

VANCOUVER ISLAND AIRCREW ASSOCIATION



CONSTITUTION

REVISED AND APPROVED 20th JANUARY, 2010

EXECUTIVE BOARD

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Membership Secretary**
- **Communications Coordinator**
- **Member - at - Large**
- **Past President**

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THE VANCOUVER ISLAND AIRCREW ASSOCIATION

INTRODUCTION

1. The name of the Association shall be **THE VANCOUVER ISLAND AIRCREW ASSOCIATION (VIAA)**.
2. The aims of the Association shall be to maintain and strengthen the bonds that were formed between those who served, or those who are currently serving, as aircrew in the armed forces.
3. The Association shall be a members' association and shall consist of Ordinary members, Associate members and Honorary members.
4. All members of the VANCOUVER ISLAND AIRCREW ASSOCIATION are subject to the Association's Constitution. This Constitution, as revised by the membership at the 20th January, 2010 Annual General Meeting, provides the rules for the conduct of business affairs of the Association.
5. Any person shall, on ceasing to be a member of the Association, forfeit all rights to, and claim upon, the Association and its property and funds.

ORDINARY MEMBERSHIP

1. Ordinary membership in the Association shall be open to any individual who has been awarded a Military Flying Badge or Brevet.
2. Candidates for Ordinary membership in the Association shall apply in writing to the Membership Secretary and shall submit, if required, evidence of their flying career within a recognised aircrew category. The Executive shall consider any application for Ordinary membership at the first Executive Meeting after the application has been received by the Membership Secretary. The Executive shall not be required to give reasons to any candidate in the event of his/her rejection.
3. No persons shall be admitted to Ordinary membership until, their application having been approved in accordance with Clause 2 above, they have paid to the Membership Secretary their initial annual dues. The Executive may make regulations empowering the Membership Secretary to accept a reduced subscription for any period of less than six months.

ASSOCIATE MEMBERSHIP

1. Associate membership shall be open to anyone possessing the following qualifications:
 - members of other Aircrew groups or like-minded organizations who pay dues at their parent group or organization, or
 - any individual with an interest in military aviation, but who does not otherwise qualify for Ordinary membership, and whose appointment would be of benefit to the Association.
2. Applications for Associate membership shall be submitted to the Membership Secretary, and the Executive shall either approve or disapprove such applications. The Executive shall not be required to give reasons to any candidate in the event of his/her rejection.

3. No persons shall be admitted to Associate membership until, their application having been approved in accordance with Clause 2 above, they have paid to the Membership Secretary their initial annual dues. The Executive may make regulations empowering the Membership Secretary to accept a reduced subscription for any period of less than six months.
4. Associate members are entitled to all rights and privileges of Ordinary members, except that they may not hold the position of President or Vice President on the Executive Board.

HONORARY MEMBERSHIP

1. Honorary membership is awarded only sparingly, and only to those who have provided an outstanding contribution to the Vancouver Island Aircrew Association.
2. Any VIAA member in good standing may propose a non-member for Honorary Membership.
3. The name of the proposed Honorary member, along with a brief rationale for the proposal, shall be submitted to the Membership Secretary, and the Executive shall either approve or disapprove such applications. The Executive shall not be required to give reasons to any candidate in the event of his/her rejection.
4. Honorary membership entails a waiver of all fees and dues, and entitles the Honorary member to receive the newsletter and to attend all meetings, functions and events.
5. Honorary members may not hold office nor serve on any committee.

ASSOCIATION EXECUTIVE BOARD

1. The members elected to be responsible for the administration of the Association's affairs shall be known as the "Association Executive Board" (the Executive).
2. The Executive shall consist of a President, Vice-President, Secretary, Treasurer, Membership Secretary, Communications Coordinator, Member - at - Large, Past President and such other Officers as the Association members may deem appropriate.
3. Elections to the Executive must be held at least once in every calendar year at the Annual General Meeting (AGM). The incumbent officers may stand for re-election to all positions of the Executive at each AGM.
4. All officers of the Executive shall be elected by a vote of Ordinary and Associate members of the Association at the AGM. An *ad hoc* Nomination Committee, appointed by the Executive, shall compile a list of candidates for each position (see NOMINATING COMMITTEE).
5. Nominations may be made from the floor providing the nominee has previously agreed to the nomination.
6. Members will be elected to the Executive by a simple majority of those Ordinary and Associate members in attendance.
7. The Executive may appoint an Ordinary or Associate member to fill any casual vacancy on the Executive until the next AGM. Any member so appointed shall retire at the AGM, but may be eligible for election as a member of the Executive at such meeting.
8. The new Executive shall take office at the conclusion of the AGM.

9. The Executive shall have the power, by a two-thirds majority of all the Executive members, to dismiss from office any member of the Executive should that appear to be necessary in the interests of the Association.

EXECUTIVE OFFICERS' DUTIES

1. The Executive may consist of fewer than eight members, but never fewer than five members, due to unavailability of qualified personnel. Any one member of the Executive may hold more than one position, and some positions may remain vacant. The positions of President, Secretary, and Treasurer must be filled. Their duties are as follows:
 - The President shall convene regularly scheduled Executive Board meetings, and General meetings for the membership. The Vice President shall deputize in the absence of the President.
 - The Secretary shall be responsible for keeping records of Association activities, including overseeing and taking minutes at all Board and General meetings, distributing copies of all minutes to appropriate members, and coordinating the correspondence of the Association.
 - The Treasurer shall prepare a budget for approval at the AGM, and shall make financial information available to Executive Board members on a regular basis.

COMMITTEES

1. The Executive shall appoint committees to organize and administer such Association functions (including, but not limited to, welfare, special events, recruiting, memorial services, and air cadets) as the Executive may determine. A committee may be struck for a limited time for a special undertaking and shall be disbanded at the completion of its task.
2. A committee chairperson may appoint to the committee as many members as is deemed necessary.
3. The Executive may amend the duties of any committee.
4. The committee chairperson shall submit a written report, as required, to the Executive.

REGULAR MEETINGS

1. The Rules of Order for the conduct of meetings shall be by "Democratic Rules of Order" (7th edition) written by Fred and Peg Francis.
2. The quorum for Association meetings shall be 25% of the **total membership**; the quorum for Executive meetings shall be three. The President or Vice-President must be present at all meetings.
3. Notice of Annual and/or Special General Meetings shall be given by written notice to Association members no later than twenty-one days prior to the meetings.
4. An AGM will be held within fifteen months of the previous AGM, and at least once every calendar year, at a time and place so designated by the current Executive. The AGM will normally be scheduled for the month of January.
5. Regular meetings will normally be held monthly but no fewer than eight times in any calendar year.
6. The President shall have a tie-breaking vote in addition to his/her original vote.

NOMINATING COMMITTEE

1. The Executive shall appoint a Nominating Committee no later than the 31st of October each calendar year.
2. The Nominating Committee shall normally consist of three Ordinary members in good standing.
3. At least twenty-one days prior to the AGM, the Nominating Committee will publish in the Association newsletter, the names of the members it will propose for election to the Executive.

FINANCIAL

1. The Financial Year shall run from January 1st to December 31st.
2. Based on periodic recommendations by the Executive, the annual dues for Ordinary and Associate membership shall be approved at an Annual or Special General Meeting.
3. Annual dues shall be payable on admission to the Association and thereafter without demand on 1st January in every year. A general notification that annual membership fees are due will be published in AirVibes.
4. Dues may be paid by cheque and shall be made payable to "THE VANCOUVER ISLAND AIRCREW ASSOCIATION"
5. Failure to pay annual dues by 1st March following their coming due shall result in a member being so notified by the Membership Secretary. Should the dues remain unpaid on 1st July following, the defaulter's membership shall be revoked. Should defaulters subsequently provide a satisfactory explanation for the omission, they may, at the discretion of the Executive and on payment of the arrears, be re-admitted to membership.
6. The Signing Authority for Association expenditures is the President, Vice President, Secretary, and the Treasurer. Two of the four Signing Authority signatures are required on all cheques.
7. In any Financial Year, the Executive is authorized to spend up to \$500 (exclusive of budgeted expenses) without approval of the members. Expenditures of up to \$1000 may be approved at a regular Association meeting; higher amounts must be approved at a Special General Meeting.
8. The Executive shall appoint an auditor after a request by any member that the financial accounts be audited.

GENERAL

1. The motif of the Association shall not be reproduced by or on behalf of any member except with the permission of the Executive.
2. Every member of the Association shall advise the Membership Secretary of any change of postal or email address.
3. The Executive shall be the sole authority for the interpretation of the Constitution and of any regulations made from time to time hereunder, and the decision of the Executive on any matter affecting the Association and not provided for by this Constitution or by such regulations, shall be binding on the members until overturned by a resolution of the Association in General Meeting.
4. This Constitution may be added to, repealed or amended by resolution at any Annual or Special General Meeting, provided that such resolution shall be carried by a majority of at least two-thirds of the members voting thereon, and provided that a quorum, as defined, shall be present. Proposed changes to the Constitution shall be submitted in writing to the Executive. These proposed changes shall be submitted in sufficient time for publication in the VAAA newsletter to allow proper consideration by all Ordinary and Associate members.
5. If a resolution calling for the dissolution of the Association is proposed, such resolution must be passed by a simple majority of Ordinary and Associate members present at a Regular Meeting. However, within six weeks this must be followed by a Special General Meeting for which Ordinary members have received three weeks written notice. At that Special General Meeting, at least half of all members must be present and a second dissolution resolution must be confirmed by a majority of two-thirds. The Executive shall then proceed to realise the property of the Association and, after discharge of all liabilities, shall divide the same equally among such Service Charities as it shall decide upon and, upon the completion of such division, the Association shall be dissolved.

Certified correct as passed at the Annual General Meeting, 20th January 2010.

Dated: _____

Signed: _____ Signed: _____
President Secretary