



THE ROYAL CANADIAN LEGION

MANUAL OF INFORMATION

***INFORMATION CONTAINED HEREIN
DOES NOT SUPERSEDE
THE GENERAL BY-LAWS OF THE
ROYAL CANADIAN LEGION
ALBERTA-NWT COMMAND,
DOMINION COMMAND OR
THE BRANCH***

Revised 2014

MISSION STATEMENT

**OUR MISSION IS TO SERVE VETERANS,
WHICH INCLUDES SERVING MILITARY
AND RCMP MEMBERS AND THEIR FAMILIES,
TO PROMOTE REMEMBRANCE
AND TO SERVE OUR COMMUNITIES AND COUNTRY.**

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**ORGANIZATIONAL CHART
OF THE ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION**

ALBERTA-NWT COMMAND CONVENTION

**ALBERTA-NWT COMMAND
EXECUTIVE COUNCIL**

**ALBERTA-NWT COMMAND
SENIOR ELECTED OFFICERS**

ADMINISTRATION WING

COMMAND OFFICE

SERVICE BUREAU

DISTRICTS

BRANCHES

SECTION 1

SECTION 1 - THE BRANCH

GENERAL

- The legal name of all Branches within in the Provincial Command is:

Alberta-NWT Command, Name of Branch and No., of The Royal Canadian Legion

This format must be used on all bank accounts, legal documents (including contracts and property).

- All affairs of Branches shall be operated in such a manner that they do not conflict with the Act to Incorporate, Dominion By-Laws and Provincial By-Laws.
- The channel of communication shall be from the Branch to District Command to Provincial Command.
- The minimum number of members to hold a Charter in The Royal Canadian Legion as prescribed by the General By-Laws is:

Urban area – 50 or more persons who qualify as voting members

Any other areas – 10 or more persons who qualify as voting members

BRANCH AUTONOMY

The primary unit of the Legion is the Branch and each Branch exercises autonomy with regard to its affairs. The Branch has to make By-Laws and regulations to govern its activities so long as they are consistent with the Act to Incorporate, General By-Laws of The Royal Canadian Legion and the By-Laws of the Alberta-NWT Command. Before taking effect, Branch By-Laws or Amendments shall have prior approval by Provincial Command.

LEGAL

Any Branch may sue or be sued in its own name.

DIRECTORS and OFFICERS LIABILITY INSURANCE

This is a special insurance policy that covers the past and present Executive from being personally liable for acts committed while performing their duties during the period of insurance. Examples of where Directors and Officers can be held personally responsible:

- For non payment of source deductions and taxes not paid to the government even though they may not be the person sending in the information
- Employees mistakes
- Other director's decisions
- To pay the equivalents of 6 months' salary in unpaid wages to employees in the event of corporate bankruptcy
- For losses or poor management
- For legal costs even in groundless lawsuits.

DEBTS

Dominion and Provincial Commands do not have rights in the assets of the Branch, nor are the Commands liable for any debts or obligations of any Branch. However, the assets are turned over to Provincial Command "in trust" to be disposed of in accordance with Dominion Command General By-Laws.

POWERS AND RIGHTS WITH RESPECT TO THE HOLDING OF PROPERTY

Real property belonging to the Branch shall be held in the name of such Branch. A Branch, except in the course of the ordinary and usual activities to the Branch, may not sell, lease, mortgage, pledge, hypothecate or alienate in any manner, any property held by them without the prior written consent of the Provincial Command. It should be pointed out that the Province of Alberta and the NWT both have statutory provisions concerning the sale of real property. These provisions must be taken into account. As statutes are amended from time to time, you must be sure of your position.

PUBLIC STATEMENTS ON LEGION POLICY

A General Meeting of the Branch shall first approve all matters affecting the policy of the Branch. No public statement, oral or written, shall be made on any question affecting the policy of the Legion, unless such policy has had the approval of the level of Command concerned whether it is Dominion or Alberta-NWT Command. The President, 1st Vice President, Communications and Training Chairman and Command Executive of Alberta-NWT Command are hereby authorized to make public statements on pre-approved Legion policy.

AREA OF BRANCH JURISDICTION

Branches are not permitted to make appeals for contributions from the public or membership in the Legion outside of the area in which they normally operate and exercise jurisdiction.

If a Branch wishes to conduct any type of activity outside of its own territory, permission shall first be obtained to do so from Command.

SIGNING AUTHORITIES

- A minimum of three Branch Executive Officers must have signing authority, none of which are related or live in the same household.
- All cheques issued shall bear the signature of two of the persons authorized to sign on behalf of the Branch by the Executive Committee.
- No blank cheques shall be signed. All cheques should be pre-numbered.

BRANCH BY-LAWS

Every Branch has the authority to enact By-Laws to regulate its affairs. However, before taking effect they shall be approved by the Provincial Command.

All Branch By-Laws shall be consistent with the provisions of the Act of Incorporation, By-Laws of The Royal Canadian Legion, and General By-Laws of Alberta-NWT Command. In the event there is any conflict in the provisions contained in the By-Laws of the Superior Command shall apply.

If a Branch does not have By-Laws duly approved by Provincial Command, the Branch By-Laws shown in Appendix "C" of the By-Laws of Alberta-NWT Command shall be the By-Laws of the Branch and Branches are required to regulate their affairs in accordance with the provisions of the said Appendix "C".

RESPONSIBILITIES OF MEMBERS

- Members are responsible for their guests while such guests are in Legion premises.
- Members should attend meetings and be punctual.
- Members should take part in debate at meetings and not criticize afterwards.
- The general meeting is the place to ask questions.
- Members should stand and address the chair before speaking.
- Members should not accept offices or appointments unless they are willing to assume the responsibilities of these offices.
- Members should abstain from reference to personalities during debate.
- Members have responsibilities towards the good name of the Legion. This includes supporting policies approved by convention. If a member disagrees with a policy then the way to change it is by resolution.
- Where a confrontation arises between members, or a disagreement between President and members exist, care should be taken in resolving these situations. Both sections should discuss the problem thoroughly to ensure the facts are known to all concerned. The laying of complaints against a member is not always the best way to overcome a nasty situation and should be pursued as an absolute last resort.

The Legion's image is portrayed by its members' conduct and care should be taken to ensure that this does not reflect badly on the Legion at any time, and most particularly, while wearing Legion dress.

LEGION DRESS

The Legion Dress shall be worn on appropriate occasions only and not for sectarian or political purposes.

The protocol for wearing Legion medals can be found in the *Ritual and Insignia Manual*.

SIGNING IN OF NON MEMBERS

It is a requirement of AGLC under 3.4.12 (released Feb 11, 2010) of the Licensee Handbook that procedures to admit and control the number of guests must be included in the By-Laws of establishments holding Class C Licenses. Members must sign in non members as guests and when the member leaves so must the guest.

All Alberta Branches with Class C Licenses must include the procedure in their By-Laws.

RULES OF ORDER AT BRANCH MEETINGS

The General By-Laws of The Royal Canadian Legion provide that in all matter of procedure not provided for by the By-Laws of the Branch, the provisions of the Legion booklet "Rules of Procedure for Legion Meeting" shall apply.

The Branch President should make him/herself thoroughly acquainted with By-Laws and the "Rules of Procedure for Legion Meetings". Copies of the "Rules of Procedure for Legion Meetings" may be purchased from the Dominion Command Office. "Robert's Rules of Order" may be purchased at most stationery and book stores.

The Legion is not a debating society. Its purpose is service to the men and women who were engaged in war and their dependents and to assist in any manner possible to the society in which we live. To govern a meeting of such a democratic organization, the Chair shall apply the rules with discretion and should be influenced in his/her judgements by the principle involved rather than by the letter of the law.

QUORUM

A quorum is the minimum number of members, who must be present, in order to constitute a valid meeting in order that business may be legally transacted.

Quorums are established in Command approved Branch By-Laws. Quorums should always be the minimum number that can be depended upon to be present at all meetings.

If by chance the Branch has invited a Guest Speaker, who is present at the meeting, and there are not sufficient members present to constitute a quorum, the scheduled meeting may only conduct the opening and closing exercises.

In addition, new candidates for membership may be initiated. The Guest Speaker may make his presentation. The only motion which can be accepted at the meeting is a motion to adjourn the meeting. There is no objection to an informal discussion with the speaker on his topic or any other topic. (Remember, no commitment of the Branch can be made to do, or not to do, whatever was intended). It is preferable to have the discussion, if any, after the meeting is concluded.

It is important that the quorum for meetings be firmly established. Many Branches meet with only a small percentage of their members present. They may pass very important motions, some spending thousands of dollars. Holding meetings without a quorum present is unconstitutional.

SECTION 2

SECTION 2 - BRANCH FIDUCIARY OBLIGATION

The most important responsibility of the Branch Executive and its members is the Fiduciary obligation which holds legal implications. Fiduciary Obligation which means to act in good faith, fair dealing and be loyal to the Legion when making decisions regarding the organization. **The Executive body may be held legally responsible if their actions are not in the best interest of the organization.** Fiduciary Duty is the act of investigation and the due diligence necessary to ensure you have all the information. It is an individual effort to get all the facts. Implied liability is acting on the facts as a result of your investigation and your failure to act creates personal liability.

The members of the Executive have a Duty of Care or Duty to be Informed. Each member must understand and act with competence and diligence when making decisions on behalf of the Branch. This does not mean they must be experts but it does mean that they have an understanding of what they are voting on. Executive members must be prepared for meetings and exercise their own best judgement when voting instead of voting with the majority for no well informed reason. When making policies, voting on budgets, passing financial statements or making any decision regarding the Branch it is the responsibility for each person to know what they are voting on. The decision to not act can also breach the fiduciary duties because of implied liability. The Executive is elected to make decisions.

Duty of Loyalty is a part of the fiduciary obligation. It requires each member of the Executive to act honestly, in good faith and in the best interest of the organization. Each member of the organization cannot profit from their position and must avoid situations where there may be a conflict of interest. A conflict of interest will arise when a member uses their position for personal gain or to assist another organization or corporation which they owe a fiduciary duty. A member of the Executive that is or feels they are in a conflict of interest can excuse themselves from making any decisions or be involved in any discussion.

FINANCIAL RESPONSIBILITIES

The financial health is the responsibility of the Branch Executive and the general membership. Through budgeting, financial reporting and internal controls, the Executive and members can keep up to date on the financial health of the Branch so informed decisions can be made. The Executive may delegate some of the financial responsibility to a Committee, a Treasurer, or a staff member but the ultimate responsibility lies with the Executive Committee of the Branch.

1. Budget

Budgets are used to plan by setting financial goals for the organization in a specific time period and to monitor the progress. To prepare a budget, a Committee or individual with the input of the Executive shall follow these steps to ensure the budget is effective:

- List the known expenses including utilities, wages, etc., and any forecast for repairs with the estimated costs
- Use the prior year to estimate the expected income – be realistic

- Compare the income to the expenses ensuring they are balanced or a profit is made
- Set aside money, when available, for large expenses like roofs, equipment, etc
- Present the budget to the Executive Committee and then to a general meeting for approval

Once a budget is approved, have monthly comparative financial statements showing the budgeted income/expense and the actual amount to measure the Branches progress. Doing this monthly helps to keep control on spending and allows for budgets to be adjusted if necessary. Adjustments must be approved by a general meeting.

2. Financial Records and Bookkeeping

Having a competent person working with an accredited accounting package like Simply Accounting is a must. To produce monthly financial statements, bills and income must be entered upon receipt. The practice of putting them in a drawer in hopes of them going away is not the answer. This practice can be deemed violating the fiduciary duties.

For financial statements to be of use, they must accurately show all the expenses and revenues in a timely manner. Waiting 3 months, 6 months or a year to produce a statement is too late and may result in a financial crisis. If statements are produced by a staff member or volunteer, it is up to the Executive to make sure they are produced on time. Financial Statements must be approved by the Executive and the general membership.

Note: If a member of the Executive approves the financial statements, it means that they understand and agree with the information presented, so take the time to understand the statements. It is a Fiduciary Duty.

3. Internal Financial Controls

There are several common sense procedures which can deter theft or the suspicion of theft.

- Always have 2 signatures on cheques, which is a requirement of the General By-Laws
- Never have 2 people from the same household have signing authority
- The person counting the cash must not be the person that does the deposits
- Never sign cheques without reviewing the appropriate backup
- Never pre-sign cheques
- Count cash with a witness, out of the view of the public
- Always keep the safe locked
- Only keep cash on hand that is needed
- Reconcile all floats daily
- No expenses or staff advances to be paid out of cash
- Back up computer files daily and store offsite
- Never allow Branch paper work or files to be removed from the Branch

4. Audits

The audit is a financial tool. It is an independent look at the accounting records, financial systems and procedures to determine if the information presented is reliable.

A professional auditor is the best and recommended course of action, but an Audit Committee can be used. The Committee can be made up of members (no members of the Executive) and non-members with financial knowledge that review the information. In both instances, the auditor or Audit Committee is to make recommendations and point out areas where accepted accounting practices are not followed and corrective action is required.

SECTION 3

SECTION 3 - BRANCH ELECTIONS

Election of Branch Officers and the Executive Committee shall be held at a General Meeting of the Branch. All members shall be made aware of the date of this meeting.

It is usual to appoint a Nominating Committee at least one month prior to the holding of the election meeting. This Committee is instructed to bring in a slate of officers and Executive Committee members. The names brought in by the Nominating Committee are placed in nomination at the meeting and further nominations are requested from the floor by the Chair.

Nominations do not require to be seconded, nor should a motion to close nominations be accepted by the Chair. The Chair should call three times for nominations to each office and then declare that nominations are closed.

The General By-Laws of the Legion require that only Ordinary, Life, Associate and Affiliate-Voting members in good standing are eligible to vote or hold office at any level of the Legion. No person may be nominated unless he/she is present at the meeting or has signified in writing his/her willingness to accept such office and signed by a member in good standing.

No member who is a full time, regular part-time, or casual employee of any Branch or Command or any organization thereof, who receives directly or indirectly any salary or wages for or on account of any service rendered to the Branch or Command or organization thereof, shall be eligible to hold any Executive position in the Legion.

It is usual to carry out the election of Officers by secret ballot, with scrutineers being appointed to distribute ballots, recover them from the members after they have been marked, count them, and the Chairman announce the successful candidate. It is not usual for the number of votes accorded the candidates to be announced unless a motion to that effect is received from the floor and approved at the meeting. Following the elections, the Secretary should record the results of the election. A motion to destroy the ballots shall be entertained by the Chair at the close of the elections.

SECTION 4

SECTION 4 - BRANCH POSITIONS

PRESIDENT

The President is the Chief Executive Officer of the Branch as declared in the oath taken during his/her installation. The oath makes the President legally responsible to ensure the Branch is operating within the laws of Canada and the province or territory. It is the President's duty to know and follow the General By-laws of The Royal Canadian Legion, The Alberta-NWT Command By-Laws and the Branch By-Laws.

The President is the representative of the Branch as well as its leader to the outside community and within the Legion. He/she personifies and represents the Branch, declaring its will. While he/she exercises leadership, he/she also accepts direction from the Branch membership as a collective body.

As an elected official of the Branch, the President must listen to the Branch members and act in the best interest of the Branch as a whole. The President must be a leader, willing and able to delegate duties and be able to make decisions, act responsibly and communicate effectively.

The duties and responsibilities of a Branch President absent for 7 or more consecutive days will become the duties of the Branch Vice President as per the Alberta-NWT Command By-Laws.

Leader

- Advises the Board
- Promotes the organization
- Point of contact for the staff
- A single point of contact and a voice for the Branch Executive
- Delegates duties and responsibilities to members of The Branch Executive
- President must allow the Executive members to carry out the duties of their elected office and any assigned duties
- Appoints and directs Committee Chairman giving careful consideration to the position and recognize ability and be positive with plans and decisions

Information Bearer

- Ensures Members, Executive and staff have sufficient and up-to-date information
- Looks to the future for Opportunities change
- Liaison between Executive and employees
- Liaison between organization and community

Decision Maker

- Guides members and Executives in Branch decisions
- Decides or guides courses of action in operations by staff

Manager

- Oversees operations of organization
- Implements plans

Duties

- Provides Leadership in developing an overall plan for the Branch including, budgets, committees, operational plans and goals.
- Accountable to meet all the expectations for the organizations performance
- Responsible for the business operation of the Branch ensuring:
 - i. Bills are paid
 - ii. The Branch is operating within its means
 - iii. All reports required by Government agencies, Provincial Command and Dominion Command are submitted accurately and on time
 - iv. Responsible for staff

Note: the President may delegate duties to other members of the Executive, but it is the responsibility of the President to ensure the duties are completed.

- Provides a written report for all General Meetings to inform members on the Branches activities
- Hire, reward, discipline, terminate, and set the wages of, Branch employees in accordance with policy and/or approved budgets
- Ensure the Branch has current House Rules and Branch By-Laws
- Ensure all members of the Executive have copies of the General, Command and Branch By-laws and all other pertinent manuals
- Ensure all meeting minutes are kept in a Branch minute book as well as having copies made available to the membership
- Enforces order and strict obedience to the By-Laws
- Is an ex-officio member of all Committees
- If the Branch does not have an elected or appointed Chairman, the President is by virtue of his/her office the presiding officer at all its meetings
- Ensures that the Branch is fully represented at District Meetings

The position of Branch President is NOT a status symbol and should not be taken lightly.

It is a difficult and time consuming position which carries heavy responsibilities and legal obligations.

BRANCH IMMEDIATE PAST PRESIDENT

The President becomes the Immediate Past President when his/her successor assumes office. A President who resigns shall not be permitted to continue on the Executive Committee as Immediate Past President, such position shall be filled in accordance with the General By-Laws.

The Immediate Past President is, by virtue of his/her office, a member of the Branch Executive Committee and enjoys the same rights and powers as the other elected members of that Committee. This automatic appointment provides for the continuity of administration. His/her knowledge and experience is thus not lost to the Branch. The immediate Past President may be appointed to Chair one or more Committees.

BRANCH VICE PRESIDENTS

There may be one or more Vice Presidents and their importance should not be understated. The Vice Presidents are usually appointed to Chair one or more important Committees.

In the absence of the President, all rights and powers vested in him are for the time being transferred to the Vice President, or if there is more than one, then according to seniority of office. Such Vice President then sits as presiding officer or otherwise represents the Branch.

BRANCH SECRETARY

The office of Secretary is a key position in the organization. If the Secretary is appointed or is a full time or regular part-time employee of the Branch receiving salary or wages for services, the Secretary is not eligible to hold an Executive position in the Branch and shall not have a vote at Executive Meetings. If elected, the Secretary has a vote at Executive Meetings the same as any other elected member of the Executive.

- Receives and replies to all official correspondence promptly after consultation with the proper authority.
- Keeps the Minute Book up to date and available.
- Have the By-Laws available and other records pertinent to the business of the meeting.
- Complete all forms, reports, questionnaires and advise the Executive Committee of all circulars and directives received from all Legion levels.
- The Secretary carries out the directives of the Branch and Executive Committee.
- Advise the Alberta-NWT Command Executive Director of the names of the Branch Executives and their contact information immediately following their election or appointment.
- Advise members in ample time, as to the nature of the meeting, the date, time and place.
- With the President, will prepare an agenda for the use of the President or Chairman.
- Prepare clear and concise minutes of all meetings excluding Committee meetings.

While the Minutes are a record of things done, or to be done, and not a record of what has been said, it is advisable to give a short outline of the discussion out of which the motion arose. This will refresh the memory of members when the minutes are read at the next meeting.

When the Minutes of the previous meeting have been adopted, they should be signed by the President and Secretary and dated.

- Meeting Minutes must include:
 1. The kind of meeting (Regular (or General), Special, Executive).
 2. The time, place and date of meeting.
 3. Name of presiding officer and those of the other officers and Executive members present and those absent.
 4. Disposition of the minutes of the previous meeting.
 5. The motion written out fully and a notation indicating whether the motion was carried or not carried, together with a short resume of the discussion that took place.
 6. Reports that are submitted in writing must be noted as such and a copy attached.
 7. All reports and or attachments are to accompany the minutes when distributed.
 8. Correspondence discussed at the meeting.
 9. Time of adjournment.

BRANCH TREASURER

The responsibility of the Treasurer is to ensure a true and accurate account of all monies received and paid out by the Branch and a record of all other financial transactions is maintained. All funds must be deposited in the name of the Branch, and in a bank or institution designated by the Branch and authorized by the General By-Laws. The Treasurer is accountable to the President, Executive Committee and the general membership. The duties of a Treasurer include:

- Ensuring the Branch books are kept up-to-date at all times, and available for production whenever requested by an authority.
- The presentation of complete financial statements to Executive and General Meetings. If unable to attend a meeting, the Treasurer will provide the information to the President for presentation.
- Implement cash handling procedures and monitor that they are being followed.
- Assist with the development of a budget and business plan annually.
- Ensure all remittances and reports are completed on time.
- Ensure annual financial statements are audited or reviewed as per the General By-Laws.
- Work with Committees whose duties involve cash handling.
- Ensure separate accounting for gaming funds and Poppy funds.
- Ensure an accurate inventory of all items including bar and food.

It will be necessary to work in conjunction with any Committee whose duties involve the handling of Branch funds.

BRANCH CHAIRMAN

The main duties of the Chairman, whether appointed or elected, including the Branch President when in the Chair, are:

- To have in his/her possession an agenda for the meeting. The agenda should be prepared by the Secretary and President together. The purpose of the agenda is to make sure that no business is forgotten or overlooked. A typical agenda takes the following form:
 1. Opening Ceremony (see Ritual & Insignia manual)
 2. Introduction of Guests
 3. Applications for Membership and Initiation of new members
 4. Admission of transferred and reinstated members
 5. Minutes of General Meeting and intervening meetings and business arising there from
 6. Report of the Treasurer
 7. Correspondence
 8. Reports of Standing Committees
 9. Reports of Special Committees
 10. General business and new business
 11. General welfare of the Branch and/or Legion
 12. Motion of Adjournment
 13. Closing Ceremony (see Ritual & Insignia manual)
- To ascertain that a Quorum is present.
- To observe all ceremonies customary to Legion meetings.
- To enforce the observance of all rules for the orderly conduct of the meeting.
- To exercise tact and judgment at all times.
- To put the question on every motion when a debate on the motion is complete and to declare the will of the meeting expressed in the vote.
- To give every member present reasonable opportunity of participating in discussion of the question before the meeting.
- To refuse any member present reasonable opportunity of engaging in discussion of political policies or religion.
- To preserve order, and if necessary, order any disorderly member to retire from the meeting. The Chairman may instruct the Sergeant-at-Arms to remove any disorderly person and he/she should not proceed with further business until this order is complied with.
- To abstain from expressing his/her personal opinion on any matter pertains directly to a question of order.
- To assure that complete and accurate records of the meeting are kept.
- To state each motion clearly as it comes before the meeting. If the motion requires seconding he/she shall not state the motion until it has been seconded.
- To refuse to entertain motions that is meant to prolong the meeting or is frivolous.

- To speed the business of the meeting without infringing on the rights of members
- To ensure that the Sergeant-at-Arms is on duty to assist in maintaining order, ceremonials, etc.

He/she calls the meeting to order promptly at the specified time, provided a quorum is present, announces the business, states and puts all questions brought before the meeting. He/she informs the members and points of order, preserves order and controls debate. When presiding, he/she takes no part in the debate. If, for any reason, he/she wishes to take part in the discussion he/she shall vacate the Chair temporarily to the next ranking officer present and does not resume the Chair until the question at issue has been disposed of. He/she guides the debate but does not dominate it. He/she exercises his/her authority to terminate aimless discussion, and his/her rulings are given within firmness, confidence, discretion and judgement.

BRANCH SERVICE OFFICER

Usually appointed from the membership, the Branch Service Officer is the referral agent for the Command Service Officer. This model of service delivery was adopted by the Dominion Executive Council in 2004. The duties of the Branch Service Officer position include:

- Establish an outreach program to contact Veterans.
- Assist Veterans initiate a claim by filling out the Legion Claim Form.
- Refer Veterans to the Command Service Officer for assistance with VAC disability claims and health benefits and services.
- Receive appropriate approval prior to utilizing Poppy fund assistance.
- Coordinate Branch visitations to Veterans.
- Attend Service Officer Seminars.
- Any other duties as the President may request.

BRANCH SERGEANT-AT-ARMS

Dependent upon provisions of the Branch By-Laws, the Sergeant-at-Arms may be appointed or elected. He/she is not a member of the Executive Committee unless so elected, or is already a member of the Executive Committee appointed to his/her office.

When on duty, his/her position is at the entrance door of the hall or meeting room. He/she assists the Chairman in maintaining order during the meeting. He/she ensures that only those who are entitled may attend, and to perform other duties assigned to him/her by the President.

When escorting dignitaries, the escort at all times will be on the left hand side.

It is the Sergeant-at-Arms responsibility to have a Branch Colour party. It is important to understand flag protocol and know the proper storage and disposal of flags, the drills and parade information. Use, precedence and formations of flags can be found in "The Ritual and Insignia Manual."

BRANCH EXECUTIVE COMMITTEE

The Executive Committee is the governing body of the Branch, between General Meetings. Any member who is a full time or regular part-time employee of The Royal Canadian Legion shall not be eligible to hold an Executive Office.

The Executive Committee is composed of the President, Immediate Past President, the Vice President(s), Treasurer (Branch Officers) and the elected members necessary for the successful operation of the Branch.

The Branch determines the size of the Executive Committee and incorporates this into its Branch By-Laws. The Executive Committee members are then elected at the Annual General Meeting.

After determining the Chairmanships of the various Committees, it is the duty of each Chairman to appoint members to their Committee and carry out the work assigned to them.

Each Committee Chairman should report on his/her Committee's activities at the Executive and General Meetings of the Branch.

Role: The Executive Committee shall be responsible for the execution of policies authorized by the general membership, providing such policies are consistent with the General By-Laws, rules, and principles of The Royal Canadian Legion. All new business requiring the approval of a General Meeting should be considered by the Executive Committee prior to the presentation to the members for approval.

BRANCH CHAPLAIN

One or more Chaplains may be elected or appointed. The Chaplain is vested with the spiritual leadership of the Branch and other duties compatible with his/her office as the President may request. The "Chaplain's Manual" is available to assist with the duties of a Chaplain.

BRANCH CADET LIAISON OFFICER

- The Chairman appointed by the Branch President may be appointed from the general membership.
- He should be knowledgeable of Cadet Issues and factors which affect cadets locally.
- Be prepared to explain problems of the Cadet Corps to the Executive and general meetings, especially fiscal problems.
- Instruct Cadets and Officers on the benefits of being a Legion member and what the Legion does for the Cadets and the community.
- Involve the cadets in appropriate Branch activities and utilize at functions utilize the Cadets

SECTION 5

SECTION 5 - BRANCH COMMITTEES

The Branch President is wholly responsible to present to each Committee Chairman with the role of the committee and the expectation of the committee.

The purpose of the Committee is to do all the preliminary work on matters to be prepared for action. There are two types of Committees - Standing and Special.

A Standing Committee is usually wholly or partially elected or appointed annually, and it is immediately organized by electing a Chairman. The Committee report periodically on everything referred to it and continues to function until the next Annual Meeting when it is reorganized by electing or appointing its personnel to carry out its work in the succeeding term.

A Special or Ad Hoc Committee is appointed for a specific purpose and continues to exist until the duty assigned to it is accomplished, when the Committee is then dissolved.

In small Special Committees, the Chairman usually acts as Secretary, but in larger ones, and in the case of all Standing Committees, it is customary for the Committee to elect a Secretary.

It is the duty of the Chairman to call his/her Committee together, but if he/she is absent or neglects to call a meeting it is the duty of the Committee to meet on the call of a majority of its members.

During deliberations of the Committee, no one has a right be present except the members of the Committee subject to the right of the Committee to invite others to attend for the purpose of giving necessary information to the Committee. Where this is done, the Committee should consider the matter in question and come to a decision after the invitees have left the meeting.

The general formalities of a meeting are not necessary in Committee sessions. Instead of the Chairman refraining to speak on questions, he/she is often the most active participant in discussion and the work of the Committee.

It must be remembered that the President of the Branch is a member of each Committee, whether Standing or Special, by virtue of his/her office.

The following is a list of the suggested Branch Committees and their roles. Some Branches may have additional committees. It is important that Committees are functional and provide a benefit to the Branch.

FINANCE COMMITTEE

- The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
- The Chairman should select the Committee from Executive members and fiscal knowledgeable members from the general membership.
- The Committee shall advise the Executive of the feasibility of any expenditures and long range planning.
- The Committee will also review all cash handling procedures and make recommendations to the Executive in writing as well as to the general membership.
- The Committee should examine the books on a quarterly basis to ensure good fiscal recording is being used.
- If the Committee is utilized for audit purposes, members of the Executive and staff cannot be a SECTION of the committee.

LOTTERY AND BINGO COMMITTEE

- The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
- The Chairman will select the committee from the Branch membership.
- The Chairman should ensure any equipment used in bingo and lotteries is in working condition, as well supplies must be available to workers.
- The Chairman shall ensure that any Provincial or Territorial licenses are up to date and that renewals are initiated in time to prevent operations from being carried out on an out of date license.
- The Chairman is responsible for the accounting of all monies involved in the operations and cash handling procedures are followed.
- The Chairman must ensure any gambling within the Branch complies with the Alberta Gaming and Liquor Commission Act.
- The Chairman must be familiar with any applicable Provincial or territorial regulations.
- The Chairman must ensure all pull tickets within the Branch have been purchased from the approved supplier of Alberta-NWT Command and accounted for and stored in a secure location.
- The Committee will recruit volunteers to assist with bingos and casinos
- Attend all information meetings and workshops provided including a GAIN session.

Any applicable Provincial or Territorial regulations must be read with these Terms of Reference.

MEMBERSHIP COMMITTEE

- The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
- The Chairman shall choose his committee from the Branch membership.
- All applicants and applications for membership should be scrutinized and approved by the Committee prior to presentation to a General Meeting. Transfer applications must be reviewed and approved. If a member is accepted from another Branch, the members file must be retrieved from the original Branch.

- The Committee must take an active role in recruiting new members and be prepared to attend membership seminars when held.
- The Committee must take an active role in encouraging members to renew their membership and attain an early bird status annually.
- Attend all information meetings and workshops provided.
- The committee will review the procedures to ensure personal information is kept confidential.
- Records of awards given and years of service will be included in the individual membership file.

HONOURS AND AWARDS COMMITTEE

- The Chairman should select the committee from the senior members of the Branch general membership as well as past presidents and executive members.
- The Committee should recognize members who contribute to the benefit of the Branch and community and to make application for awards on a regular basis.
- The Committee is responsible to provide a written citation of the member to be honoured.
- The Chairman must present these requests for an award to executive committee or at a general meeting for approval and follow the rules and regulations outlined in the Honours and Awards Manual.

PUBLIC RELATIONS COMMITTEE

- The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
- The purpose of a P.R. Committee is to keep the Local and public informed of the work carried out by the Branch. In particular any contributions to Veterans, legal charities, health care, seniors and youth.
- The Chair must establish good working arrangements with the local news outlets.
- Ensure local news outlets and Command is aware of functions in the Branch which are or would be of interest to the general public.
- Ensure they read all Public Relations information as published by Dominion Command or Alberta-NWT Command.
- Produce a newsletter that can be distributed to the general membership
- Attend all information meetings and workshops provided.

ENTERTAINMENT COMMITTEE

- The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership but must be a socially oriented member.
- Prepare a budget for all entertainment ensuring all costs are factored into the event and work within approved budgets. The cost of entertainment must be scrutinized to ensure there is a return on the investment and it is not a drain on the finances.
- Plan and carry out all social functions which give entertainment to members and guests.
- Take an active role in promoting entertainment

POPPY COMMITTEE AND BRANCH POPPY CAMPAIGNS

One of the obligations and responsibilities accepted by a Branch, when it is given its Charter, is to organize and carry out the annual Poppy Campaign. The campaign is an opportunity to raise funds for the relief of distress among Veterans and their families, and to preserve the memory of those who died in the service of their country.

Organization

To organize an effective campaign, plans should be made well in advance. The Branch President, together with his Executive Committee, shall select a Poppy Chairman who in turn selects his own Committee as early in the year as possible. It is important that this Committee be composed of members suitable for this type of work.

In the case of larger Branches, sub-committees could be appointed such as:

- (a) Street Taggers;
- (b) Wreaths - taking orders from business houses;
- (c) Wreaths - taking orders from householders;
- (d) Publicity; and
- (e) Finance.

The Poppy Manual is an excellent resource for information on how to plan your Poppy Campaign.

All children should be given a poppy or poppy sticker to wear on Remembrance Day, whether they donate or not.

Under no circumstances is another organization or group authorized to account for, hold or distribute Poppy Trust Funds. However; it is essential that all persons that have assisted in the Poppy Campaign be publicly acknowledged for their support.

Release to local news media re: expenditures and receipts, and an expression of thanks for contributions should also be issued.

Reporting

Every August, Alberta-NWT Command mails every branch a Poppy Campaign package.

This package also includes information on the Literary and Poster Competition and Poppy Trust Fund Statement. The Poppy Trust Fund Statement for the Poppy fiscal year October 1 to September 30 and should be completed and returned to Provincial Command no later than October 31. A copy of the Poppy Trust Fund Statement, with instructions, can be found in the Forms Section of this MOI. Please note that Branches need to complete the form published by Alberta-NWT Command **not** the Dominion Command version.

For financial reporting purposes, the Poppy revenue and expenses should not be included with the Branch operations as the Poppy funds do not belong to the Branch.

Disbursements

The Poppy Fund is public money. It is raised from the public through the organization of The Royal Canadian Legion, which is the only authorized custodian of the Fund. The funds shall be kept in a separate Poppy Trust Fund account. This account is still controlled by the Treasurer and other signing authorities of the Branch as per The General By-Laws.

The main purpose of the Poppy Fund is to assist any person who is serving or who has honourably served and their families who are in need of assistance. These persons need not be, or have been, members of the Legion. **POPPY FUNDS CAN NOT BE USED FOR GENERAL PURPOSES.** The funds that have been donated are to be spent, they are not to be put away for a “rainy day”. Branches that have a larger poppy fund than they need can send funds to the Central Fund of Command.

For authorized uses of funds and maximum allotments please refer to the Poppy Manual.

To request a Poppy fund expenditure complete the Provincial disbursement form. Refer to the Poppy manual for the relevant date for the balance of your Poppy funds, the section and page number of the disbursement purpose. Attach the minutes showing the expenditure was approved and forward the form to your District Commander.

- Requests of \$1,000 and under, that meet the requirements set out in the Poppy Manual, will be approved, in writing, by the District Commander.
- Requests over \$1,000 that meet the requirements set out in the Poppy manual will be forwarded to Provincial Command, by the District Commander for approval in writing.

Procedures for Poppy fund expenditures for the Calgary and Edmonton Poppy Offices are the same as Branches except for the following funding limits.

- Requests over \$6,000, that meet the requirements set out in the Poppy manual, will be forwarded to Provincial Command for approval in writing.

Any deliberate misspending of Poppy funds will result in charges laid.

Literary and Poster Contest

Our youth are the ones who will keep alive the memories of the men and women who have paid the supreme sacrifice in the service of our Country. It is imperative that Branches connect with schools and youth organizations to promote and educate them on the tradition of Remembrance Day and what it means to wear the Poppy. Our Literary and Poster contest is a great way to get our children to participate in Remembrance Day.

Contest brochures should be displayed in schools, community halls, legion branches etc. The literary and poster brochures are free and can be dropped off at schools and other youth groups, as they explain the rules and regulations of the entries.

The competition information and teachers' guides are available on the Dominion Command website at www.legion.ca.

All entries, together with attached registration forms, should be collected from schools by December 1. The Branch should select first and second winners only and these entries are to be sent to your District Commander. The guidelines for judging sheet will assist you with your selections. Winners can progress from Branch level to Area, then District, then to Provincial Command and then possibly be entered in the National Literary and Poster Contest at Dominion level. First and second place winners, at any level, will receive a certificate and cash prize. The prizes for Area, District and Provincial Command winners will be processed at Provincial Command. Dominion Command winners win cash prizes and a trip to Ottawa to participate in the Remembrance Day ceremony.

BUILDING AND MAINTENANCE COMMITTEE

- The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
- The Chair should select its Committee from the general membership who are knowledgeable of building construction and ground maintenance. (i.e. carpenters, plumbers, electricians, heating and air conditioning, etc.).
- The committee regularly inspects the building, grounds, and equipment noting any repairs that must be made.
- All long-term repairs with estimates are to be submitted to the Executive Committee and general meetings for approval.
- Evaluate contracts for utilities and provide recommendations at the General Meeting.

SPORTS COMMITTEE

The Alberta-NWT Command Sports Manual is the authority under which sports are carried out.

- The Chairman is responsible for Branch Level events and assisting the Area and or District Commanders as required for other event levels.
- The Chairman is the contact between the Branch, its teams and the District Commander.

RESOLUTIONS COMMITTEE

- The Chairman appointed by the Branch President is usually an executive member but may be appointed from the general membership.
- The Chairman should select the committee from the Executive Committee and knowledgeable members of the general membership.
- Produce resolutions to change or amend by-laws. The resolutions must be formulated, passed at a Branch general meeting, forwarded to Alberta-NWT Command for review to be included in the business portion of a convention.
- The Committee must adhere to deadlines as determined by the Provincial Command.

SECTION 6

SECTION 6 - BRANCH MEMBERSHIP

To become a member of The Royal Canadian Legion, one must become a member of a Branch.

A person meeting the eligibility criteria set out in the Membership Manual (available from Dominion Command) must fill out a membership application. The application must be approved by the general membership of a branch. The potential member must be initiated either at a General Meeting, or if not possible by the President or designate and a witness as well as submit the required membership dues. Once the Branch has submitted the required paperwork and per capita tax to Dominion Command, a membership card will be sent to the Branch.

The Categories of Membership are:

- Life
- Ordinary
- Associate
- Affiliate Voting
- Affiliate Non-Voting
- Meritorious Life (prior to 2000)

Member in Good Standing

Is a member that has been initiated, is not under suspension, has paid membership dues for the current year, and the per capita tax has been submitted to Dominion Command.

Transfers and Reinstatements

Branches do not have to accept a member's transfer. A Transfer Application Form must be completed by the member wishing to transfer to the Branch they wish transfer to. They may only apply if they are a member in good standing or their membership has not lapsed more than the current or immediate preceding two years and arrears are paid in full at the time of transfer. If members cannot provide a Membership Card the Branch should contact the original Branch or Dominion Command for confirmation. Reinstatements must include a letter from Alberta-NWT Command requesting the reinstatement. Members reinstating do not have to be re-initiated.

Tuberculous Veterans Section (T.V.S.)

A person meeting the membership requirements of the T.V.S. may choose to be assigned to the T.V.S.

Ordinary, life and associate membership in the Tuberculous Veterans Section is open only to a person who is:

- Tuberculous or respiratory disabled; or

- a child, adopted child, stepchild, grandchild, sibling, niece, nephew, widow/er, parent or spouse of a Tuberculous or respiratory disabled, life or ordinary member; or
- the spouse of an associate member above.

Affiliate membership in the T.V.S. is only open to:

- Tuberculous or respiratory disabled; or
- a professional who is or was engaged in treatment or research of tuberculosis or other related respiratory disability.

Dual Membership

Dual members in the Tuberculoses Veterans Section are only permitted if the membership criteria for T.V.S. are met as outlined in The General By-Laws.

A person meeting the specific requirements of the membership categories can be both a member of the Ladies Auxiliary and the Legion.

LINKS

Dominion Command's Membership website
http://www.legion.ca/Membership/welcome_e.cfm

Dominion Command's Membership Processing Guide
http://www.legion.ca/PDF/Membership/Processing2012_e.pdf

Section 7

SECTION 7 - RITUAL AND AWARDS

MAJOR AWARD APPLICATION CHECK-LIST

Applications for Meritorious Service Medal (MSM), Meritorious Service Award (MSA) and the Palm Leaf are the highest awards that the Legion bestows on its deserving members.

This list is by no means a substitute for reading the information in Chapter Two of the Honours and Awards Manual, but rather a tool to assist in insuring that all of the criteria outlined in the manual are present in the application.

The Application Form

1. Is the current version of form #800281 being used?
2. Is it clearly checked which award is being applied for?
3. Is it clearly checked at what level of the Legion the application originated?
4. Is the information about the Branch and Command complete and accurate?
5. Are all previous awards listed with dates?
6. Are the date and type of meeting at which the application was approved provided?
7. Is the information about the nominee complete and accurate?
8. Is the information about the individuals who prepared the application complete?
9. Is the form signed?

The Citation

1. Does the citation contain the name and membership status of the individual being nominated?
2. Does the citation list in chronological order, all Legion Offices and positions held since the previous award(s) received? This should also include ALL Legion activities the member has been involved in since the previous award(s).
3. Does the citation contain all information about outstanding Legion service, including dates?
4. Is it clear what service has occurred since the last award?
5. Is there information provided regarding service to the community, especially service provided as a representative of the Legion?

Supporting Documents

1. For a MSM or MSA, is a copy of the Life Membership application, with citation, attached?
2. For a Palm Leaf, are copies of the Life Membership application and MSM or MSA application, with citations, attached?
3. Are the minutes from a current General or Executive meeting attached that includes the approved motion for this award?

**Ensure you are using the most recent application for any award
otherwise, it will be returned.**

OTHER TYPES OF AWARDS:

1. Friendship;
2. Life Membership;
3. Media; and
4. Recognition of Past Service

Ensure you are using the most recent application, otherwise, it will be returned.

For complete procedures, please refer to the Honours and Awards Manual dated January 2011.

LINKS:

http://www.legion.ca/_PDF/Manuals/Honours_Awards2011_e.pdf

For all updated (current) applications, please utilize our website @ www.abnwtlegion.com or the Dominion Command website @ www.legion.ca/Publications.

SECTION 8

SECTION 8 – ROYAL CANADIAN LEGION ALBERTA PROPERTY ACT - CHAPTER 55

Preamble	<p>WHEREAS The Royal Canadian Legion was incorporated by an Act of the Parliament of Canada, being chapter 84 of the Statues of Canada, 1984 and amendments thereto; and</p> <p>WHEREAS the property rights in Alberta of the Legion are governed by “An Act Respecting the Property of The Royal Canadian Legion in Alberta” being chapter 105 of the Statues of Alberta , 1957 as amended by chapter 118 of the Statues of Alberta, 1964 and chapter 102 of the Statues of Alberta, 1977; and</p> <p>WHEREAS the Alberta Northwest Territories Command of The Royal Canadian Legion has by its petition prayed that it be enacted as herein provided and it is expedient to grant the prayer of the petition;</p> <p>THEREFORE HER MAJESTY , by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows”:</p>	Seal	<p>4 The Command and every branch shall have an official seal of such design as may be determined by the Dominion Command of the Legion.</p>
Holding of property	<p>1 (1) The Alberta and Northwest Territories Command of The Royal Canadian Legion, hereinafter called “the Command”, and every branch of the Legion within Alberta may hold, possess or acquire by purchase, lease, exchange, donation, devise, bequest, endowment, or otherwise any real or personal property necessary or useful for the carrying out of its purposes and objects, and subject to subsection (2), may hypothecate, mortgage, pledge, sell, convey or otherwise dispose of property in any manner.</p> <p>(2) No branch may, without the consent in writing of the Command, hypothecate, mortgage, pledge, lease, sell, convey or otherwise dispose of any of its real or personal property, except in the ordinary and usual course of its activities.</p> <p>(3) Debt obligations created by the Command or any branch thereof, are exempted from the registration requirements of the <i>Business Corporations Act</i>.</p>	Execution of deeds	<p>5 All deeds, bonds, mortgages, transfers, assurances, conveyances, contracts, and other instruments with respect to real property owned by the Command or a branch shall be executed under the seal of the Command or branch attested by the signatures of the president of the Command or branch and its secretary for the time being.</p>
Name of title	<p>2 The real property of the Command or of any branch of the Legion in Alberta may be registered in the proper land titles office in the name of the Command or branch.</p>	Property in trust	<p>6 Where the title to any real property belonging to the Command or a branch stands in the name of any individual or individuals as trustees, whether such persons are deceased or not, a certificate by the secretary of the Command that such real property belongs to or is held in trust for the use of the members of the Command or branch together with an affidavit by the president of the Command or branch, as the case may be, deposing to the fact that such property belongs to or is held in trust for the use of the members of the Command or branch shall be accepted by the registrar of the proper land titles office as conclusive evidence of the facts certified and deposited to and upon presentation to the registrar of such documents together with an application duly attested the registrar may cancel the existing certificate of title and issue a new certificate of title to the property in the name of the Command or branch.</p>
Name of Command	<p>3 The name of the Command shall be as set out in section 1 and the name of each regularly constituted branch shall be: “ ____ Branch of The Royal Canadian Legion”.</p>	Suspension of branch powers	<p>7 Where, pursuant to the Act of incorporation of the Legion, the charter or powers of any branch are suspended the registrar or the land registration district on which any real property of the branch is situated shall, upon application by the Command, describing the property, and upon the filing of an affidavit by the secretary of the Command deposing to the fact that the charter or powers of the branch have been so suspended, cancel the existing certificate of title and issue a new certificate of title to the said real property in the name of Command.</p>
		Pre-eminence of Legion by-laws	<p>8 Nothing herein contained shall be held to confer or impose upon the Command or any branch any right, power, obligation or duty inconsistent with the Act of incorporation of the Legion and the by-laws and rules passed pursuant thereto.</p>
		Tax exemption	<p>9 The land on which is located the headquarters of the Command at Calgary, Alberta, namely: Lots 21 to 24 inclusive in Block 4 as shown on Plan Calgary 2864 A.F. Excepting thereout all mines and minerals Together with the buildings located thereon shall be exempt from assessment and taxation other than taxes relating to local improvements, so long as the same are used as headquarters for the Command</p>
	<p>Repeal c.105, SA 1957</p>		<p>10 <i>An Act Respecting the Property of the Royal Canadian Legion in Alberta is repealed.</i></p>

SECTION 9

SECTION 9 – BRANCH PROPERTY

A Branch cannot hypothecate, (sell the property and or place the building as collateral), pledging, leasing, selling, conveying or otherwise disposing of the Branch's real or personal property outside ordinary and usual course of activities without the prior approval of the Command.

1. A Notice of Motion must be presented at a General Meeting of the Branch.
2. All members in good standing of the Branch will be notified, by regular mail or email and notices in the community at least fourteen (14) days prior to the Special General Meeting at which it is to be discussed.
3. Copies of the Notice of Motion are to be sent to the District Commander and Command Office prior to the special meeting.
4. All members must sign in and show a current membership card when attending the special meeting.
5. A 2/3 majority vote of the members in attendance is required. Upon approval by the General Membership, all documents and information pertaining to the transaction will be sent to Alberta-NWT Command for conditional approval including:
 - The minutes of the meeting where the options were discussed (include the reasons for reaching the decision)
 - Notice of Motion
 - Property assessments and appraisals
 - Synopsis of the real estate market in the area
 - Any Offers to purchase, etc.
 - Future plans
 - Interim plan
 - Current financial statements
 - Minutes of the meeting where the Notice of Motion was discussed. Including the number in attendance result of the vote.

SECTION 10

SECTION 10 - LEGION MANUALS AND PUBLICATIONS

DOMINION COMMAND MANUALS

These are available at various costs from Dominion Supply and on line at www.legion.ca

1. **An Act To Incorporate** - establishes the organization of the Legion; authorizes Dominion Conventions from time to time to make, repeal, amend or re-enact By-Laws.
2. **General By-Laws** - contains the complete By-Laws enacted by the Dominion Convention under which all Branches in the Command are governed.
3. **Ritual and Insignia Manual** - contains the procedures for ceremonies such as conduct of a meeting, initiation of new members, installation of officers, funerals, carrying of colors, Remembrance Day Services, etc.
4. **Poppy Manual**
5. **Membership Manual**
6. **Honours and Awards Manual**
7. **Rules of Procedures for Legion Meetings**
8. **Dominion Sports Guide** - A guide to all Dominion Command Sports
9. **Legion Magazine Snapshots**
10. **Service Officers Handbook**
11. **Chaplain's Manual**

ALBERTA-NWT COMMAND

www.abnwtlegion.com

1. **Alberta-NWT Command By-Laws** - contain all By-Laws enacted by the Convention under which all Branches in the Command are governed.
2. **Alberta-NWT Sports Manual** - A guide to all Alberta-NWT Command Sports.
3. **Manual of Information**
4. **Provincial Convention Planning Guidelines**

SECTION 11

SECTION 11 - PROCEDURE TO SURRENDER A CHARTER

NOTICE OF MOTION be presented at a General Meeting of the Branch

1. All members in good standing of the Branch will be notified, by regular mail or mail and notices in the community at least fourteen (14) days prior to the Special General Meeting at which it is to be discussed,
2. Copies of the Notice of Motion are to be sent to the District Commander and Command Office prior to the special meeting, and
3. All members must sign in showing they are voting members in good standing
4. A 2/3 majority vote of the members in attendance is required.

UPON PASSING A MOTION TO SURRENDER A CHARTER

1. The members by way of motion will vote on the disposition of the assets of the Branch in accordance to *The Act to Incorporate* and *The General By-Laws*. The Branch President shall submit the decision of the membership to Alberta-NWT Command for approval. The real or personal property of any Branch that has been wound up dissolved vests in the Provincial Command of the Province wherein the property is situated and only such property is liable for the debts or liabilities of such Branch.
2. The signing authorities remain until the conclusion of all the business of the Branch including the payment of any outstanding debts through the sale of real or personal assets.
3. The Charter will be forwarded to Alberta-NWT Command for cancellation.
4. All financial information, membership information, and meeting minutes will be given to the Alberta-NWT Command Office.
5. Provincial Command will notify Dominion Command in writing of the charter surrender and where the surrendered charter will be held.

SURRENDER OF LADIES AUXILIARY CHARTERS

Upon the surrender of a Legion Charter the Ladies Auxiliary Charter is automatically surrendered as well.

If the Ladies Auxiliary wishes to hand in their charter they must notify the Branch and the Ladies Auxiliary Command Office. The Ladies Auxiliary Command will then notify the Provincial Command Office in writing and advise where the returned Ladies Auxiliary Charter will be held.

SECTION 12

SECTION 12 - PROCEDURE FOR HANDLING COMPLAINTS AND APPEALS

Any member may lodge a complaint against another member. The procedure to file a complaint can be found in The General By-Laws. Prior to filing a complaint, it is imperative to read and understand the rights, procedures, and obligations of the Article III process; failure to do so will result in the rejection of the complaint.

Complaints should not be taken lightly by any party and should not be used to settle personality conflicts. The procedure takes a lot of time, energy and money which could be utilized elsewhere. The best solution to any conflict is to attempt to resolve the matter with the parties concerned, and reserve the formal complaint procedure for matters which have serious consequences and negatively impact the organization. The President does have the option of mediation which is described in Article III.

The following is an overview of the common areas where mistakes are made in the Article III process; it is NOT the full procedure. The complete procedure is in the General By-Laws. Filing a complaint does NOT require a form.

To properly initiate a complaint, a member must:

1. Include a brief account of the incident or circumstances which forms the basis of the complaint.
2. Ensure the information includes only the details and content necessary to allow an outsider to have a full understanding of what took place to support the allegations.
3. Specify the clause under subsection 304. a. that applies:
 - i. Breach of club house rules or privileges – Specify the section(s) and include a copy of the complete clubhouse rules
 - ii. Profane or disorderly conduct in or about any place where any event is being carried on under Legion auspices or control; - What was said? What was done to be disorderly? Where did it happen and what was the event?
 - iii. Breach of his obligations to the Legion or of these By-Laws – What obligation was it? Be specific citing the authority or section that creates the obligation. What section of the By-Laws was breached?
 - iv. Knowingly lodging a false complaint against a member. Can only be lodged after the dismissal of a fabricated complaint.
 - v. Conduct which in any way brings or tends to bring the Legion into discredit. – What is the conduct and explain the effect on the Legion.
 - vi. Theft or misappropriation of Poppy Funds, Legion Funds or Property. This includes, misuse, fraud, stealing, cheating and embezzlement.
4. Sign the complaint. The original must be submitted with an original signature and dated. Address it to and lodge it with the Secretary of the Branch or Command within 15 days of the alleged offence or in good faith, knowledge thereof. Calculate 15 days but not counting the day of the occurrence.

If civil or criminal charges are laid, a complaint must be filed and the hearing procedure will be suspended until a judgment is rendered.

RECEIVING A COMPLAINT

1. The Secretary shall immediately bring it to the attention of the President.
 - i. At the Branch level, the secretary will acknowledge receipt to the complainant as either being properly lodged or not, as determined by the President.
 - ii. At Command level, the President will consult with the Chairman of the Constitution and Laws Committee to determine if the complaint has been properly lodged and is valid in accordance with Article III.
2. If the complaint is DISMISSED, reasons for the dismissal must be included in a letter to the complainant.
3. Complaints involving employer/employee relations shall NOT be handled by an Article III Hearing.
4. Within 7 days, the secretary shall serve a copy of the **properly lodged** complaint on the member against whom the complaint was lodged. Properly lodged complaints must comply with the requirements of the General By-Laws Section 304(b).

COMPLAINT COMMITTEE

1. Within 21 days of receiving the complaint, the President shall appoint a Complaint Committee.
2. The Committee appointed by the President of the Branch or Command will consist of:
 - Chairman
 - 2 voting members; and
 - 2 members in waiting

NOTE: At Branch Level only, one (1) member of the Executive may be appointed.

Committee members must not have a conflict of interest. Members from other Branches can Chair and sit on a Complaint Committee.

3. Not later than 45 days after his appointment, the Chairman will decide on a date and place of a hearing.
4. At least 21 days before the hearing, the Committee Chairman, or his designate, shall **serve notice** on the parties advising them of the:
 - Date, time, place of hearing
 - Right to be heard
 - Right to call witnesses
 - Names of the Committee Members

- Names of the Members in Waiting

NOTE: see sample letters in Appendix "A"

5. Each party shall have the privilege of one peremptory challenge of any one of the members **EXCEPT** the Chairman, by serving notice thereof on the Chairman at least 10 days prior to the hearing. No challenge will be allowed at the hearing.

Presidents and Committees dealing with complaints are advised that it is mandatory that the procedure detailed in Article III of the General By-Laws be followed exactly.

NOTES FOR COMPLAINT COMMITTEES

1. The member complained against is presumed innocent until judged otherwise by the Committee conducting the hearing.
2. The member complained against is entitled to full details of the complaint against him to enable him to gather the evidence for his defense, only those charges detailed in the complaint shall be heard.
3. It is the responsibility of the complaining member to substantiate the charge he has laid, the member complained against should receive the benefit of any doubt.
4. Where possible the evidence of witnesses should be given in person; if not possible, then a sworn statement may be accepted.
5. The complaining member and/or the member complained against may be represented by an agent. Either the agent or the member has the right to introduce evidence, cross examine witnesses and call witnesses.
6. No prior complaints or convictions shall be allowed to be presented, discussed, or form any SECTION of the hearing of the charge against the member.

COMPLAINT HEARING GUIDELINES

1. A record of the proceedings shall be prepared and supported by either a voice or video recording or when feasible by a court reporter. A transcript of the proceedings must be prepared by a recording secretary.
2. At any stage during the Hearing Procedure set out in Sections 308 and 309 civil or criminal proceedings are commenced, the hearing shall be suspended until a judgment is rendered, at which time the Hearing Procedure will continue, upon notice to the parties, at the point at which it was suspended.
3. If a member complained against, does not appear, without due cause and notification, the Committee, upon proof of service to that member, may proceed in his absence.

4. If the complainant does not appear without due cause and notification, the Committee upon proof of service on the complainant, shall dismiss the complaint and may assess costs.
5. The Chairman, for due cause and with notification, may postpone the hearing for a period not to exceed 60 days from the date originally scheduled.
6. The complaint shall be read to those present. The member complained against, or his agent, if present, shall be asked if he understands the complaint and to admit or deny the offence.
7. The complaining member, or his agent, shall state the nature of the complaint.
8. The complaining member shall call any supporting witnesses to the complaint in order of sequence.
9. All witnesses giving verbal evidence shall give oath or affirmation regarding the truth of the evidence when practical to do so. Examples of an Oath and Affirmation are:

OATH - Do you swear that the evidence given by you is true, so help you God?
AFFIRMATION - Do you solemnly affirm that the evidence given by you is true?
10. Written or typed statements should conclude with "I hereby certify that the statement given by me is correct." The witness shall sign the statement after it is read by him.
11. After each witness has testified, both parties have the right of cross-examination. The Chairman shall invite both parties to do so.
12. Witnesses may decline to answer questions; such a declination shall be noted.
13. Witnesses identifying documents shall sign them so.
14. After all witnesses supporting the complaint have been heard, the member complained against shall be advised of his right to call witnesses on his behalf.
15. The Chairman or Secretary should sign and date all evidence offered and note all objections made.
16. After all witnesses have been heard, ask both parties if they wish any witnesses recalled.
17. Before concluding the hearing, the Chairman shall ask both parties if they have anything further to add that is relevant to the hearing.
18. At the conclusion of the hearing, the Chairman should advise that the Committee will review all testimony given and documentation submitted and render a decision within 30 days to the Branch or Command and they will then be advised in writing. Excuse all parties from the hearing.

19. The Recording Secretary shall record the decision rendered by the Committee. The Chairman will sign the decision.

20. The decision will NOT be discussed with any parties to the complaint.

DECISION

The Compliant Committee may either dismiss the complaint or if proven impose one or more of the following with no deviation: *(Note: the following is a outline of the information found in the General By-Laws)*

- i. Reprimand
- ii. Deprivation of clubhouse privileges for any period up to 24 months
- iii. Removal from any office or position held and prohibition from running for and holding any office for a period of up to 24 months
- iv. Suspension from the Branch for any period up to 12 months
- v. Suspension means a member is not in good standing for any purpose including meetings and sporting events and is prohibited from entering any Branch premises of the Legion
- vi. Expulsion from the Legion
- vii. Means the person's membership has been rescinded. In all cases the decision shall be forwarded to the next superior Command.

Complaints alleging a breach of clubhouse rules or privileges the Committee may dismiss the charges or if proven impose one or more of the following ONLY:

- i. Deprivation of clubroom privileges for a period not **to exceed 12 months**
- ii. Issue a reprimand which may include a letter of apology

WITHDRAWALS

A complaint may be withdrawn at any time by the complainant by written notice to the appropriate secretary.

FAILURE TO DEAL WITH A COMPLAINT

If a complaint has not been dealt with in accordance to the time frame described in Article III, the complainant or the member complained against may send a copy of the complaint to the next superior Command to initiate action. The superior Command may deal with the complaint and assess costs.

MEDIATION

Upon the lodging of a complaint at any level, the President MAY cause the parties to be contacted to determine whether mediation should be attempted to resolve the complaint. The mediation procedure is described in the Article III of the General By-Laws

APPEALS

The appealing party has 30 days of the notice of decision to serve an appeal on the Command. It shall include grounds to the appeal, evidence and documents submitted to the complaint committee. **NO NEW** evidence shall be accepted.

- i. Either party can appeal where the Complaint Committee has imposed a penalty of
 - Expulsion
 - Removal from office
 - Suspension of more than 180 days
 - Did not conduct the proceedings according to the article; or
 - Made significant errors

- ii. Member against whom a complaint has been lodged may:
 - Appeal the decision and penalty
 - Appeal the decision
 - Appeal the penalty

Note: *penalty can be appealed only on the grounds that it is excessive*

The Complainant may only appeal the decision to dismiss.

The decision of the Appeal Committee is final unless the Appeal Committee has upheld or imposed the penalty of expulsion, in which case the member against whom the complaint was made, may appeal only the penalty to Dominion Command.

Upon receipt of an appeal at Provincial or Dominion Command Level, the Command President, or designate, shall consult the Chairman of the Constitution and Laws Committee to determine if the appeal has been properly lodged and has sufficient merit to justify the appointment of an Appeal Committee.

If a penalty of expulsion is imposed and no appeal is filed, Provincial Command will examine the decision to determine if an Appeal Committee should be established.

APPEAL COMMITTEE

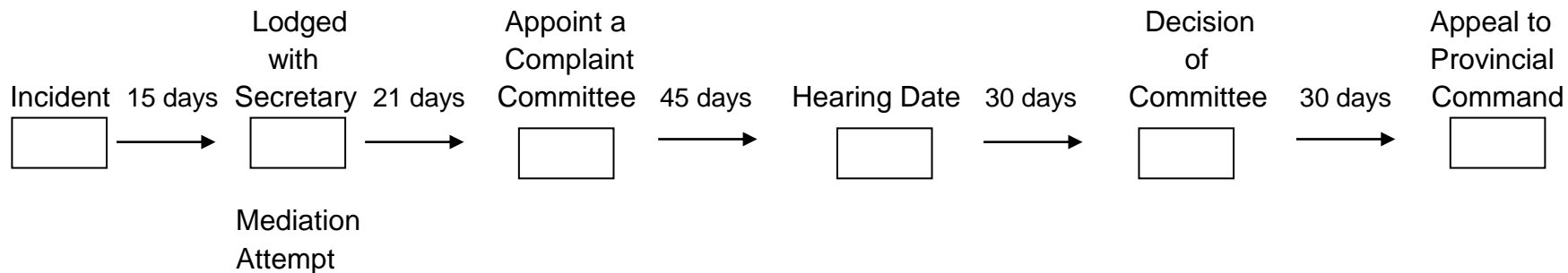
The Command Secretary shall serve notice, on both parties, and advise the Branch of the appeal. The Command President will appoint the Appeal Committee comprising of a Chairman and two (2) voting members, the majority members of the Executive.

The Appeal Committee shall only consider the matters raised on the appeal and render a decision based on the material before it. The decisions the Appeal Committee can render are outlined in the General By-Laws section 314j.

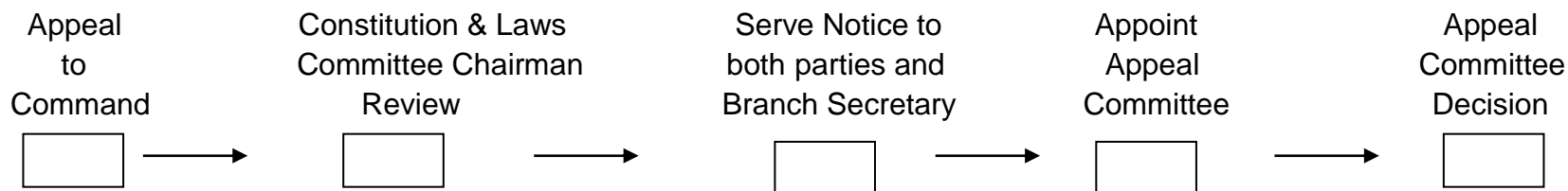
SECTION 13

SECTION 13 - COMPLAINT PROCEDURE TIME FRAME

BRANCH LEVEL



APPEAL TO PROVINCIAL COMMAND



SAMPLE OF LETTER TO THE MEMBER COMPLAINED AGAINST

Date

Registered Mail

Name

Address of Member Complained Against

Dear Comrade

Re: Complaint Lodged Against you by Comrade _____.

Enclosed herewith is a duplicate copy of the complaint lodged against you by Comrade _____.

Branch President, Comrade _____ has appointed an Investigating Committee to deal with the complaint in accordance with the General By-Laws, Section 302(1)(). (state section)

The investigating committee will consist of:

- | | |
|---------|----------------|
| Comrade | Chairman |
| Comrade | Member |
| Comrade | Member |
| Comrade | Waiting Member |
| Comrade | Waiting Member |

The hearing dealing with this complaint will take place on (day, month, year) at (time) in the (state location). Those attending the hearing are responsible for their own expenses.

At least 10 days prior to the hearing, the member complained against and the complaining member may each, by prepaid certified registered mail or courier, have the privilege of one peremptory challenge of any of the members. The Chairman may not be challenged. No challenge will be allowed at the hearing.

The Complaint Committee shall hear the evidence in support of the complaint in the presence of the member complained against and/or his agent, who either by himself or his agent, shall have the right to introduce evidence, cross-examine witnesses and to call witnesses on his behalf. The complaining member shall have similar rights.

If you do not appear at the hearing without due cause and notification, the Committee upon proof of service on the member may proceed in your absence. Please be advised that you have the right to be heard and to call witnesses on your behalf.

If it is your intention to call witnesses to attend the hearing on your behalf, their statements should be prepared prior to the hearing.

Having such statements prepared in advance will alleviate any discrepancies when the transcript is prepared and will also enable the hearing to proceed without delay.

Thanking you in advance for your co-operation in this matter.

Yours fraternally,

cc letter + complaint - to Chairman and 2 Members (Name them)
cc letter - to Complainant

SAMPLE LETTER TO MEMBERS ON THE COMPLAINT COMMITTEE

Date

Name & Address of Member to sit on Investigating Committee

Dear Comrade

You have been selected to sit on the Investigating Committee to hear the complaint against Comrade _____. The Committee will meet (day, month, year) at (time) in the (state location).

Please find enclosed copies of all correspondence relating to the complaint. The correspondence is confidential and no copies of it may be made, nor may it be shown to, or discussed with, any person other than the Chairman of the Complaint Committee or members of the Complaint Committee. NOTE: Waiting Members are not members of the Committee. Following the hearing of the complaint this correspondence must be returned to the Chairman of the Investigating Committee.

Yours fraternally,

encl.

SAMPLE OF LETTER TO WAITING MEMBERS ON THE COMPLAINT COMMITTEE

Date

Name & Address of Member to sit on Investigating Committee

Dear Comrade

You have been selected to be a waiting member to the Investigating Committee which will be meeting (day, month, year) at (time) in the (state location) to hear the complaint against Comrade _____.

The complaining member and the member complained against have the privilege of ONE (1) peremptory challenge of nay of the Committee members, the challenge to be made at least TEN (10) days prior to the hearing. If a member is challenged and you are selected to replace him, you will be so advised and will receive a copy of the correspondence relating to the complaint.

Yours fraternally,

ARTICLE III – SECTIONS 311 AND 312

SAMPLE OF A DECISION OF THE COMPLAINT COMMITTEE

Following are two (2) samples of the type of letter which should be forwarded to the Chairman of the Special Committee. The letter should be signed by all members of the Investigating Committee and a copy of the complaint attached.

1. Complaint Substantiated

The Investigating Committee met (give time and place) to hear the complaint lodged against Comrade _____ by Comrade _____. The Committee heard the evidence submitted in support of the complaint, and that refuting the complaint (if applicable). The finding of the Committee was that the complaint was substantiated and that Comrade _____ was guilty of the complaint lodged against him. The recommendation of the Committee is that Comrade _____ be (specify any penalty listed in Section 307(1).)

2. Complaint Not Substantiated

The Investigating Committee met (give time and place) to hear the complaint lodged against Comrade _____ by Comrade _____. The Committee heard the evidence submitted in support of the complaint, and that refuting the complaint (if applicable). The finding of the Committee was that the complaint was not substantiated and that Comrade _____ was not guilty of the complaint lodged against him. The recommendation of the Committee is that the complaint be dismissed.

NOTE: The letters above are based on the two parties appearing at the hearing. If not, the text of the letters will vary.

**The information given in this Section does not replace
the information in the General By-Laws.
It is only for reference purposes.**

SECTION 14

SECTION 14 - LADIES AUXILIARIES

Ladies Auxiliaries are an auxiliary of the Branch. It is important that the Legion and Ladies Auxiliary work together for the betterment of The Legion. The General By-Laws provide for the formation, control and operation of Ladies' Auxiliaries within the Command. In the event of any difference arising between the Branch and its Auxiliary, the decision of the Branch is final. Ladies Auxiliaries must submit financial statements to the Branch annually.

Charter Surrender - Notification must be provided to Alberta-NWT Provincial Command

SECTION 15

SECTION 15 - PROVINCIAL COMMAND

EXECUTIVE COUNCIL MEMBERS

The Command Executive Council of the Alberta-NWT Command consists of the following officers:

- President,
- First Vice President,
- Three Vice Presidents of equal status,
- Immediate Past President,
- Treasurer,
- Chairman,
- Executive Director (non-voting),
- The nine District Commanders; and a
- Representative of the T.V.S. Veterans Section.

No elected or appointed officer at Branch, District or Command level may hold office at more than one level of the organization. Any elected Executive Council Member is free to seek office at a higher level. On election to a higher position the officer will vacate the lower position held. An elected officer may serve as a member of any committee at a lower level. An Immediate Past President is not an elected officer and as such may hold an executive position at any lower level during the term.

ROLES AND RESPONSIBILITIES

General Duties

The Council performs and carries out the work entrusted to it by the Command Conventions and the By-Laws of the Command, and in general, administers the affairs of Command. When the Provincial convention is not in session the Provincial Executive Council shall be the governing body.

All Command Officers shall exercise due diligence in the performance of their duties. It is the duty of all Senior Elected Officers, District Commanders and Deputy District Commanders to investigate and report to the Executive Council any and all Branch problems that become apparent to them.

Should a dispute arise between a Branch and it's Auxiliary, which dispute if unresolved may, in the opinion of the Command President prejudice the general welfare of the Legion within the Command, such dispute may be referred by the Command President to Command Executive Council for final resolution.

One Command Officer will attend the Spring District Rally at Command's expense. The Command President will select the Command Officer. The Command President is excluded from the above limitations.

Financial Duties

The most important duty of the Provincial Executive Council and its members is the management of the organizations finances and the financial health of the organization. The budget, financial information system and financial policies are the tools the Council uses to exercise the fiduciary responsibilities (the responsibility funds entrusted to the board on behalf of the membership and public).

Some of the financial authority is delegated to the Treasurer, Executive Director and Command Accountant. Council members, also share in the financial responsibility and in some cases can be held individually liable for debts of the organization in the event of non-performance.

Meetings

The Command Executive Council meets at the call of the President. The Council meets not less than twice yearly usually in April and October.

Written reports are submitted by all Executive Council members and Committee Chairs prior to every meeting. Reports are to include the activities of the position or committee and recommendations for the Executive Council to consider. Reports will not include personal information. (Refer to the section on writing reports).

Prior to an Executive Council meeting all members will receive a copy of the reports an agenda and associated information. It is the responsibility of each member to review this information, prior minutes and the most current financial statements and be prepared to discuss.

The wearing of the Legion dress shall be at the discretion of the President when attending Executive Council or Senior Elected Officers Meetings. If a meeting is to be opened by ritual, then the Legion dress will be the order of the day. This information is to be covered in the Meeting Notification. Medals are not required for meetings, unless the Officers are representing Command at Conventions, District Rallies. Council duties (i.e. attendance at Executive or Senior Elected Officers meetings) and Training Sessions shall take precedence over Committee duties and/or Branch visitations.

SECTION 16

SECTION 16 – DISTRICT COMMANDERS

ORGANIZATION AND RESPONSIBILITIES

As stated in the General By-Laws; a Provincial Command for purposes of administration may group two or more branches in a specified area referred to as a District. The District is subject to the jurisdiction of the Command and will embrace all Branches within its territorial limits as set forth by the Command.

The District Commander and Deputy District Commander (if applicable) are the elected representatives of the branches of the District in which they are a member. The District Commander is a member of the Provincial Executive Council. They are required to attend all meetings as called by the President of Command.

Districts must provide the Command with financial statements annually on or before **May 31** of each year unless otherwise requested. All cheques shall be signed by two duly authorized signing officers. District Financial statements are to be provided at each District Rally or when requested.

Districts may elect or appoint sufficient members as may be deemed necessary for the efficient operation of the District. Any expense incurred by said elections or appointments will be the responsibility of the applicable District.

RALLIES

Districts Rallies will be held at the discretion of the District. Command authorizes up to two (2) District Rallies per year. (Spring for the Election and Fall). District Commanders will be elected in their respective Districts in the year of the Provincial convention. Deputy District Commanders are elected in the non Provincial convention year. Newly elected District Commanders and Deputy District Commanders will be installed at the Rally they are elected.

Rally minutes must be submitted to the respective District Vice President and Command Office within a reasonable time after the Rally. Outgoing District Commanders are to provide incoming District Commander with all information gathered during their term.

ELECTIONS

For the election of a District Commander, not more than two (2) delegates from each Branch in the District may cast a ballot. The method of election shall be as per Section 405 of the Alberta-NWT Command By-Laws. In the event of a tie vote after the third (3rd) ballot, the Senior Command Officer attending the election will decide on a method of electing the District Commander. The Rally Chairman will refrain from voting unless there is a tie.

Any voting member in good standing of a Branch within the District, either attending a District Rally or who, in writing, has expressed his willingness to accept office if elected, will be eligible for the office of District Commander.

District Commanders will live within the District or, pending Command approval, within reasonable geographic locations.

All cases of ill health are to be reported to Command Council for decision regarding appointment or elected replacement.

A District Commander may be removed from office by the Command President for just cause. Just cause includes long term illness, or failure to or inability to perform the duties of a District Commander. Such removal will require prior consultation with the appropriate Vice President and with Senior Elected Officers and be ratified at a Command Council meeting.

If removed from office, the Command Senior Elected Officer may appoint an acting replacement who will hold office for the remainder of the term of office of the member being replaced or until the holding of a District Rally for the purpose of filling the vacancy by a further election.

A complaint lodged against the District Commander will be proceeded with in accordance with Article III of the General By-Laws.

DISTRICT FEE

By majority vote, District Rallies may authorize the District Commander to assess a levy on each Branch within the District's jurisdiction to meet the expenditures as may be authorized by the Rally delegates.

CHAIN OF COMMAND

- District Commander reports to his or her designated Vice President
- All documentation and correspondence MUST be given to the Command Office

District Commander Duties

The District Commander will be elected and installed for a two (2) year term of office at the Rally in the year of the Command Convention. The District Commander is a member of the Executive Council and will attend the Provincial Convention providing a report on the District and the Dominion Convention. The role of the District Commander is to support Branches and represent their interests.

- Attend Executive Council Meetings reporting on Branch activities, Branch issues, and concerns within the respective District.
- Collect and review Branch minutes and financial statements and report findings to their Vice President monthly.
- Financial concerns must be brought to the Vice Presidents attention immediately including any thefts.
- Any major operational changes including mortgaging, selling, renovating, or handing in a charter must be reported to the Vice President immediately.
- Forward Branch yearend financial statements to the Command Office by May 31.

- Forward the Branch Poppy Trust Fund Statements by October 31.
- Review the membership of the Branches within their Districts looking at any changes and discuss with the Branch.
- Advise Branches on the updating of By-Laws and on Legion protocol.
- Ensure Branches are following The General By-Laws, Command By-Laws and Branch By-Laws.
- Schedule a Branch visitation with each Branch once within a two year term.
A visitation shall consist of a meeting at the branch with the Branch Executive. A report on the Branch must accompany the expense claim for the trip. Without the report the expense claim cannot be processed.
- Schedule workshops and training within the District.
- Ensure Branches have up to date manuals.
- The District Commander will submit to the Vice President an annual budget for the preceding year by October 1 each year. The budget will include:
 - Mileage
 - Out of pocket expenses
 - Rally costs
 - Hotel room if required
- Be a member of the Command Sports Committee.
- Organize District Sporting events as per the Sports Manual and submit required paperwork to the Sports Chair.
- The District Commander will prepare and submit a Sport budget and submit it to the Chairman of the Sports Committee for review by October 1 each year.
- Review and approve major Honour and Awards applications as required.
- Follow up with the Branch to make sure they receive all information from Command.
- Approve Poppy Fund Distribution requests up to \$1,000.00.
- Forward approved Poppy Fund amounts on a spread sheet to the Command Office.
- Review and sign Poppy Fund Distributions Requests that meet the requirements of the Poppy Manual and forward to Command Office for approval.
- Literary and Poster Competition – arrange for District judging and send entries, paperwork and statistic sheets to the Command Office.
- Make certain Branches participate in Legion programs and projects where possible.
- The District Commander, will try to impress upon Branches the necessity of good public relations within the community.

The District Commander will utilize the Deputy District Commander as the need arises and to make certain they are always aware of issues within the District. The District Commander will mentor the Deputy District Commander.

Deputy District Commander Duties

A Deputy District Commander will be elected and installed for a two (2) year term of office at the Rally in the year that the Command Convention is *not* held. Deputy District Commanders may come from the opposite section of the District than the duly elected District Commander.

The Deputy District Commander will attend the Provincial Convention and have the status of an accredited delegate. The expenses incurred to attend the Provincial convention will be covered as per the current Command Expense policy.

The role of the Deputy District Commander is to support the District Commander and work as a team for the betterment of the Branches and The Legion. The division of duties will be determined by the District Commander. All expenses must be approved by the District Commander prior to submitting them to Command.

Problems or issues that arise between the District Commander and Deputy District Commander must be reported to the respective Vice President. Removal or replacement of a Deputy District Commander and the Article III process will follow the same procedure as the District Commander.

In the event a District Commander is unable to attend an Executive Council meeting, Dominion Convention or other meeting, the Deputy District Commander will take their place.

TIME COMMITMENT REQUIRED FOR A DISTRICT & DEPUTY DISTRICT COMMANDER

Each elected District Commander and Deputy District Commander must be aware of the time involved with the position.

- Branch Visitations
 - 2 or more hours for visit
 - Travel time may vary and an overnight stay may be required
- Sports - An overnight stay may be required
 - District level - 6 or more events – approximately 8 -10 hours
 - Command Level -1 event - approximately 10 - 14 hours
- Council Meetings – April and October
 - All Day Saturday 0800 – 1600 hrs
- Provincial Convention approximately 3 days
- Dominion Convention approximately 5 days

The average amount of commitment hours as DC/DCC is 30-40 hours per month depending on the time of year.

SECTION 17

SECTION 17 - COMMAND SENIOR ELECTED OFFICERS (SEO)

The Command Senior Elected Officers consists of the:

- President
- Immediate Past President
- First Vice President
- Three Vice Presidents of equal status
- Treasurer
- Chairman, and
- Executive Director (Non Voting)

Meetings of the Senior Elected Officers will be called by the Command President. The SEO's shall have the same powers as the full Command Executive Council, except that the full Council's approval must be secured to any resolutions or decisions made by the Senior Elected Officers.

JOB DESCRIPTIONS

PRESIDENT

The Command President is the Chief Executive Officer of the Command. Serving as the chief volunteer of Alberta-NWT Command, the President, works toward achieving the mission of The Royal Canadian Legion. The main responsibilities are

Provides Leadership

- To the Executive Council, Branches and staff
- Advocates and promotes The Legion and its operations
- Represents the Command on the Dominion Executive Council
- Encourages, trains and helps develop Executive Council members
- Appoints the committee chairs and sits as an ex-officio member of all committees

Visionary

- Ensures Executive Council and staff have up to date information
- Looks to the future for change opportunities
- Encourages and guides the Executive Council's role in strategic planning

Manager

- Oversees and is responsible for the operations of organization
- Implements plans
- Appoints the chairpersons of committees
- Serves *ex officio* as a member of committees and attends their meetings when invited.
- Monitors financial planning and financial reports

- Helps guide Executive Council's actions with respect to organizational priorities and governance concerns
- Evaluates the performance of the Executive Director
- Evaluates the effectiveness of the Executive Council members and committees and ensures they are carrying out their roles and responsibilities
- interface between Executive Council and employees
- Calls Command Convention and meetings of the Senior Elected Officers Executive Council

Decision maker

- Suggests policies and planning recommendations to the Executive Council
- Ensure the General By-Laws of The Royal Canadian Legion and the Alberta-NWT Command By-Laws are adhered to.
- Consults with Senior Elected Officers and or applicable committee prior to making key decisions or when dealing with issues confronting the organization as outlined in The General By-Laws.

After enquiry and for cause the Command President may suspend the Charter or officer of a Branch or Auxiliary and will report the action taken to the Executive Council.

The Command President will be the Alberta-NWT Command representative at the Dominion Executive Council or his designate.

If invited, the Command President will ensure that Alberta-NWT Command is represented at the British Columbia, Saskatchewan, Manitoba/NWO, and Montana Conventions. Only one (1) representative will be authorized at Command expense.

FIRST VICE PRESIDENT

Typically the First Vice President is training to succeed the President. In the absence of the President, the First Vice President performs the duties of the President. Each month a report will be submitted to the President highlighting issues and problems outlined by the Vice Presidents. The First Vice President will carry out all other responsibilities as assigned by the President.

VICE PRESIDENTS

There are three Vice Presidents of equal status. They work closely with assigned Districts Commanders, assisting and training them on Legion policy and protocol. The Vice Presidents will provide monthly written reports to the First Vice President on activities and issues of District Commanders, Districts and Branches they are responsible for. They will carry out all other responsibilities as assigned by the President.

IMMEDIATE PAST PRESIDENT

The Role of the Immediate Past President is to provide expertise, guidance and transfer of knowledge to the President. The Immediate Past President is not elected. As a member of the Executive Council the Senior Elected Officers, they have the same rights and privileges and obligations as elected officers. The Immediate Past President must be available to sit on or chair committees and fulfill other duties as requested by the President.

TREASURER

Knowledge in the areas of finance, business management and /or accounting is required for this position. The main responsibilities of the Treasurer are:

- Advise and report on the financial matters of the Command
- Review and make recommendations on all Command budgets
- Present the annual budgets to the Finance and Operations Committee and Command Executive Council for approval
- Review and presentation of the Command Financial Statements to the Executive Council and the Provincial Convention
- Explore revenue generating options and report back to the Finance and Operations Committee with recommendations
- Development and review financial policies and procedures
- Review financial statements of Branches
- Making recommendations and offering assistance to Branches
- Reporting issues to the Finance and Operations Committee

The Treasurer will fulfill other duties as requested by the President.

CHAIRMAN

Must have a thorough understanding of the General By-Laws, Command By-Laws and Rules of Procedure for Legion Meetings and knowledge of Roberts Rules of Order.

- Directs the Executive Council meetings and Senior Elected officers meetings
- Chairs the Provincial Convention
- Reviews the Command By-Laws and presents changes for approval to the Executive Council to be ratified at a Convention
- Assists Branches in writing and amending By-laws

The Chairman will fulfill other duties as requested by the President.

EXECUTIVE DIRECTOR

Reports to the President of Alberta-NWT Command of The Royal Canadian Legion.

- Areas of Authority: Under the authority of the Command Executive Council the Executive Director assumes the responsibility for carrying out assigned policies, implementation of The Royal Canadian Legion Command's programs, services and for the management of all staff members
- Directs the day to day operations of the Command Office
- Implements policy
- Attends all Council meetings
- Acts as a consultant to the Council and its committees
- Attends all Provincial and Dominion Conventions
- The Executive Director is the ex officio at all council meetings, attending to participate, receive and give reports

SECTION 18

SECTION 18 - COMMAND COMMITTEES

Command Committee chairs are appointed by the Command President. Each chair is responsible to establish their committee.

The committee chair is responsible for reporting on the activities of their committee to the Executive Council and the biennial convention. Committees recommend policy changes that fall under their responsibilities. Staff Leads are included in the committee to assist with the administration of the Committee as well as collecting and distributing committee information.

The Command has 9 standing committees. Ad hoc or special committees can be established by the Command President to fulfill specific purposes.

REPORTING REQUIREMENTS FOR ALL COMMITTEES

1. Committee Members – It is up to each Chairman to populate their respective Committees. The names and contact information of the Committee Members must be submitted to the Command Office.
2. Business Plan and Budget – Each Committee must submit, to the Finance and Operations Committee, a detailed plan of activities for the rest of the current year and an annual plan for the next two years. The business plan will include goals and a budget. Committees not submitting budgets and business plans will not be given funding.

*Budget and business plans are due **August 31st***

***Note:** All budgets will be presented at the Executive Council Meeting for approval.*

3. Committee Chairs will submit minutes of their meetings to the Command Office.
4. Committee Chairs will submit a written report to the Executive Council meetings and Alberta-NWT Command Convention. The reports will be separate from the position reports.
5. Committees will be required to review and comment on resolutions to the Dominion Convention and the Provincial Convention.
6. Committee Chairs will present resolutions pertaining to their Committees to the Provincial Convention.
7. Committee Chairs will communicate on a regular basis with the Vice Chair and other members of the Committee for information sharing and possible decision making.

POPPY COMMITTEE

Term of Office shall be a 2-year term spanning from the Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties

- Be familiar and refer at all times to the Poppy Manual
- Promotion of Remembrance in Alberta-NWT
- Promotion of Remembrance in schools
- Work with the City of Calgary and the Mayor's Office to have a central Remembrance Day Program
- Provide a plan to ensure Legion Remembrance Ceremonies are held in all major centres for the General Public
- Co-ordinate 1st Provincial Poppy Presentation
- Represent Command at Remembrance Ceremonies to be conducted in Edmonton and Calgary
- Develop a plan for Branches to ensure schools are receiving Literary and Poster Competition information
- Recognize Command winners through more than just a presentation at the Branches to help promote the competition and encourage more participants
- Ensure that all Poppy Funds are appropriately distributed
- Ensure completion of Poppy Trust Fund Statements
- Annual audit of Branch Poppy funds
- Recommend Poppy Fund distributions at Command level
- Communicate suggestions for the use of Poppy funds to Dominion Command
- Approve Poppy distribution requests from \$5,000.00 and up to and including \$10,000.00.

Staff Lead Responsibilities

- Key contact in the Command Office
- Communicate and distribute information to Committee members
- Distribute findings and information from the Committee to Branches through information packages, emails and memos
- Coordinate the ordering of Poppy campaign supplies and Branch Poppy information packages
- Coordinate the distribution of MLA wreaths
- Coordinate the shipping of Branch Poppy orders
- Liaison with Dominion Command Poppy Director
- Collect and report findings of Poppy Trust Fund Statements to Committee and make recommendations
- Approve Poppy distribution requests up to and including \$5,000.00
- Refer other distribution requests to the appropriate representatives
- Communicate approvals, rejections or questions to the Branch, District Commander and Executive Council

- Keep statistics on the amount collected and donated across the Command
- Coordinate the Literary and Poster competition at the Command Level
- Coordinate other staff when needed

VETERANS SENIOR SERVICES COMMITTEE (VSS) (Sub-Committee of the Poppy Committee)

Funding for this committee comes from the Poppy Fund. Term of Office shall be a 2-year term spanning from Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties

- Improve quality of service to all Veterans, (including serving personnel), RCMP and seniors
- Work with other agencies that provide services to Veterans, RCMP and seniors
- Monitor the services provided by public and private agencies
- Advocate for issues relating to Veterans, RCMP and Seniors
- Encourage and assist Branches to help Veterans, RCMP and seniors in their communities
- Encourage and review resolutions pertaining to any issues of Veterans, RCMP and seniors welfare

Staff Lead Responsibilities

- Key contact in the Command Office
- Prepare agenda for all meetings
- Record all minutes and distribute
- Communicate and distribute information to Committee members
- Distribute findings and information from the Committee to Branches through information packages, emails and memos
- Coordinate other staff when needed

MEMBERSHIP COMMITTEE

Term of Office shall be a 2-year term spanning from Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties

- Develop a volunteer recruitment, structure, recognition and retention program
- Promote membership recruitment and retention
- Engage the membership on mentorship and volunteer recruitment
- Engage Graduating Cadets as members – educate them on the Legion

Staff Lead Responsibilities

- Key contact in the Command Office
- Prepare agenda for all meetings
- Record all minutes and distribute
- Communicate and distribute information to committee members
- Distribute findings and information from the committee to Branches through information packages, emails and memos
- Coordinate other staff when needed

SPORTS COMMITTEE

Term of Office shall be a 2-year term spanning from Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties

- Organize Command sports program including schedules and venues
- Fall annual review of the sports manual
- Collect registration fees at Command sport events and forward to Command along with the registration fee and the form
- Prepare a report of each sporting event for Council

Staff Lead Responsibilities

- Key contact in the Command Office
- Ensure that all District Sports Schedules have been sent into Command
- Record and distribute all minutes
- Organize and distribute the sports manual and forms
- Communicate and distribute information to Committee members
- Distribute findings and information from the Committee to Branches through information packages, emails and memos
- Coordinate the information required for Provincial representation at Dominion level sports
- Order, distribute and maintain inventory of sports promotional items
- Liaise with Dominion Command Director of Sports
- Coordinate other staff when needed

YOUTH DEVELOPMENT COMMITTEE

Term of Office shall be a 2-year term spanning from Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties

- Promote youth leadership and citizenship
- Youth programs for Military families

- Promote youth programs at all levels
- Track and field
- MLA for a day
- Liaison with the Juno Academy
- Pilgrimage of Remembrance
- Cadet Medal of Excellence and Cadet liaison
- Promote youth participation on Canada Day
- Advocate for improved history programs in schools
- Liaise with other agencies that participate in youth activities

Staff Lead Responsibilities

- Key contact in the Command Office
- Liaise with Dominion Command for National Track and Field
- Record all minutes and distribute
- Organize and collect the track and field forms for athletes and uniforms
- Keep a record of cadet medals
- Communicate and distribute information to Committee members
- Distribute findings and information from the Committee to Branches through information packages, emails and memos
- Coordinate other staff when needed

CONSTITUTION AND LAWS COMMITTEE

Term of Office shall be a 2-year term spanning from Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties

- Review Alberta-NWT Command and all Branch By-Laws and make recommendations
- Review Minutes of Provincial Convention and make the necessary changes to the Command By-Laws
- Submit for approval to the Provincial Convention changes to the Command By-Laws to reflect motions made at by The Executive Council during its term

Staff Lead Responsibilities

- Key contact in the Command Office
- Organize, review and distribute the Branch By-Laws
- Communicate and distribute information
- Distribute findings and information from the Committee to Branches through information packages, emails and memos
- Keep a record of all By-Laws
- Coordinate other staff when needed

RITUAL AND AWARDS COMMITTEE

Term of Office shall be a 2-year term spanning from Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties

- Make recommendations on new awards
- Assist Branches in writing resolutions
- Review all required documentation for Honors and Awards applications and pass or reject applications

Staff Lead Responsibilities

- Key contact in the Command Office
- Liaison with Dominion Command
- Organize, review and distribute the applications
- Communicate and distribute information
- Distribute findings and information from the Committee to Branches through information packages, emails and memos
- Keep a record of all applications
- Keep a record of Branch anniversaries
- Coordinate other staff when needed

COMMUNICATIONS, TRAINING AND PUBLIC RELATIONS COMMITTEE

Term of Office shall be a 2-year term spanning from Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties

- Educate members on Legion protocol, traditions, Articles of Faith and Core Values through presentations and printed material.
- Develop training material
- Review all training material
- Assess Branch needs in regards to training
- Set seminars/workshops for all Branch members and determine the information that will be presented

Staff Lead Responsibilities

- Key contact in the Command Office
- Prepare agenda for all meetings
- Record all minutes and distribute
- Organize Committee ideas for presentation
- Prepare materials for presentation

- Distribute information from the Committee to the Executive Council and Branches through information packages, emails and memos
- Coordinate other staff when needed

FINANCE AND OPERATIONS COMMITTEE

Term of Office shall be a 2-year term spanning from Alberta-NWT Command Convention to the end of the proceeding convention with the exception of the Staff Lead.

General Duties (Working closely with the Command Accountant)

- Review of the submission of Branch financial statements and follow up with Vice Presidents and District Commanders
- Send letters to Branches that are in financial distress and advise them of our concerns and request an immediate response on how they plan on reversing their financial standing
- Review budgets prior to the presentation to the Executive Council
- Review year-end audited statements
- Review requests for financial assistance by Branches and make recommendations to the Executive Council
- Review requests for Cenotaph Grants by Branches and make recommendations to the Executive Council
- Review polices and make recommendations to the Executive Council
- Research Grants for Command and Branches

Staff Lead Responsibilities

- Key contact in the Command Office
- Liaison with Dominion Command
- Organize, review and distribute the applications
- Communicate and distribute information
- Make recommendations to the Treasurer with regards to Branch Financial Statements and the need for letters or immediate communication
- Distribute findings and information from the Committee to Branches through information packages, emails and memos
- Coordinate other staff when needed

SECTION 19

SECTION 19 - COMMAND SERVICE BUREAU

SERVICE OFFICERS

Command Service Officers are compelled to meet certain requirements and also receive regular training and timely updates on regulations, policies and business processes. With the introduction of the Canadian Forces Members and Veterans Re-establishment and Compensation Act, commonly referred to as the New Veterans Charter, and with the ongoing VAC Transformation resulting in fundamental changes to the way VAC delivers the three component programs of Health Services (Long Term Care, Veterans Independence Program and Treatment), the complexity of service delivery is continually increasing.

Among other duties, Command Service Officers conduct seminars and are experienced in counseling Veterans, including serving CF and RCMP members, Veterans and their spouses.

They submit disability claims, present or assist at Veterans Review and Appeal Board (VRAB) panels, advocate for increased benefits and health care services for individuals in accordance with VAC benefits' grids, and coordinate benevolent applications among different agencies.

Policy advocacy is the responsibility of the Provincial and Dominion Command Veterans, Service and Seniors Committees. These Committees may seek advice of their Command Service Officers who, as experts in the field of service delivery, may be aware of gaps in legislation, regulations or policies.

LINKS

Dominion Command's Website – Service Officer Handbook

http://www.legion.ca/wp-content/uploads/2013/09/SOHandbook2013_e.pdf

SECTION 20

SECTION 20 – COMMAND POLICY

GENERAL

1. Command Officers are the elected Senior Elected Officers, District Commanders, Deputy District Commanders and the Immediate Past President.
2. All Command Officers shall exercise due diligence in the performance of their duties. It is the duty of all Command Officers to report to Council any and all Branch problems that become apparent to them. Any Branch problems should be outlined immediately to the appropriate District Commander.
3. No elected or appointed officer at Branch, District or Command level may hold office at more than one level of the organization. On election to a higher position in the Command structure, said electee will vacate any lower position held. Any officer is free to seek office at a higher level and, if successful, may also serve as a member of any Committee at the lower level.
4. An Immediate Past President is not an elected officer and as such may hold an executive position at any lower level during the term.
5. Relatives of Command officers shall not serve on the same Command Committees.
6. If a meeting is to be opened by ritual, then the Legion Dress will be the order of the day. Whether or not a meeting is to be opened by ritual, it is to be stated in the Meeting Notification.
7. The current Dominion Command Ritual and Insignia Manual governs the wearing of Medals for meetings.
8. Council duties and training sessions take precedence over Committee duties and/or Branch visitations.
9. If invited, the Command President will ensure that Alberta-NWT Command is represented at the BC/Yukon, Saskatchewan, Manitoba/NWO and Montana Conventions, if possible.
10. Only one representative and spouse/guest will be authorized to attend other Provincial or Montana Legion Conventions at Command's expense.
11. An unresolved dispute between a Branch and its Auxiliary will be reviewed by the Command President with the assistance of the Senior Elected Officers for resolution.
12. All cases of ill health of a Command Officer are to be reported to the Command President for decision regarding appointed or elected replacement.

13. All requests for a Command Officer's attendance at Branch functions are to be directed to the Command office on the proper form. Following approval by the Command President, confirmation of attendance will be forwarded from the Command office to the Branch concerned, with notification to the applicable District and Deputy District Commanders.

OFFICE HOURS

The office working hours shall be from 8:00 a.m. to 4:00 p.m. daily, Monday to Friday, with the exception of paid holiday observances and/or other duly authorized holidays.

INSURANCE

Command will provide insurance coverage for Command Officers as follows:

Command will provide Directors and Officers and Accidental Death and Dismemberment insurance coverage for Command Officers, Deputy District Commanders. Area Representatives and volunteers conducting approved duties on behalf of Command. The Command office must be notified in advance, of any officer representing Command at functions or events. This includes situations that may or may not have reimbursable expenses.

STATEMENT OF POLICY ON ALCOHOL AND DRUG ABUSE

The Command recognizes alcoholism and other drug abuses as treatable health problems covered under regular sickness benefits. Employees/Volunteers affected are expected to seek treatment as they would for any other illness, which impairs performance of their duties.

E. PROTECTION OF PERSONAL INFORMATION

The Royal Canadian Legion adheres to the Personal Information Protection Act (PIPA).

All personal information about members or clients can only be used for the purpose for which it was obtained or compiled. Access to personal information shall be restricted to those individuals that require the information to administer programs or activities of The Royal Canadian Legion.

Information presented and discussed at meetings or in reports is not to be discussed with anyone outside the confines of the meeting.

Care will be exercised in the disposal of personal information to prevent unauthorized access to the information.

No personal information may be distributed without the expressed consent of the person involved. Mailing lists and membership list cannot be distributed without the consent of that membership.

STATEMENT OF POLICY ON HARASSMENT

The Alberta-NWT Command will not tolerate harassment in any form within the Command structure and there may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice. The organization will aim to provide a work environment that is free of harassment, supports productivity, personal goals, dignity and the self esteem of every Employee, Command Officer and Volunteer.

Definition

Harassment may be related to any of the discriminatory grounds contained in the Canadian Human Rights Act. Such behavior may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident of a series of incidents. While the following is not a definitive list, harassment may include:

- Verbal abuse or threats;
- Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, ethnic or native origin, religion, sexual orientation, etc.;
- Displaying of pornographic, racist or otherwise offensive or derogatory pictures;
- Practical jokes which cause awkwardness or embarrassment;
- Unwelcome invitations or requests, whether indirect or explicit, intimidation, leering, whistling or other gestures;
- Abuse of authority, condescension or paternalism which undermines self respect;
- Unnecessary physical contact such as touching, patting, pinching, punching;

Use common sense and common decency in determining whether your language and behavior are acceptable to the people around you.

Procedure

- Anyone who believes they have been the subject of any kind of harassment should immediately report the incident to the Executive Director or the Command President.
- As stated in the Individual's Rights Protection Act, no person shall discharge, suspend, intimidate, or impose any other penalty on, or otherwise discriminate against a person, because that person has made a complaint of harassment or discrimination.

SECTION 21

SECTION 21 - ALBERTA CHAPTER, CANADIAN FOUNDATION FOR POLIOMYELITIS AND REHABILITATION

It is believed that Poliomyelitis has been eradicated in Canada which is primarily true but even though the first effective vaccine was developed over 58 years ago, like any virus it can reappear at any time. Today we are seeing the debilitating effects of a disease, which struck children several decades ago, raise its ugly head and worsen over time. The Alberta Chapter Canadian Foundation for Poliomyelitis and Rehabilitation was sponsored by the Alberta Command of the Canadian Legion in 1953 and it was registered as a Society May 25, 1961. At that time the Directors consisted of members of the Executive Committee of the Provincial Command of the Canadian Legion.

Today the Senior Executive Committee of The Alberta-NWT Command continues the tradition of sitting on the Board of Directors of the Foundation. Command Service Officers are the point of first contact. They assist clients with completing financial needs forms and request the appropriate documentation from medical professionals before applications for funds are submitted to the Board. Whenever possible and appropriate, cost sharing with other agencies for the client is examined.

Our clients range in age from 40 years and up. We are still finding new clients with referrals coming from medical professionals, family and current clients. Our client list continues to evolve with some individuals not needing assistance for many years while others continue to need support. Many of the individuals we assist are living on government subsidies which put them below the poverty line. These victims are given special monthly assistance grants to help with their basic necessities, over and above the special equipment they need. Over time, as the effects of the disease worsen, the need for more and costly equipment increases. We try to help the individuals remain active within their communities.

We fund this charitable foundation three ways. A percentage from the sale of pull tickets is allocated to the Foundation. The second form of funding comes from a casino. The final source of revenue comes from donations primarily from Ladies Auxiliaries.

It is imperative that we continue to honour our commitment to assist those who suffer from Post Poliomyelitis. Branches are encouraged to include the Foundation when donating gaming funds to charities.

SECTION 22

**SECTION 22 - RETENTION OF RECORDS
FOR THE BRANCH AND PROVINCIAL COMMAND**

Banking	Cash Books, Cheque Registers, Statements, Cancelled Cheques, etc.	7 years
General Ledger – Financial Statements	Monthly and Annual	Permanent
Insurance	Accident, Fidelity, Fire, Group, Liability Property, Commercial, Worker’s Compensation	7 years
Inventory	Perpetual Records and Physical Count Sheets	7 years
Invoices	Sales and Purchases	7 years
Journals & Ledgers	Accounts Receivable & Payable, etc.	7 years
Minute Books	From Every Meeting	Permanent
Personnel	Employment and Payroll Summaries	7 years
Taxes	Tax forms such as T4’s, T5’s, TD1’s, Corporate, GST and Source Deductions	7 years

SECTION 23

SECTION 23 - HOW TO WRITE A REPORT

A report aims to inform, as clearly and succinctly as possible. It should be easy to read, and professional in its presentation.

- Ensure the separate parts of your report stand out clearly.
- Use short, concise paragraphs and dot-points where applicable.
- The report should present information, not an argument.
- Do not include personal information.
- Utilize graphics wherever possible (tables, graphs, illustrations).
- Carefully proof-read the document before submitting it.

SECTION 24

SECTION 24 - PROVINCIAL CONVENTION GUIDELINES

INTRODUCTION

The Royal Canadian Legion Alberta-NWT Command Convention is a joint effort between a Hosting Branch and The Alberta-NWT Command. This manual moves from the bidding process to the post convention report. The division of duties between the Local Arrangement Committee (LAC) and Command are outlined below.

Branches wishing to submit a bid must fill out the form Appendix A and submit it to their District Commander by September in the year after the last convention. The District Commander will then submit all applications to the Command Office. The Command President will have a committee review the applications. The committee will conduct a site visitation and submit their findings to the fall Executive Council Meeting. The Executive Council will then determine the location of the next Convention.

The Keys to a Successful Bid and Convention

To host a Convention a Branch must have:

- A strong and versatile volunteer base to assist.
- Facilities in the City or Town to host both the Legion and The Ladies Auxiliary.
- A variety of accommodations.

PROCEDURES FOR SUBMITTING A BID TO HOLD AN ALBERTA-NWT COMMAND CONVENTION

1. Review the requirements to hold the Convention and ensure all requirements are met prior to submitting a bid.
2. Review the outline of responsibilities for the Host Branch.
3. Present all the information to the membership at a General Meeting for a vote.
4. Fill out the Convention Proposal form.
5. Give the completed Convention Proposal form, a copy of the General Meeting Minutes indicating the motion passed to host, and an outline of the proposed entertainment to the District Commander for review and submission to the Command Office.

FACILITY REQUIREMENTS

The following is a breakdown of specific requirements to hold the Provincial Convention:

1. Convention Halls

a. The Royal Canadian Legion Sessions

- Seating for 350 – 400.
- Platform or raised stage (36 feet long x 15 feet wide) accessible by stairs and a ramp.
- Podium.
- Access to food services.
- Separate room for counting ballots for 12-15 people.
- Room for Command Office that can be locked.
- Breakout rooms for up to 70 seats.
- Area for registration.
- Area for approximately ten (10) supplier's booths or tables.

b. The Ladies Auxiliary Sessions

- Seat 100-200.
- Platform or raised stage (36 feet long x 15 feet wide) accessible by stairs and a ramp
- Podium.
- Public address system that will allow for recording of sessions and can accommodate 12 microphones.
- Access to food services.
- Separate room for counting ballots for 12-15 people.
- Room for the Auxiliary Office that can be locked.
- Area for registration.

2. Lodging

- Hotel rooms in the Host Town/City for 500 (to accommodate both Legion and L.A.). Hotel rooms must be pre-booked with a contract confirming prices. The rates and bookings must be held for 30 days prior to convention.
- Some handicapped accessible rooms.
- Access to food services including; breakfast, lunch and dinner.
- Optional camping facilities to accommodate trailers.

3. Transportation

- If sessions are held away from the main lodgings, there must be bus or van shuttle service to get delegates to the sessions.
- Parking at the sessions as well all other venues including the Branch.

4. Sponsors

- Sponsors should be approached to determine their willingness to assist with items like transportation, food, facility rentals, etc.

5. Evening Barbeque

- All delegates are given a ticket to attend. The cost is included in the registration fee. The facility holding the barbeque must be large enough to handle all the delegates, guests and Ladies Auxiliary. Arrangements for parking and bus or van shuttle service must also be made.
- All other activities are at the discretion of the Branch.

RESPONSIBILITIES OF ALBERTA-NWT COMMAND

1. Financial

- Sign agreements and pay for all rental facilities and equipment.
- Deposit of the registration fees.
- Cost of barbeque.
- Convention hall.
- Public Address System.
- Office space, furniture, photocopier, telephone.
- Committee rooms with chairs.
- Cash registers, floats.
- Tables.
- Transportation costs from hotels to the Convention hall.
- First aid station and first-aiders.

2. Organizational

- Send out the Convention Call packages.
- Organize the business sessions.
- Contact guest speakers.
- Send out invitations.
- Prepare and provide Convention book.
- Provide convention bags.

RESPONSIBILITIES OF THE HOST BRANCH

- Elect a LAC Chair
- Establish Sub-Committees
- Liaise with the Ladies Auxiliary
- Liaise with the Command Sergeant-at-Arms to:
- Wreath laying and Parade
- Set up for the opening ceremonies
- Supply a Bugler
- Supply Piper
- Colour party
- Supply Sgt @ Arms for the Convention floor

- Organize cadets.
- Registration volunteers to collect fees
- Contact suppliers for articles for the bags.
- Produce the Souvenir Convention booklet (selling advertisements).
- Stuff Convention bags (supplied by Command).
- Set up evening activities for members
- Submit a report on the activities of the Convention with suggestions by Sept 1 following the convention to the Command Office

PLACE AND DATE

Provincial Command Conventions are held biennially on a date determined by the Command Executive Council. The opening ceremony is held on Saturday morning with business sessions starting at 1300hrs. The Convention ends with the installation and closing ceremonies on Monday.

HOST BRANCH COMMITTEES

1. The Local Arrangements Committee (LAC) consists of volunteers from the Host Branch that will work in conjunction with the Alberta-NWT Command to organize the Provincial Convention. The Host Branch will advise Alberta-NWT Command of the elected Chairman of the LAC. The Chairman will be the main contact with Command. The LAC will meet monthly and provide minutes of their meetings to the Command Office.

After Convention, the LAC will submit a report to Command by September following the convention on hosting the Convention with recommendations for future Conventions.

The LAC will be made of the following Sub Committees:

- a. **Facility** – Note: *This Sub-Committee must complete their task prior to November of the year the convention is awarded*
 - Provide a list of recommended lodgings and prices accompanied with contact information for delegates.
 - Provide information on recommended locations to hold business sessions.
 - Make arrangements to provide food and beverages for sale during the business sessions.
- b. **Souvenir Book**
 - Produce the souvenir book by selling advertising space to businesses and other Branches.
 - Arrange for the printing of the books.
 - Before printing book should be sent to Command for final review.
 - The cost of producing the book will be the responsibility of the Host Branch

- All funds collected will be retained by the Host Branch.
- c. Registration**
- Provide volunteers to collect registration fees.
 - Set up registration area.
 - Collect items for the Convention bags.
 - Stuff Convention bags (provided by Command) and deliver them to the registration area.
 - Hand out Convention bags at registration.
- d. Parade and Opening Ceremonies**
- Get permission to parade through the streets if required.
 - Retain a band for the parade and or to play during the opening ceremonies.
 - Arrange for a bugler for Last Post and Reveille.
 - Arrange for a piper for Lament.
 - Appoint a Parade Marshall.
 - Arrange for a colour party.
 - Ensure wreaths are available at the cenotaph.
 - Work with local Cadet Corps to assist with the ceremonies.
 - Arrange for a Padre.
- e. Entertainment**
- Provide Command with a proposed budget for the Saturday Barbeque.
 - Make arrangements for social activities to occur after the business sessions and workshops are completed.
 - Arrange for Emergency Medical Personnel to be on site.
- f. Sergeant-at-Arms**
- Work with the Command Sergeant-at-Arms to organize the Parade.
 - Organize an 8 person colour party.
 - Assist with the colours in the convention hall.
 - Provide assistance during the wreath laying.
 - Provide security during business sessions.
 - Secure doors during elections.
 - Assist with closing ceremonies and installation of officers.
- g. Transportation**
- Provide Command with two (2) quotes for transportation of delegates to and from the convention centre.
 - Provide assistance and or transport for those unable to walk in the parade.
 - Provide transportation options for delegates to branch social functions.

2. **Financial Responsibilities** - Alberta-NWT Command will be responsible for signing all lease/rental agreements and the costs associated with the lease/rental agreements. The delegate's registration fees will be given to Alberta-NWT Command to offset the costs associated with the Convention.
3. **Convention Call Package** - the Convention Call (Appendix C) is sent to all Branches by the Alberta-NWT Command Office in January of the Convention year. Included in the Convention Call package are the advertising rates for the Souvenir Book produced by the LAC, accommodation listings, a schedule of events and information on credential certificates and voting.

APPENDIX A - Convention Bid Submission form

Date of Proposal: _____

Name of Branch: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____

Number of Members: _____ Number of Active Members: _____

Branch Capacity: _____ Population of the Town/ City: _____

Locations for Legion Sessions:

_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____

Locations for Ladies Auxiliary Sessions:

_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____

Hotel List:

_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____

Submitted by: _____
Print Signature

District Commander: _____ Date: _____

APPENDIX B - Time Line

In the year of last Convention

September 30 th	Submit Bid Proposal to District Commander
October	Command Committee to review bids
November	Command to award bid

Year Prior to the Convention

January	Command to enter into lease agreements with facilities LAC chairman appointed by the Branch and all Sub-Committees to be established
February to November	Get organized
December	Branch to submit advertising rates and information to be included in the Convention Call package

Year of the Convention

January	Send out Convention Call packages by regular mail and email to all Branches
March	Finalize the details of the Convention
May	Command to advise on estimated number of delegates from reported credentials
June	Convention

APPENDIX C - Call Package

**CREDENTIAL CERTIFICATE
THE ROYAL CANADIAN LEGION**

-----th **Biennial ALBERTA-NWT COMMAND CONVENTION
ALBERTA
JUNE , 20?? INCLUSIVE**

CERTIFICATE OF BRANCH VOTING STRENGTH AND NOMINATION OF DELEGATES

Branch Name _____ Branch Number _____

Branch Address _____

Total Branch Voting Strength _____
(for all per capita tax paid to December 31st, 201?). Do not include Affiliate Non-Voting.

WE HEREBY CERTIFY that the voting strength of the above named Branch is as stated herein, above, and that the following have been nominated to represent the above named Branch at the 48th Alberta-NWT Command Convention of The Royal Canadian Legion.

If you are not sending your full voting strength claimed and are willing to allow an accredited Delegate(s) to vote by proxy, please signify by a checkmark beside the appropriate box:

our Branch **will** allow a vote by proxy.

If you wish to designate the branch votes to another delegate include their name and membership number below. If the Member already has a full slate of votes your votes will not be used.

Branches that do not specify a delegate their votes will be given to a delegate from the same District.

Delegate Name _____ Membership No. _____

our Branch **will not** allow a vote by proxy

BRANCH PRESIDENT

BRANCH SECRETARY

**Please photocopy this page if you don't have enough room
for all your delegates and observers**

NAMES OF DELEGATES

**DELEGATE'S
MEMBERSHIP NUMBER**

NAMES OF OBSERVERS

IMPORTANT: Delegates must present their Membership Card at registration along with the \$.00 registration fee. Fee for Observers is \$.00. Please complete, certify and email fax or mail to Provincial Command by APRIL 30th, 20_____

SECTION 25

SECTION 25 - FREQUENTLY ASKED QUESTIONS

1. What is the definition of a Veteran?

ANSWER A Veteran is any person who is serving or who has honorably served in the Armed Forces of Canada, The Commonwealth or its wartime allies; or who served in the Merchant Navy or Ferry Command during wartime. We support Veterans of all ages including RCMP members. There is only one Veteran in our eyes; a concept long recognized by the Legion.

2. What does Branch In Good Standing mean?

ANSWER The following is a list of what is required from all Branches

- Current By-Laws
- Submission of Annual Financial Statements for review **by May 31st** for the preceding year
- Annual Poppy Trust Fund Statements **on or before October 31st** for the prior year's campaign

The consequences' for not following the requirement is:

- Loss of gaming licenses
- Inability to host sporting events and or District Rallies
- Inability to apply for Cenotaph Grants, Branch Assistance Loans, bank loans mortgages and leases.
- Inability to support approved community projects and groups

3. What may disqualify a member from running for elective office at Branch level?

ANSWER If he is not a voting member, if he is not in good standing, if he is a paid employee of the Royal Canadian Legion at any level.

4. Are there any restrictions a Branch may impose upon those running for elective office at Branch level?

ANSWER A Branch may by Branch By-Law impose those provisions in Section 612(a) and (b) of the General By-Laws.

5. May a paid employee of the Legion run for elective office and resign his paid employment if elected?

ANSWER No. Section 112 of the General By-Laws does not allow a paid employee of the Legion to be nominated for an elective office.

6. May a member hold more than one elected office in The Royal Canadian Legion?

ANSWER It is a policy in Alberta-NWT Command that no elected officer at Branch, District or Command level shall hold office at more than one level of the organization. In clarification, on election to a higher position in the Command structure, said electee will vacate any lower position held. A member may hold a normally appointed position.

7. How many levels of Command are there in The Royal Canadian Legion?

ANSWER There are THREE (3) levels - Branch, Provincial Command and Dominion Command. These are the levels for which Charters are issued.

NOTE: Districts are administrative arms of Provincial Command, and operate under the Provincial Command Charter.

8. Can a Branch prevent a member from holding elective office in the Branch and Ladies' Auxiliary simultaneously?

ANSWER Members of Legion Branches in Alberta-NWT Command may not hold simultaneous office in a Branch and a Ladies' Auxiliary. (See Command By-Laws, Article 704) if allowed by Branch By-Laws.

9. Does a member holding elective office have to resign that office to run for a higher office?

ANSWER No.

10. Branch President, upon the election of his successor, becomes a member of the Executive Committee. As the Immediate Past President, can he also run for another office such as 1st Vice President, Sgt-at-Arms, etc?

ANSWER Yes - see answer to Question 2; however if elected, he must resign as Immediate Past President which position may be filled in accordance with Section 114 (c) Dominion By-Laws.

11. Can a member who is suspended from the Branch run for office whilst under suspension?

ANSWER No - a member under suspension is a member who is not in good standing for any purpose.

12. Can a member run for office when deprived of Clubroom Privileges?

ANSWER Yes.

13. Can a Branch limit the size of its membership?

ANSWER *Yes, under certain circumstances and with prior Command approval.*

14. Can a Branch limit the consecutive terms of office that a member can hold any elective office?

ANSWER *No.*

15. Can a Branch limit the types of membership that hold office or sit on Committees, i.e. Ordinary, Life, Associate and Voting Affiliate?

ANSWER *No. Branches may not discriminate between voting members.*

16. Can appointed members of an Executive Committee (i.e. secretaries, treasurers, etc.) vote at the Executive Committee Meetings?

ANSWER *Depends on the Branch By-Laws.*

17. When the By-Laws state that "any Branch Officer, or Executive Member absent from three consecutive meetings without approval shall cease to hold office," does this apply to the Immediate Past President?

ANSWER *Yes - See Section 614 (b) of the General By-Laws.*

18. Who accepts the resignations of elected or appointed Officers or members of the Executive Committee?

ANSWER *Resignation given to Branch Secretary, once submitted cannot be withdrawn, there is no debate.*

19. Are female members who chair meeting or committees referred to as Chairperson'?

ANSWER *No - the member holding such office is addressed as Comrade Chairman regardless of the member's gender. They are also never addressed as Comrade Chairwoman. Those in the Ladies' Auxiliaries are addressed as Madame Chairman.*

20. Can a General Meeting remove an Executive Committee from office by a vote of non-confidence'?

ANSWER *No - Officers or Executives Committee Members who fail to perform their duties to the best of their abilities should be dealt with under Article III of the General By-Laws.*

21. Can a widow, child, etc. of a deceased veteran wear his medals?

ANSWER No - Section 377 of the Criminal Code of Canada states this is unlawful.

22. What is a Notice of Motion and when should it be used?

ANSWER - Notice of Motion is a written announcement, to all voting members, **stating, in accurate and complete terms, the purpose of the motion. It must also include** the place, date and time of the meeting at which the motion will be brought up for decision. The motion must be posted in the Branch.

It must be used when dissolving a Branch, selling, leasing, mortgaging, pledging, hypothecating, conveying or otherwise disposing of its real or personal property

It may also be used to advise members of an important decision that must be made

23. Can a Notice of Motion be amended?

ANSWER Not at the meeting at which it is first presented.

Yes - at the subsequent meeting at which the motion is to be considered, the amendment must be germane to the proposed motion and may not go beyond the boundaries of the status quo and what is proposed in the motion.

i.e. If the Branch membership dues are \$20.00 and the Notice of Motion is to raise the dues to \$30.00, then any amendment to have dues set at any amount between \$20.00 and \$30.00 is acceptable.

NOTE: Although the Notice of Motion may require a two-third majority for approval, amendments to such motions only require a majority for approval.

24. How is Notice of Motion presented?

ANSWER When a Notice of Motion is presented to a General Meeting, the member presenting it shall state: "At the next General Meeting (state month), I shall move or cause to move the following motion". The motion shall then be read out in its entirety and signed by the member presenting it and is not open to discussion until the next meeting. It should then be posted on the Branch bulletin board for information of all Branch members.

25. Can a Notice of Motion be dealt with if the mover of the motion is not in attendance at the meeting at which it is to be considered?

ANSWER Yes. Another member may move its adoption (cause to move).

26. Can the members who move and second a motion speak against the motion or vote against it?

ANSWER The mover of the motion may vote against it but may not speak against it; the Secunder of the motion may speak and vote against it.

27. Can Branch members employed by the Branch be Branch Delegates District, Provincial Command or Dominion Command Conventions?

ANSWER Yes. Branch employees may be Branch Delegates. Provincial Command employees shall not be delegates to a Provincial Convention.

28. May paid employee of the Legion receive Honors and Awards at the level at which they are employed?

ANSWER Yes - provided that the award is for service rendered other than for duty as a paid employee.

29. How many members are required to form a Ladies' Auxiliary to a Branch?

ANSWER There is no specific number - this is left to the discretion of the Branch concerned

30. Is it in order for a Nominating Committee to submit two names for the same office?

ANSWER Yes - if the Committee finds the voting members to be in "good standing", they must put all the names forward.

31. Can a member who joins the Legion at the end of a year, pay dues only for the following year, and vote in elections in the current year?

ANSWER No - members must have paid dues for the year in which the election is held.

SECTION 26

SECTION 26 – FORMS AND OR INSTRUCTIONS

- Branch Assistance Loan Application & Instructions
- Branch Executive Contact List
- Branch Poppy Fund Distribution Request
- Budget Forms
 - Committee
 - General Fund
 - Sports
- Bursary Prerequisites
- Cenotaph Grant Application & Instructions
- Expense Claim
- Honours & Awards - Check-List for Major
- Literary & Poster Contest Reporting Form
- Poppy Fund Assistance Application (Proof of Income)
- Poppy Trust Fund Statement
- Registration for the Election of a District Commander
- Request for Visitation by an Alberta-NWT Command
- Writing a Resolution

**The majority of these forms are on our website at: www.abnwtlegion.com

Branch Assistance Loan Application

The Branch must be in Good Standing to apply

Date: _____

Branch Name: _____

Address: _____

Phone Number: _____

CHECKLIST

Please include the following with this Application:

- ___ Current Balance Sheet
- ___ Current Income Statement
- ___ Last year-end Balance Sheet
- ___ Last Income Statement
- ___ Minutes of the General meeting with Approved Motion to request the loan

Brief description of the reason the loan is required. (Please use a separate sheet if necessary)

Branch President (Print Name)

Branch President (Signature)

Branch Secretary/Treasurer (Print Name)

Branch Secretary/Treasurer (Signature)

District Commander (Print Name)

District Commander (Signature)

BRANCH ASSISTANCE LOAN PROCESS

The purpose of this Fund is to assist Branches in financial distress, with interest free loans for amounts up to \$30,000.00 which are repayable in 5 years or less. Funds will not be loaned to simply cover new building construction or to expand existing facilities.

Applications for assistance shall be in writing, accompanied by:

- The minutes of a Special General Meeting authorizing the loan request;
- Current Balance Sheet and Income Statement; and
- Last year-end Balance Sheet and Income Statement.

The application must be reviewed and approved by the District Commander who then forwards it to the Command office with his/her recommendation. All applications shall be considered by the Finance and Operations Committee and submitted with recommendations to Command Council for final decision and approval.

Approved applicants may be required to submit monthly financial reports or further financial information at the discretion of the Operations and Finance Committee.

All new Branch Assistance Loans bear a one-time administration and accounting fee of \$400.00 which shall be added to the loan balance.

All Branches having or obtaining Branch Assistance Loans shall provide twelve (12) postdated loan payment cheques per year.

Branches having Branch Assistance Loans shall provide security for their loan by way of a promissory note and caveat, or other encumbrances registered against their real and other property in the full amount of the loan. All legal costs incurred to register a caveat against the property shall be directly billed to the Branch by Command's legal representative.

Where loans are in default, 1.5% interest will be charged per month on overdue installments. Delinquent loans could cause the entire indebtedness to become due and payable forthwith. Any expenses incurred during the collections of delinquent Branch Assistance loan will be charged back to the Branch.

Once the loan has been repaid, a letter stating it has been repaid in full with the original promissory note will be sent to the Branch. It is the Branch's responsibility to ensure the caveat is removed.

BRANCH EXECUTIVE CONTACTS

Please complete this form and return it via fax to 403-284-9899
or email to jmindach@abnwtlegion.com

***Personal information provided is for Command use only
and will not be publicly distributed***

PRINT CLEARLY

Date: _____

Branch Name: _____ No. _____ Dist. _____

Branch Mailing Address (Box and Civic) _____

_____ Postal Code: _____

Telephone: _____ Fax: _____

If the Branch does not have a phone or fax, please provide a main phone & fax #

Office: Days and Time of Operation: _____

Lounge: Days and Time of Operation: _____

Branch Email Address: _____

If the Branch does not have an email address, please provide a main email for mail-outs

Branch Web Site: www. _____

President's Name _____

Ph: _____ / Cell: _____

Email: _____

Immediate Past President's Name: _____

Ph: _____ / Cell: _____

Email: _____

1st Vice President's Name: _____

Ph: _____ / Cell: _____

Email: _____

Vice President's Name: _____

Ph: _____ / Cell: _____

Email: _____

Vice President's Name: _____

Ph: _____ / Cell: _____

Email: _____

Vice President's Name: _____

Ph: _____ / Cell: _____

Email: _____

Secretary's Name: _____

Ph: _____ / Cell: _____

Email: _____

Treasurer's Name: _____

Ph: _____ / Cell: _____

Email: _____

Service Officer's Name: _____

Ph: _____ / Cell: _____

Email: _____

Membership Chair's Name: _____

Ph: _____ / Cell: _____

Email: _____

Poppy Chair's Name: _____

Ph: _____ / Cell: _____

Email: _____

Manager's Name: _____

Ph: _____ / Cell: _____

Email: _____

**BRANCH POPPY FUND
DISTRIBUTION REQUEST**

BRANCH NAME: _____ NO. _____ DISTRICT NO. _____

ADDRESS: _____

_____ POSTAL CODE: _____

PHONE: _____ FAX: _____

E-MAIL: _____

BALANCE IN POPPY FUND: \$ _____ (as of _____)

AMOUNT REQUESTED: \$ _____

HAVE YOU GIVEN TO THIS INDIVIDUAL/GROUP IN THE PAST YEAR?

YES or NO (*circle one*) IF YES, HOW MUCH? \$ _____

DATE OF GENERAL OR EXECUTIVE MEETING THAT THE REQUEST WAS APPROVED

MONTH: _____ DAY: _____ YEAR: _____ **ATTACH A COPY OF THE MINUTES**

RECIPIENT:
NAME/ SERVICE NO./CADET UNIT _____

ADDRESS: _____

WHAT WILL THE FUNDS BE USED FOR? _____

WHAT SECTION DOES THE REQUEST FALL WITHIN THE TERMS OF REFERENCE OF
THE POPPY MANUAL? SECTION # _____ PAGE # _____

BRANCH PRESIDENT (PRINT)

BRANCH POPPY CHAIRMAN (PRINT)

SIGNATURE

SIGNATURE

DISTRICT COMMANDER'S SIGNATURE

DATE

COMMAND APPROVAL

DATE

FORWARD THIS REQUEST, WITH ALL DOCUMENTATION TO YOUR DISTRICT COMMANDER

BURSARIES

PREREQUISITES

The award of bursaries is based on financial need and includes any person who is serving or has honourably served and their dependants. This also includes children, grandchildren and great grandchildren who are in need of assistance.

Selection of the recipients is performed by the institutions, using the guidelines provided by Provincial Command.

Please contact your Financial Aid Office at the Respective Post Secondary Institution for application information.

The following is a complete list of bursaries and the institutions involved:

3 - \$1000.00	University of Alberta	Any course
3 - \$1000.00	University of Calgary	Any course
1 - \$1000.00	University of Lethbridge	Any course
1 - \$1000.00	Olds College	Any course
1 - \$1000.00	Lakeland College (Vermilion)	Any course
1 - \$1000.00	Grande Prairie College (Fairview)	Any course
1 - \$1000.00	Grande Prairie College (Main)	Any course
1 - \$1000.00	Red Deer College	Any course
3 - \$1000.00	Northern Alberta Institute of Technology	Any course
3 - \$1000.00	Southern Alberta Institute of Technology	Any course
1 - \$1000.00	Mount Royal University	Any course
1 - \$1000.00	Medicine Hat College	Any course
1 - \$1000.00	Lethbridge Community College	Any course
1 - \$1000.00	Alberta College of Arts (Calgary)	Any course
1 - \$1000.00	MacEwan University (Edmonton)	Any course

Alberta-NWT Command
The Royal Canadian Legion

CENOTAPH GRANT APPLICATION
(One Time Only to a Maximum of \$3,000.00)

BRANCH NAME: _____

BRANCH NO.: _____ / DISTRICT NO: _____

CENOTAPH LOCATION:

AMOUNT: \$ _____

DESCRIPTION OF EXPENSE:

DISTRICT COMMANDER'S RECOMMENDATION:

**** Receipts must be submitted upon the completion of the construction
or renovation of the Cenotaph before payment is processed ****

District Commander's Signature

CENOTAPH GRANTS

On a one-time basis only, the Command Finance and Operations Committee has made funds available to Branches in Good Standing for the construction or renovation of cenotaphs.

These grants or matching grants, up to a maximum of \$3,000.00, are administered by the Committee and each application will be considered on its own merits.

The application is to be sent directly to the District Commander for review and execution then forwarded to Provincial Command by the District Commander.

All items on the report must be filled in with careful consideration given to the Description of Expense area as this is what will justify the request.

NOTE – An alternative to this program is Veteran Affairs Canada (VAC) program of Government funds available for restoration.

For further information or to apply for funding, contact VAC at 1-866-522-2122 or visit their web site at www.veterans.gc.ca/eng/memorials/cenotaph

MAJOR AWARD APPLICATION CHECK-LIST **MSM, MSA or PALM LEAF**

The Ritual and Awards Committee regularly reviews applications for these awards. These are the highest awards that the Legion bestows on its deserving members and the Committee has an obligation to maintain high standards for these awards. The Committee's ability to adjudicate these awards fairly depends entirely on the information provided in the applications submitted on behalf of the nominees.

The same holds true for the Honours and Awards Committee at the Provincial Command level and where applicable the District level. To facilitate the nomination process, the Ritual and Awards Committee provides thorough information in Chapter Two of the Honours and Awards Manual. Anyone involved in the nomination of a Legion or Ladies' Auxiliary Member for a major award or the review of applications for these awards, should be thoroughly familiar with the information contained in the manual.

In an effort to assist in insuring that applications are thorough and complete, following is a checklist to use when completing or reviewing an application. *This list is by no means a substitute for reading the information in Chapter Two of the Honours and Awards Manual, but rather a tool to assist in insuring that all of the criteria outlined in the manual are present in the application.*

The Form

1. Is the correct form (latest version of form #800281) being used?
2. Is it clearly checked which award is being applied for?
3. Is it clearly checked at what level of the Legion the application originated?
4. Is the information about the Branch and Command complete and accurate?
5. Are all previous awards listed with dates?
6. Is the date and type of meeting at which the application was approved provided?
7. Is the information about the nominee complete and accurate?
8. Is the information about the individuals who prepared the application complete?
9. Is the form signed?

The Citation

1. Does the citation include the name and membership status of the individual being nominated?
2. Does the citation list in chronological order, all Legion Offices and positions held since the previous award(s) received? This should also include ALL Legion activities the member has been involved in since the previous award(s).
3. Does the citation contain all information about outstanding Legion service, including dates?
4. Is it clear what service has occurred since the last award?
5. Is there information provided regarding service to the community, especially service provided as a representative of the Legion?

Supporting Documents

1. For an MSM or MSA, is a copy of the Life Membership application, with citation, attached?
2. For a Palm Leaf, are copies of the Life Membership application and MSM or MSA application, with citations, attached?
3. Are the minutes from a current General or Executive meeting attached that includes the approved motion for this award?

LITERARY AND POSTER CONTEST STATISTICAL REPORTING FORM

SUBMITTED BY (Please Check one ONLY)

	Branch Name/No: _____	District #: _____
	District Commander: _____	District #: _____
	Alberta-NWT Legion Command	

POETRY

	JUNIOR	INTERMEDIATE	SENIOR
# Entries			

ESSAYS

	JUNIOR	INTERMEDIATE	SENIOR
# Entries			

POSTER (Colour)

	PRIMARY	JUNIOR	INTERMEDIATE	SENIOR
# Entries				

POSTER (Black/White)

	PRIMARY	JUNIOR	INTERMEDIATE	SENIOR
# Entries				

Prepared By: _____

Date: _____

Please see attached information sheet for directions.

**ROYAL CANADIAN LEGION
POPPY FUND ASSISTANCE APPLICATION**

Full Name _____

Address _____

Phone _____ Email _____

Service # _____ D.O.B. _____ Marital Status _____

of Dependants _____

Assistance Required _____

MONTHLY INCOME:	\$	MONTHLY EXPENSES:	\$
Gross Wages of Applicant	_____	Rent or Mortgage	_____
Gross Wages of Spouse	_____	Property Taxes	_____
Family/Youth Allowance	_____	Food	_____
All Pensions	_____	Clothing	_____
Tenants/Borders	_____	Telephone/Cell/Internet	_____
Other (specify)	_____	Insurance (all types)	_____
_____	_____	Pension Plans (all types)	_____
_____	_____	Utilities (all types)	_____
TOTAL MONTHLY INCOME	_____	Income Taxes	_____
LESS TOTAL EXPENSES	_____	Transportation	_____
MONTHLY SURPLUS/DEFICIT	_____	Vehicle Payments	_____
		Vehicle Fuel	_____
		Entertainment/Recreation, etc.	_____
		Other Expenses (specify)	_____
		_____	_____
		_____	_____
		TOTAL MONTHLY EXPENSES	_____

PAY STUBS, PENSION STUBS, AND MONTHLY EXPENSE RECEIPTS
TO BE PROVIDED UPON REQUEST

1
Updated 2014

POPPY TRUST FUND STATEMENT

PLEASE MAIL OR FAX THIS STATEMENT TO ALBERTA-NWT COMMAND

October 1st, _____ to September 30th, _____

Your attention is directed to the Poppy Manual of The Royal Canadian Legion and in particular, to Section 615 c. which states "The completed form is due at your Provincial Command office by October 31st of the reporting year" and to the Alberta-NWT Command By-Laws - Reports and Forms sections 601 & 602 which indicates "Branches must submit this completed form to Provincial Command as directed". By not submitting this statement on time will deem the Branch Not In Good Standing.

Branch Name: _____ No: _____ District No. _____

- | | | |
|---|----------|-----------------|
| 1. Balance in Poppy Fund at October 1 st | \$ _____ | |
| 2. Add: Donations & Receipts (all sources)
(including interest income) | \$ _____ | |
| 3. Repayment from General Fund
(if applicable) | \$ _____ | |
| TOTAL of 1+2+3 = "A" | | \$ _____ |
| 4. Cost of: | | |
| a) Poppies and Wreaths | \$ _____ | |
| b) Promotional Material | \$ _____ | |
| c) Campaign Expenses
Attach a detailed list on separate sheet | \$ _____ | |
| TOTAL of 4 a+b+c = "B" | | \$ _____ |
| d) Assistance to Ex-Service or Serving
Personnel / Dependants | \$ _____ | |
| e) Poster and Literary Contest | \$ _____ | |
| f) Support of Cadet Units | \$ _____ | |
| g) Special Use Expenditures under section 402 of the Poppy Manual
Attach a detailed list on a separate sheet | \$ _____ | |
| h) Bursary Donations in the Community | \$ _____ | |
| TOTAL of 4 d+e+f+g+h = "C" | | \$ _____ |
| 5. Balance at September 30 th (this is your reconciled bank balance) | | |
| (Total = "A" minus "B" minus "C") | | \$ _____ |

We certify that the above amount is the reconciled bank balance at September 30th _____

Signature - Branch President

Signature – Poppy Chairperson

KEEP A COPY FOR YOUR RECORDS AND SEND A COPY TO YOUR DISTRICT COMMANDER

*** See reverse side for description of expenses. ***

Updated 2014

POPPY TRUST FUND STATEMENT DESCRIPTION OF EXPENSES

This information is provided to assist in completion of the annual Poppy Trust Fund Statement as at September 30th.

1. The starting balance, October 1st should be the same as your ending balance on your last statement.
2. Add the donations and interest received during the year.
3. Add in any repayment from the General Fund that was required as a result of any identified improper expenditures applied to the Poppy Fund during the previous year.

The above figures should be totaled and entered on line “A” provided.

4. Cost of:

- (a) Poppies and Wreaths: This is what you bought for the November 11th Campaign. The paid invoices from Command will help you determine this figure.
- (b) Promotional Material: Again, this is what you bought for the November 11th Campaign. The paid invoices from Command will help you determine this figure.
- (c) Campaign Expenses: Costs such as advertising, telephone charges, bank charges, coin wrapping material, postage, stationery, refreshments such as coffee and juice and light lunches such as sandwiches or donuts for canvassers/volunteers, bank charges and other costs of a similar nature. **Storage costs, within the Branch, for poppies, wreaths and related supplies are limited to \$350.00 per year. For exterior warehouse space, the limit is \$175.0 per year. Attach a detailed list of campaign expenses on a separate sheet.**

The above figures should be totaled and entered on line “B” provided.

- (d) Assistance to Ex-Service or Serving Personnel: This is the figure that shows the total amount of money you have given Ex-Service or Serving personnel or their dependants, who are in financial need. (i.e. purchase a wheelchair, grocery voucher, gas voucher, etc).
- (e) Poster and Literary contest: This figure represents your expenses; i.e. prizes for the contest.
- (f) Funding to support Cadet Units that have assisted with the Poppy Campaign.
- (g) Special Use Expenditures: ALL such expenditures require PRIOR Command approval and are described in Section 402 of the Poppy Manual. **Attach a detailed list of Special Use Expenditures on a separate sheet.**
- (h) Bursary Donations: Provide the amount your Branch spent in provision of direct bursaries within your community.

The above figures should be totaled and entered on line “C” provided.

5. The overall TOTAL = “A” minus “B” minus “C”. This figure should agree with your Reconciled Bank Statement as at September 30th.

**THE ROYAL CANADIAN LEGION
REGISTRATION FORM
FOR THE ELECTION OF DISTRICT COMMANDERS**

*The completed document is to be received by the District Commander **prior** to the Rally*

DISTRICT NO. _____

BRANCH NAME AND NO. _____

BRANCH ADDRESS _____

FOR ELECTION OF _____

VOTING DELEGATES:

ONLY TWO VOTING DELEGATES PER BRANCH (Reference: Alberta-NWT Command By-Laws)

NAME: _____

MEMBERSHIP CARD NUMBER _____

NAME: _____

MEMBERSHIP CARD NUMBER _____

If for some unforeseen reason, one or both of the above-named Delegates cannot attend the election, the quota of two can be drawn from the list of Alternate Delegates listed below.

Please name three **Alternate Delegates:**

1. NAME _____ MEMBERSHIP # _____

2. NAME _____ MEMBERSHIP # _____

3. NAME _____ MEMBERSHIP # _____

SIGNATURE OF BRANCH PRESIDENT

SIGNATURE OF BRANCH SECRETARY

**REQUEST FOR VISIT
BY AN ALBERTA-NWT COMMAND OFFICER
OF THE ROYAL CANADIAN LEGION**

In order to avoid duplication of visits and travel expenses, this form must be used when requesting a Command Representative to attend any Branch event or function.

Branch Name _____ No. ____ District # ____
(please print)

Today's Date _____

1. District Commander & Guest (name)

2. Alternative & Guest (name)

3. Event/Function

4. Location

5. Date

6. Time officer should arrive

7. Whom to contact on arrival

8. Other Guests in Attendance

9. Please Attach Agenda

Branch President's Name & Daytime Phone Number

Branch Secretary's Name & Daytime Phone Number

This form to be forwarded a minimum of thirty (30) days prior to the event/function to Judy Mindach, Executive Assistant of the Alberta-NWT Command Office via fax 403-284-9899 or email to jmindach@abnwtlegion.com or mailed to 2020-15th Street NW, Calgary, AB T2M 3N8.

APPROVED BY COMMAND PRESIDENT

Command Budget _____ District Budget _____

SECTION 26 – Page 19

WRITING A RESOLUTION

A Resolution must not be negative because the principle of discussion is that an affirmative proposition is being put to the meeting.

A Resolution must express an option and the basic idea is that it be in plain simple form and easily understood.

Amendment to a Resolution must be relevant and must not contradict.

* **WHEREAS** means “because”.

Each paragraph should close with a comma (,) or semi colon (;) followed by the word “and”.

** **THEREFORE BE IT RESOLVED**

Each paragraph should close with a comma (,) or semi colon (;) followed by the word “and”.

Ensure you state how you feel the resolution should be dealt with. You must know and clearly indicate the action you want taken.

RESOLUTION FORM FOR SUBMISSION TO PROVINCIAL CONVENTION

_____ (YEAR)

COMMAND	BRANCH NAME AND NO.
ALBERTA-NWT - 02	

SUBJECT:

WHEREAS

WHEREAS

WHEREAS

THEREFORE BE IT RESOLVED, That