

SUBMARINERS' ASSOCIATION of CANADA (EAST)

Constitution and By-Laws

(Amended AGM 2012)

CONSTITUTION

1. Name and Crest

The name of the association is the "Submariners Association of Canada (East)". The crest of the association depicts a generic submarine (r. to l.) overlaying a red maple leaf upon a blue background. The design is encircled with a scarlet red ring inscribed "SUBMARINERS" on the top arc and "ASSOCIATION" on the bottom. The combined insignia is situated below the naval crown, all of the above surmounting the name, "CANADA".

2. Objectives

The objectives of the association are to provide both a formal and social venue for past and present submariners in order to:

- (a) Foster and maintain loyalty, good will, and the camaraderie as that which typifies the life and style of submariners in the submarine service, past and present;
- (b) Enhance the well-being of submariners past and present and their families commensurate to the resources within the association;
- (c) Maintain liaison with the Canadian navy with the desire to participate in, contribute to, and promote activities within its active submarine community; and
- (d) Maintain associations/ organizations liaison with other military and veterans specifically those of the submarine brotherhood of other countries.

Note 1: The objectives of the association shall be conducted without purpose of gain or other accretions notwithstanding, that any surpluses shall be directed to the association as combined assets/ resources for the purpose of promoting its objectives.

3. By-Laws

The Submariners Association of Canada (East) shall constitute By-Laws containing the rules and regulations that serve to administer efficient operation of the association.

4. Dissolution

In the event of dissolution of the association, debts and liabilities shall be settled. Residual funds, assets and materials shall be transferred to any agreed successor organization with similar objectives or, disbursed equally (pro rata) among members in good standing of the association.

SUBMARINERS' ASSOCIATION of CANADA (EAST)

BY-LAWS

1.00 POLICY

1.01 Policy for the Submariners' Association of Canada (East) is conducted according to the provisions outlined in the constitution that is agreed to by the membership majority.

2.00 MEMBERSHIP

2.01 Categories

a. Regular: a member who is qualified, and serves, or has served, in submarines of any navy. A regular member is active and has a voice and vote.

b. Life: a member as defined at para 2.01(a) above, who has submitted membership dues for life and shall have been a member in good standing.

c. Associate: a member who is, or has exceedingly performed in a supporting role of the submarine service, or is considered to have been or is exceedingly supportive and/ or a benefit to the association. The associate member has a voice, but no vote.

2.02 Definition - Member

A member, Regular or Associate, whose dues are fully paid up as is, and is, a Life member, is defined as “a member in good standing”.

2.03 Conditions for the process of application

(a) Regular:

An applicant who qualifies as per Art. 2.00, sub para. 2.01 (a) above, may forward application to the treasurer or appointed membership representative. The Treasurer, or appointed membership representative, shall then forward the application to the executive for approval. The approving authority will consist of at least three (3) members of the executive, one being the chairman. All applications shall be accompanied with annual dues for the fiscal year of inclusion into the association.

(b) Associate:

An applicant who qualifies as per Art.2.00, sub para. 2.01 (c) above, may forward an application to the treasurer or appointed membership representative. Application submissions for Associate membership must be recommended, or sponsored by at least two (2) regular members where the application is then to be reviewed by the executive as a whole, for acceptance. Acceptance of the application will be based on the individual’s merits and/ or service background as presented. The application will then be forwarded for a vote by the overall membership for approval. Applications for Associate membership shall be accompanied with annual dues for the fiscal year of inclusion into the association however, if the membership votes against the application, such dues shall be reimbursed.

3.00 DISPOSITION OF MEMBERS

3.01 Conduct

Any member who in misdemeanor, or who induces degradation or indignity to the association is liable to censure, suspension of membership, or expulsion from the association. Such incidents shall be reviewed by the executive committee whose decision shall be communicated to the member in writing.

3.02 Appeal

A member who wishes to counter such decisions of the executive may in writing, appeal to the executive within (14) days of receiving the decision. The Chairman may then appoint a (3) man committee to assess the appeal and receive any evidence, oral or written that contributes to the success or failure of the intent of the appeal. The committee shall render their binding decision to the executive within (7) days.

3.03 Resignation

Any member may resign from the association at his/ her will.

3.04 Submission of dues

Any member who fails to pay annual dues as outlined in article 8.00, sub-para 8.02 is deemed “Lapsed” through the current year until December 31st at which time the member is deemed to have resigned from the association.

4.00 RIGHTS AND ELIGIBILITY OF MEMBERS

4.01 Regular/Life members

Regular/Life members have a voice and the right to vote. They are eligible for election to the executive and may serve on appointed committees. For this purpose, they must be “a member in good standing” and be active in association activities and/or attend meetings during the preceding months of the election year.

4.02 Associate members

Associate members have a voice, but no vote. They are ineligible for election to the executive but can serve on appointed committees as deemed or chosen by the executive.

5.00 COMMITTEES

5.01 Executive Committee - Mandate

The association shall be managed by an executive committee as elected by the overall membership. Executive shall normally serve for a period of two (2) years.

5.02 Composition

The executive committee shall consist of a:

- Chairman;
- Vice Chair;
- Secretary;
- Treasurer;
- Social representative.

5.03 Additional Representatives

In order to engage in other responsibilities and commitments of the association, the Chairman may appoint or solicit for volunteer members as additional representatives. Such representatives will serve in the capacities of:

- a. Health and Wellness representative;
- b. Archives representative; and
- c. Slops representative.

5.04 Terms of Reference - Duties and Responsibilities

(1) The Chairman:

- a. assumes the duties and responsibilities in providing guidance, direction, and leadership to the membership in pursuit of the objectives of the Constitution of the Submariners Association of Canada (East);
- b. is Chairman of the executive committee;
- c. chairs Executive Committee, General, and Annual General Meetings;
- d. receives and replies to correspondence through the Secretary;
- e. appoints ad hoc committees and solicits the general membership for project/ event volunteers;
- f. in conjunction with the Vice Chair and Treasurer is empowered to release cheques; and
- g. votes only in the event of a "tie".

(2) Vice Chair:

- a. acts as Chair in his/ her absence;
- b. assists the Chair in his/ her duties and responsibilities; and
- c. in conjunction with the Chair and Treasurer is empowered to release cheques.

(3) The Secretary:

- a. maintains communications and liaison with the secretaries of SAOC (West) and (Central);
- b. distributes and files all incoming correspondence;
- c. prepares and maintains a file of all outgoing correspondence;
- d. maintains a current list of members and mailing list;
- e. maintains a personal history record of the membership;
- f. solicits for material, edits, publishes, and delivers 'quarterly' and 'special' newsletters;
- g. maintains office equipment and the supply of letterhead and stamps;
- h. tables correspondence and a report at general meetings;
- i. tables correspondence and a report on the status of the membership at the AGM.

(4) The Treasurer:

- a. is responsible in ensuring the custody and provision of all association funds;
- b. is the receiver, actuary, and distributor of all association funds;
- b. maintains an accurate, current, and verified record of all association funds;
- c. is the receiver and actuary of all membership dues;
- d. procures, controls, and issues membership cards;
- e. procures wreaths and other ceremonial commodities for memorial services;
- f. remits payments and settles all invoices of the association; and
- g. tables a financial report at general meetings and prepares an annual statement for presentation at annual general meetings.

(5) The Social Representative:

- a. promotes and initiates the provision of social activities of the association;
- b. liaises between the MOG 5 Coxswain and the chairman for purposes of H.M.C. Dockyard security and to establish venues for association activities that include meetings and social events within MOG 5 facilities;
- c. coordinates and solicits for association draws, charities, and gratuitous benefit;
- d. procures food and beverage varieties for social engagements; and
- e. assists the executive as requested by the chairman.

5.05 Substitution

Other than the Chairman, if a member of the executive whose chair becomes vacant during the course of his/ her year of office, the chairman may nominate a requisite member in good standing to fill the vacancy until the next election of officers at the annual general meeting. If the office of Chairman becomes vacant during the course of a year, the Vice Chair will immediately fill the vacancy where he/ she may nominate a requisite member in good standing to fill his/ her vacancy. As an alternative he/ she may opt to accept the duties and responsibilities of both chairs until the next election of officers.

5.06 Nominating Committee - Election of officers

In anticipation of providing a list of nominees for the election of officers at each second AGM, the Chairman shall appoint a nominating committee to canvass the general membership. The nominating committee shall consist of at least (2) members, they themselves eligible for nomination, and one of whom shall act as chairman of that committee. The scheduling of the appointment of a nominating committee shall normally fall within (30) days prior to an AGM, but earlier if deemed appropriate.

5.07 Ad Hoc Committees

In engaging with projects and separate or additional tasks, the Chairman may appoint an Ad Hoc Committee for resolve. The composition of the committee shall include a Chairman and additional numbers that correspond with the task workload. Such an appointment shall be accompanied with the aim, a mandate, and duration for which it is engaged. At the completion of the task, the committee shall report its findings and /or recommendations to the executive committee. The committee will become defunct on satisfactory completion of the task unless further authorized by the Chairman.

6.00 MEETINGS

6.01 Timings

The Association shall normally meet on the last Wednesday of each month except in November and December, where annual general meetings will convene on the first Saturday of December.

6.02 Venues

The normal venue for meetings is coordinated with MOG 5 authorities and alternate monthly in the each of the senior and junior rates' messes in Building D165, H.M.C. Dockyard.

6.03 Conduct

The Chairman or in his/ her absence the Vice Chair or Secretary shall preside. Meetings shall be conducted in accordance with Robert's Rules of Order with due decorum.

6.04 Other meetings

Venues for other meetings such as that of the executive committee or isolated gatherings may be arranged in venues external to MOG 5 facilities.

6.05 Annual General Meeting - (AGM)

The AGM shall convene as prescribed at Art. 6.00, within sub-para 6.01 above, agenda for the meeting outlined as follows:

- I. Adopt the minutes of the preceding AGM;
- II. Adopt individual reports of the executive committee;
- III. Consider any amendments and adopt the By-Laws of the association;
- IV. * Elect and install officers;
- V. Review of dues;
- VI. Old business;
- VII. New business; and
- VIII. Set date for the next AGM.

* chaired by the Chairman of the nominating committee

6.06 AGM Minutes

The minutes of the AGM will be recorded and adopted as read at the next general meeting and tabled for the overall membership for acceptance at the next AGM.

7.00 VOTING

7.01 Quorum

A quorum consists of:

- (a) the Chairman, or in the event of his/ her absence the Vice Chairman or Secretary;
- (b) one other member of the executive committee; and
- (c) ten requisite members in good standing.

7.02 Method

Voting shall be conducted vocally, or by a show of hands, or by secret ballot as required. If a motion or matter tabled at a general meeting as deemed by the Chairman and the executive to require a vote of the total membership, the chairman shall solicit for a "mail-in vote" so as to provide the opportunity for all requisite members to exercise their voting right.

8.00 DUES

8.01 Amount of

Dues for regular members shall be reviewed annually and set on the recommendation of the executive. Any alteration to the amount of dues shall be ratified by a vote of the membership at each AGM.

8.02 Submission

Regular and Associate members shall submit dues by March 31st of each year as prescribed in article 3.00, sub-para 3.04 above. With or without notification by the treasurer, a member who fails to do so is deemed as "Lapsed".

8.03 Life Member

A Regular member who elects to submit dues for Life membership may do so only after undergoing his/ her first year in the association as a "paid up" Regular member. Accordingly, the amount of dues for Life membership shall vary with the applicant's age at the time of application.

8.04 Waiver of Annual Dues

Any Regular or Associate member when reaching a full 80 years of age and has accumulated a minimum of 10 years as a member in good standing is therefore waived of annual dues.

9.00 FINANCES

9.01 Fiscal

The fiscal year commences 01 January.

9.02 Accounts

The Association shall maintain an account at a legally-recognized financial institution as chosen by the executive committee. All revenues shall be held on this account.

9.03 Cheques

Cheques issued on behalf of the association are jointly-authorized by two of the following: Chairman; Vice Chairman; Treasurer; Secretary.

9.04 Reports

The Treasurer shall forward and table a financial report at monthly and annual general meetings.

9.05 Executive committee spending

Not to exceed \$500.00 inclusive. Amounts exceeding \$500.00 must be approved by the membership

10.00 BY-LAWS

10.01 Amendments

Amendments to the By-laws are to be reviewed and adopted at every AGM. Members may submit amendments to the By-Laws to the Chairman in writing and must be tendered by the last General Meeting prior to the AGM. Such submissions will be tabled as a motion for adoption or rejection by the membership in attendance at the AGM. Submissions from the floor at the time of the meeting are therefore inappropriate and shall be ruled as "out of order".

11.00 MEMORIAL CEREMONIES

11.01 Manner

As part of the integrity of the objectives of the association’s Constitution, the association will be represented and ‘lay wreaths’ at memorial ceremonies at pre-authorized venues in the Halifax Regional Municipality. Such events are co-ordinated in conjunction with the local naval authority. Normally such ceremonies shall include Remembrance Days and Battle of Atlantic Sundays. All association members are highly encouraged to attend such ceremonies so as to reflect, uphold, and display the submarine spirit and brotherhood.

11.02 Other occasions

Interested participants for other venues and memorial ceremonies will be considered for approval upon formal request to the Chairman through the Secretary.

11.03 Laying of wreaths

Normally the Chairman shall lay a wreath on behalf of the association, where a representative and other participant(s) may be invited to do so by the Chairman.

12.00 MOTION OF DISSOLUTION

12.01 Method

If a motion of dissolution is placed before the membership by a member, he must do so in writing. The motion must also be seconded. The motion shall then be voted upon by the entire membership which includes a ‘mail-in’ vote for those unable to vocally participate. At a minimum such a motion requires a quorum vote. If the motion is accepted and voted ‘for’, procedures as outlined in paragraph 4 of the Submariners Association of Canada (East) Constitution shall precipitate.

THIS AMENDED CONSTITUTION AND BY-LAWS ARE SUBSCRIBED TO

AT HALIFAX, NOVA SCOTIA, THIS 25th DAY OF JANUARY, 2013.

Witness: _____

Witness: _____

THE SUBMARINERS’ ASSOCIATION OF CANADA (EAST)

EXECUTIVE COMMITTEE PRESIDING

Chairman _____
T. D Chatham

Vice Chairman _____
S. Irvine

Secretary _____
G. Byzewski

Treasurer. _____
R. Cooper

Social Representative _____
K. Tovey