

District G Policy and Procedures Manual

Table of Contents

ARTICLE I – INTERPRETATION	
101	Interpretation.....2
ARTICLE II - GLOSSARY	
201	Glossary.....3
ARTICLE III - ORGANIZATION	
301	Organization.....4
302	District “G” Council Responsibilities.....5
303	District “G” Council Meetings.....5
304	Term of Office.....5
ARTICLE IV - FINANCE	
401	Finance.....6
ARTICLE V – DISTRICT “G” SPORTS	
501	District “G” Sports.....8
ARTICLE VI – DISTRICT “G” VETERANS CARE AND HOSPITAL FUND	
601	District “G” Veterans Care and Hospital Fund.....9
602	Terms of Reference.....9
603	Duties.....9
ARTICLE VII – DISTRICT “G” INVESTMENT POLICY	
701	District “G” Investment Policy.....11
ARTICLE VIII - ELECTIONS	
801	Elections.....12
ARTICLE IX - GUIDELINES FOR DISTRICT “G” CONVENTIONS	
901	Guidelines for District Conventions.....15
902	Bidding for a Convention.....15
903	Recommended Committee Officer Positions.....17
904	Recommended Committees.....17
905	Committee Officers’ Responsibilities.....17
906	V.I.P. Hospitality – Guest Speaker, and Special Guests.....18
907	Registration.....19
908	Agenda – Business Session.....19
909	List of District Officers, Zone and Branches.....19
ARTICLE X – TERMS OF REFERENCE	
1001	District Commander.....20

ARTICLE I - INTERPETATION

101. This document contains the policies and procedures for the organization and administration of District G.

It replaces previous By-laws, policies and procedures including but not limited to:

1. District G By-laws
2. Election Procedures for District "G" Elections
3. Guidelines for District "G" Conventions
4. Guidelines for District "G" Council Meetings
5. Honours and Awards Manual for District "G"
6. Rules Governing the Treasury Fund for District "G"
7. Terms of Reference for all District "G" Committees
8. Terms of Reference for District "G" Veterans Care and Hospital Committee

ARTICLE II - GLOSSARY

- 201.** District Officers are the District Commander and the Two (2) Deputy District Commanders. Officers are responsible for the administration of the District. Chairmen are responsible for the administration of a Committee.

ARTICLE III - ORGANIZATION

- 301.** (1) The District is organized subject to the Articles of the General By-Laws of the Dominion and Ontario Provincial Commands.
- (2) The District is subject to the jurisdiction of Ontario Command and operates as its' administrative agent.
- (3) The District shall embrace all Zones and Branches within its territorial limits as set forth by Command.
- (4) The activities of the District are administered by the District Officers and Chairmen who report to the District Council.
- (5) The District Council reports to the District Convention.
- (6) The District Council shall consist of the following:
- | | |
|---|-----------------------------------|
| District Commander | District Chairman |
| First Deputy District Commander | District Co-Chairman |
| Second Deputy District Commander | Immediate Past District Commander |
| District Secretary | District Treasurer |
| All Zone and Deputy Commanders within the District. | |
- (7) The following District Standing Committee Chairmen who are members of a Command Standing Committee
- | | | |
|---------------------------------------|-----------------|----------------------------------|
| Membership | Sports | Poppy |
| Public Relations | Youth Education | Track and Field |
| Charitable Foundation | Bursary | Veterans Services/Legion Seniors |
| Training & Organizational Development | | |
- (8) The following District Chairmen who may be appointed by the District Commander and ratified by District Convention:
- | | |
|---------------------------------------|---------------------------|
| Constitution and Laws | Finance |
| Honours & Awards | Resolutions |
| Youth Sports | Web Site Coordinator |
| District Branch Advisory ¹ | Veterans' Care & Hospital |
- (9) All Ontario Command Officers and Ontario Command Standing Committee Chairmen who are members of a Branch within the District.
- (10) Such other members as may be determined to be required to carry out the business of the District, subject to the approval by District Convention, and where required, by Ontario Command.
- (11) Past District Commanders, other than the Immediate Past District Commander, are not members of District Council.
- (12) The only officers authorized to represent a District Commander are the Deputy District Commander(s).

¹ There is an Ontario Command standing committee called Branch advisory committee, but the Branch Advisory chairman is not automatically a member so the position has been left under appointed Chairman.

302. District "G" Council Responsibilities

- (1) It shall be the duty of the District Council to assist and advise the District Commander and to attend District Council Meetings and District Conventions.
- (2) Any Member of District Council; other than Ontario Command Officers and Ontario Command standing committee chairmen, who misses three consecutive District Conventions or District Council meetings, without the approval by the District Commander, may be subject to such action as the District Commander may deem appropriate under the circumstances in accordance with any applicable bylaws.
- (3) The District Council shall determine the amount and whether the District Secretary and District Treasurer shall receive Honorariums.

303. District "G" Council Meetings

- (1) Meetings of District Council shall be held at the call of the District Commander. Notification of such meetings shall be made to all members of the Council a minimum of seven (7) days prior to such meetings.
- (2) A majority of Council Members present shall form a quorum.
- (3) Attendance at such meetings shall be restricted to Council members and designated guests approved by the District Commander.

304. Term of Office

- (1) District Officers shall be from the conclusion of one Provincial Convention to the conclusion of the next Provincial Convention. This term of office shall also apply to all District Standing Committee Chairmen with the exclusion of the Track and Field Chairman, whose Term of Office shall be from 1 August to 31 July of the second year.
- (2) The First Deputy District Commander elected at each biennial election shall complete the elected term of office of the District Commander if, for any reason, the District Commander is unable to complete his term of office.
- (3) A Financial Reviewer(s) shall be approved at the Spring District Convention each year and the Financial Reviewer(s) shall not be a member of the District Council.

ARTICLE IV - FINANCE

- 401.** (1) All expenditures shall first be approved by District Convention, District Council, or in special cases, the District Commander. In the latter case, the expenditure shall be reported to the next District Convention or District Council.
- (2) The approval by District Council or District Convention of any expenditure in excess of \$1,000.00 shall only be considered after the matter has been referred to the Finance Committee for their consideration and recommendation back to District Council or District Convention, prior to any commitment being made by the District.
- (3) All requests for payment of approved expenditures must be accompanied by a receipt or other appropriate document respecting the expenditure.
- (4) All receipts and other expenditure documents shall be forwarded to the District Treasurer.
- (5) The following shall apply to all District Funds including but not limited to those listed below:
- Disaster Relief fund
 - District 'G' General Fund
 - Track and Field Fund
 - Veterans Care Fund
 - Veterans Commemorative Park Fund
 - Youth Sports Fund
 - District Sports Fund
- (6) All District expenditures shall be paid by cheque.
- (7) District Commander, Deputy District Commanders and the Treasurer are "signing officers"
- (8) All cheques shall be signed by the District Treasurer and either the District Commander or one of the Deputy District Commanders.
- (9) In the absence of the Treasurer, cheques shall be signed by the District Commander and one of the Deputy District Commanders, or by both Deputy District Commanders in the absence of the District Commander, with the exception of the District Sports Fund
- (10) No Cheque shall be signed in blank.
- (11) No signatory on any cheque shall be related by blood, marriage or common-law relationship to any other signatory on the cheque.
- (12) The District Secretary, the District Treasurer, the District signing officers, and all other Officers and Committee Chairmen handling District funds shall be bonded.
- (13) The fiscal year for the District shall be June 1 to May 31,
- (14) Yearly budgets will be prepared by each District Committee for each District fund listed above.
- (15) A Financial Review of the District funds, inclusive of all District Committee funds, shall be made annually at the end of the fiscal year; or when a change is made to the position of Treasurer; or when called for by a motion passed at a District Convention.

- (16) The funds of the District are to be kept to the minimum required to conduct the business of the District, except where by a motion approved at a District Convention, a fund may be established for a Special District Project or Program. The terms of any Special Project or Program must be specifically set out in writing and approved by the District Convention and Command.
- (17) An assessment shall be levied upon the branches in the District in an amount of per capita as decided by motion at a District Convention of which a notice of motion was given at the previous Council meeting respecting the raising or lowering of the amount in force.
- (18) Per Capita shall be collected on the total of all classes of membership based on the Command membership totals as of the 31st of December of the previous year.
- (19) The annual District assessment shall be due and payable by each branch by the 31st of March in each year.
- (20) Zone Commanders shall be responsible to collect the District assessment in their Zone and forward same annually in a lump sum by cheque to the District Treasurer.
- (21) The District Officers and members of District Council shall serve without remuneration, except for those expenses incurred on District business and duly authorized. Payment for these expenses shall only be made upon receipt of an account certified to be correct as shown.
- (22) No expenses are to be paid in advance, except in the case of an authorized expense, or advance of funds which has been duly passed at a District Convention or District Council meeting.
- (23) The District is not responsible for any Zone Officer or Zone Chairman attending Conventions or meetings.
- (24) The District Commander is paid up to \$300.00 to attend District Conventions outside of District G, once per fiscal year, to be paid from the District G General Account.
- (25) The District Commander's Friday night dinner will consist of the District Commander, 2 Deputy Commanders, 2 Chairmen, Immediate Past District Commander, Hosting Zone Commander, Hosting Branch President, and visiting guests of Convention (includes partners),. Alcohol will not be provided. The Dinner should be kept to approximately 20 people.
- (26) The Ontario Command Expense Policy is attached as an Appendix for information as to what is Ontario Command expense and what is a District expense.

ARTICLE V – DISTRICT “G” SPORTS

- 501.** (1) The District Sports Chairman will be responsible for administering the cheques for events. All cheques will require two signatures, the District Sports Chairman and either the District Commander or one of the two District Deputy Commander or designated signing authority whom is assigned by the District Commander.
- (2) After each sporting event the District Sports Chairman will submit an event sheet to the District Commander and the District Treasurer indicating all financial information (monies collected, monies deposited {including bank deposit slips}, expenses, and profit/loss of the event).
- (3) The District Treasurer will maintain updated financial statements and present a financial report to each Convention of the District Sports Account.
- (4) The Zone Sports Officer will also send a similar report of all Zone sporting events to the Zone Commander.
- (5) Monthly reconciliation of the financial statements will be performed by the District Treasurer, and also monthly financial reports will be sent to the District Sports Chairman.
- (6) The District Sports account will be reviewed annually by a Financial Reviewer.

ARTICLE VI

DISTRICT 'G' VETERANS CARE AND HOSPITAL FUND

- 601.** (1) The fund shall be administered by a Veterans Care and Hospital Committee composed of the following:
1. A Chairman appointed by the District Commander;
 2. A Deputy Chairman, who shall be the District Veterans Services / Legion Seniors Chairman;
 3. Three other members appointed by the District Commander.
 4. The District Treasurer shall be the Treasurer of the fund.
 5. The Ontario Command Service Officer shall be an advisor to the committee.
 6. The District Commander shall be an ex-officio member of the committee.
- (2) The Zone Commander of the Zone in which the request originates may be an advisor to the Committee respecting the request.
- (3) The Term of this committee shall be for the two years concurrent with the term of the District Commander who made the appointments.
- (4) The purpose of the fund is to provide assistance to Veterans for extra comforts that cannot be provided from other sources such as Poppy Trust Funds or the Charitable Foundation.
- (5) The full committee shall meet on the Saturday preceding each District Convention or Council Meeting to review all requests and ratify decisions previously made.
- (6) Requests for assistance must be made in written form
- (7) Donations to this fund may be made from Poppy, Nevada, Bingo, or General Funds.
- (8) The committee is authorized to approve up to \$1,500 for a single item via a telephone or email survey of committee members resulting in a positive majority vote.
- (9) The full committee is authorized to approve up to \$3,000 for a single item at a meeting of the committee.
- (10) Any item in excess of \$3,000 must be recommended by the full committee and approved by the District Council or District Convention.
- (11) The Terms of Reference for this committee shall rule on any situation not provided for above

602. Terms of Reference:

1. *A District "G" Veterans' Care And Hospital Committee is to be established to provide assistance and care to needy veterans primarily within the District G boundary.*
2. *The Chairman will be appointed by the District Commander.*
3. *The Committee members are to consist of the Chairman, the District Commander, two District Deputy Commanders and District Veterans Service Officer. The Provincial Service Officer is to be an advisory member of this committee.*

603. DUTIES:

1. *The purpose of this committee is to administer a District Veterans' Care Trust Fund which a request for assistance can be made for funds for extra comforts for Veterans which cannot be provided from other funds such as Poppy Trust Funds or the Charitable Foundation. Requests can be made for funds for an item which would be used by more than one Veteran, i.e. a Television or VCR. Another example would be to provide transportation, where necessary, to take Veterans to special functions.*

2. *The full Committee will meet on the Saturday proceeding every District Convention meeting, normally April and October, to review all requests received. A report of the committee's recommendations is to be submitted to the District Council and Convention.*
3. *The Committee as a whole will deal with requests received between Conventions. Such requests, if approved, shall be reported to the next District Council meeting and Convention.*
4. *The District Commander may call an emergency meeting of the Committee and/or the District Council as necessary.*
5. *All requests for assistance are to be in writing in a letter or on a modified form. Requests should be sent to the Chairman or the District Commander through the Zone representative. In the case of a direct request to the Committee Chairman or District Commander, the appropriate Zone representative will be immediately informed. Confidentiality shall be respected in all instances.*
6. *Donations to the Veterans' Care Fund can be made from Poppy, Breakopen Tickets, Lottery or general funds or by individual donations.*
7. *The Veterans' Care Fund will be the responsibility of the District G Treasurer.*
8. *Signing Officers will be the District G signing Officers.*
9. *The Committee is authorized to approve an amount not more than \$3,000.00 for a single item.*
10. *Any expenditure over \$3,000.00 must be recommended by the Committee and approved by the next District Council Meeting or Convention.*
11. *All expenditures will be part of the Chairman's report to the next District Council Meeting and Convention.*
12. *Expenditure of funds are to be authorized only when no other funds are available or when additional Veterans' Care Committee funds are used to supplement other funds.*
13. *The District Treasurer is to include the Veterans' Care Fund in his/her report to the District Council and Convention.*
14. *An institution, such as a Hospital, Nursing Home, Convalescent Home, Home for the Aged, etc., which provides for care to Veterans and their dependents, may be eligible for assistance from the Fund, but the Committee shall not authorize funds to be used for actual construction.
The Committee may review renovation and maintenance costs of such institutions.*
15. *In addition to the foregoing and subject to a recommendation from the Veterans' Care Fund Committee through the District Executive Council or directly from the Council, only the District Convention shall authorize financial assistance to Veterans or their dependents within or beyond the boundaries of the District G which are not otherwise detailed in these terms of reference.*
16. *Expenses of the Chairman for such items as mileage shall be charged against the District G General Account rather than the Veterans' Care Fund.*

ARTICLE VII – DISTRICT “G” INVESTMENT POLICY

- 701.** (1) Cash held on deposit shall be in a Canadian Bank that is federally licensed
- (2) There is only to be a maximum of up to \$40,000.00 in each bank account with the remainder invested in a mix of short, medium and long term investments. One-quarter of all funds should remain liquid or on a short term basis.
- (3) Investment Advisors will be selected periodically by the District Finance Committee. The committee members will then determine the investments to be made. The Investment Advisors will meet at least annually with the Finance Committee.
- (4) Protection of investment principal and generation of annual income are the two key factors in selecting investments.
- (5) Funds can be invested in, but are not limited to, the following: Guaranteed Investment Certificates, Bankers' Acceptance, Treasury Bills, Government of Canada Bonds, Provincial Bonds, Commercial Paper, Triple B Bonds, low to medium risk Mutual Funds, Equities, Income Trusts, Linked Notes, Principle Protected Notes and Segregated Funds.
- (6) Renewal of investments in GIC's, BA's, T-Bills and Bonds may be authorized by the Finance Committee. All investments must be authorized in writing and signed by two authorized signatures (District Treasurer, District Commander or in the absence of the District Commander, one of the two Deputy District Commanders). One signature must always be the District Treasurer.
- (7) The investment policy is to be reviewed by the Finance Committee at least once per term of office and/or more than once if so needed.

ARTICLE VII - ELECTIONS

801. (1) The following Officers shall be elected by ballot at the District Convention held in April in the year of the Provincial Convention:

District Commander
First Deputy District Commander
Second Deputy District Commander

(2) Any Life, Ordinary, Associate, or Affiliate Voting Member, in good standing and a member of a Branch in the District, shall be eligible to be elected to office. In addition, the member must be a Branch President or Past President or have served not less than one year on a Zone, District or Provincial Council.

(3) The Officers shall be installed prior to the next Provincial Convention and shall assume their official duties immediately upon the conclusion of the next Provincial Convention.

(4) The District Commander shall announce to the Convention the name of the Election Officer and the Election Officer will announce the name of the Chief Scrutineer. Each of the two serving Deputy District Commanders shall recommend the name of one scrutineer, and each of the serving Zone Commanders shall recommend the names of one scrutineer. The Election Officer and the scrutineers shall not be accredited delegates at the Convention or entitled to vote at the election. The Election Officer and the scrutineers, on accepting the appointments, shall not be entitled to stand for an elective office at that particular Convention.

(5) At 10:00 o'clock a.m. on the Sunday of the Convention, the Chairman of the Convention will invite the Election Officer to assume the Chair and receive nominations. Nominations will be received for the following offices in the order mentioned:

District Commander
First Deputy District Commander
Second Deputy District Commander

(6) Following the closing of nominations, prior to the election of Officers, no further nominations may be accepted, subject however, that the unsuccessful candidates for the office of District Commander are automatically nominated for the office of First Deputy District Commander. Similarly, the unsuccessful candidates in the first election for the office of First Deputy District Commander are automatically nominated for the office of Second Deputy District Commander. Candidates nominated for all Elective District Offices will be invited to the platform and each will be allowed two minutes to address the Convention and will at that time announce the acceptance or declination of the nomination.

(7) Immediately following the closing of nominations, the Election Officer shall proceed with the Election of Officers in the order of office for which nominations were received and the acceptance of the nominations by the candidates.

(8) If a nominee is not present to accept or decline his nomination, the said nomination is invalid unless a written acceptance has been submitted by the nominee and is in the hands of the Election Officer.

(9) Two Deputy District Commanders, (First and Second), shall be elected by successive, but distinctly separate ballots. In order to facilitate the distribution of ballots, all voting delegates will be required to sit in their respective Zone areas and all non-voting delegates will be excluded from that area of the auditorium during the period of the Convention when the election is being conducted.

(10) Those entitled to vote at the election of District Officers shall be restricted to:

1. Branch delegates - the number from each Branch to be determined in accordance with The Ontario Command By-laws;
2. All members of The District "G" Council;
3. Past District Commanders; excluding the Immediate Past District Commander², who may attend at their own expense

(11) Voting shall be by secret ballot.

(12) Prior to the distribution of Ballots, the Chairman of the Credentials Committee shall submit his final report and it shall include the following information concerning accredited or voting delegates:

- The number from each Zone.
- The number from District "G" Council.
- Past District Commanders

(13) No proxy voting will be permitted.

(14) It shall be the responsibility of the Chairman of the Convention Committee of the Host Branch to prepare a sufficient number of ballots for the respective offices and to safeguard the ballots until delivered to the Election Officer. A book of ballots to be used for all the elective offices shall be prepared and the ballots in each box shall be pre-numbered consecutively by the Printer and shall bear the date of the Convention the ballots are to be used.

(15) Following the closing of nominations, the Election Officer shall distribute ballots in accordance with the final report of the Credentials Committee as follows:

- To each Zone Commander for his Deputy Zone commander and for the delegates in his Zone.
- To the District Commander for the members of The District "G" Council, and Past District Commanders.

(16) In order to provide flexibility in the use of the ballots, the title of any of the elective offices shall not appear on the ballots.

(17) The books of ballots shall be assembled in a form satisfactory to the District Commander and the ballots in each book shall be sufficient in the number to provide for second, third and fourth ballots for each elective office. The District Commander, and the Zone Commanders, shall return to the Election Officer all extra ballots immediately following the proper distribution of ballots. It shall be the responsibility of the Zone Commanders, and District Commander, that they distribute ballots to those and only those so entitled to vote in their respective authorities.

² Immediate Past District Commander is a member of Council

(18) The Election Officer shall ensure that all means of access to the auditorium wherein the election is to be conducted is properly tiled prior to the election for each respective elective office and the tiling of the means of access shall not be relaxed until the voting on that particular ballot is completed.

(19) The Election Officer will give at least 2 minutes notice of tiling the doors to allow delegates to return to their seats. This may be done during the candidate speeches.

(20) Successive votes shall be taken in each elective office until a candidate receives an overall majority of the votes cast.

(21) The Election Officer, when announcing the result of all ballots, shall inform the delegates of the total number of votes cast; but the number of votes cast for each individual candidate shall not be disclosed.

(22) Whenever, on any ballot, no candidate is elected, the name of the candidate who received the lowest number of votes shall be deleted from subsequent ballots, provided that: If the total of the votes received by the two with the lowest number of votes is less than the votes received by the candidate with the next lowest number of votes, the names of the two with the lowest number of votes shall be deleted from subsequent ballots; and similarly, if the two candidates having the lowest number of votes do not have a total vote equal to that of the candidate having the next lowest number of votes, their names shall be dropped from subsequent ballots.

(23) At the completion of the Elections a motion to destroy ballots is to be made.

ARTICLE IX – GUIDELINES FOR DISTRICT “G” CONVENTIONS

901. (1) Due to the number of members attending District Conventions, there are a limited number of Branches in District G large enough to host these Conventions; detailed planning is most definitely required to ensure that the Conventions do run smoothly. Nothing can ruin a Convention quicker than poor administration.

(2) The following guidelines have therefore been developed to assist those Branches in District G who may wish to bid to host a District Convention. Not every Branch has the same facilities, so hard and fast rules do not necessarily apply in every situation. These guidelines are just that—suggestions to ensure that everything possible is catered for in the planning and execution of a Convention.

902. Bidding for a Convention

(1) Bidding for a Convention is held at least one year in advance (i. e. for a Spring Convention, the bidding may be made at the previous Spring Convention or earlier the Fall Convention).

(2) Any Branch putting forward a bid must be capable of hosting the Convention with the following minimum requirements being considered before any thought is even given to placing a bid.

(3) A hall large enough to seat expected accredited delegates, expected observers for the business session and include the head table and District Council seating.

(4) An elevated head table should seat no fewer than ten (10) people and must be skirted. Seating accommodation for District Council members and guests for twenty-five (25) is to be set up behind or to the side of the Head Table. Also 6 chairs for L.A. Zone Commanders. A skirted table is also to be placed beside the Head Table for the use of the District Secretary and Treasurer. There will need to be electricity available for the Secretary.

(5) A PA system with microphones is to be available as follows:

- One located at the centre of the Head Table.
- One located on a podium which is to be situated to the right of the Head Table when facing the delegates.
- Two (or more if available) set up on the main floor for the use of Delegates.

(6) Convention floor to be sectioned off in seven sections with tables for seating for three (3) to be set up in each section. Chairs for Delegates are to be set up behind each of these seven tables. Zone signs are to be placed beside each of these seven tables. Zones to be reversed for each Convention from front to back.

(7) Two pictures of The Queen, one is to be located behind the head table and the other at the rear of the Convention Hall.

- (a) Banquet facilities and seating capacity to serve and seat up to the expected dinner patrons with a buffet-style meal,
- (b) Accommodations in the immediate area of the Branch for expected attendees. These accommodations should be a maximum of 8 KM. (5 miles) radius from the Branch.

The responsibility of hotel bookings for all delegates and guest lies with the Host Branch. Forty (40) rooms are to be blocked for District Council members and guests preferably on the ground floor. A list of hotels and prices are to be provided in the one and only "Call To Convention".

- (c) Location to hold the invited guests for the District Commander's dinner on Friday night.
Maximum number to be advised by District Commander when bids requested. The District Commander, 2 Deputy Commanders, 2 Chairman, Immediate Past District Commander, Hosting Zone Commander, Hosting Branch President, and visiting guests of Convention (includes partners). Alcohol will not be provided. The Dinner should be kept to approximately 20 people.
- (d) Hall or halls large enough for a dance to be held on the Saturday evening of the Convention weekend.
- (e) Separate rooms in, or close proximity to, the Branch for one or two seminars, four committee meetings and a Branch Presidents meeting. On the Saturday morning of the Convention -weekend, the following meetings take place:
 - 1) **District Council:** Saturday at 9:00 a.m. with seating for no less than 40 with a head table set up for 12 people with side table for Secretary and Treasurer.
 - 2) **Branch Presidents:** Saturday at 9:00 a.m. with seating for no less than 75 with a head table set up for 3 people. Meeting to be completed by 11:30 am.
 - 3) **Resolutions:** Saturday at 10:30 a.m. with seating for no less than 50 with a head table set up for 8 people.
 - 4) **Youth Education:** Saturday at 10:30 a.m. with seating set up for no less than 60 with a head table set up for 3 people.
 - 5) **Sports:** Saturday at 10:30 a.m. with seating set up for no less than 60 with a head table set up for 3 people.
 - 6) **Seminars:** One or Two separate seminars will be held on Saturday afternoon with seating set up for no less than 75 with a head table for 3 people. The first seminar will start at 1 or 1:30 PM and the second (if held) will start at 2:30 PM

An official is to be available to open the meeting rooms one hour before the start of the meetings and seminars. Signs, as required are to be posted for direction to the meeting rooms.

- (f) Once a Branch has bid for a District Convention, it will be the District Commander, the two Deputy Commanders, the District Chairman and Vice- Chairman who decide if the Branch has suitable facilities to host a District Convention.
- (g) If the Branch facilities are suitable and agreeable, then the District Local Arrangements Committee will make arrangements to meet with the Branch Convention Chairman and his committee.

903. Recommended Committee Officer Positions:

- i. Chairman
- ii. Vice-chairman
- iii. Secretary
- iv. Treasurer
- v. Sergeant-at-Arms

904. Recommended Committees

- i. Registration
- ii. Accommodation
- iii. Convention (Business)
- iv. Entertainment
- v. Food
- vi. Partner Hospitality
- vii. Publicity
- viii. Transportation

905. Committee Officers' Responsibilities

(1) Chairman

The Convention Chairman is responsible for the Convention arrangements and is the principal liaison between the Host Branch and the District

(2) Secretary

The Secretary: will record minutes of all meetings of the Committee as a whole. All correspondence relating to the Convention should be directed to the Secretary to ensure that the Convention planning does not interfere -with the normal operation of the Branch. The Secretary should, on behalf of the Chairman, prepare "Thank You" letters after the Convention,

(3) Treasurer

The Treasurer: will be responsible to the Chairman for all financial matters dealing with the Convention for which a separate account should be established. This account should be closed as soon as all the financial transactions relating to the Convention have been completed, A detailed statement will be compiled by the Treasurer, a copy of which shall be sent to the Arrangements Committee Chairman at the post Convention meeting. A copy of the finalized financial Statement is to be sent to all members of the District Convention Local Arrangements Committee within 90 days of the Convention.

(4) Sergeant-at-Arms

(a) The Convention Sergeant-at-Arms: will be responsible to ensure that a Colour Party is available at the start of the business session and that the members of the Colour Party have been previously trained. The Colours must be deposited as per normal Legion procedure, but must be placed in such a location as to not interfere with the movement of persons to and from the podium to the side of the Head Table, or restrict the vision of any person at the Head Table. It is also the responsibility of the Sergeant-at-Arms to ensure that a picture of Her Majesty the Queen is properly placed at the front and back of the convention hall.

(b) During an Election Convention, the Sergeant-at-Arms is to be present to "tile the doors" during balloting and have sufficient assistance on hand to carry this out. He is also to be available to present the elected Officers for installation. The District Commander elect is to be presented for installation along with the Colour Party.

(c) The Colour Party is also to be available for the closing ceremonies of the business session of the Convention.

(d) Close liaison between the Sergeant-at-Arms and the Chairman must be maintained at all times.

(5) Vice-Chairman

There are some responsibilities that do not necessarily fit into any specific Committee, but they are important to the success of the Convention. These should be given to the Vice-Chairman to supervise and/or arrange. The Vice-chairman is also to assist the Chairman in carrying out of his duties.

906. V.I.P. Hospitality - Guest Speaker, and Special Guests

(1) **NOTE:** By Convention mandate, the Ladies Auxiliary Zone Commander of the Host Zone shall be invited to the Convention by the Host Branch.

(2) The Branch is responsible to arrange accommodations for the Convention guests, which are to be in the same Hotel/Motel as the District Commander. On the day of arrival, a person is to be designated as responsible for the "V.I.P. Guest" and pre-register the "V.I.P. Guest" at the Hotel/Motel, have flowers and/or a gift put in the room and also liquid refreshments.

(3) The Branch is responsible to find out in advance, the travel arrangements of the Guests so that if they are not coming in their own vehicle, the Branch can then have someone meet them at an appropriate location.

(4) The Guest must also be consulted upon arrival on transportation requirements, and a vehicle is to be made available at the time requested. These arrangements should be co-ordinated with the District Commander upon his arrival at the Hotel/Motel

(5) The Host Branch will also be responsible for the purchase of an appropriate gift for the Guest Speaker and partner, preferably of some local significance at a cost not to exceed \$125.00. This cost will be reimbursed to the Branch from District funds and the invoice for the gift is to be presented to the District Treasurer prior to the close of the Convention.

(6) If the Guest and Special Guests are bringing their partner, the District Commander's partner or another person arranged by the Commander, will look after the welfare of the guest's partner during the time of the meetings, seminars and business session of the Convention. Special arrangements are to be made for a vehicle and an escort to bring them to the partners hospitality on the Sunday morning of the Convention if so required.

(7) The Branch pre-registers the VIP Guests as Observers, and partners as guests.

907. Registration

- (1) Registration is to be by the type of the Delegate i.e. accredited, observer, or guest. Tables set up for each Zone and one for District works best.
- (2) Name tags are to be provided by the Host Branch. The Convention Booklet (prepared by the District Secretary) is to be provided to all Delegates and Observers only. The Convention Booklets will be delivered before 12:00 p.m. (noon) on the Friday of the Convention. These are to be handed out at the time of registration.
- (3) A registration fee of twenty dollars (\$20.00), payable by cash or Branch cheque only, will be paid at the time of registration.
- (4) First and only call should go out to Branches no later than six weeks before the District Convention.

908. Agenda - Business Session

The agenda for the business session will be contained in the Convention Booklet. The booklet in turn will be included in the Convention Kit for distribution to the accredited delegates and observers.

909. List of District Officers. Zones and Branches

The Host Branch shall request, from the District Secretary, a complete set of pre-addressed labels for District "G" that will be used to send out for the First and only Convention Call. An up-to-date list of District Council members must be included.

ARTICLE X – TERMS OF REFERENCE

1001 District Commander

The District Commander shall appoint members to the following at the start of his term.

District Chairman

District Co-Chairman

District Secretary

District Treasurer

All District Chairman and Coordinators

All appointments made under this Section shall be presented to the next meeting of the District Council for recommendation to District Convention for approval.