

IODE PRAYER

Almighty God, our Heavenly Father, we praise Thee for the blessings of our homes; for the fullness of life and opportunity in this Dominion; and for the ties which bind us together within our Commonwealth. We beseech Thee to bless our Queen and Royal Family, and to guide and direct all who sit in authority over us. Grant Thy protection, we pray Thee, to those who serve Queen and Country, on sea and land and in the air. May right triumph and the spirit of brotherhood prevail throughout the world. Pardon our sins and accept our thanksgiving. Give to each member grace to serve Thee faithfully and to labour loyally for the welfare of our country; through Jesus Christ our Lord. Amen.

THE SIGNIFICANCE OF THE BADGE

The Badge is the emblem of membership in IODE. The seven-pointed star on a dark blue background has at its centre the Union Jack, showing our pride that Canada is a member of the Commonwealth of Nations. The surrounding white circle embodying the name of the Organization in gold lettering is securely clasped at the base and symbolizes the unity of purpose of all members. The crown surmounting the Badge represents loyalty to the Queen of Canada.



THE IODE CORPORATE LOGO

The Corporate Logo emphasizes the Canadian character of IODE and is for use in communication and public relations. The IODE logo is square in shape. The surround is white and there are four sections divided by white lines. Each section increases in width as it proceeds from left to right. At the top of the logo, the letters IODE appear in white on a dark blue background. A partial red maple leaf is placed below the letters IODE and this expands as it progresses across the sections, indicating growth. Registered trademark #373776.



LETTERS PATENT

Incorporating

IMPERIAL ORDER DAUGHTERS OF THE EMPIRE
AND THE CHILDREN OF THE EMPIRE
(JUNIOR BRANCH)

under the name

IMPERIAL ORDER DAUGHTERS OF THE EMPIRE

Dated June 5, 1968

Recorded September 30, 1968

Film 227. Document 38.

WHEREAS, in and by section 147B of Part IIA of the Canada Corporations Act, it is in effect enacted that any corporation without share capital incorporated by Special Act of the Parliament of Canada for the purpose of carrying on, without pecuniary gain to its members, objects, to which the legislative authority of the Parliament of Canada extends, of a national, patriotic, religious, philanthropic, charitable, scientific, artistic, social, professional or sporting character, or the like objects, may apply for letters patent continuing it as a corporation under Part II of the Canada Corporations Act;

AND WHEREAS it has been established that Imperial Order Daughters of the Empire and the Children of the Empire (Junior Branch) (hereinafter called "the Corporation") was incorporated by Special Act of the Dominion of Canada (7-8 George V, c.78) 1917;

AND WHEREAS the Corporation has applied for letters patent continuing it as a corporation under Part II of the Canada Corporations Act under the name Imperial Order Daughters of the Empire and has satisfactorily established the sufficiency of all proceedings required by the said Act to be taken and the truth and sufficiency of all facts required to be established previous to the granting of such letters patent;

NOW KNOW YE that the Minister of Consumer and Corporate Affairs, by virtue of the power vested in him by section 147B of the Canada Corporations Act, does, by these letters patent, continue the Corporation as a corporation under the provisions of Part II of the said Act and does ordain and declare as follows:

1. The Corporation shall continue to be a body politic and corporate under the name Imperial Order Daughters of the Empire.
2. The objects of the Corporation shall be,
 - (a) to promote education of all kinds, and particularly the study of history and current questions, and to advance and assist such study by the preservation of tangible reminders of the course of history;
 - (b) to care for the widows, orphans and dependants of Canadian and Commonwealth soldiers, sailors and airmen during war, in time of peace or under sickness, accident or reverses of fortune;
 - (c) to forward all such good work as may be for the relief of those in poverty or distress irrespective of race, colour, creed or sex;
 - (d) to assist in the progress of the arts;
 - (e) to give donations for charitable purposes.
3. The head office of the Corporation shall be in the City of Toronto, in the Province of Ontario, Canada.
4. The Corporation is to continue to be carried on without pecuniary gain to its members and any profits or other accretions to the Corporation are to be used in promoting its objects.

GIVEN under the seal of Office of the Minister of Consumer and Corporate Affairs at Ottawa this fifth day of June, one thousand nine hundred and sixty-eight.

SUPPLEMENTARY LETTERS PATENT

issued to

IMPERIAL ORDER DAUGHTERS OF THE EMPIRE

Dated July 13, 1973

Recorded July 26, 1973

Film 335. Document 304.

The Minister of Consumer and Corporate Affairs, by virtue of the power vested in him by the Canada Corporations Act, does hereby amend the provisions of the letters patent of IMPERIAL ORDER DAUGHTERS OF THE EMPIRE as provided in an Article of the Constitution and By-laws of the said Order.

BE IT ENACTED as an Article of the Constitution and By-laws of the Imperial Order Daughters of the Empire (herein sometimes referred to as "the Order") that:

1. The Order be and is hereby authorized to make application to the Minister of Consumer and Corporate Affairs for supplementary letters patent amending and varying the provisions of the Letters Patent continuing the Order as a body politic and corporate by adding thereto the following special clause:

"AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that upon the dissolution of the Order and after the payment of all debts and liabilities its remaining property shall be distributed or disposed of to charitable organizations which carry on their work in Canada."

2. That the National Executive Committee and the Officers be and they are hereby authorized for and on behalf of the Order to do, sign and execute all things, deeds and documents necessary or desirable for the due carrying out of the foregoing.

GIVEN under the seal of office of the Minister of Consumer and Corporate Affairs at Ottawa this thirteenth day of July, one thousand nine hundred and seventy-three.

Corporate Seal: See Article 1, Section 1.03



FIRST WAR MEMORIAL

No. 8

1929

Bill

An Act respecting the War Memorial Fund of the Imperial Order Daughters of the Empire.

WHEREAS the Imperial Order Daughters of the Empire has by its petition represented that it was incorporated by Chapter 78 of the Acts of the Parliament of the Dominion of Canada passed in the year 1917; that the National Chapter of the Order is, under the present Charter and Constitution of the Order, the supreme head and executive power thereof; that at a meeting of the said National Chapter held in the year 1919 the said National Chapter by resolution authorized and directed that the Order raise a fund of at least \$500,000 for the purpose of a memorial to the Canadian men and women who died in the defence of the British Empire during the Great War, such fund to be known as the War Memorial Fund and to be expended upon certain specified objects; that the said Order has raised for the said War Memorial Fund the sum of \$463,097.55 during the year 1919 and subsequent years down to the present time; and that doubts have arisen as to the manner in which the said fund was to be administered and expended by the said National Chapter and as to the power of the said National Chapter to allocate portions of the said fund to certain of the said objects to the exclusion of other or others of the said objects; and whereas the said Order has by petition prayed for special legislation in respect of the matters hereinafter set forth; and whereas it is expedient to grant the prayer of the said petition;

Therefore, His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

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1. In this Act,
 - (a) "Order" shall mean the Imperial Order Daughters of the Empire.
 - (b) "National Chapter" shall mean the National Chapter of Canada of the Imperial Order Daughters of the Empire, as provided in the incorporating Act and Constitution of the said Order.

2. All expenditures from the said War Memorial Fund heretofore made by the National Chapter or by any officer or member of the Order under or by virtue of any resolution or direction of the National Chapter, and whether such expenditures were made out of capital or income, are hereby sanctioned and declared to be legal and valid.

3. The National Chapter and the officers and members of the Order acting in accordance with resolutions heretofore passed by the National Chapter or directions heretofore given by the National Chapter are hereby authorized and empowered to continue to administer the War Memorial Fund and to make expenditures therefrom in accordance with the said resolutions passed by and the said directions given by the National Chapter for the administration and expenditure of the War Memorial Fund until the Annual Meeting of the National Chapter to be held during the year 1929, notwithstanding anything contained in the resolution passed by the National Chapter as its Annual Meeting held in the year 1919 which authorized the raising of the War Memorial Fund and expressed the manner in which such fund should be expended.

4. The War Memorial Fund shall be administered as the National Chapter shall determine and direct by a committee constituted by the National Chapter and known as the War Memorial Committee, such committee to consist of such officers and members of the Order as the National Chapter may decide but nothing in this section shall interfere with the right of any member of the War Memorial Committee appointed to be a life member thereof from continuing as a member of that committee in accordance with such appointment and nothing contained in this section shall interfere with any existing right of provincial officers to be member of

the said War Memorial Committee.

5. The unexpended balance of the War Memorial Fund, whether capital or income, and any further monies added to the said fund shall be appropriated, used and expended by the National Chapter to promote the educational work of the Order as a memorial to the Canadian men and women who have died in the defence of the British Empire during the Great War, but for greater certainty such fund shall be allocated to and used and expended upon all or any of the following objects:

- (a) To found bursaries in Canadian universities of sufficient value to provide a university education or its recognized equivalent available for and limited to such sons and daughters, residing in Canada, as were born on or prior to the 31st day of December, 1919, of
 - (i) the soldiers or sailors or men of the air force killed in action or who died prior to the declaration of peace from wounds or from any other cause directly attributable to the war;
 - (ii) the permanently disabled soldiers or sailors or men of the air force or those of them who were so seriously disabled by reason of injuries received in military, naval or air force service that they are unable to provide a university education or its recognized equivalent for such sons and daughters;
 - (iii) the soldiers or sailors or men of the air force who by reason of injuries received in such service died after the declaration of peace while any such of their sons and daughters, were of or under school age;

- (b) To found post-graduate scholarships in history or economics or constitutional government or any subject vital to the interests of the British Empire in such university or universities as may be approved by the War Memorial Committee and which shall be located in Great Britain or any part of the British Empire;

- (c) To found a travelling fellowship to be competed for by such scholars who have held bursaries under clause (a) or scholarships under clause (b) who may be designated as eligible by the National Chapter;
- (d) To found a lecture foundation in Canada for the teaching of the history of the British Empire;
- (e) To place in schools selected by the Department of Education of any province in Canada, some of the reproductions of a series of Canadian War Memorial pictures painted for the Dominion Government by leading artists of the Empire to commemorate Canada's part in the Great War;
- (f) To promote courses of illustrated lectures for the children of Canada on the history and geography of the Empire;
- (g) To place a Daughters of the Empire library in such schools in Canada as may be designated by the War Memorial Committee, which have in attendance children of foreign-born parents.

6. The National Chapter shall have power from time to time to allocate the funds constituting the War Memorial Fund in such manner and in such proportions, between the different objects enumerated in the next preceding section, as it shall see fit and if deemed advisable in such manner as to exclude any of such objects; and the allocation of any particular part of the said War Memorial Fund to any of such objects shall not prevent the National Chapter from devoting any part of the funds so allocated and remaining unexpended to any other of such objects, notwithstanding such previous exclusion thereof.

7. Notwithstanding any Act of this Legislature, the Order and its National Chapter shall not be obliged to account to any person for or in respect of the receipts or expenditures in connection with the War Memorial Fund unless required to do so by the direction of the Attorney General, such

direction to be made on such grounds as to the Attorney General may seem sufficient.

8. (1) This Act, excepting sections 4, 5 and 6, shall come into force on the day upon which it receives the Royal Assent.
- (2) Sections 4, 5 and 6 shall come into force on a day to be named by the Lieutenant-Governor by his Proclamation.

FOOTNOTE: Although the words "British Empire" are no longer appropriate, according to the Interpretation Act of Canada they should be regarded as applying to their present day equivalents of Dominions, Colonies, Dependencies and Commonwealth Nations.

Historical Note Re Second War Memorial

Whereas it was deemed fitting and desirable that the Order should raise a Fund to be expended for educational purposes as a Memorial to Canadian men and women who gave their lives in the defence of Freedom during the World War II (September 3, 1939 to August 15, 1945), it was enacted by the National Chapter of Canada IODE as a General By-law that the Order should raise a Fund to be known and designated as the "Second War Memorial Fund", such Fund to have a minimum objective of \$350,000.00

See By-laws governing The National Chapter - By-law 20, Second War Memorial Fund, page B13

ENDOWMENT FUND RESOLUTION

as passed by the

NATIONAL CHAPTER, 1933

AND AMENDED SECTION 6 PASSED 1952

WHEREAS the Order is a valuable asset to this Dominion and its permanence and stability should be assured by proper financial backing, and

WHEREAS the Order is entirely dependent on its own efforts for funds for its work and maintenance, having no subsidies, grants, affiliation fees or other outside financial support, and

WHEREAS the money received in membership fees barely suffices to carry on the administrative offices of the Order, and

WHEREAS it is essential for the development, extension, maintenance and administration of the Order that there be a further assured income for this purpose, and

WHEREAS, owing to the lack of an assured income available for such purposes and needs, the administrative bodies of the Order have been greatly hampered in initiating and carrying out plans for the progress and maintenance of the Order and for rendering financial assistance to chapters of the Order which may be embarrassed in their enterprise from time to time by reason of extraordinary conditions, and

WHEREAS the National Chapter has previously resolved that an endowment fund be constituted under the name of "The Stewart Endowment Fund" to provide means to meet such needs in connection with the work and enterprise of the Order, and

WHEREAS it is considered expedient to make further and other provision for the administration and expenditure of the said Fund and the terms and conditions on which said Fund shall be held and dealt with for the benefit of the Order, and

WHEREAS it is considered expedient to change the name by which such Fund shall be known and designated,

THEREFORE BE IT RESOLVED by the National Chapter:

1. That a fund of at least Two Hundred Thousand Dollars be raised, provided and set aside as an endowment for the development, extension, maintenance and administration of the Order, its work, objects and aims.

2. That such fund be known and designated as "The Endowment Fund of The Imperial Order Daughters of the Empire."

3. That all monies raised, provided and set aside from time to time for the purposes of and forming part of this fund shall be administered by the National Executive Committee and shall from time to time be invested and reinvested as the National Executive Committee of the Order may direct in such securities as are authorized by the laws of the Province of Ontario from time to time for the investment of trust funds.

4. That the Provincial Executives of the Order may from time to time make recommendations for the consideration of the National Executive Committee as to the administration and expenditure of the said fund and the income therefrom.

5. That the income derived from the said fund may from time to time be expended as the National Executive Committee shall direct for all or any of the following purposes:

- (a) To pay expenses in whole or in part of any enterprise initiated or approved by the National Chapter or by the National Executive Committee for the development, extension, maintenance and administration of the Order, its work, objects and aims;
- (b) To supplement as may be considered expedient the revenue otherwise available to pay the expenses incurred in maintaining the National Head Office of the Order and/or the Provincial Head Offices of the Order and the work carried on in any of such offices;
- (c) In payment of the costs of publicity and other expenses involved or incurred in raising monies necessary to constitute the said fund and to reimburse the General Fund of the Order in respect of such expenditures previously made.

6. That any income from the said fund which was not expended by the National Executive Committee as aforesaid and is held in income account at the end of the fiscal year of the Order ending January 15, 1951 may be retained as income and expended in any subsequent fiscal year and thereafter any income from the said fund which is not expended by the National Executive Committee as aforesaid in any fiscal year of the Order may be retained and expended in any subsequent fiscal year; provided that the National Executive Committee, in the exercise of its discretion, may from time to time direct that any part of the unexpended income then available shall be added to the capital of the said fund.

7. That the capital of the said fund shall be held in trust by the National Chapter in perpetuity subject, however, to the following powers which may be exercised by the National Chapter: - The National Chapter shall have power at an Annual Meeting and on the recommendation of the National Executive Committee to authorize by resolution the expenditure of all or any part of the capital of the said fund for any of the purposes or objects set forth

in paragraph 1 hereof; provided always, however, that no expenditure of any capital of the said fund which will reduce the balance of such capital below the sum of Two Hundred Thousand Dollars shall be authorized unless and until the following conditions are complied with:

- (a) The recommendation of the National Executive Committee shall be read at an Annual Meeting of the National Chapter, and
- (b) Notice of Motion shall be given at the same Annual Meeting of the National Chapter to authorize the expenditure of the capital in accordance with such recommendation, and
- (c) Copies of the recommendation of the National Executive Committee and of the said Notice of Motion shall be sent to every Primary Chapter, and
- (d) The motion shall be made and voted upon at the next ensuing Annual Meeting of the National Chapter.

8. That all resolutions relating to the said Endowment Fund which have been previously made by the National Chapter and which are inconsistent with the provisions of this resolution are hereby rescinded and the provisions of this resolution shall prevail.

REGULATIONS RE BADGES, BARS AND PINS

Primary Badge

The wearing of the primary badge denotes IODE membership. The badge is worn to the left side approximately five to six inches from the shoulder.

IODE Bars and Pins

(a) A past primary president/past regent bar is attached by links directly above the badge.

(b) Life membership bars are attached by links to the badge or the past primary president/past regent bar, with the primary bar directly above, followed by municipal, provincial and national bars in order of seniority.

(c) A past municipal president bar is attached by links above any primary bars and below any provincial bars.

(d) A past provincial president bar is attached by links above any primary, municipal and provincial life membership bars and below a National life membership bar.

(e) A National life membership bar takes precedence over all the above named.

(f) War service bars are attached by links above any or all the above named; the United Nations bar above the 1939 bar and the 1939 bar above the 1914 bar.

NOTE: To be eligible to wear war service bars one must have been a member of IODE during the years of personal service or of the service of a spouse, son or daughter, granddaughter or grandson. Badges with war bars are not transferrable.

(g) A past National president bar pin is not attached to the badge and is worn above the badge and bars. This bar pin may be worn by itself at anytime.

(h) Ten, twenty-five or fifty-year pins are worn to the left and level with the primary badge (and junior badge if any). If the primary badge has bars attached, the pins are worn level with the badge.

NOTE: The fifty year pin replaces the twenty-five year pin and the twenty-five year pin replaces the ten year pin. Only one should be worn.

NOTES:

- (a) A junior badge when worn with a primary badge is not attached but worn to the left and level with the primary badge. If the primary badge has bars attached, the junior badge is worn level with the badge, not the bars.
- (b) The IODE badge should not be referred to as a "pin".
- (c) Only IODE badges, bars and pins are to be worn on the left side.
- (d) It is suggested that brooches, pins and corsages may be worn on the opposite (right) shoulder. Badges should not be worn to fasten scarves, even on the left side.
- (e) Name tags should be worn on the right side.

**REGULATIONS GOVERNING THE USE OF
THE IODE CREST**

IODE Badge

The National Chapter has the sole right to supply the IODE Badge of Membership.

Enamelled Crest

The National Chapter has the sole right to authorize the supply of the enamelled crest for use on gavels, spoons, trays, and gift items. The enamelled crest should not be used as jewellery except as a charm.

Unenamelled Crest

Unenamelled crests (e.g. etched, engraved, imprinted, embroidered, etc.) may be used on such articles as spoons and charms for bracelets.

The crest may be printed or embossed on such articles as hasti-notes, china, playing cards, and so on, to be sold only for the profit of IODE chapters.

* If a chapter desires to sell crested items as a project, permission must be obtained from the chapter having jurisdiction.

It should be noted that the reliability of any firm reproducing the IODE crest must be assured before arrangements are made.

No commercial firm or organization shall be permitted to reproduce the IODE crest without permission of the National Executive Committee.

* See **GENERAL BY-LAW #2**

**REGULATIONS GOVERNING THE USE OF
THE IODE CORPORATE LOGO**

The IODE corporate logo is for use in communications and public relations.

Permission must be obtained from the National Executive Committee for extended use of the logo e.g. on articles to be sold by chapters.

GUIDELINES FOR CHAPTER BY-LAWS

See Article 11.01 (a) of the Constitution which states:

"Primary and municipal chapters may at regular meetings upon due notice of motion pass by-laws for the governance, management and administration of their own chapter business, which are not inconsistent with the Letters Patent, or the Constitution of the Organization or the policies of the National Chapter."

See also Articles 11.01 (b) and 11.04.

To comply with the IODE Constitution and By-laws it is necessary for every chapter to have by-laws to regulate:

1. Primary chapter fees (Article 4.03)
2. Election or acceptance of new members (Article 5.06)
3. Date, time, place and number of general meetings and quorum required to transact business (Article 6.01)
4. Number of members necessary to call special meetings (Article 6.05)
5. Date, time, place and quorum for executive committee meetings (Article 9.03)

In addition, these **may** be added:

- (a) the alternative method of nominating and electing officers, **if desired** (Article 7.14)
 - (b) PROVINCIAL LEVEL ONLY - nomination and election of councillors in zones or districts, **if desired** (Article 8.05)
6. Whether the chapter will use (a) the Canadian flag or (b) the Canadian flag and the Union Jack as flags of the chapter.

Chapters may create by-laws to regulate other matters, provided they are consistent with the Constitution, General By-laws and By-laws Governing the National Chapter and rules (policies) of IODE.

By-laws must be approved by a majority of chapter members present and become operative upon approval of the jurisdictional chapter.

NOTE: THAT A COPY OF ALL BY-LAWS MUST BE SENT TO THE CHAPTER HAVING JURISDICTION.

Sample By-Laws:

1. The regular meetings of Chapter shall be held on the 3rd Tuesday of the months of January, February, March, April, May, June, October and November at the time and place established at the previous meeting, with notice of such time and place given to all those entitled to receive it.

2. Two-fifths (40%) of the total paid-up membership shall form a quorum of the chapter for the transaction of business.

ORDER OF BUSINESS

First establish that a quorum, in accordance with chapter by-law, is present.

1. Call to order - IODE Prayer (optional)
2. Opening statement – “I declare this meeting of..... Chapter IODE open for the transaction of business.”
3. Minutes - read, corrected, moved, seconded and carried as approved and signed.
4. Business arising from the minutes.
5. Correspondence - National, Provincial, Municipal newsletters and other correspondence to be filed or dealt with under new business.
6. Report of Officers - Treasurer, Citizenship, Communications, Education, Membership, Services, Standard Bearer, convenors and special committees. (Reports are accepted by motion which is seconded and carried; final reports are adopted.)
7. New business - from correspondence and from members.
8. Adjournment - a motion to adjourn is not seconded.
9. Closing statement - Chairman states: “I declare this meeting closed”.

RULES OF ORDER

Motions:

1. The routine of a motion -
 - (a) A motion is moved, seconded, stated, debated, restated and voted upon and the result declared.
 - (b) In debate every member must address the chair, speak within the time limit and should not repeat what has been said before. No member may speak more than once unless in explanation. The mover is allowed the right of reply.
 - (c) A motion may be amended by insertion or deletion. An amendment must bear close relationship to the motion and must not change the original intent. Amendments may be moved by any member so long as no more than two amendments are before the meeting at any given time. The second amendment must be discussed and voted on before the first amendment is discussed. When one of these amendments has been disposed of, another amendment may be moved. Any amendments accepted by the meeting are included with the main motion when it is voted upon.
 - (d) A motion to "accept" a report is made by the member giving it, seconded by another member and a vote taken. A final report is "adopted" in the same manner.

2. To withdraw a motion -
 - (a) A motion may be withdrawn by the mover and seconder with unanimous consent of the meeting.
 - (b) Unless a motion is seconded it dies without debate.
 - (c) A motion which is not seconded or is withdrawn is not recorded in the minutes.

3. To table a motion -

Because of insufficient information it may be desirable to delay a decision. A motion is put aside with the possibility of reconsideration by moving that the question be "placed on the table". The motion is taken from the table at a subsequent meeting

and should come under "New business".

4. To adjourn the debate or the meeting -
A motion to adjourn, if given while another motion is on the floor, takes precedence and is not debated. If the motion is to adjourn to a specified time it may be debated and amended as to the time only.
At a future meeting it will arise under "Business arising from the minutes".

5. To Rescind and Reconsider -
Reconsideration should not occur at the meeting at which the motion was passed unless two-thirds agree and facts have come to light which makes reconsideration necessary and because the action is immediate.

Method of rescinding at a subsequent meeting:
 - (a) Motion to reconsider;
 - (b) Motion to rescind original motion in whole or in part with reasons for the rescinding given in the motion;
 - (c) New motion if required.
 - (d) Only a person who was present at the original meeting and voted with the majority may move to reconsider.

6. Notice of Motion -
It is given at a meeting, **not** seconded and **not** discussed.
At a subsequent meeting, usually under "Business Arising", a member then makes the motion (notice of which has been given) in the ordinary way. It is seconded and discussed at this time.

7. Present in Room -
Members must be present in the room for **discussion** of a motion in order to **vote** on a particular motion.

8. Time Allotted -

The chairman 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 may then limit the time for each speaker.

The Casting Vote:

If the vote is by voice or by hand it is not usual for the chairman to vote.

If the vote is by ballot the chairman may vote. The chairman will vote to break a tie.

NOTE: It is suggested that *PROCEDURES FOR MEETINGS AND ORGANIZATIONS*, Kerr, King (1984) would be a helpful reference for rules of order and conduct of meetings.

GENERAL POLICIES

Administrative Expenses

The amount allowed for administrative expenses (including delegate's expenses) must be not more than **15%** of the primary chapter's profit (funds available for disbursement).

Business Number and Income Tax Receipts

Only the National Chapter has a registered business number and only the National Treasurer may issue official income tax receipts. A chapter must obtain permission from the National Treasurer to use the number for a single specified purpose.

Gifts to Members

Chapter funds must not be used to purchase the IODE badge or bars or any item for presentation to members.

Grants From Foundations

No provincial, municipal or primary chapter may apply for grants from foundations or trusts without prior sanction of the National Executive Committee. Such applications in writing, with accompanying financial statements or budget, should be forwarded to the National Executive Committee through the regular channels.

Investments

Money raised from the public in the name of IODE must not be invested or held indefinitely unless for the purposes of establishing a trust fund (such as a scholarship fund) and permission for such an investment must be obtained from the chapter having jurisdiction.

Money raised or contributed for which an official income tax receipt is requested may not be held indefinitely for the purpose of establishing a fund, such as a scholarship fund, unless permission is obtained from the National Treasurer.

National Officers' Visits

When invitations are extended to National officers by provincial, municipal and primary chapters, it is policy that, subject to National Executive Committee approval, expenses of officers and members of the National Executive Committee to visit provincial chapters **only**, will be paid by the National Chapter.

Other Organizations

Money raised from the public for IODE may not be voted to the general funds of other organizations which also go to the public for money.

Money raised in the name of IODE should be spent for IODE projects.

If a chapter wishes to donate funds to a local project, the money should be designated for a specific purpose (e.g., furnishing a room, purchasing equipment or furnishing a library) and identified in an appropriate manner.

Presentation Plaques

On presenting a gift of equipment on behalf of IODE, the chapter making the presentation should endeavour to have it suitably identified by means of a plaque.

PRIMARY CHAPTER TREASURERS

The treasurer shall:

1. be responsible for all matters relative to finance,
2. open bank account(s) in name of chapter,
3. sign all cheques, which must bear name of chapter and be countersigned by the president or vice-president,
4. receive and deposit in the bank all chapter money and give chapter receipts where applicable,
5. collect per capita membership fees from each member not later than February 28 of each year.
6. forward by cheque all per capita fees, *Echoes* gift subscriptions, money for supplies, donations, etc., to the treasurer of the chapter having jurisdiction, who, in turn, will forward all money intended for other jurisdictional chapters,
7. present financial statements at each business meeting and to the president when requested,
8. close chapter books on December 31 of each year,
9. prepare, on the form provided, an Annual Financial Statement of chapter funds and have the statement audited or reviewed and signed by a financially knowledgeable individual NOT related to either the treasurer or president. Chapter members must not audit the annual financial statements.

It is IODE policy that primary chapters do not vote money to other national organizations which also go to the public for funds.

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Each treasurer is requested to keep in her file the "Instructions and Information for Primary Chapter Treasurers" and the "Guide re Official Receipts for Income Tax Purposes" which contain more detailed information of the duties and responsibilities of a treasurer.

COORDINATING COMMITTEES

See Constitution,

Article II, Section **2.08 - COORDINATING COMMITTEES** - Page A9

1. Each primary chapter in the area or province provides its president and/or member as a liaison to the coordinating committee. A chairman and secretary are chosen from this group.
2. Meetings of the coordinating committee are held as required to organize Founder's Day services, fundraising projects, citizenship courts, clinics and other community activities.
3. A coordinating committee does not have a bank account. Funds raised by the committee for the chapters are distributed by agreement among the chapters at the completion of the joint project or function. In the interim, funds should be deposited in the bank account of one of the participating chapters.
4. Coordinating committees do not submit annual reports.
5. Newsletters and other forms of communication are circulated to primary chapters by provincial chapters and the National Chapter.

