



The Royal Canadian Legion
Ontario Provincial Command



Certificate of Amendment Review

No. 1 - 2025

presented to

Long-Twiname-Henderson Memorial

*(Ont. No. 372) Branch
Of the Royal Canadian Legion*

*in recognition of Amendments to their Branch Regulations,
which have been reviewed by the Provincial Constitution
and Laws Committee and found to be in compliance with
all levels of The General By-Laws.*

Provincial President

May 8, 2025

Date

Executive Director



Branch Regulations
General By-Laws for Branches
Ontario Provincial Command



AMENDMENT OF BRANCH REGULATIONS

Long-Twiname-Henderson Memorial

ONTARIO NO.

372

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

February 13th

, 2025

DATE PREPARED

FORM NO. 3 SECTION / ITEM IDENTIFIER	PROPOSED BRANCH REGULATION AMENDMENT WORDING FROM THE FORM NO. 3	BRANCH APPROVAL	
		☒ Yes	☒ No
s. 409	The Branch Term of Office shall be two (2) years.	☒	☐
s. 501(2) Item (1)	The following additional Office shall be elected at the Election Meeting: Treasurer	☒	☐
s. 501(2) Item (2)	The following additional Office(s) shall be appointed by the President after the start of the new Term of Office: Secretary, Sergeant-at-Arms and Branch Services Officer.	☒	☐
s. 502	The Branch shall elect a total of 8 Executive Committee Members.	☒	☐
s. 513(2)	The Executive Committee of the Branch and its Ladies Auxiliary shall hold two (2) joint meetings a year on the first Monday in the months of September and March starting at 6:30 p.m.	☒	☐
s. 601(3)	The President shall appoint a Chair, after the start of the new Term of Office, for each of the following Optional Standing Committees: Building and Maintenance, Entertainment, Honours and Awards and Ways and Means.	☒	☐

Amendment of Branch Regulations Continued

FORM NO. 3 SECTION / ITEM IDENTIFIER	PROPOSED BRANCH REGULATION AMENDMENT WORDING FROM THE FORM NO. 3	BRANCH APPROVAL	
		☒ YES	☒ NO
s. 802(1)	The Branch shall hold its monthly General Meetings on the third	☒	☐
	Monday in the months of June, September, November, January,	☐	☐
	March and May starting at 7:00 p.m. The months of July, August,	☐	☐
	October, December, February and April shall be excluded.	☐	☐
s. 804	The Order of Business included on the Attachment Form numbered	☒	☐
	8 contained on page number 9 shall govern at the General Meeting	☐	☐
	held in the General Meetings identified therein.	☐	☐
		☐	☐
s. 808	The Order of Business included on the Attachment Form numbered	☒	☐
	13 and 15 contained on page numbers 10 and 11 shall govern at	☐	☐
	the Annual General Meeting identified therein.	☐	☐
		☐	☐
s. 1001 Item 3	The Election Meeting shall be held in conjunction with the Annual	☒	☐
	General Meeting held in the month of May in the odd numbered	☐	☐
	years.	☐	☐
s. 1208(1)	The financial authority of the Executive Committee shall not exceed	☒	☐
	two thousand dollars (\$2000.00).	☐	☐
		☐	☐
s. 703(3)	This Section is deactivated and repealed.	☒	☐
		☐	☐
s. 703(3)(a)	The Membership Chair shall be responsible for ensuring that all new	☒	☐
	Members receive a Legion badge and a document containing the	☐	☐
	current Internet Website addresses of both Dominion and	☐	☐
	Provincial Commands.	☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Amendment of Branch Regulations Continued

FORM NO. 3 SECTION / ITEM IDENTIFIER	PROPOSED BRANCH REGULATION AMENDMENT WORDING FROM THE FORM NO. 3	BRANCH APPROVAL
		☐ YES ☐ NO

Cynthia Paquette	
PRESENTING MEMBER'S NAME (Type / Print)	PRESENTING MEMBER'S SIGNATURE

February 20th, 20 25	March 24th, 20 25
DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR SPECIAL GENERAL MEETING (UNDERLINE THE APPLICABLE MEETING)	DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR SPECIAL GENERAL MEETING (UNDERLINE THE APPLICABLE MEETING)
NOTICE OF MOTION TABLED	MOTION MOVED FOR APPROVAL

I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT	I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT
Wendy Walsh	Michele Fleming
PRESIDENT'S NAME (Type / Print)	SECRETARY'S OR SECRETARY-TREASURER'S NAME (Type / Print)
	
PRESIDENT'S SIGNATURE	SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE
March 24th, 20 25	March 24th, 20 25
CERTIFICATION DATE OF PRESIDENT'S SIGNATURE	CERTIFICATION DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE

NOTE: Section 903. (2) of the General By-Laws of the Ontario Provincial Command requires that copies of this completed and certified document, along with the Notice of Motion (Form No. 2) shall be forwarded to Command within one (1) month of their approval by the Branch. FAILURE TO COMPLY MAY DELAY COMMAND CERTIFICATION.

**DO NOT FORWARD AN AMENDED FORM NO. 3 UNTIL AFTER THE
RECEIPT OF A CERTIFICATE OF AMENDMENT REVIEW FROM COMMAND
*** All three (3) Pages of this Completed Form Must Be Submitted *****

BRANCH REGULATIONS CONTINUED – ATTACHMENT – FORM No. 8

Long-Twiname-Henderson Memorial

ONTARIO No. 372

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

ORDER OF BUSINESS

GENERAL MEETINGS

CHARTER UNDER SECTION 804 OF THE GENERAL BY-LAWS FOR BRANCHES
OF THE ONTARIO PROVINCIAL COUNCIL

ITEM DESCRIPTIONS

Call to Order by the Presiding Officer;
Indigenous Land Acknowledgment;
Opening Ceremony as determined by the Ritual approved by Dominion Command;
Motion to deviate from the Agenda;
Introduction of Guests;
☐ Welcoming Ceremony for new Members;
Admission of transferred or reinstated Members or both;
Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
Business arising from the Minutes and unfinished business;
President's Report;
Treasurer's Report;
Correspondence;
Reports of Standing Committees;
☒ Reports of Optional Standing Committees;
☒ Reports of Standalone Positions;
Reports of Special Committees;
Motions or Special Business of which Notice was previously given;
General and new Business including matters respecting the welfare of the Legion and the Branch;
Tabling of Notice(s) of Motion(s);
Motion to adjourn; and
Closing Ceremony as determined by the Ritual approved by Dominion Command.

I certify the above information to be true and correct.

Wendy Walsh

PRESIDENT
(PRINT NAME)

Wendy Walsh
SIGNATURE

March 24th, 2025

CURRENT DATE OF SIGNATURE

I certify the above information to be true and correct.

Michele Fleming

SECRETARY OR SECRETARY-TREASURER
(PRINT NAME)

M Fleming
SIGNATURE

March 24th, 2025

CURRENT DATE OF SIGNATURE

BRANCH REGULATIONS CONTINUED - ATTACHMENT - Form No. 13

Long-Twiname-Henderson Memorial

ONTARIO No. 372

ROYAL CANADIAN LEICION BRANCH NAME

BRANCH NUMBER

ORDER OF BUSINESS ANNUAL GENERAL MEETINGS

CREATED UNDER SECTION 88E.1 OF THE CRESTAL BY-LAW FOR BRANCHES
OF THE ONTARIO PROVINCIAL COMMAND

ITEM DESCRIPTIONS

Call to Order by the Presiding Officer;
Indigenous Land Acknowledgment;
Opening Ceremony as determined by the Ritual approved by Dominion Command;
Motion to deviate from the Agenda;
Introduction of Guests;
☐ Welcoming Ceremony for new Members;
Admission of transferred or reinstated Members or both;
Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
Business arising from the Minutes and unfinished business;
President's Annual Report;
Treasurer's Report;
Correspondence;
Reports of Standing Committees;
☒ Reports of Optional Standing Committees;
☒ Reports of Standalone Positions;
Reports of Special Committees;
Motions or Special Business of which Notice was previously given;
General and new Business including matters respecting the welfare of the Legion and the Branch;
Tabling of Notice(s) of Motion(s);
Motion to adjourn; and
Closing Ceremony as determined by the Ritual approved by Dominion Command.

I certify the above information to be true and correct.

Wendy Walsh

PRESIDENT
(PRINT NAME)

SIGNATURE

March 24th, 20 25

CURRENT DATE OF SIGNATURE

I certify the above information to be true and correct.

Michele Fleming

SECRETARY OR SECRETARY-TREASURER
(PRINT NAME)

SIGNATURE

March 24th, 20 25

CURRENT DATE OF SIGNATURE

BRANCH REGULATIONS CONTINUED – ATTACHMENT – Form No. 15

Long-Twiname-Henderson Memorial

ONTARIO NO. 372

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

ORDER OF BUSINESS

ANNUAL GENERAL MEETINGS AND BIENNIAL ELECTIONS

CREATED UNDER SECTION 808, OF THE GENERAL BY-LAWS FOR BRANCHES
OF THE ONTARIO PROVINCIAL COMMAND

ITEM DESCRIPTIONS

Call to Order by the Presiding Officer;
 Indigenous Land Acknowledgment;
 Opening Ceremony as determined by the Ritual approved by Dominion Command;
 Motion to deviate from the Agenda;
 Introduction of Guests;
☐ Welcoming Ceremony for new Members;
 Admission of transferred or reinstated Members or both;
 Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
 Business arising from the Minutes and unfinished business;
 President's Annual Report;
 Treasurer's Report;
 Correspondence;
 Reports of Standing Committees;
☒ Reports of Optional Standing Committees;
☒ Reports of Standalone Positions;
 Reports of Special Committees;
 Motions or Special Business of which Notice was previously given;
 General and new Business including matters respecting the welfare of the Legion and the Branch;
 Tabling of Notice(s) of Motion(s);
 Introduction of Election Chair and Meeting turnover;
 Nominations opened from the floor;
☐ Report of Nominating Committee;
☐ Nominations reopened from the floor;
 Order of Election:
 (a) President; ☒ (g) Treasurer;
 (b) First Vice-President; ☐ (h) Sergeant-at-Arms;
 (c) Second Vice-President; ☐ (i) Branch Chair;
☒ (d) Third Vice-President; ☐ (j) Branch Service Officer;
 (e) Executive Committee Members (8) ☐ (k) Chaplain;
☐ (f) Secretary;
 Installations;
 Motion to adjourn; and
 Closing Ceremony as determined by the Ritual approved by Dominion Command.

I certify the above information to be true and correct.

Wendy Walsh

PRESIDENT
(PRINT NAME)

SIGNATURE

March 24th, 2025

CURRENT DATE OF SIGNATURE

I certify the above information to be true and correct.

Michele Fleming

SECRETARY OR SECRETARY-TREASURER
(PRINT NAME)

SIGNATURE

March 24th, 2025

CURRENT DATE OF SIGNATURE