

**ALBERTA-NORTHWEST TERRITORIES COMMAND
BRANCH BY-LAWS**

_____ **BRANCH NO.** _____
OF THE ROYAL CANADIAN LEGION

1. NAME:

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

2. MEMBERSHIP:

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

3. ENTITLEMENT TO VOTE AND HOLD OFFICE:

- (a) No person shall be nominated except as otherwise provided in these By-Laws. Only Life, Ordinary, Associate and Affiliate-Voting members in good standing shall have the right to vote or hold office at any level within this Branch.
- (b) Members so nominated must be present at the nominating meeting or have signified in writing willingness to accept such office.
- (c) 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;
- (d) The holding of two (2) Officer positions simultaneously should be avoided.

4. WELCOMING CEREMONY:

Every new member should be initiated according to the procedures in the current Ritual, Awards and Protocol Manual prior to receiving a membership card.

5. COMPLAINTS AND DISCIPLINE:

The procedure for lodging complaints against members, and the subsequent disciplinary action, shall be strictly in accordance with Article III of the current General By-Laws.

6. 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.

7. OFFICERS:

The Officers of the Branch shall be the:

- (i) President;
- (ii) Immediate Past President;
- (iii) 1st Vice-President;
- (iv) 2nd Vice-President; **remove if not applicable to your Branch**
- (v) the Treasurer; and
- (vi) the Secretary

8. EXECUTIVE COMMITTEE:

(a) The Branch Executive Committee shall be the:

- (i) Officers; and
- (ii) **Three (3)** Executive Members as may be required for the proper operation of the Branch.

(b) The Branch Executive Committee shall take office and assume their duties and functions preferably that day, or no later than 30 days after.

(c) The Executive Committee shall meet monthly and transact the business of the Branch, subject to the jurisdiction of membership of the Branch assembled in a General Meeting.

(d) The duties and obligations of the Executive Committee shall be in accordance with the Branch Leadership Manual.

(e) A quorum for Executive Meetings shall be _____ (____) members present, in good standing.

9. GENERAL MEETING:

(a) A General Meeting of the Branch shall be held monthly, except in the months of _____, at which time the minutes of the previous General Meeting shall be read or distributed and adopted.

(b) A quorum shall be _____ (____) voting members present, who are in good standing.

10. ANNUAL MEETING:

(a) An Annual Meeting shall be held in _____ each year for the receiving of a report of Branch finances and for the Election of the Branch Executive Committee, or in lieu thereof, for deciding the date and method of electing the Branch Executive Committee. An audited financial statement will be presented at the regular General Meeting in _____.

(b) A quorum for an Annual General Meeting shall be _____ (____) voting members present, who are in good standing.

11. STANDING COMMITTEES:

(a) The President, and Elected Executive Officers, may appoint a Chairman for each of the following Standing Committees at the first meeting of the Executive Committee following the election:

- (i) By-Laws and Resolutions;
 - (ii) Entertainment;
 - (iii) Finance;
 - (iv) House and Property;
 - (v) Membership;
 - (vi) Poppy;
 - (vii) Service Officer;
 - (viii) Sick and Visiting;
 - (ix) Sports and Games;
 - (x) Ways and Means; and
 - (xi) Other Committees as deemed necessary.
- (b) Each Chairman so appointed shall select the members of the Committee and submit names to the Executive Committee for approval at its next meeting.
 - (c) Chairman of Standing Committees shall submit a written report to the Executive Committee as required, or as agreed upon, by request of the Executive Committee.

12. FINANCIAL:

- (a) The Chairman of the Finance Committee shall:
 - (i) Maintain an accurate and true account of all monies received and paid out by the Branch;
 - (ii) Maintain a record of all other financial transactions of the Branch;
 - (iii) Be a signatory on all Branch financial accounts; and
 - (iv) 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. A minimum of three (3) Branch Executive Officers must have signing authority. No two (2) signing authorities may be related to each other nor live in the same domicile.

13. AMENDMENTS TO BY-LAWS:

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

14. EFFECTIVE DATE OF BRANCH BY-LAWS:

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

Certified to be the original By-Laws of the Alberta-NWT Command, _____

Branch No. ____ of The Royal Canadian Legion, as approved by a General Meeting of the Branch on the ____ day of _____, 20 ____.

BRANCH PRESIDENT

(BRANCH SEAL)

BRANCH SECRETARY

**APPROVED ON BEHALF OF THE ALBERTA-NWT COMMAND OF THE ROYAL
CANADIAN LEGION, THIS _____ DAY OF _____, 20 _____.**

**PRESIDENT
ALBERTA-NWT COMMAND**

**CHAIRMAN
ALBERTA-NWT COMMAND
CONSTITUTION AND LAWS COMMITTEE**

(COMMAND SEAL)