

AIR FORCE ASSOCIATION OF CANADA

200 (SUMMERSIDE) WING



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Foreword

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

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

The Constitution can only be amended through a majority vote at a general meeting. However, the House Rules can be amended through a majority vote of 200 Wing Executive members.

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.

Amendment Status

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.

3.3 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 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.

House Rules:

Membership Dues rewritten to read:

Annual Regular and Dual membership dues are established by the National AFAC Headquarters and are payable by the June 30th deadline. A \$5.00 fee is levied by and submitted to national Headquarters for any Regular members dues remitted after the June 30th deadline. Dues for a partial year, for new members only, shall be on a prorated basis, as determined by the AFAC 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 \$10.00 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 30th deadline. For new Associate members, dues will be \$10.00 after January 1st and will expire June 30th. 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 repaid.

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.

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.

CONSTITUTION

Article 1. Name:

The name of the organization shall be Air Force Association of Canada. (AFAC) 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:

3.3 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.
- 3.2.12 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 at a General Meeting.

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

3.3 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 regular 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 at a General Meeting.

3.4 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 seven Directors. The Vice President and directors 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 Honourary 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 Honourary President. Such nomination shall be included with the annual nomination of Wing Officers and Executive.

4.4 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.

4.5 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.

4.6 Duration of Office:

All Officers and Executive members, including an Honourary 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. Meetings:

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.

Article 6. 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.

Article 7. Committees:

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.

Article 8. Duties, Responsibilities and Authorities:

8.1 Duties, responsibilities and authorities of the Executive:

8.1.1 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;

8.1.2 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;

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

8.1.4 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;

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

8.2 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.

8.3 Duties, responsibilities and authorities of the Vice Presidents:

8.3.1 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.

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.

8.3.3 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.

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

8.4 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.

8.5 Duties, responsibilities and authorities of the Treasurer:

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

- the AFAC fiscal year, which runs from July 1 to June 30;
 - the provincial fiscal year, which runs from April 1 to March 31 (involving provincial sales tax); and
 - the Revenue Canada fiscal year of January 1 to December 31 (involving payroll and the goods and services tax).
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- The Treasurer's responsibilities shall include, but not be limited to, the following tasks:
 - maintain a monthly, detailed financial statement and present this statement to the monthly general meetings;
 - calculate monthly PST and quarterly GST amounts owing;
 - maintain monthly payroll records, including employees' hours of work and pay, employee contributions for Employment Insurance, Canada Pension Plan, and federal and provincial tax, and the employer's contributions to EI and CPP;
 - calculate the monthly Revenue Canada amount owing;
 - complete employees' T-4 slips and Revenue Canada inputs at the end of each calendar year;
 - conduct all required business and correspondence with all government agencies and financial institutions;
 - provide a financial budget at the beginning of the AFAC fiscal year and a financial summary following the end of the year; and

- provide recommendations on financial matters to the Wing Executive and to the Wing Manager on an as required basis.

Article 9. Duties, Responsibilities and Authorities of the Board of Trustees:

The Board of Trustees shall consist 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.

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.

Article 10. 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 at any time by the Executive at any General Meeting.

Article 11. 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.

Article 12. 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.

Article 13. Hours of operation of the Wing

The Wing & Bar shall be opened and closed at the hours laid down by the Executive and listed in House Rules.

Article 14. Membership Dues

14.1 National dues

National dues shall be paid in accordance with the rules laid down by the AFAC.

14.2 Wing dues

Wing dues shall be paid in accordance with the rules set by the Wing Executive and listed in the House Rules.

14.3 Dues payable

All annual membership dues shall become payable prior to the June 30 deadline. Regular members will be assessed a late fee after the deadline, as listed in House Rules.

A regular member may pay the current year's dues or all dues in arrears after the June 30 deadline, plus the late fee as required by A.F.A.C National Headquarters.

Article 15. Application for membership

All applications for regular and associate membership shall be made in writing upon the prescribed form and be accompanied with the recommendation of one regular 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.

Article 16. Discipline

16.1 Misconduct

Any member reported to the Executive for conduct unbecoming a member of the Wing, or for conduct prejudicial to the maintenance of good order and discipline and the best interests of the Wing, shall be notified of the charge laid, of the particulars thereof, and the time and place at which he or she may appear before the Executive to refute such charge or to explain his conduct.

The Executive shall, after hearing the evidence relating to the alleged offence, impose such penalty as is decided, including reprimand, suspension or expulsion, or may agree that there is no or insufficient substantiation for the charge. The decision of the Executive shall be conveyed in writing to the member.

16.2 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.

16.3 Responsibility for guests

Any member who brings a guest(s) onto Wing premises shall be responsible for the conduct of the guest(s).

16.4 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.

House Rules

1. Name:

The name of the club shall be "Air Force Association of Canada, 200 (Summerside) Wing".

2. Meetings:

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

3. Membership dues:

Annual Regular and Dual membership dues are established by the National AFAC Headquarters and are payable by the June 30th deadline. A \$5.00 fee is levied by and submitted to national Headquarters for any Regular members dues remitted after the June 30th deadline. Dues for a partial year, for new members only, shall be on a prorated basis, as determined by the AFAC 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 \$10.00 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 30th deadline. For new Associate members, dues will be \$10.00 after January 1st and will expire June 30th. This can be reviewed as necessary.

4. Conduct:

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

5. Hours of Operation:

Monday to Friday	Open daily at	4:00 PM
	Close daily at	12:30 AM

Saturday	Open at	12:00 PM
	Close at	12:00 AM
Sunday	Open at	12:00 PM
	Close at	9:00 PM

6. Fundraising:

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

7. 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.

8. 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.

9. 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.

10. Committees:

The President is an ex-officio 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.

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 429, 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 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.

10.4 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 AFAC 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.

10.5 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.

10.6 Sports Committee:

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

10.6.1 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;

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

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

- Wing shall normally provide funding for registration fees, bridge toll and gasoline;
- Wing members should attempt to share transportation where appropriate; and
- 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.

11. 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.

12. Wing Finance Officer

The Wing Finance Officer's main duty shall be to 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.

13. 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.

14. 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.

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.