

Annex A  
Club Constitution

CANADIAN FORCES BASE KINGSTON,  
KINGSTON GARRISON SQUASH CLUB CONSTITUTION  
EFFECTIVE: 21 JANUARY 2016  
ARTICLE 1

GENERAL

1. This organization having been duly constituted under the authority of QR&O Article 4.61 shall be known as the Canadian Forces Base Kingston, Kingston Garrison Squash Club (KGSC). Here in after referred to as the KGSC.
2. This activity will be operated in accordance with regulations and orders governing the operations of recreational activities as outlined in PSP Policy Manual Part 6, Base/Wing Standing Orders plus, other applicable regulations and orders that may be promulgated under the authority of the Base/Wing commander, Canadian Forces Base Kingston, including the instruction contained in this Constitution and in the amplifying By-Laws appended thereto.

ARTICLE II

PURPOSE

1. The purpose of the KGSC is to provide a facility for the purpose of undertaking squash and related activities. It is intended to be a non-profit organization, which provides services and entertainment for its members, consistent with applicable PSP Policy Manual Part 6, Base/Wing Policies, and Federal Regulations.

AFFILIATIONS

2. Should the Club wish to affiliate or associate itself with another organization, group, or society with similar interests which is not authorized by a PSP Policy manual part 6 or A-PS-110, the President of the Club shall obtain from the organization concerned an outline of its operations and purposes including:
  - a. a copy of the organization's constitution;
  - b. copies of any regulation binding members or affiliation with the organization; and
  - c. a list of the groups affiliated with this organization.

3. Upon reviewing the material concerning the Club, should the Executive of the Club believe affiliation with the organization to be in the best interest of the Club, affiliation may be proposed for the approval of the membership at a General Meeting.

4. No undertaking to join any association and nor any action that may be construed as affiliation or association may take place unless the President of the Club prepares a submission concerning the affiliation or association. He/she must submit it to the Recreation office, which in turn shall staff the same for final approval of the Base/Wing Commander or such officer as the Base/Wing Commander may designate.

### ARTICLE III

#### MEMBERSHIP

1. Regular Members:

- a. Canadian Forces members: Currently-serving Regular and Reserve Force personnel and their families;
- b. Members of Foreign Military currently serving with the CAF and their families;
- c. Veterans (Former members of the CAF who have successfully completed Basic Military training and have been honourably discharged) and their families;

2. Ordinary Members:

- a. Current DND Public Servants, Staff of NPF, Staff of MFRCs, Staff of DRDC and DCC and their families;
- b. Serving RCMP and their families;
- c. Currently-serving Honorary Colonels/Captains (N) and Honorary Lieutenant-Colonels/Commanders and their families;
- d. Former Staff of NPF receiving a pension and their families and former DND employees with 10 years of service with DND and in receipt of a pension; and
- e. Former RCMP in receipt of an annuity and their families.

3. Associate Members: All others who pay or are invited to become members

### ARTICLE IV

#### MEETINGS

1. Meetings shall be held as follows:

- a. General meetings – shall be held at least annually, with notification being given at least two weeks in advance;

- b. Executive Committee Meetings – may be held monthly or as directed by the President. Notification shall be given five (5) days in advance by the Secretary; and
  - c. Special Meetings – as called by the President.
2. Quorum. The Club shall not implement new projects or expenditures without a Quorum. A Quorum shall be at least 50 percent of the voting members unless the meeting has been advertised to all members 14 days in advance and posted for all to see.
3. Voting Privileges. Each member of the Club is entitled to one vote on each topic of discussion. Voting shall be done by a show of hands. A simple majority shall serve to pass or defeat a motion. There will be no voting by proxy. Note: Associate members do not have voting rights.
4. Meeting Format. The following format shall be used:
- a. meeting called to order;
  - b. reading of previous minutes, and their adoption;
  - c. new business
  - d. old business;
  - e. treasurer’s report;
  - f. reports from sub-committees;
  - g. announcements; and
  - h. adjournment.
5. Minutes. The minutes of a meeting shall be:
- a. taken for all Executive Committee and General meetings; and
  - b. approved by the Base/Wing commander or designate before implementation.
6. Format of Minutes. The minutes shall be laid out as indicated in Annex B, club Administration section.

## ARTICLE V

### OFFICERS

1. The officers together with the Chairpersons of such committees as may be required, shall constitute the Executive Board of the Club. Officers must have been a member in good standing for the past six months. The members shall elect the following officers (either the President or the Vice President shall be a serving Regular member):
  - a. President ;
  - b. Vice President;
  - c. Secretary;
  - d. Treasurer; and
  - e. Other, as deem necessary.

## ARTICLE VI

### FINANCES

1. The financial management of the Club will comply with the policies and procedures governing the operation of NPP institutes as outlined in A-PS 110 and all other applicable orders and regulations that may be promulgated under the authority of the Base/Wing Commander.

## ARTICLE VII

### BUDGET

1. The Club shall be required to submit yearly, at the call of the Manager, Community Recreation, a budget forecasting in detail the expected revenue and expenditures of the Club for the coming year. The following provisions will apply:
  - a. requests for assistance via capital expenditures must be fully justified and approved prior to any disbursement of funds; and
  - b. budgets will be submitted to the Manager, Community Recreation prior to being approved by the Base/Wing Fund.

2. Approval of the Club budget constitutes approval of the expenditures therein, subject to availability of funds within the Club account.
3. The Manager, Community Recreation, prior to expending must approve unforecasted expenditures, which exceed the forecasted budget and are unavailable in the Club budget.

## ARTICLE VIII

### INVENTORY CONTROL

1. The control of inventory within the KGSC will be the responsibility of the DA Holder and be in accordance with the policies and procedures governing the operation of NPF accounting in A-FN-105-001/AG-001 Policy and Procedures for Non-Public Fund Accounting and all other applicable regulations and orders that may be promulgated under the authority of the Base/Wing Commander.

The following procedure will be adhered to:

- a. the DA holder will be a volunteer and normally be the Vice President;
- b. non-expendable items will be entered on the KGSC and NPF accounts;
- c. inventory numbers will be assigned;
- d. inventory items will be marked for identification;
- e. loan out system will be implemented within regulations where applicable;  
and
- f. NPF Accts or representative will do/call semi-annual audit check.

## ARTICLE IX

### AMENDMENTS

1. Notice in writing by a mover and a seconder will be made to the Secretary of any proposed change to the Constitution or Club operation at least two weeks in advance of a General Meeting. The Motion will be posted in the Clubroom not less than one week prior to a General Meeting. Changes to the Constitution must be passed by a majority vote of the members at a General Meeting. All approved amendments must be forwarded to the Base/Wing Commander for final approval to implementation.

ADOPTION

2. This Constitution was amended at the Executive Meeting of the KGSC held at the Kingston Military Community Sports Centre on 21 January 2016, and subsequently adopted by the KGSC membership.

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President: Andrew Chong

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Secretary: Elizabeth Cyr

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Manager, Community Recreation  
Brenda Cavanagh

Recommended/Not Recommended

\_\_\_\_\_  
Base/Wing Commander or designate

Approved/Not Approved