

THE ROYAL CANADIAN LEGION



ALBERTA-NORTHWEST TERRITORIES COMMAND

KINGSWAY BRANCH NO. 175

BRANCH BY-LAWS

AS AMENDED TO SEPTEMBER 26, 2023

Table of Contents

| | |
|--|---|
| PURPOSES AND OBJECTIVES | 1 |
| ARTICLE 1 – INTERPRETATION | 1 |
| ARTICLE 2 - MEMBERSHIP | 1 |
| ARTICLE 3 - DUES..... | 1 |
| ARTICLE 4 - COMPLAINTS AGAINST MEMBERS | 1 |
| ARTICLE 5 – OFFICERS AND EXECUTIVE MEMBERS | 2 |
| ARTICLE 6 – NOMINATIONS AND ELECTIONS | 3 |
| ARTICLE 7 – STANDING COMMITTEES | 4 |
| ARTICLE 8 – EXECUTIVE COMMITTEE | 4 |
| ARTICLE 9 - MEETINGS | 5 |
| ARTICLE 10 – FINANCE | 6 |
| ARTICLE 11 - LADIES AUXILIARY | 7 |
| ARTICLE 12 – GENERAL | 8 |
| ARTICLE 13 – AMENDMENTS TO THE BY-LAWS | 9 |
| ARTICLE 14 – EFFECTIVE DATE OF BRANCH BY-LAWS | 9 |

PURPOSES AND OBJECTIVES

The purposes and objectives of the Branch shall be those set forth in the Act to Incorporate of The Royal Canadian Legion and in the introduction to the General By-Laws of The Royal Canadian Legion.

ARTICLE 1 - INTERPRETATION

This Branch shall be known as the Alberta-Northwest Territories Command, Kingsway Legion Branch No. 175 of The Royal Canadian Legion and shall hereinafter be referred to as the Branch.

ARTICLE 2 - MEMBERSHIP

- 2.1 All applications 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.
- 2.2 All applications for membership or reinstatement shall be dealt with as set forth in Article II of the General By-Laws.

ARTICLE 3 - DUES

- 3.1 The annual dues payable by members shall be determined from time to time by the vote of the members present, in good standing, at the General Meeting of the Branch; in the case of an Ordinary Member who is totally dependent upon Old Age Security or W.V.A; his annual dues shall be equal to the per capita tax assessment.
- 3.2 Branch Dues shall become due and payable on (or by) the 31st day of January in each calendar year.
- 3.3 Branch dues for new members are payable in advance for the current calendar year and shall be remitted prior to initiation.
- 3.4 A member who has not paid his dues in accordance with clause 3.2 shall be deemed to be in arrears on the day following.

ARTICLE 4 – COMPLAINTS AGAINST MEMBERS

- 4.1 All complaints against members shall be dealt with in accordance with the General By-Laws of the Royal Canadian Legion Article III Complaints and Appeals.

ARTICLE 5 – OFFICERS AND EXECUTIVE MEMBERS

The Branch Executive Committee shall be the Officers; and ten (10) Executive Members.

5.1 The Officers of the Branch shall be: The President, the First Vice President, the Second Vice President, Secretary, Treasurer and the Immediate Past President.

(a) Save and except the Past President, the Officers of the Branch shall be elected as follows:

President, 2nd Vice President and Treasurer in even years and 1st Vice President and Secretary in odd years all for a two (2) year term.

5.2 There are 10 Executive Member positions that need to be filled.

(a) Five (5) Executives will be elected each year for a two (2) year term and five (5) will remain to complete the second year of their two year term.

(b) If more than five Executive vacancies exist, the five candidates obtaining the most votes will be elected for a two-year term and the remaining filling out the one-year openings.

(c) Should a vacancy occur on the Executive for any reason a member will be appointed by the President and ratified by the executive.

5.3 Should a vacancy occur in the office of the President or Vice President, refer to the General By-Laws.

5.4 The Branch Elected Officers and Executive shall assume office immediately upon installation and shall hold office in accordance with articles 5.2(a).

5.5 The quorum for an Executive Committee meeting shall be eight (8) members.

5.6 In the event that an Executive Committee member verbally tenders his resignation from office he will be allowed a maximum period of 48 hours to review his decision and shall, on or before the expiration of the 48-hour period, either:

(a) Advise in writing that he will not be resigning; or

(b) Submit his resignation in written form.

(c) If, as a result of the foregoing, a vacancy occurs in the position of an Executive Member, the position shall be filled in accordance with Article 5.2(c) of these By-Laws,

5.7 When a member of the Executive Committee submits his resignation in written form it shall be effective immediately and shall be final and irrevocable.

ARTICLE 6 – NOMINATIONS AND ELECTIONS

6.1 The General Elections of Officers and Executive for the Branch shall be held at the November General Meeting

6.2 Voting members must be in Good Standing and be in possession of the current year Membership Card and be on the Branch Nominal Roll to be eligible to vote.

6.3 At the General Meeting in September of each year, the Branch shall elect a Nomination Committee of four (4) members.

- (a) Nominations may be made from the floor at the November meeting but will be confined to members present.
- (b) No member shall stand for nomination who has not been a Voting member in Good Standing of the Branch for One (1) year prior to November 1st in any year, except for New or Transfer members.
- (c) More than one (1) member of a household and/or family may run and hold a position on the Executive Committee. No two (2) signing authorities may be related to each other or live in the same domicile.
- (d) Except for Branch Past Presidents, no member shall stand for the office of President, or First or Second Vice President who has not served on the Branch Executive Committee for a minimum of one (1) year within the preceding three (3) years.
- (e) Except for new transfers, any member in Good Standing, aspiring to run for office on the Executive Committee must have attended a minimum of four (4) Branch General Meetings during the 12 full calendar months including the October General Meeting in the year of the election.
- (f) A candidate may stand for more than one office provided that:
 - i. A candidate may be elected to one position only.
 - ii. A candidate contesting more than one position must accept the highest position to which he is elected.

6.4 The Elected Nomination Committee shall be the Election Committee and shall assume duties of Returning Officers and Scrutineers.

- 6.5 No member of the Branch Ladies Auxiliary may be elected to an office of the Branch and Ladies Auxiliary simultaneously.

ARTICLE 7 – STANDING COMMITTEES

The following Standing Committees shall be established:

- (a) Finance
- (b) Ways and Means
- (c) Membership
- (d) Publicity
- (e) Sports
- (f) Buildings and Grounds
- (g) Sick and Visiting
- (h) Service Officer
- (i) Entertainment and Special Events
- (j) Poppy
- (k) Resolutions and By-Laws
- (l) Honours and Awards

- 7.1 Additional Committees may be established by the President or the Executive Committee as may be deemed necessary, from time to time, for the proper conduct of the Branch. All such 'ad hoc' Committees shall be discharged on the completion of their duties.
- (a) The Executive Committee shall have the power to appoint a salaried Branch Manager (whose duties are hereinafter described).
 - (b) By majority vote, the Executive Committee shall have the power to dismiss the Manager of the Branch.

ARTICLE 8 – EXECUTIVE COMMITTEE

- 8.1 The Executive Committee shall meet at least once a month, on a day fixed by the Executive Committee, for the purpose of conducting business as may be necessary; or at the call of the President. A quorum of eight (8) voting members of the Executive who are in Good Standing.
- 8.2 The Executive Committee shall administer the affairs of the Branch, subject to the direction by, and approval of the General Membership.

- 8.3 Any member of the Executive Committee who is absent from three (3) meetings of the General Membership and/or the Executive Committee without being excused for just cause by the Executive Committee, shall cease to hold office and his office shall be filled as provided in Article 5.02.
- 8.4 No Executive Committee member shall be excused from Committee work unless the majority of those present at an Executive Meeting agree. However, no Executive Committee Member shall be obliged to serve on more than two (2) Committees at one time.

ARTICLE 9 - MEETINGS

- 9.1 The Annual General Meeting of the Branch shall be held in the month of February each year, at which time Annual Reports and a review Financial Statement covering the previous calendar year's operation will be presented for adoption. In the event that a review statement is not available at the time, it shall be presented at the March General Meeting
- 9.2 The regular monthly meeting of the Branch will be held on the last Tuesday of each month with the exception of the months of July, August and December.
- 9.3 At any meeting of the Branch, Special or General, the quorum shall be Thirty (30) members in Good Standing who are present.
- 9.4 Special General Meetings of the Branch may be called as follows:
- (a) By the President
 - (b) By a majority of the Executive Committee; or
 - (c) By thirty (30) Voting Members in good standing.

Any notice calling such a meeting shall briefly set out the general purpose for which the meeting is called, and seven (7) days notice in writing shall be given of any such meeting. Only that business for which the Special Meeting has been called shall be dealt with.

- 9.5 Order of Business for a regular General Meeting shall be as per the Ritual, Awards and Protocol Manual.

ARTICLE 10 - FINANCE

- 10.1 The Financial year of the Branch shall be the calendar year.

- 10.2 The Finance Committee shall consist of not less than three members, and shall at its first meeting appoint, subject to the approval of the Executive Committee, an Auditor who shall be a chartered accountant.
- 10.3 The Chairman of the Financial Committee shall meet at least once a month with his committee, before the Executive Committee meeting.
- 10.4 The proposed standing committee budgets for the current year shall be presented at the February General Meeting.
 - (a) The Chairman of the Financial Committee shall, with the assistance of the Branch Manager, prepare an annual budget covering all the financial activities of the Branch for presentation at the March General Meeting, and in conjunction with the Finance Committee endeavour to see that the budget is adhered to.
- 10.5 The Treasurer shall ensure that an accurate and true account of all monies received or paid out by the Branch is kept; also, a complete record of all financial transactions, including a full and complete statement of credits and liabilities of the Branch. Bookkeeping and auditing shall be in accordance with the General By-Laws.
- 10.6 The Finance Chairman shall work in conjunction with other committees handling Branch funds.
- 10.7 All monies in excess of \$100.00 payable by the Branch shall be paid by cheque signed by any two (2) of the Branch Officers who have signing authority. No two (2) signing authorities may be related to each other or live in the same domicile.
- 10.8 The Branch books shall be kept at the Branch office and shall be open to the inspection of the Executive Committee at all times.
- 10.9 At the regular General Meeting, the Treasurer shall submit a statement of income and expenditure for the month (or months, if there is a recess) immediately preceding such a meeting. This statement shall have been checked and verified by the Finance Committee.
- 10.10 Under the direction of the Treasurer, the Branch Manager shall cause to be kept a true account of all monies received and paid out by the Branch. He shall cause to be deposited all funds of the Branch in a Chartered Bank, Treasury Branch, Credit Union or other bona fide banking institute as may be approved by the Executive Committee. He shall also ensure that the funds of all Clubs and Sports Leagues operating under the auspices of the Branch shall be administered by the Branch with a separate account for each operation. All cheques deposited shall be marked "For Deposit Only" to the account of the Branch.
- 10.11 No money shall be obtained by way of loan, mortgage or pledge, and no realty or assets of the Branch shall be sold or disposed of without approval by the majority vote of a General Meeting.

- 10.12 The Real and Personal property held or acquired by the Branch shall be held in the name of the Branch.
- 10.13 No expenditure of funds, except as may be authorized elsewhere in these Bylaws, shall be made by the Branch without referral to the Finance Committee for a report, unless such expenditure is authorized by a majority vote at a General Meeting.
- 10.14 Notwithstanding the previous section 10.13, all charitable donations will be handled in the following manner:
- (a) All requests for donations must be in written form and be presented at either a General or Executive Meeting.
 - (b) The Ways and Means Committee will ensure that the Charitable Organization falls within the guidelines of the Alberta Liquor and Gaming Commission and the Branch Permits. The Ways and Means Committee will then make a recommendation to the Executive Committee. The Executive Committee will be responsible to judge the merit of the request and make a recommendation to the next General Meeting for final approval or otherwise.
- 10.15 No raffle will be held using the Kingsway Legion name or no raffle tickets will be sold on Kingsway Legion property without the permission of the President or his designate.
- 10.16 All financial statements may be accessed by any voting Branch member in the presence of one of the following:
- (a) Branch President
 - (b) Branch Manager
 - (c) Finance Chairman, or
 - (d) Treasurer

ARTICLE 11 – LADIES AUXILIARY

- 11.1 There shall be a Ladies Auxiliary of this Branch. Such Ladies Auxiliary is hereby authorized in accordance with the provisions of the General By-Laws.
- 11.2 The Ladies Auxiliary of this Branch, as set out in the General By-Laws, shall not come under the direction or control of the Auxiliary to the Command.
- 11.3 The By-Laws passed by the Auxiliary must conform to the purposes and objects of the Legion and shall not become effective until they are approved by the Branch and the Provincial Command.
- 11.4 The Clubhouse privileges of the Branch shall be extended to the members of the Ladies Auxiliary.

11.5 The Ladies Auxiliary members employed by a Branch or Command may, at the discretion of the Branch or Command hold office in the Auxiliary.

ARTICLE 12 - GENERAL

12.1 All Officers, members and staff who handle Branch funds shall be covered by a blanket bond, except those persons with financial signing authority, shall be individually bonded for the amount not less than \$ 100,000.00. The cost of bonding shall be borne by the Branch.

12.2 The financial state of the Branch funds shall govern the number of delegates elected to attend Dominion and Provincial Conventions paid for by the Branch.

(a) Recommendations of Branch financial obligations for delegates' expenses shall be made by the Financial Committee and be subject to ratification by the Executive Committee and General Membership.

(b) The President shall be the only automatic delegate as first named. Any additional delegates shall be nominated and elected at a General Meeting in the month following the month in which the convention call is received.

(c) To attain eligible delegate status, a member must have attended four (4) General Meetings and One (1) District 2 Rally in the calendar year immediately prior to the Convention call and be a Member in good standing.

(d) Attendance determination shall be made from the Executive Roll Call records and the General Meeting attendance books.

12.3 The Area and District Voting Delegates shall be the President and one other Voting Member.

12.4 No salary shall be paid to any member of the Executive Committee, nor shall any salaried Officer or staff be a member of the Executive Committee.

12.5 Public Statements in connection with Branch Policy shall be restricted in accordance with Article 1 104(a) of the General By-laws.

12.6 Public Statements in connection with Legion affairs shall be restricted in accordance with the provisions of the General By-Laws Article 1 104.

ARTICLE 13 – AMENDMENTS TO THE BYLAWS

13.1 These By-Laws shall not be altered, amended, varied, or added to except by Notice of Motion.

- (a) Any Notice of Motion must:
 - (i) be given in writing at the General Meeting prior to the one at which it will be given consideration;
 - (ii) detail such alteration, amendment, variation, deletion, or addition;
 - (iii) be signed by the member presenting the Notice of Motion; and
 - (iv) receive a majority of two-thirds (2/3) of the voting members present at the Meeting at which it is given consideration.

ARTICLE 14 - EFFECTIVE DATE OF BRANCH BY-LAWS

14.1 These By-Laws shall not be in effect until approved by Alberta-NWT Command.

Certified to be the true bylaws of Kingsway Branch No. 175 of The Royal Canadian Legion, as approved by the General Meeting of the Branch on September 26, 2023.




Robert "Mac" Torrie
President



Audrey Ferguson
By-Laws Chairman

Approved on behalf of the Alberta-NWT Command of The Royal Canadian Legion, this 10 day
of JANUARY, ~~2023~~ 2024



PRESIDENT / ALBERTA-NWT COMMAND



CHAIRMAN / ALBERTA-NWT COMMAND

COMMAND SEAL