



AIR FORCE ASSOCIATION OF CANADA

Booklet 100-A
RULES AND REGULATIONS

15 April 2000

FOREWORD

This booklet contains the Rules & Regulations of the Air Force Association of Canada. For convenience of use, it also cross-references to other Association booklets in which a specific rule or regulation is quoted.

During the 1995 revisions and rewrite of the Association's Constitution and Bylaws (that became effective in 1996) a number of the Rules & Regulations that might have been legitimately included in the revised Constitution & Bylaws were purposely left in Booklet 100-A by the Constitution task force duo, Messrs Logan and Gladstone, representing the National Executive Council and Pacific Group, respectively.

The newly revised Constitution & Bylaws were made available for lengthy study by all Groups and Wings well in advance of the 1996 Annual General Meeting, where delegates overwhelmingly voted their approval, not only for the constitution & Bylaws, but for the methodology of retaining Booklet 100-A as well. After some minor revisions, approval by the Canadian Department of consumer and Corporate Affairs followed.

The information herein is basically unchanged from the Fourth Edition, published in 1992.

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NOTE: The first digit(s) of the serial number denote the Bylaw from which the content is derived. For information and cross reference purposes, related RCAF Association booklets are listed in the right hand column of each page. For example: 105.6.2 identifies booklet 105, subparagraph 6.2.

(BYLAW)

Serial #	Content	Cross Reference
1	<u>SHORT TERMS, ABBREVIATIONS, AND DEFINITIONS</u>	
	(a) “Association” shall mean the Air Force Association of Canada (Bylaw 1(a));	100.1(a)
	(b) “Association Meeting” shall mean a General Meeting of the Air Force Association of Canada (Bylaw 1(b));	100.1(b)
	(c) Use of a masculine or feminine term shall be interpreted as interchangeable with the appropriate term of the opposite gender in the same context (Bylaw 1(c));	100.1(c)
	(d) “NEC”, where used, shall mean the National Executive Council (Bylaw 1(d));	100.1(d)
	(e) “Region” shall mean a major geographical area wherein the NEC may be represented by a Regional Director;	1001-1.02(a)
	(f) “Group” shall mean an intermediate geographical area having an established Group in accordance with Association Bylaws;	1001-1.02(b)
	(g) “Area” shall mean a minor geographical area within a Group where the Group may have established a Vice-President;	1001-1.02(c)
	(h) “Regional Vice-President” shall mean the representative of a Group Executive Council in an area, where a Group is one with Vice-Presidents having voting status in accordance with Booklet 103;	1001-1.02(d) Regional
1.	(j) “Area Vice-President” shall mean the representative of a Group Executive Council in an area, where the group is not with voting status for Regional Vice-President. These presidents will normally be described as “Vice Presidents” (--area--) (NH 0377);	1001-1.02(e)
15	(k) “NHQ”, where used, shall mean the National Headquarters of the Association (NH 0175);	111-1.02(d)

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<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
	(l) "Convention" shall mean an Annual Convention of the Association (NEC 55-11);	1003-1.01(e)
	(m) "HCttee", where used, shall mean the local Host Committee for a convention (NEC 55-11);	1003-1.01(g)
	(n) "Accredited Delegates" shall mean the voting representatives selected by Wings, the voting members of the NEC, Group Presidents and Regional Vice Presidents of Ontario and Atlantic Groups (NEC 55-11);	1003-1.01(h)
	(p) "NHQ Delegates" shall mean non-voting attendees sponsored by NHQ. Such as: staff, guests and others arranged by NHQ and which appear on the NHQ recapitulation of attendees (NEC 55-11);	1003-1.01(j)
15	(q) "Fraternal Delegates" shall mean non-voting attendees who are members of the Association, registered military attendees, and persons who are guests, other than the Annual Dinner nominees of the Host Wing. It may also include guests of individual members (NEC 55-11);	1003-1.01(k)
12	(r) "Regular" and "Associate" membership shall mean an individual member or membership in the Association (Bylaw 1(f));	1001.1(e)
	(s) "Company" member or membership shall mean a company as a member in the Association without rights and privileges for any company individual (Bylaw 1(f));	100.1(f)
	(t) "Social" membership shall mean the non voting membership of a regular member in a Wing other than his Wing of affiliation (AC 71-6);	105-1.01(g)
	(u) "Dual Membership shall be the membership of a man and wife, both qualified to be regular members (AM 32/72);	105-1.01(h)
	(v) "Date of Record" shall be the date on which a member commenced his last unbroken period of membership (NH 1172);	105-1.01(j)
	(w) "Membership A Chairman" shall mean the Membership Administration Chairman (NH 0276) and;	105-1.01(k)
	(x) "Membership C Chairman" shall mean the Membership Campaign Chairman (NH 0276).	105-1.01(l)

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Serial #	Content	Cross Reference
2	<u>ORGANIZATON OF THE ASSOCIATION</u>	100.2
(a)	<u>Membership Categories</u> Bylaw 12 refers.	100.12
(b)	<u>Ladies Auxiliary</u> - This formation of ladies Auxiliaries is encouraged in connections with and under the control of Wings of the Association. The activities of Wing Ladies Auxiliaries shall be governed by bylaws passed by such auxiliaries; however, such bylaws shall not become effective until approved by the Group Executive Council. (AM 32/72)	111.1.06(i)
3	<u>OFFICE</u>	100.3
4.	<u>FISCAL YEAR</u>	100.4
5.	<u>BADGES AND SEAL</u>	100.5
(a)	The badges and insignia approved by the NEC shall be the only ones used by the Association formations, except that a scroll applied beneath a badge, crest or device may be used to denote a Group or Wing. There shall be no badge or insignia which includes the Association name other than those regularly approved.	108-2.2
(b)	One official badge shall be issued without charge by NHQ to each individual regular and honorary member, and to individual Association Members-at-Large.	
(c)	One official wall plaque will be issued free of charge to each member company upon receipt of the prescribed Association fee and enrollment as a member company. Upon renewal an appliqué denoting the year of membership shall be provided free of charge.	
(d)	Additional badges for members may be purchased from NHQ.	
	<u>Long Service Badges</u>	
(e)	Special lapel badges to denote 5, 10, 15, 20, 25, 30, 35, and 40 years continuous service shall be made available and may be purchased from NHQ.	

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Serial #	Content	Cross Reference
6.	<u>QUALIFICATION FOR HOLDING OFFICE</u>	100.6
(a)	No member shall be eligible as Immediate Past President at any level in the Association if his term of office was terminated for cause at a time short of the usual terminal date of the period for which he assumed office as President. In such an instance the incumbent Immediate Past President shall continue to serve in that capacity until eligibility is established by a later President (NEC 53-19).	
(b)	A member may make nominations only in respect of those offices for which he himself is eligible (NEC 53-20).	103.8.1(5)
(c)	Only an individual Regular member as defined herein may hold office in the Association at other than Wing level. Individual Associate members may hold office on a Wing Executive Council (Bylaw 6); except the positions of President and Vice President. (NEC Directive to Wing, NEC Meeting 8 Feb 80. Copy attached as Annex A to these Rules and Regulations).	100.6 100A-Annex A
7	<u>NATIONAL EXECUTIVE COUNCIL</u>	100.7
(a)	Elections to National Executive Council.	100A- Annex F
(b)	Group Elections.	103-8.4
(c)	Wing Elections	103-8.5
(d)	Proxies	103-3.8
(e)	<u>National Committees (NEC 101/90)</u>	
1.	<u>Formation of Committees</u>	
a)	In addition to the Nomination Committee established by the Association bylaws, the Executive Council has formed the following committees to assist in its governing of Association affairs:	
i)	Advisory Council,	
ii)	Financial and Administrative Committee,	
iii)	Resources and Projects Committee,	

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Serial #	Content	Cross Reference
7.	<ul style="list-style-type: none">iv) Aviation Affairs Committee, andv) National Awards Committee <p style="margin-left: 40px;">b) The Resources and Projects Committee shall have subsidiary committees for:</p> <ul style="list-style-type: none">i) Membership,ii) Resolutions, andiii) Special Projects.	
2.	<p><u>Advisory Council (NEC 104/91)</u></p> <p>a) The following shall constitute the Advisory Council:</p> <ul style="list-style-type: none">i) Honourary National President (Chairman), andii) All Past National Presidents.	
3.	<p><u>Financial and Administrative Committee</u></p> <p>a) The following shall constitute the Financial and Administrative Committee (NEC 101/90):</p> <ul style="list-style-type: none">i) National President or National Vice-President (Chairman),ii) National Vice President (if not Chairman), andiii) any three Directors. <p>b) The Committee is empowered to transact Association business and carry all of our necessary administrative duties on behalf of the NEC with its decisions ratified by the NEC at Meetings of Council.</p> <p>c) The Financial and Administrative Committee shall meet at the discretion of the Chairman; notification of meeting shall be ordinary mail, e-mail, or telephone.</p> <p>d) Attendance at a meeting of two elected committee members shall constitute a quorum.</p> <p>e) In an emergency situation, committee business may be negotiated by telephone by the Executive Director to the Chairman and two members. In such an event, the action shall be ratified and recorded at the next meeting of the committee.</p>	

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Serial #	Content	Cross Reference
7.	4. <u>Resources and Projects Committee (NEC 101/90)</u> a) The following shall constitute the Resources and Projects Committee: i) National Vice-President (Chairman) and subsidiary committees as per para 1(b).	
	5. <u>Membership Committee (AM 32/72)</u> a) The following shall constitute the Membership Committee: i) Chairman of the Resources and Projects Committee, ii) one National Director as Sub-Chairman, and iii) all Regional Directors.	
	6. <u>Resolutions Committee (NEC 101/90)</u> a) The following shall constitute the Resolutions Committee: i) Chairman of the Resources and Projects Committee, ii) one National Director as Sub Chairman, iii) all Regional Directors, and iv) two Contact Officers.	
	7. <u>Special Projects Committee (NEC 101/90)</u> a) The following shall constitute the Special Projects Committee: i) Chairman of the Resources and Projects Committee (Chairman), and ii) Sub Chairman and members to be assigned by the Chairman.	
	8. <u>Aviation Affairs Committee (NEC 104/91)</u> a) The following shall constitute the Aviation Affairs Committee: i) Immediate Past National President (Chairman), ii) Air Force Advisory Group made up of up to three persons of National Stature who, in the judgment of the NEC, merit inclusion on the committee, to be appointed by the NEC	

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biennially at a Meeting of Council, upon recommendation of the Chairman,

- iii) Deputy Commander of Air Command as Ex Officio, and
- iv) at the discretion of the Chairman, up to two Ex Officio members, who shall be members in good standing of the Association, or other persons having National stature.

9. National Awards Committee

- a) The following shall constitute the National Awards Committee:
 - i) Honourary National President (Chairman),
 - ii) all Regional Directors, and
 - iii) Executive Director (Ex Officio).

8. **ORGANIZATON OF REGIONS.** When “Regions” are invoked the following rules and regulations will apply:

Regional Boundaries

- (a) The Regional Boundaries shall be as follows:
 - i) Eastern Region comprising all Provinces and Northern Territories east of Ontario, including adjacent areas of the United States of America. (AM 32/72);
 - ii) Central Region comprising the Province of Ontario, adjacent Northern Territories, and including adjacent areas of the United States of America. (AM 32/72);
 - iii) Western Region comprising all Provinces and Northern Territories west of Ontario and east of British Columbia, including adjacent areas of the United Statesof America. (AM 32/72); and
 - iv) Pacific Region comprising the Province of British Columbia, adjacent (AGM 80)Northern Territories and including adjacent areas of the United States of America

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<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
9.	<u>ORGANIZATION OF GROUPS</u>	100.9
(a)	<u>Group Capitation Grants</u>	1001-6.02
	1. Subject to considerations including Association finances, NHQ shall distribute to Groups, annually, a Group capitation grant of \$300.00 plus \$1 for each of all regular members in the Group over an initial number of 200 members. (AGM Resolution 79-5)	
	2. The grant shall be paid in two payments, one during the month of April, based on 50% of the paid-up Group membership at March 31st , extrapolated from Wing counts at March 31st of the current year, and a second during July based on actual Wing counts at June 30th less the amount of the interim payment. (NH 0377)	
(b)	<u>Miscellaneous Fund Raising</u>	1001-6.03
	1. A Group shall not require any of its members to pay additional amounts as part of the fee structure, or levy any assessment against them as individuals; however, in addition to the group Capitation Grant, a Group may assess Wings proportional to their respective memberships to accumulate required funds for the operation of the Group. These assessments shall be approved at a group Meeting. (AM 47/75)	
(c)	<u>National Members (MAL)</u>	1001-7.04
	1. Annually, NHQ will forward to each Group President the list of National members in the Group's area. (AM 55/75)	
	2. Group Presidents should break down the list to distribute names to Wings for recruiting purposes. In addition, searches should be conducted for areas with sufficient concentrations to warrant attempts to form Wings. All such membership lists must be treated as privileged information, for use in Wing recruiting campaigns only, and not for use by third parties. Membership lists are not for sale. (NH 0377)	

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Serial #	Content	Cross Reference
10.	<u>ORGANIZATION OF WINGS</u>	100.10
(a)	<u>Wing Formation</u>	111-1.04(3)
	1. A charter for Wing formation may be applied for by 25 or more members and shall be submitted on the form used for that purpose, available on request from NHQ. (AM 32/72)	
(b)	<u>Retention of Charter</u>	
	1. Normally a Wing must have 25 or more regular members in good standing so as to retain its charter; however, all factors involved will be considered by the NEC in determining whether the Charter may be retained or surrendered. (AM 32/72)	111-1.05(1)
	2. After reasonable efforts have failed to revive a Wing which has lost support	111-1.05(2)
	the NEC shall direct the Charter certification be given up and returned to NHQ, concurrently informing appropriate Provincial and Municipal officials accordingly. (AM 32/72)	
(c)	<u>Squadrons and Flights</u>	
	1. Wings may constitute squadrons and flights in localities relatively close to their area of membership, in situations where distance is too great for routine travel to the home Wing. (AM 10/52)	111-1.08(1)
(d)	<u>Numbering and Naming of Wings</u>	
	1. Wings shall be allotted numbers, dependent on their location, under the following blocks:	111-1.04(5)
	1 - 99 Overseas	
	100 - 149 Nova Scotia	
	150 - 199 Newfoundland	
	200 - 249 Prince Edward Island	
	250 - 299 New Brunswick	
	300 - 399 Quebec	
	400 - 499 Ontario	

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Serial #	Content	Cross Reference
10. (d)	1. 500 - 599 Manitoba 600 - 699 Saskatchewan 700 - 799 Alberta 800 - 899 British Columbia 900 - 999 United States of America 1000 - 1099 Yukon, North West Territories and Nunavut (AM 32/72)	
	2. Subject to the approval of the NEC, the charter members of a proposed Wing may choose the Wing name designation and, likewise, a Wing Executive Council may request a change of name designation. (AM 32/72)	111-1.04(6)
(e)	<u>Wing Executive Council Membership</u>	
	1. A Wing Executive Council constituted in accordance with Group rules and regulations shall include a President, a Treasurer, and a Secretary, or a Secretary/Treasurer. (AM 32/72)	111-2.02(6)
(f)	<u>Visits To and Between Wings</u>	
	1. Any regular member, either a Wing member or MAL, in good standing, upon production of a current membership card, shall be entitled to the privileges of membership in any Wing at any point in which he may be a visitor. (AM 32/72)	111-9.06(1)
	2. Any member is entitled to exercise continuous visitor's privileges at any one point for a period not exceeding 30 days, after which membership in the Wing shall be required to continue privileges. (AM 32/72)	111-9.06(2)
	3. Notwithstanding the above, regular MAL, residing in excess of 32 KM from a Wing, may visit that Wing on two occasions in each calendar year, and may visit more often on invitation of the Wing Executive Council. (AM 32/72)	111-9.06(3)
(g)	<u>Wing Incorporation</u>	
	1. Because the Association is incorporated under the Federal Companies Act, there is only one entity - the Air Force Association of Canada.	

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10.	The Association Bylaws have been written as flexible as possible in order to gain Federal approval, while at the same time, allowing Wings latitude in governing their activities to meet local conditions. (AM 9/50)	
	2. Unless Wings themselves become incorporated under provincial statutes, they are governed by the Constitution, Bylaws, Rules and Regulations of the Association, and do not have separate Wing Constitution and Bylaws. In such an instance, more detailed requirements may be issued as Wing Regulations, under the authority of the Group Executive Council. (AM 9/50)	
	(h) <u>Advances to Groups and Wings</u>	
	1. Where it is in the interest of the Association to make advances to Groups and Wings, such advances shall be paid out of the general funds of the Association. (AM 32/72)	
11.	<u>WINGS AND MEMBERS IN THE U.S.A.</u>	100.11
12.	<u>MEMBERSHIP</u>	
100.12		
	(a) <u>Air Industry Associate</u>	102
	(b) <u>Application</u>	
	1. Application for initial Wing regular membership 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 combination of Wing and National fees, and forwarded to the Wing concerned. The Wing Executive Council shall be responsible for making arrangements for adequate applicant screening. (AM 32/72, AM 43/77)	105-2.04(1)
	2. The Wing shall arrange for an appropriate installation of each regular member and the presentation of the prescribed membership kit at a Wing general meeting, as soon as possible, after enrollment. (AM 32/72, AM 32/77)	105-2.04(2)

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12.	3. Members who have been delinquent more than two full membership years, shall be handled in a manner similar to initial applications; however, the application form should be annotated “Reinstatement”. (AM 32/72)	105-2.04(3)
	(c) <u>Membership Eligibility</u>	100-1(e)
	1. Although the listing contained herein of persons eligible for regular 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 regular membership, keeping in mind the principles involved. (AM 32/72)	
	2. Regular membership is open to any person of good character upon payment of the membership fees, from time to time determined by an Association meeting, as follows:	105-2.03(3)
	a) any person who is ex-Royal Canadian Air Force (regular or reserve) and was honourably released there from; any person who is serving in the regular or reserve air element of the Canadian Forces; any person serving in her Majesty’s Air Forces, including the air arms of Her Majesty’s Navies or Armies; or any person who has been honourably released from any of them (AM 32/72, NH 0780), or	
	b) any person who has served in the RAF Ferry Command and has been honourably released from that employment released (AM 32/72), or	
	c) any person who has serving in the air service of the Royal Canadian Mounted Police or has been honourably released from that employment (AM 32/72), or	
	d) any person who is serving in the United States Air Force, Military Transport Service, or the air elements of the Navy, Army, or Marines, or has been honourably released from any of them (AM 32/72), or	
	e) any person who is serving as an Air Cadet instructor, performing service with the Air Cadet League of Canada, or who has been honourably released or relieved from such employment or service (AM 32/72, NEC 97/72), or	

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12. (c) 2.	<ul style="list-style-type: none"> f) any person who, having reached the applicable age of majority 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 (AM32/72), or g) 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 (AM 32/72), or h) any person who has qualified as a civilian pilot, navigator or air engineer (AM 33/78), or j) 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 (AM 32/72), or k) 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 (AM 32/72), or l) specified Wing Associate members who can qualify for transfer to regular membership. (Annex B attached refers) m) The Wing Executive Council shall determine the category of a candidates for admission to the Association, based on the candidate interest in the Association's aims and objectives. 	
3.	<p>In addition, any citizen not otherwise eligible, who supports Association aims and objectives, may be an Associate member -</p> <ul style="list-style-type: none"> a) upon invitation and payment of fees, as a Wing Associate member; or b) upon application and payment of fees, as an Associate MAL (AM 32/72) 	105-2.03(4)

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

Serial #	Content	Cross Reference
12.	<u>(d) Selection of Associate Members for Transfer to Regular Status</u>	105-2.18
	1. A Wing Executive Council is authorized to upgrade the membership status from Associate to Regular, based on the "Selection Criteria" attached as Annex "B". (AM 37/90)	105-2.18(2) 100A Annex B
	<u>(e) Collection of National Membership Fees</u>	
	1. A Wing Executive Council shall be responsible for transmitting to NHQ, the appropriate annual fees for all Regular members who are affiliated with the Wing. (AM 32/72)	105-1.09
	<u>(f) Distribution of Funds from National Membership Fees</u>	
	1. Fees paid by individual members shall be retained by the Association as part of its general funds. (AM 32/72)	105-2.02
	<u>(g) Disqualification for Membership</u>	
	1. Bylaw 12(m) refers.	105-2.02
	<u>(h) Honourary Membership</u>	100-12.h
	1. Honourary membership in the Association 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 Honourary member of the Association, except that a person eligible for Regular membership shall not be enrolled as an Honourary member. Nominations for Honourary membership shall be forwarded to NHQ in the form of a letter, stating the basis on which the nomination is made, for approval of the NEC. (AM 32/72)	
	2. Honourary Life membership shall be extended to the Governor General and to each Lieutenant Governor. These shall be NEC appointments; however, the appropriate Group President shall inform the NHQ when a new Lieutenant Governor is appointed. (AM 32/72)	105-4.02(4)

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

Serial #	Content	Cross Reference
12. (j)	<u>Life Membership</u>	
1.	Regular membership on a Life basis may not be purchased; however, it may be bestowed as an award, sponsored by a Group or Wing Executive Council or the NEC. (AGM Oct/89)	105-4.05(1)
(k)	<u>Individual Membership Return</u>	
1.	Bylaws 12(c) and 12(d) refer.	105-1.08
(m)	<u>Monthly Membership Returns</u>	
1.	A list of all members accepted by the Wing shall be forwarded monthly by the Membership A Chairman to NHQ on an official Wing Membership Return Form, accompanied by the first year's membership dues, less the enrollment fee which shall be retained by the Wing. (AM 32/72)	105-8.04(1)
(n)	<u>Wing Affiliation</u>	
1.	A Regular member may be affiliated with a Wing, or may be a MAL. Each individual can be recorded as a member only once in National membership records. Accordingly, there can only be one application to NHQ, either with a Wing or as a MAL.	105-2.05(1)
2.	This does not prevent a member from enjoying "social" non-voting membership at one or more Wings in addition to his own Wing of affiliation. Wings should make provisions for such memberships, but shall ensure that a member, so covered, carries a current regular membership card for a home Wing affiliation or as a MAL (AC 71/6, AM 43/77)	105-2.05(1)
(p)	<u>Fees for New Applications and Reinstatements</u>	
1.	attached as Annex "C"	105-2.10
(q)	<u>Annual Renewal Fees</u>	
1.	The renewal fee to be submitted to NHQ annually on behalf of each Wing Regular member, shall be in the amount determined by an Association meeting, regardless of when the renewal occurs.	105-2.11

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

Serial #	Content	Cross Reference
12.	(r) <u>Dual Membership Fees</u>	
1.	In the event that a husband and wife are both eligible as Regular members, they may be considered a Dual membership and the National fee required to be paid shall be that for two memberships, less dues for on subscription fee to <i>Airforce Magazine</i> . (AM 37/90)	105-2.12
	(s) <u>Transfer from MAL to Wings</u>	
1.	Because the membership year for MAL is different from that of Wing members and a different fee structure is used, a change of affiliation to Wing membership by persons who are MAL requires adjustment of Wing fees to bring their membership year in line with the Wing membership year. (AM 32/72)	105-2.14(1)
	(t) <u>Complimentary Honourary Membership for Surviving Spouses</u>	
1.	Notwithstanding para 12(h), Wings are encouraged to invite the surviving spouse of a recently deceased member to be a complimentary Wing member for a period of one year, provided that the survivor is not eligible to be a regular member, and to subscribe to the Wing Associate membership upon the expiry of the complimentary membership period. (AM 56/74)	105-4.03(1)
2.	National fees are not assessed in this instance of honorary membership (NEC 56/25)	105-4.03(2)
	(u) <u>Initial Membership Fees for Honourary Members on an Annual Basis</u>	
1.	The initial membership fees for Honourary members shall be the same as those for regular members. Membership fees shall be paid by the formation making the nomination. (AM 32/72)	105-4.06(1)
2.	These applications should be made by letter along with relevant credentials. (AM 41/73)	105-4.06(2)
3.	The complimentary membership applies to National fees only. Whether or not Wing fees are collected from such members is at the discretion of the Wing Executive Council. (AM41/73)	105-4.06 (3)

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
12.	<u>(w) Membership Rights and Privileges</u>	
1.	Bylaw 12(k) refers.	105-5.02
(x)	<u>Withdrawal</u>	
1.	Bylaw 12(n) refers.	105-5.03
(y)	<u>Expulsion and Suspension of Members for Cause</u>	
1.	The Secretary of the Wing Executive Council which expels or suspends a member, or rejects an application for membership, shall report such expulsion, suspension or rejection to the NEC.	105-5.05(2)
(z)	<u>Suspension of Member for Fee Arrears</u>	
1.	Members in arrears for three months in payment of fees shall automatically be suspended from all rights and privileges in the Association. Any member, so suspended, may become a member in good standing by paying fees for the current year in full. (AM 32/72)	105-5.06(1)
2.	Members in arrears one year shall automatically forfeit membership for nonpayment of fees may be reinstated upon reapplying for membership and paying the appropriate fee as new applicants. (AM 32/72)	105-5.06(3)
13.	<u>MEETINGS OF THE ASSOCIATION</u>	
(a)	<u>Annual General Meeting</u>	
1.	Annual General meeting material shall be prepared and distributed to accredited delegates for the use of their Wings. The accessibility to this material by Wing fraternal delegates is delegated to the Wing concerned, and should be handled by mutual arrangements between Wing accredited and fraternal delegates.	103-3.4
(b)	<u>Notice of General Meetings</u>	
1.	Bylaw 13 (c) refers.	103-3.3

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
13.	(c) <u>Delegates to General Meetings</u>	
1.	The quality of an association meeting is dependent on the recent experience of its participants; therefore, where possible, the primary delegate should be the President of the preceding year who has had recent operating experience at that level. It is expected that he will thoroughly brief the incoming President on business transacted at the meeting. The incoming President should be the second choice for primary delegate and every effort should be made to have one or the other attend. (AM 37/72)	103-3.4(1)
2.	The number of Wing accredited delegates to an Association meeting shall be determined by the number of Regular members, in good standing, of the Wing at June 30 th as recorded at NHQ. (A Wing is required to have a minimum of 25 regular members to qualify for the first delegate). (AM 32/72)	103-3.4(3)
(d)	<u>Delegate Status for Other than Wing Accredited Delegates</u>	
1.	A Group having a Regular membership count in excess of 2000, may be granted accredited delegate status to a Vice President, and in the event of a membership in excess of 3000, an additional Vice President may attend the Annual General Meetings of the Association as an accredited delegate. (AM 56/77)	
2.	Any accredited delegate attending a Regular or Special Association Meeting may carry, in addition to his own credentials, not more than four proxy credentials from his or any other Wing or Wings within his own Group, which has or have selected him as a representative. Such proxies must be registered at the opening of the regular of Special Association Meeting.(AM 32/72)	
14.	<u>MEETINGS OF THE NEC</u>	103-4.2
(a)	<u>Annual Meetings</u>	
1.	Bylaw 14 refers.	

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
14.	(b) <u>Procedures for NEC Meetings</u>	
1.	Three members of the NEC shall constitute a quorum for the transaction of business at any meeting. (AM 32/72)	103-4.3(1)
2.	The NEC, or the National President, or any three members of the NEC shall have power to call a Special meeting of the NEC at any time, and at such place in Canada as may be fixed by the NEC or by the National President. (AM 32/72)	103-4.3(2)
3.	The notice for any meeting shall state its purpose. Such notice shall be given to each member of the NEC and will be sufficient if mailed at least ten days before the date of the meeting. (AM 32/72)	103-4.3(3)
15.	<u>MEETING OF GROUPS</u>	
(a)	<u>Annual Meetings</u>	
1.	A Regular (Annual) Group meeting shall be held by each Group of the Association prior to May 31 st at such place as the Group Executive may determine. (AM 32/72)	103-5.3(1)
(b)	<u>Notice of Group Meetings</u>	
1.	Not less than sixty days notice of any Regular meeting and not less than fifteen days notice of any Special meeting shall be given to the Wings of the Group, which notice shall be communicated to the Wings by mail.(AM 32/72)	103-5.4(2)
(c)	<u>Delegates to Group Meetings</u>	
1.	The number of Wing accredited delegates to a Group Meeting to which a Wing is entitled shall be determined by the number of regular members, in good standing, of the Wing as at March 31 st as recorded at NHQ. (A Wing is required to have a minimum of 25 regular members to qualify for the first delegate). (AM 32/72)	103-5.5(2)
(d)	<u>Delegate Status for Other than Wing Accredited Delegates</u>	
1.	Bylaw 15(g) refers.	103-5.6

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
15.	(e) <u>Delegate Status for MAL</u>	
	1. Bylaw 15(h) refers.	
	(f) <u>Proxies at Group Meetings</u>	
	1. A Wing which is unable to arrange attendance by one or all of entitled delegates may provide proxies to other accredited delegates for the purpose of voting at a Group meeting. (AM 32/72)	103-5.9(2)
	2. Any accredited delegate attending a Regular or Special Group meeting may carry in addition to his own credentials, not more than four proxy credentials from his or any other Wing(s) which has or have selected him as a representative. Such proxies must be registered at the opening of the meeting. (AM 32/72)	103-5.9(3)
	(g) <u>Quorum at Group Meetings</u>	
	1. Bylaw 15(j) refers.	103-5.8
	(h) <u>Resolutions for Association Meetings</u>	103-9.2
	(j) <u>Rules and Procedures for Annual Meetings</u>	103-2.2
16.	<u>MEETINGS OF WINGS</u>	
	(a) <u>Notice of Wing General Meeting</u>	
	1. Bylaw 16(d) refers.	103-6.2
	(b) <u>Attendance</u>	
	1. Bylaw 16(e) refers.	103-6.4
	(c) <u>Meeting of Wing Executive Council</u>	
	1. Bylaw 16(a) refers.	

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
17. <u>VOTING</u>		
(a) <u>Entitlement to Vote</u>		
1.	In any Wing where Association members are permitted by Wing Bylaws to vote, the number of Wing Associate members allowed to vote on any matter before a meeting shall not exceed 49% of the number of Regular members, in good standing, in attendance at the meeting. (AM 32/72)	103-7.2(3)
(b) <u>Voting Procedure</u>		
1.	On a “yea” or a “nay” vote, each delegate to an Association meeting or to a Group meeting shall have one vote, except on a ballot vote, when proxies may be voted. Except as here in provided for the election of officers, a ballot vote shall only be granted on demand supported by at least 20% of the delegates. (AM 32/72)	103-7.3(2)
(c) <u>Ineligibility to Vote</u>		
1.	Individual members of the Association as such shall have not right to vote or to take part in any Association meeting or any Group meeting, all votes thereat being cast only by duly accredited delegates and by voting representatives for regular MAL elected as outlined herein. (AM 32/72)	103-7.4
(d) <u>Voting at NEC Meetings</u>		
1.	At meetings of the NEC all questions shall, unless otherwise required by law, be decided by a majority of votes of those present.. In the event of equality of votes, the chairman shall have a second or casting vote. (AM 32/72)	103-7.5
(e) <u>Elections to NEC</u>		103-8.3
(f) <u>Group Elections</u>		103-8.4

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
17.	(g) <u>Wing Elections</u>	
	1. Wing Associate members may hold office on a Wing Executive with the exception of the positions of Wing President and Wing Vice President. (AM 32/72)	103-8.5(2)
	2. Wing elections shall be held well in advance of July 1 st each year and the new Wing Executive shall assume office on that date. (AM 32/72)	103-8.5(3)
18.	<u>RENUMERATION AND EXPENSES</u>	100-18
19.	<u>APPOINTMENT OF AUDITORS</u>	100-19
	(a) <u>Audit of National Accounts</u>	
	1. Bylaw 19(a) refers.	
	(b) <u>Audit of Group Accounts</u>	
	1. Bylaw 19(b) refers.	
	(c) <u>Audit of Wing Accounts</u>	
	1. Bylaw 19(c) refers.	
	2. In addition to audits required by Bylaw 19, the accounts of each Wing shall, within one month before the Annual General meeting of the Wing, be examined by a financial committee elected by the Wing and composed of members who are not officers of the Wing. (AM 32/72)	
20.	<u>AMENDMENT OF BYLAW</u>	100-20
21.	<u>APPROVAL OF THE BYLAW AMENDMENTS</u>	100-21
22.	Onward - are amending Bylaws incorporated in Bylaws 1-21, and 31 and 32.	100-22

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX A

Serial #	Content	Cross Reference
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DIRECTIVE-ASSOCIATE MEMBER

100A-6(c)

1. Recognition

The following Resolution was approved at the Annual General Meeting in Kitchener-Waterloo, 06 October 1968.

“Resolved, that Associate member be officially recognized by the RCAF Association at Wing level in a category separate and distinct from that of Regular members.”

2. The delegates at the 19th Annual General meeting authorized the NEC to issue a bulletin to all Wings as information notes, which would include the following guideline on Associate Members.

1) Any person of good character, male or female, not eligible for membership in the Association as a Regular or Serving member, and who subscribes to the aims and objective of the Association, 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 applications and submissions to membership shall be the responsibility of the individual Wing concerned;

d. Associate members may hold office on Wing Executive in any capacity, except those of President and Vice President(s);

e. In any Wing in which Associate members are permitted to vote on any matter, Associate members shall be restricted to 49% of Regular members in attendance;

f. The NEC shall have the power to alter, amend, rescind or substitute any of these provisions from time to time.

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX A

<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
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3. The Legal Adviser's interpretation of para "e":

Of all Regular and Associate members present at a meeting, the total quantity of Associate members entitled to vote shall be the equivalent amount of 49% of the Regular members in attendance. For example, if in attendance were 100 Regular and 84 Associate members, the vote count representation would be as follows:

Regular.....	100
Associate.....	<u>49</u>
Total.....	149

Note: This directive was extracted from the minutes of the NEC meeting held in Ottawa, ON, on 08 February 1970.

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX B

Serial #	Content	Cross Reference
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CRITERIA FOR TRANSFER - ASSOCIATE TO REGULAR

100A-12.d.1

1. A Wing Executive Council is authorized to change membership status from Associate to Regular member based on the following criteria:
 - a. the decision belongs to the Wing Executive Council, must be ratified and approved at a General meeting of the Wing;
 - b. the member must have been an Associate member for at least one year;
 - c. the member must have served on an active committee of the Wing and/or served in an elected capacity of the Wing, thereby demonstrating his support of the Wing's aims and objectives. (AM 37/90)

2. When such a transfer is approved at a General meeting of the Wing, the Wing Membership Chairman shall submit a Wing Membership Return to the NHQ, showing the member as a Regular member, with the appropriate fee. A copy of the minutes of the General meeting of the Wing, at which the transfer was approved, must also be submitted.

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX C

Serial #	Content	Cross Reference
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12. FEES FOR NEW APPLICATIONS AND REINSTATEMENTS 105-2.10

1. Table A shows the National fees to be submitted on behalf of new Wing applicants and Wing reinstatements. It should be specifically noted that the amount to be remitted is determined by the date of application, and not the date of submission to NHQ by the Wing. (AM 32/72)
2. Fees for MAL new applicants and reinstatements are \$25.00 on the first calendar year from date of application. (AM 37/90)
3. The structure shown in Table A has been developed to ensure that sufficient fees are provided in an initial year of membership to cover NHQ initial outlays, with respect to the membership. In the event that application of both Wing and National fees poses an obstacle to members recruiting, there is no objection to the Wing portion of the fee being prorated; however, the amount shown as National fees cannot be compromised. It should be noted that the problem will not exist if major membership campaigns are completed in the period 01 July- 31 December annually. (NEC 72-6)
4. See Table A attached.
5. RENEWAL: Regular member renewal on an annual basis, regardless of the in which it is paid:

(a) Wing Member	\$24.00	
(b) MAL	\$25.00	(AM 32/90)
6. Table B shows the National fees to be submitted on behalf of Dual Regular members. Dual members are comprised of two spouses, each of whom qualifies for Regular membership.(AM 37/90)

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX C

Serial #	Content	Cross Reference
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105-2.10

Table A - Membership fees for new Wing Regular member. (single)

Application Date	Wing Fees	National Fees	Remittance to NHQ	Remarks
applying 01 July to 31 Dec.	set by Wing	\$24.00	\$23.00	Wing retains \$1.00 enrollment fee.
applying 01 Jan to 31 March	set by Wing	\$36.00	\$35.00	Wing retains \$1.00 enrollment fee, includes renewal fee for following year ending 30 June.
applying 01 April to 30 June	set by Wing	\$30.00	\$34.00	Wing retains \$1.00 enrollment fee, includes renewal fee for following year ending 30 June.

Note: The annual membership renewal fee is \$24.00.

105-2.10

Table B - Membership fees for new Dual Wing Regular members.

Application Date	Wing Fees	National Fees	Remittance to NHQ	Remarks
applying 01 July to 31 Dec.	set by Wing	\$34.00	\$33.00	Wing retains \$1.00 enrollment fee.
applying 01 Jan to 31 March	set by Wing	\$51.00	\$49.00	Wing retains \$2.00 enrollment fee, includes renewal fee for following year ending 30 June.
applying 01 April to 30 June	set by Wing	\$42.50	\$40.50	Wing retains \$2.00 enrollment fee, includes renewal fee for following year ending 30 June.

Note: The annual membership renewal fee is \$34.00

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX D

Serial #	Content	Cross Reference
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ANNEX D - DIRECTIVE - MEMBERSHIP FEES FOR EX-AIR CADETS

1. Change in Fee Structure

At the October 1983 Annual General meeting it was approved by delegates in attendance, that Annual dues for Ex-Air Cadets enrolled in the AFAC will be at a rate reduced from that applied to Regular (Wing or MAL) members. This applies only until they reach the age of twenty four (24) years or while they are attending university.

2. It will be mandatory that the application form for Ex-Air Cadets who qualify, reflect both the date of birth of the applicant and the squadron(s) in which he had served. If applicable, the name of the University must be given.
3. The Annual dues payable by Ex-Air Cadets who meet the criteria outlined in paras 2 and 3 (above) are established at \$20.00. (AM 37/90)
4. For Wing membership, fees per Table C below will apply. (AM 51/85)

Table C - Membership fees for new Wing Regular members. (only for Ex-Air Cadets who qualify.)

Application Date	Wing Fees	National Fees	Remittance to NHQ	Remarks
applying 01 July to 31 Dec.	set by Wing	\$20.00	\$19.00	Wing retains \$1.00 enrollment fee.
applying 01 Jan to 31 March	set by Wing	\$30.00	\$29.00	Wing retains \$1.00 enrollment fee, includes renewal fee for following year ending 30 June.
applying 01 April to 30 June	set by Wing	\$25.00	\$24.00	Wing retains \$1.00 enrollment fee, includes renewal fee for following year ending 30 June.

Note: The annual membership renewal fee is \$20.00

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX E

Serial #	Content	Cross Reference
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RESOLUTIONS FOR ASSOCIATION MEETING

103-9.2

1. Resolutions for consideration at the Association Annual General meeting shall be submitted to the Group concerned in the Wing Annual Reports as outlined in Booklet 114, Wing Report Procedures. (AN 0277)
2. Resolutions for consideration by the National Resolution Committee shall be incorporated in the Group Annual Report and forwarded to NHQ by the advertised date. (NH 0277)
3. Each proposed resolution will commence simply “Resolved that” and be followed by a clear and concise statement of what is proposed. There will be no preambles; this is no introductory recitals beginning with “whereas”.
4. In lieu of preamble, there will be appended to each proposed resolution, an explanation setting forth clearly and concisely the considerations leading to the proposal. This explanation will not form part of the actual resolution, but will serve to acquaint the body of delegates with the detailed reasons for the proposal.
5. Proposed resolutions may be rejected or returned for amendment by the Resolution Committee, if they are:
 - a) unclear or ambiguous;
 - b) vague or frivolous;
 - c) inaccurate;
 - d) of a local rather than a National character;
 - e) impossible of performance;
 - f) calculated to be a source of embarrassment to the Association or the Canadian Forces; or
 - g) repetitive of the substance of any resolution approved or rejected during the immediately preceding Annual General meeting.
6. Any proposed resolution, the adoption of which requires a change in the Constitution and Bylaws of the Association, shall include a draft amendment of the relevant provision or provisions.
7. The Resolutions Committee will report to the sponsor as to whether a proposed resolution has been recommended for consideration by the Annual General meeting, rejected, or referred back for amendment, giving reasons in each case.

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX E

Serial #	Content	Cross Reference
8.	Within its terms of reference, the Resolutions Committee shall not decide on the merits any proposed resolution; that decision is for the meeting itself.	
9.	Any resolution put forward, which involved the expenditure of money, is to be presented to the Financial and Administrative Committee for budgetary consideration prior to being considered by the Resolutions Committee. This is to ensure that sufficient funds are provided for in the proposed budget to meet the expenditure should the resolution be approved. Lacking this action, the preparer of the resolution is to advise how the funds required are to be realized.	
10.	The decisions of the Resolutions Committee may be appealed to the NEC for review, with final decision at the Council meeting on the day prior to the National Convention. Any such appeals will be referred to the Chairman of the Resolutions Committee for presentation to the NEC.	

RESOLUTIONS AT GROUP AND WING LEVEL

Resolutions for finalization at Group and Wing level should be prepared and actioned in a similar manner to those prepared for action at the National level.

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX F

Serial #	Content	Cross Reference
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17. a. ELECTIONS TO NATIONAL EXECUTIVE COUNCIL 103-8.3

1. The composition of the Nominations Committee is outlined in the Bylaws. In the event that a member of the Nominations Committee runs for office in the year in which he is a committee member, he shall resign from the committee and the committee Chairman shall select a replacement, normally the most recent Past National President, who will be in attendance at the election. (NEC 52-2)
2. Well in advance of the expiry of a term of office, the Executive Director shall inform the Chairman of the Nominations Committee and Groups of the position or positions to be filled by election.
3. All elected members of the NEC shall be eligible for re-election. (Bylaw 7)
4. A member of an executive council at any level shall not be eligible for election as a Regional Director unless his term of office expires prior to the Annual Association Meeting or he relinquishes the other position held. Nor shall an incumbent member of the NEC be eligible for election to a Group or Wing Council as President or Vice President unless the position on NEC is relinquished. (Bylaw 7)
5. Wings recommending persons for election shall forward such nominations in writing to their Group President prior to Group Annual meetings. The decision of those nominated will be indicated on the Group Annual Report to NHQ. In the case of a nominee withdrawing from the elections, NHQ will advise the Group concerned.
6. Wings may also, through their Group, file additional nominations for Council officers, provided that such nominations reach the NHQ at least two weeks before the date of the National Convention, with no further nominations being allowed after that time.

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX F

Serial #	Content	Cross Reference
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7. Nominations for National office shall be validated by the Executive Director on the basis of the following documentation, provided by the nominee to reach NHQ at least 90 days in advance of the election, before being reported to the Nominations Committee as acceptance:
 - a) Acceptance by the nominee, in writing, including a statement that the nominee is aware of the duties of the position and the impositions on spare time which will result from election; and
 - b) submission of personal biography and picture; and
 - c) documentation to show that:
 - i) if self employed, election to the office will not impose a hardship on means of livelihood, or
 - ii) if employed otherwise, the employer's agreement both from the legal and operational points of view that there will be no anticipated conflict between the activities of the Association the activities involved in employment; and
 - d) in the event that employment conditions change at any time, prior to or after the election, the nominee undertakes to inform the Executive Director immediately of the changed situation and provide updated documentation to meet the intent of these acceptance prerequisites. (NEC 55-21)
8. The Executive Director shall keep Groups informed of the progress in validated acceptances to the Nominations Committee, along with reason for not validating those that have not satisfied the requirements.
9. The Nominations Committee shall review, in conjunction with the results of validation, the recommendations received from Groups and present a suggested slate of candidates for the various offices open to election at the Annual General meetings.
10. Group Presidents or their representatives being in possession of their particular Group list of nominees as forwarded to NHQ shall be permitted to present from the Convention floor, additional names from their list as candidates for a particular office prior to votes being cast for that office.

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX F

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11. Any Group, through its President or his representative, may nominate any person for any elective position on the NEC in cases where the nominee of the particular Group has withdrawn.
12. Nominations, in addition to those made by a Nominating committee, may be made by individual delegates on behalf of any additional member eligible to be elected to office, provided they have had Group or Wing endorsement, as applicable, at least 24 hours before the election and it has been advertised, tabled and circulated in advance. (AM 32/72)
13. No nominee shall be proposed for more than one additional office in the event of defeat in his original nomination. Each directorship shall be considered as “an office”.

b. COMPOSITION AND APPOINTMENT OF THE NOMINATIONS COMMITTEE

1. Normally the Immediate Past President will chair the Nominations Committee and his appointment may be announced by the National/Regional Directory annually.
2. The appointment of the Immediate Past President will be confirmed by the NEC at its Winter meeting or, if he will not be available, another Past President named.
3. The Past National President named shall be responsible for the continuity of his committee, and shall appoint as members those Regional Directors who will not be contending for available elected positions.
4. In the event that the Chairman will not be available during the tenure of the Committee, he shall arrange for succession by the most recent Past National President available.
5. In the event that sufficient Regional Directors are unavailable to form a committee, the Chairman may select replacements from among NEC members who are not contesting positions open for election. Failing sufficient NEC members, Past National Presidents in attendance may be appointed. (NEC Feb/80 & AGM 80)

AIR FORCE ASSOCIATION OF CANADA
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<u>(BYLAW)</u>		<u>ANNEX G</u>
<u>Serial #</u>	<u>Content</u>	<u>Cross Reference</u>
	<u>List of Applicable AFAC Booklets (for cross reference purposes)</u>	
100	Constitution and Bylaws	100A-Misc.
102	Air Industry Associate Membership Procedures (under revision)	100A-12(a)
103	Meeting, Policies and Procedures	100A-13
105	Wing Membership Policies and Procedures	100A-12
108	Dress, Ceremonial and Protocol	100A-5
112	Wing Statement of Duties	100A-Annex G
114	Wing Report Procedures	100A-Annex E
1001	Organization and Management (Groups)	100A-19

AIR FORCE ASSOCIATION OF CANADA
RULES AND REGULATIONS

(BYLAW)

ANNEX H

Serial #	Content	Cross Reference
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MISCELLANEOUS RULES AND REGULATIONS CONCERNED
WITH THE MANAGEMENT OF WINGS

10.	a. <u>Wing Signing Officers</u>	112-2.06
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A Wing shall designate a minimum of two signing officers, of whom one should normally be the Wing Treasurer, and that no financial transaction of the Wing shall be legally carried out unless bearing the signature of at least two signing officers. (AM 37/85)

12.	b. <u>Dual Membership/Family Unit (common law) Relationship</u>	105-2.12
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Dual membership is approved to include Family Unit relationship and this duality will terminate immediately the relationship ceases. (AGM Oct. 90)

N.B.: “Common Law” is a term used to describe a man and a woman cohabiting together who are not legally married. The definition varies from Province to Province with the difference in criteria being the number of years a man and a woman may have lived together, should there be an impediment to marriage, before a common law relationship can be recognized. In addition, there is also an Inter Provincial variation in the name of the relationship, such as, Common Law and Family Unit. For any further information, reference should be made to Equality Issues in Federal Law” a discussion paper published by the Minister of Supply and Services Canada 1985.

AIR FORCE ASSOCIATION OF CANADA

TERMS OF REFERENCE

HONOURARY PRESIDENTS

APPOINTMENTS

In accordance with article 2.8.3.4 of the Constitution and By-laws of the Air Force Association of Canada, the appointment [of an Honorary Group President] must be approved by the NEC. An Honorary National President may be appointed by the National President on the advice of the NEC. Honorary Group Presidents may be nominated by Group Presidents on the advice of the Group Executive. Eligibility to serve as an Honorary Group President of the Air Force Association of Canada can only be extended to those who are members of the Association.

FUNCTION

The role of Honorary President is, at the request of their President, to:

- a. provide liaison with senior Commanders and staffs of the Canadian Armed Forces at the National Defence Headquarters, or Command level and below, as appropriate.
- b. assist liaison with governments, public, and private organizations, and businesses.
- c. perform ceremonial functions or speak at AFAC parades, conventions, conferences, or meetings.
- d. represent the AFAC at non-AFAC functions.
- e. provide advice privately to their President.
- f. act as advisor to special committees whose purpose is to make recommendations regarding specific AFAC issues.

Honourary Presidents shall not be requested to, nor shall they perform, any executive or directing function. He or she shall perform such functions as may be requested by an appropriate Group or National Executive member.

CHANNELS OF COMMUNICATION

All AFAC official communication with Honourary Presidents shall be as appropriately

required.

Honourary Presidents may communicate directly amongst themselves for the purpose of seeking advice, or developing recommendations for changes to their Terms of Reference, regarding the performance of their functions.

INFORMATION

The NEC, and the Group Executive, where appropriate, shall provide Honourary Presidents with copies of such notices, minutes, or other correspondence as is considered helpful in assisting them to perform their function.

HOLDING OFFICE

During their tenure, Honourary Presidents shall not hold any office within the AFAC. This will include the office of Immediate Past President at the Group and Wing levels. Since Honourary Presidents are not permitted to vote, so as to preserve the integrity of the office to whom they are to provide advice (Group President), it is entirely inappropriate for the Honourary Group President to hold (a voting) office. They may, however, retain ordinary membership in a Wing if held at the time of appointment.

TENURE

Normally, Honourary Presidents shall be appointed for a period of two years. At the invitation of the National President on the advice of the NEC, or at the invitation of the Group President on the advice of the Group Executive as appropriate, with the consent of the incumbent, Honourary appointments may be extended for a further one year period.

EXPENSES

Travel expenses required to attend functions to which they have been invited will be reimbursed to Honourary Presidents at the rates and under the conditions applicable to their respective President.

DRESS

When attending an AFAC function or representing the AFAC, the normal dress for Honourary Presidents shall be grey trousers or skirt, as appropriate, blue blazer with AFAC badge on the left breast pocket, AFAC tie and, when headdress worn, the AFAC wedge cap.

If they do not already possess them, the responsible Executive shall provide Honourary Presidents with the AFAC pocket badge, tie and wedge cap immediately upon their appointment. Honourary Presidents will provide the other