

RCMP Veterans' Association – Ottawa Division

Procedures Manual

2017-10-04

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Letter of Introduction

The enactment of the Canada Not-for-Profit Corporations Act passed on 23 June, 2009 required the implementation of Association revised By-Laws which were successfully filed with Corporations Canada along with the Articles of Continuance. The Association successfully achieved all of the transitional requirements of the legislation and on June 27, 2014 was issued with a Certificate of Continuance by the Government of Canada, under Corporate number 058721-4.

The Association's Constitution and By-Laws (Part III para 2) gives Ottawa Division the authority to establish an Ottawa Division Procedures Manual that has the approval of the Division membership and the concurrence of the Association Board of Directors. This manual is intended to provide a Division membership perspective with a practical interpretation and application of the revised Association By-Laws held at the Association Office. This Division Procedures Manual is designed to complement the Association Manual. Effort has made not to repeat elements already found in the Association Manual and By-Laws and to make certain that no contradictions in policy exist between the Association Manual and the Division Procedures Manual. In cases where conflict may occur, the direction found in the Association Manual will apply.

Of historical note, the first recorded meeting of ex-members of the NWMP (North-West Mounted Police) took place in Calgary on April 16th, 1886, at a town hall with twenty-four ex-members attending. The first recorded dinner of ex-members took place at the Royal Hotel, Calgary, on November 4th, 1886. After some setbacks, the NWMP Veterans' Association, as it was known then, began to grow and spread to other cities across Canada. The Association name was changed to the RCMP Veterans' Association in 1954. Calgary was the Association Headquarters for many years. In 1965 the Association Headquarters was moved to Ottawa, and co-located with RCMP National Headquarters.

We have been growing ever since. On June 3rd 1947, Ottawa Division was established, receiving its charter from the Association. Originally known as "C" Division, the Division later on became known as Ottawa Division of the Royal Canadian Mounted Police Veteran's Association (Ottawa Division). In 1986 the spouses of Division members created the WIVES group to support the initiatives of the Division.

Sincerely,

Michel Séguin, President of Ottawa Division

William Lenton, Secretary

Date: 2017-10-04

DEFINITIONS

The definitions for use in the Ottawa Division Procedures Manual shall be those as outlined in Part 1 DEFINITIONS - RCMP Veterans' Association By-Laws version 2015-05-30, found in the Association Manual.

In addition to the above definitions, the following will apply:

“Chairperson” (Chair) – refers to the head of a Committee convened for a specific purpose or project. This is an appointment by DEC and carries no voting privileges on DEC.

“Division” – means the Ottawa Division of the RCMP Veterans' Association (Ottawa Division)

“Division AGM” – refers to the Annual General Meeting held immediately following the December RGM for the specific purpose of electing members to DEC for the forthcoming year.

“Division Director” (Director) - is an elected member of DEC with full voting privileges and has responsibility for a specific program.

“Division Dues” – Include the dues as set annually by the Association Office plus the Division Assessment as set annually by the Division.

“Division Executive Committee” (DEC) refers to the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Past President, and the Division Directors including the Sergeant-at-Arms.

“Division Procedures Manual” – is the source of all Division specific policy, procedures and guidelines.

“Division Standard Operating Procedure” – (SOP) is a practice or procedure developed to facilitate planning and carrying out specific tasks. These documents are managed by the assigned member of DEC.

“Division Voting Member” – includes Active, Associate and Life Members appointed before June 27, 2014, in good standing with the Association and members of Ottawa Division.

“Regular General Meeting” – (RGM) – refers to the monthly meetings of the Division membership

“Year” – means a calendar year.

Coming into effect/ Repeal of previous provisions:

This Procedures Manual will take effect upon the approval by a simple majority of votes cast by Division voting members present at an RGM or specially convened meeting of the general membership and accepted by the Chair of the Associations Operations Committee. Once this document is in effect, all previous Ottawa Division policies, regulations and by-laws will no longer be in effect other than to resolve issues arising while they were in effect.

Table of Amendments:

(Under Development)

PART I

A. Policy Statements

For overarching national policy and related Association by-laws, please refer to the Association Manual published by the National Office of the RCMP Veterans' Association. (www.rcmpva.org at Association Tab/Resources)

1. Ottawa Division Policy

The day-to-day operations of Ottawa Division are managed by the Division Executive Committee (DEC). Individuals are elected to specific positions on DEC for a term of two years. There is no e-voting process for the Ottawa Division general membership regarding Division level issues.

The President will call a DEC meeting once each month with the exception of July and August and will call additional meetings as required to conduct the affairs of the Division in an efficient manner.

DEC Quorum: In order to conduct votes at any DEC meeting at least 50 % plus one of the voting members of DEC must be present.

Unless otherwise specified, votes at DEC will be decided by simple majority.

The President will hold an RGM each month with the exception of July and August and will call additional general meetings as required to conduct the affairs of the Division in an efficient manner.

RGM Quorum: Prior to presenting motions for a vote at an RGM, the President will ensure that at least forty (40) Division voting members are present at the meeting.

Unless otherwise specified, votes at an RGM or a specially called meeting, will be decided by simple majority of votes cast by Division voting members present.

B. Procedures and Guidelines

1. Nomination and Election Procedures - Division Executive Committee

Commencing with the Division AGM to be held on December 12, 2017 new members of DEC, except for the Immediate Past-President, shall be elected for a period of two years commencing January 1st and ending December 31st of the second year. A transition SOP will be established with the goal of having 50% of DEC Members (re) elected each year. The member occupying the position of Immediate Past-President will remain in that position until the serving President retires, taking on the duties of Immediate Past-President.

The President, in January of each year, will appoint the Immediate Past-President to act as Chair of the Nominations & Elections Committee. Should the Past-President not be available to act as the Chair, the

President shall nominate another member in good standing as Chair of the Nominations and Elections Committee.

The Chair of the Nominations & Elections Committee shall immediately select as Committee Members, two (2) additional members in good standing, who are not current members of DEC. The Chair and selected members will then no longer be eligible to run for an elected position on DEC for the cycle concerned.

By the 15th of September, through Internal Communications, the Chair of the Nominations & Elections Committee shall call for nominations to fill the eligible positions for the coming year. The Committee will continue soliciting nominations and report to the membership at subsequent RGM's until all positions are covered off either by the incumbent or a nominee(s) for the position. Written nominations shall be forwarded to the Chair by the deadline of 31st October.

The Chair of the Nominations & Elections Committee shall advise DEC of the accepted nominations for the slate of Officers and Directors for the coming year at the November DEC meeting. The Chair will also recommend nominees for appointment by DEC as Chairs of Committees along with other positions. The President shall read the report at the November RGM and have it distributed to the membership through Internal Communications. The slate of nominees shall be distributed to the membership through Internal Communications, twenty (20) days prior to the Division Annual General Meeting in December.

The Committee may seek additional nominations for positions on DEC.

Nominations for all DEC positions may be made from the floor at the Annual General Meeting. DEC positions will be filled starting with the President, followed by the First Vice-President, Second Vice-President, Secretary and Treasurer. The Director positions will be filled in sequence as determined by the Chair of the Nominations and Elections Committee as set out in the related SOP (See Appendix "B") and announced at the outset of the voting process. In the event of a vote being held for a position the unsuccessful candidates(s) can stand for a subsequent position.

2. Elections

The election of DEC members shall take place at the Division AGM held in December immediately following the RGM.

All Division voting members, who are present at the Annual General Meeting, may vote.

If only one person is nominated for a vacant position, the Chair of the Nominations and Elections Committee shall declare that person elected by acclamation.

If more than one person has been nominated for a vacant position, the Chair shall call for an election by secret ballot.

The Chair of the Nominations and Elections Committee shall have ballots prepared prior to the meeting.

The newly elected DEC shall take office January first of the following year.

3. Voting Procedures – Annual General Meeting

During the election process the Chair of the Nominations and Elections Committee shall preside over the meeting, the Secretary will maintain a record of the proceedings.

The Chair of the Nominations and Elections Committee shall be responsible for ensuring proper voting procedures are followed.

Quorum: Prior to proceeding to elections, the Chair of the Nominations Committee will ensure that at least forty (40) Division voting members are present at the meeting.

Prior to the AGM being held the Chair of the Nominations and Elections Committee shall identify an Elections Credentials Committee and scrutineers, in sufficient numbers to respectively:

- verify the eligibility of voters prior to the first ballot
- hand out ballots/ collect and count the ballots

Members of the Elections Credentials Committee and the scrutineers shall not be nominees standing for election.

The nominee receiving the most votes will be declared elected. The Chair of the Nominations and Elections Committee shall not cast a vote except in a case of a tie, and will then cast the deciding vote. Following the declaration of the elected candidate(s) by the Chair, the Chair will hold the ballots in the event a recount is requested. Failing the need for a recount the Chair of the Nominations and Elections Committee will destroy the ballots immediately following the AGM.

4. In year vacancies

Should the office of President become vacant during the term of office, the 1st Vice-President will assume the position and responsibilities of the President. In this case, the 2nd Vice-President will become the 1st Vice-President. The office of 2nd Vice-President may be filled by an appointment from DEC.

Should a DEC position remain vacant after the Division AGM or should a DEC position other than President become vacant during the term, on the advice of the Chair of Nominations & Elections Committee, the President may through approval of DEC, appoint a candidate from those qualified to fill the vacancy for the remainder of the term. Members so appointed will not have voting privileges on DEC issues until their appointment has been ratified at an RGM. Should more than one person wish to hold a vacant position, an election following the provisions as set out for the Division AGM, must then be held to select the candidate.

A member shall not be nominated without their consent and agreement.

5. Voting Procedures - RGM

Except as provided elsewhere in the Act, voting at any meeting shall be by simple majority. A Division voting member in good standing is entitled to one (1) vote per issue except the President, who shall not cast a vote except in a case of a tie, and will then cast the deciding vote.

All voting on motions brought before an RGM shall be decided by a show of hands unless a Division voting member requests a vote by secret ballot.

When a secret ballot vote is required ballots shall be distributed to each Division voting member in attendance at the meeting by the Sergeant-at-Arms, or person designated by the President. A ballot with text "in favour" or "not in favour" shall be distributed for each resolution for which a secret ballot is requested.

When completed, the ballots shall be returned to the Sergeant-at-Arms or designate for counting and holding. Once the results have been announced and there is confirmation that a recount is not required, the Sergeant-at-Arms will destroy the ballots immediately.

In the event that the vote involves the replacement of a member of DEC the Division AGM provisions at Section 3 above apply.

6. Installation of DEC Members

The outgoing Division President shall present the newly elected Division President with the President's Medallion at the January RGM. At the end of the term of office the medallion worn by the outgoing President may be encased and presented with a Post-Division Executive Service Certificate signed by the incoming President.

The other members of DEC will not be formally sworn in when they assume their duties in January of the new calendar year but will be introduced to the membership at the January RGM and be presented with Officer/Director "bars" by the President.

7. Directors of Programs/ Chairs of Committees

Ottawa Division has several programs that are lead by Division Directors who are assisted by the Vice-Presidents. This is a grouping of activities to facilitate the efficient operation of DEC and make better use of available resources on DEC. At the DEC meeting held in January the President will assess the needs for the coming year as evidenced in the business plan and assign the Vice-Presidents to assist with programs and projects consistent with the resources available and tasks required and as set out in the President's SOP (see Appendix "A").

8. Association Member Registry and Reporting

Refer to the Association Manual, Part I. The Director of Membership and Recruiting, assisted by the Treasurer for financial entries, will ensure that the data related to Ottawa Division members is accurately reflected in the Association National Data Base.

9. Official Languages

Please refer to the Association Manual

a) Ottawa Division Policy

Ottawa Division will endeavour to publish key communications in bilingual format. *The Spirit* is a compilation of articles some written in English, some written in French and others in bilingual format. The Director of Communications may make recommendations to DEC on what documents, notices or bulletins should be prepared in both English and French.

PART II – MEMBERSHIP

A. Policy Statements

Refer to the Association Manual.

1. Division Membership Credentials Committee

The Division Membership Credentials Committee responsibilities will be assumed by the Director of Membership and Recruiting. All new membership applications will be presented to DEC for review. A list of new members will then be circulated for the information of the general membership with the subsequent RGM agenda and announced at the RGM. New members will be inducted into the Ottawa Division at the first RGM they attend after their membership application has been announced.

B. Procedures and Guidelines

Refer to the Association Manual

1. Life Member Awards

Please refer to the Association Manual Part II

2. Honourary Member Awards

Please refer to the Association Manual Part II

3. Service Bars

Please refer to the Association Manual Part II

4. Division Executive Committee Service

Please refer to the Association Manual Part II

C. Membership Awards and Certificates

Refer to the Association Manual

1. Honours and Recognition – Ottawa Division

This program is managed by the Director of Honours and Recognition. The goal of the program is to recognize members of the Division for their demonstrated extraordinary work, their dedicated service and loyalty to the Association and to recognize the unique partnerships with others fostered within the community.

Full information and details regarding applications and the nomination process for the following awards are available in the SOP of the Director of Honours and Recognition (see Appendix “D”), on the Division web-site (see www.ottawa.rcmpva.org) and may also be published in *The Spirit*.

Nominations for awards must be submitted to Director of Honours and Recognition. The Awards include:

a) President’s Commendation

This award is presented to a Division member in good standing, to an individual, or an organization, recognizing those who demonstrate excellence through outstanding contribution in direct support of the Association or outstanding public or humanitarian service bringing exceptional credit or recognition to Ottawa Division. Recipients of a President’s Commendation will receive a gold (plated) President’s Recognition Lapel Pin.

b) Veteran of the Year

This award is presented on an annual basis. The award will be presented to a member in good standing of the Division who demonstrates outstanding volunteer activity that advances the purpose and values of the Division. Recipients of the Veteran of the Year Award will be presented with a silver (rhodium plated) President’s Recognition Lapel Pin.

c) Meritorious Service Award

This award is granted in recognition of significant action(s), volunteer services or partnerships with Ottawa Division by a member of the Division, an individual, or an organization in support of the Division, which is highly notable but does not meet the criteria set out for the President’s Commendation. Recipients of a Meritorious Service Award will receive a silver (rhodium plated) President’s Recognition Lapel Pin.

d) Division Executive Committee Service Certificate

Upon leaving DEC an Executive member may be presented with a Post-Division Executive Service Certificate signed by the President.

PART III - DIVISIONS

A. Policy Statements

Refer to the Association Manual

B. Procedures and Guidelines

Refer to the Association Manual

C. Ottawa Division Executive

The Ottawa Division is comprised of the following positions with primary responsibilities as set out below. Unless otherwise specified, all members of the DEC have full voting privileges on matters before DEC. DEC members are elected for a two (2) year renewable term.

Each Director and Committee Chair will provide a monthly report to DEC. Nil reports are required. By October first of each year the Officers, Directors and Committee Chairs will also provide the Treasurer with a detailed written budget for the upcoming calendar year.

Each Member of DEC will provide input for the Division Business Plan and the annual budget process as required for preparation and subsequent reporting.

1. The President

The President oversees the operations and administration of Ottawa Division and presides over Division Executive Committee (DEC) and Regular General Meetings (RGM) as well as any Special Meetings.

The President represents the Division in Association matters by:

- promoting the interests and objectives of the Royal Canadian Mounted Police Veterans' Association as written in the Constitution
- anticipating issues, developing solutions and carrying out Division priorities with the support of DEC
- advocating on behalf of the Ottawa Division membership
- liaising with the Association's Board of Directors and others at the Association Office
- representing the Division at the National Annual General Meeting.

The President manages the DEC to ensure the promotion of the interests and objectives of the Association; leads in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division. (see also Appendix "A")

2. 1st Vice-President

The responsibilities of the 1st Vice-President include:

- assuming all the duties, roles and responsibilities of the President in the absence of the President, including chairing the meetings of DEC, RGMs, Annual General Meetings and Special Meetings.
- attending events and activities on behalf of the President, as the Division's representative when the President is unable to attend.
- advocating on behalf of the Ottawa Division membership
- promoting the interests and objectives of the Association as found in the Constitution.
- carrying out the additional responsibilities as designated by the President on an annual basis, ensuring that they dovetail with the work of other programs and remain aligned with the priorities of the Division.

The incumbent participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

3. 2nd Vice-President

The responsibilities of the 2nd Vice-President include:

- advocating on behalf of the Ottawa Division membership;
- promoting the interests and objectives of the Association as found in the Constitution;
- assuming all the duties, roles and responsibilities of the President in the absence of the President and 1st Vice-President.
- carrying out the additional responsibilities as designated by the President on an annual basis, ensuring that they dovetail with the work of other programs and remain aligned with the priorities of the Division.

The incumbent participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

4. Secretary

The responsibilities of the Secretary include:

- collecting mail from the postal box
- receiving, distributing, responding to, and/or filing for retention, all correspondence and emails except for financial matters that are passed to the Treasurer for action,
- preparing and maintaining correspondence by, for, and on behalf of the Division;
- providing the membership notice of upcoming meetings, agenda and related events through the Director of Communications;
- preparing and distributing the agenda including all motions and resolutions for all scheduled meetings,
- recording and processing the minutes of DEC, RGM and Special meetings,
- documenting and safeguarding all records required to be kept by the Association
- generally, ensure that the administrative requirements of the division are appropriately addressed
- turning over all records, documents and property in their possession and which belong to the Division to the incoming Secretary as soon as possible upon leaving office

The incumbent participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

5. Treasurer

The responsibilities of the Treasurer include:

- ensuring that all revenues and expenses are properly recorded and that monies are deposited in a financial institution designated by DEC and that a monthly reconciliation of all bank statements is made,
- managing all invoices and accounts payable, distributes funds by cheque, endorsed by approved signatures,
- creating and maintaining all current accounting records for all revenues and expenditures,
- providing financial reports to the DEC at monthly meetings,
- providing financial reports to the general membership at the RGM on a quarterly basis
- liaising with the Association Treasurer to ensure Ottawa Division records are being maintained in a manner consistent with the administrative and audit requirements of the Association,
- exercising prudence and probity in all financial business functions and daily operations,
- preparing annual budget forecasts of anticipated revenues and expenditures for presentation to and recommendation by DEC at the November DEC meeting and approval by the membership at the December RGM,

The incumbent participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

a) Quartermaster

The Quartermaster responsibilities include:

- effecting the purchase and sale of Division red blazers materials/crest and buttons, logo pieces, pins and bars and other items of dress,
- displaying items for purchase at Regular General Meetings,
- participating in the planning of the Spring and Fall Awards evenings,
- maintaining an up to date inventory list of items held by Ottawa Division,
- remitting to the Treasurer on a regular basis all information regarding revenues, expenses and inventory.

6. Past-President

The position is filled by the out-going President. The Past-President has no voting rights on DEC.

The responsibilities of the Past-President include:

- providing guidance and support to the President and DEC on issues that occur in the daily running of the Division,
- performing the duties of Chair of the Nominations and Elections Committee for elections throughout the year,
- carrying out the additional responsibilities as designated by the President on an annual basis, ensuring that they dovetail with the work of other programs and remain aligned with the priorities of the Division.

The incumbent participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

7. Sergeant-at-Arms

The responsibilities of the Sergeant-at-Arms include: (see also Appendix “E”)

- maintaining the proper decorum at meetings/events at the direction of the President and that events start on time and that proper procedures are followed at all times,
- managing the Security Program of the Division including the safety and security of the membership and guests while in attendance at an RGM, official functions and at other like events,
- arranging for security clearances for select members of the DEC, and membership at large, to facilitate access to RCMP buildings,
- advising the membership regarding procedures and compliance with Association By-Laws and Division guidelines on the wearing of the uniform, medals, pins and bars and the member's deportment in general,
- administering and interpreting the rules on the appropriate wearing of uniform with medals, pins and bars,
- establishing protocol and directs/delegates Veterans' participation at funerals/services, parades (Police Memorial and Armistice, and any other events where Ottawa Division members participate such as RCMP Garrison ceremonies/parades where Veterans are invited to attend),
- training/direction in drill formations to members participating in parades, funerals and at other events,
- accountable for the accoutrements kept on hand for use at funerals, memorial services and for other special occasions,
- securing the Canadian and Division Flags and Charter and arranges for their placement when required,
- maintaining a technical annex to the Division Procedures Manual which sets out Protocol procedures in greater detail.

The incumbent participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

8. Director Membership and Recruiting

The responsibilities of the Director of Membership and Recruiting include:

- collecting membership dues and responds to questions regarding new members and other membership issues,
- maintaining a close liaison with the National Data Base manager to ensure the Ottawa Division Nominal role is up to date and that Ottawa Division is compliant with Association data base requirements,
- managing the Membership and Recruitment Program taking a very pro-active position in fulfilling the responsibilities of the program,
- acting as the sponsoring member of DEC regarding the activity of the Recruiting Committee,

- implementing updated recruiting strategies with links back to the Division for new members joining, encouraging members' participation and continued membership in the Division,
- effecting necessary reminder programs as in the case of dues payment,
- ensuring that members qualify for appropriate Service Bar presentation,
- inducting new members into the Division at Regular General Meetings.

The Director participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

9. Director Member Services

The responsibilities of the Director of Member Services include:

- managing the Member Services program for the Division in support of the membership,
- managing the Visitation Program, initiating contact and continuing that contact with members who are hospitalized or are residing in a Senior's Residence, Special Care Home or resting at their residence recovering from injury and illness, providing assistance to the member and family,
- liaising with the Chaplaincy in support of the family at the passing of a member,
- contacting the immediate family of a deceased member offering assistance with the wake, funeral service arrangements, survivor's benefit package or other support documentation as needed,
- through the Internal Communications System, broadcasting the notice of the death of a member, of a family member/ spouse or otherwise with information respecting the funeral/ memorial service and obituary notice,
- advising the President of the passing of a Division member.

The Director participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

a) Chaplaincy

The Chaplaincy, Chaplain and clergy are a consultative group providing pastoral care and services to the Division membership and their families. They are administratively linked to DEC via the Director Member Services.

10. Director of Communications:

The responsibilities of the Director of Communications include: (see also Appendix "C")

- managing/effecting the delivery of communications and public relations activities for the Division through direction and communication with the Editor of *The Spirit*, the Webmaster and Internal Communications sectors. These three sub-groups report to the Director of Communications,

a) Editor of The Spirit

This member is part of the Communications Team with responsibilities, for publishing *The Spirit* four times a year. The Editor collects photos, information, news, edits articles

for *The Spirit* by reviewing and editing all the information, safe guarding personal information and any security concerns.

b) Internal Communications

This member is part of the Communications Team, primarily responsible for preparing and sending electronic messages in various formats out to the membership. This member ensures that messages distributed to the membership are appropriate and beneficial to the Association.

c) Webmaster

The Webmaster is part of the Communications Team and coordinates the planning, maintenance and accessibility of the Web-site content that is consistent with the Web site's look and feel. The member manages the daily administration of the Ottawa Division Web portfolio.

The Director participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division

11. Director of Event Planning

The responsibilities of the Director of Event Planning include:

- organizing and/or coordinating all social functions and like activities in the Division for the enjoyment of the membership,
- assisting in the planning and holding of the Spring and Fall Honours and Recognition Awards evenings by working with the Chair of Honours and Recognition and the Quartermaster,
- developing and maintaining an Annual Event Calendar containing a list of activities planned for the membership in the current year,
- developing a team of resource persons to assist with events,
- ensuring that adequate resources are assigned for planning and carrying out the activities.

The Director participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

12. Director Honours and Recognition

The responsibilities of the Director Honours and Recognition include: (see also appendix "D")

- managing the Honours and Recognition Program for Ottawa Division,
- coordinating and assisting in the planning and holding of the Spring and Fall Awards evenings working with the Chair of Entertainment and the Quartermaster,
- coordinating and scheduling the background work/documentation and preparation of supporting data on candidates being considered for an award,
- coordinating the development of special lapel pins, gifts, Certificates and Plaques for presentation,

- presenting background work and supporting testimonials on all candidates to DEC being considered for an award.

The Director participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

13. Director History and By-laws

The responsibilities of the Director History and By-laws include:

- maintaining an historical record of the Division that is captured on an annual basis,
- liaising with the Editor of *The Spirit*, attending various events throughout the year,
- soliciting reports from all Chairs and Executive members of the Division throughout the year,
- preparing and making recommendations for amendment to the Ottawa Division Procedures Manual for presentation to DEC for their consideration.

The Director participates as a member of DEC along with other colleagues in the promotion of the interests and objectives of the Association; participates in the discussions, deliberations and decisions regarding matters of policy and directional change in running the Division.

Part IV: ASSOCIATION PROGRAMS/COMMITTEES

A. Policy Statements

Please refer to the Association Manual

B. Procedures and Guidelines

Please refer to the Association Manual for information on the following Association programs:

- Advocacy Program
- Benefit Trust Fund
- RCMP Benefit Trust Fund Guidelines
- Association Gravesite Inspection Program

C. Division Committees

Division Committees are established to assist DEC in carrying out the business of Ottawa Division.

The Chairs of Committees are appointed by DEC and reconfirmed on an annual basis. The Committees support the various programs of the Division and are assisted as needed by the VPs and other members of DEC. (see President's SOP Appendix "A"). Committee Chairs do not have voting privileges on DEC.

The Chair of each committee will determine the number of members required on their committee and will be responsible for the recruitment of such members from the membership of Ottawa Division and, with the approval of DEC, of non-members with specific subject matter expertise.

The Chairs will provide the name of their backup to the Ottawa Division Secretary.

Chairs will provide a monthly update of their committee's activities to DEC and, if so required by DEC, to the membership at a Regular General Meeting.

The Committee Chairs will provide, in writing, a proposal for their committee's budget for the year following at the October DEC. The report is submitted for review and, when approved, for inclusion in the proposed annual budget.

The Committee Chairs will provide input as required for preparation for the Division Business Plan and subsequent reporting of results.

1. RCMP National Memorial Cemetery at Beechwood Committee

The Chair of the RCMP National Memorial Cemetery at Beechwood Committee (RNMC Committee) attends DEC meetings as required but has no voting privileges.

The responsibilities of the Chair of the RNMC Committee include:

- serving as the Chair/Team Leader on the Tri-Partite Committee as the Royal Canadian Mounted Police Veterans' Association Ottawa Division representative at all meetings,
- being responsible for the liaison/committee work required to link the activities of the Tri-partite partners in the ongoing development of the RCMP National Memorial Cemetery located at Beechwood Cemetery in Ottawa,
- advocating on behalf of Ottawa Division and promoting our Division to the partners, general public, members and their families, taking opportunities presented to promote our Association,
- developing the strategic plans for the features and landscaping of the site,
- developing plans to raise funds for the construction phase of the site,
- coordinating the annual meeting of the permanent tripartite partnership,
- coordinating meetings between working groups at the RCMP, Beechwood Foundation and our Veterans' Association
- coordinating and managing special events,
- responding to any issues arising from the management of the site,
- making presentations regarding the progress in the development of the site,
- maintaining financial records of the funds received and disbursed for the project.

2. Golf Committee

The Chair of the Golf Committee attends DEC meetings as required but has no voting privileges.

The responsibilities of this position include:

- coordinating and leading the activities of members on the Golf Committee in planning an annual golf tournament for the Division.

3. Division Graves Inspection Program

The position responsibilities include:

- ensuring that Ottawa Division complies with the Association Requirements for Grave inspection as set out in the Association Manual,

- determining the location of formerly unknown grave sites of deceased members of the Royal Canadian Mounted Police (part of the Force's Gravesite Inspection Program),
- reviewing different cemeteries and plots as per request from Commanding Officer of the RCMP National Headquarters,

4. Education/Bursaries

The position responsibilities include:

- general management of the Ottawa Division Bursary program,
- ensuring that the program is adequately promoted to eligible applicants,
- collecting the applications and confirming eligibility
- arranging a draw for the winner's names,
- publicizes the names of the winners,
- ensuring that the recipients receive the funds in a timely fashion.

5. Financial Stewardship Committee

For Terms of Reference please see Appendix "F"

6. Recruiting Committee

For Terms of Reference please see Appendix "F"

PART V: PROFESSIONAL CONDUCT OF DIVISIONS AND MEMBERS

A. Policy Statements

Refer to the Association Manual

B. Procedures and Guidelines

Refer to the Association Manual

C. Ottawa Division

Matters of discipline will be dealt with by the President and the Sergeant-at-Arms in a manner consistent with Association Policy.

PART VI: FINANCIAL ADMINISTRATION

A. Policy Statements

Please refer to the Association Manual

B. Division Procedures and Guidelines

1. Division Business Plan

The primary planning document for DEC is the annual business plan. Responsibility for developing this document resides with each member of DEC. In January of each year the President will assign the administrative oversight of the business plan to one of the VPs. The draft business plan, including the

related financial requirements for the following year will be presented to DEC for discussion at the November DEC meeting in conjunction with the budget process. The results for the current year business plan will be presented at the December DEC meeting.

2. Dues

At the October RGM, the Treasurer will present a recommendation covering the amount of the annual dues required to run the Division for the following year. The annual dues assessment for Active and Associate members must be approved by majority vote of the membership in attendance at the RGM. Dues for the coming year can be paid by electronic funds transfer, (see www.ottawa.rcmpva.org) "Administration" for details), by cheque or in person at an RGM. Receipts will only be provided upon request. Dues for the coming year must be paid by December 31 of the previous year; a late payment fee of \$10 will be added to renewal dues paid after December 31 of the previous year. Ottawa Division members who have not paid their current year dues by March 15 will have their Division services suspended. (ie *The Spirit*, Internal Communications etc.)

Annual dues cover the calendar year; new members joining after October first will be credited with dues paid for the following year.

3. Budget

The proposed Division budget for the coming year will be posted on the Division website (see www.ottawa.rcmpva.org "Members Only") 20 days before the December RGM. The Division Treasurer will present the proposed budget to the membership at the December RGM for discussion and approval by majority vote of the eligible voting members attending the meeting.

The budget report for the previous year will be presented by the Treasurer to DEC at the February DEC meeting and to the membership at the February RGM.

4. Management of Division Funds and Property

The Treasurer or delegate with bank account signing authority will collect all monies owed to the Division and pay all accounts.

DEC is responsible to the Membership for the general supervision of the business of the Division, its records, files, accounts, funds and other properties.

The Treasurer or delegate will make all financial entries regarding dues payment in the National Data Base.

At all times a sufficient number of members of the Executive shall be granted signing authority for the Division Bank Account/ cheque writing, to ensure two signatories are available when cheques need to be written.

Unless otherwise specified, Division funds shall not be expended for other than what is approved in the Division Annual Budget and in accordance with Committee/Project protocols that have been approved by DEC.

DEC may approve unforeseen expenditures not included in the annual budget up to a maximum of \$2,500 per expenditure. Expenditures that will exceed \$2,500 must be published and require prior approval by the membership at an RGM.

The Division's money shall be deposited in an account at a chartered bank, trust company, credit union or brokerage firm authorized by DEC. All distributions of money shall be made by cheque. All cheques must be signed by two persons with bank account signing authority. A person with signing authority may not sign a cheque for which they are also the payee.

Division funds may be placed in investments approved by DEC and the membership at an RGM. At least ten percent (10%) of the funds will be in an investment that is convertible to cash within sixty days.

A member shall not incur any expenses on behalf of the Division and expect to be reimbursed from Division funds without first having received authority to do so from DEC.

The Division representative, most often the President, attending the Association Annual General Meeting may be advanced up to \$2,500 to cover anticipated expenses to attend the AGM. If the amount of the advance requested exceeds \$2,500 the request may be recommended by DEC and must be approved by a majority vote of the Membership at an RGM.

In special circumstances, any other member authorized by the Division to represent Ottawa Division interests at an Association AGM may receive an advance on anticipated expenses as set out above for the President.

Members incurring reasonable expenses that include mileage claims directly associated with Veterans' Association business (except RGM's, Division AGM's, DEC meetings including Special Meetings) will be reimbursed, at a rate per kilometer as established in the Treasury Board Secretariat (see: www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html) Parking costs may be included in requests for reimbursement. Original receipts are required.

All expenditures submitted for repayment must be supported by original receipts and accompanied by an expense claim that includes a certification that the expenses were incurred on behalf of Ottawa Division. Cases where original receipts are not available will be dealt with by the Treasurer or delegate on a case-by-case basis.

5. Hospitality

DEC members may be reimbursed for reasonable expenditures on hospitality, including the purchase of alcoholic beverages, when incurred in the performance of Ottawa Division duties. Any amount in excess of fifty dollars (\$50) must be pre-approved by a specific motion at DEC. Claims for reimbursement must be submitted on an expense claim with the name of the person(s) the hospitality was extended to, the circumstances under which the expense was incurred, and with a certification that the expenditure was in relation to conducting the business of Ottawa Division. Expense claims must be supported by original receipts.

6. Division Audit

An auditor approved by DEC will audit the Divisions financial records after the end of the year's activities. The Treasurer will present the Auditor's report at an RGM.

7. Inventory

Division Inventory shall be reviewed annually and updated as required. The Quartermaster is responsible for maintaining an inventory of all supplies and property owned by or under control of the Division.

Property of the Division shall not be sold or otherwise disposed of except in accordance with the Division's obligation to return or distribute any property when conditions are attached to the property for its return or distribution elsewhere. Should there be no conditions, disposal will be in accordance with a motion passed by the majority of members at an RGM or Special Meeting called for that purpose. Any items not of historical significance and with a depreciated monetary value, as determined by Canada Revenue Agency policy, of less than \$2,500 may be disposed of in accordance with a motion adopted by DEC.

C. Directors and Officers Liability Insurance

Please refer to the Association Manual

Part VII: ANNUAL GENERAL MEETING

A. Association General Meeting

Please refer to the Association Manual for information regarding the Association Annual General Meeting.

B. Division Annual General Meeting

The Division Annual General Meeting will be held immediately following the December RGM. The main purpose of the Division AGM is to elect the DEC members for the following year. See Part I for the election process.

Part VIII: ORDERS OF DRESS

Please see the Association Manual and refer to the Association website. (See also Appendix "G")

Part IX: DIVISION STANDARD OPERATING PROCEDURES

Ottawa Division has developed a series of Standard Operating Procedures (SOPs) to facilitate day-to-day operations, maintain consistency of approach and facilitate the transfer of responsibilities. The SOPs are developed and maintained by the Program Director indicated within the SOP. Details of each SOP are found in the related Appendix.

Part X: AMENDMENTS TO DIVISION PROCEDURES/SOPs

This manual may be amended by a motion passed by a majority of votes cast by Ottawa Division voting members at an RGM or Special Meeting. Such votes will be taken after a Notice of Motion is published informing the Membership of the forthcoming amendment(s) that will be put forward for vote at the meeting.

The Ottawa Division Secretary will advise the Association Office of such amendments in a timely manner.

Amendments to Division SOPs will be approved by DEC on the recommendation of the Program Director responsible.

PART XI Appendices:

1. **Appendix A – SOP – Division President**
Under Development
2. **Appendix B – SOP - Chair of the Nominations and Elections Committee**
Under Development
3. **Appendix C – SOP – Director of Communications**
Under Revision
4. **Appendix D – SOP – Director of Honours and Recognition**
Under Revision
5. **Appendix E – SOP – Sergeant-at-Arms**
Under Revision
6. **Appendix F - Terms of Reference, Special Projects**
Under Revision
7. **Appendix G – Association Orders of Dress**