



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

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## All Branch Mail Out # 22

**Date:** February 10, 2023

**TO:** NS/NU Branches  
NS/NU Executive Council  
NS/NU Zone Commanders  
NS/NU Past Presidents  
NS/NU Command Staff

**From:** Comrade Don McCumber  
Chairman  
Constitution and Law Committee  
NS/NU Command, RCL

**Subject:** **Reminder: Branch Policy Manuals**

**Message:** Comrades: Please see information below **and attached** pertaining to the submission of Branch Policy Manuals.



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Comrades,

Thank You to all Branches for the submission of Annex A.

As all Branches are aware, NS/NU Command Branches have adopted standardized bylaws which all Branches will follow in conjunction with NS/NU Command Bylaws and the General Bylaws of The R.C.L.

A Branch Policy Manual must be developed which will contain information for the daily running of your Branch. Your now redundant Branch Bylaws will/should form the backbone of your new Branch Policy Books (Example Policy Book attached). As per Standardized Bylaw Art. 1204; a copy of your Policy Manual must be submitted to Command headquarters, and Art 1205; copies of any amendments or additions to the Policy Manual shall be submitted as well.

In order to maintain a current copy of these manuals, and to ensure manuals are not in contradiction to any current Command/General Bylaws, the C&L committee must complete an initial review of all Policy Manuals. To facilitate the completion of these reviews, we are requesting that your Branch complete the following attached questionnaire and return to the Command office to the attention of the Executive Director with your completed Policy Manual, which is due at Command by March 31, 2023.

In future any changes to the Branch Policy Manual will be submitted to Command on the attached fillable form: Branch Policy Amendment/Additions Form (NSNU Jan 2023 08-100). This form along with the example Policy Manual and Branch Policy Manual Questionnaire can also be found on our website:

[Branch Policy Amendment Form 08-100 fillable.](#)

[Branch Policy Manual Example](#)

[BRANCH POLICY MANUAL QUESTIONNAIRE Fillable.](#)

Thank you in advance for your co-operation, if you should need any assistance, please [e-mail: 08-000@legion.ca](mailto:08-000@legion.ca) and your questions will be forwarded appropriately.

Yours in Comradeship,

Comrade Don McCumber  
Chairman  
C & L Committee