

**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 provisions 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. Affiliate Membership**

Any person who supports the purpose and objectives of The Royal Canadian Legion, who is not eligible for Ordinary or Associate Membership, who undertakes to support the activities of the Branch, particularly in the fields of community service, and who pays an affiliation fee which includes Dominion and Provincial Command per capita taxes, may become affiliated with the Branch in accordance with the provisions of the General By-Laws of The Royal Canadian Legion.

**5. Annual Dues**

- a. Members shall pay annual dues in an amount to be decided by a General Meeting, except that the Branch Executive Committee shall have discretionary powers regarding the dues of Life Members, Members who are retired and Members warranting special consideration due to unusual circumstances.
- b. Members whose dues are in arrears by January 31<sup>st</sup> shall be dealt with in accordance with the General By-Laws of The Royal Canadian Legion.
- c. The Membership Chair shall, annually (before the 30<sup>th</sup> of April), present the Executive with a list of the names of all Members along with the names of those whose membership has lapsed.

**6. 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, be in good standing and not transferred into the Branch during the year of election.
- d. No Member who is a fulltime, regular part time or casual employee of the Branch shall be eligible to be nominated for or hold any Executive position in the Legion.
- e. 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 position shall immediately be forfeited and become vacant, unless such transactions have been approved in advance and such approval be given by the Executive of the Branch.
- f. Subject to the General By-Laws and Alberta-NWT Command policy, a member in good standing may hold more than one position within the Branch; however, the holding of two (2) Officer positions simultaneously should be avoided. Conversely an elected/appointed Officer or Executive Committee member of this Branch shall not hold office at different levels simultaneously (i.e. in the Branch, District, Alberta-NWT Command or Dominion Command).

## **7. Election of Officers**

The following Officers of the Branch shall be elected by secret ballot at the November Annual General Meeting.

- i. President
- ii. First Vice-President
- iii. Second Vice-President

## **8. Installation and Installation of Officers**

New members shall be initiated and new officers installed according to the Ritual, Awards and Protocol Manual of Dominion Command.

## **9. Branch Executive Committee**

- a. The Executive Committee shall consist of the elected Officers and the:
  - iv. Treasurer
  - v. Secretary
  - vi. Immediate Past President
  - vii. Sgt.-at-Arms
  - viii. Branch Service Officer
  - ix. Padre
- b. The Treasurer, Secretary, Sgt.-at-Arms, Branch Service Officer and Padre will be appointed by the President.
- c. Members of the Executive Committee shall take office and assume their duties and functions on the first (1<sup>st</sup>) day of January in the following year.
- d. Members of the Executive Committee shall hold office for one (1) year.

## **10. Succession of Officers**

In the event of the resignation, death or permanent incapacity of the President, the First Vice-President shall succeed to the Presidency, in accordance with the Branch policy and these By-Laws.

- a. In the event of the resignation, succession to the Presidency, death or permanent incapacity of the First Vice-President, the succession to this office will be open to the Vice-Presidents. The Executive Committee shall fill this office by election.
- b. When a vacancy occurs among the two Vice-Presidents for any reason, including election to higher office, the Executive Committee shall fill the vacancy by electing from among its members a new Vice-President. This provision is not mandatory if the vacancy occurs within six (6) months of the next election.
- c. In accordance with Branch policy and these By-Laws, as amended from time to time, the President shall call a meeting of the full Executive Committee to fill any vacancies. This is not mandatory if the vacancy occurs within thirty (30) days of a scheduled meeting.
- d. Whenever a vacancy occurs in the office of Treasurer, the Executive Committee shall fill the vacancy by appointing a replacement for the balance of the term.

## **11. Duties of the Members of the Executive Committee**

### **a. President**

- i. Preside at the opening and closing of Branch General Meetings and meetings of the Executive Committee.
- ii. Exercise general supervision and control over the Officers, Members and business of the Branch.
- iii. Call meetings of the Executive Committee as provided herein or in the General By-Laws of The Royal Canadian Legion.

### **b. First and Second Vice-Presidents**

- i. Assume the duties of the President in his/her absence.
- ii. Assist with general supervision and control over the Officers, Members and business of the Branch as directed by the President.
- iii. Act at all times and respect entirely at the will and direction of the Executive Committee.
- iv. Perform other such duties and conform to all such rules and regulations as the Branch Executive Committee may determine; all direction shall be through the Branch President or designate.

### **c. Treasurer**

- i. Ensure that a just and true record is kept of
  - monies received and paid out by the Branch;
  - Branch financial transactions of any and every kind whatsoever; and
  - the credits and liabilities of the Branch in the form of a complete financial statement.
- ii. Ensure that all Branch monies are deposited in a bank or other institution in accordance with the General By-Laws.

- iii. Pay out all monies owing by the Branch when duly authorized to do so.
- iv. Keep the books in the office of the Branch and they shall be open to the inspection of the Officers and members of the Executive Committee at all times.
- v. Report on and submit financial statements to the Executive Committee at each meeting.
- vi. Prepare for submission to the General Meeting a statement on the finances of the Branch.
- vii. Whenever required by the Branch, furnish a detailed statement containing a summary of the property and liabilities of the Branch and of all its financial dealings.
- viii. Hold all Branch books and records.
- ix. Act at all times and respects entirely at the will and direction of the Executive Committee.
- x. Perform other such duties and conform to all such rules and regulations as the Branch Executive Committee may determine; all direction shall be through the Branch President or designate.
- xi. Be the custodian of the Branch Seal.
- xii. All Branch cheques, drafts, or orders of payment of money shall be signed by the Chairman of the Financial Committee (Treasurer) and the Branch President or such person as the Executive Committee may designate. No two signing authorities may be related to each other nor live in the same domicile.

**d. Secretary**

- i. Be appointed by the Branch President.
- ii. Keep a record of the proceedings of meetings of the Branch in books provided for that purpose.
- iii. Give notice of and attend General Meetings and meetings of the Executive Committee.
- iv. Have present the necessary minutes, record books and correspondence relative to the business of the Branch.
- v. Act at all times and respects entirely at the will and direction of the Executive Committee.
- vi. Perform other such duties and conform to all such rules and regulations as the Branch Executive Committee may determine; all direction shall be through the Branch President or designate.

**12. Honorary Solicitor and Auditor**

- a. The Executive Committee may appoint an Honorary Solicitor or Special Council whose duties shall be to advise the Branch President on all matters requiring legal assistance and carry out such other duties as the President may direct.
- b. The Executive may appoint an Auditor whose duties shall be to advise the Branch President on all matters requiring financial assistance and carry out such other duties as the President may direct.

### **13. 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 Tuesday of the month.
- b. A quorum for a meeting of the Executive Committee shall be one half (½) of the members of the Committee.

### **14. General Meetings**

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

### **15. Election of Officers**

- a. At the September General Meeting, a Nomination Committee Chairman shall be appointed. The Chairman will accept the Nomination Committee Members.
- b. This Committee will solicit and accept nominations for the President, First and Second Vice-Presidents, Treasurer, Secretary and Executive Committee up until and from the floor during the Annual General Meeting.
- c. The Nomination Committee will conduct elections for the positions of President, First and Second Vice-Presidents and up to eight (8) Executive Committee Members at the November Annual General Meeting.
- d. Newly elected members of the incoming Executive Committee may attend the regular December Executive Committee meeting and may contribute to the discussions but will have no vote.

### **16. Standing Committees**

- a. A Chairman shall be appointed for each of the following Standing Committees at the first meeting of the Executive Committee following its election: Service, Finance, Sports, Membership, Poppy and such other committees deemed necessary.
- b. Each Chairman shall select the members for the committee and submit these names to the Executive Committee for approval at the next Executive Meeting.
- c. All Chairmen of Standing Committees shall submit a written record to the Executive or General Meetings as required.

### **17. Complaints and Discipline**

- a. The procedures for lodging complaints against Members and the disciplinary action 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.

## **18. Financial**

- a. The Treasurer shall cause to be maintained a true and accurate account of all monies received and paid by the Branch and a record of all financial transactions. The Treasurer will ensure all funds received by the Branch are deposited in the name of the Branch in an account with a financial institution designated by the Branch.
- b. All cheques, promissory notes, drafts or other forms of payment by the Branch shall be signed by any two of the following: President, First or Second Vice-President, Treasurer or Branch Manager.
- c. A statement of income and expenses for the previous month shall be submitted by the Treasurer at each Executive and General Meeting of the Branch.
- d. The financial year shall be from September 1 to August 31.
- e. A financial statement for the previous year shall be submitted by the Treasurer for review at the Annual General Meeting in November.
- f. The Executive Committee may propose to borrow money for the purpose of Branch business together with the terms of repayment by mortgage or charge upon the whole or part of the assets and property of the Branch. Such actions must be prior approved by the General Membership at a General Meeting.


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

- a. These By-Laws shall not be altered, amended, varied or added to except by notice of 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 such motion.
- c. Such notice of motion must have a majority of two thirds (2/3) of the members present at the meeting at which it is to be given consideration.

**20. Effective Date**

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

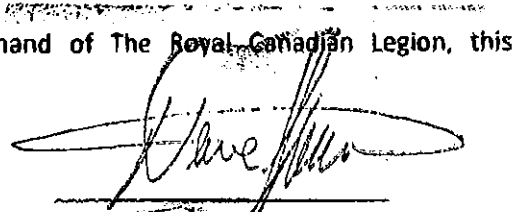
Certified to be the original copy of the By-Laws of the Alberta-NWT Command, Vincent Massey Branch No. 164 of The Royal Canadian Legion, as amended and approved by a General Meeting of the Branch on the 28 day of June, 2016.

  
Branch President

  
Branch Secretary

Approved on behalf of the Alberta-NWT Command of The Royal Canadian Legion, this 2nd day of August 2016

  
PRESIDENT

  
CHAIRMAN  
CONSTITUTION AND LAWS COMMITTEE

(COMMAND SEAL)