



EDMONTON

DIVISION MANUAL

Rev: 2019-10-24

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- Items in Red have been modified or added.

Part 1 - NAME

This Division will be known as Edmonton Division, Royal Canadian Mounted Police Veterans' Association, with headquarters in Edmonton, Alberta.

Part 2 - DEFINITIONS

In this Manual:

"Division" means Edmonton Division of the Royal Canadian Mounted Police Veterans' Association under the authority of Royal Canadian Mounted Police Veterans' Association By-Law Part XIV.1.

"Division Manual" includes the policy, procedures and guidelines of Edmonton Division under the authority of Royal Canadian Mounted Police Veterans' Association By-Laws Part XIV.6.

"Executive" means the Executive of Edmonton Division.

"General Meetings" are the regular general meetings held by the Division.

Part 3 – MEMBERSHIP

GENERAL:

Refer to **Part VI** of the Association by-laws for the categories of membership of the Association applicable to Divisions.

Refer to the **"Association Manual – Membership"** for further information and procedures for membership applications.

1. A person wishing to join the Association must submit an application form in writing to the Division on the prescribed form.
2. The **Membership Review Committee** will carry out enquiries to determine an applicant's eligibility to be a member of the Association. If the applicant is eligible they will be informed of their acceptance.
3. If the applicant does not meet the eligibility requirements, the Membership Chairman will notify the President who will inform the applicant they have been rejected.
4. When an application is rejected by the membership the Secretary will notify the National Board of Directors requesting all Divisions be advised the name of the person rejected.
5. Eligible applicant's names will be presented by the Membership Committee Chair or his / her delegate at the next General Meeting where a motion will be made to accept the applicant(s) as active members of our Division. If any member speaks against the application a vote by secret ballot will be made. If no member speaks against the application, the vote will be by show of hands. An applicant must receive more than 50% of the votes cast to become a member.

6. Immediately following the taking of a secret ballot vote, a motion will be entertained to have the ballots destroyed.
7. When an application for membership is received and there is no General Meeting for more than a one month period, the Membership Review Committee will review the application immediately and if the applicant meets the eligibility requirements the Membership Review Committee can advise the applicant that membership has been delayed until the application can be brought before the Membership at the next General Meeting when the provisions of 3.5 of this manual will be observed.

Special appointment – Commanding Officer

8. Upon the appointment of a new “**K**” **Division Commanding Officer**, the Division President shall broach the Commanding Officer on being appointed as an **Honourary Division President** of the Veterans’ Division.
9. The Commanding Officer of “**K**” Division shall be presented with a framed certificate of that appointment, signed by the Division President should they accept the appointment.
10. The appointment of Honourary Division President does not confer membership status in the Association, and therefore the Honourary Division President is not entitled to receive Notice of meeting, does not have voting privileges, and is not eligible to hold an Executive Team position. The Honourary Division President may attend all Division Veterans’ functions as a guest of the Division.

Part 4 – MEMBERSHIP AWARDS and CERTIFICATES:

1. An active member may be nominated for a **Life Member Award and Certificate**. A nomination for Life Member Award must be made to the President in writing and the submission will require a clear and full reason for the nomination. The nomination will be referred to the Membership Review Committee for review. The Committee will, in turn, after full examination, report back to the Executive and the membership with their findings and recommendations of support or non-support. The committee may take into account, but not be limited to:
 - a) Length of time in the Association
 - b) Age of the subject
 - c) Offices held in the Association
 - d) Outstanding activities carried out in support of the Association, etc.
2. Those who receive a Life Member Award will have their yearly membership fees paid by the Division.
3. An Associate Member may be recognized by the Division as a Honourary Member, and may be presented with an appropriate certificate signed by the Division President.
4. No more than seven percent (7%) of the active membership of the Division, which includes Life Membership as per the Royal Canadian Mounted Police Veterans’ Association By-Law Part VI.5, may be awarded a Life Member Award.

PART 5 – DISCIPLINE

1. The elected Executive of a Division shall have authority to **suspend or expel** any Member in the Division from the Association for any one or more of the following grounds:
 - a) violating any provision of the Articles, By-Laws, or the National Association Manual or the Edmonton Division Manual;
 - b) carrying out any conduct that is not in the best interests of the Association as determined by the Division Executive, in its sole discretion; and
 - c) for any other reason the Division Executive, in its sole and absolute discretion, considers to be reasonable, having regard to the purposes of the Association.
2. If the Executive of a Division 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 Division Executive.
3. The decision of the Board shall be final.

Part 6 – CHAPLAINS

The Executive may appoint one or more **Honourary Chaplains** to administer the needs of Members and their families.

Part 7 - DIVISION EXECUTIVE

1. The Division Executive shall consist of the **Elected Executive and Directors**.
2. The Executive members are to familiarize themselves with the following:
 - a) Division Manual;
 - b) Association's Articles of Continuance, By-Laws, and Association Manual; and
 - c) **RCMP Veterans' Association Foundation**
3. The Division Executive shall be in accordance with the by-laws of the Association and will have the following elected Officer positions:
 - a) President
 - b) Secretary
 - c) Treasurer
 - d) Vice President
4. In addition to the Officers of the Division there may be a number of members elected or proclaimed to membership on the Executive as Directors, the number of which shall be determined by the President.
5. Immediate Past President refers to the member who occupied the office of President for the immediate preceding term in the Division and may serve on the Executive as a director.
6. Positions on the Division Executive shall not normally exceed two (2) consecutive years.

7. Officers are members of the Executive and are empowered to carry out the work of the Division and to establish regulations that elaborate on Division by-laws.
8. Every Past President will be recognized as an ex-officio member of the Executive after finishing the term as immediate Past President, as long as they are an Active or Life Member in good standing. They will act as advisors to the Executive and may be asked to study matters referred to them by the Executive, but will not be entitled to vote at meetings of the Executive if not actively involved on the Executive.
9. The President shall establish the following **Standing Committees** as he/she considers appropriate:
 - Canteen Committee
 - Donation Review Committee
 - Membership Review Committee
 - Social and Entertainment Committee
 - Wall of Honour Committee
 - Guard of Honour
10. **Ad Hoc Committees** can be activated as and when required by the President in consultation with Executive. Those issues not covered by a specific committee or within these by-laws will be addressed as required by the Executive.
11. Guidelines for standing committees will be provided to committee chairs upon taking over that responsibility. These guidelines will be maintained by the Division Secretary.

Part 8 - NOMINATION AND ELECTION PROCEDURES

NOMINATIONS FOR DIVISION EXECUTIVE:

1. The election of the **Division Executive shall take place every year** depending on the need at the Division Annual General Meeting in November.
2. The Immediate Past-President shall Chair the **Nominations & Elections Committee (N&EC)**, or if unable to act, the President shall appoint an Active Member in good standing as the Chair.
3. The Chair of N&EC can select two (2) additional members to assist. Neither the Chair nor the two (2) additional members can stand for election.
4. The minutes of the June General Meeting shall include a call for nominations for election for executive office. Nominations shall be forwarded to the chair of the Nominations & Elections Committee prior to September 30th of each year.
5. While Edmonton Division has an administrative practice that has the Vice-President automatically a nominee for the next President, this administrative practice does not preclude additional nominations for this Officer positions.

6. Any Active, Life or Associate Member in good standing, dues and contributions up-to-date, except an Associate Member who is a currently serving employee of the RCMP, and except for an Associate Member who is accepted under Part VI.10 of the National By-laws, may nominate, and is eligible to be nominated, for Executive office, or to be appointed as a Division Director.
7. The N&EC may seek and/or recruit additional nominations for the elected executive, if necessary.
8. 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.
9. The Chair of the N&EC shall advise the Executive of the slate of accepted **nominations for Executive positions at the October Executive meeting.**
10. The slate of nominees shall then be distributed to the membership via the **November Newsletter.**
11. Once the slate of nominees has been distributed, further nominations shall be closed, except that nominations may be made from the floor at the **November Annual General Meeting.**
12. The N&EC shall also recommend to the President-elect, the names of those members who are willing to serve as Directors for non-elected positions on the Executive.
13. **Nominations by other means** than from the floor of the Annual General Meeting or through the N&EC shall be invalid.

ELECTIONS:

14. If only one person is nominated for an Executive position, the Chair of the N&EC shall, at the Annual General Meeting, declare that person elected by acclamation.
15. If more than one person has been nominated for an Executive position, the Chair of the N&EC shall call for an election for that position by secret ballot.
16. The election of Executive members shall take place at the Division Annual General Meeting when required.
17. All Active and Life members in good standing (*dues and contributions up to date*), who are present at the Division Annual General Meeting, may vote.
18. For each position, the nominee with a plurality of votes will be declared elected.
19. The newly elected Executive shall take office at the end of the Division **Annual General Meeting.**

20. If an Executive position becomes vacant during the term, on the advice of the N&EC, the remaining Executive may appoint a replacement from those qualified to hold an elected position for the remaining term of the incumbent.

VOTING PROCEDURES:

21. When a **secret vote is required**, ballots shall be distributed to each voting member at the meeting.
22. Ballots for elections shall contain the names of the nominees in alphabetical order. The ballot shall contain spaces to mark for any nominations made from the floor. When completed, the ballots shall be returned to the N&EC for counting. Following the declaration of the elected candidates, the Secretary will destroy all ballots.
23. All other matters that concern this Division shall be voted on by a show of hands unless a member requests a vote by secret ballot.
24. If a vote by secret ballot is requested, a generic ballot showing “in favour” and “not in favour” shall be distributed for each resolution for which a secret ballot is requested.
25. When completed, the ballots shall be returned to the **Division Secretary** for counting.
26. All voting will be by simple majority except where a 2/3 majority is required by the Act, the By-Laws or this Manual. Only those in attendance at the Division General Meeting may vote.

NOMINATIONS FOR NATIONAL DIRECTOR:

27. Upon the call by the **National Secretary** for nominations for Board of Director vacancies, any Active Member in good standing and any Life Member may nominate an Active Member in good standing or a Life Member to fill any such vacancy.
28. Nominations in approved form shall attach a resume, not exceeding 500 words, a letter of recommendation from the nominator, a copy of the nomination form bearing the signature of the nominee indicating they agree to serve, if elected. A potential candidate can self-nominate, in which case, the letter of recommendation will be replaced by a letter describing the application as self-nominating.
29. **Nominations** shall be forwarded to the **Chair of the Division N&EC** not later than January 31st.
30. The Nominations Committee will review each nomination, and if a nomination is deemed unsuitable, or not meeting the criteria for elected office, may reject that nomination.

31. At the **February Executive Meeting**, the Chair of the N&EC shall advise the Executive of the accepted nominations for a National Board vacancy.
32. At the **February General Meeting**, accepted nominations shall be presented to the membership for approval, by majority vote of those present at the meeting.
33. The **Division President** will thereafter forward all approved nominations to the Chair of the **National Nominating Committee**, along with a letter of support for the nominations.

Part 9 - DUTIES AND RESPONSIBILITIES EXECUTIVE MEMBERS

President

1. Presides as Chair over all Executive and Division General Meetings and maintain good order during meeting;
2. Does not vote on issues except in the case of a tie, and then shall cast the deciding vote.
3. Acts as Division representative on the National Council at the National Annual General Meeting;
4. Serves as ex-officio member of all Division Standing and ad hoc Committees;
5. Appoints and assists the Chairs of the various standing committees if required;
6. Ensures a financial reviewer is **appointed by November** of each year to conduct the annual financial report of Division accounts; and
7. Liaises with the National Board of Directors, and with RCMP "K" Division Senior Executive.

Vice President

8. Assists the President and when the President is absent, assume all duties and roles of the President;
9. Oversees the operation of Standing Committees;
10. Ensures the Committee Chairs submit budgets where necessary for each year by **September 30** of the prior year.

Secretary

11. Keeps minutes and maintain records of all meetings;
12. Immediately notifies the Board in writing of all changes to the Executive;

13. Receives and files all correspondence and e-mails;
14. When leaving office, turns over all records; documents and property, in their possession, belonging to the Division, to the incoming Secretary as soon as possible.

Treasurer

15. Receives and deposits all monies from all sources, in the Division bank account.
 - a) membership dues are received by the Chair of the Membership Committee who deposits these funds and notifies the Treasurer of all deposits;
16. Maintains a separate **Foundation Account** for funds received from the National Office and to be disbursed in accordance with instructions attached to the funds;
17. Prepares, maintains and retains adequate records of all monies received and paid;
18. Ensures standard accounting practices are followed in receipts and disbursements;
19. Accounts shall be paid by cheque, endorsed by two (2) members of the Executive with signing authority;
20. Presents the **Division Annual Budget** at the General Meeting in **November** and call for a budget reset in June if necessary;
21. Presents a comprehensive financial report at the **January, April, September and November** Executive and Divisional General Meetings including any other funds or investment account maintained by the Division;
22. Furnishes to a financial reviewer; all books, papers and information an **Auditor** may require, to complete an annual financial report for the Division and/or National Treasurer.

Part 10 – CORRESPONDENCE & RECORDS

1. **Individual members** of the Division shall not correspond with anyone outside the Division or the Association while contending to express the views of the Division or the Association on matters relating to its activities and affairs, unless the issue is of a purely local nature. This instruction is not intended to prevent a member from expressing their own personal views through correspondence or communications on matters impacting them or other members of the Division or Association, provided they do not purport to be the views of the Division or the Association.
2. All correspondence alleging to express the views of the Division shall be dealt with by the **Division President** or Secretary or their delegate.
3. All **incoming correspondence** affecting the Division or copies of correspondence (*except financial statements and membership applications*) shall be sent to the **Secretary** for record keeping purposes. Financial statements shall be sent to and retained by the **Treasurer**. Membership matters will be sent to and retained by the **Membership Review Committee** Chair.

4. **Correspondence and financial statements shall be retained for six (6) years.** Membership correspondence, in particular, hard copy membership applications will be retained until such time as that member is no longer a member of the Association.

Part 11 – QUORUM

1. A quorum for a meeting of the Executive shall be a **majority of the number of members on the Executive.**
2. A quorum for a **General Meeting shall be at least 15 active** members in good standing.

Part 12 – MEETINGS

1. **General meetings** will be held monthly at a **time, date and place as indicated in the monthly Divisional Newsletter**, unless notified by the Executive of a different time and/or location. Meetings in July, August and December will normally be dispensed with unless a Special Meeting is convened.
2. **A Special Meeting** of the Division may be held at such time and place as determined by the Executive, or upon a directive from the National Board of Directors. The meeting shall be called pursuant to a Resolution passed by a majority of the Executive, or upon a request, in writing, of not less than five (5) members of the Division. A Notice of Special Meeting shall be published and distributed outlining what is to be discussed at that meeting.
3. The **Division Annual General Meeting** will be held in **November**, on the same night as the regular monthly General Meeting.
4. **The Executive** will meet at least once each month except for July and December at a time and place determined by the President. The date, time and place of the **Executive Meetings will be published monthly in the Division Newsletter.**

Part 13 - FISCAL YEAR

The fiscal year of the Division will be the same as the Association.

Part 14 – VOTING

1. Only **active members** in good standing will have the right to vote at a meeting of the Division when dealing with an Association matter.
2. When a member is unable to attend a meeting to vote the member can give due notice, in writing, to the Secretary appointing another member to act as a **proxy vote.**
3. **The President** will only vote to break a tie.

Part 15 – DUES, FINANCIAL CONTRIBUTIONS AND HONOURARIUMS

1. **Annual membership** dues are payable to the Division Membership Chair by the 31st day of January each Year.
2. **Annual Membership Dues** for an Active Member is the amount established by the Board on an annual basis plus the amount of the financial contribution as set by the Division Executive. For greater clarity, a Life Member appointed prior to the adoption of the new National By-laws, and an Associate Member who is accepted under **Part VI.10 of the new National By-laws**, are not required to pay membership dues.
3. **The amount** of the financial contribution as set by the Division Executive may be changed for the ensuing year by resolution at a Division General Meeting, approved by a 2/3 majority vote of the members present.
4. **The Executive may waive** the payment of dues when deemed appropriate. The Member whose dues have been waived will continue to be a Member in good standing, and the Division shall pay the amount of dues established by the Board on an annual basis on their behalf.
5. Although annual membership dues are **payable by the 31st of January of each year**, any Member whose **membership dues are not paid** prior to the record date, which is 60 days prior to the National Annual General Meeting, shall have their name removed from Active Member in good standing, and may not vote at that Annual General Meeting.
6. An Active **Member who is not in good standing**, may be reinstated to Active Member in good standing, by paying the full amount of the membership dues for the years the dues are in arrears not exceeding two years. Active members in arrears for more than a year will cease to receive Edmonton Division's Newsletter.
7. Any Member whose membership dues are **two years in arrears** shall have their name struck from the member registry.
8. Any Member whose name has been struck from the Member registry **may re-apply for membership** in accordance with National By-laws VI.4, VI.9 or VI.10.
9. Should such a former active member wish to re-join the Associative they only need to **re-submit an application form**.
10. **Honourariums may be approved** by the Division Executive for services rendered by guest speakers or other individuals. All honourariums must be approved by the Executive. No more than a \$500.00 honourarium may be paid to an individual, per year.
 - a. In lieu of an honourarium, **executive members** encountering expenses are to submit an expense claim to the Treasurer for payment as per Part 16.

Part 16 - MANAGEMENT OF DIVISION FUNDS AND PROPERTY

1. The Executive will be responsible to the members for the general supervision of the business of the Division, its record, files, accounts, funds and property.

2. The Executive will recommend a budget for the upcoming year to the Membership at the Regular Meeting in October for ratification at the November Regular Meeting.
3. **No portion of the Division funds beyond that specified in the approved budget shall be expended**, nor shall Division property be acquired or disposed of except by a majority vote of the members present at any monthly regular meeting or a Special Meeting called for that purpose and after recommendation of the Division Executive.
4. The Executive may approve **unforeseen expenditures not included in the annual Budget** in an amount not to exceed one thousand dollars (\$1,000.00). The expenditure will be reported at the next general meeting. Should an unforeseen expenditure exceed \$1000.00 a notice of motion must be made at a regular meeting, published in the next Newsletter and voted on at the following general meeting.
5. The Gift Shop (*formally the Canteen*) is operated by Edmonton Division. The Gift Shop will maintain separate financial processes and reporting that ensures financial control and accountability of the Gift Shop's operation. Surplus funds from the Gift Shop operation will be transferred to the Division's Operating Account based on the recommendation of the Gift Shop Committee.
6. Budgeted monies will be used for donation purposes to support police related events in Alberta, as well as activities supported by the Division. All donation requests will be scrutinized by the Donation Committee per the following criteria:
 - a) The donation committee may approve donation requests up to \$500 updating the executive at the next executive meeting and membership at the next general meeting;
 - b) On recommendation of the Committee, the Executive may approve a donation up to \$1000.00 and advise the membership at the next general meeting;
 - c) **Donations exceeding \$1000.00 will require a written notice of motion to be published in the Division Newsletter** and voted on at the next general meeting or a special meeting called to deal with the motion.
 - d) Motions from the floor at a general meeting for a donation or donations will be directed to the Donation Review Committee for review. The membership will be advised accordingly of the outcome and asked to vote if required.
 - e) Guidelines dealing with donation requests will be offered to people or organizations by the Donation Review Committee Chair where applicable.
7. As per Part 9.15.a, membership dues will be received by the Membership Committee Chair and appropriately deposited into the Edmonton Division's account with notification to the Treasurer of the transactions.
8. No financial account of this Division held in any financial institution shall be accessible via automatic teller machines (ATM's), computer online banking or telephone banking other than for the purpose of checking current balances. **All distribution of money will be done by cheque.**
9. The Treasurer and another member of the Executive with signing authority must sign cheques. No Executive member will sign cheques payable to themselves.

10. 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.
11. The Executive shall establish reserve funds for the **Wall of Honour, Gift Shop Operations, General Division Operations and Community Policing Donations**. These reserve funds are to be invested in secure interest bearing instruments with interest remaining in the reserve funds.
12. No money of the Division shall be expended other than that which is approved in the Division Annual Budget.
13. A member may receive indemnification for expenses incurred on behalf of the Division if the member received prior approval from the Executive.
14. All expenses for reimbursement must be supported by receipts, (*i.e.*, photocopies, credit card statements or Interact slips are acceptable as original receipts), and be accompanied by the written authorization, or verbal authorization reduced to writing on a Division expense claim form.
15. **Expenses will not be reimbursed for Members of the Association for mileage and meals relating to Executive or General meetings held within the City of Edmonton.**
16. **Incidental personal expenses will not be eligible for reimbursement, including alcoholic beverages, gifts, personal grooming items, in-flight and in-room movies, loss of personal property, entertainment, personal clothing, laundry charges.**
17. Meal and mileage allowances exceeding Government of Canada "National Joint Council" rates in effect at the time the expenses were incurred will not be reimbursed.
18. All claims for reimbursement shall be submitted to the Division Treasurer. Approved expenses shall be paid by cheque made payable to the claimant.
19. All claims are to be submitted as soon as possible after the expense has been incurred, and no latter then the end of the month. All expense **claims are to be submitted using the Division expense claim form** outlining the rationale for the expense along with all relevant information and attached receipts.
20. The Executive may make 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.
 - 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.
21. The Gift Shop Bank Account shall be used for the operation of the Division Gift Shop. Members of the Gift Shop Committee plus designated Executive members and the Gift Shop Contract Manager shall have signing authority on the Gift Shop Account.

Part 17 – RCMP VA FOUNDATION

The Division Advocate, on behalf of the Division Executive, shall be responsible for processing initial applications for financial assistance from the RCMP Veterans' Association Foundation. The Division Advocate shall have the responsibility and obligation to investigate all applications for assistance, presented to him/her. Applications shall be forwarded by the Division Advocate to the RCMP VA Foundation, on behalf of the Applicant.

Part 18-A - SICKNESS, DISTRESS AND DEATH

All Members are encouraged to report cases of sickness, distress or death of a member or dependants to any member of the Executive.

Part 18-B - HOSPITAL PARKING PASS POLICY

The following definitions apply only to the **HOSPITAL PARKING PASS POLICY**. If any further clarification of these definitions is required, you are directed to contact the Division President.

Member: refers to an Active Member or Associate Member in good standing (*Dues Paid*) of the Edmonton Division of the RCMP Veterans' Association.

Immediate Family: refers to the parents, spouse/life partner, children, stepchildren, grand parents, grand children, and siblings of a Member.

Pass: is used as a short form reference for the subject of this policy, The Hospital Parking Pass.

Rules of Use: Policy used to describe to the member their responsibilities for taking possession of the pass(es).

Pass Log: A document indicating the member who is issuing the passes and to whom each of the passes was issued to. It also records the members acknowledgement of user responsibilities while in possession of a parking pass.

RULES OF USE

- (1) Passes will be distributed on a first come first serve basis.
- (2) Passes will be issued one (1) to a household, unless extenuating circumstances exist that warrant issuance of a second pass. (Eg: Spouses attending two different medical facilities at the same time.) The Issuer will document the rationale for issuing a second pass. Should the Issuer need guidance concerning the issuance of a second pass, they should contact the Parking Pass Co-Ordinator for guidance.
- (3) Passes are the property of the Edmonton Division of the RCMP Veterans' Association for the sole use of Edmonton Division RCMP Veterans' Association Members, and their **immediate family** when visiting a Member of the Association.

- (4) Passes shall not be loaned to other persons, that are not listed in definition of - **immediate family**.
- (5) A member that is issued a parking pass acknowledges and accepts the Division's Parking Pass Policy which includes the Rules of Use. A pass shall not be issued unless the member accepts the "Rules of Use" policy.
- (6) Once acquired through the Issuer, the member agrees to personal accountability for the use of the pass and accepts all liabilities occurring from the passes use.
- (7) **Electronic Passes** are used to open gates at parkades for a single vehicle only. Eg: For Entry and departure of one vehicle. If the pass is used for a second vehicle, without the first vehicle exiting, the card will be automatically suspended. The member is then financially accountable to the Division to return the card to its operational status.
- (8) **Pink Reciprocal passes** are used for designated parking that do not have gate control. Refer to parking maps for authorized parking lot locations.
- (9) The pass can be used for short-term or long-term visitation or appointments, at a medical facility or hospital.
- (10) Loss of a pass shall be reported immediately to the person issuing the pass. The person who lost the pass shall be financially responsible for replacement of the pass. (2019 - \$200.00)
- (11) The user, while in possession of a pass is responsible and accountable for any parking tickets, physical damages occurring from the use of the pass.
- (12) The member acknowledges the Edmonton RCMP Veterans' Association is not responsible for any liabilities, loss, damages, or injuries, as a result of the use of the parking passes.
- (13) The pass must be returned to the point of distribution immediately upon completion of its use.

PASS LOGS

- (1) Members controlling the issuance of passes will keep a log supplied to them by the Division. The log shall contain their name and the name of the member acquiring a pass; time and date of pick-up, destination, the pass number and the return date. Users will legibly sign the log in order to secure a parking pass. If a user of the pass is unable to sign see paragraph (2).
- (2) If a user is not able to sign the log, (Pass left in the mail box for pick up) the issuer will note this on the log in the signature block and sign on their behalf, after explaining the Rule of Use and verbally receiving acceptance of this policy. The user will verify receiving the pass by text, phone call or email to the issuer.
- (3) A copy of this policy will be provided to all users with the issuance of a parking pass to ensure they understand their user liabilities and responsibilities. (It can be returned with the pass, to save paper)

- (4) Upon receiving a returned pass, the issuer will initial the log to indicate its' return. The person who borrowed the pass shall identify to the issuer any negative issues relating to the use of the pass. A report shall be made by the issuer immediately to the Pass Co-ordinator, should a problem be identified.
- (5) Log information will be provided by the Pass Co-Ordinator, on a quarterly basis to the Executive for review commencing April of each year.

PASS CO-ORDINATOR

- (1) A Parking Pass Co-Ordinator may be appointed by the President of the Division.
- (2) The Co-Ordinator will be responsible for the continued monitoring of the pass program. He/She will ensure that all issuers of parking passes, have the most current and relevant information, provide by the Alberta Health Services Parking Authority. The co-ordinator will ensure that Pass Issuers adhere to policy and provide quarterly reports of pass usage.
- (3) The Pass Co-Ordinator will monitor the use of passes and determine whether the Pass Annual Budget is adequate to meet demand.
- (4) The Co-Ordinator will report all problems to the President, or Vice-President, in his or her absence.

DISTRIBUTION POINTS

Distribution points will be published on the Division's Website and in the Division newsletter, along with the list of medical facilities and hospitals, for which the passes are valid.

Part 19 – CONTRACTS / REPRESENTATION

1. No member will enter into a contract or make representations on behalf of the Division without the authority of the Executive.
2. Any contract exceeding \$10,000.00 must be approved in advance by the Association Board as per Part XIV.2.

Part 20 - DIVISION DELEGATES TO THE ASSOCIATION'S ANNUAL GENERAL MEETING

1. The President and their Spouse will normally attend the Association's Annual General Meeting (AGM) as the Division delegate. If the President is unable to attend the AGM, he/she will select a member from the Executive to attend as their representative.
2. In order to maintain continuity and provide experience, the Vice President and their Spouse may be authorized to attend the AGM, at Edmonton Division expense.
3. The Executive may authorize other members of the Division to attend the AGM as delegates, with reimbursement of expenses as outlined in paragraph 6.

4. Should the President be presenting a complex resolution or proposing at the AGM, on behalf of the Division, the President may request the Executive authorize expenses for another member of Edmonton Division to attend the AGM as a “subject matter expert”, to ensure the arguments for or against the resolution or proposal, are properly presented.
5. The Division will maintain a suitable budget to pay for travel and meals for official delegates of the AGM. Expenses will **not** exceed the amount within the Division’s AGM budget and will adhere to Government per diem rates, as outlined in the Federal Travel Directive.
6. The official delegates and their spouses attending the AGM will be reimbursed expenses for economy return airfare **or** private car expenses at the prevailing government rates per kilometer. Private car mileage shall not exceed the amount of return economy airfare, for the driver of the vehicle. Reasonable accommodations and meals for the duration of the AGM will be reimbursed at Federal Travel Directive rates. Receipts for meals are not required when claiming per diem meal rates. Incidental expenses are not reimbursable.

NOTE: All expenses are to be submitted by Division Expense Claim Form to the Division Treasurer for review and reimbursement.

7. Notwithstanding Part 20.5 above, the Executive may place a cap, as defined by the AGM budget, on the amount that may be reimbursed to any authorized delegate, depending on the circumstances prevailing at the time. This cap must be made known to the delegate before commitment for travel is made.

Part 21 - NOMINATIONS FOR MEMBERSHIP ON THE NATIONAL EXECUTIVE AND AGM RESOLUTIONS

1. Any active member of this Division may present a nominee(s) for election to the Board of the Association by the date as prescribed by the Association.
2. Resolutions proposed for the Annual General Meeting of the Association must follow the guidelines as per the National Administration Manual 20 – Submission of Resolutions. If the resolution comes from the Division, it must be dealt with locally at the Annual General Meeting of the Division in November before being submitted to the National Secretary.
3. All submissions of resolutions must be received by the National Secretary no later than January 15th in order to be placed on the agenda of the next AGM.

Part 22 – REGULATIONS

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.

Part 23 – AMENDING THE DIVISION MANUAL

1. All proposals for changes in this manual must be made by a member, in writing, and provided to the Executive. The Executive shall notify the membership of the proposed changes at least thirty (30) days prior to the meeting at which time a motion including the proposed wording of the changes will be subject to a vote. The proposed changes require the approval of at least two-thirds (2/3) of the members present at the meeting during which the proposal is considered. The Executive may use a vote by secret ballot to decide the motion, with all ballots destroyed immediately a decision is made and announced to the membership. The member submitting the proposal and the Past President shall officiate as scrutineers.
2. All requirements of this Division Manual and any amendments shall not be implemented until approved by the Association.

Recommended:

Approved:

Bruce Allen
VP, Edmonton Division

Jerry Plastow
President, Edmonton Division

Recommended:

Approved:

Association President

Date _____

Date _____