

**The Royal Canadian Legion
ONTARIO PROVINCIAL COMMAND - DISTRICT 'G'
By-Laws OF ZONE G-5**

Article I

INTERPRETATION

Unless otherwise stated within these By-Laws.

101. (1) **ACT** shall mean The Act to Incorporate The Royal Canadian Legion, Statutes of Canada, 1948, and amendments thereto.
(2) **LEGION** shall mean The Royal Canadian Legion.
(3) **CONVENTION** shall mean the Convention of Zone G-5 of District G.
(4) **COMMAND** shall mean the Ontario Provincial Command of The Royal Canadian Legion.
(5) **DISTRICT** shall mean District G of the Ontario Provincial Command.
(6) **ZONE** shall mean Zone G-5 of District G.
(7) **COUNCIL** shall mean the Executive Council of Zone G-5.
(8) **MASCULINE** words import the feminine.
(9) **SINGULAR** words import the plural.
(10) **MAY** means permissive.
(11) **SHALL** means imperative.

Article II

ORGANIZATION

201. The Zone is governed by the General By-Laws of Dominion and Ontario Provincial Commands of The Royal Canadian Legion.
202. The Zone is subject to the jurisdiction of the District and acts as the administrative agent of Command.
203. The Zone comprises all Branches within its territorial limits as set forth by the District, and they are as follows:

Branch No.	351	-	Montgomery	-	Ottawa
	462	-	Eastview	-	Vanier
	480	-	Westboro	-	Ottawa
	554	-	Rockland & District	-	Rockland
	593	-	Bells Corners	-	Nepean
	595	-	Strathcona	-	Ottawa
	618	-	Stittsville & District	-	Stittsville
	625	-	Richmond & District	-	Richmond
	632	-	Orleans	-	Orleans
	641	-	Barrhaven	-	Nepean

Article III

ZONE COUNCIL

301. The Council shall consist of:

Zone Commander
Immediate Past Zone Commander
Deputy Zone Commander
Zone Sports Officer

302. The Zone Commander shall, after taking office, appoint voting Members to the following positions and these Members shall be members of Council:

1. Zone Chairman and Zone Vice-Chairman (If required)
2. Zone Treasurer
3. Zone Secretary
4. Constitution and Laws Chairman
5. Honours and Awards Chairman
6. Hospital Visiting Chairman
7. Training and Organizational Development Chairman
8. Legion Seniors Chairman
9. Membership Chairman
10. Poppy Chairman
11. Public Relations Chairman
12. Resolutions Chairman
13. Track and Field Chairman
14. Veterans Services Chairman
15. Youth Education Chairman

The Zone Commander may appoint voting Members to Council in the following Positions:

16. Special Projects Coordinator
17. Community Events and Terry Fox Youth Centre Coordinator
18. Computer Advisor
19. Legion Tribute Coordinator.

303. The Zone Commander may appoint a Sergeant-at-Arms and he shall become a member of Council.

304. The Zone Auditor(s) shall be approved by Convention and cannot be chosen from the member(s) of Council.

305. The Zone Commander, subject to the approval of Council, has the authority to add additional Chairmen and/or fill Positions as may be required.

306. All appointments by the Zone Commander are subject to the approval of the Council and the delegates at the next Zone Convention.
307. All Presidents and First Vice-Presidents of Branches within the Zone shall be members of Council. They are not entitled to a Zone Past-Officers medal unless they occupy a position listed in Sections 301, 302 or 303. If they occupy one of these positions, they are not entitled to have another member replace them in their Branch or Zone representative capacity for voting purposes.
308. District and Provincial Officers and Chairmen of District and Provincial Standing Committees, who are members of a Branch within the Zone, shall be members of Council. They are not entitled to receive a Zone Past-Officers medal for service in this capacity, unless they also occupy one of the positions listed in Sections 301, 302 or 303.
309. The Zone shall hold an annual Meeting of Council in the month of August on a date declared by the Zone Commander who may also call additional Meetings of Council, if the need arises.
310. The quorum for a Council Meeting shall be fifty percent of all duly approved Council Members in attendance as identified elsewhere in these By-Laws.
311. The site of the Council Meeting shall move on a rotational ascending manner by Branch number whenever possible.
312. Officers and Members of Council shall serve without remuneration except for expenses incurred on Zone Business and approved by the Zone Commander or Convention.
313. In the event of an emergency for a special purpose, the Zone Commander may call a Special Council Meeting which shall be held on a date and at a site as determined by the Zone Commander.
314. It is the duty of Council to provide the Zone Commander with advice on the administration of the Zone.

Article IV

ZONE OFFICERS

401. (1) The Following Officers shall be elected by ballot at the Zone convention held in the spring of the same year as the Command Convention:
Zone Commander
Deputy Zone Commander
Zone Sports Officer
- (2) The successful candidate in each case will be decided by a majority vote.
- (3) These Officers shall be installed prior to the adjournment of the Convention at which they were elected and they shall assume office for their two year term at the conclusion of the upcoming Command Convention.

402. To be eligible to be elected Zone or Deputy Zone Commander, a member must be a voting member in good standing in a Branch within the Zone. He must be either in attendance at the Zone Convention or have signified in writing his willingness to stand for such office. In addition, he must be a Branch President or Past President, or a Branch Executive Committee member or have served not less than one year on a Zone, District or Provincial Council.

403. Vacancies -

- a. If the Zone Commander is unable to complete his term of office, the Deputy Zone Commander shall become Zone Commander.
- b. If the Deputy Zone Commander is for reasons of health or otherwise unable to assume the duties of Zone Commander, the Council shall elect a Member to assume the duties for the remainder of the term, subject to approval at the next Convention.
- c. If the office of Deputy Zone Commander becomes vacant, the Council shall elect a Member to fill the position for the remainder of the term, subject to approval at the next Convention.
- d. The Zone Commander shall appoint members to fill any other position that becomes vacant. The appointment shall be approved by Council and the Convention when they next meet.

Article V

ZONE CONVENTIONS

501. A Convention shall consist of all delegates from all branches within the Zone and the members of Council.
502. Conventions shall be held twice yearly at least (15) days before a District Convention.
503. Each Branch within the Zone shall be permitted to certify one Accredited Delegate for the first 50 voting members or fraction thereof and one for each additional 100 or fraction thereof. For the purposes of determining the number of Accredited Delegates which a Branch shall be entitled to send to the Convention, the membership strength of a Branch shall be the number of fully paid-up voting members carried on the files of Command as of December 31 of the preceding year. All delegates must be voting members in good standing.
504. Accredited delegates and all members of Council shall be entitled to one vote each. Proxy votes are not allowed at Zone Conventions.
505. All delegates shall be registered upon payment of a fee to be fixed by Council.
506. The Zone shall not be responsible for the expenses of delegates to a Convention other than the Deputy Zone Commander, Sports Officer and Resolutions Chairman at District Conventions. Zone Council members shall not be paid expenses to attend a Zone Convention or Council Meeting.
507. The location of Zone Conventions shall move in the reverse sequence of Branch Number whenever possible.

508. A convention shall not be opened unless a majority of the Branches are in attendance represented by accredited delegates other than Zone Council Members.
509. In the case of an emergency, a Special Convention may be called and held on a date and at a site determined by Council.

Article VI

DUTIES

601. The Zone Commander shall:

- a. If necessary, preside at any Council Meeting or Convention in the absence of the Zone Chairman or Vice-Chairman; or in those instances where he feels it necessary to do so;
- b. Together with the Treasurer, ensure that upon taking office, the signing authorities are changed on all Zone Accounts. Signing authorities are listed under Item 5 of the Financial Rules (Appendix);
- c. Exercise general supervision over Branches within the Zone so that the Branches may maintain harmonious relations with their communities;
- d. Advise Branches in matters relating to finance, when required;
- e. Ensure that all positions handling funds on Zone Council are properly bonded;
- f. Ensure that all appeals for financial support directed to the general public within Branches are conducted so as to further the best interests of the Legion;
- g. Visit each Branch at least once a year at which time he may examine Branch accounting systems, membership rolls and applications;
- h. Visit any Branch as directed by Command;
- i. In conjunction with the Zone Training and Organizational Development Chairman, be in charge of all training programs within the Zone and shall promote such programs undertaken by Branches;
- j. Ensure that Branch Poppy Funds and those of the Ottawa Poppy Fund are maintained in a separate account and arrange for an examination of the Poppy Fund Ledger to ensure that expenditures are in accordance with the General By-Laws;
- k. Ensure that Branch General and Poppy Fund Accounts and those of the Ottawa Poppy Fund are audited annually;
- l. Encourage Branches to send delegates to Zone, District, Provincial and Dominion Conventions;
- m. Ensure that Branches adhere to the General By-Laws in their entirety; and
- n. Be an ex-officio member on all Zone Committees.

602. The Deputy Zone Commander shall:

- a. Assist the Zone Commander in the performance of his duties;
- b. In the absence of the Zone Commander, have all the rights and powers vested in the Zone Commander pertaining to the administration of the Zone, vested in him for the period of the said absence; and
- c. Perform other duties as may be assigned by the Zone Commander.

603. **The Zone Treasurer shall:**

- a. Maintain a complete record of all Financial transactions and be responsible for all cash receipts and authorized expenditures of the Zone;
- b. Deposit all Zone funds in a Branch of a Chartered Bank of Canada, Trust Company, Credit Union or Caisse Populaire as directed by the Zone. The account shall be kept in the name of the Zone;
- c. Present Financial Reports at both Council Meetings and Conventions;
- d. Along with the Zone Commander and the Deputy Zone Commander be authorized to sign cheques and make deposits in the name of the Zone (any two of the three);
- e. Ensure that all expenditures are approved by Council or at a Convention before funds are paid. In an emergency each expenditure may be approved by the Zone Commander, subject to a ratification by Council or at a Convention;
- f. Request and disperse Zone assessment from Branches;
- g. Notify the Zone Commander by April 30th of each year of Branches who are in default of their payment of per capita tax; and
- h. Follow all other procedures as outlined in the Zone Financial Rules.

604. **The Zone Secretary shall:**

- a. Keep a record of all proceedings at Council Meetings, Conventions and Special Meetings of the Zone;
- b. Keep minutes of all such meetings in a Zone Minute Book and ensure that minutes when adopted are signed by the Secretary and the Zone Commander;
- c. On the advice of the Zone Commander, notify all Branches and Zone Council Members of Council Meetings and Conventions (30) thirty days prior to same;
- d. Receive all correspondence pertaining to Zone matters and shall present it to Zone Council Meetings or Conventions; and
- e. Perform other duties as may from time to time be directed by the Zone Commander.

Article VII

ZONE ASSESSMENT

701. An assessment shall be levied annually on all Branches in the Zone on a per capita basis as decided by motion at Convention, of which notice of motion was given previously to the raising or lowering of the amount currently in force and approved by Provincial Command. The amount shall be sufficient to cover the annual District Assessment and other Zone Expenses. The per capita assessment shall be collected annually on all classes of membership.
702. The assessment shall become due and payable to the Treasurer following the first Convention of the calendar year and following the receipt of the Notice of Zone Assessment sent to each Branch by the Treasurer.
703. The portion of the assessment pertaining to the District Assessment shall be forwarded to the District Treasurer by the Zone Treasurer no later than the 31st day of March in each year.

704. In the event that any special assessment may become necessary and is approved by a Convention, it shall be considered to be a one-time payment only unless otherwise approved by the Convention.

Article VIII

ZONE FUNDS

801. All Zone Funds shall be handled in the manner prescribed elsewhere in these By-Laws.
802. Expenditures of a miscellaneous nature and involving amounts not exceeding \$20.00 may be paid from a Petty Cash Fund, the amount of which shall be set by a motion at Convention and controlled by the Treasurer. Funds in the Petty Cash Account may be replenished upon presentation of vouchers or receipts to the Zone Commander for approval, with subsequent ratification by Council or Convention.
803. An audit of Zone Funds shall be conducted at the end of each fiscal year. When a change is affected in the position of Treasurer; or when called for by Zone Council or upon a motion passed at a Convention; a special audit shall be conducted. The Auditor's Report shall be given to the Zone Commander within one month from the commencement of the Audit and reported to the next Zone Council Meeting and Convention.
804. A Zone Auditor(s) shall be elected at a Convention. No elected Zone Officer, the Treasurer or a member of Zone Council shall be eligible to become a Zone Auditor.
805. In accordance with the General By-laws of the Legion, the Zone Funds shall be kept to the minimum required to conduct the business of the Zone. A fund may be set up for special Zone projects or programs of a continuing nature, the terms and duration of which shall be approved by a motion at a Convention. At the end of each term funds held to the credit of Zone Committees shall be transferred to the Zone unless funds are approved by Convention to remain in the account for continuing or start-up operations.
806. The fiscal year of the Zone shall be from June 1 to May 31 of the following year.
807. The Zone Financial Rules, which appear as an Appendix, form an integral part of these By-laws.

Article IX

OTHER CONVENTIONS

901. The Council may, respecting any upcoming Superior Convention of the Legion, recommend to Convention by way of a motion as follows:
- a) The Zone will bid to host the subject Superior Convention, or
 - b) The Zone will not bid to host the subject Superior Convention, or
 - c) The Zone will assist and support, if requested, a Branch in its bid to host

and/or eventual award of the subject Superior Convention, or

d) The Zone will not assist and support a Branch either in its bid, or eventual hosting of the subject Superior Convention.

902. The subject motion shall be made to Convention in sufficient advance time to accommodate the call for bids by the superior body and allow time for the Zone Commander to report back to the superior body.
903. The Zone Commander shall be an ex-officio Member of any Local Arrangements Committee respecting a Superior Convention to which the Zone is an active participant.

Article X

AMENDMENTS TO ZONE BY-LAWS

1001. The Zone By-laws shall not be amended or altered except by a motion at a regularly scheduled Convention, of which a notice of motion was given at a previous Convention, or at a regularly scheduled Council meeting. Such notice of motion shall be sent to all branches and all members of the Council at least fifteen (15) days prior to the date the motion is to be made.
1002. A majority vote of the accredited delegates in attendance at the Convention at which the motion for amendment is presented shall be required to make the amendment effective, subject to the approval of Command.
1003. These By-laws may require amending from time to time as a result of amendments approved to the General By-Laws by Dominion or Provincial Conventions. Such amendment will automatically supersede Zone By-laws and must be incorporated
1004. These By-laws and all amendments thereto shall become effective upon the approval of Command.
1005. All amendments or alterations to the Zone By-laws shall be sent to all Branches in the Zone, Council Members and the District Commander, following Command approval.

Article XI

APPROVAL

1101. These By-laws were approved at the Convention held at the Convention Meeting dated March 24, 2013.

Blaine Kiley,
Zone G-5 Commander

Kathy Johnston,
Secretary, Zone G 5

Approved by Ontario Provincial Command: **Date:** _____

Bruce Julian
President - Ontario Command

Dave Gordon
Executive Director – Ontario Command