



Booklet 105
Wing Membership Instructions

FOREWORD

This revised and updated 13th Edition of Booklet 105: "Wing Membership Policies & Procedures" reflects the combined efforts of National membership sub-committee chair, Nat'l 2nd VP Ted Mahood, Quebec Group President Brian Darling and Nat'l HQ's 'gal Friday.' Karin Lacey.

The need for a complete overhaul of Booklet 105 quickly became evident following the Annual General Meeting that took place in Montreal in October, 2002. At the convention, delegates overwhelmingly voted in favour of a \$5 dues increase for Wing members effective July 1st, 2003 (Member-at-Large dues were increased in 2000). Also discussed was the necessity to meet demanding criteria recently imposed by the Department of Canadian Heritage and their administration of the magazine postal subsidy (Postal Assistance Program) and the Canada Magazine Fund (CMF). Literally, DCH support makes it financially feasible for our Association to publish and distribute *Airforce* magazine through sales to member-subscribers and Canadian newsstand readers.

Today, the Department of Canadian Heritage is virtually an active partner in the publication and distribution of *Airforce*. One of the newly imposed requirements is that our magazine's paid subscriptions be verified by two annual circulation audits, conducted by the Canadian Circulation Audit Bureau. The CCAB auditors carefully check our subscription list to ensure that each member-subscriber actually paid for the magazine ("...show me a copy of the cancelled cheque!")

This is where the Wing Membership Chair comes in. To keep *Airforce* magazine afloat, we must have Wing dues paid "up front" for each new membership year. That means that the final remittance of paid-up Wing membership renewals must be mailed to National Headquarters with a postmark no later than midnight on June 30th. Otherwise an administrative "late fee" of \$5 must be added to the remittance for each late individual.

We contend that the Wing Membership Chair already has one of the most onerous tasks among members of a Wing Executive Committee. But for the great majority of membership chairpersons who already remit their membership dues to National HQ in a timely fashion, the mandatory requirements for timeliness should pose no problem.

It is our sincere hope that all Membership Chairs will be able to adjust their procedures to meet the new guidelines, and we beg your understanding for the changes imposed upon us by outside agencies.

Executive Director

Final Wing membership submissions and remittances for the new membership year, mailed to National Headquarters, must be postmarked no later than midnight on June 30th (para 7.02 (5) Bklt 105)

DISTRIBUTION BOOKLET 105	
National Executive Council Members	14
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Wing Membership Chair	
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Shelf Stock	20
	—
TOTAL	358

Final Wing membership submissions and remittances for the new membership year, mailed to National Headquarters, must be postmarked no later than midnight on June 30th (para 7.02 (5) Bklt 105)

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Final Wing membership submissions and remittances for the new membership year, mailed to National Headquarters, must be postmarked no later than midnight on June 30th (para 7.02 (5) Bklt 105)

SECTION 1 - INTRODUCTION

1.01 SHORT TERMS, ABBREVIATIONS AND DEFINITIONS

The following short terms, abbreviations and definitions apply to this booklet:

- a) "Association" shall mean the Air Force Association of Canada; (Bylaw 1(a))
- b) "Association Meeting" shall mean a General Meeting of the Air Force Association of Canada; (Bylaw 1 (b))
- c) Use of a masculine or feminine term shall be interpreted as interchangeable with the appropriate terms of the opposite gender in the same context; (Bylaw 1 (c))
- d) "NEC" where used shall mean the National Executive Council; (Bylaw 1(d))
- e) "Regular" and "Associate" member or membership shall mean an individual member or membership in the Association; (Bylaw 1(f))
- f) "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))
- g) "Social" membership shall mean the non-voting membership of a regular member in a Wing other than his Wing of affiliation; (AC 71-6)
- h) "Dual Membership" shall be the single payment membership of two adults in a family unit relationship, both qualified to be regular members; (AGM 37/85)
- j) "Date of joining" shall be the date on which a member commenced his last unbroken period of membership; and (NH 1172)
- k) "Membership Chair" shall mean the Membership Administration Chair (NH 0276).

1.02 MEMBERSHIP SYSTEM PHILOSOPHY

- (1) The system for handling membership campaigns, renewals, returns and monitoring is established on the basis that Wings will at all times keep on hand the items required to process regular members and that prompt reports of action taken will be relayed to National Headquarters in order that all information regarding membership will be readily available at that level. (NH 0276)

- (2) There is a little doubt that the main requirements of running an adequate membership system for the Association are promptness and attention to detail. Accordingly, National Headquarters commits itself to providing as much information and assistance to Wings in as timely a manner as is possible and looks forward to receiving similar co-operation from Wing personnel in all Wings. (NH 0175)

1.03 MEMBERSHIP ORGANIZATION

- (1) The organization for the membership function comprises:
- a) The National Membership Sub-Committee which develops membership policy and monitors membership activity at the National level, along with the National Headquarters which is responsible for administration of membership records and other activities involving the National level;
 - b) Group Executive Councils and Group Membership Committees responsible to Group Presidents for promoting dynamic membership campaigns and programs within Groups; and
 - d) Wing Membership Committees. (NH 0276)
- (2) At the Wing level, the Wing President is responsible for ensuring that the membership function is treated as the most important mission within the aims and objects of the Association. It is his responsibility to ensure that membership policies and procedures are followed in accordance with this booklet and that the Wing has a selection process established within the Wing Executive Council to determine which categories of membership the Wing will accept within the general parameters established. (NH 0175)

1.04 MEMBERSHIP SUPPLIES

It is the responsibility of the Membership Chair to keep on hand sufficient membership supplies to enable the Wing to conduct campaigns and to initiate regular members as outlined in Section 2. (NH 0276)

1.05 MEMBERSHIP RETURN PROCEDURES

The membership return procedures outlined in Section 8 are based on criteria established in the incorporation of the Association and to meet the requirements of Association auditors. Because of the legal implications involved it is imperative that returns be handled as prescribed. (NH 0877)

1.06 MEMBERSHIP CATEGORIES

- (1) Members of the Association, their categories, classifications, and affiliations shall be as hereinafter set out. (Bylaw 2(e))
- (2) Membership in the Association shall be categorized as Individual Membership and Company Membership. (Bylaw 12(a))

1.07 INDIVIDUAL MEMBERSHIP CLASSIFICATION

Individual memberships shall be classified as Regular, Associate and Honorary, Life Member and “Social” membership. (Bylaw 12(b))

1.08 INDIVIDUAL MEMBERSHIP AFFILIATION

- (1) Affiliation of individual members may be:
 - a) with a Wing as a Wing member; or
 - b) with National Headquarters as a Member-at-Large. (Bylaw 12(c))
- (2) Administration of Wing members shall be conducted through the Wing with which they are affiliated; however, the administration of Members-at-Large shall be direct between the members and National Headquarters. (Bylaw 12(d))

1.09 COLLECTION OF NATIONAL MEMBERSHIP FEES

A Wing Executive Council shall be responsible for transmitting to the National Headquarters the appropriate annual fees for all Regular members of the Association who are affiliated with the Wing. (AM 32/72)

1.10 DISTRIBUTION OF FUNDS FROM NATIONAL MEMBERSHIP FEES

Fees paid by individual members shall be retained by the Association as part of its general funds. (AM 32/72)

1.11 MEMBERS IN THE USA

Members of the Association who are citizens or residents in the United States of America shall maintain and up-hold the principles, aims and objects of the Association insofar as the same are consistent with the allegiance they owe to that Country. (Bylaw 11(c))

(1.12 to 2.00 inclusive, not allocated)

SECTION 2 - REGULAR WING MEMBERSHIP

2.01 GENERAL INFORMATION

This section outlines the general policies for regular Wing membership eligibility and disqualification, the fee structure and general rules for affiliation, transfers to and from membership-at-large, and transfers between Wings. (NH 1279)

2.02 DISQUALIFICATION FOR MEMBERSHIP

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 Association. (Bylaw 12(1))

2.03 MEMBERSHIP ELIGIBILITY

- (1) Regular membership in the Association shall be open to specified groupings in military aviation and the aviation industry with the eligible groupings and the nature of their participation from time to time determined by an Association Meeting. (Bylaw 12(e))
- (2) 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)
- (3) 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:
 - a) any person who is ex-Royal Canadian Air Force (Regular or Reserve) and was honourably released therefrom, and any person who is serving in the Regular or Reserve air element of the Canadian Forces, 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~~ (AM 32/72, NH 0780)
 - b) any person who has served in the RAF Ferry Command and has been honourably released from that employment; or (AM 32/72)
 - c) any person who is serving in the air service of the Royal Canadian Mounted Police or has been honourably released from that employment; or (AM 32-72)
 - d) any person who is serving in the United States Air Force, the United States Military Transport Service, or the air elements of the United States Navy, Army or Marines, or has been honourably released from any of them; or (AM 32/72)
 - e) any person who is serving as an Air Cadet Officer (Cadet Instructors Cadre - CIC) or a

civilian Air Cadet instructor or any person performing service with the Air Cadet League of Canada or who has been honourably released or relieved from such employment or service; or (AM 32/72)

- f) any person who, having reached the 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; or (AM 32/72)
 - 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; or (AM 32-72)
 - h) any person who has qualified as a civilian pilot, navigator or air engineer; or (AM 33/78)
 - j) any person, other than a pilot, navigator, or air engineer, who is involved with the flying, maintenance, scheduling or administration of civilian aircraft or has honourably terminated such employment; or (AM 32/72)
 - k) any person who is currently employed for a period in excess of two years by a civilian aviation branch of a Federal or Provincial ministry or has honourably terminated such employment; or (AM 32/72)
 - m) any person who is a spouse of a deceased regular member can be accepted as a regular member by a Wing, or in the case of regular member-at-large by NHQ. Such regular membership to become effective upon invitation and payment of fees. (AM 49/99)
 - n) at any time, on the recommendation of the Wing Executive Committee, an Associate Member may be upgraded to Regular Member status on the approval of a Wing General Meeting. The elevation becomes effective when the next Wing membership report is sent to National Headquarters, along with the appropriate fee. (Resolution 94/06; AM 46/94) Date of joining for seniority purposes shall be the date when the incumbent was first enrolled as an Associate Member. (AM 41/89)
- (4) In addition, any citizen, not otherwise eligible, who supports Association aims and objects, may be an Associate member:
- a) upon invitation and payment of fees, as a Wing Associate member; or
 - b) upon application and payment of fees, as an Associate Member-at-Large. (AM 32/72)

2.04 APPLICATION AND ENROLMENT

- (1) Applications 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)

- (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 enrolment. (AM 32/72, AM 43/77)
- (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)
- (4) The membership year for Wings shall be July 1st to June 30th, renewal falling due June 30th; however, every effort shall be made to renew members prior to the due date. Members who have not renewed by the due date, and pay after that date shall be levied an additional \$5.00 administration fee for reinstatement. (AM 53/02)

2.05 WING AFFILIATION

- (1) As outlined in Section 1, a regular member may be affiliated with a Wing, or as a Member-at-Large. Each individual can be recorded as a member only once in National membership records. Accordingly, there can only be one application to National Headquarters, either with one Wing or as a Member-at-Large.

This does not prevent either a Member-at-Large or a Wing member from enjoying "social" non-voting membership at one or more Wings in addition to his Wing of affiliation or Membership-at-Large. Wings may make provision for such social memberships and shall ensure that a member so covered carries a current regular membership card for a home Wing affiliation or as a Member-at-Large. (AC 71-6, AM 43/77)

- (2) Members shown as "social" members by a Wing shall pay Wing membership fees, but National fees are not required, having already been forwarded by the Wing with which they are affiliated. The check on this is inspection of member's current membership card of the Wing of affiliation as outlined in the previous paragraph. (AC 71-6)

2.06 MEMBERSHIP FEES GENERALLY

Membership fees (National level) shall be from time to time determined by an Association Meeting and shall include an enrolment fee for initial membership. (Bylaw 12(k))

2.07 ENROLMENT FEE

- (1) An enrolment fee of one dollar shall be payable by or on behalf of every member on joining the Association. (AM 32/72)
- (2) In the case of an applicant who simultaneously joins a Wing the enrolment fee paid shall be retained by the Wing. (AM 32/72)

2.08 ANNUAL FEES

- (1) The membership fees outlined herein are those established at the National level to cover the fees required to be forwarded to National Headquarters by or on behalf of membership in each classification and affiliation which has been given National recognition. (AM 32/72)
- (2) In addition to National fees as outlined herein, Wing membership fees may be established as from time to time as determined by a general meeting of a Wing and that Wing may require the payment of such fees as a condition of membership in the Wing. (AM 32/72)
- (3) A Wing may establish two or more levels of Wing fees to cater to regular members living in close proximity to the Wing and to those who are located relatively remote from the Wing. (AC 71-6)

2.09 DATE OF JOINING AND COMPUTER CODING

- (1) The date of joining for a Wing member shall be the date shown on his application form, and that date shall determine the National membership fee to be paid (NH 1172).

2.10 FEES FOR NEW APPLICATIONS AND REINSTATEMENTS

- (1) Annex C 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 National Headquarters by the Wing. (AM 32/72)
- (2) Fees for Members-at-Large, new applicants and reinstatement are as outlined in Annex C, on the first calendar year from date of application. (AM 27/81)
- (3) The structure shown in Annex C 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 membership recruiting, there is no objection to the Wing portion of the fee being pro-rated; however, the amounts shown as National fees cannot be compromised. It should also be noted that this problem will not exist if major membership campaigns are completed within the time period 1 July - 31 December annually. (NEC 72-6)
- (4) For renewal fee details, see Annex C.

2.11 ANNUAL RENEWAL FEES

- (1) The renewal fee to be submitted to National Headquarters annually on behalf of each Wing regular member, other than life, is as outlined in Annex C regardless of when renewal occurs. Of course there is no National Renewal fee required for life members. (AGM 90)
- (2) The renewal fee for Members-at-Large is established at \$35.00 annually, effective 01 July 2001.

It is to be paid annually, during the yearly anniversary month of the MAL. (NH 0796)

2.12 DUAL MEMBERSHIP FEES

- (1) Notwithstanding the foregoing, in the event that a man/woman within a family unit are both eligible as regular members they shall be considered a dual membership and the National fee required to be paid shall be that for two memberships, reduced by a sum of \$24.00 for one subscription to *Airforce* magazine. (AGM 90)
- (2) Wing fees for dual memberships shall be established by Wings.
- (3) Dual membership will terminate immediately when the relationship ceases. (AGM 10/90)

2.13 TRANSFERS GENERALLY

Transfers may be effected as outlined in the following articles; however, in an instance where a transfer is initiated by National Headquarters as a result of a request by a regular member, National Headquarters will inform the Wing or Wings affected to include the transfer on the next membership return. (NH 0377)

2.14 TRANSFERS FROM MEMBERS-AT-LARGE TO WINGS

- (1) Because the membership year for Members-at-Large is different from that of the Wing members and a different fee structure is used, a change of affiliation to Wing membership by persons who are current Members-at-Large requires adjustment of Wing fees to bring their membership year in line with the Wing Membership Year. (AM 32/72)
- (2) Members-at-Large, when transferring to a Wing, may have a portion of their prepaid MAL dues credited against that portion of the Wing membership fee that is remitted to National Headquarters. Joining dates effect the computation of dollar amounts, and will be calculated upon request by the National HQ Comptroller/Membership Coordinator.
- (3) Proportionate Wing fees to be charged must be determined by the Wing Executive Council;

2.15 TRANSFERS FROM WINGS TO MEMBER-AT-LARGE

When a Wing Regular member changes his affiliation to Member-at-Large the member shall be credited proportionally for unexpired fees depending on the date during the year of his transfer. The pro-rated amount of Wing fees should be returned to the member by the Wing, and National Headquarters will carry out further administration to affect the member's National Assessment as Member-at-Large from the date of application for transfer. (NH 1172)

2.16 TRANSFERS BETWEEN WINGS

A transfer between Wings may be initiated from any source; however, the initiating source shall inform National Headquarters and the other Wings involved so that transfer action may be effected. Where National Headquarters initiated a transfer on request of the member both Wings will be advised. (NH

1172)

2.17 REGULAR MEMBER KITS

- (1) One official lapel badge shall be issued without charge by National Headquarters to each individual regular or honorary member, and to individual Associate Members-at-Large. (AM 32/72) (Lapel Pin).
- (2) Additional lapel badges for members may be purchased from National Headquarters. (AM 32/72)
- (3) In addition to the lapel badge, further items comprised in a membership kit for issue to regular members have been established by the NEC. Membership Chairs are encouraged to keep lapel badges and other items on hand for issue at the initiation ceremony. The control of these kits is outlined in Section 8. They are authorized for issue to new members and to regular members who are re-instated after a period of more than two full membership years. The items which are prepositioned are not for free issue to Associate members; however, items to make up Associate Kits may be purchased as outlined in section 10. (NH 1279)
- (4) Membership kit items for prepositioning at Wings and inclusion in presentation kits are shown in Table A. (NH 0276)

Table A - Membership Kits

173-0001	1312	Membership Certificate
108-3505	----	Regular Lapel Badge
156-3508	----	Regular Car Decal

- (5) Membership certificates bear the signature of the current National President. Membership cards should be signed by the Wing President personally, when kits are being prepared for presentation. (NH 1172)

(2.18 to 3.00 inclusive, not allocated)

Final Wing membership submissions and remittances for the new membership year, mailed to National Headquarters, must be postmarked no later than midnight on June 30th (para 7.02 (5) Bklt 105)

SECTION 3 - WING ASSOCIATE MEMBERS

3.01 GENERAL INFORMATION

- (1) This section outlines the general policies for Wing Associate membership. (NH 0276)
- (2) Associate Membership in a Wing or as a Member-at-Large shall be open to those who support the aims and objectives of the Association, as determined by an Association meeting. (AM 32/72)
- (3) In addition, Associate Member status may be made available to spouses of deceased regular members, who are not themselves eligible as regular members, as outlined in Section 4. (NH 0276)
- (4) Wing Associate Members shall not have National membership status and shall be administered by the Wing concerned. (AM 32/72)
- (5) Wings are encouraged to purchase subscriptions to *Airforce* magazine on behalf of individual Wing Associate Members. A reduced subscription fee of \$20.00 p.a. applies. (NH 1296)
- (6) Upon request from Wings, National Headquarters will make available blank membership cards for use by Wing Membership Chairs, to be used for Associate Members only. There is no cost.
- (7) At any time, an Associate member may be upgraded to Regular status as outlined in Booklet 105, para 2.03(L). (AM 46/94)

3.02 REPORTING OF WING ASSOCIATE MEMBERS

The number of Wing Associate Members in each Wing shall be reported monthly in the Wing membership return. (NH 0175)

(3.03 to 4.00 inclusive, not allocated).

SECTION 4 - HONORARY AND LIFE MEMBERSHIP

4.01 GENERAL INFORMATION

- (1) This section outlines the policies and procedures for Honorary and Life Membership, including life members affiliated with Wings, and the method of including the life members in the Wing count annually. (NH 0175)
- (2) Honorary membership in the Association may be extended to individuals from time to time as determined by the National Executive. (Bylaw 129(g))

4.02 HONORARY MEMBERSHIP

- (1) Honorary membership in the Association may be extended to any person who supports the principles, aims and objects of the Association and who has contributed substantially to the welfare of the Association or the advancement of its aims and objects. Such a person may be enrolled as an Honorary Member of the Association, except that a person eligible for Regular Membership shall not be enrolled as an Honorary Member. Nominations for Honorary Membership shall be forwarded to National Headquarters in the form of a letter, stating the basis on which the nomination is made, for approval of the National Executive Council. (AM 32/72)
- (2) Upon receipt of NEC approval, Honorary Members may be issued Wing Membership cards annotated "Honorary" and shall be included at the Regular member fee rate on a Wing membership return. Honorary members are not included in the Wing count; however, their membership must be renewed each year. (NH 1172)

4.03 REGULAR MEMBERSHIP STATUS FOR SURVIVING SPOUSES

- (1) The surviving spouse of a recently deceased member (para 2.03(m)) can be accepted as a regular member.

4.04 INITIAL MEMBERSHIP FEES FOR HONORARY MEMBERS ON AN ANNUAL BASIS

The initial membership fees for Honorary members shall be the same as those for regular members. Membership fees shall be paid by the formation making the nomination. (AM 32/72)

4.05 LIFE MEMBERSHIP AWARD (LMA)

- (1) Effective in 1993, regular membership on a life basis may no longer be purchased; however, it may be proposed by a Group or Wing Executive Council as a National Award as detailed in Booklet 104. Four such Life Membership Awards may be awarded annually (Bklt 104: para 3.01).

(4.06 to 5.00 inclusive, not allocated).

Final Wing membership submissions and remittances for the new membership year, mailed to National Headquarters, must be postmarked no later than midnight on June 30th (para 7.02 (5) Bklt 105)

SECTION 5 - MEMBERSHIP RIGHTS, PRIVILEGES AND DISCIPLINE

5.01 GENERAL INFORMATION

This section outlines the rights, privileges and disciplinary measures for members, including forfeiture of membership for non-renewal. (NH 0175)

5.02 MEMBERSHIP RIGHTS AND PRIVILEGES

The rights and privileges to be accorded members other than those rights and privileges determined by Wings for local application, shall be from time to time determined by an Association meeting. (Bylaw 12(j))

5.03 WITHDRAWAL

Any member of the Association may withdraw therefrom by submitting his resignation in writing. (Bylaw 12(m))

5.04 MEMBERS IN THE USA

Members of the Association who are citizens of or resident in the United States of America shall maintain and up-hold the principles, aims and objects of the Association insofar as the same are consistent with the allegiance they owe to that country. (Bylaw 11)

5.05 EXPULSION AND SUSPENSION OF MEMBERS FOR CAUSE

- (1) Any member may be expelled or suspended from the Association for breach of his obligation, or for profane or disorderly conduct in a meeting of any body of the Association, or for conduct unworthy of a member, or which in any way brings the Association in discredit, or for non-payment of membership dues. (Bylaw 12(n))
- (2) 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 National Executive Council and to the Group Executive Council. (AM 32/72)
- (3) The expulsion or suspension of a member shall be confirmed by the National Executive Committee. (NH 0175)

5.06 SUSPENSION OF MEMBERS FOR FEE ARREARS

- (1) Members in arrears in payment of fees after June 30th shall automatically be suspended from all rights and privileges in the Association. Any member so suspended may again become a member in good standing by paying fees for the current year in full plus a \$5.00 administration fee. (AM 53/02)

- (2) Members who are not reported as renewed by Wings on or before June 30th will be cancelled by National Headquarters (AM 53/02)
 - (3) Members in arrears one year shall automatically forfeit membership in the Association. 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. (AM 32/72)
- (5.07 to 6.00 inclusive, not allocated).

SECTION 6 - MEMBERSHIP CARDS AND LAPEL PINS

6.01 GENERAL INFORMATION

- (1) This section outlines the method of handling Association membership cards, describes who they may be issued to, and the methods of completing them in each case. It also contains the policy regarding the lapel pins to which each type of member is entitled. (NH 1279)
 - (a) Each Wing will:
 - (i) submit the monthly Membership Return form listing each member by Name, Initials and Address including Postal Code. However, in each case where a member's Computer Locator Code is known, list the member's Name, Initials and Locator Code only. Do not list the address;
 - (ii) develop the habit of using the member's Locator Code while ensuring that the National HQ is alerted whenever an address change is made; and
 - (iii) forward the proper amount of funds with each report in accordance with the membership fee schedule.
 - (b) On receipt of each Wing's Report, the National HQ will:
 - (i) process each report in the usual manner and prepare a discrepancy report as may be necessary for return to the Wing Membership Chair;
 - (ii) print and mail to the Wing, the new card for each Regular Member listed on the report received. Each card will also be accompanied by an envelope in which the Wing may in turn mail or hand-deliver the new card to the member. (The Membership Chair will ensure that each member's card is properly certified/signed by the issuing officer of the Wing); and
 - (iii) endeavour to meet a target turn-around time of two weeks from the date of receipt of a Wing's report to the date of mailing the returns to the Wing.

6.02 ISSUED OF NON-COMPUTERIZED CARDS TO MEMBERS

- (1) The National HQ will continue to make available to Wings, an ordinary blank membership card, similar to that previously used for Regular and Associate memberships and which will be distributed to Wings at no cost and in reasonable quantities, but only on request from Wings. However, it will be the responsibility of the Wing Executive Council to ensure that the cards received are utilized in a manner consistent with the regulations of the Wing and that the name of each card-holder is submitted by the Wing Membership Chair, at the time of issue, on the Wing's monthly Membership Return Form. The information submitted will include:
 - a) the card number;
 - b) name and address of individual to whom issued; and
 - c) purpose of issue.
- (2) Cards for Associate members — cards annotated "Associate" may be issued to Associate Members if the Wing desires.
- (3) Cards for Social memberships — cards may be issued for Social memberships, provided the member produces a current Regular Membership card from his/her Wing of affiliation. No charge is made for these cards but they must be marked "Social" in the type of membership block and included on the Membership Return. Social members do not count in the Wing count.
- (4) Cards for life members — each life member has a life member card issued by National Headquarters. If a life member has Wing affiliation, a Wing annual card must be issued to enable the life member to be included in the Wing count. No charge is made for cards issued for this purpose, but they may be issued only if the member produces a life membership card issued by National Headquarters. These cards must be shown on the Membership Return. (NH 0175)
- (5) Replacement cards — upon production of satisfactory evidence that a membership card has been lost, the Wing Membership Chair shall request a replacement card from National Headquarters by listing it on the Wing Membership Return. (NH 0175)

6.03 ASSOCIATION LAPEL BADGES

The standard Air Force Association Lapel Badge is the same for all categories of members: Regular, Regular Member-at-Large, Honorary, Associate, Ladies' Auxiliary, etc.. Lapel Badges modified to show years of service (in five year increments) are available at cost from National Headquarters.

6.04 "TEMPCard 60"

In 1996 "TEMPCard 60" was introduced for use at the discretion of Membership Chairs. The "TEMPCard 60" may be issued to a newly-enrolled regular member, for use by the member awaiting receipt of the official membership card from National HQ. "TEMPCard 60" cards are available at no cost, upon request from National HQ. (See Annex "E") (NH 0796)
(6.05 to 7.00 inclusive, not allocated)

SECTION 7 WING MEMBERSHIP RENEWAL PROCEDURES

7.01 GENERAL INFORMATION

This section outlines Wing membership record-keeping at both National Headquarters and the Wing with regard to the Action/reaction procedures for the Wing membership renewal program involving:

- a) renewal incentives;
- b) membership statements for individual members;
- c) nominal rolls of Wing members; and
- d) forfeitures. (NH 0175)

7.02 RENEWALS

- (1) Wing membership renewals must be handled as a major program with the objective of acquiring all paid membership renewals in advance of the due date, June 30th, annually. Each Wing should have an objective of 100% renewal by June 30th. Wing executives should ensure the maximum use of telephone and "mail" reminders to obtain renewals where necessary. (NH 1102)
- (2) In order to assist Wings in this regard National Headquarters will forward to the Membership Chair during April each year, an initial nominal roll of members in good standing. If requested by the Membership Chair, the nominal roll will be accompanied by a Wing "statement" that can be mailed to each member listed. (NH 0276 and 1102)
- (3) The Membership Chair should ensure that the list is utilized to enable the renewal campaign to be conducted expeditiously. The nominal roll is a record document and it should be retained with the Wing Membership Journal to facilitate preparation of Membership Returns. (NH 0276)
- (4) The Membership Chair should thoroughly check the nominal roll and inform National Headquarters of any errors. Concurrently, the pre-printed membership invoice statements (available upon request from National Headquarters), if utilized, should be distributed to individual members after inserting the amount of money the member must remit to the Wing. Extreme care should be taken that statements are not sent to members who have already paid for the new year. (NH 0276)
- (5) Final mailed subscriptions for the membership year must be post marked no later than midnight on June 20th.
- (6) Members who are not reported as renewals by Wings will be cancelled by National Headquarters effective the first day of the new membership year (July 1st). The change in membership status will be posted no later than July 15th to allow for delay of documents due to processing or delay in transit through the mails. (NH 1102)

7.03 RENEWAL INCENTIVES GENERALLY

The Association membership renewal incentive program comprises Pathfinder badges, long service lapel badges, and the opportunity to re-establish membership for periods where there are gaps in service. (NH 0175)

7.04 PATHFINDER BADGES

Pathfinder badges are available from National Headquarters free of charge; however, they must be ordered and each Wing Membership Chair should keep sufficient on hand to be able to affix them to the cards of members who are "early and lead the way", e.g., renew membership before the due date of June 30th. (NH 0175)

7.05 LONG SERVICE LAPEL BADGES

Special lapel badges to denote 5, 10, 15, years etc., continuous service shall be made available and may be purchased from National Headquarters. Entitlement can be determined by the "date of joining" coding on the nominal roll and Wings are encouraged to recognize their long service members in this manner. (NH 1172)

7.06 CONTINUOUS SERVICE GAPS

- (1) In instances where a member has a gap in continuous service and desires to re-establish continuous service for the long period, payment may be made for the gap in service at the current National fee, computed in years and months. Such payments are to be reported on Membership Returns as follows: "Payment for gap in service from (date) to (date)". National Headquarters will amend membership records accordingly and inform the Wing of the new "date of joining". (NEC 50-16)
- (2) Wings are required to provide evidence of service from their files or, if such evidence is not available, affidavits of at least 2 regular members attesting to the service claim. (NH 0877)

7.07 ACTION ON NON-RENEWAL OF AN ANNUAL WING MEMBER

If a member has not renewed before June 30th, NHQ will include his name on a final nominal roll of non-renewals as soon as practicable following the end of the membership year. The Wing is required to check the nominal roll and return it to NHQ. National Headquarters will then approach the member directly to get him to renew as a Member-at-Large. This latter step will be taken only as a last resort to keep in contact with the member, and Wings will be able to continue their attempts to transfer the member back to the Wing. (NH 1172)

7.08 ACTION ON WING NON-RENEWAL OF A LIFE MEMBER

- (1) The bestowment of a life membership in the Association gives the member National membership privileges for his lifetime as a Member-at-Large. Additionally, he may be affiliated with a Wing as a Wing member. It is a Wing decision whether the life member pays Wing annual fees or is given Wing membership annually on a complimentary basis. Regardless, the life member, if a regular member, must be claimed by the Wing through the issue of a Wing membership card as

outlined in article 6.02(5), otherwise he cannot be credited to the Wing for count purposes. (NH 1075)

- (2) At the end of each membership year, all life members who had Wing Affiliation during the previous year are transferred at National Headquarters to a life member year suspense record. They are listed under the Wing for the new year only upon receipt of notification on a Wing Membership Return that they have been issued a Wing membership card. (NH 1172)
- (3) If, at the end of a membership year, a life member has not been claimed by a Wing, National Headquarters will transfer him from the life member Wing suspense record to Membership-at-Large and will notify the Wing and the member accordingly. (NH 0175)

(7.09 to 8.00 inclusive, not allocated).

SECTION 8 - WING MEMBERSHIP RETURN SYSTEM

8.01 GENERAL INFORMATION

- (1) This section outlines the Wing membership record requirements and the action/reaction system for Membership Returns involving:
 - a) maintenance of the Wing Membership Journal;
 - b) submission to NHQ of a monthly Membership Return; and
 - c) response on a copy of the return showing corrections and observations by NHQ to enable records to be brought to a mutually similar condition. (NH 0780)
- (2) To ensure that the Wing has satisfactory local records the procedures outlined in this section should be supplemented by local procedures and further local records. Ideally, the Membership Chair should keep duplicate records of any membership material which is sent to NHQ so that it will be available for use when required. (NH 0276)

8.02 APPLICATION FOR MEMBERSHIP FORMS

Application for membership as "Regular" may be made on any type of application form issued by the Association; and must be filed with Wing membership records. They are not sent to NHQ. An application form should also be made for each reinstatement if the applicant has been delinquent for more than two full membership years. (NH 0780)

8.03 WING MEMBERSHIP JOURNAL

- (1) The Membership Chair shall maintain a journal of all membership applications received. This journal should be a chronological record of every membership transaction that occurs: applications, acceptances, initiations, changes of address, renewals, deaths, transfers, expulsions, etc.. In other words every membership transaction should be recorded for future review, if required. (NH 0276)

- (2) One form which this journal may take is shown in Annex A. It is a mandatory requirement that each entry be given a "line entry number". (NH 0276)
- (3) This journal may form the entire Wing record of membership for small Wings, or be the original book of entry for a more sophisticated system as required by larger Wings. (NH 1172)

8.04 MONTHLY MEMBERSHIP RETURN

- (1) All new members accepted by the Wing shall be forwarded monthly by the Membership Chair to National Headquarters in an official Wing Membership Return Form, accompanied by the first year's membership dues, less the enrolment fee which shall be retained by the Wing. (AM 32/72, NH 0780)
- (2) All renewals shall also be included in the monthly return. (MH 0175)

8.05 MEMBERSHIP RETURN DRAFTS

- (1) The Membership Chair should draft the monthly return in anticipation of the Return due date.(NH 0780)
- (2) Notwithstanding the order in which entries appear in the Wing journal, names should be grouped on the draft in the following order:
 - a) new annual followed by new life;
 - b) annual renewal followed by life renewal;
 - c) transfers;
 - d) address changes;
 - a) requests for replacement cards. (NH 0780)
- (3) Returns should be prepared and forwarded in sufficient time to reach NHQ prior to the 15th of each month. This is especially important for the June 30th return. (NH 0780)

8.06 WING MEMBERSHIP RETURN PREPARATION

- (1) Wing Membership Returns are prepared on Form 1306, Wing Membership Return. A sample completed return is attached as Annex B. It includes most of the possible transactions and their method of entry. (NH 0780)
- (2) It is important that the person completing the return is familiar with the procedures outlined in this Booklet. Many membership returns are submitted with either incorrect information or incorrect values. (NH 1172)
- (3) The form should be completed as follows:
 - a) submitted by - this should be the name of the person to whom the National Headquarters responds regardless of who actually sends out the Membership Return. This is important because of variance between Wings - some to the Wing President, some to the Wing Secretary, others to the Membership Chair or the Membership Secretary. They would go to the person in the Wing who is currently responsible for membership administration and the full mailing address must be used in this block;
 - b) Return identification - in this area show the Wing number, a serial number (beginning
(20)

with 1 and running chronologically regardless of the year), and the date the return was forwarded to NHQ;

- c) Member entries - list names in the order outlined in para 8.05 with Wing Journal cross references, and NHQ nominal roll codings wherever applicable. Codings and names only are sufficient for renewals unless the address is changed; however, for any name which does not have a coding, a full address and postal code is necessary before the return can be actioned. All information such as deaths, address changes, etc., should be included as it is the only way we have of finding out in many instances and of keeping records current. (Membership cards must be issued in numerical order and appear in order in the Wing Journal, but do not have to be in order in the return). Ensure on renewals that the name is shown exactly as on the nominal roll, or if that is in error, provide an explanation;
 - d) the year or years to which a fee applies is recorded by placing an X in the appropriate column or columns;
 - e) in particular please double check the pricing you show in the Return. It will save a lot of correspondence and if you run out of space on the Return form use Form 1320 Continuation Sheet to finish your Return;
 - f) Estimate of Wing Count - please include your estimate of the Wing count based on the last NHQ Count received plus members included in returns since that date. This line entry will enable a running total to be kept so that National Headquarters figures can be kept in agreement with those of the Wing. Social members may not be counted in part of the Wing Count portion;
 - g) the current non-count membership is to be reported in the space provided; and
 - h) upon completion of the totalling of the Return, the amount remitted should be inserted at the top of the first page. (NH 0780)
- 4) Please ensure you use the latest format of the Wing Membership Return form and discard all previous issues because they will not satisfy current procedures. (NH 0780)

Final Wing membership submissions and remittances for the new membership year, mailed to National Headquarters, must be postmarked no later than midnight on June 30th (para 7.02 (5) Bklt 105)

8.07 MEMBERSHIP INFORMATION RETURN

Monthly membership information exchange is included on the back of the membership return by the Membership Chair as follows:

- a) Non-Computerized membership cards - reconciliation of membership cards on hand is required for audit purposes and to enable National Headquarters personnel to know when more are required;
- b) membership kits - completion of this section will enable membership kits to be kept available in stock at the Wing and let National headquarters know when to send more. If miscellaneous kit items have been sold to Wing members they cannot be claimed, only those issued in kits to new or reinstated members may be claimed for rebate;
- c) Claim for kits (names) - this is an audit requirement to justify credits for kits issued;
- d) Campaign items - completion of this section will enable National Headquarters to keep Wings supplied with all the campaign items and forms that may be required; and
- e) space is provided for inclusion of the name of an incoming Membership Chair if the one to whom the form is addressed is not the current Chair. This will enable National Headquarters to provide full briefing material to the incoming Chair early in his chairmanship thus helping to reduce any problems which might otherwise arise. (NH 0780)

8.08 REMITTANCE WITH MEMBERSHIP RETURNS

- (1) Each Wing must establish a Wing bank account which is described as such on the cheque form used, if it does not, the Wing must inform National Headquarters the number and description of the bank account being used and the names of the authorized signatories. (NH 0175)
- (2) Each Wing Membership Return shall be accompanied by a Wing cheque for the amount of the Return. Individual members cheques will not be accepted because of the problem of tracing in the event of "non-sufficient funds". (NH 1172)

8.09 WING COUNT

- (1) The Wing Count can contain only Wing regular members affiliated with the Wing. Social members cannot be counted, on the basis previously described that a member may be counted only once in National Headquarters records. (NEC 69-23)
- (2) The Wing Count is of paramount importance on two occasions during the year - at March 31st to determine the number of accredited delegates to which the Wing is entitled at the Group Annual Meeting, and June 30th, to determine the number of accredited delegates to which the Wing is entitled at an Association Meeting. As these Counts are finalized from the last Wing

Membership Return received at the National Headquarters up to 12:01 p.m. immediately after the respective dates, it is very important that returns be forwarded well in advance of those two dates in order to ensure inclusion. (NH 1172)

- (3) Recognizing that a continuing dialogue has been established in the return/response system and the Wing Count there should not be in dispute at those dates, the Count issued by National Headquarters will not be open to negotiation for any reason. (NH 0877)

8.10 MEMBERSHIP RETURN RESPONSE

- (1) Upon arrival at National Headquarters, the Wing Membership Return shall be thoroughly checked. If necessary, correspondence shall be conducted with the Wing to resolve any inconsistencies. Upon satisfaction of all aspects, the Return shall be processed and forwarded to the Office Services Clerk for updating of the membership database and address label file. (NH 0175)
- (2) Upon completion of these actions the National Headquarters response is recorded on the original copy of the Membership Return along with the membership accounting action resulting from the return. A photostat copy of this is returned as the NHQ response. This Response confirms Wing Count estimate given or outlines corrections to it. If corrections are outlined and the Wing agrees with them, the revised figures are to be used as the official count. This is the only way Wing Counts can be kept correct. (NH 0780)
- (3) The sample membership form at Annex B details the response action. (NH 0780)

8.11 MEMBERSHIP ACCOUNTING POLICY

- (1) Separate Wing accounts for membership are maintained at NHQ. Any debit or credit is shown on the NHQ response along with the membership account balance.
- (2) Balances shown in the Membership accounts cannot be used to offset balances in other accounts. (NH 0780)

(8.12 to 9.00 inclusive, not allocated)

Final Wing membership submissions and remittances for the new membership year, mailed to National Headquarters, must be postmarked no later than midnight on June 30th (para 7.02 (5) Bklt 105)

SECTION 9 - MEMBERSHIP MONITORING AND AUDIT

9.01 GENERAL INFORMATION

This section outlines the methods and procedures for monitoring the Wing membership function and performing the Wing membership audit. (NH 0175)

9.02 MEMBERSHIP MONITORING

- (1) Generally the monitoring of the membership function is achieved through the use of the Membership Return by NHQ, however, follow-up is required to ensure effective performance both at NHQ and at Wings. (NH 0780)
- (2) Partly because of lateness of Membership Returns the NEC has re-organized the National Membership Sub-Committee and its relationship with Membership Committees right down to Wing level. This has been done to enable Membership Committees at the National, ~~Regional~~ and Group levels to monitor the membership function more effectively. (NEC 52-2)
- (3) At least quarterly, NHQ issues a report in which the comparative monthly membership totals for the previous month are compared to the same month of the previous year. This report also shows which Wings are up-to-date with their membership returns and those that are not. This report goes to all members of the NEC, to all executives, and to all Wing Presidents. (NH 0877)
- (4) Upon receipt of the report, the Group executive member who is closest to a delinquent Wing is required to investigate the matter with the Wing President and report results which shall eventually reach the Group President . In cases where recovery action is slow, NHQ is required to submit a report to the National President. (NH 0175)

9.03 MEMBERSHIP AUDIT

- (1) As the executive primarily responsible for the effective operation of the Wing membership administration, the Wing President annually in February shall appoint two independent regular members of the Wing to review the administration of membership for the previous year. (NH 0877)
- (2) The report, based on review similar to that conducted on Wing financial records, shall be made to the Wing President who shall take any corrective action necessary including requests for assistance from the Group level. (NH 0877)

(9.04 to 10.00 inclusive, not allocated)

WING MEMBERSHIP JOURNAL

Line Entry	Date 2002	Card Number	Detail (THIS FORM TO BE DEVELOPED LOCALLY)	Fees Received		Submitted to NHQ
				Wing	NHQ	
1076	25 Aug 02	4675	new member, regular Kenneth B. McArthur 22 - 2nd St. Hiphone, N.W.T. X0E 0R0	25	34	34
1077	26 Aug 02	4676	JAC01245 J.A. Jackson (renewal)	25	34	34
1078	30 Aug 02	4677	DAW12345 Jack Daw Request for replacement of lost membership card			
1079	1 Sep 02	4678	this card sent back, typing error	-	-	-
1080	1 Sep 02	4679	this card sent back, torn taking out of book	-	-	-
1081	1 Sep 02	4680	Renewal Assoc. Member John Doe	30	-	-
1082	1 Sep 02	4681	Reinstated member, regular George A. Yuill 137 Front St. Rye, NWT X0E 0R1	25	34.00 5.00 Adm fee	39
1083	6 Sep 02	5e+07	Renewal - Dual Members DOE99199 J.Q. Doe Jean X. Doe	30	44.00 5.00 Adm fee	49
1084	7 Sep 02	4654	Deceased 5 Sep 02 ART12945 G.I. Arthur	-	-	-
1085	10 Sep 02	4666	Moved Away, Membership cancelled JON99998 A.G. Jones	-	-	-

1086	12 Sep 02	1276	Moved in from 124 Wing KEL11680 J.F. Kellogg 1273 Second St. Paradise, NWT X0E 1R0	9	-	-
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INSERT PAGES

ANNEX B SAMPLE OF WING MEMBERSHIP RETURN

ANNEX C ANNUAL MEMBERSHIP FEES

ANNEX E TEMPCARD 60

REGULAR MEMBERSHIP DATA, 1949-2002

Over the years, the paid regular membership of the AFAC has had its ups and downs.

But read between the lines when analysing the numbers. During its early formative years, when annual membership fees were assessed at \$1 or \$2 per member, it was often the case that a number of non-paying members were “counted in” (1951, 1952). There were also periods of time when precise record-keeping was lacking (see asterisks).

The sudden increase in membership during 1977 is attributed to the introduction of *Airforce* magazine.

Following a slight decline in 1992, there was slow, steady growth in membership. The dramatic membership increase of nearly 30% in 1994-1995 is

attributed to a national campaign utilizing CFSA pension cheque envelopes. It brought in 3,000 new members. The change in name in July, 1994 also attracted many new members who had Air Force service following the demise of the RCAF.

Association losses due to deaths among members soared to an average 500-600 per year, during the late 1990s. Remember too, that in all of Canada, our Association stands alone among veteran’s organizations in that an estimated 5,000 “Associate” members do not contribute dues to the national level of the Association. Indeed, our inability to legally count these 5,000 members as part of our national strength reduces our impact with VAC, DND and other agencies.

	<u>1940s</u>		<u>1970s</u>
1949	5,000*	1970	9,360
		1971	9,163
	<u>1950s</u>	1972	8,923
1950	8,481	1973	8,653
1951	10,000*	1974	8,984
1952	11,915*	1975	9,177
1953	7,329	1976	9,463
1954	7,811	1977	10,283
1955	8,109	1978	10,406
1956	8,561	1979	10,730
1957	8,885		
1958	9,581	<u>1980s</u>	
1959	10,511	1980	10,523
	<u>1960s</u>	1981	9,820
1960	10,820	1982	10,024
1961	11,542	1983	10,256
1962	11,992	1984	11,142
1963	12,830	1985	11,552
1964	12,395	1986	12,177
1965	12,044	1987	12,473
1966	10,745	1988	12,718
1967	10,383	1989	12,756
1968	10,296	<u>1990s</u>	
1969	9,898	1990	12,866
		1991	12,818
		1992	12,424

1993	12,657
1994	14,195
1995	15,170
1996	15,005

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2000	15,528	
	2001	15,128
2002	15,073	