

The
GENERAL BRANCH BY-LAWS

for
**MANITOBA and
NORTHWESTERN ONTARIO COMMAND,**



CHARLESWOOD BRANCH #04-100
of the ROYAL CANADIAN LEGION

As amended at Charleswood Branch #04-100 General Meeting 24 May 2018



Contents

PART 1 - Contents	i
PART 2 - ORGANIZATION	1
1. TITLE	1
2. MEMBERSHIP	1
3. INITIATION OF NEW MEMBERS	1
4. COMPLAINTS AND APPEALS	1
5. BRANCH DUES	2
6. SIGN-IN-PRIVILEGES	2
7. HOUSE RULES	2
8. FINANCIAL	3
9. NOTICES	4
PART 3 - MEETINGS	5
1. BRANCH GENERAL MEETINGS	5
2. THE ORDER OF BUSINESS	5
3. EXECUTIVE MEETINGS	6
4. SPECIAL GENERAL MEETINGS	6
5. QUORUMS	7
6. DELEGATES	7
PART 4 - NOMINATIONS & ELECTIONS	7
1. NOMINATING COMMITTEE	7
2. ANNUAL ELECTION OF BRANCH EXECUTIVE COMMITTEE	8
PART 5 - EXECUTIVE	10
1. BRANCH EXECUTIVE	10
2. DUTIES OF THE EXECUTIVE COMMITTEE	11
3. VACANCIES	13
4. SPECIAL COMMITTEES	14
5. HONOURS AND AWARDS COMMITTEE	14
6. BRANCH EMPLOYEES	14
PART 6 - REFERENCES	16
PART 7 - APPROVAL	16
1. AMENDMENTS TO BY-LAWS	16
2. AMENDMENTS TO HOUSE RULES	17

Charleswood Legion Branch No. 100 By-Laws Revision Schedule:

Original	0	24 May 2018	Revision	5
Revision	1		Revision	6
Revision	2		Revision	7
Revision	3		Revision	8
Revision	4		Revision	9

INTERPRETATIONS

1. Within these By-Laws unless the context otherwise requires, the terms:
 - a. “Command” – shall be interpreted as meaning the “Manitoba and Northwestern Ontario Command of the Royal Canadian Legion”;
 - b. “this Branch”, “the Branch” - shall be interpreted as meaning “the Manitoba and Northwestern Command, Charleswood Branch No.04-100 of the Royal Canadian Legion”;
 - c. indicating the masculine import the feminine; and words indicating the singular import the plural.

**To the General By-Laws of the
Manitoba and Northwestern Ontario
Command of the Royal Canadian Legion**

ORGANIZATION

1. TITLE

- a. This Branch shall be known as, "Manitoba and Northwestern Ontario Command, Charleswood Branch No. 04-100 of the Royal Canadian Legion".

2. MEMBERSHIP

- a. Shall be in accordance with the General By-laws of The Royal Canadian Legion.
- b. Guests and employees, who frequent the Club Room and enjoy its privileges, shall be requested by the Executive Committee to obtain a membership.

3. INITIATION OF NEW MEMBERS

- a. Every new member shall be welcomed according to the Ritual, Awards and Protocol Manual.
- b. The New Member shall be given an official receipt for monies paid and a key card which shall serve as a pass to the clubrooms.

4. COMPLAINTS AND APPEALS

- a. Complaints against a Branch member shall be dealt with in accordance of the General By-Laws of The Royal Canadian Legion.
- b. Complaints against Branch staff must be presented in writing within 24 hours of the incident, witnessed by another member, to the attention of the Branch Secretary, who will notify the President immediately.
- c. Incident Forms are located behind the bar and should be utilized to notify the Branch Office of situations that may form the basis of a complaint. This provides the Executive an opportunity to resolve the complaint potential at the lowest level.

5. BRANCH DUES

- a. Every member shall pay annual dues in the amount to be determined at a General Meeting of the Branch.
- b. Dues shall be payable not later than the 31st day of January of any year.
- c. A \$5.00 administration fee shall be paid by all New Members joining the Branch. This fee does not apply to Branch transfers.
- d. Arrears in dues shall be dealt with in accordance with the General By-laws of The Royal Canadian Legion.
- e. The Executive Committee shall have discretionary powers with regards to dues of Life Members and Members warranting special consideration.
- f. Dues of an "Early Bird" member who is deceased prior to January 1st of the coming year shall be refunded by their branch upon the request of their dependents or the Executors of their estate.

6. SIGN-IN-PRIVILEGES

- a. All members shall be permitted to sign in a maximum of seven (7) guests.
- b. Ladies Auxiliaries shall be permitted to sign in a maximum of four (4) guests.

Visiting members, visiting Ladies Auxiliary members and visiting members of recognized veterans organizations may sign in a maximum of two (2) guests.

- c. When the All Seasons Room is rented by a member for a private function, that member shall be authorized to sign for the entire group attending the function.

7. HOUSE RULES

- a. The branch shall create, post, and maintain at its own discretion a list of house rules for members and their guest to abide by.
- b. House Rules shall be published and maintained as [ANNEX A](#) to these By-Laws.
- c. Whereby a House Rule is deemed to be in contradiction to local laws or regulations; or, Dominion, Command, or Branch By-Laws; these governing laws, regulations, and documents shall take precedence.
- d. Persons unable or unwilling to abide by the House Rules will not be permitted entry, and/or will be asked to leave the Branch property.

8. FINANCIAL

- a. All expenditures over \$1,000.00, including commitments to such expenditures, shall be submitted to the Finance Committee for their consideration before payment or commitment is given.
- b. No expenditure or commitment exceeding \$2,500.00 shall be dealt with at a General Meeting unless it has been first submitted to the Finance Committee and the Executive Committee for their consideration.
- c. No expenditure or commitment exceeding \$2,500.00 shall be made without the consent of the General Membership, through a resolution passed at a General Meeting.
- d. All expenditures exceeding \$10,000.00 shall be the subject of a Notice of Motion or a Special General Meeting.
- e. The above paragraphs, shall not apply to the following regular, routine, or emergency expenditures:
 - i. Liquor and soft drink purchases
 - ii. Bar equipment in the event of an emergency
 - iii. Bar supplies
 - iv. Employees' wages
 - v. Remittance of employees' deductions including:
 - (a) Income Tax
 - (b) Employment Insurance
 - (c) Canada Pension Plan
 - vi. Any other operating expenses deemed necessary.
- f. All monies received by the Legion shall be rung in through the cash register.
- g. All monies paid by the Branch shall be paid by cheque only, with the exception of such amounts that may be paid out of Bar Account.
- h. The Executive shall present monthly Financial Statements to the General Meeting for the months preceding the meeting, and a Yearly Financial Statement to the Annual General Meeting.
 - i. Any financial statements are considered property of the Branch and shall not be removed or disclosed to third parties without prior expressed consent of the Executive.

- ii. Requests for amplification of Branch financial statements shall be requested in writing through the Branch Treasurer.
- iii. Members may request the following documents for periods up to one year preceding the last General Meeting:
 - (a) Balance Sheet for a particular period; and/or
 - (b) Income / Expenditures Reports for given month(s).
- i. The Executive shall ensure that all major expenditures, other than current accounts and emergency repairs, have prior approval of the General Meeting.
- j. The Executive shall ensure that all cheques are signed by two signing authorities and that at no time shall a blank cheque be co-signed. Signing authorities shall be the President, the Branch Manager and the 1st Vice President, in the absence of the President.
- k. The Executive has the power to raise money by way of a loan or mortgage or debentures, or to sell any real property or chattels belonging to the Branch, provided that such action has received a formal notice of motion and has been approved by 2/3 of those members present at a Special General Meeting called for that purpose, and subject to the approval of Provincial Command.
- l. The Executive shall ensure that an audit is carried out on a yearly basis. The results of the audit shall be reported at the Annual General Meeting.
- m. The Executive shall ensure that at a minimum of every three (3) years a second level audit (a Review Engagement) is carried out. The results of this audit may replace the need for an annual audit and shall be reported at the Annual General Meeting.

9. NOTICES

- a. All Notices to be posted on the Branch premises shall be first approved by the President or the Executive Committee.

MEETINGS

1. BRANCH GENERAL MEETINGS

- a. A General Meeting of the Branch shall be held at least once each quarter at which the minutes of the previous General Meeting and Executive Committee meetings held subsequent to the previous General Meeting shall be read for approval.

The previous General Meeting may change the scheduled date and/or time of a meeting. The changed date and/or time of the meeting shall be posted on the Branch Website and Social Media accounts, as well posted at the Branch notice board for a period of at least three (3) weeks immediately prior to the changed date and/or time of the meeting; and,

- i. In an emergency situation, the Branch President may change the date and/or time of a general meeting. The new date/time of the General Meeting must precede or follow as close as possible in the month to the normal date/time of the General Meeting.
- b. Rights and Privileges shall be as set out in the Membership Eligibility Guide of The Royal Canadian Legion.
- c. All Meetings shall follow the Rules of Procedure for Legion Meetings.

2. THE ORDER OF BUSINESS

- a. The following shall be the order of business at the General Meetings:
 - i. Opening Ceremony;
 - ii. Introduction of Guests;
 - iii. Roll call of Officers and Executive members;

- iv. Minutes:
 - (a) of last General Meeting;
 - (b) of Executive Meetings held since the last General Meeting; and,
 - (c) any outstanding business arising from the minutes.
- v. Financial statement;
- vi. Correspondence;
- vii. Reports of Committees;
- viii. Notices of Motion;
- ix. Election and Installation of Officers and Executive Committee (as required);
- x. Old Business;
- xi. New Business;
- xii. Motion of Adjournment;
- xiii. Closing Ceremony.

3. EXECUTIVE MEETINGS

- a. The Executive Committee shall meet every month at a time deemed suitable to the Executive Committee for the transaction of the current business which may be introduced. All matters are strictly confidential until otherwise released.

4. SPECIAL GENERAL MEETINGS

- a. In unusual or pressing circumstances, a Special General Meeting may be called by the Executive Committee or at the written request of at least fifteen (15) voting members of the Branch.
- b. The Secretary, under the supervision of the Public Relations Committee, shall notify branch members of all Special General Meetings at least seven (7) days prior to the meeting. The notice shall state the nature of the business for which the meeting is called. These notices shall be posted on the Branch Website and Social Media accounts, as well posted in the Branch.
- c. The minutes of the Special General Meeting shall be recorded and posted for the information of all members unless, for a special reason, the meeting directs otherwise.

5. QUORUMS

- a. Fifteen (15) Voting Members **Not including the Executive** of the Branch in good standing shall be a quorum for the conduct of the business of a General Meeting, such formed quorum shall be maintained throughout the meeting.
- b. The Quorum for a meeting of the Executive Committee shall be the majority of its members, which majority shall be maintained throughout the meeting.

6. DELEGATES

- a. No member shall be nominated as a delegate to any Convention from this Branch unless they are a member of The Royal Canadian Legion in good standing. The President of the Branch shall be automatically included as a delegate, if desired, and not required to stand for nomination.

NOMINATIONS & ELECTIONS

1. NOMINATING COMMITTEE

- a. The Immediate Past President shall form a nomination committee of five (5) members, two of whom shall be Past Presidents. The Immediate Past President shall automatically become the Chairman of the nominating committee. The nomination committee shall be comprised of, The Immediate Past President, One other past president and at least one member at large. If the Immediate Past President is unavailable, the President shall appoint a new chairman.
- b. The committee shall be named at the Executive Meeting preceding the General Meeting preceding the General Elections; and, approved at the General Meeting preceding the General Elections.
- c. Further nominations and Elections of Officers and Executive shall take place at the General Elections Meeting.
- d. A Member nominated for Office shall be present or signify in writing their willingness to accept office. Nominations for Branch, if in writing, must be signed by any member in good standing and the member nominated indicating willingness to stand.
- e. A member shall hold membership in the Branch for a period of one year to be eligible for election to the Branch Executive, and a Member is

- required to have served two years on the Branch Executive to be eligible to be elected President.
- f. The names of candidates so nominated and the office to which they seek election shall be posted in the clubrooms 15 days prior to the General Elections Meeting.
 - g. The duties of the Branch nominating committee cease upon the filing of their final report, which shall be prior to any election.
 - h. Nothing shall prevent a member of the nominating committee from being nominated from the floor after their report has been given.

2. ANNUAL ELECTION OF BRANCH EXECUTIVE COMMITTEE

- a. All elected Officers and Executive shall be elected for a one year term.
- b. The Branch Officers shall consist of the Immediate Past President, the President, the 1st and 2nd Vice Presidents, Chairman, Sergeant-at-Arms, Treasurer, Secretary and 9 Executive members, all of who shall be elected by a majority vote.
- c. Following the General Elections Meeting, the Executive Committee shall be installed into office prior to taking office by Jan 1st.
- d. The Election Meeting of the Branch shall elect, from among the members of the Branch, the Branch Executive, who shall be the Chairmen of Standing Committees. The Committees shall consist of the following:
 - i. **Chairman of Public Relations Committee:**
 - (a) Shall be responsible for internal print and electronic media, such as the Branch Newsletter, web page, and social media.
 - (b) Shall prepare a calendar of all Branch events, including meetings.
 - (c) Shall establish and maintain a good working relationship with advertisers for the Branch Newsletter.
 - (d) Shall bring forward to the public, through the news media and/or social media, all activities and work of the Branch that may be newsworthy.

(e) Shall be responsible for forwarding Branch news to the Command correspondent for forwarding to the Legion Magazine.

ii. Chairman of Membership Committee

- (a) Shall be responsible for recruiting new members.
- (b) Shall review and screen all applications before presenting them to a General Meeting.
- (c) Shall be responsible for the administration of all membership records.
- (d) Shall establish and maintain up-to-date mailing and delivery lists.

iii. Chairman of Ways & Means Committee

- (a) Shall be responsible for, and shall devise ways of, raising revenues for the Branch.

iv. Chairman of House & Property Committee

- (a) Shall be responsible for the maintenance and upkeep of the Branch building and its property.
- (b) Shall make recommendations for improvements and repairs required.

v. Chairman of Sick & Visiting Committee

- (a) Shall contact Ordinary Members who are confined by illness or injury.
- (b) Shall be authorized to provide comforts, as set down by the Executive Committee.

vi. Chairman of Sports & Games Committee

- (a) Shall become familiar and knowledgeable with the Command Sports Manual defining the rules and regulations in regards to all Sports events.
- (b) Shall promote and oversee all sports and games under the auspices of the Branch and shall be authorized to raise funds for sports, as authorized by the Executive Committee.

- vii. Chairman of Poppy Fund Committee**
 - (a) Shall appoint the number of Members required to perform all Poppy Fund duties in accordance with the Poppy Fund Manual.

- viii. Chairman of Special Events and Entertainment Committee**
 - (a) Shall co-ordinate with the Branch Manager to provide entertainment for special functions within the Branch.
 - (b) Shall appoint the number of members required to carry out necessary plans to hold special events authorized by the Executive Committee.
 - (c) May be combined with Ways & Means Committee subject to Executive Direction.

- e. The chairman of any standing committee or special committee shall not be allowed to incur any expenses at the Bar unless specifically authorized by the President.

- f. Appointed Branch Officers shall have the right to vote at Branch Executive Meetings unless otherwise restricted by the Executive Committee.

- g. Any Member or Group of Members wishing to have the Branch sponsor a Zone, District, Command or Dominion Sports event, or any other charity or promotional event, shall present their proposal by way of a "Notice of Motion". The Notice shall be complete with an outline plan, which will include a financial plan. It will be posted on the Branch premises until the date of the next General Meeting.

EXECUTIVE

1. BRANCH EXECUTIVE

- a. Where any member of the Executive of the Branch transacts business or performs any service for which a fee or commission is paid by any Branch, the executive office or position shall immediately be forfeited and become vacant, unless such transaction has been approved in advance, such approval to be given by the Executive of the Branch.

- b. Any member of the Executive, absent from three consecutive meetings, either Executive and General, without the consent of the Executive, shall cease to hold office and their office shall be filled in accordance with Branch By-Laws.

- c. Shall be responsible to ensure that the Branch Manager and the full-time bartenders of the Branch are properly bonded.
- d. Neither the President, nor any Committee Chairman, nor the Branch Manager shall have the power to dispose of any furnishings or other equipment or property of the Branch, without prior approval of a General Meeting.
- e. The Executive Committee shall approve, by a 2/3 majority recorded vote, the hiring and dismissal of any full-time staff on the recommendation of the Manager.

2. DUTIES OF THE EXECUTIVE COMMITTEE

a. PRESIDENT:

- i. shall be an ex-officio member of all Committees and a voting member of the Board of Directors of Beauchemin Park Place, or appoint a member in good standing to serve as their representative;
- ii. shall preside at the opening and closing of all General Meetings and enforce order and strict observance of the By-Laws. He shall exercise a general supervision and control over the Executive Committee and business of the Branch and shall call special meetings of the Executive Committee when he considers it advisable. He shall transact such business as may be custom pertain to their office.

b. VICE PRESIDENTS:

- i. In the absence of the President, all rights and powers vested in them shall, for the time being, be committed to a Vice President according to seniority of office.
- ii. **The First (1st) Vice President** – shall:
 - (a) be the Chairman of the Finance Committee and shall assume Chair of any other Committee as may be deemed necessary by the Executive Committee.
 - (b) chair a special committee, appointed by the Executive Committee, to prepare and outline budgets for the following year.

(c) ensure all Committee Chairs submit their budget for inclusion in the main budget.

iii. **The Second (2nd) Vice President** - shall be responsible for:

(a) the Bar & Canteen;

(b) the publication of Branch By-Laws, and reviewing them on an annual basis.

(c) other duties and responsibilities of leadership as directed by the Executive Committee of the Branch as may be required for the proper administration of the Branch.

c. SERGEANT-AT-ARMS:

i. shall arrange details of all Parades and take charge of same.

ii. shall see that the Clubrooms are properly prepared for all meetings and take charge for installations.

iii. is responsible for and custodian of the Colours.

d. CHAIRMAN:

i. shall preside over the debate and transaction of the business at all Executive and General Meetings.

ii. May be directed by the Executive Committee to undertake such other duties or responsibilities as may be required.

e. SECRETARY:

i. Shall keep true records of all minutes at all Executive and General meetings.

ii. Shall, together with an Executive member of the Branch, take inventory of all supplies of the Branch when required by the Executive Committee.

iii. Shall be responsible for all other duties pertaining to the position of Secretary as per the list of duties noted in the current Branch Leadership Manual and the Manitoba & Northwestern Ontario Command Manual of Information.

f. TREASURER:

- i. shall ensure that a just and true account is kept of all monies received and paid out by the Branch, and all other financial transactions of any kind whatsoever, and that all Branch funds are deposited to the Branch accounts designated by the Executive Committee.
- ii. may audit once a year, or more often, any financial accounts held by any Branch clubs. This includes the Ladies Auxiliary, the Seniors Club and all Sports Clubs.

g. SERVICE OFFICER:

- i. The Executive Committee shall appoint the Branch Service Officer.
- ii. shall assist all eligible members and dependents in all matters affecting rehabilitation, gratuities, pensions, medical treatment, Last Post, etc.
- iii. shall establish and maintain proper contacts with the Command Service Officer or Veterans Affairs Canada for those that seek such assistance.
- iv. shall be a member of the Poppy Trust Fund Committee.

h. CHAPLAINS:

- i. One or more Chaplains may be appointed.
- ii. vested with the spiritual leadership of the Branch and will carry out those duties as requested by the President, keeping in mind the non-sectarian nature of the gathering of veterans, their families and guests.

3. VACANCIES

- a. Any vacancy occurring in the Executive of the Branch shall be filled by election or appointment at the Meeting at which the vacancy is accepted by the body, which approved that position. The President may appoint a member to fill the vacancy pending an election or appointment.

4. SPECIAL COMMITTEES

- a. Special committees may be appointed from time to time as the need arises.
- b. Chairmen of Special Committees, who may be a member of the Executive Committee, shall report to the body that appointed the Committee.

5. HONOURS AND AWARDS COMMITTEE

- a. The immediate Past President will automatically become the Chairman of the Honours and Awards Committee. He will select a member from the Executive and a member at large to form the committee. The Committee will meet on an “as required” basis.
- b. The procedures for Honours and Awards will be as follows:
 - i. All citations shall follow the criteria required in the Honours and Awards Regulations with supporting data, if required by the committee, on unsubstantiated statements.
 - ii. It shall be the responsibility of the person submitting the citation to satisfy the Committee that the applicant is deserving of the award applied for.
 - iii. All awards, except those specified below shall be voted on individually, and if the member being considered for such an award is present, he shall leave the meeting until a decision is reached.
 - (a) Consideration of a M.S.M., Palm Leaf to a M.S.M. or a Life Membership shall be handled in the same procedural manner as a notice of motion, and when voted upon shall be by secret ballot. If the member being considered for such an award is present, they shall leave the meeting until a decision is reached.

6. BRANCH EMPLOYEES

- a. The Executive Committee, on the recommendations of a Special Committee consisting of the President, 1st Vice, and 2nd Vice Presidents, shall appoint a manager who shall be governed by a terms of reference.

- b. The Executive Committee shall determine the terms of reference for the Manager including salary and benefits.
- c. The Branch Manager shall be directly responsible to the President. They will assist all Executive Committee Members to carry out their duties.
- d. All non-salaried employees hired by the Branch shall be governed by "The Conditions of Employment" including those terms and conditions on Employment negotiated through the collective bargaining process.
- e. All non-salaried employees of the Branch shall be hired, dismissed and be under the disciplinary control of the Branch Manager. Should the Branch Manager wish to have a member of the bar staff dismissed, the Manager must consult with the President and both must agree on dismissal.
- f. The Branch Manager and the bartender on duty shall ensure that orderly conduct is exercised at all times by members and guests and shall have the right to refuse service.
- g. The Branch Manager shall control the rental of the Banquet hall and be responsible for its cleanliness.
- h. Pay and benefits for non-salaried employees shall be negotiated through the collective bargaining process. Salaried employees will be negotiated by the Finance Committee.
- i. At a General Meeting, any motion or discussion that concerns employees' salaries shall be ruled out of order.
- j. If the President determines it necessary to dismiss the Branch Manager and/or the Finance Manager, he must form a committee consisting of the President, 1st Vice President, and 2nd Vice President who will determine by a 2/3 majority vote whether or not that person shall be dismissed. If dismissal is required then this recommendation will be presented to the Executive Committee for approval.
- k. At a General Meeting, all Branch employees are entitled to vote on any question, provided they are members in good standing and it does not constitute a conflict of interest.
- l. All Branch employees shall be encouraged to become members of the Branch or must be signed in as a guest when in the clubrooms while off duty.

REFERENCES

A.	The General By-Laws of the Royal Canadian Legion	January 01, 2022
B.	The General By-Laws of the Manitoba and Northwestern Ontario Command of the Royal Canadian Legion	April 27, 2019

APPROVAL

1. AMENDMENTS TO BY-LAWS

- a. These By-Laws shall not be amended except by a Notice of Motion of which notice has been given at the previous General Meeting to the one at which the amendment is to be considered. A 2/3 majority vote is required to make such amendments effective.
- b. All future printed By-Laws, revisions, and amendments be completed with proper signatures and date, as indicated on the Command approved copy, as received at this Branch.
- c. Any amendment to these By-Laws shall not become effective until approved by The Royal Canadian Legion, Manitoba and Northwestern Ontario Command.

2. AMENDMENTS TO HOUSE RULES

- a. Changes to the House Rules as found at [ANNEX A](#), may be approved by majority vote at any Executive or General Meeting for immediate implementation.
- b. House Rules contradicting paragraphs in the By-Laws shall be considered null and void, and By-Laws should be amended as per preceding paragraphs.
- c. House Rules may be amended at any time without prior approval from Command.

Submitted for approval to Manitoba
and Northwestern Ontario Command
of the Royal Canadian Legion.

Approved on behalf of the Manitoba
and Northwestern Ontario Command
of the Royal Canadian Legion.

Spencer Ready

President
Charleswood Branch #04-100
of the Royal Canadian Legion

Date

(dd-mmm-yyyy)

Jerry Lava

President
Manitoba and Northwest Ontario
Command

Date

(dd-mmm-yyyy)

Brian Rodgers

2nd Vice-President
Charleswood Branch #04-100
of the Royal Canadian Legion

Date

(dd-mmm-yyyy)

Dawn Golding

Executive Director
Manitoba and Northwest Ontario
Command

Date

(dd-mmm-yyyy)

08 Aug 2019

CHARLESWOOD LEGION BR# 04-100
HOUSE RULES

1. Members, Guests, Visitors and Staff must comply with the Manitoba Liquor & Gaming Control Act.
2. Attire shall be in good taste taking into consideration current fashions.
3. Wearing of Hats, Hoods or Scarves is not permitted, except as part of a costume or festive dress permitted during Special Occasions as may be authorized by the Executive Committee or as protected by Law or for Medical reasons.
4. This Branch is a scent-free public area and workplace. Members and Guests may be asked to leave the premises if they are deemed to be in violation of this policy, this is for the comfort, health, and safety of our members and employees.¹
5. Members are allowed to sign in a maximum of seven (7) guests. Ladies Auxiliary members may sign in a maximum of four (4) guests. Visiting Members of any other recognized Veterans' Organization may sign in two (2) guests. The Doorperson shall use their discretion when admitting guests and has the right of refusal. Guests must leave the Branch prior to or with the departure of the Signing Member in accordance with the Manitoba Liquor & Gaming Control Act.
6. Members shall be in possession of a valid Legion Membership card to be allowed unrestricted access to the Clubrooms, otherwise they must be signed in by a member as a guest.
7. It is unlawful to take alcoholic beverages to or from Branch premises.
8. Profane languages, disorderly conduct, or drunkenness will not be tolerated. The Branch Staff have the authority to refuse service and to order patrons to leave the premises.

¹ [Manitoba Regulation 227/2006 Workplace Safety & Health Regulation – \[36.5\(2\),\(b\)\]](http://www.gov.mb.ca/labour/safety/pdf/1_2016_wsh_ar_oc.pdf) –
http://www.gov.mb.ca/labour/safety/pdf/1_2016_wsh_ar_oc.pdf

9. Any complaints regarding employees of the Branch must be made in writing, as per the Branch By-Laws.
10. Minors under the age of eighteen (18) are allowed in the Clubrooms, for Special Occasions or as authorized by a member of the Executive and must be accompanied by a Parent or Legal Guardian.
11. Soliciting and petitions are not allowed on Branch premises, or during Branch activities or functions, except as authorized by the Executive.
12. Interpretation and enforcement of the above regulations are the responsibility of the Executive, Management and Staff.
13. During busy periods in the Clubrooms, only one (1) Video Lottery Machine may be played at a time. Video Lottery Machines may only be RESERVED for ten (10) Minutes, and if money is remaining, the Bar Staff will cash out and hold the money for the person.

We hope that these regulations will enhance Branch atmosphere and provide friendly atmosphere and facilities for the enjoyment of our Members, Guests and Visitors. Your cooperation in assisting us to conduct the Branch in an orderly manner will be sincerely appreciated.

Sincerely,

The Branch Executive of
Charleswood Legion Br#04-100