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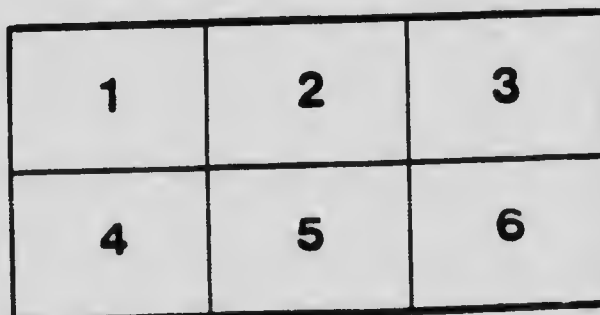
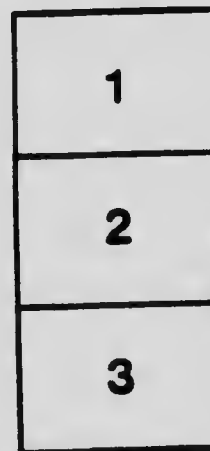
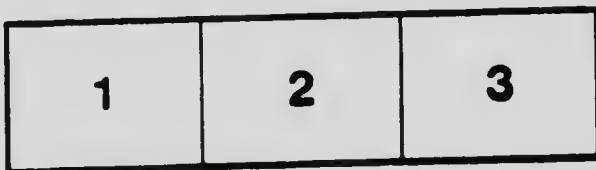
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CONSTITUTION AND STATUTES

THE IMPERIAL ORDER
OF THE DAUGHTERS
OF THE EMPIRE
OF CHILDREN
OF THE EMPIRE

DEPARTMENT OF THE INTERIOR

**CONSTITUTION AND
STATUTES**

I. O. D. E.

**ADOPTED
ANNUAL MEETING
1918**

CONSTITUTION

P R E A M B L E

For the purpose of planting and administering the Order in the several Kingdoms, Dominions, Commonwealths, Provinces and States of the Empire, "The National Chapter of Canada" shall be vested with all the powers of the Imperial Chapter, until said Chapter is formed in accordance with this Constitution.

Nevertheless, it shall be the duty of said National Chapter to organize the Order throughout the world as speedily as possible on the lines herein indicated, so that, if possible, a representative Imperial Chapter may be called within two years after the institution of three National Chapters.

The National Chapter of Canada, the mother body of the Order (at present acting also as the Imperial Chapter until said Chapter is formed), for the due administration of the Order doth ordain and declare the following Articles as the Constitution and Statutes thereof :

ARTICLE I.

Name

The name of this Association shall be "The Imperial Order Daughters of the Empire and the Children of the Empire" (Junior Branch).

ARTICLE II.

Objects

The powers, aims and objects of the Order shall be :

1. To stimulate and give expression to the sentiment of patriotism which binds the women and children of the Empire around the Throne and person of their Gracious and Beloved Sovereign.

2. To supply and foster a bond of union amongst the women and children of the Empire.

3. To provide an efficient organization by which prompt and united action may be taken by the women and children of the Empire when such action may be desired.

4. To promote in the Motherland and in the Colonies the study of the History of the Empire and of current Imperial questions ; to celebrate patriotic anniversaries ; to cherish the memory of brave and heroic deeds ; and the last resting places of our heroes and heroines, especially such as are in

distant and solitary places ; to erect memorial stones on spots which have become sacred to the Nation, either through great struggles for freedom, or events of heroic and patriotic self-sacrifice.

5. To care for the widows, orphans and dependants of British soldiers or sailors during war, in time of peace, or under sickness, accident or reverses of fortune.

6. Members are pledged to promote unity between the Motherland, the sister colonies and themselves ; to promote loyalty to King and Country ; to forward every good work for the betterment of their country and people ; to assist in the progress of art and literature ; to draw women's influence to the betterment of all things connected with our great Empire, and to instil into the youth of their country patriotism in its fullest sense.

ARTICLE III.

The Order, of What It Consists

Section 1.—(a) The Order (when properly organized) shall consist of the Imperial Chapter, National Chapters, Provincial Chapters, Municipal Chapters, Primary Chapters, Junior Chapters and Individual Members.

(b) The various Chapters and the control and management of the Order shall be subject to the Statutes and By-laws which are now in force or which may be passed or confirmed by the National Chapter at any Annual or Special General Meeting duly held for that purpose.

ARTICLE IV.

Membership

Membership Section 1.—All women and children in the British Empire or foreign lands, who are British subjects and hold true allegiance to the British Crown, are eligible for membership.

Section 2—Membership shall be Active, Individual, Life or Honorary.

Section 3—Active membership shall consist of those who are members of Primary Chapters, or who hold official position other than Honorary in any Chapter of the Order. They are entitled to all the privileges of the same.

Honorary Members

Section 4—Honorary members or officers may also be elected as such without fee by the National Chapter and they shall be members of the Order generally. Honorary members may be also elected by the Provincial, Municipal and Primary Chapters, but these shall be members only of the Chapter

electing them. No honorary member shall have a voice or vote, but may attend meetings of the Order.

Section 5—Individual members are those elected by National Chapters only. The fee for such shall be from twenty-five cents to \$5.00, according to the wish of the member. They have neither voice nor vote except at the General Meeting.

**Individual
Members**

Section 6—Life members are those created such by a National Chapter. The fee for the same shall be \$50.00. They shall be Life Members of the Order. If nominated by a Chapter they shall be permanent members of that Chapter and entitled to all its privileges. Chapters under the National Chapter may be allowed to have life Members, the fee for which shall be \$25.00, of which \$5.00 shall be payable to the National Chapter.

**Life
Members**

Section 7—Applicants for admission to Chapters shall be nominated and seconded at a meeting of a Chapter, and elected by ballot at the following meeting.

**Admission to
Chapters**

Section 8—Upon presentation she shall read aloud before the assembled meeting the following affirmation: "I declare that I am a loyal subject of His Majesty King George V. (or other ruling Sovereign as the case may be), and will abide by the Constitution of the Order." She shall then sign the Roll.

**Visiting
Cards**

Section 9—Members in good standing who visit beyond the precincts of their Chapter shall be entitled to a visiting card, introducing them to members of the Order anywhere, said card shall be in force until February 1st of the following year.

ARTICLE V.

Primary Chapters

Quorum

Section 1—These Chapters are the primary bodies of the Order. They shall consist of ten or more members. Five members, including officers, if present, shall form a quorum.

Name

Section 2—Each Chapter shall choose a historic name and motto and be numbered on the register of its National Chapter.

Meetings

Section 3—Each Chapter shall specify the dates of its meetings, but it must meet at least four times a year.

Provided that the National Chapter may, upon the application of the Regent of any Primary Chapter, from time to time dispense with the holding of any such meeting.

**Honorary
Officers**

Section 4—The Chapter may elect annually an Honorary Regent and Honorary Vice-Regents.

Section 5—The Officers of the Chapter are Regent, **Officers and Councillors** 1st and 2nd Vice-Regents, Secretary, Educational Secretary, "Echoes" Secretary (Assistant Secretary, if desired), Treasurer, and Standard Bearer. There may also be ten Councillors, who, with the Officers, shall be elected by ballot at the Annual Meeting in February, after nomination by the members of the Chapter at the meeting held one month prior to the Annual Meeting. Each Officer, Councillor and member in good standing present at a meeting of the Chapter is entitled to vote on all questions.

Section 6—A Nominations Committee shall be **Elections** appointed by the Chapter at the meeting held one month prior to the Annual meeting, the duties of which shall be to receive the nominations made by ballot at that meeting and post the nominations on the board before the close of the meeting, and to obtain the consent of the nominees to stand for election. The decision of the nominees must be given at least two weeks prior to the Annual Meeting of the Chapter. If the nominees withdraw from nomination the further nominations necessary must be made by ballot at the Annual Meeting.

Section 7—The Officers and Councillors so elected **Executive Committee** shall comprise the Executive Committee of the Chapter ; vacancies may be filled at any regular

meeting of the Chapter. The Executive Committee may not deal with finance, but may formulate plans for work and the general policy of the Chapter, all of which must be ratified by the Chapter.

Section 8—The duties of the above Officers shall be :

**Duties of
Officers**

Regent

Paragraph 1—It shall be her duty to preside at the meetings of the Chapter. To call meetings of the same, but special meetings may be called by the Regent, and must be called at the request of any ten members of the Chapter. She shall be *ex officio* a member of all committees, shall initial all accounts before being paid, countersign all cheques, give the casting vote in case of a tie, and perform such other duties as the Chapter may direct.

1st and 2nd Vice-Regents

Paragraph 2—To take the place of the Regent and perform her duties in her absence in order of office.

Secretary

Paragraph 3—It shall be her duty :
(a) To keep a record of the proceedings of the Chapter.

- (b) To give due notice of the time and place of all meetings to those entitled thereto.
- (c) To receive all applications for membership and to notify members of their election.
- (d) To keep the membership roll.
- (e) To have charge of all documents pertaining to the Chapter.
- (f) To carry on its correspondence.
- (g) To prepare the Annual Report of the Chapter.
- (h) To deliver to her successor the books, papers and other property pertaining to her office.
- (i) To perform such other duties as the Regent may direct.

Sub-Section 1—All Secretaries shall perform such duties as the Chapter shall direct.

Treasurer

Paragraph 4—It shall be her duty to receive all revenues of the Chapter. To give receipts therefor. To pay all accounts against the Chapter when authorized. To render an account of moneys received and disbursed to the Executive and Legislative meetings, or to the Regent when required. To deliver to her successor all money, books, papers, vouchers and other documents pertaining to her office.

Standard Bearer

Paragraph 5—It shall be her duty to have charge of the National Flag (Union Jack) and to see that it occupies a prominent place at the meetings of the Chapter.

Section 9—No member may hold office in more than one Primary Chapter.

Section 10—The following is a guide as to the order of business at Chapter meetings :

- (1) Calling to order (D.O.E. Prayer and saluting the flag).
- (2) Reading and confirmation of minutes.
- (3) Reading the Treasurer's report.
- (4) Introduction of guests.
- (5) Applications for membership.
- (6) Balloting.
- (7) Presentation and enrolment of new members.
- (8) Reception of communications.
- (9) Reports of Committees.
- (10) General Business.
- (11) Election of Officers and Councillors.
- (12) The exercises of the day.
- (13) The National Anthem.
- (14) Dismissing the Chapter.

ARTICLE VI.

Municipal Chapters

Section 1—In each Municipality where there are three or more Primary Chapters, there may be organized a Municipal Chapter.

Section 2—A Municipal Chapter shall take the **Name** name of the Municipality where it is located, thus :
“The Municipal Chapter of (name the Municipality).

Section 3—Municipal Chapters shall have **Jurisdiction** jurisdiction over the Order in their several Municipalities, and be the intermediaries between the Primary Chapters under them and the Chapters having jurisdiction over the Municipal Chapter. They shall also have charge of the Junior Chapters in their Municipality.

Section 4—A Municipal Chapter may be formed **Formation** upon petition of two-thirds of the Primary Chapters in each Municipality and shall be organized according to the following sections :

Section 5—The Municipal Chapters shall comprise the Regents, Vice-Regents, Secretaries, Treasurers, and Standard Bearers of the Primary Chapters and the Regents of the Junior Chapters in the Municipality. Number of quorum to be decided by Chapter By-law.

Officers

Section 6—The Municipal Chapter at its Annual Meeting shall elect its Officers and may elect as Regent or any other Officer or Officers any member or members of a Primary Chapter within the Municipality.

Officers

Section 7—The Officers of a Municipal Chapter are Regent, 1st and 2nd Vice-Regents, Secretary, Organizing Secretary, Educational Secretary, "Echoes" Secretary (Assistant Secretary, if desired), Treasurer, and Standard Bearer, who shall be known and designated as "Municipal Officers,"

**Election of
Officers**

all of whom shall be elected by ballot at the Annual Meeting in the month of March after nomination by the Chapter at a meeting held at least one month prior to the Annual Meeting. Vacancies may be filled at any Regular Meeting of the Chapter. A Nominations Committee shall be appointed by the Chapter at the meeting held one month prior to the Annual Meeting, the duties of which shall be to receive nominations made by ballot at that meeting and post the nominations on the board before the close of the meeting and to obtain the consent of the nominees to stand for election. The decision of the nominees must be given at least two weeks prior to the Annual Meeting of the Chapter. If the nominees withdraw from nomination, the

further nominations necessary must be made by ballot at the Annual Meeting.

Section 8—The Executive Committee of a Municipal Chapter shall comprise the Officers of the Chapter and the Regents of the Primary and Junior Chapters in the Municipality. Five members shall form a quorum. The Executive Committee may not deal with finance, but may formulate plans for work and the general policy of the Chapter ; all of which must be ratified by the Chapter. **Executive Committee**

Section 9—Municipal Chapters shall appoint the dates of their meetings, but the Annual Meeting shall be in the month of March. **Meetings**

Section 10—In addition to each officer and member of a Municipal Chapter having a vote for the election of Officers and upon all questions, each Primary Chapter shall be entitled to one vote at the Annual Meeting of the Municipal Chapter for every twenty-five members in good standing, but no fraction of twenty-five after the first twenty-five shall be entitled to a vote. **Votes**

Section 11—The Regent of each Junior Chapter is entitled to one vote at the Annual Meeting of a Municipal Chapter.

**Election of
Officers**

Section 12—The Election of Officers at the Municipal Annual Meeting shall take place immediately before the adjournment of the Annual Meeting by members comprising the Municipal Chapter for the coming year ; retiring Officers of Primary Chapters who have not been re-elected, not being entitled to vote on such election ; a newly elected Regent of a Primary Chapter, if present, shall be entitled to cast the vote of her Chapter under the provisions of Sections 10 and 11, of Article VI. of the Constitution upon such Election of Officers. In the event of such Regent not being in attendance, the vote of the Chapter under such Section may be cast by a representative, being a member of such Primary Chapter duly appointed in writing identified by the signature of the Regent, or Vice-Regent, and Secretary of the Chapter appointing her.

**Order of
Business**

Section 13—The Order of Business at the Annual Meeting shall be according to the Agenda prepared by the Executive of the Municipal Chapter.

Reports

Section 14—The reports of the Primary and Junior Chapters shall be read and adopted at the Annual Meeting of the Chapter and presented by these Chapters at the Annual Meeting of the Municipal Chapter. The Municipal Chapter shall then for-

ward them, with its own, to the Chapter having jurisdiction over it.

Section 15—The duties of the respective Officers of the Municipal Chapter shall be similar to those of the corresponding Officers of a Primary Chapter. (Consult Article V., Section 6.)

Duties of
Officers

Section 16—Isolated Primary Chapters, although not within the boundaries of a Municipal Chapter, may join and be under the jurisdiction of the nearest Municipal Chapter, subject to the approval of the Chapter having jurisdiction over the Municipal Chapter.

Isolated
Primary
Chapters

Interpretation of Constitution re Municipal Chapters

1—The new Officers elected at the Annual Meeting of the Primary Chapters take office in their Chapter immediately.

2—They do not assume membership in the Municipal Chapter until the election for the Officers of the Municipal Chapter for the coming year is about to take place.

3—The retiring members of the Municipal Chapter must retain their membership in the Chapter until the year's work is completed at the Annual Meeting.

4—The Secretaries and Treasurers of the Primary Chapters who prepare and sign the reports submitted at their own Annual Meeting, read them at the Annual Meeting of the Municipal Chapter (unless the Primary Chapter appoints some one to take their place), as it is a report of the work done in the past year.

5—The newly elected Regents of Primary and Junior Chapters and newly elected Officers of the Municipal Chapter comprise the Executive of the Municipal Chapter, after the election of Officers at the Annual Meeting of the Municipal Chapter.

Municipal Chapter Notes

(a) The Secretary of the Municipal Chapter should have a list of the members of the Municipal Chapter for the coming year to hand to the Regent before the election of the Officers takes place.

(b) The Secretary and Treasurer of the Municipal Chapter should prepare for the Regent a list of all those entitled to vote at the Annual Meeting.

(c) All retiring and newly elected Officers of Primary Chapters should receive notice of the Annual Meeting of the Chapter.

(d) Before the Ballot Papers are given out for the election of the Officers, the names of the mem-

bers of the Municipal Chapter for the coming year should be called out, and these should be asked to take their places in a group in the body of the hall to elect the Officers.

ARTICLE VII.

Provincial Chapters

Section 1—Provincial Chapters may be formed **Formation** by any National Chapter upon petition of two-thirds of the Primary Chapters in the Province, forwarded to the National Chapter.

Section 2—The location of the seat of the Pro- **Location** vincial Chapters shall be decided by the majority vote of the membership of that Province, and the President, one Vice-President, Secretary, Treasurer, and five members of the Executive Committee shall reside in the said location.

Section 3—A Provincial Chapter may be formed **Jurisdiction** in any Province having within its limits six or more Primary Chapters. Provincial Chapters shall have jurisdiction over the Order in their several Provinces and be the intermediaries between the Municipal Chapters under them and the Primary Chapters not under Municipal jurisdiction in their Province, and the National Chapter.

Membership Section 4—A Provincial Chapter shall comprise all the Officers of Municipal and Primary Chapters and Regents of Junior Chapters within the Province.

Election of Officers and Councillors Section 5—There shall be elected by ballot, at the Annual Meeting of the Provincial Chapter, a Council of twenty-five members, who shall elect, by ballot, from among their number, or from those who have previously held office in the Order, the Officers of the Provincial Chapter, as follows :

(a) A President, Vice-Presidents, Secretary, Treasurer, Educational Secretary, "Echoes" Secretary, Organizing Secretary and Standard Bearer. There may also be an Assistant Secretary (without voice or vote) who shall be appointed by the Provincial Executive Committee. These Officers to be known and designated as Provincial Officers.

Councillors (b) Five other Councillors.

The election of the Officers shall take place before the adjournment of the Annual Meeting of the Provincial Chapter, and the election of the five Councillors shall take place at the first meeting of the Executive Committee held after the Annual Meeting.

The Councillors and Officers elected at the Annual Meeting and the five Councillors

elected at the first meeting of the Executive Committee held after the Annual Meeting shall comprise the Provincial Executive Committee, and shall hold office until their successors are appointed. Five members, including the Officers, if present, shall form a quorum. Vacancies may be filled at any regular meeting of the Chapter.

**Executive
Committee**

**Quorum
Vacancies**

Section 6—The Provincial Executive shall meet in the chosen Headquarters at least once a month, and the order of business shall be similar to that of the Primary Chapter.

Meetings

Section 7—Each Provincial Chapter shall determine by its own By-law the radius (if any) within which any member of the Executive Committee shall reside.

Section 8—The duties of the respective Officers of the Provincial Chapter shall be similar to those of the corresponding Officers of the Primary Chapter. (Consult Article V., Section 6.)

**Duties of
Officers**

Section 9—The Annual Meeting of a Provincial Chapter shall be held in the month of April at such place as may have been chosen by said Chapter at its previous Annual Meeting.

**Annual
Meeting**

**Order of
Business**

Section 10—The order of business at the Annual Meeting shall be according to agenda prepared by the Provincial Executive.

**Election of
Councillors**

Section 11—The procedure of the nominations and election of twenty-five Councillors shall be as follows :

Papers for the nomination of twenty-five Councillors shall be sent by the Secretary to each Chapter at least two months before the Annual Meeting, and the same shall be returned so as to reach the Secretary one month before such meeting, and shall be signed by the Regent, or Vice-Regent, and two other members of the Chapter, and such nomination paper shall be in the form following :

Provincial Chapter, I.O.D.E.

We nominate the following as Councillors of the Provincial Chapter, namely :

(Insert any number of names not exceeding five.)

Dated at

A.D. 19 .

Regent.

Members.

Section 12—In addition to such nominations the Provincial Executive Committee at its meeting at least one month previous to the Annual Meeting, shall have the right to nominate ten Councillors,

and the nomination papers for such ten shall be filed with the Secretary at least one month before the Annual Meeting.

Section 13—When the time has elapsed for receiving nomination papers, the Secretary shall prepare a list of those nominated and shall post the same in the office of the Provincial Chapter for twenty-one (21) days previous to the said meeting, and only such nominees shall be eligible for election. If less than twenty candidates are nominated for Councillors, the deficiency shall be provided for by sufficient nominations and elections to be made at the Annual Meeting.

Section 14—The Provincial Chapter shall, in addition to the Annual Meeting, meet in the months of January and October. The time and place of meeting shall be determined by vote at the previous meeting. **Meetings**

Section 15—Each Officer, Provincial Life Member, and member of the Provincial Chapter, in good standing, present at the Annual Meeting, is entitled to vote on all questions. **Votes of Members**

In addition, each Chapter shall be entitled to one vote at the Annual Meeting for every twenty-five members in good standing, but no fraction of **Votes of Chapters**

twenty-five after the first twenty-five members shall be entitled to vote.

Section 16—Each Chapter, in the event of its proper Officer (Regent) being unable to attend, shall be entitled to be represented at the Annual Meeting of the Provincial Chapter by a representative, duly appointed in writing and identified by the signature of the Regent, or Vice-Regent, and the Secretary of the Chapter appointing her, and such representative shall cast the vote of the Chapter she represents as instructed by said Chapter in writing, on all questions, which instruction shall not affect the right of such representative to vote personally as she may think proper if entitled to a vote. The vote cast by the representative shall have the same effect and be recorded as if the Regent of the Chapter were present and voting in person. Such representative may, in like manner, represent any other Chapter or Chapters with the like right to vote as she has in regard to her own Chapter and subject to the same conditions and provisions as above set forth. All business which Municipal or isolated Primary Chapters wish to bring before the Annual Meeting of the Provincial Chapter must be sent in to the Secretary not later than six weeks before such meeting is held, in order

that it may be sent out to each Chapter for consideration.

ARTICLE VIII.

National Chapters

Section 1—National Chapters may be organized **Organization** in any National Division of the Empire or Crown Colony where societies allied to the I.O.D.E. are not established.

Section 2—National Chapters may determine the **Location** location of the chief place or head office which, however, unless otherwise decided, shall be the capital city.

Section 3—The National Chapter shall comprise : **Membership**

- (a) Patronesses, Honorary Presidents and Honorary Vice-Presidents residing within its jurisdiction.
- (b) Provincial Presidents.
- (c) Individual Members.
- (d) Life Members.

Section 4—There shall be elected by ballot at the **Council** Annual Meeting of the National Chapter a Council of forty members, who shall elect by ballot from among their number or from those who have previously held office in the Order, the Officers of the National Chapter, as follows :

Officers

(a) A President, Vice-Presidents, Secretary, Treasurer, Educational Secretary, Organizing Secretary, and Standard Bearer. There may also be an Assistant Secretary (without voice or vote), who shall be appointed by the National Executive Committee. These Officers to be known and designated as "National Officers."

(b) Ten other Councillors.

Election of Officers

The Election of the Officers shall take place before the adjournment of the Annual Meeting of the National Chapter, and the election of the ten Councillors shall take place at the first meeting of the Executive Committee after the Annual Meeting ; these fifty, together with the Provincial Presidents, shall comprise the National Executive Committee and shall hold office until their successors are appointed. Five members, including Officers, if present, shall form a quorum.

Vacancies

Vacancies may be filled at any Executive meeting.

Election of Councillors

Section 5—Papers for the nomination of one Councillor shall be sent by the Secretary to each Chapter at least two months before the Annual Meeting, and the same shall be returned so as to reach the Secretary one month before such meeting

and shall be signed by the Regent, or Vice-Regent, and two other members of the Chapter, and such nomination papers shall be in the form following :

National Chapter, I.O.D.E.

We nominate the following as Councillor of the National Chapter, namely : Nomination
of
Councillors
(One name)

Dated at

A.D. 19 .
Regent.
Members.

In addition to such nominations, the National Executive Committee, at its meeting at least one month previous to the Annual Meeting, shall have the right to nominate twenty Councillors, and the nomination papers for such twenty shall be filed with the Secretary at least one month before the Annual Meeting.

(a) When the time has elapsed for receiving nomination papers the Secretary shall prepare a list of those nominated and shall post the same in the office of the National Chapter for twenty-one days previous to the said meeting and only such nominees are eligible for election.

(b) If less than forty candidates are nominated for Councillors, the deficiency shall be provided for

by sufficient nominations to be made at the Annual Meeting, so that forty Councillors shall always be elected at the Annual Meeting, and such election shall take place on the second to the last day thereof.

(c) The President, Secretary, and Treasurer, and ten of the Councillors shall reside at the National Chapters' headquarters.

Section 6—All matters subject or incidental to the jurisdiction of the National Chapter and affecting the welfare of the Order generally, and requiring approval by the Annual Meeting, shall be first passed upon by the National Executive Committee, and a brief summary thereof shall be prepared and sent to each Chapter, along with the nomination papers, in order that such matters may be considered by the various Chapters prior to the Annual Meeting.

**Duties of
Officers**

Section 7—The duties of the respective Officers of the National Chapter shall be similar to those of corresponding Officers of the Primary Chapter. (Consult Article V., Section 6.)

**Duties of
National
Executive
Committee**

Section 8—It shall be the duty of the National Executive Committee, during its term of office, to exercise general control and management of the affairs of the Order under its jurisdiction. Among its duties are the following :

(a) To hold stated and other meetings, the first of which is to be held within thirty days after the closing of the Annual Meeting.

(b) To make and enforce such regulations, concerning the funds and business affairs of the National Chapter, including the faithful performance of their duties on the part of its Officers, as may be deemed proper and necessary.

Section 9—The National Executive Committee **Meetings** shall hold meetings at headquarters at least once a month and the order of business at said meetings shall be similar to that of the Primary Chapter. (Consult Article V., Section 6.)

Section 10—The Annual Meeting of the National Chapter shall be held in the month of May. The **Annual Meeting** place of meeting shall be determined by vote at the previous Annual Meeting.

Section 11—The order of business at the Annual Meeting shall be according to agenda prepared by **Order of Business** the National Executive.

Section 12—Each Chapter shall be entitled to one **Votes of Chapters** vote at the Annual Meeting for every fifty members in good standing, but no fraction of fifty after the first fifty members shall be entitled to vote. All Primary Chapters shall be in existence for at least

three months prior to the National Annual Meeting before they are entitled to vote at that meeting.

**Votes of
Members**

Section 13—Each Officer, National Life Member, and Member of the National Executive Committee, in good standing, present at the Annual Meeting, is entitled to vote on all questions.

**Appointment
of Delegates**

In addition each Chapter, in the event of its proper Officer (Regent) being unable to attend, shall be entitled to be represented at the Annual Meeting of the National Chapter by a representative, being a member of a Chapter in that Province, duly appointed in writing and identified by the signature of the Regent or Vice-Regent, and the Secretary of the Chapter appointing her, and such representative shall cast the vote of the Chapter she represents, as instructed by such Chapter in writing, on all questions, which instructions shall not affect the right of such representative to vote personally as she may think proper, if entitled to a vote.

The vote cast by the representative shall have the same effect and be recorded as if the Regent of the Chapter were present and voting in person. Such representative may in like manner represent any other Chapter, or Chapters, with the like right to vote as she has in regard to her own Chapter,

and subject to the same conditions and provisions as above set forth.

ARTICLE IX.

Junior Chapters

Section 1—A Junior Chapter shall consist of six **Quorum** or more members. Three shall constitute a quorum.

Section 2—Junior Chapters shall meet in schools, **Meetings** churches and private houses; general meetings may be held in public halls.

Section 3—The **Officers** of the same shall be a **Officers** Regent, Vice-Regents, Secretary, Treasurer, and Standard Bearer. The Regent shall be of the age of eighteen years or more.

Section 4—The **Election** Officers shall be elected at the **Election** Annual Meeting in February and shall hold office for a year. Vacancies may be filled at any regular meeting of the Chapter. When the Junior Chapter is in a school, the Annual Meeting and election of Officers may be held in September, at the beginning of the school year. The Annual Report of such a Chapter shall be sent at the end of September to the Chapter having jurisdiction over it, to be read at the Annual Meeting of the governing Chapter.

Section 5—Junior Chapters shall be under the **Jurisdiction** jurisdiction of Municipal Chapters and Provincial

**Order of
Business**

Chapters under the legislative control of National Chapters. Where no National Chapter exists, the Provincial or Municipal Chapter shall have control.

Section 6—The order of business at a Junior Chapter shall be as follows :

- (1) Calling to Order.
- (2) Saluting the Flag.

The members will rise and, as the Standard Bearer places the Union Jack on the table, pedestal, or other place, will say, "Behold our Emblem, three crosses on one field, three colors for us to cherish, the red for zeal, the white for purity, and the blue for love ; this is the flag of our Empire."

- (3) Minutes read.
- (4) Roll call.
- (5) Election of members (viva voce).
- (6) Presentation of new members.
- (7) Conversation.
- (8) Exercises of the day.
- (9) The National Anthem.
- (10) Dismissing the Chapter.

ARTICLE X.

Imperial Chapter

Section 1—The Imperial Chapter is the general consultative body of the Order.

Section 2—The Imperial Chapter shall have no **Head Office** Head Office, in the sense applied to the National and Provincial Chapters, and until the formation of the Imperial Chapter the Head Office of the Order shall remain located in the City of Toronto.

Section 3—The Imperial Chapter shall not be instituted prior to the Organization of three National Chapters.

Section 4—Meetings :

(1) **PLACE.** The first meeting of the Imperial **Meetings** Chapter shall be held in London. Subsequent meetings may be held in any part of the Empire.

(2) **TIME.** The regular meetings shall be held triennially. Special meetings may be held at any time after six months' notice to the National Chapters.

(3) **CALL.** The first meeting may be called by the National Chapter of Canada within two years after the formation of three National Chapters.

Section 5—The Imperial Chapter shall comprise **Membership** the following : Honorary President, Honorary Vice-Presidents, President, Vice-Presidents, Secretary, Treasurer, and Standard Bearer, Patronesses of the Order, Officers of National Chapters, Provincial Presidents.

Officers

Section 6—Officers : The Officers of the Imperial Chapter shall be as follows : President, Vice-Presidents, Secretary, Treasurer, Standard Bearer, to be known and designated as “Imperial” Officers.

Section 7—All the above Officers shall be appointed by a nominating Committee composed of three representatives from each National Chapter.

**Duties of
Officers**

Section 8—Duties of Officers :

Sub-Section 1—The Imperial President.

It shall be her duty to preside at the meetings of the Imperial Chapter. To call meetings of the same. Special meetings to be called at the written request of a majority of the National Chapters. To direct the affairs of the Imperial Chapter during the triennial term.

Sub-Section 2—The First, Second and Third Vice-Presidents.

It shall be their duty, in the absence of the Imperial President, in succession, to take her place and perform her duties.

Sub-Section 3—The Imperial Secretary.

It shall be her duty :

- (a) To keep a record of the proceedings of the Imperial Chapter.
- (b) To give due notice of the time and place of meetings to those entitled thereto.

- (c) To keep a registry of the members of the National Chapters, showing the Officers and past Officers of the same.
- (d) To have charge of all the archives, seal and papers of the Imperial Chapter.
- (e) To prepare and attest all official documents under seal.
- (f) To carry on its official correspondence and make the triennial report to the Chapter.
- (g) To deliver to her successor all books, papers, and other property pertaining to her office, together with the seal of the Imperial Chapter.
- (h) To perform such other duties as the Imperial Chapter or Imperial President may direct.

Sub-Section 4—Imperial Treasurer.

It shall be her duty to receive the fees for the Charters of National Chapters and to collect triennially a fee of \$5.00 from every member of the Imperial Chapter. To pay all accounts against the Imperial Chapter when authorized to do so. To render an account of moneys received and disbursed to the triennial meeting.

Sub-Section 5—Imperial Standard Bearer.

It shall be her duty to have charge of the National Flag (Union Jack) and to see that it occupies a

prominent place at the meetings of the Imperial Chapter.

ARTICLE XI.

Powers of the Chapters

Section 1—Primary, Municipal and Provincial.

The powers of these Chapters are governed by this Constitution and the Statutes of the National Chapters. It is further provided :

**Statutes and
By-laws**

(a) That the Statutes of the Imperial and National Chapters take precedence of those of Provincial Chapters in the order named, and that those of the latter take precedence of the By-laws of Municipal and Primary Chapters.

(b) To preserve uniformity in the Order, notice of any proposed action not within the ordinary practice or regular business of any Chapter shall be given to the Chapter having jurisdiction over it, who shall have power to determine any question which may arise regarding such proposed action.

**Petitions to
Governments**

(c) That no Provincial, Municipal, or Primary Chapter, shall present any petition to any Government, provided that any such Chapter may submit any petition to the Executive Council of the National Chapters, and thereupon the National Executive may authorize the Chapter to present their petition, if deemed advisable.

Section 2—National Chapters.

These bodies are vested with powers of initiative in all fields of the Order's work, their freedom of action being restricted solely by this Constitution. It is also their prerogative to recommend to the Imperial Chapter fit subjects for consultation, due notice of which must be given to the Imperial Chapter two months prior to the meeting.

Section 3—Imperial Chapter.

The powers of this body are :

- (1) Consultative, with means for ascertaining the views of National Chapters.
- (2) To grant Charters to National Chapters.

ARTICLE XII.

Amendments

No addition, alteration, or amendments, shall be made to this Constitution unless first carried by three-fifths vote at the meeting of the Chapter desiring it. If desired by Primary, Municipal, or Provincial Chapters, a resolution must then be sent with the amendment or amendments to the National Chapter having jurisdiction over it by **March 1st**. The National Executive shall forward the amend-
Amendments to Constitution

ments to the Chapters for their consideration and they shall be passed by three-fifths vote in favor thereof at the Annual Meeting of the National Chapter. Additions, alterations, or amendments, may be made to the Statutes at any Legislative meeting by a majority vote.

STATUTES

A Statute is a law enacted by the Imperial, National, or Provincial Chapters. The regulations of the Municipal and Primary Chapters are denominated By-laws.

By-laws of Municipal and Primary Chapters should be submitted to the Chapter having jurisdiction over them for approval and ratification.

Imperial Statutes enacted at the promulgation of this Constitution :

I. **Liability.**—No member of the Order shall incur any indebtedness on the credit of any Chapter unless authorized by the same.

II. **Vacancies.** In the case of any Officer or Councillor who fails to attend five consecutive meetings of the Chapter in which she holds office, without satisfactory excuse, her office shall be declared vacant. Vacancies may be filled at any regular meeting of the Chapter.

III. **Fees.** The following shall be the minimum **Fees** annual membership fee in the several Chapters :

IMPERIAL CHAPTER—

Fees of Officers and Members.....\$5.00

NATIONAL CHAPTERS—

Fees of Officers and Councillors.....\$1.00

Fees of individual members to range from 25 cents to \$5.00, according to the wish of the subscriber.

PROVINCIAL CHAPTERS—

Fees of Officers and Councillors.....\$1.00

Fees of Members to be decided by the Chapter.

MUNICIPAL CHAPTERS—

Fees of Members to be decided by the Chapter.

PRIMARY CHAPTERS—

Fees of Members to be decided by each Chapter, but such fee shall include 25c. per member, to be forwarded to the Treasurer of the Chapter having jurisdiction over it, to be transmitted in turn to the National Treasurer for the support of the National Chapter.

JUNIOR CHAPTERS—

Fees of Members to be decided by the Chapter.

LIFE MEMBERS—See Article 4, Section 6.

HONORARY REGENTS AND VICE-REGENTS shall, on payment of the usual membership fee, be entitled to the rights and privileges of membership.

IV. Revenue.

Section 1—The revenue of the Order shall be derived from donations, charter and other fees, and per capita taxes and sale of supplies.

Charters

Section 2—Primary, Municipal and Provincial Chapters must procure Charters from their National

Chapter ; National Chapters receive Charters from the Imperial Chapter, which Charters shall be granted at their discretion. The Charter fees shall be as follows : For the National Chapter, \$25.00 ; for the Provincial Chapter, \$10.00 ; for the Municipal Chapter, \$5.00 ; for the Primary Chapter, \$1.00 ; and for the Junior Chapter, 50 cents. The fee must in all cases accompany the application.

Section 3—All fees shall be payable in advance and shall apply until February 1st of the following year. Should the enrolment take place within two months prior to February 1st, it shall count for the following year also. Those failing to pay by February 1st of the following year shall be dropped from the roll. No member in default of payment of fees in advance shall be included in those entitled to vote upon any question or for any officer, for any Chapter or Committee.

Section 4—A per capita tax may be assessed by National Chapters, but it shall in no case exceed 5 cents or 3d. per head per annum.

Section 5—The Provincial and National Chapters may furnish supplies to the Chapters under them at such rates as they may deem proper and necessary.

“And no Chapter shall alter the heading of the letter paper of the Order, or substitute other names

for the names of the Officers of the Order printed thereon, except as authorized by the Executive Committee of the National Chapter."

V. General Meetings. These may be held under the auspices of any Chapter. They are of a fraternal and social nature. Matters relating to the Order may be discussed thereat, but these meetings possess no power of legislation.

VI. Programme Meetings. These may be held at any time by any Chapter. They are to be devoted to Social Intercourse, Historic Papers, Patriotic Music or Lectures. No speaker shall exploit the policy or management of the Order unless authorized by the National Executive.

Invitations may be extended to distinguished guests, outsiders, other Chapters or kindred societies.

VII. Reports.

Reports

Section 1—Reports must be made by Primary Chapters to Municipal, by Municipal Chapters to Provincial, or, if none, then to National; by Provincial to National, and by the latter to the Imperial Chapter. All reports of Municipal, Provincial and National Chapters must be read and approved at an Executive Meeting before being adopted at an Annual Meeting. Where no Execu-

tive exists, the reports must be read and approved by the Officers of the Chapters. Said reports shall be rendered annually in each Chapter or oftener, if required.

Section 2—The Primary Chapters shall send their Annual Reports not later than February to the Municipal Chapter ; the Municipal Chapter to the Provincial ; the Provincial to the National Chapter. If a Chapter fails to send its report annually according to the Constitution, or to give an adequate reason for not doing so, its Charter may be withdrawn and declared null and void by the National Chapter. A copy of said report shall be kept in the archives of the Chapter through which it is sent.

VIII. The National Chapter may, at any time, dissolve any Chapter after thorough investigation, and may, at any time, cancel any Charter granted, and declare same to be null and void and of no effect, and any Chapter so cancelled shall thereupon cease to be a Chapter, or to be of any effect whatsoever, and the said Charter must be returned. **Cancelling Charters**

IX. Where the conduct of any member of the Order is called in question by any other member, by reason of any act or conduct detrimental to the peace, harmony, or well-being of the Order, or in-

consistent with the duties of a member, the matter shall be dealt with by the Executive Committee of the National Chapter on receiving particulars thereof in writing from both sides, duly attested by a Justice of the Peace, and the Executive Committee may dismiss the complaint or suspend such member for such time as it may determine, or may cancel the membership of the person accused, and the decision of the Executive Committee shall be final.

**Patriotic
Holidays**

X. All National Patriotic Holidays, such as "Empire day," Birthday of the Reigning Sovereign, "Victoria Day," and "Dominion Day," shall be observed by all members of the Order wherever dispersed.

XI. In addition to the above, each National subdivision shall celebrate its peculiar National Day, thus : Canada, Dominion Day, July 1st ; Australia, Commonwealth Day, January 1st, etc., etc.

Badge

XII. Badge. The price of the Badge of the Order shall be thirty-five cents. Junior Badges, fifteen cents. Should any member desire to withdraw from the Order, the Badge must be returned to the Treasurer.

SUGGESTIONS FOR WORK

"Whatsoever thy hand findeth to do, do it with thy might."

To set an example of respect and reverence to the National Anthem when played.

To work for the Navy. To increase the knowledge of its indispensability to the Mother Country and her possessions.

To take an interest in school work.

To supply a flag where needed.

To influence auctioneers to use plain flags instead of Union Jacks.

To care for Veterans, and see that they are not in want.

To supply a cot in hospital called by the name of the Chapter supporting it.

To furnish a ward in hospital also called after the Chapter.

To erect tablets commemorative of heroic deeds.

To instruct children in love of country.

Supplying reading matter to sailors.

To help the school authorities to increase the knowledge of our children by contributing to libraries.

In doing everything to make young and old feel that there is "no land like their own land" in all the world.

To help alleviate any suffering in any part of our Empire.

To combine and use our influence to see that the Union Jack, the flag of the Empire, is the only flag hoisted in the Dominion. To erect monuments, tablets or statues commemorative of heroic deeds.

The Executive Council would be glad if different Chapters would find out what Military Graveyards are in their neighborhood, and kindly send in a few particulars in reference to them.

Papers to be read and discussion take place on Imperial topics.

To contribute books on the British Empire to school libraries.

To protect and preserve all historic spots in our country, as they will be of value to our Dominion as it increases in years.

RULES OF ORDER

1—Every person, when speaking, shall stand and shall address the chair.

2—Every motion shall be read by the presiding officer before it is open to debate or amendment.

Only two amendments shall be proposed at one time to a motion or question. In other words, there may be only three questions at one time before the meeting: the main motion, an amendment, and an amendment thereto; but when an amendment to the amendment is disposed of, another amendment may be proposed, provided it is not one similar to that already voted on. A motion for the adjournment of Council or debate is always in order under such circumstances.

3—Motions and amendments shall be voted on in the reverse order to that in which they are submitted, the last amendment being thus voted on first.

4—All special motions shall be in writing and shall be seconded before being put from the chair; but motions for adjournment of meeting, or of debates, or for the previous question, or mere routine business need not be written.

5—A motion that is not seconded may not be read from the chair, and no entry thereof shall be made in the minutes.

6—A motion may be withdrawn with the consent of the whole meeting, or, in other words, without a negative voice.

7—No question or motion can be regularly offered if it is substantially the same as one on which the judgment of the members has already been expressed during the meeting.

8—Any member may require the question under discussion to be read at any time of the debate, but not so as to interrupt a speaker.

9—A motion to adjourn is always in order and shall be voted on without debate, when there is a question under consideration ; when there is no such question under discussion, and the motion for adjournment is a substantive or main motion, a debate thereon is permissible, but it must be confined to the question of adjournment. A motion to adjourn cannot be amended, and must be simply: "That the meeting be now adjourned," or "That the debate be now adjourned." A motion, "That the Council do adjourn to a particular day or hour," or "That a debate be adjourned to a particular day or hour," is always amendable with respect to day or hour.

10—The presiding officer may at any time take the opinion of the members as to the length of time to be allowed for the discussion of any motion, and shall then, at her own discretion, limit the time for each speaker.

11—No member shall speak twice to a motion or question, except in explanation of a material part of her speech, in which she may have been misconceived, but then she shall not introduce new matter. A member who has spoken to a motion may speak again when a new question or an amendment is proposed to the motion. A reply shall be allowed only to the mover of a main or substantive motion.

12—When two or more members rise to speak, the presiding officer shall call upon the member who, in her opinion, first rose in her place ; and should more than one member rise at once, the presiding officer shall determine who is entitled to the floor.

13—No member shall speak to any question after the same has been fully put by the presiding officer.

14—The presiding officer or any member may, at the close of any speech, propose, without debate, "That the question be now put," and if the motion be seconded and carried by a majority, the original resolution, or the resolution as amended, shall at once be put without debate.

15—When a debate on a question is concluded, the presiding officer shall proceed to put the question. If the question has not been heard, she shall

read it again to the meeting. Having read the question on which the decision of the meeting is to be first given, she shall take the sense of the members by asking for a show of hands for and against it. Any member feeling a doubt as to the correctness of the decision may call a division, which shall be taken by calling over the roll.

16—If a member was not present in the hall and did not hear the question read or put by the presiding officer, she shall not vote on that question.

17—The presiding officer shall have a casting vote when there is a tie.

18—The presiding officer shall decide all questions of order, subject to an appeal to the meeting, and in explaining a point of order or procedure, she shall state the rule or authority applicable to the case.

GOD SAVE THE KING

