

ROYAL CANADIAN LEGION  
MANITOBA/NORTHWESTERN  
ONTARIO COMMAND



ROYAL CANADIAN LEGION  
BRANCH NO. 61  
WINNIPEG BEACH, MANITOBA  
**BRANCH BY-LAWS**  
JANUARY 2019

**ROYAL CANADIAN LEGION**  
**MANITOBA NORTHWESTERN ONTARIO COMMAND**

**WINNIPEG BEACH LEGION (MANITOBA NO. 61) BRANCH**

**GENERAL BY-LAWS**

The following comprise the amended By-laws of the Winnipeg Beach Legion (Manitoba No. 61) Branch of the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion.

**SECTION I - TITLE**

This Branch shall be known as the Winnipeg Beach (Manitoba No. 61) Branch of the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion.

**SECTION II - AIMS AND OBJECTS**

The Aims, Purposes and Objects of this Branch shall be in accordance with those of the General By-laws of the Royal Canadian Legion.

**SECTION III - MEMBERSHIP**

Membership shall be in accordance with the General By-laws. A member may be initiated into the Branch on a special initiation night or time as specified by the Branch President.

**SECTION IV - AFFILIATES**

(A) Affiliate voting membership is open to any Canadian citizen or Commonwealth subject who is of federal voting age and who is not eligible for Ordinary or Associate membership.

(B) Affiliate non-voting membership is open to any citizen from an Allied country, excluding Canada and the Commonwealth, who is of federal voting age and who is not eligible for Ordinary, Associate or Affiliate voting membership, and who supports the aims and objects of the Royal Canadian Legion. Affiliate non-voting members shall have the same rights as all other members except the right to vote and hold office.

Note: Affiliate non-voting members are allowed to attend Branch meetings and participate in debates but cannot enter into the voting process, including motions.

**SECTION V - ANNUAL DUES**

Every member shall pay annual dues in an amount to be decided upon by a General Meeting of the Branch except that the Branch Executive shall have discretionary powers as regards dues of Life Members, members who are retired, and members warranting special consideration due to unusual circumstances.

**SECTION VI - MEETINGS**

(A) The General Meetings (GM's) of the Branch shall be held quarterly on the fourth Tuesday of each quarter at 1910 hours.

- (i) first quarter February
- (ii) second quarter May
- (iii) third quarter August
- (iv) fourth quarter November

(B) A Quorum for General Meetings shall be twelve (12) voting members.

(C) The Annual General Meeting (AGM) and Elections shall be held on the fourth Tuesday of November at 1910 hours with the simultaneous installation of officers that evening, effective January 1<sup>st</sup>.

(D) The Executive Committee (EC) shall meet every third Monday of each month at 1910 hours.

(E) The quorum for Executive Committee Meetings is six (6) Committee members.

(F) Special General Meetings may be held at the call of the Executive, or at the written request of 10 voting members of the Branch. Only the business stated on the Notice of Meeting thereof may be transacted. The notice of a special meeting must be in the hands of the members a full seven (7) days before the date of the meeting.

### **SECTION VII - RULES OF ORDER**

The General By-laws of the Royal Canadian Legion provide that in all matters of procedure not provided by the By-laws of the Branch, the provisions of the Legion booklet "Rules of Procedure for Legion Meetings" shall apply. In all cases where these rules do not make adequate provision, then, and then only, "Robert's Rules of Order" shall apply.

### **SECTION VIII - NOMINATIONS**

(A) At the November General Meeting nominations shall be received for the officers and executive for the ensuing term. All Branch executive positions will hold their elected/appointed positions for one term, that term being for a period of two (2) years.

(B) No member shall be nominated for any office unless he is present or has signified, in writing, his acceptance of the nomination; and further, that member be required to hold membership in the Branch for a period of one (1) year to be eligible for election to the Branch Executive, and that member be required to serve one (1) term on the Branch Executive to be eligible to be elected President or Vice-President.

### **SECTION IX - EXECUTIVE COMMITTEES**

(A) The Branch Executive Committee shall be as follows: President, Immediate Past President, First Vice-President, Second Vice-President, Secretary, Treasurer, Chairs of Standing Committees and such officers and members as may be required for proper operation of the Branch.

(B) The Service Officer, Sergeant-at-Arms and Chaplain are included in the Branch Executive Committee and will be appointed to the Branch Executive Committee, under the direction of the President.

(C) Any member of the Executive Committee who misses three consecutive Executive Committee meetings, without just reason, shall forfeit his position on the Executive Committee.

### **SECTION X - DUTIES OF THE EXECUTIVE COMMITTEE**

(A) The Chair of the Executive Committee shall be the President.

(B) The Executive shall have no power to raise money by way of a loan, mortgage or debenture or to sell any realty or assets, or to invest monies belonging to the Branch except when authorized by a motion passed at the General meeting.

(C) All cheques issued by the Branch shall be signed by such officers as the Executive authorize for that purpose, minimum of two (2) signatures.

(D) All financial matters, other than trade accounts, incurring expenditures that could possibly exceed \$1000.00 before taxes, shall be referred to the Finance Committee before any action whatsoever is taken.

(E) No monetary expenditure or commitment exceeding \$1500.00 before taxes, can be given without consent of the General Meeting, except between meetings, when the Executive Committee shall be empowered to expend a sum not exceeding \$2,000.00 before taxes, on items of a non-recurring nature. Such expenditures are to have prior approval of the majority of the Finance Committee.

### **SECTION XI - ELECTION OF OFFICERS**

(A) During the election the President shall leave the chair, and the election shall be conducted by any member of the Branch, as may be appointed.

(B) A majority vote shall be required to elect officers.

(C) Scrutineer(s) shall be appointed to take charge of votes and report the winner of the final count (no numbers) to the Chair.

(D) Ordinary, Life, Associate and Voting Affiliate members admitted to the Branch under the General By-laws of the Royal Canadian Legion may vote and hold any elected office in the Branch, subject to the provisions of Section VIII (B).

## **SECTION XII - DUTIES OF OFFICERS**

### **PRESIDENT:**

(A) The President shall preside at all meetings and enforce order and strict observance of the By-laws. He shall exercise general supervision and control over the Officers and business of the Branch and shall call meetings of the Executive Committee.

(B) The President may have the casting vote should there be an equal division on any question, provided that he has not previously voted on the question.

(C) In the absence or disability of the President, all rights and powers vested in the President, shall for the time being, be vested in the First Vice-President, or in his absence in the Second Vice-President.

(D) At the direction of the President, in consultation with the Past President, First-Vice, Second-Vice and the Secretary, Executive positions and Chairs shall provide a written activity report for the General Meeting.

(E) The President is an ex-officio member of all committees.

### **SECRETARY:**

(A) The Secretary shall be elected/appointed subject to approval of the General membership.

(B) The Secretary shall keep a true record of all minutes of the General, Executive and other meetings as required.

(C) The Secretary shall keep carefully indexed files of all Branch correspondence and records.

(D) The Secretary shall be responsible to the Executive and General membership through the President of the Branch.

### **TREASURER:**

(A) The Treasurer shall be elected/appointed subject to approval of the General membership.

(B) The Treasurer shall keep a just and true account of all monies received and paid out by the Branch, and other financial transactions of any kind whatsoever.

(C) The Treasurer shall ensure that all Branch funds are deposited to the proper financial institution and to the proper account number.

### **SERGEANT-AT-ARMS:**

(A) The Sergeant-at-Arms shall attend all meetings.

(B) The Sergeant-at-Arms shall take charge of the candidates for initiation assisted by the Chair of the Membership Committee.

(C) The Sergeant-at-Arms shall be custodian of the Colours and act generally at the request of the President.

### **SERVICE OFFICER:**

(A) The Branch Service Officer shall be elected/appointed subject to the approval of the General membership.

(B) The Branch Service Officer will see to the welfare of the elderly or indigent members of the Branch, or their families, as well as assist ex-servicemen and women in all matters affecting rehabilitation.

(C) The Branch Service Officer shall see that the proper contacts are made with the Command Officer or VAC (Veterans Affairs Canada) for those that seek such assistance.

(D) The Branch Service Officer shall be a member of the Poppy Committee.

**SECTION XIII - STANDING COMMITTEES**

(A) **BAR:**

The Bar Chair shall be responsible for bar operations, stocking of liquor, beer and wine, unless otherwise decreed by the President. The Chair shall give an accurate and true report of all their sales and inventory and additional expenses to the Finance Chair.

(B) **ENTERTAINMENT/WAYS AND MEANS:**

The Entertainment/Ways and Means Chair and Committee shall be responsible for all social functions of the Branch and shall devise ways for the raising of revenues of the Branch.

(C) **FINANCE:**

The Finance Chair and Committee shall keep itself informed as to the financial standing of the Branch. It shall scrutinize and pass the monthly accounts and make such recommendations in regard to financial matters as it deems necessary. It shall see that all expenditures are accounted for by the proper authorization.

(D) **HONOURS & AWARDS/RITUAL:**

The Honours & Awards/Ritual Chair and Committee shall be responsible for maintaining records or medals & awards to receiving members. The Honours and Awards/Ritual Chair is responsible for following the guidelines as set forth in the Honours & Awards Dominion Command Manual.

(E) **MAINTENANCE:**

The Maintenance Chair and Committee shall be responsible for the procurement of equipment and supplies as required for the general upkeep of the Branch, and may make recommendations for improvements which add to the comfort of members.

(F) **MEMBERSHIP:**

The Membership Chair and Committee will devote its efforts to the recruitment of new members and the retentions of the present members. The Chair will assist the Sergeant-at-Arms in presenting candidates for initiation, when requested.

(G) **NEWSLETTER:**

The Newsletter Chair will produce a quarterly Branch newsletter annually to be distributed by Branch website, email, postal and Branch pick up.

(H) **POPPY:**

The Poppy Chair and Committee shall be responsible for the purchase and distribution of poppies and wreaths. The committee shall receive and investigate all requests for assistance and shall disburse its funds according to the provisions of the General By-laws of the Royal Canadian Legion. The Branch Service Officer shall be a member of the Poppy Committee.

(I) **PUBLIC RELATIONS:**

The Public Relations Chair and Committee shall be responsible for the active process of creating and maintaining a positive image of the Royal Canadian Legion. The Public Relations Chair is responsible for following the guidelines as set forth in the Public Relations Manual & Speakers Guide.

(J) **RENTALS:**

The Rentals Chair and Committee shall be responsible for rental of the Legion, collecting of fees and to determine the condition of the Legion immediately after the rental. The Chair will be responsible to open and close the Legion for each rental. If the Chair is unavailable they are responsible to arrange another member of the Executive to open/close the Legion.

(K) **SICK & VISITING:**

The Sick & Visiting Chair and Committee shall visit comrades in their homes or in the hospital and other institutions. The Chair will assist in every way possible to promote their comfort and physical well-being. Cards/flowers/baskets will be sent by the office if the Sick & Visiting Chair is unavailable.

**(L) SPORTS:**

The Sports Chair and Committee shall attend to the sports activities of its members. It shall be required, on behalf of the Branch, to encourage and assist in all sports activities which the Branch may sponsor wholly or in part.

**SECTION XIV - INTERPRETATIONS**

(A) The Chair of each Standing Committee shall select the member(s) of his committee.

(B) Words indicating the masculine imports the feminine.

(C) Words indicating the singular imports the plural.

**SECTION XV - SPECIAL COMMITTEES**

Special committees may be appointed from time to time as the need arises.

**SECTION XVI - AUDIT COMMITTEE**

An Audit Committee shall be elected/appointed in accordance with the General By-laws of the Royal Canadian Legion (section 616-subsection (a) (b) (c)).

**SECTION XVII - GENERAL**

No Chair of any Standing Committee or Special Committee shall be allowed to incur any expense at the bar unless he is specifically authorized to do so by the President.

**SECTION XVIII - AMENDMENTS**

(A) These By-laws shall not be amended unless a Notice of Motion has been duly given at the General Meeting immediately preceding the General Meeting at which the amendment is to be considered. A 2/3 majority vote is required to pass any amendment.

(B) Any amendment to these By-laws shall not become effective until approved by the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion.

CERTIFIED to be a correct copy of the By-laws of Winnipeg Beach (Manitoba No. 61) Branch of the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion.

**BY-LAWS COMMITTEE**

BY-LAWS COMMITTEE  
*Velma Darroux*  
Cde Velma Darroux, Committee Member  
*Teresa Beauregard*  
Cde Teresa Beauregard, Committee Member

*Lorraine Andrushuk*  
Cde Lorraine Andrushuk, President & Committee Chair

Approved on behalf of The Royal Canadian Legion  
Manitoba and Northwestern Ontario Command  
Date: JAN 2, 2019

*Ronn Anderson*  
Ronn Anderson, President

*Dawn Gelding*  
Dawn Gelding, Executive Director



## **HOUSE RULES**

1. Members and guests, visitors and staff must comply with the Manitoba Liquor Commission Act.
2. It is unlawful to take alcohol beverages to or from the Legion premises.
3. Damages to Branch property will be assessed against offenders in accordance with the Branch General By-laws.
4. While in Legion premises, members and guests shall at all times be of neat, clean and tidy appearance. Those members who have a Legion uniform are encouraged to wear their uniform at all Branch and Legion functions.
5. Profane language, disorderly conduct or drunkenness will not be tolerated. Interpretation and enforcement of the above regulations is the responsibility of the Executive Committee as a whole.
6. These regulations, it is hoped, will enhance the Legion experience and provide a friendly atmosphere and facilities for the enjoyment of our members, their guests, and our visitors. Your co-operation in assisting us to conduct the Legion in an orderly manner will be sincerely appreciated.
7. Branch By-laws or House Rules shall include a provision for the wearing of the head dress on the premises, i.e., Colour Party, Honour Guard.
8. During any private event held on Legion property, the lessee will be responsible for the conduct of their guests while on the Legion premises, and will be responsible for any damages caused by their guests to Branch property during that event.

## **EXECUTIVE OFFICERS**

1. PRESIDENT
2. FIRST VICE-PRESIDENT
3. SECOND VICE-PRESIDENT
4. SECRETARY
5. TREASURER
6. SGT-AT-ARMS
7. SERVICE OFFICER
8. BRANCH CHAPLAIN

## **STANDING COMMITTEES**

1. BAR
2. ENTERTAINMENT / WAYS & MEANS
3. FINANCE
4. HONOURS & AWARDS /RITUAL
5. MAINTENANCE
6. MEMBERSHIP
7. NEWSLETTER
8. POPPY
9. PUBLIC RELATIONS
10. RENTALS
11. SICK & VISITING
12. SPORTS

