

## **OPERATIONS OF THE DISTRICT** **Including the Duties of the Commanders and Deputies.**

### **THE DISTRICT.**

Manitoba and Northwestern Ontario Command is divided into 9 Districts, numbered consecutively from District 1 North and District 1 South to District 8. Each District is administered by a District Commander who is a member of the Provincial Executive Council.

The District is subject to the authority of Provincial Command.

**The District is not a chartered body of The Royal Canadian Legion.**

### **DISTRICT COUNCIL.**

The District Council consists of all elected District officers, the Immediate Past District Commander, and all Zone Commanders.

All members of the District Council shall be entitled to vote at District Council Meetings and Rallies.

In the absence or inability of a **Zone Commander** to attend **the District Council meeting, the Deputy Zone Commander shall attend on his behalf.**

The District Council assists and advises the District Commander.

### **DISTRICT RALLIES and CONVENTIONS.**

District Rallies may be held periodically at the call of the District Commander, but it is mandatory to hold a Convention prior to the end of March in each Command Convention year for the following purposes:

1. To transact District business, including Command approved projects.
2. To elect by ballot, a District Commander, a Deputy District Commander, and such other District Officers as the Convention may decide.
3. Receiving written Zone Reports.
4. Receiving written District Committee Reports.
5. The District, like the Zone, is not a corporate body and shall not make decisions as to Legion policy or administration inconsistent with Provincial or Dominion Command By-laws.
6. **District Commanders are to meet with the newly elected Zone Commanders** to outline their duties and responsibilities. When on Legion business, approved by his District, he is entitled to out of pocket expenses up to the limit of the **District Grant** from Provincial Command. Further expenses, approved by the District, may be covered by other District Funds.
7. **The Newly Elected District Commander** is responsible for his own expenses to a Provincial Command Convention. For that reason, **he shall be installed at the time of the District Convention** in case he should not be able to attend the Provincial Convention.

## **VOTING AT DISTRICT CONVENTIONS.**

Each member of the District council is entitled to a vote at District Conventions.

Branch voting power is determined as follows: one delegate for the first 50, (fifty), eligible Voting members, or fraction thereof, and one for each additional 100 voting members or fraction thereof, with membership to be based on the per capita tax paid up to the end of the preceding calendar year.

**This method** of determining Branch voting power **is not mandatory** and if a District wishes an alternate method of Branch representation, **it is free to adopt an alternate method by resolution at a District Convention.**

As in the case of Zones, some Districts have found it effective to grant equal voting power to all Branches in the District regardless of Branch size. Other Districts have other procedures.

## **WHEN ELECTED OFFICERS ASSUME DUTIES.**

District Commanders shall be installed in office as soon as possible after their election or appointment. (Just in case he cannot attend the Provincial Convention). Procedure for so doing may be found in the "**Ritual and Awards and Protocol**" Manual.

He will be installed again at the Provincial Convention.

District Officers assume office immediately upon the adjournment of the Provincial Command Convention following their election.

In the case of an election or appointment to fill a vacancy, duties are assumed immediately.

## **VACANCIES AND ABSENCES IN DISTRICT OFFICES.**

Should any elected District Officer, without adequate reason, fail to attend **TWO Consecutive Meetings** requiring his attendance, his office is forfeited, and the office is declared vacant.

Should any elected District Office become vacant for any reason, the office may be filled by appointment by the Command Executive Council. While the Command Executive Council makes the appointment, the Council often requests recommendations from the lower level and if the District Commander suggests an appointee such suggestion is often followed. The appointment of the District officer should be confirmed at the next District Convention.

**However**, if there is a split in the District it is wise to have a ballot vote controlled by the Provincial Executive Council.

## **COMMAND POLICY RE: EXPENSES.**

A Provincial Command may authorize and empower a District to raise money for the carrying out of its duties, powers, and functions. The money is to be raised by the methods authorized by Provincial Command.

**Provincial Command** provides grants to each District, to help defray expenses incurred in the operation of the District. When on Legion business approved by his District, he is entitled to out of pocket expenses up to the limit of the District grant from Provincial Command, for example:

1. Air, train, bus fare or car expenses, provided total claimed does not exceed air economy fare.
2. Hotel where necessary.

3. Meals where necessary and at reasonable costs.
4. Reasonable long distance telephone calls.
5. Reasonable postage.

### **DISTRICT FINANCES.**

All real and personal property possessed, held, or used by a District or Zone, including all money raised as allowed herein, shall be the property of the Provincial Command within whose territory the District or Zone operates, and shall be possessed, held, or used by the District or Zone as an administrative agent of the Provincial Command.

### **A newly elected District Commander is NOT an automatic Delegate to Provincial Convention.**

The District may, if able, choose to reimburse the newly elected District Commander, or a Branch may choose to select him as their Delegate and cover the expenses in whole or in part. It may be best to set limits on Per Diem and Accommodations beforehand. This could eliminate any embarrassing situation or argument afterward.

### **SCHOLARSHIPS AND BURSARIES.**

Dominion Command provides an amount of money each year to be divided equally between the Manitoba and Northwestern Ontario sections of our Command. From this money, each section awards several Scholarships in varying amounts to students selected.

Further Provincial Command grants are made available to each District for Scholarships and Bursaries.

Scholarships are awarded for scholastic achievement. Poppy Funds **cannot** be used for this purpose.

Bursaries are granted to children and grandchildren of ex-service personnel, as specified in the General By-laws. Poppy Funds **can** be used for this purpose.

In the Northwestern Ontario portion of Command, District Commanders look after Scholarships and Bursaries. In Manitoba, the District Commanders handle Scholarships and Bursaries. One District Commander is elected as Chair. Advice on whom to contact regarding information and application forms for either Manitoba or Northwestern Ontario, may be obtained from the Provincial Command Office.

### **DUTIES OF THE DISTRICT COMMANDER.**

The District Commander calls all District Rallies, Conventions and District Council Meetings and exercises general supervision over Zones and Branches within his District. He maintains liaison between the various units in his District and Provincial Command.

### **IT IS HIS DUTY.**

1. To ensure that Zone Officers perform their duties in the best interests of the Legion, fully and completely, servicing their Branches and conducting their Zone meetings as required
2. Co-ordinate Sports and other Command programs within the District, submits special reports requested by Command, and presents to each regular meeting of Provincial Executive Council a written summary of activity within his District.

3. He shall exercise general supervision over Zones and Branches within his District. The District Commander can often explain Command policy on matters which have been established at Convention, Executive Council, and Sub-Executive Committee meetings.

6. To conduct and coordinate seminars at District and Zone level.

7. To supervise Command programs and activities at District, Zone, and Branch levels.

8. HE Shall encourage all member Branches to be fully represented at Zone and District meetings.

9. He must verify whether Branches have their own Branch By-laws, and if so, ensure that they have been updated lately, and approved by Provincial Command.

10. Should Branches **NOT** have their own Branch By-Laws, District and Zone Commanders shall encourage Branches to become familiar with, and follow, the “**GENERIC BY-LAWS**” in the **Provincial Command By-Laws**.

Remember, Branch By-laws must be signed and approved by Provincial Command and updated regularly.

11. Where it applies, he shall remind Branches of their obligation to conform to the Liquor Licence Act, Lottery Laws and any other Regulations that protect the prestige of the Legion.

12. When contributions are required by a Dominion Convention, a Provincial Convention, or Command Council, he shall encourage Branches to contribute.

13. **Shall ensure** all **Branches** inform Provincial Command Office of the names and addresses of the Branch President, Secretary, Treasurer, Service officer, Membership Chair, etcetera, immediately following Branch elections. **Email addresses of all Officers, and the Email for the Branch, must also be included.**

14. To notify **Command Office and the District Commander**, of names, addresses and phone numbers of **Zone Officers** and to also notify the **District Commander** of the names, addresses and phone numbers of Branch Presidents, Secretaries, Treasurers, and Service Officers. **Email addresses for the Branches SHALL also be included.**

15. To ensure all Branches adhere to Provincial and Dominion General By-laws.

16. When guidance is requested from the District Commander about problems or questions that arise that need an answer, It would be wise for the Commander to consult with the proper Provincial Command Committee Chair. This may help to ensure that the best application of an interpretation is applied.

17. The District Commander must check with Zone Commanders and/or Branches to ensure Branches are using the email address assigned by Dominion Command in order to receive Legion communications.

**OR**

That Branches have informed Dominion Command, Provincial Command, Zone and District Commanders of the email address that a Branch is using to receive Legion emails.

**GENERAL.**

**It is the duty** of the District Commander, that when informed, to attend P.E.C. Meetings and be present for the entire meetings. If unable to be there, the Deputy Commander shall attend.

**He should attempt to ensure** that the **Chain of Command** is followed as closely as possible, Member to Branch, to Zone, to District, and to Command.

**A person** who is Zone or District Commander at the conclusion of the term of Office, if not re-elected, becomes the Immediate Past Commander.

**Appointments are for a certain length of time, may be ended by the body making the appointment, and if it is for an elective position, may last only until the next Regular Elections.**

**DEPUTY DISTRICT COMMANDER.**

It is the duty of the Deputy District Commander to assist the District Commander, and in the absence of the District Commander to assume his duties.

The Deputy District Commander is not by virtue of his office a delegate to a Provincial Command Convention.