

THE GLENS' (STORMONT, DUNDAS & GLENGARRY HIGHLANDERS') ASSOCIATION



By-Laws

By-Law No. 3

(By-Law No. 2 approved at 2015 AGM
& amended
as By-Law No. 3 at
2017 March General Meeting)



Glens' Association

By-law No.2

(A By-law relating to the conduct of the affairs of the Glens' Association)

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Glens' Association

By-law No. 2

A By-law relating generally to the conduct of the affairs of the Association

Article 1 Name, Object

- Section 1.1** The name of the Association shall be Stormont, Dundas and Glengarry Highlanders' Association. Also referred to as **“The Glens' Association.”**
- Section 1.2** Object of the By-laws is to provide guidance for the operation of the Association and foster the well-being of the Stormont, Dundas and Glengarry Highlanders, its members and former members.



Article 2 Code of Conduct

Section 2.1 **Meetings:** members of “The Glens’ Association”, present at meetings shall govern and abide themselves in accordance with “Roberts Rules of Order”.

Section 2.2 **Assembly:** formal or informal, members shall conduct themselves in a professional and congenial manner, being respectful of each other and any guests in attendance at all times.

Section 2.3 **Consequence:** of any member of the Association and/ or Executive Committee not fulfilling his or her obligations may be asked to resign, by a majority vote of The Executive Committee.

Section 2.4 **Dress:** with no qualification period required, on all appropriate occasions, duly recognized members, whether Ordinary or Associate, are afforded the privilege and right to wear the following Association dress:

Formal Wear:

- 1) Glengarry and Cap Badge, as worn by the Regiment.
- 2) Blue Blazer with Regimental Crest.
- 3) Gray Trousers (Ladies with gray skirt if preferred).
- 4) White Shirt.
- 5) Regimental McDonnell of Glengarry Tie.
- 6) Black Shoes.

Casual Wear:

- 1) Peak Cap bearing Regimental Crest.
- 2) Blue Polo or T Shirt bearing Regimental Crest.
- 3) Gray Trousers (Ladies with gray skirt if preferred).
- 4) Black Shoes.



Article 3 Definitions of Terms

“Association”	Means Glens' Association and or Stormont, Dundas and Glengarry Highlanders' Association.
“AGM”	Means Annual General Meeting.
“Appoint”	Includes “Elect” and Vice Versa.
“Code “	Means Code of Conduct.
“Signing Officer”	Means any person authorized to sign on behalf of the “Glens' Association”.

Article 4 Affairs of the Glens' Association

Section 4.1	Executive: The affairs, and day to day operations of the Association, shall be managed by an elected Executive Committee composed of six (6) members; President, Vice President Secretary Treasurer Membership, Chair Entertainment, Chair
Section 4.2	Business Office; Shall be housed at the Stormont, Dundas and Glengarry Highlanders Cornwall Armoury, 505 Fourth St, East, Cornwall, Ont. K6H 2J7
Section 4.3	Mailing Address: Shall be; The Glens' Association c/o The Stormont, Dundas and Glengarry Highlanders, Cornwall Armoury 505 Fourth St. East



Cornwall, Ont. K6H 2J7

Section 4.4

Authority:

The authority for the By-laws of "The Glens' Association" resides in the Regimental Senate of the Stormont, Dundas and Glengarry Highlanders.

Section 4.5

Financial Year:

Until changed and approved at the AGM the financial year of the Glens' Association shall end on the last day of December each year.

Section 4.6

Execution of Instruments:

Contracts, obligations, certificates, cheques and other instruments authorized by the authority of the S.D & G Highlanders may be signed on behalf of the Association by any two of three persons, one of whom holds the office of President or Vice – President and the other holds the office of Treasurer.

Section 4.7

Banking:

a) The banking business of the Association shall be transacted with such banks, trust companies as may be designated by or under the authority of the Executive Committee.

b) All deposited funds of the Association, shall be maintained in interest bearing checkable accounts only.



Article 5 Members

Section 5.1 Membership:

Is open to all members past and present of the Regiment, The Canadian Armed Forces, their families and friends, including members of community at large.

Section 5.2 Member Categories:

a) Associate Member:

Open to all persons, that agree to abide by the By-laws of the Association, complete an application and are approved by the Membership Committee.

b) Ordinary Member:

Open to all serving and former members of the Regiment and Canadian Forces and to Associate Members, completing five years' service in the Association.

c) Honorary Member:

The serving Commanding Officer, the serving Regimental Sergeant Major, the Honorary Colonel, and the Honorary Lieutenant Colonel shall automatically be recognized as Honorary Members of the Association immediately upon being named to the positions.

d) Association Life Member:

The Executive Committee may bestow a special honor of an Association Life Membership on a deserving member based on the criteria laid out in the Honor and Awards Program.

Section 5.3 Membership Dues:

a) Shall be at the pleasure of the Executive Committee and appear as a line item on the AGM agenda for discussion and approval of the General membership.

b) All dues are to be due in January of the fiscal year and are payable prior to the AGM.



c) Non-payment and/or lapse of dues, results in the loss of membership privileges.

Section 5.4 Honor and Award Program

a) Certificate of Appreciation.

Awarded to persons who have **provided a service** to the Association.

1) Certificate

b) Certificate of Merit.

Awarded to persons who are **providing a much-merited service** to the Association.

1) Certificate

c) Certificate of Meritorious Service.

Awarded to persons who have provided exemplary service over and above that which is expected of a member.

1) Certificate

2) Plaque

d) Association Life Member.

The Executive may bestow a special honor of an Association Life Membership on a deserving member that has served at least ten years with the Association.

1) Plaque

Section 5.4.1 Friends of the Glens.

The "Friends of the Glens" (Non Member) award is intended to recognize individuals and organizations which have rendered assistance, service, or cooperation to the Association beyond that which could be anticipated or expected.

1) Certificate

2) Plaque

Recommendation for a Friend of the Glens award can be recommended by any member in good standing but must be



vetted through the Membership Committee to be affirmed by a simple majority of the elected Executive Committee members.

Section 5.5 Resignation, Suspension and Termination of Membership

a) Executive Committee: members intending to withdraw from their position of the Committee may do so at anytime upon giving ten days (10) notice in writing and lodging a copy of same with the Secretary

b) Any member: of the Association acting in a manner contrary to the requirement of the Code of Conduct or in contravention of the By-laws may have their membership suspended or terminated.

c) Termination of Membership: The Executive Committee for the purpose of suspending or terminating a member may do so by a resolution passed by majority of the votes cast at a meeting called for that purpose.

d) Appeals: may be submitted to the Executive Committee for consideration but all decisions of the Executive committee shall be final.

Article 6 Meeting of Members

Section 6.1 Annual General Meeting:

The AGM, may be held in the month of June in each year or at such time in each year the Executive Committee or due to circumstances may determine otherwise for the purpose of receiving any other reports and statements determined necessary by the Bylaws.

Section 6.2 Order of Business Agenda for AGM:

- a) Call to order.
- b) Period of Silence to honour fallen comrades.
- c) Minutes of previous AGM meeting.



- d) Financial report, as of last fiscal year end.
- e) Old Business (Business arising out of the Minutes).
- f) New Business;
 - Notice of Motions
 - Setting of Annual Dues
 - By-law amendments
- g) Election of Executive Committee
 - When applicable, (see Sec.8.4, Term of Office)
- h) Good and Welfare of the Association
- j) Adjournment

Section 6.3 Special Meetings:

The President and/or Executive Committee shall have the authority to call a special meeting of members at any time at least 48 hours notice and stating the purpose for which it is called.

Section 6.4 Executive Meetings and General Meetings:

Executive meetings will be at the call of the President and General Meetings time and place shall be determined by the Executive Committee.

Section 6.5 Place of Meetings of Members:

Shall be held at the Cornwall Armoury, unless otherwise notified.

Section 6.6 Notice of Meetings:

a) Notice, time and place of each meeting of members, will appear in the minutes of meetings and shall be given to each member of record in not less than five days before the date of the next meeting.

b) Special Meetings require 48 hours notice, stating general nature of the business to be transacted.

c) AGM require 30 days prior notice, notices are to be sent to each member of record.



Section 6.7 Order of Business for General and Executive Meetings:

- 1) Call to Order
- 2) Period of Silence to honour fallen comrades
- 3) Minutes of the previous meeting
- 4) Correspondence
- 5) Treasurer's Report as of previous month ending at the executive meeting.
- 6) Committee Reports
- 7) Old Business (from minutes)
- 8) New Business
- 9) Good and Welfare of the Association
- 10) Time and Place Next Meeting
- 11) Adjournment

Section 6.8 Quorum:

a) Annual General Meeting:

Shall be no less than twelve (12) members attending the meeting.

(No proxies permitted)

b) General Meeting and Special Meetings:

Shall be no less than twelve (12) members in attendance at the meeting.

c) Executive Meeting:

Shall be no less than three (3) members in attendance at the meeting.

d) Suspension / Termination Meeting.

Shall require the majority of votes cast by the Executive Committee.

Note:

a) If a quorum is present at the opening of any meeting of members, the members present may proceed with the business of the meeting, notwithstanding, that a quorum



is not present throughout the meeting. (vote to abstain, or refrain, etc.)

b) If a quorum is not present at the opening of the meeting, the members shall adjourn the meeting to a fixed time and place but may not transact any other business.

Section 6.9 Tie Vote / Votes to Govern:

a) A quorum being present, amendments or revisions to the Bylaws requires 2/3 of the votes cast supporting the amendments or revisions.

b) All other questions shall be decided by the majority of votes cast.

c) In the case of a tie vote the Chairperson, if he/she has not already voted on the question, shall cast the deciding vote. If he/she has already voted on the question, shall not be permitted to a second casting vote and the question is lost.

Article 7

Appointment of Chair to Nominations Committee:

Section 7.1 Nomination of Chair:

a) Prior to 30th of April, in an election year, the President shall appoint from the membership, a Chair of the Nominating Committee.

b) The Chairman of the Nominating Committee may select two other members of the Association, one of which will act as Sub Chair.

Section 7.2 Duties of Nomination Committee:

a) Ensure the timely issue of notices of nominations and information regarding the elections.



- b)** Seek and receive among the Association candidates to fill the positions on the Executive Committee and post nomination for election.
- c)** Receive and qualify nominations and confirm that they will stand for election.
- d)** The Nominations Chairman shall present the slate of qualified candidates to the AGM.
- e)** At the election, the Nominations Chair will receive additional nominations from the floor to fill the vacant and or seats to be contested.
- f)** if unsuccessful to complete the slate of officers, the Nomination Committee Chair will declare the seats vacant and the elected President will have the authority (per bylaws) to appoint members to fill such vacancies.
- g)** Preside over the elections of Executive Committee.
- h)** Assemble, procure and distribute ballots.
- I)** Oversee the voting procedures, secure ballot boxes , appoint scrutineers , declare voting results.
- J)** Arrange for the destruction of the ballots.

Sec.7.3 Disqualification:

Members of the Nomination Committee, may not stand for election while in office.

Sec.7.4 Disband:

The Nomination Committee shall disband upon the completion of AGM.

Article 8 Executive Committee

Sec. 8.1 Age of Majority:

No person shall qualify for election on Executive Committee unless he /or/she is eighteen or more years of age.

Sec. 8.2 General Responsibilities:

- a)** Manage for the well-being of the Association
- b)** Abide and govern, by the By-laws of the Association



- c) Perform duties assigned within the portfolio held
- d) Perform duties assigned by the President

Sec. 8.3 Officers and Duties

1) President;

Qualifications,

Shall be an Ordinary member and Former member of the Regiment with three years service in the Association.

Duties:

- a. CEO of the Executive Committee
- b. Appoint Nominations Committee Chair
- c. Preside at Assoc. & Exec. Committee Meetings
- e. Call a General Meeting of Members at least annually
- f. Call Executive Committee meetings as required
- g. Represent the Association at Regimental meetings.
- h. Appoint vacant Executive Positions as needed
- i. Signing Officer of the Association.
- j. Supervise Executive Committee Members

2) Vice-President;

Qualifications,

Shall be an Ordinary member and former member of the Regiment with three years service in the Association.

Duties:

- a. Assist the President in all duties
- b. Act as President should the President be incapacitated
- c. Safeguard the By-laws of the Association
- d. Signing Officer of the Association

3) Secretary;

Qualifications,

Shall be an Ordinary member of the Association

Duties:

- a. Conduct, receive & maintain all correspondence.
- b. Take and preserve all minutes of Assoc. meetings
- c. Prepare and circulate notices & agendas for meetings
- d. Perform duties assigned by the President and Vice-Pres.



4) Treasurer;

Qualifications,

Shall be an Ordinary member of the Association.

Duties:

- a. Maintain all Association financial accounts
- b. Signing Officer of the Association
- c. Conduct all financial affairs of the Association
- d. Prepare & present an annual financial report at the AGM.
- e. Prepare & present a monthly financial report at each Executive and General Meeting.
- f. Perform other duties assigned by the Pres. or Vice-Pres

5. Membership Committee Chair:

Qualifications,

Shall be an Ordinary member of the Association.

Duties:

- a. Maintain and post as required, current membership lists.
- b. Act as Assistant Treasurer
- c. Appoint members to committee as needed
- d. Perform other duties assigned by the Pres or Vice Pres
- e. Notices of dues owing shall be noted in general and directed communication with the member, whenever possible, convenient and in a timely manner.
- f) Complete Membership application forms for all members and make available at the bar in all messes and guard post in the main lobby.

6. Entertainment Committee Chair;

Qualifications,

Shall be an Ordinary member of the Association.

Duties:

- a. Coordinate all social activities of the Association
- b. Act as assistant Secretary
- c. Appoint members to committee as needed
- d. Perform other duties assigned by the Pres or Vice-Pres.



Sec. 8.4 Term of Office:

On the Executive Committee, shall be for two years commencing, immediately following the declaration of the election results by the Chair of the Nominations Committee.

Sec. 8.5 Vacancies on the Executive Committee:

Members that resign, are suspended, or removed from office or are unable to continue their duties for other reasons, the President shall declare the office vacant and appoint a replacement for the duration of the term.

Sec. 8.6 Sub Committees:

May be established and disbanded by the President and Executive as needed.

**Article 9
Amendment to the By-laws**

Sec.9.1 By-law amendment:

Provided a quorum is present and notice of the proposed changes shall have been received by the members four (4) weeks prior to the proposed effective date.

These By-laws may be amended or revised by a **2/3** vote of eligible members present at any regular or special meeting or AGM.

**Article 10
Binding**

Sec. 10.1 Binding

This By-law shall be binding on members of the Association, its Officers and all persons lawfully under its control.



Article 11
Effective Date

Sec. 11.1 Effective Date:

- a. These Bylaws shall come into force on the date of its confirmation by the members of the Association and adopted by the Executive Committee on the:

Date: 18th day of March, 2017