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**THE GENERAL BY-LAWS OF
THE LADIES' AUXILIARY
TO
THE ONTARIO PROVINCIAL COMMAND**

The following by-laws have been approved by Ontario Command and are consistent with the Provincial By-laws of Ontario Command.

ARTICLE I - INTERPRETATION

1. **ACT:** When referred to herein, the "Act" shall mean the Act to Incorporate The Royal Canadian Legion.

"Legion" shall mean The Royal Canadian Legion.

The Corporate structure of the Legion as created by the Act, currently qualifies Commands and Branches in Canada as non-profit organizations under the Income Tax Act of Canada.

"Convention" shall mean the Convention of the Ladies' Auxiliary to the Ontario Provincial Command.

"Command" shall mean the Ontario Provincial Command of The Royal Canadian Legion.

"Auxiliary" shall mean the Ladies' Auxiliary of The Royal Canadian Legion.

"Executive" shall mean the Provincial Executive Committee of the Ladies' Auxiliary to the Ontario Provincial Command.

"Jurisdiction" as noted in Sections 49, and Article XVII, Section (a) (1) shall mean that recommendations and decisions taken by the Ladies' Auxiliary are subject to the approval of the general body of the Branch, in the same manner and spirit as it approves recommendations of its Executive and Standing committees. Jurisdiction, as herein defined, does not imply undue restriction on or interventions in the day-to-day activities of the Ladies' Auxiliary. It

should be remembered this is a sharing and caring partnership.

ARTICLE II - ORGANIZATION

- 2. AUXILIARY COMMAND TERRITORY:** The Auxiliary Command shall include all Auxiliaries to Branches under the jurisdiction of the Ontario Provincial Command.
- 3. ADMINISTRATIVE UNITS:** The affairs of the Auxiliary Command shall be administered by:
 - (a) Ontario Provincial Command;
 - (b) Ladies' Auxiliary Convention;
 - (c) Provincial Executive Committee Ladies' Auxiliary;
 - (d) Administrative Committee Ladies' Auxiliary;
 - (e) Zones;
 - (f) Auxiliary to a Branch.

ARTICLE III - CONVENTION

- 4. AUTHORITY:**
 - (a) The Supreme authority shall be the Ontario Provincial Command.
 - (b) The Provincial Convention of the Ladies' Auxiliary subject to the approval of the Ontario Provincial Command and Legion Branches
 - (c) With respect to Auxiliaries, the Legion Branch.
 - (d) The Convention shall meet once every two years, the date and place to be decided by the Administrative Committee.
 - (e) Notice of the Convention shall be in the hands of all Auxiliaries at least one month prior to the opening of the Convention.

- (f) Before a Convention of the Ladies' Auxiliary may be opened, there shall be present duly accepted representation of at least 10 percent of the Auxiliaries in good standing within the Command at the time of such Convention.
- (g) A quorum for the transaction of business at the Convention, shall be the presence on the floor of the Convention, of at least 25 percent of the accredited delegates registered for that Convention.

5. DELEGATES:

- (a) The Convention shall consist of delegates from Auxiliaries and in addition, all members of the Executive. Past Provincial Presidents shall have the standing of accredited delegates.
 - (i) Deputy Zone Commanders will be accredited Voting Delegates to the Provincial Convention at no expense to Provincial Command.
- (b) Any member in good standing, after holding membership for a period of one year, or any Life Member shall be an accredited delegate on being appointed and certified by her Auxiliary. Accredited delegates shall be entitled to full privileges of meetings of the Convention or Zone.
- (c) Accredited delegates will be required to attend all sessions of the Convention.
- (d) Each Auxiliary shall be entitled to be represented by accredited delegates according to the membership on which Per Capita Tax has been received by the Auxiliary Command by January 31st in any year. Each Auxiliary shall be entitled to accredit one delegate for the first 50 members or fraction thereof and one additional accredited delegate for each additional 100 members or fraction thereof. Each accredited delegate must be authorized in writing by her Auxiliary.
- (e) Where an Auxiliary has received its charter subsequent to the end of the preceding calendar year, it shall be entitled to one delegate.

- (f) Each delegate upon registration shall present her delegate certificate, signed by the President and Secretary of her Auxiliary.
- (g) The Committee on Credentials may also register observer delegates.
- (h) The Command shall not be responsible for the expense of Auxiliary delegates to Convention.
- (i) Delegates shall not be registered except on payment of a registration fee which has previously been established by the Administrative Committee.
- (j) No member shall be allowed to enter the Convention hall unless wearing her delegate's badge.
- (k) Application for registration and reservations, must be received by the Auxiliary Command not later than a date specified by the Administrative Committee.
- (l) Members and Life Members who are registered at Convention as observer delegates, may be privileged to participate in discussion but shall not be entitled to vote.

6. ORDER OF BUSINESS:

The following shall be the order of business for the Convention of the Ladies' Auxiliary to the Provincial Command:

- (1) Call to Order by the President
- (2) Opening Ceremonies
- (3) Receipt of greetings, welcome and replies thereto
- (4) Chairman assumes duty
- (5) Report of President
- (6) Reports of Provincial Secretary, Provincial Treasurer and the Auditor
- (7) Reports of Committees
- (8) Nomination of Officers and Executive Committee Members
- (9) Election of Officers and Executive Committee Members
- (10) Installation of Officers
- (11) Unfinished Business

- (12) General Business
- (13) Motion of Adjournment
- (14) Closing Ceremonies

7. PROCEDURE:

In all matters of procedure not provided for in these By-Laws, the provisions of the Legion's "Rules of Procedure for Legion Meetings" shall apply.

8. COMMAND:

- (a) The Auxiliary Command shall ensure that the following Convention Committees are appointed in sufficient time prior to the assembly of the Convention to enable them to adequately perform their duties:
 - (1) A Committee on Arrangements;
 - (2) A Committee on Resolutions;
 - (3) A Committee on Ways and Means;
 - (4) A Committee on Credentials.
- (b) Other Convention Committees may be appointed as required.
- (c) A majority of any Committee shall constitute a quorum for the transaction of business.
- (d) All reports of Committees shall be presented in writing, signed by the Chairman.
- (e) Unless otherwise directed, all Convention Committees shall be deemed to be discharged upon the adjournment of the last session of the Convention.

9. DUTIES OF COMMITTEES:

- (a) The Committee on Arrangements shall make all the necessary arrangements for the holding of the Convention.
- (b) The Committee on Resolutions shall receive all resolutions for amendment or consolidation and report to the Convention.
- (c) All resolutions for consideration by the Convention shall be received by the Provincial Secretary-Treasurer to the Ladies' Auxiliary not later than 112 days prior to the opening date of the Convention. However, nothing in this section shall preclude the presentation of any late resolution approved by an Auxiliary and placed before the Convention by an accredited delegate.
- (d) The Ways and Means Committee shall be chaired by the Immediate Past President and shall deal with the Audit and recommendations pertaining to Finance.
- (e) The Committee on Credentials shall examine the credentials of all delegates and ensure they are paid-up members in good standing and entitled to represent their Auxiliary at Convention and report thereon to Convention.

10. ELECTION OF PROVINCIAL EXECUTIVE COMMITTEE:

- (a) The Command Officers, as set out in Article VI, Section 20 and in the order of precedence, except the Immediate Past President, shall be elected at the Convention as prescribed in sub-section (c) of this section.
- (b) The Zone Commanders and Deputy Zone Commanders shall be elected at their respective Zone Conventions.
- (c) The procedure for election shall be as follows:
 - (i) Nominations shall be made orally by the accredited delegates on the floor of the Convention for elective office in order of precedence, or when a nominee is not present, a letter of acceptance, stating the specific office for which a nomination may

be accepted has been previously received by the Election Chairman, such letter not to be read until the nomination has been made.

- (ii) Prior to the election, the Chairman shall call each nominee to stand and state her intention. Order of Nomination - read down. Order of Intent - read up (stand or decline). Nomination speeches shall not be made without the approval of the Convention.
- (iii) In addition to the names placed in nomination for the office of President, First Vice-President, Second Vice-President and Third Vice-President, those who stand and fail to be elected shall be considered to be nominated for the next lower office, without the need for further nomination.
- (iv) The election shall be by ballot except in the case of acclamation.
- (v) When balloting is for the election of a single officer, the candidate receiving an overall majority of the votes cast shall be elected.
- (vi) When more than four candidates are contesting an elected office and no candidate is elected, the names of the two candidates with the lowest number of votes shall be deleted from the ballot and each succeeding ballot.
- (vii) Where four or less candidates are contesting an elected office and no candidate is elected, the name of the candidate who received the lowest number of votes shall be deleted from the ballot and each succeeding ballot.
- (viii) The term of office for Auxiliary Provincial Command officers, Zone Commanders and Deputy Zone Commanders, shall be from the conclusion of one Provincial Convention to the conclusion of the next Provincial Convention.
- (ix) No salaried officer of the Ladies' Auxiliary Provincial Command shall be permitted to vote at Provincial Convention or Provincial Executive Meetings.

ARTICLE IV - AUXILIARY PROVINCIAL EXECUTIVE COMMITTEE

11. MEMBERSHIP:

The following shall compose the membership of the Executive:

- (a) Command Officers;
- (b) Zone Commanders;
- (c) Ontario Sports Chairman.

12. DUTIES:

The Executive shall have the power to perform and carry to completion, work entrusted to it by the last Convention, or these By-laws, to fill all elected vacancies between Conventions, to supply any omissions of the Convention and generally carry on the business of the Command in any manner not inconsistent with the expressed will of the Convention.

13. MEETINGS:

- (a) Meetings of the Executive Committee shall be called by the President at such times as deemed necessary, providing, however, that one meeting of the Executive Committee shall be held immediately prior to the Biennial Convention. Notice shall be sent to all members at least two weeks prior to the date of the meeting.
- (b) Copies of minutes of all meetings of the Executive Committee shall be mailed to all members of the Executive Committee and Ontario Provincial Command.

14. QUORUM:

A majority of the Executive Committee shall constitute a quorum for the transaction of business.

15. QUALIFICATIONS:

Members of the Executive Committee shall be paid-up members in good standing of an Auxiliary.

16. EXPENSES:

- (a) Only one official visit per year may be made by Zone Commanders to an Auxiliary without prior approval of the Executive Committee.
- (b) Members of the Executive Committee and other persons when duly authorized, shall be entitled to reimbursement of expenses incurred when attending Conventions, meetings of the Executive Committee or when otherwise engaged upon the business of the Auxiliary within their jurisdiction and as may be approved by the Executive Committee.

ARTICLE V - ADMINISTRATIVE COMMITTEE

17. The Administrative Committee shall be composed of:

The Provincial President
The Immediate Past President
The First Vice-President
The Second Vice-President
The Third Vice-President
The Chairman

18. MEETINGS:

- (a) The Administrative Committee shall have the power to hold meetings, transact business and carry out necessary administrative duties of the Executive between the meetings of said Executive.
- (b) Proceedings of all meetings of the Administrative Committee shall be presented to the next meeting of the Provincial Executive Committee.
- (c) A majority of the Administrative Committee shall constitute a quorum for the transaction of business.

19. DUTIES:

- (a) The Secretary-Treasurer and other salaried officers shall be appointed by and be under the control of the Administrative Committee. Any such officers or employees handling any funds of the Command shall be adequately bonded.
- (b) The President or the First Vice-President, and the Secretary-Treasurer, shall be the authorized signing officers of the Ladies' Auxiliary to the Provincial Command and shall countersign all cheques issued and all promissory notes, bills of exchange and other instruments involving any liability of the Command. All cheques must be signed by any two of the approved signing authorities, providing that the signing authorities are not related by blood, law or common-law relationship. **In no case shall any signature be put on a blank cheque.**

ARTICLE VI - COMMAND OFFICERS

- 20.** The Officers of the Command and order of their precedence shall be: President; Immediate Past President; 1st Vice President; 2nd Vice-President; 3rd Vice-President; Chairman.

21. POWERS AND DUTIES:

- (a) The President shall preside at the opening and closing of all Provincial meetings. She shall exercise a general supervision and control over officers, members, and business of the Ladies' Auxiliary to the Provincial Command. She shall call all meetings of the executive and Administrative Committee as provided herein. She shall transact such other business as may by custom appertain to her office.
- (b) In the absence or disability of the President, all rights and powers vested in her shall for the time being be vested in the senior Vice-President present.
- (c) In the absence or disability of the President and all Vice-Presidents, all of the aforesaid rights and powers shall for the time being be vested in

the Chairman. In the absence or disability of all of the aforesaid officers, the Secretary-Treasurer shall call the meeting to order, if there is a quorum, and a temporary Chairman shall be elected.

- (d) The Chairman shall preside over the debate and transaction of business of Convention, Executive and Administrative Committee Meetings.
- (e) The Secretary-Treasurer shall be appointed by the Administrative Committee and keep a record of all proceedings of the Provincial Executive and Administrative Committee meetings in special books provided for this purpose.
- (f) She shall conduct all correspondence, submit all important letters to the President; keep a complete roll of all Auxiliaries, prepare the Agenda for all meetings and prepare a summary of each meeting to be sent to the Executive members of the Ladies' Auxiliary to the Provincial Command.
- (g) She shall keep copies of all letters and produce them whenever called upon to do so by the Executive Committee and keep a record of attendance at each meeting. She shall send out all notices required by these By-Laws within the proper time and shall be responsible for the proper carrying out of the rules regarding credentials.
- (h) She shall hold all her books and records and act at all times and in all respects entirely at the will and direction of the Administrative Committee and shall perform such other duties and conform to all such rules and regulations as set forth herein and which may be determined by the Administrative Committee.
- (i) The Provincial Secretary-Treasurer shall be responsible for the accounting of all monies raised in the name of the Ladies' Auxiliary to Provincial Command and payments of Per Capita Tax received from all Auxiliaries. She shall have her books audited by a certified accountant before presenting her financial statement to the Provincial Convention or the Full Executive meeting. Financial Statements of the Ladies' Auxiliary to Provincial Command shall be furnished to Ontario Provincial Command, Members of the Provincial Executive Committee

and Auxiliaries.

ARTICLE VII – ZONES

- 22.** (a) The Auxiliary Command shall be organized into such Zones as the Provincial Command may determine.
- (b) The Zone is subject to the jurisdiction of the Ladies' Auxiliary to the Ontario Provincial Command.
- (c) The Zone is composed of all Auxiliaries within its territorial limits, set forth by Ontario Provincial Command.

23. MEETINGS:

- (a) The Zone Convention shall consist of delegates from all Auxiliaries to Branches within the Zone and representation shall be in accordance with the provisions set out for Provincial Conventions, together with the Zone Commander, Deputy Zone Commander, Zone Sports Officer and current elected Provincial Officers who are members of an Auxiliary within the Zone.
- (b) Each Zone shall hold a Convention at least 30 days prior to the next Provincial Convention for the purpose of electing a Zone Commander, Deputy Zone Commander and Zone Sports Officer for the ensuing term and such meeting may also deal with other business.
- (c) A meeting and/or convention of the Zone shall be held at least once a year.
- (d) A quorum for the purpose of holding a Zone Meeting or Zone Convention requires a majority of the voting power of that Zone. (At least fifty (50) percent plus one).

24. OFFICERS OF A ZONE:

- (a) The Zone Commander, Deputy Zone Commander and Zone Sports Officer shall be elected by ballot.

- (b) The Zone Council consists of the above officers, the President of each Auxiliary in that Zone and any current elected Provincial Officers who are members of an Auxiliary within the Zone.
- (c) Any member in good standing, after holding membership for a period of one year, and a member of an Auxiliary within the Zone, either attending the Zone Meeting/Convention or who in writing expresses her willingness to accept office, if elected, shall be eligible for the office of Zone Commander, Deputy Zone Commander or Zone Sports Officer. The letter stating the intention of a member to accept, if nominated, shall not be read until such member's name has been placed in nomination.

25. DUTIES OF OFFICERS:

- (a) The Zone Commander shall be the Chairman of the Zone and it will be her responsibility to further the best interests of the Legion and Auxiliaries within her Zone; she shall visit each Auxiliary annually. A Zone Commander, in her own Auxiliary, only acts as Zone Commander on her Official Visit.
- (b) The Zone Commander shall furnish to the Executive and Administrative Committees at their meetings, and at all other times as required, a report on membership, conduct, finances and work of the Auxiliaries within her jurisdiction
- (c) The Zone Commander shall check Auxiliary books and records during her official visit. Any breach of By-Laws must be reported to the Ladies' Auxiliary to the Ontario Provincial Command.
- (d) In the event of a vacancy occurring in the office of Zone Commander, the Deputy Zone Commander shall succeed to the vacant office and the office of Deputy Zone Commander shall be filled at the next Zone Convention, or special meeting called for that purpose.
- (e) In the event of a vacancy in the office of Deputy Zone Commander, or Zone Sports Officer, the vacancy shall be filled by election at the next Zone Convention or special meeting called for that purpose.

- (f) Deputy Zone Commanders:
 - (i) The Deputy Zone Commander shall assist the Zone Commander in the performance of her duties. In the absence or disability of the Zone Commander all rights and powers pertaining to the administration of the Zone, vested in the Zone Commander shall, for the time being, be vested in the Deputy Zone Commander.
 - (ii) Voting delegates at Zone and Provincial Conventions;
 - (iii) No representation at the Provincial Executive Council Meetings;
 - (iv) Any expense incurred while acting for the Zone Commander shall be paid by the Zone Commander at current rate;
 - (v) Any social invitations shall be the responsibility of the host Auxiliary and all invitations shall be extended through the Zone Commander;
 - (vi) Authority to represent the Zone Commander at any function, must be by written correspondence;
 - (vii) No authority to make decisions or give advice without the written consent of the Zone Commander.
- (g) Zone Sports Officer: Duties defined in the Sports Rule Book.

ARTICLE VIII – COMMITTEES

- 26.** (a) Standing Committees shall be appointed by the Administrative Committee.
- (b) Special Committees shall be appointed by the Administrative Committee and shall perform such duties assigned to them and report as required.

ARTICLE IX – AUDITORS

- 27.** (a) At every Provincial Convention an accountant shall be elected to act as auditor until the next ensuing Convention or for such period as the Executive Committee may determine. The auditor shall be required to report annually to the Provincial Command of the Ladies' Auxiliary and the Biennial Convention.
- (b) None of the following persons shall be qualified to appointments as auditors:
- (i) A member of the Provincial Executive Committee Ladies Auxiliary.
 - (ii) Any salaried employee of the Ladies' Auxiliary.
- 28.** A copy of the Auditor's Report shall be sent to each Auxiliary and to each member of the Executive Committee and the Ontario Provincial Command.

ARTICLE X - PER CAPITA TAX

- 29.** (a) The Ontario Provincial Command Ladies' Auxiliary shall levy a Per Capita Tax on members of the Auxiliary for the purpose of administering the Ladies' Auxiliary to the Provincial Command, subject to the approval of the Convention of the Ontario Provincial Command Ladies' Auxiliary.
- (b) The Annual Per Capita Tax payable on behalf of all current members, as determined from time to time by the Convention, shall be payable by January 31st of each year. Per Capita Tax shall be calculated on the previous year's paid up membership as of Dec. 31st.
- 30.** The above-noted per capita must be accompanied by the official Per Capita Tax Form duly completed and signed by the Secretary, Treasurer and President of the Auxiliary.
- 31.** The Charter of any Auxiliary in arrears of Per Capita Tax shall be suspended, subject to approval of the Legion Branch and Ontario Provincial Command.

ARTICLE XI - FINANCIAL

32. All funds raised in the name of the Ladies' Auxiliary to the Command shall be remitted to the Provincial Secretary-Treasurer.

ARTICLE XII - HONOURS AND AWARDS

33. The Honours and Awards available to members of the Ladies' Auxiliary shall be as prescribed by the Dominion Command, The Royal Canadian Legion, the Provincial Command, The Royal Canadian Legion and the Ladies' Auxiliary, Ontario Command.
- (a) Applications for Meritorious Service and Palm Leaf Awards shall be completed in sextuplet, signed by two officers of the Auxiliary on special forms provided for that purpose and five copies shall be mailed to the Provincial Secretary-Treasurer, Ladies' Auxiliary (ALL COPIES MUST HAVE THE ORIGINAL SIGNATURES). It is recommended that there be at least ten years between Life Membership and the Meritorious Service Award, and at least five years between Meritorious Service and Palm Leaf Awards.
 - (b) *All applications for awards shall be approved by an individual secret ballot at a general meeting of the Auxiliary with the exception of service pins and past officers' medals and bars.*
 - (c) Applications for Past President and Past Officer Medals and Lapel Service Badges shall be ordered direct from Dominion Command – Ottawa.
 - (d) TRILLIUM PIN: Awarded to eligible members of the Ladies' Auxiliary who have been involved in activities of their Auxiliary and who merit some recognition above that of a Certificate of Merit or Appreciation. The award may be given to a member who does not meet the criteria for a Life Membership but to whom her comrades wish to express their appreciation for all her efforts. (The request shall be made in writing to the Secretary-Treasurer of the Ladies' Auxiliary, Ontario Provincial

Command, on Auxiliary letterhead) with a cheque enclosed.

(e) Service pins are for continuous years of service.

(f) **LIFE MEMBERSHIP:**

For outstanding Auxiliary and/or Branch service, any Member may be admitted to Life Membership after 15 years of continuous membership immediately prior to the date of nomination by the Auxiliary of which she is a member. The application must include a citation and the date the award was approved by a general meeting. Two copies shall be submitted to the Secretary-Treasurer of the Ladies' Auxiliary to the Ontario Provincial Command. A copy of the application is to be retained in the Auxiliary files.

Life Membership Fees:

To be set by the Senior Elected Officers.

ARTICLE XIII- MEMBERSHIP

34. Membership is open to any woman of good character:

- (a) who is eligible for Ordinary Membership in the Royal Canadian Legion;
- (b) who is the wife, widow, mother, sister, daughter, grand-daughter, great-granddaughter, niece, or great-niece, (19 years of age and over) of any person eligible for Ordinary Membership in The Royal Canadian Legion;
- (c) who is the wife or daughter of an Associate Member;
- (d) notwithstanding the aforementioned paragraphs, women of good character who:
 - (i) are not eligible; and
 - (ii) support the aims and objects of the Legion; and

- (iii) undertake to support the activities of the Legion and especially the annual Poppy Campaign; and
 - (iv) are proposed and seconded by members in good standing shall, upon approval, be permitted to join a Ladies' Auxiliary to a Branch of the Ontario Command with full voting privileges.
- (e) voted on by secret ballot.
- 35.** Persons other than those eligible in accordance with the foregoing, shall not be admitted to membership in the Ladies' Auxiliary.
- 36.** No anarchist, communist or fascist, or any person proven to advocate encourage or participate in subversive action or propaganda, shall be permitted to become or remain a member of the Ladies' Auxiliary.
- 37.** (a) Applications for original membership shall be made in writing on a form provided and accompanied by the enrollment fee, and shall be signed by the proposer and seconder, who must be members in good standing.
- (b) An Auxiliary to which an application is submitted shall satisfy itself as to the correctness of the facts contained in the application and will thoroughly investigate the eligibility and suitability of the applicant for membership in the Auxiliary. All applications for original membership shall be presented to a General or Special meeting of the Auxiliary for approval or otherwise. Applications DO NOT have to be approved by the Branch. All applicants who are accepted, shall be initiated by the Auxiliary at a General meeting.
- (c) All members dues are payable by Dec. 31st. of each calendar year.
- (d) The Auxiliary Secretary shall send written notice to each member forthwith after she is in arrears for one month, (end of January) showing the amount of dues owing, and such notice shall include a copy of this section.
- (e) Any Member to whom such notice has been sent, and who continues

more than one month thereafter in arrears, shall, at the end of that time, BECOME SUSPENDED and the Auxiliary Secretary shall send written notice thereof to her at her last known address. (End of February)

- (f) If the suspended member pays up her arrears within one month after the date of suspension, (end of March) she may be reinstated. A member is allowed to pay her dues within that calendar year without losing her years of service. Such renewal will not restore any office which may have been forfeited.
- (g) A member who is in arrears in payment of dues at January 1st of the current year, is not in good standing to participate in Ladies' Auxiliary sports.
- (h) A member in good standing means a member who has been initiated and who is not under suspension or is not in arrears in payment of dues. However, a member's rights and privileges may be limited or restricted in circumstances described herein.

38. TRANSFERS:

- (a) A member of the Ladies' Auxiliary may transfer from one Auxiliary to another provided that such member is eligible for membership in the new Auxiliary. A transfer application form shall be mailed to the Secretary of the Auxiliary to which transfer is being sought, by the Secretary.
- (b) Province-to-Province transfers are acceptable upon proof of eligibility in the Ladies' Auxiliary to the Ontario Command.
- (c) An auxiliary has the right to refuse permission for a member to transfer to that Auxiliary.

ARTICLE XIV - AUXILIARY TO A BRANCH

39. CHARTERS:

- (a) Application for organizing an Auxiliary shall be made through the

Secretary of the Legion Branch, who, with the approval of the Branch, will forward the said application to the Ontario Provincial Command of the Royal Canadian Legion. The minimum requirement for the organization of a new Auxiliary is 20 members with dues paid.

- (b) The Ontario Provincial Command may, after receiving the application from the Legion Branch, request an investigation by the Ladies' Auxiliary to the Provincial Command before the application is accepted.
- (c) Maintaining a Ladies' Auxiliary to a Branch:
 - (i) The Auxiliary Command may request the surrender of the charter of a Ladies' Auxiliary when the Auxiliary fails to maintain sufficient membership to fill the officer positions as set forth in the Section titled "Officers" and to establish a quorum as set forth in the Section titled "Meetings". Members may transfer to another Auxiliary and Life Members may transfer to the Command Auxiliary in these circumstances.
 - (ii) Each Auxiliary, maintaining a Charter, must pay a minimum of \$35.00 in per capita tax and/or administrative fee to their Provincial Command.
- (d) Surrendering of a Charter:
 - (i) Any recommendation to surrender a Charter must be made in writing to the Branch to which the Auxiliary belongs.
 - (ii) Such recommendation should be made, following a special General Meeting of all Auxiliary members, invited by written notification. The Branch President or designate may attend this meeting.
 - (iii) Motion to surrender must be moved and seconded at the Special General meeting and must be passed by a 2/3 majority vote.
- (e) Upon cancellation of a Charter, the assets of the Auxiliary shall be used to cover liabilities of such Auxiliary. Any surplus shall be vested in the

Branch.

40. OFFICERS:

- (a) The officers of an Auxiliary shall be the President, Immediate Past President, Vice-Presidents, (3rd Vice-President optional), Treasurer, Secretary, Recording and/or Corresponding Secretary.
- (b) The President shall preside at all General Meetings.

41. AUDITORS:

- (a) Two auditors, neither of whom are members of the Auxiliary Executive Committee or employees of the Auxiliary shall be elected from the membership. The books of the Auxiliary shall be audited annually at the end of the fiscal year and a financial statement presented to a General Meeting, or
- (b) The Legion Branch Executive Committee may appoint two auditors to conduct the annual audit of its Auxiliary.
- (c) A copy of the audited Financial Statement of the Ladies' Auxiliary shall be provided to the Legion Branch within 30 days of the approval by the Auxiliary and to the Zone Commander Ladies' Auxiliary, for information.

42. MEETINGS:

- (a) Auxiliaries shall hold at least ten (10) General Meetings a year, months to be determined by motion at a General Meeting.
- (b) A meeting of the Auxiliary Executive shall be held prior to the General Meeting when necessary, or at the call of the President. During the Annual Recess, a motion must be passed by the General Meeting for the Executive to look after the affairs of the Auxiliary.
- (c) A quorum for the purpose of holding a General Meeting shall be a majority of the Executive Committee plus five percent of the total members (including Life Members) in good standing for the transaction

of business.

- (d) Meeting for Sports - See sports rulebook, #22.

43. ELECTIONS:

- (a) The term of office for elected officers and Executive Committees shall be one year from June 1st to May 31st of the following year.
- (b) Nominations and Elections shall be held on the same date at either the April or May General Meeting.
- (c) The installation of officers shall take place prior to June 1st in any year.
- (d)
 - (i) A member shall be required to serve one year on an Auxiliary Executive to be eligible to be elected President or Vice-President, and a member shall be required to hold membership in an Auxiliary for a period of one year to be eligible for election to the Auxiliary Executive.
 - (ii) Members should not accept offices or appointments unless they are willing to assume the responsibilities of these offices.
 - (iii) A member transferring to an Auxiliary upon proof of service in the previous Auxiliary shall be eligible to stand for election to office.
- (e)
 - (i) Nominations shall be made orally from the floor at a General Meeting for each elective office in order of precedence, or where a nominee is not present, a letter of acceptance, stating the specific office for which a nomination may be accepted has been previously received by the Election chairman, such letter not to be read until the nomination has been made.
 - (ii) NOMINATE: To propose or offer the name of another member as a candidate.
 - (iii) Election to the office of President, Vice-Presidents, Treasurer, and Secretary shall be by ballot except in cases of acclamation.

- (iv) the Sergeant-at-Arms and Sports Officer shall be elected by ballot and shall become members of the Executive Committee.
- (v) In addition to the names placed in nomination for the office of Vice-Presidents, those who stand and fail to be elected to the next highest office shall be considered nominated for such offices respectively.
- (vi) When balloting is for the election of a single office, the candidate receiving an overall majority of the votes cast shall be elected.
- (vii) Where more than four candidates are contesting an elected office and no candidate is elected, the names of the two candidates with the lowest number of votes shall be deleted from the ballot and each succeeding ballot.
- (viii) Where four or less candidates are contesting an elected office and no candidate is elected, the name of the candidate who received the lowest number of votes shall be deleted from the ballot and each succeeding ballot.
- (ix) Election to the Executive Committee, other than the foregoing, shall be determined by the member or members receiving the highest number of votes on a single ballot.
- (f)
 - (i) No salaried officer of the Ladies' Auxiliary shall be eligible to hold any executive office in the Ladies' Auxiliary.
 - (ii) A Branch paid employee may hold an executive position in the Ladies' Auxiliary if the Branch approves.
- (g) A Nomination Committee may be selected within each Auxiliary.
- (h) A member shall not hold more than one elected office at the same level.
- (i) A member who holds more than one voting position at different levels

shall cast only one ballot.

- (j) Elections should be run by a Branch President or his/her designate who does not have family standing for election, or the Ladies' Auxiliary Zone Commander, or a President from another Auxiliary and each bring their own scrutineers. This will avoid any conflict of interest.
44. Any member of the Executive Committee, including the Immediate Past President, who absents herself from three (3) consecutive or a maximum of five (5) regular meetings of the Auxiliary and/or Executive Committee within any 12 month period, unless granted leave of absence by the Executive Committee, shall cease to be a member of the Executive Committee.
45. The Executive Committee shall have the power to add to its numbers, by motion at a meeting, such additional members as may be deemed advisable, provided that such additions shall become effective only upon the approval of the Auxiliary at its next General Meeting. Any motion to fill a vacancy in the Office of Immediate Past President, shall only include the name of a previous President.
46. **FINANCE:**
- (a) All cheques require two signatures. The authorized signing officers of the Auxiliary shall be the President, 1st Vice-President or Treasurer. All cheques must be signed by the President and Treasurer and in the absence of either of these officers, the 1st Vice-President. All cheques must be signed by any two of the approved signing authorities, providing that the signing authorities are not related by blood, law or a common-law relationship. **In no case shall any signature be put on a blank cheque.**
 - (b) Funds raised under the auspices of The Royal Canadian Legion Ladies' Auxiliary shall be used to further the Legion's projects and in accordance with the General By-laws of the Ontario Provincial Command, The Royal Canadian Legion, and shall be recorded at each General Meeting, giving a complete statement. All funds derived from Bingos, Draws, Break-open tickets, etc. under licenses issued to a

Ladies' Auxiliary to a Branch shall be deposited in a separate account(s) and are not available to the Branch for any purpose. (Provincial Lottery Laws)

- (c) Fundraising projects of a Ladies' Auxiliary to a Branch shall be subject to approval of the Legion Branch.
- (d) All funds raised by a Ladies' Auxiliary, including sports, shall be deposited in the Savings, Current or Charitable Account by the Auxiliary Treasurer.

****Tips and gratuities are considered a gift from the client to the workers of that function. Not to be confused as monies raised by the Auxiliary.****

- (e) Financial records may be kept on a computer. A printed record should be presented at each General Meeting and bound together at the end of the year to provide a back-up record.
- (f) All monies payable by the Auxiliary in excess of **\$50.00** shall be paid by cheque only.
- (g) The Executive Committee of each Auxiliary in the Command shall be responsible to ensure that all officers and members handling funds of the Auxiliary are properly bonded.

47. BY-LAWS:

- (a) Auxiliaries may draft their own By-Laws and said By-Laws shall conform to the General By-laws of the Royal Canadian Legion, Ontario Provincial Command and the Ladies' Auxiliary to the Ontario Provincial Command.
- (b) By-laws of an Auxiliary shall be approved by the Legion Branch and the Ontario Provincial Command, The Royal Canadian Legion.

ARTICLE XV - GENERAL

48. The Ladies' Auxiliary shall conform with the purposes and objects of the Royal Canadian Legion as set forth in the Act to Incorporate and the General By-Laws.
49. The Ladies' Auxiliary to the Provincial Command shall be under the direction and complete jurisdiction of the Ontario Provincial Command of The Royal Canadian Legion and may only exercise such authority as is conferred by that Command.
50. The primary unit of the Ladies' Auxiliary shall be the Auxiliary to a Branch.
51. Charters may be granted to any Auxiliary provided said Auxiliary qualifies under the terms of the General By-laws as herein prescribed.
52. No officer or member of the Auxiliary shall make public any statement, oral or written, as to policy in connection with any question or matter unless such policy has been declared:
 - (a) in the case of the Ladies' Auxiliary to the Provincial Command, approved by the Ontario Provincial Command of The Royal Canadian Legion.
 - (b) in the case of an Auxiliary, approved by the Branch.
53. The Auxiliary to Provincial Command and Auxiliary to a Branch shall be limited in the exercise of their autonomies to the areas in which said Command or Auxiliary normally operates and exercises jurisdiction.
54. Official Badges and other insignia of the Ladies' Auxiliary to The Royal Canadian Legion shall be determined by the Ontario Command of The Royal Canadian Legion.
55. (a) (i) Uniform of the Ladies' Auxiliary shall consist of Navy Blue Beret with Auxiliary Crest, Navy Blue Blazer with Auxiliary Crest, knee length grey skirt, white blouse, Kentucky bow tie, dark stockings and black shoes.

- (ii) Notwithstanding the foregoing, members of the Ladies' Auxiliary may be allowed to wear grey slacks October 1st to April 30th for all functions, except Conventions;
- (iii) Berets are to be worn by Executive members seated at the head table for the opening and closing of Meetings;
- (iv) Berets are to be worn by members on Parades, attending Legion/Auxiliary memorial services and/or funerals, church services, installations and by the Sgt.-at-Arms and Standard Bearers while on duty; by members when canvassing in uniform for Poppy Campaign.

NOTE: The beret is an original part of Ladies' Auxiliary uniform and should be worn at appropriate times. The Beret is to be worn with the band one inch above the eyebrows, Beret crest over left eye, Beret pulled back and smoothed to right side.

- (b) Only one Badge, the Auxiliary Lapel Badge may be worn at any one time on the Auxiliary Blazer, except as authorized from time to time by Dominion or Provincial Command. (Your discharge button is exempted.)
- (c) Black shoulder purses only may be carried on parade by all members except colour bearers.
- (d) Auxiliary members may wear only small stud or keeper earrings when in uniform.
- (e) The Poppy shall be worn by Colour Party Members when on duty.

56. All changes of Auxiliary policy and administrative procedures resulting from resolutions passed or By-Law amendments enacted by Conventions shall, unless otherwise specified, take effect following the approval by the Ontario Provincial Command of the Royal Canadian Legion.

ARTICLE XVI - BY-LAWS

57. In all matters of procedure not provided for in these By-laws, the provisions of the General By-laws of The Royal Canadian Legion and the Ontario Provincial Command shall apply.
58. (a) These By-laws shall become effective upon the approval of the Ontario Provincial Command, The Royal Canadian Legion, and may be amended, repealed or re-enacted at any Convention by a majority vote, provided one month's notice has been given to the Provincial Command Ladies' Auxiliary of such proposed amendment and such amendment, if approved, is subject to the approval of the Ontario Provincial Command, The Royal Canadian Legion.
- (b) Upon the adoption of these By-laws all previous By-laws of the Command are repealed, but this repeal shall not affect the validity of any appointment made, or thing done, prior to these By-laws coming into effect.

President:
J. Stinson

Secretary-Treasurer:
R. Green

APPROVED
ONTARIO PROVINCIAL COMMAND
NOVEMBER, 2006

Provincial President:
G. Moore

Provincial Executive Director:
M. Lambros

**ARTICLE XVII - GENERAL BY-LAWS, ONTARIO PROVINCIAL
COMMAND LADIES' AUXILIARY**

- (a) (1) Each Auxiliary shall be under the jurisdiction of the Legion Branch, provided the By-Laws of said Branch are in accordance with the General By-Laws of The Royal Canadian Legion. Such jurisdiction, including requests for financial assistance made to Auxiliaries, IN WRITING, shall be exercised by a general meeting of the Legion Branch. The function of the Ladies' Auxiliary shall be to lend assistance to their Branch, to help the Veterans and their dependants in any way we can, in particular aiding with the Poppy Campaign.

- (2) Where a dispute arises between a Branch and its Ladies' Auxiliary and such dispute cannot be resolved by agreement between The President of the Branch and the President of the Ladies' Auxiliary, then the President of the Branch shall appoint a Hearing Committee consisting of three members of the Branch, one of whom he shall appoint as Chairman, and the President of the Branch shall request the President of the Ladies' Auxiliary to appoint two members of the Ladies' Auxiliary to such Hearing Committee. The Hearing Committee shall meet at a time and place designated by the Chairman and shall hear the evidence in the dispute and shall report its findings, conclusions and recommendations to the Branch Executive.
 - (3) Any decision rendered by the Branch Executive after receipt of the Report of the Hearing Committee shall be subject to the approval of the members of the Branch at the next General Meeting of the Branch.
 - (4) The Ladies' Auxiliary may appeal to the Command from a decision of the General Meeting of the Branch.
- (b)
- (1) Every Branch which has a Ladies' Auxiliary may appoint a Liaison Officer who shall be a member of the Branch Executive Committee and such Liaison Officer may attend all Executive Committee, General and Special General Meetings of the Auxiliary at the discretion of the Branch. The Executive Committee of a Branch and the Executive Committee of its Ladies' Auxiliary shall hold a joint meeting **at least twice a year**.
 - (2) It shall be the duty of the Liaison Officer to attend any meetings of the Auxiliary when required. The Liaison Officer will note any action taken by the meeting, which is not in accordance with Legion or Branch policy and shall immediately bring such matters to the attention of the Legion Branch President at the first opportunity. The Liaison Officer is not to become engaged in debate at meetings.
 - (3) Minutes of all Executive Committee, General and Special General Meetings of the Ladies' Auxiliary shall be provided to the Branch.

- (4) The minutes of Executive and General meetings, shall be signed by the Presiding Officer and Secretary, following approval at the next Executive or General Meeting.
- (c) A Ladies' Auxiliary to a Branch shall not make any donations or grants to any other organization or institution without the prior approval of a General Meeting of the Branch.
- (1) The Ladies' Auxiliary shall make donations to the Bursary Assistance Program of The Royal Canadian Legion.
- (2) The Ladies' Auxiliary may make donations to the Charitable Foundation of The Royal Canadian Legion.
- * These two contributions are part of the responsibilities of the Ladies' Auxiliaries in Ontario Command.
- (d) A Branch may by an approved By-Law limit the amount of funds that it's Ladies' Auxiliary may retain at the end of each fiscal year.
- (e) A Branch may make funds available to its Ladies' Auxiliary upon receipt of a written request outlining the purpose for which such funds are required.
- (f) All expenditures, other than normal operating expenditures, in excess of \$500.00, or the same amount as allowed to the Branch Executive committee, excluding Auxiliary donations to the Royal Canadian Legion Bursary program and sending their voting delegates to conventions, must be approved by the Branch at a General, Special General or Annual Meeting prior to such expenditure being made.
- (g) All real and personal property acquired by a Ladies' Auxiliary to a Branch including all monies raised, except lottery funds, shall be the property of the Branch to which it is an Auxiliary.
- (h) When a Branch surrenders its charter, or such charter is suspended, cancelled or revoked, the charter of its Ladies' Auxiliary shall be simultaneously surrendered, or suspended, cancelled or revoked.

- (i) Amendments to the General By-Laws of the Ladies' Auxiliary to the Ontario Provincial Command, approved at a Convention of such Ladies' Auxiliary, shall be submitted for review to the next meeting of THE PROVINCIAL CONSTITUTION AND LAWS COMMITTEE, and finally receive Provincial Command approval when all recommendations are agreed.
- (j) The Ladies' Auxiliary of each Branch shall be entitled to send its delegates to Zone and Provincial Conventions of the Ladies' Auxiliary to the Ontario Provincial Command. Branch approval is not required to pay for voting delegates expenses.
- (k) Nomination and Election of Officers and Executive Committee of the Ladies' Auxiliary shall be held at the same meeting.
- (l) The term "Branch" when used in this section shall import "Command" when the context requires.

COMPLAINT PROCEDURE

A member of the Ladies' Auxiliary may only lodge a complaint against another member of the same Auxiliary. The complaint shall comply with all procedures as listed in Article III of the Dominion Command General By-laws as amended June 2004, as applicable to Ladies' Auxiliary Members (see Sect. 302) through to the end of "PROCEDURE" (Section 304(b)). The complaint shall be sent to the Secretary of the Branch who shall bring it to the attention of the Branch President. This will be the entry point for all complaints into Article III of the Legion General By-laws.

It must be noted that any complaint against a member of the Ladies' Auxiliary who occupies a position AT ANY LEVEL of the AUXILIARY, SHALL BE DEALT WITH BY THE BRANCH to which that member belongs. Sections 304(e) and (f) does not apply to Ladies' Auxiliary Members.

The President of the respective Branch may cause the parties to be contacted to determine if mediation should be attempted to resolve the complaint.

RITUAL AND PROCEDURE

I. OPENING CEREMONY

In the place of a meeting, the emblems of the Legion should be suitably displayed. The poppies in a bowl on the head table, the badge where it is plainly visible to the membership and the colour party in a position of readiness at the rear of the hall.

President:

“The meeting will come to order.
Please stand.
Sgt.-at-arms - march on the colours.”
O CANADA - one verse.

President:

“Before we proceed to the consideration of the business which has brought us together, let us pause for a few moments to think reverently of those who by sea, by land and in the air, laid down their lives for their Sovereign and country. Their sacrifice will ever inspire us to labour on to the end, that those who survive and need our aid may be assured of assistance, and that the country in which we live, and for which they died, may ever be worthy of the sacrifice they made. During the silence we will remember the fallen and those who have passed on since we last gathered together.”

CEREMONY OF DRAPING THE CHARTER

At the executive or regular meeting following the death of a Comrade, the Auxiliary Branch Charter shall be draped until the next General meeting.

The President, while draping the Charter, shall say:

“We the Ladies of this the
Auxiliary to Legion branch No.....
in draping the Charter of our Auxiliary, do so with the deepest regret at the
passing of our beloved Comrade
.....

May we pledge ourselves anew to continue in our work of service, so that at the close of life, it may be said:

Servant of God, well done,
Thy glorious warfares past,
The battles fought, the victory won,
And thou art crowned at last.”

THE SILENCE

President:

“They shall grow not old, as we that are left grow old;
Age shall not weary them nor the years condemn.
At the going down of the sun and in the morning
We will remember them”

All Members:

“We will remember them.”

The Lord’s Prayer - optional.

The hymn “Blest be the tie that binds” - optional.

President:

“Sgt.-at-Arms, Deposit the Colours.

Colour Party will retire.

Please be seated.

I now declare this meeting open for the transaction of business.”

ORDER OF BUSINESS:

1. Opening Ceremony
2. Introduction of Guests
3. Roll Call of Officers and Executive Committee
4. Minutes of last General Meeting and Executive Meeting
5. Initiation (see Ceremony of Admission of New Members)
6. Applications for Membership

7. Business arising from minutes
8. Financial Statement
9. Accounts
10. Correspondence
11. Recess - Payment of Dues
12. Report of Committees
13. Notices of Motion
14. General and New Business
15. Unfinished Business
16. Election of Officers and Executive Committee Members (at election meeting)
17. Closing Ceremonies

**Note: Installations must take place prior to June 1st.*

II. CLOSING CEREMONY

The motion of adjournment having been received and accepted, the President should call the meeting to attention.

President:

“Sgt.-at-Arms - prepare to march off the colours.”

Sgt.-at-Arms:

“Colour Party, quick march.”

Colour Party will advance down centre aisle to the colours, pick up to the carry and stand firm.

President:

“The business of this meeting being concluded, let us as we part, remember our duty to our Auxiliary, our Branch, our Country and our Sovereign. May we ever strive to promote unity and the spirit of comradeship, never forgetting the solemn obligations we have assumed as members of the Ladies’ Auxiliary to the Royal Canadian Legion, and remembering them, may we ever pray:”

All members:

“Lord God of Hosts,
Be with us yet,
Lest we forget,
Lest we forget.”

THE ROYAL ANTHEM

President:

“Sgt.-at-Arms - march off the colours.”

The Sgt.-at-Arms will give the necessary command, whereby the party will march off with the Canadian flag leading.

President:

“I now declare this meeting closed.”

III. INITIATION OF NEW MEMBERS

ORDER OF CEREMONY:

The President (or the comrade delegated to preside over the ceremony) will request those assisting her to assume their positions.

Presiding officer requests “no smoking” during the ceremony. The President will call the Auxiliary to order and instruct the Sgt.-at-Arms as follows:

“Will the Sgt.-at-Arms please escort the candidates to a position at the head of the room?”

As the Sgt.-at-Arms and candidates proceed from the rear of the room, the members rise at a signal from the President (two raps of the gavel). When the candidate(s) have taken their position, the President shall say:

“Members of the Auxiliary, we have with us (candidate(s) names) whose applications for membership in this Auxiliary, were favourably received at our last General Meeting.”

Then turning to the candidates, the President shall say:

“Please repeat after me:

I
in becoming a member of the
Auxiliary of The Royal Canadian Legion, do pledge myself to abide by the spirit of the Ladies’ Auxiliary, its By-Laws and Regulations which are in accordance with the General By-Laws of the Royal Canadian Legion. I further pledge myself to be loyal to my Sovereign and Country and ever strive by all proper means to promote the work of the organization.

“I now declare you duly admitted to membership in the Ladies’ Auxiliary to Branch.....
of The Royal Canadian Legion, subject to all obligations connected therewith, and entitled to all rights and privileges.

“New Member(s) remain standing. Others, please be seated.

“It is my duty as President of this Auxiliary to bring before you the following points:

“THE NATIONAL FLAG OF CANADA represents our country throughout the world. The red and white are the colours of Canada. The Maple Leaf has been regarded as a Canadian emblem since 1700, if not before.

”THE ROYAL UNION FLAG (Union Jack) is a symbol of Canada’s membership in the Commonwealth of Nations and of her allegiance to the Crown and our affiliation with the Royal Commonwealth Ex-Services League.

“THE BLOOD RED POPPY of Flanders is immortalized as an emblem of sacrifice and remembrance for the honouring of the thousands who laid down their lives for those ideals which we, as Canadians, cherish. The poppy calls upon us to remember not only those who died, but those they left dependent and those who still suffer from honourable wounds and disabilities. The poppy challenges us to serve in peace, as in war, to help those who need our help and to protect those who need our protection.

“THE TORCH is symbolic of justice, honour and freedom for which our comrades fought and died. We who are left, must pledge ourselves to hold it

high, lest we break faith with those who died.

“OUR BADGE is a symbolic badge.

“The Crown is the St. Edward Crown as used by the Sovereign.

“The Red Maple Leaf on white background is derived from the Canadian Coat of Arms.

“Our Pledge and Motto – ‘We will remember them’ is in the outside circle. It is in Latin, a language generally used on badges, crests and banners of national and military emblems.

“The word ‘Legion’ in gold on a blue background represents the official colours of the Legion.

“The Poppy is the symbol of remembrance.

“The letter ‘A’ superimposed on the Maple Leaf designates membership in the Ladies’ Auxiliary to the Royal Canadian Legion.

“This Badge was approved by the Sovereign. It is to be worn honourably and proudly.”

“Comrade(s) it gives me much pleasure to extend the right hand of comradeship and to present you with your Auxiliary badge.

“Would the new member(s) please turn and receive a welcome from their comrades?”

“How is this/are these new member(s) received?”

“Comrade Sgt.-at-Arms, would you please conduct our new member(s) to her/their seat(s)?”

This completes the ceremony of initiation.

IV. INSTALLATION OF OFFICERS

Format for All Installations:

Installing Officer:

“Sgt.-at-Arms, will you please present the newly elected/appointed
.....
for installation?”

Sgt.-at-Arms:

“Comrade installing officer, I present to you the newly elected/appointed
.....
Comrade(s) for installation.”

Installing Officer:

(See individual installation data noted hereunder)

NOTE: While it is at the Auxiliary’s discretion to continue with the acting Sgt.-at-Arms throughout the entire installation ceremony, we would recommend that the new Sgt.-at-Arms take over following her installation.

Installation of Officers (all levels in order of precedence).

1. *Sgt.-at-Arms:*

“Comrade
you have been elected/appointed Sgt.-at-Arms of the Ladies’ Auxiliary to
Branch No of The Royal Canadian Legion. It is your duty to assist the
President in maintaining order during meetings; to see that only those duly
qualified are permitted to attend the meetings; to be responsible for the Colours
and other duties assigned to you by the President.

“I now declare you duly installed as Sgt.-at-Arms.

“Acting Sgt.-at-Arms, please conduct the Sgt.-at-Arms to her station.”

2. *Sports Officer:*

“You have been elected/appointed Sports Officer of the Ladies’ Auxiliary to Branch #..... of The Royal Canadian Legion.

“It will be your duty to organize competition in approved sports and to foster good will and comradeship at all times; to encourage friendly competition among Ladies’ Auxiliaries at all levels, leading to Command Championship play; to ensure the principles of sportsmanship, comradeship and friendly competition are maintained throughout the program.

“Your comrades trust that you will carry out your duties in such a manner as to warrant the confidence they have placed in you.

“I now declare you duly installed as Sports Officer of the Ladies’ Auxiliary to
Branch No

“Sgt.-at-Arms, please conduct the Sports Officer to her seat.”

3. (a) *Secretary:*

“Comrade.....
you have been elected/appointed to the office next in importance to that of the President. It will be your duty to attend all Regular and Executive meetings of the Auxiliary and to keep a complete and accurate account of all business transacted.

“It should be remembered that your books will be the only record available for future reference covering the business of the Auxiliary during the ensuing term. All correspondence received should be brought immediately to the attention of the President or other appropriate officer.

“Your comrades trust that you will carry out your duties in such a manner as to warrant the confidence they have placed in you.

“I now declare you duly installed as Secretary of the Ladies’ Auxiliary to

Branch No.....

“Sgt.-at-Arms, please conduct the Secretary to her seat.”

(b) *Recording Secretary:* (optional)

“Comrade.....
you have been elected/appointed to the office of Recording Secretary. It will be your duty to attend all regular and Executive meetings of the Auxiliary and keep an accurate account of all transactions. It should be remembered that your books will be the only records available for future reference covering the business of the Auxiliary during the ensuing term. Your comrades trust that you will carry out your duties in such a manner as to warrant the confidence they have placed in you.

“I now declare you duly installed as Recording Secretary of the Auxiliary to.....
Branch No.....

“Sgt.-at-Arms, please conduct the Recording Secretary to her seat.”

(c) *Corresponding Secretary:* (optional)

“Comrade.....
You have been elected/appointed to the office of Corresponding Secretary. It will be your duty to attend all regular and Executive meetings of the Auxiliary. All correspondence received should be brought to the immediate attention of the President or other appropriate officer, always acting in a prompt and businesslike manner.

“I now declare you duly installed as Corresponding Secretary of the Ladies’ Auxiliary to.....
Branch No.....

“Sgt.-at-Arms, please conduct the Corresponding Secretary to her seat.”

(d) *Secretary-Treasurer*

“Comrade.....

you have been elected/appointed to the combined office of Secretary-Treasurer. This office is of great importance to your Auxiliary.

“As Secretary it will be your duty to attend all Regular and Executive Meetings of the Auxiliary and to keep a complete and accurate account of all business transacted.

“It should be remembered that your books will be the only record available for future reference covering the business of the Auxiliary during the ensuing term. All correspondence received should be brought immediately to the attention of the President or other appropriate Officer.

“As Treasurer, it will be your duty to keep an accurate and true account of all monies received or paid out by the Auxiliary and a record of all other financial transactions. You will ensure that all funds are deposited in the name of the Auxiliary, in a bank or other institution designated by the Auxiliary and authorized by the General By-Laws.

“You will also be required to keep your books up to date at all times, and be ready to produce them whenever called upon to do so by an appropriate authority. It will be necessary for you to work in conjunction with any committee whose duties involve the handling of Auxiliary funds.

“Your Comrades trust that you will carry out your duties in such a manner as to warrant the confidence they have placed in you.

“I now declare you duly installed as Secretary-Treasurer of the Ladies’ Auxiliary to Br. _____.

“Sgt.-at-Arms please conduct the Secretary-Treasurer to her seat.

4. *Treasurer:*

“Comrade
you have been elected/appointed to the important office of Treasurer of the Ladies’ Auxiliary to.....

Branch No

It will be your duty to keep an accurate and true account of all monies received or paid out by the Auxiliary and a record of all other financial transactions. You will ensure that all funds are deposited in the name of the Auxiliary, and in a bank or other institution designated by the Auxiliary and authorized by the General By-Laws.

“You will also be required to keep your books up to date at all times, and be ready to produce them whenever called upon to do so by an appropriate authority. It will be necessary for you to work in conjunction with any committee whose duties involve the handling of Auxiliary funds.

“I now declare you duly installed as Treasurer of the Ladies’ Auxiliary to

.....

Branch No

“Sgt.-at-Arms, please conduct the Treasurer to her seat.”

5. *Chaplain:*

“Comrade

This Auxiliary has been pleased to elect/appoint you to the position of Chaplain.

“You should keep in touch with the President and other officers and should attend meetings of the Auxiliary whenever possible. You should be ready to take your part in dedication, memorial and funeral services. Into your keeping we entrust the spiritual well-being of this Auxiliary.

“I now declare you duly installed as Chaplain of the Ladies’ Auxiliary to

.....

Branch No

“Sgt.-at-Arms, please conduct the Chaplain to her seat.”

6. *Executive Committee Members:*

“Comrades

your election/appointment to the Executive Committee is an indication of the

high esteem in which you are held by the members of your Auxiliary. You, together with the elected officers, bear the full responsibility for the conduct of the affairs of this the Ladies' Auxiliary to Branch #..... of The Royal Canadian Legion, as directed by its general membership.

"I now declare you duly installed as the Executive Committee Members of the Ladies' Auxiliary to.....
Branch No

"Sgt.-at-Arms, please conduct the Executive Committee Members to their seats."

7. *Vice-Presidents:*

"Comrades
you have been elected/appointed by your fellow members to be the First, Second and Third Vice-Presidents respectively of this Ladies' Auxiliary to
Branch No

In the absence of your President, all rights and powers vested in her shall, for the time being, be committed to your charge in accordance with your seniority of office.

"It will also be your responsibility to carry out any duties assigned to you by the President.

"Do you then pledge yourselves to assist your President and to well and truly carry out the duties of your office?"

Vice-Presidents:

"I do."

Installing Officer:

"Then comrades
I have much pleasure in declaring you duly installed as First, Second and Third Vice-Presidents respectively of the Ladies' Auxiliary to

Branch No

“Sgt.-at-Arms, please conduct the Vice-Presidents to their seats.”

8. *Immediate Past President:*

“Comrade

I take this opportunity to express the thanks of your comrades for your contribution to the progress of this Auxiliary through your leadership during your term as President.

“You have accumulated experience, which will be invaluable to your successor. I therefore charge you with a continuing responsibility toward your Auxiliary and the officers who are now entrusted with its affairs.

“I now declare you duly installed as Immediate Past President to the Ladies’ Auxiliary to Branch No

“Sgt.-at-Arms, please conduct the Immediate Past President to her seat.”

9. *President:*

Installing Officer:

“Sgt.-at-Arms, retrieve the Colours. Comrades, please stand. Sgt.-at-Arms, please present the newly elected President for installation.

“Comrade

you have been elected by your fellow members to be the Chief Executive officer of this Ladies’ Auxiliary to Branch No of The Royal Canadian Legion. They have faith in your integrity and in your desire to serve the best interests of all veterans and of this Auxiliary to Branch No in particular. I would remind you that this honour carries with it certain responsibilities.

“It will be your duty to attend and preside at all regular and special meetings in addition to all Executive meetings of the Auxiliary. It will be your duty to assume responsibility for the care of the charter and other Auxiliary property.”

“It will also be your duty to maintain the traditions of the Ladies’ Auxiliary to Branch No and of The Royal Canadian Legion in general; to preserve the spirit of fair play and comradeship at all times; to set an example of community service to your fellow comrades; to promote the best interests of this Auxiliary and the general welfare of your comrades of the Ladies’ Auxiliary and The Royal Canadian Legion; to ensure your Auxiliary is represented at Zone meetings and/or Zone conventions; to co-operate with your Executive Committee and the general membership of the Auxiliary, always bearing in mind the purposes and objects of the Legion and the duty of all members towards the disabled, the widows and dependants. Before I officially install you in your office, will you give your fellow members an assurance that at all times you will endeavour to carry out, to the fullest extent in your power, your various responsibilities: Are you ready to give such assurance?”

President Elect:

“I am.”

Installing Officer:

“Then repeat after me.

“I pledge myself to perform the duties of my office as President of this, the Ladies’ Auxiliary to Branch No of The Royal Canadian Legion, faithfully, and to the best of my ability.

“By virtue of the Authority vested in me, I hereby declare you duly installed as President of the Ladies’ Auxiliary to Branch No of The Royal Canadian Legion. I congratulate you on the honour that has been conferred upon you and wish you a successful term of office.

“Sgt.-at-Arms, will you please conduct comrade President to the chair on my right?”

“I hereby declare the officers of the Ladies’ Auxiliary to.....
Branch No
of the Royal Canadian Legion officially installed in their respective offices.

“Comrade President, I take much pleasure in handing you this gavel and I extend to you and to all the officers and members of this Auxiliary my sincere good wishes.

“Sgt.-at-Arms, please replace the Colours.”

10. Zone Officers:

(a) *Zone Sports Officer:*

Installing Officer:

“Comrade.....
you have been elected by your fellow members to be the Sports Officer of Zone _____. It will be your duty to organize competition in approved sports and to foster good will and comradeship at all times. To encourage friendly competition among the Auxiliaries in your Zone; to ensure the principles of sportsmanship, comradeship and friendly competition are maintained throughout the program.

“Your comrades trust that you will carry out your duties in such a manner as to warrant the confidence they have placed in you.

“I now declare you duly installed as Sports Officer of Zone _____.

“Congratulations”

(b) *Deputy Zone Commander:*

Installing Officer:

“Comrade.....
you have been elected by your fellow members to be the Deputy Zone Commander of this Zone . When directed by your Zone Commander, all rights and powers vested in her shall for the time being be committed to

your charge. It will then be your responsibility to carry out the duties assigned to you. Your Comrades rely on you to carry out these duties to the best of your abilities, also to give the fullest support to your Zone Commander at all times.

“Do you pledge yourself to assist your Zone Commander and to well and truly carry out the duties of your office?”

Deputy Zone Commander

“I do.”

Installing Officer:

“Then Comrade
I have much pleasure in declaring you duly installed as Deputy Zone Commander of Zone.....

”Congratulations.”

(c) *Thank you to the retiring Zone Commander:*

“Comrade.....
I take this opportunity to express the thanks of your Comrades for your contribution to the progress of this Zone during your term of office. I charge you with the continuing responsibility toward this Zone and the Officers who are now entrusted with its affairs.”

(d) *Zone Commander:*

“Comrade.....
you have been elected by your fellow members to be the Chief Executive Officer of this Zone of the Ladies’ Auxiliary to The Royal Canadian Legion. They have faith in your integrity and in your desire to serve the best interests of all veterans and this Zone in particular.

“I would remind you that this honour carries with it certain responsibilities.

“It will be your duty to attend and preside at all regular and special meetings of the Zone, as well as all Executive meetings of the Zone. You are to promote and further the interests of the Zone at all times.

“It will be your duty to maintain the tradition of the Zone of the Ladies’ Auxiliary and The Royal Canadian Legion in general; to preserve the spirit of fair play and comradeship at all times; to preserve a non-partisan attitude on all matters; to set an example of community service to your fellow comrades; to safeguard the best interests of this Zone and the general welfare of your comrades of the Ladies’ Auxiliary to The Royal Canadian Legion; to co-operate with your Executive Council and the general membership of the Zone, always bearing in mind the purposes and objects of the Legion and the duty of all comrades towards the disabled, the widows and dependants. Before I officially install you in your office, will you give your fellow members an assurance that you will endeavour to carry out to the fullest extent in your power, your various responsibilities. Are you ready to give such assurance?”

Zone Commander Elect:

“I am.”

Installing Officer:

“Then repeat after me.

“I pledge myself to perform the duties of my office as Commander of Zone.....of the Ladies’ Auxiliary to The Royal Canadian Legion, faithfully, fearlessly and in a non-partisan manner to the best of my ability.

“By virtue of the authority vested in me, I hereby declare you duly installed as Commander of Zone..... of the Ladies’ Auxiliary to The Royal Canadian Legion. I congratulate you on the honour that has been conferred on you and wish you a successful term of office.

“Sgt.-at-Arms, will you please conduct Comrade Zone Commander to the seat on my right?”

“I now declare the Officers of Zone.....
of the Ladies’ Auxiliary to The Royal Canadian Legion, duly installed in
their respective offices.

“Comrade Zone Commander, I take much pleasure in handing you this
gavel in token of your office, and I extend to you and to all the officers
and members of this Zone my sincere good wishes.”

11. Provincial Officers:

(a) *Chairman:*

“In electing you to the important office of Chairman of the Ladies’
Auxiliary to the Provincial Command, your comrades have full
confidence that you will discharge the duties of Chairman of the
Provincial Convention and meetings of the Provincial Executive Council
in a competent manner.

“It will be your responsibility to see that the business before the
Convention and the committee is conducted in an orderly manner in
accordance with the recognized procedure. Your comrades will look to
you for leadership, recognizing your qualities of patience, and your
sense of fair play and comradeship.

“Your comrades trust that you will carry out your duties in such a
manner as to warrant the confidence they have placed in you.

“I now declare you duly installed as Chairman of the Ladies’ Auxiliary
to Ontario Provincial Command.

“Sgt.-at-Arms, please conduct the Chairman to her seat.”

V. SUGGESTED FUNERAL SERVICE:

The President or her representative shall place the beret on the foot of the casket or other appropriate place.

“We the Ladies’ Auxiliary to
Branch No of the Royal Canadian Legion, in
gathering here this evening, do so with the deepest regret at the passing of our
beloved Comrade
as it has pleased our wise Creator to remove our beloved comrade from the
care and anxieties of this world, we are here to do honour to her memory.
Each in turn will be called, so it behooves us all to be prepared for that solemn
change which leads to Eternal Life. The Lord giveth and the Lord hath taken
away.”

Repeat the 23rd Psalm:

“The Lord is my shepherd, I shall not want.
He maketh me to lie down in green pastures,
He leadeth me beside the still waters,
He restoreth my soul:
He leadeth me in the paths of righteousness for His name’s sake.
Yea, though I walk through the Valley of the Shadow of Death,
I will fear no evil: for Thou art with me:
Thy rod and Thy staff they comfort me.
Thou preparest a table before me in the presence of mine enemies:
Thou anointest my head with oil;
My cup runneth over.
Surely goodness and mercy shall follow me all the days of my life, and
I will dwell in the House of the Lord forever.”

Hymn – Optional:

“In the presence of the last earthly remains of,

our comrade, whose loss we mourn, but whose spirit still lives, may we, as citizens and comrades together, be charged anew with the full sense of our duties and responsibilities as members of the Ladies' Auxiliary of The Royal Canadian Legion, and may we ever strive to uphold the principles of unselfish service which led our comrades to serve our Auxiliary and our community in times of need, so that we may continue to serve, even unto death."

The President or person delegated to act, shall place a single red Maple Leaf on the casket, followed by each Auxiliary member present, who will also place a red Maple Leaf.

Eulogy – Optional:

"Comrades may we pledge ourselves anew to continue in our work of service, so that at the close of life it may be said:

Servant of God well done,
Thy glorious warfares past
The battles fought, the Victory won,
And Thou art crowned at last."

Repeat the Lord's Prayer.

Members will say:

"Father in thy gracious keeping, Leave we now Thy servant sleeping.

"Our Heavenly Father, grant, we beseech Thee, to the loved ones of our departed Comrade, Thy comfort and protection. AMEN."