NOVA SCOTIA
DIVISION MANUAL
<table>
<thead>
<tr>
<th>Part</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>Membership</td>
<td>3</td>
</tr>
<tr>
<td>Part 2</td>
<td>Individual Awards</td>
<td>5</td>
</tr>
<tr>
<td>Part 3</td>
<td>Discipline</td>
<td>5</td>
</tr>
<tr>
<td>Part 4</td>
<td>Correspondence</td>
<td>6</td>
</tr>
<tr>
<td>Part 5</td>
<td>Dues, Financial Contributions and Honourariums</td>
<td>6</td>
</tr>
<tr>
<td>Part 6</td>
<td>Duties and Responsibilities of Elected Executive Team</td>
<td>8</td>
</tr>
<tr>
<td>Part 7</td>
<td>Duties and Responsibilities of Appointed Executive and Standing Committees</td>
<td>11</td>
</tr>
<tr>
<td>Part 8</td>
<td>Conduct of Meetings</td>
<td>18</td>
</tr>
<tr>
<td>Part 9</td>
<td>Assistance to Members and Widows/Widowers</td>
<td>19</td>
</tr>
<tr>
<td>Part 10</td>
<td>Funds and Property of the Division</td>
<td>20</td>
</tr>
<tr>
<td>Part 11</td>
<td>Conrad Memorial Fund</td>
<td>20</td>
</tr>
<tr>
<td>Part 12</td>
<td>Nominations and Elections Procedures</td>
<td>21</td>
</tr>
<tr>
<td>Part 13</td>
<td>Funeral Guidelines</td>
<td>24</td>
</tr>
<tr>
<td>Part 14</td>
<td>Order of Dress Protocol</td>
<td>25</td>
</tr>
<tr>
<td>Part 15</td>
<td>Purchase of Kit, Clothing, and Other Supplies</td>
<td>30</td>
</tr>
</tbody>
</table>
PART 1 - 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.

Director of Membership:

Active and Associate Member applications

1. Appoint a standing Division credentials committee.

2. Upon receipt of a new member’s application (except for a member described in by-law VI.10 – formerly known as an Honourary Member), ensure all required information is provided.

3. Refer each application to the credentials committee, whose task will be to investigate the application to ensure all of the membership criteria are met for the class and category of membership being applied for.

4. If the credentials committee is satisfied the membership criteria are met, arrange for the name of applicant to be published in the Notice of (or Agenda for) the General Division Meeting (or in another bulletin, several days prior to the General Meeting).

5. The publishing of the name of the applicant will provide an opportunity for the membership to identify to the Director of Membership any additional information, including that regarding the applicant’s “good character”, which may require further investigation prior to approval of the application. The source of that information will remain confidential other than to the Director of Membership.

6. If no information is provided before the General Meeting is held, notify the applicant, and notify the membership at the General Meeting, that the applicant is approved for membership. No vote will be held.

7. If additional information is provided, direct that sufficient investigation is conducted by the credentials committee to confirm or refute the additional information.

8. Following investigation, determine whether the additional information, if any, is sufficient to refuse the application.

9. Notify the applicant of the decision to approve or refuse the application.

10. If the application is approved, notify the membership at the General Meeting that the applicant is approved for membership.

11. For a member described in By-law VI.10, it is expected that the nominating Active Member will complete the application form. Refer the application to the credentials committee to enable
their review of the nominating Member’s recommendation for membership to ensure there is sufficient evidence in the application to meet the criteria for membership.

12. If the credential’s committee is satisfied, follow the process described in paragraphs 4 and 5.

13. If no information is provided before the General Meeting is held, advice the membership that a vote will be held at the General Meeting before the application is approved.

14. A majority of the members present at the General Meeting (ordinary resolution) shall be required to approve the membership application.

15. Following the General Meeting, notify the applicant and the nominating Active Member of the outcome of the membership vote.

16. The Division may conduct an annual recruiting drive, competitive amongst Regions, to determine the greatest percentage increase of new members into the Association. The Region attaining the greatest percentage increase shall be awarded the Division recruiting award plaque along with a $100 social award. These funds, unlike funds from the $200 advance, may be expended to offset the costs of appropriate social activities within the Region.

Special appointments – Commanding Officer

17. Upon the appointment of a new “H” Division Commanding Officer, recommend to the Division President that the Commanding Officer be appointed as Honourary Division President of the Nova Scotia Division of the RCMP Veterans’ Association.

18. If the Commanding Officer accepts such appointment, the Commanding Officer shall be presented with a framed certificate of that appointment, signed by the Division President.

19. 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.

Special appointments – Lieutenant Governor

20. Upon the appointment of a new Lieutenant Governor of Nova Scotia, recommend to the President that s/he contact the Provincial (or Territorial) Protocol Office to determine the Lieutenant Governor’s wishes regarding appointment as Division Patron.


22. If the Lieutenant Governor accepts such appointment, the appointment does not confer membership status in the Association, however, the Lieutenant Governor shall be invited and may attend all Division Veterans’ functions as a distinguished guest of the Division.
PART 2 - INDIVIDUAL AWARDS

1. Members in good standing shall be awarded service bars for every five (5) Years of membership in the Association.

2. Service bars and bars of office may be presented at Division General Meetings, on the Annual Roadshow, at Regional Meetings by Regional Directors, or by other means, as appropriate.

3. An Active Member who has made a significant contribution to the affairs and activities of the Association at the Division or National Level, and has a minimum of 15 years of membership in the Association, may be recommended for recognition by a Division credentials committee for a Life Member award. A recommendation may also be made by the Board of Directors, and such recommendation shall be referred through the Division President to the Director of Membership for processing.

4. If a recommendation for recognition is approved by a 2/3 majority vote at a Division General meeting, the member will be presented with a Life Member award. Such an award, although known as Life Member award, will not constitute category of membership, but rather that member will remain as an Active Member. For greater certainty, the designation of Life Member as a category of membership shall apply only to those Members of the Association who were appointed as a Life Member prior to the adoption of the By-laws of the Association.

5. A Life Member award may be recognized by way of a certificate signed by the Division or National President, as well as being given a corresponding Life Member lapel pin.

6. Recognition for a significant contribution to the affairs and activities of the Association at the Division level may also be made by way of a Certificate of Appreciation, signed by the Division President.

PART 3 - DISCIPLINE

1. The elected Executive of the Division shall have authority: by 2/3 majority, to suspend or; by unanimous vote, to expel, any Member of 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 Nova Scotia 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 that the Division Executive, in its sole and absolute discretion, considers to be reasonable, having regard to the purposes of the Association.

2. The procedures for notice outlined in the Association Manual, Part I.4 shall apply

3. If the Executive of a Division suspends or expels any Member from the Association, that Member may make a written appeal to the Board of Directors within thirty (30) days of becoming aware of the decision of the Division Executive.
4. The decision of the Board of Directors shall be final.

5. If a member of the elected Executive is to be suspended or expelled for grounds stated in paragraphs 1(a), (b) or (c) above, that member of the elected Executive shall be excluded from voting on the matter. The remainder of the elected Executive shall thereupon refer the matter to the Board of Directors for decision in accordance with Association by-law VI.16.

PART 4 - CORRESPONDENCE & RECORDS

1. Individual members of the Division shall not correspond with anyone outside the Division or the Association while purporting to express the views of the Division or the Association on matters relating to its activities and affairs, unless the issue is of a purely local nature.

2. One (1) above is not intended to prevent a member from expressing their own personal views through correspondence or communications on matters impacting them or other members of the Division or Association, provided they do not purport to be the views of the Division or the Association.

3. All correspondence purporting to express the views of the Division shall be dealt with by the Division President or Secretary.

4. All incoming correspondence effecting the Division or copies of correspondence except financial statements shall be sent to the Secretary for record keeping purposes. Financial statements shall be sent to and retained by the Treasurer.

5. Correspondence and financial statements shall be retained for six (6) years.

PART 5 - DUES, FINANCIAL CONTRIBUTIONS AND HONOURARIIUMS

DUES:

1. Annual membership dues are payable to the Division Treasurer by the 31st day of January each Year. If paid by November of the preceding Year, the Member will be eligible for the Early Bird Draw and a reimbursement of their membership dues for the Year.

2. For the purposes of this Chapter, membership dues are constituted by:

   • for an Active Member, the amount of dues established by the Board on an annual basis + the amount of the financial contribution as set by the Division Executive from time-to-time;
   • for an Associate Member, including an Associate Member who is a currently serving employee of the RCMP after this Manual is approved, but except for an Associate Member who is accepted under Part VI.10 of the National By-laws, the amount of the financial contribution as set by the Division Executive from time-to-time; and
   • for an Associate Member who was a currently serving employee of the RCMP prior to this Manual being approved, a one-time administration fee as set by the Division Executive from time-to-time.

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 and the one-time administration fee as set by the Division Executive may be changed for the ensuing year by resolution at an 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, for greater certainty, any Member whose membership dues are not paid prior to the record date [60 days prior to the National Annual General Meeting] shall have their name removed from Active Member in good standing, and may not vote at that Annual General Meeting.

6. An Active Member who is not in good standing may be reinstated to Active Member in good standing by paying the full amount of the membership dues for the years the dues are in arrears (not exceeding two years).

7. Any Member whose membership dues are two years in arrears shall have their name struck from the member registry.

8. Any Member whose name has been struck from the Member registry may re-apply for membership in accordance with National By-laws VI.4, VI.9 or VI.10.

9. Membership dues for new applicants shall be pro-rated: between January 1st and March 31st – 100%; between April 1st and June 30th - 75%; between July 1st and September 31st - 50%; and between October 1st and December 31st shall be 100%, but shall be applied to the following fiscal year.

10. If a new applicant submits Membership dues with their application, the Treasurer will hold the dues payment in trust until such time as the new applicant is accepted as a Member. Upon acceptance of the new Member, the dues payment will be deposited into the Division General Account: if not accepted as a new Member, the dues payment will be returned to the applicant.

**HONOURARIUMS:**

1. Honourariums are paid annually to the Secretary and the Treasurer in an amount set from time-to-time by the Executive Team.

2. The Division representative for the National Annual General Meeting shall be advanced monies to pay for expenses to attend. The amount of the advance shall be recommended by the Executive Team and approved by majority vote by the membership at the April General Meeting each year.

3. In exceptional circumstances, any other Member authorized by the Division to attend the National Annual General Meeting may receive an advance on expenses to a maximum of $2,500 if recommended by the Executive Team and approved by majority vote by the membership at the April General Meeting.

4. All advances and/or expenditures for reimbursement must be accounted for with original receipts to the Treasurer.
PART 6 - DUTIES AND RESPONSIBILITIES OF EXECUTIVE TEAM

GENERAL:

1. The Division Executive Team shall consist of the Elected Executive, Committee Directors, and Regional Directors (and are denoted with * in this Manual)

2. Elected Executive Team members are to familiarize themselves with the following:
   a. Nova Scotia Division Manual;
   b. Association Constitution; By-Laws; and Association Manual; and
   c. Benefit Trust Fund provisions.

3. The 1st Vice-President, 2nd Vice President and the Immediate Past/President shall have portfolio responsibility for Standing Committees in accordance with the Organizational Chart as shown above.

4. Executive Team members are encouraged to wear Blue Blazer order to Division General Meetings and Regional business meetings. A more casual summer dress of blue crested golf shirt and grey slacks may be substituted if uniformly agreed-to by all event participants.

5. Committee Directors and Executive Team members shall use discretion when to copy the President, 1st Vice President, 2nd Vice President and Past President on generated correspondence related to committee activities, especially when e-mails constitute discussion rather than decisions.

6. Committee Directors are to prepare a brief annual report of activities of their Committee for the past Year by mid-January, for inclusion in the Division Corporate Report to be sent to the National Office.

SPECIFIC DUTIES AND RESPONSIBILITIES OF ELECTED EXECUTIVE:

President *

- preside as Chair over all Executive and Division General Meetings and maintain good order during meeting;
- do not vote on issues except in the case of a tie, and then shall cast the deciding vote.
- act as Division representative on the National Council at the National Annual General Meeting;
- serve ex-officio member of all Division Standing and ad hoc Committees;
- appoint and assist the Chair(s) of the various special events, if required;
- liaise with Regional Directors on Division business;
- communicate and coordinate activities and events with the Ladies Auxiliary;
- ensure a financial reviewer is appointed by November of each year to conduct the annual financial report of Division accounts; and
liaise with the National Board of Directors, and with RCMP “H” Division Senior Executive.

1st Vice-President *

- assist the President and when the President is absent, assume all duties and roles of the President;
- oversee the operation of Standing Committees as outlined in the Organizational Chart as shown above; and
- ensure Directors for whom they are responsible submit budgets for each year by September 30 of the prior year.

2nd Vice-President *

- assist the President, and when the President and 1st Vice-President are absent, assume all duties and roles of the President;
- oversee the operation of the Standing Committees as outlined in the Organizational Chart as shown above; and
- ensure Directors for whom they are responsible submit budgets for each year by September 30 of the prior year.

Immediate Past President *

- assist the President as required;
- install new Executive, assisted by the Master-at-Arms;
- perform inductions of new Division members, or assign to Regional Directors as appropriate;
- chair the Nominations and Elections Committee for Executive elections;
- oversee the operation of the Standing Committees as outlined in the Organizational Chart as shown above;
- ensure Directors for whom they are responsible submit budgets for each year by September 30 of the prior year;
- liaise with Johnson Insurance and American Income Life Insurance regarding promotion of their products and sponsorship of Division events;
- keep adequate records of all monies received from Johnson Insurance and turn monies over to the Treasurer;
- arrange for guest speakers at General Meetings in conjunction with the 1st Vice-President and/or President;
- ensure introductions for the guest speakers are made and thank presenters at the end of the presentation, including arranging for a gift of appreciation when appropriate.
Secretary *

- keep minutes and maintain records of all meetings;
- send out notices of all meetings;
- maintain the Division Data Base;
- notify the National Secretary in writing of changes to the registry of members on a frequency determined by the Board of Directors;
- immediately notify the Board in writing of all changes to the Executive;
- maintain a petty cash account in the general operating fund not to exceed $100.00 to pay incidental expenses;
- receive and file all correspondence and e-mails;
- maintain and file all applications for membership in the Association;
- issue Member identification cards; and
- when leaving office, turn over all records, documents and property in their possession, belonging to the Division, to the incoming Secretary as soon as possible.

Treasurer *

- receive and deposit all monies from all sources in the Division bank account;
- maintain a separate Benefit Trust Fund account for funds received from the National Office and to be disbursed in accordance with instructions attached to the funds;
- prepare, maintain and retain adequate records of all monies received and paid;
- ensure standard accounting practices are followed in receipts and disbursements;
- accounts shall be paid by cheque, endorsed by two (2) members of the Executive with signing authority;
- collect and notify members of annual dues payable and contact those who are in arrears or are about to be removed from the Nominal Roll for non-payment of dues;
- ensure expenditures up to $500 have the approval of the Executive Team and expenditures over $500 have the approval of the membership by a majority vote at a Division General Meeting;
- present the Division Annual Budget at the Division Annual General Meeting (November) and call for a budget reset (June);
- present at Executive and Division General Meetings, a written financial report of activity in the Division general account, the Benefit Trust Fund account, and in any other fund or investment
account maintained by the Division, and include a copy of the Treasurer’s Report with the news letter to the Regional Directors;

- ensure that on the death of any Active or Life Member of this Division, a donation of $100 is made to the deceased’s charity of choice as indicated in the obituary or as requested by the next-of-kin and submit a receipt for repayment to the Benefit Trust Fund;

- ensure that on the death of any Associate Member of this Division, a donation of $100 is made to the deceased’s charity of choice as indicated in the obituary or as requested by the next-of-kin, the cost of which will be absorbed by this Division;

- liaise with the Force to ensure that on the death of any retired member who is not a member of the Association in this Division, a donation of $100 is made to the deceased’s charity of choice as indicated in the obituary or as requested by the next-of-kin, the cost of which will be reimbursed by the Force Benefit Trust Fund; and

- furnish the financial reviewer with all books, papers and information that the Auditor may require to complete the annual financial report of the Division and/or National Treasurer as required.

Master-at-Arms *

- liaise with the Membership Committee to present new applicants for induction;

- coordinate protocol and attendance of Division members at funerals, memorials, church services, parades, medal presentations and other events, as required;

- contact the family of a deceased member and if contacted by non-members next-of-kin, in the Halifax Regional Municipality, determine if the family wishes the participation of veteran members at the funeral or memorial service;

- communicate the notice of the death of a member, non-member or their spouses and information respecting funerals and memorials services;

- provide the Association flag and stand, pall, pall stand and arrange for the attendance of a regular member(s) of the Force in red serge when requested;

- responsible for administering the appropriate wearing of uniform, medals and pins at veteran events and deportment in general; and

- place the Association flag and Canadian flag at Division meetings and secure the flags and Division Charter.

PART 7 - DUTIES OF APPOINTED EXECUTIVE AND STANDING COMMITTEES

Standing Committees:

1. Directors of the following Standing Committees or of ad hoc Committees shall be appointed by the President with the concurrence of the Executive Team:
a) Membership  b) Support & Advocacy  
c) Awards & Recognition  d) Chaplains  
e) Communications  f) Social Media  
g) Social & Entertainment  h) Finance  
i) Sports & Recreation  j) Division Manual  
k) History & Artifacts  l) Gravesite Inspection  
m) Special Events  n) Vets Store & Inventory  
o) Data Base  p) Fund Raising  
q) Nominations and Elections  

2. Directors shall be invited to give a report on committee activities at the Executive and General Meetings. If unable to attend the meeting, they shall send regrets to the Secretary and designate a committee member or applicable Vice-President or Past President to give the report. A written copy of the report shall be given to the Secretary prior to, or as soon as possible after, the meeting.

**Special Events:** (1 member)  
- the chair will be responsible for organizing and coordinating various special events such as the Annual Roadshow

**Membership:** (3 members)  

**Director:** *  
- maintain strategic planning and oversee all matters related to membership.
- in addition to the responsibilities identified in “Part 2, Membership”, arrange for approved members to attend the next Division General Meeting for induction and/or arrange for applicants in outside regions to be inducted by Regional Directors;  
- in conjunction with the President, organize the annual recruitment campaign, including the criteria to be used to select the recipient of the Annual Nova Scotia Division Recruitment Award;  
- identify the Region to receive the Annual Nova Scotia Division Recruitment Award and present the plaque and a $100 monetary award; and  
- prepare an Annual Membership Report for approval by the Executive Team at the January Executive Meeting and present it to the membership at the January General Meeting, and forward it to the National Office by February 1st.

**Recruiting Coordinators:**  
- assist director as required;
- track and contact retiring or discharged members of the Force to determine if they wish to join the Association;
- develop, maintain and monitor a process of induction presentations; and
- prepare induction folders for all Regions for presentation at the time of inductions.

**Support and Advocacy:** (5 members)

**Directors:** * (2 members)

- appoint and supervise the activities of the Sick and Visiting Coordinator and the Survivors’ and Executors’ Package Coordinator;
- provide assistance and support to former members and their families on benefits related to medical and disability issues;
- recommend to the President, a Division Advocate to serve on the National Advocacy Committee;
- coordinate all Benefit Trust Fund (BTF) investigations and liaise with Regional Directors to have investigations completed in their region and make recommendations and submit reports to the President for furtherance to the National Director;
- ensure maintenance or repairs required and approved to assist the BTF recipient(s) shall be completed by a qualified contractor selected with the BTF recipient’s input;
- liaise with the Treasurer to have cheques issued to the BTF recipient(s) receiving assistance from the Benefit Trust Fund; and
- maintain a Diary Date system to ensure annual re-investigation of a Benefit Trust Fund recipient(s) is performed at least 120 days prior to expiry date of the recipient’s benefits.

**Sick and Visiting Coordinator:** (1 member)

- in consultation with Regional Directors, appoint sufficient sick and visiting Regional Representatives (preferably 2 or more per Region);
- sick and visiting Representatives are responsible for making initial contact with members who are hospitalized or at home recovering from injury or illness and offer assistance as required;
- arrange for Get-Well cards to be presented on behalf of the membership when appropriate;
- report on, or have the Regional Directors present at the meeting report on, at the Executive and General Meetings the status of sick, shut-in and hospitalized members and their family members, or report by e-mail when unable to attend the meeting; and
- encourage all members to report sick or shut-in members to ensure they do not go unnoticed and acknowledged.
**Survivors’ and Executors’ Package Coordinator:** (1 member)

- review the Survivors’ and Executors’ guide and checklist information for revision on April 1st of each year;
- make any revisions to be circulated to the Division members and the Board of Directors;
- prepare Survivors’ and Executors’ hard copy folders for members not able to access the documents by computer; and
- prepare and maintain a Post Death Advisor’s guide.

**Finance:** * (1 member)

- oversee and make recommendations to the Executive on investments and re-investing of Division assets;
- ensure no new investment or changes to existing investments are made without the approval of the membership at a Division General Meeting;
- provide copies Investment statements and fundraising activities reports to the President and Treasurer;
- publicize and co-ordinate requests for the annual interest donations to a charitable organization from the Conrad Memorial Fund;
- publicize and co-ordinate/conduct fundraising lotteries and obtain requires provincial lottery permits/licenses; and
- oversee 50/50 activities as required.

**50/50 Coordinator:** (1 member)

- take responsibility for selling 50/50 tickets at General Meetings and other special events to assist in financing social events and other activities of the Division;
- ensure the required permits to operate the 50/50 draws are obtained;
- keep adequate records of all receipts, disbursements and the names of winners as required by the lottery permit; and
- submit all records to the Treasurer by January 15, annually, for the Annual Financial Report.

**Gravesite Inspection:** * (1 member)

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

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

**Vets Store:** * (1 member)

**Data Base:** (1 member)

**Fund Raising:** (1 member)

**Communications:** * (1 member)

• develop and maintain a strategic communication plan;

• liaise with Committee and Regional Directors;

• ensure that a monthly Calendar is displayed on the web-site;

• arrange for photographs at official functions; and

• draft articles for publication in the Quarterly, Division web site, newspapers and interface with the media.

**Social Media:** * (1 member)

• maintain and revise the Division web-site;

• promptly post the monthly newsletter, *Scotia Vets.’ News*, along with all Division activities, events, photographs and notices;

• ensure that all Division information recorded on the National web-site is accurate; and

• liaise with local media to publicize the Veterans’ Association events.

**Photographer:** (3 members)

• provide photographic services when requested for various events; and

• supply photographs for display and publication on web site, photo album, Quarterly and newsletter as required.

**Social and Entertainment:** * (1 member)

• organize and coordinate social functions and activities for the enjoyment of the membership, such as New Year’s Chinese buffet, Valentines luncheon, St. Patrick’s Day luncheon, Tri-Mess social, Mother’s Day luncheon, summer BBQ, Halloween Luncheon, Christmas dinner and Merry Christmas breakfast;
• secure venues, arrange entertainment and provide the Secretary with details of the function for
publication; and

• coordinate with the Treasurer on financial matters of various events and activities as required
and provide receipts to the Treasurer.

**Awards and Recognition: * (1 member)**

• identify honours, awards, service pins and other recognition to qualified individuals and make
arrangements for presentation;

• purchase a President Medallion and have inscribed for presentation to the incoming President;

• coordinate with the Secretary to place members information on the Division data base;

• maintain inventory and keep records of supplies and sales; place orders for additional inventory
when necessary to meet the needs of the Division and secure best pricing with suppliers; and

• manage sales and distribution of special items that are received on occasion.

**Sports and Recreation: * (1 member)**

• confer with Executive for seed money for various events;

• appoint one event coordinator for each event and in conjunction with the event coordinator:
  o arrange trophy presentations, prizes and trophy engraving, etc.;
  o liaise with Social and Entertainment Committee to assist as required; and
  o contact the Secretary to announce upcoming events to the membership and prepare a write-
    up on the outcome of events for publication.
  o assist the event coordinators to secure volunteers for recreational events such as Veterans’
    Golf Tournament and the Veterans’/Royal Canadian Mounted Police Challenge Curling Fun-
    Spiel.

**History: * (1 member)**

• maintain, organize, secure all Division historical artifacts, photographs, articles, including the
  Freiberg Wall, etc.;

• keep inventory records of all items donated;

• receive items and record wishes of those who donate and prepare stories of interest as
  appropriate;

• liaise with Secretary regarding photographs and other materials appropriate to publish on the
  website; and

• communicate with the Force in this Division on historical matters, HQ displays and offer the
  Association’s assistance in partnership.

**Division Manual: * (1 member)**
• maintain the Nova Scotia Division Manual in accordance with the Constitution, By-Laws and Operations Manual;

• prepare and recommend any changes in the Nova Scotia Division Manual to the Executive;

• under the direction of the Executive Team, prepare resolutions for presentation at the National Annual General Meeting; and

• under the direction of the Executive Team, prepare any fundamental changes to the Nova Scotia Division Manual for presentation at a Division General Meeting.

**Nominations & Elections:** (3 members)

**Chair - Immediate Past President**

• select two (2) other Active or Life members to serve on the committee to bring forward nominations for an elected Executive for the next two (2) year term;

• oversee the election process if more than one person is nominated for the same position; and

• advise the President-elect of those members willing to be appointed to serve on the various Standing Committees and as Regional Directors.

**Chaplains:**

• Chaplains are available on request to provide spiritual comfort and advice to members and their families;

• provide padre services at funerals, memorial services and on other occasions when requested by families of veterans or the Association;

• give a prayer for members and family at Division General Meetings and other occasions as requested; and

• attend social functions with spouse, as guests when invited and provide grace upon request.

**Regional Directors:** (16 members) *

Each Region shall appoint two (2) Regional Directors to act for their Region and shall be members of the Executive Team.

Nova Scotia Division shall be comprised of 8 Regions, as follows:

<table>
<thead>
<tr>
<th>Cape Breton</th>
<th>Colchester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumberland</td>
<td>Halifax</td>
</tr>
<tr>
<td>North East</td>
<td>South Shore</td>
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<td>Valley</td>
<td>Yarmouth</td>
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Regional Directors are responsible for:

- communicating with and overseeing the welfare of all members in their region;
- organizing regional events and activities and notifying the Secretary for publication;
- reporting on regional members health issues and advising of upcoming events and the outcome of events already held, when in attendance at Division General Meetings;
- informing the Sick and Visiting Coordinator of members experiencing health problems or other personal difficulties and forwarding a report for publication if the member consents;
- informing the Master-At-Arms of the death of a member, non-member or spouses and in conjunction with the Master-at-Arms, confer with the families about veteran participation at funeral and memorial services;
- ascertain the wishes of next-of-kin with respect to the use of the Association flag, stand, pall, pall stand and the presence of an Royal Canadian Mounted Police member in red serge at the service;
- contacting the Sgt. Major’s office to request a member attend the funeral or memorial service in red serge when requested by the family;
- actively recruiting new members and competing for the Division plaque for the most new applicants;
- inviting Association members, non-association members, spouses or companions to the open day-time Division General Meeting;
- inviting non-association members and/or companions and local regular members of the Force to attend Roadshow meetings and socials; and
- identifying potential candidates for financial assistance from the Benefit Trust Fund, conduct investigations and report to the Director, Support & Advocacy.

PART 8 - CONDUCT OF MEETINGS

1. The President shall attend and be the National Council representative at the National Annual General Meeting. In the event the President is unable to attend, the President, with the concurrence of the Executive Team, shall select a Vice-President or Immediate Past President to attend.

2. In the event that none of the above are able to attend, a member In Good Standing shall be chosen at a Division General Meeting by a 2/3 majority vote of those in attendance and who are eligible to vote, by a show of hands.

3. The Board shall be advised of the National Council representative from this Division by April 1st.

4. Division Executive Meetings shall be held on the 1st Thursday of every month with the exception of July and August. The date of the meeting may be changed at the request of the President
with the concurrence of the Executive Team. Additional Executive Meetings may take place at the discretion of the President, who shall then notify the Executive Team.

5. Division General Meetings shall be held at 7:00 pm on the 3rd Thursday of every month with the exception of July, August and December. The date of the meeting may be changed at the request of the President with the concurrence of the Executive Team. It has been seen to be advantageous to hold Division General Meetings during the winter months (January, February, and March) at 1:00 pm on the 3rd Saturday of the month to facilitate attendance by those who are not comfortable driving at night in the winter. The membership shall determine each year whether this is their preference.

6. Additional Division General Meetings and/or Special Meetings may be held as required provided three (3) clear days’ notice of the meeting is given.

7. The business to be conducted at the Division Executive and Division General Meetings shall be posted in the meeting agenda. New business shall be discussed if written notice is provided to the Secretary at least 24 hours prior to the meeting. Any other new business may be discussed at the discretion of the President.

8. Business conducted at Special Meetings shall only be that for which the Special Meeting is called.

9. A quorum for an Executive Meeting of the Division shall be not less than ¼ of the number of Members of the Executive Team (consisting of 34 members – quorum shall be 9)

10. A quorum for a Division General Meeting, Division Annual General Meeting or Division Special Meeting is a minimum of twenty (20) Active and/or Life Members for National issues and twenty-five (25) eligible voting members for Division issues.

11. Rules of Order that shall govern the conduct of business for Division Annual General Meetings, Division General Meetings and Division Special Meetings shall be the “Robert’s Rules of Order”.

**PART 9 - ASSISTANCE TO MEMBERS AND TO WIDOWS/WIDOWERS**

1. The Support and Advocacy Committee has been established to assist any Member or widow/widower of a Member in need of advice or support. Advice and support to non-members and their widows/widowers will be provided, if requested.

2. The RCMP Veterans’ Association Benefit Trust Fund (BTF), administered by the National Executive, is available to assist Members and widows/widowers of Members. Our Members are encouraged to bring to the attention of the Director of the Support and Advocacy the name of any Member or widow/widower of a Member who may require financial assistance from the BTF.

3. Funds assigned from the BTF shall be distributed according to the guidelines set-out by the Constitution and the Benefit Trust Regulations, and distributed by the Division Treasurer.

4. All investigations and reports will be conducted in accordance with the protocols of the Support and Advocacy Committee, and such investigations and reports shall be kept in the strictest of confidence, and shall be distributed only on a need-to-know basis.
PART 10 - FUNDS AND PROPERTY OF THE DIVISION

1. Except for the situation in 2. below, no money of the Division shall be expended other than that which is approved in the Division Annual Budget and in accordance with Standing and Ad Hoc Committee protocols that have been approved by the Executive Team.

2. Other monies not exceeding $ 500 may be expended on the approval of the Executive Team. Other expenditures over $ 500 require prior membership approval at the Division General Meeting.

3. A member may receive indemnification for their expenses incurred on behalf of the Division if the member received prior approval in accordance with Standing and Ad Hoc Committee protocols as approved by the Executive Team, or as approved by the Executive prior to incurring the expenses. [Division manual must include process for reimbursement of expenses]

4. All expenses for reimbursement must be supported by original receipts (i.e., photocopies, credit card statements or Interact slips are not acceptable as original receipts), and be accompanied by the written authorization, or verbal authorization reduced to writing.

5. Certain personal expenses will not normally be eligible for reimbursement, including: alcoholic beverages, gifts, personal grooming items, in-flight and in-room movies; loss of personal property; entertainment; personal clothing; laundry charges.

6. Meal allowances exceeding Government of Canada rates in effect at the time the expense is incurred will not be reimbursed. So-called “incidental expenses” will not be reimbursed.

7. All claims for reimbursement shall be submitted to the Division, and approved expenses shall be paid by cheque made payable to the claimant.

8. No property of the Division shall be disposed of except in accordance with the Division’s obligation to return or distribute any property when the conditions attached to the property for its return or distribution have been met, and if there are no such conditions, in accordance with a motion passed by the majority of the members at any Division General Meeting or Special Meeting called for that purpose.

9. Each Region shall be advanced $200 for local purchases of reasonably priced goods or services consistent with the statement of the purposes of the Association as contained in the Association’s Articles of Continuance, or to reimburse individual members of the Region for reasonable travel expenses incurred for benevolent purposes. Each region shall be reimbursed funds expended to replenish the advance upon submission original receipts to the Division Treasurer.

PART 11 - CONRAD MEMORIAL FUND

1. The Conrad Memorial Fund was established upon the bequest of Gladys Conrad, widow of former Member, Ralph Conrad.

2. The annual interest on all investments from the Conrad Memorial Fund is to be donated annually for humanitarian, charitable, scholarship or bursary purposes.
3. Members are requested to submit applications on behalf of charitable organizations for which they recommend the award.

4. Applications must be made in writing in approved format.

5. Recommendation must be received by the Secretary by December 31\textsuperscript{st} for consideration for the award in the following year.

6. The Executive Team shall consider all applications properly received and shall make their recommendations at the General Meeting following in February.

7. Awards approved by a majority vote of the membership will be made at a suitable time and location.

\textbf{PART 12 - NOMINATION AND ELECTION PROCEDURES}

\textbf{GENERAL:}

The Elected Executive shall consist of the following:

a) President  
b) 1\textsuperscript{st} Vice-President  
c) 2\textsuperscript{nd} Vice-President  
d) Treasurer  
e) Secretary  
f) Immediate Past-President (\textit{ex-officio})  
g) Master-at-Arms

\textbf{NOMINATIONS FOR DIVISION EXECUTIVE:}

1. The election of the Division executive shall take place every second year, at the Annual General Meeting on odd-numbered years.

2. The Immediate Past-President shall Chair the Nominations & Elections Committee, or if unable to act, the President shall appoint an Active Member in good standing, or Life Member, as the Chair.

3. The Chair shall select two (2) additional members to assist. Neither the Chair nor the two (2) additional members shall be on the current Executive, or 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 30\textsuperscript{th} of each year.

5. While Nova Scotia Division has an administrative practice that has the 1\textsuperscript{st} Vice-President automatically a nominee for the next President, and has the 2\textsuperscript{nd} Vice-President automatically a nominee for the vacated 1\textsuperscript{st} Vice-President, this administrative practice does not preclude additional nominations for these executive positions.
6. Nominations shall include a résumé, not exceeding 500 words, a letter of recommendation from the nominator, and a letter from the nominee stating that they agree to serve, if elected.

7. 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.

8. The Nominations & Elections Committee may seek and/or recruit additional nominations for the elected executive, if necessary.

9. 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.

10. The Chair of the Nominations & Elections Committee shall advise the Executive Team of the slate of accepted nominations for Executive positions for the next 2-year term at the October Executive meeting.

11. The slate of nominees shall then be distributed to the membership thirty (30) days prior to the date of the Division Annual General Meeting (November).

12. Once the slate of nominees has been distributed, further nominations shall be closed, except that nominations may be made from the floor at the Annual General Meeting.

13. The Nominations & Elections Committee shall also recommend to the President-elect, the names of those members who are willing to serve as Directors of Division Standing Committees and of Regions.

14. Nominations by other means than from the floor of the Annual General Meeting or through the Nominations & Elections Committee shall be invalid.

**ELECTIONS:**

1. If only one person is nominated for an Executive position, the Chair of the Nominations & Elections Committee shall, at the Annual General Meeting, declare that person elected by acclamation.

2. If more than one person has been nominated for an Executive position, the Chair of the Nominations & Elections Committee shall call for an election for that position by secret ballot.

3. The election of Executive members shall take place at the Division Annual General Meeting in the final year of the current mandate of the Executive.

4. All 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, who are present at the Annual General Meeting, may vote.

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

6. The newly elected Executive shall take office at the end of the Division Annual General Meeting.
7. If an Executive position becomes vacant during the term, on the advice of the Nominations & Elections Committee, the remaining Executive may appoint a replacement from those qualified to hold an elected position for the remaining term of the incumbent.

**VOTING PROCEDURES:**

1. When a secret vote is required, ballots shall be distributed to each voting member at the meeting.

2. 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 Nominations & Election Committee for counting. Following the declaration of the elected candidates, the Secretary will destroy all ballots.

3. 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.

4. 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.

5. When completed, the ballots shall be returned to the Division Secretary for counting.

6. 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:**

1. 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.

2. Nominations in approved form shall attach a résumé, not exceeding 500 words, a letter of recommendation from the nominator, a copy of the nomination form bearing the signature of the nominee indicating that they agree to serve, if elected. A potential candidate can self-nominate, in which case, the letter of recommendation will be replaced by a letter describing the application as self-nominating.

3. Nominations shall be forwarded to the Chair of the Division Nominations & Elections Committee not later than January 31st.

4. 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.

5. At the February Executive Meeting, the Chair of the Nominations & Elections Committee shall advise the Executive Team of the accepted nominations for a National Board vacancy.

6. At the February General Meeting, the slate of accepted nominations shall be presented to the membership for approval, by majority vote of those present at the meeting.
7. 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 13 - FUNERAL GUIDELINES

GENERAL:

1. Upon the death of a member of Nova Scotia Division, the President or a member of the Executive designated by the President, shall contact the next-of-kin of the deceased and offer the condolences of the Veterans’ Association, and sign and send an approved Sympathy Card.

2. Assistance shall be offered at that time to facilitate communication with the Royal Canadian Mounted Police, if required.

3. The assistance of the Veterans’ Association shall be offered and wherever practicable and acceptable to the next-of-kin, in such areas as attendance of Veteran and Regular members at the funeral home, church, chapel or grave-site or any other site at which a memorial to the deceased member is to be held.

4. The next-of-kin should be asked if they wish to have the following and when and where this assistance is required:
   a. Nova Scotia Division Veterans’ Flag;
   b. Nova Scotia Division Veterans’ Pall;
   c. Nova Scotia Division Veterans’ Pall Stand;
   d. two (2) member of the Royal Canadian Mounted Police in Review Order (red serge) - ensure no commitment is made in this regard until prior approval is given by the Division Staff Sergeant Major;
   e. honorary Pall Bearers;
   f. formal seating arrangements at the ceremony;
   g. ushers to assist with seating arrangements;
   h. attendance of members of the Royal Canadian Mounted Police Veterans’ Association as an honour guard, or otherwise; and
   i. details of a charitable contribution or a floral arrangement as authorized by the Benefit Trust Fund.

5. The policy concerning the honouring former Members of the RCMP on their death is contained in Part III, Chapter 15 of the Association Manual. In addition, on the death of a member of the Nova Scotia Division who is not a former Member of the RCMP, the Division will honour that member through:
   a. A floral tribute or wreath up to a value of $100 (taxes included), or
   b. A donation of $100 to a Registered Canadian Charity.

The Master-at-Arms:

1. Contact the next-of-kin and extend condolences;

2. contact the President and advise him or her of the death and arrangements being made;
3. arrange for the services of the Division Chaplain, as requested;

4. contact the Staff Sergeant Majors Office at Division Headquarters and assist in arranging for members in red serge to attend the ceremony, if requested and approved;

5. advise the Division Secretary of the death and any pertinent details for dissemination to all members of the Division;

6. arrange the supply of the Veterans’ flag, pall, pall stand and white gloves and other duties at the funeral or memorial service, as requested by the next-of-kin;

7. use the RCMP Veterans’ Funeral Check Sheet to keep accurate record of the services rendered by Halifax Region and submit these records along with those of the other Regions to the Support and Advocacy Committee by the end of the Year; and

8. notify the Treasurer of the charitable donation or floral request.

9. The Master-at-Arms responsibilities will be limited to the Halifax Region unless assistance is requested by other Regions.

Regional Directors:

1. Responsible for the same duties set-out in the Master-at-Arms responsibilities;

2. contact as many members as possible in their Region and notify them of the death and funeral or memorial arrangements;

3. use the RCMP Veterans’ Check Sheet and keep accurate records of the services rendered by the Region; and

4. submit the Check Sheet to the Master-at-Arms at the end of each Year.

5. If you unsure of your duties or how to carry them out, seek the assistance and guidance of the Master-at-Arms.

All Members are responsible for:

1. contacting you Regional Director to ensure they are aware of the death of the member;

2. contacting members in their Region who may not have e-mail capabilities to ensure they are made aware of the death of the member; and

3. making every effort to attend at visitations, funerals and/or memorial services of any deceased member and encouraging others to do likewise.

PART 14 - ORDER OF DRESS PROTOCOL

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 only articles of clothing officially recognized by the Veterans’ Association and the RCMP are the Wedge Cap, the official headdress, and the Veterans’ Crest.
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”

Articles of clothing and accessories that make up the Veterans’ Dress Attire – Men / Women

Men:

- Red blazer with Association crest on the left pocket
- Blue blazer with Association crest on the left pocket
- Wedge cap with Association badge on left side of cap
- RCMP tartan cap
- Black pipe band hat
- Light blue beret (worn by members who served with the United Nations)
- Regimental tie
- Tartan tie
- Blue tie
- Black bow tie
- Tartan bow tie
- White dress shirt
- White tuxedo shirt
- Dark blue or black pants
- Tuxedo black pants
- Gray pants
- Black cummerbund
- RCMP tartan cummerbund
- RCMP tartan kilt
- Black belt with or without the Association crest
- Black shoes or oxfords
- White gloves
- Medals, ribbons, name tags and pins

Women:

- Red blazer with Association crest on the left pocket
- Blue blazer with Association crest on the left pocket
- Wedge cap with Association badge on left side of cap
- RCMP tartan cap
- Black pipe band hat
- Light blue beret (worn by members who served with the United Nations)
• Regimental tie
• Tartan tie
• Blue tie
• Black bow tie
• Tartan bow tie
• White blouse / dress shirt
• Dark blue or black pants or dark blue or black skirt
• Dark gray pants or skirt
• RCMP tartan skirt
• White gloves
• Black pumps
• Neutral or black ladies hose
• Medals, ribbons, name tags and pins

**Order No. 1 – a) Working Order of Dress** - to be worn at informal events such as Division Meetings, Dinners, as well as Funerals, Memorials Services, Official Ceremonies and assisting the RCMP at Long Service Medal Presentations and other functions.

**Men:**

• Red blazer with dark blue or black pants
• Blue blazer with dark gray pants
• White dress shirt
• Regimental tie
• Black belt
• Black socks / Dark coloured socks
• Black shoes or oxfords
• Wedge cap
• White gloves (optional)
• Full medals, names tags, ribbons and pins may be worn

**Women:**

• Red blazer with dark blue or black pants or dark blue or black skirt
• Blue blazer with dark gray pants or dark gray skirt
• White blouse / dress shirt
• Regimental tie
• Wedge cap
• Black belt when wearing pants
• Black socks when wearing red or blue blazer with pants
• Neutral coloured or black hose when wearing red or blue blazer with skirt
• Black shoes or pumps
- White gloves (optional)
- Full medals, name tags, ribbons and pins may be worn

The blue beret indicating service with the United Nations may only be worn at official United Nations functions and parades.

**Order No. 1 – b) Business Dress** – When not in possession of a red or blue blazer, the following attire is the suggested order of dress:

**Men:**
- Business suit with tie
- Sports jacket with tie
- Best outfit for the occasion, preferably with tie

**Women:**
- Cocktail dress
- Other clothing suitable to the occasion

**Order No. 2 – This order of dress is suggested for formal dinners, regimental dinners.**

**Men:**
- Red blazer with dark blue or black pants
- Blue blazer with dark gray pants
- White dress shirt
- Black bow tie (RCMP tartan bow tie is optional)
- Black cummerbund (optional)
- RCMP tartan cummerbund (optional)
- RCMP tartan tie (Regimental tie optional)
- Black belt
- Black socks
- Black shoes or oxfords
- Miniature medals, ribbons and pins (full medals if no miniatures)

**Women:**
- Red blazer with dark blue or black skirt floor length skirt
- Blue blazer with dark gray skirt floor length skirt
- White blouse / dress shirt
- Black bow tie (RCMP tartan bow tie optional)
- Black cummerbund (optional)
- RCMP cummerbund (optional)
- RCMP tartan tie (Regimental tie optional)
- Neutral coloured or black ladies hose
- Black shoes or pumps
- Miniature medals, ribbons and pins (full medals if no miniatures)

**Wearing of Pins / Ribbons with Orders of Dress**

**Veterans Service Pins / Ribbons / Name Tags**

- Veteran’s pin with crest of the Association with 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
- Only the most recent pin denoting years of service should be displayed
- No pins or ribbons should be displayed above the Veteran’s pin
- Name tag should be worn on the right lapel below the Veteran’s crest
- Pins denoting service in the RCMP are worn on the right lapel
- When wearing business attire, pins and name tags should be worn in the same approximate positions as worn with red or blue blazer

**Mourning Ribbon**

- Should be worn on the left lapel between the button hole and the top of the breast pocket. It may be worn while attending Federal, Provincial or RCMP Memorial Parades / Ceremonies and funerals.
- 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.
- When wearing business attire, ribbons should be worn in the same approximate positions as worn with red or blue blazer

**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.
- If not wearing the wedge cap, the Poppy should be worn high on the left lapel.
- A maple leaf pin may be worn during Canada Day celebrations on the left lapel higher than the medals.
- When wearing business attire, the Poppy should be worn in the same approximate position as worn with the red or blue blazer.

Veterans’ who received authority to wear the uniform of the RCMP upon retirement may wish to wear the uniform during parade, formal and / or social events. Such occasions are set-out in the following material.
Mounting and Wearing of Large and Miniature Medals

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.

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.

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.

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 no lapel, on left side wear in approximately the same position.

Veterans Wearing of the Uniform of the Royal Canadian Mounted Police

The RCMP Uniform and Dress Manual specifies the occasions when the wearing of the RCMP Uniform by authorized, retired or medically discharged members may occur. These occasions are:

a) Semi-formal meeting with the Governor General
b) RCMP funeral / memorial / church service
c) Parade
d) State ceremony including funeral
e) Formal meeting with the Royal Family, the Governor General or a Lieutenant Governor
f) Award investiture
g) Commissioner’s Commendation
h) Regimental or Mess Dinner
i) New Year’s Levee
j) Members Wedding

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.

The following is a list of questions and comments regarding the proposed Dress Manual Protocol. We trust this will be of some assistance in completing this task.

PART 15 - PURCHASE OF KIT, CLOTHING AND OTHER SUPPLIES

PROCEDURES AND GUIDELINES:
1. Divisions and members of the Association may purchase certain items of kit, clothing and other supplies from the National Office and the Royal Canadian Mounted Police.

**Items Available from the National Office:**

2. Items available from the National Office of the Association are listed in Appendix 1, attached hereto.

3. Orders for these items are to be submitted to the National Office by:
   a. Telephone (toll free) at 1-877-251-1771
   b. Facsimile at (613) 993-4353 or
   c. E-mail at rcmp.vets@rcmp-grc.gc.ca

4. On receipt of order, remit payment by cheque or money order to the RCMP Veterans’ Association, 1200 Vanier Parkway, Ottawa, Ontario, K1A 0R2.

5. Make cheques payable to the RCMP Veterans’ Association.

**Items Available from the Royal Canadian Mounted Police:**

6. Items available from the Royal Canadian Mounted Police are listed in Appendix 2 along with instructions for ordering and paying for items, Appendix 2 attached hereto.

7. 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, cheque or money order payable to the Receiver General of Canada for the full amount including GST or HST. **Do not include PST.** Include your shipping address.

**Purchase of Red Serge Cloth and Buttons:**

8. In addition to the purchase of uniform items, red serge cloth and buttons are also available for the manufacture of a Veterans’ red blazer.

9. Divisions are to coordinate these requests and order in bulk when required. **Individual orders will not be accepted.**

10. Items required for the manufacture of one red blazer are:
   a. 9120 – cloth, wool, scarlet serge – 3.0 meters @ $ 25.00 plus applicable tax.
   b. 8582 – 100 – buttons, 17 mm – four (4) each @ $ 0.70 = $ 2.80 plus applicable tax.
   c. 8584 – 100 – buttons, 19 mm – three (3) each @ $ 0.74 = $ 2.22 plus applicable tax.

11. The Veterans’ RCMP crest can be purchased from this Division.

12. Divisions are to forward their bulk requests for cloth and buttons with cheque or money order payable to the Receiver General Canada along with your shipping address to:

   Planning and Accounting, Uniform and Equipment Program
   2nd Floor, 440 Coventry Road, Ottawa, Ontario. K1A 0R2