

QUESTIONS AND ANSWERS

- 1. What may disqualify a member from running for elective office at Branch level?**
He may be disqualified if he is not a voting member or is not in good standing.
- 2. What happens when there is no one willing to run for the Branch Executive Committee?**
The Provincial Command would establish a Board of Trustees at the Branch to manage all branch operations. The responsibility of the Trustees would be to work with the members to overcome this deficiency. The Command President will determine how long the Board will be in place. In the unfortunate situation of no resolution to this problem, the process to cancel the Branch Charter would be initiated.
- 3. Are there any restrictions a Branch may impose upon those running for elective office at Branch level?**
A Branch may by Branch By-law impose those provisions. Note: Section 612 (a) and (b) of the General By-laws.
- 4. May a paid employee of the Legion run for elective office and resign his paid Employment?**
Yes, Section 112 (a) of the General By-laws.
- 5. Can a paid member of a branch hold a position on the executive of the Ladies Auxiliary?**
Ladies Auxiliary members employed by a branch or command may, at the discretion of the branch or command, hold office in the auxiliary.
- 6. May a member hold more than one elected office in The Royal Canadian Legion?**
Yes - a member may, if qualified, hold one elective office at each level of Command in The Royal Canadian Legion.
- 7. How many levels of Command are there in The Royal Canadian Legion?**
There are THREE (3) levels - Branch, Provincial Command, and Dominion Command. These are the levels for which Charters are issued.

NOTE: Zones and Districts are administrative arms of Provincial Command, and operate under the Provincial Command Charter.

8. **Can a Branch prevent a female member from holding elective office in the branch and Ladies Auxiliary simultaneously?**
A Branch may not prevent an executive member of the Ladies' Auxiliary from running for elective office if qualified - see answer to Question 2; however, the Ladies' Auxiliary to a Branch is under the jurisdiction of the Branch, therefore, a Branch may, by By-law, restrict members of their Executive Committee from holding elective office simultaneously in the Ladies' Auxiliary to their Branch.
9. **Does a member holding elective office have to resign that office to run for a higher office?**
No. (Only after he is elected)
10. **A Branch President upon the election of his successor becomes a member of the Executive Committee, as the Immediate Past President - can he also run for another office such as 1st Vice President, Sgt-at-Arms, etc?**
Yes - see answer to Question 2; however if elected, he must resign as immediate Past President which position may be filled in accordance with Section 114 (a) (b) and (c).
11. **Can a member who is suspended from the Branch run for office whilst under suspension?**
No - a member under suspension is a member who is not in good standing for any purpose.
12. **Can a member run for office when deprived of Clubroom Privileges?**
Yes.
13. **Can a Branch limit the size of its membership?**
Yes - but cannot specify the type of membership (Ordinary, Associate, etc.) used to replace transfers out, deaths, etc. Replacement members shall be accepted in the sequence of application.

14. **Can a Branch limit the consecutive terms of office that a member can hold any elective office?**
No.
15. **Can a Branch limit the types of membership that hold office or sit on Committees, i.e. Ordinary, Life, Associate or Voting Affiliate?**
*No - All Voting members except Meritorious Life may hold Office.
(Note: Honorary, Non Voting Affiliate & Meritorious Life members may be appointed to sit as Committee members except under Article III.)
(Note: eligibility guide)*
16. **What is an Honorarium?**
Revenue Canada recognizes honorariums as a payment for services rendered - An honorarium may not be greater than \$500.00 per annum, "honorariums" in excess of \$500.00 per annum are considered to be wages earned under the Income Tax Act.
17. **Many Branch Presidents receive an "Honorarium" or President's Allowance in excess of \$500.00 per annum, why is he not classed as receiving wages?**
It was determined by Dominion Command and approved by Dominion Convention that a "President's Allowance" would not be considered to be the salary or wages referred to in the General By-laws.
18. **Can appointed members of an Executive Committee (i.e. secretaries, treasurers, etc.) vote at the Executive Committee Meetings?**
Yes. All Branch Officers, ELECTED OR APPOINTED, shall have the right to vote at Branch Executive meetings. Note: Section 111 (c) General By-laws.
19. **When the By-laws state that "any Branch officer or Executive member absent from three consecutive Executive meetings without approval shall cease to hold office". Does this apply to the Immediate Past President?**
No - BUT - Section 614 General By-law provided for the removal of a delinquent Immediate Past President who is absent from three consecutive Executive or Branch Meetings or a combination of both, without due cause.

20. **Are female members who chair meetings or committees referred to as "Chairperson"?**
No - the member holding such office is addressed as Comrade Chairman regardless of the member's sex. They are also never addressed as Comrade Chairlady or Comrade Chairwoman. Those in the Ladies' Auxiliaries are addressed as Madam Chairman.
21. **Can a General Meeting remove an Executive Committee from office by a vote of "no confidence"?**
No - Officers or Executive Committee Members who fail to perform their duties to the best of their abilities should be so charged under Article III of the General By-laws.
22. **When a Branch is installing new officers do they install everyone or can they skip the ones that have been re-elected?**
No, because when elections are held the chairs are vacant, so yes everyone has to be installed.
23. **At some Branches the Officers at the head table turn to face the picture of Her Majesty during the playing of the Queen, is this correct?**
No - it is not correct for them to turn their backs to the members or the Colours; it could also be an embarrassment to visitors sitting at the head table who are unaware of such a procedure.
24. **Can a widow, child, etc. of a deceased Veteran wear his medals?**
No – It is an offence under Section 419 of the Criminal Code of Canada.
25. **Can a Notice of Motion be amended?**
Not at the meeting at which it is first presented. Yes - at the subsequent meeting at which the motion is to be considered, the amendment must be germane to the proposed motion and may not go beyond the boundaries of the status quo and what is proposed in the motion.
- i.e.; if the Branch membership dues are \$20.00 and the Notice of Motion is to raise the dues to \$30.00, then any amendment to have dues set at any amount between \$20.00 and \$30.00 is acceptable.*

NOTE: Although the Notice of Motion may require a 2/3 majority for approval, amendments to such motions only require a majority for approval.

26. How is a Notice of Motion presented?

When a Notice of Motion is presented to a General Meeting, the member presenting it shall state, "At the next General Meeting (state month), I shall move or cause to move the following motion". The motion shall then be read out in its entirety and signed by the member presenting it and is not open to discussion until the next meeting, it should then be posted on the Branch bulletin board for information of all Branch members.

27. Can a Notice of Motion be dealt with if the mover of the motion is not in attendance at the meeting at which it is to be considered?

Yes. Another member may move its adoption, (cause to move).

28. Can the members who move and second a motion speak against the motion or vote against it?

The mover of the motion may vote against it but may not speak against it; the seconder of the motion may speak and vote against it.

29. Can Branch members employed by the Branch be branch delegates to Zone, District, Provincial Command or Dominion Command Conventions?

Yes, Branch employees may be Branch delegates. Provincial Command employees shall not be Branch delegates to a Provincial Convention, Dominion Command employees shall not be delegates to a Dominion Convention.

30. Can a member in good standing attend a "Zone" meeting which is being held at their branch?

Anyone can attend the meeting, they would not be a delegate with a vote they would be an observer without a vote.

31. May paid employees of the Legion receive Honours and Awards at the level at which they are employed?

Yes - provided that the award is for service rendered other than for duty as a paid employee.

32. **How many members are required to form a Ladies' Auxiliary to a Branch?**
There is no specified number - this is left to the discretion of the Branch concerned.
33. **Is it in order for a nominating committee to submit two names for the same office?**
Yes - If the committee is unable to choose between two candidates they should submit both.
34. **Can a member who joins the Legion at the end of a year paying dues only for the following year vote in elections in the current year?**
No - members must have paid dues for the year in which the election is held.
35. **Does a branch have the authority to expend branch funds for their members' annual dues or donate branch funds for gifts or cash to a deceased member's estate?**
No - The use of Branch funds for the direct benefit of a member or his estate contravenes our status as a non profit organization. No member can benefit financially from membership. Section 112 & 113 convey the same general intent.
36. **Where do you wear the "We Support Our Troops Pin" and for how long?**
The pin should be worn on the right lapel of Legion Dress. Sub-Executive further proposes that authority for wear of the pin commence on 1 Jan. 2007 and continues until reviewed by DEC no later than Feb. 2011.
37. **Does the number of votes cast for a candidate have to be declared?**
No it is not customary within the Legion for the number of votes cast for each candidate to be declared.
38. **Is there a membership computer program for branches available through Dominion Command?**
Dominion Command does not have a computer program for branches nor cannot recommend one.
39. **Does a Branch have to perform a funeral service for a Veteran even if he isn't a member of the Branch?**

If requested by the next of kin of an ex-service personnel who is a Non-Legion Member, we urge all Branches to participate in providing the same Legion Tribute as laid down in the Ritual and Insignia Manual for Legion Members.

40. **Can the Poppy Fund be used for donating to the RCEL (Royal Commonwealth Ex-Service League)?**
Yes you can donate to the Royal Commonwealth Ex-Service League (RCEL) from the Poppy Fund.
41. **What does the cancel date on the branch register mean?**
This is the date that Canada Post returned a member's LEGION MAGAZINE to Dominion Command due to either an undeliverable address ("P") or an incomplete address ("I").
42. **Was the 24 month waiting period eliminated for Affiliate Non-Voting Membership?**
*It was eliminated under Resolution #61 - Affiliate Non-Voting Membership. This resolution has eliminated the 24-month waiting period Canadian citizens and Commonwealth subjects who are eligible to join the Legion as Affiliate Voting Members. This was changed as of October 1, 2006. **Non-Canadian citizens are not eligible for voting status.***
43. **What is the Privacy Act?**
The Privacy Act is a Federal Government policy (Bill C-7). According to the Federal Government, Dominion Command is permitted to release the names and addresses of all members who belonged to our organization prior to Jan. 1, 2004, unless we have been notified otherwise by the member. However, new members who have joined after this date are required by law to give their permission, via the privacy statement, for Dominion Command to release their information.
44. **How do you dispose of a flag?**
When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.
45. **What is the Legion stance on lowering the flag on the death of Canadian Forces member?**

The Legion has always supported the lowering of the national flag on the Peace Tower and government buildings to half-mast only on November 11, Remembrance Day. Its General By-Laws, however, do allow its branches to make their own decision on the lowering of the Canadian Flag at their facilities on the death of a local military member.

46. Where do you go to get sponsorship for the Legion Athletic Camp?

You can go to your nearest branch of the Royal Canadian Legion for sponsorship. You could also phone the Athletic Camp for information at #204-661-5448.

47. Is it permissible for more than one eligible person to work on a poster e.g. students in one class?

It is not permissible for more than one person to work on a single poster, essay or poem. All entries are individual efforts.

48. Are Home School Education pupils eligible to enter the Remembrance Day poster and essay contest?

Yes home schooled children are eligible to enter the Legion's annual Poster and Literary contest.

49. What medals would one display at a deceased Veteran's tribute?

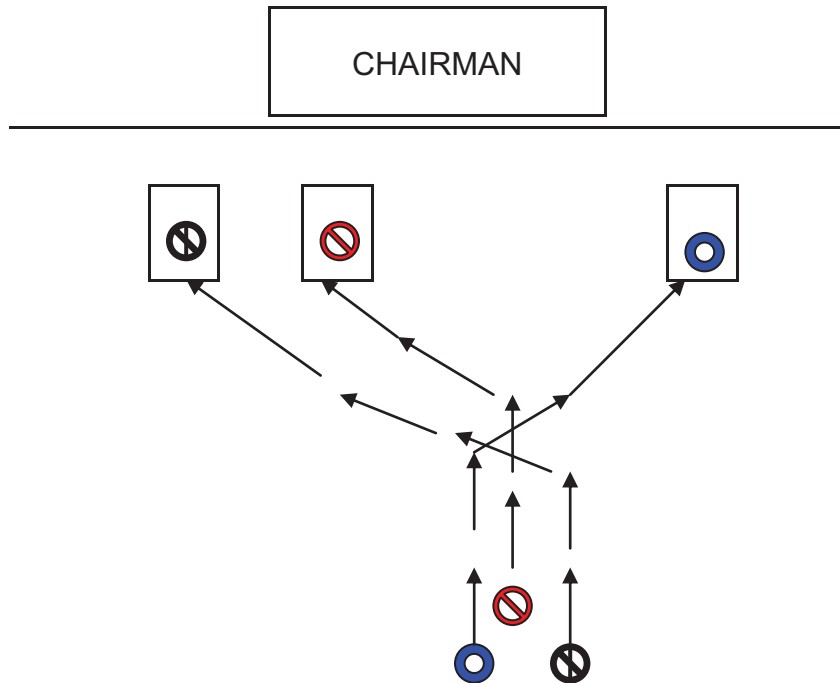
In reference to medals means the service medals of the deceased, assuming that the deceased is a Veteran. It can also include Legion Medals, if applicable. If both types are authorized by the next of kin, place the service medals above the Legion ones. The intention of this aspect of the tribute is to display the medals that the deceased would be wearing on his Legion Dress.

50. How do you half mast a flag?




The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff.

52. What precedence is used when Branches use three colours only, i.e., National flag, Union Jack and Branch Banner?

FIGURE 1
MARCHING ON THE COLOURS



LEGEND

-  Cdn. National flag of Canada
-  R.U.J. Royal Union Flag (Union Jack)
-  Legion Banner

53. **What do I do if I have too many Bars for my P/O Medal ; as I can only get 4 or 5 on?**

Good for you that you have these extra Bars. I would suggest you put on the Bars you think are the most appropriate for you.

54. **There are no members willing to run for the Executive of our Branch. What will happen to our Branch?**

In a situation where no one at the Branch is willing to run for their Executive Committee, the Provincial Command would establish a Board of Trustees at the Branch to manage all Branch operations. The responsibility of the Trustees would be to work with the members to overcome this deficiency. The Command President will determine how long the Board will be in place. In the unfortunate situation of no resolution to this problem, the process to cancel the Branch charter would be initiated.

55. **Can summer dress be worn by members of a Legion Colour Party in either a Legion or non-Legion parade/ceremony?**

Summer dress as stipulated in Section 101 of our R & A Manual under Summer Dress most definitely includes members of Legion Colour Parties for any events. However, summer dress for Colour Parties is at the call of the Parade Commander.

Military Abbreviations, Terms and Meanings

Service personnel military files from the First World War contain many abbreviations and terms, the most of which are explained below.

Abbreviation	Term	Meaning
Acting or a/	Acting Rank	Higher rank held on a temporary basis <ul style="list-style-type: none"> • also known as a brevet rank for officers
Adj	Adjutant	Administrative assistant to a commanding officer (below divisional level)
Adm	Admitted	Soldiers entering hospital for medical treatment
ARD	Alberta Regimental Depot	Facility in England used to assemble men and to store and administer equipment and materials
Att'd	Attached	To be made part of a specific unit on a temporary basis
Auth	Authorized, Authority	Designation of the individual or organization permitting the action noted
AWL or AWOL	Absent without leave	Away from a unit without permission; an offence under military law
Batt'n or Bn	Battalion	Unit of approximately 1,000 men commanded by a lieutenant-colonel
BCRD	British Columbia Regimental Depot	Facility in England used to assemble men and to store and administer equipment and materials
BEF	British Expeditionary Force	Army of more than 3,000,000 men established by the Government of Britain for service overseas
Bde	Brigade	Unit of approximately 4,000 men commanded by a brigadier-general

Abbreviation	Term	Meaning
Bramshott	Bramshott	Location of a Canadian military training base in Hampshire, England
Bty	Battery	Artillery unit commanded by a major and composed of four or six guns or mortars
Boulogne	Boulogne	Location of Canadian General Hospital (number three) in France
CADC	Canadian Army Dental Corps	Corps of military dentists and other personnel providing dental services to soldiers
CAMC	Canadian Army Medical Corps	Corps of military doctors, nursing sisters and other personnel providing medical treatment to soldiers
Canterbury	Canterbury	Location of Canadian Military Hospital (number two) in Kent, England
CASC	Canadian Army Service Corps	Branch of the military responsible for supplying troops in the field
Cav	Cavalry	Soldiers who fought on horseback
CBD	Canadian Base Details	Small units charged with maintaining and improving camp areas
CCAC	Canadian Casualty Assembly Center	Centre where wounded were assessed for either further treatment or return to duty
CCCC	Canadian Corps Composite Company	Unit of men unfit for active duty at the front and attached to Corps Headquarters for employment
CCD	Canadian Coalescent Depot	Facility where soldiers could recover from wounds and rebuild their strength
CCRC	Canadian Corps Reinforcement Centre	Centre in France where troops were held before being sent to reinforce existing units

Abbreviation	Term	Meaning
CCS	Casualty Clearing Station	First medical unit (after the Aid Post) for wounded soldiers evacuated from the front lines
CDD	Canadian Discharge Depot	Centre in Canada where soldiers returning from war were released from service
CDAC	Canadian Divisional Ammunition Depot	Railhead where divisional ammunition was stored before being shipped to the front
CE	Canadian Engineers	Corps of men who built bridges, railway depots, camps, bases and other military installations
CEF	Canadian Expeditionary Force	Force of more than 600,000 men established by the Government of Canada for service overseas
CERD	Canadian Engineer Reinforcement Depot	Centre from which reinforcements were allocated to existing engineering units
CFA	Canadian Field Ambulance	Unit responsible for evacuating the wounded from the front lines to medical centres
CFA	Canadian Field Artillery	Organization responsible for using medium-calibre guns in direct or indirect support of infantry
CFC	Canadian Forestry Corps	Units designated to cut down and process trees to provide wood and lumber
CGA	Canadian Garrison Artillery	Organization responsible for using large-calibre guns against heavily fortified positions
CGH	Canadian General Hospital	Permanent hospital where extensive treatment was given to the wounded
CGR	Canadian Garrison Regiment	Unit of 13 battalions formed in April 1918 to perform garrison duty in Canada's 13 military districts

Abbreviation	Term	Meaning
CL	Casualty List	List of soldiers wounded, killed, missing or taken prisoner by the enemy
CLH	Canadian Light Horse	Cavalry unit, originally intended as a scouting force
CMGC	Canadian Machine Gun Corps	Soldiers with machine guns responsible for supporting or defending against infantry attack
CMR	Canadian Mounted Rifles	Mounted soldiers originally, later used largely as infantry
C of I	Court of Inquiry	Group of officers convened to investigate specific questions or events
Com	Command	Unit under the command of one officer or non-commissioned officer
CO	Commanding Officer	Any officer in command of a specific unit (usually battalion level and up)
Conv	Convalescent	A soldier recovering from wounds or illness
CORD	Central Ontario Regimental Depot	Facility in England used to assemble men and to store and administer equipment and materials
Coy	Company	Unit of approximately 200 men, divided into 4 platoons
CRCR	Canadian Reserve Cavalry Regiment	Cavalry reserve unit based in England
CRT	Canadian Railway Troops	Men recruited and organized to operate railways in rear areas
CSM	Company Sergeant-Major	Senior non-commissioned officer in a company

Abbreviation	Term	Meaning
DAC	Divisional Ammunition Company	Organization responsible for supplying ammunition to a division
DCM	Distinguished Conduct Medal	Medal for bravery awarded to other ranks (non-officers)
Dis	Discharged	Released from the military service, or from a hospital
Div	Division	Unit of approximately 12,000 men commanded by a major-general
DO	Daily order (of a unit)	Administration orders issued to mark personnel changes of a unit (transfers, hospitalisations, etc.)
D of W	Died of Wounds	Official cause of death
Dvr	Driver	Designation or rank of a soldier who drives vehicles
East Sandling	East Sandling	Location of Canadian military training base in Kent, England
Emb	Embarked	Went aboard ship for departure overseas; Canada to Britain or Canada to France
EORD	Eastern Ontario Regimental Depot	Facility in England used to assemble men and to store and administer equipment and materials
Frac	Fractured	Medical term for a broken bone
GC Badge	Good Conduct Badge	Award for good conduct during service
Gen	General	Commanding officer at division or corps level

Abbreviation	Term	Meaning
GHQ	General Headquarters	Command centre from which corps or army commanders direct the war
Gnr	Gunner	Lowest rank in the Royal Canadian Artillery (equivalent to private)
GSW	Gunshot Wound	Wound caused by a bullet
GOC	General Officer Commanding	Highest ranking general, usually at corps level
HMS	His Majesty's Ship	Vessel under the control of the Royal Navy
HMT	His Majesty's Troopship	Designated ship carrying troops between Canada and England and England and France
Hosp	Hospital	Designated location where soldiers receive medical treatment
How	Howitzer	An artillery weapon (various calibres) capable of firing shells in a low or high arc
HQ	Headquarters	Command centre for a military unit in the field (company level and above)
Inv "wd"	Invalided wounded	A soldier transferred away from the front as a result of wounds received in action
KIA	Killed in Action	Designation of how a soldier died
LG or Lon Gaz	London Gazette	Official British government publication of decorations, honours and promotions
LMB	Light Mortar Battery	Front line unit of light mortars used for direct fire support

Abbreviation	Term	Meaning
LSH	Lord Strathcona's Horse (Royal Canadians)	Cavalry unit first established for the South African War
M&D	Medals and Declarations	List of theatre medals or decorations received for military service, as well as special citations
MC	Military Cross	Award given to officers for specific act(s) of bravery, or for meritorious service
MD	Military District or Depot	Designated military administrative areas in Canada (13 in number)
MIA	Missing in Action	Casualty whose whereabouts and status (alive, dead or captured) after an action are unknown
MID	Mentioned-in-Despatches	Commendation by commanding officer for outstanding or meritorious service
Mil	Military	Organization responsible for defending a country or for the conduct of a war
Miss	Missing	Location of an individual is unknown
MM	Military Medal	Medal for bravery awarded to other ranks (non-officers)
MRD	Manitoba Regimental Depot	Facility behind front used to assemble men and to store and administer equipment and materials
NCO	Non-commissioned Officer	Non-commissioned officer
NSRD	Nova Scotia Regimental Depot	Facility behind front used to assemble men and to store and administer equipment and materials
NYD	Not Yet Determined	A medical condition not yet diagnosed

Abbreviation	Term	Meaning
OMFC	Overseas Military Forces of Canada	Canadian cabinet ministry that conducted Canadian military affairs in London, England
Orpington	Orpington	Location of military hospital in Kent, England
OS	Over Seas	All areas outside the territorial waters of North America
P&S	Plaque and Scroll (Memorial)	Given to the families of soldiers who died during service
Pnr	Pioneer	Member of a pioneer battalion, used for specialized engineering work in rear areas
PPCLI	Princess Patricia's Canadian Light Infantry	Canadian regiment of experienced soldiers privately established by Hamilton Gait
Pres	Presumed	Official term not available
Proc	Proceeded	Official term not available
Pte	Private	Lowest rank of enlisted soldier
Pt. II O	Part II Orders	Administrative orders issued by a unit (see DO)
PUO	Pyrexia of Unknown Origin	Fever of an undetermined cause
QRD	Quebec Regimental Depot	Facility in England used to assemble men and to store and administer equipment and materials
RAF	Royal Air Force	British air force (Royal Flying Corps [RFC] before April 1918)

Abbreviation	Term	Meaning
RCD	Royal Canadian Dragoons	Heavy cavalry unit
RCHA	Royal Canadian Horse Artillery	Specific regiment of artillery inside the Royal Canadian Artillery
RCR	Royal Canadian Regiment	One of the oldest Canadian infantry regiments, founded in 1883
Rem	Remained	Stayed in an area, or stayed on duty
Res	Reserve	Force of men remaining behind the lines to reinforce the front lines where needed
RFB	Reported from Base	Unit base report about a soldier
RFC	Royal Flying Corps	See RAF
RSM	Regimental Sergeant-Major	Senior non-commissioned officer in a regiment
RTC	Returned to Corps	A soldier returning to duty
RTU	Returned to Unit	A soldier returning to a unit following illness, wounds, leave or training
Salisbury	Salisbury	Location of first Canadian military training base in Southwest England in 1915
Seaford	Seaford	Location of Canadian military training base in Sussex, England
SEF	Siberian Expeditionary Force	Small international force sent to Russia in 1918 to help anti-communist forces

Abbreviation	Term	Meaning
Shorncliffe	Shorncliffe	Location of Canadian military training base in Kent, England
SOS	Struck off Strenght	When a soldier ceases to be a member of a unit because of transfer, injury or death
Spr	Sapper	Lowest enlisted rank in Canadian Engineers (see CE)
SS	Steamship	Transport vessel used to carry troops and equipment
Staty	Stationary (Hospital)	Large movable hospital of between 400 and 1,000 beds
SW	Shrapnel (Shell) wound	Type of wound received from shrapnel or shell fragment
TMB	Trench Mortar Battery	Small- to medium-calibre mortars used in infantry support and to shell enemy trenches
TOS	Taken on strenght (of a unit)	Entry of a soldier to a unit
Tpr	Trooper	Lowest rank in a cavalry unit
Trans	Transferred	To be sent from one unit or location to another
Unk	Unknown	Location of a soldier is not known
Wilton	Wilton	Location of Canadian military training base in Wiltshire, England (on Salisbury Plain)
W, (w)	Wounded	Injury caused by enemy action