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CHAPTER 1 -MEMORANDUM OF ASSOCIATION OF THE WING

SECTION 1 GENERAL

1.01 NAME

The name of the Society as established under the Nova Scotia "Societies Act" is AFAC No.111 MicMac Wing and forming part of the Air Force Association of Canada, which as heir to the Royal Canadian Air Force Association, has sole claim to both styles and titles. The Society will be referred to as the "Wing" in the constitution and by-laws, unless there is something in the subject or context inconsistent .

1.02 PRINCIPLES AND POLICIES

1. This Wing shall be democratic, non-sectarian and shall not be affiliated or connected directly or indirectly with any political party or organization.
2. The Wing shall stand for loyalty to the reigning sovereign and the principles of democratic and ordered government, for a National and united spirit, and for strong and united comradeship among all of us who have served in Military or Civil Aviation.
3. The Wing shall be an all-ranks organization insofar as its military or ex-military members are concerned and no member shall be entitled to precedence for any reason other than by virtue of elected standing in the Association.

1.03 AIMS AND OBJECTIVES

1. To maintain unity of purpose and effort among serving and former participants in military aviation and their contemporaries in civil aviation.
2. To sponsor and encourage aeronautics in all its branches.
3. To participate in local civic and community programmes, especially those designed to develop the physical, mental and moral well-being of our nation's youth, particularly Air Cadets, and to undertake charitable projects of both a National and Local character.
4. To work with the RCAF Benevolent Fund and various veterans' organizations toward attainment of their objectives.
5. To promote and encourage an adequate effective aviation component to meet the needs of National Defence
6. To promote and encourage responsible citizenship among Canadians.

CHAPTER 2 - BY-LAWS OF THE WING

SECTION 1 - GENERAL

1.01 This Chapter contains by-laws of the Wing as outlined in Booklet 100, Ninth Edition, 1 September 1991, Section 2, and as approved by the National Executive Council.

1.02 SHORT TERMS, ABBREVIATIONS AND DEFINITIONS

The above shall be interpreted as follows:

- a. "Association" shall mean the Air Force Association of Canada.
- b. "Group" shall mean the Air Force Association of Canada Atlantic Group.
- c. "Wing" shall mean AFAC No. 111 MicMac Wing.
- d. "NEC" shall mean the National Executive Council.
- e. Use of the masculine or feminine term shall be interpreted as interchangeable with the appropriate gender in the same context.
- f. "Regular" and "Associate" member or membership shall mean an individual member or membership in the Wing.
- g. "Company" member or membership shall mean a company as a Member in the Association without rights and privileges for any company individual.

1.03 FISCAL YEAR

The fiscal year shall begin on the 1st of April of each year and end on the 31st of March of the following year.

1.04 BADGES, SEAL AND CHARTER

1. Official badges and insignia of the Wing shall be fixed by the National Executive Council along with guidance for their wearing or display.
2. The corporate seal of the Wing shall be in the custody of the Secretary of the Wing thereof, who, under such seal, shall have full authority to certify as to the authenticity of any and all documents in his possession by virtue of his appointment to such office.
3. The original Charter shall be in the custody of the serving Wing President.

SECTION 2 ORGANIZATION OF THE WING

- 2.01 1. The governance of the Wing's assets and liabilities and that of the Wing Executive Council are as follows:

The National Executive Council of the Association shall not have any rights in the assets of the Wing, or be liable for any of the debts or obligations of the Wing; and the Wing shall not have any rights in the assets of, or be liable for, any debts or obligations of the Association as a whole, or any other Wing thereof.

- 2.02 1. The affairs of the Wing shall be managed by the Wing Executive Council hereafter referred to as WEC. When the term "Director" is used, it shall mean to include those indicated in 2.02 2.

2. The WEC shall be composed as follows:

- a. The President
- b. 1st Vice President
- c. 2nd Vice President
- d. Immediate Past President
- e. Secretary
- f. Treasurer
- g. Past President as selected by WAC.

3. A Wing Executive Council of not less than four, and not more than nine members of the Wing, shall be constituted in accordance with the rules and regulations of the NEC and the Group Executive Council in that order of precedence, or, in the absence thereof, by the members of such Wing. Such Wing Executive Council shall be elected annually at a meeting of the Wing by a majority vote except for the Immediate Past President which shall be automatic, and one Past President as appointed by a majority of at least three of the Past Presidents so long as they maintain current membership in the Wing. It shall be empowered to conduct the business of the Wing with the restrictions outlined in sub-paragraph below.

4. All members of a Wing Executive Council shall continue to hold office until new incumbents are elected, except that a seat shall be declared vacant if an incumbent

- a. dies or files bankruptcy, or
- b. is found to be of unsound mind, or mentally incompetent, or
- c. submits his resignation, or
- d. has his removal requested by a resolution of two-thirds of the voting members at a Wing General Meeting.

5. Any vacancy on a Wing Executive Council may be filled by appointment of the remaining members.

2.03 POWERS OF THE WING EXECUTIVE COUNCIL

1. The WEC may exercise such powers as are not, by the Societies Act of Nova Scotia or these By-Laws, required to be exercised by a General Meeting and without limiting the generalities of the foregoing, shall have power to:

- a. supervise generally the affairs of the Wing
- b. formulate the overall policy of the Wing
- c. operate through the National Headquarters. Groups, consortia of Wings or single Wings, a charitable foundation(s) for the purpose of receiving donations, conducting lotteries, or other similar campaigns, and disbursing proceeds to worthwhile charitable causes, and to prescribe methods and procedures for the amount of and destination of such disbursements;
- d. Appoint a Nominating Committee consisting of the Immediate Past President and the two previous Past Presidents who, if unwilling to serve, to be replaced by previous Past Presidents, as required. The Committee to serve at the pleasure of the WEC, the powers of which shall be limited as follows;

[I] Nominate a slate of members eligible for election at the Annual General Meeting in March.

[ii] Ensure that the recommended slate of officers is made available to the members at the meeting prior to the Annual General Meeting.

[iii] Conduct the annual elections,

A. Accepting nominations from the floor after assuring the nominated member will serve.

B. Conduct the secret ballot by voting on each position of the WEC, and

C. Ensure that the members, at the conclusion of the voting and announcement of the results, move and approve the destruction of ballots.

e. The following Standing Committees may be appointed by the WEC each year after the Annual Meeting And Members appointed to such Committees shall serve or a period of one (1) year or until their successors are appointed.

Membership Administration & Campaign Committee
Public Relations Committee
Housing Committee

Program Committee
Research & Projects Committee
Welfare Committee
Bulletin Committee

(I) The WEC is not required to appoint any or all of the Committees as set out in (e) above, and may as they deem necessary, appoint any other force or committee and set out the duties and responsibilities of same.

(ii) The WEC may at, or subsequent to, the Annual Meeting appoint one or more members of the Wing to be members of each of the aforesaid committees and the President may designate one(1)of each committee as outlined in Article 6.01 of section 6, Chapter 2. The President shall be ex-officio member of each such Committee but shall not be included in the numbers hereinafter referred to in this paragraph. The Committees may meet for the transaction of business, adjourn and otherwise regulate their meetings as they think fit, provided however, that a majority of the members of each shall constitute a quorum thereof for the transaction of business Questions arising at any meeting of a Committee shall be decided By a majority of votes and, in case of equality of votes, the chairman shall be empowered to cast the tie-breaking vote.

(iii) At the discretion of the Committee Chairman, a Committee may not meet to conduct any business unless a majority of the Committee members are present at the beginning of and throughout the meeting.

f. May make such rules and regulations governing the Wing as are not inconsistent with Association by-laws and/or any rules and regulations made by NEC or the Group Executive Council provided that such Wing rules and regulations, after approval by the majority of the members, shall not be in force until approved by the Group Executive Council.

2.04 ADMINISTRATION OF THE WING

1. When present the President shall act as Chairman of all meetings of the Wing and shall submit to the direction of the WEC, have general management of and provide direction for the general business affairs of the Wing and shall act as spokesman for the Wing. The President may also appoint Committees and Members to such Committees subject to the WEC ratifying these appointments.

2. If for any reason the President is unable to carry out the functions and duties of his office, the 1st Vice-President, or the 2nd Vice-President shall assume all duties.

3. If the office of the President becomes vacant, the 1st Vice-President shall be appointed President of the WEC by resolution of the Directors. If the office of the Vice-President becomes vacant, the Directors may by resolution appoint a Director as the Vice-President.

4. A salary shall not be paid to any member of the WEC and, with the exception of salaried officials and employees, no member shall receive any remuneration for his services to or on behalf of the Wing other than compensation or expenses allowances as may be authorized by the Wing.

2.05 Banking, Execution of Contracts, Etc.

1. The WEC shall determine by resolution in which banking institution the funds of the wing shall be deposited.

2. The signing officers of the wing shall be the President, Treasurer and any other persons appointed by a resolution of the WEC. All cheques issued by the wing shall contain signatures of two [2] signing officers.

3. Any documents requiring the signature of the wing shall be signed by any two signing officers, and once signed, the documents shall be binding on the wing. In addition to the appointed signing officers as approved herein, the WEC may by resolution appoint any other person to sign documents on behalf of the wing and such signing shall also be binding on the wing.

4. Where necessary, the Corporate Seal may be placed on any document by a person authorized to sign on behalf of the WEC. The corporate seal shall be held in the custody of the Secretary.

5. Where the term “document” is used, it shall mean to include anything set out in writing that affects the Wing in any manner and includes anything in writing pertaining to any property or securities owned by the Wing and/or any financial or other obligations into which the Wing has entered.

6. The WEC may, by resolution, as they deem necessary, borrow money in what ever amount they deem proper, however where the borrowing of money requires that the property or other securities of the Wing be mortgaged or otherwise pledged as collateral, the WEC shall first obtain approval of the members before mortgaging or otherwise pledging the property or securities as collateral.

2.06 Appointment of Auditors

At a meeting prior to the annual election of officers, an audit team of three members as recommended by the WEC and approved by a majority vote of the members shall be appointed to audit the accounts of the Wing for such period as may be determined at the meeting. The audit team shall submit a written report to the members upon the balance sheet and operating account, and to state whether, in their opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Wing.

2.07 Obligation to the Registrar under the Societies Act.

1. A copy of the Wing financial balance sheet, showing the general particulars of its liabilities and assets and a statement of its income and expenditures in the preceding year, audited by the auditors, shall be filed within fourteen days after the annual meeting in each year as required by law.
2. The Wing shall file with the Registrar its annual statement, a list of directors with their addresses, occupations, and dates of appointment or election, and within fourteen days of a change of directors, notify the Registrar of the change.
3. The Wing shall file with the Registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed.
4. The Secretary shall ensure that the above reports are forwarded as directed by the Registrar.

SECTION 3 MEMBERSHIP

3.01 GENERAL

1. Although the listing contained herein of persons eligible for Membership is of necessity definitive, it should not be considered to limit eligibility strictly to those shown. It is intended to be demonstrative rather than inhibitive and will provide the parameters by which responsible executive personnel may assess applications for Membership keeping in mind the principles involved.

3.02 REGULAR MEMBERSHIP

1. Regular membership is open to any person of good character, upon payment of the membership fees from time to time determined at an Association Meeting as follows:

- a. any person who is serving in the Regular or Reserve Air Element of the Canadian Forces, or any other of Her Majesty's Air Forces, including the air arms of her Majesty's Navies or Armies, or has been honourably released from any of them, or
- b. any person who has served in the RAF Ferry Command and has been honourably released from that employment, or
- c. any person who is serving the air service of the Royal Canadian Mounted Police or has been honourably released from that employment, or
- d. any person who is serving in the United States Air Force, the United States Military Transport Service, or the elements of the United States Navy, Army or Marines or has been honourably released from any of them, or

- e. any person who is serving as an Air Cadet Officer or Civilian Air Cadet Instructor or has been honourably released from such employment, or
- f. any person who, having reached the age of maturity for his area of residence, is an ex-Air Cadet who has served for two years and was in good standing at the time of departure from his Cadet unit or,
- g. any person who is currently 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.
- h. Any person who is qualified as a civilian pilot, navigator or air engineer.
- I. 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 or,
- j. any person who is currently employed for a period in excess of two years by a civilian aviation agency of a federal or provincial ministry or has honourably terminated such employment.

3.03 ASSOCIATE MEMBERSHIP

1. Associate Membership is open to any person of good character, male or female, not eligible for membership in the Association as a Regular member and who subscribes to the Aims and Objectives of the Association, shall be entitled to become an Associate Member of the Wing, subject to the following Terms and Conditions:

- a. No Associate Member shall be entitled to hold any Executive Office at the Group or National level;
- b. No Associate Member shall be recognized as an Accredited Delegate to any Group or National General Meeting;
- c. The manner of application and submission to membership shall be the responsibility of this Wing;
- d. Associate Members may hold office in the Wing Executive in any capacity, except those of President and Vice President;
- e. Associate Members are permitted a vote on any matter, except the offices of President or Vice-President, but the vote shall be restricted to forty-nine percent of Regular members (in attendance) on matters pertaining to RCAF Association business;
- f. No person may vote on any office which he/she is not eligible to hold.

2. Company applications for Associate Membership as an Air Industry Association shall be submitted on the form supplied for that purpose and shall be signed by a company officer. Application forms shall be accompanied by the appropriate fee and submitted either to the Wing or direct to National Headquarters. Those submitted to the Wing shall be forwarded to National Headquarters for processing.
3. Upon acceptance of a company as an Associate Members, National Headquarters shall arrange for the return of an appropriate membership kit, the contents of which shall be, from time to time, determined by the National Executive Council of the Association.
4. WEC shall, when considering Associate Members for eligibility as Regular Members, ensure and certify that such Associate Members have actively served the Wing and can qualify for selection in accordance with the "Selection Criteria" as approved in AGM- Oct.86 and as outlined in Annex"C", Booklet 105. If the Associate Member qualifies, The WEC shall proceed as laid down in Article 218 (2) of Booklet 105 11th edition.

3.04 HONORARY MEMBERSHIP

1. Honorary Membership in the Wing may be extended to any person who supports, the principles, aims and objectives of the Association and who has contributed substantially to the welfare of the Association or the advancement of its Aims and Objectives. Such a person may be enrolled as an Honorary Member of the Wing, except that a person eligible for Regular Membership **shall not** be enrolled as an Honorary Member. Nominations for Honorary Membership shall be forwarded together with the appropriate membership fee, as for Regular Members, to the National Headquarters in the form of a letter, stating the basis on which the nomination is made, for approval of the National Executive Council.
2. Honorary Membership may also be extended on invitation by the Wing to the surviving Spouse of a recently deceased member to be a complimentary Wing Honorary member for a period of one year provided that the survivor is not eligible to be a Regular Member, and to automatically invite such a survivor to subscribe to Associate Membership upon expiry of the Honorary Membership period (AM 56/74)

3.05 APPLICATION FOR WING MEMBERSHIP

1. Applications for initial Wing membership or reinstatement shall be in writing on the form supplied for that purpose, and shall be signed by the applicant. Application forms shall be accompanied by the appropriate fees and submitted to the Wing. The Wing Executive Council shall be responsible for making arrangements for adequate applicant screening.
2. Applications accepted by the Wing shall be forwarded monthly to National Headquarters under cover of an official Wing Membership Return Form, accompanied by the first year's membership fees, less the enrollment fee which shall be retained by the Wing.

3. National Headquarters shall return a completed Membership Return Response Form along with a membership kit for each new member comprising a membership card, lapel badge and a membership certificate.

4. The Wing may arrange for an appropriate initiation at a Wing General Meeting as soon as possible after receipt of the membership kit.

3.06 MEMBERSHIP YEAR

1. Membership Year for Wing Members

The membership year of the Wing shall be July 1 to June 30 of the following year, to be renewed by July 1st.

2. Membership Year for Company Membership

The membership year for company membership shall be January 1st to December 31st

3. Distribution of Funds from Fees

a. Membership fees paid by individual members shall be retained by the Wing as part of its general funds.

b. Membership fees paid by Member Companies shall be distributed to Wing Atlantic Group and National Headquarters from time to time to be determined by an Association Meeting. The portion received by National Headquarters shall be retained by the Association as part of its general funds.

c. An enrollment fee of one dollar shall be payable by or on behalf of every member on joining the Wing and to be retained by the Wing.

d. Wing membership fees shall be established from time to time as determined by a General Wing Meeting. However, any change in membership fees shall be set at a Regular meeting of the Wing.

e. Dual Membership

In the event that a husband and wife are both eligible as Regular members, they shall be considered dual membership and one fee plus a fee to be decided by the Wing for a spouse is required to be paid, the fee to be retained by the Wing.

f. Joint Membership

In the event the wife/husband is a Regular or Associate member of the Wing and her/his husband/wife wishes to join as an Associate members, a fee shall be paid in an amount as determined at a General meeting of the Wing.

g. The initial membership fees for Honorary Members shall be the same as those for Regular Members and on an annual basis.

h. Initial annual fee for company membership shall be determined by the National Association.

I. The Wing Executive Council shall be responsible for the Collection of all Wing fees and transmission to the National Headquarters of the appropriate annual fees for all Regular and/or Life members who join the Wing.

j. A Life Membership fee shall be payable by the member to the Wing upon becoming a Life Member.

3.07 EXPULSION AND SUSPENSION OF MEMBERS

1. An avowed Anarchist, Communist, Fascist, or any other person who advocates the destruction of organized government shall not be permitted to become or remain a member of the Wing.

2. In the event that the Wing Executive Council expels or suspends a member, or rejects an application for membership, the Secretary may report such expulsion, suspension or rejection to the National Executive Council and the Group Executive Council.

3. After due investigation, any member may be suspended and/or expelled from the Wing for breach of his obligation, or of these rules and regulations or by-laws, or for disloyal utterances or acts, or for profane or disorderly conduct in a meeting of anybody of the Wing, or for maliciously making a false charge against a members, or for conduct unworthy of a member, or which in any way brings the Wing discredit, or for non-payment of membership dues or fees.

4. Requests for suspension or expulsion should be submitted in writing to the President, and the member concerned should be given the opportunity of appeal at the next General Meeting, if that member is not satisfied with the result of the appeal to the executive.

5. Members in arrears for three months in payment of membership dues or fees shall automatically be suspended from all rights and privileges in the Wing. Any member whose membership has been forfeited for non-payment of fees may be reinstated upon re-applying for membership and paying the appropriate fee as for new applicants.

6. After due investigation, the Membership Chairman of the Association or the Secretary of the Wing shall report to the Executive and inform the applicant of his/her acceptance (or otherwise) as a member.

SECTION 4 WING EXECUTIVE COUNCIL

4.01 QUALIFICATION FOR HOLDING OFFICE

1. Only individual members defined herein may hold office in the Wing.
2. A salaried official or employee of the Wing shall not be eligible for election or appointment as a member of a Wing Executive Council other than appointment as an ex-officio member.
3. A person shall not be nominated for any office in the Wing unless he or she be present, or has signified in writing his or her willingness to accept such office.

4.02 Where the Director who is to become the Immediate Past President at the conclusion of the next Annual Meeting is unwilling or unable to serve, then another Member may be elected as a Director at the Election Meeting, or the WEC may appoint the most immediate and available Past President who is a member of the Wing who is willing to serve, as a Director.

4.03 Until it is changed in accordance with the requirements of the Societies Act of Nova Scotia, there shall be 7 Directors of whom a majority present at a meeting shall constitute a quorum. The Directors may do all things as allowed under the By-Law, as required by any resolution adopted at any duly constituted meeting of the Members, or as may be allowed by the laws of this Province, and may do all things necessary to maintain the integrity of the Wing even though such things are not specifically set out in this By-Law.

4.04 Vacancies on the WEC

A Director is no longer able to serve as a Director for the Balance of his term and therefore a vacancy on the WEC shall exist where:

1. he is declared bankrupt, becomes insolvent;
2. he is declared mentally incompetent;
3. he is convicted of any criminal offence;
4. he resigns, by notice in writing to the President or the Executive Officer
5. he has been absent from three (3) consecutive meetings of the WEC without just cause, he resigns as a member or where such Membership is terminated; his registration under the Act has been suspended or terminated.

4.05 In the event a vacancy occurs on the WEC for any reason, except where the vacancy exists because of an increase in the number of Directors, the Directors may at a regularly scheduled WEC meeting, provided there is a quorum present, appoint any Member who is qualified, to fill the vacancy. Such an appointed Director shall be in office only for the length of the unexpired term of the Director who caused the vacancy.

4.06 Removal of Directors

Provided notice of such a resolution has been given, the Members of the Wing by resolution at a special general meeting duly called for that purpose, provided it is approved by at least two-thirds of the Members at the meeting who are entitled to vote in person, may remove any Director from office before the expiry of his term. At such a meeting the Members entitled to vote may also by simple majority elect any qualified Member of the Wing to fill the unexpired portion of the term of the Director who was removed.

4.07 Remuneration of Directors

No Director shall be paid for his services as a Director and no Director shall be allowed to profit directly or indirectly from his position as a Director, provided that he may be paid reasonable expenses that may be incurred in the performance of his duties as a Director.

4.08 Executive Committee

The WEC may appoint an Executive Committee, which if appointed shall consist of the President, one of the two Vice-Presidents and the Treasurer

4.09 Meetings of the WEC

1. Meetings of the WEC and/or the Executive Committee if appointed, may be held anywhere in the Province of Nova Scotia that the WEC approve. A meeting may be called by the President or a Vice-President or any two (2) Directors, and the Secretary, and shall serve notice to all Directors of the time and place of the meeting. The WEC shall decide when and where they will hold their meetings provided that they shall meet at least 10 times during their time of office and in any event at least every thirty-five days, except in July and August of each year.

2. Every Director is entitled to notice of every WEC meeting at least three (3) days before the date of the meeting. The three (3) day time limit may include the day of the meeting but not the day the notice is given. The notice may be mailed, E-mailed, faxed or telephoned to each Director. If the meeting is held without formal notice being given, the Director may in writing or by resolution at the meeting, waive the notice requirements. A director not able to attend a meeting may consent in writing to the meeting being held without formal notice of the meeting.

3. Where the first meeting of the WEC is held immediately after the Annual Meeting, no notice shall be necessary provided there is a quorum of the WEC present.

4. Every question arising at a meeting of the WEC shall be decided by a majority of votes cast by the Directors present at the meeting. Where there is no majority, the Chairman shall be allowed to cast the tie-breaking vote.

5. A quorum of the WEC shall consist of at least five members and to include either the President or one of the Vice-Presidents acting in place of the President.

SECTION 5 WING MEETINGS

- 5.01 Meetings of the WEC are as outlined in Section 4, Article 12
- 5.02 The Wing shall meet on the second Tuesday of each month except July and August of each year.
- 5.03
1. The annual election of officers shall take place at the Regular Meeting of the Wing in the month of March and the Installation of Officers shall take place at the Regular Meeting in April or on Charter dinner night.
 2. The books and records of the Wing may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Wing.
- 5.04
1. A quorum of a General or Special Meeting shall consist of the following;
 - [a] At least 10% of the membership who are entitled to vote must be present in person, and
 - [b] For Amendments and/or Special Resolutions[see Chapter 3, Art. 1.01] Approval of at least 75% of the members in attendance and entitled to vote. Further, those exercising their right to vote must be advised in writing at least two weeks prior to a presentation of Special Resolutions and/or Amendments at General or Special Meeting.
 2. The president or Chairman shall ensure that prior to a meeting a quorum is established and no business shall be conducted at the meeting unless the required quorum is present at the beginning of and throughout the meeting
- 5.05 Order of Business
1. As nearly as possible and at the discretion of the President the following shall be the order of business at all regular meetings of the Wing once a quorum has been established.
 - (a) Opening Ceremony
 - (I) Call to Order (Stand)
 - (ii) “Advance the Colours”
 - (iii) Opening prayer
 - (iv) The Silence
 - (v) “O Canada”
 - (vi) Deposit the Colours
 - (b) Introduction of Guests
 - (c) Reading and approval of the Minutes
 - (d) Reports of Committees
 - (e) Communications and Bills
 - (f) Unfinished business
 - (g) New business
 - (h) Adjournment
 - (I) Closing Ceremony
 - (I) Colour Party Prepare to Retire Colours
 - (ii) Closing
 - (iii) Retire The Colours

(iv) “God Save The Queen”

5.06 Rules of Order

1. Except where otherwise provided in the Memorandum of Association, every proposal of motion shall be determined by the majority of the members present entitled to vote, by show of hands. In the event of a vote being equal, the President shall have the deciding vote.
2. Every member, when speaking, shall rise and address the President.
3. No member shall speak more than twice on any matter in debate, except to explain what he may have said, or to reply to questions, or if the mover or seconder of a motion, to close the debate or unless permitted by the President.
4. No member shall interrupt another while speaking except on point of order.
5. When a member is called to order he shall at once take his seat until the point of order has been decided.
6. No member shall vote on any question in which he has a financial interest.
7. Every question of order shall be decided by the presiding officer without debate and without appeal to the Wing.
8. When a question is under debate, no motion shall be received except to postpone, to table, or refer, to substitute or to amend, which motions shall always be in order, and shall take precedence in the order named.
9. No person shall be permitted to leave the room during a Meeting of the Wing except by the permission of the presiding officer.
10. If any member or visitor shall be guilty of indecorum during a meeting of the Wing, the presiding officer may, at his discretion, admonish and/or exclude him from the Wing for that meeting.

SECTION 6 DUTIES AND RESPONSIBILITIES

6.01 WING PRESIDENT

1. The Wing President will be responsible to the Group President, through the Group Regional Vice-President as applicable, for all activities of the Wing which have a bearing on activities of the Group or the National organization or issue from the Wing Charter or National Constitution, By-laws and Regulations.
2. The Wing President will be responsible for the Immediate Past President, First Vice-President,

Second Vice-President, Wing Treasurer and Wing Secretary.

3. The Wing President shall:

- a. Have general supervision over the affairs of the Wing to ensure that the Constitution and By-laws, Rules and Regulations are enforced and call Special Meetings when necessary.
- b. Be ex-officio, a Member of all Wing Committees
- c. Endeavour to maintain coordinated action in all activities of the Wing and to promote and stimulate the growth and expansion of the Wing.
- d. Ensure that all Past Presidents of the Wing are invited to serve on the Advisory Committee; and,
- e. Ensure that all incoming correspondence, particularly from National Headquarters, a Member or Members of the National Executive Council, the Group or another Wing of the Air Force Association of Canada, is handled with care and dealt with expeditiously as the situation warrants.

6.02 IMMEDIATE PAST PRESIDENT

1. The Immediate Past President will be responsible to the Wing President for the pursuit of the following activities.
2. The Immediate Past President will be responsible for the Membership Administration Chair and the Membership Campaign Chair.
3. The Immediate Past President shall:
 - a. Assist the Wing President in the general supervision of the Wing;
 - b. Primarily, act as Director of Membership by coordinating the efforts of the Membership Chair and the Publicity Chair in their endeavours to maintain a stabilized and orderly growth in Wing membership, and acting on behalf of either or both in cases of absence or illness;
 - c. Assist in planning, organizing and scheduling periodic Wing membership campaigns;
 - d. Ascertain that all Association recommended projects are studied, investigated and upon Wing approval, implemented. Particular consideration is to be given to the sponsoring of an Air Cadet Squadron by the Wing. In the case of the Wing not sponsoring a Squadron, the Immediate Past President should encourage or invite the Second Vice-President to join with him/her in pursuing a feasibility study on the sponsoring of a Squadron.

- e. Establish and maintain a good relationship with the local representative of the RCAF Benevolent Fund, also with various local veterans organizations and encourage the interest of the Wing in ways and means of supporting these organizations toward the attainment of their objectives;
- f. Establish and manage sub-committee(s) and/or formulate any other Wing Committee(s) as the workload warrants, to ensure effectiveness in the pursuit of all objectives and commitments;
- g. Consult, with the Wing Executive Council to obtain approval of any action to be taken, particularly if such action entails the use of funds;
- h. Report to the Wing Executive Council in accordance with the Wing Policy;
- I. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary; and
- j. Ensure that the Wing participates in all activities promoted by the Association.

6.03 FIRST VICE-PRESIDENT

1. The First Vice-President will be responsible to the Wing President for the pursuit of the following activities.
2. The First Vice-President will be responsible for the Bulletin Chair and the Publicity Chair.
3. The First Vice-President shall:
 - a. Assist the Wing President in the general supervision of the Wing and preside in his/her absence;
 - b. Primarily, act as Director of Public Relations for the Wing by directing information for promulgation to the Bulletin and Publicity Chairs, guiding them if necessary in the execution of their duties and acting in behalf of either or both in cases of absence or illness;
 - c. With the assistance and cooperation of the Air Force Contact or Liaison Officer, plan and organize schemes, functions or projects that will in the main, foster a good relationship between the Wing and the Canadian Forces in general and military aviation in particular;
 - d. Maintain a list of Federal, Provincial and Civic officials, particularly if any of these are known to be former Air Force or of an aviation background, who should be invited to attend the main annual function of the Wing. The list could include the Mayor, Chief of Police, Provincial and Federal MP's, Canadian Forces Base Commanders in the area and other dignitaries of the Wing's choice, and Executive Officers of the Association;

- e. Arrange for guest speakers to meet the Wing programme of activities, particular interest to be paid to local welfare organizations in order to ascertain information regarding possible means whereby the Wing can assist financially or otherwise;
- f. Chair the Aviation Affairs Committee;
- g. Establish and/or promote a good relationship between the Wing and all aviation and/or aerospace organizations or business establishments operating in the local community, areas of interest to include, flying clubs, glider clubs, commercial airlines, factories concerned with the aviation industry, flying schools, etc. Include representatives on the Wing Guest List as well as the Guest Speaker List;
- h. Establish and manage sub-committee(s) and/or formulate any other Wing committee(s) as the workload warrants, to ensure effectiveness in the pursuit of all objectives and commitments;
- I. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.
- j. Consult with the Wing Executive Council to obtain approval of any action to be taken, particularly if such action entails the use of funds; and
- k. Report to the Wing Executive Council in accordance with the Wing policy.

6.04 SECOND VICE-PRESIDENT

1. The Second Vice-President will be responsible to the Wing President for the pursuit of the following activities.
2. The Second Vice-President will be responsible for the Housing Chair and the Programme Chair.
3. The Second Vice President shall:
 - a. Assist the Wing President in the general supervision of the Wing and preside in the absence of both the Wing President and the First Vice-President;
 - b. Primarily act as Director of Housing and Programmes by coordinating a scheduled programme of activities with the assistance of the Housing and Programme Chairs, guiding these two Chairs if necessary, in the execution of their duties and acting in behalf of either or both in cases of absence or illness;
 - c. Encourage the Wing to consider taking steps at its earliest convenience to becoming an incorporated body and on becoming incorporated, or if The Wing is already incorporated to ensure that the regulations as constitutes in the appropriate Provincial Act are adhered to;

- d. Assist the Housing Chair to ensure the availability of adequate quarters for all Wing functions and on the approval of the Wing Executive Council, to finalize and manage any arrangements entered into by the Wing regarding renting, purchasing or leasing of such quarters;
- e. Assist both the Housing and Programmes Chairs in preparing for approval of the Wing Executive Council, a scheduled annual programme for the Wing with the available quarters to cover such activities as Regular General Meetings, social functions and special events as planned;
- f. Encourage promote and coordinate involvement of the Wing members in recreational activities such as tennis, badminton, golf, bowling, curling, etc. as well as the involvement of the Wing in any community programme designed to develop the physical, mental and moral welfare of our nation's youth;
- g. Establish and manage sub-committee(s) and/or formulate any other Wing Committee(s) as the workload warrants, to ensure effectiveness in the pursuit of all objectives and commitments;
- h. Consult, with the Wing Executive Council to obtain approval of any action to be taken, particularly if such action entails the use of funds;
- I. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary;
- j. Report to the Wing Executive Council in accordance with Wing policy.

6.05 WING TREASURER

1. The Wing Treasurer will be responsible to the Wing President for the pursuit of the following activities.
2. The Wing Treasurer will be responsible for the Resources and Projects Chair.
3. The Wing Treasurer shall:
 - a. Assist the Wing President in the general supervision of the Wing;
 - b. Primarily, act as Director of Finance by accurately recording, monitoring, and controlling the flow of funds in the Wing, guiding the Resources and Projects Chair if necessary, in the execution of his/her duties and acting in his/her behalf in case of absence or illness. In this regard, an amount not in excess of \$200.00 may be expended on authority of the Executive Committee.
 - c. Receive collected Membership Fees from the Membership Campaign Chair, take charge of all funds and securities of the Wing, receive all monies due, deposit them to the credit of a

Chartered Bank designated by the Wing Executive Council and disburse out of funds, payment of all bills that are approved by the Wing Executive Council and authorized for payment;

d. Keep a faithful account of all expenditures and receipts in a book belonging to the Wing and ensure that all cheques presented for payment by the Wing are jointly signed by the Treasurer and one other member delegated by the Wing or any other two members delegated by the Wing;

e. Assist the Resources and Projects Chair in planning and organizing fund raising events for the Wing and keep an accurate record to cover such events;

f. Ensure that all Wing accounts are presented for an annual audit or in accordance with the Wing policy or Association By-Laws, as applicable;

g. Establish and manage sub-committee(s) and/or formulate any other Wing committee(s) as the workload warrants, to ensure effectiveness in the pursuit of all objectives and commitments.

h. Consult with the Wing Executive Council in accordance with Wing policy, including the current financial standing of the Wing; and

i. Ensure that all business correspondence is channelled through and/or Directed to the attention of the Wing Secretary.

6.06 WING SECRETARY

1. The Wing Secretary will be responsible to the Wing President for pursuit of the following activities.

2. The Wing Secretary will be responsible for the Recording Secretary and the Wing Welfare Chair.

3. The Wing Secretary shall:

a. Assist the Wing President in the general supervision of the Wing;

b. Primarily, act as Director of Information and Communication by taking charge of all correspondence of the Wing, ensuring action as required and the dissemination of information in general, guiding if necessary, the Recording Secretary and Wing Welfare Chair in execution of their duties and acting in behalf of either or both in cases of absence or illness;

c. Receive Association Booklets, maintain a control file and issue as required;

d. Attend Wing Executive Council General and Special Meetings, keep a true and faithful record of all meetings and the deliberations thereof and in the case of unavoidable absence or

illness to delegate the Recording Secretary or another Wing member to carry out those duties;

e. Issue notices of all meetings, whether of the members of the Wing, or of the Wing Executive Council and ensure that an invitation is extended to the Air Force Contact or Liaison Officer in accordance with Wing policy;

f. Ensure that any changes in the Wing Executives are reported in a timely manner, through completion and on passing of Wing Report, Part 2, with copies mailed or faxed to Group and to National HQ;

g. Establish and manage sub-committee(s) and/or formulate any other Wing committee(s) as the workload warrants, to ensure effectiveness in the pursuit of all objectives and commitments;

h. Consult with the Wing Executive Council to obtain approval of any action to be taken, particularly if such action entails the use of funds;

i. Ensure that all correspondence directed to the Wing or to a member of the Wing Executive Council is handled with care and dealt with expeditiously. When necessary, ensure that correspondence for information to the Wing membership is directed to the Bulletin Chair for publication;

j. Take charge for safe-keeping, all books, correspondence and records of the Wing, these to be kept safely at a place designated by the Wing Executive Council; and

k. Ensure that all appropriate reports under Article 2.07 are forwarded to the Registrar under the Societies Act within the directed time limit.

l. Report to the Wing Executive Council in accordance with Wing policy.

6.07 BULLETIN CHAIR

1. The Bulletin Chair will be responsible to the First Vice-President for the pursuit of the following activities.

2. The Bulletin Chair will be responsible for members of the Bulletin Committee.

3. The Bulletin Chair shall:

a. Edit and publish a Wing Bulletin incorporating all, if possible, reports and/or information submitted for publication by the members of the Wing Executive Council on a periodic basis in accordance with Wing policy;

b. With the approval of the Wing Executive Council, establish and maintain a good business relationship with a printing firm or organization to handle the printing of the Bulletin;

- c. With the assistance of the First Vice-President, establish a format for the Bulletin to ensure that the more essential items of news are published from time to time with particular emphasis being placed on programmes of activities relating to Wing, Region, Group and National functions involving membership participation;
- d. Prepare and maintain an established mailing list for the Wing to include each individual Wing member and any other personnel or organization approved by the Wing Executive Council;
- e. Under the guidance of the First Vice-President, establish and/or organize any necessary subcommittee(s) as the workload warrants and to ensure that both the President and first Vice-President are invited to attend all sub-committee meetings as well as meetings of the Bulletin Committee;
- f. Consult with the Wing Executive Council to obtain approval of any action to be taken, particularly if such action entails the use of funds;
- g. Ensure the regular distribution of the Bulletin (by mail, fax, e-mail or otherwise) to meet any deadline as may be established by the Wing Executive Council;
- h. Report to the Wing Executive Council in accordance with Wing policy;
- I. Advise the First Vice-President whenever illness or unavoidable absence, he/she is unable to perform any required duties; and,
- j. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.

6.08 PUBLICITY CHAIR

1. The Publicity Chair will be responsible to the First Vice-President for the pursuit of the following activities.
2. The Publicity Chair will be responsible for members of the Publicity Committee.
3. The Publicity Chair shall:
 - a. Establish and maintain good liaison between the Wing and the local newspaper, as well as local radio and television stations, to ensure that Wing Meetings, functions and other activities are given adequate publicity through the news media;
 - b. Arrange for attendance by a photographer as well as other representatives of the news media at special occasions and/or functions of the Wing;
 - c. With the assistance of the First Vice-President, pursue the improvement of relations with

the news media by recommending the extension of Complimentary, Honorary or Associate Wing membership to representatives of the local news media, such representatives to be selected with the agreement of the Wing Executive Council;

d. Ensure that all worthwhile channels of publicity for the Wing are used advantageously, including the Wing Bulletin, Air Force magazine, Group Bulletins Recruitment Brochures, etc;

e. Under the guidance off the First Vice-President, establish and/or organize any necessary sub-committee(s) as the workload warrants and to ensure the Wing President, the First Vice-President and the Membership Chair are invited to attend all sub- committee meetings as well as meetings of the Publicity Committee;

f. Consult with the Wing Executive council to obtain approval of any action to be taken, particularly if such action entails the use of funds;

g. Work closely with the Membership Chair to institute ongoing Recruitment campaigns;

h. Report to the Wing Executive Council in accordance with the Wing policy;

I. Advise the First Vice-President whenever due to illness or unavoidable absence, he/she is unable to perform any required duties; and

j. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.

6.09 HOUSING CHAIR

1. The Housing Chair will be responsible to the Second Vice-President for the pursuit of the following activities.

2. The Housing Chair will be responsible for members of the Housing Committee.

3. The Housing Chair shall:

a. With necessary assistance and guidance from the Second Vice-President, make all arrangements to provide adequate quarters for the Wing to meet the requirements and needs specified by the Wing Executive Council, such as for the purpose of holding General and Executive Meetings, social functions, recreational activities and special events;

b. Arrange furniture in quarters as may be suitable for particular occasions of use, and ensure that an adequate public address system is made available to all Wing Functions requiring this facility;

- c. Prepare and maintain a complete inventory of all items of furniture, hospital equipment and articles of value known to be Wing assets and control the movement of these items in accordance with instructions of the Wing Executive Council;
- d. In addition to arranging quarters, on the request of the Programme Chair, to meet requirements of the following:
 - (1) Book orchestras;
 - (2) Obtain banquet permits;
 - (3) Procure suitable beverages; and
 - (4) Engage Bar Steward services.
- e. Ensure the availability of the Wing Attendance Register, the Wing Banner and other ceremonial regalia for desired occasions;
- f. Ensure that adequate house rules are provided to maintain proper care and maintenance of all facilities as well as to regulate the desired behaviour of Wing members and guests;
- g. Under the guidance of the Second Vice-President, establish any necessary sub-committee(s) as the work load warrants and to ensure that both the President and the Second Vice-President are invited to attend all sub-committee meetings as well as meetings of the Housing Committee;
- h. Consult with the Wing Executive Council to obtain approval of any action to be taken, particularly if such action entails the use of funds;
- I. Report to the Wing Executive Council in accordance with Wing policy;
- j. Advise the Second Vice-President whenever, due to illness or unavoidable absence, he/she is unable to perform any required duties; and,
- k. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.

6.10 PROGRAMME CHAIR

1. The Programme Chair will be responsible to the Second Vice-President for the pursuit of the following activities.
2. The Programme Chair will be responsible for members of the Programme Committee.
3. The Programme Chair shall:
 - a.. With necessary assistance and guidance from the Second Vice-President, prepare a programme of entertainment and special events preferably projected to cover a period of a year, and present it for approval by the Wing Executive Council in accordance with Wing

policy;

b. Ensure that the programme includes functions designed to meet the requirements of all members of the Wing Executive Council and takes cognizance of such occasions as Battle of Britain, Wing Charter Night, Armistice Day, Installation of New Executive, Fund Raising ventures, and special aviation function, as well as the popular social occasions;

c. Establish and maintain a good business relationship with a printing firm or organization to handle the printing of tickets, invitations cards, pamphlets, etc.(See Bulletin Chair for a possible contact);

d. In organizing functions, to ensure that the following are arranged:

(1) Ticket printing and distribution

(2) Food provisioning;

(3) Door prizes;

(4) Programme for the function;

(5) The House Chair is alerted to make quarters available, book orchestra and set up bar requirements; and,

(6) The Wing Welfare Chair is alerted to delegate members as hosts-hostesses to special guests as the situation warrants.

e. Prepare and submit to the Wing Treasurer a detailed report of receipts and disbursements covering each Wing function. Reports preferably to be prepared in duplicate, one copy for the Treasurer and the other for retention by the originator;

f. Under guidance of the Second Vice-President, establish and/or organize any necessary subcommittee(s) as the workload warrants and to ensure that both the President and the Second Vice-President are invited to all sub-committee meetings as well as meetings of the Programme Committee;

g. Consult with the Wing Executive Council to obtain approval of any action to be taken, particularly if such action entails the use of funds;

h. Report to the Wing Executive Council in accordance with Wing policy;

I. Advise the Second Vice-President, whenever, due to illness or unavoidable absence, he/she is unable to perform any required duties; and

j. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.

6.11 RESOURCES AND PROJECTS CHAIR

1. The Resources and Projects Chair will be responsible to the Wing Treasurer for the pursuit of the

following activities.

2. The Resources and Projects Chair will be responsible for members of the Resources and Projects Committee.

3. The Resources and Projects (Ways & Means) Chair shall:

a.. With necessary assistance and guidance from the Treasurer as well as members of the Resources and Projects Committee, investigate, recommend, plan, organize and manage projects or programmes which are carried out by the Wing with a view to provide funds that may be required to meet financial obligations of the Wing or may be conducive to financial gain for the Wing or to the Association as a whole;

b. Ensure that all endeavours undertaken are given wide publicity through the assistance of the Publicity and Bulletin Chairs. For consideration, such endeavours could include: Auction Sales; Bingos;, Raffles; Weekly or Periodic Draws; or, a Wing Investment Programme promoting the sales of shares or debentures to meet long-term requirements of the Wing.

c. Prepare and submit to the Wing Treasurer detailed reports of receipts and disbursements covering the managing of any fund raising scheme or project undertaken by the Wing. Reports preferably to be prepared in duplicate, one copy for the Wing Treasurer and the other for the retention of the originator;

d. Under guidance of the Wing Treasurer, establish and/or organize any necessary subcommittee(s) as the workload warrants and to ensure that both the Wing President and the Wing Treasurer are invited to attend all sub-committee meetings as well as meetings of the Resources and Projects Committee;

e. Consult with the Wing Executive Council to obtain approval of any action to be taken, particularly if such entails the use of funds;

f. Report to the Wing Executive Council in accordance with Wing policy;

g. Establish and maintain a good business relationship with a printing firm or organization to handle the printing of tickets, pamphlets, etc., as may be required for any project or scheme. (See Bulletin Chair for a possible contact);

h. Advise the Wing Treasurer, whenever, due to illness or unavoidable absence, he/she is unable to perform any required duties; and

I. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.

6.12 MEMBERSHIP ADMINISTRATION

1. The Membership Administration Chair will be responsible to the Immediate Past President for the pursuit of the following activities.
2. The Membership Administration Chair will be responsible for members of the Membership Administration Committee.
3. The Membership Administration Chair shall:
 - a. With necessary assistance and guidance from the Immediate Past President, establish and maintain, with the approval of the Wing Executive Council, a firm policy with regard to Membership Fees, membership entitlements and obligations to cover the various types of memberships in the Wing;
 - b. Receive from the Membership Campaign Chair lists of paid members, issue Membership Cards and complete administrative follow-up;
 - c. Obtain from the Wing Treasurer a cheque to cover that portion of the fees collected that must be forwarded to National Headquarters;
 - d. Receive the NHQ Membership Return Notice and return it monthly with a cheque and accompanying Membership Return Form by the date required;
 - e. Arrange and organize initiation ceremonies for all new members and in the case of transfers submit the necessary forms to National Headquarters and, where applicable, to the Wing in the area to which a member is transferred;
 - f. Prepare and maintain an accurate Wing Membership Journal and other records of payment of fees by each Wing members and maintain an up-to-date Membership list showing the name, address and phone number of each Wing member; a copy of this list to be made available to the Wing Secretary, Bulletin Chair and to any other member or committee of the Wing as may be deemed necessary;
 - g. Under the guidance of the Immediate Past President, establish and/or organize any necessary sub-committee(s) as the workload warrants and to ensure that both the Wing President and the Immediate Past President are invited to attend all sub-committee meetings as well as meetings of the Membership Administration Committee.
 - h. Consult with the Wing Executive Council to obtain approval of any action to be taken, particularly if such action entails the use of funds;
 - I. Report to the Wing Executive Council in accordance with the Wing policy;
 - j. Advise the Immediate Past President, whenever, due to illness or unavoidable absence, he/she is unable to perform these duties; and

k. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.

6.13 MEMBERSHIP CAMPAIGN CHAIR

1. The Membership Campaign Chair will be responsible to the Immediate Past President for the pursuit of the following activities.
2. The Membership Campaign Chair will be responsible for members of the Membership Campaign Committee.
3. The Membership Campaign Chair shall:
 - a. With necessary assistance and guidance from the Immediate Past President as well as from the Membership Campaign Committee, carry out a continuous study in ways and means of increasing the membership strength of the Wing and preferably to promote and encourage the participation and involvement of all Wing members in any programme implemented for this purpose;
 - b. Write or contact all prospective members and maintain a list of such members with a view to formally introducing all prospects to the Wing in the hope of recruiting them as members;
 - c. Arrange and organize a Telephone Committee within the Wing through which the Wing Executive Council may maintain ready contact with all Wing members for the purpose of general interest, emergency requests, and for encouraging maximum membership participation for special occasions and events;
 - d. Ensure that various activities and/or special programmes are arranged periodically for the purpose of promoting membership expansion in the Wing and that all recommendations and suggestions from National Headquarters in this regard are given full consideration in the Wing;
 - e. Utilize generic Recruitment Brochures available in quantity from National Headquarters;
 - f. Maintain very close liaison with the Membership Administration Chair and assist, particularly, in preparing and distributing Membership Statements to members in arrears and in each case of non-renewal to contact such a member to ascertain the reason for discontinuing membership and as much as is humanely possible attempt to avert such a decision;
 - g. Collect all membership fees and issue receipts;
 - h. Pass fees collected to the Wing Treasurer supported by a member listing;
 - I. Provide paid member listing to the Membership Chair for issue of Membership Cards and follow-up;

- j. Under the guidance of the Immediate Past President, establish and/or organize any necessary sub-committee(s) as the workload warrants and to ensure that both the Wing President and Immediate Past President are invited to all sub-committee meetings as well as meetings of the Membership Campaign Committee;
- k. Consult with the Wing Executive Council to obtain approval for any action to be taken, particularly if such action entails use of funds;
- l. Report to the Wing Executive Council in accordance with Wing policy;
- m. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary; and
- n. Advise the Immediate Past President, whenever, due to illness or unavoidable absence, he/she is unable to perform these duties.

6.14 RECORDING SECRETARY

1. The Recording Secretary will be responsible to the Wing Secretary for the pursuit of the following activities.
2. The Recording Secretary will be responsible for persons on an Assistant Secretary roster.
3. The Recording Secretary shall, as an assistant to the Wing Secretary:
 - a. With necessary guidance from the Wing Executive Council attend Wing Executive Council, General and Special Meetings and assist the Wing Secretary, as necessary in the recording to the Minutes of such meetings and to ensure that all notes are made available to the Wing Secretary for compiling the Minutes of the Meeting;
 - b. As a member of the Wing Executive Council attend Wing Executive Council, General and Special Meetings and assist the Wing Secretary, as necessary, in the recording to the Minutes of such meetings and to ensure that all notes are made available to the Wing Secretary for compiling the Minutes of the Meeting;
 - c. Ensure that the Air Force Contact and/or Liaison Officer is notified of all Wing General Meetings;
 - d. Under the guidance of the Wing Secretary, establish and/or organize any necessary sub-committee(s) as the workload warrants and to ensure that both the Wing President and Wing Secretary are invited to attend all sub-committee meetings as may be called;
 - e. Consult with the Wing Executive Council to obtain approval for any action to be taken, particularly if such action entails the use of funds;
 - f. Report to the Wing Executive Council in accordance with Wing policy;

- g. Advise the Wing Secretary whenever, due to illness or unavoidable absence he/she is unable to perform any required duties; and
- h. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.

6.15 WING WELFARE CHAIR

1. The Wing Welfare Chair will be responsible to the Wing Secretary for the pursuit of the following activities.
2. The Wing Welfare Chair will be responsible for members of the Welfare Committee.
3. The Wing Welfare Chair shall:
 - a. With necessary assistance and guidance from the Wing Secretary as well as from members of the Wing Welfare Committee, continuously monitor the operation of the Wing on the Whole and of the Wing Executive Council in particular with a view to ensure that the operational needs of the Wing remain functional and that membership requirements and needs are given full consideration;
 - b. Ensure that all members of the Wing Executive Council are provided with an adequate supply of stationery and office supplies. Items to be made available could include, file folders, Wing letterhead, writing paper and envelopes, receipt books, stamps, the Canadian Tablet of Invoice Forms or equivalent, note books, etc., and any other items as may be approved by the Wing Executive Council;
 - c. Maintain an adequate supply of personal cards for use in cases of illness of members or for congratulatory purposes, and maintain a group of members or veterans as a Sick and Visiting Sub-committee for hospital visits to members or veterans;
 - d. Ensure that the Wing is kept informed regarding the availability of inventory items at National Headquarters and requisition items on request;
 - e. Undertake a sales programme of regalia and commemorative items;
 - f. At the request of the Programme Chair of the Wing Executive Council, organize a group of Wing members to act as hosts and hostesses to visiting guests to the Wing or on occasions of special events and functions;
 - g. Ensure that whenever a member of the Wing Executive Council relinquishes or changes office, that all files and items in his/her possession deemed to be the property of the Wing, be handed over to the Welfare Chair or to a Wing member delegated by the Wing Executive Council and subsequently handed over to the successor in the office;
 - h. Consult with the Wing Executive Council to obtain approval of any action

to be taken, particularly if such action entails the use of funds;

I. Report to the Wing Executive Council in accordance with Wing policy;

j. Advise the Wing Secretary whenever, due to illness or unavoidable absence he/she is unable to perform any required duties; and

k. Ensure that all business correspondence is channelled through and/or directed to the attention of the Wing Secretary.

SECTION 7 LIAISON AND AUXILIARY GROUPS

7.01 Wing Advisory Committee (WAC)

1. The WAC, through its Chairman, shall be responsible to the President of the Wing.

2. The WAC shall be responsible for assisting the WEC on any matter placed before them.

3. The WAC shall:

a. Utilize the Immediate Past President and select a past President among them as their chairman, who may also serve as the member on WEC or select another Past President to act in that capacity.

b. Assist the WEC on any matter placed before them for their study, analysis and recommendations;

c. These recommendations shall not be binding on the WEC. In the event of disagreement, the Chairman of the WAC, after first consulting with the President of the Wing, may place the recommendations before the Wing members for their decision by a majority vote.

7.02. ARMED FORCES LIAISON OFFICER (AFLO)

1. To be responsible to the President of the Wing.

2. To be responsible for matters relating to, or involving, the Wing by the Armed Forces.

3. The AFLO shall:

a. Regularly consult with the Armed Forces or its selected representative to put forward the views of the Wing, and alternately, relay to the President any views or requests put forward by the Armed Forces or its representative.

- b. To consult with the Armed Forces or any requirements from either the Armed Forces or the Wing with respect to parades, functions or other events and to keep the President, and the Armed Forces advised of any such requirements by either party.

7.03 FORMATION OF LADIES AUXILIARY

1. A Ladies Auxiliary may be formed within and be responsible to the President of the Wing.
2. A Ladies Auxiliary shall be responsible for all activities carried on in their Committees.
3. The Ladies Auxiliary shall:
 - a. Obtain a Charter as issued on recommendation of the Wing and approved by Atlantic Group;
 - b. Be granted permission to utilize the Wing premises for their Regular meetings and other such functions as first authorized by the Wing;
 - c. Operate under the Constitution and By-Laws of the Wing.

7.04 AIR CADET COMMITTEE

Amend 12/02/2002

1. A three-member committee will be appointed annually by the Wing Executive.
2. The committee shall work jointly with the ACO (A) to decide on which of the seven metro squadrons require financial assistance. With the ACO's assistance, each squadron shall submit a financial statement and give reason why they should be sustained financially. Each Participating squadron should file a general activity report to the Cadet Committee, stating for what the funding would be used. Correspondence from the wing shall be routed through the ACO(A) before the end of October for distribution to the local squadrons. A return deadline of mid-February is required for the participating squadrons.
3. The committee should meet monthly between February and April to decide on the squadron most suitable for the funds. The Wing Executive shall be advised of the financial decision in April.
4. The Wing President or his delegate shall present the cheque to the CO of the squadron at their Annual Ceremonial Review (ACR), or other suitable official function.
5. If it is deemed that there is no squadron that requires funding during the Cadet year, then the cheque shall be presented to a deserving cadet requiring financial assistance for entrance scholarship to a university.

Chapter 3 - Amendments, Notwithstanding Clause and Approval

1.01 Amendments

The WEC may from time to time repeal, amend or re-enact any of these By-Laws by way of a three-fourths majority, but every such appeal, amendment or re-enactment, unless in the meantime confirmed at a General Meeting or Special Meeting of at least three-fourths of the members entitled to vote, either through their presence or represented by proxy, and having been duly informed and called to the meeting for the purpose, shall only have force until the next Annual, or semi-annual , or Special General Meeting of the Members, and in default of confirmation thereat shall, from the time of the default, cease to have force or effect. Provided further, that no appeal, amendment or re-enactment of any such By-Laws shall be enforced or acted upon, until the approval of the Air Force Association of Canada, Atlantic Group and the Air Force Association of Canada, National. No resolution shall take effect until approved by the Registrar of N.S. Joint Stock Companies.

1.02 Notwithstanding Clause

For Matters not covered in these By-Laws, the By-Laws of the Air Force Association of Canada shall take effect, and the Air Force Association of Canada Policy and Procedures as amended from time to time, shall be the recognized reference.

1.03 Approval of the Air Force Association of Canada, Atlantic Group

The preceding By-Laws are approved by the Air Force Association of Canada, Atlantic Group.

Dated:

Per.....

1.04 Approval of the Air Force Association of Canada, National

Dated:

Per.....