



*The Royal Canadian Legion  
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February 12, 2020

The Royal Canadian Legion  
Vincent Massey Branch No. 164  
Box 177  
4709 - 50 Avenue  
Yellowknife, NT X1A 2N2

**Attention: Richard Jalbert, Acting President**

Dear Comrade,

**Re: Branch By-Laws**

On behalf of the Constitution and Laws Committee, I confirm approval of your Branch By-Laws as submitted.

The fully executed, original document is enclosed for your file and a copy is retained in our office.

It is highly recommended that these By-Laws are reviewed every three (3) years in order to coincide with any amendments made to the General By-Laws of Dominion Command and the Alberta-NWT Command By-Laws.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Sadler".

Scott Sadler  
Constitution & Laws Committee Chair

/jm  
Encl.  
cc: District No. 7 Commander

**BRANCH BY-LAWS**  
**ALBERTA-NORTHWEST TERRITORIES COMMAND**  
**VINCENT MASSEY BRANCH NO.164**  
**OF THE ROYAL CANADIAN LEGION**

**1. Principles and Policy, Aims and Objectives**

As set out in the Act of Incorporation

**2. Organization**

- a. The title of the organization is the Vincent Massey Branch No. 164 of the Royal Canadian Legion. It shall be hereinafter referred to as the Branch.
- b. Vincent Massey Branch No. 164 is chartered by and is subject to the jurisdiction of the Alberta-NWT Command, under the provision of the Act of Incorporation and the General By-Laws of The Royal Canadian Legion.

**3. Membership**

Branch Membership shall be comprised of Life, Ordinary, Associate, Affiliate-Voting and Affiliate Non-Voting members qualified in accordance with the General By-Laws of the Royal Canadian Legion.

**4. Entitlement to Vote and Hold Office**

- a. Except as otherwise provided in these By-Laws, the following Members shall be entitled to vote and hold office at the Branch: Life, Ordinary, Associate, Affiliate-Voting Members. All members are entitled to attend General Meetings
- b. No person shall be nominated for any office unless present or having signified in writing a willingness to accept such office.
- c. To be eligible to stand for election for the Executive Committee, a nominee must have held Membership in the Branch for one (1) year, and be in good standing.
- d. To be eligible for the position of President and Vice President a nominee must have sat at least one (1) year on the Executive in another position
- e. No member who is a Full time, regular part time or casual employee of the Branch shall be eligible to be nominated for, or hold any Executive Positions in the Branch.
- f. Where any Member of the Executive Committee of the Branch transacts business or performs any service for which a fee or commission is paid by the Branch or Command, the Executive office or positions shall be immediately forfeited and become vacant unless such transactions have been approved in advance by the Branch Executive Committee
- g. Subject to the General By-Laws and Alberta-NWT Command policy, a member in good standing may hold more than one (1) position within the Branch.

- h. All members of the Executive Committee whether elected or appointed shall not hold office at different levels simultaneously (i.e. in the Branch, District, Alberta-NWT Command, Dominion Command).

## **5. Elections of Officer**

The following Senior Officers of the Branch shall be elected by secret ballot at the November Annual General Meeting according to Legion Policy and Procedures,

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer

## **6. Branch Executive Committee**

- a. The Executive Committee shall consist of the Elected Officers and the following positions appointed by the Branch President:
  - i. Past President
  - ii. Padre
  - iii. Service Officer
  - iv. Sergeant-at-Arms

- b. Members of the Executive shall take office and assume their duties and functions 14 days after the election or the first (1st) day of the following month, whichever is longer.
- c. The term of office for all members of the Executive Committee shall be one(1) year.

## **7. Executive Meetings**

- a. The Executive Committee shall meet monthly, except for July and August, and shall transact the current business of the Branch, subject to the jurisdiction of the Membership assembled in a General Meeting. Such meetings shall take place on the second (2nd) Tuesday of the Month.
- b. A quorum for a meeting of the Executive shall be one half ( $\frac{1}{2}$ ) of the members of the Committee.
- c. A Special Meeting may be called at any time by a Senior Officer of the Executive for all Legion business deemed too important to wait until the next scheduled meeting.

## **8. General Meetings**

- a. A General Meeting shall be held monthly, except for July and August, at which time the minutes of the previous General meeting shall be adopted. Such meetings shall take place on the fourth (4th) Tuesday of the month.
- b. A quorum for a General Meeting shall be ten (10) members, who are in good standing.

## **9. Financial**

The Chairman of the Finance Committee shall:

- a. Maintain an accurate and true account of all monies received and paid out by the Branch; maintain a record of all other financial transactions of the Branch; be a signatory on all Branch financial accounts; and 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 be signed by the Treasurer and the Branch President, or such person as the Executive Committee may designate. That a minimum of 3 Branch Executive Officers must have signing authority. No Two signing authorities may be related to each other nor live in the same domicile.

## **10. Standing Committees**

- a. A Chairperson shall be appointed for each of the following Standing Committees at the first Executive Meeting following its election: Sports, Membership, Poppy, and any committees deemed necessary to the success of the Branch.
- b. Each Chairperson shall select the members for the committee and submit these names to the Executive for approval at the next Executive Meeting
- c. All Chairpersons of Standing Committees shall submit a written report to the Executive or General Meetings as required.

## **11. Complaints and Discipline**

- a. The procedures for lodging a complaint against Members and the disciplinary action to be taken shall be in accordance with Article III of the General By-Laws of the Royal Canadian Legion.
- b. No disciplinary action, whether finalized or not shall be discussed at any Executive or General meeting of the Branch

## **12. Annual Dues**

- a. Every member shall pay annual dues in an amount to be decided upon by a 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 current General By-Laws.

## **13. Clubhouse Entrance and Conduct**

- a. All Members in good standing have unrestricted access to the clubhouse during operating hours, unless otherwise advertised (i.e. disciplinary action, private function in Clubhouse).
- b. Each Member may bring up to four (4) guests with them when they enter the clubhouse. All guests are the responsibility of the Member signing them in and must leave the premises when the member does. Every person entering the premises shall legibly sign the entrance register in accordance with the Liquor Licence.
- c. Guests and Members who are not in good standing will be subject to a two (2) dollar a day fee, to be paid to the bartender upon entering the Clubhouse. These funds will be used at the discretion

of the Finance/Membership Committee to be put back into the Legion for the enjoyment of the Members.

- d. In accordance with the Liquor Licence, there shall be no persons under the age of nineteen (19) on the premises, unless attending an advertised event, including minors, approved in advance by the Executive Committee. During approved events no minors shall remain in the Clubhouse after 2000 hours or eight (8) o'clock at night. These timings are subject to an extension done on a case by case basis for all events inside the Clubhouse.
- e. Individuals known to be pregnant will not be served alcohol on Legion property or at any Legion event.

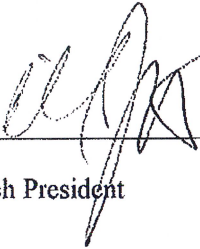
#### **14. Amendments to these By-Laws**


- a. These By-Laws shall not be altered, amended, varied, or added to except by notice of a motion.
- b. Such notice of motion must be given in writing at a General Meeting prior to the one at which it will be given consideration and will detail such alteration, amendment, variation, or addition, and shall be signed by the member presenting the motion.
- c. Such notice of motion must have the majority of the members present at the meeting at which it is to be given considerations

## 15. Effective Date

These By-Laws shall become effective when approved by the Alberta-NWT Command of The Royal Canadian Legion.


Certified to be the original copy of the By-Laws of the Alberta-NWT Command, Vincent Massey Branch No. 164 of The Royal Canadian Legion, as amended and approved by a General Meeting of the Branch on the 22 day of October, 2019


  
\_\_\_\_\_  
Branch President

  
\_\_\_\_\_  
Branch Secretary

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

10<sup>th</sup> day of FEBRUARY, 2020

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
CHAIRMAN  
CONSTITUTION AND LAWS COMMITTEE

COMMAND  
SEAL

Vincent Massey Br No 164



General Meeting  
22 October ,2019

*In Attendance: William Morrison, Richard Jalbert, Christine Jalbert, Doreen Ouellette, Jean Chenard, Steve McCormack, Jessica Short, Lorelea Wark, Sarah Goyette, Gary Counsell, Yvonne Pokiak-Asher, Missy Chenard, John Dobbin, Crystal Blackburn, Annette Thompson, Randy Thompson, Kenneth Stewart, Peter Fugland, Randy Hiebert, Tammy Stewart, Jo-Ann Martin, Tracy Levesque, Eric Salter, Blair Turner, Dorothy McLaren, John Jones, Sherwin Murillo, Jennifer Lavers, tina Korycki, Ranilo Ramirez, Harry Hunt, Jane Romanowich*

**Guests:**

**Absent:**

*Excused: Tammy Roberts*

**\*M/S/C (Moved/Seconded/Carried)**

AGENDA ITEM	DETAIL	MOTION or ACTION
1. Call to Order	Meeting called to order at 1903 hrs	
2. Approval of Agenda		<b>Motion: To approve agenda (Comrade K. Stewart/ Comrade H. Hunt/ Carried</b>
3. Minutes of Previous Meeting	Minutes of previous General meeting presented for review	<b>Motion: To approve minutes as presented. (Comrade Goyette/Comrade Thompson, A/ Carried)</b>
4. Reports and Items for Discussion a) Financial Report	<p>Lease Discussion was the only focus from the financial report. No action needed from membership just for information. Current expected monthly costs from the Landlords adjusted rentals and expected leasehold improvement repayment costs.</p> <p>Landlord has been provided multiple new versions of the rental agreement to the Executive over the past few months to include repayment for renovations on the 2 floors included in the lease, overages from the 2 floors despite only being able to use 1, and backdated rent going back to Jan 2018 when the agreement was signed instead of May 2018 when the Branch moved in.</p> <p>Cost of Old branch rent was \$3,600, new branch rent was originally \$5,000 for 2 floors, then it was \$5,000 per floor for a rent payment of \$10,000 monthly. with overages fro 2 floors plus the suggested repayment plan for renovations, the monthly cost to the branch would be approximately \$27,500.</p>	

	<p>Lawyers from Provincial Command and a privately hired lawyer have both reviewed the current rental agreement in place and declared it is not a legally binding agreement due to the missing of a legal seal and the lack of presentation to the Branch Executive and Membership, which can be backed up through witness testimony and previous meeting minutes.</p> <p>A new location has been scouted out and found to be acceptable. with this knowledge the Membership has requested a solid comparison of our current locations vs this new location.</p>	
b) Donations	<p>New Request \$5,000 for the YK Seniors Centre for the Christmas Dinner.</p> <p>Old Donation. Ramp request dropped from \$15,000-\$20,000 to approx \$5,500. Randy Thompson to forward all invoices, receipts, financial paperwork to Branch for review for decisions.</p>	<b>Motion: To approve \$5,000 for the YK Senior Centre request. (Comrade Wark/Comrade Stewart, K/Carried</b>
c) Membership	New potential members presented for review to the membership. All applicants approved.	
d) Ladies Auxiliary	TV Binges all the Sundays in November. Volunteers needed for approximately 1 hour.	
e) 2837 Army Cadets	<p>Liaison Officer: Comrade Salter volunteers to take on the role of Liaison</p> <p>Chase the Ace: Still waiting on City to provide final invoices for accurate division of money between both parties</p>	<b>Action: Comrade Morrison to forward job description/duties to Comrade Salter</b>
f) Sports	<p>Turkey Shoot on 21 Dec, open to all members and their guests.</p> <p>Shoot down competitive darts happening.</p> <p>Pool Tournaments coming soon, more information to follow.</p>	
g) Service Officer	No Service Officer present	
h) Business, Community Relations, Hospital	Nothing to Report	
i) Public Relations	Chairperson not present, no report submitted	
j) Facilities	Discussed during Finance report	
k) Remembrance Day	Poppy Campaign starts with First Poppy Presentation 25 Oct 2019 at 11am. Poppies may then be worn until end of ceremonies on 11 November	



l) Entertainment	Neil Diamond Tribute Show NOvember 14th 2019, Tickets go on sale 24 October	
m) Old Business	2837 Army Cadet Budget: Budget has approved by the Executive Committee. Agreement to inform the Cadet board in a private meeting.	
n) <b>New Business</b>	<b>By- Law Updates:</b> Updates were presented and discussed with the membership. Changes were recommended by the members; those changes were approved by the Membership at meeting	<b>Motion:</b> To accept By-Laws as presented after making changes suggested by the membership ( Comrade Morrison/Comrade Jalbert, C/Carried)
<b>Correspondence</b>	No correspondence	
<b>Adjourn Meeting</b>	Meeting adjourned at 2137 hrs	
<b>Next General Meeting:</b>	November 26, 2019	

\_\_\_\_\_ Meeting Chair: Tammy Roberts

\_\_\_\_\_ SECRETARY: William Morrison