

Colonel John Butler (Niagara) Branch

United Empire Loyalists' Association of Canada



BY-LAWS POLICIES & PROCEDURES

Approved April 6, 2019

Bylaws, Policies & Procedures

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The Colonel John Butler (Niagara) Branch
of the United Empire Loyalists' Association of Canada

PART A: BYLAWS

SECTION 1 - NAME, VISION AND MISSION STATEMENT

- 1. Name:**
The name of this branch shall be the 'Colonel John Butler (Niagara) Branch' of the United Empire Loyalists' Association of Canada, hereinafter referred to as 'the Branch'.
- 2. Purpose:**
These Bylaws are intended to offer direction for decision-making and action by the Branch Executive and all Branch Members in order to provide consistency and fairness for all Members whatever their level of involvement in Branch affairs.

Every contingency faced by the Branch cannot be anticipated and will not be covered by a written bylaw. Instead, the decisions made, the actions taken and the problems solved will rely on the good judgement of the Executive and Members. This judgement must at all times be consistent with the Vision and Mission Statements stated in the Branch Bylaws.
- 3. Vision Statement:**
To enrich the lives of Canadians through promotion of our national history, with emphasis on the United Empire Loyalists and their contribution to the development of Canada.
To celebrate the memory of these Loyalists and perpetuate their heritage as an integral part of the Canadian identity.
- 4. Mission Statement:**
To preserve, promote and celebrate the history and traditions of the Loyalist epoch in Canadian history within the scope of the United Empire Loyalists' Association of Canada and the Branch in particular by:

uniting the descendants of those families who, during and after the American Revolutionary War, sacrificed all to retain their loyalty to the British Crown and
collecting and cataloguing information and artifacts relating to the United Empire Loyalists and increasing public awareness of the Loyalist contributions to Canada and preserving, defending and promoting that heritage within Canadian society, by developing and participating in projects and activities which honour and celebrate the memory of the United Empire Loyalists.

SECTION 2 – EXECUTIVE NOMINATIONS, ELECTIONS, STRUCTURE, DUTIES

1. All regular Members of the Branch are eligible to be nominated, to be elected, and to hold any Executive or Chair position described below.

2. **Nominating Committee:** shall be chaired by the Past President. See Part C: PROCEDURES, Nominations and Elections.

3. **Election of Officers:** The election of officers shall be chaired by the Past President and will take place at the Annual General Meeting (AGM). The ideal term of office shall be two years. See Part C: PROCEDURES, Nominations and Elections.

4. **Oath:** At the conclusion of the election, the Past President shall administer the following Oath to all newly elected Executive members:

‘I pledge that I shall properly attend to the duties devolving upon me and that at the end of my term of office I shall promptly deliver back to the Branch or my successor in office, all books, papers, electronic data, funds or other property in my possession belonging to the Branch. I further pledge that I shall retain all matters confidential and privy to the Branch and not disseminate such information by any means.’

5. **Structure of the Executive:** The Executive shall consist of nine positions, namely President, Vice-President, Treasurer, Secretary, Past President, Membership Secretary, Genealogist, and two Directors at Large.

6. **Duties of Officers:** The President shall not have a vote on any motion except to break a tie vote, with due regard to Conflict of Interest (Section 4) and Quorum (Section 5, #3) sections. All other members of the Executive shall have the right to vote on all matters with due regard to the requirements of Conflict of Interest and Quorum.

6.1 President shall

- 1) preside at all Branch and Executive meetings when possible or appoint a delegate.
- 2) attend UELAC Annual Meeting, Dominion Council and Regional Meetings when possible or appoint a delegate.
- 3) attend all Branch functions when possible or appoint a delegate.
- 4) submit reports as required by Dominion.
- 5) prepare meeting agendas when possible or designate a delegate.
- 6) prepare articles for Branch newsletter and Loyalist Gazette when possible or appoint a delegate.
- 7) appoint committees as needed.
- 8) maintain order at all functions and meetings.
- 9) initiate a review of Bylaws, Policies and Procedures after one year’s service as President.

6.2 Vice-President shall

- 1) assist and act on behalf of the President as required or requested.
- 2) act as a greeter at Branch meetings.
- 3) assist in any other capacity as assigned by the Executive.
- 4) assume the role of President upon the expiry of the serving President’s term.

6.3 Past President shall

- 1) chair the nominating committee.
- 2) serve the Executive in an advisory capacity.
- 3) assist and perform duties as required.
- 4) chair meetings and perform other duties in the absence of the President and Vice-President.
- 5) plan and coordinate Loyalist Week flag-raising ceremonies at Niagara-on-the-Lake and/or other locations as directed by the President. The Executive may appoint a delegate when necessary.

6.4 Treasurer shall

- 1) maintain cash floats for meetings and events.
- 2) if required, maintain petty cash fund.
- 3) deposit all monies collected on behalf of the Branch.
- 4) keep detailed records of all cheques and deposits and general ledger of all transactions in accordance with generally approved accounting practices.
- 5) produce a year end financial statement for the Annual General Meeting.
- 6) make all financial records available for inspection for an annual verification.
- 7) work closely with Membership Chair for collection and deposit of fees.

6.5 Secretary shall

- 1) record minutes, circulate to Executive and post at General meeting. The Executive may appoint a delegate when needed.
- 2) file minutes and accompanying reports in official Branch binders.
- 3) assist the President and other Executive members as reasonably requested.
- 4) prepare revised by-laws for approval by membership periodically.

6.6 Membership Secretary shall

- 1) encourage new memberships and renewals.
- 2) accept and record memberships, noting membership type, after November 1 for the following calendar year.
- 3) order, complete and distribute membership cards.
- 4) maintain up-to-date accurate membership records. Liaise with Dominion UELAC and inform Branch Treasurer to remit dues owing.
- 5) ensure that the Branch Secretary and Newsletter Editor have accurate membership updates.
- 6) maintain updated membership list and circulate to members annually.

6.7 Genealogist shall

- 1) have or be prepared to acquire competence in research methods and have a working knowledge of all appropriate sources of documentation.
- 2) when possible, attend Branch meetings and events, UELAC events, and other local heritage events to promote the Branch and the UELAC.
- 3) assist a Branch member applicant to establish the applicant's proven descent in each generation from a Loyalist ancestor.
- 4) assist the applicant in completing the UELAC Application Form, attaching all proofs, and ensuring that all signatures are included.
- 5) arrange for a certificate presentation ceremony, and conclude with a report to the Branch Secretary.

7. **Chair Positions:** Members holding Chair positions are expected to keep in regular contact with the President or a member of the Executive. Chairs are expected to attend Executive meetings if their area of responsibility is on the agenda to be discussed and shall have a voice and vote on that item. Chairs will be notified in advance if their attendance is required.

Chairs are appointed by and directly responsible to the Executive. Terms of office shall be for one year renewable at the discretion of the Executive.

7.1 **Program:** shall arrange speakers well in advance for lunch meeting dates, introduce guest speakers, thank them verbally and present a note of thanks along with the honorarium. May appoint a delegate when necessary.

7.2 **Newsletter:** shall produce and distribute by email and regular mail, four newsletters each year to keep members informed of Branch and Dominion activities.

7.3 **Standard Bearer:** shall present and retire flags and any Loyalist insignia at Branch meetings and other events as required.

7.4 **Website Co-ordinator:** shall monitor the CJB website and keep it current through UELAC.

SECTION 3 - TENURE OF OFFICE

1. **Termination of office:** Should an Executive vacancy occur, a majority of the remaining Executive shall determine whether or not a replacement is required and act accordingly.
2. **Extension of office:** An Executive term may also be extended at the discretion of the Executive which shall pass a motion to that effect.
3. **Resignation:** shall be in writing or by email to the President. This action as well as terminations or extensions of office terms will be acknowledged in writing by the President and also at the next Executive Meeting. A copy of the Executive's motion accepting or declining this action shall be forwarded to those concerned.

SECTION 4 - CONFLICT OF INTEREST

Members of the Executive are required to abide by their fiduciary duty in all matters brought before the Branch and abstain from voting if there is a perceived conflict of interest. The interests of the Branch shall take precedence over any personal interests of a financial or other nature by an Executive member.

SECTION 5 - MEETINGS

1. **General Meetings:** The Branch shall hold at least eight general meetings yearly including the AGM which shall be held in December. Meetings will be held the first Saturday of February, March, April, May, September, October, November and December at a time and place specified by the Executive. Notice will be sent via the newsletter where possible. Every attempt will be made to maintain this meeting day.
2. **Executive Meetings:** shall be held at least three times yearly, dates and times to be determined at the discretion of the Executive. Minutes of all Executive Meetings shall be recorded and filed. Special meetings may be called with advance notice, to deal with exceptional circumstances.
3. **Quorums:**
 - a) for an Executive Meeting a quorum shall be a simple majority of the nine Executive members.
 - b) for the Annual General Meeting, a quorum shall be a majority of members in attendance, including four Executive members.
 - c) for regular General Meetings, a quorum shall be a majority of members in attendance, including four Executive members.

SECTION 6 - MEMBERSHIP, RESPONSIBILITIES, DUES

1. **Membership:**

Membership in the Branch will be granted to people who complete the Membership Application Form provided by the Branch and who support the aims of the Branch as outlined in Section 1, above.
2. **Responsibilities:**
 - A. Agree to be good citizens of the Branch and our communities.
 - B. Strive to be active in our Branch and put forward the ideals of UELAC and the Branch.
 - C. Assist the Executive when requested, offer constructive suggestions and encourage involvement.
3. **Dues and Fees:** shall be paid on an annual basis. Annual fees include a levy set by Dominion plus a sum sufficient to finance the running of the Branch. Rates shall be reviewed and adjusted as deemed necessary by the Executive. Failure to pay annual dues by March 31 of the membership year shall result in the termination of membership in the Branch.

SECTION 7 - FINANCE AND BANKING

1. **Bank accounts:** shall be required for the business of the Branch and shall be opened in the Branch's name by the treasurer in branches of chartered banks, trust companies or credit unions as the Branch may determine by resolution.

2. **Signing authority:** shall be the responsibility of three members of the Executive namely: President, Treasurer and Past President. Any two of the three approved signatories must sign each cheque issued. A motion to read as follows shall be made when any Executive changes occur which affect the signatories:

‘Effective (date) Col. John Butler (Niagara) Branch of the UELAC moves that the name(s) of ----- be removed as cheque signing authorities for the Branch, and that the name(s) of ----- be added.’

The treasurer shall at the earliest possible date present a copy of this motion to the banking institution. The bank requires specimen signatures from the Branch signatories.

3. **Expenses incurred on the Branch’s behalf:**

Speakers’ Honorariums – "An honorarium shall be given to the guest speaker, up to the amount of \$300.00. If the proposed honorarium for certain speakers is over \$300.00, it must be voted on by the membership. The Branch will not pay for the lunch of a speaker's spouse, partner, or guest."

Branch Expenses – The Branch Executive may not spend an amount in excess of \$300 for any single item without the two-thirds consent of those present at a Branch meeting.

Individual Expenses – An individual member of the Branch who is acting on its behalf may be entitled to reimbursement of some or all of his/her expenses for transportation, parking, meals, accommodation, or office supplies if

- by formal motion the Executive gives prior approval for the activity
- following the activity the Branch Member agrees to make a verbal and/or written report to the Executive and/or to the general membership
- all receipts are submitted and approved by the Executive

4. **Audit:** the auditor who shall be appointed by the Branch Executive shall act at arm’s length from all members of the Executive. He/she shall be qualified to perform an annual review at the end of the fiscal year (October 31st) and be prepared to sign a written statement declaring the records verified. This report shall be filed with the Treasurer and in the official records of the Branch. The auditor may be a member of the Branch.

For all other bylaw references, refer to the Dominion bylaws.

God Save the Queen



PART B: POLICIES

MEMORIALDONATIONS:

The Branch shall make memorial donations to the Friends of the Loyalist Collection at Brock University to commemorate the passing of any active Branch member. At the Annual General Meeting, the names of the deceased members shall be read.

The amount of the Branch donation shall be determined by the Executive.

RECOGNITIONOFBRANCHMEMBERS'ACHIEVEMENTS:

It is incumbent upon each member of the Branch to draw to the attention of the Executive the actions or achievements of another Member who serves the Branch or the general public in some special way. Clearly, this achievement might take many forms as long as it is consistent with the Vision and Mission Statements of the Branch.

Having learned of this special achievement, the Executive shall draw it to the attention of the general membership and make appropriate recognition at an upcoming Branch meeting. The award should be determined in keeping with the situation and could be a verbal congratulation, a certificate, a plaque or a gift.

Upon completion of the President's term of office, the Executive shall direct the Treasurer to acquire the UELAC Branch Past President's Miniature Order Form (available online from Executive Notes). The Treasurer shall complete this form, remit payment, and mail to UELAC.

PART C: PROCEDURES

NOMINATIONS AND ELECTIONS

1. May/June: Vice-President polls current Executive and Chairs to ascertain if Executive or Chairs are stepping down to enable presentation at September General Meeting. Upcoming vacancies will then be published in the email for the September luncheon.
2. Sept/Oct General Meeting: Past-President (or in his/her absence, Vice-President may do so) announces vacancies to membership at meeting and includes in meeting announcement.
3. November General Meeting: Past-President presents slate of nominees and calls for any additions from the floor. If there is more than one nominee for a position, an election shall take place at the Annual General Meeting.
4. December Annual General Meeting: If no vote is required as slate from November meeting did not produce a change to list, the Past-President presents Slate of Officers acclaimed and calls them forward for Swearing In Ceremony and photo (see below).
5. If an Election must be held, Past President announces that a written ballot will be the format used. Nominees will be asked to vacate room; names will be presented and counted by monitors chosen from membership. Simple majority is required. Nominees are returned to room and results of ballot announced.
6. Following swearing-in ceremony, Chairs will be recognized and called forward for a photo.

SWEARING IN CEREMONY

Please insert your name and position where applicable.

I, _____ do hereby solemnly promise that I shall faithfully and diligently execute the office of _____ of the Colonel John Butler (Niagara) Branch of the United Empire Loyalists' Association of Canada and that I shall, in all matters, be governed by the Association Charter and Branch Bylaws, and shall be loyal to its purpose of preserving and communicating Canada's Loyalist heritage.

Loyalist Prayer:

O Loyal God, You inspired our ancestors with heroic perseverance in adversity, and an ardent desire for unity and peace; give to us their descendants, we pray, a spirit of gratitude for the heritage they have left us, so that, moved by their loyalty, we too may remain steadfast in our struggle for justice, and so come to be united with You and all Your faithful ones, in a homeland where peace will have no end. We make this prayer in Christ's name. Amen.

FLAG-RAISING CEREMONIES

In keeping with Branch Vision and Mission Statements the Branch shall conduct flag-raising ceremonies in Niagara-on-the-Lake during Loyalist Week.

The Past President is responsible for the execution of this Procedure and shall ensure that this event is newsworthy for and significant to the Loyalist cause. The Past President is encouraged to enlist assistance from a Branch member or members in the performance of any of these tasks.

In keeping with past experience the following steps are included in making this event newsworthy and significant to the Loyalist cause:

- United Empire Loyalist Day in Ontario is always on June 19. In February, determine the exact dates of Loyalist Week and select date for flag-raising in Niagara-on-the-Lake.
- Announce Loyalist Week dates and times and locations to the membership at the general meetings of April and May and encourage all to attend, wearing period attire if possible. At each meeting, ask if those attending the ceremonies would care to have lunch together, followed by a tour of local interest, if possible – ask for ideas in this regard.
- In April, write to the NOTL Lord Mayor and request (i) that he/she officially declare Loyalist Week, (ii) that he/she grant permission to us to raise the Loyalist flag, and (iii) that he/she (or his/her designate) attend the ceremony and make appropriate remarks on behalf of the community. (Note that the Lord Mayor of NOTL has a Proclamation document for this occasion.) Advise the Branch President to prepare to chair each event and to make befitting remarks.
- In April and again in May, notify the *St. Catharines Standard*, *Niagara This Week*, *The Niagara Advance*, and *SNAP* (note that *SNAP* requires that the event be registered with them and confirmed on their calendar well in advance of the event). Arrange for a Branch member to take pictures to be used in an upcoming Branch newsletter and on the Branch website.
- In April (or earlier), the Past President shall make arrangements for lunch at a suitable local restaurant and for a tour of an interesting local site (if possible) following the flag-raising ceremonies.
- Ensure the availability of a Loyalist flag and the CJB wreath. Arrange for the Lord Mayor to perform the flag-raising. Retrieve the flag at the appropriate time.
- On flag-raising day the President shall speak, followed by the Lord Mayor's (or his/her designate's) remarks, the flag-raising, the placing of the wreath, and the anthems.
- Arrange to have the wreath picked up from NOTL following the ceremony. Fold the flag in the correct form. Store flag and wreath in a safe location ready for the next occasion.
- In advance of Loyalist Week the Past President shall also confirm with the St. Catharines Mayor that the Loyalist flag will be flown at City Hall during Loyalist Week.

BRANCH NEWSLETTER

Publication Dates

The Newsletter shall be published four times annually, in January, April, August, and October.

Content

- President's Message
- Dates, times, and costs of upcoming lunch meetings, and contact person
- Names of current Executive members and their contact information
- Appropriate items of interest with contributors' names
- Other news or information as space permits
- Individual and/or group photographs of Certificate recipients with names noted if possible
- Names of upcoming speakers and their topics, if available
- Brief outlines of previous speakers' topics

Distribution

The draft newsletter shall be sent to the Branch President for approval before distribution.

The Membership Secretary is responsible for maintaining an up-to-date and accurate list of all Branch members' email and postal addresses, and shall provide these addresses to the Newsletter Editor with updates as received.

The Newsletter Editor is responsible for ensuring that the Newsletter is emailed or mailed via post to each and every member of the Branch with an approximate timeline of the middle of the above-noted months.

Expenses

All expenses pertinent to the publication of the Newsletter will be reimbursed by the Branch Treasurer upon presentation of receipts and written explanation. These expenses might include printer cartridges, copying, paper, envelopes, and postage.