

# Royal Canadian Air Force Association

## 200 (Summerside) Wing



-- CONSTITUTION --  
-- HOUSE RULES --

Revised September 2012

## **Foreword**

This document provides the information necessary to govern the operation of the Royal Canadian Air Force Association 200 (Summerside) Wing.

The document contains the Aim and Objectives, Constitution, and House Rules.

When consulting this document, one should first ensure that one has the latest version, including all amendments that have been approved and incorporated. To this end, an up-to-date master copy will be maintained in the Wing office and will be available for viewing by request to the Wing Manager.

## **Aim and Objectives**

### **Aim**

The aim of 200 (Summerside) Wing is to provide and maintain a democratic, non-sectarian, politically unaffiliated service club for the convenience, entertainment and recreation of all of its members.

### **Objectives**

The objectives of 200 (Summerside) Wing are to:

- maintain unity of purpose among serving and retired military participants in all forms of aviation;
- promote and encourage responsible citizenship among Canadians;
- work with the RCAF Benevolent fund and various veteran organizations;
- promote and encourage an adequate and effective aviation component to meet the needs of National Defence;
- participate in local civic and community programs especially those designed to develop physical, mental and moral well being of our nation's youth, particularly Air Cadets, and to undertake charitable projects of both national and local character;
- provide scholarships to local schools with priority to students enrolled in Air Cadets;
- support local charitable, non-profit organizations and local sports teams whenever feasible;
- provide support for local civic projects such as the war memorial in Summerside and Mount Pleasant; and
- purchase all goods and services locally when feasible.

# Table of Contents

**Forward**

**Aim and Objectives**

**Amendments**

**Constitution**

Article 1: Name

Article 2. Purpose

Article 3. Membership

- 3.1 Honorary Membership
- 3.2 Regular Membership
- 3.3 Dual Membership
- 3.4 Associate Membership
- 3.5 Wing Life Membership

Article 4. Governance

- 4.1 Officers of the Wing
- 4.2 Wing Executive
- 4.3 Honorary President
- 4.4 Board of Trustees
- 4.5 Election of the Executive
- 4.6 Election Process
- 4.7 Duration of Office

Article 5. Finance

Article 6. Amendments

## Table of contents (Continued)

### House Rules

1. Duties, Responsibilities and Authorities
  - 1.1 Executive
  - 1.2 President
  - 1.3 Vice Presidents
  - 1.4 Secretary
  - 1.5 Treasurer
  - 1.6 Bookkeeper
  - 1.7 Board of Trustees
2. Public Relations Officer
3. Wing Financial Officer
4. Wing Manager
5. Meetings
  - 5.1 Annual General
  - 5.2 Monthly General
  - 5.3 Executive
  - 5.4 Trustee Annual General
6. Attendance of Executive.
7. Quorums
8. Order of Business
9. Motions
10. Committees
  - 10.1 House Committee
  - 10.2 Building Committee
  - 10.3 Finance Committee
  - 10.4 Entertainment Committee
  - 10.5 Membership Committee
  - 10.6 Air Cadet Committee
  - 10.7 Sports Committee
  - 10.8 Ways and Means Committee
  - 10.9 Sick and Visiting Committee
11. Membership
  - 11.1 Application
    - 11.1.1 Regular
    - 11.1.2 Associate
  - 11.2 Dues
    - 11.2.1 Regular
    - 11.2.2 Associate
  - 11.3 Applications July & August
12. Conduct and Discipline
  - 12.1 Conduct
  - 12.2 Misconduct
  - 12.3 Discipline
  - 12.4 Barring Non-members
  - 12.5 Damage to wing property
  - 12.6 Payment for damages
13. Hours of Operation
14. Fundraising
15. Gold Rush
16. Headdress

## Amendments

The following changes were finalized in June 2007 by the Constitution and House Rules Committee: Al Poirier, Vern Pineau, Dave Vokey, Elmer Arsenault, Barry Rowan and Cyril Penton.

### 3.2.12 Dual Membership (added)

This class of membership shall entitle the holder thereof to all privileges of the Wing.

#### Eligibility:

The following persons shall be considered eligible for dual membership:

- be the spouse of a regular member in good standing
- be recommended by a member in good standing
- have his or her name and recommendation submitted to the Membership Chair, who shall present the nomination for consideration and approval at a General Meeting.

Dual members must meet at least one of the eligibility requirements as stated in Article 3.2.

### 3.4 Associate Membership (altered)

Changed from approval "by the Wing Executive" to "at a General Meeting"

### 5.1 Annual General Meeting: (altered)

Date changed from September to October

### 5.4 Trustee Annual General Meeting: (added)

An annual general meeting of the Trustees shall be held in October.

### 8.1.2 Approval limit raised to \$5,000.00

8.3.2 The Second Vice President shall assist the President and the First Vice President of the Wing in the discharge of their offices. In the absence of both, the Second Vice President shall exercise the authority and assume the responsibilities and duties of both offices. The Second Vice President shall have additional responsibilities as determined by the President.

8.3.4 The Public Relations Officer, Wing Financial officer and Wing Warrant Officer shall be appointed by the President.

### 8.5 Duties, responsibilities and authorities of the Treasurer:

- calculate the "quarterly" changed to "monthly" Revenue Canada amount owing.

### Article 9: Responsibilities and Authorities of the Board of Trustees

Adjusted to read:

The Board of Trustees shall consist of five and not less than three Past Presidents in good standing of the Wing to form a quorum.

### Article 10: Amendments:

Adjusted to read:

The House Rules may be amended at any time by the Executive at any General Meeting.

### Article 15: Application for Membership

Adjusted to read:

This application shall be forwarded to the Membership Chair and shall be accompanied by payment of the dues for the current year and presented at a General meeting for consideration and approval.

## Amendments (cont)

### House Rules:

Membership Dues rewritten to read:

Annual Regular and Dual membership dues are established by the RCAFA National Headquarters and are payable by the June 30<sup>th</sup> deadline. A \$5.00 fee is levied by and submitted to National Headquarters for any Regular member dues remitted after the June 30<sup>th</sup> deadline. Dues for a partial year, for new members only, shall be on a prorated basis, as determined by the National Headquarters.

The Wing Executive has decided to subsidize Regular memberships by an amount required to set dues to the lowest \$5.00 mark below National dues. I.e. For the year 2007-2008, National dues are \$39.00, the member will pay \$35.00 and the Wing will pay the remaining \$4.00. Dues for a Dual member have been held at \$19.00 and will be paid at the same time as the Regular members. This can be revised as necessary.

Annual Associate membership dues are set at \$20.00 by the Wing Executive and are payable by June 30<sup>th</sup> deadline. For new Associate members, dues will be \$10.00 after January 1st and will expire June 30<sup>th</sup>. This can be reviewed as necessary.

Gold Rush:

The following was added:

A member's name plate shall be removed from the Membership Board and the Gold Rush Drum once the member's dues become 30 days overdue. The member shall remain ineligible for any winnings until after such dues are paid.

### 10.2 Building Committee: (changed)

10.2.4 The building Committee, with the approval of an Executive Officer, shall have the authority to spend up to \$2500.00 for emergency repairs or maintenance. When it is feasible, the Committee shall first obtain the approval of the Executive or membership. An Executive meeting shall be called at the first opportunity to deal with the situation.

### 14. Discipline (added):

The Executive does not normally become involved when two individuals have a disagreement and they would expect that any such disagreement might be resolved between the parties involved. The Executive will become involved in some cases, where the disagreement involves Wing Staff or if building damage or risk to other Wing Members is involved. In both of these situations, advice from the Wing Manager shall be required.

On verbal complaints (other than covered above) brought to the Executive, after review they will bring it to the attention of the management. The Wing Manager will look into the verbal complaint and advise the Executive of the situation. The executive will handle such complaints as seen fit. Verbal complaints do not require a written response.

Upon receipt of a written complaint, it is brought before the Executive and a sub-committee is appointed to investigate. The result is presented to the Executive for action. The Complainant will be informed by letter with the result of the action taken.

When the complaint is against a Wing Member and the action is "being barred", the Member has the right of rebuttal in writing within 30 days. If no written rebuttal has been received, it will be deemed as acceptance of the action.

## **Amendments**

The following changes were finalized in May 2009 to reduce the complexity of the Constitution. Operational type Articles were moved to House Rules. These changes include but renumber previous changes.

1. Foreword
  - (a) new page 1
  - (b) use full name of organization
  - (c) paragraph 3 "The Constitution can only be amended..." deleted, included in Article 6 Amendments.
2. Aim and Objectives
  - (a) new page 2
  - (b) no changes
3. Table of Contents, new pages
4. Amendments
  - (a) new pages,
  - (b) delete word "Status"
5. Article 3 Membership
  - (a) paragraph 3.3, "This class of membership..." delete number, paragraph mis-numbered.
  - (b) paragraph 3.2.12 Dual Membership, renumbered 3.3
  - (c) paragraph 3.3 Associate Membership, renumbered 3.4
  - (d) paragraph 3.4 Wing Life Membership, renumbered 3.5
6. Article 4 Governance
  - (a) paragraph 4.4 Election of the Executive renumbered 4.5
  - (b) paragraph 4.5 Election Process renumbered 4.6
  - (c) paragraph 4.6 Duration of Office renumbered 4.7
7. Article 5 Meetings moved to House Rules as Rule 5.
8. Article 5, new Article Finance
9. Article 6, Quorums moved to House Rules as Rule 7
10. Article 7, Committees moved to House Rules as Rule 10.
11. Article 8, Duties, Responsibilities and Authorities moved to House Rules as Rule 1.
12. Article 9, Duties of Trustees:
  - (a) paragraphs 1,2 & 3 moved to Article 4 Governance, numbered 4.4.
  - (b) paragraphs 4,5,6 & 7 moved to House Rules as 1.7
13. Article 10, Amendments renumbered as Article 6.
14. Article 11, Motions deleted, moved to House Rules as Rule 9.
15. Article 12, Order of Business deleted, moved to House Rules as Rule 8.

16. Article 13, Hours of Operation deleted, remains as House Rule 9.
17. Article 14, Membership Dues deleted, incorporated in House Rule 11.1..
18. Article 15 Application for Membership deleted, retitled Membership as House Rule 11.
  - (a) Application for Membership, new number 11.1
    - i. Regular, new number 11.1.1
    - ii. Associate, new number 11.1.2
  - (b) Dues, new number 11.2
    - i. Regular, new number 11.2.1
    - ii. Associate, new number 11.2.2
  - (c) Applications during July & August, new number 11.3
19. Article 16 Discipline deleted, incorporated in Rule 12:
  - (a) Article 16.1 Misconduct deleted, renumbered Rule 12.2
  - (b) Article 16, paragraph 2 renumbered Rule 12.2.1
  - (c) Article 16.2 Damage to Wing property renumbered Rule 12.5
  - (d) Article 16.3 Responsibility for Guests deleted, renumbered as Rule 12.1 Conduct.
  - (e) Article 16.4 Payment for damages deleted, renumbered as Rule 12.6

House Rules:

20. Number 1, Name, deleted, included as Article 1 of the Constitution.
21. Number 2, Minutes, deleted, sentence added to new Rule 5.
22. Number 3, Membership Dues, retitled Membership, renumbered as Rule 11
  - (a) Number 3 paragraphs 1 & 2, Regular dues changed to Rule 11.2.1
  - (b) Number 3 paragraph 3, Associate dues changed to Rule 11.2.2
  - (c) New paragraph 11.3 added, Applications in summer months.
23. Number 4 Conduct, retitled Conduct and Discipline, renumbered Rule 12.1.
24. Number 5 Hours of Operation, renumbered Rule 13.
25. Number 6 Fundraising, renumbered Rule 14.
26. Number 7 Attendance of Executive renumbered as Rule 6.
27. Number 8 Gold Rush, renumbered Rule 15.
28. Number 9 Headdress, renumbered Rule 16
29. Number 10 Committees, remain as Rule 10.
  - (a) number 10.1 House Committee remains Rule 10.1.
  - (b) number 10.2 Building Committee remains Rule 10.2
  - (c) new paragraph Finance Committee, numbered Rule 10.3.
  - (d) number 10.3 Entertainment Committee, renumbered Rule 10.4
  - (e) number 10.4 Membership Committee, renumbered Rule 10.5.
  - (f) number 10.5 Air Cadet Committee, renumbered Rule 10.6
  - (g) number 10.6 Sports Committee, renumbered Rule 10.7.
  - (h) added 10.7.3 paragraph c, Team Funding
  - (i) added new paragraph 10.7.4, Eligible Participants.
  - (j) added new paragraph 10.7.5, Special guests
  - (k) added 10.8 Ways and Means Committee.
  - (l) added 10.9 Sick and Visiting Committee.

30. Number 11 Public Relations Officer, renumbered Rule 2.
31. Number 12 Wing Finance Officer, renumbered Rule 3.
32. Number 13 Wing Manager, renumbered Rule 4.
33. Number 14 Discipline
  - (a) first paragraph numbered Rule 12.3.
  - (b) second paragraph numbered 12.3.1, Verbal Complaints
  - (c) third paragraph numbered 12.3.2, Written Complaints
34. New paragraph 12.4, Troublesome Non-members

**The following amendment was approved at a General Meeting 27 January 2010**

Amendment to House Rule 1.2: **Duties, responsibilities and authorities of the President**

Add new paragraph 1.2.1

The President shall have discretionary spending authority of up to \$1000.00

**The following amendment was approved at a General Meeting 30 May 2012**

Amendment to House Rule 10: **Committees**

Add new committees: 10.10 Lest We Forget Committees

10.11 Museum Committee

10.12 Honours and Awards Committee

**The following amendment was approved at a General Meeting 26 September 2012**

Amendment to House Rule 13: **Hours of Operation**

Paragraph amended to accurately reflect the actual hours of operation.

Monday to Thursday	Open at 11:00AM Close at 12:00PM
Friday & Saturday	Open at 11:00AM Close at 02:00AM
Sunday	Open at 12:00AM Close at 09:00PM

# CONSTITUTION

## **Article 1. Name:**

The name of the organization shall be Royal Canadian Air Force Association (RCAFA) 200 (Summerside) Wing.

## **Article 2. Purpose:**

The purpose of 200 Wing is to provide and maintain a club for the convenience, entertainment and recreation of its members, while endorsing and supporting the Aim and Objectives of the Wing.

## **Article 3. Membership:**

The following classes comprise the membership of 200 Wing:

### 3.1 Honorary Membership:

This class of membership shall entitle the holder thereof to all privileges of the Wing with the exception of the right to vote at any regular or special meeting. An honorary member shall not be eligible to hold any office other than that of the Honorary-President.

#### Eligibility:

Any person who supports and has contributed substantially to the aim and objectives of the Association and who is determined not to be eligible for regular membership may be enrolled as an Honorary Member of the Association. Nomination of an individual to this class of membership shall be made in writing and submitted for approval to the National Executive Council.

### 3.2 Regular Membership:

This class of membership shall entitle the holder thereof to all privileges of the Wing including the right to vote at all regular or special meetings and to run for election to any position on the Wing Executive.

Eligibility: The following persons shall be considered eligible for regular membership:

3.2.1 Any person who is a former member of the RCAF or CF Air Element, in either regular or reserve capacity, and who was honourably discharged from such;

3.2.2 Any person who is currently serving in the regular or reserve air element, and any other of Her Majesty's air forces including the air components of Her Majesty's navies or armies, or have been honourably released from any of them;

3.2.3 Any person who is serving in the air service of the RCMP or has been honourably released from that employment;

3.2.4 Any person who is serving in the United States Air Force, United States Military Transport Service or the air element of the United States Navy, Army or Marines;

3.2.5 Any person who is serving as an Air Cadet Officer or Civilian Air Cadet Instructor or has been honourably released from such employment;

3.2.6 Any person who, having reached the approved age of majority for his area of residence, is a former Air Cadet who has served for a minimum of two years and was in good standing at the time of departure from the Air Cadet unit;

3.2.7 Any person who has been employed for a period in excess of two years by the department of National Defence in support of military aviation activity or has honourably terminated such employment;

3.2.8 Any person who has qualified as a civil pilot, navigator or air engineer;

3.2.9 Any person other than a pilot, navigator or air engineer who is directly involved with the flying or maintenance of civilian aircraft or has honourably terminated such employment;

3.2.10 Any person who is currently employed for a period in excess of two years by a civil aviation branch of a federal or provincial ministry or has honourably terminated such employment; and

3.2.11 Any associate member in good standing who has continually demonstrated support for and contributed substantially to the aim and objectives of the Association may, at the recommendation of the Wing Executive, have his or her membership elevated to Regular membership.

### 3.3 Dual Membership

This class of membership shall entitle the holder thereof to all privileges of the Wing.

#### Eligibility:

The following persons shall be considered eligible for dual membership:

- be the spouse of a regular member in good standing
- be recommended by a member in good standing
- have his or her name and recommendation submitted to the Membership Chair, who shall present the nomination for consideration and approval or rejection at a General Meeting.

Dual members must meet at least one of the eligibility requirements as stated in Article 3.2.

### 3.4 Associate Membership

This class of membership shall entitle the holder thereof to all privileges of the Wing except the right to attend special meetings and to hold office except that of Secretary. An exception to this requirement is that of the Associate Spokesperson, an Associate member who is appointed by the Executive and who shall be eligible to vote at regular and special meetings and may hold the position of a Director or Secretary.

#### Eligibility:

Any Canadian citizen not otherwise eligible for regular membership and who supports the Association's aim and objectives may apply for associate membership and must:

- be recommended by a Wing member in good standing; and
- have his or her name and recommendation submitted to the Membership Chair, who shall present the nomination for consideration and approval or rejection at a General Meeting.

### 3.5 Wing Life Membership

This class of membership shall be appointed from time to time by a majority vote of the membership to a deserving member, or members, who has shown outstanding dedication over a number of years in support of Wing activities. Annual, national dues for this type of membership shall be paid by the Wing.

## **Article 4. Governance:**

### 4.1 Officers of the Wing:

The Officers of the Wing, who must be regular members, include:

- President;
- First Vice President;
- Second Vice President;
- Third Vice President;
- Treasurer; and
- Past President.

#### 4.2 Wing Executive:

The Wing Executive shall comprise the President, First, Second and Third Vice Presidents, Past President, Secretary, Treasurer, and up to ten Directors. The Directors, at a minimum, shall include the Air Cadet Committee Chair, the Membership Committee Chair, and the Public Relations Officer. At least one member of the Executive must be an Associate member of the Wing.

#### 4.3 Honorary President:

The Executive may, at its discretion, nominate an individual, who may or may not be a member of the Wing, to the position of Honorary President. Such nomination shall be included with the annual nomination of Wing Officers and Executive.

#### 4.4 Board of Trustees

The Board of Trustees shall consist of five and not less than three Past Presidents in good standing of the Wing to form a quorum.

The most immediate, available Past President shall automatically become a member and shall be Chair of the Board. The additional members shall be elected at an annual or general meeting, from a list of Past Presidents, and shall hold office until replaced.

Notwithstanding the above, should Past Presidents not be available, then sufficient members of the Board of Trustees shall be elected, by the existing Board, from among regular members in good standing.

#### 4.5 Election of the Executive:

The election of the executive shall take place during the regular monthly meeting to be held the last Wednesday of May. The newly-elected Executive shall be sworn in at the ensuing June meeting and take office effective the first day of July.

#### 4.6 Election Process:

Nominations for Officers and other members of the Executive shall be the responsibility of a Nomination Committee. This committee shall consist of three Past Presidents, if they are available, and the immediate past president shall chair this committee. Should one or more past presidents not be available, they shall be replaced on the committee by regular members in good standing. These regular members shall be appointed at the March meeting.

The Nomination Committee shall post a request for nominations for officers and executive positions immediately following the March monthly meeting. Every nomination must be in writing and signed by two regular members in good standing. The nominee must consent to the nomination and this shall be so indicated on the nomination form.

The nomination shall be forwarded to the nomination committee no later than the date of the April monthly meeting. The committee shall present names of members nominated as officers or executive members at the May meeting. The committee shall conduct a secret vote among regular members in good standing who are present at the May meeting and shall count and verify votes cast. The Chair of the nominating committee shall announce the new Executive.

#### 4.7 Duration of Office:

All Officers and Executive members, including an Honorary President, elected at the May meeting shall hold office from the first day of July to the following last day of June. Should any office other than that of President become vacant, such office shall be filled by an appointee chosen by the Wing Executive.

Should the office of President become vacant the First Vice President shall automatically succeed to this office, the Second Vice President shall become the First Vice President, the Third Vice

President shall become the Second Vice President and the vacated position of Third Vice President shall be filled by appointment by the Wing Executive. These newly created offices shall continue in force until the last day of June following the appointments.

**Article 5. Finance:**

The Finances of the Wings shall be managed by the Treasurer and the Bookkeeper.

5.1 The Treasurer shall be a member of the Executive.

5.2 The Bookkeeper shall not be a member of the Executive but shall fill a paid position within the Wing. The Bookkeeper shall be paid an hourly wage, the rate to be determined annually by the Executive and Wing Manager. The Bookkeeper shall submit hours worked to the Wing Manager.

5.3 If required, the positions of Treasurer and Bookkeeper may be filled by the same person.

**Article 6. Amendments:**

This constitution may be altered or amended at any annual or general meeting of the Wing by a two-thirds vote of the members present at such meetings provided that such alterations (proposed) have been announced at the previous general meeting. The House Rules may be amended by a vote of the members present at any General Meeting.

## **House Rules**

### **1. Duties, Responsibilities and Authorities:**

#### **1.1 Duties, responsibilities and authorities of the Executive:**

1.1.1 The Executive shall be responsible for the general conduct of the Wing's affairs. It shall have, subject only to the provisions of this constitution and to resolutions passed at any annual or special general meeting of the Wing, and subject to the supervision of the Board of Trustees, all authorities necessary to enable it to transact efficiently all business of the Wing and to maintain discipline among Wing members;

1.1.2 The Executive shall have authority to purchase furniture, fixtures and accessories, to make alterations, additions and renovations to the Wing property to a limit of \$5,000.00. This may be affected without obtaining approval from the Board of Trustees. However, the Executive shall strive to inform the Board of such planned expenditures, where feasible. Any proposed expenditures over the limit noted above can only proceed with the approval of the Board of Trustees and the approval of the membership at a special general meeting;

1.1.3 The Executive shall have authority to engage and dismiss employees, based on the recommendations of the Wing Manager, and to set rates of remuneration;

1.1.4 The Executive shall ensure that general meetings are scheduled and held, in accordance with articles 5.1 and 5.2, above. The Executive may also schedule special meetings when it deems such action necessary;

1.1.5 Signing authority for the Wing shall comprise any two signatures among the President, First Vice President, or Treasurer.

#### **1.2 Duties, responsibilities and authorities of the President:**

The president shall preside over all meetings of the Wing and shall have overall responsibility for maintaining discipline in the Wing. It shall be the President's duty to supervise the activities of the other officers of the Wing and of all committees. The President shall have authority to interpret and enforce the constitution and all by-laws.

1.2.1 The President shall have discretionary spending authority of up to \$1000.00

#### **1.3 Duties, responsibilities and authorities of the Vice Presidents:**

1.3.1 The First Vice President shall assist the President of the Wing in the discharge of the President's office. In the absence of the President, the First Vice President shall exercise the authority and assume the responsibilities and duties of that office.

1.3.2 The Second Vice President shall assist the President and the First Vice President of the Wing in the discharge of their offices. In the absence of both, the Second Vice President shall exercise the authority and assume the responsibilities and duties of both offices. The Second Vice President shall have additional responsibilities as determined by the President.

1.3.3 The Third Vice President shall assist the President and the First and Second Vice Presidents of the Wing in the discharge of their offices. In their absence, the Third Vice President shall exercise the authority and assume the responsibilities and duties as required. The Third Vice President shall assume other duties for the Wing as directed by the President.

1.3.4 The Public Relations Officer, Wing Financial Officer, Wing Warrant Officer and other Committee Chairs shall be appointed by the President.

#### **1.4 Duties, responsibilities and authorities of the Secretary:**

The Secretary shall attend all meetings and shall:

- keep accurate minutes of all meetings;
- answer all correspondence (unless otherwise directed by the Executive);
- send out all notices of meetings and perform such duties as may from time to time be allotted by the Executive; and
- respond to or initiate other correspondence as directed by the Executive.

#### **1.5 Duties, responsibilities and authorities of the Treasurer:**

The Treasurer shall adhere to the following schedules in the performance of his duties:

- attend all General, Executive and other meetings and present financial reports as required;
- advise the Executive and Manager on financial matters; and
- provide a financial budget at the beginning of the RCAFA fiscal year and financial summary at the end of the year.

#### **1.6 Duties, responsibilities of the Wing Bookkeeper;**

The Wing Bookkeeper shall adhere to the following schedules on the performance of his duties:

- the RCAFA fiscal year, which runs from July 01 to June 30;
- the Provincial fiscal year, which runs from April 01 to March 31 (involving Provincial sales tax; and
- the Revenue Canada (CRA) fiscal year of January 01 to December 31 (involving payroll and the Goods & Services tax.

The Wing Bookkeepers responsibilities shall include, but not be limited to:

- verify and post all bank transactions to accounts in simply accounting;
- verify all payment vouchers and calculate GST tax credits;
- verify all cash register tapes and reconcile with bank deposits;
- prepare and post all journal vouchers and payment vouchers in the Accounting System and prepare financial statements;
- prepare monthly bank reconciliation;
- calculate and remit GST, PST and Payroll taxes;
- prepare annual employee T4 slips and Revenue Canada reports;
- conduct all required business and correspondence with government agencies and financial institutions; and
- various other administrative and office duties related to the bookkeeping job.

#### **1.7 Duties, Responsibilities and Authorities of the Board of Trustees:**

The Board of Trustees shall be the custodian of all real estate and personal property now owned or hereafter acquired by the Wing, including all capital assets of the Wing, and any bonds, securities or other monies over and above the amount necessary for the Executive to operate the Wing on a daily basis.

The Board shall ensure that adequate insurance is being carried on all assets of the Wing. The Board shall be responsible for the investment of all monies entrusted to it.

The Board shall not have power to make expenditures other than those for bank and brokerage charges and other like expenses incidental to the proper investment of the funds of the Wing, unless otherwise directed to do so by an adopted motion at a general Meeting.

The presence of three members shall constitute a quorum at any meeting of the Board of Trustees.

## **2. Public Relations Officer**

The Public Relations Officer shall ensure that all activities that involve or support the community are reported to local media, including photographs, as appropriate. The Officer shall work with local media to publicize Wing activities and shall maintain a Wing Public Relations File.

## **3. Wing Finance Officer**

The Wing Finance Officer's duty shall be to chair the Finance Committee and maintain an overview of Wing financial affairs by working closely with and providing assistance to the Treasurer, as needed. The Officer shall also act on behalf of the Treasurer when the Treasurer is unavailable, as, for example, presenting financial statements to a general meeting that the Treasurer is unable to attend.

## **4. Wing Manager**

The Wing Manager holds overall responsibility and authority for the efficient, economical and safe day-to-day operation of the Wing. He or she shall be responsible for the purchase and disposition of all goods and supplies; the hiring, training, scheduling and remuneration of Wing employees; the general maintenance and cleanliness of Wing premises; the day to day financial activities, such as cash floats, daily reconciliation of receipts, bank deposits, and so on; the scheduling of activities and events and special requirements for the same; and a host of other responsibilities that make up the normal operations of the Wing. The Manager shall work with and be responsible to the Executive and both shall strive to affect a mutually beneficial relationship that is ultimately aimed at achieving the best for 200 Wing.

## **5. Meetings:**

Minutes shall be taken of all Wing meetings and a copy shall be kept at the Wing office.

### **5.1 Annual General Meeting:**

The annual general meeting of the Wing shall be held on the last Wednesday of October, or as near to this date as is feasible. Notification of such annual meeting shall be posted by the Secretary for all members not earlier than two weeks or later than one week before the date of the proposed annual meeting. At this meeting annual written reports of committees will be received for the fiscal year ending June 30.

### **5.2 General Meeting:**

General meetings shall be held on the last Wednesday of every month, or as near to this date as is feasible, with the exception of the months of July and August. There shall be no regularly scheduled general meetings during these two months.

### **5.3 Executive Meeting:**

There shall be no regularly scheduled Executive meetings. Such meetings shall be held as required and at the call of the President.

### **5.4 Trustee Annual General Meeting:**

An annual general meeting of the Trustees shall be held in October.

## **6. Attendance of Executive:**

The President or designate shall be responsible for advising Executive members of their attendance and requirements at all necessary functions and events.

## **7. Quorum:**

A quorum for an annual, general or special meeting shall consist of 10% of the regular members in good standing and for an Executive meeting shall consist of five (5) members of the Executive.

## **8. Order of Business:**

The order of business at any general or special meetings shall be:

- introductions of Guests;
- minutes of the last meeting and note of errors or omissions;
- adoption of the minutes of the last meeting
- business arising there from;
- minutes of the last Executive meeting, if applicable;
- correspondence;
- reports, as applicable;
- induction of new members;
- any other old business;
- new business;
- election of officers, when applicable.

Notwithstanding the above, the President may, at his or her discretion, amend the order of business.

## **9. Motions:**

Any motion passed at a general meeting may be altered or amended at any subsequent general or special general meeting of the Wing by a two-thirds vote of the members present provided that such proposed alterations have been announced by a thirty-day notice of meeting and that a quorum is in attendance at the meeting.

## **10. Committees:**

The President is an exofficio member of all committees. Committees may consist of from 3 to 5 members but should be at least 2 members. The chairperson of any committee shall have the power to add to the committee beyond five members for a temporary period. Where appropriate, the committees shall work closely with the Wing Manager.

The President shall designate Directors to be responsible for committees that are deemed necessary by the Executive according to operational requirements. The current committees shall be listed in the House Rules.

The Executive may from time to time add such committees as they may deem necessary. The creation of such committees shall be tabled for approval of the members at the next general meeting. Any regular member in good standing is eligible for appointment as Chair to any of these committees. Any Wing member in good standing may serve on these committees.

### **10.1 House Committee:**

The House Committee shall be responsible for the interior economy of the Wing. It shall be the duty of this committee to ensure that the Wing facilities are suitably furnished, heated and lighted, and that adequate facilities are available. It shall be responsible for the cleanliness of the Wing rooms. It shall have authority to make such minor repairs as are necessary to the efficient functioning of the Wing. The Building Committee shall be informed of the intent to cause such repairs.

### **10.2 Building Committee:**

The Building Committee duties and responsibilities shall include:

10.2.1 Exterior repairs or maintenance to the main building and attachments; responsibility extends to, but is not limited to Hangar 329, air conditioner, fire escape, entrances, exits, oil tanks, decks, fences, exterior lighting and parking lot;

10.2.2 Interior repairs or maintenance to the building and furniture including, for example, washrooms, kitchen and bar; Equipment such as beer coolers, draught machines, lottery equipment, ATM and telephones are the responsibilities of the Wing Manager and the Building Committee shall work with the Manager to effect such repairs and maintenance to this equipment as may be required;

10.2.3 Where and when feasible, carrying out these duties with volunteers drawn from the Wing membership; however, when considered necessary, the Committee shall engage the services of external contractors, upon receiving the approval of the Executive for such action; and

10.2.4 The building Committee, with the approval of an Executive Officer, shall have the authority to spend up to \$2500.00 for emergency repairs or maintenance. When it is feasible, the Committee shall first obtain the approval of the Executive or membership. An Executive meeting shall be called at the first opportunity to deal with the situation.

#### 10.3 Finance Committee:

The Finance Committee shall review all correspondence requesting financial donations and shall make a recommendation to the Executive to approve or deny the request. Requests that are approved by the Executive shall be presented to the following General Meeting for Wing approval.

#### 10.4 Entertainment Committee:

The Entertainment Committee shall be responsible for all forms of entertainment, as authorized by the Executive. The Committee shall, when so instructed, provide refreshments and arrange for service of same. The Committee may purchase such food, dishes and utensils as are necessary to carry out instructions received and may engage external assistance when required. The Committee shall make all arrangements for securing, on loan or rental and within the limits set down by the Executive, additional chairs or other equipment, as required to accommodate members attending any entertainment.

The Committee Chair shall work closely with the Manager in all matters regarding entertainment and shall ensure that a notice of entertainment activities for the upcoming month is posted on Wing notice boards.

#### 10.5 Membership Committee:

This Committee shall receive all applications for membership, shall investigate each and advise the Executive as to the eligibility of the applicant. The Committee shall take such actions as may be prescribed in the constitution and by-laws to cause the applicant to be admitted to membership, or to have the application otherwise disposed of. The Committee shall ensure that a sufficient supply of application forms and membership cards are always available. The Committee shall be responsible to keep the membership board up to date and shall be responsible for nominating deserving members for honours and shall inform National Headquarters of the status of all members.

The Membership Chair shall ensure that reminder letters are sent out to regular members concerning membership renewal prior to the June 30 deadline. A Regular member may renew after the June 30 deadline by paying the current year's dues, or all dues in arrears, plus the late fee as required by RCAFA National Headquarters.

Associate members shall be notified by Wing posting or local advertising prior to the June 30 deadline.

The Chair shall ensure that letters of acknowledgement and congratulation are sent to new members, both regular and associate, upon their nominations being approved by the Executive.

#### 10.6 Air Cadet Committee:

The Air Cadet Committee shall be responsible for the efficient operation of the Air Cadet Squadron, in accordance with the rules and regulations laid down by the Air Cadet League of Canada.

#### 10.7 Sports Committee:

The Sports Committee shall operate within a budget approved by the Executive and shall perform the following:

10.7.1 Coordinate all provincial and Atlantic sports events that are hosted by 200 Wing; coordinate the attendance of Wing members at such events hosted by other organizations; and organize and coordinate all 200 Wing internal sports event;

10.7.2 Identify all future sports events well in advance and post notices of such on the Wing notice board;

10.7.3 Ensure participants in sports events are aware of the extent of Wing funding when available; that is:

- a. Wing shall normally provide funding for registration fees, one nights lodging, bridge toll and gasoline;
- b. Wing members should attempt to share transportation and/or lodging where appropriate; and
- c. Funding shall normally be for two (2) teams. Any additional teams will share in the funds allotted for each event.
- d. The Wing shall allow 50/50 draws and raffles by team participants in order to increase Wing funding. These draws shall be coordinated through the Wing Manager.

10.7.4 Ensure all participants in Wing sponsored events have been members in good standing for at least three (3) months prior to the event; this shall be verified by the Sports Committee Chair and may be in consultation with the Membership Committee Chair.

10.7.5 Special guests, i.e.: family relatives may participate in Atlantic sports events however only Wing members will be eligible for Wing sponsorship.

#### 10.8 Ways and Means Committee

The Ways and Means Committee will work closely with the Wing Manager and Entertainment committees and ensure arrangements are made for TGIF food catering and for 50/50 draws.

#### 10.9 Sick and Visiting Committee

The Sick and Visiting Committee will ensure hospitalized Wing members are provided with a suitable gift on behalf of the Wing i.e.: flowers, fruit basket, magazines. It shall also ensure a Wing member who has suffered a family loss shall be sent a Card of Sympathy on behalf of the Wing.

#### 10.10 Lest We Forget Committee

The Lest We Forget Committee will liaise with the Royal Canadian Legion Lest We forget Committee to coordinate Remembrance Day ceremonies, poppy sales or any other activity designed to honour veterans.

#### 10.11 Museum Committee

The Museum Committee will be responsible for cataloguing all artifacts that have been donated to the Wing and arranging for an appropriate place to display them. Such artifacts may be flags, book, pictures etc and must be in a presentable condition.

#### 10.12 Honours and Awards Committee

The Honours and Awards Committee should be composed of at least three members of the Executive who will identify and nominate deserving Wing members for National, Group and Wing awards. A complete list of National and Group Awards can be found in the Atlantic Group Organization and Information Handbook. These books are held by the Wing President and Wing Secretary.

Nominations for National and Group Awards will be brought to an Wing Executive meeting for confirmation

### **11. Membership**

#### 11.1 Application for Membership

11.1.1 Application for Regular membership shall be made on the Application form as supplied by RCAFA Headquarters and be accompanied with the recommendation of a Regular member in good standing.

11.1.2 Application for Associate membership shall be made on the prescribed form and accompanied with the recommendation of a Wing member in good standing.

This application shall be forwarded to the Membership Chair and shall be accompanied by payment of the dues for the current year and presented at a General meeting for consideration and approval or rejection.

#### 11.2 Dues

11.2.1 Annual Regular and Dual membership dues are established by the RCAFA National Headquarters and are payable by the June 30<sup>th</sup> deadline. A \$5.00 fee is levied by and submitted to National Headquarters for any Regular members dues remitted after the June 30<sup>th</sup> deadline. Dues for a partial year, for new members only, shall be on a prorated basis, as determined by the RCAFA National Headquarters.

The Wing Executive will subsidize Regular memberships by an amount required to set dues to the lowest \$5.00 mark below National dues. e.g.: for the year 2009-2010, National dues are \$44.00, the member will pay \$40.00 and the Wing will pay the remaining \$4.00. Dues for a Dual member have been held at \$19.00 and will be paid at the same time as the Regular members. The subsidization can be revised as necessary.

11.2.2 Annual Associate membership dues are set at \$20.00 by the Wing Executive and are payable by June 30<sup>th</sup> deadline. For new Associate members, dues will be \$10.00 after January 1st and will expire June 30<sup>th</sup>. This can be reviewed as necessary.

11.3 There being no General meetings held in the months of July and August, any Regular or Associate applications submitted during that time may be approved by a quorum (5) of the Executive.

### **12. Conduct and Discipline:**

#### 12.1 Conduct

All members and guests entering on Wing property or using the RCAFA Wing name shall conduct themselves in a respectable manner. Members shall be responsible for the conduct of their guests.

## 12.2 Misconduct

A member or guest involved in conduct prejudicial to the maintenance of good order and discipline and the best interest of the Wing shall be reported to a Wing Officer and or the Wing Manager. The member or guest shall be notified by letter of the particulars of the alleged offence and the time and place at which he or she may appear before Wing officers to refute such alleged offence or to explain their conduct.

12.2.1 The Wing Officers shall, after hearing the evidence relating to the alleged offence, decide on a course of action, including formal discussion with the offender, reprimand, suspension or expulsion, or may agree that there is no or insufficient substantiation for the charge. The decision of the Wing Officers shall be conveyed in writing to the member or guest.

12.2.2 When the complaint is against a Wing Member and the action is "being barred", the Member has the right of rebuttal in writing within 30 days. If no written rebuttal has been received, it will be deemed as acceptance of the action.

## 12.3 Discipline

The Executive does not normally become involved when two individuals have a disagreement and they would expect that any such disagreement might be resolved between the parties involved. The Executive will become involved in some cases, where the disagreement involves Wing Staff or if building damage or risk to other Wing Members is involved. In both of these situations, advice from the Wing Manager shall be required.

12.3.1 On verbal complaints (other than covered above) brought to the Executive, after review they will bring it to the attention of the management. The Wing Manager will look into the verbal complaint and advise the President of the situation. The President will handle such complaints as seen fit. Verbal complaints do not require a written response.

12.3.2 Upon receipt of a written complaint, it is brought before the Executive and a sub-committee is appointed to investigate. The result is presented to the Executive for action. The Complainant will be informed by letter with the result of the action taken.

## 12.4 Troublesome Non-members

The Wing Manager may bar troublesome non-members from entering or re-entering the premises. Serious incidents shall be reported to the President.

## 12.5 Damage to Wing property

Any member causing damage to the Wing premises or property shall be held responsible for the repair or replacement of the damaged property, as may be decided by the Executive. Failure to redress any damages may result in suspension or cancellation of membership, as decided by the Executive.

## 12.6 Payment for damages

The Executive shall, as necessary, take any such action as may be required to recover losses due to damage resulting from wilful misconduct of a member or guest. Such action may include disciplinary measures on the member or law suit in a civil court.

## 13. Hours of Operation:

Monday to Thursday	Open at	11:00AM
	Close at	12:00PM
Friday & Saturday	Open at	11:00 AM
	Close at	02:00 AM
Sunday	Open at	12:00 AM
	Close at	09:00 PM

**14. Fundraising:**

No person shall use 200 Wing for the purpose of fund-raising without the consent of the Wing Manager and the Executive.

**15. Gold Rush:**

The Wing's Gold Rush draw shall be the responsibility of the Wing Manager. All members shall personally sign in to be eligible for the draw. A member's name plate shall be removed from the Membership Board and the Gold Rush Drum once the member's dues become 30 days overdue. The member shall remain ineligible for any winnings until after such dues are repaid.

**16. Headdress:**

As a sign of respect for Her Majesty, headdress is normally removed upon entry to the Wing. The Manager/Bartender shall use discretion for persons wearing headdress for medical or religious reasons or for special occasions.