



**Peninsula Branch #62 Policy and Procedure**



# **Peninsula Branch #62 Policy & Procedure Manual**

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# Part 1

# Policy



## **Bartender Remuneration(s)**

The following outlines the remuneration for bartending:

- Remuneration is normally based on Ten Percent (10%) of the gross sales.
- However, there are occasions where the Bar Sales do not cover the incidentals incurred by the Bartender. If the bar sales do not meet or exceed two hundred dollars (\$200.00) for the required occasion, the bartender will be compensated twenty dollars (\$20.00) to cover incidentals.

Moved by Joe Stack, that the Bartender Remuneration be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Royden Brien @ General Meeting 2012-04-02

**Carried**



## Hall Rental Agreement

This is a contract between the Royal Canadian Legion Peninsula Branch # 62 hereafter known as Peninsula Branch# 62 and \_\_\_\_\_ hereafter known as the Renter.

The Renter contracts with the Peninsula Branch # 62 to rent the Hall located at 1356 Rte 845 Clifton Royal NB for the period

Beginning \_\_\_\_\_ day of the week \_\_\_\_\_ Date

Ending \_\_\_\_\_ day of the week \_\_\_\_\_ Date

And agrees to pay \$ 100.00 per day for non-function (setup) day/s

And \$ 150.00 per day for function day/s and in addition will pay the sum of \$ 150.00 which represents a refundable damage and cleaning deposit. The deposit will be refunded in whole if the Hall is returned to the pre rental condition and there is no damage.

If the Hall is not returned to pre rental condition or there is damage the deposit will be forfeited in whole or part at the discretion of the closing staff.

The renter agrees to adhere to the Legion Rules, Bar Hours and closing times as posted unless closed early due to a violation of the Legion Rules or NB Liquor Act .

Signed on the \_\_\_\_\_ Day of \_\_\_\_\_ Month \_\_\_\_\_ Year.

On behalf of Peninsula Branch # 62 \_\_\_\_\_ signature

\_\_\_\_\_ print

On behalf of The Renter \_\_\_\_\_ signature

\_\_\_\_\_ print

Deposit in the amount of \$ \_\_\_\_\_ was returned on \_\_\_\_\_ Date

To \_\_\_\_\_ signed \_\_\_\_\_ print

Moved by Kelly Newstead, that the Hall Rental Agreement be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Marvin Saulnier @ Executive Meeting 2014-07-06 **Carried**



## Hall Rental Booking Form

Hall Rental Dates \_\_\_\_\_

Renter's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Renter's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Entry Time Day 1 \_\_\_\_\_ Departure Time Day 1 \_\_\_\_\_

Entry Time Day 2 \_\_\_\_\_ Departure Time Day 2 \_\_\_\_\_

e-mail \_\_\_\_\_ e-mail \_\_\_\_\_

Bar            Yes            No    Time Bartenders Required \_\_\_\_\_

**Note: All alcohol required for the function will be co-ordinated through the Bar Stewart**

Kitchen        Yes            No            Kitchen Deposit Paid \_\_\_\_\_

Stair Chair Required    Yes    No            If yes, trained operator \_\_\_\_\_

Deposit        Yes            No            Amount Collected \_\_\_\_\_

Fees for Hall Rental, Cleaning/Damage Deposit Explained            Yes            No

Special Requirements \_\_\_\_\_

Legion Liability Insurance covers traditional Legion related activities such as dinners, receptions, meeting, rallies, crib, darts, pool, etc.

Insurance Waiver Form explained and a copy given to renter.            Yes            No

Renter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Moved by Bob Mummery, that the Hall Rental Agreement be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Terry Campbell @ Executive Meeting 2012-09-24 **Carried**



## Liability Release Waiver

Name of Activity or Event: \_\_\_\_\_

Date of Activity or Event: \_\_\_\_\_

I \_\_\_\_\_ of \_\_\_\_\_

Herby waive the Royal Canadian Legion, Peninsula. Br #62, its officers, members and employees of any liability of injury, loss or personal damage to personal property associated with this activity or event.

I acknowledge I understand the content of this document. I am aware that it is legally binding and I sign it of my own free will.

Participants Name(s)	Participants Signature(s)	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		





Participants Name(s)	Participants Signature(s)	Date
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

Moved by Kelly Newstead, that the Liability Waiver be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by ?????????? @ Executive Meeting ?????????? **Carried**



## Bar Prices

The following guide is based on a profit of 40% for bar prices:

**Cost = Selling Price  
60%**

**Example Beer      \$2.00 per bottle = \$3.33 per bottle  
60%**

- Beer                      \$3.75 per bottle
- Spirits                    \$3.75 per ounce
- Coolers                  \$4.75 per bottle
- Wine                      \$4.25 per 6oz glass
- Pop                        \$1.25 per can/bottle
- Water                     \$1.25 per bottle

Moved by Terry Campbell, that the Bartender Prices be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Kim Beyea @ General Meeting 2012-05-07 **Carried**



## **Capital Projects, Non Capital Projects and Maintenance Projects**

The following outlines the process to be followed for all Capital, Non Capital and Maintenance Projects carried out on the Branch Facilities:

- A preliminary plan will be submitted to the Branch Secretary, who will record it in the Branch correspondence, then forward it to the Branch President.
- The Branch President will forward the plan to the appropriate committee.
- Upon approval, to go forward, all documentation concerning the project will be supplied to the Branch Secretary, who will record it in the Branch correspondence, then forward it to the appropriate committee.
- The Responsibility and Supervision of all projects will be the appropriate committee within the Branch.
- All non fixed items shall have a detailed method of disposal at the end of their use or the dissolving/relocating of the donating group/stakeholder.

Moved by Royden Brien that the Capital Projects, Non Capital Projects and Maintenance projects carried out on the Branch Facilities, be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Steve Gourdeau @ Executive Meeting 2012-07-30

**Carried**



**Travel Expense Claim**

Name: \_\_\_\_\_ Office Held: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Travel Information**

Date & Time: \_\_\_\_\_ am/pm Date & Time: \_\_\_\_\_ am/pm

Date & Time: \_\_\_\_\_ am/pm Date & Time: \_\_\_\_\_ am/pm

Total Mileage \_\_\_\_\_ @ \$0.38 km= \_\_\_\_\_ Total Amount

Meals	Breakfast	Lunch	Dinner	Function
-------	-----------	-------	--------	----------

Receipts must be attached	(\$8.00)	(\$12.00)	(\$15.00)	
---------------------------	----------	-----------	-----------	--

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Total Amount (Meals) \_\_\_\_\_

**Hotel: (Receipts must be attached)**

Date; \_\_\_\_\_ Cost: \_\_\_\_\_

Date; \_\_\_\_\_ Cost: \_\_\_\_\_

Total Amount (Hotels) ..... Total: \_\_\_\_\_

**Claim Totals**

Mileage: \_\_\_\_\_ Only paid for 1 vehicle when 4 or less persons travelling to same location

Meals: \_\_\_\_\_ Registration: \_\_\_\_\_ Hotels: \_\_\_\_\_

Total Claimed: \_\_\_\_\_

Please briefly state Legion duty on which engaged: \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Treasurers Use Only**

Total Amount Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: the first meal and last meal of the claim period is the responsibility of the Legion member

Moved by Bob Beyea that the above Travel Expense Claim be adopted and place in Br #62 Policy and Procedure book, 2<sup>nd</sup> by Steve Gourdeau @ General Meeting 2017-02-06 Carried



### **Finance Committee mission statement**

The Finance Committee of Branch #62 will draft and manage yearly budgets providing forecast and guidelines to the Executive Committee with regards to financial matters of the Branch.

When directed by the President of the Branch, in accordance with the Branch Policy and Procedures, the Finance Committee will streamline and process requests for all projects. The Committee will then provide recommendation to the Executive Committee with regards to the approval of funds.

The Finance Committee will act in a professional and collaborative manner, as a gate keeper for the Branch Executive Committee with all matters involving the finances of the branch.

The Finance Committee will be made up of five members including no less than three (3) members of the executive, one of which must be the Branch Treasurer and no more than two (2) members of the general membership.



# **Part 2**

# **Procedure**



## Meetings

### Annual General Meeting

1. The Annual General Meeting of the Branch shall be held in conjunction with the first 1<sup>st</sup> General Meeting in January.
2. Not less than twelve (12) members of the Branch in good standing shall constitute a quorum for the purpose of the Annual General Meeting
3. Notification of the Annual General Meeting and December General Meeting shall be by the way of notice sent to every member in good standing through notice (phone call, e-mail) or printed in the local newspaper a minimum of seven (7) days in advance of the meeting.

### Executive and General Meeting

1. There shall be a General Meeting of the Branch on the 1<sup>st</sup> Monday of each month at 1900hrs and a Executive meeting the last Monday of each Month at 1900hrs with the following exceptions:
  - When the meeting falls on a Statutory Holiday, the meeting shall be held on the following day.
  - Due to circumstances, the President in consultation with the Vice-Presidents may re-schedule the meeting.
  - By a decision of the Branch at the June General Meeting, those meetings may be discontinued for the summer months of July and August.
2. Not less than twelve (12) members of the Branch in good standing shall constitute a quorum for the purpose of the General Meeting.
3. Not less than fifty-one percent (51%) members of the Executive shall constitute a quorum for the purpose of the Executive Meeting.

Moved by Terry Campbell, that the Annual General Meeting & Executive & General Meeting be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Marvin Saulnier @ General Meeting 2012-05-07 **Carried**



## House Committee

### Goals

- To make the Branch Hall a Community Center
- To make the Branch Facilities Appealing
- To Utilize the Playing Field

### Stake Holders

- Legion Members
- Ladies Auxiliary
- Peninsula Pearls
- Cadets (Bob Beyea & Serge Cormier)
- Sports (Rob Moir)
- Cribbage (Joe Stack)
- Darts (Mae & Bill White)
- Emergency Measures Organization

### Areas of Responsibility

- 

Moved by \_\_\_\_\_ that the House Committee be adopted and placed in Br #62 Policy  
and Procedure book 2<sup>nd</sup> by \_\_\_\_\_ @ General Meeting 2012 **Carried**





## User Agreement Chairlift

The chairlift at Legion Branch #62 is intended solely for the use of clients who need assistance in negotiating stairs.

### Operating instructions

1. Insert and turn the call station operating key to ON position.  
**Note:** emergency stop, red button must be in the pulled out position
2. Push the operating switch to send or call the lift to the desired position.  
**Note:** Constant pressure has to be maintained on the operating switch.
3. Remove key from key switch., unfold seat and footrest if necessary by pulling down on them.
4. Sit down and fasten seatbelt. Swivel and lock seat in the running position.
5. Insert and turn the operating to ON position. Push the operating switch under armrest to move the lift to the desired landing.

**EMERGENCY STOP** push the red EMERGENCY STOP button located on seat.

**Note:** emergency stop, red button must be in the pulled out position for chair to operate.



**By accepting a user key I agree that I have been instructed in the proper and safe use of this equipment and agree to adhere to these rules.**

A key deposit of \$5.00 is required.

User name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

User Group \_\_\_\_\_

Key number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received \$5.00 deposit \_\_\_\_\_ Date \_\_\_\_\_

Deposit received by \_\_\_\_\_ and forwarded to treasurer Legion #62

Moved by Lloyd Sauliner that the Chair Lift User Agreement be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Marvin Sauliner @ Executive Meeting 2012-11-26

**Carried**



## Lawn Care Procedure

The Chairman of lawn care will solicit bids of interest for the upcoming year in April to bring forth at the April Executive Meeting and recommendation available to be voted on at the May General Meeting.

This will be on an as required bases under the direction of the Lawn Care Chairman, Low bid(s) not necessarily accepted. If interested please contact Chairman Lawn Care or send a letter of interest to Royal Canadian Legion Branch #62, 1356 Rte 845, Clifton Royal NB, E5S 2B9.

The Lawn Care Chairman will be the Point of Contact for all matters relating to lawn care.

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Bid Per Season \_\_\_\_\_, Per Call Out \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Bid Per Season \_\_\_\_\_ Per Call Out \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Bid Per Season \_\_\_\_\_, Per Call Out \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_

Moved by Bob Beyea, that the Lawn Care Procedure be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Kim Beyea @ General Meeting 2014-04-07 **Carried**



### Sanding Procedure

The Chairman of snow removal will solicit bids of interest for the upcoming year in October to bring forth at the October Executive Meeting and recommendation available to be voted on at the November General Meeting.

This will be on an as required bases under the direction of the Snow Removal Chairman, Low bid(s) not necessarily accepted. If interested please contact Chairman Snow Removal or send a letter of interest to Royal Canadian Legion Branch #62, 1356 Rte 845, Clifton Royal NB, E5S 2B9.

The Snow Removal Chairman will be the Point of Contact for all matters relating to snow plowing, sanding and shoveling.

Name \_\_\_\_\_ Company \_\_\_\_\_

Bid Per Season \_\_\_\_\_, Per Call Out \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

.

Name \_\_\_\_\_ Company \_\_\_\_\_

Bid Per Season \_\_\_\_\_ Per Call Out \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Bid Per Season \_\_\_\_\_, Per Call Out \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Moved by Bob Beyea, that the Sanding Procedure be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Joe Stack @ General Meeting 2014-10-06 **Carried**



### Snow Removal Procedure

The Chairman of snow removal will solicit bids of interest for the upcoming year in October to bring forth at the October Executive Meeting and recommendation available to be voted on at the November General Meeting.

This will be on an as required bases under the direction of the Snow Removal Chairman, Low bid(s) not necessarily accepted. If interested please contact Chairman Snow Removal or send a letter of interest to Royal Canadian Legion Branch #62, 1356 Rte 845, Clifton Royal NB, E5S 2B9.

The Snow Removal Chairman will be the Point of Contact for all matters relating to snow plowing, sanding and shoveling.

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Bid Per Season \_\_\_\_\_, Per Call Out \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_

.Name \_\_\_\_\_ Company \_\_\_\_\_  
 Bid Per Season \_\_\_\_\_ Per Call Out \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Bid Per Season \_\_\_\_\_, Per Call Out \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_

Moved by Bob Beyea, that the Snow Removal Procedure be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Joe Stack @ General Meeting 2014-10-06 **Carried**



## Sunday Night Crib

The following procedure is a guide to help Legion personnel organize and run Sunday Night Crib (start time 19:30hrs, 7:30pm).

1. Make sure you have your keys.
2. Open front door with the 2 larger keys.
3. Enter your code
4. Make sure you give yourself enough time to set everything up (1/2 hour before start):
  - Put water on for tea/coffee
  - Use the pot marked **tea**.
  - Keep all receipts for anything that you had to purchase i.e.: milk, cookies etc.
  - Set up 8 tables, 4 chairs at each table.
  - Put cards and crib boards on each table. (they are found in the kitchen under the counter)
  - Also each table gets 4 pencils.
5. Under the kitchen counter is a cash drawer to use for money and you will have a float of \$40.00
  - Crib is \$8.00, \$5.00 goes towards your crib, \$2.00 goes for the 50/50 and \$1.00 for the high hand.
  - Follow the crib book which is in the blue bin, it will show you how to break down the prize money.
6. At the end of the night put everything a way, including tables and chairs.
  - **Secure the blue bin which has tea, coffee, cookies and money.**
  - If it is winter time make sure the thermostat is turned down to 45.
  - Turn off all lights and enter your code when you leave, lock front door with two keys.



**7. The following example may be used to calculate monies paid @ Sunday Night crib.**

- # of people Example                    20
- If 1 gets in free                         19

$$\begin{array}{r}
 X \quad 5 \\
 \hline
 = \quad 95
 \end{array}$$

- 1/2 of 95 goes to the Legion = \$47.50
- The other half goes towards 1<sup>st</sup> and 2<sup>nd</sup> place winners.
- To determine the 1<sup>st</sup> place winner you would take 60 percent of the \$47.50
- Which would give you \$28.50 (1<sup>st</sup> prize)
- To determine the 2<sup>nd</sup> place winner you take the remaining 40 percent of the \$47.50. which would be \$19.00 (2<sup>nd</sup> Prize)
- The high hand would be \$20.00 dollars as there were 20 people playing.
- The first 50/50 would be \$40.00 , ½ goes to winner (\$20.00)
- The second 50/50 would be \$40.00 and ½ going to winner (\$20.00) (sometimes not everyone plays the second 50/50)
- Keep money in a separate bag for the second 50/50 as it goes toward the registration for Royal District Crib.
- Here is the breakdown of the money on crib night.

\$47.50 Legion makes  
\$20.00  
 \$67.50

Moved by Joe Stack, that the Sunday Night Crib Procedure be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Kathy Campbell @ General Meeting 2015-10-05 **Carried**



## **Legions Tribute/Celebration of Life**

The following procedure is a guide to help Legion personnel organize a Legion Tribute and/or a Celebration of Life that Branch 62 has been asked to support.

### **Legion Tribute**

- Who is the Tribute for, Membership Category, member Number and will Legion Handbook be used?
- Who is the Point of Contact for the Legion, for the Deceased, Funeral Home?
- Has the Branch Chaplain been contacted?
- Will ashes and/or photos at the front table?
- Who is taking care of Branch Set up, Tear down and Clean-up?
- Has the General membership, District and Provincial been informed?
- Have funds been requested through proper channels for the reception?
- Who is in charge of the reception?
- Has the Poppy Box, Tribute Books, Pillow and Pall been requested/located?
- Have the readers been contacted?
- Has a Donation Card/Bulletin Table been set up?
- Is the Legion available for requested date?
- Is a bar required?

### **Celebration of Life**

- Who is the Celebration of Life for and date requested?
- Who is the Point of Contact for the Legion, for the Deceased, Funeral Home?
- Has the Branch Chaplain been contacted?
- Will ashes and/or photos be at the front table?
- Who is taking care of Branch Set up, Tear down and Clean-up?
- Have the proper personnel been informed?
- Have the speaker(s) been contacted?
- Have funds been requested through proper channels for the reception?
- Who is in charge of the reception?
- Has a Donation Card/Bulletin Table been set up?
- Is the Legion available for requested date?
- Is a bar required?





## Legions Tribute/Celebration of Life Form

- Who is the Tribute/Celebration of Life for? **Name** \_\_\_\_\_
- Who is the Point of Contact for the Legion, the Deceased, Funeral Home?  
**Name** \_\_\_\_\_ **/Name** \_\_\_\_\_ **/Name** \_\_\_\_\_
- Has the Branch Chaplain been contacted? **Yes/No** \_\_\_\_\_
- Who is taking care or Branch Set up, Tear down and Clean-up?  
**Name(s)** \_\_\_\_\_
- Has the General membership, District and Provincial been informed?  
**Yes/No give date when completed** \_\_\_\_\_
- Have funds been requested through proper channels for the reception?  
**Yes/No give details of request when completed** \_\_\_\_\_
- Who is in charge of the reception? **Name** \_\_\_\_\_
- Has the Poppy Box, Tribute Books, Pillow and Pall been requested/located?  
**Yes/No give location** \_\_\_\_\_
- Have the readers/speakers been contacted? **Name(s)** \_\_\_\_\_  
\_\_\_\_\_
- Has a Donation Card/Bulletin Table been set up? **Yes/No who is taking care of the donations?** \_\_\_\_\_  
\_\_\_\_\_
- Is the Legion available for requested date? **Yes/No Date** \_\_\_\_\_
- Is a bar required? **Yes/No Bartenders name** \_\_\_\_\_
- Is music required? **Yes/No Name** \_\_\_\_\_
- Has the PA been set up? **Yes/No Name** \_\_\_\_\_
- Words of Remembrance planned or random style? \_\_\_\_\_
- Special Requirements, **If possible the Branch Chaplain should be contacted and involved with the "Order of Celebration of Life"**. \_\_\_\_\_  
\_\_\_\_\_

Moved by Bob Beyea, that the legion Tribute/Celebration of Life Procedure be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Burton White @ General Meeting 2017-02-06 **Carried**



## Legion Meeting(s) Protocol

The following protocol is a guide to help chairpersons and members keep meetings on track and to ensure meetings (Executive, General or Special) do not go on longer than two (2) hours.

- All reports should be written and/or presented on a form that can be handed into the Secretary and/or brought up on the projector screen.
- If a report is lengthy and a number of options are required to be looked at, the report can be e-mailed out through the Secretary and a hard copy made available at the Branch for the membership to peruse.
- To save time the committee chair should have a consensus from his/her committee to present to the meeting (Executive, General or Special).
- The report need not be read each time it is presented, a brief overview of the progress to date is all that is required.
- Emergent issues may be served in a more efficient manner by calling a special meeting.
- A time limit of five minutes (5) should be enough to update and answer questions on any one issue. If the member is over 5 minutes the chairman will remind member that they have reached their time limit and to wrap up.
- When a time limit of two hours (2) is reached, any member (***Rules of Procedure For Legion Meetings***) may make a motion to adjourn.

Moved by Steve Gourdeau, that the Legion Meeting(s) Protocol Procedure be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Kelly Newstead @ General Meeting 2017-02-06 **Carried**



## Request for Service to a Legion Member



I \_\_\_\_\_ a member of the Royal Canadian Legion or a veteran in the community as described by the General By-laws (June 2004), make this request to the Peninsula Branch #62 of the Royal Canadian Legion.

I request that the Peninsula Br #62 conduct (circle one) Tribute To A Veteran, (note a veteran need not be a legion member to request this service), Legion Service to an Associate Member, Legion Service to an Affiliate Member or Ladies Auxillary. If requested by my family, provide pall bearers and a Guard of Honour.

Service: Navy/Army/Air Force/Merchant Navy/LA etc. \_\_\_\_\_

Dates and places of service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Legion Member Signature

Name \_\_\_\_\_ / \_\_\_\_\_ Ph# \_\_\_\_\_ Date: \_\_\_\_\_  
Family Member Signature

Name \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary Signature

Name \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Tribute Chairperson Signature

Funeral Home (if known) \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Moved by Bob Beyea, that the **Request for Service to a Legion Member** be adopted and placed in Br #62 Policy and Procedure book 2<sup>nd</sup> by Burton White @ General Meeting 2017—02-06 **Carried**



## Legion Contract Work Policy

The following protocol is a guide to help chairpersons and members control contract work and to ensure Executive and General membership are aware and are the final authority on any and all contracts that meet the criteria of following definition.

Contract work is defined as construction, additions, renovations, etc. that have a time line that allows preplanning.

1. Identify project \_\_\_\_\_ and  
define scope \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Assign project manager \_\_\_\_\_
3. Meet with House and Executive Members to flesh out project scope and specifications
4. Consult with contractors (2 to 4) on scope of project and specifications.
5. Meet with House and Executive Members with results of Contractor(s) Meeting, any changes from original Scope and specifications must be authorized by Executive.
6. Solicit bids from contractors, with priority to Legion Members and/or local Contractors if possible.
7. Meet with House and Executive to review and select Contractor.
8. Develop a time line and schedule that does not interfere with booked or pending events. Forward time line and schedule to House and Executive Members for comments.
9. Supervise the job site and contractor as Legion Representative and Single Point of Contact (SPOC).
10. At or near 85% completion meet with House and Executive with an update. If all is satisfactory request cheque for 85% of bid value. A second cheque for the remaining 15% of the bid may be requested at this time (30 day hold back), however, it shall not be issued until a close out meeting is held with House and Executive.
11. For projects with external funding, their requirements will also have to be met.
12. Complete a close out report.



## Approval of funds

This document will provide a basic outline of how the finance committee will receive requests for the approval of funds toward a capital project and how they will assist the Executive Committee during the life of the project.

- The requesting committee or member will seek support from the membership (Exec. or Gen.) via motion, to explore the proposed project and seek further support from the Branch Finance Committee.
- The requesting committee or member will become familiar with, and follow the Branch Policy and Procedures with regards to capital projects and contract work.
- The requesting committee or member will deliver a presentation to the Finance Committee that will include but not limited to:
  - o A business plan in writing (pros and cons – start and end date)
  - o Report(s) in support of the plan (inspection, experts)
  - o Quotes from reputable contractors in writing
  - o A breakdown of how and when invoices must be paid – is this a project that will unfold incrementally?
- The Finance committee reserves the right to ask the requesting committee or member to provide more information in order to be able to make a sound determination.

Following the presentation, the Finance committee will provide recommendation to the Executive Committee. If the project is approved, the requesting committee or person will provide the Finance Committee with timely financial updates (to be determined on a case per case basis) as the project unfolds.



**Royal Canadian Legion – Peninsula Branch 62**  
**Finance Committee Project Review Guidelines**

**Project being presented:**

\_\_\_\_\_

**Responsible Committee(s):**

\_\_\_\_\_

**1. Was proposed project referred by branch meeting?      Yes / No      Date:** \_\_\_\_\_

**2. Is proposed project listed on Branch Business Plan?      Yes / No      Priority:** \_\_\_\_\_

**3. Does the project align with the requirements of the Legion?      Yes / No**

**4. What are the benefits to the Legion?** \_\_\_\_\_

**5. Does proposed project written business plan contain pros and cons?      Yes / No**

**6. Does written project business plan contain start and end dates?      Yes / No**

**7. Are project scope and specifications from contractors consulted attached?      Yes / No**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_



D. \_\_\_\_\_  
\_\_\_\_\_

8. Are report(s) in support of project from inspections and experts attached? Yes / No

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

9. Are written quotes from reputable contractors, (local/members) attached? Yes / No

A. \$ \_\_\_\_\_

B. \$ \_\_\_\_\_

C. \$ \_\_\_\_\_

10. Is proposed project coordinated by a single primary contractor? Yes / No

11. Is this a project that will unfold incrementally requiring invoices to be paid prior to the project being fully completed? Please indicate:

Yes / No

A. \$ \_\_\_\_\_

B. \$ \_\_\_\_\_

C. \$ \_\_\_\_\_

**Committee Recommendation:**

**Recommend**

**More information requested**

**Not recommended**

**Comments:**



### **Urgent expenditures**

In the event an expenditure is deemed urgent or needs to be addressed in between meetings and the amount will require Executive approval (over \$100), as per Branch Bylaw 8.7(e), the following process will apply:

- Call the president with all the details of what, why, cost etc.
- The president will initiate an email/phone motion notification to the Executive Committee
- Executive Committee members can vote, ask questions, not respond or abstain if they feel they can't support it or are in a conflict of interest.
- The executive will be notified within 36 hours after the president has initiated the notification, of the results. The expenditure can proceed if approved.
- The vote is then formalized at the next meeting.

### **In case of an Emergency expenditure**

Prior to taking any action that will incur an expenditure in excess of \$100, advise the president. If the president can't be reached, call the 1<sup>st</sup> Vice or 2<sup>nd</sup> Vice. Provide details of emergency so that emergency plan can be put in place and approval given to contact the appropriate professional to correct the situation.

In due time, the president shall notify the appropriate committee(s) impacted by the emergency as well as members of the Executive.

*For the purpose of this procedure, an **emergency** is defined as a situation that poses an immediate risk to health, life, property, environment or the reputation of the Royal Canadian Legion. An emergency would be recognized as such by most reasonable people applying common sense. It requires urgent intervention to prevent a worsening of the situation.*

### **Petty Cash**

Petty cash is a small amount of cash on hand (not to exceed \$50 at one time) used for discretionary immediate payments for miscellaneous expenses too small to merit writing a check. The intent is to simplify the reimbursement for small expenses that generally will not exceed \$25.00. Examples of these payments include but are not limited to, office supplies, cards, flowers, last minute food items, light bulbs, screws/nuts and bolts, paint brush, etc.. Petty cash reconciliation with the treasurer will be done at a minimum on a monthly basis or more often when required. The Petty Cash form shall be used in order to reconcile and replenish the petty cash.





### PETTY CASH RECONCILIATION FORM

Date	Supplier	Cost	Hst	Total	balance
	<b>Open balance</b>				
	<b>Closing Balance</b>				