



**Prince Edward Island Division,
RCMP Veterans' Association
DIVISION MANUAL**

DIVISION MANUAL – CONTENTS

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PART 1 - MEMBERSHIP

GENERAL:

Refer to Part VI of the Association By-Laws for the categories of membership of the Association applicable to Divisions.

Director of Membership:

Active and Association Member applications

Division Executive will appoint a standing Division Credentials Committee.

1. Upon receipt of a new member's application (except for a member described in Association By-Law VI.10 – formerly known as an Honourary Member), ensure all required information is provided.
2. Refer each application to the Division Credentials Committee, whose task will be to investigate the application to ensure all of the membership criteria are met for the class and category of membership being applied for.
3. If the Division Credentials Committee is satisfied the membership criteria are met, arrange for the name of applicant to be published in the Notice of General Division Meeting (or in another communication) several days prior to the General Meeting.
4. The publishing of the name of the applicant will provide an opportunity for the membership to identify to the Membership Chair any additional information, including that regarding the applicant's "good character", which may require further investigation prior to approval of the application. The source of that information will remain confidential other than to the Membership Chair.
5. If no information is provided before the General Meeting is held, notify the applicant, and notify the membership at the General Meeting, that the applicant is approved for membership. No vote will be held.
6. If additional information is provided, direct that sufficient investigation be conducted by the Division Credentials Committee to confirm or refute the additional information.
7. Following investigation, determine whether the additional information, if any, is sufficient to refuse the application.
8. Notify the applicant of the decision to approve or refuse the application.
9. If the application is approved, notify the membership at the General Meeting that the applicant is approved for membership.

10. For a member described in By-law VI.10, it is expected that the nominating Active Member will complete the application form. Refer the application to the Division Credentials Committee to enable their review of the nominating member's recommendation for membership to ensure there is sufficient evidence in the application to meet the criteria for membership.
11. If the Division Credential's Committee is satisfied, follow the process described in paragraphs 4 and 5.
12. If no information is provided before the General Meeting is held, advise the membership that a vote will be held at the General Meeting before the application is approved.
13. A majority of the members present at the General Meeting (ordinary resolution) shall be required to approve the membership application.
14. Following the General Meeting, notify the applicant and the nominating Active Member of the outcome of the membership vote.

PART 2- INDIVIDUAL AWARDS

1. Members in good standing may be awarded service bars for every five (5) years of membership in the Association beginning with the completion of ten years of membership.
2. Service bars and bars of office may be presented at Division General Meetings, or by other means, as appropriate.
3. An Active Member who has made a significant contribution to the affairs and activities of the Association at the Division or National Level, and has a minimum of 15 years of membership in the Association, may be recommended for recognition as a Life Member by the Division Credentials Committee. A recommendation may also be made by the Division Executive, and such recommendation shall be referred to the Division President, who shall then refer it to the Membership Chair for processing.
4. If a recommendation for Life Membership recognition is approved by a 2/3 majority vote at a Division General meeting, the member will be presented with a Life Member award. Such an award, although known as Life Member award, will not constitute a category of membership, but rather that member will remain as an Active Member. For greater certainty, the designation of Life Member as a category of membership shall apply only to those Members of the Association who were appointed as a Life Member prior to the adoption of the By-Laws of the Association on June 27, 2014.

5. A Life Member award may be recognized by way of a certificate signed by the Division President, as well as being given an appropriate lapel pin and bar.
6. Recognition for a significant contribution to the affairs and activities of the Association at the Division level may also be made by way of a Certificate of Appreciation, signed by the Division President.
7. The PEI Division may present the William Edward 'Ted' Whelan Memorial Award annually using the following procedure:
 - (i) In September, a call for nominations will be made to the membership;
 - (ii) Nominations must be in writing and submitted to a member of the Memorial Award Committee by October 31;
 - (iii) Nominations must be supported by two non-executive members of the PEI Division;
 - (iv) An individual may be nominated in subsequent years even if they were a previous recipient;
 - (v) An Memorial Award Committee, consisting of at least three members, will be chaired by a member of the Executive;
 - (vi) The Memorial Award Committee will determine the most suitable candidate;
 - (vii) The Memorial Award Committee will assess the merit of the nominee's contribution based upon The RCMP Veterans' Association mission, purpose and objectives;
 - (viii) The nominee must be a member in good standing of the PEI Division, or was a member in good standing at the time of their passing;
 - (ix) Only one nominee will be selected annually;
 - (x) The Memorial Award Committee will inform the President of its decision by the end of November;
 - (xi) Following the selection of the award recipient, all nominations will be destroyed; and
 - (xii) If no nominations are received or if the Memorial Award Committee deems that nominees did not satisfy the stated criteria, the award may not be presented;
 - (xiii) On behalf of the PEI Division, the President will announce and present the award at the Christmas Social or other suitable event for the Division.
8. The president of the PEI Division may present Certificates of Appreciation to deserving recipients when deemed appropriate.

PART 3 - CORRESPONDENCE & RECORDS

Individual members of the Division shall not correspond with anyone outside the Division or the Association while purporting to express the views of the Division or the

Association on matters relating to its activities and affairs, unless the issue is of a purely local nature.

1. The above is not intended to prevent a member from expressing their own personal views through correspondence or communications on matters impacting them or other members of the Division or Association, provided they do not purport to be the views of the Division or the Association.
2. All correspondence purporting to express the views of the Division shall be originated by the Division President or Secretary.
3. All incoming correspondence affecting the Division or copies of correspondence, except financial statements, shall be sent to the Secretary for record keeping purposes. Financial statements shall be sent to and retained by the Treasurer.
4. Correspondence and financial statements shall be retained for six (6) years.

PART 4 - DUES, FINANCIAL CONTRIBUTIONS AND HONOURARIUMS

DUES:

1. Annual membership dues are payable to the Division Treasurer by the 31st day of January each year
2. For the purposes of this Part, membership dues are constituted by:
 - For an Active Member, the amount of dues established by the Board on an annual basis plus the amount of the financial contribution as set by the Division Executive from time-to-time;
 - For greater clarity, a Life Member appointed prior to the adoption of the Association By-laws on June 27, 2014, or an Associate Member who is accepted under Part VI.10 of the new National By-laws, is not required to pay membership dues.
3. The amount of the financial contribution may be changed for the ensuing year by resolution at a Division General Meeting, approved by a $\frac{2}{3}$ majority vote of the members present.
4. The Executive may waive the payment of dues when deemed appropriate. The Member whose dues have been waived will continue to be a Member in good standing, and the Division shall pay the amount of dues established by the Board on an annual basis on their behalf.
5. Although annual membership dues are payable by the 31st of January of each year, for greater certainty, any Member whose membership dues are not paid prior to the record date [60 days prior to the National Annual General Meeting]

shall have their name removed from Active Member in good standing, and may not vote at that Annual General Meeting.

6. An Active Member who is not in good standing may be reinstated to Active Member in good standing by paying the full amount of the membership dues for the years the dues are in arrears (not exceeding two years).
7. Any Member whose membership dues are two years in arrears shall have their name struck from the member registry.
8. Any Member whose name has been struck from the Member registry may re-apply for membership in accordance with Association By-laws VI.4, VI.9 or VI.10.
9. Membership dues for new applicants shall be pro-rated: between January 1st and March 31st – 100%; between April 1st and June 30th - 75%; between July 1st and September 31st - 50%; and between October 1st and December 31st shall be 100%, but shall be applied to the following fiscal year.

HONOURARIUMS:

1. The Division delegate to the Association's Annual General Meeting may be paid an honorarium of \$500.00 or such other amount approved by the membership from time to time.
2. Unless otherwise decided at a general meeting, the President will be the Division's delegate to the Association's annual general meeting.

PART 5 - DUTIES AND RESPONSIBILITIES OF EXECUTIVE TEAM

GENERAL:

1. The Division Executive will consist of the following positions:
 - i. President;
 - ii. First Vice-President;
 - iii. Second Vice-President;
 - iv. Immediate Past President;
 - v. Secretary;
 - vi. Treasurer; and
 - vii. Directors:
 1. (1 representing Kings County);
 2. (1 representing Queens County);
 3. (1 representing Prince County)Duties
2. The duties of the Executive shall be as follows:

- i. The President shall:
 1. Preside at all meetings and shall be an *ex officio* member of all committees of the Division.
 2. Be the Division representative to the Board of the Association.
 3. The President shall not vote but shall have the discretion, in the case of a tie, to cast the deciding vote.

- ii. The Vice-Presidents shall:
 1. Assume Acting Responsibility in the absence of the President, in the following order of precedence:
 - a. First Vice-President;
 - b. Second Vice-President; and
 - c. Past President.

 2. Provide oversight and guidance to the following committees:
 - a. Entertainment;
 - b. Membership;
 - c. Advocacy, and
 - d. Grave Site Inspection & Maintenance.

- iii. The Secretary / Executive Director shall keep all minutes, records and books required to be kept by the Executive. The Secretary / Executive Director will issue notices / information / correspondence as required or as directed by the President.

- iv. The Treasurer / Executive Director shall receive all monies and deposit same in the name of and to the credit of the Division in a reputable financial institution. The Treasurer / Executive Director shall maintain accurate accounts and shall pay all bills and accounts as required. Accounts shall be paid by cheque signed by any two of the following:
 1. The President
 2. The Vice Presidents
 3. Secretary
 4. Treasurer

Note: If one person holds the positions of Secretary and Treasurer, that person may be known as the "Executive Director".

- v. The Past President shall:

1. Chair the Nomination Committee for election of executive; and
2. Provide oversight of issues for future Annual General Meetings.

vi. The Directors shall monitor their regions to determine:

1. Any potential members for the association;
2. The health of association members and former RCMP employees; and
3. Maintain a liaison with detachments and other enforcement forces.

TERMS OF OFFICE:

1. The term of office for members of the Executive shall be two years.
2. The President and at least one Vice President shall be elected in alternating years.

ELECTION OF THE EXECUTIVE:

1. The Executive shall be nominated by a Nomination Committee.
2. The Immediate Past President shall chair the Nomination Committee.
3. The Nomination Committee shall place its report before a general meeting.
4. When more than one person has been nominated for one position, the President shall call for a vote by secret ballot by those eligible voters in attendance at the meeting.
5. Any Executive vacancy that occurs during the term of the former incumbent may be filled by a resolution of the Executive. The term of office for such replacement shall expire at the time of the next general election of the Executive.

PART 6 - DUTIES OF STANDING COMMITTEES

Nomination Committee: (3 members)

Chair - Immediate Past President

- select two (2) other Active or Life members to serve on the committee to bring forward nominations for an elected Executive for the next two (2) year term;
- oversee the election process if more than one person is nominated for the same position; and
- advise the President-elect of those members willing to be appointed to serve on the various Standing Committees and as Regional Directors.

Chaplains:

Chaplains may be appointed for initial five-year terms with annual renewals thereafter. Chaplains may resign their appointments at any time during their tenure.

- Chaplains are available on request to provide spiritual comfort and advice to members and their families;
- provide padre services at funerals, memorial services and on other occasions when requested by families of veterans or the Association;
- give a prayer for members and family at Division General Meetings and other occasions as requested; and
- attend social functions with spouse, as guests when invited and provide grace upon request.

Entertainment Committee:

- plan and organize social activities for the Division as suggested by the membership.

Division Credentials Committee:

- conduct the activities described in Part I with respect to applications for membership.

Grave Inspection Committee:

- oversee and coordinate all Division gravesite inspections with the Regional inspectors and report on old and newly discovered grave markers;
- arrange for repair of grave markers and sites as required, and submit repair costs for payment;
- coordinate and review gravesite inspections and requirements with the Commanding Officer, "L" Division; and

- submit an annual report on all inspections conducted to the executive for approval and forwarding to the Commanding Officer, “L” Division, for payment of services rendered under contract and give all payments to the Treasurer.

Advocacy Committee:

- recognize, protect, promote, and generally champion the rights or members of the Division as it relates to issues such as pensions, insurance, and health care; and
- work closely with other advocates in the region and the National Advocate especially in communicating changes to benefits and best practices.

PART 7 - CONDUCT OF MEETINGS

1. A general meeting of all members may be held monthly or as and when called by the President, but semi-annually as a minimum.
2. An Executive meeting may be called at any time by the President or any two members of the Executive.
3. A Notice of Meeting shall be delivered, in various formats, to each member, as applicable, within a reasonable time frame.
4. At a meeting of the Executive, three members shall constitute a quorum.
5. A quorum at any meeting of the general membership or at a special meeting shall be ten active members.
6. The Division shall consist of voting and non-voting members as defined in Part VI of the Association By-Laws. Only eligible members present at a meeting will be allowed to vote. No proxy votes will be accepted.
7. Motions put forward for debate, other than motions to amend the Division Manual, shall be determined by a simple majority of the total votes cast.
8. Motions to amend the Division Manual shall require the consent of at least a majority of the eligible voters present at an officially constituted meeting.
9. General voting shall be conducted by a simple statement of “ayes” and “nays”. A show of hands may be required to clarify close votes, unless a written ballot is required (i.e.: elections).

PART 8 – ACCOUNTS AND AUDIT

1. The fiscal year of the Division shall be the twelve month period commencing on the first day of January each year.
2. The Treasurer shall keep the membership informed of the financial status of the Division by presenting periodic statements at the January, April, September, and November general meetings.
3. The January financial statement shall include a summary of all the revenue and expenses from the immediately preceding fiscal year.
4. The treasurer shall provide financial reports that accurately document the Division's financial transactions, in the required format, annually to the Association or to a person designated by the Association.

PART 9 - FUNDS AND PROPERTY OF THE DIVISION

1. Except for the situation in 2. below, no money belonging to the Division shall be expended other than that which is approved in the Division Annual Budget and in accordance with standing and *ad hoc* committee protocols that have been approved by the Executive.
2. Other monies, not exceeding \$500, may be expended on the approval of the Executive. Other expenditures over \$500 require prior membership approval at the Division General Meeting.
3. A member may receive indemnification for expenses incurred on behalf of the Division if the member received prior approval in accordance with standing and *ad hoc* committee protocols as approved by the Executive, or as approved by the Executive prior to incurring the expenses.
4. All expenses for reimbursement must be supported by original receipts (*i.e.*, photocopies, credit card statements or debit card slips are not acceptable as original receipts), and be accompanied by the written authorization, or verbal authorization reduced to writing.
5. Certain personal expenses will not normally be eligible for reimbursement, including: alcoholic beverages, gifts, personal grooming items, in-flight and in-room movies; loss of personal property; entertainment; personal clothing; and laundry charges.
6. Meal allowances exceeding Government of Canada rates in effect at the time the expense is incurred will not be reimbursed. So-called "incidental expenses" will not be reimbursed.

7. All claims for reimbursement shall be submitted to the Division, and approved expenses shall be paid by cheque made payable to the claimant.
8. No property of the Division shall be disposed of except in accordance with the Division's obligation to return or distribute any property when the conditions attached to the property for its return or distribution have been met, and if there are no such conditions, in accordance with a motion passed by the majority of the members at any Division General Meeting or Special Meeting called for that purpose.

PART 10 - NOMINATION AND ELECTION PROCEDURES

NOMINATIONS FOR NATIONAL DIRECTOR:

Upon the call by the National Secretary for nominations for Board of Director vacancies, any Active Member in good standing and any Life Member may nominate an Active Member in good standing or a Life Member to fill any such vacancy.

1. Nominations in approved form shall attach a résumé, not exceeding 500 words, a letter of recommendation from the nominator, a copy of the nomination form bearing the signature of the nominee indicating that they agree to serve, if elected. A potential candidate can self-nominate, in which case, the letter of recommendation will be replaced by a letter describing the application as self-nominating.
2. Nominations shall be forwarded to the Chair of the Division Nominations Committee not later than January 31st.
3. The Nominations Committee will review each nomination, and if a nomination is deemed unsuitable, or not meeting the criteria for elected office, the committee may reject that nomination.
4. At the next General Meeting, the Chair of the Nominations Committee shall inform the membership of the accepted nominations for a National Board vacancy and the slate of accepted nominations shall be presented to the membership for approval, by majority vote of those present at the meeting
5. The Division President will thereafter forward all approved nominations to the Chair of the National Nominating Committee, along with a letter of support for the nominations.