



**The Royal Canadian Legion  
ONTARIO COMMAND**

**Orleans Branch Legion 632  
800 Taylor Creek Drive  
Orleans, Ontario, K4A 0Z9  
(613) 830-9984 www.rcl632.com**



## BRANCH CLUBHOUSE RULES


### Branch Rules (Effective – April 2019)

1. Bar hours are established by the Senior Branch Executive based on the operating needs of the Branch.
2. The Branch senior executive or in their absence the Bar Steward on duty:
  - a) has authority to enforce the rules of the Alcohol and Gaming Commission of Ontario regulations and these Branch Clubhouse Rules;
  - b) may request proof of membership and request guests to be signed in by a member sponsor;
  - c) *if in doubt about customer's age*, not serve the customer without proper identification;
  - d) refuse to serve any individual who, is under the influence of alcohol or other substance to such an extent as to endangering their own safety or the safety of others;
  - e) at their discretion may close the Branch due to emergency situations
3. Visiting members of The Royal Canadian Legion will be accorded all privileges of Branch #632.
4. All members and guests must conduct themselves in a manner that will not offend their fellow members. Obnoxious behavior, abusive or foul language will not be tolerated. Persons engaged in fighting will be directed to leave the premises immediately. Anyone contravening this rule will be dealt with through a disciplinary hearing.


5. All drinks and snacks must be purchased through the Branch bar. No member or guest may bring outside drinks or snacks to the Branch without prior authorization from the senior executive committee or Branch manager. Alcoholic beverages cannot be taken outside the Branch premises.
6. Members and guests will show the proper respect for the furnishings and fittings of the Branch, including all items on display. Any person who causes willful damage shall be assessed the cost of repair or replacement. Any accidental damage shall be reported immediately by the person responsible.
7. Dress for members and guests using the premises shall be neat, clean and tidy. In the event of a dispute and the absence of a senior executive officer the final decision as to the applicability of dress will be made by the duty bartender
  - a) Cut-offs (jeans or otherwise), "muscle shirts", sport shorts, bathing suits, or tank tops are not an allowable form of attire for the Branch;
  - b) Shirts must be devoid of vulgar slogans or illustrations;
  - c) Headdress may be permitted during special Legion functions as determined and pre-approved by the executive;
  - d) Headdress related to medical conditions may be permitted, no further headdress other than headdress worn for different religious or spiritual expression purposes or a special Legion function identified in (c) above will be worn.
  - e) Foot wear will be worn at all times and closed toe footwear is required for sporting events;
8. Incidents resulting in personal injury or property damage must be reported to the Bar Stewart on duty;
9. The members lounge (games area 2<sup>nd</sup> floor south-west corner) shall always be accessible to members of the Branch. Any *other* part of the building which has been rented shall be out-of-bounds with the exemption of the Sgt-at-Arms and guests of the renter.
10. No animals or pets shall be permitted in the building with the exemption of service animals.
11. All members and guests utilizing the facilities of the bar are requested to return

empty glasses and bottles to the bar. Members and guests can also assist in maintaining the Branch in a neat and tidy manner by returning pool cues to the racks provided and returning any moved furniture to its initial location.

12. All clientele must vacate the premises no later than one half hour after the bar has been closed.
13. On those occasions when there is a rental function members must retire to the members lounge during setup and the duration of the function;
14. All members are requested to renew their membership no later than December 31st for the following year.
15. All members are expected to donate freely of their time, a minimum of four hours per year, for Legion tasks.
16. All members are advised that the second Tuesday of every month is an Executive Meeting and the third Tuesday of *September, January, April, and June* is a General Meeting of the Branch. The General Meeting in *April* of each year is the Annual General Meeting when members will elect the Officers of the Branch for the next year.
17. When children are brought into the Branch, they must be supervised by an adult who is responsible for their conduct. Use of games room equipment is not permitted unless supervised by an adult.
18. Only authorized personnel are permitted behind the bar and kitchen facilities.
19. The use of tobacco products shall be governed by provincial/municipal regulations.
20. E-cigarettes/vaping, and the use of medical and recreational marijuana is not allowable inside the Orleans Legion. Staff performing work when they are unable or unfit do so safely, including being under the influence of alcohol or drugs (including cannabis) that may impair judgement or performance during working hours, may pose a hazard to the workplace, themselves or others. Therefore, RCL Branch 632 requires all staff to safely and acceptably perform assigned duties without limitation resulting from the use or after effects of alcohol, drugs, or any other intoxicants. Should staff be unable to carry out their duties due to impairment, disciplinary actions will be considered.

  
\_\_\_\_\_  
President Ray Plourde

16 Apr 2019  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Secretary Sherri McInnis

16<sup>th</sup> April 2019  
\_\_\_\_\_  
Date Signed

“They served till death! Why not we?”



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Date: June 3, 2019  
To: President, Branch # 632 Orleans  
From: Lisa Dinsmore, C & L Committee Secretary  
Subject: Certificate of Compliance–BCR Edition - 2019

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This will acknowledge receipt of your Branch Clubhouse Rules which have been reviewed by the Constitution and Laws Committee of Ontario Command and found to be in compliance with the procedures and all levels of the General By-Laws. Therefore we are pleased to endorse a Certificate of Compliance, with the Committee's thanks.  
**CONGRATULATIONS!!**

Thank you

Lisa Dinsmore



The Royal Canadian Legion  
Ontario Provincial Command



Branch Clubhouse Rules (BCR)

# *Certificate of Compliance*

*BCR Edition - 2019*

*presented to*

*Orleans*

*(Ont. No. 632) Branch  
of The Royal Canadian Legion*

*confirming that the Branch has properly processed their  
Branch Clubhouse Rules. This does not certify that the  
subject content contained therein is compliant with the  
current standards.*

*Provincial President*

*Executive Director*

*May 29<sup>th</sup>, 2019*

*Date*