Annex B

Generic Branch By-Laws

1. Title:
   The Branch shall be known as "The Royal Canadian Legion, Saskatchewan Command Branch No. _____, _____. (Name of Branch)

2. Membership:
   Branch Membership shall be comprised of members qualified in accordance with the General By Laws of The Royal Canadian Legion.

3. Initiation:
   Every new voting member shall be initiated according to the Ritual and Insignia Manual.

4. Annual Dues:
   (a) Every member shall pay annual dues in the amount to be decided upon by a General Meeting of the Branch which will include Dominion and Provincial Per Capita as laid out at the respective Conventions. With the exception that the Branch Executive shall have discretionary powers to recommend to the General Membership in regards to dues etc. of life Members, members who are retired and members warranting special consideration due to unusual circumstances.

   (b) Members whose dues are in arrears shall be dealt with in accordance with the General By-Laws of The Royal Canadian Legion.

   (c) The Secretary shall annually present a list to the Executive, of the names of those whose membership has lapsed. Receipts will be issued to all members that pay their dues to the Branch to ensure an adequate paper trail is in place.

   (d) Dues of an "Early Bird" member, who is deceased prior to January 1st of the coming year, shall be refunded by the Branch upon the request of his dependents or the Executors of his estate.

5. Executive Committee:
   (a) The Branch Executive Committee shall be as follows: President, Immediate Past President, First Vice President, Second Vice President, Secretary and/or Secretary-Treasurer, Treasurer, Sergeant-at-Arms, and such other Officers and members as may be required for the operation of the Branch.

   (b) With the exception of the Immediate Past President, all officers and members of the Executive Committee shall be elected and shall assume office on the first meeting of the month following the date of the election and installation. Term of office shall be determined by the Branch, i.e. one or two years.

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

6. General Meetings:

A General Meeting of the Branch shall be held at least once every month, at which the minutes of the meetings of the Executive Committee held subsequent to the previous General Meeting shall be read for approval. However, General Meetings may be suspended during the summer months of July and August by a motion passed by the General Meeting in June.

7. Annual Meeting:

A meeting of the General Membership, notice of which shall be forwarded to every member, at least one week in advance, shall be held at least once every year for the receiving of a report of Branch Finances and for the election of Branch Officers, or in lieu thereof, for deciding the date and method of electing Branch Officers.

8. Special General Meetings:

In unusual or pressing circumstances a Special General Meeting may be called by the Branch Executive Committee or at the written request of a specified number of members. The Branch By-Laws shall specify the number of signatures required to call such a meeting. In the absence of such a By- Law, the specified number shall be 1/3 of the voting members of the Branch.

(a) Where the meeting is called by the Executive Committee, the members shall be notified at least seven days prior to the meeting. Such notice shall contain, briefly, the purpose of the meeting.

(b) Where the meeting is called at the request of the members, the written request shall contain the required number of signatures, as specified above and the purpose of the meeting. Members shall be notified at least seven days prior to the meeting.

(c) Only the business for which the Special Meeting has been called shall be dealt with.

(d) The minutes of the Special Meeting shall be recorded and posted for the information of all members unless, for a special reason, the meeting directs otherwise.

9. Standing Committees:

(a) The Executive Committee shall appoint a chairman for each of the following Standing Committees at the first meeting of the Executive Committee following its election: Finance, Entertainment, Membership, and Ritual. House and Property, Sick and Visiting, Sports and Games, By-Laws and Legislation, Welfare, Poppy, Ways and Means, and Leadership and Development or, such Chairmen as the Branch may require.

(b) A member may be appointed to the chairmanship of more than one Committee.

(c) Each Chairman so appointed shall select the members of his own Committee, submitting the names to the Executive Committees for approval at its next meeting.

(d) All Chairmen of Standing Committees shall submit a written report to the Executive Committee and General Meetings as required.

10. Secretary:

(a) A Secretary, if not elected shall be appointed by the Executive Committee at its first meeting following election, such appointment to be approved by the General Membership at its next meeting.

(b) The Secretary shall keep a record of the proceedings of all meetings and all Branch correspondence and shall be the custodian of all Branch records and the Seal of the Branch.

(c) The Branch Executive can recommend an Honorarium to be accorded to the Branch Secretary for services rendered. Such Honorarium amount to be considered and accepted at a Branch General Meeting.

11. Treasurer:

(a) Shall keep a just and true account of all financial transactions of the Branch and shall present a statement of same to all Executive Committee and General Meetings of the Branch.

(b) Shall be prepared when called upon, to give a complete statement of the assets and liabilities of the Branch.

(c) Shall be a bonded officer of the Branch.

12. Bank:

All monies received on behalf of the Branch shall be deposited in a chartered Bank or Credit Union in the name of the Branch, and all monies paid on behalf of the Branch shall be paid by cheque, signed by the Treasurer and by one of two other Branch Officers as may be determined by the Executive Committee.

13. Auditors:

The financial records of the Branch shall be audited by an Audit Committee prior to the Annual meeting for report to the Annual Meeting. No member of the Executive Committee or salaried employee shall be eligible to conduct such audit.

14. Vacancies:

Any vacancy occurring in the Executive of the Branch shall be filled by election at the General meeting following the meeting at which the vacancy was accepted. The President may appoint a member to fill the vacancy on a temporary basis pending the election. Any Branch Officer or Executive member (except the Immediate Past President) absent from three consecutive Regular Meetings without receiving consent of the Executive shall cease to hold office.

15. Quorums:

A majority shall form a Quorum at all meetings of the Executive Committee. Quorums for all other meetings of the Branch shall be set by resolution at the Branch Annual meeting.

16. Rules of Order:

In all matters of procedure, the provisions of the Legion's "Rules of Procedure for all Legion Meetings", shall apply. In all cases where these rules do not make adequate provisions then and only then "Roberts Rules of Order" shall apply.

17. General:

(a) These By-Laws will not be altered or amended except on a written notice of motion. This notice of motion will be introduced at a Branch General meeting at least one month prior to the General Annual meeting. This notice of motion shall be posted on the Branch bulletin board for all members' consideration and will be signed by the proposer and seconder.

(b) These By-Laws are intended for use by Branches who have not formulated a set of By-Laws and are intended for guidance in the conducting of Branch affairs. Where these By-Laws are not adequate to handle any situation which may arise, reference shall be made to the Provincial and/ or Dominion General By-Laws the articles of which have precedence.

18. Club- Club House Operations:

The Executive Committee of the Branch shall have the complete management and control of any club or clubhouse operated by or belonging to the Branch, and shall appoint such a Committee to manage same and report as the By-Laws stipulate.

19. Complaints:

All complaints received by the Branch shall be dealt with as outlined in Article 3 of the Royal Canadian Legion Dominion Command General By- Laws.