

# Terms of Reference

## District "F"

### Nova Scotia/Nunavut Command

#### **Article 1**

- 1.1 The District shall be known as District "F" of the Nova Scotia/Nunavut Command, the Royal Canadian Legion.
- 1.2 The District shall be composed of all Branches of the Royal Canadian Legion as assigned to Zone 14 and Zone 15 hereinafter referred to as the "District" [NS/Nun By-Law 414].

#### **Article 2 Officers**

- 2.1 The Officers of the District Council shall be the Immediate Past District Commander, the District Commander, Deputy District Commander, the Zone 14 Commander, the Zone 15 Commander, and the District Secretary/Treasurer.
- 2.2 The Officers of the District with the exception of the Immediate Past District Commander shall be elected at the regular meeting of the District in the month before the Nova Scotia/Nunavut Convention.
- 2.3 The District Commander shall request an Officer from the Command to conduct the election of Officers and the Installation of the Deputy District Commander and the District Secretary/Treasurer.
- 2.4 To be elected as a District Commander, or Deputy District Commander a member in good standing of a Branch must have served as a District ,OR Zone Commander, or a Deputy Zone Commander or a Branch President for at least one term [ NS/NU By-Law 407A ].
- 2.5 The District Commander's term of office shall be from the conclusion of the Provincial convention immediately subsequent to his/her election to the conclusion of the next NS/NU Command Convention.
- 2.6 When other than expiration of office, the office of the District Commander becomes vacant, the officers of the District Council shall be requested to call a District meeting and elect a District Commander to fill the vacancy. The newly elected District Commander shall be installed within thirty days of his/her election by an officer of the Command.

## **Article 3 Finances**

- 3.1 All Zones within the District are requested to pay dues yearly to the District.
- 3.2 Any requests for an increase in dues shall be presented to each Zone with a full financial report and the reason for the increase. The Zone Commanders will take the request to their respective Zone boards for approval.
- 3.3 The main purpose of dues shall be to cover the administration and general expenses of the District.
- 3.4 Monies accrued from the Delegate's voluntary 50/50 draw will be used for additional costs or donations as decided by a motion at a regular District meeting.
- 3.5 Monies accrued from passing the Tin Hat will go to the host branch.
- 3.6 The signing Officers for Cheques will be any two of the following. District Commander, Secretary/Treasurer, Zone 14 Commander, Zone 15 Commander.
- 3.7 The District Council shall be limited in its expenditures not exceeding \$200.00 without prior approval of the District delegates.

## **Article 4 Meetings**

- 4.1 Districts shall hold individual District meetings a minimum of 3 times a year. (NS/Nun Command Bylaw 4IOC)
- 4.2 The District shall meet on the third Sunday of January, the third Sunday of April, and the third Sunday of October each year. The District Council may change the date of the meeting if deemed necessary.
- 4.3 The District meeting on the third Sunday in April in the year of the Nova Scotia/Nunavut Convention shall be the District elections.
- 4.4 The District Council shall meet at the discretion of the District Commander.
- 4.5 The District "F" Commander will issue a 2 year schedule of dates and locations of District meetings and distribute it to the Branches. The location will alternate between Zone 14 and Zone 15.
- 4.6 District meetings will commence at 2PM.

- 4.7 All District meetings shall have the hosting Zone Sgt At Arms on duty and/or a Sgt At Arms provided by the hosting Branch.'
- 4.8 Branch representation at the District meeting shall be two voting members from each branch in accordance with the Nova Scotia/Nunavut Command By-laws.

### **Miscellaneous**

- 5.1 The District Commander in conjunction with the Zone Commanders will coordinate seminars at Zone level.
- 5.2 To attend a Dominion Convention, a District Commander must be a voting delegate of his or her own branch.
- 5.3 The District Commander will represent Zone 14 and Zone 15 at the Nova Scotia/Nunavut Command Executive Council meetings and take any concerns from each Zone to the Council.
- 5.4 The District Commander shall attend a Zone board meeting in each Zone at least once a year in addition to any Zone elections.
- 5.5 The District Commander will ensure that his report for the Executive Council meeting is shared with each Zone. (Excluding any matters of a confidential nature).
- 5.6 The District Commander will report to the Zones any business from the Executive Council meeting.
- 5.7 The District Secretary will email or mail the minutes from the District meeting to the Zone Commanders in a timely manner. The Zone Commanders will then forward the minutes to the Branches in their Zone.
- 5.8 The District shall at all times observe the General By-Laws of the Royal Canadian Legion and the By-Laws of the Nova Scotia/Nunavut Command.

**These shall be the Term's of Reference for District "F" of the Nova Scotia/Nunavut Command of the Royal Canadian Legion.**

\