

The Royal Canadian Legion

General By-laws & Procedures for Ladies Auxiliaries



**Manual of Regulations and By-Laws Governing
Ladies Auxiliaries of the
Manitoba and Northwestern Ontario Command of
The Royal Canadian Legion
Amended September 2022**

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ARTICLE VIII - AUXILIARIES

LADIES AUXILIARIES

801. (1) Branches and Commands may set up Ladies Auxiliaries and charters may be granted to such auxiliaries by Dominion Command.
- (2) A Ladies Auxiliary to a Provincial Command shall be under the jurisdiction of the Provincial Command.
- (3) A Ladies Auxiliary to a Branch shall be under the jurisdiction of the Branch.
802. (1) Membership in and the activities of an Auxiliary shall be governed by By-laws passed by the Auxiliary.
- (2) The By-laws of a Command Auxiliary shall not become effective until approved by the Command concerned. The By-laws of a Branch Auxiliary shall not become effective until approved by the Branch and Command concerned.
803. (1) A female member of the Legion or an ex-servicewoman who is eligible to be a member may also be a member of a Ladies Auxiliary.
- (2) A member of a Ladies Auxiliary may transfer to another Auxiliary provided she is eligible for membership in the Auxiliary to which transfer is sought.
804. For disciplinary measures, Ladies Auxiliaries are governed by Section 302 of the General By-laws of The Royal Canadian Legion with the exception that no restrictions to permissible penalties exist.

JUNIOR AUXILIARIES

805. (1) The formation and operation of Junior Auxiliaries is permitted under the jurisdiction of Branches.
- (2) Membership in and the activities of Junior Auxiliaries shall be governed by By-laws passed by the Branch sponsoring such Junior Auxiliary, but shall not become effective until approved by the Provincial Command concerned.

ORGANIZATION OF AUXILIARY TO A BRANCH

- (1) A written application for organizing an Auxiliary shall be made to the Branch through the Branch secretary.
- (2) Upon approval of the Branch at a General Meeting, the secretary shall forward said application and record motion of approval to Provincial Command to request a charter for an Auxiliary to their Branch.
- (3) Upon receipt of the charter, all members of the organized body shall be subject to per capita for the current year to Provincial Council Ladies Auxiliaries.

PROVINCIAL EXECUTIVE COUNCIL LADIES AUXILIARY BY-LAWS

- 1) This organization is the Ladies Auxiliary to the Manitoba and Northwestern Ontario Command of The Royal Canadian Legion and shall be known as the Provincial Executive Council Ladies Auxiliary to the said Command. It is hereafter referred to as the Executive Council L.A.
- 2) The Executive Council L.A. shall consist of the Provincial Sub-Executive Committee L.A. and District Commanders L.A.
- 3) The objects of the Executive Council L.A. shall be:
 - (a) to co-operate with the Command Executive Council in all its purposes and objects;
 - (b) to give leadership and advice to Auxiliaries within the Command, providing such leadership and advice is not contrary to the rights of the Branch to exercise its jurisdiction over its Auxiliary as set out in the General By-laws of The Royal Canadian Legion.
- 4) The Provincial Sub-Executive Committee L.A., hereafter referred to as the Sub-Executive Committee L.A., shall consist of the President, 1st and 2nd Vice-Presidents, Chairman, Treasurer, Sergeant-at-Arms, Immediate Past President and Secretary/Secretaries.

5) CONVENTION - WHEN HELD

The Ladies Auxiliaries within the Command shall meet in Convention biennially, at a time and place to be determined by a preceding Convention, unless referred to the Executive Council L.A.

6) CONVENTION - ACCREDITED DELEGATES:

- (a) The number of delegates which each Auxiliary shall be entitled to send to a Convention, as representing its members, shall be one for the first fifteen (15) members or fraction thereof, and one for each additional fifteen (15) members or fraction thereof.
- (b) The possible Accredited Delegates that an Auxiliary can send to the Convention, are taken from the numbers who have paid per Capita Tax, and the number of Life Members that were reported to the Provincial Council Treasurer in the previous year.
- (c) Accredited delegates to a Convention shall be elected at a General Meeting and given credentials signed by the President and the Secretary. Such accredited delegates shall be members in good standing of the Auxiliary. Accredited delegates shall carry letters of credentials and a current membership card.
- (d) Members of the Executive Council L.A. shall be accredited delegates to a Convention by virtue of their office.

7) CONVENTION - PROXY VOTES:

Any Delegate, accredited by her Auxiliary and attending a Provincial Convention, may carry not more than FOUR (4) proxy credentials, from her Auxiliary or any Auxiliary which has or have selected her to represent it or them. Such proxies shall be signed by the President and the Secretary of the Auxiliary so represented. All proxies must be registered at the same time as delegate registration and shall be used only when an election ballot vote is required. The District Commander of each District has the authority to pass proxy votes not covered by Accredited Delegates of their District; to any other District Commander for distribution to other Accredited Delegates attending the Convention.

8) CONVENTION - OBSERVERS:

As many Auxiliary members as wish may attend as Observers to a Convention, but they shall not be allowed to vote and may speak only when permitted by the Chair. Observers shall carry letters of credentials and a current membership card and shall pay the registration fee.

9) CONVENTION - REGISTRATION FEE:

- (a) Each Auxiliary shall be responsible for payment of registration fees of accredited delegates; all registration fees shall be paid at the time of registration.
- (b) All Convention registration fees remain with Executive Council L.A.
- (c) Anyone wishing to be nominated for a position, and/or positions, but cannot be present at Convention, shall submit letter of credentials, signed by the President and Secretary of her Auxiliary, letter of intent, photocopy of her current membership card, and shall be required to pay the registration fee to cover expenses of the business meeting.

10) CONVENTION - RESOLUTIONS:

- (a) All resolutions for submission to a Convention shall be filed with the Secretary of the Executive Council L.A. by March 31 of a Convention year.
- (b) Resolutions shall be submitted only by an Auxiliary or by a Standing Committee of the Executive Council L.A. Resolutions may be presented for consideration and support at District level.
- (c) The Resolutions and By-laws Committee of the Executive Council L.A. shall be given all resolutions submitted for consideration at Convention. It may combine similar resolutions, amend any resolution for purposes of clarity and consolidate into a composite resolution those which should be considered together. In its report to Convention, the Committee will identify the resolutions which have been combined, consolidated or referred and shall indicate the concurrence or non-concurrence of the Committee.

11) CONVENTION - VOTING PROCEDURES:

- (a) Other than a ballot vote for election purposes, each delegate shall have one vote.
- (b) On a ballot vote for election purposes only, the result shall be declared on the number of votes cast, including proxies.

12) CONVENTION - ELECTIONS:

- (a) At each Convention a Sub-Executive Committee L.A. shall be elected, consisting of: President, 1st and 2nd Vice Presidents, Chairman, and Sergeant-at-Arms.
- (b) Each candidate for office shall be a Member or Life Member in good standing of an Auxiliary within the Command, and an accredited delegate to the Convention. Providing she is present at the time of elections or has expressed in writing her willingness to accept office if elected. A copy of her current membership card, letter of credentials from her Auxiliary shall be included with the letter of intent, stating the specific position and/or positions in which the nominee is interested. The person conducting the elections shall read the letter of intent out loud (if the person is nominated to the assembly).
- (c) A candidate for office shall obtain a majority to be elected. Should there be more than two candidates for an office and no majority is shown on the first ballot, successive ballots shall be taken, dropping in each case the candidate with the lowest number of votes cast.
- (d) All Candidates accepting nominations to hold office will be allowed to make a two (2) minute speech. Any absent Candidate(s) nominated for a position will have their two (2) minute speech read by the person conducting the elections. No supporter of any Candidate shall make a nomination speech.
- (e) The person conducting the elections shall read the absent candidate(s) nomination speech if required.

13) SUB-EXECUTIVE COMMITTEE L.A.

- (a) Shall consist of the President, Immediate Past President, 1st and 2nd Vice Presidents, Chairman, Treasurer, Sergeant-at-Arms, Secretary/Secretaries.
- (b) At the first meeting after the elections the Sub-Executive Committee L.A. shall appoint a Treasurer and a Secretary or Secretaries as may be required. The Treasurer and Secretary/Secretaries of the Executive Council Ladies Auxiliary shall have full voting rights at both the Sub-Executive and Executive meetings.
- (c) Shall have the power to hold meetings to transact the ordinary business between meetings of the Executive Council L.A.
- (d) Shall have the power to deal with special activities, but shall not have the power to authorize an expenditure in excess of \$1,000.00 for each of any such activities.
- (e) Shall meet at the call of the President.
- (f) Should an office become vacant between Conventions, the replacement shall be left to the discretion of the Sub-Executive Council L.A.

14) EXECUTIVE COUNCIL L.A.

- (a) The Executive Council L.A. shall meet at least once a year at the call of the President. A copy of the minutes of the Executive Council L.A. meetings and of the Sub-Executive Committee meetings shall be sent to each member of the Executive Council L.A., Deputy District Commanders L.A.
- (b) Standing Committees:
 - i. Shall be appointed by the Executive Council L.A. as follows:
Finance, Resolutions and By-laws, Honours and Awards, University Scholarships and Membership.
 - ii. Shall have as Chairman a member of the Sub-Executive Committee L.A.

- iii. As well as these Standing Committees, the Executive Council L.A. shall appoint from its members, chairmen of special committees and liaison officers as deemed necessary.
- (c) Quorum: At any meeting of the Executive Council L.A. or of the Sub-Executive Committee L.A. or of any Standing Committee or other committee, a majority of the members of the said bodies shall constitute a quorum.
- (d) No member of the Executive Council L.A. shall receive any remuneration for her services other than expenses authorized by the Executive Council L.A.
- (e) Each member of the Executive Council L.A. at the completion of her term shall index carefully and deliver promptly to her successor in office all significant papers and records of her office.

15) EXECUTIVE COUNCIL L.A. FUNDS

- (a) Each Auxiliary shall pay per capita tax yearly to the Treasurer of the Provincial Executive Council L.A. in the amount per member as shall be determined from time to time at a Convention, and shall make payment by cheque or money order, made payable to Provincial Executive Council L.A.
- (b) Such payment of per capita tax shall be paid by the Auxiliary prior to January 31, annually.
- (c) An Auxiliary shall pay per capita tax for all members including deceased members who have paid their membership dues for any given year up to and including December 31st. This excludes those approved by Provincial Executive Council L.A. as Life Members.
- (d) All money received shall be deposited forthwith in a Chartered Bank to be determined by the Executive Council L.A., the amount to be kept in the name of the Executive Council L.A.
- (e) The books of the Executive Council L.A. shall be audited annually by a certified Chartered Accountant or Certified Public Accountant and a copy of the auditor's report forwarded to the Manitoba and Northwestern Ontario Command of The Royal Canadian Legion.

- (f) All accounts payable by the Executive Council L.A. shall be paid by cheque, signed by the Treasurer and countersigned by the President or one other officer appointed by the Executive Council L.A.
- (g) The Fiscal Year shall be the Calendar Year.

16) DISTRICT MEETINGS

- (a) The Auxiliaries in each District of the Command shall hold a District Meeting in the spring of the year. There shall be no limit to the number of members from any one Auxiliary attending a District Meeting, but only the two accredited delegates from each Auxiliary and the members of the District Council (where applicable) shall vote. Accredited delegates shall be elected at a general meeting and given letters of credentials signed by the president and secretary and shall carry a current membership card. Observers shall also carry letters of credentials, signed by the President and Secretary and shall carry a current membership card.
- (b) Only Auxiliaries who have paid their per capita tax shall be eligible to send delegates to their District Meeting.
- (c) Delegates to a District Meeting shall be required to pay a registration fee, proceeds of which will be used to cover expenses of the business meeting and such other expenses as the District Commander L.A. may deem necessary. All Auxiliaries that pay the registration fee per person and have a member wishing to be nominated for a position of the district but not in attendance, shall pay the registration fee. A complete financial statement shall be presented annually by the District Commander L.A.
- (d) At the District Meeting held prior to Convention, an election, by ballot shall be held for the positions of District Commander L.A. and Deputy District Commander L.A. and such other offices as the meeting may determine.
- (e) The District Commander L.A. and the Deputy District Commander L.A. shall be accredited delegates to their own District Meeting by virtue of their office.
- (f) Qualifications to hold office: Any member in good standing of an Auxiliary within the District is eligible to hold elected office on the District Council, providing she is present at the time of elections or has expressed in writing

her willingness to accept office if elected. A copy of her current membership card and a letter of credentials from her Auxiliary shall be included with her letter of intent.

- (g) The person conducting the elections shall read the letter of intent out loud (if the person is nominated) to the assembly. The letter must state the specific position and/or positions that the nominee is interested.

17) WHEN ELECTED OFFICERS ASSUME DUTIES

District and Executive Council L.A. officers shall assume office immediately upon the adjournment of the Convention next following their election excepting in cases of an election to fill a vacancy, in which case duties shall be assumed immediately.

18) VACANCIES IN ELECTED OFFICES

- (a) In the absence or inability of the District Commander L.A. to attend Auxiliary meetings, District meetings, Executive Council meetings, or Convention, all rights and powers vested in the District Commander L.A. shall for the time being, be vested in the Deputy District Commander L.A.
- (b) All expenses incurred by the Deputy District Commander L.A. while temporarily assuming the responsibilities of the District Commander L.A. shall be paid in the same manner as though incurred by the District Commander L.A.
- (c) Should any elected District office become vacant by resignation or for any other reason, such office may be filled by appointment by the Sub-Executive Committee L.A.
- (d) Should any elected District or Executive Council L.A. officer fail to attend two consecutive meetings requiring her attendance without having been excused by such meetings, she shall forfeit her position and the office shall become vacant.

19) VISITS BY MEMBERS OF THE EXECUTIVE COUNCIL L.A.

- (a) When a member of the Executive Council L.A. attends the District Meeting at the request of the District Commander, the Executive Council L.A. member going to the District Meeting as District guest will bill Provincial Council L.A. directly for all expenses of the Executive Council L.A. including accommodations, travel and per diem (if applicable).
- (b) When a member of the Executive Council L.A. attends a function or meeting at the request of any Auxiliary, the Auxiliary making the request is responsible for all expenses of the Executive Council L.A. including accommodation, travel and per diem (where applicable).
- (c) The District Commander will visit each Auxiliary within her District once per term, with expenses for attending such meetings to be covered by Provincial Council.

20) EXECUTIVE COUNCIL L.A. COLOUR PARTY:

The Sub-Executive Committee L.A. may appoint Auxiliary members in good standing to act as a Colour Party for those occasions when the Executive Council L.A. is asked by Command Executive Council to participate.

21) BY-LAWS FOR PROVINCIAL COUNCIL SPECIAL LEGION AUXILIARY:

- (a) Provincial Council Ladies' Auxiliary may form a special Legion Auxiliary #000 under its name and jurisdiction.
- (b) **Members should transfer to a Legion Auxiliary of their choice with no restriction on the number of years they are eligible to belong to the #000 Auxiliary.**
- (c) A special Auxiliary will not hold meetings, elect officers or appoint delegates and is not affiliated with a District.
- (d) The Provincial Council President and one other Provincial Council Officer . will administer the affairs of the special Legion Auxiliary under the direction of the Provincial Council.

- (e) Per capita tax shall be collected from all members of this special Legion Auxiliary and be remitted to the Provincial Council treasurer in accordance with Appendix "B" - Page 24 - Section 19 - Per Capita Tax.
 - (f) The former Auxiliary name and Branch number will be remitted with the current per capita tax.
- 22) These By-laws may be amended by a majority vote at a Provincial Convention, provided notice has been given to the Executive Council L.A. by March 31 of Convention year, and subject to approval of the Manitoba and Northwestern Ontario Command of The Royal Canadian Legion.
- 23) Where any matter or thing is not provided for in these By-laws, the By-laws of the Manitoba and Northwestern Ontario Command of The Royal Canadian Legion, shall apply.
- 24) In all matters of procedure, the provisions of the "Rules of Procedure for Legion Meetings", shall apply.

INSTALLATION OF DISTRICT OFFICERS

DISTRICT SECRETARY

(to be installed at a District Meeting)

Installing Officer:

Madam Sergeant-at-Arms, kindly conduct the District Secretary/Secretaries Elect to her (their) place in front of and facing me.

Madam_____ (Ladies) you have been elected to an office next in importance to that of the District Commander Ladies' Auxiliaries. It will be your duty to attend all meetings of the District Council and District Meetings of your particular District. It will be your duty to keep a complete and accurate record of all business transacted, remembering always that the effort of the District Commander L.A. and her District Council should not be nullified by carelessness in keeping the records. Your books will be the only evidence, in the future, of what business has been transacted by your District. All correspondence received by you should be brought immediately to the attention of the District Commander L.A. We therefore, trust that you will perform in a manner satisfactory to your District and to yourself, and hereby declare you duly installed as District Secretary/Secretaries for the ensuing term.

Madam Sergeant-at-Arms, will you please conduct the Secretary/ Secretaries to her (their) seat(s).

DEPUTY DISTRICT COMMANDER

Installing Officer:

Madam Sergeant-at-Arms, kindly conduct the
Deputy District Commander L.A. Elect to a position in front of and facing me.

Madam, you have been elected by your fellow members to be the Deputy District Commander L.A. of District #____. When directed by your District Commander L.A. 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. The Auxiliary members rely on you to carry out these duties to the best of your ability, and to give full support to your District Commander L.A. at all times. Do you then pledge yourself to assist your District Commander L.A. and to well and truly carry out the duties of your office?

Deputy District Commander L.A. Elect:

I do.

Installing Officer:

Then Madam _____, I have much pleasure in declaring you duly installed as Deputy District Commander L.A. of District #____ of The Royal Canadian Legion.

Madam Sergeant-at-Arms, kindly conduct the Deputy District Commander L.A. to her (their) seat(s).

DISTRICT COMMANDERS

Installing Officer:

Madam Sergeant-at-Arms, kindly conduct the District Commanders L.A. Elect to a position in front of and facing me.

Ladies, you have been elected by your fellow members to be the Chief Executive Officer of your respective District of the Ladies Auxiliary to The Royal Canadian

Legion. They have faith in your integrity and in your desire to serve the best interest of all members and of your District 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 your District, as well as your District Council Meetings as applicable.

You are to promote and further the interests of your District at all times. You are to perform those duties as outlined from time to time by the Provincial Executive Council L.A.

It will be your duty to maintain the tradition of your District 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 members, to safeguard the best interest of your District and the general welfare of the members of The Royal Canadian Legion; to co-operate with your Provincial Executive Council, your District Council and the general membership of your District, always bearing in mind the purposes and rules that govern the Ladies Auxiliaries to The Royal Canadian Legion, and the duty of all members towards the disabled, the widows and the dependents. 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 of your power, your various responsibilities? Are you ready to give such assurance?

DISTRICT COMMANDERS L.A. ELECT:

I am.

Installing Officer:

Then repeat after me:

"I pledge myself to perform the duties of my office - as District Commander(s) of the Ladies' Auxiliaries 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 each duly installed as District Commander L.A. I congratulate you on the honour that has been conferred on you and wish you a successful term in office.

Madam Sergeant-at-Arms, will you please conduct the District Commander(s) L.A. to her/their respective seat(s).

APPENDIX "B" BY-LAWS FOR BRANCH AUXILIARIES

1. NAME:

The title of this organization shall be the "Ladies' Auxiliary to _____ Branch No. _____ of the Manitoba and Northwestern Ontario Command of The Royal Canadian Legion".

2. OBJECTS:

Its purpose, and the duty of its members, shall be to assist the Branch in its activities to carry out the Principles and Policy, Purposes and Objects of the Legion.

3. MEMBERSHIP:

- (a) Requirements for membership in the Ladies Auxiliary to The Royal Canadian Legion, Manitoba and Northwestern Ontario Command will be open to a woman:
 - (i) Who is of good character.
 - (ii) Who has reached the age of eighteen (18) years and is eligible to be a member of The Royal Canadian Legion.
 - (iii) Who is willing to work for the aims and objects of The Royal Canadian Legion and its' Auxiliaries.
- (b) Becoming A Member Requires:
 - (i) Completion of a membership form.
 - (ii) A motion of endorsement and a seconder by L.A. members in good standing.
 - (iii) A majority vote by those in attendance at a General or Special General Meeting.
- (c) UPON ACCEPTANCE (and initiation) by the Auxiliary, new members are required to pay the current years' membership fees; will have voting privileges and be eligible to hold office.

- (d) A female member of the Legion or an ex-service woman who is eligible to be a member of the Legion is not, by reason of such membership or such eligibility, debarred from membership in a Ladies' Auxiliary.
- (e) No person may be a member of more than one Auxiliary of The Royal Canadian Legion.

4. LIFE MEMBERSHIP

- (a) For outstanding service any member in good standing of the Auxiliary may be considered for a Life Membership after fifteen (15) years of continuous membership.
- (b) Each application for a Life Membership shall bear the name of the intended recipient, and shall be approved by motion at a General or Special General Meeting of the Auxiliary.
- (c) Each application shall then be presented to the Branch for approval at a General or Special General Meeting.
- (d) Each application shall be accompanied by a citation, in duplicate, indicating outstanding service worthy of this high honour, together with Auxiliary and Branch motions of approval.
- (e) When the above-mentioned requirements are completed, the application shall be forwarded to the Provincial Executive Council L.A., along with the predetermined payment, for final approval.
- (f) A Life Member of the Auxiliary shall be recognized as a Life Member regardless of where she may reside, and may transfer from one Auxiliary to another within the Command.

5. GENERAL MEETING

A General Meeting of the Auxiliary is to be held once a month; a motion passed at a General Meeting may suspend General Meetings during any two months of the year.

6. SPECIAL GENERAL MEETINGS

Special General Meetings shall be at the call of the Executive Committee. Only the specified business shall be on the agenda. All members shall be notified of the Special General Meeting.

7. ANNUAL MEETING

The Annual Meeting shall be held in the month of _____ at which time the Auxiliary shall receive annual reports and shall elect an Executive Committee.

8. ELECTIONS

- (a) Election shall be by ballot.
- (b) The electing officer shall appoint two (2) scrutineers.
- (c) After three calls and having no further nominations come forth, the electing officer shall declare nominations closed.
- (d) Order of Elections - The Executive Committee: (1) President; (2) 1st Vice President; (3) 2nd Vice President; (4) Treasurer; (5) At the discretion of an Auxiliary, an Assistant Treasurer may also be elected to work with and under the direction of the Treasurer; (6) Sergeant-at-Arms; (7) Auditors (two) but no officer or member of the Executive Committee shall be eligible; at the discretion of the Auxiliary a chartered accountant, or someone deemed suitable by the L.A., may be engaged for the annual audit; (8) Executive members and/or committee chairman in a number as determined by the general membership.
- (e) If a nominating committee has been appointed to submit a slate of candidates, the report of such committee shall be received before nominations are accepted from the floor, but such report shall not preclude further nominations from the floor.
- (f) All candidates must signify their willingness to take office, and no absentee member shall be nominated unless written consent is produced.
- (g) Term of office shall be one year. All members in good standing may run for office.

- (h) Honorary Presidents may be elected at the discretion of the Auxiliary.

9. SECRETARY

- (a) At its first meeting after election the new Executive Committee shall appoint a Secretary/Secretaries as may be required.
- (b) The Secretary/Secretaries shall have full voting rights at Executive and Committee meetings.

10. REMUNERATION

No officer or member of the Auxiliary shall receive remuneration for her services other than authorized expenses.

11. EXECUTIVE COMMITTEE & EXECUTIVE MEETINGS

- (a) The Executive Committee shall consist of: President, Immediate Past President, 1st Vice President, 2nd Vice President, Treasurer, Sergeant-at-Arms, Executive members and/or Committee Chairmen, and Secretary/Secretaries.
- (b) The Executive Committee may meet once a month prior to the General Meeting and at other times at the call of the President.
- (c) It shall be the duty of the Executive Committee to discuss the problems of the Auxiliary and make recommendations to the General Meeting.
- (d) The Executive Committee shall not expend funds of the Auxiliary without approval of a General Meeting and all actions shall be subject to approval of a General Meeting.

12. ATTENDANCE

Any member of the Executive Committee absent from three consecutive meetings (Executive Committee and/or General) without an explanation satisfactory to a majority of the Executive Committee, shall cease to hold office and the vacancy thus created shall be filled at the General Meeting at which the vacancy is accepted.

The Ladies Auxiliary Executive Committee be empowered to appoint any Past President of the Auxiliary to hold office as the Immediate Past President for the remainder of the term, subject to ratification by the General Membership.

13. QUORUM

At any meeting of the Executive Committee or other committee, a majority of such shall constitute a quorum. Each Auxiliary shall determine a workable quorum for General, Special General and Annual Meetings. The quorum shall be set by a motion at the Annual Meeting.

14. REPORTS

Immediately following the Annual Meeting, the Secretary shall prepare and submit to the Branch, to the District Commander L.A., and to the Secretary of the Provincial Executive Council L.A. a report showing the names and addresses of the newly elected President, Secretary and Treasurer, according to the form which is forwarded to the Auxiliary annually from the Provincial Executive Council L.A.

15. DUTIES OF OFFICERS

- (a) The President shall preside at all meetings of the Auxiliary and of the Executive Committee. She shall enforce order and strict observance of the By-laws. She shall exercise a general supervision and control over the officers and business of the Auxiliary. She shall call meetings of the Auxiliary or Executive Committee when she considers it advisable. She shall transact such other duties as may by custom appertain to her office. She may cast her vote when there is an equal division on any question, providing she has not previously voted on the same question.
- (b) In the absence or disability of the President all the rights and powers vested in the President shall, for the time being, be vested in the 1st Vice President; in the absence or disability of both the President and 1st Vice President, all such rights and powers shall for the time being be vested in the 2nd Vice President.
- (c) The Secretary/Secretaries shall keep the books of the Auxiliary, attend all meetings (General and Executive Committee), and record the minutes

thereof; she shall carry out such other duties as may from time to time be determined by the Executive Committee.

- (d) The Treasurer shall receive all money payable to the Auxiliary. She shall keep a proper record and account thereof. She shall promptly deposit all money in a chartered bank or credit union to be determined by the Executive Committee, and the account to be kept in the name of the Auxiliary. Funds for particular projects may be deposited in accounts kept separate from the general funds of the Auxiliary. Those members authorized by an Auxiliary to handle sums of money that belong to the Auxiliary should be bonded.
- (e) The Sergeant-at-Arms shall take charge of and be responsible for all property of the Auxiliary. She shall attend the door at all meetings, and perform such other duties as may be required of her by the Auxiliary.
- (f) The following Standing Committees are suggested: Membership, Welfare and Sick Visiting, Ways and Means, Social, Entertainment and Publicity. Other committees may be appointed or elected as required.
- (g) All reports of committees shall be in writing, signed by the person presenting the same, with one copy to be given to the Secretary for purposes of record.
- (h) Upon relinquishing any office all materials pertinent to that office shall be passed on to the incoming officer.

16. VACANCIES

- (a) Should an office become vacant between Annual Meetings:
 - (i) if vacancy is a result of a resignation, that resignation is presented to the General Meeting; if accepted, an election is held immediately.
 - (ii) if vacancy is a result of disability or death, an election is held immediately.
- (b) A President who resigns before her term of office is completed shall not become the Immediate Past President.

- (c) In the event of the death, resignation or inability to act of the Immediate Past President, the position of Immediate Past President may be filled for the remainder of the term by the appointment of a former President by the Executive Committee.

17. FUNDS

- (a) The manner of raising funds for carrying on the work of the Auxiliary shall be left to the discretion of the Auxiliary, provided that the name of The Royal Canadian Legion, with or without the name of the Auxiliary, shall not be used in any appeal or solicitation for funds by the sale of tickets or otherwise without specific authority in writing by the Branch and subject to any limitation imposed in such authority.
- (b) Should the Auxiliary cease to function, all its funds shall revert to the Branch or Command with which it was affiliated.

18. FINANCE AND AUDIT

- (a) All accounts payable by the Auxiliary shall be paid by cheque signed by the Treasurer and countersigned by the President or one other designated officer.
- (b) A Financial Statement shall be presented at each General Meeting.
- (c) The books of the Auxiliary shall be audited at least annually.
- (d) An annual statement shall be presented at the Annual Meeting and a copy of same submitted to the Branch.
- (e) At the discretion of the Auxiliary, a Chartered Accountant or a Certified Public Accountant or someone deemed qualified may be engaged for the annual audit.
- (f) The fiscal year shall be the calendar year.

19. PER CAPITA TAX

- (a) Each Auxiliary shall pay per capita tax yearly to the Treasurer of the Provincial Executive Council L.A. in the amount per member as may be

determined from time to time at a Convention, and shall make payment by cheque or money order, made payable to Provincial Executive Council L.A.

- (b) Such payment of per capita tax shall be paid by the Auxiliary in order for that Auxiliary to be represented at District Meetings and/or Convention.
- (c) An Auxiliary shall pay per capita tax for all members including deceased members who have paid their membership dues for any given year up to and including December 31st. This excludes those approved by Provincial Executive Council L.A. as Life Members.

20. DUES

The initiation fee and annual dues shall be determined annually.

21. ARREARS

Membership dues shall be paid by January 31st in order that the member be declared in good standing. In the event of non-payment, the member shall be notified in writing of this fact. Unless payment is made within one month of the notice, or a satisfactory explanation is forthcoming, the member's name shall be removed from the register. If payment is made during the current year, the name is re-entered in the register.

22. REINSTATEMENT

- (a) An ex-member of an Auxiliary who lost her membership under the foregoing provisions may be reinstated by the Auxiliary on payment of unpaid dues, but her reinstatement shall not restore any office which she may have forfeited.
- (b) Members who have allowed their membership to lapse for the current and/or immediate preceding year only, may renew their membership upon payment of the unpaid dues. Such renewal will not restore any office which may have been forfeited but will qualify them for continuous years of service and long service awards.
- (c) Members applying for reinstatement must qualify in accordance with the provisions concerning Membership.

23. TRANSFER OF MEMBERSHIP

- (a) Any member in good standing wishing to transfer her membership to any other Branch Auxiliary shall make application to the Branch Auxiliary of her choice.
- (b) The Secretary of such Auxiliary shall write the member's Auxiliary for a clearance showing her qualifications for membership, information as to any office the member may have held, and the date to which her Auxiliary dues are paid.
- (c) She shall not be re-initiated.
- (d) The Auxiliary who received the dues, reports and submits per capita tax for that year.

24. TRANSFER OF LIFE MEMBERSHIP

If a Life Member of an Auxiliary in the Manitoba and Northwestern Ontario Command wishes to transfer to another Auxiliary in the same Command, and if she wishes to have the name of the Auxiliary to which she is transferring on her Life Membership Card, she may submit her Life Membership Card to the Provincial Executive Council L.A., so that a new Card may be issued in the name of the Auxiliary to which she is transferring, with a monetary charge of \$5.00.

25. SCHOLARSHIPS AND BURSARIES

A Ladies' Auxiliary may present scholarships and/or bursaries to any student. Relationship to a Veteran or a member of the Ladies' Auxiliary is not essential to be eligible for a scholarship or bursary.

26. COMPLAINTS AGAINST MEMBERS

Shall be dealt with in accordance with Section 302 of the General By-laws of The Royal Canadian Legion.

27. DISPUTES

In the event of any difference arising between the Branch and its Auxiliary, the decision of the Branch shall be final.

28. BY-LAWS

An Auxiliary may draft additional articles pertaining to By-laws or to procedures, but shall conform to the purposes and objects of the Legion. The By-laws and procedures of an Auxiliary shall not become effective until they have been approved by the Branch and by the Provincial Command.

29. Where any matter or thing is not provided for in these By-laws, the provisions of the By-laws of _____ Branch of The Royal Canadian Legion, or failing that, the By-laws of the Manitoba and Northwestern Ontario Command of The Royal Canadian Legion shall apply.

RITUAL & PROCEDURES

In the place of meeting, the emblems of the Ladies' Auxiliary should be suitably displayed; the poppies in a bowl on the President's table, and the Ladies' Auxiliary crest plainly visible to the members.

i. OPENING CEREMONY

President:

The Meeting will come to order. Please stand.
Advance the colours.

(The Sergeant-at-Arms will then advance with the Colour Bearers to the head of the room, and stand with same during the Opening Ceremony.)

President:

We will sing one verse of 'O Canada'. (During the singing, the Sergeant-at-Arms will salute.)

President:

Before we proceed to the consideration of the business which has brought us together, let us pause a few moments to think reverently and lovingly 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. To their memory let us bow our heads and remain in silence. We will remember those who have passed on since we last gathered together. (During the silence, the Sergeant-at-Arms will salute.)

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.

Members:

"We will remember them".

(Colour Bearers will place the Colours and then withdraw.)

President:

Please be seated. I now declare this meeting open for the transaction of business.

ii. ORDER OF BUSINESS

1. Roll call of Officers and Executive (or general membership).
2. Initiation.
3. Applications for Membership.
4. Minutes of General and Executive Meeting(s); business arising therefrom.
5. Unfinished Business.
6. Accounts.
7. Financial Statement.
8. Correspondence.
9. Reports of Committees.

10. Notices of Motion.
11. General Business.
12. Election of Officers.
13. Adjournment.

iii. CLOSING CEREMONY

The Motion of Adjournment having been received and accepted, the President shall call the meeting to attention.

President:

Will the Sergeant-at-Arms prepare to march off the Colours?

(Colour Party will advance to the front of the room. The Colour Bearers will retrieve the Colours.)

President:

The business of this meeting being concluded and we being about to part, let us as we go remember our duty to our Auxiliary, our Country, and our King. Let us be instant in season and out of season to promote unity and the spirit of comradeship which shall prevail, never forgetting the solemn obligation we have assumed as members of the Auxiliary to The Royal Canadian Legion. We will now sing 'God Save the King'. (During the singing, the Sergeant-at-Arms will salute.)

March off the Colours.

Sergeant-at-Arms:

Colour Party - left and right turn

(The President will wait until the Colour Party reaches the rear of the hall.)

President:

I now declare the Meeting closed.

iv. ORDER OF INITIATION

The President calls the Auxiliary to order and instructs the Sergeant-at-Arms as follows: "Will the Sergeant-at-Arms please escort the candidates to a position at the head of the room"?

As the Sergeant-at-Arms and the candidates proceed from the rear of the room the members rise at a signal from the President (two taps of the gavel is suitable) and remain standing during the ceremony of initiation. When the candidates have taken their position, the President says:

"Members of the Auxiliary, we have with us (says names of candidates) whose applications for membership were favorably received at our last General Meeting".

Then, turning to the candidates, the President says: "Please repeat after me this simple obligation, first giving your name in full".

"I, _____ in becoming a member of the Auxiliary of the _____ Branch to The Royal Canadian Legion, do pledge myself to abide by the spirit of the By-laws and regulations".

Hymn to be Sung by all Members

Blest be the tie that binds,
Our hearts in Jesus' love;
The Fellowship of Christian minds
Is like to that above.
Before our Father's throne
We pour our ardent prayers;
Our fears, our hopes, our aims are one,
Our comforts and our cares.
We share each other's woes,
Each other's burden bear,
And often for each other flows
The sympathizing tear.

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

- (1) The Badge: It will be your privilege to wear this Badge of the Legion Auxiliary. The privilege of this badge carries with it the responsibility of so conducting yourself at all times as to bring no discredit upon this Organization.
- (2) The By-laws: It is your duty to read carefully the By-laws, a copy of which I now hand you. In it you will find the rules which govern the Ladies' Auxiliary to The Royal Canadian Legion at all levels. You have already pledged yourself to abide by the Spirit of our Organization.
- (3) Membership Card: This card which I now hand you will remind you of the regular meetings. It is your duty as a loyal member to attend General and Special Meetings as regularly as circumstances will permit.
- (4) Finally, as the first and most important object of this Auxiliary is to "perpetuate a close and kindly feeling among the members", let this spirit of kindness guide you in your dealings with individual members in committee work and in General Meetings.

I now extend to you a very hearty welcome (shakes hands with each) and wish to introduce you to this meeting.

Turning to the meeting the President says: "Members of the Auxiliary it gives me pleasure to introduce to you (names of the new members) who are now active members of the Auxiliary. Please welcome them in the usual manner".

The President leads in clapping of hands, then requests the Sergeant-at-Arms to conduct the new members to seats among the other members.

N.B. - If preferred, the Auxiliary may appoint two or three members as guards, who may escort the candidates to the front of the room, and after initiation escort them to seats.

v. INSTALLATION OF OFFICERS

A Past President or other person appointed by the Auxiliary may install the Officers:

Sergeant-at-Arms:

"Madam Secretary, kindly conduct the Sergeant-at-Arms elect to her place in front of and facing me. Madam_____ you have been elected as Sergeant-at-Arms of this Auxiliary. This office calls for a good deal of tact and ability, but we have faith in your ability to perform the many duties of your office, in a manner befitting the dignity of the Auxiliary. Therefore, I do hereby declare you duly installed as Sergeant-at-Arms for the ensuing year.

Madam Secretary, kindly conduct the Sergeant-at-Arms to her post, so that she may assume her duties".

Secretary:

"Madam Sergeant-at-Arms, kindly conduct the Secretary to her place in front of and facing me.

Madam_____you have been appointed to an office next in importance to that of the President. It will be your duty to attend all regular meetings of the Auxiliary and keep a complete and accurate record of all business transacted, remembering always that the efforts of the President, her co-officers and members of the Auxiliary should not be nullified by carelessness in keeping the records. Your books will be the only evidence, in the future, of what business has been transacted by this Auxiliary. All correspondence received by you should be brought immediately to the attention of the President or other appropriate officer. We, therefore, trust that you will perform your duties in a manner satisfactory to the Auxiliary and to yourself, and hereby declare you duly installed as Secretary for the ensuing year.

Madam Sergeant-at-Arms, will you please conduct the Secretary to her seat".

Treasurer:

"Madam Sergeant-at-Arms, kindly conduct the Treasurer elect to her place in front of and facing me.

Madam_____you have been chosen by your Auxiliary to act as their Treasurer. It will be your duty to carefully supervise and safeguard the finances of the Auxiliary, and to keep the members advised of their responsibilities in this regard. We have every confidence in your ability to fulfill these duties, and hereby declare you duly installed as Treasurer for the ensuing year.

Madam Sergeant-at-Arms, will you please conduct the Treasurer to her seat".

Executive Members and/or Chairmen:

"Madam Sergeant-at-Arms, kindly conduct the Executive Members and/or Committee Chairmen elect to their proper places in front of and facing me.

Ladies, you have been chosen by your fellow members of this Auxiliary to serve on their Executive for the ensuing year. At all times it will be your honest endeavour to maintain the high level of comradeship and the traditions of this Auxiliary. I declare you all duly installed and convey to you the best wishes and promise of support of the general membership.

Madam Sergeant-at-Arms, kindly conduct the ladies to their respective seats".

Vice Presidents:

"Madam Sergeant-at-Arms, kindly conduct the Vice Presidents elect to their proper places in front of and facing me.

Madam_____and Madam_____do you pledge yourselves as far as lies in your power to support Madam_____your newly elected President, and assist her in carrying out her duties?

Do you also pledge that you will well and truly carry out the duties of your Offices"?

(Vice Presidents respond): "As a woman of honour, I do so pledge myself".

"Then Madam_____and Madam_____I declare you duly and legally installed as Vice Presidents of this Auxiliary. Kindly take your seats in the Vice Presidents' chairs".

Chairman (for Provincial Council use only):

"Madam Sergeant-at-Arms, kindly conduct the Chairman elect to her position in front of and facing me.

Madam_____, your election as Chairman of this Auxiliary for the ensuing term expresses the confidence your fellow members have in your judgment and fair-mindedness as well as your knowledge of the Rules of Procedure, essential to properly conduct Convention Sessions and Regular Auxiliary Council Meetings. It will be your duty to conduct the business sessions of the Convention and the Regular Meetings of the Council; to retain an impartial position in all debates; ensure a fair hearing for all who wish to speak; dispose of all questions as indicated by vote of the assembly and in case of equality of vote exercise the casting vote. You should always bear in mind the harmony and good discipline of every Session or Meeting and the results achieved are contingent, in the greatest degree, on the manner in which your duties are discharged.

I now declare you duly installed as Chairman of this Provincial Executive Council Ladies' Auxiliary to The Royal Canadian Legion and congratulate you on meriting so great a trust.

Madam Sergeant-at-Arms, will you please conduct the Chairman to her seat".

Past President:

"Madam Sergeant-at-Arms, kindly conduct the

Past President to her position in front of and facing me.

"Madam_____, I take this opportunity to express the thanks of your fellow members for your contribution to the progress of this Auxiliary through your leadership during your service as President. You have accumulated experience which will be invaluable to your successor. I therefore charge you with a continuing responsibility towards your Auxiliary and the officers who are now entrusted with its affairs.

Madam Sergeant-at-Arms, will you please conduct the Past President to her seat".

"The members will rise"

President:

"Madam Sergeant-at-Arms, kindly conduct the President elect to her position in front of and facing me.

Madam____ you have been chosen by your fellow members to be the Chief Executive Officer of this Auxiliary of The Royal Canadian Legion, for the ensuing year. They have faith in your integrity and your desire to serve the best interest of the Auxiliary and the Branch. I need not remind you that this honour carries with it certain responsibilities. It will be your duty to maintain the traditions of the _____ Branch and 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 members; to safeguard the best interests of this Auxiliary and the general welfare of the members of The Royal Canadian Legion; to co-operate with your Executive and the general membership of the Auxiliary, always bearing in mind the foundations, aims and objects and the Declaration of Principles of our Legion; also the duty of all members towards the disabled, the widows and the dependents. 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 responds): "As a woman of honour I pledge myself to perform the duties of my Office as President of this Auxiliary to the _____ Branch of The Royal Canadian Legion fearlessly and in a non-partisan manner to the best of my ability".

"Then, Madam____, by virtue of the authority vested in me, I hereby declare you duly and legally installed as President of this Auxiliary to the _____ Branch of The Royal Canadian Legion for the ensuing term, in token of which I hand you the gavel. Please take your seat in the President's chair. I very heartily congratulate you on the honour that has been conferred upon you, and convey to you the assurance of unstinted support of your members in the carrying out of your duties".

Please be seated.

Vi. BURIALS

Refer to Ritual, Awards and Protocol Manual – Section 716 Funerals for Associate, Affiliate Legion Members and Members of the Ladies Auxiliary.

RITUAL FOR USE AT GRAVESIDE OF DECEASED MEMBER

The Red Maple Leaf may be worn at the funeral or memorial service of a Ladies Auxiliary member.

Ladies Auxiliary President:

“We, the Ladies Auxiliary to _____ Branch #____ of The Royal Canadian Legion, in gathering here today, do so with the deepest regret at the passing of our beloved member _____. As it has pleased our wise creator to remove our beloved member _____ from the cares 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 taketh away”.

Response of Members:

“Father, in Thy gracious keeping,
Leave we now Thy servant sleeping”.

Ladies Auxiliary President:

“Our Heavenly Father, grant, we beseech thee, to the loved ones of our departed member, thy comfort and protection. Amen”.

Vii. OFFICIAL UNIFORM FOR MEMBERS OF LADIES' AUXILIARIES

1. The official dress for members of the Ladies' Auxiliary will consist of navy-blue Balmoral or Beret with Legion Auxiliary Crest, white tailored blouse, straight-cut grey skirt (no shorter than knee length) or grey slacks, navy blue blazer with Legion Auxiliary Crest on breast pocket, Legion Auxiliary wine and grey long tie (or Kentucky bow-tie) black walking shoes, plain dark grey hose and white gloves.

2. The Beret is worn with the band one-inch above the eyebrows, Beret Crest over the left eye, pulled back and smoothed to the right side. It will be worn on the following occasions indoors:
 - (a) By members of the Colour Party, Sergeant-at-Arms at General Meetings;
 - (b) By Presiding Officer, Colour Party, Sergeant-at-Arms and those being installed during installation and
 - (c) Other ceremonial occasions as directed (by whoever is in charge).

By members at Remembrance Day Services and members laying wreath at any service.

 - (d) Berets will be worn at funerals of Legion Auxiliary members and Branch members. This is to comply with the Ritual, Procedure and Protocol Manual, February 2022, Page 94, Section 709. a. Dress.
 - (e) Uniform head dress should be removed when the Auxiliary Member enters a club room and is not worn at social functions.
3. Skirts/slacks in a Colour Party is at the discretion of the Sergeant-at-Arms.
4. The wearing of the uniform is optional on the part of Auxiliary Members.
5. An ex-service woman who holds membership in both the Branch and the Auxiliary may wear the tie in Legion colours, blue and gold.
6. All Honours and Awards (Medals) will be worn on the right breast in order of precedence from left to right. The ONE lapel badge denoting the highest award given to that member is to be worn on the left lapel; its corresponding Medal, if applicable, is worn simultaneously, on the right breast.
7. Wearing of Sash - The wearing of the Red Sash by the Sergeant-at-Arms is permissible, except when she is carrying Colours. Under no circumstance should another type of sash be worn. The Sash is to be removed when the official duty has been completed.

PROCEDURES TO FOLLOW WHEN CONDUCTING A BUSINESS MEETING

1. Parliamentary procedure will be adhered to as far as practicable, subject to the rules and regulations of the Auxiliary.
2. The presiding officer shall rule out of order all matters pertaining to political questions, which do not refer to the well being of the Legion, and all matters of religious discussion.
3. She shall enforce order and strict observance of the By-laws.
4. She shall decide all questions of order subject to an appeal to the meeting sustained by a majority vote of those present.
5. A member wishing to introduce a motion or to speak shall rise and address the presiding officer and shall wait until she is recognized before speaking.
6. After any errors or omissions in the minutes have been recorded, the minutes are accepted upon a motion by a member, but NOT by the secretary or presiding officer.
7. Motions must be seconded to be entitled to be debated, or recorded.
8. The chair shall repeat the motion, name the mover and seconder; open it for debate; in time asking the meeting if ready for the "Question".
9. The President (or the Presiding Officer) does NOT make a motion while in the chair.
10. The Treasurer may move the adoption of her financial report.
11. A member may give a Notice of Motion, informing the general meeting of the motion that she will present, or cause to be presented, at the next General Meeting. This allows the membership an opportunity to digest the contents of the motion before it is debated.
12. A member wishing to leave the meeting shall ask permission from the chair to do so.

The Royal Canadian Legion Manitoba and Northwestern Ontario Command
BY-LAWS & PROCEDURES GOVERNING LADIES AUXILIARIES

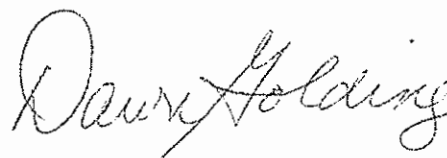
GENERAL BY-LAWS
of the
Manitoba & NW Ontario Command
of
The Royal Canadian Legion
PROVINCIAL EXECUTIVE COUNCIL LADIES AUXILIARIES

Approved by Manitoba & NW Ontario Command

Amended August 2022



Ernie Tester
President



Dawn Golding
Provincial Executive Director

