

The
Great War Veterans'
Association of
Canada



CONSTITUTION
AND BY-LAWS
1917

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.....*Branch*

CONSTITUTION AND BY-LAWS OF THE GREAT WAR VETERANS' ASSOCIATION OF CANADA

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This Association is a branch of the National body known as the Great War Veterans' Association of Canada, with headquarters in Ottawa.

A—AIMS AND OBJECTS.

To perpetuate the close and kindly ties of mutual service in the Great War, the recollections and associations of that experience, and to maintain proper standards of dignity and honour between all returned soldiers.

To preserve the memory and records of those who suffered and died for the Nation. To see to the erection of monuments to their valour, the provision of suitable burial-places, and the establishment of an annual Memorial Day.

To insure that proper provision is made for the due care of the sick, wounded and needy among those who have served, including reasonable pensions, employment for such as are capable, soldiers' homes, medical care; and equitable provision for dependent families of enlisted men.

To constantly inculcate loyalty to Canada and the Empire and unstinted service in their interests.

I.—MEMBERSHIP.

Any members of the C.E.F., who have seen service Overseas in the Great War of 1914—, or men who have been on active service with the forces of Great Britain and her Allies in the Great War, and have received honorable discharges, or any men who, having returned to Canada, are still members of the C.E.F., shall be eligible for ACTIVE MEMBERSHIP.

Any man who enlisted in the C.E.F. and has an honorable discharge; or any man who, in the naval or military forces of His Majesty engaged in any war or campaign in which the British Empire, or any

portion of it, was engaged previous to the Great War, and possesses an honorable discharge shall be eligible for ASSOCIATE MEMBERSHIP.

No distinction is drawn between former ranks while serving, officers and men being alike privileged in the Association.

Nurses and other women who have served in various capacities with the Forces are eligible for membership. Naval men from His Majesty's Service, who have served upon the high seas are also eligible for membership.

Every application for admission to membership shall be submitted in writing, and shall give in detail the applicant's name, age, birthplace, residence, occupation, date and rank on enlistment, rank at time of discharge, the unit to which he or she belonged the date and cause of discharge, and the length of service, if wounded, when and in what engagement, and in what manner and degree. This shall be given to the Secretary, who will place it in the hands of an investigating Committee. This Committee will report at the next general meeting, and submit the applications.

Each applicant must be vouched for by a member. The President, after the reading of the Investigation Committee's report, shall give opportunity to any member having objection to any of the applicants to state the same, after which the applications shall be voted upon.

Each applicant after his election shall be notified in writing, and his name shall be entered on the books of the Association.

EXPULSION OF MEMBERS.

Any member wilfully infringing the rules of the Association, or being guilty of conduct which, in the opinion of the Executive Committee, who may of their own motion take immediate cognizance of same, or, which in the opinion of any five members who shall certify the same in writing to the Secretary, is detrimental to the interests of the EMPIRE, the DOMINION, or the ASSOCIATION, or is unbecoming a gentleman, shall be liable to suspension from all the privileges of the Association, on a two-thirds vote of the Executive Committee present when the question of the members' conduct shall be investigated; and notice of such suspension shall at once be given

by the Secretary by post to such member's last known address. Such member shall have the right of appeal by giving notice in writing within seven days after notice of his suspension, addressed to the Secretary, posted and registered; and such an appeal shall be to a meeting of the Association, to be called by the Executive Committee and to be held within one month of such suspension, of which meeting at least seven days' notice must be given on the notice board, and also by post to the suspended member at his last known address, and if such suspension is sustained by a majority of the members at the special general meeting so called, or if the member so suspended fails to notify the Secretary of his intention to appeal, he shall be considered to be expelled, and shall cease to be a member, and shall forfeit all privileges in the Association, including his entrance fee, and be shall be ineligible for membership until such time as he has been reinstated by action of the executive meeting in his former Association.

II—FEES.

All members, whether Active or Associate, shall pay an ENTRANCE FEE of One Dollar, upon presentation of their application.

Thereafter a monthly fee of cents will be levied, payable every quarter in advance. Every member allowing his dues to lapse, and refusing to pay this fee, for a period above three months, shall be considered to have resigned; but he may, by writing the Secretary within a reasonable time, be reinstated by the Executive Committee, if in the opinion of the Committee it is expedient to do so, and upon such terms as the members of the Committee may determine.

II—FEES, ANNUAL SUBSCRIPTIONS, ACCOUNTS, ETC.

The Executive Committee shall adopt such rules and regulations for the payment of all debts incurred by members in the canteen, billiard table, pool table or library, as they shall deem advisable in the interests of the Association from time to time, and the name of any member failing to pay all debts and other obligations to the Association for one month after the same are due, shall be posted in the Association rooms, and all credit shall be stopped to any member while so posted.

III—GENERAL MEETINGS.

1.—The Annual General Meeting of the Association shall be held on the first Tuesday in October in each year for the transaction of general business, the election of members to fill the places of retiring members of the Executive Committee, and the appointment of a Board of Auditors for the ensuing year. At such meeting the Executive Committee shall present an audited report, together with a detailed statement of the accounts, assets and liabilities of the Association for the past year, and an estimate of the receipts and disbursements for the current year.

2.—A Special General Meeting of the Association may be called at any time, by direction of the Executive Committee, and such a meeting shall be called on a requisition to the Chairman of the Executive Committee signed by not less than ten members. At least seven days' notice of the day and hour of such meeting, stating the object of the meeting, shall be sent to each member by mail, and posted on the notice board of the Association.

3.—The Chairman of the Executive Committee shall take the chair at all meetings; in his absence the members present at any such meeting shall elect a chairman from the Executive Committee.

4.—Notices of motion to be brought before all General Meetings shall be handed to the Secretary and posted by him on the notice board of the Association at least seven days before the day of the meeting; and no subjects shall be discussed thereat except those of which notice has been given, and no repeal, alteration or amendment of a Rule shall be adopted without such notice, nor without the consent of two-thirds of the members present at such meeting.

5.—.....Members shall constitute a quorum at any General Meeting of the Association.

IV.—EXECUTIVE COMMITTEE.

1.—The Executive Committee shall consist of not less than _____ members, of _____ of whom shall constitute a quorum. The Committee shall elect a Chairman from their own number at their first meeting each year. _____ of the Committee, whose names are to be selected by the Committee according to their seniority as members of the Committee shall retire at the end of each year, but shall be eligible for re-election. No member to hold office

more than three years. Any vacancy on the Committee occurring during the year shall be filled by the Committee at a meeting of the Committee called for the purpose, of which three days' clear notice shall be given, and the member so appointed shall, so far as regards retirement from the Committee, be deemed to be of the same seniority as the member whose place he has filled. The names of the _____ retiring members shall be posted by the Secretary fourteen days before the Annual Meeting, and any two members may nominate a member or members to be proposed in the place of the retiring members, and such nomination or nominations shall be handed to the Secretary and posted by him seven days before the day of such meeting. In case no nominations, or an insufficient number has been received, the meeting shall elect the required number.

2.—The Committee shall meet weekly, or at the call of the Chairman, for the passing of accounts, the transaction of current business, the examining and discussion of any suggestion made to them for the general welfare of the Association, and such other business that may be introduced.

3. The Committee shall appoint all Sub-Committees and define their duties and powers, and, subject to the provisions of the general Rules, shall make regulations for the internal management of the Association.

4.—The Committee shall appoint a Secretary and such other officers, servants and agents as may be required for the proper working of the Association; and it shall have all the power of the Association, except the power to rescind or alter any Rules, Resolutions or By-laws adopted by the Association, the power to expel members, save as otherwise provided by the Rules, and the power to raise money by way of loan or mortgage or debentures, or to sell any realty or assets belonging to the Association.

5.—The Committee shall have power to levy an assessment of not more than _____ in any year, subject to the approval of two-thirds of those present at an Annual or a Special General Meeting called for the purpose of considering the same; and any member making default in payment of such assessment so ordered, shall be deprived of the use and privileges of the Association.

6.—Should any member of the Committee be absent from four consecutive meetings of that body

without an excuse satisfactory to the other members, he shall cease to hold office, and his place shall be filled in the manner relating to vacancies provided by Rule 1 under this heading.

V.—GENERAL RULES.

1.—The Association rooms shall be open every day for the reception of members at 9 o'clock a.m., and shall be closed and the lights extinguished not earlier than 11 p.m., and not later than 1 a.m.; and no member shall be admitted into or remain in the rooms after these hours on any pretense whatever unless specially authorised by the House Committee.

2.—The House Committee shall make regulations prescribing the conditions under which billiards, pool, whist and other games may be played in the rooms, and any member committing a breach of such regulations shall be liable to expulsion.

3.—Any cause of complaint that may arise is to be written in the Complaint Book and signed by the member complaining, or the complaint may be made by letter to the Secretary over the signature of the member, and any complaint so made must be laid by the Secretary before the Executive Committee at their next meeting.

Conduct of Members.

1.—Behaviour in meetings:

A member is not to hold private committees or separate conversation, nor to talk of anything impertinently or unseemly, or which is not of general interest to the other members in the room; nor to interrupt the President, or any Comrade speaking with the permission of the Chair; nor to use any unbecoming language upon any pretense whatsoever.

All matters pertaining to political, or religious discussion or which do not refer to the wellbeing and progress of our Association and the betterment of the conditions of our Comrades and their dependents, a member is enjoined from bringing before any meeting of the Great War Veterans' Association of Canada.

2.—Behaviour outside the Association:

A member should always be cautious in his words and actions, that his public or private conversation, having to do with the Association especially, should not cause misapprehension or distrust on the part of any well disposed persons. His conduct should

always be that of a wise and prudent man, a good citizen, his life freely given over to the elevation of humanity in the field of human endeavor, just as truly as he offered it upon the battlefield to preserve his Country's honor.

VI—OFFICERS.

The Officers of the Association shall consist of such Honorary Presidents and Vice-Presidents as the Executive Committee shall deem fit. It shall further consist of a President, a Vice-President and a Secretary-Treasurer.

(1) Duties of the President.

The President shall preside at all meetings and enforce order and strict observance of the Act of Incorporation and By-Laws; countersign all cheques issued by the Secretary; appoint all special committees except those otherwise ordered by the Association and transact such other business as may by custom appertain to the office. He shall have the casting vote whenever there shall be an equal division on any question.

(2) Duties of the Vice-President.

The Vice-President shall perform all the duties pertaining to the office of President in case of his absence.

(3) Duties of Secretary-Treasurer.

The Secretary-Treasurer shall keep a record of the proceedings of all meetings in a book kept for that purpose, which he shall have at every business meeting, together with all other books and correspondence he may have in his possession necessary to transact the business of the Association; keep a just and true account of all moneys accruing to and paid out by the Association; he shall report to the Association at the Quarterly General Meeting giving a detailed statement in writing of all the assets and liabilities of the Association, and the amount remaining in the treasury; he shall deposit all funds of the Association in a safe bank in trust for the Great War Veterans' Association and shall not retain it in his possession longer than one month undeposited; he shall have power to pay any bill not exceeding five dollars, but any larger

amount shall require the endorsement of the President and Secretary-Treasurer, as having been passed upon and ordered paid by the Association.

(4) Duties of Board of Trustees.

It shall be the duty of the Board of Trustees to see that all moneys over and above the necessary running expenses are deposited to the credit of the Great War Veterans' Association in the bank. They shall submit a report which shall be ready quarterly; they shall receive and hold in trust all moneys, stocks, notes, bonds, or other valuable papers the property of the Association; they shall retire annually, but will be eligible for re-election and at the expiration of their term of office shall deliver to their successors all moneys, books and papers the property of the Association.

(5) Duties of Board of Auditors.

It shall be the duty of the Board of Auditors to examine the books and accounts of the Secretary-Treasurer and the Board of Trustees, and all bills and vouchers held by such officers, and sign the Annual Statement of the Secretary-Treasurer if found to be correct.

VII—GENERAL DISCIPLINE.

It shall be the duty of all Members to adhere faithfully to, and assist in carrying out the principles of the Association, as laid down by its By-Laws and Rules.

Of the Presiding Officer.

1. At the appointed hour the President shall take the chair and call the meeting to order, and preside during the meeting.

2. In case the President is absent or otherwise disqualified, the Vice-President, shall call the meeting to order, and preside. In the absence or disability of the President and Vice-President the Secretary-Treasurer shall call the meeting to order and the Association shall elect a temporary chairman. The Secretary-Treasurer shall call to order, and in the absence of all these elective officers any member may call the meeting to order, and the Association shall elect a temporary chairman.

3. The presiding officer shall preserve order and decorum, and see that the Rules of Order are enforced, and allow no member to leave the meeting without permission of the Vice-President.

4. He shall have the right to decide all questions of order, subject to an appeal to the Association.

5. The presiding officer shall, when debate has ceased on any question, put the same to a vote, giving the words of the motion or resolution if requested.

Of Motions.

6. A member wishing to make a motion shall arise and address the presiding officer, and shall wait until he is recognized by the presiding officer before stating his motion.

7. Each motion except to fill blanks, must receive a seconder before being received by the Association or considered open to discussion; but if a motion is properly made an opportunity for a seconder shall be given before another motion may be received.

8. When a motion has been properly made and seconded, it shall be stated by the presiding officer and then shall be in possession of the Association, and can only be withdrawn before amendment or final decision with the consent of the Association.

9. When a motion is in the possession of the Association, no other motion shall be received except,

- (a) To adjourn,
- (b) To lay on the table,
- (c) For the previous question,
- (d) To postpone,
- (e) To commit,
- (f) To amend,

which shall have preference in the order named.

10. The motion to adjourn without a time named is undebatable, and is in order at any time, except a member has the floor or no business has been transacted since the same motion was put.

11. A motion to adjourn to a certain day is debatable, is open to amendment and has no precedence over an ordinary motion.

12. A motion to fix the time to which the meeting shall adjourn may be made at any time, even after a vote has been taken to adjourn, if the vote has not been announced. If it takes precedence of any other motion, it is undebatable, but may be amended.

13. A motion to lay on the table is undebatable and when applied to amendments lays the amendment only on the table.

14. A question laid upon the table may be revived at any time by a motion to take from the table. If such a motion is carried, the question stands in the

same condition as regards amendment as when laid upon the table. But if there be doubt or dispute as to pending amendments, the main question shall be the one before the meeting.

15. The motion for the previous question is undebatable. It must be seconded by five members, and shall require a two-thirds vote to carry. It shall be put in this form: "Shall the main question be now put?" If the motion is lost, the question remains the same as before the previous question was moved. If carried, the question shall be first put on pending amendments in their order, and then on the main question, as amended, without further debate.

16. A motion to limit or fix a time for closing debate has the same object as the previous question. It has precedence next to it, but is debatable and open to amendment. It requires a two-thirds vote to adopt.

17. A motion to postpone to a certain day or indefinitely is debatable and open to amendment.

18. A motion to commit may contain the number and names of the Committee, and instructions to the same. It is debatable and open to amendment.

19. A motion to amend is debatable, and may itself be amended, but an amendment to an amendment is as far as may be gone from the main question. When one amendment has been disposed of another may be made, and so on until debate shall have been closed.

20. Amendments must pertain to a general subject, and may be made in three ways. By "striking out," by "inserting," or by "substituting" certain words.

21. The minutes may not be amended, but may be "corrected" if they contain some error of fact or of grammar.

22. A motion is not in order, to adjourn, which contains a proposal identical with one voted on at the same meeting whether couched in the same language or not.

23. A motion to re-consider a vote once taken shall be made on the same day, or within one month of the original vote. It must be made by one who voted with the prevailing side.

24. A motion to re-consider a secret ballot may be made by any member within one month, but shall require a two-thirds vote to carry.

25. A motion to reconsider being once put and lost may not be renewed.

26. In routine business the presiding officer may designate the disposition of any matter and if there be no objection, order it so disposed of; but, if there be any objection by any member, a motion to dispose of it must be made.

27. All motions, unless merely affecting the order of business, shall, on request of the presiding officer, or any member, be submitted in writing and read by the Secretary.

Of Debate.

28. When a motion has been made and seconded, it shall be stated by the presiding officer, or, if debatable shall then be open to debate.

29. When a member is about to speak to a question, he shall rise and address the presiding officer; and the presiding officer shall announce the name of the member entitled to the floor, and the member shall confine himself to the question under consideration. He shall use no VIOLENT or IMPROPER LANGUAGE, nor impugn the motives of any other member except where such member be on trial.

30. A member having the floor may not be interrupted except on a call to order or to a question of personal privilege.

31. When called to order the member speaking shall take his seat until the question of order is decided, when he shall again be entitled to the floor.

32. No member shall speak more than twice on a question, nor more than five minutes at any one time, without permission from the Association. An amendment is construed to be a different question from the main one in limiting debate.

33. When two or more members rise at the same time and address the presiding officer, the latter shall designate which member is entitled to the floor, but in opening debate on any question the mover or the member who reports it from committee shall be given the preference.

34. The presiding officer cannot take part in debate except on an appeal from his decision, but he may state any facts or give any information in his possession to the meeting. In case he desires to take part in any debate on any question, except an appeal, he shall call the Vice-President to the chair, and he may not resume his place until the question under discussion is disposed of.

35. When debate has ceased on any question the presiding officer shall inquire. "Are you ready for the

question?" and if no member rise to speak he sha put the question to a vote.

36. The following motions are undebatable: To adjourn, to lay on the table, for the previous question an appeal from the decision of the presiding officer, on order of business or decorum, or while the previous question is pending and to suspend the rules.

37. Every qualified member shall vote on every question put to the meeting, unless excused by the Association.

38. No member shall offer any legislation or discuss any matter upon which he or she is not entitled to vote. This clause shall not be held to apply to members on superannuated list.

39. All questions requiring no more than a majority vote may be put in this form: "All in favor say 'Aye,' contrary 'No,'" and in doubtful cases the presiding officer may direct, or any member may call for a division.

40. When a division has been called for, or when more than a majority vote is required the presiding officer shall call for those in favor of the motion to rise and remain standing until counted by the Sergeant-at-Arms, and then for those opposed to do the same, and he shall declare the result from this count.

41. The ayes and noes shall be taken and recorded upon any question before the Association upon the call of seven members, except a secret ballot is required, such call shall not preclude amendments before the main question is put.

42. Any member may call for a division of a question when it admits of the same, and the Association shall decide which portion shall be first voted on.

43. In filling blanks, the largest sum and the longest time shall be put first. Motions to fill blanks require no seconds, and any number may be made.

44. The following questions shall require a two-thirds vote. The previous question, to close or limit debate, to re-consider a secret ballot, to suspend the rules and to suspend the order of business. All other questions not otherwise designated in the Constitution of the Association shall be carried by a majority vote.

45. A tie vote on the adoption of a motion or resolution defeats the same.

46. No discussion of a question shall be had after it has been put to a vote and before final decision, nor shall any member enter or leave the hall during this interval.

Of Appeals.

47. An appeal may be taken by any member from any decision of the presiding officer.

48. Appeals are generally debatable and the presiding officer may present his side from the chair.

49. An appeal from the decision of the presiding officer as to decorum in debate or order of business or while the previous question is pending, is not debatable, but the presiding officer may state the reasons for his ruling.

50. Appeals shall be stated in this form: "Shall the decision of the Chairman stand?" A majority or tie vote sustains the presiding officer.

51. The motions to lay on the table the previous question may be applied to an appeal if it is debatable, but they affect nothing but the appeal.

Of Committees.

52. All committees shall be named by the presiding officer unless otherwise directed by the Association.

53. The first named member on a committee shall act as convener to call the committee together, when they may elect their own chairman.

54. A majority of any committee shall constitute a quorum for the transaction of business.

55. All reports of committees shall be presented in writing and signed by the members offering same.

56. On going into committee of the whole, a chairman shall be appointed by the Association, the Secretary shall act as clerk, and he shall, at the proper time, enter upon his minutes the report of the committee.

57. The Rules of Order of the Association, except those limiting or closing debate and in regard to adjournment, shall govern the Committee of the Whole. A motion that the Committee rise and report has the same precedence as the motion to adjourn in regular meeting. Should the business before the Committee of the Whole be unfinished, the motion to rise should be "That the Committee rise and report progress." In case of disorder the presiding officer of the Association may assume the chair and dissolve the Committee of the Whole. The quorum of the Association shall be the quorum of the Committee of the Whole.

Miscellaneous.

58. A motion to suspend the rules may be carried by the concurrence of two-thirds of the members present, and shall be decided without debate.

59. No amendment or alteration shall be made to the Rules of the Order of the Association unless by a vote of two-thirds of the members present at a regular meeting, and all motions for amendment or alteration shall be read to the Association at least one month previous to the same being acted upon and referred to the Laws Committee.

PLEASE NOTE.

It is enjoined upon Members of the Association, in order that business may be facilitated, that they give strict attention to the foregoing rules.

CONTRIBUTIONS

Month	Amount	Secy's Signature	Month	Amount	Secy's Signature
1917 Sept.			May		
Oct.			June		
Nov.			July		
Dec.			Aug.		
1918 Jan.			Sept.		
Feb.			Oct.		
Mar.			Nov.		
April	1.90	GSA	Dec.		

THE MORTIMER CO. LIMITED
OTTAWA