



# The Royal Canadian Armoured Corps Association (Cavalry)

## CONSTITUTION & BY-LAWS

### 1. ORGANIZATION

#### 1.01 NAME

The organization shall be titled *The Royal Canadian Armoured Corps Association (Cavalry)*, hereinafter referred to as "the Association."

#### 1.02 OBJECTS

To further the interests of, and obtain the greatest possible efficiency in, the Royal Canadian Armoured Corps.

#### 1.03 MEMBERSHIP

The Association shall be composed of:

- (a) ordinary members;
- (b) life members;
- (c) honorary members;
- (d) special members; and
- (e) voluntary members.

APPROVED BY COUNCIL  
12 May 2012

#### 1.04 FEES

Membership fees shall be prescribed by Council from time to time and shall appear at Annex A which forms a part of this document, except that no fee shall be levied upon any individual granted honorary or special membership.

#### 1.05 STRUCTURE

Affairs of the Association shall be governed by a Council consisting of:

- (a) an executive committee;

- (b) life Members on Council of not more than six (6) life members;
- (c) the commanding officer of each armoured unit, or his representative;
- (d) the chair of each standing committee not otherwise a member of Council; and
- (e) the Colonel Commandant, Director Armour and RSM RCAC, who shall have ex-officio (non-voting) status.

## **2. MEMBERS**

### **2.01 ORDINARY**

Upon payment of prescribed annual fees, the following shall be ordinary members:

- (a) members of the Association as at 1 May 1947;
- (b) serving and retired RCAC members; and
- (c) serving and retired armour officers of any Commonwealth force.

### **2.02 LIFE**

Any person eligible for ordinary membership may be voted a life membership by the executive committee or by Council. Such status shall be conferred upon payment of the prescribed fee, except that no fee shall be levied when such status is conferred upon:

- (a) the Colonel Commandant upon appointment; and
- (b) the president upon retirement from office.

### **2.03 HONORARY**

Any person believed to merit this recognition may be granted honorary membership at an annual general meeting, upon a two-thirds (2/3) majority vote of Council. Such status may be granted for a finite number of years or while incumbent is in an appointment deserving of such confidence, recognizing at all times that such appointments are renewable by sub-sequent two-thirds (2/3) majority vote of Council.

### **2.04 SPECIAL**

Any person appointed or elected by and to Council who is not a member in another category shall be granted special membership status for the duration of service on Council.

### **2.05 VOLUNTARY**

Any person serving in an armoured unit may, upon payment of the prescribed annual fee, be a member of the Association.

APPROVED BY COUNCIL

12 May 2012

2.06 UNIT ASSESSMENT

Each unit of the Royal Canadian Armoured Corps shall be assessed annually in accordance with the fee schedule established by Council (Annex A).

APPROVED BY COUNCIL

12 May 2012

**3. MEMBERS' PREROGATIVES**

3.01 RIGHTS & PRIVILEGES

Members are entitled to:

- (a) attend the annual general meeting;
- (b) serve on committees;
- (c) submit resolutions to the annual general meeting;
- (d) undertake assignments as requested by Council or the executive committee;
- (e) be placed on the Association's mailing list; and
- (f) such other rights and privileges as determined from time to time by Council.

**4. HONORARY APPOINTMENTS**

4.01 HONORARY PRESIDENT

Any persons of distinction, upon recommendation by the president and simple majority approval of Council, may be invited to become honorary president of the Association for a fixed period, not to exceed two years. Such term can be extended by simple majority vote of Council for one additional two year term.

APPROVED BY COUNCIL

24 January 2009

4.02 VICE-REGAL APPOINTMENT

The Governor General and Commander-in-Chief of Canada upon appointment may be invited to become honorary vice-president, which appointment shall be for life or until the individual resigns.

4.03 HONORARY VICE-PRESIDENTS

Presidents retiring from office may be invited to become honorary vice-presidents, which appointments shall be for life or until the individual(s) resign.

**5. COUNCIL**

5.01 OFFICERS

(a) Officers must be ordinary or life members. They shall be elected by Council at each annual general meeting, and comprise:

- (a) a president;
- (b) three (3) vice-presidents, one each from
  - (1) the Atlantic provinces and Quebec;
  - (2) Ontario; and
  - (3) the Prairie provinces and British Columbia;
- (c) a secretary;
- (d) a treasurer; and
- (e) an assistant secretary-treasurer when appointed by the executive committee

APPROVED BY COUNCIL

01 May 2010

#### 5.02 EXECUTIVE COMMITTEE

Administration of the Association's affairs is delegated by Council to an executive committee composed of the:

- (a) president;
- (b) vice-presidents;
- (c) secretary;
- (d) treasurer;
- (e) assistant secretary-treasurer when appointed;
- (f) immediate past president; and at the invitation of the president;
- (g) the Colonel Commandant, Director Armour and RSM RCAC;
- (h) The Advisory Group.

APPROVED BY COUNCIL

01 May 2010

#### 5.03 ADVISORY GROUP

The advisory group is comprised of not more than three (3) individuals appointed by the officers from the life members elected to Council in accordance with Article 5.06.

#### 5.04 STANDING COMMITTEES

To assist in the governance of the Association, Council shall strike the following standing committees:

- (a) constitution;
- (b) finance;

- (c) life membership;
- (d) CFB Borden Military Museum;
- (e) Memorial Suite/archives; and
- (f) nominating.

#### 5.05 AD-HOC COMMITTEES

The executive committee may create ad-hoc committees when deemed necessary.

#### 5.06 LIFE MEMBERS ON COUNCIL

Not more than six (6) life members may be elected by Council for two-year terms, of whom two shall represent the Atlantic provinces and Quebec, two shall represent Ontario and two shall represent the Prairie provinces and British Columbia. They may be selected from a list proposed by the nominating committee or in open nomination from the floor. Life members from each of the three regions described above shall be elected in alternate years. Individuals shall be limited to three consecutive terms, and in this context those elected for less than a full term shall be considered to have completed a full term. Upon completion of three consecutive terms, life members are eligible for re-election following a break in service of not less than one year. Should an incumbent vacate his position, the executive committee may appoint another life member to complete the unexpired portion of the term. In this event, such service will not prejudice the individual's entitlement to stand for election in his own right for three consecutive terms.

#### 5.07 DUTIES & RESPONSIBILITIES

Duties and responsibilities appear at Annex B, which forms a part of this document.

### 6. MEETINGS

#### 6.01 PRESIDING OFFICER

The president, or in his absence a vice-president, shall preside over annual general meetings, special meetings and executive committee meetings.

#### 6.02 PROCEDURE

Meetings shall be conducted in accordance with generally accepted Parliamentary practice.

#### 6.03 ANNUAL GENERAL MEETING

The annual general meeting shall be held at a place, date and time determined by the Executive Committee. Written Notice of Meeting shall be given by the secretary so as to reasonably reach members by ordinary mail not less than forty-five (45) days in advance of such meeting.

#### 6.04 SPECIAL MEETINGS

Special meetings may be called by the president or in his absence by a vice-president. Notice of such special meeting shall be given by the secretary by the most expeditious means so as to reasonably reach members not less than ten (10) days in advance of such meeting.

#### 6.05 VOTING RIGHTS

Each member of Council is entitled to one (1) vote. Should an individual have the right to sit on Council in more than one capacity, he shall have one (1) vote only. Members must be present in order to vote. In the event of a tie vote, the presiding officer shall cast the deciding ballot.

#### 6.06 EXECUTIVE COMMITTEE MEETINGS

Executive committee meetings may be called by the president, or by two members of the committee. Adequate time must be allowed for members to be present, but even when not present, members shall be informed of all motions and be given the opportunity to vote either by mail, by telephone or email. Meetings may be held via electronic means with the approval of all concerned.

#### 6.07 MINUTES

Minutes of the annual general meetings, special meetings and executive committee meetings shall be entered in the books kept for that purpose by the secretary-treasurer and shall be open for inspection by members.

### 7. FISCAL

#### 7.01 FISCAL YEAR

The fiscal year of the Association shall be from the 1<sup>st</sup> day of April in any year to and including the 31<sup>st</sup> day of March in the succeeding year.

#### 7.02 MEMBERSHIP FEES

Membership fees shall be prescribed from time to time by a simple majority vote of Council and shall be due and payable on the 1<sup>st</sup> day of April in any year.

#### 7.03 FINANCIAL INSTRUMENTS

Cheques, bank drafts, letters of credit and other like financial instruments shall be signed by two (2) officers of the Association.

#### 7.04 ANNUAL FINANCIAL REPORT

A financial statement for the fiscal year immediately terminated shall be presented at the annual general meeting.

7.05 VERIFICATION

A firm or individual of professional standing shall be appointed by Council at the annual general meeting to verify the accounts of the Association.

**8. RECOGNITION**

8.01 TROPHIES & AWARDS

The Association shall provide such trophies, awards and mementos of recognition as may from time to time be determined by Council. The authority for granting such recognition, the terms of reference thereof and provisions for safe custody when appropriate are contained at Annex C, which forms a part of this document.

**9. AMENDMENTS**

9.01 PROCEDURE

Amendments to the Constitution & By-laws may be made only at the annual general meeting and only by a two-thirds (2/3) majority vote of those members of Council present.

9.02 CONDITIONS

Amendments to the Constitution & By-laws may be considered only when one of the following conditions is satisfied:

(a) proposed amendments shall be received by the secretary in writing not less than ninety (90) days in advance of the next annual general meeting and the secretary-treasurer shall forward to each member of Council a copy of the proposed amendment(s) not less than forty-five (45) days in advance of the next annual general meeting; or

(b) Council may grant unanimous approval to receive and vote upon proposed amendments at an annual general meeting, despite lack of appropriate notice.

APPROVED BY COUNCIL

19 October 2002

The Royal Canadian Armoured Corps Association (Cavalry)

**CONSTITUTION & BY-LAWS**

**ANNEX A: DUES**

2.01 ORDINARY MEMBERS

Annual dues for Ordinary members shall be Twenty Dollars (\$20.00) payable on the 1<sup>st</sup> day of April in each year. [AGM 1993]

2.04 LIFE MEMBERS

The fee for Life membership shall be One Hundred Dollars (\$100.00) payable with application. [AGM 1994]

2.06 UNIT ASSESSMENTS

Annual dues for active units appearing in the Order of Battle of the Royal Canadian Armoured Corps shall be payable on the 1<sup>st</sup> day of April in each year as follows:

(a) Minor Unit (major commanding). Two Hundred and Fifty Dollars (\$250.00); and

(b) Major Unit (lieutenant-colonel commanding). Five Hundred Dollars (\$500.00).

[AGM 1999]

The Royal Canadian Armoured Corps Association (Cavalry)

**CONSTITUTION & BY-LAWS**

**ANNEX B: DUTIES & RESPONSIBILITIES**

1.05 THE COUNCIL

Council together assembled is the final authority in all matters respecting the Association. In this regard, Council must:

(a) elect from among eligible members an executive committee, responsible for conducting the affairs of the Association between annual general meetings or any special meetings of Council, and who shall serve until the next annual general meeting or until their successors are elected;



- (b) elect to Council from among eligible members not more than six (6) life members who shall serve until the next annual general meeting or until their successors are elected;
- (c) appoint from eligible members a chairman of each standing committee who shall serve until the next annual general meeting or until their successors are appointed; and
- (d) ratify by formal resolution at each annual general meeting the decisions or actions taken by the executive committee since the last such similar resolution was passed.

Without limiting the generality of the composition of Council, members must bring to deliberations a sound knowledge of current armour affairs and understanding of regional implications and/or forces-wide all-arms concerns, a desire to improve the situation of the Royal Canadian Armoured Corps and the willingness to persevere in conditions of adversity and challenge. They are responsible to cultivate the conditions in which the corps will prosper. Their mandate includes, but is not necessarily limited to:

- (a) making the members aware of the objectives of the Association and encouraging their participation at every possible level;
- (b) making the members aware of the Conference of Defence Associations, its aims and objectives;
- (c) having an active voice at the annual general meeting and in committee deliberations;
- (d) stimulating the generation of funds in support of the Association;
- (e) seeking life members for the Association;
- (f) being an active proponent of the Corps within their region;
- (g) liaising with their regional vice-president in armour and Association matters; and
- (h) providing advice to the president in respect of
  - (1) military matters affecting the Corps;
  - (2) civilian postures which affect the Corps
  - (3) recommendations for agenda at properly-constituted meetings; and
  - (4) all other matters for which the office is charged.

#### 4.01 THE HONORARY PRESIDENT

Council gives this recognition to an individual who has distinguished himself in the service of Canada or her armed forces, the Corps or the Association. Though not a participant in formal deliberations, he is expected to lend advice, counsel and guidance in all matters pertaining to the Association's endeavours. His mandate includes, but is not necessarily limited to:

- (a) undertaking assignments request by the president, the executive committee or Council;

- (b) advising the officers, the executive committee and Council on matters of history and tradition;
- (c) bringing to the attention of the president, the executive committee or Council; those matters he deems of importance to the Association;
- (d) performing such other tasks as may be requested by the president from time to time.

#### 5.01(a) THE PRESIDENT

The president is the senior executive officer and is responsible to Council for guiding the affairs of the Association. This mandate includes, but is not necessarily limited to:

- (a) providing direction to the officers of the Association;
- (b) conducting correspondence as required;
- c) effecting liaison with other CDA member association as required;
- (d) supervising the activities of committees;
- (e) approving agenda for general, special and executive committee meetings;
- (f) approving arrangements for the annual general meeting;
- (g) chairing general, special and executive committee meetings;
- (h) providing advice on Association matters to senior armour personnel;
- (i) representing the Association at:
  - (1) the Conference of Defence Associations;
  - (2) the Department of National Defence;
  - (3) Armour Board; and
  - (4) military and civilian functions.

#### 5.01(b) THE VICE-PRESIDENTS

The regional vice-presidents represent the views of their geographic constituencies. Their mandate includes, but is not necessarily limited to:

- (a) presenting the concerns of their units to the executive committee;
- (b) communicating Association policy to their units;
- (c) maintaining contact with
  - (1) senior regional regular and reserve armour personnel;
  - (2) regular and reserve armoured units; and
  - (3) service clubs and other interest groups;

- (d) maintaining a current knowledge of military and Corps matters and a willingness to publicly share this information with military and civilian organizations;
- (e) attending executive committee meetings and the annual general meeting;
- (f) serving as chair of standing and ad-hoc committees;
- (g) advising the president on regional matters;
- (h) representing the president on those occasions that he is unavailable;
- (i) ensuring unit response to Association requests;
- (j) chairing executive committee and annual general meetings in the absence of the president; as assigned.
- (k) monitoring the interest of retired armour personnel who might be available for Association responsibilities; and
- (l) performing such other duties as may from time to time be assigned by the President

#### 5.01(c) THE SECRETARY

The Secretary is responsible to the President and to Council for all administrative matters. The mandate includes, but is not necessarily limited to:

- (a) publishing notices of meetings as may be required;
- (b) publishing meeting agenda, minutes and such other material as may be required;
- (c) giving notice of dues to members when applicable;
- (d) conducting correspondence as required;
- (e) maintaining appropriate files;
- (f) developing and implementing the administrative plans for meetings;
- (g) coordinating annual general meeting details;
- (h) developing the annual general meeting program in concert with the president;
- (i) forwarding annual general meeting resolutions to the appropriate recipient;
- (j) arranging for the timely return of competition trophies;
- (k) compiling and publishing the Annual Review & Membership Directory;
- (l) ensuring that the officers are conversant with their duties and responsibilities and assisting them in the execution of their mandate; and
- (m) such other duties as may from time to time be assigned by the president

5.01(d) THE TREASURER

The Treasurer is responsible to the President and to Council for all financial matters. The mandate includes, but is not necessarily limited to:

(a) maintaining the financial books of account including:

- (1) receiving all funds due to the Association to an account(s) held in a recognized financial institution.
- (2) disbursing funds in payment of Association liabilities;
- (3) preparing interim financial statements;
- (4) providing financial abstracts and analyses as required;
- (5) ensuring that an annual financial verification is performed; and
- (6) submitting annual returns as may be required by municipal, provincial or federal agencies and by the Conference of Defence Associations.

5.01(e) THE ASSISTANT SECRETARY-TREASURER

The assistant secretary-treasurer when appointed is responsible to the secretary-treasurer for those administrative and financial matters which are assigned in the sole discretion of the secretary-treasurer. Without limiting the generality of the foregoing, the mandate includes:

- (a) maintaining a current nominal roll of Honorary, Ordinary, and Life Members;
- (b) chairing the committee to recommend Honorary and Life memberships for consideration at the annual general meeting;
- (c) acting as recording secretary at the annual general meeting and committees thereof, and assisting in the preparation of minutes;
- (d) assembling pertinent material for the Annual Review & Membership Directory;
- (e) administrative duties as assigned in connection with the annual general meeting; and

- (f) such other duties as may from time to time be assigned.

#### 5.02(b) THE IMMEDIATE PAST PRESIDENT

The immediate past president is automatically conferred life membership and sits as a voting member of the executive committee. The mandate includes, but is not necessarily limited to;

- (a) ensuring the effective transition of authority to the incoming president;
- (b) providing advice to the president when requested;
- (c) acting as chair of the nominating committee;
- (d) representing the president as assigned; and
- (e) performing such other duties as may from time to time be assigned.

#### 5.03 THE ADVISORY GROUP

The advisory group is composed of three of the life members elected to Council who are appointed by the executive committee and sit as voting members of that committee. They are responsible to offer advice and counsel based upon their experience, and to actively confer with life members. Their mandate includes, but is not necessarily limited to:

- (a) providing continuity to committee deliberations;
- (b) providing an historical perspective to committee deliberations;
- (c) advising and assisting the immediate past president in the evolution of a proposed slate of officers presented for the election process;
- (d) advising and assisting in constitutional matters;
- (e) advising and assisting in financial matters;
- (f) bringing to the attention of the committee those matters, policies or positions that may be in conflict with the aims and objectives of the Association; and
- (g) such other duties as may from time to time be assigned.

#### 5.04 LIFE MEMBERS ON COUNCIL

Life Members on Council are elected by Council and sit as voting members. They are responsible to offer advice and counsel based upon their experience and geographic perspective and to remain active within the life members. The mandate includes, but is not necessarily limited to:

- (a) providing continuity to Council deliberations;
- (b) providing an historical perspective to Council deliberations;
- (c) advising and adding in constitutional matters;

- (d) bringing to the attention of Council those matters, policies or positions that may be in conflict with the aims and objectives of the Association; and
- (e) acting within their purview to support and further aims and objectives of the Corps and the Association.

The Royal Canadian Armoured Corps Association (Cavalry)

**CONSTITUTION & BY-LAWS**

**ANNEX C: RECOGNITION**

8.01 TROPHIES, AWARDS & MEMENTOS

- (a) The award of a Corps plaque to the winner of the Worthington Sword has been funded in perpetuity by the Worthington family and is authorized.  
(AGM 1994)
- (b) The award of Corps plaques to the winners of the Radley-Walters Sword, Macdonald Sword, Murphy Sword, Nicholson Sword, Wotherspoon trophy and Domville trophy is authorized at a cost not to exceed Two Hundred Dollars (\$200.00) per annum.  
(AGM 1993)
- (c) The award of a wristwatch to the top armour graduate each year from the Royal Military College of Canada is authorized at a cost not to exceed Two Hundred Dollars (\$200.00) per annum.  
(AGM 1995)
- (d) the maintenance and award of trophies for annual competition among Reserve units is authorized as follows:
  - (1) National.
    - a. Worthington Trophy – highest overall standard in Canada; and
    - b. Howard Trophy – most improved unit in Canada not otherwise recognized;
  - (2) Land Force Atlantic Area/Land Force Quebec Area.
    - a. Buchanan Trophy – highest overall standard;
    - b. Ross Memorial Trophy – second highest overall standard;
  - (3) Land Force Central Area.

- a. Cumberland Trophy – highest overall standard;
  - b. Leonard Trophy – second highest overall standard;
- (4) Land Force Western Area.
- a. Dunwoody Trophy – highest overall standard; and
  - b. Murphy Trophy – second highest overall standard.

**Notes:**

1. *The award of trophies in annual competition was suspended in 1997. The trophies, with display cases and shipping containers are in the custody of the Commandant Armour School, as elements of the RCAC Memorial Suite.*
2. *Appendix 1 to this Annex contains a description of each trophy and its appurtenances, and specifies the protocol to be observed when claiming and returning the trophies. The appendix is retained on file for future reference.*