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CHAPTER 1

FOREWARD

The Royal Canadian Legion is Canada's largest veterans and ex-service persons' organization; as such, we the members, have taken on many obligations and responsibilities. Obviously, the provision of support to veterans and serving or ex-former members of the military remains our primary objective. However, the Legion is also active in the communities in which we live and the support provided to senior citizens, the disabled, youth and other community activities are examples of service we take pride in.

In order to ensure the success of our undertakings it is necessary to ensure that Branch Members are provided the opportunity to become familiar with the structure and the manner in which the Legion conducts day-to-day operations.

This Manual has been produced by the Dominion Command Leadership and Development Committee. It provides Branch Officers and those who will assume these positions with information to permit them to become proficient in their leadership roles.

The use of words indicating the masculine impart the feminine where applicable.

The Manual contains information on a number of topics including:

- brief history of the Legion;

- Purposes and Objects;

- Articles of Faith;

- organization and structure of Dominion Command, Provincial Commands, United States Commands and Branches and Posts;

- information on Legion administration to assist day-to-day Branch operations;

- Branch Officers' responsibilities;

- Ladies Auxiliary;

- members' responsibilities;

- Legion dress, including the wearing of decorations, medals and orders;

- flag etiquette;

- visits and protocol; and

- the necessary publications and brochures required at each Branch.

The Manual provides the opportunity for all members to become familiar with the operational and administrative procedures to ensure the success of a Branch. **It provides guidance and must be read in conjunction with existing Provincial Command Manuals.**

CHAPTER 2

THE ROYAL CANADIAN LEGION

GENERAL

As in any undertaking, the greater the knowledge a leader possesses on a subject the better his or her opportunity for success. This chapter provides the Branch Officer with an overview of our history, the Purposes and Objects and the Articles of Faith.

In order to achieve a broader understanding of the Legion, the reader should read the published history of the Legion, past copies of Legion Magazine, branch histories where they exist, and talk to those who have lived our history.

BRIEF HISTORY

The Royal Canadian Legion, as it is known today, came into being at the Unity Conference, held in Winnipeg in November 1925. At that time it was named "**The Canadian Legion of the British Empire Service League**" (BESL). In 1959, the B.E.S.L. was dropped from the name and in 1961, the Canadian Legion's Act of Incorporation was amended to make official the change of name to "**The Royal Canadian Legion**". The word "**Royal**" was conferred by Her Majesty The Queen in recognition of the Legion's 35 years of dedicated service.

Prior to 1925, there were 15 veterans' organizations in Canada, with the largest being the Great War Veterans Association (GWVA) and the oldest the Army and Navy Veterans of Canada. Most of these groups were sincere in their motives but there was no united voice or united effort on behalf of the veterans. One powerful, unified group seemed to be the answer. The Province of Newfoundland joined Confederation at midnight on 31 March 1949. Its people had rejected Confederation in 1867, choosing to remain a British colony until 1948, when a majority of voters indicated their willingness to join Canada. The Royal Canadian Legion has branches throughout Canada's youngest province.

The credit for bringing such a group into being must go to one man. He was Field Marshal Earl Haig, who as Grand President of the British Legion, visited Canada in June 1925, at the invitation of the G.W.V.A., which timed its Dominion Convention to coincide with his visit. Speaking before 3,000 ex-servicemen, Haig made a stirring appeal for unity, an appeal that was heard throughout the country and resulted in the setting up of the Unity Conference and later the formation of the Canadian Legion.

At this Unity Conference, 13 of the existing veterans' groups, led by the G.W.V.A., agreed to unite as one group. The exceptions were the Army and Navy Veterans of Canada and the Amputation Association, who are still independent today. At this conference the veterans drew up a constitution, agreed on a name and set the preliminaries for welding existing organizations into one strong body.

Saskatchewan was the first province to hold a provincial unity convention. This was held in February 1926, at which time a Saskatchewan provincial council was formed. A month later, Manitoba followed Saskatchewan's lead, then British Columbia, Quebec and Nova Scotia organized in May. In June, Ontario, Alberta, Prince Edward Island and New Brunswick organized their councils. The Newfoundland and Labrador Command joined the Canadian Legion when Newfoundland became Canada's tenth province in 1949. There are also two

Commands in the United States: Central Command and Western Command. In addition, there are a number of independent Branches in the United States and in Germany.

By July 1, 1926, the chain of provincial councils had been completed and plans were made for a National Convention to be held in January 1927. At this time, the Canadian Legion had become self-supporting. By the end of 1926, it boasted a surplus of \$10,000 and members were joining at a rate of 4,000 per month. Membership has continued to grow. In 1996, national membership stood at 533,000 including 80,000 Fraternal Affiliates. Included in this figure are 1,100 members in the U.S.A. and 540 in Germany.

The Legion has come a long way since those pioneer years of 1925 and 1926. Over the years, it has established itself as a vigorous, effective voice in Parliament. It has been instrumental in bringing about important legislation, such as the passing of the War Veterans Allowance Act in 1930, which brought financial aid to a large number of "burnt-out" pensioners, the founding of the Hyndman Commission on unemployment, the Corps of Commissionaires and the Veterans Guard of Canada. It was also responsible for bringing about other changes such as the many benefits known as the Veterans' Charter, familiar to all W.W.II veterans, and then in 1971, the Woods Report which brought about extensive changes in Canada's Pension Act. The Legion also helped set up the Department of Veterans Affairs.

During World War II, the "Canadian Legion War Services" was set up to look after the comfort, entertainment and recreation of the troops. It also set up an "Education Service" which provided classes, correspondence courses, etc. This was one of the most ambitious and successful tasks ever undertaken by the Legion. Over 200,000 service personnel took advantage of this and enrolled in various classes and 8,000 university courses were provided. Thousands of books were placed in libraries and rest centres. Through the help of the Red Cross, the Legion was able to send 860,000 pamphlets and books as well as 60,000 text books to Canadian prisoners of war.

Today the Legion continues to be involved in providing assistance to veterans, ex-service persons and their dependents. However, during the past three decades, it has become involved in the field of community service. Each year, branches throughout the country dedicate hundreds of thousands of volunteer hours and spend millions of dollars on youth and senior citizen programs, as well as looking after the care and comfort of the disabled, sick, aged and needy. For example, the average yearly dollar value of Legion assistance amounts to approximately:

Veterans Programs	-	\$ 4.6 million
Veterans and Seniors Housing	-	\$ 2.9 million
Seniors Programs	-	\$ 4.6 million
Youth Programs	-	\$ 9.5 million
Medical Training and Services	-	\$ 4.3 million
Charitable Services	-	\$ 18 million

The Legion is non-partisan, non-sectarian, and is not affiliated with any political party or group. In order to satisfactorily act as an advocate on behalf of veterans and ex-service persons, it must be able to negotiate with whatever government is in power on an impartial basis.

It has a long and distinguished record of service to veterans, ex-service personnel and the people of Canada. Also, as a constituent member of the "British Commonwealth Ex-Services League" (BCEL), it makes substantial

contributions towards the welfare of veterans living in 15 countries in the Caribbean area.

The goal of the Legion - Service to Comrades, Community and Nation - is practiced today as it has been since 1925. In recent years, the membership base has been broadened. This has been done for the purpose of permitting the good works of the Legion to be carried on and thereby not deny the broad assistance to communities that is now provided.

PURPOSES AND OBJECTS

The purposes and objects of the Legion shall be:

to constitute an association of those who have served or are serving in Her Majesty's armed forces or any auxiliary force and of others who support the purposes and objects of the Legion, which association shall be democratic and non-sectarian, and shall not be affiliated to or connected directly or indirectly with any political party or organization;

to bring about the unity of all who have so served;

to further among them the spirit of comradeship and mutual help and the close and kindly ties of active service;

to pass on to their families and descendants the traditions for which they stand;

to perpetuate the memory and deeds of the fallen and of those who die in the future;

to promote and care for memorials to their valour and sacrifice, to provide suitable burial if required, to keep an annual memorial day, to preserve the records and memories of their service and to see that such services shall not be forgotten by the nation;

to ensure that proper attention shall be paid to the welfare of all who have served and the welfare of their dependents and to see to the maintenance and comfort of those who require special treatment, particularly the disabled, sick, aged and needy, and to promote the welfare of the dependents;

to educate public opinion regarding national duties to the dead, the disabled and others who have served, and their dependents;

to foster loyalty among the public and education in the principles of patriotism, duty and unstinted public service;

to strive for peace, goodwill and friendship among all nations, at the same time advocating the maintenance by Canada of adequate and sufficient forces on land, sea and in the air for the defence of our country and for the discharge of those obligations which rest upon us by virtue of our partnership in the Commonwealth;

to support suitable undertakings for the training, employment and settlement of ex-service personnel, and the education of their children;

to preserve their statutory, acquired and legitimate rights, and those of their dependents and, in so doing, to offer the Legion's co-operation to

those officially charged with the responsibility of administering such rights by federal or other governments;

to assist comrades now serving, especially in connection with their return to civil life, and to safeguard the interests of their dependents whilst they are in service;

to assist ex-service personnel to secure not less than the recognized standard rates of wages;

to secure adequate pensions, allowances, grants and war gratuities for ex-service personnel, their dependents, and the widows, children and dependents of those who are dead, and to labour for honourable provision being made for those who, in declining years, are unable to support themselves;

to cooperate with the Commonwealth and allied associations of similar aims and objects;

to establish, organize and regulate provincial, district and local bodies, or commands and branches in convenient centres throughout Canada and elsewhere;

to establish, organize and regulate provincial, district and local bodies of women for the purpose of assisting the Legion in seeing to the maintenance and comfort of disabled, sick, aged and needy ex-service personnel and their dependents, and to cooperate with the Legion in the promotion and carrying out of all aims and objects of the Legion, such a group to be known as a Ladies' Auxiliary of The Royal Canadian Legion;

to acquire, hold, sell or lease real and immovable, personal and movable property;

to raise and coordinate funds for assisting those mentioned in the preceding paragraphs, to provide for the administration of the Legion and its authorized provincial and district commands, branches and ladies' auxiliaries, and to see that these and other funds raised for such purposes are applied to those purposes and none other;

to act generally on behalf of all those who have served in Her Majesty's forces;

to encourage, promote, engage in or support all forms of national, provincial, municipal or community service, or any charitable or philanthropic purpose;

to engage in activities which will be to the credit and benefit of the Canadian community and which will encourage and promote the positive reputation of the Legion.

ARTICLES OF FAITH

WHEREAS The Royal Canadian Legion was founded upon principles, which endure today, and will serve well all who belong or may belong in the future including, among others:

A solemn remembrance of Canadians who gave their lives so that our

nation might be free.

Loyalty to the sovereign and to Canada.

Safeguarding the rights and interests of the disabled, the widows or widowers and dependents and all who served.

Maintaining our right to encourage our people and nation to every reasonable support to peace at home and throughout the world.

Maintaining in and for Canada the rule of law - encouraging the national and united spirit - ordered government - and striving for peace, goodwill and friendship between Canadians and among all nations.

Advocating the maintenance in and by Canada of adequate defence.

Retaining the spirit of comradeship forged in wartime and nurtured in peacetime to the benefit of the history and unity of the nation.

AND WHEREAS throughout the history of the Legion certain values have endured to the benefit of the veteran segment, the Ladies Auxiliary and their chosen successors, all to the credit and benefit of the Canadian community.

AND WHEREAS it is the recognized duty of each segment, the one to the other, to perpetuate The Royal Canadian Legion and its principles, facilities and programs for the general welfare of our nation now and in the future.

We, the undersigned, for ourselves and representative of our segment of The Royal Canadian Legion, covenant and renew our obligations to each other and to the nation and do solemnly declare -

REMEMBRANCE

That those who died in the service of the nation will always be remembered together with their widows and widowers. We will remember them.

That Remembrance Day shall remain and be reverently observed on the 11th hour of the 11th day of the 11th month of each year by us and our successors. Lest We Forget.

That the sacrifice made by so many shall not be in vain and we shall strive to maintain unity in our nation, together with our constant endeavour to promote and maintain peace, goodwill and friendship within our country and throughout the world, so that all citizens may be worthy of the sacrifice they made.

JUST RIGHTS

That those who survive and need our aid may be assured of reasonable and adequate assistance.

COMRADESHIP - SERVICE

That our original basis of common service and sacrifice expressed in comradeship shall survive among us and our community so that the ideals for

which so many laid down their lives will be fulfilled.

LOYALTY

That we maintain our loyalty to the reigning sovereign and to Canada and its people - to stand for ordered government in Canada and decline membership or to continue any membership to anyone who is a member of or affiliated with any group, party or sect whose interests conflict with the avowed purposes of The Royal Canadian Legion or support any organization advocating the overthrow by force of organized government in Canada or which encourages or participates in subversive activity or propaganda.

MEMBERSHIP

That The Royal Canadian Legion remain strong and united. That those who served or are serving or have served in the armed forces of our country together with their widows or widowers and dependents and such others as from time to time are admitted and subscribe and continue to subscribe to our purposes and objects, shall be encouraged to belong provided always that we shall remain democratic and non-sectarian and not affiliated to or connected directly or indirectly with any political party or organization. That so long as veterans remain, or their widows or widowers, they shall be fully and adequately represented in all the councils of The Royal Canadian Legion. Future ex-service persons shall enjoy the same privileges in perpetuity.

SYMBOLS

The Poppy is our emblem of supreme sacrifice and must forever hold an honoured place in our hearts and image immortalizing as it does our remembrance and honouring of those who laid down their lives for ideals which they, we and all Canadians rightfully cherish. It shall challenge us to serve in peace, as in war, to help those who need our help, and to protect those who need and deserve our protection. The cross of sacrifice, on appropriate occasions, is symbolic of the same worthy principles of remembrance.

The Torch shall remain symbolic of justice, honour and freedom throughout our land. These were the principles for which our comrades fought and died. We of today and tomorrow covenant to hold it high lest we break faith with those who died. Justice, honour and freedom are our charge for now and forever. We serve best by fostering these principles in ourselves, our children and their children so long as The Royal Canadian Legion shall survive.

Our Badge is symbolic of our loyalty to our sovereign, our support to our nation in our worthy citizenship and our remembrance for our fallen comrades and fellow Canadians of like principles.

Our Flag, being the Canadian Flag, is representative of our nation both at home and abroad. We will uphold it ourselves and forever teach respect for it by our successors, within and without the Legion. At the same time, we will remember our historical association with the Union Flag and the Red Ensign.

Our successors shall themselves learn and pass to their successors these principles including, when necessary, our best services in times of great need, our unique strengths to our family and community, and the worthiness or remembering their contributions in their continuing time.

We, individually and collectively, guarantee we will be true to these principles

and subject only to the limits prescribed by democratic law teach and hand down them to our continuous successors without reduction but with enhanced values.

CHAPTER 3

ORGANIZATION AND STRUCTURE

GENERAL

The Act of Incorporation (Chapter 84 of the Statutes of Canada 1948, as amended) is the authority for The Royal Canadian Legion. It provides that the governing body of the Legion shall be the Dominion Convention, and when it is not in session, the Dominion Executive Council has supreme jurisdiction in all matters within the purposes and objects as set out in The Act. The decisions of the Dominion Executive Council on questions of policy and on the course of action to be taken is binding on all provincial commands, councils and branches.

The branch is the primary unit of the Legion. All branches and provincial commands exercise autonomy with regard to their own affairs within the area under their jurisdiction and within the provisions of the General By-laws.

Amendments to the General By-laws are approved by the biennial Dominion Conventions and nothing contained therein may be inconsistent with the Act of Incorporation. Each provincial command has its own by-laws, approved at its provincial convention. These control the affairs of the command and of the branches under its jurisdiction. Branches, similarly, set up by-laws to control their own affairs. None of these by-laws may be inconsistent with the General By-laws, which are the supreme authority with respect to Legion organization.

Provincial commands are normally divided into districts and/or zones which are purely administrative bodies coordinating activities between the branches and command. Branch general meetings, provincial conventions and Dominion Conventions each elect officers to serve for a term on the respective branch executive, provincial executive council and on the Dominion Executive Council.

Provincial councils are composed of the elected provincial officers and district and/or zone commanders. The Dominion Executive Council is composed of the elected Dominion officers plus representatives from each provincial command and special groups, as provided for in the General By-laws.

Each level of the Legion sets up standing committees to carry out specific duties as prescribed by the by-laws and by the executive committees, to whom they make regular reports. The chain of command is from the branch to its provincial command and from provincial command to Dominion Command, usually secretary to secretary.

The Legion is a **not for profit**, dues-supported organization. A per capita tax on dues paid by the members supports the operation of provincial and Dominion Commands and the Legion Magazine.

DOMINION COMMAND

At Dominion Conventions, the delegates elect officers as follows:

- Dominion President
- Dominion First Vice-President
- Dominion Vice-President (Four)
- Dominion Chairman

Dominion Vice-Chairman
Dominion Treasurer

These officers are elected for two years, and with the Immediate Past President, form the Sub-Executive Committee of the Dominion Executive Council and carry out the necessary business between Council meetings. The Dominion President approves appointments of members to the standing committees and committees of the whole.

In addition to these officers elected at the Dominion Convention, provincial commands name representatives to the Dominion Executive Council, on a per capita membership basis. Provincial Command representative entitlement is provided for in the General By-laws. Currently, Provincial Command representation is as follows:

Newfoundland & Labrador	two
Prince Edward Island	two
Nova Scotia	two
New Brunswick	two
Quebec	two
Ontario	five
Manitoba/NWO	two
Saskatchewan	two
Alberta/NWT	three
Pacific	four

There are provisions for representation from the Tuberculous Veterans' Section, the Imperial Veterans' Section and the United States National Council. The General By-laws refer.

The elected officers and the Dominion Secretary form the Sub-Executive Committee. These individuals, plus the Dominion representatives and the representatives of the special sections and the United States National Council are collectively the Dominion Executive Council. This Council is the governing body of the Legion between conventions. It deals with resolutions from provincial commands and reports from all committees.

Everything is reported in Dominion Executive Council minutes, which are distributed to all members of Dominion Executive Council and to Provincial Secretaries.

The committees of the whole of the Dominion Executive Council are working committees and carry out policy decisions made at convention and arising from meetings of Dominion Executive Council. They also make recommendations to Dominion Executive Council. Committee chairmen are usually members of the Dominion Executive Council; however, Committee members may or may not be members of the Dominion Executive Council.

The Dominion Command Committees are:

- Veterans' Service
- Legion Seniors
- Leadership and Development
- Membership
- Youth (including Track & Field)
- Remembrance and Poppy
- Member Participation Sports
- Public Relations

Ritual and Awards
Constitution and Laws
National Ceremonies
B.C.E.L. (Canada)
Financial Advisory
Centennial Fund Investment
Staff Pension Fund Investment
Appeals
Canadian Unity
Dominion Convention
National Defence
Planning and Administration

In addition, special committees, named from time to time by the Dominion President on an as required basis, act until their work is completed.

DOMINION COMMAND HEADQUARTERS

This is the full-time staff organization which, on a day-to-day basis, carries out the policy of the Legion established at convention and by the Dominion Executive Council. The Dominion Secretary is the senior executive and the headquarters has departments as follows: Service Bureau; Administration; Finance; Membership; Supply; and Public Relations. The headquarters provides the permanent secretarial staff for all Dominion Committees, and in co-operation with the provincial commands concerned, is responsible for Dominion Conventions.

The Legion Magazine staff is also located in Dominion Command Headquarters. The magazine is published by CANVET Publications Ltd., an independent company, managed by a board of directors. The Managing Editor is the senior executive and oversees the production of the magazine.

PROVINCIAL COMMAND ORGANIZATION

Each provincial command is organized to suit its own geographical requirements. The following is a brief outline of the composition of each command.

Pacific Command - The Executive Council consists of a President, the Immediate Past President, First Vice-President, Second Vice-President, a Treasurer, six Executive Officers and a Chairman as the elected officers, together with the Zone Commanders and a representative of the Tuberculous Veterans' Section (TVS).

Pacific Command is divided geographically into 20 zones, each of which elects a Zone Commander who, by virtue of his office, holds a seat on the Executive Council. Districts do not exist in Pacific Command. The Zone Council usually consists of the Zone Commander and two or more delegates from each branch, and meetings are held monthly, quarterly or semi-annually as the Zone desires.

The full Council meets at least twice a year. The Sub-Executive Committee, consisting of all elected officers, meets as required.

Alberta-Northwest Territories Command - The Executive Council consists of a President, Immediate Past President, a First Vice-President, three Vice-Presidents, a Treasurer, an Honorary Solicitor, Chairman, Vice-Chairman, nine District Commanders and a representative of the Tubercular Veterans' Section.

The command is divided into districts, each of which elects a District Commander who, by virtue of his office, is a member of the Executive Council. The command is also divided into zones, each of which elects a Zone Commander who is not a member of the Executive Council. The only district which is not divided into zones is District No. 7. This district comprises the five branches which are situated in the Northwest Territories.

The full Council meets twice a year and between these meetings, the Sub-Executive, consisting of the elected officers, meets as required. The command holds one Zone Commanders' conference each year, at which time all Zone Commanders are brought in for a two-day meeting.

Saskatchewan Command - The Executive Council consists of the President, Immediate Past President, First Vice-President, three Vice-Presidents of equal status; Chairman, Vice-Chairman, Honorary Treasurer, Executive Director

(non-voting); all District Commanders and a T.V.S. representative. The Districts are also divided into zones.

The full Council meets twice a year. The Sub-Executive Committee also meets twice a year prior to the full Council meeting. The Sub-Executive Committee is made up of the President; Immediate Past President; First Vice-President; three Vice-Presidents; Chairman; Honorary Treasurer and the Executive Director (non-voting).

Manitoba and Northwestern Ontario Command - The Provincial Executive Council consists of the President, Immediate Past President, First, Second and Third Vice-Presidents, Honorary Treasurer, Chairman, Deputy Chairman, Sergeant-at-Arms, nine District Commanders, one Imperial representative and three Honorary Presidents. The Provincial Sub-Executive Committee consists of the President, Immediate Past President, three Vice-Presidents, Honorary Treasurer, Chairman, Deputy Chairman and the Sergeant-at-Arms.

The Provincial Executive Council meets twice a year. The Provincial Sub-Executive Committee also meets twice each year.

Ontario Command - The Executive Council is comprised of the President, Immediate Past President, First Vice-President and three Vice-Presidents, Honorary Treasurer, Assistant Honorary Treasurer, Chairman and Vice-Chairman, nine District Commanders, 47 Zone Commanders, one T.V.S. member and the chairmen of provincial standing committees.

The Council meets once a year to perform and carry out the work entrusted to it by the last convention and to carry out the general business of the command.

The Administrative Committee consists of the elected officers plus the District Commanders. Meetings are held from time to time for the purpose of handling the Command administrative business and urgent matters. Proceedings of all meetings are presented to the next meeting of the full Executive Council.

Quebec Command - The Executive Council consists of the command officers who are the President, the Immediate Past President, a First Vice-President, four Executive Officers, a Chairman, a Vice-Chairman, an Honorary Treasurer, an Assistant Honorary Treasurer and the elected representatives to Dominion Executive Council, the District Commanders and one duly accredited member representing the TVS Section and the Imperial Veterans' Section, provided there is a branch or branches of such special sections and associations within the command.

Two meetings are held annually during convention year and one in the off year, with the President having the option to convene other Council meetings if the interests of the Legion so demand. The Sub-Executive Council consists of the command officers.

New Brunswick Command - The Executive Council consists of an Honorary President, President, First and Second Vice-Presidents, Honorary Treasurer, Chairman and Vice-Chairman, all of whom are elected at provincial conventions; Immediate Past President; respective District Commanders (8); plus a Grand Patron, Honorary Solicitor, Honorary Pensions Advocate, Provincial Sergeant-At-Arms and two Chaplains, all of whom are appointed by the Executive Council at their Spring Council Meeting.

The Sub-Executive Committee of this Command consists of the President, the First and Second Vice-Presidents, the Honorary Treasurer, the Immediate Past President, the Chairman and Vice-Chairman.

Nova Scotia Command - The officers of the command are the President, First Vice-President, Second Vice-President, Honorary Treasurer, Immediate Past President, Chairman, Vice-Chairman and the two representatives on the Dominion Executive Council (one of whom is the Immediate Past President) and an Honorary President.

The Executive Council consists of the elected officers, the District Commander and Zone Commanders. The Executive Council meets as required for the transaction of business when called by the secretary on order of the President.

The Sub-Executive Committee consists of the President, First and Second Vice-Presidents, the Honorary Treasurer, Chairman, Vice-Chairman, the representatives to the Dominion Executive Council and the Immediate Past President.

The Sub-Executive Committee has the power to hold meetings, transact business and carry out such administrative duties as may be authorized by the Executive Council.

Prince Edward Island Command - The Provincial Executive Council (Executive) consists of the President, the First Vice-President, three Vice-Presidents, the Immediate Past President, Finance Chairman, the Chairman, the Vice-Chairman, the Dominion Representatives (Provincial President is automatically a Dominion Representative; and the second representative is elected) and Zone Commanders, with the proviso that in special circumstances the Zone Commander may be represented by the Deputy Zone Commander. This Council meets four times yearly to carry on the business of the command, consistent with the expressed will of the convention.

The Sub-Executive is comprised of all elected members of the Executive except the Zone Commanders, and has the power to hold meetings, transact business and carry out the administrative duties of the Executive between meetings of the said Executive.

Newfoundland & Labrador Command - The Provincial Executive Council is organized as follows: the President, First Vice-President, Second Vice-President, the Immediate Past President, the Honorary Treasurer, the Honorary Solicitor, the six District Commanders, the Dominion Executive Council representatives, the Convention Chairman and any member of the command

who is a member of the Dominion Executive Council can be appointed to sit on the Provincial Council. The Executive Council meets at least once each year.

For the purposes of convenience and economy, the command has the power to appoint from its members a Sub-Executive Committee, consisting of such members as the Council may decide. The Sub-Executive Committee has the power to hold meetings, transact business and carry out all necessary administrative business between meetings of the full Executive Council. The Provincial By-laws stipulate that the Sub-Executive must meet twice yearly, or at such times as may be essential for the transaction of business.

UNITED STATES COMMANDS

Central Command is responsible for Posts within Central USA and has a Commander, First Vice Commander, 2nd Vice Commander, Command Chaplain, Adjutant, Finance Officer, Pension & Service Officer, Honours and Awards Officer and a Resolutions and Credentials Chairman.

Western Command is responsible for Posts within Western USA divided into two Zones; the Southern Zone and the Northern Zone. There is a Commander, 1st Vice Commander, 2nd Vice Commander, Zone Adjutants, Zone Chaplains, a Finance Officer, a Service Officer, Command Parliamentarian, an Historian/Correspondent and Zone Sergeants-at-Arms.

The United States National Representative is selected on a rotating basis from the two Commands.

INDEPENDENT BRANCHES AND POSTS

There are a number of independent branches in the Yukon, Northwest Territories and Federal Republic of Germany, as well as independent United States posts that report directly to Dominion Command, and come under the Sub-Executive Committee.

CHAPTER 4

BRANCH ORGANIZATION

GENERAL

The branch is the grass roots organization within The Royal Canadian Legion; it is through the branch the Legion has the most dramatic impact within the community. It is obvious that a correctly structured branch is of vital importance to the smooth operation and positive public image we seek.

ORGANIZATION

The officers of the branch should consist of a president, one or more vice-presidents, an executive committee, a secretary and a treasurer. The immediate past president is also an officer by virtue of past service. The number of vice-presidents and executive committee members may be determined by the size of the branch and provided for in the branch by-laws.

It is most important to have a knowledgeable member as secretary, and a member with some experience in handling funds as treasurer. If the branch is small, it is possible to combine the two offices and have a secretary-treasurer. This is not recommended unless through necessity.

All branches should have a sergeant-at-arms, a service officer and a chaplain. These positions may be elected or appointed. All standing committee chairmen, such as membership, poppy, leadership, sports, honours and awards and constitution and laws, should be appointed by the president in consultation with the executive committee.

It is an advantage to have the standing committee chairmen appointed from the executive committee where possible.

The president should also appoint a public relations chairman to make the public aware of the branch activities and programs sponsored by the branch.

Where the business activity of the branch is sufficient to warrant it, a position of branch manager may be established. For branches having both a manager and a secretary, the duties of each must be carefully established so that the two work closely and effectively in the administration of the day-to-day affairs.

The manager is hired for his managerial skills and should apply these skills to operating the business of the branch. The secretary, on the other hand, should be elected or appointed to look after the administrative affairs of the Legion and the service aspects of the branch.

Each branch should appoint a finance committee to provide the expertise in all financial transactions.

BRANCH BY-LAWS

It is the duty of every president and executive to ensure that the branch has adequate by-laws. These are rules and regulations accepted by the branch for its own guidance.

By-laws must be carefully drawn and receive the approval of the membership at a general meeting of the branch. **They must then be submitted to**

provincial command for study and approval. Branch by-laws must be consistent with the current General By-laws and should not include anything that is already covered in command or General By-laws.

By-laws should be reviewed periodically and, with the approval of the membership, amendments may be included to keep the by-laws current at all times. **Amendments, to the by-laws themselves, are not legally in effect until approval is granted by provincial command.**

Members must abide by the by-laws and can in *no way* violate the branch, command or General By-laws to suit themselves.

Ladies Auxiliary By-laws must be approved by the general membership of the auxiliary and then by the branch. *These by-laws must then receive the approval of provincial command.* Any subsequent changes must also follow this procedure.

NOMINATIONS, ELECTIONS AND VOTING PROCEDURE

The nominations, elections and voting procedure are thoroughly covered in the publication, *Rules of Procedure for Legion Meetings*. However, there are some basic points that should be considered by a branch when setting up its election procedures.

The nomination and election of officers requires serious thought, for they are one of the most important facets of the organization's life. The method of nominating and electing should be prescribed in the by-laws of the branch or the command. If the method is not provided for, nominations may be made from the floor or by a nominating committee, depending on the method approved by a meeting of the branch.

The details on nominations are set out in the booklet, *Rules of Procedure for Legion Meetings*, and explain the use of a nominating committee with provision for handling the nominations in a branch. These should receive careful study as well as the notes on elections and the various methods of voting.

CHAPTER 5

RESPONSIBILITIES OF OFFICERS

GENERAL

The information provided in this chapter describes the basic responsibilities of various branch officers. It is not meant to be an all encompassing list of duties, but a set of guidelines which, if followed, should provide for the efficient operation of the branch. As in most human endeavours, when in doubt seek advice. Common sense decisions are normally found to be correct.

PRESIDENT

The President is the Chief Executive Officer of the branch and when present, will preside at all executive and general meetings of the branch.

The President portrays the Legion image in the local community, and should participate in community projects and represent the branch at public functions. Therefore the President's appearance and conduct must be above reproach, as most people judge the branch by the conduct of the President.

As presiding officer, the President sets an example of fairness, courtesy and obedience to the rules.

The President must be familiar with this Manual as it is a guide to operating a good Legion branch and he should learn to delegate authority and see that the work is done.

The President should take guidance from his officers. He must consult with them, take advice from them and confide in them.

The President's ability to communicate is paramount to his success in office.

The President shall ensure that the branch participates in Zone and District rallies, conventions and meetings as well as Provincial and Dominion Conventions.

The President (or the Chairman if applicable) calls the meeting to order promptly at the proper time, announces the business, states and puts all questions brought up before the meeting. He informs the members on points of order, preserves order and controls debate, **but must not take part in the debate**. The President should be familiar with the manual, *Rules of Procedure for Legion Meetings*, and have it available so the meeting can be conducted in a proper and businesslike manner.

If for any reason the presiding officer wishes to take part in the debate he must vacate the chair temporarily to some other officer, usually the next senior officer present. He will not resume the chair until the question at issue has been disposed of.

The function of the presiding officer is to conduct and guide debate but not to dominate it. He exercises authority to terminate aimless discussion. At all times rulings should be given with firmness and confidence.

As a rule, the President, at the first meeting of the Executive Committee after election to office, names the various standing committees necessary for the

successful operation and administration of the branch and appoints a chairman for the various standing committees from the elected Executive Committee. These appointments should generally be approved by the Executive Committee so that harmony starts at the beginning. The standing committee chairmen may then select from the general membership those members necessary to form each committee.

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

The disciplinary powers of officers of the Legion are set out in the General By-laws, Article III.

The President, as Chief Executive Officer, may call the branch executive to special executive meetings when it becomes apparent that such actions are desirable and necessary for the proper functioning of the branch.

The President must be a leader, but accept guidance; must lead but not dominate; must ask but not order. In short, the position of president is one of overseeing and providing guidance and advice. However, the executive must be permitted to act without interference. It must be remembered that the delegation of responsibility also includes the authority to make decisions.

Although some branches make use of a chairman, it is the duty of the President to open and close meetings with the prescribed Legion Ritual.

VICE-PRESIDENT

The importance of a Vice-Presidency should not be under-estimated. There may be one or more Vice-Presidents.

In the absence of the President, all rights and powers vested in the President shall, for the time being, be committed to a Vice-President according to seniority of office.

The Vice-President is usually appointed to chair one or more important committees. The First Vice-President (in the absence of any by-law to the

contrary) will succeed the President automatically should the President, for any reason, not be able to complete the term of office.

A Vice-President should endeavour to learn as much as possible about all the branch's committees.

A Vice-President should know the ritual, assist with initiations, and be thoroughly familiar with all manuals.

SECRETARY

The office of Secretary is a very important one. The Secretary is the key person to the organization and the right-hand person to the President. The Secretary has many responsibilities such as the following:

- carries out the duties of this office in accordance with the wishes of the Executive Committee;

- responsible for keeping a complete and accurate record of business transacted at all general and executive meetings;

receives and replies to all correspondence promptly and answers all questionnaires from Dominion and Provincial Commands;

brings to the attention of the President or appropriate officers any current, pertinent correspondence and acts as directed by the officers;

keeps an up-to-date membership list of all categories;

passes on any correspondence or literature to the pertinent officer or committee chairmen (Membership, Sports, Poppy, etc.);

advises the Provincial Secretary and the Dominion Secretary when there has been a change of President or Secretary in order that Provincial and Dominion Commands may keep their mailing lists up to date;

prior to every meeting the Secretary should see that all members are advised in ample time as to the nature of the meeting, with the date, time and place clearly stated;

ensures an agenda is prepared for the use of the President or Chairman before a meeting;

has on hand the minute book, correspondence, Ritual, By-laws and any other records needed for the business of the meeting;

at the request of the Chair, reads the previous minutes and any correspondence and replies to points of information;

takes the minutes of the meeting, (a complete and accurate record of the business transacted must be made); and

ensures that the previous minutes, if agreed, are signed by the President and the Recording Secretary.

TREASURER

The duties of the Treasurer are as follows:

assist in the preparation of a budget and act in an advisory capacity to the Executive Committee on all financial matters;

keep a true and accurate account of all monies received and paid out and a similar record of all financial transactions of any kind;

deposit all funds in the name of the branch in a bank or other depository designated by the Executive Committee or the appointed auditors;

disburse monies under the authority of the Executive Committee and within the prescribed authority for such expenditures;

cheques issued by the branch should be pre-numbered and must bear the signatures of two persons who have been specifically authorized to sign, and cheques must not be signed in blank;

those authorized to sign cheques should be bonded in an amount determined by the Executive Committee; and

the Treasurer should make a financial report monthly, quarterly, semi-annually or annually, as directed by the branch by-laws or the Executive Committee.

IMMEDIATE PAST PRESIDENT

The President of the branch becomes the Immediate Past President upon the election of a successor.

The Immediate Past President is, by virtue of the office, a member of the Executive Committee, and has the same powers as the other members. The reason for this automatic appointment is to help maintain continuity of administration and policy.

The President should ask the Past President for advice whenever in doubt.

The branch should make use of the Past President's experience and knowledge; the following are some suggested appointments that a Past President may fulfil:

Chairman of Installation Ceremonies;
Chairman of the Branch Honours and Awards Committee;
Chairman of a committee to report on resolutions and changes in the Branch By-laws; and
Liaison with the Ladies Auxiliary.

CHAIRMAN

It is the duty of the Chairman to see that the business of the meetings is conducted in an orderly manner in accordance with recognized procedures. In most branches, the President presides at meetings, but in some larger branches a member with some knowledge of motions and Parliamentary usage is elected or appointed to chair the general meetings.

As the majority of members in attendance may not be knowledgeable in meeting procedure, it is the duty of the Chairman to help and guide these members, and to give them every opportunity to enter into the debate.

The Chairman must use tact and good judgement at all times. A good Chairman is one who is able to keep the meeting under control, while not "controlling" the meeting.

A Chairman's duties are:

call the meeting to order at the appointed time and to adjourn the meeting when all business has been completed;

ascertain that a quorum is present (if established by a by-law);

observe all ceremonies customary to Legion meetings;

announce the business before the meeting in its proper order;

state and put to vote questions which have been regularly moved and seconded and to announce the result of the vote;

rule on all points of order;

recognize members entitled to the floor and not interrupt a speaker as long as he is in order;

enforce the observance of order and decorum among the members;

refrain from entering into any discussion. (If wishing to do so, the Chairman must first vacate the chair);

have on hand a proper agenda, Dominion Command, Provincial Command and Branch By-laws, Ritual and Insignia Book, and Rules of Procedure for Legion Meetings;

abstain from expressing a personal opinion on any matter under discussion;

refuse the right of any member to engage in a discussion of political policies or religion, unless such subjects have a direct bearing on the pending question; and

be familiar with the rules governing voting by a Chairman as prescribed in the Rules of Procedure for Legion Meetings.

EXECUTIVE COMMITTEE

The Executive Committee is the governing administrative body of the branch between general meetings and is accountable to the branch membership.

It is formed by the election of voting members from the general membership of the branch. An appointed secretary, treasurer or secretary-treasurer attend all meetings of the Executive Committee.

The Executive Committee is composed of a President, one or more Vice-Presidents, the Immediate Past President, a Secretary, a Treasurer (in some small branches the position of secretary and treasurer may be combined), and a sufficient number of Executive Committee members which may be considered necessary for the efficient operation of the branch. The officers of the Executive Committee may be elected for a period of one or two years. The terms of office should be established in the branch by-laws. The branch should decide upon the size of the Executive Committee and then elect sufficient members. The President then appoints or recommends the members to chair various standing committees, taking into consideration the suitability of each member to fill such a position. Though it is not a hard and fast rule that committee chairmen must be appointed from the Executive Committee, it is desirable that each executive member be given a job to do.

The Executive Committee is responsible for the execution of the policies authorized by the general membership, providing such policies are consistent with the general rules and principles of The Royal Canadian Legion. All new business requiring the approval of the general meeting should first be considered and shaped by the Executive Committee before presentation to the members at a General Meeting.

The authority of the Executive Committee between general meetings should be carefully prescribed in the branch by-laws.

SERGEANT-AT-ARMS

The Sergeant-at-Arms may be either appointed or elected by the members and is responsible for the following:

for the presentation of the Colours at all official functions and is charged with the care of the Colours as well as the conduct and appearance of the Colour Party;

ensures that only those qualified are permitted to attend meetings and that decorum is maintained;

when on duty, his position of office is at the entrance door of the hall or meeting room;

is in immediate attendance on the President or other presiding officer, and preserves order at the direction of the Chair;

at the ceremony of installation, conducts the newly-elected officers and committee members to a place in front of the Installing Officer and similarly conducts newly enrolled members at the ceremony of initiation;

the Sergeant-at-Arms is not a member of the Executive Committee unless so elected, or is already a member of the Executive Committee appointed to this office; and

if the Sergeant-at-Arms wishes to take part in debate, he must temporarily vacate the position, and may not resume duty until the subject under discussion is disposed of or resolved.

BRANCH SERVICE OFFICER

The importance of having a Branch Service Officer in every Legion branch cannot be over-emphasized. He can be either elected or appointed to office. It takes many years of experience to become a good Service Officer and this is why continuity should receive consideration when electing or appointing a person to this office.

The duties of a Branch Service Officer are many and varied. He should attend all general meetings to act as advisor and counsel on "service" matters. Some of the particular aspects of Legion service work are:

Disability Pensions (widows included);
Treatment Regulations;
Benevolent Funds;
Legion Poppy Funds;
War Veterans Allowance;
Social Assistance (welfare);
Burials, including CPC, DVA and Last Post Fund;
Old Age Security and Guaranteed Income Supplement;
Canada Pension Plan or Quebec Pension Plan;
Housing; and
Veterans Independence Program.

Although the scope is large, the Branch Service Officer is not expected to know all the details of veterans' legislation, etc. That is why the Legion employs both Provincial and Dominion Command Service Officers to assist in this regard.

The Service Officer should let it be known where and when he can be

contacted.

The following publications are normally available from the Command Service Bureau and are recommended reading for a Branch Service Officer:

Royal Canadian Legion Group Life Insurance Plan;
War Veterans Allowance;
Last Post Fund brochure;
Canada Pension Plan or Quebec Pension Plan;
Your Old Age Security Pension;
Old Age Security and Guaranteed Income Supplement Guide;
Spouses Allowance;
Veterans Affairs Services and Benefits; and
Each province also has a number of informative pamphlets available on Senior Citizen Benefits.

It is vital that the Branch Service Officer keep discussions with persons seeking assistance confidential. If this is not done, the Branch Service Officer will not have any credibility and be unable to properly carry out the responsibilities of this position.

CHAPLAIN

A branch may appoint a Chaplain or Chaplains who often undertake the duties of Service Officer as well as the duties of Chaplain.

The spiritual leadership of the branch is vested in this person. The Chaplain should enjoy the confidence of the President and other officers and attend all meetings of the branch.

The Chaplain officiates at dedications, memorial services, funerals of our comrades, and carries out such other duties compatible with the office, as the President may request.

The branch by-laws should prescribe the status of the Chaplain.

1. Committee Chairmen

Committee Chairmen are named in many ways. In some branches they are elected; in others they are appointed by the President or the Executive Committee. It is the duty of the Chairman to call the committee together, but if absent or through neglect fails to call a meeting, it is the duty of the committee to meet at the call of any two of its members.

During the deliberations of a committee, no one has a right to be present except members of the committee, but observers may be permitted to attend. However, the President of the branch is an ex-officio member of each committee. The general formalities of meetings are unnecessary in committee meetings. Instead of the Chairman abstaining from speaking on questions, he is usually the most active participant in discussion and work of the committee.

2. Committees

The selection of committee members may be determined by the branch by-laws. Some branches provide, through by-laws, that the President or Executive Committee name all members of a committee. Other branches leave this

responsibility to the committee chairman or to the branch membership.

The purpose of committees is to do all preliminary work on matters to be prepared for action. There are two types of committees - STANDING and SPECIAL.

A Standing Committee is elected or selected at the annual meeting and continues until the next annual meeting. Unless the presiding officer appoints a chairman, usually the first named on the committee becomes the chairman. If a chairman has not been elected or appointed, a committee may elect a chairman from its members.

A Special Committee is appointed for a specific purpose and continues to exist until the duty assigned to it is accomplished, then the committee is dissolved.

In small Special Committees the Chairman may also act as Secretary, but in large ones and in all Standing Committees, it is customary for the committee to elect a recording secretary.

When the findings or recommendations of a committee have been adopted by the committee, a report is prepared and signed by the members.

a. Public Relations Chairman - A good Public Relations Chairman is an asset to a branch. The ideal choice is a person with newspaper or radio experience who also has an extensive Legion background. However, any member with a sound knowledge of the branch and who knows how, or can learn, to use the basic tools of Legion public relations, is capable of doing an excellent job. To be successful, the Public Relations Chairman needs the cooperation of the officers and all members of the branch.

As an initial step, the Public Relations Chairman should contact, by letter or phone, the important media in the community, outlining the various activities of the branch which are newsworthy. Many community newspapers welcome a weekly Legion column and this, along with regular newsletters sent to members, keeps both the membership and the public aware of upcoming events, etc. Some radio stations will grant "spots" for Legion announcements.

The press release is one of the most important functions of the Public Relations Chairman and it must have genuine news value. The press release must be accurate, concise and unbiased. A Public Relations Chairman must always be direct and factual when dealing with the media as mistakes that appear in print can reflect adversely on the Legion.

Pictures of special events should be taken. The Public Relations Chairman should arrange to have a professional photographer present on these occasions. In many cases, amateur photographs are not suitable for reproduction in newspapers.

In addition to submitting branch news to the local press, the Public Relations Chairman is also responsible for submitting items of "national interest" to the Command Correspondent for publication in Legion Magazine.

A branch should spare no effort to achieve a good Public Relations program. The results, through community goodwill, will make it all worthwhile.

It is recommended that each branch obtain the pamphlets, *A Guide to Effective Communications* and *Media Relations and Branch News Guidelines*. Both are

excellent guidelines for a Public Relations Chairman.

b. Sports Chairman - The Branch Sports Chairman should be chosen with care; not only should the person be interested in sports and good sportsmanship, but should also have a good knowledge of Legion affairs. Often the Sports Chairman is the only branch representative to be in close contact with a certain segment of the membership, and should be prepared to answer questions on any phase of Legion work, as well as questions concerning the rules and regulations of the various Legion sports events.

The Sports Chairman should be able to organize and oversee the branch's various sports events, and should be able to make decisions and settle debates in a diplomatic manner. He should enjoy the confidence of the membership and be able to create interest and enthusiasm in various sports. If the branch hosts sports events at various levels, he should be prepared to assist the Zone or District Commander or Provincial Sports Officer in any possible way.

The Chairman should be in close contact with the Branch Secretary regarding literature and correspondence that may come from higher commands regarding their committee.

At all times, their actions and behaviour should be above reproach, for they are truly the branch's GOODWILL AMBASSADOR.

c. Membership Chairman - The Membership Chairman:

should be active and full of ideas;

is knowledgeable of what the Legion offers, what the branch offers and of all regulations affecting membership;

studies and utilizes the membership kit each year and orders the materials early;

should have two sub-committees, one for renewals and one for new members;

conducts an Early Bird campaign and follows through with letters, telephone calls and personal visitations;

finds out why members have not renewed and tries to rectify any mistakes or misunderstandings;

organizes a new member campaign every year, making sure all potential members are canvassed and utilizes press, radio and TV in the campaign, as well as membership materials available for Provincial Commands. Should promote the +5 recruitment program and stimulate participation within the branch;

ensure that a mentor program is established and maintained to accommodate all new and transferred members;

attends membership workshops in the command and translates the ideas received into action;

promotes the work of the Legion by showing Legion films in the

community, by having a Legion booth at the local fair and by ensuring that the Branch is the kind of branch a person would want to join;

is a tireless worker who generates enthusiasm; and

is responsible for the branch achieving its membership target.

CHAPTER 6

RESPONSIBILITIES OF MEMBERS

GENERAL

The Legion's image is portrayed by its members' conduct and care should be taken to ensure that this does not reflect badly on the Legion at any time, and most particularly, while wearing Legion dress.

RESPONSIBILITIES

Members are responsible for their guests while such guests are in Legion premises.

Members should attend meetings and be punctual.

Members should take part in debate at meetings and not criticize afterwards.

The general meeting is the place to bring up criticism and complaints.

Members should stand and address the chair before speaking.

Members should not accept offices or appointments unless they are willing to assume the responsibilities of these offices.

Members should abstain from reference to personalities during debate.

Members have responsibilities towards the good name of the Legion. This includes supporting policies approved by convention. If a member disagrees with a policy then the way to change it is by resolution.

Where a confrontation arises between members, or a disagreement between President and members exists, care should be taken in resolving these situations. Both parties should discuss the problem thoroughly to ensure the facts are known to all concerned. The laying of complaints against a member is not always the best way to overcome a nasty situation, and should be used as an absolute last resort.

The Legion uniform shall be worn on appropriate occasions only and not for sectarian or political purposes.

CHAPTER 7

THE LADIES AUXILIARY

GENERAL

The General By-laws of The Royal Canadian Legion provide for branches to form auxiliaries. The branch has full and complete jurisdiction over its auxiliary in all matters in which the auxiliary may be involved. Where there is a Provincial Command Auxiliary, it is under the jurisdiction of its respective command.

THE LADIES AUXILIARY

Ladies Auxiliaries are formed to assist the branch in the carrying out of its work. The branch should not hesitate to call upon its auxiliary whenever it needs assistance. Each auxiliary should realize that it has certain responsibilities, first to its branch, then to its provincial command and finally to its community.

Many Legion branches would not have survived had it not been for the auxiliary. While jurisdictional authority is clearly established, it is suggested that a branch look upon its auxiliary as a partner, rather than as a servant. A demanding and arbitrary attitude adopted by the branch can often lead to resentment, friction and lack of co-operation. When conflicts do arise between a branch and its auxiliary, often these are caused by lack of communication. The line of communication is always between the branch president and the auxiliary president. In any dispute, the decision of the branch is final. Good liaison is very important and very necessary.

Each auxiliary may set its own membership dues, keeping in mind that a per capita tax is payable to the Ladies Auxiliary Provincial Command where applicable. Each auxiliary is under the control and subject to the by-laws of the branch to which it is an auxiliary. The by-laws of a ladies auxiliary must not contravene any by-laws and must be approved by the auxiliary's general membership, the Legion branch and provincial command.

Today there are close to 100,000 members in the Ladies Auxiliaries. Each year these dedicated ladies contribute millions of dollars to Legion programs as well as making substantial contributions to charitable organizations, youth groups and senior citizen programs.

While there are many concepts or meanings given the word "auxiliary", the definition that best describes its function in the Legion is - "giving help or aid, assisting or supporting". The branch must respect the status of the auxiliary and the role it is fulfilling as an important and valuable asset, recognizing its many contributions to The Royal Canadian Legion.

CHAPTER 8

LEGION DRESS

GENERAL

The Legion uniform is one of the most profound ways of demonstrating that you are a member. As such, it must be maintained to a very high standard.

LEGION DRESS

The official Legion dress is as follows:

navy beret complete with Legion crest, worn with the band one inch above the eyebrows, crest over the left eye and beret smoothed to the right side;

navy blazer complete with Legion crest on the top left-hand pocket, Legion buttons on front and sleeves;

grey pants for men and grey skirt or pants for women;

white shirt and official Legion long striped tie. The bow tie or crested tie may be worn with uniform on *informal occasions only*;

black shoes and black socks or dark grey hose;

topcoats may be worn for outside ceremonies during inclement weather;

only one Legion lapel badge may be worn at any time, regardless of the number held by the member; however, recipients of a discharge button or the Canadian Forces Service Pin may wear this pin to the left of the Legion badge;

name tags are worn on the right breast of the blazer above Legion medals; and

white gloves are worn for official participants in Legion ceremonial occasions.

SUMMER DRESS

The official summer dress is as follows:

the summer dress code will be comprised of black socks (or dark grey hose for female members) and black shoes, grey pants (grey skirt or pants for female members), dress white shirt (long or short-sleeved), with Legion shirt crest (500141) or associate shirt crest (500248) on the left hand breast pocket and a Legion beret. A Legion tie is optional. **No epaulettes, shoulder badges, medals or ribbons are to be worn;** and

the Parade Commander may authorize a Parade to remove their blazers when considered necessary and appropriate.

BERET - INDOOR WEAR

The Legion beret shall be worn on the following occasions indoors:

by members of the Colour Party and the Sergeant-at-Arms at General Meetings;

by the presiding officer, Colour Party, Sergeant-at-Arms and those members being installed during installation ceremonies; and

other ceremonial occasions as directed.

SERVICE MEDALS

Service medals are worn on Remembrance Day, at Convention parades and other ceremonial functions. All service medals shall be worn on the left breast, in order of precedence from right to left. When there are more than five, they shall be overlapped. Medals shall never be worn in more than one row. On no account shall the bar on which the medals are mounted extend beyond the centre of the body nor the seam of the left sleeve. The bar shall be placed centrally on the left breast and fastened at a height level with the base of the lapel buttonhole. When medals are worn, the blazer or jacket shall always be kept buttoned.

Miniatures are not to be worn on parade. They may be worn on a mess or dinner jacket and it is also permissible to wear them on a Legion blazer or ordinary jacket when attending indoor functions, such as banquets, etc.

It is illegal for anyone to wear another person's Service Medals, including those of a relative. The Criminal Code of Canada states that medals must **only** be worn by the person to whom they have been awarded.

LEGION MEDALS AND LAPEL BADGES

All Legion medals should be worn on the right breast and on the same horizontal line as Service Medals, and in order of precedence from left to right. Only one Past Officer's Medal shall be awarded at any one level regardless of whether the member concerned may have held more than one office at that level. When a member has held more than one office at the same level, the subsequent offices are indicated by "bars" to the Past Officer's Medal. Only one bar shall be worn for a specific office at each level, even though the member may have held the office for more than one term.

Only one Legion lapel badge may be worn at any one time on a blazer, regardless of the number held by the member; however, recipients of a discharge button or the Canadian Forces Service Pin may wear this pin on the blazer to the left of the Legion lapel badge.

Legion medals are worn with Legion dress and Ladies Auxiliary medals are worn with Auxiliary dress.

It is also improper for a member to wear Legion medals to which he is not entitled.

CANADIAN ORDERS, DECORATIONS AND MEDALS

The awarding of orders, decorations and medals is a time honoured tradition as a means of recognizing achievement, bravery and service. In order to ensure the person entitled to wear them is accorded the respect deserved, they must be worn correctly and on appropriate occasions. In addition, they must *only be*

worn by the recipient.

The regulation regarding the Wearing of Canadian Orders, Decorations and Medals is not included in this manual. Information can be obtained from The Chancellory, Office of the Secretary to the Governor General, 1 Sussex Drive, Ottawa, Ontario, K1A 0A1.

CHAPTER 9

FLAG ETIQUETTE AND PROTOCOL

GENERAL

A branch will be judged, justified or not, by the manner in which ceremonies are performed and the manner in which official guests are received. It is incumbent upon all members, but in particular the Branch Officers, to ensure that such occasions are afforded the appropriate degree of respect.

FLAG ETIQUETTE

The official Legion Colours are the Canadian Flag, the Royal Union Flag (Union Jack), the Provincial Flag(s), the Legion Banner and the United Nations Flag. At all times, these Colours must be treated with respect. The order of precedence for display, carrying and drill are shown in the Legion *Ritual and Insignia Manual*.

Branches are encouraged to use Colour Parties at appropriate Legion functions. A well-disciplined Colour Party will add colour and enhance the Legion's image on any occasion. The general public will often judge a branch by the appearance and performance of its Colour Party; therefore, care must be taken when choosing members for the party. Each Colour shall be carried by a specially selected member of the branch who shall always be in complete and proper uniform. Colours shall always be carried properly and with dignity; as such, knowledge of drill and flag etiquette is essential.

When carrying Colours on parade, in order to avoid interference with the wearing of Service Medals, the carrying slings shall be slung from the RIGHT shoulder to the left hip, with the socket in the centre of the body. Colours shall be carried vertically and care shall be taken to never allow them to touch the floor or ground. Members of the Colour Party shall refrain from singing when "O' Canada" or "God Save the Queen" are played.

Branches should be training the Associate members to perform the duties of Colour bearers. This will provide younger legs for a most important aspect of Legion ritual.

VISITATIONS AND PROTOCOL

When requesting the attendance of a Dominion Officer at a branch function, the "**Request for a Visit by a Dominion Command Officer**" form must be completed in triplicate and submitted through the respective provincial command, at least 90 days prior to the event taking place. Copies of this Dominion Command form can be obtained through your provincial command office.

The main speaker should be the first to address the assembly.

Each Provincial Command has its own requirements regarding visitation of Provincial officers.

When Command Officers are in attendance at branch functions, whether or not they are taking an active part, they should be properly introduced. The hosts must ensure that the spouse or escort of the official guest(s) is not forgotten and is entertained in an appropriate manner.

The program should allow adequate time for the senior officer present to say a few words and bring greetings from Command.

If an invited officer has to travel a great distance which would require overnight accommodation, arrangements should be made for his accommodation and he should be met on arrival.

The Branch should obtain the correct title of the office and a short biography, in order that the officer may be properly introduced.

If the function is held in the Branch premises, the officer should be given the opportunity to view the clubrooms and to meet as many members as possible.

Branches should consider the importance of the function to justify the cost, if the invited officer has to travel a great distance.

CHAPTER 10

ROYAL CANADIAN LEGION PUBLICATIONS

GENERAL

This chapter is devoted to providing the Branch Officer with a ready list of publications required for the efficient operations of a branch.

AN ACT TO INCORPORATE THE ROYAL CANADIAN LEGION

This Federal Act is Chapter 84 of the Statutes of Canada 1948, as amended. It is the legal authority under which the Legion operates. It has been amended from time to time, to change the name of the organization from the Canadian Legion of the British Empire Services League, to provide controls over Legion property and to establish membership eligibility. It can only be amended with Parliamentary approval, which is normally obtained by means of a private member's bill to the Senate or to the House of Commons.

The Act also protects certain copyrights of the Legion. Section 15(1) sets out the trademarks as:

- a. the words "Canadian Legion" and "Legion";
- b. the Legion badge;
- c. the poppy or representation thereof; and
- d. the ties or representation thereof.

Section 15(2) states: "Except in accordance with the written authority of Dominion Command, no person shall adopt or use any mark of the Dominion Command or any word, symbol, insignia, regalia or emblem that is confusing with or likely to be mistaken for a mark of Dominion Command."

Section 15(3) states that each of the marks of Dominion Command is a registered trademark of the Dominion Command under the Trademarks Act of Canada.

THE GENERAL BY-LAWS

These are, in effect, the regulations to the Act and are the rules under which the organization functions. Provincial and branch by-laws must be consistent with the provisions of the General By-laws. They are published in booklet form and are amended at Dominion Conventions as required. Consequently they are reprinted every two years.

The General By-laws must be readily available in each branch for consultation on matters of official policy and clarification of proper procedures with respect to the operation of a branch or command.

Officers at all levels must have a good knowledge of their contents and application and should be in possession of a current copy for easy reference.

RITUAL AND INSIGNIA MANUAL (for Legion ceremonies)

This Manual sets out the proper procedure to follow at all Legion ceremonies, formation of colour parties, Legion dress, wearing of medals and initiation and installation procedures. The object of this Manual is to make available to Legion members an authoritative outline of the correct practices.

It is hoped that good use will be made of this Manual and that Legion members will gain, through its use, a greater appreciation of the importance of our ceremonial traditions.

RULES OF PROCEDURE FOR LEGION MEETINGS

This booklet has been made available to assist a chairman at any meeting of The Royal Canadian Legion in the performance of his duties, and to make available to all members a ready reference to the rules of debate. A further purpose is to standardize procedure at all meetings of The Royal Canadian Legion.

Each member should be familiar with the Rules of Procedure so that he or she may co-operate with the chair in maintaining orderly debate and expediting the business on the agenda.

These rules will assist in the proper conduct of meetings, voting and election procedures and other matters with respect to Parliamentary procedures.

MEMBERSHIP PROCESSING GUIDE

Dominion Command uses a computerized membership system to maintain accurate membership information and to process and produce membership cards. The system is also used to produce address labels for Legion Magazine and provide statistical information on the number of members, category of membership and paid status of members. To ensure the efficient running of the system a Membership Processing Guide is published to assist branch secretaries and membership chairmen who are involved in membership processing. It illustrates sample forms, explains how they should be completed and submitted.

The Guide is an excellent publication that, if used properly, will answer most if not all membership questions. Branch or command personnel who are involved in membership processing should have a copy available at all times. Dominion Command provides all branches with a copy of this guide each year along with other membership material. Additional copies may be purchased through Provincial Command.

MEMBERSHIP VIDEOS

Also available from Dominion Command are two membership training videos. The first one, entitled "Membership Administration", deals with procedures to follow when submitting payments to Dominion Command and complements the Membership Processing Guide. The second video, "Membership Depends on You", deals with the recruitment and retention of members. These two excellent productions can be purchased from Dominion Command.

POPPY MANUAL

This manual is produced by the Dominion Command Remembrance and Poppy Committee to assist branches in conducting effective poppy campaigns. All committee chairmen and members should be in possession of copies.

HONOURS AND AWARDS REGULATIONS

These regulations provide information on Legion awards, the proper procedure for determining eligibility and for making application. It is essential that members of all Honours and Awards Committees have copies readily available

to them for guidance.

Legion awards must be earned. They are awarded for services rendered to the Legion over and above what is normally expected of a member. Members of Honours and Awards Committees shall be knowledgeable members. They must carefully review all applications for awards and recommend only those that are truly worthy of further consideration at higher level.

A GUIDE TO EFFECTIVE COMMUNICATIONS AND MEDIA RELATIONS

This publication was prepared to assist members who will be dealing with the media. It has now been incorporated into The Royal Canadian Legion Branch Public Relations Manual distributed in the spring of 1997. The Public Relations Manual incorporates information for use at Legion branches from all areas of public relations including media relations, community relations, special events planning and other areas of interest to a branch executive and the public relations officer.

BRANCH NEWS GUIDELINES

The booklet is the guide for Legion members who are called upon to report the activities of branches or posts for publication in Legion magazine. It should become a permanent part of the reference library for use by the Public Relations Chairman or others handling this assignment.

BRANCH LEADERSHIP MANUAL

This manual has been produced by the Dominion Command Leadership and Development Committee. It provides Branch Officers and those who will assume these positions with information to permit them to become proficient in their leadership roles.

The manual provides the opportunity for all members to become familiar with the operational and administrative procedures to ensure the success of a Branch. It provides guidance and must be read in conjunction with existing Provincial Command Manuals.

PUBLICATIONS AND BROCHURES

The following is a list of the most often used Dominion Command publications and brochures:

- An Act to Incorporate The Royal Canadian Legion
- The General By-laws
- Ritual and Insignia Manual
- Honours and Awards Regulations
- Rules of Procedure for Legion Meetings
- Poppy Manual
- Guide to Effective Communications and Relations with Media
- Our Kind of People
- All Your Answers on the Poppy Campaign
- Another Way to Serve Canada
- Sports Guide
- The Royal Canadian Legion Fact Sheet

Branch Profile
Supply Catalogue
Rules and Regulations for Literary and Poster Contests
Promotional Aids Catalogue for Poppy Campaign
Story of Remembrance Day
Pension Guide
Improved Access to Buildings
Branch Leadership Manual
Legion Seniors Program
The Legion Welcomes You
Membership Renewal Kit
Branch News Guidelines
Our Youth, Canada's Future
National Track and Field Program

NOTES TO CHAPTER 10

The Act to Incorporate, the General By-laws, Rules of Procedure for Legion Meetings, the Honours and Awards Regulations, Ritual and Insignia and Poppy manuals are available from branches and provincial commands.

All provincial commands produce their own by-laws and other publications which are available to branches.

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