



## **SUBMARINERS ASSOCIATION OF CANADA**

### **CONSTITUTION**

1. The name of the organization is the “SUBMARINERS ASSOCIATION OF CANADA”.
2. The badge of the Association depicts a generic submarine facing right to left, 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”. The badge of the Association is as shown on this letterhead.
3. The purposes of the Association are:
  - a. to provide an opportunity for past and present submariners to meet in fellowship;
  - b. to foster and build on that loyalty, friendship, goodwill and esprit de corps which members experienced during their submarine service in any navy;
  - c. to provide support and assistance to submariners past and present and their families commensurate to the resources within the Association;
  - d. to maintain liaison with the Royal Canadian Navy with the desire to participate in, contribute to, and promote activities within its active submarine community; and
  - e. to maintain liaison with other military and veterans associations and organizations, specifically those of the submarine brotherhood of Canada and other countries.
4. The affairs of the Association shall be carried out without purpose of gain for its members and any profits or other accretions to the resources of the Association shall be used for promoting its purposes.
5. Sharing the name and purposes, the Submariners Association of Canada comprises three branches: West, Central and East. Each branch is autonomous and financially independent of one another and is operated according to their own respective By-Laws.
6. Those branches shall be named:
  - a. Submariners Association of Canada West;
  - b. Submariners Association of Canada Central; and
  - c. Submariners Association of Canada East.
7. Each branch of the Submariners Association of Canada shall constitute By-Laws containing the rules and regulations that serve to administer efficient operation of its branch of the Association.
8. In the event of the dissolution of a branch of the Association, debt and liabilities shall be settled. Residual funds, assets and materials shall be transferred to any agreed successor organization with similar objectives or divided pro rata among the regular members of the branch.

# SUBMARINERS' ASSOCIATION of CANADA (EAST)

## BY-LAWS

(Amended AGM 2017)

### **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, or 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.

**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 of any category who is fully paid up 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 an 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 31<sup>st</sup> 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 at least 4 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. Executives 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 may typically serve in the capacities of:

a. Health and Wellness representative;

- b. Slops representative; and
- c. Membership 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. is empowered to release cheques; and
- g. votes only in the event of a “tie”.

##### **(2) The Vice Chair:**

- a. acts as Chair in his/ her absence;
- b. assists the Chair in his/ her duties and responsibilities; and
- c. 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. is empowered to release cheques; and
- j. tables correspondence and a report on the status of the membership at the AGM.

##### **(4) The Treasurer:**

- a. is responsible for ensuring the custody and provision of all association funds;
- b. is the receiver, actuary, and distributor of all association funds;
- c. is to maintain an accurate, current, and verified record of all association funds;
- d. is the receiver and actuary of all membership dues;
- e. procures, controls, and issues membership cards;
- f. procures wreaths and other ceremonial commodities for memorial services;
- g. remits payments and settles all invoices of the association;
- h. is empowered to release cheques; and
- i. 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;

- e. is empowered to release cheques; and
- f. 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 nominating committee shall normally be stood up at the October MGM, 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 be stood down 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 an Annual General Meeting 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 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 generally 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 is 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 and becomes a Life Member.

## **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 members of the Executive Committee.

### **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 31st October. 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 8 of the Submariners Association of Canada Constitution shall precipitate.

THESE AMENDED BY-LAWS ARE SUBSCRIBED TO AT HALIFAX, NOVA SCOTIA,

THIS 31st DAY OF JANUARY, 2018.

Witness: Brian Lavierre

Print Name: BRIAN LAVIERRE

Witness: Brian Cooper

Print Name: BRIAN COOPER

**THE SUBMARINERS ASSOCIATION OF CANADA EAST**

**EXECUTIVE COMMITTEE PRESIDING**

Chairman  
Sylvain Rouillard Sylvain Rouillard

Vice Chairman  
Jim Northrup Jim Northrup

Secretary  
Robert Fraser Robert Fraser

Treasurer  
Ron Cooper Ron Cooper

Social Representative  
Keith Tovey Keith Tovey