

**CONSTITUTION OF THE  
FUND OF THE CORPS OF ROYAL CANADIAN ELECTRICAL AND MECHANICAL ENGINEERS**

**AS OF JANUARY 1<sup>ST</sup>, 2016**

INTENT

1. Whereas the community of Royal Canadian Electrical and Mechanical Engineers, Regular Force and Reserve Force, serving and retired, desires to maintain, strengthen and preserve the bonds of comradeship born of a common experience in serving Canada as the “Maintainers” of its Canadian Armed Forces, the combined leadership of the Corps has established this Fund. Specifically, the Constitution reflects the explicit intent of the RCEME Corps Community to gather the entire family within one construct in the place of the previous Branch/Corps Fund, the EME Association, the RCEME Association (including its Light Aid Detachments) and the RCEME Association (Western Canada).

NAME

2. The name of this Non-Public Property entity shall be “The Fund of the Corps of Royal Canadian Electrical and Mechanical Engineers”. The official abbreviation shall be “the RCEME Corps Fund” or simply “the Fund”.

PURPOSE

3. The purpose of the Fund of the Corps of Royal Canadian Electrical and Mechanical Engineers (“the RCEME Corps Fund”) is to provide a structure for the betterment and well-being of the Community of the Corps of RCEME (“RCEME Corps”, or “The Corps”). To this end, the objectives of the RCEME Corps Fund are:
  - a. to perpetuate the bonds of comradeship and esprit de corps within the RCEME Corps Community of serving and retired members, both Regular and Reserve;
  - b. to foster, maintain and promote the well-being of the members of the RCEME Corps Community;
  - c. to encourage and support public interest in the RCEME Corps and its heritage; and
  - d. to assist in the preservation of the traditions, memorabilia and customs of the RCEME Corps, including the RCEME Army Cadet Corps.
4. In keeping with the purpose and objectives, the Fund will provide a programme of benefits to its members and to the RCEME Corps Community. These benefits are detailed in By-Law Number One.

PRECEDENCE AND PROPERTY

5. As of 1 January 2016, the Non-Public Property predecessors of the Fund of the Corps of Royal Canadian Electrical and Mechanical Engineers are:
  - a. The RCEME Corps Fund, whose governing documents will cease to be in effect on 31 Dec 2015;
  - b. The EME Branch Fund, whose governing documents were superceded by those governing the RCEME Corps Fund; and
  - c. The Guild of the EME Branch Charitable Trust, upon revocation of its charitable status by the Canada Revenue Agency.

6. As of 1 January 2016, her Majesty the Queen in right of Canada, as represented by the Chief of the Defence Staff in his Non-Public Property capacity, as further represented by the Fund of the Corps of Royal Canadian Electrical and Mechanical Engineers, will constitute the legal authority for the custody and control of all Corps non-public funds and property, including Corps artefacts and memorabilia previously under the control of the RCEME Corps Fund and its predecessors. Note: The RCEME Officers' Fund is still extant and has its own Non-Public Property account distinct from the RCEME Corps Fund and maintains control over its remaining property, including silverware and other items.

#### AUTHORITY

7. The Fund is authorized and shall operate as a Non-Public Property entity under the provisions of the Canadian Forces Personnel Support Programs Policy Manual.

#### MEMBERSHIP

8. There will be three classes of membership in the Fund; these are described in detail in By-Law Number Two.

#### THE LIGHT AID DETACHMENT NETWORK

9. The term "Light Aid Detachment" is historically significant to the RCEME Corps and is used to denote a chapter of the RCEME Corps Fund. A LAD must comprise as a minimum a President, a Vice-President and a Secretary-Treasurer, and would normally have at least ten Ordinary members, all of whom must be members of the Fund.
10. The process to establish and administer a LAD is detailed at By-Law Three; upon establishment, the LAD will receive written authorization to use the RCEME/GEMRC Crest and Devices in its day to day operations as well as in any fund-raising campaigns that the membership wishes to undertake. Each LAD will receive an annual disbursement from the Fund for its operations (per By-Law Number One). Additionally, LADs are encouraged to fund-raise (per the stipulations at By-Law Number Seven) in order to augment their operating budgets and are entitled to retain 80% of the proceeds.

#### ORGANIZATION AND GOVERNANCE

##### General

11. The office of the Corps Fund will be located at the Home Station of the RCEME Corps, which is the RCEME School situated at CFB Borden. The Fund will be governed by a Board of Directors and administered by the Administrative Committee. The Board of Directors is designed to be reflective of the entire Community of the Corps of RCEME, and is therefore representative of the entire spectrum of serving and retired, Regular and Reserve officers and non-commissioned members (NCM).

##### Fiscal Year

12. The fiscal year for the RCEME Corps Fund shall be 1 January to 31 December.

##### Address of the RCEME Corps Fund

13. The mailing address of the Office of the RCEME Corps Fund is:

RCEME Corps Adjutant  
c/o  
RCEME School  
PO Box 1000 Station Main  
Borden ON L0M 1C0

14. The webpages for the RCEME Corps Fund can be found at the link on the official Corps of RCEME website:

[www.rcemecorpsgemrc.ca](http://www.rcemecorpsgemrc.ca)

Board of Directors

15. Responsibilities. The Terms of Reference for the RCEME Corps Fund Board of Directors (BOD) are detailed in By-Law Number Four. The BOD is responsible to ensure the Fund programme and activities are conducted in accordance with the stated purpose and objectives, and are in line with the overall strategic vision of the RCEME Corps. The BOD will also ensure that communication is maintained between the BOD and the members of the Fund by utilizing the official Corps of RCEME Website, the LAD Network, the RCEME Regional Network and the RCEME Corps Leadership.
16. Composition. The composition of the BOD shall reflect representation across the broader RCEME community, and is comprised of the following:
- a. the Chair, who shall be the Director RCEME;
  - b. the Deputy-Chair, who shall be a Retired Ordinary Member of the Fund;
  - c. the Administrative Committee Chair, who shall be the Commandant of the RCEME School;
  - d. the Heritage Committee Chair, who shall be a serving Colonel of the RCEME Corps;
  - e. the Fund-Raising Committee Chair, who shall be a Retired Ordinary Member of the Fund;
  - f. Two Representatives from the Light Aid Detachment Network, one officer and one Non-Commissioned Member, who shall be Retired Ordinary Members of the Fund;
  - g. Representative from 4<sup>th</sup> Canadian Division, who shall be a Junior Non-Commissioned Member
  - h. Representative from 2<sup>nd</sup> Canadian Division, who shall be a Sergeant;
  - i. Representative from 3<sup>rd</sup> Canadian Division, who shall be a Warrant Officer or Master Warrant Officer;
  - j. Representative from 5<sup>th</sup> Canadian Division, who shall be a Junior Officer;
  - k. Representative from the combined Air and Navy bases, who shall be a Major;
  - l. Representative from the RCEME Reserve, who shall normally be the senior serving Reserve RCEME Officer or NCM;
  - m. Representative of the Training System, who shall be the RSM RCEME School;
  - n. Representative of the National Capital Region and Operational Command, who shall be the RCEME Corps Sergeant-Major;
  - o. the RCEME Colonel-Commandant; and
  - p. the Secretary-Treasurer, who shall be the RCEME Corps Adjutant.

### Administrative Committee

17. Responsibilities. The Terms of Reference of the Administrative Committee are detailed in By-Law Number Five. The Administrative Committee is responsible for discharging all administrative functions related to the operation of the Fund and undertaking projects as directed by the BOD.
18. Composition. The Administrative Committee shall be composed of the following members:
  - a. the Chair, who shall be the Commandant of the RCEME School;
  - b. the Fund Secretary-Treasurer;
  - c. a Senior NCM from the Borden area, who shall normally be the RSM RCEME School; and
  - d. a Junior NCM, who shall be from the Borden area and shall not normally be a member of the RCEME School.

### Heritage Committee

19. Responsibilities. The Terms of Reference for the Heritage Committee are detailed in By-Law Number Six. The Heritage Committee is responsible to develop, coordinate and execute the RCEME Heritage programme, as approved by the BOD.
20. Composition. The Heritage Committee shall be composed of the following members:
  - a. the Chair, who shall be a serving Colonel of the RCEME Corps;
  - b. the Co-Chair, who shall be a Retired Ordinary Member of the Fund;
  - c. Emeritus Appointee(s), as appropriate;
  - d. the Chairs of Sub-Committees, which are established from time to time in order to meet the mandate of the Heritage Committee;
  - e. the RCEME Corps Historian;
  - f. the RCEME Corps Archivist;
  - g. the Colonel-Commandant;
  - h. a Chief Warrant Officer; and
  - i. a Secretary.

### Fund-Raising Committee

21. Responsibilities. The Terms of Reference for the Fund-Raising Committee are detailed in By-Law Number Seven. The Fund-Raising Committee is responsible to develop, coordinate and execute a fund-raising campaign to generate funds for the RCEME Corps Fund in support of its approved programmes. (The RCEME Corps Fund, as a Non-Public Property entity is a qualified donee and can issue tax receipts in respect of all donations. Donations may be either unrestricted or restricted.)
22. Composition. The Fund-Raising Committee shall be composed of the following members:
  - a. the Chair, who shall be a Retired Ordinary Member of the Fund;

- b. Up to five members, who shall be selected by the Chair, and one of whom shall be appointed as the Secretary.

#### RCEME KIT SHOP

23. The details of the kit shop are in By-Law Number Eight.

#### REVENUES

24. Operating revenues will be generated by:

- a. membership dues as set by the BOD;
- b. interest on capital invested within the Canadian Forces Central Fund;
- c. franchise fees or profit from the Kit Shop operations; and
- d. fund-raising, approved by the BOD and in accordance with relevant orders.

#### BY-LAWS

25. The By-Laws shall provide the rules and guidelines governing the operation of the Fund. The By-Laws are:

- a. By-Law Number One – The Programme of Benefits;
- b. By-Law Number Two – Membership;
- c. By-Law Number Three – The Light Aid Detachment Network;
- d. By-Law Number Four – Terms of Reference for the BOD;
- e. By-Law Number Five – Terms of Reference for the Administrative Committee;
- f. By-Law Number Six – Terms of Reference for the Heritage Committee;
- g. By-Law Number Seven – Terms of Reference for the Fund-Raising Committee; and
- h. By-Law Number Eight – RCEME Kit Shop.

#### AMENDMENTS

26. Any member of the Fund can propose amendments to the Constitution and its By-Laws. Such proposals are to be submitted to the Administrative Committee through the Corps Adjutant. Amendments are to be approved by a majority vote of the BOD.

BY-LAW NUMBER ONE  
RCEME CORPS FUND

THE PROGRAMME OF BENEFITS

GENERAL

1. This By-Law details the programme of benefits that will be offered to members of the Fund and to the RCEME Corps Community.
2. The dollar amounts identified in this By-Law are considered to be baseline amounts and are subject to review and adjustment as necessary on an annual basis by the BOD.
3. Terminology. The following terms are defined as follows:
  - a. Immediate Family. Spouse or common-law partner and children of the member or those of his/her spouse or common-law partner;
  - b. RCEME Corps Community. Serving and retired Regular or Reserve Force members of the RCEME Corps and its predecessors, whether members or not of the RCEME Corps Fund, and all members of the RCEME Corps Fund; and
  - c. Member in Good Standing. Per By-Law Number Two.

BENEFITS TO FUND MEMBERS

4. The benefits described here below are intended to be offered to all Fund members in good standing, with certain caveats or exceptions specifically noted.
5. Commencing on 1 January 2016, upon joining the RCEME Corps Fund, a new member will a Membership Coin engraved with his/her unique membership number.
6. On 1 January 2016, all existing members in good standing of the RCEME Corps Fund will retain their membership in the Fund; additionally, all existing members of the Associations will automatically be enrolled in the RCEME Corps Fund. Members who already have a Membership Coin will not receive another Membership Coin.

Accoutrements

7. The intent of this benefit is to provide RCEME accoutrements to Fund members in two instances: first, upon entry into the RCEME Corps and second, upon retirement. At entry, upon successful completion of NCM Developmental Period 1.1 or Officer Developmental Period 1, a new Fund member will receive a set of RCEME buttons and RCEME or GEMRC slip-ons, as well as a RCEME T-shirt. At retirement, an existing Fund member will receive their choice of RCEME blazoned accessory such as a tie, a blazer crest or a scarf.

RCEME Bursary

8. The intent of this benefit is to encourage and broaden our families' understanding of the RCEME Corps and to offer a modest amount of financial assistance toward the completion of a post-secondary programme leading to a degree, diploma or certificate. This benefit is available to the immediate family of all Fund members who have been a member in good standing for at least one full year prior to the date of application. This benefit is limited to a one-time award per applicant.

9. Applications are to be made in writing to the Office of the RCEME Corps Fund and received by the RCEME Corps Adjutant no later than the first week of July. The application consists of:
  - a. Application Cover Page;
  - b. Proof of enrolment into an accredited post-secondary institution; and
  - c. A 500 word well-constructed and error-free essay by the applicant which provides the following information to the BOD:
    - i. Who is the applicant and what are his/her goals, and
    - ii. Demonstration of a general understanding of the Corps of RCEME, it's purpose and role within the Canadian Armed Forces, both historically and today, along with an expression of what the Corps of RCEME means to him/her and what elements of the Corps of RCEME does he/she find particularly interesting, and why.
10. The Application Cover Page pro forma, together with the BOD marking guide, is available on the RCEME Corps Fund webpage.
11. Each application is reviewed by the BOD during the summer session and successful applicants may expect to receive the bursary in the early Fall. The number of bursaries available will be promulgated each year in the Spring.

#### Loans and Grants

12. The intent of this benefit is to offer some financial assistance by way of loans or grants to Fund members in good standing where such assistance will be of a clear benefit to the member.
13. Education Short-Term Loan. The intent of this benefit is to provide a short-term loan to members who require financial assistance for academic or technical education upgrading. The loan will be offered interest-free, but will not exceed 50% of the course cost or \$500, whichever is less. The Education Short-Term Loan would normally be repaid within two years from the date of disbursement of the funds. An application consists of an Application Cover Page (available on the RCEME Corps Fund webpage), together with a short letter which provides the following information:
  - i. Who the applicant is, and the institution the applicant is attending, or intends to attend, and the field of study,
  - ii. Dates of the course, and
  - iii. Any other pertinent details.
14. Benevolent Loan and/or Hardship Grant. The intent of these two benefits is to provide a loan and/or grant to members who are in financial distress and/or who experience personal hardship. The Benevolent Loan, which would normally not exceed \$5000, will be offered interest-free, with repayment terms to be determined by the Administrative Committee, but would normally be repaid within a maximum of five years from the date of the disbursement of the funds, whereas the Hardship Grant, which would normally not exceed \$1000, is not required to be repaid. An application for the Benevolent Loan and/or Hardship Grant is to be made, through the applicant's chain of command to the Office of the RCEME Corps Fund, on the form available on the RCEME Corps Fund webpage.

### Emergency Funds

15. The intent of this benefit is to provide emergency financial assistance of up to \$200 to any member of the RCEME Corps community who is experiencing a situation of immediate distress. For clarity, this benefit is not meant to be restricted to members of the Fund. Application for this benefit can be made either by the individual or on their behalf by anyone else, by the most expedient means (i.e. a phone call or email) to the Office of the RCEME Corps Fund. Emergency Funds are not required to be repaid.

### RCEME Sporting Events

16. Sporting Events are an excellent venue for fostering team spirit, friendly competition, and esprit de corps. The following Regional and National Sporting Events have over many years become tradition within the RCEME Corps:

- a. Regional Sporting Events:
  - i. 3<sup>rd</sup> Canadian Division Curling Bonspiel;
  - ii. 4<sup>th</sup> Canadian Division Curling Bonspiel;
  - iii. 5<sup>th</sup> Canadian Division Curling Bonspiel;
  - iv. 2<sup>nd</sup> Canadian Division Golf Tournament;
  - v. 3<sup>rd</sup> Canadian Division Golf Tournament;
  - vi. 5<sup>th</sup> Canadian Division Golf Tournament; and
  - vii. Western RCEME Hockey Tournament.
- b. National Sporting Events (Home Station):
  - i. WO J.R. Muise Memorial Hockey Tournament; and
  - ii. RCEME National Golf Tournament.

17. The intent of this benefit is to provide support to the RCEME Sporting Events which in turn affords the organizers the ability to offer a reduced entry fee for Fund members in good standing and, where possible, prize draws for participating Fund members only. The organizing committee of each RCEME Sporting Event will send a request to the RCEME Corps Adjutant for the funds at least six weeks in advance of the Event. The Regional events will each receive \$400 and the National events will each receive \$800.

18. Requests to change the RCEME Sporting Events must be approved by the BOD.

### Bereavement

19. The intent of this benefit is to offer written condolences to the surviving immediate family on behalf of the RCEME Corps Fund in the event of the death of a member, or of his/her immediate family, of the RCEME Corps community.



#### New Member Kit Shop Voucher

20. Anyone who joins the Fund and was not eligible to receive the Accoutrements benefit will receive a Kit Shop voucher for \$10.

#### Fund Membership Awards

21. The intent of this benefit is to encourage and reward membership in the RCEME Corps Fund. Annually, there will be eight draws of an award of \$250, comprised of \$150 cash and a \$100 Kit Shop Gift Certificate, for Fund members in good standing.

#### Loyalty Coins

22. The intent of this benefit is to recognize continuous membership in the RCEME Corps Fund. There are three coins: Bronze, which recognizes seven years of continuous membership; Silver, which recognizes fourteen years of continuous membership; and Gold, which recognizes twenty-one years of continuous membership.
23. Continuous membership is meant to include combined membership in the EME Branch Fund and the RCEME Corps Fund. For members who retired prior to 1 January 2016 and after the inception of the EME Branch Fund in 1997, previous membership in the EME Branch Fund and/or the RCEME Corps Fund is deemed to be qualifying time. In addition, such members who have a break in membership due to retirement are permitted to buy back their membership.

#### Anniversary Pins

24. The intent of this benefit is to provide Fund members with an annual Anniversary Pin which is designed every year in accordance with the approved theme for the year.

### BENEFITS FOR THE CORPS COMMUNITY

#### Director RCEME Awards

25. The intent of this benefit is to foster esprit de corps and recognize outstanding efforts by members of the RCEME Corps Community, as well as the RCEME Army Cadets, and to provide the recipients with a cash award. Nominations are to be submitted as required in the annual call letter. The awards will be as follows:

26. Regular and Reserve Force Awards:

- a. Regional Awards. The best nominee from each of the following areas will receive a cash award of \$200 and a framed certificate:
  - i. 2<sup>nd</sup> Canadian Division;
  - ii. 3<sup>rd</sup> Canadian Division;
  - iii. 4<sup>th</sup> Canadian Division;
  - iv. 5<sup>th</sup> Canadian Division;
  - v. National Capital Region and Operation Command;
  - vi. Air and Naval Commands; and
  - vii. Training System.

- b. National Award. Of the seven winning recipients, an additional award of \$500 together with a framed certificate will be awarded to the best of those recipients.
27. RCEME Army Cadet Award. Through the National Office of the Army Cadet League of Canada, the top cadet from among all the RCEME Army Cadet Corps across Canada will receive a cash award of \$200 and a framed certificate. The runner up will receive a cash award of \$100 and a framed certificate.
28. Reserve Craftsman Award. The best Reserve RCEME Craftsman from among all the Reserve units across Canada will receive a cash award of \$200 and a framed certificate.
29. Retiree Award. The retiree who among his/her peers is deemed to have made the most significant contribution to the RCEME Corps community over the past year will receive a cash award of \$200 and a framed certificate.

#### RCEME Craftsman/Second Lieutenant Team Sponsorship

30. The intent of this benefit is to support and encourage the participation of Craftsmen and Second Lieutenants in the Regional Golf and Curling RCEME Sporting Events. For each of these Regional Sporting Events, the RCEME Corps Fund will sponsor one team, comprised of Craftsmen and/or Second Lieutenants, that has been selected by the respective organizing committee. The team members may or may not be members of the Fund. The sponsorship will comprise the team registration cost or \$300, whichever is less.

#### Support to Cohesion Events

31. The intent of this benefit is to support and foster esprit de corps by providing some financial assistance to each Region to defray the costs of running RCEME cohesion events. This benefit cannot be combined with sporting events. The organizing committee will send a request to the RCEME Corps Adjutant for the funds at least six weeks in advance of the event. The amount available to support these cohesion events will be established annually by the BOD.

#### Light Aid Detachment Network Disbursement

32. The intent of this benefit is to support and foster the establishment and growth of the Light Aid Detachment (LAD) network across Canada by providing an annual disbursement to each LAD based on the number of retired Ordinary members enrolled in the respective LAD. While a LAD is expected to be comprised of both serving and retired members, in order to more equitably distribute Fund benefits across its membership, the disbursement is an amount equal to 50% of the product of the number of enrolled Ordinary retired members, and the annual membership dues.

#### Annual Stables

33. The intent of this benefit is to foster the maintenance of the bonds of comradeship and the traditions of the RCEME Corps, as well as to offer an opportunity for retired members and serving members, particularly apprentices and subalterns, to meet and interact by holding an Annual RCEME Stables, normally in the Fall, to comprise a day programme and closing dinner. Stables may occur at any location throughout Canada as approved by the BOD.

#### Arte et Marte Artwork Competition

34. The intent of this benefit is to foster engagement of the RCEME Corps community in designing the Annual Anniversary Pin. The author of the winning design will receive a cash award of \$200.

#### National Remembrance Day Wreath

35. The intent of this benefit is to provide a RCEME Corps Fund wreath annually to be laid at the RCEME Gates on Remembrance Day.

#### RCEME Army Cadet Corps Outreach

36. The intent of this outreach program through the National Office of the Army Cadet League of Canada is to foster a positive public image as well as the traditions of the RCEME Corps as they are embodied within the RCEME Army Cadet Corps across Canada.

#### Heritage

37. The intent of this benefit is to maintain and foster the heritage of the RCEME Corps by providing a programme of activities under the aegis of the Heritage Committee.

#### Courtesy Gifts

38. From time to time the RCEME Corps will receive or host visiting members of foreign forces, dignitaries or other honoured guests on occasions of special significance. In accordance with NPP guidelines on Representational Expenses, it is appropriate on such occasions for the DRCEME or other senior Corps representative to present a courtesy gift or memento of a minor nature to the guest or to the senior member of a delegation in respect of tradition and protocol. Annually, the Corps Fund will establish an amount to procure or maintain a small supply of suitable mementos, the distribution of which will normally be authorized by the DRCEME or the Chair of the Administrative Committee. Requests for courtesy gifts for visits occurring outside the NCR or CFB Borden should be forwarded to the Corps Adjt by the Senior Regional Representative of the hosting area no less than 30 days before the anticipated visit.

BY-LAW NUMBER TWO  
RCEME CORPS FUND

MEMBERSHIP

GENERAL

1. This By-Law details the types of membership available in the RCEME Corps Fund.
2. Membership shall be voluntary. There will be three classes of membership as follows:
  - a. Ordinary. Ordinary members must be either:
    - i. serving or retired Regular or Reserve Force members, including General Officers and Colonels, of the Corps of RCEME and its predecessors; or
    - ii. previous Regular or Reserve Force members of the Corps of RCEME or its predecessors who wish to remain affiliated with the RCEME Corps.
  - b. Associate Members. A person who has contributed to the betterment of the RCEME Corps and whose nomination by an Ordinary or Honorary Member is approved by the BOD may be offered an Associate Membership.
  - c. Honorary Members. The widow/widower of an Ordinary, Associate or Honorary Member will be offered an Honorary Membership in the Fund. Additionally, a person who has made an exceptional and noteworthy contribution over time that has brought honour to the RCEME Corps and whose nomination by an Ordinary member is approved by the BOD may be offered an Honorary Membership in the Fund.

GRANDFATHERED MEMBERSHIPS

3. Existing Lifetime Members of the predecessors of the RCEME Corps Fund are deemed to be Ordinary Members of the RCEME Corps Fund, but will be exempt from paying membership dues in perpetuity.
4. Existing Honorary Members and Honorary Presidents of the predecessors of the RCEME Corps Fund are deemed to be Honorary Members of the RCEME Corps Fund.

FEES

5. Honorary members do not pay a membership fee and are deemed to be in good standing.
6. Ordinary and Associate members will pay a membership fee, in advance, to belong to the RCEME Corps Fund, and is set at \$2.00 per month. Members may pay either monthly by pay allotment (Canadian Armed Forces pay allotment code Y010), or annually by cheque or money order made out to the RCEME Corps Fund or in person directly to the RCEME Corps Adjutant, or online at the RCEME Corps Fund webpage.
7. A member who pays monthly by pay allotment is deemed to be a member in good standing. A member who pays annually is deemed to be a member in good standing as long as his/her membership fee is received by the RCEME Corps Adjutant by 31 January.
8. A member who is released from the Canadian Armed Forces dishonourably will have their membership revoked and will be reimbursed any membership fees paid beyond the date of release.

9. A member who allows their membership to lapse and who wishes to re-apply for membership will be required to pay their membership fees back to the month in which their membership lapsed.

BY-LAW NUMBER THREE  
RCEME CORPS FUND

LIGHT AID DETACHMENT NETWORK

GENERAL

1. This By-Law details the process to establish and administer a Light Aid Detachment (LAD) of the RCEME Corps Fund.
2. In order to foster the bonds of comradeship and esprit de corps of the RCEME Community on a regular basis across Canada (and elsewhere), the establishment of local LADs as chapters of the RCEME Corps Fund is strongly encouraged. Every established LAD will operate as a sub-entity of the RCEME Corps Fund and is therefore governed by this Constitution and its By-Laws.

APPLICATION TO ESTABLISH A LAD

3. A group of normally at least 10 persons who are individually Ordinary members of the RCEME Corps Fund according to By-Law Number Two may make an application to the Chair of the Administrative Committee through the RCEME Corps Adjutant to establish a LAD. The application must be in writing, either on paper or by email, and must include:
  - a. Statement of intent to establish a local LAD;
  - b. Location of the LAD (e.g. LAD Sault Ste. Marie), which shall be the name of the LAD;
  - c. Nominal roll of the initializing group, clearly indicating those who are retirees; and
  - d. Names of the Initial Executive Committee.
4. Upon approval of the application, the Administrative Committee will provide written authorization to use the RCEME/GEMRC Crest and Devices in its day to day operations as well as in any fund-raising campaigns. Additionally, the Administrative Committee will register the new LAD and arrange for payment of the annual disbursement.

EXECUTIVE COMMITTEE

5. The operation of a LAD will be governed by its Executive Committee, which must comprise as a minimum, a President, a Vice-President and a Secretary/Treasurer. The Executive Committee must be elected by its members as a minimum every two years. The Executive Committee must meet formally at least once a year in order to, as a minimum, generate and approve the Annual Operating Budget. In addition, by March of every year, the Executive Committee must forward to the Chair of the Administrative Committee:
  - a. Nominal roll as of 31 December;
  - b. Annual Statement of Financial Position for the previous year ending 31 December;
  - c. Annual Operating Budget for the upcoming year; and
  - d. Record of Decisions of the meetings of the Executive Committee.
6. Fund-raising conducted by a LAD shall be coordinated with the Chair of the Fund-Raising Committee.

### SUSPENSION OR REVOCATION OF STANDING

7. Decisions to suspend or revoke the status of a LAD may only be made by the BOD on the recommendation of the Administrative Committee.

BY-LAW NUMBER FOUR  
RCEME CORPS FUND

TERMS OF REFERENCE FOR THE BOARD OF DIRECTORS

GENERAL

1. This By-Law provides the Terms of Reference for the Board of Directors (BOD) of the RCEME Corps Fund.
2. As a guiding principle, the BOD shall act always in a manner which is consistent with the Purpose and Objectives of the RCEME Corps Fund.

TERM

3. Members of the BOD shall be members in good standing of the RCEME Corps Fund. Members appointed to the BOD shall normally serve for a period of two years.
4. The Colonel-Commandant shall lead the process to solicit volunteers for the four retiree BOD positions by sending out a call letter to the LAD Presidents for nominations (through the Corps Adjutant); selection of the retiree BOD members shall be made by a sub-committee consisting of Director RCEME, Colonel-Commandant, Corps Sergeant-Major and the RSM RCEME School. The sub-committee will not normally review more than one nomination per LAD per vacant BOD position.

RESPONSIBILITIES OF THE BOD

5. The BOD is responsible to ensure that the Fund programme and activities are conducted in accordance with the stated aim and objectives, and are in line with the overall strategic vision of the RCEME Corps. The specific responsibilities of the BOD are as follows:
  - a. Oversee the operation of the Fund and its Programme defined herein in accordance with the provisions of the Canadian Forces Personnel Support Programs Policy Manual;
  - b. At least every two years, review the established limits for outstanding loans and grants;
  - c. Review and approve the Annual Operating Budget for the Fund; and
  - d. Approve all amendments to the Constitution and By-Laws.
6. The BOD shall meet bi-annually, as a minimum.
7. All decisions made by the BOD shall be rendered only by majority vote pursuant to the raising and seconding of a formal motion for the matter to be decided. Following discussion, each member of the BOD in attendance shall cast a vote, including the Chair and Deputy Chair. However, in the event of a tie, the Chair, in consultation with the Deputy Chair, shall make a final determination on the matter at hand. A quorum for every meeting, whether regularly scheduled or extraordinary, shall consist of at least seven members, at least two of whom shall be Non-Commissioned Members, and one of whom shall be a retiree.
8. In advance of planned BOD meetings, the agenda together with background information on all matters planned for discussion and decision shall be communicated by the Administrative Committee to the BOD members and to the LAD Presidents. Every effort shall be made to ensure that this information is made available at least two weeks in advance of the meeting.



9. No expenditures or financial commitments beyond those approved in the Annual Operating Budget may be made without approval by the BOD, whether during a regularly scheduled meeting, or where deemed necessary by the Chair, during an Extraordinary Meeting.

#### DUTIES OF BOD MEMBERS

10. Each member of the BOD shall:
  - a. make every effort to attend the BOD meetings, whether in person or by teleconference or by video-teleconference, or arrange for an appropriate replacement to attend on his/her behalf;
  - b. represent the concerns of their assigned constituency; and
  - c. review all material sent in advance of BOD meetings in order to be well-informed of the matters to be addressed on the agenda.

BY-LAW NUMBER FIVE  
RCEME CORPS FUND

TERMS OF REFERENCE FOR THE ADMINISTRATIVE COMMITTEE

GENERAL

1. This By-Law provides the Terms of Reference for the Administrative Committee of the RCEME Corps Fund.

TERM

2. Members of the Administrative Committee shall be members in good standing of the RCEME Corps Fund. The Chair, Secretary-Treasurer and Senior NCM member of the Administrative Committee will assume their duties on the Administrative Committee commensurate with their posting in to their positions at the RCEME School. The Junior NCM member should normally serve for a period of at least two years.

RESPONSIBILITIES OF THE ADMINISTRATIVE COMMITTEE

3. The Administrative Committee is responsible for discharging all administrative functions related to the operation of the Fund and undertaking projects as directed by the BOD. The specific responsibilities of the Administrative Committee are:
  - a. Maintain the master membership nominal roll;
  - b. Maintain the register of established LADs, together with their respective annual documentation remits;
  - c. Collect and administer dues and revenues, including the issue of tax receipts for donations;
  - d. Administer the Benefits to Members and Benefits to the Corps Community as described in By-Law Number One, including preparation of documentation, preparation of files, procurement of Membership Coins, Anniversary Pins and Loyalty Coins, etc;
  - e. Disburse funds as approved by the BOD;
  - f. Prepare an Annual Operating Budget for approval by the BOD;
  - g. Prepare financial statements and arrange for independent audit as required;
  - h. Raise and administer contracts entered into by the Fund;
  - i. Staff correspondence as required on behalf of the Fund;
  - j. Produce Minutes of meetings of the BOD and of the Administrative Committee; and
  - k. Together with the Corps Staff, maintain the RCEME Corps Fund webpages within the Official Corps of RCEME Website.

#### AUTHORITIES GRANTED TO THE ADMINISTRATIVE COMMITTEE

4. The Administrative Committee is authorized to conduct the following business of the Fund as a matter of course:
  - a. Approve requests to establish an LAD;
  - b. Approve requests for Loans, Grants and Emergency Funds in accordance with the Annual Operating Budget and the maximum outstanding loan amounts as prescribed by the BOD; and
  - c. Make routine banking and asset allocation decisions in the best interests of the Fund.

BY-LAW NUMBER SIX  
RCEME CORPS FUND

TERMS OF REFERENCE FOR THE HERITAGE COMMITTEE

GENERAL

1. This By-Law provides the Terms of Reference for the Heritage Committee of the RCEME Corps Fund.

TERM

2. Members of the Heritage Committee shall be members in good standing of the RCEME Corps Fund. The Chair of the Heritage Committee shall be a serving Colonel of the RCEME Corps and appointed by RCEME Council. The Chair shall select the remaining members of the Committee, less those serving by means of prior appointment, and shall establish sub-committees as necessary.

RESPONSIBILITIES OF THE HERITAGE COMMITTEE

3. The Heritage Committee is responsible to develop, coordinate and execute the RCEME Heritage programme as approved by the BOD. The specific responsibilities of the Heritage Committee are:
  - a. Collect and preserve RCEME artefacts and memorabilia;
  - b. Oversee the development and operation of the RCEME Museum(s);
  - c. Establish and execute a Heritage Programme of activities, approved annually by the BOD, to include anniversary celebrations, educational presentations, remembrance activities, monument upkeep, etc; and
  - d. Prepare, together with the Chair of the Fund-Raising Committee, an annual operating budget for approval by BOD; and
  - e. Report progress and achievements to the BOD.

ARTEFACTS AND MEMORABILIA

4. All artefacts and memorabilia under the custody and control of the RCEME Corps Fund shall be managed in accordance with the Canadian Armed Forces Personnel Support Programs Policy Manual.

BY-LAW NUMBER SEVEN  
RCEME CORPS FUND

TERMS OF REFERENCE FOR THE FUND-RAISING COMMITTEE

GENERAL

1. This By-Law provides the Terms of Reference for the Fund-Raising Committee of the RCEME Corps Fund.

TERM

2. Members of the Fund-Raising Committee shall be members in good standing of the RCEME Corps Fund. The Chair of the Fund-Raising Committee shall be appointed pursuant to the process detailed at By-Law Number Four. The Chair shall select up to five members to serve on the Fund-Raising Committee, one of whom shall be appointed as the Secretary.

RESPONSIBILITIES OF THE FUND-RAISING COMMITTEE

3. The Fund-Raising Committee is responsible to develop, coordinate and execute a fund-raising campaign to generate funds for the RCEME Corps Fund in support of its approved programmes. All fund-raising activities undertaken in the name of the RCEME Corps Fund shall be in accordance with Canadian Armed Forces Morale and Welfare Services Non-Public Property Donation and Sponsorship Policy. The specific responsibilities of the Fund-Raising Committee are:
  - a. Liaise with the LAD Network and the Heritage Committee to determine funding requirements beyond the annual RCEME Corps Fund Programme;
  - b. Develop, maintain and execute a Long-Term Fund-Raising Campaign Plan, approved annually by the BOD, to meet the funding requirements for planned activities (e.g. Major Anniversary Celebrations, Museum Operations, etc);
  - c. Develop, maintain and execute an Annual (Short-Term) Fund-Raising Campaign Plan, approved annually by the BOD, to include as a minimum an annual call for charitable donations (i.e. eligible for a tax receipt) from the membership;
  - d. Establish and maintain a network of contacts at the individual, donor group, and corporate levels to facilitate the execution of the campaign plans;
  - e. Establish a communication mechanism to maintain situational awareness of all fund-raising activities and results across the RCEME Corps Community;
  - f. Maintain oversight of all fund-raising activities across the RCEME Corps Community; and
  - g. Report progress and achievements to the BOD.

AUTHORITIES GRANTED TO THE FUND-RAISING COMMITTEE

4. The Fund-Raising Committee is authorized, within the limits prescribed by the Non-Public Property Donation and Sponsorship Policy, to seek sponsorships and donations in the name of the RCEME Corps Fund from individuals, donor groups and corporations in the execution of their approved campaign plans.
5. In respect of donations received, charitable tax receipts will be issued solely by the Corps Adjutant.

BY-LAW NUMBER EIGHT  
RCEME CORPS FUND

TERMS OF REFERENCE FOR THE KIT SHOP

GENERAL

1. This By-Law provides the Terms of Reference for the RCEME Corps Kit Shop.

PURPOSE

2. The purpose of the Kit Shop is to provide members of the RCEME Corps Community with RCEME/GEMRC crested products for purchase, as a means of enhanced visibility and a way to demonstrate pride in the Corps.

AUTHORITIES

3. The RCEME Corps Kit Shop shall be operated under the auspices of the RCEME Corps Fund, through the Chair of the Administrative Committee, who, with the approval of the BOD, shall have the authority to enter into contractual arrangements as necessary. The sole authority to approve products and the quality of those products is the Chair of the Administrative Committee; it is expected that he/she will consult with the Corps Sergeant-Major on matters of accoutrements design etc.

PROFITS

4. All profits generated by the operation of the RCEME Kit Shop, regardless of the operating concept (i.e. vendor operated, Corps operated, CANEX operated), shall accrue to the RCEME Corps Fund.