

ROYAL CANADIAN LEGION

COURCELETTE BRANCH
NOVA SCOTIA No. 58



BY-LAWS

Halifax County

As ammended to March, 2018

ARTICLE 1 - DESIGNATION

1. This Branch shall be known and designated as COURCELETTE BRANCH, NOVA SCOTIA, No. 58, THE ROYAL CANADIAN LEGION

ARTICLE 2 - PURPOSE AND OBJECTS

1. The purpose and objects of this Branch shall be those laid down in the Act to incorporate THE ROYAL CANADIAN LEGION.

ARTICLE 3 - MEMBERSHIP

1. Membership in the Branch shall be available to all those who fulfill the qualifications laid down in section 33 of the General By-Laws of THE ROYAL CANADIAN LEGION.
2. Signing in privileges for members are limited to ten persons.
3. Guests are not limited in the number of visits per week, however proper sign-in procedures shall be followed at all times. Transient workers, non residents and visitors to Branch 58 must follow proper sign-in procedures as posted at the entrance door.

ARTICLE 4 - ANNUAL MEETING

1. The annual meeting shall be held the second Friday of January each year.

ARTICLE 5 - ELECTION OF OFFICERS

1. The Executive Committee of the Branch shall consist of the President, First, Second, and Third Vice Presidents, Secretary, Treasurer, Immediate Past President, Sgt-at-Arms, Service Officer, Membership Chairperson and up to six Members at Large, all of whom with the exception of the immediate Past President be nominated, elected and installed at the December Meeting.
2. Only those who are paid up Ordinary, Life Associated and Affiliate Voting Members will be eligible to hold office.

3. No person shall be nominated for any office in the Branch unless He or She be present, or has indicated their willingness to accept such office in writing.

ARTICLE 6 - RULES OF PROCEDURE FOR LEGION MEETINGS

In all matters of procedure not provided for in these By-Laws, the provisions of "The Royal Canadian Legion Ritual and Insignia Manual and Rules of Procedure for Legion Meetings" shall apply. Where these rules do not make adequate provisions then and only then "Roberts Rules of Order" shall apply.

ARTICLE 7 - DUTIES OF OFFICERS

1. The duties of all committees shall be set out in the Ritual of THE ROYAL CANADIAN LEGION.
2. The Executive Committee, between meetings of the Branch, shall have all powers of the Branch, except to Recind or Amend these by-laws.

ARTICLE 8 - MEETINGS

1. The regular meeting of the Branch shall be held on the second Friday of each Month at 8 pm.
2. At any General Meeting of the Branch, whether regular or special, the quorum will be seven or more paid up members, excluding the Executive Committee.
3. An Executive Meeting shall be held prior to the regular monthly meeting or as circumstance requires.
4. A majority of the Executive Committee will form a quorum at any Executive Meeting.
5. All agenda items of new business will be submitted in writing to the Executive Committed two weeks prior to the Branch General Meeting if requiring immediate action. All Items of an emergency nature will be dealt with as soon as possible.

ARTICLE 9 - PROCEDURE AT MEETINGS

1. The order of the business at all meetings shall be as laid down in the Ritual of THE ROYAL CANADIAN LEGION.

2. The procedure at all meetings shall be laid down in the General-By Laws and the rules of procedure for the Legion meetings of THE ROYAL CANADIAN LEGION.
3. All agenda items of new business will be submitted in writing to the Executive Committee two weeks prior to the Branch General Meeting if requiring immediate action. All Items of an emergency nature will be dealt with as soon as possible.

ARTICLE 10 - STANDING COMMITTEES

1. The standing committees of the Branch shall be:
 - A. Finance Committee
 - B. House Committee
 - C. Poppy Committee
 - D. Sports Committee
 - E. Membership Committee
 - F. Entertainment Committee
 - G. Or, such Committee's as may be determined by the General meeting from time to time.
1. All Committees shall be named by Elected Chairman or by the Executive and shall perform the duties assigned to them. The majority of any Committee shall form a quorum.

ARTICLE 11 - FINANCES

1. The annual dues of the Branch shall be decided upon at the November meeting of the Branch.
2. The Financial Year of the Branch shall be the calendar year.
3. The signing officers of the Branch shall be any two of the following: The Treasurer, The Secretary, and/or the Chairman of the Finance Committee or the President.
4. The Executive shall be limited in it's expenditures to an amount not to exceed Five Hundred Dollars without prior authority of the Branch (per month).

ARTICLE 12 - AUDITORS

1. The Branch will appoint two auditors at the December Meeting of the Branch each year in accordance With the General By-Laws.
2. The auditors will audit' the books and accounts to the Branch for the previous year after the Annual Meeting in January and will present their report at the next Branch Monthly Meeting.

ARTICLE 13 - TRUSTEES

1. The Branch will appoint a Board of Trustees in accordance with the General By-Laws.
2. When appointed, the duties of the Board of Trustees will be in accordance with the General By-Laws.

ARTICLE 14

1. The Presiding Officer of any meeting shall rule out of order all matters pertaining to political" questions which do not refer to the well being of the Royal Canadian Legion and also all matters of religious discussion.
2. The Presiding Officer at any meeting shall enforce order and strict observance of these by-laws and the by-laws of the Provincial and Dominion Commands. He shall have the right to decide all questions of order subject to an appeal to the meeting sustained by a majority vote of those present.
3. The Presiding Officer shall, when debate has ceased on any question, put the same to an open vote giving the words of the motions or resolution clearly so that no member may misunderstand the question on which he is about to vote. In the event, however, of a majority of the members present demanding a secret vote or ballot, on any particular question, such question shall be decided by a secret vote or ballot.
4. Member should not hold private discussions during a meeting or talk on any subject in an un-seeming manner.
5. If any member of the Branch willfully or negligently damages the property of the Branch then the Executive Committee shall assess the amount of damage, and amount thereof so assessed shall be paid to the Branch by such member or members. Any member or members failing to pay such damage writing thirty days after same has been assessed as aforesaid may be suspended by the Executive Committee
6. The masculine pronoun where used shall be deemed to include females.
7. The by-laws of the Dominion and Provincial Commands shall be deemed to be part of and included in these by-laws.
8. These by-laws shall become effective upon the arrival thereof by THE NOVA SCOTIA PROVINCIAL COMMAND.

By Laws Committee

V. Thompson
C. Ruggles
S. Boutilier
B. Cochrane