



**POLICIES AND GUIDELINES**

**OF**

**NOVA SCOTIA/NUNAVUT COMMAND**

**THE ROYAL CANADIAN LEGION**

**As amended to January 2020**



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# **SECTION I – INTRODUCTION**

- 1.** There will be no policy changes to this manual without the approval of Executive Council.
- 2.** The Secretary of the Command in conjunction with the Constitution and By-Laws Chairman shall be responsible for the Guidelines & Policy Manual and shall ensure that all new policies and amendments be entered in same after every Executive Council meeting. He/she shall issue all such new policies/amendments to all holders of this Manual.
- 3.** Dominion Command and Command By-Laws supercede these Guidelines & Policies.
- 4.** Masculine words include the feminine.
- 5.** Feminine words include the masculine.

# **SECTION II – ADMINISTRATION**



## **1. Office Hours**

Monday to Friday (excluding holidays)      8:30 AM to 12:00 PM  
1:00 PM to 4:00 PM

## **2. Deceased Notification**

- a)** That it will be the responsibility of this Command that the Command Executive Director notify all Command Officers, District and Zone Commanders, and it will be the duty of the Zone Commanders, to notify other branches when there is a death of a Command or Zone/District Officer and that the flags be flown at half-mast in tribute to the deceased Comrade.
- b)** In the event of the passing of any present or past serving member of Executive Council of Command, or any present or past Dominion Command Officer, flags will be flown at half-mast until after the funeral.

## **3. Executive Council E-Mail Voting Policy**

- a)** In some instances, the Command President may request that an item for approval or action by Executive Council is best addressed prior to the next Executive Council meeting. In these instances, the following factors will be considered by the President:
  - i)** is this a time sensitive issue;
  - ii)** whether all Executive Council members have sufficient information to make an informed decision;
- b)** All e-mail voting will be requested by the Command Executive Director on behalf of the Command President.
- c)** The Command Executive Director, via e-mail, shall:
  - i)** indicate the question and provide all available pertinent information;
  - ii)** indicate the deadline for reply vote;
  - iii)** request reply of receipt of first contact;
- d)** request that each Executive Council member vote by "reply all" e-mail that he:
  - i)** is in favor of the proposed action or;
  - ii)** is opposed to the proposed action or;
  - iii)** requires additional information or discussion before casting a vote;
- e)** upon receipt and verification of the vote, confirm whether the action has passed or failed via e-mail to all Executive Council members.
- f)** Once a vote has been received by the Command Executive Director, it cannot be changed.

- g) An affirmative vote by e-mail will be as prescribed in Rules for Legion Meetings (i.e., fifty-percent plus one or two-thirds majority, whichever is applicable).
- h) Voting by e-mail is not to be confused with *meetings by e-mail* or *teleconference meetings*.

#### **4. Distribution of Sub-Executive and Executive Council Meeting Minutes**

##### **a) Review of Sub-Executive and Executive Council Minutes**

That minutes of all Sub-Executive and Executive Council meetings will be proof read for verification of content by the Command President and Command Chairman, prior to being mailed to the Committee members and, if required, Branches.

- b) Copies of minutes of all Sub-Executive and Executive Council be distributed to the Committee members, Command Past Presidents and, if required, Branches, within 30 days following meeting.

#### **5. Holding of Committee Meetings**

- a) Any short committee meetings (less than 1 hour) are to be held by conference call.
- b) Committee meetings should be scheduled to keep Command expenses at a minimum.
- c) Expense allowances will be reimbursed as per by-law 814 A.
- d) All Committee meeting minutes will record a start and finish time of day
- e) Copies of all minutes of all committee meetings to be sent to the members of the Executive Council, through the Command office, within 30 days following these meetings.

#### **6. Correspondence**

It is the duty of the Command Executive Director to bring all correspondence to the immediate attention of the President, appropriate officers and the general membership.

#### **7. Executive Council Meetings**

In the year of a Command Convention, prior to the convention there will be an Executive Council meeting. Said meeting to be held on the Saturday previous to a convention. A post meeting shall be held the following day after closing of convention.

#### **8. Branch President – (Amended FC May 2008)**

A Command Officer or a District/Zone Commander shall not be a President or 1<sup>st</sup> Vice President of a Branch.

#### **9. Deputy District & Zone Commanders**

Deputy District Commander or Deputy Zone Commander if elected or appointed may be President, 1<sup>st</sup> Vice President or 2<sup>nd</sup> Vice President of a Branch. If appointed to the position of Deputy District Commander you may be Zone Commander or Deputy Zone Commander.

#### **10. Deputy District Commander**

Deputy District Commander, if elected, shall not be Zone or Deputy Zone Commander. If appointed to the position of Deputy District Commander, you may be Zone Commander or Deputy Zone Commander.

## **11. Elections – District & Zone**

All District and Zone and Deputy District Zone shall not be elected to two different positions at two different levels within the District and Zone.

## **12. Nominating Oneself to Office**

No one is entitled to nominate themselves to any office in this Command.

## **13. Branch Assistance**

It is the policy of this Command to assist the branches of Command by every means available. In some instances, this may require extending financial assistance or expending Command funds for branch investigations, audits, emergency repairs, etc. If Command is required, or requested, to send an investigation team, or Command Officers, to a branch at their request, or due to the proven negligence of said branch, then financial restitution may be requested from that branch to cover costs incurred by Command. Financial restitution will be determined based upon the financial stability of the branch. Workplace Harassment

## 14. Workplace Harassment

**Policy** – Command believes in the prevention of harassment and promotes a harassment-free environment in which all people respect one another and work together to achieve common goals.

Command does not tolerate or condone any degree of harassment by anyone associated with the Command or from outside individuals. It is the responsibility of all Executive Council, Staff, and Membership to promote harassment free environments in the workplace.

**Procedure** – Command adopts the Treasury Board of Canada Secretariat definition of Workplace Harassment as:

"Improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the Canadian Human Rights Act (i.e., based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction)."

Harassment can include such things as verbal or physical abuse, threats, derogatory remarks, jokes, innuendo, taunts, inappropriate telephone calls and voice messages, email, or comments on social media on any of the prohibited grounds.

The behaviour need not be intentional in order to be considered harassment, but may be offensive and/or intimidating. Such action may also engender fear or mistrust, and thereby compromise an individual's dignity or sense of self-worth. Any act of harassment committed by or against any employee, volunteer, or any other individual is unacceptable conduct and will not be tolerated.

Command is committed to investigating reported incidents of harassment in a prompt, objective, and sensitive manner taking necessary corrective action and providing appropriate support for victims. No individual shall be penalized in any way for making a complaint or giving evidence in a harassment investigation. The test to determine whether harassment has occurred is two-fold:

- Whether a person knew or ought to have known that the behaviour would be considered unwelcome or offensive by the recipient
- The recipient found the behaviour offensive

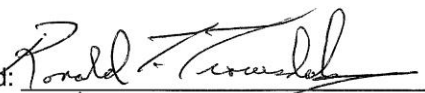
If an individual(s) believes they are being harassed, they should:


1. Immediately make the individual(s) aware that the behaviour is unwelcome and ask him/her to stop.
2. Report the incident(s) in writing to the Command Personnel Committee Chairman. In the event of an incident(s) involving the Personnel Committee Chairman, a written report is to be made to the Command President.
3. The recipient should keep a record of the incidents in question, which may include:
  - Name(s) of the individual(s) in question
  - The date, place, and time the incident(s) occurred
  - Name(s) of any witnesses
  - The event(s) that led up to the incident(s) in question
  - Any particular reason why the event(s) occurred
  - The actual incident that led to a complaint

Command will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting individuals' privacy as much as possible. Command will use mediation and/or disciplinary action dealing with incidents arising between employees and will adhere to the General Bylaws of the Royal Canadian Legion in any instances involving the membership.

This policy is not intended to limit or constrain the reasonable exercise of the employer functions in the workplace.

Nothing in this policy prevents or discourages an employee from filing an application with the Human Rights Tribunal on a matter related to Nova Scotia's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal venues that may be available.

Signed:  Nova Scotia/Nunavut Command President

Dated: 

## 15. Human Rights Act

Nova Scotia/Nunavut Command of The Royal Canadian Legion and all entities under its' jurisdiction upholds and operates in full compliance with the Human Rights Acts of Nova Scotia and Nunavut. Therefore, any party engaging the use of any and all premises under the authority of NS/NU Command The Royal Canadian Legion, must, by way of signature affixed to this notice, agree to ensure full compliance with the Human Rights Acts of Nova Scotia and Nunavut while present on any property associated with NS/NU Command of The Royal Canadian Legion.

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Signature

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Date

## 16. Memorandum of Agreement to Establish Nova Scotia/Nunavut Command

### Parties

- (a) Dominion Command
- (b) Nova Scotia Command
- (c) Frobisher Bay Branch #4, Iqaluit
- (d) Keewatin Branch #5, Rankin Inlet

### Agreement

Under the authority of Dominion Command, The Royal Canadian Legion, the current Nunavut Territory branches will be integrated into Nova Scotia Command. Nunavut Territory and Nova Scotia province will be combined into a new regional Command of The Royal Canadian Legion entitled Command. Current and future branches within the Nunavut Territory will be combined into the Nunavut District of Command. The establishment of the new Command structure will take effective on 1 January 2002.

### Agreement Details

- (a) **Dominion Command** – The Dominion Executive Council authorizes the integration of its Nunavut branches into Nova Scotia Command and further authorizes the establishment of Command to replace the former Nova Scotia Command. Command Headquarters will remain in Halifax Regional Municipality.
- (b) **Nova Scotia Command** – Under the authority granted by the members of Nova Scotia Command at its Command Convention, 18-22 May 2001, Nova Scotia Command agrees to the following:
  - i. To integrate the current and future branches of Nunavut Territory as a district within the Nova Scotia Command;
  - ii. to rename the Command as Nova Scotia/Nunavut Command;
  - iii. to officiate at elections within the Nunavut District for a District Commander;
  - iv. to cover the cost of three days per diem for the District Commander attending Command Conventions;

- v. to cover the cost of two days per diem for the Nunavut District Commander to attend Executive Council Meetings;
- vi. to provide an annual allowance of \$500 to the Nunavut District Commander;
- vii. to ensure the full and effective communication of Command programs and activities to Nunavut District and its branches;
- viii. to encourage the participation of Nunavut branch members in Command programs and activities; and
- ix. to produce revised By-Laws for the new Command.

(c) **Frobisher Bay/Rankin Inlet Branches**

- i. The branches of Nunavut Territory and their members accept that they are to be integrated into Nova Scotia Command. Such integration will permit the full participation of Legion members in the Nunavut Territory to participate in Legion programs and activities as coordinated at the Command level.
- ii. The branches of Nunavut Territory agree that a Nunavut District will be established within the structure of the new Command and that elections will be required in the future, under the auspices of Command, for the election of a District Commander.
- iii. The branches of Nunavut Territory agree that the first District Commander of Nunavut District will be appointed by Dominion Command for a period of no less than two years but no more than three years to expedite the transition of Nunavut into the new Command. Elections will then be actioned thereafter in accordance with Command By-Laws.
- iv. It is agreed that a District per capita will be levied against all members of Nunavut District to underwrite the cost of the District and its members to participate in Legion programs and activities. Specific expenses are:
  - the cost of travel for the District Commander to attend Command Conventions and Executive Council Meetings;
  - the cost of participation for any and all Teams and Coaches/Chaperones from Nunavut District to participate in events within Nova Scotia Command i.e., Sports, Call to Remembrance, Leadership Training Camp, etc.;
  - the cost of participation for any and all Teams and Coaches/Chaperones from Nunavut District to participate in events that lead to Dominion Command Competition;
  - the cost of Video Tapes being produced and presented to Nova Scotia Command for any applicants being selected to attend the Dominion Command Pilgrimage of Remembrance;
  - The transportation cost of an annual visit by the Provincial President and/or his designate to Nunavut District;
  - the cost of Nova Scotia Command Hearing and Appeals Committee for any and all Hearings and/or Appeals that require this Committee to travel to Nunavut District or the cost of the Members who have to travel to Nova Scotia Command Office for Hearing and/or Appeals;
  - the transportation costs of participation of Members from Nunavut District on Nova Scotia Command Committees.

- v. It is agreed that Nunavut District will ensure that any and all Video Lottery Terminals and Lottery Pools are licensed and controlled in accordance with the laws and regulations of Nunavut Territory.
- vi. It is agreed that Nunavut District will elect/appoint a Service Officer to look after the veterans, ex-service personnel and their dependants in accordance with The Ritual and Insignia Manual of The Royal Canadian Legion.
- vii. It is agreed that Nunavut District will provide Coaches/Chaperones as appropriate including their expenses for the participation of the Youth from Nunavut District in Track & Field and Leadership Training Camp, etc.

## **Signatories**

(a) Dominion Command

\_\_\_\_\_  
William (Bill) Barclay  
Dominion President

\_\_\_\_\_  
December 7, 01

(b) Nova Scotia Command (Nova Scotia/Nunavut Command)

\_\_\_\_\_  
Fred Mombourquette  
President, Nova Scotia Command

\_\_\_\_\_  
December 7, 01

(c) Frobisher Bay Branch #4 (Iqaluit Branch #168)

\_\_\_\_\_  
Paul Wieczorek  
President, Frobisher Bay Branch

\_\_\_\_\_  
December 7, 01

(d) Keewatin Branch #5 (Rankin Inlet Branch #169)

\_\_\_\_\_  
Jean Brissette  
President, Keewatin Branch

\_\_\_\_\_  
December 7, 01

## **Witness**

(a) NUNAVUT DISTRICT

\_\_\_\_\_  
John Graham  
FIRST DISTRICT COMMANDER  
NUNAVUT DISTRICT

\_\_\_\_\_  
December 7, 01

**SIGNATURES ARE ON ORIGINAL DOCUMENT**



## **17. Districts and Zones**

- a)** The General By-laws define 'District' and 'Zone' and each are formed for administrative purposes within a provincial command. Provincial Commands are solely responsible for the administration of Districts and Zones within their jurisdiction and the Districts and Zones are to perform such duties and functions as the provincial command may deem necessary. The Provincial Command is authorized to enact by-laws for determining the rights of attendance and voting privileges at District and Zone Meetings and other matters of procedure.
- b)** Proxy voting at District or Zone Meetings is not permitted.
- c)** The Command may authorize a District or Zone to raise funds for carrying out its duties, powers and functions by such methods as authorized by by-law (i.e., per capita tax assessment, etc.), but subject to any restrictions or limitations contained therein.
- d)** Any real or personal property or funds possessed by a District or Zone are the property of the Provincial Command and shall be possessed, held or used by the District or Zone as an administrative agent of the Command.
- e)** The District and Zone are not legal entities of the Legion and no charter is issued to them. They may not make decisions as to Legion policy or administration, inconsistent with the policies in effect or contrary to the Provincial and Dominion By-Laws.
- f)** The By-Laws of Command do not provide the authority for, and a District or Zone do not have the authority, to legislate that Dominion Command/ Command Officers and/or Dominion Command/ Command Standing Committee Chairmen residing within a Zone or District, be made voting members of a District or Zone Executive Council.
- g)** The by-laws do not provide for Districts and Zones to make resolutions and branches are obligated to submit a resolution to the District Commander for scrutiny. If a branch resolution is not approved by the District Commander the onus is on the Branch to submit the resolution to Command if the branch still wishes the resolution to go forward.
- h)** The District Commander may attend Provincial Conventions as a delegate of Command or a delegate of his/her own branch.
- i)** The Minutes of all District and Zone meetings shall be forwarded to Command within 30 days of said meetings.

## **18. District Commanders – Terms of Reference**

- a)** The District is subject to the jurisdiction of the Command.
- b)** A District Commander is elected by representatives of the branches of the District in which they are a member, at a duly called District meeting held prior to a Provincial Convention. The term of office shall be from the conclusion of the provincial convention immediately subsequent to his/her election to the conclusion of the next Provincial Convention.

- c)** To be elected as a District Commander, a member in good standing of a branch must have served as a District or Zone Commander, or a Deputy District or Deputy Zone Commander or a Branch President for at least one full term.
- d)** The District Commander is to notify the Provincial Command Office of the names, addresses, telephone numbers, etc., of the incoming District and Deputy District Commander(s) following the District elections. They are to meet with the newly-elected Zone Commanders following convention to outline their duties and responsibilities.
- e)** To attend a Dominion Convention a District Commander must be a voting delegate of his or her own Branch.
- f)** The District may elect or appoint a Deputy District Commander for the purpose of assisting the District Commander.
- g)** The District Commander to receive \$650 stipend yearly to be paid in two equal installments in June and December.
- h)** Districts should be authorized to collect a reasonable amount of funds from the Branches within the District for the cost of operating the District upon approval of Command.
- i)** The District Board shall be responsible for any expenses incurred for the operation of the District.
- j)** The District Commander shall submit a District Report to the Command Executive Director one month prior to the Command Council Meeting.
- k)** The District Commander will co-ordinate in conjunction with the Zone Commander, seminars at Zone level.
- l)** The District Commander will encourage the attendance of members of the Ladies Auxiliary at District and Zone Seminars.
- m)** The District Commander will make certain Branches participate in Command programs and projects.
- n)** The District Commander will ensure Branches adhere to the General By-Laws of the Legion and that of the Command as well as the Branches' By-Laws.
- o)** The District Commander will foster good working relationships and open communications between the Branches and the Ladies Auxiliaries.
- p)** The District Commander will impress upon Branches, the necessity of good public relations within the community.
- q)** The District Commander will oversee the organization and planning of District meetings.
- r)** The District Commander will make certain Zone Commanders are aware of their duties and responsibilities.

- s)** The District Commander will render assistance to Zone Commanders as the need arises.
- t)** The District Commander will make certain Zone Commanders instruct Branches to submit information as directed, i.e.:
  - i)** Attendance at Seminars
  - ii)** Completed Poppy Trust Fund Report Form
  - iii)** Information to Schools on the Literary Composition, Poster Contests and Bursary Programs
  - iv)** Track and Field Competition
  - v)** Membership information
  - vi)** Branch Programs and Community involvement
  - vii)** Monthly Branch Financial Reports
  - viii)** Leadership Training Camp
  - ix)** Cadet Medal of Excellence
- u)** The District Commander will ensure copies of the minutes of District meetings and District Executive Council meetings are submitted to Command for information purposes.
- v)** The District Commander shall exercise general supervision of the Branches within the District.
- w)** The District Commander shall attend a Zone meeting in each Zone within the District at least once a year.
- x)** The District Commander shall also carry out any other duties that may be assigned to him by the Command President.
- y)** The District Executive Council shall meet at the call of the District Commander.
- z)** District Commanders are to ensure that branches within their District adhere to Command By-Laws and Policy regarding submittal of branch financial statements.
- aa)** Once branch financial statements are received by the Command office, they will be scanned and distributed to the District Commander (electronic or hard copy) for the District Commander's review and comments, who in turn will report all findings to Command.

## **19. Zone Commanders – Terms of Reference**

- a)** The Command shall be organized into such zones as the Command Convention may determine from time to time.

- b)** The Zone is subject to the jurisdiction of the Command and shall be comprised of all branches within its territorial limits as set forth by the Command Convention.
- c)** A Zone Commander shall be elected for a two-year term by the Zone at a meeting or rally held in the year in which the Command convention is held.
- d)** Zone Commander elections shall be completed not later than March 31<sup>st</sup> in the year in which they are due. Zone Commanders, if letting their name be placed for re-election, shall appoint or invite a chairman to conduct the election. The Zone Commander shall not have a vote at that meeting unless he/she is one of the two eligible branch delegates. Not more than two delegates from each branch in the Zone may cast a ballot. This does not prevent as many members as they may wish from attending.
- e)** In the year of the election, incoming Zone Commanders will be installed at the District meeting.
- f)** Zone Commanders will be required to submit their reports on activities including all problems and irregularities in their zone at once to the District Commander.
- g)** Zone Commanders shall be required to visit each branch in the zone at least twice a year. However, the Zone Commander is entitled to visit a Branch without a specific invitation. The annual visits should be at General Meetings or an Executive Meeting to observe how the meetings are conducted and to ensure proper ritual and procedure are being carried out.
- h)** Where a Zone Commander vacancy occurs through removal, death, or resignation, the replacement will be made in accordance with Command By-Laws.
- i)** A zone may elect or appoint sufficient Zone Council members as may be deemed necessary for the efficient operation of the zone. Any expenses incurred by said elections or appointments will be the responsibility of the applicable Zone.
- j)** Zone meetings/rallies are to be held a minimum of twice per year, preferably prior to the Command Council meetings.
- k)** To receive \$650 stipend yearly to be paid in two equal installments in June and December.
- l)** Zone Commanders are to submit minutes of Zone meetings to the District Commander for information purposes.
- m)** To be elected as Zone Commander, a member in good standing of a Branch must have served on the District/Zone or Branch Executive or as District/Zone Commander or Deputy District/Zone Commander for one full term.
- n)** Zones should be authorized to collect a reasonable amount of funds from the Branches within the Zone for the cost of operating the zones/districts upon approval of Command.
- o)** In the event of a dispute between branches relating to Branch territory, the Zone Commander will investigate. If, after meeting with the branches concerned, he/she

is unable to resolve the dispute, they will then pass it along to the District Commander for a decision.

- p)** Zone Commanders will ensure that all complaints/grievances are handled in accordance with Article III of the General By-Laws.
- q)** The Zone Commander shall have a very close liaison with the Branches in his/her Zone and shall assist the branches in any way required.
- r)** The Zone Commander shall promote the need to adhere to by-laws, policies, and other directions that may exist. If co-operation problems or other difficulties arise the Zone Commander will report the situation to the District Commander for appropriate action.
- s)** They shall promote special projects that will enhance the image of The Royal Canadian Legion.
- t)** They shall promote annual seminars and workshops on all facets of the Legion, i.e. membership, leadership, service work, etc.
- u)** They shall promote harmony and understanding between branches.
- v)** The Zone Commander shall ensure that all sanctioned Command sports that lead to Provincial & Dominion Playoffs conducted in their zone are carried out as per Command sports regulations. It will be their duty to ensure the District Commander and Command are advised of the zone winners.
- w)** The Zone Commander shall sign all major award applications such as the MSM, Palm Leaf, Life, etc., if they approve of the awarding, before being sent to the Command Honours and Awards Committee for review. A copy shall be sent to the District Commander for information.
- x)** The Zone Commander will follow up on reports and returns required by Command, ensuring that branches complete the reports and forward these reports to Command on time.
- y)** They shall be prepared to attend District meetings/rallies and where applicable, Command Conventions.
- z)** They shall carry out duties as assigned by the District Commander and the Command President.
- aa)** The Zone Commander is responsible for organizing Zone Board Meetings and/or rallies. He/she should contact the host branch early and arrange a satisfactory date for the majority of the branches.
- bb)** Zone Commanders, from time to time, should make a survey of their zone. The purpose of this survey is to promote organization and work of the Legion as a whole, ensuring the purposes and objects of the Legion are being carried out and offering support to branch endeavours where possible.
- cc)** Should they discover problems of areas of concern, they should attempt to rectify the situation giving consideration to the following options:

- i)** The recommendation of amalgamation of inactive branches into one active and viable Branch.
- ii)** A recommendation for organizing and chartering of new branches in areas where this is feasible and practical.
- iii)** Offering assistance in the organizing of branch membership campaigns, etc.
- iv)** Organizing and conducting meetings of branches with the areas of concern and be prepared to suggest solutions.
- dd)** Zone Commanders should be the liaison between branches and the District Commander/Command. This does not preclude branches from liaison directly with the Command office on routine or necessary matters.
- ee)** To secure a proper picture of each branch, the Zone Commander should during a visit to each branch, also do a general survey of their operation including such things as:
  - i)** Are the meetings well run?
  - ii)** Do they use the Ritual?
  - iii)** Does the secretary bring all correspondence to the meeting?
  - iv)** Do the members transact the business of the meeting in a spirit of Comradeship?
- ff)** Do they keep any books? Are all financial transactions reported to the meeting by the treasurer?
- gg)** Does the secretary answer correspondence promptly?
- hh)** Have they an active Membership Committee?
- ii)** Is the talent in the branch being used by having members active on committees such as Poppy, Membership, etc.?
- jj)** The answers to these questions will determine the status of the branch and it is up to the Zone Commander to show the way they should go. After a visit by the Zone Commander, he/she should send a report regarding the branch to the District Commander and the respective Branch.
- kk)** At times, it is advantageous to arrange group meetings. Request a central branch to act as the host to one or two neighbouring branches. This saves time, but of more importance, it tends to create a spirit of comradeship between branches. Where there is an active Ladies Auxiliary, there is invariably an active branch. Suggest the formation of a Ladies Auxiliary if none exists.
- ll)** Further to these Terms of Reference, Zone Commanders responsibilities are outlined in the Command By-Laws.
- mm)** Any other related duties as assigned by the District Commander and Command.

- nn)** Zone Commanders are to ensure that branches within their Zone adhere to Command By-Laws and Policy regarding submittal of branch financial statements.
- oo)** Once branch financial statements are received by the Command office, they will be scanned and distributed to the Zone Commander (electronic or hard copy) for the Zone Commander's review and comments, who in turn will report all findings directly to Command if the Zone is not within a District.
- pp)** A Zone Commander within a District shall report any findings or irregularities relating to branch financial statements immediately to the District Commander, who in turn will report all findings to Command.
- qq)** Zone Commanders Report Form – please refer to Section VIII – Forms.

## **20. Guidelines for Command Mentorship Committee**

### **a) Purpose**

The purpose for establishing a Command Mentorship Committee is to assist a Branch which is in need of assistance. They can be for a number of reasons, such as, financial difficulties, poor management, resignation of all members of the Executive, etc.

### **b) Who Can Establish a Mentorship Committee and When**

- i)** Command President, after enquiry and for just cause can establish a Mentorship Committee.
- ii)** Where applicable, the Command President will have consulted with the Zone and/or District Officers before making the decision to establish a Mentorship Committee.

### **c) Composition of the Mentorship Committee**

Any member can be on the Mentorship Committee. There could be Command Officers, District and/or Zone Officers, Members of any Branches, even Members of the Branch that is being put under a Mentorship Committee.

### **d) Procedures for the Installation of a Mentorship Committee**

It is advisable to have a Command Officer deliver the notice to the Branch Executive and the Officer should be accompanied by the Members of the Mentorship Committee. At that meeting, they should take possession of all books and records.

### **e) Duties of the Members of the Mentorship Committee**

- i)** The duties of the Members of the Mentorship Committee will be set by Command President and may vary in accordance of the situations. They may include one or more of the following:
- ii)** To run all the operations of the Branch as if they were the elected Officers of the Branch;

- iii)** To run partial operations of the Branch as per the instructions of Command President and in conjunction with the Officers of the Branch if applicable;
- iv)** Change all locks on the Branch premises as deemed necessary;
- v)** To secure the services of an authorized auditor to carry out a detailed audit of all accounts of the Branch;
- vi)** Hiring and firing of Staff in accordance with the Nova Scotia Employment Standards Act;
- vii)** Arrange for meetings of the Branch to inform the Members on the current status of the Branch;
- viii)** Liaise with Local Authorities as deemed necessary;
- ix)** To ensure sound accounting of all Branch Accounts; and
- x)** To keep Command President apprised of their work.

## **21. Responsibilities of the Mentorship Committee**

- a)** The Board will regularly update the Members of the Branch on the problems determined and the progress made. The Installation of a Mentorship Committee can be a very divisive process and the more solid information provided to the Members on a regular basis, the less chance exists for misinformation and rumours to be circulated.
- b)** The Board will regularly update the Command President, by sending a monthly written report to him at the Command Office. The report should include the current status of all actions taken and the results achieved, problem areas, and any proposed future actions as well as a copy of the monthly financial report.
- c)** The Mentorship Committee is responsible to secure the assets of the Branch and to ensure that any actions taken comply with Provincial and Federal Laws.
- d)** The Board must apply due diligence in the exercise of its responsibilities.
- e)** The Board may not dispose of Branch property without the written approval of Command and the General Membership of the Branch.
- f)** The Board may not lease property or borrow funds, unless it has fully complied with the General By-Laws and Command regulations.
- g)** The Board shall act in compliance with the General By-Laws and Command By-Laws.
- h)** The Board shall act in compliance with the Branch By-Laws unless otherwise authorized by Command Guidelines.
- i)** Prior to relinquishing its duties, the Mentorship Committee must ensure that adequate control systems are in place. These systems must provide for an audit trail and proper authorization of all expenditures and exchanges of money. These



controls apply, but are not restricted to Bar Operations, Break Open Tickets, Bingo's, Raffles, Branch Functions and Events, Membership dues and miscellaneous purchases of supplies, material and equipment and services. The Board must also ensure that adequate bonding, insurance and security is in place to protect Branch property.

## **22. How Long Should A Mentorship Committee Be In Position**

Command President is responsible to decide when a Mentorship Committee can terminate its work. He shall also decide if the old Executive Members should resume their duties or new elections are to be held. The duration of the Board can vary from weeks to months/years depending on the seriousness of the situation which brought the establishment of the Mentorship Committee.

# **SECTION III – STAFF**

**A separate manual/handbook for employees is held at the Command Office.**

## **SECTION IV – MISCELLANEOUS**

## **1. Command News Correspondent**

The Command News Correspondent to Legion Magazine is appointed by the President.

### **a) Duties of the Correspondent:**

- i) Maintain a record of all submissions received.
- ii) Acknowledge by letter or email, receipt of submissions received.
- iii) On a timely basis, send by mail or email (Uploader) all qualifying submissions to the editorial staff at Legion Magazine.
- iv) News or photographs that **DO NOT** qualify are to be returned to the sender with the reason for the return.
- v) Prepare written reports for Executive Council meetings.
- vi) Prepare a written report for Provincial Convention.
- vii) Keep branches informed of any changes to the guidelines for submission requirements from the Legion Magazine.
- viii) Be prepared to attend and participate in News Correspondents meetings in Ottawa. Meetings are funded by Legion magazine on a receipt basis.
- ix) Keep on hand a supply of Guidelines books for PRO's
- x) Be prepared to speak at information seminars on Legion Magazine.
- xi) Assist and guide branches on the appropriate way to take photos and send submissions to the Legion Magazine.
- xii) Have a working knowledge of the Guidelines Booklet.

## **2. Command Waste Management Policy**

### **a) Stations:**

- i) Lunchroom
- ii) Main paper deposit (except "to be shredded")
- iii) Bluebag recyclables deposit
- iv) Organics deposit
- v) General Garbage deposit

### **b) Warehouse**

- i) Refundable deposit
- ii) Corrugated Cardboard deposit

**c) Each Workstation**

- i) Paper collected (except “to be shredded”) for deposit in lunchroom Main paper deposit

**d) Paper to be Shredded**

- i) Bagged and placed in warehouse as designated.
- ii) Corrugated Cardboard deposit.
- iii) Paper (not including paper for shredding) and Corrugated Cardboard to be taken to Byers Lake Facility.
- iv) Blue Bag recyclables to be taken to Byers Lake Facility.
- v) Refundable to be taken to Enviro Depot Burnside.
- vi) General garbage to be taken to Otter Lake.
- vii) Organics to be taken by Valerie Mitchell-Veinotte for composting.

# **SECTION V – FINANCES**

## **1. Inventory Control**

The Trustees, along with the Command President, will be responsible to carry out a yearly physical inventory of Command property and to ensure that stock inventory is to be taken by proper catalogue numbers.

## **2. Shipping, Handling & Branch Credits**

- a) That a nominal fee for shipping/handling be applied to supply orders being sent to the branches through the postal system, effective January 1/95. The fee will correspond to postal increases as necessary.
- b) That effective January 1/95 Branch overpayments will be kept as a credit to be applied to future orders, unless a branch requests otherwise.

## **3. Funeral Policy**

- a) Upon the death of a Command President (serving or past) the Sub-Executive Committee would be authorized reimbursement if they wish to attend the funeral.
- b) Upon the death of any other Officer of Command (Honourary/Grand President or Chaplain) only the President or his delegate would be reimbursed.

## **4. Travel – Command – (Amended FC May 2007/2008)**

- a) Any means of travel, other than personal vehicle, (i.e., Shuttle, Bus) the expenses will be reimbursed to the member. All air travel must be pre-approved and booked by Command.
- b) The Command Executive Director may, with the approval of Executive Council, attend other provincial conventions at the expense of Command.
- c) That the Command Treasurer receives \$75.00 per month to cover travel expenses.
- d) Officers travelling on related Command duties for an unspecified time to submit their expense allowance claims upon return to Command for reimbursement.
- e) That all expense allowances related to the Command President be charged to the Command President's account, including all committee meetings, etc., with the exception of Provincial and Dominion Conventions.
- f) As per Command By-Law 814 A I b) Executive Council has set the hotel rate for 2019-2020 at \$200.00 per day.

## **5. Command Officers Attending Branch Functions**

- a) When the Command President is invited to attend a branch function, all expenses allowances for the President, or if he is unable to attend, his assigned representative, are paid for by Command.
- b) All other Command Officer's expense allowances, when invited to a branch function, i.e., Honours & Awards, meetings, etc., are the responsibility of the Branch and or Zone.

- c) Branches are reminded that when inviting a Command Officer, to ensure that the District/Zone Commander is made aware that the Command Officer will be in attendance.
- d) Command will not pay these costs under any circumstances other than the instance where the Officer is standing in for the President at his request.

## **6. Financial Reports**

- a) Monthly, financial statements, approved by the Finance Committee Chairman, will be sent to each member of the Sub-Executive Council.
- b) YTD financial statement, approved by the Finance Committee Chairman, will be sent to each member of the Executive Council prior to each Executive Council Meeting.
- c) Zone Commanders and Branches will receive the YTD financial statement within the Executive Council Minutes.

## **7. Donations – R.C.E.L. Fund**

Command may donate up to \$1,000.00 to the R.C.E.L. Fund at Conventions.

## **8. Sponsorships – Cadet League of Canada**

That Command sponsor the Cadet League to the amount of \$1,000.00 per year upon request, provincially, to Land, Air and Sea.

**Amendment:** for all three if a deserving program.

## **9. Requests for Command Expenditures**

That any requests which would involve Command finance expenditures should be in writing to the Sub-Executive Committee which would be passed along to the Finance Committee to see if appropriate and for their recommendations.

## **10. Command Budget**

The finance committee shall meet in January of each year to formulate a budget for that year. The Command will limit its expenditures not to exceed revenues and take whatever corrective action as required to achieve a balanced budget. (By-Law 815). .

## **11. Officer's Allowances for Halifax Metro Area**

That members of Command living in the Halifax Metro area be reimbursed expense allowances as those members residing outside the Halifax Metro area.

## **12. Branch Financial Reports**

- a) Branch Treasurers are to present a monthly financial statement at each General Meeting which shall include an opening balance, all revenue, and all expenditures and a closing balance on all accounts.



- b) Branches are required to submit financial statements (either electronic or hard copies) to Command headquarters as per Command By-Law 1010.
- c) Staff will e-mail a copy of the received Branch Financial Forms to the District/Zone Commander for Review.
- d) District/Zone Commander will review reports and submit any Comments back to Command.

### **13. Use of Command Benevolent Funds**

It has been determined that the best method of utilizing the Command Benevolent fund to its fullest capacity will be as follows:

- a) The Guidelines for the Command are as laid down in The Royal Canadian Legion current Poppy Manual.

**Eligibility:** Canadian ex-service personnel that have served in Her Majesty's Regular forces or Class "C" Reserve, Merchant Navy personnel who are eligible for and who have been awarded campaign stars or decorations, dependents of the above, ex-service personnel of Commonwealth countries who are resident in Canada and ex-service personnel of allied countries who are resident in Canada.

**Criteria:** The funds may only be used for emergency assistance, which is defined as shelter, food, fuel, clothing, prescription medicine and necessary transportation. Assistance will be provided on a one-time basis.

- b) Command will accept applications after all other local agencies have been approached and the applicant must provide proof of acceptance/rejection from the local agency.
- c) All applications must be reviewed and recommendations provided by the local Veterans Affairs Canada counsellor and the Legion Branch Service Officer.
- d) Applicants must be made on the Command Benevolent Fund Form.

### **14. Finance (New) FC May 2008 – Collateral for a Branch**

If Command supplies collateral for a Branch use, one of the signing Officers shall be an Officer of Command.

### **15. Requirements for approval of Branch requests for Loans or Mortgages**

**Reference: Article 1, Section 120 d – General By-Laws**

Command requires the following information when considering requests from branches applying for a loan or mortgage from a financial institution:

- a) Motion at General or Special General Meeting, including date of meeting, mover and seconder of Motion and Motion results.
- b) Amount of funds to be applied for and the purpose of the loan or mortgage.

- c)** Name of financial institution granting the loan or mortgage.
- d)** Expected payments and duration of loan or mortgage.
- e)** Any existing branch loans or mortgages, amount of payments and name of financial institution.
- f)** Financial statements on all Branch accounts for the previous twelve months, if not already submitted to Command.
- g)** Any other information that may assist Command in making a decision.
- h)** Request for approval to be signed by Branch President.
- i)** Request for approval to be signed by Zone Commander or a letter from Zone Commander with their comments. (Copy to District Commander)
- j)** It must be emphasized that Command will not be liable in any way by granting approval of a Branch request for a loan or mortgage from a financial institution.

# **SECTION VI – PUBLIC RELATIONS**

## **Speaking to the Media**

Please refer to the Command By-Laws, Article V – Officers, Para 516 which states:

“All official information for publication to the press or otherwise shall be issued by the President or by the Public Relations Chairperson/Command Executive Director upon authorization of the President.”

This by-law shall be interpreted as, but not limited to, meaning all items which deal with the policies or By-Laws of Command or of The Royal Canadian Legion in general.

Public Relations Manual: For all matters dealing with internal Branch public relations, the Branch or Zone/District PRO is requested to refer to: The Royal Canadian Legion PUBLIC RELATIONS MANUAL AND SPEAKERS GUIDE – Catalogue No. 900989 Dominion Command.

# **SECTION VII – RESPONSIBILITIES FOR HOSTING CONVENTIONS (Amended July 2009)**

## Host Branch Responsibilities

The following are steps and responsibilities to be taken by The Royal Canadian Legion Branch hosting a Provincial Biennial Convention.

1. A Branch who wishes to apply to host a future Command Convention, must submit an application 30 days prior to the current Convention, so that the branch application may be checked. In order for the application to host to be considered it must be approved at a branch general meeting with the date of the meeting listed and the signatures of the branch President and Secretary included.
2. The Branch must show that it is capable of complying with all the necessary components and requirements of a host branch which are clearly stated in this Policy Book – Section XIX.
3. The facilities of each Branch making application to host must be inspected by the Command Convention Committee which shall include the President, Command Executive Director, 1<sup>st</sup> Vice President and Command Chairperson, and any other Officers as deemed necessary by the Command President, prior to the current convention to ensure that facilities such as hotel, motel accommodations, Opening Ceremony and Business Session venues are adequate to handle those attending.

**NOTE:** Normal attendance at Conventions is 250 - 300 Delegates, Command Staff, LAC Members, Guests, Observers, etc. (See Convention Layout for seating requirements for Business Sessions and Opening Ceremonies).

### 4. Local Arrangements Committee (L.A.C.)

Immediately, or as soon as possible, thereafter, following approval of the Convention Site, the Host Branch is to form a Local Arrangements Committee. A copy of the structure of this Committee is attached for guidance – please read this section carefully. When the LAC has been formed, the Command Executive Director must be notified immediately with the names of the LAC Chair, Co-Chair, Treasurer and Secretary. The names of the other committee chairs may be forwarded as they are named.

### 5. Revenues to the Host Branch:

- a) All monies received from advertising in the souvenir Convention Booklet;
- b) Nova Scotia/ Nunavut Command will cover the cost of the flowers presented to the wives of V.I.P's such as the Lt. Governor's Wife (if applicable), Branch President's wife (if applicable), Dominion Representative's wife (if applicable), Command President's wife (if applicable), etc., during the Opening Ceremonies. Command will cover the cost of Fruit Baskets to be placed in the Command Guest hotel rooms. The LAC will be responsible to ensure that these items are purchased and delivered and will be re-imbursed upon the issuance to Command of the appropriate receipts. (A list of recipients for the above will be provided by the Command Executive Director)
- c) All monies received from the registration of convention delegates and observers will be retained by the host Branch. If the host Branch feels that the registration fee charged at the previous convention is outdated and not in keeping with today's costs, then it has the right to send a letter to Command requesting that the fee be

revised. The revised registration fee must then be approved by Command Executive Council. This matter is usually discussed at the Executive Council's first meeting in September prior to the convention. If a raise in the registration fee is approved, all Branches will be notified of the cost of the registration when the "Convention Call" is mailed out.

- d) The host Branch will be reimbursed, upon the issuance of appropriate receipts, for expenses incurred during the Command reception. These expenses will include, but not limited to, the following:
- 6. Hot and cold finger foods for a guest list of approximately 100 – 120 persons.
  - 7. An "open bar" for the duration of the reception (approximately 1 ½ hours)
    - a) The host Branch will be requested to supply catering for the reception, appropriately attired servers and a Sgt-at-Arms as a door person as this function is by Command invitation only.
    - b) The host Branch will be requested, at an agreed upon cost per plate, to cater a hot luncheon for the Executive Council on the day following the end of convention. The luncheon will immediately follow the post-convention Executive Council meeting. The Branch will be reimbursed, upon the issuance of an appropriate invoice, for expenses incurred for the luncheon.

## **8. Gifts**

It is a tradition of Command to make some sort of gift available to invited guests from outside of our own Command. The cost and supply of these gifts are covered by Command.

## **9. Clarification**

The Local Arrangements Committee will no doubt run into many questions which may require some clarification. The Command Convention Committee will be available to answer any and all questions. When questions arise between visits of this Committee the LAC may contact Command Headquarters at any time for clarification. Contact the Command Executive Director by mail at Command, 61 Gloria McCluskey Avenue, Dartmouth, N.S. B3B 2Z3, email – info@ns.legion.ca or phone (902) 429-4090.

## **10. Seating**

The Command Executive Director will provide the Local Arrangements Committee a stage seating plan for the Opening Ceremonies, Business Sessions and a list of Invited Guests to the Convention. This is normally done in April of the Convention year.

## **11. Installation of Officers**

The Command Executive Director will provide a list of names of elected officers in order of installation to the convention Sgt-at-Arms whose duty it will be to present the members of the new Executive Council of Command for installation into their respective office by the Dominion Command representative.

## **12. Command attendance at LAC Meetings**

The Command Convention Committee (see item #3) will attend a select amount of LAC meetings leading up to convention and will be available to answer any and all questions concerning the details of the convention during those meetings. The Convention Committee will be available as a resource to the LAC and should be used when any doubt arises as to the proper procedures or protocol to be followed. The LAC may invite the Command Convention Committee, or a representative of the Committee, to any LAC meeting by contacting the Command President.

### **13. Convention Walk-through**

On the Saturday afternoon of convention, immediately following the Executive Council meeting, the Command Convention Committee will schedule a rehearsal/walk-through of the convention program including the parade, wreath laying ceremony, opening ceremonies, and business sessions. The LAC chair, co-chair, and all applicable chairpersons will be expected to attend. A sound check of the audio systems and seating layouts for the opening ceremonies, business sessions and Cenotaph ceremonies will be apriority at this time.

### **14. Court Reporter**

Command will pay for the services of a qualified court reporter to record and transcribe the proceedings of the Business Sessions of the convention. It will be the LAC's responsibility to locate and retain the services of a local court reporter after the service fees have been approved by Command. The business session chair will be responsible to make provisions for the court reporter to access the sound system.

### **15. Newly Elected Command Officers**

Any newly elected Command Officers at Convention be allowed to address the delegates if they so wish.



## **Local Arrangements Committee**

The Local Arrangements Committee (LAC) will be responsible for the following:

### **1. Local Arrangements Committee Chairperson**

- a)** Will oversee, and be responsible to Command, for the actions of all LAC committees.
- b)** To hold meetings of all committee Chairpersons, when necessary
- c)** To see that all committees are doing the tasks assigned
- d)** To ensure that someone is detailed to obtain Medical Services (St. John's Ambulance) and ensure these services are available at all functions, i.e. Parade, Opening Ceremonies and Business Sessions.
- e)** To be responsible to Command for prior approval to reproduce the Legion (Command) Crest on any Convention items.
- f)** To ensure that the Host Branch is prepared to set up separate float of \$1,000.00 to handle expenses of committees, prior to receiving revenue. (See Host Branch responsibilities item #5, 1-5)
- g)** To present a twice daily verbal report to the convention as to the various aspects of the convention, i.e. Branch entertainment, lost and found, prize draws, etc.
- h)** To ensure that a final written Convention Report is sent to Command and to the next Hosting Branch.

### **2. Local Arrangements Co-Chairperson**

- a)** An LAC Co-Chairperson is recommended to assist the Chairperson and in the event that the LAC Chairperson is not able to carry out his/her duties. The LAC Co-Chairperson is to be kept up to date on all matters at this time.

### **3. Treasurer**

- a)** To attend all meetings and to receive and deposit all monies in a special account as directed by the LAC Chairperson.
- b)** To prepare a budget for the various LAC committees.
- c)** To pay all LAC Convention bills as submitted and approved by the LAC
- d)** To prepare a final financial report for the LAC and the Host Branch and submit two copies to Command as well as send one copy to the Branch hosting the next Command Biennial Convention.

### **4. Secretary**

- a)** To attend all meetings of the LAC and any special meetings that may be held and to take minutes of all meetings.

- b)** To respond to all correspondence directed to the LAC as directed by the LAC Chairperson
- c)** To ensure that copies of all minutes of the LAC are forwarded to Command Office within 14 days.

## **5. Billeting Chairperson**

- a)** To visit all types of local accommodation and make sure that they are adequate to Command's satisfaction.
- b)** To set up accommodation for at least 300 to 350 persons.
- c)** To try, if possible, to ensure special convention rates.
- d)** To set up accommodations as close as possible to the convention hall.
- e)** To keep proper records of this operation.
- f)** To provide the Command Executive Director with lists of hotels, motels, prices and distance from convention hall by November 30 of the year preceding the Convention year.
- g)** It is no longer the billeting chairperson's responsibility to billet the delegates. All delegates are responsible to book their own accommodations based on the list of hotels, motels and rates supplied by the billeting chair.

## **6. Chairperson – Responsible for Convention Kits, Printing and Program Booklet**

- a)** To select a Printer for Publication
- b)** To agree on prices for the Souvenir Booklet advertisements.
- c)** To solicit advertisements for the Booklet from Legion Branches, local businesses, local politicians, etc.
- d)** To determine the size of booklet and number of pages based on the number of advertisements obtained.
- e)** To contact Command, the Lt. Governor's office, the Premier's Office, Mayor's Office, etc., to obtain photos and good will messages which must be included in the booklet.
- f)** To assist in preparation of advertisements for the printer.
- g)** To ensure that the Booklet is printed and ready to be placed in the kits by April 30.
- h)** To prepare tickets for social activities
- i)** To arrange for donations of gifts to be included in kits
- j)** Briefcases (Kits) are provided by Command

- k)** Items (give a ways) which are to be placed in Kits are the responsibility of LAC and the committee is responsible to fill the kits with donations, program booklets, notices of special events, etc.
- l)** The convention Reports and Resolutions Book is produced by Command and will be distributed separately during registration.
- m)** To ensure sufficient numbers of Kits are on hand for all convention delegates, guest and observers.

## **7. Public Relations**

- a)** To arrange for convention hall/Opening Ceremony hall decorations.
- b)** To arrange for local media coverage – especially the parade and wreath laying.
- c)** To assist the Souvenir Booklet chair in preparation of the Booklet
- d)** Ensure that the Cenotaph is properly prepared for the wreath laying ceremony.

## **8. Transportation**

- a)** To be responsible for supplying courtesy vans and drivers for VIP's (convention guests and Command reps) when required – i.e., pick up Dominion representative at the airport – vehicle to be accompanied by an Executive Member of Command.
- b)** Transportation of VIP's to and from motels, to Convention hall, parade and entertainment events as required.
- c)** Arrange for buses/vans for transport of Delegates to and from motels to Branch entertainment events. (This service would be in the Branch's own interests)
- d)** Arrange for appropriate transport of disabled veterans / delegates to and from the Cenotaph for the parade and wreath laying ceremony.
- e)** Transportation of Command President, Command Executive Director and Executive Council members to and from Convention hall and Branch entertainment events as required
- f)** All drivers should be in direct contact with a central dispatch point – i.e., the Branch.

## **9. Parade Chairperson**

- a)** To arrange for permission/permits for the parade from the appropriate city or town offices.
- b)** To arrange for the parade route. The parade route should be as level and as short as possible keeping in mind the increasing age of our Veterans and membership.
- c)** Arrange for a Police escort for the Lt. Governor to the Parade site (if required)
- d)** Arrange for a Police escort on the Parade route
- e)** Arrange for Marching Band

- f) In conjunction with Command to arrange for Command Colours to be carried in the parade.
- g) To arrange for an appropriate sound system at the Cenotaph. (A sound check will be required during the Saturday afternoon walk-thru – see Host Branch responsibilities item #11)
- h) To arrange for laying of Wreaths at Cenotaph. A list of those laying wreaths should be submitted to the Command Executive Director.
- i) To arrange for a colour party for the parade and the opening and closing ceremonies and to ensure that they are properly attired in Legion Dress as per the Ritual and Insignia manual, and properly instructed under supervision of the convention Sgt-at-Arms in conjunction with the Command Chairperson.

## **10. Entertainment Chairperson**

- a) To arrange for suitable entertainment at the host Branch, or Branches within the immediate vicinity, for Delegates, Guests and Observers.
- b) To arrange for suitable entertainment/day trips for spouses of Guests, VIP's, Delegate and Observers, etc., during Business Sessions.
- c) To arrange for a "Meet and Greet" on the Friday evening prior to convention for the LAC committees and the Command Executive Council.

## **11. Ladies Auxiliary (if available)**

To assist the host Branch in any and all ways that may be requested to ensure the smooth progress of the convention.

## **12. Registration Chairperson**

- a) The procedure to be followed is listed below:
  - i. One table for registration of Delegates and Guests (clearly marked)
  - ii. One table for registration of Observers (clearly marked)
  - iii. Cashiers, cash box or register at each table – one for accepting registration fees for Delegates and one for Observers
  - iv. Typists and typewriters (Large Type) to be at each table. Command will see that Guests are registered and given Kits and Name Tags prior to Regular Registration.
- b) Tables to be set up cafeteria style (i.e.) single file. Tables to be manned in the following order:

### **i. Delegate Table**

- (1) Cashier to be placed short distance from registration table who will give tape or receipt for registration fee

- (2) Typist – indented and set back from table
- (3) Command Staff to hand out Name Tags, Convention Reports, Ballot Books and Convention Kits.

## **ii. Observer Table**

- (1) Cashier to be placed short distance from registration table who will give tape or receipt for registration fee
- (2) Typist – indented and set back from table
- (3) Person to hand out Observer Kits (if available) including Entertainment schedule, etc.

### **NOTE: REGISTRATION FEES WILL BE ACCEPTED IN CASH ONLY TO EXPEDITE REGISTRATION PROCEDURES.**

- c) Table for registration of Delegates and guests to be handled by Command with assistance of the Branch. Ballot Books, Kits and Convention Reports to be issued to Delegates and Guest from this table.
  - i. To type name on Name Tags of Guests, Delegates and Observers (Tags supplied by Command)

## **13. Opening Ceremonies Chairperson**

- a) To arrange for an appropriate venue (with a raised stage) capable of sitting approximately 300 – 400 people.
- b) To arrange for proper lighting
- c) To arrange for a colour party for the opening and closing ceremonies and to ensure that they are properly attired in Legion Dress as per the Ritual & Insignia manual, and properly instructed under supervision of the convention Sgt-at-Arms in conjunction with the Command Chairperson.
- d) To arrange for extra props as required, i.e. stage setting, stage background, podium(s), mikes, a picture of the Queen, etc.
- e) To arrange for an appropriate sound system. (See Host Branch responsibilities item #11)
- f) To arrange for appropriate music prior to the commencement of the opening ceremony program.
- g) To make arrangements for the playing of the Vice Regal Salute (if necessary), a Bugler for Last Post and Reveille and a Piper for the Lament and parading of VIP's on to Stage from holding room.
- h) Command will provide the opening ceremony program and the Branch will be kept informed of the details and hand out the programs before the Opening Ceremony commences.

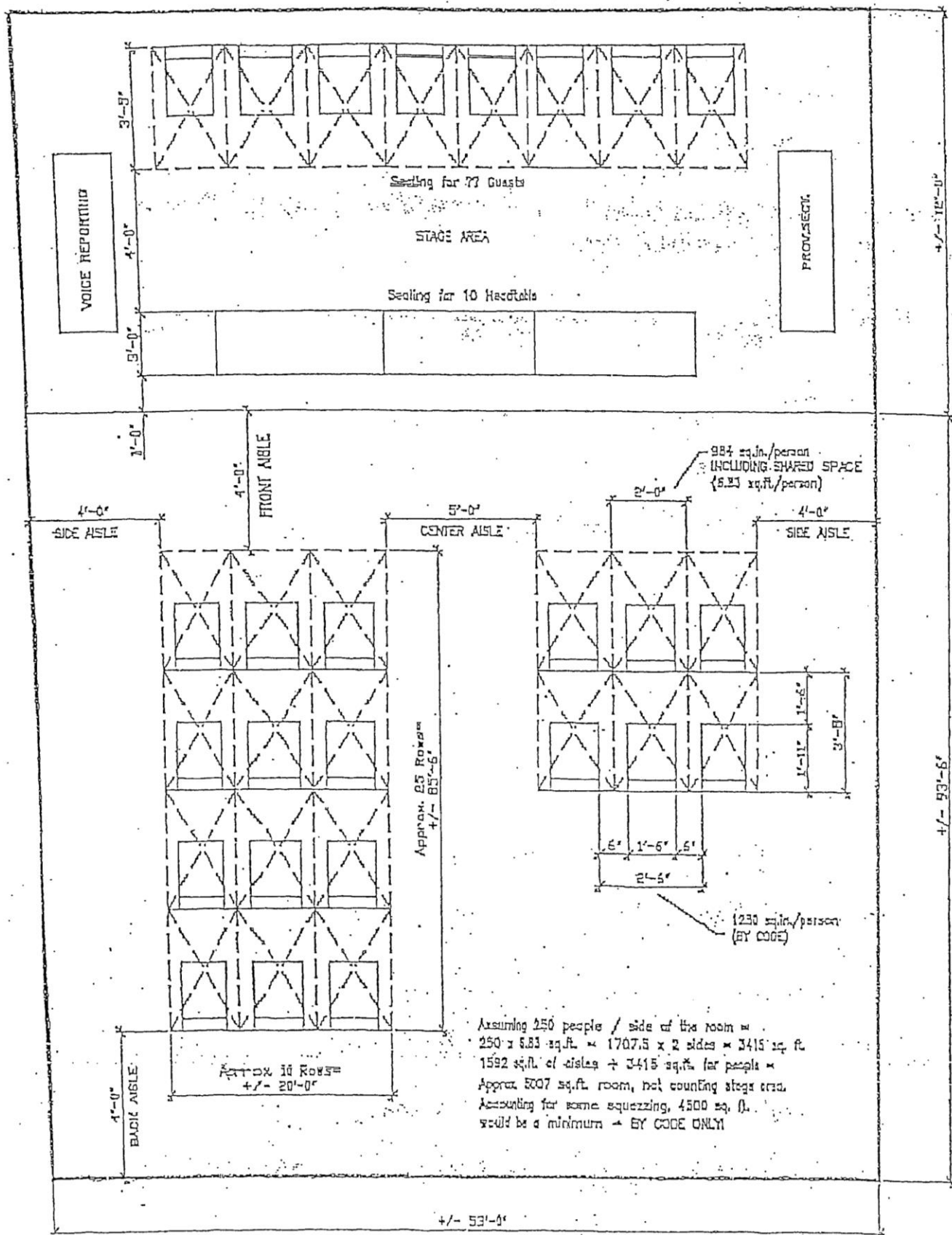
- i) Command will make arrangements for a rehearsal / walk-thru on the Saturday afternoon prior to the Ceremonies on Sunday. (See Host Branch responsibilities item #11)
- j) To arrange for young people to present bouquets during the Ceremony (i.e., Cadets, Guides, Brownies, etc.)
- k) To arrange for a VIP room and an Executive Council room, separate but near the auditorium, for those who will be marched on during the opening.

#### **14. Business Sessions Chairperson**

- a) To arrange for sufficient seating for approximately 250 – 300 people. (See floor layout)
- b) To arrange for a sufficient number of microphones on the floor and a control/switch box for the mics as directed by the Convention Chairman.
- c) Will be responsible for the setup of the Command supplied overhead projector and screen to be used during nominations and elections of Officers.
- d) To arrange for an appropriate sound system. (See Host Branch responsibilities item #11)
- e) Will be responsible, in conjunction with the Convention Sgt-at-Arms, to ensure that Command colours are displayed.
- f) A separate table is to be made available for seating of Command Guests (if there is insufficient room on the stage)
- g) Ensure that there are sufficient rooms (6-7) available for Caucus Meetings as directed by the Command Chairman.
- h) To ensure that an Office is available at the convention hall for Command Staff use and is equipped with phone, copier and computer/internet capabilities.
- i) In conjunction with the convention Sgt-at-Arms, to have sufficient personnel to man all doors during the election of Command Officers and to ensure that proper order is followed by Delegates.

#### **15. Installation of Command Officers**

- a) Sgt-at-Arms to arrange for Colour Party to be in place at the back of the room.
- b) Elected Command Officers to be installed to assemble at the back of the room.
- c) Each Group or individual to be installed to be led to a position in front of the Installing Officer. Colour Party to stand fast and lead the elected Command President to the Installing Officer and upon completion of the installation to the Command President's seat.



## Command President's Reception Sample – Convention List

<b>GUESTS</b>	<b>DISTRICT/ZONE COMMANDERS</b>
The Honourary President and Spouse/Guest Grand President and Spouse/Guest Chaplain and Spouse/Guest Dominion Command Representative and Spouse/Guest Other Convention Guest as determined by the Command President	7 District Commanders and Spouse/Guest 14 Zone Commanders and Spouse/Guest

<b>PAST COMMAND PRESIDENT</b>	<b>OTHERS</b>
	Legion Magazine Command Legion Rep

<b>SUB-EXECUTIVE COMMITTEE</b>	<b>LAC COMMITTEE</b>
President and Spouse/Guest 1 <sup>st</sup> Vice President and Spouse/Guest 2 <sup>nd</sup> Vice President and Spouse/Guest Immediate Past President and Spouse/Guest Treasurer and Spouse/Guest Chairman and Spouse/Guest	Chairperson and Spouse/Guest Branch President and Spouse/Guest LA President and Spouse/Guest

<b>STAFF</b>
Command Executive Director and Spouse/Guest Administrative Assistant and Spouse/Guest Bookkeeper and Spouse/Guest Office Clerk and Spouse/Guest Command Service Officer and Spouse/Guest



# **SECTION VIII – FORMS**



## NOVA SCOTIA/NUNAVUT COMMAND

### Branch Request for a Visit by a Command Officer

#### **PLEASE PRINT OR TYPE**

This completed form is to be forwarded in triplicate to the Command Office at least 90 days before the event is to take place.

1. We of \_\_\_\_\_  
Branch # Branch Name Zone

Wish to invite:

Command President \_\_\_\_\_

Representative of the Command President \_\_\_\_\_  
Name

With spouse (guest) \_\_\_\_\_  
Name

2. To attend the following function: \_\_\_\_\_  
\_\_\_\_\_

3. Will the invited Officer be the main guest? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

4. Other Legion Officers who may be in attendance: \_\_\_\_\_  
\_\_\_\_\_

5. Will the invited Officer be the main speaker? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

(a) How long do you expect the Officer to speak? \_\_\_\_\_

(b) Is there a preferred subject matter? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

(c) If yes, please indicate: \_\_\_\_\_

(d) List other duties you wish the Officer to perform during the visit:

\_\_\_\_\_  
\_\_\_\_\_

6. Is there an alternative date on which your function may be held?

(Yes) \_\_\_\_\_ (No) \_\_\_\_\_ Alternate date: \_\_\_\_\_

7. If the above Officer is not available, list alternates in order of preference:

a) \_\_\_\_\_ b) \_\_\_\_\_

Signature: \_\_\_\_\_  
Secretary/President Date

**NOTE:** Please make sure your District and Zone Commanders are aware of this invitation.

Please return completed form to:

The Command Executive Director  
Nova Scotia/Nunavut Command  
61 Gloria McCluskey Avenue  
Dartmouth, NS B3B 2Z3

(Fax: 902-429-7481)

## Zone Commanders Report

Revised July/11

*This report to be completed and remitted to District Commanders by Dec.31 of each year.*

**Name:** \_\_\_\_\_ **Zone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Which Branches in your Zone have you visited in the last six months?

\_\_\_\_\_

2. What type of meetings have you attended?

Executive \_\_\_\_\_ General \_\_\_\_\_ Special \_\_\_\_\_ Other \_\_\_\_\_

a) Was correspondence read & discussed at Executive and General Meetings? Yes\_\_\_\_\_ No\_\_\_\_\_

b) Were the Executive minutes read for information at the General Meetings? Yes\_\_\_\_\_ No\_\_\_\_\_

c) Were previous General Meeting Minutes read for approval at General Meetings? Yes\_\_\_\_\_ No\_\_\_\_\_

d) Were Branch Finance reports given at Executive and General Meetings? Yes\_\_\_\_\_ No\_\_\_\_\_

e) What were the dates of the last branch audit?

\_\_\_\_\_

\_\_\_\_\_

f. Have Branches been remitting Source deductions to proper authority? (i.e. CPP/EI/Workers Comp/HST)

\_\_\_\_\_

\_\_\_\_\_

g) Were the following Manuals available at the meetings?

\*General By-Laws? Yes\_\_\_\_\_ No\_\_\_\_\_

\*Ritual & Insignia? Yes\_\_\_\_\_ No\_\_\_\_\_

\*Rules of Procedure for Legion Meetings? Yes\_\_\_\_\_ No\_\_\_\_\_

\* Command By-Laws? Yes\_\_\_\_\_ No\_\_\_\_\_

\*Branch By-Laws? Yes\_\_\_\_\_ No\_\_\_\_\_

\*Latest version Command Policy Book Yes\_\_\_\_\_ No\_\_\_\_\_

3. What other Branch or Zone functions have you attended?

\_\_\_\_\_

\_\_\_\_\_

4. Have Branches been submitting the follow reports on time?

\*Monthly financial reports?

Yes\_\_\_\_\_ No\_\_\_\_\_

\*Annual Poppy Trust Fund Report?

Yes\_\_\_\_\_ No\_\_\_\_\_

\*Branch Executive Information Form/

Yes\_\_\_\_\_ No\_\_\_\_\_

\*Inquiries from Dominion & Command?

Yes\_\_\_\_\_ No\_\_\_\_\_

\*Branch By-Law changes/revisions and Honours/Awards submissions?

Yes\_\_\_\_\_ No\_\_\_\_\_

5. Have you ensured Branch credentials for Dominion and Command Conventions

are forwarded to Command on time?

Yes\_\_\_\_\_ No\_\_\_\_\_

6. What is the last date of Branch By-Laws amendment(s) \_\_\_\_\_

7. Have you thoroughly reviewed By-Law revisions and Honours/Awards submissions prior to signing?

Yes\_\_\_\_\_ No\_\_\_\_\_

8. How have membership numbers changed in the last six months?

Increased   Decreased   Unch'gd   Unknown

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9. Do all Branches attend District & Zone Meetings?

Yes\_\_\_\_\_ No\_\_\_\_\_

If not, why not?

(it is the responsibility of the Branch Presidents to ensure representation at all meetings)

10. Date of last Zone Board Meeting? \_\_\_\_\_

11. Date of last Zone Rally? \_\_\_\_\_

12. What duties, if any have been assigned to your Deputy Zone Commander?

13. List Training that has been given in your Zone.

a) Zone Level: Subjects & Dates \_\_\_\_\_

*b) Branch Level: Subjects & Dates*

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14. Do Branches send copies of deceased Members notices to Dominion and Command?

Yes\_\_\_\_\_ No\_\_\_\_\_

15. Are there Branches in need of assistance in order to operate properly?

Yes\_\_\_\_\_ No\_\_\_\_\_

If so, please explain.

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16. Additional information/comments

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# NOVA SCOTIA/NUNAVUT COMMAND

## Employee Performance Evaluation



THE ROYAL CANADIAN LEGION  
COMMAND

Employee: \_\_\_\_\_

Probation: \_\_\_\_\_ Month

Date: \_\_\_\_\_

Yearly: \_\_\_\_\_ Year

Job Position: \_\_\_\_\_

Performance Categories	Score
A. Works Safely	
B. Applies Knowledge	
C. Quality of Work	
D. Utilizes Time Productively	
E. Takes Initiative	
F. Team Work	
G. Attendance & Punctuality	
H. Attitude	
I. Customer Focus	
J. Leadership	

Overall Scores (from above)	
Calculate Average Score (divide by number of scores)	
Final Score (use below to indicate performance rating)	

Performance Rating	√
Final Score 1 – 1.9 – Critical Gap (performance improved plan required)	
Final Score 2 – 2.9 – Development Required	
Final Score 3 – 3.9 – Meets Expectations	
Final Score 4 - - Exceed Expectations	
A score of 1-1.9 for any performance category above requires a performance improvement plan.	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## A. Works Safely

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Knows and applies all safety rules and safe work practices for the work being performed. | 1 | 2 | 3 | 4 |
| 2. | Keeps his/her workplace clean and orderly .  | 1 | 2 | 3 | 4 |
| 3. | Will ask for help or assistance when performing heavy tasks                              | 1 | 2 | 3 | 4 |
| 4. | Asks for direction and clarification when not sure of what or how to do a task safely.   | 1 | 2 | 3 | 4 |
| 5. | Reports all incidents (including near misses) immediately to supervisor.                 | 1 | 2 | 3 | 4 |
| 6. | Reports any hazardous condition found to supervisor.                                     | 1 | 2 | 3 | 4 |
| 7. | Uses tools and equipment correctly.  | 1 | 2 | 3 | 4 |
| 8. | Identifies potential safety improvements.  | 1 | 2 | 3 | 4 |

<b>Comments:</b>	Total: _____
	Divide by 8
	Score: _____

## B. Applies Knowledge

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Is able to perform the duties/responsibilities of the job.                 | 1 | 2 | 3 | 4 |
| 2. | Communicates knowledge with others effectively and appropriately.          | 1 | 2 | 3 | 4 |
| 3. | Seeks to expand job related knowledge.                                     | 1 | 2 | 3 | 4 |
| 4. | Applies knowledge to produce good quality work in a reasonable time frame. | 1 | 2 | 3 | 4 |

<b>Comments:</b>	Total: _____
	Divide by 4
	Score: _____

## C. Quality of Work

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Completes tasks accurately and thoroughly, paying attention to detail.         | 1 | 2 | 3 | 4 |
| 2. | Recognizes his/her potential for errors and makes efforts to correct mistakes. | 1 | 2 | 3 | 4 |
| 3. | Seeks and implements ways to improve quality.                                  | 1 | 2 | 3 | 4 |
| 4. | Takes pride in his/her work.   | 1 | 2 | 3 | 4 |
| 5. | Demonstrates interest in continuous improvement.                               | 1 | 2 | 3 | 4 |



6. Accepts accountability for work assignments and commits to its completion. 1 2 3 4

<b>Comments:</b>	Total: _____
	Divide by 6
	Score: _____

#### **D. Utilizes Time Productively**

1. Pursues tasks and goals with persistence. 1 2 3 4
2. Manages changing work priorities to meet on-time delivery. 1 2 3 4
3. Responds to problems in a decisive manner. 1 2 3 4
4. Successfully organizes actions independently, while using time effectively. 1 2 3 4
5. Able to maintain a productive work flow with or without supervision. 1 2 3 4
6. Meets commitments and deadlines. 1 2 3 4
7. Keeps distractions from interfering with work schedule. 1 2 3 4

<b>Comments:</b>	Total: _____
	Divide by 7
	Score: _____

#### **E. Takes Initiative**

1. Willingly takes on new tasks. 1 2 3 4
2. Behaviour reflects motivation to excel. 1 2 3 4
3. Identifies and pursues new opportunities. 1 2 3 4
4. Reports progress and obstacles appropriately. 1 2 3 4
5. Seeks exposure to new ideas and training to enhance skills. 1 2 3 4

<b>Comments:</b>	Total: _____
	Divide by 5
	Score: _____

#### **F. Team Work**

1. Contributes to reaching office objectives. 1 2 3 4
2. Stays focused on relevant issues. 1 2 3 4

- |    |   |   |   |   |   |
|----|---|---|---|---|---|
| 3. | Is consistent and predictable with people.              | 1 | 2 | 3 | 4 |
| 4. | Deals with differing opinions well.                     | 1 | 2 | 3 | 4 |
| 5. | Is able to work with people beyond the immediate group. | 1 | 2 | 3 | 4 |

<b>Comments:</b>	Total: _____
	Divide by 5
	Score: _____

## G. Attendance and Punctuality

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Has an acceptable attendance record by accepted workplace standards.     | 1 | 2 | 3 | 4 |
| 2. | Observes starting, quitting and lunch times as considered by supervisor. | 1 | 2 | 3 | 4 |
| 3. | Gives sufficient notice before any absences.                             | 1 | 2 | 3 | 4 |
| 4. | Is consistently on the job working.                                      | 1 | 2 | 3 | 4 |

<b>Comments:</b>	Total: _____
	Divide by 4
	Score: _____

## H. Attitude

- |    |   |   |   |   |   |
|----|---|---|---|---|---|
| 1. | Demonstrates a positive work attitude.                                  | 1 | 2 | 3 | 4 |
| 2. | Responds and acts on constructive suggestions/feedback from supervisor. | 1 | 2 | 3 | 4 |
| 3. | Interacts harmoniously with fellow employees and supervisor.            | 1 | 2 | 3 | 4 |
| 4. | Keeps personal emotions from affecting others.                          | 1 | 2 | 3 | 4 |
| 5. | Exhibits a good working ethic and is flexible.                          | 1 | 2 | 3 | 4 |
| 6. | Exhibits a professional attitude.                                       | 1 | 2 | 3 | 4 |
| 7. | Maintains confidences.  | 1 | 2 | 3 | 4 |

<b>Comments:</b>	Total: _____
	Divide by 7
	Score: _____

## I. Focus on Customers

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Identifies and understands the needs of internal and/or external customers.            | 1 | 2 | 3 | 4 |
| 2. | Responds to customer inquiry and needs and consistently ensures customer satisfaction. | 1 | 2 | 3 | 4 |

3. Delivers value in the eyes of the customer, while balancing business unit objectives. 1 2 3 4

4. Alerts customers to emerging needs, priorities and opportunities. 1 2 3 4

<b>Comments:</b>	Total: _____
	Divide by 4
	Score: _____

## J. Leadership Skills

1. Develops goals for team members, communicates expectations and holds team members accountable for their achievement. 1 2 3 4

2. Creates an environment that encourages independent problem solving by creating work opportunities with specific outcomes and objectives. 1 2 3 4

3. Maintains a steady, positive, realistic and constructive attitude during change and communicates the need for change to others. 1 2 3 4

4. Involves people and resources to ensure the achievement of short and long-term goals. 1 2 3 4

5. Maintains a visible level of professionalism with employees at all times. 1 2 3 4

<b>Comments:</b>	Total: _____
	Divide by 5
	Score: _____

## **SIGNATURES:**

Employee \_\_\_\_\_ Date \_\_\_\_\_

(Signature does not necessarily denote agreement with official review and means only that the Employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Nova Scotia/Nunavut Command, The Royal Canadian Legion

**Branch Monthly Financial Report**

***(Please submit to Command by the 45<sup>th</sup> day after end of month)***

**Month:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Branch Name:** \_\_\_\_\_

**Branch Number** \_\_\_\_\_

**End of the month closing balances**

**Expenses for the month**

General: \_\_\_\_\_

Salaries (including CRA) \_\_\_\_\_

L.A. General (optional): \_\_\_\_\_

Utilities (heat, lights, water, phone) \_\_\_\_\_

Bingo: \_\_\_\_\_

General Donations: \_\_\_\_\_

Sports: \_\_\_\_\_

Bar: \_\_\_\_\_

Building: \_\_\_\_\_

Mortgage: \_\_\_\_\_

VLT: \_\_\_\_\_

Other loans: \_\_\_\_\_

Line of credit owing: \_\_\_\_\_

Insurance: \_\_\_\_\_

Additional accounts: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Investments (GIC): \_\_\_\_\_

Building maintenance: \_\_\_\_\_

Poppy Trust Fund: \_\_\_\_\_

Poppy Fund Expended: Assistance: \_\_\_\_\_

Bursary.: \_\_\_\_\_

Misc./Order: \_\_\_\_\_

**Other expenses over \$500.00**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**District/Zone Comments:**

**Branch Treasurer:** \_\_\_\_\_ **Branch President:** \_\_\_\_\_

Revised September 2018

# NOVA SCOTIA/NUNAVUT COMMAND

## Resolution Submission Form

BRANCH #: \_\_\_\_\_ BRANCH NAME: \_\_\_\_\_

The following format **IS THE ONLY ONE TO BE USED** by all Branches when submitting Resolutions to Nova Scotia/Nunavut Command for Provincial or Dominion Conventions. **All resolutions must be signed by the Branch President, Secretary and the Zone Commander.**

---

Whereas:

Whereas:

Whereas:

Therefore be it resolved:

be it further resolved:

**(NOTE: IF MORE ROOM IS REQUIRED, PLEASE USE THE BACK OR ATTACH ANOTHER SHEET.)**

The above Resolution was approved at the Branch General Meeting held:

---

It was Moved by Comrade \_\_\_\_\_ Seconded by Comrade \_\_\_\_\_  
\_\_\_\_\_

Branch President \_\_\_\_\_ Branch Secretary \_\_\_\_\_  
\_\_\_\_\_

Zone Commander \_\_\_\_\_

NS/NU Command Resolution Chairperson \_\_\_\_\_ Date \_\_\_\_\_



# **SECTION IX – COMMITTEE TERMS OF REFERENCE**

## **Appeals Committee – Terms of Reference**

This committee consists of the following:

- Immediate Past President – Chairman
- 1<sup>st</sup> Vice President – Member
- 2<sup>nd</sup> Vice President – Member

This committee makes a decision and informs both parties to the complaint, and the Secretary of the Branch/Command involved.

All appeals must be conducted in accordance with Article III, Para 314 of the General By-Laws.



## **Benevolent Fund Committee – Terms of Reference**

The committee will consist of a Chairperson as selected/appointed by the President Command and one other member of the Executive Council, as well as the Command Executive Director and Command Service Officer, who will provide administrative support.

**Definition:** The Command Benevolent Fund was created by a generous donation from the Nova Scotia Command Dart League and the Halifax Central Poppy Fund in July, 2000, and has been registered as a Charitable Foundation under the Canada Customs and Revenue Agency.

A committee has been created/is designed to specifically co-ordinate/manage those funds identified and generated from within Command Branch Poppy Trust Funds and donations at large to further support:

- i. Any person who is serving or who has honourably served in the Canadian Forces and their dependents who are in need of assistance;
- ii. Merchant Navy personnel who are eligible for and who have been awarded campaign stars or decorations, and their dependents who are in need of assistance;
- iii. Ex-service personnel of Commonwealth countries who are resident in Canada, and their dependents who are in need of assistance; and
- iv. Ex-service personnel of allied countries who are resident in Canada, and their dependents who are in need of assistance.

**NOTE:** The funds may only be used for emergency assistance, which is defined as shelter, food, fuel, clothing, prescription medicine and necessary transportation. Assistance cannot be continued over an extended period but may be offered more than once to an individual.

The signing Officers of the Command Benevolent Fund shall be the signing Officers of Command.

The committee will meet, as required either in person and/or via telecom to review all applications.

### **Application Requirements**

A Veterans Affairs Canada Application 1278e is mandatory and must be fully completed by the individual requesting assistance. Applicants must undergo a financial means test and, if required provide proof of debt and justification for any monthly expenses which are unusual or higher than average. As well, any additional information considered necessary to process the application must be provided (i.e. specialized medical reports, if applicable; supplier estimates, substantiation of income (Notice of Assessment) other sources of funding, etc. If possible, a completed VAC Counsellor's report (DVA514) that contains an overview of the client's situation, the type and amount of the requested assistance, the applicant's inability to pay, and the fact there is no other assistance available should be provided. Upon completion, the application should be forwarded to the Branch Service Officer serving in the jurisdiction of the applicant for his/her remarks and recommendations prior to submitting to the Command Service Officer.

Once the application has been received and reviewed by the Command Service Officer, it will then be reviewed by the Command Benevolent Fund Committee.

### **Adjudication & Process**

Every application is considered on the merits of the applicant's circumstances and demonstrated need. The problem giving rise to the client's need must be beyond the ability of the applicant's own resources, and it must be of a sufficiently serious nature to constitute a definite threat to the economic stability of the family. A grant can only be made if the assistance, on its own or in conjunction with grants from other sources, will provide a complete and immediate solution to the situation or contribute to a plan offering reasonable assurance of a long- term solution. The recommended solution must be the most basic and cost-effective remedy available given the applicant's need and circumstances.

### **Payment of Grants**

As a rule, approved Benevolent Fund grants are made by cheque, jointly payable to both the applicant and service provider.

**NOTE:** See "Service Officer Handbook" Chapter 8 Benevolent Assistance for further relevant information.

## **Bursary Committee – Terms of Reference**

This committee consists of a Chairman, who is a member of the Executive Council and one or more members.

This committee will annually review and satisfy themselves that all applications qualify for Bursaries and render a decision on who will receive them.

The purpose of the Command Bursary Committee is to receive applications, review applications and select eligible individuals for Command bursaries and scholarships.

1. The following factors should be considered by the committee:
  - (a) The committee may not accept any applications which are incomplete.
  - (b) First time applicants will be considered before repeat applicants.
  - (c) Consideration must be given to applicants who have an affiliation to Royal Canadian Legion through a close familial relationship.
  - (d) Applicants must be accepted to an institution of higher learning within Nova Scotia unless the program the student wishes to take is not available in Nova Scotia.
  - (e) An applicant who has not received a scholarship or bursary from another source will be a priority.
2. The Prince of Wales Scholarship should only be granted to an applicant with a disability. If necessary, the committee may ask the disability be verified by a medical professional. The scholarship may be given to one applicant or divided up and given to several applicants.
3. A successful applicant must cash the bursary cheque within three months of receiving it. If the cheque is not cashed within three months, it will be cancelled and the bursary will be awarded to another applicant.

## **1. Selection Policy**

Consideration should be given to the applicant whose family member has/is working for the betterment of The Royal Canadian Legion. This applies to all members of The Royal Canadian Legion.

## **2. List of Scholarship/Bursaries Available**

### **Command Poppy Fund**

- Twenty-four (24) bursaries awarded at \$500.00 each

### **Elsie Jean Lambert**

- Ten (10) bursaries awarded at \$1,000.00 each *(depending on yearly return on investment)*

### **Wales Scholarship (Province of NS)**

- \$6,000.00 divided as per annual request

### **Jack Moore Memorial Bursary – (Received from Dominion Command)**

- Four (4) bursaries awarded at \$500.00 each

### **AIL**

- Ten (10) \$500.00 – amount of bursaries determined each year *(depending on AIL yearly donation)*

### **Former Branch 25**

- Five (5) bursaries awarded at \$1,000.00 each *(depending on account balance)*

## **3. Bursary and Scholarship Payments**

All cheques issued by Command to bursary/scholarship winners shall be made payable to the university/college and the student.

## **Complaints Committee – Terms of Reference**

The Committee will consist of a chairman who is a member of the Executive Council and one or more members as determined by the President in accordance with Article III of The General By-Laws.

It is their responsibility to conduct complaint hearings in accordance with Article III of the General By-Laws where any Command Officers, District Command, Zone Commander and Branch President has had a complaint registered against them. They may also be required to hear a Branch complaint under special conditions of Article III of the General By-Laws.

Members of the Committee must ensure that they are not in a conflict of interest when hearing a complaint as per Article III of The General By-Laws.



**Complaint Form**  
The Royal Canadian Legion  
**(Please print)**

**1.** The Royal Canadian Legion, as defined by our Purposes and Objects and our Articles of Faith, is a fraternal veterans' organization based on comradeship and service to our Nation. In any organization, problems and disputes arise. To deal with these, Article III of our General By-Laws provides a formal resolution mechanism. Face-to-face discussion and compromises are all less formal means to resolve issues and should be considered as alternatives to formal action. However, where situations cannot be resolved amicably, a complaint may be lodged to seek resolution. Section 304 of The General By-Laws should be consulted to ensure that problems are dealt with efficiently and expeditiously.

**2.** To be completed by the person lodging the complaint (Complainant):

**"I, \_\_\_\_\_, of Branch # \_\_\_\_\_, wish to  
initiate complaint proceedings against \_\_\_\_\_,  
of Branch # \_\_\_\_\_, for a breach of Subsection 304.a. of The General By-Laws, and  
specifically Sub-subsection: "(circle the appropriate Subsection(s))**

- i. Breach of clubhouse rules or privileges.
- ii. Profane or disorderly conduct in or about any place where any event is being carried on under Legion auspices or control.
- iii. Breach of his obligations to the Legion or of these By-Laws.
- iv. Knowingly lodging a false complaint against a member.
- v. Conduct which in any way brings or tends to bring the Legion into discredit.
- vi. Theft or misappropriation of Poppy funds, Legion funds or property.

**3.** Circumstances surrounding the complaint: (see Sub-subsection 304.b.i.) Provide a brief account of the circumstances surrounding the complaint, including: location and date of incident, witnesses, etc. Use a separate sheet of paper if necessary.

**4.** Signature of Complainant:

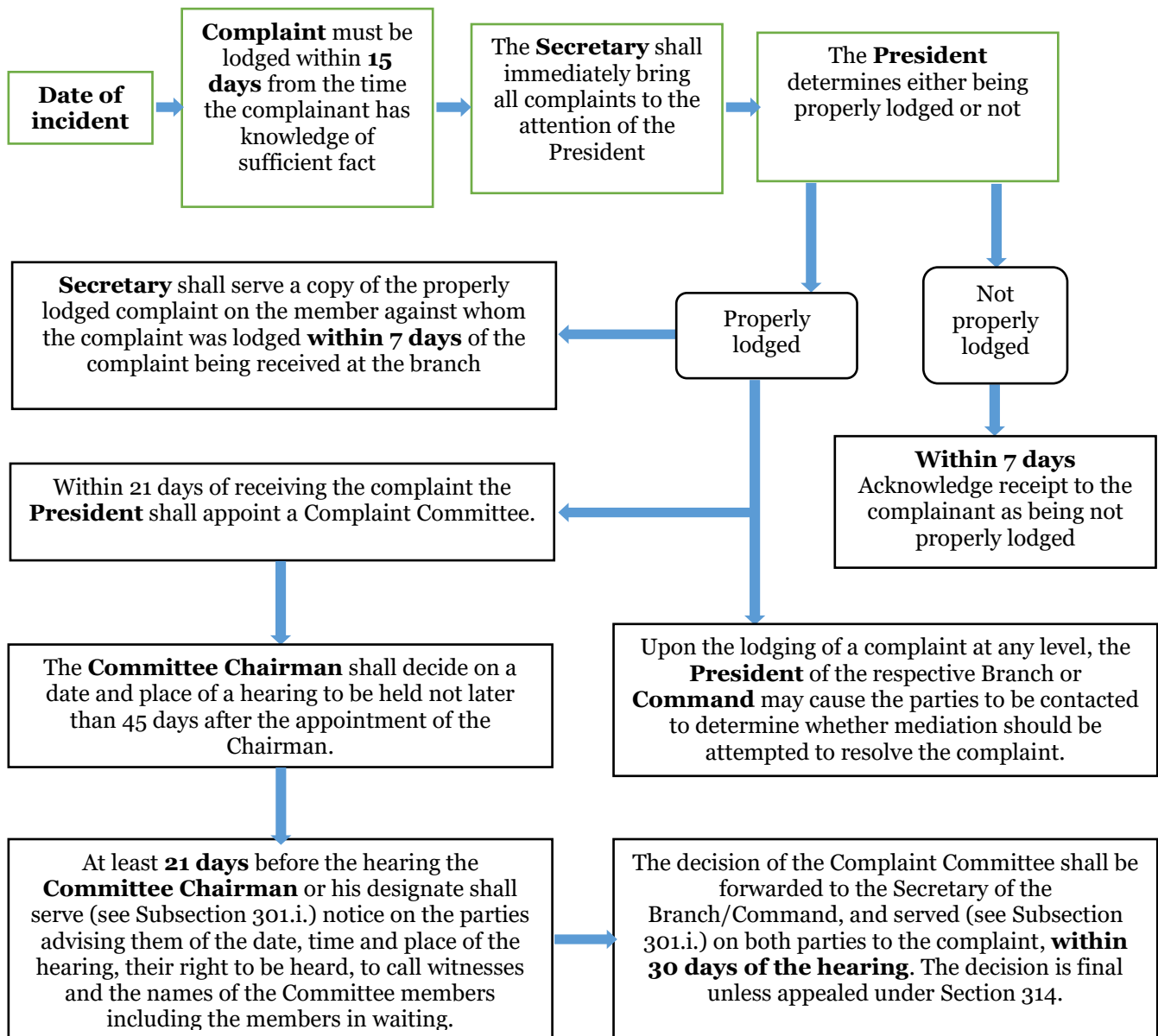
\_\_\_\_\_  
Complainant                      Membership Number                      Date

**5. To be valid, the complaint must be lodged with the Secretary of the appropriate branch or command within 15 days from the date the complainant, in good faith, first had knowledge of sufficient facts of the alleged offense having been committed.**

**6.** Signature of Secretary of Branch/Command receiving complaint:

\_\_\_\_\_  
Secretary    Date

## Article III Complaint Procedure Time Frame



### 304 To properly initiate complaint proceedings, a member must:

- i. ensure that the complaint contains a brief account of the incident or circumstances which forms the basis of the complaint;
- ii. specify the clause under Subsection 304.a. that applies;
- iii. sign the complaint;
- iv. enclose payment of a complaint filing fee in the amount of \$100 payable to the Branch or Command with which the complaint is filed. The complainant will have the \$100 returned in all but one circumstance. That circumstance is where there is a final disposition at a hearing (after all appeals, if any, are heard) and at that hearing the entire complaint is completely dismissed. Then and only then will the \$100 filing fee be forfeited; and
- v. address it to and lodge it with the Secretary of the appropriate branch or command within 15 days from the date the complainant in good faith, first had knowledge of sufficient facts of the alleged offence having been committed.

## 1. Original Complaint Letter

### XPRESSPOST MAIL

Date: \_\_\_\_\_

Comrade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RE: COMPLAINT - \_\_\_\_\_, Membership #: \_\_\_\_\_**

Dear \_\_\_\_\_;

This letter will serve notice that we are in receipt of a complaint lodged against you by Comrade \_\_\_\_\_ as per the General By-Laws of The Royal Canadian Legion, Article III Section 304, Paras \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

A copy of this complaint is attached to the letter for your review.

Please note that a letter will be forwarded to you informing you of the date, place and time of the scheduled Complaint Committee meeting to review the evidence to be presented by yourself and the complaining member.

In Comradeship;

Branch Secretary

### **NOTE: Removal from Office and Denied Clubhouse Privileges**

The following paragraph will have to be inserted if the branch president wished the member to be denied clubhouse privileges and removed from any and all offices held in the branch.

"Comrade, due to the seriousness of the complaint lodged against you, the Branch President has ruled that you are to be denied clubhouse privileges and you are removed from any and all positions held in this Branch, pending the outcome of this complaint as per the General By-Laws of The Royal Canadian Legion Article III Section 304 Para h."



## 2. Court Case Letter

### **XPRESSPOST MAIL**

Date: \_\_\_\_\_

Comrade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RE: COMPLAINT - \_\_\_\_\_, Membership #: \_\_\_\_\_**

Dear \_\_\_\_\_;

It has been brought to our attention that the current complaint lodged against you has been brought to the Civil Authorities for action in Civil or Criminal Court.

Based upon this information, and in accordance with the General By-Laws, Article III Section 304, Para h and Section 307, the date of the Complaint Committee to review the evidence to be presented by yourself and the complaining member will be postponed until the decision of the Civil or Criminal Proceedings has been rendered by the Court.

Once a decision has been made by the Civil or Criminal Court, the Complaint Committee will re-schedule a new date for you and the member laying the complaint to attend and present your evidence, as per Article III of The General By-Laws of The Royal Canadian Legion.

Please remember as per Article III Section 304 Para h, your privileges as a member are denied and you are reminded that you are removed from any and all positions held in this branch, pending the outcome of this Complaint lodged against you.

In Comradeship;

Branch President

### 3. Complaint Lodged Letter Against You

#### **XPRESSPOST MAIL**

Date: \_\_\_\_\_

Comrade \_\_\_\_\_

#### **RE: COMPLAINT – COMRADE**

Reference: The Royal Canadian Legion, General By-Laws (June 2002 Edition), Article III

Dear Comrade \_\_\_\_\_;

The Branch President, has appointed a Complaints Committee to deal with the complaint lodged against you by Comrade \_\_\_\_\_, (copy enclosed) in accordance with the General By-Laws of The Royal Canadian Legion.

Comrade in accordance with Article III Section 304 Para h of The General By-Laws of The Royal Canadian Legion, you are deprived clubhouse privileges and removed from any office or position held in the Branch pending the final disposition of this complaint.

The Complaint Committee is comprised of the following Members:

Comrade	Chairman
Comrade	Member
Comrade	Member
Comrade	Waiting Member
Comrade	Waiting Member.

The Committee will review all information dealing with this complaint as noted below:

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

#### 4. Complaint Lodged Letter Against You Part 2

Those attending the Hearing are responsible for their own expenses.

Each party shall have the privilege of one peremptory challenge of any one of the members except for the Chairman, by serving notice thereof on the Chairman at least 10 days prior to the hearing. No challenge will be allowed at the hearing.

The Complaint Committee shall hear the evidence in support of the complaint in the presence of the member complained against and his agent (if desired). Either parties or their agent (but not both), shall have the right to introduce evidence, cross-examine witnesses and to call witnesses on their behalf.

The evidence at the hearing may be given under oath or affirmation.

If the **Member complained against** does not appear, without due cause and notification, the Committee upon proof of service on the Member, may proceed in his absence.

If the **complainant** does not appear, without due cause and notification, the Committee upon proof of service on the complainant, shall dismiss the complaint and may assess costs.

The Chairman for due cause and with notification may postpone the hearing for a period not to exceed 60 days from the date originally scheduled.

Both parties have the right to appeal the decision of the Complaint Committee under Article III Section 314 of The General By-Laws of The Royal Canadian Legion. Particular attention should be paid to 314 (e)

Your co-operation and understanding in this matter is appreciated.

In Comradeship;

Branch Secretary

cc: Complaint Committee

## 5. Complaint Lodged Letter by You

### XPRESSPOST MAIL

Date: \_\_\_\_\_

Comrade \_\_\_\_\_

### **RE: COMPLAINT – COMRADE**

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Reference: The Royal Canadian Legion, General By-Laws (June 2002 Edition), Article III

Dear Comrade \_\_\_\_\_;

The Branch President, has appointed a Complaints Committee to deal with the complaint lodged by you against Comrade \_\_\_\_\_, (copy enclosed) in accordance with the General By-Laws of The Royal Canadian Legion.

Comrade in accordance with Article III Section 304 Para h of The General By-Laws of The Royal Canadian Legion, Comrade \_\_\_\_\_ is deprived clubhouse privileges and removed from any office or position held in the Branch pending the final disposition of this complaint.

The Complaint Committee is comprised of the following Members:

Comrade	Chairman
Comrade	Member
Comrade	Member
Comrade	Waiting Member
Comrade	Waiting Member.

The Committee will review all information dealing with this complaint as noted below:

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Those attending the Hearing are responsible for their own expenses.

## 6. Complaint Lodged Letter by You Part 2

Each party shall have the privilege of one peremptory challenge of any one of the members except for the Chairman, by serving notice thereof on the Chairman at least 10 days prior to the hearing. No challenge will be allowed at the hearing.

The Complaint Committee shall hear the evidence in support of the complaint in the presence of the member complained against and his agent (if desired). Either parties or their agent (but not both), shall have the right to introduce evidence, cross-examine witnesses and to call witnesses on their behalf.

The evidence at the hearing may be given under oath or affirmation.

If the **Member complained against** does not appear, without due cause and notification, the Committee upon proof of service on the Member, may proceed in his absence.

If the **complainant** does not appear, without due cause and notification, the Committee upon proof of service on the complainant, shall dismiss the complaint and may assess costs.

The Chairman for due cause and with notification may postpone the hearing for a period not to exceed 60 days from the date originally scheduled.

Both parties have the right to appeal the decision of the Complaint Committee under Article III Section 314 of The General By-Laws of The Royal Canadian Legion. Particular attention should be paid to 314 (e)

Your co-operation and understanding in this matter is appreciated.

In Comradeship;

Branch Secretary

cc: Complaint Committee

## 7. Decision Letter

### XPRESSPOST MAIL

Date: \_\_\_\_\_

Comrade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RE: COMPLAINT - \_\_\_\_\_, Membership #: \_\_\_\_\_**

Dear \_\_\_\_\_;

The Branch Complaint Committee met on \_\_\_\_\_ to review the evidence submitted in support of the complaint and that refuting the complaint.

The decision of the Complaint Committee is attached.

In Comradeship;

Branch Secretary

## 8. Decision Form

### DECISION OF

\_\_\_\_\_ **BRANCH #** \_\_\_\_\_  
**COMPLAINTS COMMITTEE**

TO: Branch President  
Branch Secretary

Comrade \_\_\_\_\_ Member Complained Against

Comrade \_\_\_\_\_ Complaining Member

The \_\_\_\_\_ Branch Complaints Committee met on

\_\_\_\_\_ to hear the evidence regarding the complaint lodged by

Comrade \_\_\_\_\_ against Comrade \_\_\_\_\_.

The decision of this Complaint Committee is as follows:

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\_\_\_\_\_  
(Name & Signature of)  
Chairperson

\_\_\_\_\_  
(Name & Signature of)  
Member

\_\_\_\_\_  
(Name & Signature of)  
Member

## **9. Misappropriation Policy**

### **Misappropriation of Branch Equipment, Funds and Poppy Funds**

It is the Policy of Command that any misappropriations or thefts of Legion Funds, Equipment or Poppy Funds shall be reported immediately to the Local Policy Authority for prosecution in the Civil Courts.

Once a person has been convicted by the Courts or the Member admits either in writing or in front of witnesses, then Complaint procedures must commence in accordance with The General By-Laws, Article III of The Royal Canadian Legion.

The policy of Command is that persons found guilty of theft or misappropriation of Legion Property, Funds or Poppy Fund may be expelled from The Royal Canadian Legion.

In order for a person to be removed from Office or requested not to enter Legion Property to attend Social or any other activities, a Complaint must be completed in accordance with Article III of The General By-Laws. The Branch President has the right under Article III Section 304 "h" and Section 307 to remove the individual from office and deny the individual from attending any Legion functions.



## **Constitution and By-Laws Committee – Terms of Reference**

The Committee shall consist of the 1<sup>st</sup> Vice President as Chairman, 2<sup>nd</sup> Vice President and one or more members as deemed by the President.

The Committee shall meet three times yearly after ensuring all Legion Branches are notified, in advance, of these meetings and the deadline for submissions.

The Committee shall review and approve or reject all Branch By-laws and Amendments that shall be submitted to Provincial Command. Upon approval from Command, these By-laws become effective at the Legion Branches. All submission must be on the By-laws Amendment/Changes form as per Policy book.

The Committee must ensure that no Branch By-law contradicts Dominion or Provincial Command By-laws or Policies.

The Committee may recommend changes in the wording of By-laws submitted.

The Committee is responsible for Provincial Command By-laws and must ensure that all new By-laws and Amendments are presented to Provincial Command Convention for approval. Upon approval by the Convention, the By-laws shall be forwarded to the Dominion Command Constitution and By-laws Committee for approval, to become effective.

The Committee is responsible for the Provincial Command Policy book by ensuring all Policies that are deemed necessary, by the Executive Council, are published in the Policy book and any Amendments are processed.

# NOVA SCOTIA/NUNAVUT COMMAND

## By-Laws Amendments/Changes Form

**BRANCH #** \_\_\_\_\_ **NAME** \_\_\_\_\_ **VOTING MEMBERSHIP** \_\_\_\_\_

The following format is the **only one** to be used by all Branches when requesting amendments / changes to their Branch By-Laws. Changes/Amendments to Ladies Auxiliary By-Laws must be approved by the Branch Executive / President and submitted by the Branch Secretary / President to Command. **(ONLY ONE (1) AMENDMENT PER PAGE)**

**NOTE:** A copy of the Branch existing by-laws must accompany your amendments/changes submission.

### EXISTING BY-LAW CHANGE/AMENDMENT

### PROPOSED

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The amendments/changes to these by-laws were approved at the Branch General Meeting held: \_\_\_\_\_

It was Moved by Comrade \_\_\_\_\_ Seconded by Comrade \_\_\_\_\_

Branch President \_\_\_\_\_ District or Zone Commander's Signature \_\_\_\_\_

Command By-Law Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

### **By-Laws Amendments/Changes Form Directions**

1. Existing by-law is to appear on the left hand side of form and the new/or amended by-law is to appear on the right. Only one new or amended by-law to appear per page.
2. Form must be signed by the District or Zone Commander.
3. The form must show the date of the meeting and signed by the Branch President and the District or Zone Commander.

## **Finance and Building Committee – Terms of Reference**

The committee will consist of a Chairman who will be the 1<sup>st</sup> Vice President and two (2) members – the 2<sup>nd</sup> Vice President and the Command Treasurer.

This committee is responsible for financial guidance of the Command and the upkeep of the Command Headquarters.

Any extraordinary expenses in the excess of \$500.00 or expenditures that do not pertain to normal operation of the Command shall go to this committee for recommendations.

This committee is responsible for presenting and recommending the annual Command budget to the Executive Council.

This committee will refer any major building expenditure to the Executive Council for approval. They will be given a copy of the Command Trustees inventory report on the property, building and contents of the Command.

It is their responsibility to ensure that the annual Command Audit is completed by an auditing firm that has been approved at the Command Convention.

## **Ritual, Awards and Protocol – Terms of Reference**

The Committee shall consist of the First Vice President as Chairman, Second Vice President and one or more members as deemed by the President.

The Committee shall meet three times yearly after ensuring all Legion Branches are notified, in advance, of these meetings and the deadline for applications.

The Committee shall review and approve or reject all applications for Honours and Awards within the Command (i.e., Life Membership applications are approved at Command level and passed on to Dominion Command for processing. Palm Leaf, MSM and MSA may only be recommended by this Committee and then forwarded to Dominion Command for final approval. Other Honours and Awards will be processed as per the Ritual, Awards and Protocol manual).

The Committee shall advise Legion Branches, who submit applications, not approved, to follow the Ritual, Awards and Protocol manual and to stress the importance of a properly written citation, to ensure the applicant receives the recognition, as applied for

### **1. General**

Applications for awards submitted by branches **must** be signed by the District/Zone Commander before they are received at this office. Unsigned applications will be returned to the Branch. Life Membership applications/or previous award applications must accompany the MSM/MSA or Palm Leaf application. If a life membership application is not available, please advise the Committee as to why it is not available. Usually a life membership is given before an MSM/MSA however, under special circumstances consideration will be given to those Comrades who are aging and/or in declining health and have numerous dedicated years of service to The Royal Canadian Legion and have not been previously recognized by the Branch.

It is the policy of this Command that there be a five year waiting period between application/approval of major awards.

### **1. Applications for Life Membership**

Only those Life Membership applications that are submitted complete with the covering cheque (made payable to Dominion Command) with completed Transmittal Form and Registration Form will be accepted for review.

### **3. Command Long Service Gift**

Any member of Executive Council who has provided long time service to the Command will be eligible to receive a gift on retirement from service.

### **4. Example Citation**

Since being presented life membership/previous major award in 1995, Joe Doe served as treasurer of Branch \_\_\_ from 1995 - 2000. During his term of office, finances were always a problem at the branch. The branch had very little in ways of big bank accounts as there were less than a hundred members, most of them veterans. Joe struggled every day to keep a roof over their heads at the same time was very cautious with what money they did have. It was extremely difficult to raise funds in such a small area, but Joe went about having card parties, teas, craft sales, anything that would bring in enough funds to keep them going. The veterans of the branch were gathered from a wide rural area and for some it was difficult to even attend

meetings. Because of the declining health of the veteran, when one got sick or housebound, Joe would immediately step in and take over that particular committee and see it through.

March, 2001 – when the membership chairman was sick, Joe did that job, collecting dues and filling out forms and keeping the membership chairman abreast of what was happening.

2002 – The Poppy Chairman was also struck down by cancer, so in April 2002, Joe again stepped in and went to the businesses selling the wreaths, making up the programs and organizing a banquet for the veterans. He then made sure that the poppy trays were ready, and saw to the countless little things that go along with the poppy program.

In 2003 Joe took over as Secretary of the Branch. He kept the service officer advised of all inform veterans and went to call on each and every one of them. He visited those who were in hospital having to drive several miles. This was done at his own expense. He would also bring them comforts that he purchased from his own money. He kept them informed as to what has been happening at the branch and called DVA as need be. He always checked with the veteran to make sure that they had been looked after. He was in close contact with the President, and in August of 2004, when he had to be hospitalized, he called him every day from his own phone (long distance) to cheer him up and keep him informed. This veteran had to have his leg amputated and Joe was the one who drove fifty miles to the nursing home to take him back to his branch for functions.

2005 – 2006 – Joe is still the secretary of the branch as well as Social Affairs Officer. He organizes the Remembrance banquet each year and single handily organizes the Poppy Campaign from ordering the poppies to the Cenotaph service on November 11<sup>th</sup>. He goes above and beyond his own duties to make sure the branch is looked after.....he writes articles for PR, takes pictures, makes a light lunch for the members for after the meeting. He sends cards of get well, sympathy, etc., to the community signed by the Branch. This is all done from his own pocket. He is a take charge person and when the need is there, so is Joe, working long into the night to get the job done.

In conclusion, The Royal Canadian Legion is most fortunate to have an unselfish dedicated legionnaire as Comrade Joe Doe and it is an honour and privilege to nominate Comrade Joe Doe for the Palm Leaf to the MSM.

## **5. Command Ritual, Awards and Protocol Committee Responsibilities**

To review and put forth nominations annually for the various awards in The Royal Canadian Legion and Provincial and Federal Government Awards to members and staff of Command.

**Examples:** Life Membership

MSM/MSA

Palm Leaf

Minister of Veterans Affairs Accommodation

Order of Nova Scotia

Order of Canada

## **MAJOR AWARD APPLICATION CHECKLIST**

In an effort to assist in ensuring that applications are thorough and complete, the Ritual, Awards and Protocol Committee is providing a checklist to use when completing or reviewing a major Legion award application. This list is by no means a substitute for reading the information in Chapter Two of the Ritual, Awards and Protocol Manual, but rather a tool to ensure that all of the criteria outlined in the manual are present in the application. We ask that you utilize this Check List prior to submitting the application, hopefully this will assist in reducing major award applications being returned.

The Ritual and Awards Committee (DC) regularly reviews applications for Meritorious Service Medal (**MSM**), Meritorious Service Award (**MSA**) and the **Palm Leaf** to these awards. **As these are the highest awards that the Legion bestows on its deserving members, the Committee has an obligation to maintain high standards for these awards.** The Committee's ability to adjudicate these awards **fairly** depends entirely on the information provided in the applications submitted on behalf of the nominees.

### **LIFE MEMBERSHIP:**

	Is the <b>correct application</b> (latest version 800282 October 2018) being used? (Fillable & printable forms are on Dominion and NS/NU Command Website)
	Is the nominee a member in <b>good standing for a minimum of 10 years</b> ?
	Is the information about the Command complete <b>NS/NU Command 08</b> ?
	Is the information about the Branch complete <b>Name, Strength, Address</b> ?
	Is the information about the <b>nominee complete and accurate</b> including <b>AGE</b> ?
	Are the previous awards listed, <b>with dates</b> , in the space provided? Note: if there is not enough room write in "see attached citation"
	Use the table for per capita tax. The number of years in the table X the current amount of per capita tax the branch pays per member. If unsure ask your membership chairman.  2020 is \$36.16 if the member is over 70 then: $\$36.16 \times 5 \text{ years} = \$180.80$
	Is the cheque made payable to <b>Dominion Command</b> been included?
	Is the information about the <b>General, Executive or In Camera</b> meeting complete?
	Are those <b>FULL Meeting Minutes</b> attached?
	Do the minutes include the <b>name of the Comrade</b> being nominated?
	Has the Comrade who completed the citation <b>signed the application</b> and dated it?
	Does the citation contain <ul style="list-style-type: none"> <li>- name and membership status of the individual being nominated</li> <li>- list in chronological order all Legion Offices and positions</li> <li>- contain all information about outstanding Legion service <b>with dates</b></li> <li>- include a list of previous awards in chronological order (if stated on front of application)</li> </ul>
	Is the application reviewed by the <b>Senior officer and Secretary</b> of the Branch?
	Is the application reviewed and signed by either your <b>Zone and/or District Commander</b> ?

	Is the <b>correct application</b> (latest version 800281 October 2018) being used? (Fillable & printable forms are on Dominion and NS/NU Command Website)
	Is it clearly checked at what level of the Legion the application originated?
	Is the nominee a member in <b>good standing for a minimum of 15 years?</b>
	Is the information about the Command complete <b>NS/NU Command 08?</b>
	Is the information about the Branch complete <b>Name, Strength, Address?</b>
	Is the information about the <b>nominee complete and accurate</b> including <b>AGE?</b>
	Are the previous awards listed in the space provided? Note: if there is not enough room write in "see attached citation"
	Has the Comrade who completed the citation signed the application and dated it?
	Does the citation contain <ul style="list-style-type: none"> <li>- name and membership status of the individual being nominated</li> <li>- include date and type of meeting where application was approved (attach full copy of those minutes)</li> <li>- list in chronological order all Legion Offices and positions</li> <li>- contain all information about outstanding Legion service <b>with dates</b></li> <li>- include a list of previous awards in chronological order (if stated on front of application)</li> </ul>
	Is the application reviewed by the <b>Senior officer and Secretary</b> of the Branch?
	Is the application reviewed and signed by either your <b>Zone and/or District Commander?</b>

## PALM LEAF

	Is the <b>correct application</b> (latest version 800281 October 2018) being used? (Fillable & printable forms are on Dominion and NS/NU Command Website)
	Is it clearly checked at what level of the Legion the application originated?
	Have a <b>minimum of 5 years past since MSM?</b>
	Is the information about the Command complete <b>NS/NU Command 08?</b>
	Is the information about the Branch complete <b>Name, Strength, Address?</b>
	Is the information about the <b>nominee complete and accurate</b> including <b>AGE?</b>
	Are the previous awards listed in the space provided? Note: if there is not enough room write in "see attached citation"
	Has the Comrade who completed the citation signed the application and dated it?
	Does the citation contain <ul style="list-style-type: none"> <li>- name and membership status of the individual being nominated</li> <li>- include date and type of meeting where application was approved (attach full copy of those minutes)</li> <li>- list in chronological order all Legion Offices and positions <b>held since MSM</b></li> <li>- contain all information about outstanding Legion service <b>with dates since MSM</b></li> <li>- include a list of previous awards in chronological order <b>since being awarded the MSM (if stated on front of application)</b></li> </ul>
	Is the application reviewed by the <b>Senior officer and Secretary</b> of the Branch?
	Is the application reviewed and signed by either your <b>Zone and/or District Commander?</b>





## **Legion Magazine News Correspondent – Terms of Reference**

The Command Legion Magazine News Correspondent to Legion Magazine is appointed by the President.

### **Duties of the Correspondent:**

1. Maintain a record of all submissions received.
2. Acknowledge by letter or email, receipt of submissions received.
3. On a timely basis, send by mail or email (Uploader) all qualifying submissions to the editorial staff at Legion Magazine.
4. News or photographs that DO NOT qualify are to be returned to the sender with the reason for the return.
5. Prepare written report for Executive Council meetings.
6. Prepare a written report for Provincial Convention.
7. Keep branches informed of any changes to the guidelines for submission requirements from the Legion Magazine.
8. Be prepared to attend and participate in News Correspondents' meetings in Ottawa. Meetings are funded by Legion Magazine on a receipt basis.
9. Keep on hand a supply of Guidelines booklets for PRO's.
10. Be prepared to speak at information seminars on Legion Magazine.
11. Assist and guide branches on the appropriate way to take photos and send submissions to the Legion Magazine.
12. Have a working knowledge of the Guidelines booklet.

## **Leadership and Development Committee – Terms of Reference**

The Committee will consist of a chairman who is a member of the Executive Council or is a Zone Commander and one or more members as determined by the President.

The Committee will provide or assist Districts/Zones in doing training sessions as requested. (All District and Zone Commanders are members at large for this Committee).

## **Liquor & Gaming Committee – Terms of Reference**

**Definition:** Liquor and Gaming is to provide Legion Branches and its members with the up-dates of the Liquor and Gaming rules and policies as it refers to Legion Branches.

1. The Committee will consist of a chairman who is a member of the Executive Council or is a Zone Commander and one or more members as determined by the President.
2. The committee will meet as an entity at least twice each year and the Chairperson at his/her discretion will call a meeting when required, within that year should an emergency arise.
3. The committee will meet with either the Liquor or Gaming Boards at their request or at the request of the Chairperson to review programs, policies, and information that is directly in compliance to Legion Branches and its members.
4. The Committee shall on receipt of Complaints or Branch Non-compliance and all inquiries of the Liquor or Gaming Acts, bring same to the Liquor and Gaming Corporation for final disposition.
5. The Committee shall report to the President any Branch incidents or non-compliance of the Liquor or Gaming act.

## **Membership Committee – Terms of Reference**

The Committee will consist of a chairman who is a member of the Executive Council or is a Zone Commander and one or more members as determined by the President.

1. Make sure all correspondence from NS/NC and Dominion Command are sent to all branches.
2. Have a membership seminar at least once a year.
3. To be available to all branches that require assistance with the membership.
4. Make sure that the communication between a host branch that is having the seminar and the other branch is in a reasonable amount of time.
5. Liaison between Dominion, NS/NC and the branches.

### **Branch Membership Applications**

It is the responsibility of the Branch Membership Chairperson to submit copies of all new voting members approved applications to the Command office on a monthly basis.

## **Personnel Committee – Terms of Reference**

The Personnel Committee will consist of the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President and the Command Treasurer.

When a position becomes available in the Command staff, the Chairman will instruct the Command Executive Director to advertise the position.

The Committee will interview and recommend to the Sub-executive the successful candidate for the position available.

The Committee will investigate employer/employee problems with a report to the President.

The Committee will do an employee performance evaluation process on each employee, at least once a year, using the prescribed forms.

The Committee will recommend to the Executive Council at the February meeting, any changes to staff wages.

The Committee will meet with all Command staff once a year, or more if required, and reports from these meetings will be made to the Executive Council.

Meetings held by the Command Executive Director and other personnel will be followed by a report to the Personnel Committee Chairman.

## **Poppy & Remembrance Committee – Terms of Reference**

**Definition:** The Poppy and Remembrance Committee is responsible for planning, organizing, implementing and reporting all Poppy and Remembrance activities within the jurisdiction of Command.

1. The Committee will consist of a chairman who is a member of the Executive Council or is a Zone Commander and one or more members as determined by the President.
2. The Committee will organize and conduct Poppy Campaign workshops within Command in conjunction with Command staff.
3. The Committee will ensure that legion policy addressing Poppy and Remembrance matters is passed down the chain of command.
4. The Committee will bring forward ideas and suggestions to Provincial Command.
5. The Committee Chair, in conjunction with the Command Executive Director/Treasurer and Command Service Officer, reviews and approves/denies all requests from Branches for Special Use of the Branch Poppy Trust Funds.
6. The Committee will, in conjunction with Command, review all Poppy Trust Reports Fund from Branches in accordance with Section 1205 and 1206 of the General By-Laws.
7. The Committee reviews all Remembrance posters submitted to Command, selects the best of each category and forwards those posters to Dominion Command for National completion.

## **Public Relations Committee – Terms of Reference**

**Definition:** Public Relations is the active effort of providing Legion members, the public and the media with accurate and timely information about Legion policies, programs and activities in order to create and maintain support for them.

1. The Committee will consist of a chairman who is a member of the Executive Council or is a Zone Commander and one or more members as determined by the President.
2. The Committee will meet as an entity at least twice each year and the Chairperson at his/her discretion will call a meeting when required, within that year, should an emergency arise.
3. The Committee will review and assess current plans and budgets while considering options and actions to deal with new and foreseeable issues and programs.
4. The Committee develops and implements external information programs to promote better public understanding of the policies, programs and activities of the Legion within C. This is achieved primarily through the development and maintenance of the Command website.
5. The Committee develops and implements internal information programs to promote better understanding, within the Legion, of Legion policies, programs and activities.
6. The Committee oversees the development and maintenance of good relations with the news media.
7. The Committee oversees the gathering, processing and distribution of information about Legion policies, programs and activities to the news media to obtain the optimum level of positive coverage. (Reference C by-law 516).
8. The Committee will make proposals to the Executive Council that are of a Public Relation concern to the Command that are not within the realm of the P.R. Budget.



## **Sports Committee – Terms of Reference**

The Committee will consist of a chairman who is a member of the Executive Council or is a Zone Commander and one or more members as determined by the President.

The Chair and the members will be assigned one or more of the Legion sports that they will be responsible for.

The Sports Chairperson will give a report to the Executive Council and Convention, on the information received from the other members.

### **1. Non-Sanctioned Sports Policy**

- a) That Command re-affirms its policy not to be involved financially with non-sanctioned sports.
- b) Non-sanctioned sports are those sports that do not lead to the Dominion Command Level.

### **2. Sanctioned Sports**

Authorized sports are those that lead to Dominion Command Level, which are: Open Darts, Cribbage, 8-Ball Pool and Track & Field.

### **3. Distribution of Sports Information**

That Command will not distribute any information on non-sanctioned sports that do not lead to Dominion Level playoffs.

### **4. Track & Field Chaperones**

That the chaperones for the Track & Field meets to be selected by Command. Coaches' selection will be male and female.

### **5. Travel**

This Command will tend to all travel arrangements, for Sports Chairman/Coordinator attending Command sports events. The Sports Chairman or his Coordinator will be entitled to expense allowances as per by-law 814 a.

### **6. Terms of Reference**

- a) The Cribbage Coordinator be responsible for all matters dealing with Command Cribbage that lead to a Dominion Command Member Sports Championship, including, supply the Command's Sports Chairman with its Sports budget for the year and then to the Finance Committee.
- b) The Darts Coordinator be responsible for all matters dealing with Command Darts that lead to a Dominion Command Member Sports Championship, including, supply the Command's Sports Chairman with its Sports budget for the year and then to the Finance Committee.

- c)** The Track and Field Coordinator be responsible for all matters dealing with the Command Track and Field that leads to a Dominion Championship, including, supply the Command's Sports Chairman with its Sports budget for the year and then to the Finance Committee.
  - d)** The 8 Ball Pool Coordinator be responsible for all matters dealing with the Command 8 Ball Pool that leads to a Dominion Command member sports championship, including, supply the Command's Sports Chairman with its Sports budget for the year and then to the Finance Committee.
- 7.** During a year that one or more of our Command Branches have been awarded the privilege of hosting a Dominion Command Member Sports Championship by Dominion Command, our Provincial Sports Representative along with our Command President receive expense allowances as per by-law 814 a to attend this special event.
- 8.** Ladies Auxiliary to a Branch are authorized to play in any Legion sporting events leading to Dominion Command championships as per Council Meeting – February 13, 2010.

## **Treasurer – Terms of Reference**

### **Receivable and Payables Accounts**

It shall be the duty of the Treasurer in conjunction with the Executive Director

1. examine all accounts presented to the Command for payment and to approve all expenditures;
  - a. All cheques shall be countersigned by the Treasurer; and
  - b. All EFT shall be counter approved by the Treasurer;
2. authorization of disbursements and transfer between funds considered correct;
3. forward any accounts considered questionable to the Finance Committee;
4. shall refer to the Finance Committee any extraordinary expenses more than \$500.00;
5. shall sign all undertakings, instruments and contracts (other than cheques) involving the liability of the Command; and
6. monitor term investments and in advance of maturity provide recommendation to the Finance Committee on allocation of initial amount invested, proceeds realized and/or options for potential re-investment.

### **Branch Monthly Financial Reports.**

1. Through the Command Office, The Treasurer shall receive all NS/NU Command Branch Monthly Financial Reports;
2. Utilizing the Branch Monthly Financial Reports, the Treasurer will track and record the financial status of each Branch, questioning discrepancies through the Executive Director and/or through the Chain of Command, providing any direction required to the Branch through the Chain of Command; and
3. From the tracking of the Branch Monthly Financial Reports, the Treasurer will generate reports to be forwarded as follows:
  - a. 15th and 30th of each month value of all accounts, all Branches, broken down by Branch to Command President copied to Executive Director;
  - b. 15th and 30th each month listing of all Branches indicating compliance with NS/NU Command By-law 1010 to Executive Council copy Executive Director and inform appropriate District and Zone Commanders of non-compliant Branches; and

- c. 15th and 30th each month value of all accounts for each Branch grouped by Zone to respective District Commanders and Zone Commanders including any questions requiring Branch response, copying the Executive Director.

### **Committees and Reporting**

1. A member of the Finance and Personnel Committees; and
2. Report to Executive Council Meetings relating to prevue.

### **Knowledge**

The use of electronic portal banking, spreadsheet software, database software and a basic understanding of accounting are skills employed by the position.

## **Veterans Services, Seniors & Legislation Committee – Terms of Reference**

The Committee will consist of a chairman who is a member of the Executive Council or is a Zone Commander and one or more members as determined by the President.

This committee will represent the Command at the Group of IX meetings and any other meetings that affect Veterans and Seniors.

They will meet with the Nova Scotia Provincial Government Ministers, committees, etc., on matters pertaining to Veterans, Seniors and Legion as required.

## Youth Leadership & Development Committee – Terms of Reference

The Committee will consist of a chairman who is a member of the Executive Council or is a Zone Commander and one or more members as determined by the President.

- **Cadet Medal of Excellence**

The committee will be responsible for selecting candidates for the Cadet Medal of Excellence upon applications being received. Also to process the sponsorship of the Cadet League of Canada to the amount of \$1,000.00 per year upon request (Provincially) to Land, Air and Sea. **Note: for all three if a deserving program (Amendment). (Page 61, Policy Book)**

- **Leadership Training Camp**

The committee will be responsible for the annual Leadership Training Camp as per the Policy book. (All District/Zone Commanders are members at large for the Leadership Training Camp Committee.)

The committee is responsible for ensuring that Contracts are in place for location of Camp, that Staff are in place and ensures equipment is looked after. The Committee is also responsible for registering campers.

The committee is responsible to notify all high schools about upcoming camp dates and any other camp information and the committee is responsible for selecting candidates from applications received.

The Youth Leadership & Development committee is also responsible for any other matters pertaining to Command and Youth.

The following pages outline the responsibilities for the Committee.

## **Cadet Medal of Excellence Responsibilities**

### **1. NS Cadet League Rep Responsibilities**

- a)** July – Distribution of the RCLME Nomination form to all Cadet Corps/Squadrons in NS, including submission deadline of February 15.
- b)** October – Reminder to all Corps/Squadron Commanding Officers of the February 15 deadline.
- c)** February – Due Date for all nominations and supporting documentation.
- d)** Spreadsheet for all nominations are sent to the Committee Chairman and Secretary before meeting.

### **2. Chairperson Responsibilities**

- a)** February – Early in month contact NS Cadet League Rep to determine how many Cadet Medal applications have been received and if there are any problems/concerns.
- b)** February – Towards end of month contact NS Cadet League Rep to arrange a Committee meeting to be held at NS/NU Command office. Contact Committee Secretary to arrange a meeting date and have the Committee Secretary notify all members of the Committee with date and time meeting.
- c)** March – Committee meets later in month to review submitted nominations (applications) to ensure all necessary criteria is met before the Chairman approves them. The Committee also discusses any problems/concerns with applications that do not meet the necessary criteria.
- d)** The NS Cadet League Rep contacts the Legions or Cadet Corps on problem applications. Once problem applications have been reviewed and correct information has been provided, the Cadet League Rep will email the Chairman for approval. When, and if approved, the application is acknowledged and sent by email to NS Cadet League Rep and Committee Secretary.
- e)** Chairman also reviews applications from Nunavut. These applications are reviewed separately as they are not part of the NS Cadet League.
- f)** To ensure the medal is presented by a Legion representative, dressed in full Legion uniform, to the Cadet.

### **3. Committee Secretary Responsibilities**

- a)** Receives and reviews the spreadsheet with list of nominations before the meeting.
- b)** Each application is reviewed at the Committee meeting to determine that it meets all necessary requirements. Secretary to take minutes of meeting and update spreadsheet accordingly.
- c)** At the meeting the Secretary is to verify Branch signatures on the applications to ensure they are from an Executive of the Branch.

- d)** When an application is approved and all pertinent information is received (date, time and area of presentation), the Secretary will prepare for mailout to the respective Branch via Canada Post expedited mail (starting in April).
- e)** When medal and communications are sent to the Branch, the Secretary will update the spreadsheet to include date medal is mailed out.
- f)** A copy of the letter for presentation will go to the respective District & Zone Commanders.
- g)** The Secretary is responsible to keep the spreadsheet up-to-date with missing info and to ensure all missing info (times, dates and place of presentation) is received in a timely manner so that medals are at the Branch in time for presentation to Cadet.
- h)** Responsible to ensure the Chairman receives any applications from Nunavut.
- i)** Responsible to ensure all applications and communications are filed at Command office.

#### **4. Bookkeeper's Responsibilities**

- a)** Prepare invoices for Branches which includes cost of Medal, Certificate and Postage/Mailing costs).
- b)** Receive payment of same.



## **Leadership Training Camp Responsibilities**

### **1. Chairperson Responsibilities**

- a)** Review and confirm all correspondence ensuring dates and pertinent information is correct prior to Leadership Training Camp Kit being sent out to District & Zone Commanders, Branches and High Schools.
- b)** Review and confirm all contacts for accommodations, photographer, etc.
- c)** Review and confirm uniform, medical and supply lists for replenishment.
- d)** Review and confirm staff list including rate of pay for each camp staff member.
- e)** Provide name of guest speaker to Committee Secretary.
- f)** Provide list of persons to invite to closing ceremonies to Committee Secretary.

### **2. Committee Secretary Responsibilities**

- a)** In late August to mid-September, the Leadership Training Camp Kit is prepared for handout at the September Executive Council Meeting for District and Zone Commanders (dates to be verified with Facility beforehand).
- b)** In mid-January correspondence is sent to the following:
  - i)** The chosen Facility requesting confirmation of contract for the camp. When confirmation is received, copies are made and distributed to the Chairperson and Treasurer, after which it is signed by the President. The contract should include number and types of rooms, number of meals, sports requirements and any other facilities required.
  - ii)** Letter is sent to Branch closest to chosen Facility for confirmation that their Sgt-at-Arms will have the Colours on site for the closing ceremonies. Copy of same to go to District & Zone Commanders in the area.
  - iii)** Letter is sent to all camp staff members requesting confirmation of their attending, change of address, phone, etc.
  - iv)** Check with Chairperson for names of speaker, photographer and special guests so that invitations/requests can be sent.
  - v)** Contact Command insurance company for coverage.
  - vi)** Order camp uniforms (tees only) and replenish medical and stationary supplies required.
  - vii)** Ensure High Schools are sent the information letter, application form, student information booklet and a poster for school bulletin boards via Canada Post mail and email School Guidance Councillors where possible.
  - viii)** Send request for funding to any Grants on file in early February of each year.

- c) Other than sending more kits to the Commanders, Branches or schools as requested, Leadership Training Camp activity is quiet until selection is near. All applications are checked to see that all the required information has been included.
- d) The Committee meets after the April 30<sup>th</sup> deadline (deadline is always extended). Once selections are made, students are notified with an Acceptance Letter and copy of Camp Information Booklet. Alternates are also notified.
- e) Branches are notified of the selections from their area. Copy of same notification goes to District & Zone Commanders so that they can help in obtaining sponsorships.
- f) If there are cancellations, alternates are selected and copy of the Acceptance Letter and Information Booklet is sent to them. As time comes near to the camp date, the Commanders are advised and asked to find replacements if necessary.
- g) As Branch sponsorship cheques come in, they are photocopied for LTC file and a copy, along with the cheque, is given to the bookkeeper.
- h) Secretary to prepare Certificates for campers for presentation at closing.
- i) During camp, Camp Director keeps in contact with information as to who left camp, why, etc., and advising of any problems/concerns that may arise.
- j) Secretary will let Director and/or Facility staff know if extra meal tickets are required for the evening of closing ceremonies.
- k) All applications go to Director on or before Registration. **Applications must be returned to Command at closing.**
- l) Secretary monitors incoming sponsorship money coming from Branches. If there are any unpaid sponsorships, the appropriate District & Zone Commanders are notified.
- m) Secretary to ensure that the following items are taken to Camp on/before Registration Day.
  - i) Student completed application forms for Camp Director.
  - ii) Registration Forms (2 Sets of 4 Groups) – one for Director and one for registration.
  - iii) Group photo from previous year to show campers on registration day.
  - iv) Letter re Window Screens, Lost Key & Meal Cards to give to students as they register.
  - v) Camper Release Forms to be signed by parent/guardian and student at registration.
  - vi) Information slip regarding closing ceremonies for parents/guardians.
  - vii) Staff salary cheques.

- viii)** Petty Cash cheque for Director for approximately \$300.
- ix)** Games – 80 copies of each game as per Directors request.
- x)** Small amount of petty cash – \$50.00 in \$5.00 bills (if necessary) and Cash Box.
- xi)** LTC Certificates for presentation at closing.
- xii)** Medical and Stationary Supplies for current camp.
- xiii)** Legion Lanyards for campers to use for camp keys.
- xiv)** Souvenir pins to pass out at closing ceremony.
- xv)** Uniform, Medical and Supply Replenishment forms for next Camp to give to Director for completion after current camp.
- n)** Group photo and write-up of Camp to be emailed and copy of same kept for Command files.
- o)** Camp Report is prepared which includes Directors report, student camp evaluations and student community reports. A copy of same is sent to Executive Council, Zone Commanders and LTC Staff.
- p)** Now it's time to prepare the new Leadership Training Camp Kits for the following year.

### **3. Bookkeeper's Responsibilities**

- a)** Depositing and keeping a record of Branch sponsorship, registration & any grant money.
- b)** Prepare Staff salary cheques and Petty Cash cheque for Director.
- c)** Pay invoices as required.

### **4. Report from Camp Director**

Within one week of the end of the camp, a written report is to be sent to Command with a copy to the Chairman, which shall include the following:

- a)** Persons leaving and why.
- b)** Injuries of students.
- c)** List of medical & stationary supplies and # of uniforms required (complete with sizes) for next camp.
- d)** Any damage to facilities.
- e)** Check building prior to camp and on completion of camp, with a representative from the Facility to ensure there are no damages.

**f)** Recommendations and/or concerns.

# **SECTION X – POLICY/GUIDELINES APPROVAL**

## COMMAND



### Policies & Guidelines Approval

DATE APPROVED: March 1, 2016

COMMAND PRESIDENT 

COMMAND BY-LAWS CHAIRMAN 

## **AMENDMENTS**

#	Article #	Date	Signature
1	Section II-Administration, Item 4	Feb 8/14	
2	Section II-Administration, Item 4 (b)	Feb 8/14	
3	Section II-Administration, Item 8	Feb 8/14	
4	Section II-Administration, Item 14	Feb 8/14	
5	Section II-Administration, District & Zones	Feb 8/14	
6	Section III-Staff, Item 12	Feb 8/14	
7	Section IX-Committee TOR, Sports Committee TOR, Item 6(d)	Feb 8/14	
8	Section II-Administration, Item 25 & 26	Sep 28/14	
10	Section II-Administration, Item 36 to 39	Sep 28/14	
11	Section III-Staff, Item 1	Sep 28/14	
12	Section III-Staff, Item 3 (a), (b) & (c)	Sep 28/14	
13	Section III-Staff, Item 5	Sep 28/14	
14	Section III-Staff, Item 8	Sep 28/14	
15	Section III-Staff, Item 9	Sep 28/14	
16	Section III-Staff, Item 13	Sep 28/14	
17	Section III-Staff, Item 15	Sep 28/14	
18	Section IV-Miscellaneous, Item 1	Sep 28/14	
19	Section V-Finances, Item 4	Sep 28/14	
20	Section V-Finances, Item 10	Sep 28/14	
21	Section V-Finances Item 12 (a) & (b)	Sep 28/14	
22	Section V-Finances Item 4	Feb 28/15	
23	Section IX-Committee TOR, Sports Committee 6(d)	Feb 28/15	
24	Section II-Administration, Item 3, 5	Feb 13/16	
25	Section III-Staff, Item 1, 2, 3, 6, & 8	Feb 13/16	
26	Section V-Finances, 4, 5, 6, 10, & 12	Feb 13/16	
27	Section VII – Responsibilities for Hosting Conventions, Item 14	Feb 13/16	
28	Section VIII – Forms	Feb 13/16	
29	SECTION IX – Committee Terms of Reference, Major Award Application Checklist	Feb 13/16	
30	SECTION IX – Committee Terms of Reference,	Feb 13/16	

	Complaint Form		
31	SECTION IX – Committee Terms of Reference, Complaint Procedure Time Frame	Feb 13/16	
32	SECTION IX – Committee Terms of Reference, Sports Committee Item 5 & 6	Feb 13/16	
33	SECTION IX – Committee Terms of Reference, Youth Leadership & Development Committee	Feb 13/16	
34	SECTION IX – Committee Terms of Reference, Cadet Medal of Excellence Responsibilities	Feb 13/16	
35	SECTION IX – Committee Terms of Reference, Leadership Training Camp Responsibilities	Feb 13/16	
36	SECTION II – Administration, Item 17 (g)	Sep 24/16	
37	SECTION II – Administration, Item 18 (k)	Sep 24/16	<i>Melvin Crane</i>
38	SECTION V – Finances, Item 4 (f)	Sep 24/16	
39	Addendum - SECTION VIII – Forms, Resolution Submission Form	Jan 5/17	<i>Melvin Crane</i>
40	SECTION V – Finances, Item 4 (f)	Feb 24/18	<i>AJ Toff</i>
41	SECTION IX – Treasurer – Terms of Reference	May 12/18	<i>AJ Toff</i>
42	SECTION III – Staff – Removed	Sep 15/18	
43	SECTION V – Finances 6 a) b) c)	Sep 15/18	
44	SECTION IX – Legion Magazine News Correspondent – Terms of Reference	Sep 15/18	<i>AJ Toff</i>
45	SECTION II – Administration, Item 15	Sep 15/18	
46	Title References – Command Secretary change to Executive Director	May 20 /19	
47	Title Reference – SECTION IX Honours and Awards Committee change to Ritual, Awards and Protocol Committee	May 20 /19	<i>Marion Inghy-Cook</i>
48	Title Reference – All reference to Mentorship Committee be changed to Mentorship Committee	Sept 13/19	<i>Marion Inghy-Cook</i>



49	REMOVAL OF THE TORCH:  SECTION IV (1) - Branch Submissions to the Torch SECTION VII – Command Presidents Reception SECTION IX - Public Relations Committee (5) SECTION IX – Cadet Medal of Excellence (3)(g) SECTION IX – Leadership Training Camp (2)(n)	Jan 25/20	
50	REMOVAL OF LOTTO SWEEP  SECTION IX – Remove Lotto Sweep TOR 1 to 4	Jan 25/20	
51	RE-NUMBER - Sections IV, VII and IX	Jan 25/20	