

22 WING AUTO CLUB

CONSTITUTION

NAME

1. The name of this activity shall be the 22 Wing Auto Club.

AUTHORITY FOR ESTABLISHMENT AND OPERATION

2. The 22 Wing Auto club is established under the authority of QR&O 4.61 as amplified by CFAO 50-2 and CFAO 50-20. It shall operate IAW the regulations and orders governing the operation of recreation clubs in the Canadian Forces, the instructions contained in the 22 Wing Standing Orders and other applicable base directives along with those contained in this constitution.

PURPOSE

3. The purpose of this club is as follows:
 - a. To establish, maintain and conduct an Auto Club for the use of its members by providing suitable facilities and activities; and
 - b. To promote the enjoyment of maintaining a safe and reliable automobile, by providing specialized tools and equipment to perform basic automotive repairs in a safe and pleasant environment.

MEMBERSHIP

4. The club executive may issue membership to the following categories of personnel:
 - a. Regular Members. The following persons are eligible for Regular membership:
 - (1) Canadian Forces members: Currently serving Regular and Reserve Force personnel and their families;
 - (2) Members of Foreign Military currently serving with the CAF and their families; and
 - (3) Veterans' (Former members of the CAF who have successfully completed Basic Military training and have been honourably discharged) and their families.
 - b. Ordinary Member.
 - (1) Current DND Public Servants, Staff of NPF, Staff of MFRC's, Staff of DRDC and DCC and their families;
 - (2) Serving RCMP and their families;
 - (3) Currently-serving Honorary Colonels/Captains (N) and Honorary Lieutenant-Colonels/Commanders and their families;
 - (4) Former Staff of NPF receiving a pension and their families; and

- (5) Former RCMP in receipt of an annuity and their families
- c. Associate Member. All others who pay or are invited to become members. Associate members require a Regular member to sponsor their initial application.

MEMBERSHIP RESTRICTIONS

- 5. The membership of the club must at all times reflect the priority that must be maintained to ensure that military personnel and their dependents are able to participate fully in the operation of activities of the club, hence:
 - a. The proportion of associate members should not exceed 20% of the total membership available; and
 - b. The combined total of Ordinary and Associate members shall not exceed 50% of the total membership.

EXECUTIVE COMMITTEE

- 6. The club shall be administered by an Executive Committee composed as follows:
 - a. President. The President shall be elected once each year at the annual meeting and shall assume office at the start of the current membership year. Election of the President is subject to approval of the Wing Commander. He/she shall be a regular member and shall assume office at the annual general meeting scheduled in the month of November;
 - b. Vice-President. The Vice-President shall be elected once each year at the annual meeting and shall assume office at the annual general meeting scheduled in the month of November. Election of the Vice-President is subject to approval of the Wing Commander. The Vice-President shall be a regular member;
 - c. Secretary. The Secretary shall be elected once each year at the annual meeting and shall assume office at the annual general meeting scheduled in the month of November. The Secretary shall be a regular member; and
 - d. Treasurer. The Treasurer shall be elected once each year at the annual meeting and shall assume office at the annual general meeting scheduled in the month of November. The Treasurer shall be a regular member.

SUB-COMMITTEE

- 7. The club shall have a Sub-Committee comprised as follows:
 - a. Facility Manager. The President shall appoint a Facility Manager who may be either a Regular or Ordinary member and function for one (1) year or until re-appointed
 - b. Shop Stewards. Shop Stewards may be Regular, Ordinary or Associate members.

MEETINGS

8. General meetings shall be held not less than once annually and may be held more frequently as required. The annual general meeting shall be held in the month of November.

QUORUM

9. The quorum for a general meeting shall be 30% of members except that for the Annual General Meeting the quorum shall be 50% of members.

VOTING

10. All current members 18 years of age or older are entitled to vote. All issues to be voted on shall be decided by a simple majority vote with a quorum present. If a quorum cannot be achieved, voting may be held via electronic means (e.g. e-mail). In the case of an election, voting returns must be received by an executive member other than the position under election.

SUBMISSION OF MINUTES

11. All minutes of executive or general meetings shall be passed to the Recreation Council Chairperson who shall staff the minutes to the Personnel Support Programs (PSP) Manager for final approval of the Base Fund Committee Chairperson.

AMENDMENTS TO CONSTITUTION AND BY-LAWS

12. Any proposal to alter the constitution and by-laws shall be posted on the club bulletin board at least thirty (30) days prior to a general meeting where the Executive Committee shall put any resulting resolutions to an immediate vote for approval in principle. Recommended amendments shall be passed to the Recreation Council Chairperson who in turn shall staff same for final approval of the Wing Commander or such officer as the Wing Commander may designate, i.e. Base Fund Committee Chairperson.
13. The constitution and by-laws may be amended by direction of the Wing Commander.

DISCIPLINE AND GENERAL CONDUCT

14. Members must abide by the club's constitution and by-laws at all times. Infractions are considered counter-productive to the club's efficient operation and may also pose a health or safety hazard. Should a member not abide by the club's constitution and by-laws, the Executive Committee is to take the following actions:
 - a. First offence: an executive member shall issue the verbal warning with a witness present. The PSP Mgr shall be informed through the Rec Council Chair that the warning has been issued, recorded and filed;
 - b. Second offence: an executive member shall issue a written warning which is to be signed by the offending member. In the case where the member refuses to sign, the words "member has refused to sign" is to be inserted in the signature block of the warning notice, recorded, filed and a copy forwarded to the PSP Mgr through the Rec Council Chair; and

- c. Third offence: the individual's membership shall be revoked through a majority vote of the executive committee members. Decision shall be recorded, filed and forwarded to the PSP Mgr through the Rec Council Chair.

REVOKING MEMBERSHIP

15. The individual whose membership has been revoked has the right to submit a written appeal to the Recreation Council Chairperson who shall staff the appeal to the Personnel Support Programs (PSP) Manager for final decision of the Base Fund Committee Chairperson.

RECREATION CLUB AND ACTIVITY HARASSMENT PREVENTION AND RESOLUTION POLICY

16. The aforementioned policy is available through the following link:

<http://www.cg.cfpsa.ca/cg-pc/NorthBay/EN/Policies/Documents/Rec%20Club%20Harrassment%20%20Prevention%20Resolution%20Policy.pdf>

AFFILIATIONS

17. Should the club wish to affiliate or associate itself with another organization, group of society with similar interests, which is not authorized by a DAOD, CFAO or CFP, the President of the club shall obtain from the organization concerned, an outline of its operation and purpose, including:
 - a. A copy of the organization's constitution;
 - b. Copies of any regulations binding members of said affiliation or organizations; and
 - c. A list of other groups affiliated with this organization.
18. After the review of material concerning the affiliation, should the executive of the club believe that affiliation with this organization is in the best interest of the club, affiliation may be proposed for approval of the membership at a general meeting.
19. However, no undertaking to join any association may be made nor any action that may be construed as affiliation or association may take place until the President of the club prepares a submission concerning the affiliation of association and submits it to the Recreation Council Chairperson for staffing and final approval of the Wing Commander or his appointed delegate.

22 WING AUTO CLUB

BY-LAWS

TERMS OF REFERENCE

1. President. The President shall:
 - a. At all times supervise and direct the activities of the Executive;
 - b. Promote the aims of the club;
 - c. Preside at all club meetings and establish any committees required to conduct specific club activities;
 - d. Along with the Vice-President, manage the roster of Stewards and the key access list;
 - e. Attend all Recreation Council meetings as required on behalf of the club; and
 - f. Ensure all Forces orders and base directives relating to policy and procedures for clubs are followed.
2. Vice-President. The Vice President shall:
 - a. Assume those duties and responsibilities assigned to him/her by the president;
 - b. Along with the President, manage the roster of Stewards and the key access list;
 - c. Ensure Stewards are briefed on Safety rules, Spill Response and Club procedures; and
 - d. Assume the duties of the President in his/her absence.
3. Secretary. The Secretary shall:
 - a. Record the proceedings of all meetings and prepare a final typed version for submission by the President;
 - b. Handle all club correspondence; and
 - c. Assume those duties and responsibilities as assigned by the President.
4. Treasurer. The Treasurer shall:
 - a. Handle all club finances;
 - b. Assume those duties and responsibilities as assigned by the President;
 - c. Maintain detailed financial records;
 - d. Issue monthly bills to members; and
 - e. Ensure budget is prepared and submitted annually.

5. Facility Manager. The Facility Manager Shall:
 - a. Be responsible for and control all maintenance concerns and work orders;
 - b. Check to ensure all physical equipment, i.e. hoists, compressors, furnaces are serviceable and properly maintained;
 - c. Oversee all Environmental concerns on behalf of the Club President as well as ensuring the waste oil tank gets pumped;
 - d. Hold the FA ensuring an FA verification is done in accordance with 22 Wing North Bay's base policy; and
 - e. Purchase tools and equipment as directed by the Club President.
6. Shop Stewards. The Shop Stewards shall:
 - a. Ensure club is Open during scheduled hours;
 - b. Ensure that all windows and fire doors are closed at the end of their shift;
 - c. Complete a safety and fire check at the end of the shift;
 - d. Check to ensure all tools and equipment is being used properly and safely;
 - e. Complete all daily operating procedures and duties IAW the Shop Steward Terms of Reference which shall be reviewed and signed annually at the general meeting; and
 - f. Report and log any building violations, damages and/or problems to the executive members.

RESIGNATION OF EXECUTIVE OFFICERS

7. The Auto club President is voted in by the regular members and approved by the W Comd, or Chair of Base Fund; and the function is considered to be a secondary duty. It is occasionally necessary for Executive Officers to submit their resignation prior to completion of office. The W Comd, or Chair of Base Fund; through the Chairperson of the Recreation Council must approve such a submission. It is also important that following that approval, such vacant positions be filled quickly in order that the effectiveness of the Executive Committee is not compromised. The letter of resignation will be posted at the club for a minimum of 30 days. The resignation will not be in effect until after the 30-day period.
8. The following procedures shall apply:
 - a. Resignation of President. If the President submits his/her resignation to the W Comd, or Chair of Base Fund; through the Chairperson of the Recreation Council prior to expiration of the normal term of office, the Vice-President shall automatically assume duties of the President on an interim basis until a decision is received from the W Comd, or Chair of Base Fund; and, if necessary, a meeting be held to elect a new President. The position of Vice-President shall be filled as stated in sub-Para 8b. The Chairperson of the Recreation Council is to be advised at once of the appointment of an interim President. A general meeting to elect a new President will be held no later than 30 days after the resignation; and

- b. Resignation of Executive Officers other than the Presidents. If the Vice-President becomes the interim President as above, or if the Vice-President or other Executive Officer submits his/her resignation prior to expiration of the normal term of office, the Executive shall select an eligible and willing replacement to fill that position on an interim basis until it is possible to hold a general meeting for purpose of electing a new Executive Officer. The general meeting will be held no later than 30 days after the resignation.

FINANCES

9. The financial control of the club shall be as follows:

- a. Operating Budget/Expenses:

- (1) Operating expenses are expenses of a recurring nature required in support of the operation of the club. An operating budget shall be submitted by the President to the Chairperson of the Recreation Council in November of each year covering the period 1 Apr – 31 Mar of the following year. Included with the operating budget on a separate sheet should be a forecast of any requirements for NPF capital expenditure (explained at sub-Para 9b).
- (2) The latter will then submit it as part of the Recreation Council budget to the Base Fund Committee for final approval.
- (3) The operating budget shall be approved by the membership at a general meeting prior to submission to the Recreation Council Chairperson; and
- (4) Unforeseen operating expenditures that were not budgeted must be staffed through the Recreation Council Chairperson for Base Fund approval.

- b. NPF Capital Expenditures.

- (1) A NPF Capital expenditure is any expenditure made expressly for the purpose of the following:
 - (a) Creating a new recreational facility;
 - (b) Modifying or enlarging an existing facility beyond that required for normal maintenance; and
- (2) Obtaining fixed assets for replacement or addition;
- (3) These items do not form part of the club's operating budget. However, a separate sheet giving a forecast of any requirements for NPF Capital expenditures is to be submitted with the operating budget as per Para 9a; and
- (4) Expenditures requiring a CER shall be staffed through the Chairperson of the Recreation Council for Base Fund approval. Details on procedures are covered in CFP 105 (Policy and Procedures for Non-Public Fund Accounting)

- c. Revenue and Expenditures. All revenue will be deposited with the NPF Accounting Office and all expenditures shall be made through the assigned NPF club account;

- d. Petty Cash. The club may authorize one member of the Executive Committee to make expenditures from petty cash float which can be obtained from the NPF Accounting Office. Such authorization can be obtained by recording the particulars of the proposed holder and amount of the petty cash float required, in an official set of the club minutes, which are then submitted for approval;
- e. Control of NPF Property. The Fixed Asset (FA) holder shall be a regular member. Once a new account holder is appointed, he/she shall meet with the previous holder, bring the FA up-to-date and report to the NPF Accounting Office. The holder shall verify the FA's on a six-month basis and any addition, deletion or loss of fixed asset items, shall be reported to the NPF Accounting Office.
- f. Procedures for Write-off of NPF Equipment. During the months of Apr and Oct of each year, club presidents should conduct an inventory check of all Fixed Assets (FA) items as well as consumable property and recommend disposal of any unserviceable items. Discrepancies noted during the check shall be identified and a listing of discrepancies and unserviceable items shall be presented to the Base Fund Committee, thru the Recreation Council Chairperson, for approval. Upon approval of the recommendations, the club President, and a witness, shall oversee the disposal of unserviceable items, complete a certificate of disposal and pass the listings to the NPF Accounting Office for inventory and adjustment action. Details are covered in CFP 105 (Policy and Procedures for Non-Public Fund Accounting); and
- g. Signing Authorities. The President shall ensure that the NPF Accounting Office is provided with a current list of Executive Committee members authorized to spend club funds (normally the President, Vice-President and Treasurer).

NON-PUBLIC FUND PROPERTY

- 10. Once constructed, facilities become property of the club and therefore NPF, and are subject to disposal by the Wing Commander. The club is permitted to maintain and repair these facilities as required and as necessary in the best interest of its members and the Wing. Facilities may be rented, i.e. Cottage Club, to the members and fees collected shall be revenue to the club.

MEMBERSHIP FEES

- 11. Membership fees will be reviewed and ratified at the Annual General Meeting.
- 12. Membership fees may be altered at a general meeting of the club. The rank of a member will not be a factor in the setting of fees although category of memberships may be. Membership renewal must be done within 30 days of the expiration date. Memberships are non-refundable. Members must be at least 16 years of age to become a club member.
- 13. Cost of initial and renewal memberships are as follows:
 - a. Executive & Shop Stewards.....\$15.00
 - b. Regular membership\$20.00
 - c. Ordinary membership\$30.00
 - d. Associate membership\$60.00

HOURS OF OPERATION

14. Operating hours shall be Tuesdays, Wednesdays and Thursdays from 1800hrs to 2200hrs, and Saturday from 0900hrs to 1700hrs dependent on shop steward volunteer availability. The Club shall remain closed on holiday weekends unless otherwise advertised in the club schedule.

OPERATION CYCLE

15. The club will operate for the period covering April 1 to March 31.

CONDITIONS OF OCCUPANCY

16. The executive is responsible for ensuring that:
 - a. Users take responsibility for all janitorial duties, which must be performed to maintain the cleanliness of the facilities. All floors, furniture and effects must be cleaned on a regular basis. Users are responsible for ensuring all garbage is placed in receptacles provided and disposed of appropriately;
 - b. Users secure all doors and windows when the facility is being vacated;
 - c. Users ensure all flammable material is enclosed in an authorized container and do fire checks prior to vacating club facility;
 - d. Users accept full responsibility for all damages caused by negligence, vandalism or misuse of property attributed to their use; and
 - e. All activity equipment is sorted in a neat and clean fashion.

SAFETY

17. Participants in NPP Community Recreation High Risk activities shall sign a Waiver of Liability, Assumption of Risks, and Indemnification Agreement. Visitors to the club who are assisting club members with the repair/ maintenance of the club member's vehicle shall also sign the Waiver of Liability, Assumption of Risks, and Indemnification Agreement.
18. Original copies of the signed waiver documents are to be retained for 4 years.

NOTE: Waivers do not reduce the responsibility for risk management. Recreation Club Executives are responsible for the safety of their programs, facilities and participants as well as ensuring industry standards for their activities are met.

FUEL SPILL RESPONSE

19. In the event of a fuel spill at the 22 Wing Auto Club, the actions taken are to conform to the policy and procedures detailed in the 22 Wing Spill Response Wing Standing Order:
<http://northbay.mil.ca/WAdmin/Orders/WSO/documents/WSO2-19.doc>.
20. Further information can be obtained by contacting the Wing Environmental Officer, Ms. Shannon Roy @ local 2297.

21. Periodic inspections of the facility will be carried out by the Recreation Council and/or other Base authorities. Failure of the users to meet the required standards of usage could result in the curtailment of their privileges.

CLUB RULES

22. The following Club Rules are set to promote a safe working environment for all members and to ensure the smooth running of the club's administration.
23. Technical help or assistance may be requested from the Shop Steward or other members of the club. These individuals will not be held responsible for any repairs or damages incurred. The final decision rests with the owner of the vehicle or equipment in question.
24. Any losses or damages incurred by a member while working in or storing of articles in the club are solely the responsibility of the member. Neither the Department of National Defence, 22 Wing, nor the Auto Hobby Club may be held liable.
25. Any Executive, Shop Stewards or members found to be accepting cash payment for their technical help, assistance and/or personal tool use shall be reported and stripped of membership. Other disciplinary measures may be imposed at the discretion of the Wing Commander.
26. Repair of vehicles other than those registered to the member and/or family are not permitted.
 - a. Family is limited to:
 - (1) Spouse or common-law partner who resides with the member; and/ or
 - (2) Child under the age of 21 residing with the member unless currently enrolled in school with a valid student card. Does not apply to a child who is married or in a common-law partnership.
27. All executive members and Shop Stewards are granted permission to utilize the club free of charge during non-operating hours if working on own vehicle(s). All Shop Stewards utilizing the club during non-operating hours shall use their best judgement to ensure that they are working in the safest manner possible. No steward is authorized to work alone if the work being done has the potential for life threatening injury.
28. All executive and Shop Stewards must complete the after hour log with the following information: Name, Date, Time, In/Out, and Reason for being there.
29. Duty Shop Steward must complete the Daily Operating Procedures and perform all other duties and checks throughout their shift IAW the club's posted SOPs.
30. Building key access is limited to the following:
 - a. All executive members and Shop Stewards who maintain a current and valid membership may sign out key number (42) from the Military Police Headquarters (MPHQ) to gain access to building number (57). Keys shall be returned to the MPHQ when finished at the club.
 - b. All executive members and the facility manager are issued building access keys to facilitate the execution of their administrative duties and general silent-hours use of the club. Upon

resignation or succession, these keys shall be surrendered to an executive member for re-issue to the position's successor.

31. Members are not authorized to remove or borrow any tools or equipment from the club without executive approval and a loan card. The BOOSTER CABLES and PORTABLE AIR TANK are exempt from this rule but must be signed out.
32. It is the sole responsibility of the member to ensure their own safety and protection while using club equipment. This includes, but is not limited to: hoists, welding equipment, cutters and grinders, air tools, tire machines and balancer, solvents and chemicals and pressure washers.
33. All members are responsible for the cleaning of tools, work area, and equipment signed out to them before leaving the club.
34. All members are responsible for reporting any damages, broken, unsafe tools or equipment and/or regulation violations to a member of the executive committee ASAP.
35. Payment of applicable fees will be made to the Shop Steward upon completion of work.
36. The Auto Hobby Club may accept personal cheques.
37. Post-dated cheques are not accepted.
38. Children under the age of 15 are permitted inside the club however; due to safety reasons they are to be restricted to the main lobby area and shall be supervised.
39. Visiting Military / DND personnel are permitted to use the club when accompanied by a member. The sponsoring member is responsible for payment of applicable fees and cleanliness.
40. All vehicles, motorcycles, snowmobiles, snow blowers, ATV's, lawnmowers, trailers and bicycles parked inside or outside the club overnight require a parking permit to identify the owner. This includes an item description and its particulars. This permit shall be placed on or attached to the stored item so that it is clearly visible or kept at the duty desk.
41. Vehicle keys are to remain in ignition when parked inside the club.
42. Storage of personal lockers, tool boxes, or spare parts such as tires, batteries etc., is not permitted in the club.
43. Only clean and reusable oil drained from vehicles in the Auto Club will be accepted for waste disposal or recycling.
44. Spot painting, priming and light sanding is only authorized in the PROJECTS BAY and proper Personal Protective Equipment (PPE) will be worn.
45. Spraying of vehicles with substances that significantly impact air quality including sandblasting is strictly forbidden in any part of the club due to ventilation, health hazards and other safety restrictions.
46. All members will ensure that no vehicle, motorized machinery, or air tools are making excessive noise after 2100hrs local. Hoist bay garage doors are to be kept closed to minimize excessive noise affecting Military Housing on Windsor Cres.

47. IOUs are not authorized at any time.
48. Stewards are not to make change for bills larger than \$20. The onus is on the Club Member to provide correct change.
49. All members must read all available literature regarding proper use of material and the health hazard data pertaining to product use in the club. The information is readily available in the club.
50. Neither gasoline nor any other non-approved solvent may be used for cleaning purposes.
51. Smoking is strictly forbidden inside the Auto Hobby Club at any time. A butt can is provided outside for this purpose.
52. Consumption of any alcoholic beverage is strictly prohibited.
53. Failure to adhere to club rules may result in loss of membership with no refund.
54. All members will emphasize safety at all times.
55. All injuries must be recorded and reported to Rec Council Chair.

FEES

56. Shop fees, parking/facility rental and consumable fees shall be determined by the executive committee and posted on the club bulletin board.
57. Any change to shop fees shall be posted on the club bulletin board and the general membership shall be notified by e-mail at least thirty (30) days prior to implementation.
58. New and renewing members shall be granted free use of a bay on the day of sign-up/renewal. Consumables and/or disposal fees must be paid.

NON-PUBLIC FUNDS CONSOLIDATION INSURANCE PROGRAM

59. All Base Fund sponsored recreation activities are included for coverage under the CFCF Consolidated Insurance policy as described in Chapter 20 of CFP 105 (Policy and Procedures for Non-Public Fund Accounting). This insurance policy provides for protection against loss and damage of non-public fund property of the W Comd as the person responsible for the operation of Base Fund sponsored activities at a unit. There is no coverage provided for participants in the activity.

REPORTS AND RETURNS

60. All recreation clubs must maintain detailed records of their activity for use by 22 Wing North Bay authorities. Detailed records should be kept concerning membership, expenditures, and revenue and club activities. These records are to be maintained by the club executive and provided to the Recreation Council Chairperson upon request.

ORDER OF BUSINESS OF MEETINGS

- 61. The list of items to be brought before a meeting is called the “Agenda”. The sequence in which the items of business are arranged is called the “Order of Business”. Executives will find the use of a planned agenda a useful technique.
- 62. The order of business for club executive or general meetings should normally be as follows:
 - a. Call to order;
 - b. Roll call/attendance count;
 - c. Reading of previous meetings;
 - d. Confirming the minutes;
 - e. Reports of executive officers;
 - f. Dealing with correspondence;
 - g. Business arising from the previous minutes; and
 - h. New business.

ADOPTION

- 63. This Constitution and these By-Laws are presented for approval.

Club President

Recommended / Not Recommended

Recreation Council Chairperson

Recommended / Not Recommended

PSP Manager

Approved / Not Approved

Base Fund Committee Chairperson