

**Alberta- Northwest Territories Command
Branch By-Laws
Olds Branch NO. 105
of The Royal Canadian Legion**

The branch falls under the jurisdiction of the Alberta-NWT Command and shall be known as *The Royal Canadian Legion, Olds Branch No. 105*, Olds Alberta, and shall hereinafter be referred to as the Branch.

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

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

1) Entitlement to Vote or Hold Office

- a) Only Life, Ordinary, Associate, and Affiliate-Voting members in good standing shall have the right to vote or hold office at any level within this Branch.
- b) No person shall be nominated for any office in this Branch unless present or has signified in writing and signed by the member in good standing, their willingness to accept such office.
- c) To be eligible for election as a member of the Executive, a person must have been a member of the Branch or a Branch for a minimum of one year. Must have attended two Branch No.105 General Meetings during the current year.
- d) In order to be eligible to be elected as an Officer of the Branch, the member must have been a member of the Executive for a period of one year.
- e) All Branch Officers elected shall have the right to vote at Branch Executive Meetings.
- f) No member who is an employee of the Branch shall be eligible to hold any Executive position in the Branch.

2) Complaints and Discipline

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

3) **Annual Dues**

- a) Other than Life members, every member shall pay annual dues in an amount to be decided upon by a General Meeting of the Branch.
- b) A member in arrears as of the 31st of January of that year is not in good standing for any purpose. Once the yearly membership dues have been paid, the member is considered to be "in good standing."

4) **Officers of the Branch and Executive Committee**

- a) The Branch governing committee shall be as follows:
 - i) The Officers of the Branch shall be:
 - (1) President
 - (2) Immediate Past President
 - (3) First Vice President
 - (4) Second Vice President
 - (5) Treasurer
 - (6) Secretary or Service Officer
 - ii) The Executive Committee shall be the Officers of the Branch and three (or more) elected members as required for proper operation of the Branch.
 - iii) All Officers of the Branch must be elected.
- b) The Officers of the Branch shall be responsible for the business operations of the Branch.
- c) Elections for Officers of the Branch and Executive positions shall be held every second year, except in the event of a vacancy.
- d) The Nominating Committee shall consist of a Chair and two (2) additional members and shall be appointed by the Executive Committee.
- e) Following the Nominating Committee's October report, and subsequent dissolution of the Committee, the former Committee Members may then become eligible to accept a nomination for office, from the floor, at the November General Meeting.
- f) Nominations of Officers of the Branch and Executive positions shall be made at the October and November General Meetings with elections at the November General Meeting. Successful candidates to assume office after Installation of Officers, to be held in November following elections.
- g) No one member can hold more than one position as an Officer of the Branch but can hold other positions on the Executive Committee.

- h) Any Branch Executive Committee member who is absent from three (3) consecutive meetings of either the Executive Committee or General Meeting or a combination of both, without due cause satisfactory to the Executive Committee, shall cease to hold office.
- i) "Should a vacancy occur on the Executive, the President in consultation with the Executive Committee, may appoint a member to fill the vacancy for the duration of the term.
- j) All expenditures, other than operating or emergencies in excess of \$5,000.00 shall be approved by the Officers of the Branch and ratified at the next Executive Meeting and then to be ratified at the next General Meeting.
- k) The Officers of the Branch reserve the right to appoint or dismiss any salaried employee after discussion with the Branch Manager and the employee's supervisor.

5) **General Meeting**

- a) A General Meeting of the Branch shall be held on the fourth Tuesday in the months of February, April, June, September, October, and November, unless circumstances dictate otherwise.
 - i) At each General Meeting, minutes of the last General Meeting shall be presented for adoption. Once adopted they shall be dated and signed by the President, another Officer of the Branch, and the recording secretary.
- b) Executive Meetings of the Branch shall be held on the second Tuesday in the months of February, April, June, September, October, and November, unless circumstances dictate otherwise.
- c) Special Meetings may be called by the President, or a petition signed by twenty (20) members in good standing, and must briefly specify the purpose of the meeting, and may deal only with the specific business for which it was called.
- d) The Annual Meeting of the General Membership shall be held in April at which time the audited Treasurer's Report for the previous year will be presented for approval. A suitable notice of the meeting shall be given at least two weeks prior to the meeting.
- e) For the Branch General Meetings, a quorum shall be ten (10) voting members, of which four (4) must be Officers of the Branch. For Executive Meetings, seven (7) Executive members shall constitute a quorum. For Special meetings, seven (7) shall form a quorum.

6) Standing Committees

- a) The President may appoint a Chair for each of the following standing committees at the first meeting of the Executive following its election:

Finance, Entertainment, Membership, House and Property, Hospital and Comforts, Sports and Games, By-Laws and Resolutions, Service and Welfare, Poppy, Seniors, and other committees as deemed necessary.

- b) Each Chair so appointed shall select the members of their own committee, submitting names to the Executive Committee for approval at its next meeting.
- c) All Chairs of Standing Committees report to the Executive Committee as required.

7) Duties of the Officers of the Branch and Executive Committee

The duties and obligations of the Officers of the Branch and Executive Committee shall be as laid out in the Branch Leadership Manual.

8) Branch Manager

The Branch Manager shall report to the President and shall attend Executive Meetings in order to clarify any matters regarding Legion business.

9) Financial

- a) The Treasurer shall ascertain that an accurate account of all monies received and paid out by the Branch is kept. The Treasurer shall keep all funds in the name of the Branch in such financial institutions designated by the Branch.
- b) All cheques, drafts or orders for payment of money by the Branch shall be signed by any two (2) Officers of the Branch, one of which must be the Treasurer, or their alternate, with designated signing authority at the Branch's financial institution.
- c) No two signing authorities may be related to each other, nor live in the same domicile.
- d) The appointment of the Financial Review committee must be ratified by the General Membership.

10) **General**

- a) A copy of standing committee correspondence, minutes, and other information shall be kept in files at the Branch under each committee's name and such files shall be Branch property.
- b) No room, or portion of a room, in the building which belongs to The Royal Canadian Legion, Olds Branch No. 105 shall be named after an individual.

11) **Amendments to By-Laws**

- a) These By-laws shall not be altered, amended, varied, or added to except by Notice of Motion.
- b) Such Notice of Motion must be given in writing at a General Meeting prior to the one at which it will be given consideration and will detail such alteration, amendment, variation or addition and shall be signed by the member presenting such motion.
- c) Such Notice of Motion must have a majority of two-thirds (2/3) of the voting members present at the General Meeting at which it is to be given consideration.

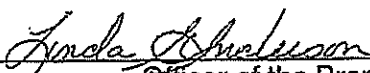
These By-Laws shall not become effective until approved by the Alberta-NWT Command of The Royal Canadian Legion.

Certified to be a true copy of the By-Laws of the Alberta-NWT Command, The Royal Canadian Legion, Olds Branch No. 105, as amended and approved by a General Meeting of the Branch on the 28th. day of May 2024.

(Branch Seal)



Branch President



Officer of the Branch




Recording Secretary

Approved on behalf of the Alberta-NWT Command of The Royal Canadian Legion, this
13th day of June 2024.

(Command Seal)

Command President
Alberta-NWT Command



Command Chair
Alberta-NWT Command
Constitution/Law Committee

Executive Director
Alberta-NWT Command