof.

Chairman _____

Member _____

Member _____

Final approval date _____ for amended by-laws with the inclusion of any kind and all changes as directed by the Command By-Laws Committee.

PLEASE NOTE:

To ensure that the Command files are kept up to date, Branches are required to send a copy of their Branch By-laws whenever same are **re-typed in full or reprinted with the approval amendments to date.**

