

FORT ERIE
The Frontier Branch, No. 71



BY-LAWS
Enacted December 14, 1942

BY-LAWS

At a regular meeting duly called and held on the 14th day of December, A.D., 1942, at Fort Erie in the Province of Ontario, it was enacted as follows:

NAME

1. That this Branch shall be known and designated as the Frontier Branch, No. 71, Ontario Command of the Canadian Legion of the British Empire Service League.

AIMS AND OBJECTS

2. The General Meeting of the Branch shall be the organization for carrying out its activities in connection with the welfare of ex-service men and women, and with the social and comradeship life of the Branch, and for prosecuting the aims and objects of the Legion, within the limits of and subject to By-Laws of the Canadian Legion and the Ontario Provincial Command.

MEETINGS

3. The Regular Meeting of the Branch shall be held in the Leigon Hall, Fort Erie, Ontario, each Monday evening at 8 o'clock unless such meeting night falls on a legal holiday, when no meeting shall be held, provided however that no meetings shall be held during July and August save and except on the second Monday of each of the said

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months. If it seems desirable to change the regular meeting of any week, or meet on a Monday which is a legal holiday, or during July and August, this must be proposed and carried at a regular meeting at least one week prior to the meeting under consideration, which shall then be legally constituted.

NOMINATIONS AND ELECTIONS

4. At the Regular Meeting held on the second Monday of December in each year the nominations of Officers for the forthcoming year shall be received, and the election of the Officers for the forthcoming year shall be held at the Regular Meeting on the third Monday in December which shall be the Annual Meeting of the Branch. Only those Nominees who have accepted their nominations in writing prior to the Meeting at which the election takes place shall be eligible for election.

OFFICERS TO BE ELECTED

5. The following Officers shall be elected annually: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Service Officer, 3 members who shall hold no other elective office, to the Executive Committee, and the Chairmen of the following Standing Committees: (a) House, (b) Entertainment, (c) Investigation, (d) Publicity, (e) Cemetery, and 2 auditors. The elected Chairman of each Committee shall name his own committee and submit same to Branch for approval at the first regular meeting after he takes office.

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EXECUTIVE COMMITTEE

6. The Executive Committee shall consist of President, First Vice-President, Second Vice-President, Treasurer, Immediate Past-President, and 3 elected members. A majority thereof shall form a quorum.

OTHER COMMITTEES

7. The President shall appoint the Chairman of the Sick Committee and such other committees as may be found necessary.

DUTIES OF EXECUTIVE COMMITTEE

8. The Executive Committee shall meet 30 minutes before every regular meeting to vouch for all accounts payable and to investigate any other matter brought to their attention. The result of their proceedings shall be communicated to the Branch at the next meeting for their approbation. Other meetings of this committee shall be held at the call of the President. The Branch Secretary shall act as Secretary of this Committee. Any vacancy on the Committee occurring during the year shall be filled by the Committee at a meeting of the Committee called for the purpose, of which three days' notice shall be given.

SALARIED OFFICERS

9. The Executive Committee may suspend or dismiss any salaried officer and shall be responsible that any officer handling funds of the Branch is properly bonded. In the absence of a written agreement, a salaried officer shall be deemed to be hired

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from month to month, and shall be required to give one month's notice if he wishes to resign. No such written agreement shall provide for a hiring for longer than one year.

ABSENCE

10. Should any member of the Committee be absent from three consecutive meetings of either the Committee or the Branch without an excuse satisfactory to the other members of the Committee, he shall, if a resolution to that effect is passed by the Committee after notice to him, cease to hold office, and his place shall be filled in the manner relating to vacancies provided by Section 8.

DUTIES OF PRESIDENT

11. The President shall preside at all meetings and enforce order and strict observance of the by-laws. He shall exercise a general supervision and control over the officers and business of the Branch and shall call meetings of the Executive Committee, or the Branch, when he considers it advisable. He shall transact such other business as may by custom appertain to his office, and he shall have the casting vote when there shall be an equal division on any question.

ABSENCE OF PRESIDENT

12. In the absence or disability of the President, all the rights and powers vested in the President shall, for the time being, be vested in the First Vice-President, and in the absence or disability of both the President and First Vice-President, all

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the rights and powers vested in the President shall, for the time being, be vested in the Second Vice-President.

DUTIES OF SECRETARY

13. The Secretary shall keep a record of the proceedings of all meetings, whether of the Branch or of the Executive Committee, in special books kept for that purpose. He shall be required, at every business meeting, to have with him the proper minute and record books, and all necessary books and correspondence which he may have in his possession, relative to the business likely to be transacted at any meeting. He shall be the custodian of the Seal of the Branch. He shall hold these and act at all times and in all respects entirely at the will and direction of the Executive Committee, and shall conform to all such rules and regulations as the Executive Committee may determine.

DUTIES OF TREASURER

14. The Treasurer shall keep a just and true account of all moneys received and paid out by the Branch, and of all financial transactions of any and every kind whatsoever, including always a full and complete statement of the credits and liabilities of the Branch. He shall deposit all funds of the Branch in a chartered Bank, and the account shall be kept in the name of the Branch. All moneys in excess of \$5.00 payable by the Branch shall be paid out by cheque only, signed by the Treasurer or Secretary or a member of the Execu-

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tive Committee, and countersigned by the President or Vice-President of the Branch, and no cheque shall in any case be signed by any officer in blank. The Treasurer shall keep his books available to the inspection of the Executive Committee at all times. When, and as often as the Executive Committee require, he shall submit a detailed balance sheet, containing a summary of the property and liabilities of the Branch, and of all its financial dealings, arranged in a proper and business-like style.

QUORUM

15. At any Meeting of the Branch, whether special or general, the quorum shall be 15 and questions shall be decided by a majority of those present, the Presiding Officer having the casting vote in case of a tie.

RULES AND PROCEDURE

16. Members shall not hold private discussions during a meeting, or talk on any subject in an unseemly manner. In matters not provided for in these By-Laws, all meetings shall be conducted on Parliamentary lines, and the rules of procedure contained in *Bourinot's Rules and Procedure* shall govern.

17. ORDER OF BUSINESS

- (1) Reading of the Minutes.
- (2) Correspondence.
- (3) Applications for Initiation.
- (4) Unfinished Business.

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- (5) Reports of Committees.
- (6) Minutes of Meeting of Executive Committee.
- (7) General Business.

PRESIDING OFFICER MAY TABLE

18. Where business arises of which no notice has been given, the Presiding Officer may, if he considers it in the interests of the Branch, adjourn to the next Meeting the debate on such business.

WRITTEN REPORTS

19. All reports of Committees shall be presented in writing and signed by the members offering same.

DUES

20. Every accepted candidate, before initiation in this Branch, shall pay the sum of \$2.25 (which is \$1.00 for initiation, 25c deposit for badge, and \$1.00 for the current quarter's dues). Thereafter his dues are payable quarterly in advance at the rate of \$1.00 per quarter.

REINSTATEMENTS

21. A comrade suspended for arrears of dues may be reinstated on payment of \$3.00 (which is \$1.00 for reinstatement fee, \$1.00 dues for preceding quarter and \$1.00 dues for the current quarter).

FISCAL YEAR

22. The financial year of the Branch shall be the calendar year.

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DAMAGE TO PROPERTY

23. If any member or members of the Branch wilfully or negligently damage the property of the Branch, the Executive Committee shall assess the amount of such damage, and the amount thereof so assessed shall be paid to the Branch by such member or members. Any member or members failing to pay such damage within a period of thirty days after the same has been assessed, as aforesaid, may be suspended by the Executive Committee.

If any member shall be dissatisfied with the assessment of such damage, or his suspension, he may appeal therefrom to the General Meeting of the Branch, whereupon his appeal shall be disposed of in accordance with the procedure prescribed for the suspension of a member for cause.

DUTIES OF STANDING COMMITTEES

24. *House Committee:* Will consist of a chairman and at least two other members. This committee will have full control of hall and furnishings and shall be responsible for their upkeep. The chairman will arrange for the renting of the hall according to a scale of charges to be fixed from time to time by resolution of the Branch, but will have the power to make special arrangements for special occasions. No furnishings shall be removed, loaned or rented without the consent and approval of the committee. No expenditure in excess of Five Dollars will be made by the committee without the approval of the Branch at a regular meeting.

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Entertainment Committee: Will consist of a chairman and at least three other members. This committee will have charge of all social affairs and the entertainment provided thereat, and shall be responsible also for any necessary refreshments provided. The budget of this committee for any social affair must be approved by a regular meeting of the Branch before any expenditures are made. All accounts must be paid by the Branch Treasurer.

Investigation Committee: Will consist of a chairman and two members. This committee will receive and investigate all applications for initiation and report to the regular meeting which must approve by a two-thirds majority vote.

Publicity Committee: All material relating to Legion activities must be passed through this committee.

Cemetery Committee: Will consist of a chairman and two members who will have complete charge and control of the Legion Plot in the Cemetery.

Relief Committee: Will consist of the President and Treasurer. A separate banking account will be used by this Committee and all expenditures must be made by cheque signed by the President and the Treasurer.

The Committee shall have authority to pass upon any expenditure up to an amount of fifteen dollars and all applications involving an expenditure of a greater sum shall be approved by the Executive Committee before action is taken.

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The expenditures of this Committee shall be subject only to the scrutiny of the Auditors and shall not be discussed in an open meeting of the Branch. Any member may, however, with just cause, request private information pertaining to the relief fund and then only in the presence of not more than three members of the Executive Committee.

Sick Committee: Shall consist of 3 members whose duty it shall be to keep the Branch advised of the condition of any members who are ill, and to visit such members and make sure that the obligation of the Branch to such members is fully carried out.

AUDITORS

25. Auditors will consist of two members to be elected. The member receiving the greatest number of votes to be chairman. This committee shall have access to all of the Branch's books at any time. The fiscal year will end the last day of December. The Auditors shall audit the books of the Branch to the end of the fiscal year and submit their report in writing on or before the first meeting in February. Any of the Auditors may hold any elective or appointed position in the Branch except President, First or Second Vice-President, Secretary or Treasurer.

CHANGE OF BY-LAWS

26. These By-Laws shall not be altered or amended except upon a motion, of which notice shall have been given at a meeting of the Branch

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held previously to the meeting at which the same is to be considered, which notice shall set out such alteration or amendment, and shall be signed by the member presenting the same; and a two-thirds majority vote of the members present and entitled to vote at any ordinary or special meeting of the members of the Branch shall be required to make such proposed alteration or amendment effective.

CLUB ROOM PRIVILEGES

27. Members of this or any other Branch, if in good standing, are entitled to full privileges of rooms. Visitors are allowed privileges when accompanied by a member of the Legion who will be responsible for their conduct during entire visit and is answerable for their misconduct the same as if it were himself.

BAR PRIVILEGES

28. Privileges of bar are governed by Liquor Control Act.

CONSTITUTION GOVERNS

29. The Constitution of the Canadian Legion shall govern in all cases not covered by these By-Laws.

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