

General By-Laws  
Lac du Bonnet Branch #164  
The Royal Canadian Legion  
Manitoba and Northwestern Ontario Provincial Command



### **1. Title**

The Branch shall be known as "*Lac du Bonnet Branch No. 164 of the Manitoba and Northwestern Ontario Command of The Royal Canadian Legion.*"

### **2. Membership**

Branch membership shall be comprised of members qualified in accordance with the General By-Laws of the Royal Canadian Legion.

### **3. Initiation**

Each new member shall be initiated according to the Ritual and Insignia Manual.

### **4. Annual Dues**

(a) Every member shall pay annual dues in an amount decided upon at a General Meeting of the Branch. The Branch Executive shall have discretionary powers as regards to dues of life members and members warranting special consideration.

(b) Members whose dues are in arrears shall be dealt with accordance with the General By-Laws of the Royal Canadian Legion.

(c) The Membership Chairman shall at the February Executive meeting present a list to the Executive of the names of those members who are in arrears and not in good standing.

(d) Dues of an "Early Bird" member who is deceased prior to January 1<sup>st</sup> of the coming year may be refunded by the Branch.

## **5. Executive Committee**

(a) The Branch Executive Committee shall be as follows: President, Immediate Past President, First Vice-President, Second Vice-President, Treasurer, Sergeant-at-Arms, Service Officer, Secretary and six executive members.

(b) With the exception of the Immediate Past President, all officers and members of the Executive Committee shall be elected and shall assume office on the first day of the month following the date of election.

(c) In the event that sufficient numbers of Executive Committee members are not elected at the election meeting, the Executive shall canvas Branch voting members to fill vacant positions. These members shall be presented at the next regular meeting of the Branch for election by the Executive Committee.

(d) In the event of a vacancy of an executive position, the vacancy shall be filled by the election at the next regular general meeting or a special general meeting called for that purpose. The elected position will be effective for the remainder of the executive term. The President may appoint a member to fill the vacancy on a temporary basis pending the election.

(e) The Executive Committee shall meet at least once a month and shall transact the current business of the Branch, subject to the jurisdiction of the membership of the Branch assembled in a regular or special general meeting. Special executive meetings may be held at the call of the President.

(f) A quorum for an Executive Meeting shall be a clear majority of the voting Executive Members.

(g) Any member of the Executive who is recorded absent in the minutes of three consecutive Executive Meetings shall forfeit his position or office therein.

## **6. Regular General Meetings**

(a) A Regular General Meeting of the Branch shall be held on the third Tuesday of the following months: February, April, June, October. The Branch Annual General Meeting shall be held on the second Tuesday of December.

(b) Minutes of all Executive and General Meetings shall be submitted to the President for proof-reading prior to submission to members for approval.

(c) Minutes of all Executive and General Meetings shall be recorded and posted for the information of all members.

(d) The quorum for Regular General and Special General Meetings shall be fifteen (15) voting members of the Branch.

## **7. Special General Meetings**

(a) In unusual or pressing circumstances, a Special General Meeting may be called by the Branch Executive Committee or at the written request of at least twenty-five (25) voting members of the Branch. Members shall be notified at least seven (7) days prior to the meeting. Such notice shall contain briefly, the purpose of the meeting.

(b) Only that business for which the Special General Meeting has been called shall be dealt with.

(c) The minutes of Special General Meetings shall be recorded and posted for the information of all members unless for a special reason the committee directs otherwise.

## **8. Standing Committees**

(a) The chairmen of all Standing Committees shall be appointed by the President

from the Executive Committee at its first meeting following the election, and such chairmen may be chairman of two committees only and member of not more than two other committees.

(b) The Standing Committees of the Branch shall be as follows:

(i) **Finance** – The Treasurer shall be Chairman of the Finance Committee. This committee shall be responsible for overseeing and checking Branch accounts and records. A monthly financial statement shall be presented at each Executive and General Meeting.

(ii) **House and Grounds** – This committee shall be responsible for the general condition and repair and maintenance of the Branch premises and related properties.

(iii) **Membership** – This committee shall ensure that efforts are made to increase Branch membership and to maintain the present membership by concentrating on renewals and reinstatements.

(iv) **Ways and Means** – This committee shall be responsible for devising ways for the raising of Branch revenues other than profits from the bar operation. This committee may be divided into sub-committees for bingo, break-open tickets, meat draws and other fundraising activities.

(v) **Lounge and Bar** – This committee shall be responsible for the effective operation of the bar and recommending improvements which would add to the comfort of the members using the lounge.

(vi) **Sick and Visiting** – This committee shall be required to contact members who are confined by illness at home or in the hospital.

(vii) **Publicity** – This committee shall be responsible for forwarding Branch news to the local media and to the Command reporter for forwarding to the Legion magazine. Material intended for publication shall be submitted to the Branch President for approval prior to release to the media.

(viii) **Entertainment** – The committee shall be responsible for all social functions of the Branch.

(ix) **Sports and Games** – This committee shall be responsible to promote sports and games among the members.

(x) **Youth and Seniors** – This committee shall be responsible for all activities dealing with the youth of the community.

(xi) **Honours and Awards** – This committee shall be responsible for presenting all honours and awards to a General Meeting with the required citations.

(xii) **Poppy** – This committee shall be responsible for the operation and control of Poppy funds. The Chairman shall appoint committee members who must be approved by the Branch Executive.

## **9. Special Committees**

Special committees may be appointed from time to time as the need arises. Chairmen of Special Committees may be appointed from the Executive or from the general membership.

## **10. Nominating Committee**

This committee shall be responsible for presenting a slate of eligible candidates for election at the annual general meeting of the election year. Any nominees who will not be in attendance at this meeting must signify in writing their

willingness to stand for an elected position. The committee shall be appointed at the October Regular General Meeting and shall be comprised of three Branch voting members. The duties of the Branch Nomination Committee cease upon filling their final report which shall be prior to the election. Nothing shall prevent a member of the Nominating Committee from being nominated from the floor after its final report is given.

### **11. Audit Committee**

This committee shall be responsible for doing an annual audit review and also periodic checks on the Branch finances. Members of this committee shall be appointed. Members of the Executive cannot be members of this committee.

### **12. Expenditures**

(a) The Executive shall have the power to pass expenditures not exceeding \$500.00 on any item, excluding operating expenses, which are deemed to be in the best interest of the Branch. Such expenditures shall be presented to the next Regular General Meeting for ratification.

(b) General operating expenses of the Branch shall be approved by the Treasurer for payment. Operating expenses include such items as utilities, insurance, taxes, salaries, cleaning services, purchases for resale, Legion supplies and lottery supplies.

(c) All expenditures over \$500.00, including commitments to such expenditures, but excluding operating expenses shall be submitted to the Executive prior to being submitted to the Regular General Meeting.

(d) In the case of an emergency, any Branch Officer may authorize expenditure to meet the emergency. A full report will be made to the next Executive and General Meetings.

(e) All General (Lounge) Account cheques issued by the Branch shall be signed by any two of the following: Administrator, Branch President, 1st Vice-President or Treasurer.

(f) All General (Lounge) Account cheques issued by the Branch to V.L.T. winners shall be signed by any two of the following: Administrator, Branch President, 1st Vice-President, Treasurer, or a member of the lounge staff.

(g) All Bingo Account cheques issued by the Branch, other than bingo winners shall be signed by any two of the following: Administrator, Branch President, 1st Vice-President or Treasurer.

(h) All Bingo Account cheques issued by the Branch to bingo winners shall be signed by any two of the following: Administrator, Branch President, 1st Vice-President, Treasurer or bingo chairman.

(i) A list of cheques issued from the immediate previous Executive Meeting to the next Executive Meeting shall be submitted to the Executive for inspection.

### **13. Sports**

(a) All members who will be competing in Branch play downs must be prepared to follow through at all four levels of competition – Zone, District, Provincial and Dominion championships. Any competitor not adhering to these rules, with the exception of a medical or family emergency, will be suspended from all Legion sporting competitions for a two year period.

(b) The following rules will apply to any member applying for financial assistance from Branch #164 to compete or participate in any Legion activity:

(i) Prior to entering the associated event at Zone level, the member applying must have, during the previous twelve months, attended at least fifty percent

of Branch #164 General Meetings, attended five work parties, volunteered at five Legion functions, or any combination of the above equaling five sessions.

(ii) The Branch Executive shall have the final decision whether the applicant meets the requirements.

#### **14. Elections**

(a) To be eligible to stand for the position of Branch President, a candidate shall be a member in good standing who has served a minimum of one full year on the Branch Executive.

(b) To be eligible to be selected to the Executive Committee, a candidate is required to have held continuous membership in the Branch from January 1st of the election year.

(c) The slate presented by the Nominating Committee shall be considered to have been nominated. Nominations of other eligible members for election shall be accepted from the floor at the election meeting.

(d) Election to the Executive Committee shall be for a term of one (1) year.

#### **15. Delegates**

(a) Delegates to Provincial or Dominion Conventions must be elected or appointed three months prior to the month of the convention.

(b) Delegates to District and Zone meetings shall be elected or appointed at the Annual General Meeting for the ensuing year.

(c) If a vacancy occurs, a replacement shall be elected or appointed at the next Regular General Meeting.



## **16. Rules of Order**

In all matters of procedure the provisions of the “Legion’s Rules of Procedure for Legion Meetings” shall apply. In all cases where these rules do not make adequate provision then, and then only, “Roberts Rules of Order” shall apply.

## **17. Amendments to By-Laws**

These By-Laws shall not be amended except by a Notice of Motion of which notice has been given at the previous Regular General Meeting to the one at which the amendment is to be considered. A two-thirds (2/3) majority vote is required to make such amendments effective. Any amendments to these By-Laws shall not become effective until approved by the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion.

**Approved on behalf of The Royal Canadian Legion, Manitoba and Northwestern Ontario Command.**

**Date: May 2012**

## APPENDIX

### LAC DU BONNET BRANCH #164 HOUSE RULES

1. All members and guests must adhere to the Rules and Regulations of Manitoba Liquor Control Commission, Manitoba Lotteries Commission and the Branch.
2. Disorderly conduct and/or excessive use of profanity WILL NOT BE TOLERATED.
3. The Bar staff have the authority, at any time, to refuse service to a member, guest or group if he/she feels that any House Rule is being abused and can ask that they leave the premises.

4. Only "ON DUTY" staff and/or personnel otherwise authorized may go behind the bar.

5. All Legion members and Ladies Auxiliary members in good standing may sign in four (4) guests. Members may sign in more guests if circumstances dictate.

6. A wife or husband when accompanied by their spouse, who is a member, is not required to sign the guest book.

7. Members are responsible for their guest(s) conduct and must not leave before their guest(s) do.

8. Any member or guest that damages Legion property WILL be held responsible and may be suspended from the Branch until full restitution is made.

9. Persons under 18 years of age and who are under adult supervision may be allowed in the Branch from the time it opens until 1800 hours (6:00 p.m.).

10. An adult must supervise children using games equipment. Only adults will be allowed to sign for the equipment.

11. No headdress will be worn in the Lounge unless otherwise authorized.

12. The Lounge Chairperson or Senior Executive Member present at the time shall make the final decision in any dispute that may arise within the Legion Lounge. All complaints must be submitted in writing to the Branch Secretary.

13. The Branch office is for the use of Management and Executive only.

14. a) A member in good standing may cash one cheque per day at the bar for personal use not to exceed \$50.00. No third party cheques will be allowed.

b) A member who has not paid a NSF cheque and applicable penalties within 30 days of notice shall have all Lounge privileges suspended until cheques and penalties are paid. A member who issues a second NSF cheque may lose their cheques writing privileges.

15. The Branch will not be responsible for lost articles.

16. a) Vehicles shall not park in the Fire Lane immediately in front of the Legion building.

b) Vehicles parked in designated Handicapped Parking areas must display a valid handicap parking identification card.

c) Members and guests shall not park vehicles in designated staff parking area or other designated areas.

17. a) Soliciting is not allowed in the Legion building.

b) Fund raising activities are not allowed in the Legion building without prior authorization of the Branch executive.

***As Amended May 2012***