



Executive and Directors Reference Manual

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1. Director's Guide

Membership and Credentials

1. Oversee the Division recruitment program including response to the National Program as required.
2. Receive and review all applications, ensuring membership criteria are met for the class and category of membership applied for.
3. Advise the membership sufficiently in advance of a general meeting to allow member input including that regarding the applicants "good character" prior to further processing the application.
4. Bring the applicants name forward to the Executive Committee for a decision as acceptance/rejection of the application.
5. Notify the applicant of the decision (except for an applicant described in by-law VI.10) and if affirmative invite the applicant to the next General Meeting and inform the membership of the approval.
6. For an applicant described in by-law VI.10 bring the approved application to the membership at the next General meeting where a majority vote (ordinary resolution) shall be required to approve the applicant's membership.
7. Arrange for swearing in of the applicant at the first available opportunity.
8. Enter the new member's photograph and personal information in the Membership Book.
9. Advise the Treasurer of all approved dues paying memberships.
10. Maintain the Master Membership Roll.
11. Distribute application documents for inter- divisional transfers.
12. Ensure all records and other property of the Division is handed over to a Successor.

Welfare and Benefits

1. Maintain a list of and visit or arrange visitations to members who are reported to be ill and keep the President, Executive Committee and the membership advised as appropriate.
2. Provide comfort to such members through cards, flowers, books, magazines, plants, fruit baskets to a maximum of \$45.00 expenditure.
3. Ensure Christmas greetings and seasonal gifts are provided to seriously ill and/or shut-in members and widows preferably delivered personally by a member.
4. Where a member of the Division, Spouse and/or child has died send a card or letter of condolence from the membership, arrange for a floral tribute or charitable donation in the case of a member covered under the Benefit Trust Fund an amount in line with their reimbursement criteria and in all other cases an amount not to exceed \$50.00.
5. Contact Next-of-kin and offer appropriate comfort and assistance upon request (Honor Guard, piper, Pall, Chaplain, etc.) along with ensuring all required assistance in processing available benefits (survivor pensions, life insurance, health/dental benefits etc.) is offered.
6. Where a R.C.M.P. veteran or serving member of the Force dies within the Division, send a card or letter of condolence advising the purpose of the Association, offer such assistance and

comfort as the Association can and in the case of a Veteran provide a floral tribute or charitable donation in line with that for an Association member.

7. Maintain a list of those widows wishing to keep in touch for purposes of keeping aware of their personal situations/needs, supplying copies of KIT, providing Christmas remembrances, etc.
8. Provide appropriate assistance as required by members of the Association, veterans and/or survivors who may be in distress; investigate enquiries of access to the Benefit Trust Fund and if supported assist the individual with the necessary application process.
9. The Chair will fulfill the role of the Division Advocacy Officer otherwise recommend to the President a suitable member to be appointed to such position whilst maintaining oversight of the program.
10. Monitor management of the "Fallen Members" guide.

Entertainment

1. Arrange various Association functions that may or may not coincide with Association meetings and include but not be limited to events such as Awards and recognition functions, out of town meeting/luncheons, breakfast meetings, outdoor activities, guest speakers annual Christmas social, etc.
2. Ensure that all functions are planned on a cost recovery or small profit basis except as authorized other wise by the Executive Committee.
3. Advise the membership in timely manner and appropriate communication of a list of upcoming year's events with regular updates.
4. Arrange appropriate acknowledgement/recognition for civilian guest speakers.

Communications

1. Ensure correspondence and information relative to the Association is passed on to members in a timely and appropriate fashion, i.e. Email, KIT.
2. Solicit newsworthy input from the membership and other Divisions.
3. Oversee the distribution of newsletters, including KIT and other correspondence.
4. Maintain the Division Website including a variety of related links.

Awards and Recognition

Track member's service records, flagging those reaching twenty-five years of membership, advise the Executive Committee of those members in good standing and arrange for presentation by the President at the Annual Awards function.

1. Review recommendations for Certificates of Appreciation, bring to Executive Committee for decision and, if approved, arrange printing, framing and presentation by the President at a suitable occasion; preferably the Annual Awards luncheon.
2. Review recommendations for Life Member Awards, refer to the Executive Committee for decision and, if approved at that level, present the recommendation to the membership at the next Division General Meeting where a 2/3 majority vote will be required for approval. Upon

approval arrange printing, framing and presentation by the President at the Annual Awards function.

3. Procure a Past President's Award from National Office and ensure it is presented to the outgoing President by the incoming President as soon as possible after an appropriate election.
4. Procure and distribute as appropriate special office-holder lapel pins.
5. Maintain an awareness of and regularly advise the President of upcoming functions at which the Association should and is asked to have a presence; Slain Peace Officer Parades/Services, R.C.M.P. Awards and Change of Command ceremonies, various Joint Services ceremonies such as held on Remembrance day etc.
6. A Sub-committee known as the Book of Memory Committee shall consist of a Chair appointed by the President, and at least two other persons as deemed necessary and appointed by the Chair.

Book of Memory

1. Research names, regimental numbers, ranks, engagement dates, dates of death and other relevant information of members who served in "D" Division verifying same through R.C.M.P. records.
2. Ensure entry of appropriate information into the Book of Memory located at R.C.M.P. "D" Division Headquarters.
3. Identify, contact and invite (where possible) next-of-kin to the annual Memorial/Dedication Service hosted by the C.O. "D" Division.
4. Assist the R.C.M.P., wherever required, in the organization and staging of the annual Service.

Keeping in Touch (KIT)

1. Keeping in Touch (KIT) will be published consistent with "Keeping in Touch Editorial Policy".

2. Election Protocol

1. President turns floor over to Chair of Nominating Committee to conduct the election.
2. Chair of Nom. Committee advises he/she will conduct election of five core Exec. Members, i.e., President, 1st VP, 2nd VP, Secretary and Treasurer, and then conduct election for 5 or more elected Directors who will be appointed to Committee Chairs by the incoming President at a future time.
 - a) “The Nominating Committee nominatesfor the Office of President and Chief Executive Officer of Manitoba Division. Are there any other nominations for the Office of President? Are there any other nominations for the Office of President? Do you(name)..... accept the nomination? I therefore declare nominations for the Office of President closed, and declare elected by acclamation.”
Or, in the event of more than one candidate, proceed to an election by a show of hands if the candidates are removed during the vote.
 - b) “The Nominating Committee nominatesfor the Office of 1st Vice- President. Are there any other nominations for the Office of 1st Vice-President. Are there any other nominations for the Office of 1st Vice-President? Do you ... (name)..... accept the nomination?
I therefore declare nominations for the Office of 1st Vice-President closed, and declareelected by acclamation”.
Or, in the event of more than one candidate, proceed to an election by a show of hands if the candidates are removed during the vote.
 - c) “The Nominating Committee nominatesfor the Office of 2nd Vice- President. Are there any other nominations for the Office of 2nd Vice President? Are there any other nominations for the Office of 2nd Vice President? Do you(name).....accept the nomination? I therefore declare nominations for the office of 2nd V.P. closed, andelected by acclamation”.
Or, in the event of more than one candidate, proceed to an election by a show of hands if the candidates are removed during the vote.
 - d) “The Nominating Committee nominatesfor the Office of Secretary. Are there any other nominations for the Office of Secretary? Are there any other nominations for the Office of Secretary? Do you(name).....accept the nomination? I therefore declare nominations for the Office of Secretary closed, andelected by acclamation”.
Or, in the event of more than one candidate, proceed to an election by a show of hands if the candidates are removed during the vote.
 - e) “The Nominating Committee nominatesfor the Office of Treasurer. Are there and other nominations for the Office of Treasurer? Are there and other nominations for the Office of Treasurer? Do you.....(name).....accept the nomination? I therefore declare nominations closed, andelected by acclamation”.

Or, in the event of more than one candidate, proceed to an election by a show of hands if the candidates are removed during the vote.

- f) “The Nominating Committee nominates(call out all names)....., as Directors. Are there any other candidates for Directors. Are there any other candidates for Directors? (If there are any others, just add them to the list – no run-off elections required). Do you all(names).....accept the nominations? I declare nominations for the Office of Director closed, and declare the following.....(call out their names)..... elected as Directors by acclamation.”

3. The Chair of the Nominating Committee returns the floor to the Outgoing President, who then swears the Incoming President into office, thusly:

“....., I now present you the gavel, the symbol of authority as President and Chief Executive Officer of the RCMP Veterans’ Association, Manitoba Division, and Chair of the Manitoba Division Executive, with which you will guide and direct your leadership.

You have been selected because of your experience and suitability for the position.

The outgoing President now becomes Past-President.

4. The President now takes the floor and proceeds to swear in the rest of the incoming Executive, as follows:

1st Vice President:

“....., to you falls the honour of being 1st Vice President of the Executive of the RCMP Veterans’ Association, Manitoba Division, and alternate Chair of the Executive of Manitoba Division. The office of Vice-President is a most important one. You must prepare yourself to act for the President in case of illness, unavoidable absence or emergency. Therefore you should be familiar with the affairs and activities of the Division and the Association.

2nd Vice President:

Same as above.

Secretary:

“....., the members of Manitoba Division have elected you to the position of Secretary of Manitoba Division. It will be your responsibility to record and keep the Minutes of the Manitoba Division meetings, and maintain the official records of the Division. This is a responsible position, and the manner in which you carry out your duties will reflect the progress and well-being of the Division.”

Treasurer:

“....., the members of Manitoba Division have elected you to the position of Treasurer. It will be your duty to keep an accurate record of the finances of Manitoba Division. This is a responsible position and the manner in which you carry out your duties will reflect on the progress and well-being of the Division.

Directors:

“.....(Names of Members)....., you have been elected to serve on the Executive of Manitoba Division of the RCMP Veterans’ Association as Directors in a capacity as appointed by the President. Name each Director to Committees. These are responsible positions, and the manner in which you carry out your duties will reflect on the progress and well-being of the Division.

The President congratulates all members of the new Board in turn.

- 5. The President immediately appoints(name) as Chaplain of the Division for the coming year.**

3. Keeping in Touch Editorial Policy

1. Purpose

Keeping In Touch (KIT) is a communications newsletter of the Royal Canadian Mounted Police Veterans' Association (RCMPVA), Manitoba Division, and is produced to promote communications within the membership of the Division, other RCMPVA Divisions, survivors and others connected to the RCMPVA, at the discretion of the Executive of Manitoba Division.

2. Direction

The Editorial Policy of KIT will be as dictated by the Editorial Committee of the Executive of Manitoba Division. It will attempt to promote the purposes and objectives of the RCMPVA as defined in the Mission Statement of the National Association, to wit: The Royal Canadian Mounted Police Veterans' Association, proud of our traditions, commits to promote the physical, social and economic welfare of former members of the Royal Canadian Mounted Police and their immediate families, and to be of service to our communities and Canada when required or requested through rendering assistance to the police, especially the Royal Canadian Mounted Police, in matters of common concern.

3. Production

The President shall appoint a member who will be responsible for the content and production of KIT.

4. Publication Dates

Keeping in Touch will be published once a month, nominally on the 15th of the month.

5. Size

KIT will normally consist of 8 pages printed both sides, in order to minimize mailing costs, but, in issues with lesser material to present, as few as 4 or 6 pages, printed both sides, in order to save printing costs.

6. Content

KIT material will consist of, but not be limited to, news of upcoming events, the accepted Minutes of the General and Executive Meetings preceding that publication date, obituaries, Directors reports to the Membership, and any other material deemed to relate to the activities and interests of the membership. Material not related to that described in para. 2 above is not permitted. Seasonal or special holiday decorations, and tasteful humour are encouraged, provided they don't displace material as described above.

7. Prohibited Material

KIT will not publish articles which malign other members of the RCMPVA, RCMP, or the Force itself, or comments which criticize or ridicule any action of the Force, nor any lewd or distasteful jokes, drawings or text. Prejudicial political and/or religious material is not permitted.

8. Advertizing/Promotion

KIT will not be used for advertizing or promotion of the business or activities of any individual other others, beyond recognition of those donating or contributing to the Association's activities.

9. Obituaries/Public Notices

Obituary content will treat all deceased in the same general area of the publication, and each notice will be given equal prominence and space. Similarly, public notices shall not be displayed in such a manner as to confer priority of one over another.

10. Liability

The editor(s)/publisher(s) of KIT will be protected from liability if, in a legally established position, they are deemed to have abided by Article 7 above.

11. Distribution KIT will be distributed to all members of the RCMPVA resident in Manitoba, widows and survivors known to the Division, the Commanding Officer, RCMP, "D" Division, and all other RCMPVA Divisions via email where possible, otherwise by Canada Post.

4. Critical Incident Management “Fallen Members” Guide

Note: Activities included in this policy are to be monitored by the Director, Welfare and Benefits

1. Trust Account

In regards to setting up a Trust Account, contact can be made with Lori Bruno-Cameron, who is a Financial Advisor at the Empress and Ellice Branch of CIBC. The President and Treasurer would need to attend this Branch to set up the Trust Account. This can be accomplished very quickly.

If we set up a trust account for a short term, 90 days or less, we can set up the account at this Branch or any other Branch of CIBC. For example, if a Police Officer was killed in Swan River, we can set up an account at the CIBC there. Funds can be donated either provincially or nationally.

The President and Treasurer would have to sign for any accounts that would be opened. It would be a savings account that would pay some interest, and it would then be closed out to the beneficiaries when CIBC was advised to do so.

If there were a longer term need, for example, an officer is wounded and the trust account is opened and he passes away after an extended period, you would be required to have a formal trust that would be set up by a lawyer.

Direction as to disbursements of funds can be decided after the fund has been set up. Members of our Association may be asked to assist in the preparation of tax receipts for donations, the mailing of such items and the retention of such documents.

2. Chaplain Services

Our Association Chaplain will provide his services if requested

3. Provide Ushers for the Funeral

Develop and maintain a list of those who wish to volunteer as Ushers at “Fallen Members” funerals. The list will contain the name, email address and contact telephone numbers for those volunteers. A current list will be forwarded to the RCMP.

The order of dress will be red or blue blazer with crest, large medals and no headgear. Arrange to find loaner jackets for those offering to help, but require a blazer.

Ushers may be required for the viewing at a local church the evening prior to the funeral.

Once receiving the date, time and location for the funeral, an e-mail will be sent to those volunteers on the list. A member of the Association will be named to co-ordinate the e-mail traffic.

If required, the RCMP will supply portable radios to the Ushers.

Ushers at the funeral will be set up in teams, each having an area of responsibility in the venue as determined by the S/S/M. The S/S/M will be responsible for the seating arrangement at the funeral venue.

Locate a room in the venue for the Ushers to congregate. Washroom facilities should be available. Stock it with water and nourishment.

4. Communications

Designate a Communications Officer to co-ordinate incoming/outgoing e-mails.

5. Transportation of the Floral Arrangements (RCMP)

If required, assist in the movement of floral tributes from the funeral home to the site of the funeral.

6. Water for Participants (RCMP)

The purchase of water will be either by the RCMP or some group who wishes to donate water. The Vets could be called upon to help distribute the water to members at the funeral service and possibly at the end of the parade route prior to entering the funeral, depending on how hot the weather is.

7. Identifying Washroom Facilities

The Vets will be on hand to point out to participants the location of washrooms.

5. Asset, Material, and Document Retention

Retention periods are approved for the following types of documents and assets.

<u>1. Documents</u>	<u>Retain</u>	<u>Method</u>
Agendas and Minutes of Meetings (one copy only)	6 years	Filed by year at "D" Div. HQ*
Treasurers Reports	6 years	Filed by year at "D" Div. HQ*
Bank Statements/Reconciliations (Including AGM's)	6 years	Filed by year at "D" Div. HQ*
Newsletters	2 years	Filed by year at "D" Div. HQ*
Member correspondence & responses	2 years	Filed by year at "D" Div. HQ*
National and Divisional Manuals	Amendable	Held by Master-At-Arms
Membership List	Amendable	Held by Membership Director
Charter	Permanent	Secure at "D" Division
Historical Documents		Offer to Regina Museum or Force Historian.
Member Photo Albums		Digitize and Destroy
 <u>2. Assets</u>		
Items listed in the Division Inventory	Permanent	Positioned as directed by the Division Executive.

DIVISION INVENTORY

AT RCMP DIVISION HQ

- NCO's Mess** - Large Maquette
- Office** - Flags - Canada
- Manitoba Division
- Red/Blue/yellow (frilled) with RCMP Veteran's Crest
- Flag Standards - 2 black
- 1 wooden (Kings Crown)
- 1 wooden (Maple Leaf)
- 4 brass (1 Maple Leaf)
- Standard Stands - 1 wooden (X shaped)
- 1 wooden (three holes)
- 2 round metal (1 black & 1 bronze)
- Division Charter (framed)
- President's "Distinguished Service Award" 74th AGM 1998 (framed)
- Slain Peace Officers Fund Appreciation plaque
- 5 leather bound/crested "Membership" binders
- 1 leather bound/crested "Past Presidents" binder
- 2 "Remembrance Day" wreaths
- 1 Regimental small pillow case (frilled)
- 2 Blue Vets' Membership "binders"
- President** - Division By-laws with revision discs
- Briefcase (crested)
- Regimental headdress
- 2 gavels (one with crested base)
- Chaplain** - Crested Clergy Stole
- Veterans crested Pall
- Secretary** - Recorder (Panasonic RR-Us470 - serial #DH8BA004698R)
- Entertainment Director**
- One (1) Sony IC Recorder, Model ICD-UX533 – serial number 5085888 with USB Charger/Connector Cord.
- Book of Memory Chair:** - One (1) Acer AZ1 Computer, Serial Number DQSYMAA01444002956900.
- Treasurer** - Sage Simply Accounting (2012) Accounting Software for small business.

Rev: 3 Feb 2016

DIVISION INVENTORY

ITEMS LOCTED AT EMERSON DISPLAY.

Life Size bronze statue “Horse and 1874 uniformed Rider” mounted on a granite base honoring the “March West”

2 framed paintings (30x34 in.) by local artist Lillian Gibson – one depicting the March West” and the other of two Mounties beside a prairie Medical Post

Bronze plaque listing major donors towards the aforementioned statue

Framed needle point (30x34) of the RCMP Crest

Wooden easel with wooden album containing various pictures of the Statue dedication ceremony together with signatures of those in attendance

Glass display case containing - wooden picture album containing pictures of the Statue

Dedication ceremony

- photo copy of Sergeant R. Dobbs’ daily diary of his service in the North West Mounted Police during the March West
- nail collection from the Fort Dufferin site, the commencing point of the March West
- book outlining the construction of the “Horse and Rider” statue
- framed pictures and narrative relating to the history of the RCMP
- book of drawings and story of the March West
- leather beaded Indian mitts
- pair of old binoculars
- old hand gun found alongside the trail used by the March West near Elgin, Manitoba
- triangular metal display bearing life size figures in the three period uniforms (NWMP, RNWMP & RCMP)

6. Chaplain Standard

1. A Chaplain for Manitoba Division may be either an ordained clergyman, or an active member who has training/ability in ecumenical practice.
2. The Chaplaincy is not an elected position, but will be appointed by the President of Manitoba Division following annual elections.
3. The Chaplain will be granted an annual Honourarium to cover out of pocket expenses incurred in the course of duty. The amount of the Honourarium will be decided by a majority vote of the Division Executive. Such expenses will not cover any stipends charged to perform religious services requested by individual families, such as funerals, weddings, baptisms. Such stipends are the obligation of the requesting families.
4. The Chaplain should be prepared to lead the religious requirements of the Division and it's membership. He/she should prepare to lead the Binyon "Prayer for the Fallen" and offer Grace before meals when attending General Meetings of the Association. (Attendance at such meetings is not mandatory). The Chaplain should also prepare to offer condolences/counselling to family members in times of grief, and to submit written faith-based encouragement to the membership by way of K.I.T. coinciding with important religious events.
5. The Division shall provide a stole for the Chaplain, to be worn for religious services. The Division shall also provide a casket Pall, for funerals of deceased members, with a free-standing base for casket-free funerals.
6. In the absence of a Chaplain at General Meetings of the Division, members or spouses attending should be prepared to lead the Binyon Prayer, remembering recent members lost, and offer Grace before meals.

APPROVED at Executive Meeting on April 19, 2016

Signed at Winnipeg Manitoba this 22nd day of June 2016

R.W. (Bob) Wass. President

RCMP Veterans' Association

Manitoba Division

Mike McDonald, Secretary

RCMP Veterans' Association

Manitoba Division

June 22nd, 2016