



POLICY DECLARATIONS

FOR THE GUIDANCE OF THE MEMBERS

OF CHARLOTTETOWN, BRANCH #1

OF THE ROYAL CANADIAN LEGION

APPROVED AS OF

24 October 2019

By

General Meeting

INTRODUCTION

This Policy Declaration has been designed and it is being made available to personnel of the Charlottetown Legion Branch #1, of the Royal Canadian Legion in an effort to familiarize the Executive and its members, as well as personnel employed at all levels within the Branch, of the procedures to follow in carrying out established Legion Policies as well as assisting in the formation of new ones or changes in the established ones.

For the Branch Financial Executive Director and Clerical staff especially those who are appointed or elected, this manual should be of great assistance in directing inquiries or suggestions to the President or the proper responsible Chair.

All Policy statements will fit under those heading as outlined in the Table of Contents. The Table of Contents will list the subject matter of the particular policy by corresponding number.

These Policy and Procedures have been reviewed and amended by the Executive and approved as per the Branch General Meeting of TBA.

Approved by the Executive on dated 23 October 2019

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ARTICLE 1

DUTIES OF OFFICERS

- 1.1 **The President**: The President or a nominated chairperson shall preside at all meetings of the Branch and shall see that the meetings are conducted in an orderly manner. The President shall exercise the general supervision and control over the business of the Branch, shall call meetings of the Executive Committee in accordance with the By-Laws and shall, in the case of a tie, exercise his/her prerogative by casting the deciding vote on the motion or declare that the affirmative lacks a majority, and shall accept such other responsibilities as detailed in the pertinent sections of the By-Laws. He/she shall be a ex officio, member of all committees.
- 1.2 In the absence of the President, all rights and powers vested in the President shall, for the time being, be vested in the First Vice President. In the absences of both the President and the First Vice-President, all rights and powers of the president shall, for the time being, be vested in the Second Vice-President.
- 1.3 Following the Annual General Meeting the newly elected officers shall meet within 7-10 days of taking office to review all Executive positions and organize a probationary list to be discussed with the newly elected Executive shortly thereafter.

ARTICLE 2

EMPLOYEES

- 2.1 The Executive Committee shall cause to be established and maintained, a list of all full-time and part-time positions required for the records of the Branch. The Branch Executive Director shall maintain and keep an accurate list of said employees.

JOB DESCRIPTION FORMS

- 2.2.1 The Branch Officers shall cause to be established individual job descriptions covering each position established under Section 2.1 of this Policy Declaration. Such job descriptions shall be subject to the approval of the Executive Committee.

- 2.2.2 Each individual job description form shall contain a description of the work involved, hours of work, responsibilities and such other information pertinent to the position for which the job description form is issued, and shall contain a statement indicating that the person filling the position was fully informed as to the work involved and clearly understands the contents of the form. This form shall be signed by both the employee and an officer of the Branch.
- 2.2.3 Persons engaged to manage, supervise and to carry out the various duties involved in the operation of the Branch, shall perform the work involved in accordance with the terms and conditions as described in the individual job description form.
- 2.2.4 The Branch Executive Director, **supervisor** while carrying out the various duties involved in the operation of the Branch, shall not manage or supervise a paid employee that is his/her spouse or a direct relative that as a part of their duties handles cash or is involved in financial dealings. This is to ensure that no situation may arise whereby the Branch Executive Director's responsibility is not impeded by such relationship.
- 2.2.5 The original signed copy of the employee's job description form shall be retained on file by the Branch President in the Branch's main office. The Branch Executive Director shall be responsible to maintain such file. The original shall be kept in the Branch office and a copy of the original signed copy shall be given to the person filling this position (employee).

ADVERTISING

- 2.3 When an established position becomes vacant within the Branch, the President and his/her officers shall cause a notice to be issued, advertising throughout the Branch to fill the vacant position.

PROBATION

- 2.4.1 A person selected to fill a vacant position shall be employed on a probationary basis for the first six (6) months of employment. Upon the expiration of the probationary period of (6) months, the Branch Officers shall recommend to the Executive Committee that the person be either appointed to the position on a permanent basis or that the probationary period be extended for another three (3) months or that the individual in that position be terminated and the position be declared vacant.
- 2.4.2 At the conclusion of an extended probationary period, the Executive Committee shall on the recommendation of the Branch Officers either appoint the person to the position on a permanent basis or terminate the person's employment in the position and declare the position Vacant.

- 2.4.3 Regardless of the status of an employee, the Executive Committee may terminate, for just cause, the employment of any person in the employ of the Branch, and such order shall be final.

ARTICLE 3

RESPONSIBILITIES

- 3.1 The Branch Executive Director shall be directly responsible to the Executive Committee. They shall be the custodian of the Seal of the Branch. They shall hold this Seal and use it at all times entirely at the will and direction of the Branch Executive Committee. All other persons employed by the Branch either on a full-time, part-time or casual basis shall be responsible to the Branch Executive Director.
- 3.2 No person employed by the Branch shall partake of any type of gambling or of any intoxicating liquor or intoxicating drug's while on duty, and if in the opinion of the Branch Officers, a person employed by the Branch has been partaking of an intoxicating beverage or intoxicating drug while on duty, he/she shall suspend the individual and report such incident to the President, who will in turn report the matter to the Executive Committee for their consideration and action.
- 3.3 The Executive committee of the Branch shall be responsible to ensure that all Officers and Employees handling funds of the Branch are adequately bondable.

ARTICLE 4

HOUSE RULES AND REGULATIONS

- 4.1 The Legion Home will be under the direct control of the Branch Executive Director. He/she will be directly responsible to the Executive Committee for the proper administration of the Legion Home and shall perform those duties as described in the Financial Administrator's/Secretary's position classification and job description that has been approved by the Executive Committee.
- 4.2 When a member or employee of the Branch considers the conduct of a member or guest is not conducive to the harmony and dignity of the Branch, he/she shall report such conduct to the **Senior Executive Member** present or the Security Person on duty who shall request or require that said person to be removed from the Legion premises. The member requesting such action shall submit a written statement if further action is requested, stating the history of the incident.

- 4.3 A complaint against any person shall be made in writing by the member affronted against, together with names of any witness or witnesses and a brief account of the incident or circumstances which form the basis of the complaint. This written complaint will be signed and provided in duplicate to the Branch Executive Director within 15 days of the incident or knowledge thereof. All complaints shall be dealt with In Accordance With (IAW) **Article III** of the latest edition of the General By-Laws of the Royal Canadian Legion.
- 4.4 No one shall, within the Branch premises, contravene any of the provisions of the P.E.I. Liquor/Drug Control Commission or knowingly permit any contravention, and without prejudice of the forgoing generality, no one within the Branch premises.
- a. Shall have any alcoholic liquor sold within the Legion home, except in the original sealed container from which such alcoholic Liquor was purchased from, or under the authority of the P.E.I. Liquor Control Commission nor;
 - b. shall consume or permit to be consumed within the Branch Premises any alcoholic liquor what is purchased other than from the Branch Bars nor;
 - c. Shall remove from the Legion Home any Liquor originally sold for consumption within the Legion Home.
 - d. All P.E.I. Liquor Control Commission rules shall be adhered to at all time within the Legion Home.

All the foregoing rules shall be observed, and it shall be the duty of all members to report any infractions thereof, in order to protect the interests of the Branch and its members. The penalty for an infraction of the above rules shall be subject to the penalties as laid out in the Dominion Command By-Laws.

- 4.5 Members may be deprived of Branch Bar privileges only, and thus be permitted to attend all regular or special Branch meetings, unless otherwise specified. However, if a member is suspended from membership in the Branch, he/she shall not be permitted on the Branch premises, nor be admitted to the Branch as a guest.
- 4.6 Bar privileges, of the Legion Home shall be suspended within the Branch during all Ordinary, Special or Annual Meetings,
- 4.7 The bar shall be open during the hours laid down by the Executive Committee.
- 4.8 The cashing of cheques will be at the discretion of the Branch Executive Director. He/she may, for reason of convenience see fit to pass on this authority/ responsibility to members or the bar tending staff. In any case the individual accepting and cashing the cheque is responsible to ensure that the cheque is good.

- 4.9 Comrades Landing Bar shall remain open In Accordance With (IAW) the rules of operation as established in the regulations by the Atlantic Lottery Corporation.

ARTICLE 5

ACCOUNTING PROCEDURE

- 5.1 Receipts shall be given out by the Branch Executive Director on consecutively numbered duplicate forms for all monies or cheques received by the Branch. All Voided receipts shall be marked void and remain in the Receipt Book/Log.
- 5.2 Receipts from all bar sales and fund raisings shall be handed to the Branch Executive Director who shall deposit the money in the bank as soon thereafter as possible.
- 5.3 No money shall be expended without authorization by the Executive Committee and in Compliance with these By-Laws and Branch #1 Policy Declaration.
- 5.4 Each expenditure up to and including \$500.00 must be passed separately by the Executive Committee.
- 5.5 Petty cash accounts on the Imprest System shall be maintained by the Branch Executive Director and may not exceed the amounts approved by the Executive Committee.
- 5.6 Commitments for routine expenditures not exceeding one hundred dollars (\$100.00) may be made by the chairman of committees as authorized by the Executive Committee. No other expenditures shall be made without authority being granted by the Executive Committee.
- 5.7 Following the initial approval by the Executive Committee, normal administrative expenses such as salaries, lights, fuel, telephone, taxes, interest and bank charges, employment insurance, Workers Compensation, Property Insurance, Legion Bar and Canteen supplies, etc, may be authorized by the President and two other officers. In the absence of the President the 1st Vice President and two other officers may authorize payments. In the absence of both the President and 1st Vice President then the 2nd Vice President and the Immediate Past President plus the Finance Chair may authorize payment.
- 5.8 The Executive Committee shall have the authority to spend, for any given project an amount up to \$1000.00. Authority to make any expenditure in excess of this

amount shall only be granted by the General Membership at a Branch or Special General meeting called for that specific purpose.

- 5.9 Prior to an event an estimated cost and description of the proposed event shall be presented in writing to the Executive Committee for their consideration. Approval by the Executive Committee must be given prior to such an event taking place. A completed statement of revenue and expenditures shall be presented at the Executive Meeting and General Meeting following the event or project by the organizer of the event.
- 5.10 The accounting for receipts and expenditures by special committees shall be in the manner authorized by the President and the Executive Committee and if required may be referred to the Finance Committee/Accountant for consideration. The said committee in such circumstances shall report back to the President their findings who will then report their findings to the Executive Committee in full. Such finding or recommendations by the Finance Committee/Accountant shall not be binding by the President and his/her Executive Committee.
- 5.11 The Finance Committee, plus any other members in good standing invited by the Committee shall be required to carry out periodic internal financial reviews as recommended and approved by the President and the Executive. The Committee shall check the petty cash vouchers, over/short reports, bar reports, loans, cash, banks deposits systems control, etc. Periodic internal financial reviews shall be staggered with consideration as to not interfere with the daily operation of the Branch.
- 5.12 The signing Officers for the Branch shall be any two (2) of the following: The Branch Executive Director, the President or the 1st Vice-President. Branch Executive Director shall not sign for any funds that are payable to the position held by him/her.
- 5.13 A daily system of cash balancing shall be carried out and recorded.
- 5.14 When payment of **urgently** requested bills to be paid, they shall be approved by 2 officers of the Branch and shall be presented at the next Executive Meeting.
- 5.15 The Executive Committee shall approve all bills, paid or unpaid, at the next regular Executive meeting.
- 5.16 A weekly payroll record shall be kept and presented to the President and or signing authority as requested. Record of Employment (ROE) shall be issued in a timely manner. All T4's shall be issued in accordance with government policies.
- 5.17 Signing officers shall not sign blank cheques.

- 5.18 A statement of all operation receipts/expenses covering the immediate previous month shall be presented at each monthly meeting of the Executive Committee for its consideration, and upon approval by the Executive Committee sufficient numbers of copies of each approved statement or operation shall be made available for the benefit of members at each monthly Branch meeting. **These reports shall remain within the Branch at all times, unless permission to remove such reports has been requested and granted.**
- 5.19 All accounts shall be received in two (2) separate listings paid and unpaid, for approval either by the Executive or as per Para 5.7 & 5.18 above.
- 5.20 Separate motions shall accept, confirm, order paid, or reject those listings.
- 5.21 All accounts, both paid and unpaid, shall be authorized and carry the initial of the Branch Executive Director and Committee Chair, President or one of the Branch Officers.
- 5.22 The files containing the statement of such accounts shall be available for review by the President or one of the Branch Officer and Financial Chair.
- 5.23 The accounts not otherwise the responsibility of a particular committee shall be authorized by the President or Branch Executive Director.
- 5.24 The listings of such accounts shall form part of and be included in the minutes of the Executive Committee.
- 5.25 A detailed and itemized breakdown of all revenues and expenditures of the BINGO program shall be presented at each regular Executive Meeting. The Legion Bingo licence shall not be used outside the confinements of the Branch
- 5.26 A firm of chartered accountants/certified general accountants has been hired under contract until January 2021, to prepare and present monthly and annual financials as well as bookkeeping and associated tasks under the financial umbrella of the Branch. This contract shall be reviewed 3 months prior to the expiration date and presented at a general meeting prior to the annual meeting.
- 5.27 Petty cash vouchers shall not exceed \$100.00 Preauthorizing reimbursements cheques shall not exceed \$1000.00 and regardless of the amount, a cheque will be issued at the end of each month.
- 5.28 All tenders are to be prepared by the Branch Executive Director in conjunction with the respective committee chairperson.
- 5.29 The Branch Officers shall advertise or cause to be advertised on the notice board in the Branch Legion Home and in the media, tenders for repairs, improvements or additions to the Branch Legion Home, where the cost is estimated to be in

excess of five hundred (\$500.00) dollars. This shall not include expenditures for repairs or replacements, deemed by the Branch Officers to be of an emergency nature, nor shall it apply in cases regarding certain equipment where it would be deemed advantageous for the Branch to deal with on supplier only.

- 5.30 The Branch Executive Director shall keep all tenders, received and in their possession, unopened and secure within the Branch Office. When the closing, date has expired, the Committee Chairperson responsible shall convene a Committee meeting with the President and or the Branch officers and the Branch Executive Director who will open all tenders, and list them on paper for this Committee. The Branch Executive Director will attach the list of prices, and a copy of the tender call, and cause them to be file in the Branch Office.
- 5.31 The Committee involved (in Para 5.30) shall present the tender prices at the next Executive Committee meeting, where it will either accept or reject such recommendations. The tender prices accepted by the Executive Committee shall be presented at the Next General Meeting of the Branch together with a motion for acceptance of said tender.
- 5.32 The Committee chairperson involved together with the Branch Officers shall satisfy themselves that the work tendered has been completed to their satisfaction and in accordance with the terms of the contract before payments are approved. If the tender work requires progress payments, they may be issued In Accordance with the contract.

ARTICLE 6

STAFF AGREEMENT

- 6.1 Vacation Leave-full-time employee with less than three (3) years service shall earn Vacation Leave at the rate of one (1) working day per calendar month of employment.
- 6.2 During the first six (6) months of employment, no Vacation Leave shall be granted, but it shall be considered as accumulating during that period. At the completion of six (6) month's service, an employee is eligible for Vacation Leave at the time between that date and the close of the current calendar year to the extent of leave which could be earned in that period at the rate as specified in Para 6.1.
- 6.3 Vacation Leave shall not be accumulated from year to year unless requested in writing to and approved by the Executive Committee.

- 6.4 In the event of an employee leaving the Branch, they shall be entitled to accumulated vacation time to the date of separation/termination.
- 6.5 No employee shall be allowed to work their vacation within the Legion in the vacancy position created while they are on paid vacation time; however, they may fill another vacant position at the rate of pay for that vacancy.
- 6.6 All Vacation requests shall receive the prior approved of the Branch Executive Director and will be based on seniority. In the case of the Branch Financial Administrator, vacation periods shall be approved by the President or the 1st Vice-President.
- 6.7 The Branch office shall be open from 08:00 am, to 1:00 pm daily, unless previous arrangements have been approved by the President or the Branch Officers. During the hours of 10:00 am to 1:00 pm, the office shall be open to the General Public and all other Branch business. Office Staff shall be entitled to a 30-minute break for lunch between the hours of 12:00 noon and 1 PM. Each staff member shall also be entitled to a 15-minute break during the morning and afternoon if working conditions permit.
The Branch Executive Director shall ensure that the office remains open for business during the hours of operation.

HOLIDAYS

- 6.2.1 Permanent employees shall be entitled to the following paid Holidays per year:

<ul style="list-style-type: none"> a. New Year's Day b. Islander Day c. Good Friday d. Victoria Day e. Canada Day 	<ul style="list-style-type: none"> f. Civic/Gold Cup g. Labour Day h. Thanksgiving Day i. Remembrance Day j. Christmas Day
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- 6.2.2 When an employee is required to work on any day mentioned in section 6.2.1 the employee may elect:
 - a. to have a day off in lieu, or,
 - b. to receive an additional day's pay at one time the employee's normal rate of pay.
- 6.2.3 Full-time employees with three (3) or more consecutive years service will be entitled to one and one half (1.5) days paid vacation per calendar month.

ARTICLE 7

SICK LEAVE WITH PAY

- 7.1 All full-time employees will earn one and one quarter (1 ¼) days sick leave per each calendar month. Employees may be absent on Casual Sick Leave up to two (2) days without a Doctor's Certificate. Employees absent for more than two (2) days shall present a Medical Practitioners certificate and that they are now fit to return to work. An employee may accumulate up to six (6) months maximum sick leave. Records of Sick Leave taken by each employee shall be maintained by the Branch Executive Director
- 7.2 No compensation or payment for unused sick leave will be made to any employee of the Legion Branch on retirement or termination for any reason whatsoever.

ARTICLE 8

GROUP PENSION PLAN

- 8.1 Full-time employees wishing to join the cost-sharing employee's pension plan presently in effect at the Branch may do so by filing an application with the Branch Executive Director.