



NAVY LEAGUE  **LIGUE NAVALE**
A New Wave Of Adventure! *Une mer d'aventure!*

NAVY LEAGUE CADET OFFICER TRAINING

Acting Sub-lieutenant Qualification

Navy League Organization
Division and National

INTRODUCTION

This module is intended to give candidates a better understanding of the Navy League organization. In this course we look at the Division and National levels.

RATIONALE

So that instructors become familiar with and can teach cadets about the Navy League organization.

PREREQUISITE

Midshipman Qualification Course
Module 6 - NL Organization - Corps and Branches

OBJECTIVES

To give the candidates a good working knowledge of the Navy League organization at the Division and National levels.

LEARNING ACTIVITIES

Study printed material
Attend Officers Rank Qualification Course
Self-help test

RESOURCES

Module
Instructor
Self-help test
NL(18)
NL(8)
NATIONAL COUNCIL ORGANIZATION

DEFINITION:

National Council of the Navy League of Canada is the policy governing body of the League with its offices in Ottawa and with control functions over Divisions and Branches as set forth in the By-Laws of the Navy League of Canada (NL 18) and as amplified in Chapters 3 and 4 of this Handbook. National Council operates within the framework of its By-Laws and its Charter of Organization.

NATIONAL COUNCIL RESPONSIBILITIES

National Council shall be responsible for the following:

- 1) Authorization and constitution of territorial Divisions of the League
- 2) Approval, or otherwise, of formation of Branches within Divisions
- 3) Determination of policies for the League
- 4) Setting of assessments payable by Divisions to National Council
- 5) Restraint of Divisions and Branches from taking any action considered detrimental or contrary to the By-Laws of the Navy League of Canada
- 6) Requiring from Divisions and Branches complete information as to finances and activities
- 7) Withdrawal or cancellation of authorization of a Division or Branch by majority approval of Division Presidents
- 8) Meeting at least annually to consider Committee, Division and Auditor's reports; conducting such new business as may be deemed essential; and electing National Officers.

NATIONAL COUNCIL COMPOSITION

The affairs of National Council shall be conducted by the National President, Past National Presidents, elected National Vice-Presidents, elected members of the National Board of Management, and the President of each Division of the League, or his/her delegate.

THE NATIONAL BOARD OF MANAGEMENT

This Board is the Executive body of the League which shall meet at least once between annual meetings of National Council, or as called upon by the National President. The National Board of Management shall consist of:

- a) National President
- b) National First Vice-President;
- c) National Vice-Presidents;
- d) Members of the Advisory Council; and
- e) Not less than three (3) or more than seven (7) members as may be selected by National Council.

THE NATIONAL ADVISORY COUNCIL

This Advisory Council shall consist of all Past National Presidents and such others as are required to complete a minimum complement of five (5) members. The Council shall act as the Nominating Committee with respect to the election of members and officers of the National Council and for the benefit of the League, review issues of National importance and recommend necessary action relative to Maritime Affairs in the general interest of the League, Members of the National Advisory Council are authorized to attend the Annual Meeting of National Council as fully participating members, but shall not have a vote on financial matters.

THE NATIONAL OFFICE

The National Secretary is the chief administrative officer of National Council and the National Board of Management. The day-to-day business of The Navy League as it affects the National organization is channelled through this National Office situated in Ottawa.

DUTIES OF NATIONAL OFFICIALS

NATIONAL PRESIDENT

The National President is the senior Navy League official in Canada. "The National President shall not hold office for more than two years unless authority for an extension of one year is granted by special resolution of National Council at an annual meeting. After the expiration of one year out of office, anyone having served in the office of National President shall again become eligible for election to office." As the Senior Navy League Official, the National President must be kept informed of all Committee and National activities and must be the central figure in all National Navy League functions. It is essential that all contacts with the Government of Canada, senior members of the Department of National Defence, and other National organizations, be routed through the National Secretary and approved by the National President.

IMMEDIATE PAST NATIONAL PRESIDENT

The Immediate Past National President shall:

- (a) Be a member of the National Board of Management;
- (b) Be a member of the National Council; and
- (c) Be Chair of the National Advisory Council.

NATIONAL FIRST VICE-PRESIDENT

A National First Vice-President:

- (a) Is elected at each Annual General Meeting to serve for a term of one year, and may serve for three consecutive terms only.
- (b) Shall act for the National President in his/her absence or inability to act until a new National President is duly elected; and,
- (c) Shall act as Chair of the National Sea Cadet Committee;

NATIONAL VICE-PRESIDENTS

National Vice-Presidents are elected at each Annual General Meeting for a term of one year. National Vice-Presidents, other than the Division Presidents' representative, may serve for three consecutive terms only.

NATIONAL TREASURER

The National Treasurer, who is elected at each Annual General Meeting of The League, shall perform the duties assigned to that office by the Board, including:

- (a) Take charge of, be accountable for, and generally supervise, all funds, books of account, financial records, securities and property of National Council;
- (b) Ensure that an accurate account of all receipts and disbursements of the funds of National Council is maintained; and,
- (c) Annually, propose a budget for the following fiscal year, and, upon approval of the budget, ensure that expenditures are monitored and kept in line with the approved budget.

NATIONAL SECRETARY

At each Annual General Meeting of The League, or at such other times as National Council may determine by resolution, the National Council shall appoint a National Secretary, who shall perform the duties assigned to that office by the Board, including:

- (a) Attend, act as recording secretary for, and maintain the minutes of all meetings of National Council and the Board;
- (b) Perform the duties of the National Executive Director as may be prescribed from time to time by the Board;
- (c) Supervise the custody of all records and documents of National Council;
- (d) Maintain the constituting documents of The League which include the Letters Patent, Supplementary Letters Patent, the Corporate Seal and the current By-Laws; and,
- (e) Maintain current lists of:
 - (i) Authorized Divisions, Branches, Corps, and Warranted Navy League Cadet Officers and their dates of appointment;
 - (ii) National Associate and Honorary Members; and,

(iii) The names of all Persons who have received awards for service to The League or awards from Divisions.

If, in the opinion of the Board, the National Secretary is unable to carry out the duties of National Secretary for any reason, the Board may delegate the duties of National Secretary to another individual until the next Annual General Meeting of The League.

DUTIES OF NATIONAL COMMITTEES

NATIONAL COMMITTEE ON MARITIME AFFAIRS

The National Committee on Maritime Affairs shall:

- 1) Be chaired by the National First Vice-President or the National Second Vice-President
- 2) Promote an awareness of all affairs maritime by periodic distribution of information to Divisions, and other organizations as may be deemed desirable, through the National Office
- 3) Be responsible for the preparation of briefs and submissions to the Government of Canada, or such other agencies as may be deemed desirable, but such submissions must be channelled through the National Office and bear the signature of the National President or be submitted by the National Secretary on his behalf.

NATIONAL YOUTH COMMITTEE

The National Youth Committee shall:

- 1) Be chaired by the National Second Vice-President or the National First Vice-President
- 2) Supervise the operations of the National Sea Cadet Committee and the National Navy League Cadet Committee

NATIONAL SEA CADET COMMITTEE

The National Sea Cadet Committee shall:

- 1) Be chaired by an elected member of the National Board of Management
 - 2) Work in conjunction with the Department of National Defence in matters pertaining to the Royal Canadian Sea Cadets
 - 3) Promote and foster such policies as may from time to time be established by National Council
- NATIONAL NAVY LEAGUE COMMITTEE**

The National Navy League Cadet Committee shall:

- 1) Be chaired by an elected member of the National Board of Management
- 2) Encourage and promote development of Navy League Cadet Corps and prepare regulations and training syllabi governing their operations

NATIONAL FINANCE COMMITTEE

The National Finance Committee shall:

- 1) Be chaired by an elected member of the National Board of Management
- 2) Work in conjunction with the National Treasurer in matters pertaining to control of approved budgets
- 3) Prepare and present tentative annual budgets for approval by National Council

NATIONAL MEMBERSHIP COMMITTEE

The National Membership Committee shall:

- 1) Be chaired by an elected member of the National Board of Management
- 2) Promote at the National level, an awareness of the need for memberships and encourage growth of memberships in all Divisions and Branches of the League

NATIONAL PUBLIC RELATIONS COMMITTEE

The National Public Relations Committee shall:

- 1) Be chaired by an elected member of the National Board of Management
- 2) In conjunction with the National Office promote in the general public awareness of The Navy League of Canada at all levels of the League
- 3) Develop releases for use with the news media, promote the preparation of films, publications or such other material as may from time to time be deemed desirable

NATIONAL PROPERTY COMMITTEE

The National Property Committee shall:

- 1) Be chaired by the National President
- 2) Exercise control over the acquisition and disposal of real estate registered in the name of The Navy League of Canada in accordance with By-Laws (NL 18)

NATIONAL SCHOLARSHIPS AND AWARDS COMMITTEE

The National Scholarships and Awards Committee shall:

- 1) Be chaired by an elected member of the National Board of Management
- 2) Control the conditions, adjudication and distribution of scholarships as may from time to time be approved by National Council
- 3) Establish conditions and control awards to be made by National Council

NATIONAL BOAT AND WATER SAFETY COMMITTEE

The National Boat and Water Safety Committee shall:

- 1) Be chaired by an elected member of the National Board of Management
- 2) Evaluate and select boats suitable for cadet training
- 3) Develop boat and water safety standards for the League

NATIONAL RESOLUTIONS COMMITTEE

The National Resolutions Committee shall:

- 1) Be chaired by an elected member of the National Board of Management
- 2) Review and make recommendations to National Council on resolutions submitted to National Council

PRIVILEGES OF NATIONAL MEMBERS

ATTENDANCE AT NAVY LEAGUE NATIONAL MEETINGS

- 1) Annual Meetings - Members of National Council; anyone else who has current membership in the League, as an observer only; others by invitation only, as observers
- 2) Committee Meetings - Members of the committee only; others by invitation only, as observers

MOVING OR SECONDING MOTIONS/NOMINATING PERSONS FOR OFFICE

- 1) Annual Meetings - Members of National Council only
- 2) Committee Meetings - Members of the Committee only

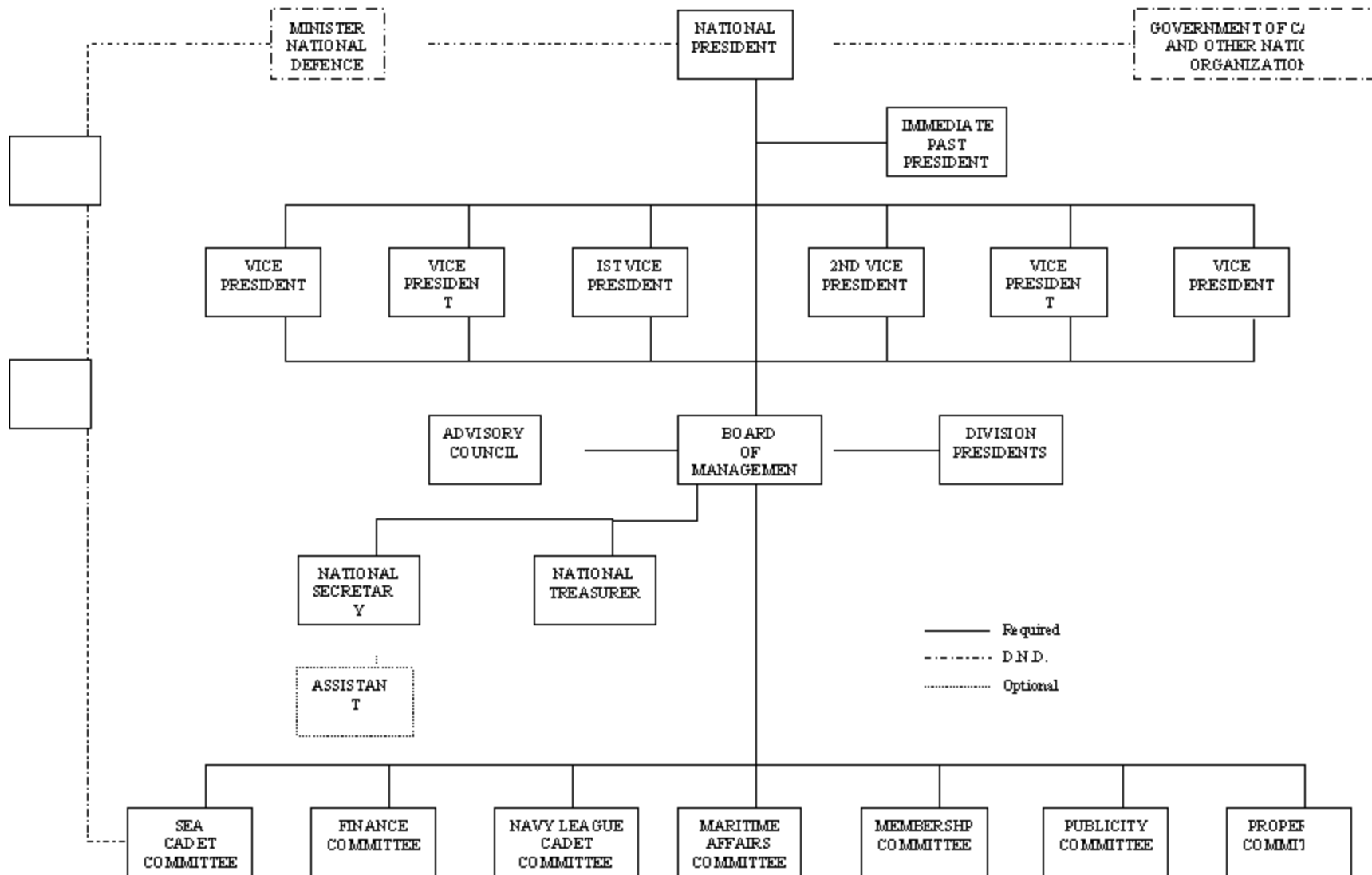
VOTING

- 1) Annual Meetings
 - a) Regular matters - Members of National Council only
 - b) Financial matters - Division Presidents or their representatives only - weighted vote, if requested by any Division
- 2) Committee Meetings - Members of the Committee only

NOTE:

"Committee shall include a Board of Directors, Board of Management, Executive Committee, Advisory Council or other special body formed as provided by the By-Laws of the League and not comprising of a general body of members. Representation by proxy shall not be permitted at any meeting except as provided in any By-Law or Constitution of the League or any Division."

National Council Organization Chart



DIVISION ORGANIZATION

DEFINITION

A Division of The Navy League of Canada is a territorial body, composed of Branches, duly authorized by National Council to conduct the affairs of The Navy League and to be responsible for the operation of such Branches within boundaries set by National Council.

A Division shall have complete autonomy in Navy League matters within its jurisdiction providing it observes the Charter and By-Laws (NL 18) of the Navy League and maintains the policies established by National Council.

DIVISION REPONSIBILITIES

A Division shall be responsible to National Council for the following:

- 1) All Navy League affairs within its territory
- 2) Sponsorship, supervision, direction, and assistance of Branches within the Division
- 3) Liaison between National Council Headquarters and Branches within its jurisdiction; (All approaches by Branches to National Council Headquarters must be made through Division) In addition, Division shall provide the liaison between Provincial offices, D.N.D. Headquarters within the Provincial area Branches. All contacts with the Federal Government, and its agencies such as D.N.D. Headquarters, Ottawa must be routed through the National Office
- 4) Exercise control over funds raised by Branches and property acquired in the name of the Navy League; (As Division is responsible to National Council for the solvency and financial welfare of its individual Branches, each Branch must therefore be ultimately responsible to Division for the proper control and disbursement of funds)
- 5) Provision of monies as required to meet National assessments and Division operation costs
- 6) Submission of an annual budget as required by National Council; (In this regard no Division shall spend money in excess of its original or revised budget)
- 7) Conducting of meetings as necessary to carry out its functions
- 8) Holding an Annual Meeting to:
 - a) receive and consider reports of auditors, Navy League officials, committees, and others
 - b) conduct an election of officers (Any person being nominated as an Officer of the Division is required to serve three years as an ordinary committee member prior to assuming any management position and nominations for persons who do not qualify under this condition will be considered only with the approval of the National Board of Management)

c) cover such other business as may be necessary for the continued good operation of the Division

9) Submission of reports and other information to National Council as required by Navy League By-Laws (NL 18) and other regulations

10) Routing, through National Council, all correspondence and other contacts between the Division and all National offices outside the Division area

11) Authorization of all Inter-Branch activities

Since The Navy League of Canada is no stronger than the Divisions which form National Council, by the same token Divisions are no stronger than the Branches which comprise their membership. The channel of operation is from Branch to Division to National.

DIVISION COMPOSITION

The affairs of a Division shall be conducted by the President, Vice-Presidents and Executive Committee, elected annually from among members of the Navy League resident in the Division

THE EXECUTIVE COMMITTEE

This committee shall consist of:

OFFICERS:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) And other officers as desired

MEMBERS:

- a) Table Officers as above
- b) The branch Presidents
- c) Two Executive Committee representatives from each Branch where geographical conditions permit
- d) And others as appointed by the Division

The Executive Committee may appoint Chairs and/or Sub-Committees such as Management, Finance, Sea Cadet, Navy League Cadet, etc., as desired.

A MANAGEMENT COMMITTEE

(A workable alternative to the Executive Committee concept)

Many Divisions, because of their geographical size, find that it is impossible to convene their Executive Committee members on a regular basis. For this reason it is not only expedient but necessary for a Management Committee - which may in turn be divided into Sub-Committees - to conduct, on a regular basis, the day-to-day affairs of the Division.

The Management Committee in reality performs an executive role in carrying out policies set by Division at its annual meeting, or policies developed by the Executive Committee, which may meet on an occasional basis throughout the year.

The ideal operation is for the Executive Committee to meet on a regular basis several times a year. Since in large Divisions this is not possible, the Executive Committee delegates its functions to a Management Committee.

Whereas the regular meeting of the Executive Committee may be regarded as the "ideal", the Management Committee, in fact, may have to assume many responsibilities that would preferably be handled by the Executive Committee. In this regard the Management Committee should at all times carefully review its functions relative to "policy-making". Also the Management Committee should not consist of a very limited group such as the President, Secretary, Treasurer, and one or two other local people.

DUTIES OF DIVISION OFFICIALS

PRESIDENT

The President is the senior Navy League official in the Division. "A Division President shall not hold office for more than three years unless authority for an extension of one year is granted by special resolution of the annual meeting of the Division. After the expiration of one year out of office as Division President, they shall be eligible for re-election as Division President.

As Senior Navy League official in the Division, s/he must be kept informed of all Committee and Branch activity and must be the central figure in Division Navy League functions. It is essential that all contacts with National Council and other organizations outside the Division be routed through and approved by the President.

The President shall:

- 1) Direct all activities of the Division
- 2) Preside over Division meetings
- 3) Be responsible to National Council for the Division's proper functioning and compliance with Navy League of Canada By-Laws (NL 18) and such other regulations as may be promulgated by National Council.

VICE-PRESIDENTS

Shall assist the President and act for him/her in his/her absence.

SECRETARY

The Secretary shall:

- 1) Maintain Division records
- 2) Record and report all minutes of meetings
- 3) Conduct correspondence as necessary for Division operation

TREASURER

The Treasurer shall:

- 1) Maintain financial records of the Division including a record of all receipts and expenditures of Division funds
- 2) Issue cheques for all expenditures as approved by the Division
- 3) Prepare and submit to Division and National Council an annual financial report
- 4) Prepare and submit an annual budget as required by the Division

DUTIES OF DIVISION EXECUTIVE COMMITTEE

This committee shall be responsible for:

- 1) Direction and control of Division affairs
- 2) Compliance with By-Laws of the Navy League of Canada (NL 18) and such other regulations as may be promulgated by the Navy League
- 3) Supervision of affairs of Branches
- 4) Appointment of the Chair and/or Sub-Committees to handle Management, Finance, Sea Cadet, Navy League Cadet or other affairs as desired
- 5) Delegation to such committees powers and responsibilities as deemed desirable
- 6) Appointment, remuneration (if any) and fixing of responsibilities of the Secretary and Treasurer, or Secretary-Treasurer, as well as their assistants and other Division officers or employees as it may see fit
- 7) Nomination and authorization of officers or persons to sign authorized cheques and other documents on behalf of the Division and to transact its banking business
- 8) Establishment, control, and closure of Branches, Corps and Auxiliaries within the Division area
- 9) Provide representation wherever possible at all public functions, such as inspections involving Branches

NOTE: When items 3, 6, 7 or 8 are delegated to the supervision of a Management Committee, they are subject to ratification by the Division Executive Committee.

PRIVILEGES OF DIVISION MEMBERS

ATTENDANCE AT NAVY LEAGUE DIVISION MEETINGS

Annual and Regular Meetings- Division officials and official Branch representatives; anyone else who has current membership in the League, as an observer only; others by invitation only, as observers

MOVING OR SECONDING MOTIONS/NOMINATING PERSONS FOR OFFICE

- 1) Annual and Regular meetings - Division officials and official Branch representatives only
- 2) Committees - Members of the Committee only

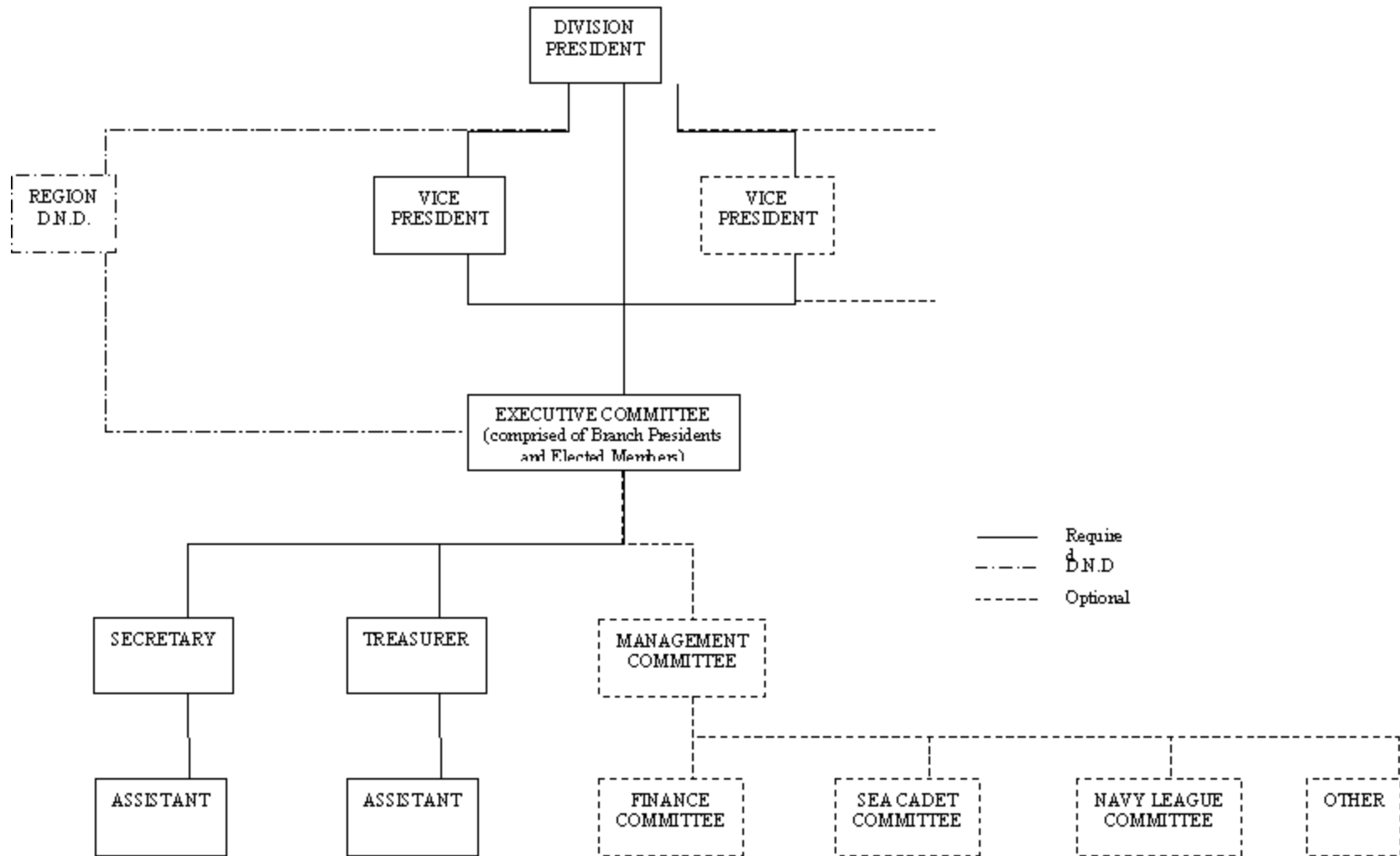
VOTING

Annual and Regular Meetings

- a) Regular matters - Division officials and official Branch representatives only
- b) Financial matters - Division officials and official Branch representatives only - weighted vote, if requested by any Branch
- c) Committees - Members of the Committee only

NOTE: "Committee" shall include a Board of Directors, Board of Management, Executive Committee, Advisory Council or other special body formed as provided by the By-Laws of the League and not comprising a general body of members. Representation by proxy shall not be permitted at any meeting except as provided in a By-Law or Constitution of the League or any Division.

Division Organization Chart



SELF- HELP TEST

COMPLETE THIS BEFORE ATTENDING THE OFFICER RANK QUALIFICATION COURSE AND BE PREPARED TO TURN IT IN.

1) Define the National Council Organization.

2) Define the Division Organization.

3) Describe the National Council organization chart from National President to Board of Management.

4) What are the duties of the National Navy League Committee?

5) According to the Division Organization chart

a) Where does the NL officer/C.I. fit?

b) What right, if any, does the NL Officer/C.I. have to approach members of the Division Executive?