

RULES AND REGULATIONS

OF

THE ROYAL CANADIAN

ELECTRICAL AND MECHANICAL

ENGINEERS ASSOCIATION

General

- 1. These Rules and Regulations are struck in accordance with the authority given the Board of Directors in the Association By-Laws at paragraph 43.**
- 2. Once approved by the general membership at an annual meeting they will be deemed “in force” and will augment the Charter and By-Laws as the basis for the management of the Association.**
- 3. Changes to these Rules and Regulations may be made by a majority vote of the Board of Directors subject to the approval of the general membership at the next general meeting as stated in the by-laws at paragraph 40.**

CORPORATE SEAL

101. GENERAL

The corporate seal as identified in the by-laws at paragraph 1 shall be held by the secretary of the Board of Directors as stated in paragraph 29.

The said seal will be affixed to any document that is deemed a binding contract on the Association including documents authorizing the use of the Associations legally patented name and insignia.

MEMBERSHIP

201. ELIGIBILITY

The following shall be eligible for membership:

- a. Former military personnel of RCEME, LORE, LEME, EME/GEM and their Commonwealth equivalents.
- b. Former military members of other corps and civilians who served with those listed in a. above.
- c. Sons and daughters of those listed in a. and b. above, provided they have reached the age of majority.
- d. Widows and widowers of those listed in a. and b. above and other persons selected by unanimous vote of the Board of Directors.
- e. Life membership may be granted to ordinary members in good standing of not less than ten (10) years, in consideration of outstanding service to the RCEME Association and shall be subject to approval of the Board of Directors.

202. CATEGORIES OF MEMBERSHIP

The following are the corresponding categories of membership:

- a. Ordinary members-covered by article 201.a.
- b. Associate members- covered by article 201.b and c.
- c. Honorary members-covered by article 201.d.
- d. Life members- covered by article 201.e.

203. TERM

Membership shall be continuing, subject to the payment of any prescribed annual dues and/or per-capita tax.

The Board of Directors may revoke membership but only with “just cause” and subject to a two-thirds majority vote of the Board of Directors.

Members names will be placed in the Associations nominal roll and mailing list in the year they are approved for membership. Their names will remain on the mailing list for one subsequent year and if at this time their membership is not renewed their name will be stricken from the mailing list but will remain on the nominal roll as a record of past membership.

BOARD OF DIRECTORS

301. STRUCTURE

The Board of Directors will include not less than six (6) Directors as stated in the by-laws at paragraph 22, of whom four (4) or 2/3 shall constitute a quorum for the transaction of business at any meeting of the Board. Notwithstanding vacancies, the remaining directors may exercise all powers of the Board of Directors so long as a quorum remains.

The Presidents of all LADs will on their election become full voting members of the Board of Directors as will the Chairman of the Annual Reunion Committee upon his/her appointment.

302.ELECTION

As stated in the by-laws at paragraph 9 and 23, all Directors will be elected at the annual general meeting. The President will be elected to his position; the remainder will be elected only as directors with their actual positions to be determined at the first meeting of the Board of Directors.

303. VACANCY

If a vacancy occurs amongst the directors the President may appoint the replacement pending the ratification of the Board of Directors and subject to election at the next annual general meeting if the appointed member seeks an elected term.

304. RE-ELECTION

No member of the Board of Directors shall be precluded from standing for re-election for his/her office or election to any other office.

305. NOMINATIONS

Prior to the annual general meeting, the President shall appoint a nominating committee for the purpose of submitting nominees for election as President and Directors of the Association.

- a. The nominating committee shall be comprised of a Chairman and two or more members.
- b. The President shall issue written instructions to the nominating committee which shall include;
 - 1). That a written agreement to stand for election must be received from each nominee.
 - 2). That nominees must be ordinary or life members in good standing, and
 - 3).Such other pertinent details he may deem necessary.
- c. Nominations may also be made from the general membership in attendance at the meeting so long as the requirements in sub-paragraph b. above are met.

306. DUTIES

The duties of the members of the Board of Directors are detailed in the by-laws at paragraphs 26 through 31. Attached as annexes are further guideline statement of duties which may be used by the current President in his/her tasking of the Directors.

MEETINGS

401. BOARD OF DIRECTORS

The board of Directors will meet in accordance with the by-laws as stated in paragraph 11. (at least once annually- with a minimum of 7 days notice)

LAD Presidents input and voting may be accomplished by mail or proxy.

402. GENERAL MEETINGS

A general meeting of the membership will take place in accordance with the by-laws as stated in paragraph 33. (at least once annually)

403. PROCEDURE

All meetings of the Association shall be conducted in accordance with Robert's Rules of Parliamentary Procedures.

404. AGENDA

The agenda for the annual general meeting will adhere to the following order of business:

- a. Call to order;
- b. Honour roll;
- c. Prayer / one minute of silence;
- d. Roll call of Directors;
- e. Adoption of previous meetings minutes;
- f. Treasurer's report;
- g. Appointment of auditors;
- h. Committee reports;
- i. Old business;
- j. New Business;
- k. Election;
- l. Installation of Directors; and
- m. Adjournment.

A member may place before a general meeting any motion, notice of which shall be submitted in writing to the President at least four (4) months prior to the date of such general meeting.

405. PLACE AND TIME OF MEETINGS

Meetings of the Board of Directors may be held at the headquarters of the RCEME Association or any other place designated by the President.

All general membership meetings of the RCEME Association shall be at the place and time designated by the Board of Directors at least sixty (60) days prior to the date of such general meeting.

406. VOTING BY PROXY

A proxy shall be in the form authorized by the Board of Directors and attached as an appendix to these Rules and Regulations and shall be signed legibly by the member granting the proxy. Such proxy intent shall be filed with the secretary of the meeting at which such proxy is to be exercised, prior to the commencement of such meeting.

No member shall grant more than one proxy for any meeting.

FINANCES

501. EXPENDITURES

The Board of Directors shall pay out of the RCEME Association funds such expenses as are reasonable and necessary to conduct the business of the Association. They shall account for money and/or property in accordance with standard accounting procedures.

502. BANKING

The banking business of the RCEME Association shall be transacted with such bank, trust company or other firm or corporation carrying on a banking business as the Board of Directors may designate, appoint or authorize from time to time by resolution and all banking business or any part thereof shall be transacted on the RCEME Association's behalf by such two Officers and/or other persons as the Board of Directors may designate, direct or authorize from time to time by resolution and to the extent therein provided, including, but without restricting the generality of the foregoing, the operation of the RCEME Association accounts; The making, signing, drawing, accepting, endorsing, negotiating, lodging, depositing, acceptance; bills of exchange and orders for the payment of money; to giving of receipts for the orders relating to any property of the RCEME Association. The execution of any agreement relating to any such banking business and defining the rights and powers of the parties thereto; and authorizing of any officer of such bank to do any act or thing on the RCEME Association's behalf to facilitate such banking business.

- a. Deeds, transfers, assignments and contracts to be signed on behalf of the RCEME Association shall be signed by any two of the following:
 - 1). President
 - 2). Vice President
 - 3). Treasurer; or
 - 4). Secretary
- b. In addition the Board of Directors may at any time and from time to time direct the manner in which the person or persons by whom any particular deed, transfer, assignment, contract or obligation of the RCEME Association or any class thereof may or shall be signed.

503. ANNUAL DUES

The Board of Directors shall establish the annual dues, which will include a per-capita tax and a cadet/maintenance fund tax. These dues shall be used to meet the operating expenses and objectives of the RCEME Association. The Board of Directors will announce at the annual general meeting what the dues shall be for the following year.

Dues are payable in advance, annually no later than the date of the annual reunion.

The Board of Directors shall have the authority to waive all or part of a members annual dues without notification to the general membership.

504.PER-CAPITA TAX

To conduct the ongoing business of the RCEME Association a per-capita tax will be levied against all members. The per-capita tax will be inclusive in the annual dues.

The per-capita tax is established by the Board of Directors on an annual basis.

The Board of Directors has the right to waive all or part of the per-capita tax based on written application of a member or group of members (i.e. LADs) lodging an appeal.

- a. Each member will receive the following on initial membership:
 - 1). A RCEME lapel pin.
 - 2). A current nominal roll and/or update.
 - 3). A membership card for the current year.
- b. On payment of dues at subsequent membership renewals each member will receive a current membership card and either an update to the current issue or a newly issued complete nominal roll, as the situation dictates.

505. CADET/MAINTENANCE FUND TAX

This tax was created by a notice of motion delivered to the president in 1995. It was subsequently put before the membership at the 1996 general meeting at which time the motion was carried.

- a. The funds from this tax are to be accounted for as a separate entity in the Associations accounting ledgers.
- b. These funds may only be used for the following:
 - 1). Give support to one or more RCEME/EME Cadet Corps, as determined by the Board of Directors or the LAD committees.
 - 2). To supply financial assistance so that an ex-RCEME, LORE, LEME, or EME branch member who would otherwise never be able to attend a reunion has the means to do so.
 - 3). As donations to other worthy organizations who periodically solicit funds from the Association.

506. GRANTS

The allocation of grants for charitable purposes, including disbursements extended in support of academic bursaries and scholarships will be subject to the approval of the Board of Directors, to a maximum of \$1000.00 per any give year.

Grants in excess of \$1000.00 will be subject to the approval of the general membership at an annual general meeting or a special general meeting called for the specific purpose of dealing with any recommendation for such a grant.

ANNUAL REUNION COMMITTEE

601. GENERAL

The Board of Directors will appoint the members of the annual reunion committee. Members of the Board of Directors may also serve as members of this committee.

602. STRUCTURE

The annual reunion committee may include but is not limited to the following:

- a. Chairman**
- b. Vice Chairman**
- c. Treasurer**
- d. Secretary**
- e. Membership person**
- f. Entertainment person**
- g. Printing Representative**
- h. Housing person**
- i. Webmaster**
- j. Padre**

The structure of this committee will change from year to year as the requirements of the reunion evolve and change. The Board of Directors is empowered to appoint persons to positions as deemed necessary to accomplish the task of running the annual reunion.

603. RESPONSIBILITY

The Annual Reunion Committee is responsible to the Board of Directors and the general membership for the planning and execution of all aspects of the annual reunion with the exception of the annual general meeting and the meeting of the Board of Directors and Area Representatives.

They will further identify the detailed estimate of costs associated with the reunion so that the Board of Directors may set the prices listed in the annual notice issued for the general meeting and reunion.

ESTABLISHMENT OF CHARTER LAD'S

701. GENERAL

Due to the vast area over which members live and because of individual group preferences on how and when people wish to get together the Association has allowed for the creation of Chartered LADs. These sub units will be managed by a management group elected by their membership. These LADs must function within the Association's constitution, by-laws and rules and regulations.

702. AUTHORIZATION

A group of persons who are eligible to be members of the RCEME Association, see paragraph 201, may make application to the RCEME Association headquarters to establish a Charter LAD. A group to be eligible must consist of a minimum of twenty-five (25) persons.

703. EXECUTIVE COMMITTEE

The initial executive will be identified at the time of application for Charter.

The LADs executive committee will consist of a minimum of three (3) officers; a President, Vice President and Secretary/Treasurer. It may contain as many positions as the LAD deems necessary to operate its business; (paragraph 602 may be used as a guide.)

Subsequent executive committee members will be elected by the general membership of the LAD at the annual general meeting; (see paragraph 302.)

Names and signatures of the initial executive will be submitted to the Association headquarters for inscription on the charter.

704. IDENTIFICATION

The application for a charter will include a unit name for registration on the Charter documents; (i.e. The RCEME Association of Quebec.) The Association Board of Directors will assign an identification number; (i.e. LAD 111.)

705. OPERATION

The following are requirements that must be performed by an LAD:

- a. LADs will hold an annual general meeting.
- b. LADs will be responsible for establishment of their operating procedures ensuring compliance with the Association's constitution, by-laws and rules and regulations.
- c. The LAD's executive will ensure the following documentation is forwarded to the RCEME Association headquarters by the 30th of June annually.
 - 1). The minutes of the annual general meeting including the Audited financial statement for the current year.
 - 2). Nominal roll or changes to the current nominal roll that includes the following; members full name, spouses name, complete postal address, phone number, last year membership paid, and membership categories in the case of widows/widowers.
 - 3). LADs executive committee and positions held.
 - 4). Cheque for that portion of the per-capita tax (see paragraph 504) and the Cadet/Maintenance Fund tax (see paragraph 505) owed to the RCEME Association, see paragraph 706 for further details.

706. MEMBERSHIP DUES, PER-CAPITA TAX AND CADET/MAINTENANCE FUND TAX.

The annual dues shall be set by the LAD executive but will include the per- capita tax and the Cadet/ maintenance fund tax established by the RCEME Association headquarters.

Paragraphs 504 sub-paragraph d. and e. identifies what each member will receive from the association in return for the per-capita tax. The LADs may negotiate to reduce the amount of the per-capita tax owed by identifying that they propose to supply some of these items directly to their membership.

The Cadet/ Maintenance Fund Tax is described in paragraph 505 above. The Association will allow the LADs to retain these funds if they actively support a local RCEME/EME Cadet corps. These funds however must be accounted for as a distinct separate entity in their account ledgers.

707. SUSPEND OR REVOKE CHARTER

The Board of Directors may with just cause and reason at any time and from time to time suspend or revoke the Charter of any LAD. At such time the Charter and authorizing letter must be returned to the RCEME Association headquarters and all use of the name and insignia of the RCEME Association must cease.

708. FINANCIAL COMMITMENT

No LAD shall make any financial commitment in the name of the RCEME Association without first obtaining the consent in writing to such a commitment from the Board of Directors of the RCEME Association.

No LAD shall hold title to or encumber any real property in the name of the RCEME Association without the written authority of the Board of Directors of the RCEME Association.

709. INTER-RELATIONSHIPS

Inter-relationships between the Association, the LADs and between LADs is strongly encouraged. This could be especially advantageous in spreading the word of the various functions held across the country. If each LAD supplied its annual itinerary to the Association headquarters by Jan 1st of each year, copies could be distributed to virtually every member of the Association as well as members of every LAD.

GENERAL INFORMATION

801. OFFICIAL INSIGNIA

The official insignia of the RCEME Association is; the badge of The Royal Canadian Electrical and Mechanical Engineers.

Prior authority for use of the RCEME Association's name and insignia must by law be obtained from the RCEME Association headquarters. Persons using same without authority are subject to charges through the Consumers and Corporate Affairs Branch of the Canadian Government.

802. UNIFORM

The basic uniform consists of; Blazer, white shirt, Corps tie, grey flannel slacks and black shoes.

803. BLAZER CRESTS

Members are encouraged to wear the Corps crest on the pocket on the left breast of their blazer.

804. MEDALS AND DECORATIONS

The standard issue pattern of medals and/or decorations will be worn on all parades. Miniature medals may be worn at all social functions and meetings.

805. KIT SHOP

RCEME accoutrements may be purchased from the GREAT CANADIAN KIT SHOP. The GREAT CANADIAN KIT SHOP will normally provide this service during the Annual Reunion weekend. Members may also purchase direct from the GREAT CANADIAN KIT SHOP by mailing orders, prepaid by money order or cheque to: GREAT CANADIAN KIT SHOP

MAILING ADDRESS: 14 Dunsmuir Court, St Albert, Alberta. T8N 4Z6. Canada. (780) 720-4841

STORE ADDRESS: GARRISON ARMY BASE, BLG 179 RM 1007 1ST FLOOR, EDMONTON AB. T5J-4J5

You may also purchase online by going to:

<http://www.gcks.ca/>

806. OFFICIAL MOTO

The official motto of the RCEME Association is “Arte et Marte” (By skill and by fighting)

807. REGIMENTAL MARCH

The official march of the RCEME Association is a combination of “Lillibulero and Aupres de ma blonde”.

The EME Branch slow march adopted in 1983 is “The Craftsman”. (Scottish Traditional- The Flowers of Scotland.)

808. THE RCEME PRAYER

Creating and Loving God, we marvel at your energy and creativeness, that shaped not only all of nature but also made we humans in your image.

We pray that your strength, wisdom and compassion be with all members of the R.C.E.M.E. Family.

Help us to be honest, dedicated and competent craftsmen and craftswomen. Guide us to become people of integrity and good will, seeking only the best for all in peace and war.

**May you be glorified by the work of our hands and the example of our fellowship as we continue in our service to our country, our community, our family and our comrades.
AMEN.**

DUTIES OF THE ANNUAL REUNION COMMITTEE

The following Annexes are suggested statements of duties for members of the Annual reunion committee.

The tasks and the number of members will vary from year to year as the content and configuration of the reunion changes therefore although reasonably current with today's requirements these are meant only as a guide.

Duties of the Reunion Committee Chairman.

- 1. Schedule and Chair all reunion meetings.**
- 2. Ensure all Committee members carry out their duties in a timely manner.**
- 3. Ensure that a firm estimate of the overall reunion cost is known before the prices are entered on the Reunion Information Packages that are sent out to members.**
- 4. Prepare a list of potential guest speakers to be presented at a committee meeting for final selection. Arrange for selected guest speaker to be invited.**
- 5. Create a nominating committee for the selection of persons to sit on the reunion committee the following year.**
- 6. Report progress to the Board of Directors as and when requested.**
- 7. Maintain a current statement of duties for each committee member.**

Annex B

Duties of the Treasurer of the Reunion Committee

- 1. Collect all costs associated with the reunion and in conjunction with the chairman determine the fees to be charged for each reunion event. Present these findings at a committee meeting for formal acceptance.**
- 2. Collect and account for all annual dues and costs to members attending the reunion.**
- 3. Authorize payment for wages and approved expenditures and obtain receipts bills and/or invoices for all moneys spent.**
- 4. Maintain the Association's bank accounts and prepare a presentation as to the status of the bank accounts at each reunion committee meeting.**
- 5. Collect and safeguard all monies from the various sales tables.**
- 6. Control the issuing of all Association cheques.**
- 7. Prepare and submit a report using a suitable double entry system of all receipts and expenditures as a result of the reunion to be tabled at the first post reunion meeting of the Reunion Committee.**
- 8. Be an approved signatory for the signing of Association cheques.**

Annex C

Duties of the Secretary of the Reunion Committee

- 1. Record the proceedings of all Committee meetings and prepare written copies for review and acceptance at the subsequent meeting.**
- 2. Prepare and control files for the preservation of meeting minutes and correspondence both incoming and outgoing.**
- 3. Maintain files of previous years for historical value.**
- 4. Maintain inventory over Association owned equipment.**
- 5. Responsible to periodically check the Association's mail box and distribution of the mail to the pertinent members while ensuring a copy is retained for filing.**
- 6. Typing and mailing of all outgoing mail, ensuring a copy is retained for filing.**
- 7. In the absents of the chairman the secretary shall chair the reunion committee meeting so long as a quorum is present.**
- 8. Responsible for the safekeeping of the minute book, the Constitution and the Rules and Regulations of the Association and the incorporation of approved amendments.**

Annex D

Duties of the Membership Member of the Annual Reunion Committee

- 1. Ensure the nominal roll and individual mailing lists are current;**
 - a. A nominal roll that identifies all current and past members and/or their widows or widowers of the Association from 1996 forward.**
 - b. A mailing list of persons who have been paid up members in either of the preceding two years.**
 - c. A mailing list of persons who are paid up members for the current year.**
 - d. A mailing list of all Honourary members.**
 - e. A mailing list of all Life members.**
- 2. Control the issue of the Association membership cards;**
 - a. Blocks of cards issued to LAD's.**
 - b. Individual membership cards issued annually to current paid up members, honourary members and life members.**
- 3. Prepare and mail the annual reunion information package to those identified in paras. 1.b, 1.d, and 1.e above.**
- 4. Identify to the reunion committee the requirement to procure membership cards or individual function tickets as stock is depleted.**
- 5. Organize and control the registration and reception area at the entrance to the reunion hall.**
- 6. Present up-to-date statistics on responses to the information packages to the reunion committee for planning purposes.**
- 7. Mail membership cards, reunion tickets and nominal rolls or nominal roll updates as determined from the responses received from the information packages.**
- 8. Maintain a hard copy file of all reunion application forms for a full year following the reunion.**
- 9. Ensure there is an adequate supply of event tickets, information packages, name tags, holders and ribbons, nominal rolls, lapel pins and envelopes to fulfill the requirement for the reunion.**
- 10. Run the Early Bird Draw and document the winners.**
- 11. Identify the requirement for any staff requirements for the reception desk to the reunion committee.**

Annex E

Duties of the Entertainment Member of the Reunion Committee.

- 1. The Entertainment member shall present his plan and the estimated cost for the entertainment program for the reunion to the reunion committee and upon acceptance shall be responsible for the implementation of the plan while ensuring the assigned budget is not exceeded.**
- 2. The individual responsibilities include the following;**
 - a. Obtain names and costs for potential dance bands for submission to the reunion committee and once the committee has made its selection enter into a firm agreement with the band.**
 - b. Obtain names of caterers, their menus and the costs associated with their providing the Friday evening barbecue, the Saturday night dinner and the Sunday morning breakfast for submission to the reunion committee and once the committee has made its selection enter into a firm agreement with the caterer.**
 - c. Ensure that a suitable public address and amplification system is available in the hall.**
 - d. Liaise with the housing member to ensure the floor plan and furniture layout does not interfere with the planned entertainment.**
 - e. Responsible for the collection of the tickets for the meals to be used as a check against the billing from the caterer.**
 - f. Responsible to control the flow to dinner.**
- 3. Ensure that copies of all correspondence and contracts are submitted to the committee secretary for filing.**
- 4. Ensure that all copies of bills and invoices are submitted to the committee treasurer for payment.**

Annex F

Duties of the Housing Member of the Reunion Committee

- 1. Identify proposed sites and associated costs to the reunion committee and upon selection by the committee enter into a firm agreement for the facilities.**
- 2. Responsible for the procurement (when required) and set up of all furniture.**
- 3. Make formal request of the appropriate base entities for the use of base facilities for the following;**
 - a. Car parking**
 - b. Camper parking**
 - c. Washroom facilities (Thompson drill hall)**
 - d. Parade Square for Sunday Parade**
 - e. Commemorative Gate for Sunday Parade**
 - f. Public address system at Commemorative Gate for Sunday Parade**
 - g. Military Police attendance at Commemorative Gate**
 - h. Fire hydrant connection for campers.**
 - i. Request use of transport if deemed necessary to move furniture, decorations or memorabilia.**
- 4. Liaise with Membership member to determine space requirements for registration and reception.**
- 5. Liaise with Ways and Means / Sadies to determine space requirements.**
- 6. Liaise with Entertainment member regards table layout floor plan.**
- 7. Responsible for the decoration of the facility using existing flags/banners and the requesting of any additional decorations.**

Annex G

Deleted in it's entirety