

BYLAWS
OF
THE A.C.T./UCT DOMINION REGIONAL COUNCIL #31
1993

REVISED JUNE 1997 INFORMATION BULLETIN ADDED JANUARY 1999
UCT POLICY ADDED MAY 1999
REVISED JUNE 2000, JUNE 2001, JUNE 2005, SEPTEMBER 2008, JUNE 2009,
SEPTEMBER 2013, JUNE 2014, AUGUST 2015, OCTOBER 2016 and JUNE 2018,
JUNE 2023.

ARTICLE 1 **NAME** **Revised 2013/2014**

Section 1
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The name of this Body shall be known as A.C.T./UCT DOMINION REGIONAL COUNCIL #31 of The Order of United Commercial Travelers of America.

Section 2
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This Regional Council shall have control and jurisdiction over all former A.C.T. Clubs and members. It shall exist by a charter legally granted by the UCT Home Office, of the Order of United Commercial Travelers of America.

ARTICLE 11 **FUNDAMENTAL LAW**

Section 1
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The Constitution, By-laws, Rules and Regulations, and the Order of the United Commercial Travelers of America are hereby acknowledged and decreed to be the Fundamental Laws operative in the government of this Regional Council as they now exist or may be amended.

ARTICLE 111 **MEMBERSHIP**

Section 1A
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The members of this Regional Council shall consist of the Officers, Past Regional Presidents, Past Presidents & and elected Delegates of each Local Council and Standing Committee members.

Section 1B **Passed June 9th, 2012, Regional Convention Medicine Hat**

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The title of Past Regional President shall be conferred on any Line Officer who has served for Four (4) full years, any Regional Executive Committee Member who has served for four (4) full years, any Regional Treasurer who has for four (4) full years and any Regional Secretary who has served for Three (3) full years. **Revised 5/09/20 Passed @ Regional Conference call Kelowna.**

Section 2

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No one shall be entitled to membership in this Regional Council who is not duly qualified. Who is not in good standing in his/her Local Council, at the time of his/her election, and no Past Local President shall be eligible as an elected Representative unless he/she has attended a majority of his/her Council meetings during the Council year previous to the date of the elections by his/her Council.

ARTICLE 1V

MEETINGS AND QUORUM

Section 1 - Meetings

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The Annual Convention of the Regional Council will be held, at such time and place, between the tenth day of May and the tenth day of June each year as shall be decided upon at the previous Annual Regional Convention. In the event of an emergency arising during the setting of such place and date so set, the Regional Executive Committee shall change the time and/or place of the meeting, as the need may be, provided that such change shall be within the limits set out in this section.

Section 2 - Elections of Delegates and Alternates

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Delegates and alternates to the UCT Convention are elected at our Annual Regional Convention. We will have 2 (two) Appointed Delegates. Those are the Newly Elected Regional President and Regional Vice President.

Section 3 - Quorum

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Twenty (20) members (Officers and/or Delegates) shall constitute a Regional Council Quorum.

ARTICLE V

OFFICERS AND ELECTIONS

Section 1

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The officers of this Regional Council, except as noted shall be, elected for a period of one year and shall be as follows:

1. Regional President
2. Regional Vice President
3. Regional Immediate Past President
4. Regional Secretary - 3 years (Honors after 3 years)
5. Regional Treasurer – 2 Years – 2 terms (Honors after 4 years)
6. Regional 1st Director (Conductor)
7. Regional 2nd Director (Page)
7. Regional Executive Committee Member
8. Regional Chaplain (Appointed by the incoming Regional President)

The election of the Regional Officers will follow in the order above, automatically, and will continue until, or unless there is more than one candidate

for a position. At this time, ballots will be distributed to all members eligible to vote, and after the winner has been announced by the Elections Officer, will continue with the balance of the slate. This procedure will be continued until all Officers have been elected. **Revised 6/09/23 Passed @ Regional Conference in Red Deer.**

The Regional Executive Committee shall consist of two (2) members and shall be elected to terms of two (2) years. Upon completion of two (two-year terms), or a total, of four (4) full years, Past Regional President Honors shall be bestowed on such Regional Executive Committee Members. Directors require four (4) years of office for honors.

Note Motion to reduce to two (2) Directors and one (1) Executive Committee Member over the next three (3) years passed May 26, 2023, **Revised, 6/09/23 Passed @ Regional Conference in Red Deer.**

Section 1 A

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Absence of an office without notification shall be deemed withdrawn of service thus relinquishing his/her office.

Section 2 – Regional Executive Committee - Meetings

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The Regional Executive Committee shall hold regular meetings on the day previous, and immediately after the close of each annual Regional Convention of the Regional Council, and at other times as the Chairperson shall deem necessary, or at the request of a majority of the Regional Executive Committee, for the transaction of such business as may come before it.

Special meetings of the Regional Executive Committee shall be held by order of the Regional President, or the Regional Executive Chairperson, or by written request from no less than three other members of the Regional Executive Committee. All notices of such special meetings shall state the purpose for which such meeting is called, and no other business shall be transacted at such meetings.

ARTICLE V1

REPRESENTATION

Section 1

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Each Local Council shall be entitled to one representative in the Regional Convention for each one hundred and fifty members (150) or faction thereof, who shall, at the date of March 31 of the current year, be in good standing, provided, that every Council shall be entitled to a minimum of one representative.

Section 2

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No representative shall be entitled to sit at the Regional Convention unless he/she presents an official credential form signed by the Secretary of the Local Council he/she represents.

Section 3

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No one shall have more than one vote in the Regional Convention, nor shall anyone be entitled to mileage and per diem be paid more than one amount as mileage and per Diem.

ARTICLE V11 COMMITTEES

Section 1

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The Regional President, when elected and installed at the regular Annual Convention of the Regional Council, may immediately appoint such Standing Committees as are recommended and approved by the UCT Board of Governors at its previous Convention. He/she may also appoint such special committees as required and approved by the Regional Council in the Convention.

The Chairperson of such committees shall attend the succeeding Annual Regional Convention and render a written report.

Section 2

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The Regional President at the opening of any, and all Annual Regional Conventions, will announce or give in writing a list of the appointed Regional Convention Committees, who shall act for the length of the Convention. Make a report of their decisions and/or findings. Each committee shall be composed of a minimum of three members, and one shall be named as Chairperson. The regular appointed committees shall be as follows:

1. Credentials
2. Mileage and Per Diem
3. Resolutions
4. Necrology
5. Tellers (Scrutineers)

Standing Committees

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1. Membership Development - Chairperson (one person Committee)
2. Jurisprudence/By-Laws Committee
3. Examining Finance Committee
4. State of the Order Committee
5. Roses for the Living Committee
6. Intellectual Disabilities Committee
7. Publicity - Chairperson (one-person committee)
8. Safety Committee
9. Youth and Drug Awareness Committee
10. Cancer Committee
11. Miscellaneous Charities Committee

Section 3

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An agenda shall be, supplied to all Officers, Representatives, and all Past Local and Regional Presidents in attendance at the Convention. Any change or alterations shall be, made by the Regional President and his/her officers and they shall revise, if necessary, or approve the agenda for the succeeding Regional Convention.

ARTICLE V111

TAXES AND FINANCES

Section 1

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Revised June 2009. Passed Regional Convention 05-2009

Each Local Council shall within fifteen (15) days after the close of each quarter pay to the Regional Secretary of the Regional Council a Per Capita Tax of **Four Dollars (\$4.00)** for each member in good standing in his/her Council at the close of such quarter.

Including (Fraternal) members, and any member to whom a transfer card has been issued and the acceptance of such transfer not reported.

* NOTE: No Local Council shall be allowed representation at its Regional Council Convention unless said Local Council shall have paid all monies due to its Regional Council and to the UCT Home Office.

ARTICLE 1X

MILEAGE AND PER DIEM

Section 1

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Revised June 2023. Passed Regional Convention 05-2023

This Regional Council shall pay the Local Council Representative(s), Elected Officers of the Regional Council; in attendance at its current convention, such mileage and per diem as approved by the Regional Council Executive Committee. Mileage and per Diem will be reviewed on an annual basis.

Section 2

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Mileage and per diem shall be paid to those qualifying under Section 1 whose record at Roll Call shows them to have been present at all Sessions of the Convention. The mileage is computed on the road mileage between the location of the Local Council of the representative, and the meeting place of the Regional Convention, as shown on the Rand McNally Map Mileage Distances. The Regional Executive Committee shall announce the basis of mileage payment during the first day of the convention. Mileage will not be paid for a greater distance than the territorial limits of the jurisdiction, nor shall anyone receive more than one (1) mileage and per diem payment for attendance at a Regional Council Convention.

ARTICLE X

AMENDMENTS

Section 1

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Any action of the UCT Board of Governors, which may alter, amend, or delete these By-Laws in any manner, shall have the effect of amending the same without further action of the Regional Council. In all other cases in the opinion of the Regional Council, it is desirable to consider amendments submitted by any Council within the jurisdiction under the control of the Regional Council. Such submissions shall be submitted, in writing, to the Regional Secretary at least ninety, (90) days before the Annual Regional Convention, and action on such submissions shall be taken at the Annual Regional Convention following such submission.

Section 2

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The Secretary of the Regional Council shall notify all Local Councils of any proposed amendments at least sixty (60) days before the Annual Convention of the Regional Council.

Section 3

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The By-Laws of this Regional Council may be varied or amended at any meeting of the Regional Council, and such alteration of the By-Laws may be accepted with or without Amendment, upon at least two-thirds of the members of the Regional Council voting in favor thereof. A two-thirds vote means two-thirds of the votes cast, however, only a majority vote is necessary if the By-Laws have been submitted according to Section 1 and 2 above.

ARTICLE XI REGIONAL SECRETARY & REGIONAL TREASURER

Section 1

===== **Revised November 22, 2019, passed @ Regional Convention 05-25-2019**

In addition to the duties laid down in the Constitution of the Order, the Regional Secretary shall; issue, annually, instructions to the Chairperson of the Regional Council Committees concerning the duties of their respective committees and the preparation of their annual reports. The Committees are Youth and Drug Awareness, Safety, Cancer, Membership, Membership Expansion, Membership Retention, Medal of Honor, **Publicity /Media Committee, UCT Benefit Coordinator, Facebook and Social Media Committee**, Miscellaneous Charities and Intellectual Disabilities.

Section 2

===== **Revised June 2009 passed @ Regional Executive meeting 05-2009**

The Regional Council shall pay to the Regional Secretary a stipend of **\$300.00** at the end of each calendar quarter, June 30, September 30, December 31, and March 31.

Section 3

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The term of office of the Regional Secretary shall terminate thirty-(30) days after his/her successor has been elected and installed into office.

Section 4

===== **Revised June 2009 passed @ Regional Executive meeting 05-2009**

The Regional Council shall pay the Regional Treasurer a stipend of **\$300.00** at the end of each calendar quarter, June 30, September 30, December 31, and March 31.

Section 5

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The Regional Council requires that the Regional Treasurer in the course of his/her duties maintain the financial books and records of the Region in computerized software of Quick Books or another comparable computerized format. Any change to the QuickBooks format, must be, pre-approved by the Regional Executive Committee.

Section 6

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6.1 Only one member of a Related Party shall be assigned or maintain Signing Authority and in such a case an alternate must be selected as per 6.2. Preferably a signing officer should not sign a cheque made out to themselves.

6.2 Where an Alternate(s) [because of 6.1] is(are) required, then the Regional Executive Board shall appoint the

Alternate(s) from the pool of the Current Executive and the Past Regional Presidents.

6.3 The Signing Officers are to be the (Regional Treasurer or Secretary/Treasurer) or Alternate, Regional Secretary or Alternate, and two (2) Past Regional Presidents at large or alternates as appointed by the Regional Executive Board, with any two (2) of the four (4) Signing Officers required to sign all Cheques and legal documents.

6.4 With the advent of electronic banking processes (e.g., E-transfers) and valid electronically signed documents the two (2) Signing Officers Rule (in 6.3) shall also apply and be allowed electronically but may only be used where the two Signing Officers Rule is enforced by such electronic processes.

Amended June 14, 2022. and passed @ Regional Convention on May 28, 2022.

ARTICLE X11

PROCEEDINGS

Section 1

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The Regional Secretary or a member competent to do so shall keep a correct record of the proceedings of the Regional Convention during the meeting. The record shall not necessarily contain the details of debates, speeches, or other immaterial matters delivered or uttered during the Convention, but it shall contain all pertinent information relative to or arising out of the discussion of, any and, all business dealt with during the Convention.

Section 2

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All reports of the Committees appointed for the Convention as well as the report of the representatives to the UCT Convention and Regional Vice President shall be in typed form, then presented to the Regional Convention, and a copy of such reports shall be, delivered to the Regional Secretary and incorporated in the proceedings.

Section 2A

===== **Revised 1/22/19 Passed at regional Convention 05/25/19**

President, Secretary, Treasurer, and Examining Finance go to the State of the Order. State of the Order and all other reports are **to be** placed on file.

Amended June 21/2018

Section 3

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The Regional Secretary shall cause to be printed a journal of the proceedings, and it shall be compiled, printed, and be ready for distribution within ninety (90) days of the closing date of the Regional Council Convention. A copy of such printed proceedings shall be mailed or emailed to each Regional Officer, Past Regional President, Past Local President, each Council representative, and each Council Secretary.

Section 4

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The Finance Committee prepares a budget during the Regional Council’s “fall” Executive Meeting. The respective chairpersons submit a budget one (1) month before this “fall” meeting. The committee proposed budget and the per capita tax is calculated and approved by the voting Delegates and would include all operational items and all items that are added on the floor.

ARTICLE X111

MERGERS

Section 1

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All mergers must be initiated at the Local Council Level. All Local Council members (A.C.T./UCT and UCT) must be informed by a Notice of Motion, of the date and location of the merger meeting, in writing thirty, (30) days, prior to the meeting date.

Section 2

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A formal motion must be executed, in writing, at the final merger meeting, and it must be Seconded and Resolved.

Section 3

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A joint letter of request to merge, and acceptance of the merge, signed by both local Presidents, must be, directed to the respective Regional Secretary, and must be, accompanied by a copy of the motion.

Section 4

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The respective Regional Council receiving the merger request must act on such request within thirty-(30) days.

Section 5

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The results of the above action will be forwarded to UCT Home Office for disposition. A copy of their action will be forward to the respective Regional Council and local Councils involved.

SEE UCT BOARD BY-LAWS

**ARTICLE 111 Section 3, Page 14,
Lines 5 thru 13**

ALSO,

**ARTICLE X - Section 4, Page 34
Lines 29 thru 37**

ARTICLE X1V

MISCELLANEOUS

Section 1

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In any cases not specifically covered by these By - Laws, the Constitution and By - Laws of the Order shall govern.

Section 2

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These By - Laws shall be in force and effect from the date of their adoption.

Section 3

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In these By - Laws, words implying the masculine gender will be deemed to include the feminine gender.

Section 4

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Where a vote to accept or reject a Resolution is taken and By-Laws the vote For or Against the Resolution is within five (5) percent of the total eligible voting delegates, a paper ballot is then taken.

Section 5

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Where a vote to assign the same duties to more than one delegate is made, the voting delegate will be allowed to vote for less than the stipulated number of Delegates needed without spoiling their ballot.

(Ex.: If 5 delegates are going to the UCT Convention and we have 9 - 10 nominations, you may vote for UP to 5 Delegates.)

Section 6

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The Dress requirements for all Regional Council delegates, alternates, observers & visitors changed to accept for future meetings:

Men: – Suit, Sport Jacket or Blazer with sport shirt and dress slacks. Business casual.

Women: – Professional Attire or Business casual. **Amended May 2014**

Section 7

===== **Revised 11/22/19 Passed at regional convention 05/22/19**

The Past Regional Presidents Association (PRPA), of those in attendance, will meet annually at 7:00 AM for a breakfast meeting **at the Regional Convention to be determined by the PRPA Chairperson and the Committee Chair of the Host city.**

The Regional President will make room on the agenda for the PRPA representative's report. The PRPA representative will also be available for clarification during the Regional Convention.

Section 8

===== **Revised 12/9/19 Passed at Regional convention 05/25/19**

The Regional Golf Tournament shall now be named **“The Larry Pilon Memorial Golf Tournament”**.

ARTICLE XV

ORDER OF BUSINESS

Section 1=====

The following Order of Business may be as follows until a revision shall be ordered by vote of the Regional Council.

1. Call to Order
2. Opening Ceremony
3. Password Collected and Declared
4. Invocation by Regional Chaplain
5. Roll Call of Officers and Delegates (Regional Secretary)
6. Report of Credential Committee
7. Reception of New Members and Registration with Regional Secretary
8. Appointment of Session Committees:
 - A) Mileage and Per Diem
 - B) Resolutions
 - C) Necrology
 - D) Scrutineers
9. Approval of the Minutes of Last Annual Convention
10. Reading of the Correspondence or Communications
11. Report of the Regional President
12. Report of the Regional Secretary
13. Report of the Regional Treasurer
14. Report of the UCT Board Representatives
15. Report of the Public Relations/Safety & Welcome Committee
16. Report of the Regional Executive Committee
17. Report of the Mileage and Per Diem Committee
18. Report of the Examining Finance Committee
19. Report of the Committee on Necrology
20. Report of the Resolutions Committee
21. Report of the Membership Committee/Retention/Expansion
22. Report of the Youth/Drug Awareness Committee
23. Report of the Cancer Committee
24. Report of the Jurisprudence Committee
25. Report of the Miscellaneous Charities/ Intellectual Disabilities Committee
26. Report of the Web and Social Media Coordinator
27. Report of the Medal of Honor Committee
28. Report of the Angus Mulligan Committee
29. Report of the Roses for the Living Committee
30. Report of the State of the Order Committee
31. Invitation to Entertain Future Regional Council Conventions
32. Unfinished Business
33. New Business
34. Election of Officers (Time will be announced)
35. Ratification of Budget
36. Installation of Officers and Presentation of Jewels
37. Regional President's Appointments
38. Good of the Order
39. Motion to ratify the actions of this Regional Convention (Regional President)
40. Closing

Passed at May 1999 Executive Meeting
99-01
2001-04

INFORMATION BULLETIN - REGIONAL ELECTIONS

SUBJECT: Elected Positions on Regional Council
(Board of Directors)

PURPOSE: To inform Local Council (Club) members and delegates to the Regional Annual Convention of opportunities to serve on your Regional Council

QUALIFICATIONS:

No representative shall be eligible for elections to Office on the Regional Council unless the member has completed one (1) year term as Past Local President or equivalent and a member in good standing.

Regional Council Officers: **Revised 06-09-23 Passed at Regional Convention 05/27/23.**

1. Regional President
2. Regional Vice President
3. Regional Immediate Past President
4. Regional Secretary
5. Regional Treasurer
6. Regional 1st Director (formerly Conductor)
7. Regional 2nd Director (formerly Page) (optional)
8. **Up to** Three (3) elected members of the Regional Executive

Committee

All Officers of the Regional Councils are elected annually with a normal four (4) year term of progression for Line Officers, from Regional 1st Director through to Regional Immediate Past President.

Annually a new Regional 1st Director is elected, along with one (1) members of the Regional Executive Committee

EXPRESSIONS OF INTEREST IN SEEKING ELECTIONS:

A written expression of interest in seeking a Regional Council position at the next Regional Convention, should be submitted to the Regional Secretary in a timely manner, to ensure that it may be forwarded to all Local Councils well before the scheduled Regional Convention.

A short biography should be included to emphasize your credentials and accomplishments not only for A.C.T./UCT, but also in other areas of your life. This will allow voting delegates to not only be aware of who is interested in seeking election but also time for input from their Local Council members and their preferred candidate. All prospective Candidates should consider the time that will be needed for this position, if elected.

REPRESENTATION TO UCT CONVENTION:

At each Regional Council Convention, members are elected to represent the Region at the next UCT Convention. (Each Regional Council shall be entitled to one representative in the UCT Convention for every 750 members or fractional part thereof, in good standing at the close of the year of the Local Council under the Regional Council’s jurisdiction)

No member shall be elected as a representative or alternate to a UCT Convention who has not attended a majority of the meetings of a Local Council during the twelve months preceding the election.

It shall be the duty of each elected representative to the UCT Convention to attend the Annual meeting of the UCT Convention, next following the member’s election, to participate in the proceeding thereof, and to make a report on the proceedings to the Regional Council at the time as designated. In addition, the following has been added as of **Executive Meeting May 10, 2001:**
“No Regional subsidize cheque will be issued to any UCT Convention Delegate until they have filed an expense accounting, within 90 (ninety) days of the event”.

FINAL THOUGHT:

The purpose of this Information Bulletin is to ensure Local Councils and delegates to the Regional Convention are aware of opportunities to serve their Region, and options they have in communicating their interest to all voting delegates.

Nominations can be accepted from the floor of the Regional Convention for all elected positions.

AUTHORS

**Jerry Giff PRP
Rick Carrey PRP**

Passed at May 1999 Executive Meeting
99-06

ACT/UCT Regional Convention
Neil B. Pickering
Secretary or Secretary/Treasurer Award
Born November 10th, 1938 - Died August 17th, 2010.

Neil Pickering joined the Associated Canadian Travelers in Calgary, Alberta on June 06th, 1974 and was a member of the Calgary North Club #1015 for 36 years. Through these years, he was involved in many projects within the Club. He was then elected to the ACT Dominion Board, and his last position on this Board was Chairman. In 1993, when we amalgamated with the United Commercial Travelers of America, Neil was elected to the position of Grand Secretary, a position that he held until May 2008, when he decided to retire. In May 1996, Neil was given the honor of Past Grand Counselor. He died on August 17th, 2010.

The selection for this award each year will be made by the Past Regional President's Association, with the assistance of the Regional Secretary and the Calgary office.

January 15th of each year, the Chairperson of the Past Regional President's Association will e-mail a form letter to all Local Secretaries & Local Presidents and copy the Regional Secretary, inviting them to nominate their Secretary for the Neil B. Pickering Award for Excellence of Achievement as a Local Secretary. All forms would have to be e-mailed back to the Chairperson of the Past Regional President's Association by March 1st.

The selection committee for this award will be The Chair of the Past Regional President's Association, Regional Secretary, Calgary's UCT Office Manager and two PRP who will be selected at the PRPA Annual meeting. The main purpose of this award will be based on how well the Local Secretary does his/her job. This is a one-time Award.

This award would then be presented to the winner at the Regional Convention in May of each year. The Regional Executive Board will provide the plaque or certificate.

Note: - This Award is a Secretary's Award, not a Treasurer's Award.

Submitted by – Jerry Giff, Rick Warner, Lindsay Maxwell & Gord Ross
Revised May 26, 2018

Recipients of Neil B. Pickering Secretary or Secretary/Treasurer Award

<u>YEAR</u>	<u>MEMBER</u>	<u>COUNCIL</u>	<u>YEAR</u>	<u>MEMBER</u>	<u>COUNCIL</u>
2011/12	Carolyn Boychuk	St. Albert 1024	2012/13	Gordon Ross	Thunder Bay 1039
2013/14	Sylvia Herman	Edmonton 1016	2014/15	Larry Billings	Sherwood Pk 1022
2015/16	Susan Warner	Kelowna West 1003	2016/17	Serena Olsen	Red Deer 1021
2017/18	Connie Zwarich	Sudbury 1051	2018/19	Heather Carle	1027
2019/20	Marilyn Cumming	Cranbrook 1023	2020/2021	N/A Covid 19 Zoom Call	
2022/23	Anthony Rumsey	Red Deer 1021			

ANGUS MULLIGAN AWARD

HISTORY - RULES OF PROCEDURE - PAST WINNERS

Angus Mulligan joined the ASSOCIATED CANADIAN TRAVELERS in Yorkton in 1951 and then later moved to Saskatoon where he continued his career with the Club holding various positions, as well as President.

In 1971 in Nanaimo, Angus presented this award to the convention, to be presented at each session to the Delegate or alternate that contributed the most to the meeting. Angus was a worker and a fighter and was typical of what he thought the winning person should accomplish. In May of 1997 in Saskatoon, Angus personally presented this award for the last time, as he died a few months later.

The basic rules are as follows: -

- 1) A Committee of three Members will be appointed for selection.
- 2) Any attending UCT Member, from the A.C.T./UCT Dominion Regional Council #31 who contributed the most to the Regional Session is eligible (including Committee Members).
- 3) All Regional Officers will be excluded from winning this prestigious award.
- 4) The Committee Chairperson will present this award at the Saturday Night Evening Banquet, giving a brief history of the award.

The following are the past winners:

1973	- Harry Aaron	Toronto West	2001	- Chuck Smith	Sault Ste. Marie
1975	- Wayne Wohlberg	Regina	2002	- Melorie Davies	Ottawa 2000 1047
1977	- Dave Jowett	Winnipeg	2003	- Larry Pilon	Calgary North 1015
1979	- Dan Corbeil	North Bay	2004	- Charlie Volker	Toronto East 1065
1981	- Dan Corbeil	North Bay	2005	- Ken Oppertshauser	Edmonton 1016
1983	- J. R. Klassen	Regina	2006	- John Grant	Kelowna West 1003
1985	- Roy Chambers	Edmonton	2007	- Duane Demeria	Red Deer 1021
1987	- Don Myles	Regina	2008	- Jerry Giff	Sudbury 1051
1989	- Ross Beal	Regina	2009-	Lindsay Maxwell	Calgary North 1015
1991	- Harry Aaron	Toronto West	2010	- David Carnes	Sudbury 1051

1993	- Stan Holder	Calgary North	2011	- Earl Rand	St. Albert 1024
1994	- Gil Hartley	Sudbury	2012	- Monique May	Edmonton South 1017
1995	- Ron Sonke	Sault Ste. Marie	2013	- Jess Blair	Moose Jaw 1027
	- Dave White	Sault Ste. Marie	2014	- Larry Billings	Sherwood Park 1022
1996	- Chuck Smith	Sault Ste. Marie	2015	- Jess Blair	Moose Jaw 1027
1997	- John Urquhart	Toronto East	2016	- Chris Phelan	Calgary North 1015
	- Wayne McCuaig	Sault Ste. Marie	2017	- Al Johnston	Thunder Bay 1039
1998	- Robert Neault	North Bay	2018	- Kerry Phelan	Calgary North 1015
1999	- Bob McBride	Sherwood Park	2019	- Don Delongchamp	Sudbury 1051
2000	- Robert Neault	North Bay			
			2020	- N/A	
			2021	- N/A	
2022	- Rick Warner	Kelowna	2023	- Duane Demeria	Red Deer 1021

May 1999 - Submitted by Gord Ross PRP and Gerry Cronin PRP
Passed at May 1999 Executive Meeting

99-03, 2001-06 Revised 2023 – 06

RULES OF PROCEDURE

ROSES FOR THE LIVING

GUIDELINES

- 1) A biography of Achievements is to be submitted for the Nominee, in writing **to the Regional Secretary prior to the annual business session.**
- 2) The nomination should be from his/her local Council only, **the Regional Secretary or a Past Regional President.**
- 3) Recipients will only be awarded one (1) in a lifetime at the Regional Level.
- 4) Only one (1) award, per Council attendance, **will be presented** at any Annual Regional Convention.
- 5) A Maximum of (5) Five awarded per Regional Convention.
- 6) At the Regional Convention, the Chairperson **or Regional Secretary will present the nominations to the committee.**
- 7) The Nominee must be in attendance at the Regional Convention to receive this award.

- 8) Presentation of this award will be, done at the Saturday evening banquet.

Submitted by
Gordon A. Ross PRP

Amended August 2015 and passed May 31, 2015 @ Regional Convention

ROSES FOR THE LIVING RECEIPIENTS

<u>YEAR</u>	<u>MEMBER</u>	<u>COUNCIL</u>	<u>YEAR</u>	<u>MEMBER</u>	<u>COUNCIL</u>
1994	Roland Amyot	North Bay	1995	Lyle Uri	Cranbrook
	Ray Bartlett	Kelowna		Mark Gowan	St. Albert
	Bob Boyce	Oshawa		Terry Blocka	Prince George
	Des Cavanaugh	London		Gerry Cronin	Saskatoon
	John Cowdell	Edmonton		Al Collier	Kelowna West
	Fred Dashper	Ottawa		Bud Gallo	Calgary
	Andy Ingram	Saskatoon		Sully O'Sullivan	Prince George
	Dan Kindrachuk	Prince Albert		Alfred Maddalena	Supreme Chaplain
	Roy Kading	Winnipeg	1996	Joe Smith	St Albert
	Betty Klein	New Westminster		Ivor MacBeath	Edmonton
	Alf Lewis	Calgary		Udo Lehman	Edmonton
	Ken McLachlan	Kamloops		Don Lewis	Calgary
	Dave Mitchell	Windsor		Delores Ronquist	New Westminster
	Gary Mighton	Ottawa		Gabriel Blouin	Ottawa
	Wayne McCuaig	Sault Ste. Marie		Mike Kuzma	Yorkton
	Neil Pickering	Calgary North		John Urquhart	Toronto East
	Larry Plishka	Grande Prairie		Dave Horton	Ottawa
	Keith Preece	Kelowna		Lil McDermott	Edmonton
	Nickey Rogers	Calgary		Wayne Moore	Cranbrook
	Dave Reid	Kitchener - Waterloo		Lindsay Maxwell	Calgary 88's
	Pat Rainville	North Bay		James Fisher	Kelowna
	Bill Sadler	Winnipeg		Stan Holder	Calgary North
	Don Shaw	Calgary 88's		Helen Holder	Calgary North
	Oren Wilson	Saskatoon			
	John Williams	Kingston			
1997	Jerry Giff	Sudbury	1998	Bill Humphrey	Edmonton
	Dave Reid	Kitchener-Waterloo (Second Pin)		Norm Duffy	Ottawa
	Arnie Stevenson	Saskatoon		Melorie Davies	Ottawa

Wes Herman - Edmonton	Gord Lundy - Ottawa
Roland Choquette - Cranbrook	Linda Saville - Prince George
Robert Trent – St Albert	
Gerry Folwark-St Albert	
1999 - Ted Brothwick - Moose Jaw	2000 - Susan Young - Calgary 88's
Larry Pilon - Calgary North	Gary Mork - Thunder Bay 1039
Rick Carrey - Sudbury	
Randy Benjamin - Calgary	
Ernie Cherewyk - Yorkton	
2001 - Bruce Betker – Kamloops 1001	2002-Gord Ross - Thunder Bay 1039
Carl (Gil) Langstaff - Calgary North 1015	Barry Meeds – Calgary 1014
2003 - Rodger McKinnon-Medicine Hat	2004 – Rick Warner - Kelowna West 1003
2005 – Joe Saso – Ottawa 1046	2006 – Jin Carrey – Sudbury 1051
Debby Weiss – Calgary North 1015	Chris Phelan – Calgary North 1015
Ron Pifer – Orillia 1064	Henry Fournier-Medicine Hat 1020
David Pagee – Edmonton 1016	Dennis Lilja – Calgary 1014
Gloria Meeds – Calgary 1014	Wally Ostafichuk – Edmonton 1016
2007 - Don Post – Thunder Bay 1039	2008- Lynn Coutts – Calgary North 1015
Ray Deering – Medicine Hat 1020	John Currie – Thunder Bay 1039
Doug Eva – Saskatoon 1031	Lorne Kuchelyma – Saskatoon 1031
2009 – Gil Hartley – Sudbury 1051	2010- Susan Warner – Kelowna 1003
Bob Simon – Saskatoon 1031	Serena Olsen - Red Deer 1021
Isaac Gervais- Calgary North 1015	Ron Swenson – Sherwood Park 1022
Ken Simoneau-Ottawa 1047	David Cumming – Cranbrook 1023
2011 – Joyce Pierre – Calgary North 1015	Charley Voelker – Toronto East 1065
Dave Syrota - Medicine Hat 1020	2012 - Cam Cronk – Grande Prairie 1018
Ken Oppertshauser- Edmonton 1016	Rose Scarrow – Medicine Hat 1020
2013 – Joe Wilcox – Sudbury 1051	Wayne Huber – Thunder Bay 1039
Silvia Herman – Edmonton 1016	Glen Fowke - Sudbury 1051
2015 – Guy Barnabe – Red Deer 1021	Carl Congram – Saskatoon 1031
Jess Blair – Moose Jaw 1027	2014 – Rod Wilson – Medicine Hat 1020
2016 - Marilyn Cumming – Cranbrook 1023	Marg Rumsey – Red Deer 1021
2017 – Al Johnston 1039	Douglas Honeyford- Sudbury 1051
David Carnes 1051	Larry Billings – Sherwood Pk 1022
	Elly Opdenkelder – Cranbrook 1023
	2018 – Harold Raven – Red Deer 1021
	Dale Sharples – St. Albert 1024

Richard Poelman 1023
Kerry Phelan 1015

Don Delongchamp – Sudbury 1051

2019 – Duane Demeria 1021
Heather Carle 1027
Keith Sandmaier 1022
Earl Rand 1024
Connie Zwarich 1051

2020 – N/A
2021 – N/A

2022 – Loretta Clipperton Carnes – Sudbury 1051
2023 – Anthony Rumsey Red Deer 1021

ACT/UCT Past Regional President's Association
--

Added to by-laws 12/9/19

PAST REGIONAL PRESIDENT'S

Calgary Local Presidents

1919*		Charles Fenkell	Calgary	Alberta
1920*		Charles Herring	Calgary	Alberta
1921*		J. T. McCullough	Calgary	Alberta
1922*		W. G. Cochrane	Calgary	Alberta
		A.C.T. Dominion Presidents		
1923*		Charles Herring	Calgary	Alberta
1924*		Harry Thompson	Moose Jaw	Saskatchewan
1925*		Louis S. Bradley	Nelson	British Columbia
1926*		Sam Holland	Vancouver	British Columbia
1927*		W. E. Weston	Moose Jaw	Saskatchewan
1928*		J. A. Eoll	Calgary	Alberta
1929*		W. D. Harris	Regina	Saskatchewan
1930*		R. A. MacDonald	Moose Jaw	Saskatchewan
1931*	1932	C. J. Deeth	Regina	Saskatchewan
1933*		W. J. McMillan	Calgary	Alberta
1934*		W. Cain	Calgary	Alberta
1935*		W. J. Campbell	Regina	Saskatchewan
1936*	1937	E. E. Williams	Saskatoon	Saskatchewan
1937*	1938	E. E. Williams	Saskatoon	Saskatchewan
1938*	1939	Nels Juul	Winnipeg	Manitoba
1939*	1943	R. Darnbrough	Vancouver	British Columbia
1943*	1945	W. H. G. Sinclair	Edmonton	Alberta
1945*	1947	H. T. Decatur	Winnipeg	Manitoba
1947*	1949	C. M. Leslie	Regina	Saskatchewan
1949*	1951	R. H. Hincks	Calgary	Alberta
1951*	1953	C. C. Stack	Toronto	Ontario

1953*	1955	H. F. Shaw	Sudbury	Ontario
1955*	1957	W. H. Tucker	Vancouver	British Columbia
1957*	1959	Peter W. Sloan	Kirkland Lake	Ontario
1959*	1961	C. S. McNabb	Edmonton	Alberta
1961*	1963	A. E. Spence	Toronto	Ontario
1963*	1965	T. A. Moore	Brandon	Manitoba
1965*	1967	Peter Sands	Calgary	Alberta
1967*	1969	G. Trivett	Ottawa	Ontario
1969*	1971	W. G. Evans	Edmonton	Alberta
1971*	1973	M. Boyd	Winnipeg	Manitoba
1973*	1975	Louis J. Narbonne	Sudbury	Ontario
1975*	1977	A. Don McIntyre	Calgary	Alberta
1979*	1981	George J. Ackerman	Winnipeg	Manitoba
1981*	1983	Bill Beley	Edmonton	Alberta
1983	1985	Dan Corbeil	North Bay	Ontario
1985*	1987	Al Collier	Kelowna	British Columbia
1988*	1994	Vic Mamona * Transferred #1020	Medicine Hat	Alberta
1987	1989	Wayne McCuaig	Sault Ste. Marie	Ontario
1989	1991	John Cowdell	Edmonton	Alberta
1991*	1993	Stan Holder	Calgary	Alberta
		<i>PAST REGIONAL PRESIDENTS</i>		
1993*	1994	Stan Holder	Calgary	Alberta
1994*	1995	Roland Amyot	North Bay	Ontario
1995	1996	Wayne McCuaig	Sault Ste. Marie	Ontario
1996*	1997	Dave Horton	Sudbury	Ontario
1997	1998	Dan Kindrachuk –Transferred 1015	Prince Albert	Alberta
1998*	1999	Larry Pilon	Calgary	Alberta
1993*	1998	Alf Lewis ***	Calgary	Alberta
1993*	1998	Neil Pickering **	Calgary	Alberta
1993	1998	Sebastian (Bud) Gallo *	Calgary	Alberta
1999	2000	Rick Carrey	Hammer, Sudbury	Ontario
2000	2001	Fred Tayler	North Bay	Ontario
1997	2002	Jerry Giff ***	Sudbury	Ontario
2001	2002	Gord Ross	Thunder Bay	Ontario
2002*	2003	Gerry Cronin	Saskatoon	Saskatchewan
2003	2004	John Urquhart	Courtice	Ontario
1999	2005	Gary Mighton *	Kanata	Ontario
1998*	2002	Pat Rainville ****	North Bay	Ontario
2004	2005	Chris Phelan	Calgary	Alberta
2005	2006	Rick Warner	Kelowna	British Columbia
2006*	2007	Harvey Nelson	Saskatoon	Saskatchewan
2007	2008	David Cumming	Cranbrook	British Columbia
2008	2009	Gary Mighton	Kanata	Ontario
2009	2010	David Pagee	Edmonton	Alberta

2005	2011	Gil Hartley *	Hammer, Sudbury	Ontario
2003*	2009	Ron Pifer *	Orillia	Ontario
2010	2011	Serena Olsen	Red Deer	Alberta
2006	2012	Dwight Hunter *	Edmonton	Alberta
2007	2013	Sylvia Herman ***	Edmonton	Alberta
2007	2013	David Syrota	Medicine Hat	Alberta
2008	2014	Lyle Silzer *	Moose Jaw	Saskatchewan
2014	2015	Jack Blenkinsop	Essex	Ontario
2009	2015	Lorne Kuchelyma	Saskatoon	Saskatchewan
2010	2016	Melorie Davies *	Ottawa	Ontario
2015	2016	Lil McDermott	Edmonton	Alberta
2011	2017	Elly Opdenkelder *	Cranbrook	British Columbia
2017	2018	Doug Honeyford	Sudbury	Ontario
2013	2019	Marg Rumsey *	Red Deer	Alberta
2019	2020	N/A		
2014	2021	Ron Swenson	Sherwood Park	Alberta
2015	2022	Rod Wilson	Medicine Hat	
2015	2022	Duane Demeria	Red Deer	Alberta
2019	2022	Connie Zwarich	Sudbury	Ontario

- * Honors after 4 years on the Regional Executive Committee
- ** Honors after 3 years as Regional Secretary
- *** Honors after 4 years as Regional Treasurer
- **** Honors bestowed

Passed at May,1999 Executive Meeting
99-04

A.C.T./UCT DOMINION REGIONAL COUNCIL

POLICY ON DUTIES AND REQUIRED ACTIONS OF REGIONAL COUNCIL DELEGATES ATTENDING UCT INTERNATIONAL CONVENTIONS

There are detailed expectations for each delegate attending an annual meeting of UCT International Convention, which is as follows:

1. Each delegate will attend the annual meeting of the UCT Convention next, following his or her election and all special meetings, if any, held during the year following such election.
2. Each delegate will participate in the proceedings of such meetings.
3. Each delegate will make a written report to the Regional President or his/her delegate within 30 days following the adjournment of the UCT International Convention.

It is the requirement of the Regional Council that all delegates to the UCT International Convention will attend each session scheduled for the attendance of the general delegation including but not limited to the opening session and memorial service, all business meetings, luncheons and banquets.

It is to be accepted and fully understood that the per diem allowances provided to each delegate may not fully reimburse for all related costs of attending the UCT International Convention.

It is a requirement of this Regional Council that all delegates to the UCT International Convention will conduct their activities at all functions both organized and outside of the formal structure, in a manner which is above reproach. Each delegate carries the responsibility of representing the entire membership of A.C.T./UCT Dominion Regional Council #31

Should the financial hardship or the administrative requirements of the position of UCT International Convention Delegate not be very acceptable to the candidate for this position, the member should not allow his or her name to stand for election.

Passed at May 1999 Executive Meeting

99-05

REGIONAL COUNCIL CONVENTION
BUDGET

This budget is a guideline only.

REVENUE

Registrations	
Delegates	\$
Observers	\$
Companions	\$
Guests	\$
Fund - Raisers	\$
Donations	\$
Banquet Tickets (only)	\$
Other Income	\$
Total Income	=====
	\$

EXPENSES

Hotel	\$
Registration Night	
Saturday Meeting	
Sunday Meeting	
Gifts and Prizes	\$
Fund-raisers	\$
Donations	\$
Banquet/ Entertainment	\$
Transportation	\$
Companions Program	\$
Office and Administration	\$
Printing	
Postage	
Photography	
Other Related Expense	
Total Expense	\$

=====

NET PROFIT \$

=====

Listed above is Income.

Registration fee from Councils (--) and /or UCT Home Office Guests and Regional Council Officers (--) plus Companions (--) as to the cost of the convention and all meals, (Lunch's & Coffee Breaks) during the meetings and the Banquet.

Fund-raiser (Tickets sales - Raffle) (Trip Prizes)

Donations (Local City) (From other Local Councils) (Last Host Council)

Listed above are Expenses.

Hotel cost of all meals and services to the Host Council for the Regional Convention
Gifts and Prizes that are given away.

Transportation could be the cost to see that all delegates get to and from the airport to the Hotel.

The rest are self - explanatory.

One expense that you will not have any more is the cost of renting a audio recording system as the Region has purchased this and will use it at all Conventions at not cost to the Host Council (Regional Executive Meeting).

PLEASE NOTE

The Regional Officers hold a meeting on the Thursday before the Regional Convention begins, and all expenses for this meeting will be paid for by the Regional Treasurer/ Regional Secretary. (You should have the cost of this meeting room and meals, etc., put on the Convention total cost and bill the Regional, (Regional Secretary), that way it is cheaper for all concerned).

The requirements for this meeting are:

Thursday - 8:00 A M to 5 or 6:00 P M

Meeting room (most Hotels will supply this room free or charge, if not we will pay for it) with a large table or tables that will sit 14 - 17 Regional Officers and Guests.

Lunch for 14 - 17 Officers (This could be soup and sandwich)

The Regional Secretary will give a final count in advance so you can advise the Hotel.

Coffee break in the AM and PM

(Coffee, Tea, Rolls, Danish) A.M. Break

(Coffee, Tea, Pop, Cookies) P.M. Break

SUGGESTION

To the Regional Convention Chairperson and his/her committee:

When you send out Registration forms to the Local Councils, send one to the Local Council Secretary and one to the Local President that way you will not miss any Local Council.

AFTER CONVENTION

After each Regional Convention, the Host Council(s) must send into the Regional Office a completed Financial Report. This Report will be passed on to the next Hosting Council(s) of a Regional Convention and for use to other Councils that could be interested in Hosting a Regional Convention. This report should be in the Regional Office by July 30, each year following the Convention.

Officers

Passed at Nov. 1998 Executive Meeting
98-06, 2000 -06

POLICY MANUAL **REGIONAL COUNCIL OFFICERS**

1) The Regional Secretary is authorized to issue advances to Regional Council Officers when deemed reasonable, by himself and the Regional Treasurer.

POLICY ON AUTHORIZED EXPENSE REIMBURSEMENT TO REGIONAL COUNCIL EXECUTIVE MEMBERS

MAY 1999

OCTOBER 1999

Reasonable budgeted expenses may be reimbursed to members that are conducting business, on behalf of the Regional Council, by the Regional Treasurer and Regional Secretary.

Advances for these expenses may be made to the Regional Officer to assist with the need for pre- payments for some travel-related costs. Subsequent to this advance should, for whatever reason, the Regional Officer does not attend the scheduled function or complete the related duties for which the subject advance was made, the advance will be repaid to the Regional Council by the Regional Officer.

It is the responsibility of the Regional Officer to confirm travel arrangements from his home to the meeting destination. As meeting dates are set well in advance this will ensure that the Regional Council will only reimburse travel costs, in the case of airline flights, at what may be described as reasonable "seat sale" prices. Mileage, (one way), will be reimbursed, only if it is less than the previously outlined airline or public transportation cost.

Detailed expense reports must always be submitted to the Regional Treasurer, prior to finalization of any expense reimbursement. All reports must be supported by appropriate documentation to substantiate any claim for reimbursement.

All expense reports must be on approved forms provided by the Regional Secretary and accompanied by all receipts. A written report (other than Regional Convention and Fall Planning meeting) must also accompany the expense report and it must be, forwarded to the Regional Secretary within 30 days of the event, with a copy to the Regional President.

Spousal and entertainment expenses are not allowed.

Expenses will be reimbursed for hotel room only. Personal items will not be reimbursed.

Personal items would include but not limited to in room movies, Mimi - bar, room service, alcoholic beverages etc. and any other items of a personal nature.

OFFICERS

Personal time and or expenses relating to the same will not be reimbursed. (I.E., personal travel or vacation prior to or after a convention or meeting, and all expenses related to this time)

When officers travel together in the same automobile, mileage expenses (one way) will be allowed for only one officer.

In some cases, registration for conventions or meetings includes meals, and in such cases, expense will not be reimbursed for additional meals, other than those which are not included with registration fees.

Regional President

The Regional President's budget is to be set annually. The purpose of this budget is to cover all reasonable business expenditures. The intent is for the Regional President, to attend all the Provincial Conventions, any special purpose meetings, and it may also, be used to appoint and direct another member of the Regional Council Executive to attend a specific function as the Regional President's representative.

Passed at Oct. 1999 Executive Meeting

Regional Committee's

That all Regional Committee chairpersons must prepare a quarterly progress report as an update to all Councils on their specific areas of concern. The report to be submitted to the Regional Secretary for distribution through his/her regular mailings or email distribution according to the following schedule:

March 31
June 30
September 30
December 31

Passed at Nov. 2000 Executive Meeting

New Councils

The A.C.T./UCT Dominion Regional Council will supply to any of our new Council, when they receive their charter, at no charge, with the following:

25 Membership Pins
1 Local President Pin
1 Council Flag
25 Code of Ethics

Election Procedure for the Regional Council

The Elections Officer shall be chosen by the Current Regional President prior to the start of the Regional Convention.

Prior to the elections the Regional President will close the Bible and call a 10-minute break.

The Elections Officer will call the meeting to order, and the **Bible will remain closed**. He/she will then order that the doors be locked until the voting procedure has been completed. The Credential Committee will now do a complete roll call of the voting members. Upon completion, all nonvoting members will move to the back of the room. All voting will be done by secret ballot and a simple majority of the voting members is required for each position. The three (3) tellers appointed prior will now come to the front of the room. (At anytime there is more than one (1) candidate nominated for a position, ballots will be passed out and counted before the election procedure continues.) An easel should be available at the front of the room.

Elections Officer-I will now open nominations for the position of **Regional President**. This will be called three times. The Elections Officer will then declare that nominations are closed. Brother/Sister Candidate, do you accept this nomination? His/her reply will be I do. The Elections Officer will then declare him/her elected.

Elections Officer -I will now open nominations for the position of **Regional Vice President**. This will be called three times. The Elections Officer will then declare that nominations are closed. Brother/Sister Candidate, do you accept this nomination? His/her reply will be I do. The Elections Officer will then declare him/her elected.

Elections Officer-I will now open nominations for the position of **Regional Immediate Past President**. This will be called three times. The Elections Officer will then declare that nominations are closed. Brother/Sister Candidate do you accept this nomination? His/her reply will be I do. The Elections Officer will then declare him/her elected.

Elections Officer – I will ask (if) **Regional Secretary** is up for election. If the reply is yes, the Elections Officer will continue with this office. (If the answer is no, he will proceed to the next office). I will now open nominations for the position of **Regional Secretary**. This will be called three times. The Elections Officer will then declare that nominations are closed. (If there is only one candidate) Brother/Sister Candidate, do you accept this nomination? His/her reply will be I do. If there is more than one (1), the tellers will pass out the ballots and count them. The Elections Officer will then declare him/her elected.

Elections Officer - I will ask (if) the **Regional Treasurer** is up for election. If the reply is yes, the Elections Officer will continue with this office. (If the answer is no, he will proceed to the next office). I will now open nominations for the position of **Regional Treasurer**. This will be called three times. The Elections Officer will then declare that nominations are closed. (If there is only one (1) candidate) Brother/Sister Candidate, do you accept this nomination? His/her reply will be I do. If there is more than One (1), the tellers will pass out the ballots and count them. The Elections Officer will then declare him/her elected.

Elections Officer - I will now open nominations for the position of **Regional 1st Director/Conductor**. This will be called three times. The Elections Officer will then declare that nominations are closed. Brother/Sister Candidate do you accept this nomination? His/her reply will be I do. The Elections Officer will then declare him/her elected.

Elections Officer -I will now open nominations for the position of **Regional 2nd Director/Page**. This will be called three times. The Elections Officer will then declare that nominations are closed. Brother/Sister Candidate do you accept this nomination? He/she reply will be I do. The Elections Officer will then declare him/her elected.

Elections Officer-I will now open nominations for the position of **Regional 3rd Director/Sentinel**. This will be called three times. The Elections Officer will then declare that nominations are closed. Reading from the bottom up, Brother/Sister Candidate, do you accept this nomination? Their reply will be I do. If there is more than one (1) candidate, the Tellers will pass out the ballots and count them. The Elections Officer will then announce the winner and declare him/her elected.

Elections Officer I will now open nominations for the **Two Executive Committee Members**. This will be called three times. The Elections Officer will then declare that nominations are closed. Reading from the bottom up, Brother/Sister Candidates, do you accept this nomination? Their reply will be I do. If there is, more than two (2) candidates, the Tellers will pass out the ballots and count them. The Elections Officer will then announce the winners and declare them elected.

Election of Delegates for UCT International Convention

As per UCT By-Laws, Article 111, Section 21 - Each Regional Council shall be entitled to one representative in the UCT Council for every 750 members or a fractional part thereof in good standing at the close of the year of the local councils under the Regional Council's jurisdiction. (For 2013, we have three (3) delegates.)

The first two automatic delegates will be the incoming Regional President and the incoming Regional Vice President, if they wish to attend. (If either of these two does not attend their replacement, will be selected by the Regional Board.) (If the Regional President does not attend, he will pick his replacement to oversee the Delegation.) The remaining delegate will be nominated and voted upon during the Regional Convention meeting. All will receive the approved per diem. Other members may be appointed to UCT committees, and they will also be attending and receiving the approved per diem.

All delegates attending the UCT Convention will assist in the reporting of the happenings during the Convention and their reports will be turned into the Chairperson to complete a report for the next Council mail out, as well as the next Regional Convention.

The incoming Regional Vice President will be responsible for the total number that will be attending the "**Luncheon**" and the UCT Banquet, as well as collecting the money for the same.

Elections Officer -Our newly elected Regional President and newly elected Regional Vice President will be delegates to UCT Convention. (If any others have been appointed, they will be announced at this time). I will now open nominations for the balance of the Delegates to be elected which will be one (1). This will be called three times. The Elections Officer will then declare that nominations are closed. Reading from the bottom up, Brother/Sister Candidates, do you accept this nomination? Their reply will be I do. If, there are more delegates running, than we are allowed the Tellers will pass out the ballots and count them. The Elections Officer will announce the winners and declare them elected. Submitted by-Gordon A. Ross PRP
(updated – July 1st. 2011)

Induction Procedure for the Regional Council

The Incoming Regional President shall choose the Installing Officer and two (2) Marshals, prior to the Regional Convention.

The two (2) Marshals will line up the Regional Officers in the hall as follows: Two (2) Marshals at the lead, followed by the UCT Convention Delegates, four (4) Executive Members, Regional Chaplain, Regional Sentinel/ 3rd Director, Regional Page/ 2nd Director, Regional Conductor/ 1st Director, Regional Treasurer, Regional Secretary, Regional Immediate Past President, Regional Vice President, and Regional President.

At the beginning of the Regional Convention, the two (2) appointed Marshals will line up the Officers in the hall the same way, (without the UCT Convention Delegates) and march them into their appointed stations.

Prior to the Induction, on Sunday, the Regional President will instruct all Officers to leave their Jewels at their station. The Bible will, be closed and we will have a one-minute break.

The Installing Officer will call the meeting to order, **and the Bible will remain closed.**

The Installing Officer will now declare that all offices are vacant. He will call his two (2) Marshals to the front and instruct them to march in the Regional Officers and UCT Convention Delegates into the meeting room and form a half circle just back from the Alter, facing the podium. (Once an Officer has been installed, a Marshal will escort him/her to their station and pin on their Jewels)

Installing Officer – Brothers and Sisters! Before you stand the officers whom you have elected to serve you for the ensuing year. Are you satisfied with the choice you have made?

Delegates - We are.

Installing Officer - If any one of you knows of any reason why they, or any one of them, should not be installed into the office to which they have been duly elected, speak now or forever hold your peace.

Delegates – We are satisfied.

Installing Officer - My friends! Do you accept the office to which you have been elected?

Officers-Elect - We do

Installing Officer - You will each place your right hand on your heart, pronounce your name in full and repeat after me:

The Obligation

I, _____ solemnly promise and swear,----- that I will faithfully respect the former obligations-----assumed by me as an Officer -----I further obligate myself -----to uphold the Constitution-----By Laws, Rules and Edicts -----of the Order -----and, to the best of my ability ---perform the duties devolving upon me in the discharge of the office to which I have been elected and am now about to assume -----and that I will deal justly with all members-----in the exercise of my official duties-----and I shall, at all times, endeavour-----to be guided by a spirit of fairness and courtesy in my official relations with them.

(The Installing Officer shall call attention to the duties of the officers as prescribed in the Constitution-Page 17, line 3 to Page 20, line 39, and give them some wholesome advice. It should be impressed upon them, the responsibilities which they have assumed and that they are under the very strongest moral obligation to discharge, faithfully and conscientiously).

Installing Officer - As Regional Officers, you shall perform the following duties of office as prescribed by the Constitution, as well as other duties that may appear in the Constitution or that may be otherwise assigned by the UCT President, Board of Governors, Manual of Operations, for a Regional Council, the Regional Council, the Regional Executive Committee or the Regional President, as applicable to your position.

Installing Officer - Delegates to UCT Convention –You have been selected by your Council to promote any motion from this meeting and represent them at the UCT Convention, to the best of your ability. (The UCT Convention Delegates, not on the Regional Council, will now take their seats.) The Regional Officers will take their place in line).

Installing Officer - Regional Executive Committee, it is your duty to maintain supervision over, the books, papers, accounts, funds and property of your Regional Council, with the right at all times to examination and audit. (The two (2) Marshals will escort them to their station and pin on their Jewels).

Installing Officer - Regional Chaplain, it is your duty to conduct devotional exercises at the opening and closing of each Regional Convention. You will perform duties as prescribed by the Manual of Operations, or as required by your Regional President. (A Marshal will escort him/her to their station and pin on their Jewels).

Installing Officer – Regional Sentinel/3rd Director, it is your duty to have charge of the doors of the Regional Council Chamber and anteroom. It is the Regional Sentinel's/3rd Director's duties to see that none shall pass or re-pass, but such as are entitled to that privilege, and to have charge of the property of the Regional Council rooms.

(A Marshal will escort him/her to their station and pin on their Jewels).

Installing Officer – Regional Page/2nd Director, you shall have charge of the inner door of the Regional Council Chamber and receive and introduce visitors. (A Marshal will escort him/her to their station and pin on their Jewels).

Installing Officer - Regional Conductor/1st Director, you shall perform such duties as may be Prescribed by the Manual of Operations or as may be assigned by the Regional President or Regional Executive Committee. (A Marshal will escort him/her to their station and pin on their Jewels)

Installing Officer - Regional Treasurer, it is your duty to take charge of all funds of the Regional Council. You shall also keep a correct account of, and pay all orders, bills, claims and demands, where they do not conflict with the UCT Constitution and By - Laws. A detailed description of the duties of this office is given in Article III, Section 9 of the Constitution. (A Marshal will escort him/her to their station and pin on their Jewels).

Installing Officer - Regional Secretary, it is your duty to keep a record of the proceedings of the Regional Council and preserve all papers and documents relating to its business. You shall attest all orders drawn on the Regional Treasurer for money appropriated by the Regional Council or Regional Executive Committee, collect all money due the Regional Council, keep the accounts between the Regional Council and the UCT Home Office, and also between the Regional Council and the Local Councils, You shall give notice of all meetings of the Regional Council and keep minutes of all meetings of the Regional Executive Committee and also attend any committee meetings of the Regional Council. A detailed description of the duties of this office is given in Article III Section 8 of the Constitution. (A Marshal will escort him/her to their station and pin on their Jewels).

Installing Officer – Regional Immediate Past President, it is your responsibility to assist in **preserving decorum** of the Regional Council, to preside in the absence of

both the Regional President and the Regional Vice President. (A Marshal will escort him/her to their station and pin on their Jewels).

Installing Officer – Regional Vice President, it is your responsibility to assist the Regional President in the discharge of the Regional President's duties and, in the absence of the Regional President to exercise all powers and perform all duties of the Regional President. (A Marshall will escort him/her to their station and pin on their Jewels).

Installing Officer – Regional President: The Regional President is the presiding Executive Officer of the Regional Council. It is your responsibility to preside at all Regional Council Conventions/meetings, to serve on the Regional Executive Committee and to operate the Regional Council in accordance with the Constitution, By-Laws and rules of the Order. A detailed list of the duties of this office is given in Article III, Section 5 of the Constitution. (Both Marshals will parade him/her around the room a few times and take him/her to their station at the podium and pin on their Jewels and remain there).

Installing Officer – He/she will now present the gavel to the Regional President and put on his/her Regional President pin.

Installing Officer - And now, in the name of the Heavenly Father of All and by virtue of the authority in me, vested by the Regional Council of the Order of the United Commercial Travelers of America, I declare the officers of this Regional Council duly installed into their respective offices for the ensuing year, and may Peace, Prosperity and the blessings of Harmony and Unity attend your efforts for the advancement of our beloved Order. (Both Marshals will now escort the Installing Officer to his/her seat and return to the front of the Podium).

Regional President – He/she will thank the Marshals for a good job well done and dismiss them.

Regional President – He/she will now call upon the Past Regional President and present him/her with their Past Regional President pin. (And any other Past Regional Officer as named in the Regional Executive Meeting.)

Regional President-Will now give his/her closing remarks and close the Regional Convention.

Submitted by –Gordon A. Ross PRP
(Updated – September 1st, 2013)

Guidelines for Hosting a Regional Convention

The time frame for a Regional Convention is between the 10th of May and the 10th of June each year, excluding the May long weekend.

Three to Four years in advance, you need to book the hotel and book a golf course for the Friday golf day. At the hotel, you will need to put a hold on thirty (30) rooms for the delegates and guests, and you will need a large room for the Regional Convention, (Floor plan attached). You will need a Board Room on Thursday for the Regional Executive Meeting, about twelve (12), with coffee breaks and lunch. You will also need the same Board Room on Saturday morning at 7:00 a.m. for about twenty (20) for the Past Regional Presidents Association meeting, including coffee and pastry. (The Regional Executive covers all the Board Room costs for the Executive and PRPA including lunch, coffee, and pastry.) A hospitality room will be needed for Thursday, Friday, and Saturday, as well as a room for the Companions Koffee Klach on Saturday and Sunday morning, Coffee breaks on Saturday, (two) and Sunday morning coffee with pastry prior to the meeting. On Friday, after the golf, a dinner needs to be planned, as well as lunch on Saturday and the banquet on Saturday evening, with entertainment. (If a dinner is planned for the Regional Executive or any others. The Host Committee will cover this cost.) **Note: The registration cost is designed to cover the following items: Saturday luncheon, banquet and entertainment; and coffee breaks on Saturday and Sunday.**

You should get tentative pricing for the golf and dinner on Friday, and you should also get a tentative price from the hotel for the room rates, cost of the meeting rooms, coffee breaks, Saturday luncheon, and menu, the Saturday evening banquet with entertainment and menu, the Companions room, (if any), and the Thursday Board room meeting, coffee breaks and lunch, and the Saturday morning Board room for the PRPA meeting with coffee and pastry.

The committee now needs to sit down and draft a tentative budget for the full convention, with an approximate registration fee. They also need to appoint their chairpersons for the various committees. The chairpersons needed are the main Chair; Secretary; Treasurer; Registration Chair; Golf Chair; Luncheon and coffee Break Chair; Companions Agenda Chair; and Transportation Chair. At this time, if money can be secured from businesses, government, etc., now is the time to write these letters. Their budgets are set years in advance. Prizes will also be needed for the golf tournament. Securing more prizes and selling tickets for these items is always a good way to make extra money, to keep the costs down.

On-going work on these items should be happening, and about two (2) years or eighteen (18) months prior to the convention, you need to confirm all pricing with the hotel and with the golf course. Then the committee will need to finalize the budget, with the registration cost. All of this information should be presented at the Regional Convention prior to your year of Hosting.

The first mailing of registration forms, golf forms, etc., should be sent out the first or second week of January with a discounted registration, prior to April 1st, and about \$20.00 to \$25.00 higher after this date. (This will help with your count for rooms etc.) A second mailing with all of the final details, as to theme etc., should be sent out by March 1st. All mailings can be done electronically (via email).

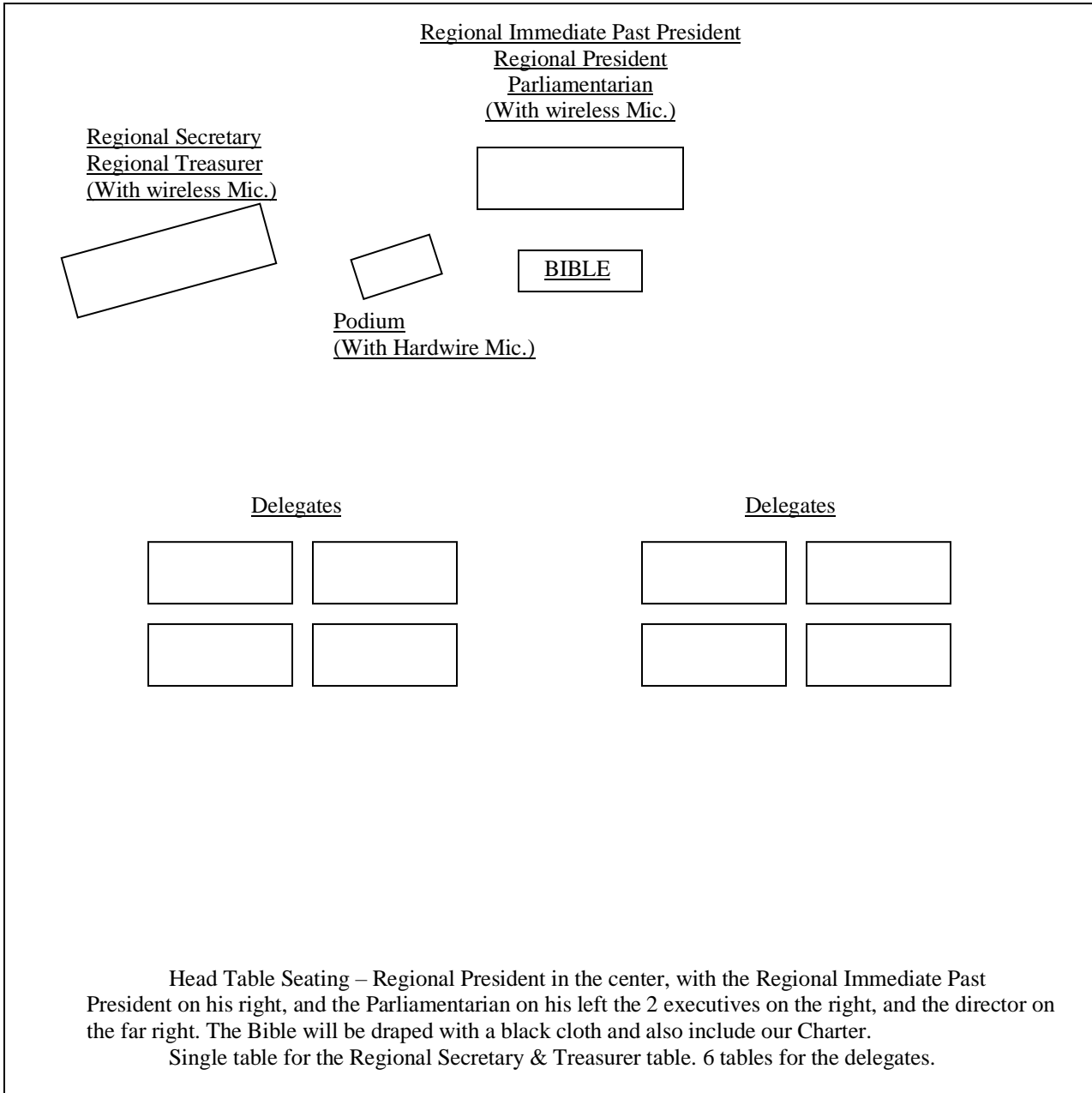
If all is planned out, all local members should also be able to enjoy the convention, without too much work.

Revised – September 1st, 2013,
Revised – May 26, 2018

Submitted by – Gordon A. Ross PRP

UCT Convention – Floor Plan

Flag Placement – Behind the Regional President
“Canada – U.C.T. – U.S.A.”



Head Table Seating – Regional President in the center, with the Regional Immediate Past President on his right, and the Parliamentarian on his left the 2 executives on the right, and the director on the far right. The Bible will be draped with a black cloth and also include our Charter.
Single table for the Regional Secretary & Treasurer table. 6 tables for the delegates.

ACT/UCT Past Regional Presidents Association Duties of President

The President, of the Past Regional Presidents Association, will be, appointed for a two-year, term at the PRPA meeting at the Regional Convention as required.

The President will set up a group email listing of all of the living Past Regional Presidents for the purpose of communication throughout the year. He/she will also set up a group emailing of all of the ACT/UCT Local Secretaries, (including the Regional Secretary) and a group emailing of all of the ACT/UCT Local Presidents. These two groups will be used for the Neil Pickering Secretaries Award each year. One other email group will also be set up for the Regional Officers, and the Chief Agent for Canada to keep them informed and send them your written reports. All correspondence, for the Past Regional Presidents Association, will be, done by email only.

The Neil Pickering Secretaries Award will, be judged each year by the President of the PRPA, Regional Secretary, and Office Manager from Calgary. On January 15th of each year, the President of the PRPA will send out a notice to all ACT/UCT Local Presidents and Local Secretaries, inviting them to submit their secretaries name for the Neil B. Pickering Secretaries Award, which will be submitted on the form provided. The Regional Secretary will also include this report in his next mailing to the Councils, to be sure that all Councils receive it. All submissions will be, returned to the President of the PRPA, and then they will be, emailed out to the committee members for judging. The President will tally the results and advise the Regional Secretary of the winning Secretary and he will have a suitable framed certificate for the winner, to be, presented at the next Regional Convention. The results will be known only to the committee members until the Regional Convention.

The President will be, invited to participate in the Regional Officers telephone conference calls, and if attending the Regional Convention, he/she will be, invited to attend the Regional Officers Executive meeting. A written report should be emailed prior to each telephone conference call and the Regional Executive meeting to all Regional Officers.

An agenda will be prepared for the PRPA meeting at the Regional Convention. With the following information: - List of members attending; Approval of last PRPA meeting; discussion on any proposed UCT By-law changes; discussion on any proposed Regional By-Law changes; discussion on members running for the Regional Board; discussion on who will be running for delegates for the UCT Convention; announce Neil B. Pickering Secretaries Award winner; for the Good of the Order, (New or Old Business) and elect a new President of the PRPA bi-annually. A full report will be presented at the Regional Convention on Saturday.

Prepare a set of minutes, from the meeting of the PRPA on your return home and email it out to all, of the Past Regional Presidents.

December 11, 2013, Gordon A. Ross PRP

A.C.T./UCT Dominion Regional Council #31 Regional Chaplain Guidelines

The Regional Chaplain is a one year, appointment by the Regional President.

Illness and Sympathy Cards for Past Regional Presidents, Past Regional Executive Members and Past Local Council Presidents:

Local Councils notify the Regional Secretary of illness or deaths of Past Regional Presidents, Past Regional Executive Members and Past Local Council Presidents as the Regional Secretary has all the addresses of the Regional Executive, Local Council Presidents and Local Council Secretaries. Regional Secretary forward this info to Regional President, Regional Executive and Local Council Secretaries. When the Regional Secretary advises the Regional Chaplain of the illness or death of these above members, the name of their spouse and address to be included so Regional Chaplain could forward an Illness or Sympathy card to their spouse and family on behalf of Regional President and Regional Executive. ***Receipts for cards and stamps to be sent to Regional Secretary for reimbursement.

Conference Call:

A Report and two prayers are required for the opening and the closing of all Conference Calls.

Memorial Booklet for the Memorial Service on the Sunday of Regional Convention in May:

To prepare a Memorial Booklet for Memorial Service. Names of deceased members will be sent in May to insert into Memorial Booklet. Booklet to be printed with copies for Memorial Service. Contact the Regional Secretary for the approximate number of Memorial Booklets required. Two members will be appointed to the Necrology Committee to assist with the Memorial Service.

Prayers required for Regional Conventions in May:

*First prayer for the closing of Regional Business Meeting of Regional Convention on Sunday by incoming Regional Chaplain.

Two prayers for the Regional Executive Meeting of the Regional Convention on Thursday.

One prayer for the Regional Business Meeting of the Regional Convention on Saturday.

One prayer for the Regional Banquet of the Regional Convention on Saturday night.

Regional Convention Saturday Business Meeting:

The Regional Vice President escorts the Regional Chaplain to the Bible for the opening and closing of the Bible. The Regional Chaplain salutes the Regional President before and after being escorted to the Bible.

Reports: Four reports are required by the Regional President quarterly commencing in June, September, and December, and the last report before the Regional Convention in May. Reports are sent to the Regional Secretary to forward to the Regional Executive and the Regional Local Councils. Two Reports for the two Conference Calls and could be one of the quarterly reports. This would depend on the illness or death of Past Regional Presidents, Past Regional Executive Members, and Past Local Council Presidents occurring during quarterly reporting for the year. ***Reports sent to the Regional Newsletter Editor for four Regional Newsletters when requested by the Regional Newsletter Editor or advised by the Regional Secretary of the date of the Regional Newsletter will be sent.

Prepared by Regional Chaplain Melorie Davies PRP – January 15th, 2018

Approved Regional Convention May 26, 2018.