

CONSTITUTION AND BY-LAWS
CAMERON ASSOCIATION IN CANADA
PART 1 CONSTITUTION

NAME

1. The name of the association shall be the "Cameron Association in Canada" herein referred to as The Association.

AUTHORITY FOR ESTABLISHMENT AND OPERATION

2. The Association is established with the endorsement of the general membership. It will operate entirely as a self-supporting, non-profit organization.

AIMS AND OBJECTIVES

3. To bond together those who have had the distinction of serving with the Queen's Own Cameron Highlanders of Canada, herein referred to as the Regiment, or any affiliated unit for reasons as follows:

- (a) To retain the comradeship with those who have served together in the Regiment.
- (b) To promote comradeship amongst those who did not serve together but have the mutual interest in the service with the Regiment in different places or at different times.
- (c) To promote interest in the Regiment by supporting its activities within the limitations of The Association.
- (d) To endeavour to hold social events for members of The Association where and when feasible.

MEMBERSHIP

4. Membership in The Association shall be open to all officers and non-commissioned members who have served or are serving in the Queen's Own Cameron Highlanders of Canada or affiliated units and who have been honourably discharged there-from and whose conduct in civil life is worthy of the name of citizenship.

5. The Association may admit to Honorary Membership in The Association any person of good character who is not eligible as a Regular member as herein provided but who is in sympathy with the aim and objects of The Association and who would assist in the advancement of same. Honorary Membership within The Association shall be limited to twenty percent (20%) of the total membership of The Association. Each application for Honorary Membership shall be considered by the Executive Board as to its worthiness for acceptance or rejection.

6. The Association may admit to Associate Membership in the Association any person of good character who is not eligible as a Regular Member as herein provided but who is in sympathy with the aim and objects of The Association and who would assist in the advancement of same. The Associate

Membership category is non-voting and Associate Members cannot hold office, but are encouraged to support Association functions. Its intent is to allow families of past or current serving members of the Regiment and former Cameron Cadets of adult age to become members of The Association. The annual subscription fee will be the same that of Regular and Honorary membership categories with discretion allowed for special cases by the Association Executive.

7. The Association may in recognition of services rendered or as a token of esteem, confer Life Membership in The Association upon any ordinary member or Honorary Member.

8. The size, colour, design and inscription of The Association Membership Cards shall be that determined by the Executive Board.

9. The annual subscription for Regular and Honorary membership in The Association shall be set at an Annual General Meeting and be effective until amended. The subscription is for one fiscal year or part thereof and shall become due and payable on the first day of September of each year.

10. Any member, by accepting membership in The Association, thereby binds themselves to abide by this Constitution, the By-Laws attached hereto and any other regulations in respect to The Association which may be presented.

11. If a member's conduct or actions results in serious criminal matters that may bring The Association into disrepute or disgrace, their membership may be revoked at the discretion of the Executive Board.

OFFICERS OF THE ASSOCIATION

12. The serving Commanding Officer of the Battalion shall be named as the Honorary President of the Association.

13. The President, Vice-President, Secretary, Treasurer and five Directors are elected by the members at the Annual General Meeting.

ASSOCIATION ORGANIZATION

14. The Association will be organized in the following manner;
- a. The Executive Board who exercise functional control of The Association; consisting of:
 - (1) The President,
 - (2) The Vice-President,
 - (3) The Secretary,
 - (4) The Treasurer,
 - (5) The Past-President
 - (6) Five Directors, and
 - b. Two Foundation Trustees, and
 - c. The general membership.

LENGTH OF APPOINTMENTS

15. The period of service shall be 12 months for the members of the Executive Board and 24 months for the Foundation Trustees.

MEETINGS

16. Meetings shall be held as follows:
 - a. Executive meetings at the direction of the President,
 - b. Annual General Meeting held between September 1 and October 31 each year, and
 - c. General meetings held at the direction of the Executive Board.
17. Executive Board Meetings: Shall be held at the call of the President to consider;
 - a. Approval of expenditures, which come within executive authority,
 - b. Approval of financial statements, and
 - c. Any other matters concerning the operation and administration of The Association.
18. General Meetings: Shall be held at the call of the Executive Board to consider;
 - a. Financial statements,
 - b. Propose Association activities, and
 - c. Any other business concerning The Association.
19. Extra Ordinary General Association Meetings: May be convened at the request of;
 - a. The President, or
 - b. The signed request of 25% of the general membership.
20. Quorum: A General Association meeting, Extra Ordinary Association meeting or Executive Board meeting shall not be valid or competent unless a quorum is present. A meeting composed of not less than 10% of the membership shall normally constitute a quorum. A meeting composed of not less than 50% of the Executive Board members shall normally constitute a quorum.
21. Proposals: Proposals should be submitted in writing to the secretary by the members concerned at least fifteen days prior to the meeting. All proposals, whether raised by the members or the Executive, should be included in the agenda.
22. Agenda: The approved agenda for the Annual or a General Association meeting should be posted seven days prior to the meeting but shall be posted at the time of The Association meeting.
23. Amendments: Proposals to amend this Constitution or the By-Laws, will be submitted to the Secretary and published in the newsletter. The proposal will be considered at the next General meeting. During the period that the proposed amendment is posted in the newsletter all members may submit in writing, to the Secretary, alternate amendments dealing with the same subject. Alternate amendments will also be posted with the original at the time of the General meeting. Prior to the meeting at which these amendments are to be considered, the President, with the consent of the sponsors of all the alternate amendments, will draw up a consolidated amendment which may be presented to the meeting.

CONSTITUTION AND BY-LAWS

CAMERON ASSOCIATION IN CANADA

PART 2 BY-LAWS

BY-LAW 01 PURPOSE

1. The purpose of these By-Laws is to amplify the Constitution. These By-Laws may be amended by following the procedure in paragraph 22 of the Constitution.

BY-LAW 02 ASSOCIATION EXECUTIVE BOARD COMPOSITION

1. Executive Board members shall serve for a period of 12 months, commencing November 1st. To ensure continuity, the outgoing President will assume the office of Past-President until replaced by a new outgoing President.
2. Executive Board members duties are at Appendix 1.

BY-LAW 03 ASSOCIATION COMMITTEES

1. The composition of committees shall be directed by the President.
2. Committees are appointed by the President for a particular function or project. Their period of service will cease automatically when the function or project is completed.
3. Expenditure by Committees: A committee may be empowered to authorize expenditures within such limits as may be prescribed by the Executive Board for approval and payment. Funds for authorized expenditures will not be issued directly to a committee.

BY-LAW 04 PERSONAL INTEREST

1. A member of the Executive Board or Association committee will not receive any remuneration by reason of their connection with the management of The Association.

BY-LAW 05 MEMBERSHIP

1. Privileges: Members of The Association may enjoy all the privileges of such membership including;
 - a. A voice in the management of The Association through the Executive Board,
 - b. One vote relative to each motion placed before a general meeting,
 - c. Serve on The Association Executive Board or committees.
2. Terms of Membership: The terms of membership shall be for one fiscal year, that is, from September 1 to August 31. In instances where membership takes effect after September 1, the annual subscription rate shall apply.
4. Membership List: The Treasurer will maintain an up to date list of members.

BY-LAW 06 MEMBERSHIP SUBSCRIPTION

1. Every member will pay an annual membership subscription to defray the normal operating expenses of The Association. The amount of the membership subscription will be as determined by an Annual General Meeting.
2. Method of Collection: Members will pay their membership fee to The Association Treasurer by cash, cheque or money order in Canadian funds.

BY-LAW 07 FUNCTIONS

1. Definition: An Association function is an Association activity to which all members have a duty to attend.
2. Approval: Functions will be subject to specific approval by a General meeting. In exceptional circumstances, when prior approval by a General meeting is not practicable, the President may authorize the function.
3. Determination of Charges: The cost of a function will be determined at a General meeting as a charge against:
 - a. Association funds,
 - b. Participating members, or
 - c. A combination of a and b above.

BY-LAW 08 FINANCIAL ARRANGEMENTS

1. Fiscal Year: The fiscal year of The Association shall end on August 31st.
2. Bookkeeping: The Association shall maintain such a system of bookkeeping as may be determined by the Executive Board. It is the responsibility of the Treasurer to see that all receipts and disbursements are entered without delay. All books and accounts of the Association shall be audited annually and at any other time if called for by The Association at a General Meeting.
3. Receipts: All monies received by the Association shall be forthwith deposited in such Canadian chartered banks as may be determined by the Executive Board.
4. Disbursements: All payments by The Association will be made by cheque, whether it is to pay directly for goods received or to reimburse a member who was authorized by the Executive Board to make a specific purchase or business transaction for The Association for which the member paid from their own pocket, on presentation of an official receipt as proof of payment(s) made by them for The Association.
5. Persons Authorized to Sign Cheques for The Association: All cheques issued for payment of goods purchased or services provided to The Association must be signed for by two of the following, the President, the Vice-President, the Secretary or the Treasurer. No cheques are to be signed by any Executive Board member in blank.
6. Auditors: The auditors for The Association shall be two members in good standing in The Association and both shall be elected at each Annual General Meeting.
7. Time Limits for Membership Payment: Membership subscriptions are due on September 1. Memberships not renewed by October 31st will be cancelled.
8. Persons Authorized to Accept Payment: The Treasurer, the President or the Secretary in the absence of the two above, will accept payment of an Association membership. When such is being made by a member in person, they will render an official receipt at the time of accepting payment. If payment is made by cheque or money order, it will be made payable to the "Cameron Association in Canada".

9. Action Relating to Unpaid Association Memberships: The Treasurer of The Association will on the 31st of October delete from the membership list the names of any members who have delinquent memberships.

BY-LAW 09 MEETINGS

1. Executive Board Meetings.
 - a. Attendance. All Executive Board Meetings should be attended by all members of the Executive Board and will be chaired by the President, or in their absence by the Vice-President.
 - b. Notification of Time and Place. Notification of time and place of Executive Board Meetings will be made by the Secretary, in writing or verbally, to members of the Executive Board.
2. General Meetings.
 - a. Conduct of. General Meetings shall be conducted in accordance with Appendix 2.
 - b. Attendance. All members should attend General Meetings.
 - c. Time and Place. The Annual General Meeting shall be held not earlier than September 1 and not later than October 31. General meetings are called at the discretion of the Executive Board.

BY-LAW 10 DISCIPLINE

1. Members: Every member of The Association will be personally responsible for their decorum and for the proper observance of The Association rules and customs.
2. President of the Executive Board: The President is responsible for the maintenance of Association discipline.
3. Guests: Members introducing their guest into The Association will be responsible for their conduct at Association functions.
4. Use of Association Property: Association property will not be removed without the approval of the President.

BY-LAW 11 COMPLAINTS

1. General: Complaints will be registered verbally or in writing with the President, either directly or through any member of the Executive Board.

BY-LAW 12 GUESTS

1. General:
 - a. It is the duty and responsibility of each member to make all guests welcome,
 - b. Official Association guests shall be as specified by the President,
 - c. Members inviting guests to Association functions assume the cost of entertaining such guests.

BY-LAW 13 EXPENDITURES

1. General:
 - a. Except as prescribed, the funds or other assets of The Association may be expended only for the immediate benefit of The Association,
 - b. The Executive Board may authorize non-recurring expenditures up to the amount of \$500.00 (Five Hundred dollars),
 - c. Tokens of sympathy extended by The Association to members and their immediate families, will not exceed \$50.00 and the cost will be borne by The Association.

BY-LAW 14 FINANCIAL STATEMENTS

1. Preparation: The Treasurer will ensure that the financial statements are prepared promptly at the close of each accounting period and that they are forwarded to the President.
2. On Change of Treasurer: On a change of Treasurer a financial statement will be prepared and, after being audited, will be forwarded to the President.
3. Distribution of Financial Information: A copy of financial statements shall be made available to all members present at a General meeting.

BY-LAW 15 INSURANCE

1. The President will ensure that adequate insurance coverage exists for The Association as required, when required.

APPENDIX 1

DUTIES OF EXECUTIVE MEMBERS

PRESIDENT

1. Administering and managing The Association, and
2. Calling Executive Board meetings and General meetings and presiding at those meetings.

VICE-PRESIDENT

1. Assisting the President in the performance of the duties of office,
2. Officiating in the President's absence,
3. Public relations, and
4. Manage regalia sales.

SECRETARY

1. Preparing agenda for Executive Board and General meetings,
2. Record minutes of meetings,
3. Conduct Association correspondence,
4. Produce an Association newsletter, and
5. Ensure the Constitution and By-Laws are updated and distributed to the membership.

TREASURER

1. Maintains accounts and records,
2. Prepares financial statements,
3. Maintains membership applications and renewals, and
4. Maintains membership list.

PAST PRESIDENT

1. Member of the Executive Board until replaced, and
2. Provide information on past Association activities and operations.

APPENDIX 2

CONDUCT OF AN ASSOCIATION MEETING

INTRODUCTION

1. General meetings are held in order that members can fully discuss, in a democratic manner, matters relating to the operation of The Association and arrive at decisions based upon the will of the majority of members.
2. If General meetings are to be conducted in a manner which will result in accuracy of business, economy of time, uniformity and impartiality, they should be conducted in accordance with parliamentary procedure.

PURPOSE

3. This appendix outlines the responsibilities of the President in conducting Association meetings and the types of and method of dealing with motions.

PRESIDENT'S RESPONSIBILITIES

4. The control of an Association meeting rests with the President and the success or failure of the meeting depends to a great extent on their preparation and planning and on their leadership qualities and methods. To carry out their responsibilities at an Association meeting the President should;
 - a. Be familiar with Association rules and regulations and the Constitution and By-Laws of The Association,
 - b. Know, and follow, the order of business for the conduct of The Association meeting,
 - c. Conduct The Association meeting in accordance with parliamentary procedure and be familiar with their duties as presiding officer in respect of the validity of motions, or amendments thereto and the control of debate,
 - d. Ensure that each member has an opportunity to express their views, but is not allowed to abuse this right by being repetitious,
 - f. Ensure that all remarks are addressed to the chair and not directly discussed by two or more members,
 - g. Ensure that only one speaker has the floor at a time and that the speaker is not interrupted otherwise than permitted by the rules of order, and
 - h. Speak clearly on all occasions to ensure being heard by all members.

ORDER OF BUSINESS

5. The order of business may be established in the By-Laws of The Association, or may be determined by the President. The following will be an example of a normal order of business;
 - a. Call to order,
 - b. Roll Call (if considered necessary),
 - c. Reading of minutes (minutes of previous meetings may be distributed to all members before the meeting and formal reading dispensed with),
 - d. Approval of minutes,
 - e. Reports of the President, Vice-President, Secretary and Treasurer,
 - f. Reports of committees,
 - g. Old business (arising out of minutes of previous meetings)
 - (1) elections,

- h. New business,
- j. Good and welfare,
- k. Adjournment.

6. If a subject of major importance, such as an amendment to the Constitution or By-Laws or a proposal which requires study, is to be introduced as new business, it is normal to require prior notice to enable the Executive Board to prepare relevant information and for members to formulate opinions and prepare questions they might wish to ask.

MAKING A MOTION

7. A motion is a proposal that The Association take action, or that it expresses itself as holding certain opinions. A motion may be made by any member of The Association except the President. To make a motion a member first obtains recognition by standing and waiting until they are acknowledged by the President. If two or more members rise at approximately the same time, it is at the President's discretion as to which is to be recognized first.

8. Prior to making a motion, the member should have formulated the correct wording of the proposal they wish to bring to the attention of the meeting. The member says, after being recognized or obtaining the floor, "I move that..." or "I move to..." For the sake of absolute accuracy, a motion may be put in writing, read by the one who proposes it, and handed to the Secretary. Whatever the practice, it is very important that the exact wording of the motion be understood by all. To make this clear the President must repeat the motion, inquiring from the proposer if the wording is correct.

SECONDING A MOTION

9. A motion must be seconded before it may be considered. In other words, the proposal must interest at least two members of the meeting. If a motion is not seconded, no notice whatever need be taken of it by the President, but, for the sake of fairness to all, the President may say "It has been moved that so-and-so.....is the motion seconded?" If no seconding is forthcoming, the President says "The motion can not be considered" and proceeds with business as before.

10. Seconding a motion is expressing approval and interest, at least for purposes of discussion, by one member other than the proposer. It is customary for the proposer to rise, but it is not necessary for the seconder to rise, although in a large group it may be advisable.

LEGALITY OF A MOTION

11. No motion is in order which conflicts with the avowed object or purpose of The Association or concerns a subject over which The Association has no jurisdiction.

12. When a motion has been made, the President must consider it to determine whether it is in order for presentation and discussion by the meeting. This may be done before or after the motion is seconded. If considered in order, the President will repeat the motion to the meeting and invite discussion thereon. If considered not in order, the President will rule the motion out of order and advise the members of the reason for doing so.

DEBATING A MOTION

13. Unless ruled out of order by the President, a motion made and seconded is stated to the meeting and becomes subject for discussion and decision. Until that time, it will not be discussed or acted upon. When moved, seconded and stated by the President, a motion cannot be withdrawn or ignored, except where the original mover asks for permission from the meeting. No other member can ask to have a motion withdrawn although it can be disposed of in other ways.

VOTING

14. All motions are decided by majority vote of the members present. This is interpreted to mean more than half of the votes cast. Because of the interpretation of the meaning of majority, equal vote defeats a motion. The system of voting is decided by local custom, eg. use of ballots or a show of hands. Members cannot be compelled to vote on a motion, however, they should be encouraged to do so.

15. The President may exercise his own vote as a member, but as a general rule he refrains from doing so. Except for his voice as an ordinary member, he does not have an extra or casting vote in the event of a tie.

TYPES OF MOTIONS

16. Motions are of two kinds, Main and Secondary. An understanding of this simple, but sometimes confusing, distinction is essential for good parliamentary procedure.

MAIN MOTIONS

17. A main motion is one which introduces a subject to the meeting. It is debatable and amendable, that is to say, the opinions of those present may be expressed in regard to it, not only by their votes, but also by their words. Expression of opinions by members in orderly debate serves the purpose not only of clarifying the issues but also influencing undecided members. It is quite proper for any member in favour of a motion to present all the arguments they can think of which seem to make the action advisable, and to present those arguments as persuasively as possible. The opponents have the same privilege. Only the President must remain absolutely impartial.

SECONDARY MOTIONS

18. In most instances, a main motion will be proposed, seconded, discussed and voted upon without any further complications, but this is not always the case. During discussion, various questions may arise which must be disposed of before the main motion is acted upon, or other circumstances may occur which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary or subsidiary motions and may take the form of:

- a. An amendment to the original motion, or an amendment to an amendment,
- b. A motion to;
 - (1) defer the subject of the original motion temporarily or indefinitely,
 - (2) refer the subject of the original motion for further study, and,
 - (3) limit the time for debate of a motion.

Such motions must be considered and voted upon before action can be taken on the main motion.

NOMINATIONS

19. Nominations at an Association meeting are normally made from the floor. No seconder is required, however the person nominated, if present, shall be asked to confirm that they will stand for the nomination. Nominations may be proposed by a nominating committee, but in such cases additional nominations can be made from the floor. Before closing nominations, the President shall enquire if there are any further nominations and, if there is no response, declare nominations closed.