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CONSTITUTION

of

The Great War Next-of-Kin Association



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CONSTITUTION

OF

The Great War

Next-of-Kin Association

I.—NAME

The Association shall be known as "The Great War Next-of-Kin Association."

II.—OBJECTS

The objects of the Association shall be to secure economic justice for men and women who have taken part in the great war, and for men and women who are dependents of the former, including widows and bereaved parents; to be of mutual help and benefit, and to educate women in the duty of higher citizenship; to carry on an educational campaign which will result in the placing of the responsibility of the care of soldiers, veterans and their dependents directly on the government, thereby eliminating the stigma of charity.

Partisan political and sectarian religious questions of any description shall be barred from the objects of the Association.

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III.—MEMBERSHIP

The membership of the Association shall consist of two classes, as follows:—

(a) Honorary members composed of persons who render valuable services to the Association; the widows of men killed in the war whilst serving the Empire or as Allies.

(b) Members—Any male or female person who has or had relatives of either sex engaged in the European war, either in the military or naval forces of the British Empire or its Allies.

Each candidate for admission as a member of the Association may, upon payment to the Secretary of a sum of one dollar (\$1.00) entrance fee, be elected by the Executive Committee hereinafter mentioned a member of the Association, upon proof to the satisfaction of the Executive Committee that he or she is entitled to become a member of the Association.

If a candidate eligible under this Constitution to become a member of the Association is refused membership by the Executive Committee, he or she may apply for membership to a special or ordinary meeting of the members of the Association, and at such meeting may be elected to membership by a three-fourths majority of the members present at such meeting and entitled to vote.

IV. OFFICERS

(a) The officers of the Association shall consist of an Honorary President, President, two Vice-Presidents, Recording Secretary, Corresponding Secretary, a Treasurer and nine others holding no specific office. These officers, together with the last Retiring President, shall constitute the Executive Committee.

(b) The officers shall be elected by secret ballot at the Annual Meeting of the Association to be held

in April, of which at least three weeks' notice has been given, and shall hold office until the next Annual Meeting.

HONORARY PRESIDENT

The Honorary President shall be, with his consent, Mr. D. Algar-Bailey.

PRESIDENT

The duties of the President shall be to preside at all meetings of the members of the Association, and of the Executive Committee. The President shall be ex-officio a member of all committees.

VICE-PRESIDENTS

The duties of the Vice-Presidents shall be, in the absence of the President, to preside at meetings of the members of the Association or of the Executive Committee.

RECORDING SECRETARY

The duties of the Recording Secretary shall be to keep true and accurate minutes of all the meetings of the members of the Association, of the Executive Committee, and of all other committees, and to keep true and accurate records of the affairs of the Association, and to perform such other duties as may be directed by the members of the Association in general or special meeting.

CORRESPONDING SECRETARY

The duties of the Corresponding Secretary shall be to keep all of the correspondence, papers, documents and records of the Association, and to hand over to the Treasurer all funds and monies belonging

to the Association which shall be received by him or her in the course of duty, and to perform such other duties as may be directed by the members of the Association in general or special meeting.

TREASURER

The duties of the Treasurer shall be to receive all funds and moneys belonging to the Association and deposit the same to the credit of the Association in a chartered bank to be designated by the Executive Committee. To keep or cause to be kept proper books or account and to perform such other duties as may be directed by the members of the Association in general or special meeting.

Any vacancies in the membership of the Executive Committee, except the offices of President, Vice-Presidents or Secretaries and Treasurer, may be filled by the remaining members of the Executive Committee, provided the remaining number of members of the Executive Committee is not less than nine, in which event such vacancies shall be filled at an ordinary or special meeting of the members of the Association. Any vacancy in the office of President, Vice-Presidents or Secretaries or Treasurer, shall be filled at any special or ordinary meeting of the members of the Association.

Any office or membership in any committee shall become vacated upon the suspension or expulsion of such member, or if such member is more than six months in arrears in payment of his or her dues, or if he or she is absent from more than three consecutive meetings without permission.

V.—EXECUTIVE COMMITTEE

The Executive Committee shall enforce the Constitution, preserve the property of the Association, conduct the business of the Association, and attend to the welfare of the members, and generally to carry out the objects of the Association. The Executive Committee shall have the following powers:—

(a) To receive and pass upon applications by candidates for membership, and elect members.

(b) To pay all ordinary expenses of the Association, including rent, salaries, taxes, light accounts, fuel accounts, and provide the Association with such articles as may be necessary in the ordinary conduct of the business of the Association.

(c) To delegate to sub-committees appointed from the members of the Executive Committee such work and duties as in the opinion of the Executive Committee may be properly and conveniently carried on by such sub-committees.

(d) To obtain and, if necessary, lease premises as club rooms or meeting places, and to purchase and preserve such personal property as in the opinion of the Executive Committee may be necessary for the proper enjoyment by the Association of such premises.

(e) To promote and hold entertainments, dances or social functions for the entertainment of the members of the Association and of such persons as visitors as the Executive Committee may deem advisable, and if thought advisable to raise money therefrom.

(f) To raise funds in any manner which in the opinion of the Executive Committee may be proper.

(g) To lend any member of the Association a sum of money not exceeding \$35.00, with or without security, as the Executive Committee may deem proper.

(h) To suspend any member for wilful violation of the Constitution until the next regular or special meeting of the members of the Association, at which the charge for which the member has been suspended shall be dealt with and disposed of as in this Constitution provided.

(i) To perform such acts and duties as are by this Constitution required or necessary.

(j) To donate or lend to members of the Association, from a fund to be specially created for that purpose, such sums of money, not exceeding \$100, as shall be deemed necessary for the alleviation of distress.

VI.—DUES

(a) Every member of the Association shall pay monthly dues of 10c. These dues may be paid monthly or quarterly.

(b) Members will pay annual dues of \$1.00, and shall not be privileged to vote at Annual Meetings until annual dues for succeeding year be paid in full.

No member shall be allowed to vote on any occasion whatever, or enjoy any of the privileges of the Association, if he or she is in arrears in the payment of dues for three months or more.

Every member who is in arrears in the payment of his or her dues for three months shall be notified that such is the case, either in writing or in general meeting, and if such member's dues remain unpaid and in arrears for six months or more, the name of such member shall be erased from the list of members, but he or she may be re-admitted by the Executive Committee upon the member assigning to it reasons which it shall consider satisfactory for his or her failure of payment.

All dues, fees and other moneys payable by any member shall be paid to the Secretaries and Treasurer only.

Upon the election of a member, he or she shall, provided he or she has paid the entrance fee of \$1.00, be entitled to receive without charge from the Secretary a membership card.

Any person entitled under this Constitution to apply for and obtain membership in the Association may be granted all of the privileges of the Association by the Executive Committee for a period not exceeding four weeks after his or her arrival in the City of Calgary, but no longer, unless and until he or she becomes a member of the Association as in this Constitution provided.

Any person entitled to apply for and to be elected as a member of the Association, or any member of the Association who, in the opinion of the Executive Committee, is unable to pay his or her dues to the Association, may be accorded the full privileges of the Association without the payment of dues during such time as the Executive Committee may decide.

VII.—MEETINGS

Ordinary meetings of the members of the Association shall be held every alternate Wednesday of every month, at such hour or hours as shall be most convenient.

The first ordinary meeting of the members of the Association, in April of each year, shall be known as the Annual Meeting. Special meetings of the members of the Association may be held at such other time or times as the Executive Committee may decide. The Executive Committee shall, upon receipt of a request in writing signed by not less than 25 members of the Association in good standing, convene a special meeting of the members of the Association for the purpose set out in such request, to be held at a date not more than 10 days after the receipt of such request. If the Executive Committee fails to convene a special meeting pursuant to such request, the requisitionists themselves may convene the meeting.

ORDER OF BUSINESS

At the first ordinary meeting of the members of the Association in each month the Executive Committee and the officers shall submit a report of the affairs of the Association, including a statement of the receipts, disbursements, assets and liabilities of the Association. The officers of the Association and the Executive Committee shall be elected at the Annual Meeting of the members of the Association in April of each year, as hereinbefore provided, and shall hold office until the

next Annual Meeting, or until their successors are elected. No business shall be transacted at special meetings of the members of the Association, except such business as is mentioned in the notice convening such meetings, or any other or additional business upon the consent of a three-fourths majority of the members present and entitled to vote.

The order of business at ordinary or special meetings of the Association shall be as follows:—

(a) Reading and confirmation of minutes of the last meeting of the members of the Association.

(b) Business arising out of the minutes.

(c) Reading of reports of Executive Committee and other committees.

(d) Motions of which notice has been given.

(e) Business referred to in notice convening the meeting.

(f) Business not referred to in the notice convening the meeting.

(g) Auditor's report, if any.

(h) Election of officers and committees.

VIII.—QUORUM

At all meetings of the members of the Association 30 members shall constitute a quorum, until the number of members in good standing on the membership roll of the Association shall exceed 200, in which event there shall be added to the number of members to constitute a quorum, as in this clause provided, an additional five members for every fifty members in good standing by which the number of members in good standing on the membership roll shall exceed 200. Nine members of the Executive Committee shall constitute a quorum at any of its meetings.

IX.—BANKING

All money of the Association shall be deposited to the credit of the Association in a chartered bank

to be designated by the Executive Committee. All cheques or orders for the payment of money shall be drawn in the name of the Association, and shall be signed by the President or First Vice-President of the Association, and countersigned by the Secretary and Treasurer. All cheques, promissory notes, bills of exchange, or orders for the payment of money shall be endorsed or accepted in the name of the Association by the Treasurer.

X.—AUDITOR

An Auditor may be appointed at any special or ordinary meeting of the members of the Association by a majority vote of the members present and entitled to vote, and such Auditor shall hold office during pleasure. The Auditor may be a person not a member of the Association. The Auditor may be paid such remuneration as the Executive Committee may decide. All books, vouchers, cheques, documents and papers necessary to enable the Auditor to audit the books and records of the Association and to prepare a report shall be delivered to the Auditor of the Association not less than 14 days before the Annual Meeting of the members of the Association in April of each year. At least three days before the Annual Meeting of the members of the Association in April in each year the Secretary shall cause to be posted in the premises of the Association the Auditor's report, or a true copy thereof, and in the event of the Association having no recognised premises the same shall be open for inspection at the ordinary meeting of the Association.

XI.—VOTES

The election of officers and the members of the Executive Committee and other committees shall be by secret ballot.

All other matters in ordinary or special meetings of the members of the Association shall be decided

by open vote, unless the majority of the members of the Association demand a secret ballot, in which case such question shall be decided by secret ballot. At all meetings of the members of the Association the Executive Committee or any committee, the President or other person acting as chairman shall have a casting vote in the event of a tie.

XII.—CHARGES

Any member wilfully infringing the Constitution or regulations of the Association shall be liable to suspension or expulsion. Any member desiring to make a complaint or charge against the Association, or against any officer, committee or member of the Association, or in respect to any matter, shall deliver or mail to the Secretary of the Association a signed statement in writing, called a complaint, setting out his or her complaint in detail. Such complaint shall first be considered by the Executive Committee, who shall make a report thereon to the members of the Association in ordinary or special meeting. Such complaint shall be dealt with at any ordinary or special meeting of the members of the Association, as a majority of the members present and entitled to vote shall decide.

XIII.—VISITORS

Any member of the Association who is not more than three months in arrears in the payment of his or her dues shall have the privilege of introducing friends who do not reside in the Province of Alberta, provided such person, if resident in the Province of Alberta, would be entitled to apply for an obtain election as a member of the Association.

XV.—AFFILIATION

The Association may, upon a resolution passed by a three-fourths' majority of the members present

and entitled to vote at any ordinary or special meeting of the members of the Association, affiliate with any association or body with objects similar to those of this Association.

XVI.—AMENDMENT TO CONSTITUTION

This Constitution shall not be altered, amended, varied or added to, except upon a motion of which notice has been given at least 5 days before the meeting at which the same is to be considered, setting out such alteration, amendment, variation or addition.

No amendment, alteration, variation or addition to this Constitution shall be made except by a two-thirds majority of the members present and entitled to vote at any ordinary or special meeting of the members of the Association.

XVII.—GENERAL

(a) Any member of the Association who withdraws from membership, or is suspended or expelled, shall have no claim or interest in the Association or in any of its assets.

(b) Members shall behave in an orderly manner on the premises of the Association, or in any place in use temporarily or permanently by the Association for any purpose.

(c) No member shall utter, or cause or suffer to be uttered, any false statement, news or report which would be detrimental to the integrity of any member of the Association.

(d) Officers and employees who receive salary or remuneration may be dismissed on one month's notice by the Association upon a resolution passed by a majority of the members present and entitled to vote at an ordinary or special meeting of the members of the Association, or upon payment of one month's salary in lieu of notice,

or he or she may be dismissed for good and sufficient cause at any time without notice and without payment of any sum of money, in lieu of notice other than such amount of salary, wages or remuneration as may have been earned up to the date of such dismissal for good and sufficient cause, less any indebtedness to the Association, including indebtedness for damage to any of the property of the Association.

(e) The address of every member of the Association shall be deemed to be "General Delivery, Calgary," unless the member delivers to the Corresponding Secretary a different address, which he or she may from time to time change on notice to the Secretary..

(f) The Executive Committee may, if it thinks fit, design and decide upon a seal for the Association, and upon the same being impressed on the last sheet of the Secretary's copy of this Constitution, shall thereby be and become the official seal of the Association.

(g) Unless specifically authorised so to do, no member of the Association shall publicly speak at any public or private gathering on behalf of, or as representing the views of, this Association.



RULES OF ORDER

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 Vice-President.

4. He or she 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 as requested.

Of Motions

6. A member wishing to make a motion shall arise and address the presiding officer, and shall wait until recognized by the presiding officer before stating the 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 amendments 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 re-consider 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 in writing, read by the Secretary and, if debatable, shall then be open to debate.

29. When a member is about to speak to a question, he or she 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 be confined to the question under consideration.

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 be seated until the question of order is decided, when he or she 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 or her decision, but may state any facts or give any information in his or her possession to the meeting. In case he or she desires to take part in any debate on any question, except an appeal, the Vice-President may be called to the chair, and the presiding officer may not resume his or her 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 the question shall be put 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, and then for those opposed to do the same, and 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 on 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 or her 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 a 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 shall, at the proper time, enter upon the 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.

60. In the absence of a standing rule, the Association shall have reference to "Cushing's Rules of Order."

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.



