

JANUARY 2017 CIRCULAR

(MAILED – JANUARY 24, 2017)

2017 BRANCH INFORMATION SHEET (2 pages)

**CONVENTION CALL INFORMATION PACKAGE
For the 48th Biennial Provincial Convention (Branch Package) (9 pages)**

**MEMORANDUM – RESOLUTIONS FOR 2017 PROVINCIAL CONVENTION
– FINAL NOTICE WITH SUBMISSION SHEET (2 pages)**

**MEMORANDUM – FENETY MARKETING – MILITARY RECOGNITION BOOKS
SUBMISSION REQUEST (2 pages)**

MILITARY SERVICE RECOGNITION BOOK SUBMISSION FORM (1 page)



**PROVINCIAL COMMAND
BRANCH INFORMATION SHEET**

January 2017

Please complete the information below so we can keep our files current.

Branch Name & Number _____
Mailing Address _____
Physical Address _____
City/Province _____
Postal Code _____
Phone _____
Fax _____
Email* _____

PROVIDE EMAIL THAT ALL CORRESPONDENCE IS TO BE SENT TO

Do you own your building? Yes No
What taxes do you pay on your building? (Ontario Branches Only) \$ _____
Is your branch a licensed premise? Yes No
Is your branches term of office: one (1) year two (2) years
Does your branch employ an office manager/secretary? Yes No

Hours of Operation

	<i>From</i>	<i>To</i>
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

Does your branch have a Ladies Auxiliary? Yes No

	Name	Home/Cell #
LA President	_____	_____

Executive Contact Information

	Name	Home/Cell #
President	_____	_____
1st VP	_____	_____
VP	_____	_____
VP	_____	_____
Sgt-At-Arms	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Poppy Chairman	_____	_____
Membership	_____	_____
Service Officer	_____	_____

**Please complete this form and
return it to Provincial Command as soon as possible.**

CONVENTION CALL INFORMATION PACKAGE

for the 48th Biennial Provincial Convention

**The Royal Canadian Legion
Manitoba and Northwestern Ontario
Command**

BRANCH PACKAGE

**Check out our website at www.mbnwo.ca
for information on our 48th Biennial
Provincial Convention.**

**Check out Dominion Command website at
www.legion.ca for detailed year end
membership information.**

**Contains: Convention Call, Credential Info, Information
from Host Branch**



Manitoba & Northwestern Ontario Command
The Royal Canadian Legion

563 St. Mary's Road
Winnipeg, MB. R2M 3L6
Tel: (204) 233-3405 Fax: (204) 237-1775
Email: mblegion@mbnwo.ca

Mel Willis
President

January 2017

CONVENTION CALL MEMORANDUM 2017

To: All Branches, Provincial Executive Council, Deputy / Zone Commanders

**48th BIENNIAL COMMAND CONVENTION
WINNIPEG, MANITOBA
JUNE 10th – 12th, 2017**

The host, St. James Branch No. 4 is actively preparing for the Provincial Convention. The venue they have chosen for this years' Convention is the Viscount Gort Hotel, 1670 Portage Avenue, Winnipeg, Manitoba.

REPRESENTATION: In accordance with Part III, COMMAND CONVENTION Sections 10, 11 & 12 of the Provincial Command By-laws representation shall be as follows:

10. Delegates shall consist of:

- a) Members of Executive Council who shall be accredited delegates by virtue of their office.
- b) Zone Commanders who shall be accredited delegates by virtue of their office.
- c) All Past Presidents of our Command, by virtue of their past service to Provincial Command shall be accredited delegates.
- d) Deputies - In the event that a District Commander or a Zone Commander is unable through absence or disability to attend a Command Convention, the Deputy Commander may attend the Command Convention as an accredited delegate in his place.
- e) Accredited delegates from Branches - one for the first fifty eligible voting members or fraction thereof, and one for each additional one hundred eligible voting members or fraction thereof (membership to be based on the per capita tax paid up to the end of the preceding calendar year).
- f) Employees - No member who is a paid employee of Command shall be an accredited delegate or vote at a Command Convention.

11. Observer Delegates:

Properly registered observer delegates may attend Command Conventions, but shall have no vote and shall only speak with permission of the Chair.

12. Proxies:

Any delegate accredited by the Branch of which he is a member, and attending a Command Convention may carry not more than four proxy credentials from the Branch of which he is a member or other Branch or Branches in his District which has, or have, selected him to represent it or them. Such proxies shall be registered at the opening of the Convention and shall only be used when a ballot vote is required.

RESOLUTIONS: Part III, Section 15 of the Provincial Command By-laws reads as follows:

- (a) May be moved by Branches or a Standing Committee of Command.
- (b) If concurred in, and if requiring action by a higher level of Command, shall be referred to the next higher level of Command.
- (c) If not concurred in at any higher level of Command the resolution shall be returned to the level of Command at which the resolution originated with advice that it was not concurred in and that the originators of the resolution may reintroduce the resolution at the level of Command next higher than the level at which the resolution was non-concurred.
- (d) All resolutions shall be submitted to the Executive Director by March 31st in a Command Convention Year.
- (e) The Committee on Resolutions shall receive and review all resolutions submitted for the consideration of 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; and it shall refer, with or without comments, a resolution which deals with a matter within the competence of another Committee, to such other Committee. In its report to Convention it will identify the resolutions which have been combined, consolidated or referred.

Resolutions referred to a Committee shall indicate the concurrence or non-concurrence of the Committee and include the comments of the Committee.
- (f) Resolutions received after March 31st shall be referred to the first meeting of the Executive Council following the Convention. Branches submitting late resolutions shall be advised of the Executive Council's decision regarding their resolution.

In Comradeship,



Dawn Golding



Manitoba & Northwestern Ontario Command
The Royal Canadian Legion

563 St. Mary's Road
Winnipeg, MB. R2M 3L6
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Mel Willis
President

January 2017

**CONVENTION CALL MEMORANDUM 2017
CREDENTIAL CERTIFICATE**

Instructions to Branch Secretary - Please Review Carefully

To: All Branch Secretaries Date: 24-Jan-17
From: Dawn Golding

Enclosed please find your Credential Certificate(s) for use of delegates in connection with the forthcoming convention. Full instructions as to completion of the Credential Certificate are contained, as well as the follow up procedure by Command Office on receipt of the completed form. It is urgently requested that this form be returned as quickly as possible after your delegate(s) or proxy carrier(s) are named. If your Branch Voting strength will not be utilized - either by a delegate or proxy carrier of your choice, please have form signed by President and Secretary and return to Provincial Command.

Branches are urged to complete their Credential Certificate as soon as possible and forward it to Provincial Command, 563 St. Mary's Road, Winnipeg, MB. R2M 3L6.

If not sufficient space to list all delegates, attach extra sheet with details.

Branches will be notified of their official delegate(s). The delegate is to report to the Convention Registration Area, pay the \$50.00 registration fee, then proceed to the Manitoba & Northwestern Ontario Command registration desk to receive their ballot(s) and name tag. Proof of payment must be shown at the Command desk to verify payment has been made. Your delegate(s) must have their 2017 membership card with them when they register.

IMPORTANT: EVEN IF YOU ARE NOT SENDING A DELEGATE FROM YOUR OWN BRANCH BUT ARE BEING REPRESENTED BY PROXY, IT WILL STILL BE NECESSARY TO COMPLETE THIS FORM STATING THE LEGION MEMBER, NAME OF HIS BRANCH, WHO WILL CARRY YOUR PROXY VOTE, AND RETURN IT TO PROVINCIAL COMMAND.

In cases where you are not being represented by a delegate or proxy carrier of your choice please still sign the form and return immediately. Your proxy vote(s) can then be allocated accordingly to a delegate in your District.

Instructions to Branch Secretary - Please Review Carefully – Page 2

In the event that there is anything amiss with a delegate's credentials he must be prepared to appear before the Credentials Committee and satisfy the Committee, as to his identity and authority to represent his Branch.

(1) Each Branch shall be entitled to send to a Provincial Convention, as representing its members, ONE delegate for the first fifty eligible Voting members or fraction thereof, and ONE for each additional one hundred eligible voting members or fraction thereof.

(2) In determining delegate entitlement, only members whose per capita tax has been paid to the end of the preceding calendar year may be included.

NOTE: When determining delegate representation, only Voting Members may be counted. Branch membership strength will be determined from the Final Year End 2016 Dominion Command report. This will be considered as being the official record. If any doubt exists as to the number of delegates a Branch is entitled to, advice should be sought from the Provincial Command Office before completing and returning the Credential Certificate(s).

PROXIES: Any delegate accredited by the Branch of which he is a member may carry not more than four proxy votes from his own Branch or from any Branch or Branches in his District which have selected him to represent it or them. His combined total shall not exceed four proxy votes plus his own vote, for a total of five ballot votes.

All Delegates to the Convention must be in good standing for the current year and must produce their 2017 Legion Membership Card when registering.

REGISTRATION FEE - \$50.00 FOR ALL ACCREDITED DELEGATES AND OBSERVERS attending Convention Sessions - **CASH ONLY - Payable at Registration Desk when registering at the Convention.** PLEASE DO NOT SEND REGISTRATION FEE TO COMMAND OFFICE OR HOST BRANCH

ACCOMMODATIONS: Delegates requiring rooms for Convention are requested to make their own arrangements. An information sheet provided by Host on the accommodations close to the Convention site is enclosed.

In Comradeship,



Dawn Golding

CREDENTIAL CERTIFICATE – Page 2

Those members listed below, are members in good standing, and if accredited by their own branch will carry our proxies: (please print)

Name _____ Membership # _____
Branch Name & # _____ # of Proxies _____

Name _____ Membership # _____
Branch Name & # _____ # of Proxies _____

Name _____ Membership # _____
Branch Name & # _____ # of Proxies _____

Name _____ Membership # _____
Branch Name & # _____ # of Proxies _____

Name _____ Membership # _____
Branch Name & # _____ # of Proxies _____

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Branch Name & # _____ # of Proxies _____

Name _____ Membership # _____
Branch Name & # _____ # of Proxies _____

Manitoba & Northwestern Ontario Command
of
The Royal Canadian Legion
48th BIENNIAL CONVENTION
Proudly Hosted by
St. James No. 4
June 10th – 12th, 2017

INFORMATION PACKAGE FOR THOSE ATTENDING

Parade

Saturday, June 10th, 2017

11:00 a.m. Sharp

Buses will be leaving both the Viscount Gort and Canad Inn hotels at 10:15 a.m.

Official Opening

Saturday, June 10th, 2017 at 1:00 p.m. at Royal Ballroom at Viscount Gort

Business Sessions:

Sunday, June 11 commencing at 9:00 a.m. until close

Monday, June 12 commencing at 9:00 a.m. until close

Royal Ballroom at Viscount Gort

Registration:

Friday, June 9 5 to 7 p.m.

Saturday, June 10 9 to 11 a.m.

Saturday, June 10 1 to 5 p.m.

Registration Fee:

\$50.00 for all accredited delegates and observers attending Convention Sessions. **CASH ONLY** – Payable at Registration Desk when registering at the Convention.

Spouse Program

Trip to the Forks and shopping at Polo Park. For information please contact Host Branch.

ACCOMODATIONS

Viscount Gort (Convention Hotel)
\$119 per night
1670 Portage Ave.
(204)775-0451

Assiniboine Hotel
2.5 KM from Convention
\$88-98 per night
1975 Portage Ave.
(204)888-4806

Canad Inns Polo Park
2 Km from Convention
\$169-\$219 per night
1405 St Mathews Ave.
1-888-332-2623



**Manitoba & Northwestern Ontario
Provincial Command**

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Canada R2M 3L6

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Web: www.mblegion.ca

Final Notice

January 2017

TO: All Branches, Provincial Executive Council, Deputy/Zone Commanders

RESOLUTIONS FOR 2017 PROVINCIAL CONVENTION

For your information, I advise that PART III - #15 - (d) of the Manitoba and Northwestern Ontario Command By-laws states:

**"ALL RESOLUTIONS SHALL BE SUBMITTED TO THE
EXECUTIVE DIRECTOR BY MARCH 31st IN A
COMMAND CONVENTION YEAR".**

For added information you are advised that **ALL RESOLUTIONS** must originate at Branch level, be approved by a Branch General Meeting and be submitted by the Branch. Please ensure that the following information is provided in the heading of each resolution, i.e.

- Branch Name and Number
- Date approved by General Meeting
- Names of Mover and Seconder, and
- Concurrence of same

If the foregoing information is not provided, resolution(s) will be returned to the originating Branch.

Branch resolutions may be forwarded to the Zone and District for their information and promotion only. Resolutions submitted by Zone or District will not be accepted.

A Zone or District meeting, after hearing the resolution(s) may suggest changes in its wording, however, the originating Branch has the sole right to accept or reject such changes at a further General Meeting of the Branch or a Special General Meeting.

A Resolution form is attached for your use. This form may be accessed on-line at our website.

In Comradeship,

Dawn Golding
Executive Director

Att.

**RESOLUTION FOR SUBMISSION FOR THE 2017 PROVINCIAL
CONVENTION MANITOBA AND NORTHWESTERN ONTARIO COMMAND**

Branch Name & Number	
Date Approved by General Meeting	
Name of Mover	
Name of Seconder	
Concurrence	

WHEREAS

WHEREAS

WHEREAS

THEREFORE IT BE RESOLVED

Signature & Title

Submission to Provincial Secretary by March 31, 2017



**Manitoba & Northwestern Ontario
Provincial Command**

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January 2017

To: All Branches

Subject: FENETY MARKETING- MILITARY RECOGNITION BOOKS

I am pleased to advise that your Senior Elected Officers have signed another 3-year contract extension with Fenety Marketing to produce Volumes 8, 9, and 10. Our contract with Fenety has enabled your Provincial Command not to raise Per Capita since 2010 and we have the lowest Per Capital in the country as you can see with the attachment.

When we produced our original volume we were inundated with submissions. We received over two thousand submissions in the first year, then the submissions slowed down. Currently Fenety has used all the submissions we sent to them and we desperately require more. I would beseech you to bring this issue to the attention of all your members and ask your members to ask their friends, family and members of your community to send us submissions so we may continue to publish this valuable book. Valuable financially for our Command, yes. But also incredibly valuable to publish the stories of our Veterans and to keep these stories alive.

Please keep a supply of the submission forms handy at your branch. Post on your bulletin boards. The Military Service Recognition Book is featured on the front page of our website at www.mbnwo.ca

Comrades please spread the word. Provincial Command needs your assistance.

In Comradeship,

Mel Willis
President



**Manitoba & Northwestern Ontario Command
Military Service Recognition Book – Submission Form**
563 St. Mary's Road, Winnipeg, MB R2M 3L6 Phone: 204-233-3405



General Information Required for Story Submission. Please print clearly!

Name of Military Person being Recognized:

Last name: _____ First Name: _____ Initial: _____

Place of Birth: _____ Year of Birth: _____ Year of Death: _____

Service: WWI WWII Korea Special Duty Area Peacetime Other: _____

Branch of Service: Navy Army Air Force Merchant Navy Other: _____

Service Unit: *i.e. North Shore, Carleton York, CWAC, Names of Ships, Squadrons, etc.*

Areas Served in: *i.e. - Canada, High Seas, England, C E Korea, SDA (Please name), etc.*

Killed in Action? Yes No Year of Death: _____ Where Killed _____

Was or is a Member of Legion Branch - Name & #: _____ How many years? _____

Information on person submitting form:

Submitted by (Name): _____ Branch # LA # Individual

Contact Information: Tel # _____ FAX # _____ e-mail _____

Additional Information: Please attach a separate sheet of paper, and keep information to maximum of 150 words.

(Example - awards for bravery i.e. VC, DSC, DFM, MC, MM, etc., POW.)

**Please attach photograph here:
Do Not Fax**
