



KINGSTON REGION DIVISION MANUAL

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GENERAL

The Kingston Region Division Manual (hereinafter "Division Manual") complies with the *Canada Not-for-profit Corporations Act*, By-Law No. 1 of the RCMP Veterans' Association approved in June 2022 (as amended), the RCMP Veterans' Association Manual of June 2022 (as amended), and does not conflict with any of the above documents. There may be some duplication with the Association Manual to avoid the necessity of looking back and forth between the two documents.

The Division Manual is a living document of the Executive to establish and/or clarify policies, procedures, activities or actions of the Kingston Region Division.

The Division Manual shall be reviewed by the Executive to ensure compliance with the Act, By-Law and Association Manual:

- (a) At a minimum of three (3) years since the previous review; or
- (b) Subject to an amendment to the Act, By-Law or Association Manual; or
- (c) When a resolution is passed at a Division general meeting that amends a policy or activity of the Division; or
- (d) When requested to do so by a member who has identified a conflict between the Division Manual and the Act, By-Law, Association Manual or convention in the Division.

The Executive shall determine whether an amendment is required after a review, and if necessary, ensure completion of the necessary amendment.

PART 1 – NAME

1.01 This Division, by Charter, will be known as Kingston Region Division, Royal Canadian Mounted Police Veterans' Association. Geographically, the Division is bounded by the City of Quinte to the west, the Quebec border to the East, the Ottawa Valley to the north and the St. Lawrence River to the south. Membership in the Division is not restricted to this geographic area.

PART 2 – DEFINITIONS

2.01 In this Division Manual, unless the context otherwise requires, the definitions as contained in the By-Law or the Association Manual, apply.

- (a) "Act" means the *Canada Not-for-profit Corporations Act*;
- (b) "Association" means the Royal Canadian Mounted Police Veterans' Association;
- (c) "Association Manual" means the RCMPVA Manual 2022 (as amended);
- (d) "Benefit Trust Fund" means the RCMP Benefit Trust Fund as established by section 23 of the *Royal Canadian Mounted Police Act*;
- (e) "By-Law" means By-Law No. 1 of the RCMPVA (as amended);
- (f) "Division" means Kingston Region Division of the RCMPVA under charter as defined in section 9 of the By-Law;
- (g) "Division AGM" means an annual general meeting of the division members;
- (h) "Division Manual" means this document which includes the policy, procedures and guidelines of the Division as authorized in section 11.01 of the Association Manual;
- (i) "Executive" means the Executive of the Division;
- (j) "General Meeting" means any regular general meeting held by the Division;
- (k) "In Good Standing" means payment of dues and annual contribution paid for the current year by an Active Member; and
- (l) "RCMPVA" means the Royal Canadian Mounted Police Veterans' Association.

PART 3 – MEMBERSHIP

3.01 Classes of Membership

- (a) Classes of membership are defined in section 2.02 of the By-Law.
- (b) The Voting Class of membership (hereinafter "Voting Member") consists of Active Members and Life Members; and the Non-Voting Class of membership (hereinafter "Non-Voting Member") consists of Associate Members.

3.02 Application for Active or Associate Membership in the Association

- (a) The application process for Active and Associate Membership in the Association is outlined in section 4.02 of the Association Manual.
- (b) The Executive will carry out enquiries to determine an applicant's eligibility to be an Active or Associate Member of the Association.
- (c) If the applicant meets the requirements for Active Membership as assessed by the Executive, such applicant shall be accepted into the Association as an Active Member and deemed an Active Member from that date of acceptance and the payment of the appropriate Dues and Annual Contribution.
- (d) If the applicant is deemed to meet the requirements of Associate Membership as assessed by the Executive, such applicant shall be accepted into the Association as an Associate Member and deemed an Associate Member from that date of acceptance.
- (e) Applicants for Associate Membership who are spouses, partners of Active or Life Members, are:
 - (i) automatically approved for this status and deemed an Associate Member as of the date of acceptance of that application; and
 - (ii) remain Associate Members upon the death or cessation of Active Membership of the Active or Life Member unless the individual resigns as an Associate Member.
- (f) New Active and Associate Members shall be formally inducted into the Association¹ in an appropriate Division ceremony and presented with an RCMPVA membership lapel pin² and entitled to a name plate³.
- (g) If the Applicant does not meet the eligibility requirements for Active Membership:

¹ The wording of the induction of a member is found in the Association Manual, paragraph 4.02(g).

² The Association membership lapel pin contains the crest of the Association and has the capacity to attach years of service bars and Association role identification bars, e.g., President, Director, Treasurer, Governor, etc.

³ Name plates will be arranged by the Awards Coordinator.

- (i) the Division President will inform the applicant their application has been rejected; and
 - (ii) the Division Secretary will notify the Association Board of Directors, requesting all divisions be advised the name of the person rejected.
- (h) The successful applicants will be recorded in the Member Management System (hereinafter "MMS") by the Membership Director, and will be required, thereafter, to ensure the information in the MMS is correct.

3.03 Appointment of Chaplain

- (a) The Executive may appoint a Chaplain/s to administer the needs of members and their families, and may award the status of Honourary Member, to those so appointed. An Honourary Member is not a class of membership, but a special recognition award.

PART 4 – MEMBERSHIP AWARDS AND CERTIFICATES

- 4.01** The Division has the authority to administer programs to recognize members within the Division. The Division does this by applying established criteria for the awarding of an exemplary service award or by setting its own criteria for other recognition awards, *e.g.*, Division Honourary Member Award, or certificates of appreciation.
- 4.02** The criteria for membership awards and certificates are outlined in section 4.04(b) of the Association Manual.
- 4.03** Association members in good standing shall be awarded service bars for every five (5) years of membership in the Association.

PART 5 – EXECUTIVE

5.01 The Executive⁴, elected by the membership at the Division AGM, shall be the directors of the Division, and consist of the following positions, in order of precedence:

- (a) President, being an Active or Life Member in good standing;
- (b) Vice-President, being an Active or Life Member in good standing;
- (c) Treasurer;
- (d) Secretary;
- (e) Immediate Past-President;
- (f) Membership Director;
- (g) Social Director;
- (h) Advocate Director;
- (i) Health & Wellness Coordinator;
- (j) Director East;
- (k) Director West;
- (l) Governors;
- (m) Chaplain; and
- (n) Other Members as required, who may be appointed by the Executive or elected by the members.

5.02 Directors, depending on the circumstance, may be elected by the membership, appointed by the Executive, volunteer for the position, or by virtue of their current or previous office, *e.g.*, Chaplain, Governor.

5.03 Executive members are to familiarize themselves with the following:

- (a) Division Manual;
- (b) Association Manual;
- (c) Association Articles of Continuance;

⁴ This is in keeping with the By-Law which states at 9.02(g): "Divisions shall, by election, establish for a term of, normally, not less than two (2) years, a division executive composed of no less than three (3) members: (i) a division president, being an Active or Life Member; (ii) a division vice-president, being an Active or Life Member; (iii) a division secretary; (iv) a division treasurer; and (v) other executive members as required."

- (d) Association By-Law No. 1;
- (e) RCMP Benefit Trust Fund; and
- (f) RCMPVA Foundation.

5.04 Elected or appointed positions on the Executive shall be for a term of two (2) consecutive years; however, Executive members may stand for election for succeeding years if they so desire. Governors are exempt from the term limit.

5.05 If a position on the Executive becomes vacant during the term of the incumbent, the position may be filled by election or appointment of an eligible individual to complete the vacated term.

5.06 Every Past-President is recognized as a Governor of the Division after finishing their term as Immediate Past-President, as long as they are a Voting Member in Good Standing.

5.07 The Executive may appoint other members of the Division, or members of the Executive, to fulfill important roles that are not part of the Executive:

- (a) Webmaster;
- (b) Awards Coordinator (*e.g.* name tags, service pins, others as determined);
- (c) Gravesite Inspections;
- (d) Division Manual Review; and
- (e) Other roles as determined by the Executive.

5.08 Executive Committee

(a) To allow for efficient operation of the Division, an Executive Committee may act on behalf of the Executive unless prohibited by the Act, Association Manual or elsewhere in the Division Manual.

(b) The Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary and Immediate Past-President. A quorum for an Executive Committee meeting shall be three (3) members of the Executive Committee.

(c) Decisions of the Executive Committee will be majority vote, with all members voting.

(d) Decisions of the Executive Committee shall be reported to the Executive at the next following Executive meeting. An Executive Committee decision may be overturned by the Executive by a 2/3 majority vote.

PART 6 – DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

6.01 The President:

- (a) Presides as the Chair at all Executive and Division general meetings and maintains good order during the meeting;
- (b) Does not vote on issues except in the case of a tie, and then shall cast the deciding vote;
- (c) Acts as the Division representative on the Association Council;
- (d) Serves as an ex-officio member of all Division standing and ad hoc committees;
- (e) Appoints and assists chairs of all Division standing and ad hoc committees; and
- (f) Liaises with the Association Board of Directors, and with the closest RCMP HQ/Detachment.

6.02 The Vice-President:

- (a) Assists the President, and when the President is absent or unable to act in their duty or role, assumes the duty or role of the President;
- (b) Is a signing authority for all financial activities; and
- (c) Oversees the operation of standing committees and other appointees not members of the Executive.

6.03 The Treasurer:

- (a) Receives and deposits all monies from all sources, in the Division bank account;
- (b) Is a signing authority for all financial activities;
- (c) Establishes and maintains a separate trust account, when required, to control funds received from the Association office which are to be disbursed in accordance with instructions related to the receipt of funds from the RCMP Benefit Trust Fund via the RCMPVA;
- (d) Prepares and maintains adequate records of all monies received;
- (e) Conducts payments of all expenses related to activities approved and conducted by the Division;
- (f) Ensures standard accounting practices are followed in relation to revenue and expenditures;
- (g) Completes payments via cheque or e-transfer, as appropriate;
- (h) Receives and files all correspondence and e-mails relating to the finances of the Division;

- (i) Prepares and presents financial position documents to the Executive on a monthly basis;
- (j) Conducts bookkeeping activities in accordance with standards established by the Association Treasurer and utilizes an accounting method similar to the accounting software of the Association;
- (k) Provides year-end financial data to the Association Treasurer and bookkeeper for Association consolidation purposes; and
- (l) Provides supporting information to the Association's Public Accountant, if required.

6.04 The Secretary:

- (a) Records and keeps minutes and retains records of all meetings;
- (b) Distributes copies of minutes of meetings to all Division members;
- (c) Immediately notifies the Chief Administrative Officer of the Association, in writing, of all changes to the Executive;
- (d) Notifies the Association Board of Directors of any rejection of membership applications;
- (e) Receives and files all correspondence and e-mails relating to the Division, except those of a financial nature;
- (f) Distributes, as necessary, information and notification of events, to all members; and
- (g) When leaving office, turns over to the incoming Secretary as soon as possible, all records, documents and property in their possession, belonging to the Division.

6.05 The Immediate Past-President:

- (a) Provides corporate knowledge and advice to the Executive;
- (b) Assists the President, as required;
- (c) Performs inductions of new members; and
- (d) Chairs the Nomination and Election Committee (hereinafter called "N&EC").

6.06 The Membership Director:

- (a) Ensures MMS records are updated on a regular basis; and
- (b) Provides Awards Coordinator when a member's service bar is to be updated.

6.07 The Social Director:

- (a) Arranges monthly lunches by locating appropriate locations within the Division region and booking those locations;
- (b) Arranges location and meal for Division AGM;

- (c) Arranges, with support of other members, special events for the social activities of the Division, *e.g.*, Christmas party; and
- (d) Ensures information respecting each of the events/activities is distributed to the members of the Division.

6.08 The Advocate Director:

- (a) Provides information, assistance and support to former and serving RCMP members and their families with benefits relating to medical and disability issues (such as Veterans Affairs Canada benefits, Canada Revenue Agency tax deductions, provincial assistance programs, other health and welfare topics);
- (b) Coordinates all RCMP Benefit Trust Fund (hereinafter called "BTF") investigations, make recommendations, and submits reports to the President for furtherance to the National Director;
- (c) Ensures maintenance of repairs required and approved to assist the BTF recipient(s) are completed by a qualified contractor selected with the BTF recipient(s) input. NOTE: Under no circumstances shall a member make repairs or renovations, as potential liabilities may exist;
- (d) Liaise with the Treasurer to have cheques/payments issued to BTF recipient(s) receiving assistance from the BTF; and
- (e) Forward BTF applications to the RCMP Veterans' Association Foundation, if appropriate and time sensitive.

6.09 The Health & Wellness Coordinator:

- (a) Works in tandem with the Chaplain to ensure sufficient awareness and appropriate care is provided to members who are sick, isolated, mobility restricted, confined, or otherwise in need of assistance for medical or social reasons;
- (b) Ensures gifts, cards, or other amenities, are provided, when deemed appropriate, to members, on behalf of the Division; and
- (c) Arranges for a memorial donation on behalf of a deceased Division member.

6.10 The Director East:

- (a) Communicates and oversees the welfare of all members in the eastern area of the Division;
- (b) Ensures social activities and events are organized in the eastern area of the Division;
- (c) Reports on health issues of members in the eastern area of the Division and informs the Health & Wellness Coordinator and Chaplain; and
- (d) Identifies potential members of the Association and invites them to participate in activities within the eastern area of the Division.

6.11 The Director West:

- (a) Communicates and oversees the welfare of all members in the western area of the Division;
- (b) Ensures social activities and events are organized in the western area of the Division;
- (c) Reports on health issues of members in the western area of the Division and informs the Health & Wellness & Coordinator and Chaplain; and
- (d) Identifies potential members of the Association and invites them to participate in activities within the western area of the Division.

6.12 The Chaplain:

- (a) Provides, upon request, spiritual comfort and advice to members and their families;
- (b) Provides padre services at funerals, memorial services and on other occasions when requested by families of members of the Association;
- (c) Provides prayers for members and family at Division meetings and grace at Division meals, when requested; and
- (d) Works in tandem with the Health & Wellness Coordinator, when necessary.

6.13 The Governors:

- (a) Provide appropriate corporate knowledge and experience to the Executive.

6.14 The Other Members who are appointed or elected to the Executive provide information, or professional knowledge to assist the Executive in decision-making.

PART 7 – DIVISION REGULATIONS

- 7.01** The Executive may make regulations and/or guidelines governing the duties of committees and members of the Executive. These will be maintained by the Secretary and made available to the general membership upon request.
- 7.02** All regulations/guidelines determined by the Executive, as outlined above, represent amendments to the Division Manual and are to be entered as such.

PART 8 – NOMINATION AND ELECTION PROCEDURES FOR DIVISION EXECUTIVE

8.01 The election of the Executive, as required, shall take place every year at the Division AGM.

8.02 Nominations & Elections Committee (N&EC)

(a) The Immediate Past-President shall Chair the N&EC, or if unable to act, the President shall appoint a Voting Member in good standing as the Chair.

(b) The Chair of N&EC may select two (2) additional members to assist.

(c) Neither the Chair nor the two (2) additional members of the N&EC may stand for election; however, if a position remains vacant after the election period, may volunteer or be appointed to occupy the vacant position.

(d) While the Division, by convention, has an administrative practice that the Vice-President is automatically a nominee for the next President, this administrative practice:

(i) does not preclude additional nominations for this Executive position; and

(ii) does not require the Vice-President to stand for election as President.

8.03 Nominations

(a) Any Voting Member in good standing is eligible to be nominated or volunteer for the position of President or Vice-President.

(b) All members of the Division are eligible to be nominated, appointed, or volunteer for the other Executive positions.

(c) Any member of the Division may nominate another eligible member for any of the Executive positions.

(d) The N&EC may seek and/or recruit additional nominations for the elected Executive, if necessary.

(e) The N&EC will review each nomination, and if a nomination is deemed unsuitable, or not meeting the criteria for elected office, may reject that nomination.

(f) The Chair of the N&EC shall advise the Executive of the slate of accepted nominations for Executive positions, at an Executive meeting prior to the Division AGM.

(g) The slate of nominees shall then be distributed by the Secretary to the membership via e-mail in advance of the Division AGM.

(h) Once the slate of nominees has been distributed, further nominations shall be closed, except that nominations may be made from the floor at the Division AGM. Any nominations made from the floor must have the approval of the individual nominated, either by voice if the individual is present at the meeting, or in writing if the individual is not present.

(i) Nominations by means other than from the floor at the AGM or through the N&EC shall be invalid.

8.04 The N&EC shall also recommend to the President-elect, the names of those members who are willing to serve as directors on the Executive, if required.

8.05 Elections

(a) All Members of the Division in good standing who are present at the Division AGM, may vote.

(b) If only one person is nominated for an Executive position, the Chair of the N&EC shall, at the Division AGM, declare that person elected by acclamation.

(c) If more than one person has been nominated for an Executive, the Chair of the N&EC shall call for an election for that position by secret ballot.

(d) When a secret vote is required for an elected position, ballots shall be distributed to each eligible voting member at the meeting:

(i) the ballots shall be pieces of blank paper upon which the voter may write/print the name of the person being voted for;

(ii) the ballots shall be returned to the N&EC for counting; and

(iii) following the declaration of the elected candidates, the Chair N&EC will destroy all ballots.

(e) For each position, the nominee with a plurality of votes will be declared elected.

8.06 With the exception of the Treasurer, all the Executive members take office immediately upon the completion of the Division AGM at which they were elected or appointed. The Treasurer takes office on January 1 of the year following the year in which they were elected.⁵

8.07 Upon conclusion of the elections, if a new President, Vice-President, Treasurer, or Secretary are elected, they shall be installed by the Immediate Past-President using the terminology as outlined in Appendix 1.

⁵ Taking office immediately following the meeting allows these officers to become familiar with their roles well in advance (approximately 6 months) before attending the Association annual meeting. The Treasurer retains the role in tandem with the fiscal year.

PART 9 - MEETINGS

9.01 Executive Meetings

- (a) Executive meetings will be at the call of the President, or at the request of an Executive member; and the President will establish an agenda based on items raised by any member since the end of the previous meeting.
- (b) A quorum for an Executive meeting shall be a majority of the number of members of the Executive at the time of the meeting (50% + 1).
- (c) All members of the Executive are entitled to vote at an Executive meeting. The President will only vote to break a tie.
- (d) There is no proxy voting permitted.
- (e) A resolution at an Executive meeting is passed with a simple majority of votes cast in favour.

9.02 Division General Meetings

- (a) Division general meetings will normally occur on a monthly basis, at a time and place established by the Social Director and communicated to the membership by the Secretary.
- (b) Members intending to attend the monthly Division general meeting are to notify the Social Director in advance, by a time set by the Social Director.
- (c) A quorum for a Division general meeting shall be a minimum of fifteen (15) members of the Division.
- (d) Division general meetings shall normally be in conjunction with a luncheon, at which time Division business will be discussed.
- (e) Any issues discussed at a Division general meeting that result in a resolution require a quorum and all members of the Division in attendance are entitled to vote unless the issue to be voted on relates to an Association matter. On Association matters, only Voting Members in good standing are entitled to vote. The President will only vote to break a tie.
- (f) Voting at a Division general meeting will follow the following format:
 - (i) all matters that concern the Division shall be voted on by a show of hands unless a member requests a vote by secret ballot;
 - (ii) if a vote by secret ballot is requested, a generic ballot is to be completed indicating "in favour" or "not in favour" for each resolution for which a secret ballot is requested; and
 - (iii) when completed, the ballots shall be returned to the Division Secretary for counting and destruction.
- (g) There is no proxy voting permitted.

(h) A resolution at a Division general meeting is passed with a simple majority of votes cast in favour, except where a 2/3 majority is required by the By-Law or this Manual.

9.03 Special Meeting

(a) 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 Association Board of Directors.

(b) The special 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.

(c) A Notice of Special Meeting shall be published and distributed to all Division members, outlining what is to be discussed at that meeting.

(d) If the special meeting results in a special resolution, the resolution requires a 2/3 majority in order to pass, with only Voting Members in good standing entitled to vote if the matter pertains to the Association. The President will only vote to break a tie.

(e) There is no proxy voting permitted.

9.04 Division AGM

(a) The Division AGM will be held in November.

(b) When the Division AGM is held as part of a luncheon/dinner, there will be a 'Table Set for One' to recognize the deaths of RCMP members who died on duty. Following the grace, and prior to the toasts and the taking of the meal, the narrative as contained in Appendix 2, will be spoken.

PART 10 – FISCAL YEAR

10.01 The fiscal year of the Division will be the same as the Association, January 1 through December 31.

PART 11 – DUES, ANNUAL CONTRIBUTIONS AND HONORARIUMS

11.01 Association Annual Dues

- (a) Annual Association dues are payable by all Active Members unless exempted by the Association Board of Directors, and are payable by January 31 of each year.
- (b) The amount of the annual Association membership dues is set by the Association Board of Directors.
- (c) A Life Member, as defined in section 1.01(n) of the By-Law, is not required to pay annual membership dues and is always considered to be a Voting Member in good standing.
- (d) The Division may apply to the Association Board of Directors for an exemption, as prescribed in section 9.03 of the Association Manual, from the payment of annual dues on behalf of an Active Member affiliated to the Division. The Division may not exempt any member from the payment of annual dues.
- (e) An Active Member whose annual dues are not paid prior to the record date⁶, is not eligible to vote at the Association Annual General Meeting or for any resolutions related to the annual meeting if voting online.
- (f) An Active Member whose membership fees are not paid by January 31 is considered a “member not in good standing”.
- (g) An Active Member who is not in good standing beyond one-year, i.e., dues remain unpaid beyond January 31 of the second year, is removed from the registry of members.
- (h) An Active Member removed from the registry of members may reapply for membership by following the standard application procedures.
- (i) If the reapplying person wishes to maintain continuous service in the Association, they must pay all outstanding membership fees, *i.e.*, annual dues and annual contribution for each year in arrears.
- (j) If the reapplying person does not wish to maintain continuous service in the Association, they are required to pay only the outstanding payments for the year in which they are applying.

11.02 Division Annual Contribution

- (a) The division annual contribution is payable by all Active Members, and is payable by January 31 of each year.
- (b) The amount of the division annual contribution is set by the Executive and may be changed for the ensuing year by resolution at a Division general meeting, approved by a 2/3 majority vote of the members of the Division present at the meeting.

⁶ For clarity, the record date is sixty (60) days prior to the date of the Association annual general meeting.

(c) Life Members and Associate Members are exempt from the payment of the division annual contribution.

(d) The Executive may exempt some Division Active Members from payment of the division annual contribution.

11.03 Honorariums

(a) The Executive, at its discretion, may award an honorarium, or in lieu of an honorarium, make a donation to a not-for-profit or charitable organization, to an individual who is not a member of the Association, when that individual provides a service to the Division, *e.g.*, presentation at a meeting, guest speaker, special advice to the Executive.

(b) The Executive, at its discretion, may provide a donation to a not-for-profit or charitable organization that provides support services to members of the Association.

PART 12 – MANAGEMENT OF DIVISION FUNDS AND PROPERTY

12.01 General

- (a) Subject to the By-Law all accumulated assets of the Division remain with the Division for the purposes of carrying out local programs within the Division; however, the Division financial data forms part of the Association financial records which are cumulative for audit purposes.
- (b) 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.

12.02 Division Expenditures

- (a) The Executive members with signing authority may expend up to two hundred dollars (\$200.00) per individual circumstance or reimbursement not established in the Division Manual, in lieu of a petty cash allotment, *e.g.*, wellness gifts, envelopes, stamps, cards.
- (b) The Executive may set standards for expenditures by a signing authority, which will be deemed to amend 12.02(a) above.
- (c) No portion of the Division funds beyond that specified by the Executive shall be expended, nor shall Division property be acquired or disposed of except by a special resolution at a Division general meeting or special meeting called for that purpose and presented by the Executive.
- (d) The Executive may approve unforeseen expenditures in an amount not to exceed \$1,000.00, and:
 - (i) the expenditure will be reported at the next Division general meeting; and
 - (ii) should an unforeseen expenditure exceed \$1,000.00 a notice of motion must be made at a Division general meeting and voted on at the following Division general meeting.
- (e) Distribution of Division funds held in the Division bank account will be by Interac e-transfer or cheque.
- (f) No distribution of Division funds from the Division bank account will be by cash.
- (g) All expenditures will comply with the requirements of the Act. Consequently, the following rules for expenses and expense recovery shall apply. The legislative⁷ prohibition against providing personal benefit to Association members applies primarily, but not exclusively, to the payment of meals or related activities. The general rule is that if a meal is provided at an Association event, the cost of that meal will be borne by the Association member consuming that meal. If a meal is provided to an official non-Association guest, that expense is recoverable, and so noted on the expense claim form.

⁷ Section 34(1) *Canada Not-for-profit Corporations Act*

(h) The legislation provides for an exception, *i.e.*: “except in furtherance of its activities permitted by the Act”. As the Act provides that a member may receive reasonable remuneration **and expenses** for any service to the Association⁸, *e.g.*, pastoral care, wellness gifts, the Kingston Region Division’s policy on the application of this exception is as below:

(i) a member may receive travel expenses (transportation, meal and accommodation costs) whenever that member has assigned responsibilities that they are **required** to perform on behalf of the Association, and while doing so they are on ‘travel status’;

(ii) normally these **required** responsibilities or services would include graves inspections, wellness or pastoral care support, and advocacy investigations prior to financial support being granted;

(iii) ‘travel status’ will be only granted when the member is **required** to travel to the service delivery site, and the site is at least forty (40) kms from their residence.⁹ This minimum km limit does not apply for graves inspections;

(iv) **required**, means the member’s participation is essential to the delivery of the service as the service provider;

(v) **required** in this sense does not apply to other attendees at funeral or memorial services, social events, or other events where attendance is not strictly **required**, although is **strongly encouraged**;

(vi) a member who is authorized to conduct graves inspections may receive indemnification for their travel expenses whilst conducting graves inspections in accordance with the same km rate as approved from time-to-time by the Treasury Board for Federal government employees. This exception is provided because the funding for this program comes directly from the RCMP by way of annual grant, thus government travel rates apply;

(vii) other than when paragraph (vi) above applies, a member may receive indemnification for their **actual expenses** incurred on behalf of the Division. All personal expenses for reimbursement must be accompanied by original receipts (*i.e.*, credit card statements and/or interact slips are not normally acceptable) (scanned or photocopied version of original receipts are acceptable, but the original receipts should be retained until reimbursement has been received);

⁸ Section 143(2) *Canada Not-for-profit Corporations Act*

⁹ The 40 km distance may be modified if the service being delivered requires more than one trip, the total distance of the 2 or more trips accumulates to 40 kms or more, the member will be considered on travel status. The 40 km threshold is consistent with Treasury Board guidelines for relocation purposes and is also an attempt to distinguish between travel status and commuting.

- (viii) certain personal expenses will not be eligible for reimbursement, including for: alcoholic beverages; personal grooming items; in-flight and in-room movies; loss of personal property; entertainment; laundry charges, *etc.*;
- (ix) meal expenses exceeding Government of Canada rates in effect at the time the expense is incurred will be reimbursed only up to the rate regardless of the actual expense. So called 'incidental expenses' will not be reimbursed; and
- (x) as Division funds are not limitless, and largely depend on membership annual contributions, every attempt should be made to economize on travel expenses, including car-pooling whenever practical.
- (i) The prohibition against providing personal benefit to Association members, primarily for social activities, normally applies to the personal consumables (*e.g.*, food and beverages) at such activity. If there is an unavoidable cost to rent the facility where the activity occurs, the rental payment is not considered to be a personal benefit to those who attend. Consequently, the cost associated to such facility rental should not have to be borne as a *per capita* cost of attendees, but rather as an Association expense. If the facility issues an invoice for expenses, those facility costs should be separately identified.
- (j) All claims for reimbursement shall be submitted to the Treasurer by post or email to: treasurer.kingstonrcmpvets@gmail.com.

12.03 Signing Authority

- (a) The signing authority for the Division bank account will be any one of the two approved Executive members assigned this responsibility.
- (b) A signing authority permitted payment for any expense, will not conduct payment to themselves without written authorization of the other signing authority.

12.04 Receipt of Funds

- (a) 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.
- (b) The Executive may establish reserve funds.
- (c) Reserve funds are to be invested in secure interest-bearing instruments with interest remaining in the reserve funds.

12.05 Honorariums & Expenses

- (a) A member of the Division may receive an honourarium, fixed by the Division members, as constituting reasonable remuneration for their duties on behalf of the Division.
- (b) A member of the Division may receive indemnification for expenses incurred on behalf of the Division if the member received prior approval from the Executive.

12.06 The Executive may authorize payments out of Division funds:

- (a) To any member of the Division who, in the opinion of the Executive, is in need of financial assistance, not otherwise available to them; or
- (b) To the spouse of a member, or the widow, or widower of a deceased member who in the opinion of the Executive is in need of financial assistance not otherwise available to them; or
- (c) For the purchase of a gift for any member or spouse of a member hospitalized or otherwise incapacitated (see 16.02 below).

12.07 Fundraising

- (a) The Division, as part of the Association, cannot be organized or operated for the purpose of making a profit; nor can it engage in any activity that has the appearance of operating a business for the purpose of making a profit¹⁰.
- (b) The Association, or any part of it (*e.g.*, a division) that distributes/donates a disproportionate amount as determined by CRA of its income to registered charities (for example to reduce its otherwise taxable income), runs the risk that CRA may consider the

¹⁰ According to CRA Interpretation Bulletin IT-496R, in general terms, paragraph 149(1)(l) of the *Income Tax Act* provides that taxable income of a club, society, or association is exempt from tax under Part I of the *Income Tax Act*, for the period throughout which it complies with all of the following:

- (a) It is not a charity;
- (b) It is **organized exclusively** for social welfare, civic improvement, pleasure, recreation or any other purpose except profit with no income available for the personal benefit of its members or shareholders;
- (c) It is **operated exclusively** for the same purpose for which it is organized or for any of the purposes mentioned in (a); and
- (d) It does not distribute or otherwise make available for the personal benefit of a member or shareholder any of its income, unless the organization is an association whose primary purpose and function is the promotion of amateur athletics in Canada.

NOTE that “organized” and “operated” are two separate actions and do not mean the same thing; and both must be complied with. In common parlance, these mean if an entity, based on its incorporating documents (organized) and day-to-day (operated) looks and acts like a trade or business, then it is likely to violate paragraph 149(1)(l) of the *Income Tax Act*.

NOTE that “exclusively” means 100%. This means that if 99% of an entity is in compliance and 1% is not, the entity is NOT in compliance with paragraph 149(1)(l) of the *Income Tax Act*.

Association to be an unregistered charity, and thereby cause it to lose its not-for-profit status.

(c) Generally, **fundraising**¹¹, by its very nature, is considered a for-profit activity. However, CRA accepts that certain direct fundraising activities of an entity identified in paragraph 149(1)(l) of the *Income Tax Act* can be conducted without jeopardizing its tax-exempt status. Limited fundraising activities involving games of chance, including lotteries or draws, or sales of donated or inexpensive goods, including bake sales, plant sales, or chocolate bar sales, generally do not indicate that the organization as a whole is operating for a profit purpose. However, the scope of the fundraising can be considered a purpose of the organization, in which case the organization may not qualify as a paragraph 149(1)(l) *Income Tax Act* entity.

(i) all fundraising activities must comply with the respective municipal, provincial, territorial or federal licensing requirements, as applicable.

(ii) a fundraising activity involving the use of lotteries in Ontario, such as raffle or 50/50 tickets, is governed by the *Criminal Code of Canada*, and the *Gaming Act of Ontario*.¹²

(d) **Sponsorship** is a specific form of fundraising where a sponsor exchanges financial support for marketing considerations. This is considered a normal business relationship and is acceptable. The sponsor is deemed capable of evaluating the value of that relationship; however, no income tax receipt can be issued (as a not-for-profit, only a general receipt can be issued in any event) so the sponsor must treat the financial support as a business advertising expense.

(i) the Division therefore may engage in procuring sponsorship.

(ii) care and coordination must be involved in negotiating sponsorship agreements as many such agreements contain exclusivity clauses. Therefore, the Division, when

¹¹ See Association Manual section 10.08 for complete information on fundraising.

¹² Sub-section 206(1) of the *Criminal Code of Canada* makes it an offence to conduct or manage any scheme or operation of any kind for the purpose of determining who, or the holders of tickets, numbers or chances are winners of any property; or, pay out any sum larger than the sum paid by the purchaser of the ticket, if such ticket is sold. However, section 207 of the *Criminal Code* permits the government of a province to manage or conduct a lottery scheme in that province by a charitable or religious organization if the proceeds are used for a charitable or religious objective. Ontario by Order in Council 1413/2008) permits the Alcohol and Gaming Commission of Ontario (AGCO) to permit municipalities to issue a licence if the conditions set out by the province are met. The AGCO includes 50/50 draws as being a raffle lottery and therefore a lottery scheme as set out in the *Criminal Code*.

considering a sponsorship should consult with the Association office to avoid conflict in sponsorships.

PART 13 – DISCIPLINE

- 13.01** The Executive has the authority to suspend or expel any member in the Division from the Association for any one or more of the following actions:
- (a) Violating any provision of the Articles, By-Law, Association Manual or Division Manual;
 - (b) Carrying out any conduct that is not in the best interests of the Association as determined by the Executive, in its sole discretion; and
 - (c) For any other reason the Executive, in its sole discretion, considers to be reasonable, having regard to the purposes of the Association.
- 13.02** The name of any member expelled from the Association by the Executive will be recorded in the minutes of the meeting of the Executive at which this expelling occurred and reported to the Association Board of Directors by the Division Secretary.
- 13.03** If the Executive suspends or expels any member from the Association, that member may make a written appeal to the Board within thirty (30) days of becoming aware of the decision of the Executive, in accordance with section 2.06 of the By-Law.
- 13.04** The decision of the Board shall be final.

PART 14 – CORRESPONDENCE AND RECORDS

- 14.01** Individual members of the Division shall not correspond, enter into a contract or make representations on behalf of the Division or the Association with anyone outside the Division without the authority of the Executive¹³.
- 14.02** All communication and correspondence purporting to express the views of the Division shall be dealt with only by the President or Vice-President.
- 14.03** All incoming correspondence effecting the Division or copies of correspondence except financial statements and membership applications shall be sent to the Secretary for record keeping purposes.
- 14.04** Financial statements and documentation relating to financial matters shall be sent to and retained by the Treasurer.
- 14.05** Membership matters will be sent to and retained by the Membership Director.

14.06 Document Retention

- (a) Correspondence and financial statements shall be retained for the current year and the six (6) previous years.
- (b) Membership correspondence, in particular hard copy membership applications, will be retained until such time as that member is no longer a member of the Division or Association, or transfers to another division.

¹³ This 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.

PART 15 – BENEFIT TRUST FUND

- 15.01** The Advocate Director shall be responsible for processing initial applications for financial assistance from the Benefit Trust Fund and shall have the responsibility and obligation to investigate the application(s) whether they are forwarded by the Division on behalf of an individual member or directly to the Association by an individual of the Division.
- 15.02** In the event of urgent financial assistance while the Benefit Trust Fund application is being processed, the Advocate Director should consider forwarding a copy of the Benefit Trust Fund application to the RCMP Veterans' Association Foundation for consideration.

PART 16 – SICKNESS, DISTRESS, DEATH AND MEMORIAL DONATIONS

16.01 All members are encouraged to report cases of sickness, distress or death of a member or dependents, to the Health & Wellness Coordinator and the Chaplain.

16.02 The Health & Wellness Coordinator and Chaplain are authorized to arrange for appropriate gifts to a Division member who is incapacitated (*e.g.*, confined to their residence, recuperating in hospital) in an amount not to exceed \$100.00 per gift.

16.03 Death of Former Member

Upon the death of a former member, whether the former member is a member of the Association or not, the Executive may authorize the purchase of a memorial wreath/flowers to a maximum of \$100.00, and receive reimbursement from the Association upon submission of a receipt to the Association office.

16.04 Death of Division Member

(a) Upon the death of an Active or Life Member, the Executive may authorize a memorial donation to a charity of the choice of the family, or if no charity is identified by the family, to a charity at the choice of the Executive by:

(i) making a donation in the amount of \$100.00 directly to the charity from the funds of the Division; or preferably,

(ii) providing the RCMPVA Foundation (rcmpvafoundation@gmail.com) with the necessary information of the member's death, and requesting a memorial donation be made on behalf of the Division¹⁴;

(iii) the notice forwarded to the RCMPVA Foundation, should be from the Health & Wellness Coordinator¹⁵.

(b) Upon the death of an Associate Member, the Executive may authorize a memorial donation in the amount of \$50.00 to a charity of the choice of the family, or if no charity

¹⁴ If the RCMPVA Foundation completes the memorial donation, no Division funds are expended. If the Division completes the memorial donation there is no reimbursement from the Association. If a floral arrangement is made and reimbursement requested from the Association, a memorial donation request can still be made to the RCMPVA Foundation.

¹⁵ The information to be provided to the RCMPVA Foundation is the member's full name, regimental number, whether Active or Life Member, charity name and address to which the donation is to be made, plus the charities registration number if known, and the name and address of the next-of-kin for acknowledgement purposes.

is identified by the family, to a charity at the choice of the Executive. The notice of the donation should be forwarded to the Treasurer by the Health & Wellness Coordinator.

16.05 Honour Guard

All retired and former members of the Royal Canadian Mounted Police may desire to have a Veterans' Honour Guard at their Funeral or Memorial Service. Upon request Kingston Region Division will participate, where possible, by providing honour guard services at a celebration of life, wake, or funeral. When requested to provide such service, the President will consider the request and upon approval assign members to fulfill the activities of the Honour Guard.

PART 17 – NOMINATIONS FOR DIRECTORS ON ASSOCIATION EXECUTIVE AND ASSOCIATION ANNUAL GENERAL MEETING (HEREINAFTER "ASSOCIATION AGM") RESOLUTIONS

17.01 A member who is qualified to be an Association director may nominate, be nominated or nominate themselves, to be a director of the Association, in accordance with section 8.10(f) of the Association Manual.

17.02 The nomination process for membership on the Association's Board of Directors is set out in section 5.03 of the Association Manual.

17.03 Resolutions

(a) Resolutions to be presented for consideration at an Association AGM are established by the Association Board and contained in the notice of the meeting.

(b) If the Division or a member wishes to have a matter raised at the Association AGM, a Division member, must follow the procedure established in section 163 *Canada Not-for-profit Corporations Act*¹⁶.

¹⁶ Section 163 CNCA identifies the procedure: (1) the member notifies the Association of the proposal to be raised at the AGM; (2) the Association includes in the notice of meeting the proposal to be discussed and the support for the proposal in a statement of not more than 500 words, and include the name and address of the member making the proposal; (3) the member making the proposal is required to pay the cost of including the proposal in the notice of meeting; (4) the proposal must be submitted to the Association between 90 and 150 days in advance of the AGM; (5) the proposal must clearly not have the primary purpose of enforcing a personal claim or redress a personal grievance; (6) the proposal must clearly relate in a significant way to the activities or affairs of the Association; (7) the proposal was not previously considered at a meeting of members; (8) the proposal was previously considered by members within the previous five years and was not supported; and (9) the proposal is not to secure publicity.

PART 18 – DIVISION DELEGATES TO ASSOCIATION AGM

18.01 Attendance

(a) The President will normally attend the Association AGM as the Division delegate.

(b) If the President is unable to attend the Association AGM, he/she will select a member from the Executive to attend as the Division representative.

18.02 In order to maintain continuity and provide experience, the Vice-President may be authorized to attend the Association AGM in the year prior to when it would be expected they will be elected to the office of President.

18.03 Should the President be presenting a resolution or proposing a difficult issue at the Association AGM on behalf of the Division, the President may request membership attendance to provide support and assistance to ensure the arguments for or against the resolution or proposal is properly portrayed.

18.04 The delegate attending the Association AGM will be provided expenses to cover registration fees of the Association AGM.

PART 19 - ORDER OF DRESS PROTOCOL

19.01 The following regulations describe the recommended dress for Association and other activities. The organizer of the function should specify the Order of Dress keeping in mind these are suggestions only and are not mandatory. Please understand the only articles of clothing officially recognized by the Veterans' Association and the RCMP are the Wedge Cap, the official headdress, and the Veterans' Crest.

19.02 The recommended dress should be worn with the following in mind:

"IF YOU HAVE THE RECOMMENDED DRESS, WEAR IT RIGHT"

"IF YOU DO NOT HAVE THE RECOMMENDED DRESS, WEAR THE CIVILIAN DRESS ALTERNATIVE"

Working Order of Dress:		
Occasion	Men	Women
To be worn at business events or while conducting routine duties on behalf of the Division/Association such as: <ul style="list-style-type: none">• attending Vets' business meetings;• attending Vets' luncheons and other social events;• while attending receptions, funerals and memorial services;• while <u>assisting</u> the RCMP at parades such as Service Medal presentations, Change of Command ceremonies, Remembrance Day ceremonies, or similar public events.	<ul style="list-style-type: none">• Blue Blazer with Veterans' crest and regimental brass buttons;• grey trousers with black belt;• white shirt with tie (tartan or regimental);• black oxford style shoes with black/dark blue socks;• Veterans' pins and name tag;• undress ribbons;• wedge cap; [when headdress is to be worn, Members who served with the United Nations, may wear the light blue beret].	<ul style="list-style-type: none">• Blue Blazer with Veterans' crest and regimental brass buttons;• grey slacks with black belt or skirt, medium length;• white shirt/blouse with tie/scarf (tartan or regimental);• black close-toed leather shoes with neutral nylon stockings;• Veterans' pins and name tag;• undress ribbons;• wedge cap; [when headdress is to be worn, Members who served with the United Nations, may wear the light blue beret].

Ceremonial Dress:		
Occasion	Men	Women
<p>To be worn at ceremonial occasions sponsored by the RCMP, the RCMP Veterans' Association or at the request of others, such as:</p> <ul style="list-style-type: none"> • while attending receptions, funerals and memorial services; • as a participant (as opposed to assisting the RCMP) at parades, Medal presentations, Change of Command ceremonies, Remembrance Day ceremonies, or similar public events. 	<ul style="list-style-type: none"> • Red Blazer with Veterans' crest and regimental brass buttons; • dark blue or black trousers with black belt; • white shirt with tie (tartan or regimental); • black oxford style shoes with black/dark blue socks; • Veterans' pins and name tag; • full medals; • wedge cap; [when headdress is to be worn, Members who served with the United Nations, may wear the light blue beret]. 	<ul style="list-style-type: none"> • Red Blazer with Veterans' crest and regimental brass buttons; • dark blue or black slacks with black belt or dark blue or black skirt, medium length; • white shirt/blouse with tie/scarf (tartan or regimental); • black close-toed leather shoes with neutral nylon stockings; • Veterans' pins and name tag; • full medals; • wedge cap; [when headdress is to be worn, Members who served with the United Nations, may wear the light blue beret].
<p>Note: for Men and Women, an RCMP Tartan kilt, jacket, and sporran and other traditional accoutrements may substitute for ceremonial dress.</p> <p>Note also:</p> <ul style="list-style-type: none"> • For members who do not have a Red Blazer, the working order of dress (Blue Blazer, <i>etc.</i>) with full medals in place of undress ribbons, is an appropriate substitute; • Undress ribbons are not usually worn with Ceremonial dress (<i>i.e.</i>, with Red Blazer or Walking Out order); wear either full medals or miniature medals, depending on the occasion. • For other attendees who do not have either of the above substitutes: <ul style="list-style-type: none"> ○ for men, a suit with tie or sports jacket with tie; and ○ for women, a business suit or cocktail dress are appropriate. 		

Formal Dress:		
Occasion	Men	Women
To be worn at RCMP or RCMP Veterans' Association formal evening events or similar events hosted by public or private groups, <i>e.g.</i> , Mess Dinners, dining-in nights, formal civilian dinner dances.	<ul style="list-style-type: none"> • Red Blazer with Veterans' crest and regimental brass buttons; • dark blue or black trousers with black leather belt; • white formal shirt with tartan or black bow tie; • black or tartan cummerbund; • black oxford-style shoes with black socks; • Veterans' pins and name tag; and • miniature medals. 	<ul style="list-style-type: none"> • Red Blazer with veterans' crest and regimental brass buttons; • dark blue or black slacks or skirt, full length; • white formal shirt/blouse with tartan or black bow tie/scarf; • black formal leather shoes, with dark nylon stockings; • Veterans' pins and name tag; and • miniature medals.
<p>Note: for both Men and Women, an RCMP Tartan kilt, jacket, and sporran and other traditional accoutrements may substitute for formal dress.</p> <p>Note also:</p> <ul style="list-style-type: none"> • For members and other attendees who do not have a Red Blazer: <ul style="list-style-type: none"> ◦ for men, a tuxedo or dark business suit with formal shirt, bow tie, and cummerbund, and miniature medals; and ◦ for women, a formal gown, are appropriate substitutes. • Undress ribbons are not usually worn with Ceremonial dress or Mess kit (<i>i.e.</i>, with Red Blazer or Walking Out order); wear either full medals or miniature medals, depending on the occasion. • For members and other military attendees, Mess Kit or Walking out order may be worn as long as the policy for armed oversight is in place, or the facility where the event is taking place is part of a secure military or police complex. • For members who do not have miniature medals, full medals may be worn. 		

See Part 20 at page 41 for details concerning the purchase of kit, clothing and other supplies.

19.03 Wearing of Pins/Ribbons with Orders of Dress

(a) Veterans Service Pins/Ribbons/Name Tags

- (i) veterans' pin with the crest of the Association and the positions worked and years in the Association should be worn on the right lapel of the Red or Blue Blazer, and can be worn with any of the orders of dress;

- (ii) only the most recent bar denoting the years of service should be displayed;
- (iii) no pins or ribbons should be displayed above the Veterans' pin;
- (iv) the name tag should be worn on the right lapel below the Veterans Association membership pin and service bars attached to it;
- (v) pins denoting service in the RCMP are worn on the right lapel; and
- (vi) when wearing business attire, pins and name tags should be worn in the same approximate positions as worn with the Red or Blue Blazer.

(b) Mourning Ribbon

- (i) the Mourning Ribbon is a black and blue ribbon held by the pin of the Canadian Police Association. Optional pins holding the ribbon may be the Canadian flag or the crest of the RCMP Veterans' Association;
- (ii) when wearing the Red or Blue Blazer, the mourning ribbon is worn on the left lapel between the button hole and the top of the breast pocket;
- (iii) when wearing business attire, the mourning ribbon should be worn in the same approximate position as worn with Red or Blue Blazer;
- (iv) the Mourning Ribbon may only be worn while attending Federal, Provincial or RCMP Memorial Parades / Ceremonies and funerals in accordance with the protocol, developed by the Mourning Ribbon Society;
- (v) the Mourning Ribbon is worn to honour a Police or Peace Officer who has died while serving their community;
- (vi) notwithstanding the above, any set of circumstances which lead to the death of an officer, may be considered; and
- (vii) the Mourning Ribbon is worn from the preceding Monday leading up to and including the last Sunday of September (Police and Peace Officers National Memorial Day). In the event of an officer's death on duty, the Mourning Ribbon is worn from the time of the officer's death until his burial / memorial. Police Officers, Peace Officers, family, friends and anyone who wishes to mourn and illustrate their support for the police officers' who dies on duty may wear the Mourning Ribbon.

(c) The Poppy

- (i) the poppy may be worn while attending Remembrance Day Ceremonies / Parades and funerals. The Poppy is worn on the left side of the wedge cap behind the badge of the Veterans' Association;
- (ii) if not wearing the wedge cap, the Poppy should be worn high on the left lapel;

(iii) a maple leaf pin may be worn during Canada Day celebrations on the left lapel higher than the medals; and

(iv) when wearing business attire, the Poppy should be worn in the same approximate position as worn with the Red or Blue Blazer.

(d) Mounting and Wearing of Large and Miniature Medals

(i) a common problem when having medals mounted is what length the mounted medals should be. Our military mount their medals at 4 inches in total length. However, as the Force's roots come from the British Cavalry our medals should be mounted a total length of 8.9 centimeters (as per RCMP Uniform Dress Manual) or 3.5 inches. The measurement of the medals is the total length from top to bottom;

(ii) full size medals are to be attached to the Red or Blue Blazer ½ inch above the top of the pocket line on the left breast, centered over the Association crest. Medals may also be worn when wearing civilian attire above the top of the pocket line on the left breast, centered over the pocket; if no pocket, approximately in the same position;

(iii) the service bar issued with the Long Service Medal may be worn on the left breast of the Red or Blue blazer, above and centered on the pocket; and.

(iv) miniature medals should be attached to the left lapel and **ONLY worn during evening social functions** and **NOT** at official functions such as parades and Remembrance Day services. If there is no lapel, wear on the left side, in approximately the same position.

(e) Generational and Territorial Pins

(i) generational and Territorial Pins are to be worn on the left pocket of an RCMP Tunic. For a Veterans' Blazer, TBD (precise location for an RCMP Blazer is yet to be determined, as the RCMP Veterans' Crest takes up the left pocket position).

(f) Veterans Wearing of the Uniform of the Royal Canadian Mounted Police.

(i) if not restricted by law, *e.g., Police Identity Management Act* of Nova Scotia, the RCMP Uniform and Dress Manual specifies the occasions when the wearing of the RCMP ceremonial Uniform by authorized retired or medically discharged members may occur. These occasions are:

- Semi-formal meeting with the Governor General;
- RCMP funeral / memorial / church service;
- Parade;
- State ceremony including funeral;
- Formal meeting with the Royal Family, the Governor General or a Lieutenant Governor;
- Award investiture;
- Commissioner's Commendation;
- Regimental or Mess Dinner;
- New Year's Levee;
- Members' Wedding; and

- Other occasions when representing the RCMP as the result of an official invitation, with no remuneration and in the approving officer's opinion, the occasion is appropriate for the circumstances and adverse publicity or public reaction is not foreseeable.

PART 20 – PURCHASE OF KIT, CLOTHING AND OTHER SUPPLIES

20.01 PROCEDURES AND GUIDELINES

(a) Divisions and members of the Association may purchase certain items of kit, clothing and other supplies from the RCMP Veterans' Association Gift Shop in Edmonton. Telephone 780-412-5572, or on the website: www.rcmpgiftshop.ca. Hours of operation are 10h00 to 14h00 Edmonton time.

(b) Items Available from the Royal Canadian Mounted Police:

(i) Some items of RCMP Kit and Clothing are available for purchase from the Royal Canadian Mounted Police. In order to purchase RCMP Kit and Clothing, you must be able to demonstrate you are authorized to wear RCMP uniform after retirement or medical discharge. **Note:** RCMP Kit and Clothing items available do not include Red Serge cloth, which must be ordered through the RCMP Veterans' Association Gift Shop, www.rcmpgiftshop.ca.

(ii) If you qualify to purchase RCMP Kit and Clothing, forward the list of items you wish to obtain along with their respective sizes, if required, along with a copy of your RCMP photo ID card, a cheque or money order (payment for the full amount including GST or HST - **Do not include PST**) payable to the Receiver General for Canada to:

RCMP – Uniform & Equipment Program

Attn: Planning & Accounting Section

440 Coventry Rd., Warehouse Bldg.

Ottawa, ON, K1A 0R2

OR

via Email to: Uniform_Equipment_Program@rcmp-grc.gc.ca (please note: there is an "underscore" between the words Uniform, Equipment, and Program in the above email address).

(iii) Include your shipping address.

(c) Purchase of Red Serge Cloth and Buttons

(i) Red serge cloth is only available from RCMP Veterans' Association Gift Shop in Edmonton [see 20.01(a) for contact information].

(ii) Details of the items required for the manufacture of one red blazer and their cost are contained in the Gift Shop website. As the prices are subject to change, check the website for current pricing.

(d) Medals & Tailoring

(i) Kingston Region Division is not affiliated with any of the following organizations and information is supplied for information purposes only.

(ii) Court mounting of medals can be obtained at:

- L. Beaubien & P. Richard, 730 Merkley Drive, Orleans, ON K4A 2T8 (613-830-7716) (prrrichard@gmail.com)
- Bill Kellar, Barrhaven, ON (613-316-7559) (mountmyrack@gmail.com)

- Patrick Bergevin, 470 rue des Framvoisiers, Gatineau, QC J9J 0H4 (819-209-7399) (medaillespatrickbergevin@gmail.com)
- Patrick Lachance, Montage des Medailles, 214 Briceland Street, Kingston, ON K7K 7L2 (418-557-5856) (MedaillesPL@gmail.com)

(iii) Tailoring of red blazer services can be obtained at:

- Andrei Master Tailors, 170 Princess Street, Kingston, ON (613-549-7628)
- Rene Giroux, Giroux Men's Wear, 522 Montreal Road, Ottawa, ON (613-842-9875) (renegiroux@bellnet.ca)
- Kelly Fontil, M. Good Tailor, 343 Dalhousie Street, Ottawa, ON (613-241-3895) (cfontil@rogers.com)
- Andrei Master Tailors, 256 Dalhousie Street, Ottawa, ON (613-562-1717)

APPENDIX 1 – PROCEDURES FOR INSTALLATION OF ELECTED EXECUTIVE

A1 General

A1.01 The installation of the elected Executive should be carried out by the Immediate Past-President at the Division AGM. If the Immediate Past-President is not present, the next most recent Past-President shall conduct the installation.

A1.02 While each in turn is standing:

President:

"[Name of the President], the members of the Kingston Region Division of the RCMP Veterans' Association have shown confidence in your ability and integrity by electing you as President. I now present you the gavel, the symbol of authority as President of the Kingston Region Division of the RCMP Veterans' Association, with which you will guide and direct your leadership.

Your opinions affecting all subjects concerning the Division must be wise and just. You have been elected because of your experience and suitability for this position. You are responsible for the management of the activities and affairs of the Division consistent with the purposes of the Division and of Association."

Vice-President:

"[Name of the Vice-President], the members of the Kingston Region Division of the RCMP Veterans' Association have shown confidence in your ability and integrity by electing you as Vice-President.

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 of the Association."

Treasurer:

"[Name of the Treasurer], the members of the Kingston Region Division of the RCMP Veterans' Association have shown confidence in your ability and integrity by electing you as Treasurer.

It will be your duty to conduct the official financial transactions, and to keep accurate records of the finances of the Division in accordance with usual business practices and the Division Manual, and consistent with the guidance and direction of the Association Treasurer.

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."

Secretary:

"[Name of the Secretary], the members of the Kingston Region Division of the RCMP Veterans' Association have shown confidence in your ability and integrity by electing you as Secretary.

It will be your responsibility to record and keep the Minutes of the Division Executive and General meetings and of the Division meetings and to maintain the official records of the Division, save and except for financial records. You will also serve as the official point-of-contact between the Division Executive and the Membership.

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."

APPENDIX 2 – DIVISION AGM - TABLE SET FOR ONE

"I call your attention to the small table which occupies a place of dignity and honour near the head table. This is set for one, symbolizing that fact that members of our Force are missing from our ranks through the sacrifice of their lives while on duty in the service of the country.

Our comrades are unable to be with their loved ones and families at this time, so we join together to pay our humble tribute to them, and bear witness to their continued absence.

- In their honour, the table, set for one, is small, symbolizing the frailty of one member, and our everlasting memories;
- The tablecloth is white, symbolic of the purity of motive and their intention to serve their country's call;
- The single red rose signifies the blood shed in sacrifice and reminds us of family and friends;
- The red ribbon represents our determination to never forget them;
- A slice of lemon on the plate reminds us of their bitter fate;
- The salt sprinkled on the plate reminds us of the countless tears of families and friends;
- The glass is inverted as they cannot join us in the toast this night;
- The chair is empty. They are not here;
- The candle is reminiscent of the light of hope that their lives were not given in vain;
- The Canadian flag reminds us that they made the supreme sacrifice in the service of law and order for our country.

Let us remember them and never forget their sacrifices. May God forever watch over them and protect them and their families."

LIST OF AMENDMENTS

Document date	Amendments made to Sections	Date approved by Executive
2025-01-27	Revised complete review	2025-01-27
2025-02-04	Part 11 – Insert section 11.03	2025-02-04