ALBERTA-NORTHWEST TERRITORIES COMMAND
BRANCH BY-LAWS

THREE SISTERS BRANCH NO. 3
OF THE ROYAL CANADIAN LEGION

1. NAME:

This Branch shall be known as the Alberta-Northwest Territories Command, **Three Sisters Branch No. 3 of The Royal Canadian Legion** and shall hereinafter be referred to as the Branch.

2. MEMBERSHIP:

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

3. ENTITLEMENT TO VOTE AND HOLD OFFICE:

(a) 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 except as otherwise provided in these By-Laws.

(c) Members so nominated must be present at the nominating meeting or have signified in writing their willingness to accept such office.

(d) To be eligible for election as a member of the Branch Executive, a person must have been a member of The Royal Canadian Legion for a minimum of one (1) year and must have attended at least two (2) of the Branch General Meetings held during the past year, unless they have received unanimous approval of the current elected Executive Committee.

(e) To be eligible for the office of President, he/she must have been a member of the Branch Executive for a period of one (1) year.

(f) Subject to the current General By-Laws and Alberta-NWT Command policy, a member in good standing may hold more than one position within the Branch; however, the holding of two (2) Officer positions simultaneously should be avoided.

4. WELCOMING CEREMONY:

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

5. COMPLAINTS AND DISCIPLINE:

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

6. ANNUAL DUES:

(a) Every member shall pay annual dues in an amount to be decided upon by a General Meeting of the Branch.

(b) The Branch Executive has discretionary powers as regards to dues of Life Members, members who are retired and members warranting consideration due to unusual circumstances.

(c) Members whose dues are not paid by the thirty-first (31^{st}) of January annually are considered not in good standing and should be dealt with in accordance with the current General By-Laws.

(d) The Membership Chairperson shall annually present to the Executive a list of those whose membership has lapsed.

7. OFFICERS:

The Officers of the Branch shall be:

(i) President;
(ii) Immediate Past President;
(iii) 1^{st} Vice-President;
(iv) 2^{nd} Vice-President;
(v) Treasurer;
(vi) Secretary; and
(vii) Service Officer

8. EXECUTIVE COMMITTEE AND DUTIES:

(a) The Branch Executive Committee shall be made up of:

(i) Officers, and up to
(ii) **Six (6)** Executive Members as may be required for the proper operation of the Branch.

(b) The Branch Executive Committee shall take office and assume their duties and functions preferably that day, or no later than 30 days after, and shall be installed in accordance with the Ritual, Awards and Protocol Manual and the General By-Laws as amended, for a Two (2) year term.

(c) Subject to the jurisdiction of the membership of the Branch assembled in a General Meeting, the Executive Committee shall meet monthly on the second (2^{nd}) Tuesday (unless otherwise re-scheduled) and transact the business of the Branch.

(d) A quorum for Executive Meetings shall consist of a minimum of **Three (3) Officers of the Branch** who are members in good standing of which at least **One (1)** is the President, 1^{st} Vice President or 2^{nd} Vice President.

(e) The Immediate Past President will serve on the Executive Committee. In the event of the death, resignation, or inability to act as the immediate past President, the position may be filled for the remainder of the term by the appointment of a former President or Executive member by the Branch Executive.

(f) Members of the Executive Committee may participate in a meeting of the Executive Committee by means of telephone, or other communication facilities which permit all people participating in the meeting to hear each other, and the members participating by those means are deemed to be present at the meeting. In the event of a vacancy on the Executive Committee, the President may appoint, with input from the Executive Committee, a member in good standing to the Executive Committee. That person shall remain on the Executive Committee until the next election or their resignation.

(g) Meetings of the Executive Committee shall be called by providing at least five days' notice, given by e-mail or any similar means of communication, to the last known e-mail address of each Executive Committee member prior to the meeting.

(h) Motions shall be passed by a majority vote cast at that meeting. In the event of a tie, the President shall have a deciding vote.

(i) The Executive Committee shall establish key policies and procedures and update them as necessary for the ongoing operation of the Branch, including but not limited to, staff, maintenance, and operations.

(j) The duties and obligations of the Executive Committee shall be laid out in the Ritual, Awards and Protocol manual.

(k) Should any member of the Executive Committee be absent from three consecutive meetings of either the Executive Committee or the General Branch meetings without reasonable justification they may be subject to removal from office, and the Committee will look to fill their place, after providing that member a 7-day notice.

(l) Salaried and staff positions of the Branch shall be hired by and be subject to the disciplinary control of the Branch's President and Executive Committee. They shall not be on the Executive Committee.

(m) The President shall preside at all meetings and enforce order and strict observance of the By-Laws. They shall exercise general supervision and control over the officers and business of the Branch when they consider it advisable. They shall transact with such other businesses as may be custom, pertaining to their office, and provided they have not previously voted, shall have the casting vote when there shall be an equal vote on any question.

(n) In the absence or disability of the President, all the rights and powers vested in the President shall be, for the time being, vested in the 1st vice President. In the absence or disability of both the President and the 1st vice President, all rights and powers shall be vested in the 2nd vice President.

(o) The Secretary shall keep a record of the proceedings of all meetings, including a listing of all members present, whether these meetings be a General Branch or an Executive Committee Meeting. They should be the custodian of the Branch seal. They shall always act and in all respects entirely at the will and direction of the Executive Committee and shall conform to all rules and rituals as the Executive Committee may determine.

(p) The books, accounts, and records of the Treasurer shall be audited at least once each year by a qualified accountant or by two members of the Branch elected for that purpose at the Annual General Meeting. A complete and proper statement of the

Standing of the books for the previous year shall be submitted by such auditors at the Annual General Meeting of the Branch in May.

9. GENERAL MEETING:

(a) A General Meeting of the Branch shall be held on a Bi-Monthly basis, on the **THIRD (**3rd) Monday. At this time, the minutes of the previous General Meeting shall be read or distributed and adopted.

(b) The quorum for General Meetings shall be TWELVE (12), including those members in good standing in attendance, plus a minimum of at least FOUR (4) of the elected Executive for that year, and must have at least one of either the President, First Vice or Second Vice in attendance or presiding.

(c) General Meetings shall be held as per 9 (a); however, any special general or information meetings can be called by the Executive by providing at least five days' notice, posted to the front doors of the building and actively shared through whichever media channels are regularly used.

10. ANNUAL GENERAL MEETING:

(a) An Annual General Meeting shall be held no later than the 2nd Monday of the Month of May to receive the report of Branch Finances and the Election of the Branch Executive Committee, or in lieu thereof, for deciding the date and method of electing the Branch Executive Committee.

(b) Quorum for Annual General Meetings shall replicate the quorum required for a General Meeting (see 9 (b))

(c) Notice of the Annual General Meeting shall be posted on the Branch doors and Legion media channels.

(d) At the Annual General Meeting, a summary of the Branch's financial position for the previous fiscal year shall be presented for approval.

(e) Two members from the Branch shall be elected as the district representatives and will represent the Branch at district meetings and will carry the Branch vote at district rallies and meetings.

(f) Delegates will be appointed by motion to attend either the provincial or national convention as voting delegates. The number of delegates to be appointed will be determined after travel costs are considered.

(g) Motions shall be passed by a majority vote cast at that meeting. In the event of a tie, the President shall have a deciding vote.

11. STANDING COMMITTEES:

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

(i) By-Laws and Resolutions;
(ii) Bar
(iii) Entertainment;
(iv) Marketing
(v) Finance;
(vi) House and Property;

(vii) Membership;
(viii) Poppy;
(ix) Sick and visiting;
(x) Sports and Games;
(xi) Bingo and Casino;
(xii) Ritual and Awards; and
(xiii) Other Committees as deemed necessary.

(b) Each Chairperson so appointed shall select the members of the Committee and submit names to the Executive Committee for approval at its next meeting.
(c) Chairperson of Standing Committees shall submit a written report to the Executive Committee as required, or as agreed upon, by request of the Executive Committee.

12. **REMUNERATION AND EXPENSES**

a) No officer or member of the Executive Committee is entitled to any renumeration by virtue of their position as an officer or Executive Committee member.
b) Executive officers or members of the Executive Committee will be reimbursed for any reasonable expenses they have incurred in connection with the Royal Canadian Legion meetings or the promotion of the Branch upon the approval of the Executive Committee.

13. FINANCIAL:
(a) The Chairperson (Treasurer) of the Finance Committee shall:

(i) Maintain an accurate and true account of all monies received and paid out by the Branch;
(ii) Maintain a record of all other financial transactions of the Branch;
(iii) Be a signatory on all Branch financial accounts; and
(iv) Deposit all Branch funds, in the name of the Branch, into a bank or other recognized financial institution designated by the Branch.

(b) All Branch cheques, drafts, or orders of payment of money shall be signed by the Treasurer and the Branch President, or such person as the Executive Committee may designate. A minimum of three (3) Branch Executive Officers must have signing authority. No two (2) signing authorities may be related to each other nor live in the same domicile.

14. AMENDMENTS TO BY-LAWS:
(a) These By-Laws shall not be altered, amended, varied, or added to except by Notice of Motion.

(b) Any Notice of Motion must:
(i) Be given in writing at the General Meeting prior to the one at which it will be given consideration.
(ii) Details such alteration, amendment, variation, deletion, or addition;
(iii) Be signed by the member presenting the Notice of Motion; and

(iv) Receive a majority of two-thirds (2/3) of the voting members present at the Meeting at which it is given consideration.

14. EFFECTIVE DATE OF BRANCH BY-LAWS:
These By-Laws shall not be in effect until approved by Alberta-NWT Command.

Certified to be the original By-Laws of the Alberta-NWT Command, _______ **Branch No.** _____of The Royal Canadian Legion, as approved by a General Meeting of the Branch on the _____day of ________________________, 20___.

BRANCH PRESIDENT ______________________________

(BRANCH SEAL)

BRANCH SECRETARY ______________________________

APPROVED ON BEHALF OF THE ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION, THIS _________DAY OF _______________________, 20____.

____
PRESIDENT
ALBERTA-NWT COMMAND

____
CHAIRPERSON
ALBERTA-NWT COMMAND
CONSTITUTION AND LAWS COMMITTEE

____
EXECUTIVE DIRECTOR
ALBERTA-NWT COMMAND