



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #24 - 2017

Date: June 9, 2017

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

From: Jay Tofflemire, Chairman
Honours & Awards Committee and
Constitution & By-Laws Committee
NS/NU Command, RCL

Subject: Honours and Awards
Constitution and By-Laws Meeting

Message: Comrades: Please see attached Honours & Awards memo.

The next Constitution & By-Laws meeting will be held in July. The cut off date for submissions will be July 14th. Please see attached By-Laws Amendment/Change Form and Sample Form.



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Comrades,

The NS/NU Command Honours & Awards Committee will be processing awards on a monthly basis. MSM/MSA and Palm Leaf Applications must be received at NS/NU Command by the 10th of each month in order to facilitate timely submission to Dominion Command.

When submitting a **Major Award Application** please use the most recent version of the form located at www.legion.ca If the most recent form is not used the application will likely be returned (refer to checklist). Dominion Command will only accept the most recent version of the application form.

Life Membership Award Application: (May 2017)

http://www.legion.ca/wp-content/uploads/2017/05/LifeMembership_fillableForm2017_EF.pdf

MSM/MSA (LA)/Palm Leaf Award: (September 2014)

http://www.legion.ca/wp-content/uploads/2014/10/MSM_MSAAward_Form_Sept_2014_ACTIVE3.pdf

Enclosed is a **Major Award Application Checklist** and **Sample Citation** to ensure that applications are through and complete. The Honours & Awards Committee strongly recommends the use of this checklist and sample citation along with the reading of information in Chapter Two of the Ritual, Awards and Protocol Manual. Hopefully this will assist in reducing the return of major award applications.

In Comradeship

Jay Tofflemire, Chairman
Honours & Awards Committee



MAJOR AWARD APPLICATION CHECKLIST

In an effort to assist in insuring that applications are thorough and complete, the Honour and Awards Committee is providing a checklist to use when completing or reviewing a major Legion award application. This list is by no means a substitute for reading the information in Chapter Two of the Ritual, Awards and Protocol Manual, but rather a tool to ensure that all of the criteria outlined in the manual are present in the application. We ask that you utilize this Check List prior to submitting the application, hopefully this will assist in reducing major award applications being returned.

The Ritual and Awards Committee (DC) regularly reviews applications for Meritorious Service Medal (**MSM**), Meritorious Service Award (**MSA**) and the **Palm Leaf** to these awards. **As these are the highest awards that the Legion bestows on its deserving members, the Committee has an obligation to maintain high standards for these awards.** The Committee's ability to adjudicate these awards **fairly** depends entirely on the information provided in the applications submitted on behalf of the nominees.

| | |
|--|---|
| | Is the correct form (latest version of form #800281) being used? (Fillable & printable forms are on NS/NU Command Website) |
| | Is the nominee a member in good standing ? |
| | Is it clearly checked which award is being applied for? |
| | Is it clearly checked at what level of the Legion the application originated? |
| | Is the information about the Branch and Command complete and accurate? |
| | Are previous awards listed, with dates? |
| | Is the date and type of the General or Executive meeting where approval was given provided along with the actual minutes of such meeting? Do they include the name of the applicant and the names of the mover and seconder? If an in camera meeting was held, are the minutes of that meeting also included? |
| | Is the information about the nominee complete and accurate? |
| | Is the information about the individuals who prepared the application complete? |
| | Is the form signed ? Is the form reviewed and signed by a Zone and/or District Commander ? |
| | Is there a citation of the award applied for included and does it contain the name and membership status of the individual being nominated? |
| | Does the citation list in chronological order, all Legion Offices and positions held since the previous award(s) received? |
| | Does the citation contain all information about outstanding Legion service, including dates since the previous award(s)? |
| | Has the member being nominated for an MSM or MSA previously received a Life Membership? Has it been 5 years since the Life Membership been awarded? |
| | Is there information provided regarding service to the community, especially service provided as a representative of the Legion since the last award with dates? |
| | For an MSM or MSA, is a copy of the Life Membership application, with citation and minutes of meeting where the award was approved attached? |
| | For Palm Leaf, are copies of the MSM or MSA application, with citations and minutes of meeting where the award was approved attached? |
| | For Life Membership applications, is the Transmittal Form (pink copy) and the Member Registration Form (white/green copy) filled out? |
| | For Life Membership applications, is the cheque made out to Dominion Command ? |

SAMPLE CITATION for MSM FOR COMRADE JOHN SMITH

Comrade Smith has been an ordinary member of the Royal Canadian Legion for a period of 29 years. Since receiving his Life Membership in 2004, Comrade Smith has continued in his tireless efforts of volunteer service to his Branch taking on various endeavors with a vengeance. The Executive and membership of Branch 000 are very proud of his accomplishments and his dedication to his Branch.

Since receiving his Life Membership, Comrade John has continued to volunteer his service for the betterment of his Branch, Zone, District and the Royal Canadian Legion in general, all with the aims and objects of The Royal Canadian Legion being number one in his heart.

Attached you will find the application for the Life Membership and the citation.

Since receiving his Life Membership in 2004, Comrade Smith's list of accomplishments includes the following:

OFFICES HELD

Branch Level

| | |
|--------------|--|
| 2004-2005 | Immediate Past President |
| 2005-Present | Branch TAOD Chairman |
| 2007-Present | Branch Entertainment Chairman |
| 2007-Present | Veterans Service Officer |
| 2008-2009 | Bursary/Charitable Foundation Chairman |
| 2007-Present | Ladies Auxiliary Liaison |
| 2004-Present | Committee Member of Branch Annual Band Tattoo |
| 2004-2008 | Master of Ceremonies for Remembrance Day Service |

Zone Level

| | |
|-----------|--------------------------|
| 2003-2005 | Zone X1 Sports Officer |
| 2005-2007 | Deputy Zone X1 Commander |
| 2007-2009 | Zone X1 Commander |
| 2009-2011 | Past Zone X1 Commander |

District Level

| | |
|--------------|----------------------------------|
| 2009-Present | District Service Officer/Seniors |
|--------------|----------------------------------|

Outside Legion

| | |
|--------------|---|
| 2003-Present | Volunteer entertainer at Senior's residences and children's parties |
| 2003-Present | Member of local Army, Navy, Airforce Unit |
| 2003-2009 | Volunteer Head Coach of Ladies Softball Team |

HONOURS & AWARDS

- Branch Past Office Medal and Executive Bar (1996)
- Zone Past Office Medal and Bar (2005)
- District Past Office Medal and Bar (2011) Life Membership Award (2004)
- Various Committee Bars at Branch, Zone and District levels
- Several Certificates of Appreciation and Poppy Certificates
- Certificate of Merit (2007)
- Branch Service Medal (2009)
- Queen's Golden Jubilee Medal (2002)
- Queen's Diamond Jubilee Medal (2012)

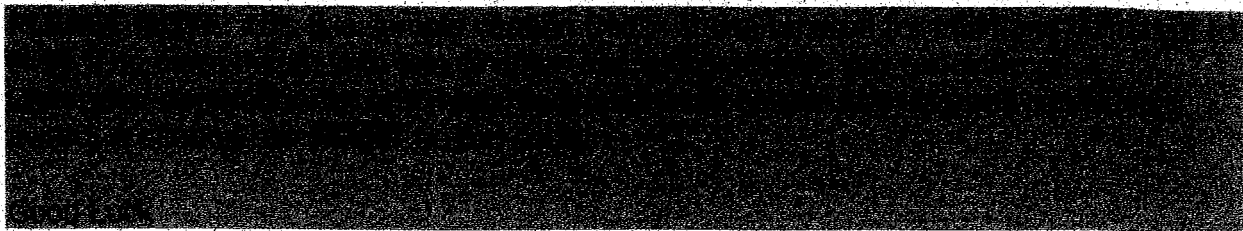
As Branch and District Service Officer, he finds himself increasingly taxed as our older Veterans find it more difficult to navigate their way through the VAC system. His expertise is not only put to use locally but he is also in touch with Veterans throughout the District and beyond. No Veteran goes without help where Comrade Smith is involved. He is relentless in applying and reapplying to VAC on behalf of a Veteran, with an admirable record of success.

When there is work to be done, whether it be at his Branch, Zone or District, Comrade Smith is always there to do whatever he can to help out. He continues to be a tireless, dedicated Legionnaire. He has his own country band named and when he is not involved in his duties at the Branch, Zone or District, he spends many volunteer hours sharing his talents and those of his band throughout his District at various fund-raising events. He plays free of charge in order for the Branches to raise much needed funds. He is also always organizing various musical Jamboree's and fund-raising events with his bands involvement at all of the events.

He organizes the Remembrance banquet each year and single handedly organizes the Poppy Campaign from ordering the poppies to the Cenotaph service on November 11th. He ensures that, above and beyond his own duties, the branch is looked after – he writes articles for PR, takes pictures, makes a light lunch for the members to enjoy after the meeting. He sends cards of get well, sympathy, etc., to the community signed by the Branch. This is all done from his own pocket. He is a take charge person and when the need is there, so is Comrade Smith, working long into the night to get the job done.

Without going into a lot more detail about his ever ending volunteer service, as you can see from the above list of his Legion involvement, he is a very dedicated and hard-working Legionnaire. He goes far and beyond the call of duty in volunteering his services for the betterment of his Branch, and its members as well as for his Zone, District and his community.

We at Branch #000 do not hesitate to highly recommend Comrade Smith for The Royal Canadian Legion's Meritorious Service Medal.



**NOVA SCOTIA/NUNAVUT COMMAND
BY-LAWS AMENDMENTS/CHANGES**

BRANCH # _____ NAME _____ VOTING MEMBERSHIP _____

The following format is the **only one** to be used by all Branches when requesting amendments/changes to their Branch By-Laws. Changes/Amendments to Ladies Auxiliary By-Laws must be approved by the Branch Executive/President and submitted by the Branch Secretary/President to Nova Scotia/Nunavut Command. **(ONLY ONE (1) AMENDMENT PER PAGE.)**

NOTE: A copy of the Branch existing by-laws must accompany your amendments/changes submission.

EXISTING BY-LAW

PROPOSED CHANGE/AMENDMENT

| EXISTING BY-LAW | PROPOSED CHANGE/AMENDMENT |
|-----------------|---------------------------|
| | |

The amendments/changes to these by-laws were approved at the Branch General Meeting held: _____

It was Moved by Comrade _____ Seconded by Comrade _____

Branch President _____ District or Zone Commander's Signature _____

NS/NU Command By-Law Chairman: _____ Date: _____

NOVA SCOTIA/NUNAVUT COMMAND BY-LAW AMENDMENTS/CHANGES

BRANCH # _____ NAME _____ VOTING MEMBERSHIP _____

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NOTE: A copy of the Branch existing by-laws must accompany your amendments/changes submission.

EXISTING BY-LAW

PROPOSED CHANGE/AMENDMENT

In this column, please type/write the existing Branch By-Law that is to be changed/amended or added.

In this column, please type by-law in its entirety that includes the change/amendment. You could highlight in **bold or italics or underline** the words that changed if you wish to do so.

ONLY ONE BY-LAW PER PAGE

Please include, if applicable, the # or letter of the Article, Item, Sentence, etc., of the By-Law {i.e., ARTICLE II, Item (a)}. Without these references, the by-law is difficult to locate in your by-law book and could result in the by-law not being amended.

If hand-written by-laws, you could underline the changes, etc.

SAMPLE BY-LAW ONLY (BELOW:)

EXAMPLE:

ARTICLE II

a. The following format is the only one to be used by all Branches when requesting amendments or changes to their Branch By-Laws.

EXAMPLE OF SAME BY-LAW WITH CHANGES:

ARTICLE II

b. This format is the only one to be used by all Branches when requesting amendments **and/or** changes to their Branch By-Laws.

NOTE: *As per NS/NU Command By-Laws, the following applies when doing Branch By-Law amendments:*

1004 B Before Branch By-Law changes can be accepted for review, Branches are to ensure that the Command has on file, at all times, an up-to-date copy of the Branch By-Laws, or the proposed By-Law changes will not be considered.

The amendments/changes to these by-laws were approved at the Branch General Meeting held: _____

It was Moved by Comrade _____ Seconded by Comrade _____

Branch President _____ District or Zone Commander's Signature _____

NS/NU Command By-Law Chairman: _____ Date: _____