

ROYAL CANADIAN MOUNTED POLICE
VETERANS ASSOCIATION



Newfoundland & Labrador Division
Policies and Procedures
Manual

THE RCMP VETERANS' ASSOCIATION NEWFOUNDLAND AND LABRADOR DIVISION

Newfoundland & Labrador Division was inaugurated on the 20th. day of October in the year 1977, in the City of St. John's, in the Province of Newfoundland and Labrador.

This document will be the Policies and Procedures Manual of Newfoundland & Labrador Division of The Royal Canadian Mounted Police Veterans' Association.

DEFINITIONS

- 1) In this manual:
 - a) "Association" means the Royal Canadian Mounted Police Veterans' Association.
 - b) "Constitution" means the Association's Articles of Continuance.
 - c) "Division" means the Newfoundland & Labrador Division of the Royal Canadian Mounted Police Veterans' Association.
 - d) "Executive" means the Executive of Newfoundland and Labrador Division.
 - e) "Honorary President" means the Commanding Officer of "B" Division.
 - f) "Member" means an Active, Life, or Associates of Newfoundland & Labrador Division.
 - g) "Year" means the calendar year.
 - h) "Honorary Patron" means the Lieutenant Governor of the Province of Newfoundland and Labrador

DUTY TO THE ASSOCIATION

- 2) The Division will be subject to the Act, the Regulations, the Articles, the By-Laws and the Association's Manual.
- 3) The Division enacted this Manual in accordance with Part XIV.6 of the By-Laws.
- 4) The enactment of the Division Policies and Procedures Manual is in accordance with the Association Manual Part III.1. to 6. Under Division Procedures Manual.

MEMBERSHIP

- 5) As outlined in Part II of the Association Manual and Part VI of the By-Laws
- a) Associate Members are eligible to vote on all issues and able to hold any positions on any committees/programs, however, are not eligible to hold any executive position established by the Division.
 - b) The Credential Committee will consist of the Membership Committee and the Division Executive.
 - c) Applications for membership will be read out at a regular meeting and then published as part of the minutes in the monthly bulletin.
 - d) If no objections received, The Credentials Committee will meet and approve application.
 - e) The approved membership applications will be read out at the next general meeting.
 - f) When the dues/contributions are received from the applicant, a welcoming package will be forwarded to each applicant along with the RCMP Veterans Association lapel pin.

CHAPLAINS

- 6) The Executive may appoint one or more Honorary Chaplains and/or Lay Chaplains to administer the needs of members and their families.

DIVISION EXECUTIVE

- 7) The Division executive will be established and operate as outlined in Part XIV of the By-laws and Part III of the Association Manual.

COMMITTEES

- 8) The Division Executive shall establish committees and officers in order to meet the needs and goals of the association.
- 9) The Division President will be responsible for the following officers/committees :
- a) Division Advocate
 - b) Benefits Officer
 - c) National Association of Federal Retirees Officer
 - d) Nominating Committee
 - e) Procedures Manual committee

10) The Division Vice President is responsible for the following committees:

- i. Credentials Committee
- ii. Media Committee
- iii. Visitation Committee
- iv. Social & Entertainment Committee
- v. Telephone Committee
- vi. Canteen/Stores Committee
- vii. Honors and Awards Committee
- viii. Gravesite Committee
- ix. Ladies Committee

ELECTION OF OFFICERS

11)

- a) The Officers of the Division Executive, will be elected for a two year term of office and will commence January 1 and end December 31 of the second year. Only an active member in good standing may become an Officer of the Division Executive.
- b) At the regular meeting in June, the President will appoint the Past President as the Chairperson of the Nominating committee for the election of Officers for the upcoming year.
- c) The Chairperson will select two active or life members who are not part of the Executive and will not stand for election to be members of his/her committee.
- d) The Committee will prepare a list of active/life members who are willing to stand for the Executive Officer positions.
- e) At the Regular Meeting in October, the President will receive the report of the Nominating Committee identifying the names of the persons who are willing to stand for the various Executive Positions for the upcoming two years. The report will be read out at the meeting and then published in the Division newsletter prior to the Regular Meeting in November.
- f) The Division will hold its Annual Meeting in November. The President, under New Business, will order the election of Officers. Prior to the nomination for a position closes, an Active member in good standing or a Life Member may nominate another member for a (the) position. The Member nominated from the floor must agree to stand for the position.
- g) When more than one member is nominated for any position, the President will call for a vote by secret ballot to be conducted by the Secretary. Following declaration of the successful candidate, all ballots will be destroyed.

- h) When only one member is nominated for a position, the President will declare that person elected.

- i) Vacancies on the Division Executive that occur because of prolonged illness, death, transfer or other reason acceptable to the Executive, will be filled by way of temporary appointment by the President with confirmation or replacement at the next regular meeting. Such appointees, upon confirmation will serve for the period for which the originally elected member was to serve. If the Office of President becomes vacant, the Vice President will assume the position. Then, the Office of Vice President will be filled by a call for nominations.

DUTIES OF OFFICERS AND COMMITTEES

- 12) The President presides at all meetings of the Division and is an ex-officio member of all Division Committees .The Division President shall not vote at meetings except in the case of a tie, and then will cast the deciding vote.

- 13) The Vice–President assists the Division President and in the latter’s absence performs the duties of the Division President. The Division Vice-President is responsible for the committees as outlined in 11 of this Manual.

- 14) The Secretary will keep full minutes of all regular and executive meetings. He/she will be responsible for all records, prepares, maintains, and preserves a nominal roll of the Officers and Members of the Division. The Secretary will turn over all records and documents as soon as convenient after ceasing to hold that office to the incoming Secretary.

- 15) The Treasurer shall ensure that all revenues and expenses are properly recorded and monies deposited in a financial institution designated by the Division Executive. The treasurer will prepare adequate accounting records and present a financial report for general meetings and/or as requested by the President.

CORRESPONDENCE

- 16) All correspondence and/or any other communications originating from the Division must be approved by or over the signature of the President or Secretary, unless expressly authorized by the President.

QUORUM

- 17)
 - a) A quorum at an Executive Meeting shall be the majority of the members on the executive.

 - b) A quorum for a General Meeting shall be 10% of voting members present in person.

REGULAR MEETINGS

- 18) Regular meetings will be held on the 3rd. Tuesday of each month at "B" Division HQ at 7:30 p.m., unless the Secretary notifies the members of a different time or location. Meetings in July and August will normally be dispensed with, unless a Special Meeting is to be convened. Meetings may consist of a social event.
- 19) The Order of Business for this Division's meetings will be as follows:
- a. Call to Order
 - b. One minute silence
 - c. Introduction of guests
 - d. Confirmation of circulated minutes
 - e. Secretaries report
 - f. Treasurers report
 - g. Vice Presidents report
 - h. Sick and Visiting report
 - i. Membership report
 - j. Benefits/Advocate report
 - k. Social and Entertainment report
 - l. National Association of Federal Retirees report
 - m. B Div. burial registry and grave inspection report
 - n. Newsletter Report
 - o. National Issues
 - p. Old Business
 - q. New Business
 - r. For the good of the Association
 - s. Motion to adjourn

MEETINGS

- 20) Meetings will be governed by the Constitution and Robert's Rules of Order.

SPECIAL MEETINGS

- 21) A Special Meeting of the Division may be held at such time and place as determined by the Executive, or upon a directive from the National Executive. The meeting shall be called pursuant to a Resolution passed by a majority of the Executive, or upon a request in writing of not less than five (5) members of the Division. A Notice of Special Meeting shall be published and distributed outlining what is to be discussed at that meeting.

ANNUAL MEETINGS

- 22) The Annual Meeting will be held in November on the same night as the Regular Meeting at Division HQ, or at a location outside of St. John's identified by the executive.

EXECUTIVE MEETINGS

- 23) The Executive will meet at a time and place determined by the President.

OPERATING YEAR

- 24) The operational year of the Division will be January 1 to December 31.

VOTING

- 25) All categories of members (active, life and associate) have the right to vote on all issues at meetings within the Division.
- 26) The President will only vote to break a tie.

DUES AND CONTRIBUTIONS

- 27) The Division is authorized to assess Annual dues for Active Members and may assess annual contribution for Life Members. Associate Members will be assessed an annual administrative Fee as outlined in Part VII.1 of the By-laws and Association Manual Part II .6, .7 and .8.
- 28) During the November meeting, the Executive may present a recommendation covering the amount of annual dues payable for the following year. A majority of the members in good standing, in attendance, must approve the proposed rate increase.
- 29) The Executive may authorize the payment of dues for a member either incapacitated or experiencing financial distress through no fault of his/her own, from Division funds after an inquiry and recommendation to do so by the Benefits Officer.

- 30) A member who is twelve months or more in arrears paying his/her dues and who does not show a willingness to rectify the shortcoming will be considered "not in good standing". A member who is twenty-four months in arrears with his/her dues will be notified that he/she is no longer an Active Member of the Association. Such former members may be reinstated to Active Membership upon payment of dues for the current year.

MANAGEMENT OF DIVISION FUNDS AND PROPERTY

- 31) The Executive will be responsible to the members for the general supervision of the business of the Division, its records, files, accounts, funds and property.
- 32) The Executive will recommend a budget for the upcoming year to the membership at the meeting in October for ratification at the Annual Meeting in November.
- 33) No portion of the Division's funds beyond that specified in the approved budget shall be expended, nor shall Division property be acquired or disposed of except by a majority vote of the members present at any monthly meeting or a special meeting called for the purpose and after recommendation of the Division Executive.
- 34) The Executive may approve unforeseen expenditures not included in the annual budget, which will be reported at the next general meeting, in accordance with the following guidelines:
- a. A sum, not to exceed \$1000, if the expenditure falls within the purposes and objectives of the Association.
 - b. A sum, not to exceed \$200, if the expenditure is to an outside organization.
- 35) The treasurer and/or secretary may approve expenditures, not to exceed \$300, for operating expenses.
- 36) All requests for funds are to be presented to the Executive in writing and once reviewed by the Executive, will be brought forward at a general meeting for appropriate action.
- 37) The Treasurer will receive and record all money owed to the Division and pay all monthly and other accounts after approval by the Executive.
- 38) No financial account of Newfoundland & Labrador Division, held in any financial institution shall be accessible via automatic teller machines (AMT's) or computer on line banking, or telephone banking, other than for the purpose of checking current balances. All distribution of money will be by cheque, and, at each meeting of the Executive, the Treasurer will present a list of all disbursements made since the previous report.
- 39) Cheques must be signed by the Treasurer and one of the following members of the Executive; the President, Vice President or Secretary. No Officer will sign a cheque payable to himself/herself.
- 40) All monies of the division shall be deposited promptly in an account of a chartered bank, trust company or credit union as approved by the Executive.

- 41) Division funds that are not required to meet ongoing operations may be placed in secure investments approved by the Executive.
- 42) Honorariums may be awarded annually at the end of a calendar year to:
 - a. the Division Secretary
 - b. the Division Treasurer
- 43) For the purpose of flowers or other comforts for a member, spouse of a member, widow or widower of a former member, during sickness or death, an amount not to exceed \$200.
- 44) For a donation to a charitable fund or organization or association, as a memorial to a deceased member, an amount not to exceed \$100.
- 45) Division funds not required to meet expenses of an approved budget shall be securely invested. The Executive may recommend expenditures and shall be provided to the membership not less than 30 days prior to the recommendation being considered at a regular monthly meeting or special meeting called for this purpose. Such expenditures shall require a majority supportive vote from the members present, in good standing.
- 46) The Treasurer will arrange to have the Division financial records audited on an annual basis and the findings are to be forwarded to the Executive for presentation to the membership at the January general meeting.

BENEFIT TRUST FUND

- 47) As outlined in the Association Manual Part IV for the Benefit Trust Fund Program.

SICKNESS, DISTRESS AND DEATH

- 48) Members will report all cases of distress, hospitalization or death of a member or his/her dependents to the chairperson of The Sick and Visitation Committee and to the Division Chaplain.

CONTRACTS/REPRESENTATIONS

- 49) No member will enter into any contract or make representations on behalf of the Division without the approval of the Division Executive.

DIVISION DELEGATE TO THE ASSOCIATION'S ANNUAL GENERAL MEETING

- 50) The President will represent the Division at the Annual General Meetings of the Association. If he/she is unable to attend, the selection of a Division delegate will be according to the following order of precedence:
- a. Vice President
 - b. Secretary
 - c. Treasurer
 - d. A Committee Chairperson who has never attended an AGM.
 - e. An active member by way of a motion passed at a regular meeting of the Division.
- 51) The delegate and his/her spouse attending the AGM will be provided expenses to cover the most economical return airfare, accommodations and meals for the duration of the AGM, as well as the registration fees.

DISCIPLINE

- 52) The provisions of Association By-laws Part VI. 16 to 21 and Association Manual Part V will apply when it comes to the attention of the Division that a member has conducted himself/herself in a manner detrimental to the best interests of the Division or Association.

DIVISION STRUCTURE

- 53) The Division will be divided into 12 districts:
- i. St. John`s District
 - ii. Avalon District
 - iii. Trinity-Conception District
 - iv. Whitbourne-Placentia District
 - v. Clarenville District
 - vi. Gander-Lewisporte District
 - vii. Grand Falls-Windsor District
 - viii. Deer Lake District
 - ix. Bay St. George District
 - x. Northern Peninsula District
 - xi. Burin District
 - xii. Labrador District
 - xiii. Bonavista District

AMENDING THE DIVISION PROCEDURES MANUAL

- 54) All proposals for changes to the Division Procedures Manual must be made in writing and provided to the Executive. The Executive shall notify the general membership of the proposed changes at least thirty (30) days prior to the meeting at which a motion including the proposed wording of the changes will be subject to a vote. The proposed changes require the approval of at least two thirds of the members present at the meeting during which the proposal is considered. The Executive may use a vote by secret ballot to decide the motion, with all ballots destroyed immediately after a decision is made and announced to the membership. The member submitting the proposal and the Past President shall officiate as scrutinizers.

- 55) Amendments to this Manual will not be implemented until approved by the Association Executive.

RECOMMENDED:

APPROVED:

Dave Tipple
Secretary

Roger Hansford
President

Of Newfoundland and Labrador Division

Dated this-----, day of -----, 2016