

**REGULATIONS**  
**OF**  
**THE ROYAL CANADIAN COLLEGE OF ORGANISTS/  
LE COLLÈGE ROYAL CANADIEN DES ORGANISTES**

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## PREAMBLE

Whereas the Articles of Continuance (“articles”) and the By-laws (“by-laws”) of the Royal Canadian College of Organists, a corporation continued under the Canada Not-for-profit Corporations Act (“the Act”), are filed with Industry Canada, and whereas the Royal Canadian College of Organists wishes to govern itself in areas outside those specified within the Act, its articles and its by-laws, the Members of the College direct that the affairs of the College be governed in accordance with the Act, the articles and the by-laws, and further in accordance with the various provisions herein. The provisions of the Act, the articles, and the by-laws shall at all times take precedence over any stipulation contained herein. The definitions and interpretation contained in subsections 1.01 and 1.02 of the by-laws shall apply in these Regulations.

### REGULATION 1 – ELECTION OF DIRECTORS (Ref By-law 4.03)

1. There shall be 16 Directors of the College.
2. The following Officers of the College shall be elected concurrently to their respective offices and as Directors of the College:
  - President
  - First Vice-President
  - Second Vice-President
  - Secretary
  - Registrar
  - Treasurer
3. Each year, the Board may appoint two additional directors for a term of one year (Ref Articles of Continuance 10 a) ). One of these positions shall normally be allocated to each of the Past President or a past president, and a Trustee.
4. Eight (8) Regional Directors shall be elected to represent the various regions of the College as follows:
  - Region 1 (Atlantic):** the Provinces of Newfoundland and Labrador, Prince Edward Island, Nova Scotia and New Brunswick;
  - Region 2 (Québec and Eastern Ontario):** the Province of Québec and that portion of the Province of Ontario to the east of and including the Counties of Renfrew and Hastings, and the Municipality of Prince Edward County;
  - Region 3 (Central Ontario):** that portion of the Province of Ontario included within the boundaries of the Counties of Northumberland, Peterborough, Haliburton and Simcoe, the Regions of Durham, Peel and York, the Cities of Kawartha Lakes and Toronto and that portion of the Province of Ontario lying to the north and west of and including the Districts of Muskoka and Nipissing, but excluding the Districts of Kenora, Rainy River and Thunder Bay;
  - Region 4 (Southern Ontario):** that portion of the Province of Ontario included within the boundaries of the Regions of Halton, Niagara and Waterloo and the Cities of Brant, Brantford, Haldimand, Hamilton and Norfolk and the County of Wellington;

**Region 5 (Western Ontario):** that portion of the Province of Ontario included within the boundaries of Counties of Elgin, Middlesex, Oxford, Perth, Dufferin, Grey, Bruce, Huron, Lambton, and Essex, and the City of Chatham-Kent;

**Region 6 (Manitoba and Northwestern Ontario):** the Province of Manitoba, that portion of the Province of Ontario including the Districts of Kenora, Rainy River and Thunder Bay, and the Territory of Nunavut;

**Region 7 (Prairies):** the Provinces of Saskatchewan and Alberta and the Northwest Territories; and

**Region 8 (Pacific):** the Province of British Columbia and the Yukon Territory, together with those Members who live outside Canada and are not members of a Centre, as the boundaries of each such region shall, from time to time, exist.

5. At the time of election, each Regional Director shall be a resident of the Region which he/she will represent.
6. One half of the Directors shall be elected in each year.

In even numbered years:

President  
First Vice-President  
Second Vice-President  
Registrar  
Secretary  
Director Region 1 (Atlantic)  
Director Region 8 (Pacific)

In odd numbered years:

Treasurer  
Director Region 2 (Québec and Eastern Ontario)  
Director Region 3 (Central Ontario)  
Director Region 4 (Southern Ontario)  
Director Region 5 (Western Ontario)  
Director Region 6 (Manitoba and Northwestern Ontario)  
Director Region 7 (Prairies)

## **REGULATION 2 – TERM OF OFFICE**

1. The term of office for elected officers and directors shall commence at the close of the annual meeting at which they are elected, and shall end at the close of the annual meeting at which their respective successors are elected.
2. The term of office for Centre representatives shall coincide with their election to those positions by their respective Centres (Ref Regulations 9-1 (e) and 19-1).
3. The term of office for an appointed position shall end upon the appointment of a successor.

### **REGULATION 3 – TRUSTEES (Ref By-law 7.03)**

#### 1. Administration

The Trustees shall administer the assets entrusted to their care in accordance with the general investment policy and subject to any trust or restrictions to which such funds were subject at the time they were received.

(a) The capital of such funds shall be held by the Trustees as endowments.

(b) A special resolution of the members of the College (as defined in the By-laws) shall be required to permit the withdrawal of any amount from the capital of any fund administered by the Trustees. Notice of the intention to introduce such a resolution shall be provided to members in accordance with the requirements for notice of meetings in subsection 3.02 of the by-laws.

#### 2. Restrictions

The following restrictions shall apply to the income from the funds.

(a) The income of the Building Fund shall not be disbursed except for the purpose of purchasing a building as stipulated at the time of its establishment or, under authority of the Board, to provide accommodation for the National Office, to purchase and maintain furniture and equipment, and to defray expenses incurred for the collection and maintenance of a library and the preservation of the archives. The income of the Building Fund shall not be used for regular administrative costs, such as salaries and clerical expenses.

(b) The income from other endowment funds shall provide for the support of programs of the College in accordance with any conditions laid down by the donors and approved by the Board.

#### 3. Authority

Authorization to withdraw monies from the funds under their management shall require the approval of at least two trustees, a written record of such authority being recorded in the minutes of a meeting of Trustees or signed by at least two trustees and delivered to the Secretary of the College within 10 days.

### **REGULATION 4 – ADMINISTRATIVE STAFF**

1. The Board shall appoint administrative staff to assist in the functioning of the College, and shall determine their duties.

2. The duties assigned to the administrative staff shall include the following:

(a) undertaking the routine financial transactions of the College within the limits of expenditure authorized by the budget and under the general supervision of the Board;

(b) depositing the current business funds and investment funds in the appropriate accounts with a Chartered Bank or Trust Company in the name of the Royal Canadian College of Organists. The said funds shall be withdrawn only by a cheque signed in such manner as the Board may from time to time determine;

(c) making such financial reports as the Board and the Treasurer may require and as required by law, including the commissioning of an annual audit;

(d) the remission of all payroll taxes, deductions and returns as required by law.

**REGULATION 5 – STANDING COMMITTEES (Ref By-law 5.04 & 6.06)**

1. The Board and the National Council may establish Standing Committees to be responsible for specific areas of College activity under their respective jurisdictions.
2. Each Standing Committee shall consist of a Chair and such additional members as may be appointed by that Chair.
3. All members of Standing Committees must, during their term of service, be Members of the College in good standing.
4. All chairs of Standing Committees who are not otherwise members of National Council shall become so during their terms of office.
5. The Board and the National Council shall determine the terms of reference for their respective Standing Committees. These shall be available for scrutiny upon request by all members of Standing Committees, the National Council and the Board.
6. Each Standing Committee shall be responsible to the body which authorized its creation, and shall make reports as requested to the Board and National Council.
7. Chairs of all Standing Committees shall be appointed by the President, normally for a renewable two-year term.

**REGULATION 6 – MEMBERSHIP DUES (Ref By-Law 2.03)**

1. Membership dues are established from time to time by the Board. Reduced dues may be set for members who satisfy one of the following criteria. Any member who qualifies for a reduced fee is entitled to all rights and privileges of membership.
  - (a) Joint Members –
    - i. Two or more members who reside at the same address.
    - ii. A fee reduction shall be applied to all but the first member in a Joint Membership.
    - iii. Joint Members shall receive among them only one copy of each College publication.
  - (b) Student Members –

Individual members who are 21 years of age or under, or are in full-time attendance at a recognized post-secondary educational institution and provide written confirmation of their status from the registrar of that institution may apply for Student Membership.
  - (c) Senior Members –

Individual members who are 65 years of age or above.
2. Co-membership in the College is open to members of other organizations with comparable aims and objectives which provide a mutual membership benefit to members of the College. The Board shall determine the organizations which may participate, the criteria for eligibility of members of such organizations for co-membership, and the dues for co-membership.

## **REGULATION 7 – BUDGET**

1. The Annual Budget of the College, shall be submitted by the Board to the National Council for review, and following approval by the Board, to the members for ratification. Any expenditures beyond those authorized by the Budget shall be approved in advance by the Board.

## **REGULATION 8 – REAL PROPERTY**

1. All real property acquired from time to time or belonging to the College shall be vested in the Board in trust for the College, and may be disposed of only with the consent of the Trustees and of National Council

## **REGULATION 9 – THE NATIONAL COUNCIL (Ref By-Law 6.02)**

1. The National Council shall be composed of:
  - (a) all the directors of the College,
  - (b) all past presidents of the College who are Members in good standing,
  - (c) the Trustees,
  - (d) all Centre Presidents or their delegates,
  - (e) additional representatives from Centres in proportion to membership as follows:
    - i. Centres of fewer than thirty members – the Centre President (or delegate) only;
    - ii. Centres of more than twenty-nine and fewer than sixty members – one additional councillor;
    - iii. Centres of more than fifty-nine and fewer than one hundred members – two additional councillors;
    - iv. Centres of more than ninety-nine and fewer than two hundred members – three additional councillors;
    - v. Centres of more than one hundred and ninety-nine members – four additional councillors;
  - (f) all chairs of standing committees.

## **REGULATION 10 – HONORARY APPOINTMENTS & AWARDS (Ref By-law 6.01 c))**

1. National Council, upon recommendation of the President, may confer the title of Honorary Patron, Honorary President, or Honorary Vice-President on those whom it deems worthy of the honour.
2. National Council may award the Diploma of Fellowship (honoris causa) to those who have:
  - achieved national or international eminence in the field of music; or
  - rendered outstanding service to the College.

Each recipient of this honour shall receive a Diploma and Hood from the College and be entitled to use the designation 'FRCCO(hon. causa)'. Recipients of this honour wishing to become or remain Members of the College must pay their dues annually.

3. National Council may confer Honorary Life Membership upon any Member who has made an outstanding contribution to the work and objectives of the College at the National level over a period of years, or upon any person who, not being a member of the College, has rendered the College significant and unusual service. Such Honorary Members shall not be required to join any Centre, though they may do so; all requirements to pay membership dues shall be withdrawn.
4. National Council may award the Distinguished Service Award to those who have given exemplary service to a Centre. The award should reflect the sort of service which leaves a particular mark on the Centre's history and which, for its vision and breadth, provides a model worth promulgating to Centres nationwide.
5. Nominations for any Honorary Award may be submitted to National Council by any Member or Centre of the College. Nominations, accompanied by a supporting letter, should be submitted to the Chair of the appropriate Committee by February 1st of any year or such other date as Council may determine. The Committee shall, through its Chair, submit its recommendations to the President for approval by National Council. The President may, if concerned about the appropriateness of any nomination, request the Committee to reconsider its recommendation. The Committee's final recommendation shall then be sent to Council, after whose approval, the President shall communicate with approved nominees, inviting acceptance of the award. No nominee shall be informed about a contemplated or actual nomination until the official communication is issued by the President.
6. A Centre may confer Centre Life Membership on a member of that Centre who has given faithful service to the Centre for many years. Any Centre dues shall be withdrawn and the National dues shall be paid by the Centre.

### **REGULATION 11 – HISTORIAN-ARCHIVIST**

1. The National Council shall appoint a Member of the College to be the Historian-Archivist. The Historian-Archivist may be present at all meetings of the National Council, but without voting privileges, unless possessing them in another capacity.

### **REGULATION 12 – CHAPLAIN**

1. The National Council may appoint a Member of the College as Chaplain to assist in the preparation and conduct of College Services and Convocations and in other appropriate areas upon request of the Board. The Chaplain shall be entitled to attend meetings of the National Council, but without voting privileges, unless possessing them in another capacity.

## **REGULATION 13 – REGISTRAR OF EXAMINATIONS**

1. The National Council shall appoint a Registrar of Examinations whose duty shall be to perform or supervise all clerical work in connection with College Examinations in such manner as the Examinations Committee and the Board of Examiners may require. In particular, the Registrar of Examinations shall be responsible for ensuring the accurate and timely publication of examination requirements, the printing and distribution of examination papers, and the availability and distribution of diplomas to successful candidates. The Registrar of Examinations, in cooperation with respective Centre officers, shall be responsible for the provision of suitable local arrangements such as venues and invigilators. The duties of Registrar of Examinations may be carried out by a designated member, or members, of the administrative staff.

## **REGULATION 14 – BOARD OF EXAMINERS**

1. The Board of Examiners shall consist of examiners who shall conduct all practical and theoretical examinations for the diplomas and certificates of the College. Appointment of suitable examiners to the Board of Examiners shall be made by the National Council upon the joint recommendation of the Chair of Examinations and the Chair of the Board of Examiners. Such appointments shall be for a renewable term of six years. Members of the Board of Examiners shall be required to be members of the College in good standing.
2. The Board of Examiners shall have a Chair appointed from amongst its members by the President. Such appointment shall be for a non-renewable term of six years. The Chair shall be a member of the National Council ex officio. The responsibilities of the Chair shall include:
  - (a) assigning of examiners to conduct examinations as required from time to time;
  - (b) maintaining a satisfactory number of qualified examiners to meet all contingencies;
  - (c) determining the manner in which examinations shall be conducted;
  - (d) consulting with the Registrar of Examinations with regard to the administering of all examinations, including venues, invigilators, printing and distribution of materials;
  - (e) reporting of examination results to the Registrar of Examinations in a timely fashion so that candidates can be informed of their results and the preparation of diplomas arranged.
3. Any candidate wishing to appeal the results of their examination must do so in writing to the Chair of the Board of Examiners within 30 days of receipt of their results. Upon receipt of such an appeal, the Chair of Examinations, or a member of the Board of Examiners designated by the Chair, shall review the examination and shall report the results of the review as soon as is practical to the candidate and to the President. Such report shall be considered final resolution and no further appeal shall be permitted.

**REGULATION 15 – DIPLOMAS AND CERTIFICATES (Ref By-law 6.01 a))**

1. Candidates for examinations must be Members of the College and have paid their membership dues both at the time of application and at the time of the examination.
2. Regulations concerning the conduct of examinations shall be approved by the National Council and published from time to time.
3. Those who have passed the required examination shall be admitted as Colleagues of the College. Colleagues are entitled to affix to their names the letters 'CRCCO' and to wear the College gown and Colleague's hood.
4. Those who have passed the required examination shall be admitted as Associates of the College. Associates are entitled to affix to their names the letters 'ARCCO' and to wear the College gown and Associate's hood.
5. Those who hold the Associateship diploma and who have passed the Fellowship examination shall be admitted as Fellows of the College. Fellows are entitled to affix to their names the letters 'FRCCO' and to wear the College gown and Fellow's hood.
6. Those who have passed the required examination in choral conducting shall receive the Professional Diploma in Choral Conducting. They shall be entitled to affix to their names the letters 'ChRCCO' and to wear the College gown and Choral Conducting hood. Associates or Fellows of the College who hold the Professional Diploma in Choral Conducting may style their attributable letters 'ARCCO(Ch)' or 'FRCCO(Ch)'."
7. Those who have passed the required examination in Service Playing shall be awarded the Certificate of Proficiency in Service Playing. No attributable letters are obtained by passing this examination.
8. Those who have passed the required examination in Worship Accompaniment shall be awarded the Certificate of Proficiency in Worship Accompaniment. No attributable letters are obtained by passing this examination.
9. Those who have passed the required examination in Choir Training shall be awarded the Certificate of Proficiency in Choir Training. No attributable letters are obtained by passing this examination.
10. Diplomas and Certificates shall be issued by the Board of Examiners on behalf of National Council as soon as the results of the examinations have been duly recorded. Diplomas and Certificates shall be signed by the President and the Chair of the Board of Examiners, and normally be presented by the President at the Annual Convocation of the College.
11. The President of the College, the Registrar of Examinations and members of the Examinations Committee shall not be eligible, during the term of such office, to sit for College examinations. Special arrangements may be made when a College Member has completed one part of a College examination prior to accepting office.

## **REGULATION 16 – SCHOLARSHIPS AND PRIZES**

1. Scholarships and prizes awarded to examination candidates shall be as prescribed in the RCCO Examination Syllabus.
2. Prizes awarded to winners of National Competitions are offered as prescribed for each competition and approved by the Board and the National Council.
3. Other scholarships and prizes are awarded according to the conditions approved by National Council in consultation with the donors.
4. Scholarships and prizes will normally be presented by the President at the Annual Convocation of the College.

## **REGULATION 17 – ANNUAL MEETING (Ref By-law Section 3)**

1. The following items of business shall be conducted at all Annual Meetings:
  - (a) Adoption of Minutes of the previous Annual Meeting;
  - (b) Business arising from the minutes;
  - (c) Reports of Officers:
    - President;
    - Registrar;
    - Treasurer;
    - Chair of Trustees;
  - (d) Report of National Office staff;
  - (e) Reports of Standing Committees;
  - (f) Ratification of Budget;
  - (g) Appointment of Auditor;
  - (h) Ratification and confirmation of actions of National Council and the Board;
  - (i) Correspondence;
  - (j) Other Business;
  - (k) Announcement of results of elections.

## **REGULATION 18 – NATIONAL CONVENTIONS**

1. Conventions may be held at such time and in such place as the National Council may approve. Provision should be made in the Convention programme for the Annual Meeting, the College Convocation, and the College Service.
2. All Centres hosting conventions shall adhere to policies and regulations that may be set forth from time to time by the Board, including the preparation of a budget in advance of the convention and the submission of a financial statement as soon as possible after the convention.
3. All members of National Council are eligible to participate in formal processions of College dignitaries at Convocations and College Services.

## **REGULATION 19 – CENTRES (Ref By-law 2.04)**

1. The affairs of the Centre shall be conducted by an executive of at least three (3) members, who shall be elected by all members of the Centre. Election of officers, executive members and additional Centre representatives to National Council (i.e. any other than the President or delegate to which the Centre is entitled) shall take place at the Annual General Meeting of the Centre, and their term of office shall be from one Annual General Meeting of the Centre to the next.
2. Each Centre shall hold at least one meeting of all its members each year which shall include the reception and approval of reports by its Executive Committee, the discussion and ratification of policies, and the receiving of a financial statement. All individual members of the Centre and duly authorized representatives of Institutional Members of the Centre shall be entitled to vote at General Meetings of a Centre
3. The fiscal and administrative year of Centres shall be from June 1 to May 31 inclusive.
4. Each Centre shall transmit to the National Office the names of the members of its Executive Committee and its representatives to National Council, reports of its activities, and financial statements, on such occasions and in such forms as shall be specified from time to time by the Board or its delegate.
5. A Centre may determine its own by-laws or rules of operation. These are to be deposited with the Secretary of the College, and may not be at variance with the Act, or the articles and by-laws of the College. In case of conflict, the latter shall have precedence.
6. Any Centre which wishes to obtain charitable status with the Government of Canada must have prior approval from the Board for its application, and for its constitution and by-laws.
7. A Centre may be declared to be “dormant” by the Board under the following conditions:
  - (a) One or more of the following conditions exist:
    - i. no minuted meeting of the members of the Centre has been held during the previous two years,
    - ii. no President of the Centre has been elected during the previous two years,
    - iii. the Centre has failed to submit financial statements for the previous two years;
  - (b) On recommendation of the Regional Director;
  - (c) At the request of one or more members of the Centre.

The process leading to such a declaration shall be determined by the Board.
8. The Board may order that a Centre be dissolved. In that event, the Board shall arrange for the disposition of the Centre's assets and liabilities. Prior to so doing, the President of the College, or delegate, shall consult with at least two representatives of the Centre to formulate a recommendation with respect to disposition of assets and liabilities in accordance with the Charities Act. The recommendation shall be considered at a general meeting of members of the Centre called for that purpose; all members of the Centre who were in good standing at any time within the twelve months prior to the proposed date of meeting shall be invited and entitled to vote. The final recommendation approved by a majority of those entitled to vote shall be sent to the Board for ratification, which shall not be withheld unless the proposed course of action is in violation of any law, jeopardizes the charitable status of the College or fails to make provision for the repayment of just debts owed by the Centre, including debts to the College.

## **REGULATION 20 – AMENDMENT TO REGULATIONS**

1. The Board may, by resolution, amend these regulations governing the conduct of the affairs of the College. Any such amendment shall be effective from the date of the resolution of the directors. Amendments shall be submitted to the next meeting of the National Council for confirmation by resolution and to the next meeting of members for confirmation by special resolution. If the amendment is confirmed or confirmed as amended by the National Council and the members, it remains effective in the form in which it was confirmed. The amendment ceases to have effect if it is rejected by the National Council or if it is not submitted to the members at the next meeting of members or if it is rejected by the members at the meeting. The Board is responsible for ensuring that all proposed amendments to the Regulations are consistent with the Act and the articles and by-laws of the College.

These Regulations enacted by the directors of the Corporation by special resolution on the 10th day of May, 2013 and confirmed by National Council of the Corporation by special resolution on the 12<sup>th</sup> day of August, 2013 and by the members of the Corporation by special resolution on the 14th day of August, 2013.