



## **Royal Canadian Mounted Police Veterans' Association Manitoba Division Manual**

### **Part 1 – Name**

1. The Division shall be known as the **Manitoba Division, Royal Canadian Mounted Police Veterans' Association** and be headquartered in the City of Winnipeg in the Province of Manitoba.
2. The Division shall be bound by the Articles and By-Laws of the National Association including the Association Manual.

### **Part 2 – Executive**

1. The Executive shall consist of the President, Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer or Secretary/Treasurer, Immediate Past President, and five (5) or more duly elected Directors.
2. The President, Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer or Secretary/Treasurer shall constitute the Officers of the Division.
3. The Executive shall have general supervision over the business, accounts, monies and property of the Division.

### **Part 3 – Duties of the Executive**

#### **President**

1. Shall represent the Division as its Chief Executive Officer, preside over all Division Meetings and, in the event of a tie vote only, cast the deciding vote.
2. May attend committee meetings in an “ex officio” capacity.
3. Appoint Committee Directors who shall in turn appoint committee members who may be from the Executive or from the membership at large.
4. Appoint an elected Director to the position of Master-At-Arms.
5. Appoint a Division Chaplain.
6. Appoint (at an Annual General Meeting) auditors to perform an audit of the Manitoba Division General Accounts.

#### **Vice President/2<sup>nd</sup> Vice President**

1. Assist the President and in the event of his/her absence, inability to act or when the office becomes vacant perform the duties of President.
2. Perform other duties as assigned by the President.
3. The 1st Vice President shall be responsible for the Division Inventory and Annual Corporate Report.

### Secretary

1. Record the minutes of General, Executive and Special meetings, prepare and distribute same.
2. Provide appropriate notice of meetings.
3. Receive, distribute and/or file correspondence.
4. Maintain all minutes, documents and papers related to Division activities, in accordance with Part 5 of the Executive and Directors Reference Manual.
5. Turn over all documents, records and other property belonging to the Division over to a successor.

### TREASURER

1. Receive record and deposit all monies received relative to the General Accounts to the Division's financial institution as approved by the Executive Committee.
2. Collect dues, notify members in arrears, advise the Executive Committee of those members who should be removed from the Nominal Roll and provide proper notification to the member prior to National Office notification.
3. Issue receipts for all monies received.
4. Pay all accounts by cheque endorsed by two (2) members of the Executive with approved signing authority.
5. Prepare, maintain and retain record of all monies received and paid.
6. Provide financial reports to the Executive Committee and general membership as required.
7. Present the Annual Budget Forecast at the Annual General Meeting for approval of the membership.
8. Provide account records and other supporting material as required by the Division auditors.
9. Submit quarterly/annual payments and reports to National Office as required.
10. Ensure account records, papers, books, monies and other property are turned over to a successor.

### Master-at-Arms

1. Advise the President on protocol, procedures and compliance with National by-laws and Division guidelines including the wearing of uniform, medals and pins and deportment in general.
2. Secure the Division's flags and charter and ensure flags are displayed at meetings.
3. Ensure proper decorum is maintained at meetings.

### Part 4 - Nominations and Elections

1. Division elections shall take place at the Annual General Meeting with terms of office set at two years.
2. The President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents shall be elected on even-numbered years with the remaining Officers and Board members staggered as identified by the Executive.

3. The Immediate Past President shall chair the Nominations Committee, or if vacant or unable to act, the President shall appoint a voting member as the Chair prior to September 1<sup>st</sup> of each year.
4. The Chair shall select up to two additional members to assist, advise the membership of the call for nominations, actively solicit nominations and report to the membership at the Annual General Meeting.
5. The Chair shall ask for further nominations from the floor and if none are forthcoming, declare nominations closed and the nominee(s) put forth by the Committee elected by acclamation.
6. No member shall be nominated without their consent and agreement to act in the position.
7. Should elections be required for any office, a simple majority of votes cast by hand shall elect.
8. The President shall not hold office for more than two consecutive terms.
9. The new executive shall take office at the end of the Annual General Meeting.
10. Upon the call for nominations to fill National Board of Director vacancies, any Active member in Good Standing may nominate an Active member in good standing to fill such vacancy.
11. Nominations of members from within the Division shall be brought to the Executive Committee, supported or not supported and, if the former, brought to the membership for approval by majority vote at the next General Meeting with the President informing the National Nominating Committee of the Division's position.

#### **PART 5 - Funds and property**

1. No Money of the Division, except as noted below shall be expended other than that which is approved in the Division Annual Budget and in accordance with Standing and *Ad Hoc* Committee protocols, if any, as approved by the Executive.
2. Other monies not exceeding \$500.00, including Honoraria, may be expended on the approval of the Executive. Other expenditures exceeding this amount require prior membership approval.
3. A member may receive indemnification for expenses incurred on behalf of the Division provided prior approval was received in accordance with committee protocols, if any, or as approved by the Executive Committee.
4. Reimbursements must be supported by receipts or other approved forms of authentication.
5. The Division Inventory shall be reviewed bi-annually and updated as necessary.
6. No property of the Division shall be sold or otherwise disposed of except in accordance with the Division's obligation to return or distribute the property when conditions(s) attached have been met, and if there are no such conditions, in accordance with a majority vote of members at any General Meeting or Special Meeting called for that purpose.

## **PART 6 - Dues and Financial Contributions**

1. Annual membership dues are payable to the Treasurer by January 31<sup>st</sup> of each year.
2. Membership dues for Active members, except those Life Members appointed prior to the adoption of the Association's new By-laws shall be the amount established by the national Board of Directors on an annual basis plus the amount of financial contribution set by the Executive Committee as required for financing operations at the Division level.
3. Members shall be notified of changes to the dues and financial contribution structures at the Annual General Meeting.

## **PART 7- Correspondence**

1. All correspondence purporting to express the views of the Division shall be dealt with by the President or Secretary and approved by the Executive Committee as and when required.
2. Incoming correspondence shall be directed to the Secretary for distribution and/or retention except for financial matters which shall be directed to the Treasurer.
3. Retention periods for all correspondence, documents and other records shall be as set by the Executive Committee with those pertaining to the financial affairs of the Division being maintained for a minimum of six (6) years.

## **PART 8 - Awards and Recognition**

1. Members in good standing shall be awarded a twenty-five (25) year service pin.
2. Recognition for a significant contribution to the affairs and activities of the Association at a Division level may be made by way of a Certificate of Appreciation signed by the President.
3. An Active Member who has made a significant contribution to the affairs and activities of the Association at the Division or National level may be recommended for recognition through the awarding of a Life Member Award. Such recommendation may originate from an Active member in good standing, the Awards and Recognition Committee or the Executive Committee at Large, be directed to the President who shall then refer it to the mentioned committee for processing.
4. Approved Life Member Awards will be recognized by way of Certificate, signed by the President and be accompanied by an appropriate lapel pin.

## **PART 9 - Meetings**

1. The Annual General Meeting shall be held on the 1<sup>st</sup> Tuesday of November.
2. General Meetings shall normally be held on the 1<sup>st</sup> Tuesday of every other month except for July and August.

3. Meetings will be held at times and places identified by the Executive and published no later than the previous month's KIT.
4. Executive meeting shall be held at least once a month (except for the month of July at a time and place as approved by the Executive).
5. Special meetings may be called by the President as required provided three (3) clear days notice is provided.
6. Business to be conducted at all meetings shall be as listed in the meeting agenda or as provided with at least twenty-four (24) hours written notice to the Secretary. All other new business may be discussed only at the discretion of the President or Acting Chair.
7. Business conducted at Special meetings shall only be that for which the meeting is called.
8. A quorum for Annual General, General or Special Meeting shall be five (5)% of eligible members except in the matter of accepting and swearing in of new members including voting for new members under by-law VI.10; a simple majority of eligible members in attendance being required
9. A quorum for Executive Meetings shall be five (5) members of the Executive Committee.
10. "Robert's Rules of Order" shall govern the conduct of business at all meetings.

#### **PART 10 - Amendments**

1. Proposed amendments to this Manual, except those identified immediately following, shall be presented in writing at the Annual General Meeting or a General Meeting, included in the following edition of KIT for the information of all members and voted on at the General Meeting following thereafter or a Special Meeting called for that purpose and require a two-thirds majority vote of voting members present for adoption.
2. Creation, deletion and amendments to titles, structures and/or responsibilities included in the "Executive and Directors Reference Manual", shall rest with the Executive Committee.

Signed at Winnipeg Manitoba, this 22nd day of June, 2016

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**R.W. (Bob) Wass, President  
RCMP Veterans' Association  
Manitoba Division**

**Mike McDonald, Secretary  
RCMP Veterans' Association  
Manitoba Division**

**June 22, 2016**