



# **KINGSTON REGION**

# **DIVISION MANUAL**

January, 2015

## KINGSTON REGION DIVISION RCMP VETERANS' ASSOCIATION MANUAL

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# **KINGSTON REGION DIVISION RCMP VETERANS' ASSOCIATION MANUAL**

**AUTHORITY:**                               **Royal Canadian Mounted Police**  
   **Veterans' Association**  
   **Articles of Continuance, Bylaws & Association Manual**  
   **[www.rcmpvetsnational.ca](http://www.rcmpvetsnational.ca)**

## **Part 1 - NAME**

This Division will be known as Kingston Region Division, Royal Canadian Mounted Police Veterans' Association, with headquarters in Kingston, ON.

## **Part 2 - DEFINITIONS**

In this Manual:

“Division” means Kingston Region 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 Kingston Region Division under the authority of Royal Canadian Mounted Police Veterans' Association By-laws Part XIV.6.

“Executive” means the Executive of Kingston Region 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 Division credentials committee (KRD Executive) will carry out enquiries to determine an Applicant's eligibility to be a member of the Association. If the Applicant is deemed to meet the requirements for membership as assessed by the credentials committee, such Applicant shall be accepted into the Association. New members shall be formally inducted into the Association in an appropriate Division ceremony and presented with an RCMP Veterans' membership lapel pin. No application for membership in the Association shall be "voted upon" by a Division's Executive or Members except in respect of Part VI of the Association By-laws.

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3. If the Applicant does not meet the eligibility requirements, the credentials committee will notify the President who will inform the Applicant they have been rejected. 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.

#### **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 Executive for review. The Executive will, in turn, after full examination, report to the membership with their findings and recommendations of support or non-support. The Executive 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.
5. Members in good standing shall be awarded service bars for every five (5) years of membership in the Association

#### **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 Kingston Region 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.

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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) Benefit Trust Fund provisions.
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. 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 guidelines will be addressed as required by the Executive.

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10. 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. While Kingston Region 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.
5. Any Active, Life or Associate Member in good standing, dues and contributions up-to-date, except for an Associate Member who is accepted under Part VI. of the National By-laws, may nominate, and is eligible to be nominated, for Executive office, or to be appointed as a Division Director.
6. The Nominations & Elections Committee may seek and/or recruit additional nominations for the elected executive, if necessary.
7. 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.
8. The Chair of the N&EC shall advise the Executive of the slate of accepted nominations for Executive positions at the October Executive meeting.
9. The slate of nominees shall then be distributed to the membership via Email.
10. 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.
11. The Nominations & Elections Committee 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.
12. Nominations by other means than from the floor of the Annual General Meeting or through the Nominations & Elections Committee shall be invalid.

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### **ELECTIONS:**

13. 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.
14. 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.
15. The election of Executive members shall take place at the Division Annual General Meeting when required.
16. 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.
17. For each position, the nominee with a plurality of votes will be declared elected.
18. The newly elected Executive shall take office at the end of the Division Annual General Meeting.
19. 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:**

20. When a secret vote is required, ballots shall be distributed to each voting member at the meeting.
21. 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.
22. 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.
23. 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.
24. When completed, the ballots shall be returned to the Division Secretary for counting and destruction.
25. All voting will be by simple majority except where a 2/3 majority is required by Policy, the By-Laws or this Manual. Only those in attendance at the Division General Meeting may vote.

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## **NOMINATIONS FOR NATIONAL DIRECTOR:**

26. 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.
27. 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.
28. Nominations shall be forwarded to the Chair of the Division Nominations & Elections Committee not later than January 31<sup>st</sup>.
29. 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.
30. At the February Executive Meeting, the Chair of the Nominations & Elections Committee shall advise the Executive of the accepted nominations for a National Board vacancy.
31. At the February General Meeting, accepted nominations shall be presented to the membership for approval, by majority vote of those present at the meeting.
32. 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. preside as Chair over all Executive and Division General Meetings and maintain good order during meeting;
2. do not vote on issues except in the case of a tie, and then shall cast the deciding vote.
3. act as Division representative on the National Council at the National Annual General Meeting;
4. serve ex-officio member of all Division Standing and ad hoc Committees;
5. appoint and assist the Chairs of the various standing committees if required;
6. ensure a financial reviewer is appointed by November of each year to conduct the annual financial report of Division accounts; and
7. liaise with the National Board of Directors, and with the closest RCMP HQ/Detachment.

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### **Vice President**

8. assist the President and when the President is absent, assume all duties and roles of the President;
9. oversee the operation of Standing Committees.

### **Secretary**

10. keep minutes and maintain records of all meetings;
11. immediately notify the Board in writing of all changes to the Executive;
12. receive and file all correspondence and e-mails;
13. 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**

14. receive and deposit all monies from all sources, in the Division bank account.
15. maintain a separate Benefit Trust Fund account (when required) for funds received from the National Office and to be disbursed in accordance with instructions attached to the funds;
16. prepare, maintain and retain adequate records of all monies received and paid;
17. ensure standard accounting practices are followed in receipts and disbursements;
18. accounts shall be paid by cheque, endorsed by two (2) members of the Executive with signing authority;
19. present a comprehensive financial report at the January, April, September and November Executive and Division General Meetings including any other fund or investment account maintained by the Division;
20. furnish the financial reviewer with all books, papers and information the Auditor may require to complete the annual financial report of the Division and/or National Treasurer as required.

## **Part 10 – 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. This is not intended to prevent a member from expressing their own personal views through correspondence or communications on matters impacting them or other members of the Division or Association, provided they do not purport to be the views of the Division or the Association.
2. All correspondence purporting to express the views of the Division shall be dealt with by the Division President or Secretary or their delegate.
3. All incoming correspondence effecting the Division or copies of correspondence except financial statements and membership applications shall be sent to the Secretary for record keeping purposes. Financial statements shall be sent to and retained by the Treasurer. Membership matters will be sent to and retained by the Membership Director.
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 as directed by the President. 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..
4. The Executive will meet at the discretion of the President. .

## **Part 13 - FISCAL YEAR**

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

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## **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 Treasurer by the 31<sup>st</sup> day of January each Year.
2. Membership dues for an Active Member are the amount of dues established by the Board on an annual basis plus the amount of the financial contribution as set by the Division Executive. 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 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 31<sup>st</sup> 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.
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. Any member of the Division may receive a honourarium for reasonable remuneration for their duties. To decide if a honourarium is due, is at the discretion of the Executive. In lieu of an honourarium, executive/members encountering expenses are encouraged to submit these expenses 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 all Division expenditures.
3. No portion of the Division funds beyond that specified by the Executive shall be expended, nor shall Division property be acquired or disposed of except by a majority vote of the members present at any regular meeting or a Special Meeting called for that purpose and after recommendation of the Division Executive.
4. The Executive may approve unforeseen expenditure 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 and voted on at the following general meeting.
5. 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.
6. The Treasurer and another member of the Executive with signing authority must sign cheques. No Executive member will sign cheques payable to themselves.
7. 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.
8. The Executive shall establish reserve funds. These reserve funds are to be invested in secure interest bearing instruments with interest remaining in the reserve funds.
9. No money of the Division shall be expended other than that which is approved by the Executive.
10. A member may receive indemnification for expenses incurred on behalf of the Division if the member received prior approval from the Executive.
11. 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.
12. All claims for reimbursement shall be submitted to the Division, and approved expenses shall be paid by cheque made payable to the claimant.
13. The Executive may make payments out of Division funds:

#### **KINGSTON REGION DIVISION RCMP VETERANS' ASSOCIATION MANUAL**

- 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.

#### **Part 17 - BENEFIT TRUST FUND**

The Executive shall be responsible for processing initial applications for financial assistance from the RCMP Veterans' Association Benefit Trust Fund and shall have the responsibility and obligation to investigate the application(s) whether they are forwarded by the Division on behalf of an individual member or directly to the Association by an individual of the Division.

#### **Part 18 - 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 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.

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

1. The President will normally attend the Association's Annual General Meeting as the Division delegate. If the President is unable to attend the Annual General Meeting of the Association 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 may be authorized to attend the AGM, in the year prior to when it would be expected they will be elected to the office of President.
3. Should the President be presenting a resolution or proposing a difficult issue at the AGM on behalf of the Division, the President may request membership attendance to provide support and assistance to ensure the arguments for or against the resolution or proposal is properly portrayed.
4. The delegate attending the Annual General Meeting of the Association will be provided expenses to cover registration fees of the Annual General Meeting.

## **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 – 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 15<sup>th</sup> in order to be placed on the agenda of the next AGM.

## **Part 22 - ORDER OF DRESS PROTOCOL**

### **Men:**

Red blazer with dark blue or black pants  
Blue blazer with dark gray pants

### **Women:**

Red blazer with dark blue or black floor length skirt  
Blue blazer with dark gray floor length skirt

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.

### **Civilian Dress Alternative**

#### **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

## **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

**KINGSTON REGION DIVISION RCMP VETERANS' ASSOCIATION MANUAL**

**MEDALS, DECORATIONS AND INSIGNIA:  
RCMP VETERANS' ASSOCIATION MANUAL  
www.rcmpvetsnational.ca  
PART VIII ORDERS OF DRESS: APPENDIX "D" PAGES 70 > 72  
ALSO NOTE: ORDER OF DRESS PHOTOS PAGES 74 > 76**

**Part 23 – 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 24 – 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.



Prepared by:

\_\_\_\_\_  
Robert Kraus  
I/Past President, Kingston Region  
Division. January, 2015

Recommended:

Approved:

\_\_\_\_\_  
Ronald Miller  
Secretary, Kingston Region  
Division

\_\_\_\_\_  
Bryan Neville  
President, Kingston Region  
Division

Dated this

, at Kingston, Ontario

Recommended:

Approved:

\_\_\_\_\_  
Association President

Date \_\_\_\_\_

Date \_\_\_\_\_

## TABLE OF AMENDMENTS

SECTION

DATE AMENDED

AUTHORITY