



## The Princess of Wales' Own Regiment Association

### List of Amendments to the Constitution and By-Laws

#### General

Amendments to the Constitution and By-Laws may be submitted and approved by the Association membership to direct and assist the Executive Committee, to clarify and discharge their responsibilities and for the betterment of the Association.

#### Past Additions/Amendments

##### **AGM May 12, 2007**

Association annual membership dues be increased to \$15.00

##### **AGM May 14, 2007**

The official dress for Association Members who are former members of the Regiment is described as navy blazer with Regimental crest, grey flannels, Regimental tie and wedge cap/beret that includes the Regimental badge. Similar dress as appropriate for individual Association members with different military affiliation and as appropriate for members with no previous military affiliation. This dress code to be described within the Association By-Laws and not in the Constitution.

Appropriate dress will be specified, as part of the invitation to each function and parade.

##### **AGM May 5, 2010**

Association annual membership dues approved to be maintained at \$15.00 per year. Additional option of \$25.00 for a two year membership approved. Full review and update of the Constitution and Bylaws was recommended and accepted by the members present.

##### **AGM May 11, 2011**

Revised Constitution and new Bylaws approved by Senate along with List of Proposed Amendments were distributed by mail to ALL members in good standing. Same were presented for approval. Only one (1) "nay" vote ballot was received by mail. Quorum present at AGM accepted all amendments to the Constitution except #8. Quorum approved Constitution amendments and Bylaws as presented by a majority vote.

The Princess of Wales' Own Regiment



## PRINCESS OF WALES' OWN REGIMENT ASSOCIATION

### CONSTITUTION

#### 1. NAME

The name of the Association shall be THE PRINCESS OF WALES' OWN REGIMENT ASSOCIATION.

#### 2. HISTORY

In 1986 Colonel Arthur Twigg a former Commanding Officer, and at that time Honorary Colonel, began to look at the possibility of consolidation of the different organizations that were operating but rapidly shrinking in membership into a single, unified body. The Commanding Officer, Lieutenant Colonel Tom Lodge encouraged the movement, and Captain Pic Albertson and MWO Dominic Pritchard along with others assisted in this endeavour.

At that time there were five groups at various levels of membership in existence:

- the 21<sup>st</sup> Battalion Association from WW1;
- the Stormont Dundas and Glengarry Highlanders Association from WW2;
- the Ex-Senior Non-Commissioned Officers' Association;
- Ex-Officers' Association; and
- the Rocking Chair Rangers (an appointed group of long service, older members).

It was obvious that membership was declining in the groups representing WW1 and WW2 veterans and it was clear that separating the Ex-Officers and Sr. NCOs was no longer practical and wise.

A series of meetings were held and a Steering Committee was established to discuss and prepare a "Constitution" for the new organization to be known as "The Princess of Wales' Own Regiment Association". The new Constitution received approval at a General Meeting on 27 October 1986. Some years later, on 30 May 1994, this original Constitution received its first amendments. The present version of the Constitution follows a comprehensive review and rewriting of several sections of the Constitution and approved by the Commanding Officer, Lieutenant Colonel Howard Coombs and the Executive Committee of the Association for presentation to the membership at the Annual General Meeting held on the 3rd of May 2007.

At the Annual General Meeting held on the 5<sup>th</sup> of May 2010, a review of the Constitution was conducted with an aim to update Executive Committee duties, clarify membership types and confirm the authorized dress for Association members to provide consistent direction and application. The proposed changes were presented to the Commanding Officer, Lieutenant James McKay, approved by the Senate and then mailed out to the general membership. As per the terms of the Constitution, a vote was held within thirty days after the aforementioned mailing at the Annual General Meeting held on May 11, 2011.



### 3. PURPOSE

To foster and promote the spirit of comradeship while continuing to maintain the traditions that were, and are an essential part of the Regiment's history. The Association is to provide support to the PWOR both within the unit's activities and in the community.

### 4. ORGANIZATION

- a. The PWOR Association is part of the "Regimental Family" and receives its mandate under the authority of the Commanding Officer who approves all major activities and projects proposed by the Association. The President will meet on a regular basis with the Commanding Officer.
- b. The Senate is the Senior Advisory Body of "The Family" and as such guides, reviews and approves all issues and projects of member organizations of The Regiment concerning all non-operational matters, such as the Constitution of the Association. The usual protocol line is from the Association to the Commanding Officer and then the Senate. In this way, there is a co-operative and co-ordinated direction in "The Family".

### 5. MEMBERSHIP

There are two types of memberships in the Association:

#### a. Ordinary Members

- i. are former members of The Regiment and those who have served with or been attached to the Princess of Wales' Own Regiment; and
- ii. are all serving members of the Regiment and those of other attached units.

Ordinary members have voting privileges and are eligible to serve on the Executive Committee and/or sub-Committees. Dues are payable as per By-Laws.

#### b. Associate Members

- i. Sponsorship by an Ordinary Member is required;
- ii. Associate members have voting privileges and are eligible to be elected to serve on the Executive Committee as the Secretary or Treasurer; Associate members may serve on any sub-Committee and dues are payable as per By-Laws.

#### c. Lifetime Members

In the past, Lifetime memberships were available and those memberships will be honoured; however this type of membership is no longer available.





d. **Honorary Members**

The Executive may submit the name of a person who has provided exemplary service to the Regimental Family that embodies the aims and purpose of the Association to the highest degree. The concurrence of the Senate and the Commanding Officer will be required to make the appointment.

e. **Membership Dues**

Membership dues as specified in Bylaw #2 must be received by the Treasurer no later than the end of February for the membership year. Members not submitting dues or contacting the Treasurer by this deadline will be removed from the membership list.

New members joining after 30 October of the calendar year shall have their paid dues credited to the following calendar year.

6. **EXECUTIVE COMMITTEE**

- a. The Executive shall be elected at the Annual General Meeting to be held in May of each year. The Executive will be comprised of the following positions:

- 1) President
- 2) Past President
- 3) Vice President
- 4) Secretary
- 5) Treasurer

- b. In addition, the following shall also be members of the Executive Committee upon being appointed:

- 1) Regimental Liaison Officer (RLO) - (this member is appointed by the Commanding Officer and is a voting member);
- 2) Editor PWOR Association Newsletter; and
- 3) Committee Chairpersons (Membership, Events etc.) as required.

- c. In order to ensure continuity in the affairs of the Association, where possible, the election of the President and Treasurer should be in alternate years.

7. **DUTIES OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- a. **The President** shall preside at all meetings of the Association and Executive Committee. He/She will exercise general supervision and control over the offices and business of the Association. He/She shall carry out or designate such business and duties required by the office or mandated by motions and/or votes carried at General Meetings of the Association. He/She shall cast the deciding vote when there is an equal division on any question. He/She



shall be ex-officio member of all committees. He/She will hold meetings on a monthly basis to discuss Association plans and activities.

- b. **The Vice President** shall assist the President in his/her duties. In the absence of the President, he/she shall assume his/her duties.
- c. **The Secretary** will be responsible to keep a record of the proceedings of all General and Executive meetings of the Association by taking minutes of these meetings. The minutes are to be typed and distributed to all Executive Committee members prior to the next meeting. He/She will be the custodian of the correspondence of the Association. He/She will ensure that the minutes from all preceding meetings of the calendar year and correspondence are available at meetings pertinent to the business likely to be transacted.
- d. **The Treasurer** will ensure that a true record is kept of all financial transactions of the Association. He/She will be responsible to maintain a record of receipts and expenditures of the Association. He/She shall ensure that all Association funds are deposited in a Branch of a Bank or Trust Company. The account will bear the name of the Association. He/She shall ensure that the financial books and records are available for inspection by the Executive at all times. He/She shall submit a balance sheet containing a Statement of Assets and Liabilities at the Annual General Meeting which is to be included in the meeting minutes.
- e. **The Membership Chairperson** shall maintain a current roster of members. He/She shall be responsible to supply up-to-date listings of the members for:
  - 1) the Treasurer (for dues);
  - 2) mailing committees;
  - 3) phone contact programs; and
  - 4) approval by the Executive Committee.
- f. **The Regimental Liaison Officer (RLO)** serves as the eyes and ears of the Commanding Officer and Regimental Sergeant Major and as such is the point of contact between the Association and the Regiment for administrative purposes. The messages and opinions from the Commanding Officer will be passed on through the RLO. This position has a vote as an Executive Committee member, but is not a position of authority.

## 8. FINANCES

- a. The elected Executive Committee will be held responsible for the accurate accounting of all funds received by the Association. The Treasurer will produce a financial statement, subject to audit, for presentation to the membership at the Annual General Meeting.
- b. Any single expenditure in excess of \$1,000.00 will require approval at the AGM or at a duly constituted meeting. Expenditures of a lesser amount may be approved by the Executive Committee.



- c. The fiscal year shall be the calendar year, 1 January to 31 December.

## 9. DRESS

The authorized dress for members of the Association is detailed in By-Law #5.

## 10. MEETINGS

- a. A General Meeting shall be held once a year in the month of April or May. The Executive will report to the meeting through the President or Representative. A financial statement will be presented with a proposed budget for the upcoming year. Reports will be given by the various committees on the past year's activities. In addition to the Annual General Meeting, any Association member(s) may petition the President of the Association and Executive to request a General Meeting and provide the reasons for the request. The Executive shall address the concerns expressed, provide a decision and reply to the petitioner(s) with the decision. A quorum for General Meetings will require 10 members in good standing.
- b. A quorum for Executive meetings requires 3 members, one of whom must be either the President or Vice President.

All members are welcome to attend any of the monthly Executive Committee meetings. Attendance at these and any other events that occur help to support the Association. Members are urged to attend the local Remembrance Day Parade wearing medals. If a sufficient number of members are present, they will parade as a body.

## 11. AMENDMENTS

This Constitution and By-Laws of this Association can be changed as per Bylaw # 11 *Amendments to Constitution & Bylaws*.

**NOTE:** Minutes shall be recorded that contain details of the amendment and the results of the vote on same.

## 12. BY-LAWS

Proposed By-Laws or amendments may be submitted by any member to the Executive Committee. These must be approved by the Association members at a General Meeting. By-Laws assist the Executive to clarify and discharge their responsibilities and give guidance to the membership.

## 13. MOTIONS

Those motions approved at a General Meeting which set policy or guidelines to direct and assist the Executive Committee shall be recorded under By-Laws as "Motions Approved" with the date of approval. The Executive Committee and sub-committee(s) will adopt and follow the instructions as specified by the motion. Such motions will amend an existing By-Law, or create a new By-Law as appropriate.