

TERMS OF REFERENCE

Rituals (Honours) & Awards Committee

Committee Composition

- Chair - as appointed by the Branch President and preferably, though not necessarily, a member of the Branch Executive Committee.
- Committee members - an odd number 3 or 5 (including the Chair) is recommended to prevent tied votes and to maintain a quorum for meetings in case of absence by members.
- Consideration should be given to choosing committee members from the general membership who reflect the experience, age range and activity interests of the branch.

Ritual Awards and Protocol

- The criteria for all awards are found in the *Dominion Command Honors and Awards Regulations*.
- All committee members should be provided with the latest editions of the publications and should familiarize themselves with the pertinent contents.
- Awards are based on service(s) rendered over and above what is normally expected at a particular level. The committee should be totally objective and judge each recommendation solely on its merits of service.

Committee Function

- To encourage the recognition of continuous and/or special services rendered to the Legion Branch by:
 - Branch members
 - Members of the Ladies Auxiliary
 - Person, organizations and/or businesses outside of the Legion branch
 - Local media (radio, newspaper, television)
 - To initiate recommendations for awards.
 - To encourage branch members to make award recommendations to the committee.
 - To present committee recommendations to Branch Executive and/or general meetings for motions of approval.
 - To submit branch approved award applications to BC/Yukon Command for approval.

Submissions to BC/Yukon Command

- Award applications should be submitted to BC/Yukon Command as soon as possible following branch meeting approval (MSM, Palm Leaf and Life Membership).
- It is incumbent upon the committee to ensure that all applications are complete in every respect. They should be double-checked for the following details:
 - Current application forms are used; found on Dominion Command's website
 - Intended recipients are eligible.
 - Any required time intervals have been properly observed.
 - All details required on the application have been completed in full noting especially;
 - date and type (executive or general) of branch meeting at which application for the award was approved and a copy of the branch minutes with the motion is included on the application (Note: it is no longer required to include the names of the mover and seconder of the motion of approval).

- Applications have been duly signed by the branch President (or senior Officer) and branch Secretary.
- Supporting citations are fully detailed in order to justify the award. Samples of citations and format are available from Command.
- In the case of an application for the next highest award, a copy of the citation for the previous award is attached to the current application.

Branches should establish a policy through adoption of a motion at a general meeting that all recommendations for meritorious awards will be channelled through the branch Honours and Awards Committee. If this policy is in place, then, if a question is raised at a general meeting with respect to nominating an individual for an award, the Chair can refer the member to the Honours and Awards Chairman. It then becomes the responsibility of the Honours and Awards Committee to investigate the services of the member and where appropriate develop a citation and proceed to get the necessary approvals.

Refer to the Dominion Command Ritual Awards and Protocol Manual for information on processing approved applications through to Dominion Command.

The policy set by convention allows for applications for meritorious awards to be approved and referred by an Executive meeting to the BC/Yukon Command Honours and Awards Committee. After BC/Yukon Command approval they must be referred to a general meeting for ratification before submission to Dominion Command for approval.

Awards for Legion Members

Please note that the BC/Yukon Command Honours and Awards Committee will not give consideration to applications for two types of awards submitted simultaneously. The application you submit should be for one award only and the award should be appropriate to the service rendered up to the time of the application. All applications for major awards must have Provincial and Dominion Command approval.

Dominion Command has a national standard for the time period between major awards. The time frame to qualify for a life membership is a minimum of (10) years in the Legion. The time frame between a Life Membership and MSM/MSA is (5) years. If a member who doesn't have a Life Membership is nominated for an MSM/MSA, they must have a minimum of (15) years in the Legion. The time frame between an MSM/MSA and Palm Leaf is a minimum (5) years.

The Major Awards Application Checklist can be found on Dominion's website. This will be helpful when completing award applications.

MSM Applications There is a specific application for this award and copies are available from Dominion or Provincial Command. An individual does not need to be a life member to qualify for an MSM/MSA. The new requirement is that an individual must be a Legion member for 15 years. The MSM can only be awarded once, regardless of the level.

MSA Applications (Ladies Auxiliary)

For the MSA or Palm Leaf to the MSA must be approved by the LA at branch level. Applications submitted to the LA Command Administrative Assistant will be processed through to the LA Command Honours and Awards Committee for consideration. MSA applications must also include a copy of the LA Life Membership citation. The MSA can only be awarded once, regardless of the level.

Palm Leaf to The MSM & MSA

The Palm Leaf Award can only be awarded to members who have received their MSM/MSA award. Approval for this award must follow the same procedure as other previous awards. Dominion Command is responsible for the final approval. The Palm Leaf can only be awarded once, regardless of the level. A minimum of (5) five years between the previous MSM/MSA and the Palm Leaf is required.

Life Membership Award Application

A member should not personally request life membership. Approval by the BC/Yukon Command Honours and Awards Committee is necessary. One Copy of the application must be sent to BC/Yukon Command along with a supplementary payment form. The approved supplementary payment form will be returned to the branch for submission along with a cheque to Dominion Command.

Past Officer Awards

Past officer awards are awarded at branch discretion and ordered from Dominion Command. BC/Yukon Command no longer needs to approve these applications. See *Ritual, Awards and Protocol Manual* for eligibility. Past Officer Awards require general meeting approval involving individual motions for each individual. "Blanket" motions are not acceptable at any time. A branch cannot adopt a motion such as "all past branch Officers in future will be given past Officer medals," or "all last year's Officers be awarded medals."

Citation for Awards - Please see the below links for samples of citations for each level of awards.

His background has singled him out as a member of the reviewing stand, formally representing the Legion at both Legion and non-Legion functions.

This branch, being small and limited in executive material and dependable workers, has consistently called on Comrade Smith to carry out multiple duties and to his credit that he has never failed to carry out what is asked of him.

Long Service Badges - Qualification

Eligibility for long service badges (25, 30 etc.) is based on the nominal roll provided by Dominion Command. As an example, if the nominal roll shows 25 years of membership, application can be made immediately for a 25-year pin. If the nominal roll shows one year less, application for the badge cannot be made until payment of dues for the following year. See the Dominion Command Ritual Awards and Protocol Manual for more information. Long service pins are ordered from the Dominion Command Supply Department.

Awards to other than Legion Members – Branch Honorary Membership

Any branch may honour local dignitaries and community leaders by granting honorary membership for outstanding service. No per capita tax shall be payable in connection with honorary membership and no records will be maintained at Dominion Command. Branch Honorary members have social privileges in the granting branch only. Branch Honorary members have no vote and may not hold office. They cannot attend General meetings or Executive Committee meetings unless invited for a specific purpose.

Certificate of Appreciation

Actioned at the level they are submitted. Branches will review and award their own certificates of appreciation. See Dominion Command Ritual, Awards and Protocol Manual

Certificate of Merit

Actioned at the level they are submitted. Branches will review and award their own Certificates of Merit, as will the zones. See Dominion Command Ritual, Awards and Protocol Manual.

Media Award

See Dominion Command Ritual, Awards and Protocol Manual. The BC/Yukon Command Honours and Awards Committee must approve. Send the completed application to the Command office.

Friendship Award

See Dominion Command Ritual, Awards and Protocol Manual. The BC/Yukon Command Honours and Awards Committee must approve. Send the completed application to the Command office.

Founders Award

See Dominion Command Ritual, Awards and Protocol Manual. Nominations are to be submitted to recognize the achievement, of those from outside the Legion. This is a new section.

50 Year Long Service Medal

Any member awarded a 50-year medal can by request from the branch; receive a letter from the BC/Yukon Command President and Membership Chairman. Provision of the letter can take up to 4-6 weeks. If the branch presents a 50 year pin to a member, a congratulatory letter from the BC/Yukon Command President should be requested.

References:

- Ritual, Awards and Protocol Manual