

Revised 2018

**GARRISON COMMUNITY COUNCIL
LONDON AND REGION****CONSTITUTION**

The original Constitution of the Garrison Community Council was unanimously adopted on the 10th day of November 2004 by all of the Regular Members attending the Annual General Meeting. The historical record of the initial formation and subsequent amendments are set out in Appendix A attached.

NOW THEREFORE the Garrison Community Council – London and Region hereby enacts as follows:

1. TITLE

- (1) That this organization shall be known as the *Garrison Community Council – London and Region* (hereinafter known as the *GCC*).

2. ORGANIZATION

- (1) The GCC shall:
 - (a) be composed of volunteers, consisting of: representatives from the civilian community; representatives of the professions; politicians from municipal, provincial and federal levels; members of essential services as the police, the fire, and the medical fields; as well as members of the military community;
 - (b) work together toward the betterment of the said communities in the City of London and Region by developing and implementing support for further education through the provision of post-secondary bursaries to qualified applicants from the military units within London and Region as well as supporting an educational, youth program which raises the interest and improves the knowledge and skills of youth in the technical fields;
 - (c) undertake such other activities in support of the GCC Mission as approved by the GCC Executive Committee; and
 - (d) develop Policies and Procedures, including guidelines and protocols, to provide a framework for GCC operations consistent with the GCC mission. The GCC Executive Committee is authorized to develop and approve Policies and Procedures, including guidelines and protocols, using a process for development that supports consultation and open communication between the Board and its members. Policies and Procedures reflect a commitment by which the GCC Board is held accountable to its members. (see **Glossary***)

3. PURPOSE

- (1) The purpose of the GCC shall be to improve and continue to improve the relationship between the civilian community and the military community in the City of London and the surrounding areas, in the Province of Ontario, so that they may work together for the betterment of the said communities in the City of London and Region.

GCC Mission Statement

To build greater understanding and support of the Canadian Forces within the civilian community.

4. OBJECTIVES

- (1) The objectives of GCC shall be:
 - (a) to promote understanding, good will, and mutual cooperation between the Civilian Community and the Military Community within the City of London and the Region surrounding the said City;
 - (b) to conduct meetings for the Regular Members of the GCC, and their guests, and to provide them with the information needed to assist them in understanding the requirements of each Community, including fundraising requirements;
 - (c) to assist in public awareness of the GCC and its activities to support the military in each of the said communities; and
 - (d) to carry on without purpose of gain for its members; any profits or other accretions to the organization shall be used solely to promote its objectives.

5. STRUCTURE OF ORGANIZATION

- (1) The organization of the GCC shall have four levels of responsibility:
 - (a) Executive Committee;
 - (b) Advisory Committee;
 - (c) Sub-Committees; and
 - (d) General Membership.

(2) The Executive Committee shall consist of:

- (a) the President;
- (b) the 1st Vice President;
- (c) the 2nd Vice President;
- (d) the 3rd Vice President;
- (e) the Secretary/Treasurer;
- (f) the Past President.

Note: The position of Secretary/Treasurer may be shared between two individuals upon recommendation of Executive Committee.

(3) The Advisory Committee shall consist of:

- (a) all Former Presidents of the GCC.

(4) The Executive Committee and the Advisory Committee meeting together shall be known as The Board.

(a) At Board Meetings:

- I The Members of the Executive Committee shall conduct the principal day-to-day operations of the GCC. A quorum (see Article 10 (2) (b)) being present, each Executive Member will cast a vote excluding the President unless a tie is to be broken and then the President will cast the final vote to break the said tie.
- II The Members of the Advisory Committee shall contribute to discussion and decision-making as non-voting Members.

(5) The duties of the Executive Committee shall be principally concerned with, but are not restricted to, the following:

- (a) promulgating and conducting the Council process;
- (b) supervision of Sub-Committees;
- (c) selection of proposed members;
- (d) authorizing any expenditures as may arise;
- (e) reports and returns;
- (f) maintain records as are appropriate;
- (g) making an annual report to the Regular Members of the GCC.

6. TERMS OF SERVICE

- (1) The Terms of Service of the Offices of President, 1st Vice President, 2nd Vice President, 3rd Vice President and Past President shall be for one year from date of election at the Annual General Meeting.
- (2) Each appointment will generally serve in succession in each Office; i.e., the 3rd Vice President is elected and serves one year, then moves up to 2nd Vice President, the 2nd Vice President is elected and serves one year, then moves up to 1st Vice President and serves a further year, at the end of which he/she is appointed President and serves a further year. At the end of that year, he/she assumes the duties of the Past President for one year when he/she then leaves the Executive Committee. Thus individuals appointed to the Executive Committee shall normally serve a total of five (5) years; thus, ensuring continuity in GCC deliberations and operations.
- (3) The duties of the Secretary and Treasurer may, at the discretion of the other Members of the Executive Committee, be allocated to one or two separate individuals. The Secretary and Treasurer shall serve in his/her appointment for two (2) years and may be re-elected at the discretion of the Executive.
- (4) Notwithstanding the provisions of the Terms of Service, an individual may apply to serve for further terms on the Executive Committee at the discretion of the other Members of the Executive Committee. The sequence of succession through the offices of the Executive Committee may also be adjusted at the discretion of the Executive Committee.
- (5) In the event of a vacancy in any position of the officers of the Executive Committee, the Executive Committee may appoint any GCC Member to fill the vacancy until the next GCC Annual General Meeting, and it will be represented as in 'interim' position.

7. SUB-COMMITTEES

- (1) The authorized **Sub-Committees** shall be organized into two categories: Standing Committees and Other Committees. They shall be organized as, but not restricted to, the following:
 - (a) Standing Committees:
 - I Community Relations Committee;
 - II Program Committee;
 - III Membership Committee;
 - IV Nomination Committee; and the
 - V Student Bursary Selection Committee;

(b) Other Committees:

- I Any of such sub-committees as are deemed appropriate by the Executive Committee.

(2) Terms of Service:

- (a) The Terms of Service of Sub-Committees will generally mirror those of the Executive Committee.

8. MEMBERSHIP

(1) Classes of Membership:

- (a) The General Membership shall consist of three classes of Membership:

- I The principle class of membership shall be known as **Regular Membership**. All **Regular Members** are entitled to vote on matters pertaining to the objectives and internal administration of the GCC.
- II The Executive Committee may approve positions as **Honorary Members** as non-voting Members.
- III The Executive Committee may create as **Life Members** those worthy individuals who have served with distinction the GCC and its mission. **Life Members** are voting Members.

(2) Regular Members from the Civilian Community

- (a) Proposed Regular Members shall be recommended by existing Regular Members. Regular Members from the Civilian Community are defined as, but not limited to, the following categories:

- I Business Community:
 - i. manufacturing;
 - ii. retail and wholesale trade;
 - iii. financial services, insurance and real estate;
 - iv. transportation;
 - v. resource management and agriculture;
 - vi. services;
 - vii. media and advertising;
 - viii. health care;
 - ix. medical and dental;
 - x. educational;
 - xi. federal, provincial and municipal police forces;
 - xii. federal, provincial and municipal fire and emergency services forces;

- xiii. retired members of any of the above-mentioned categories or;
- xiv. any person who supports the objectives of GCC.

II Government Community:

- i. elected officials;
- ii. Federal, Provincial and Municipal employees;
- iii. retired members of any of the above-mentioned categories.

III Religious Community:

- i. clergy members;
- ii. church/denominational laity;
- iii. retired members of any of the above-mentioned categories.

IV Miscellaneous:

- i. any individual whose interest and motivation are in accordance with the objectives of the GCC.

(3) Regular Members from the Military Community

- (a) Regular Members from the Military Community shall be chosen from the National Defence Community. Categories of service; such as, Regular, Reserve, and Special Force shall be as governed by the definitions extant in The National Defence Act. Canadian Forces status is defined as, but not limited to, the following categories:

- I Member – Regular Force;
- II Member – Reserve and Special Force;
- III DND Civilian.

(4) Regular Members from the Military Community – Allied Countries

- (a) Upon application and with the approval of the Executive Committee, the following categories of military members from Allied Nations and Armed Services may be granted Regular Membership in the GCC:

- I Member – Regular Force;
- II Member – Reserve, Territorial or National Guard;
- III Civilian Employee – Regular, Reserve, Territorial or National Guard;
- IV Honorary members;
- V Life Members.

9. DUTIES AND RESPONSIBILITIES

(1) The duties and responsibilities of the Members of the Executive Committee and Standing Sub-Committees shall normally be as follows:

(a) Executive Committee

I The **President** shall:

- i. direct and coordinate all GCC activities through delegated Sub-Committees and individuals;
- ii. sit Ex-officio on all committees;
- iii. be responsible for the direction of the GCC;
- iv. represent the GCC at meetings and functions as deemed appropriate.

II The **1st Vice President** shall:

- i. understudy and assist the President as deemed appropriate;
- ii. sit as Executive liaison or Chair the Membership Committee;
- iii. represent the GCC at meetings and functions as deemed appropriate, by the executive;
- iv. sit as a Member of the Nomination Committee.

III The **2nd Vice President** shall:

- i. understudy and assist the President as deemed appropriate;
- ii. sit as Executive liaison or Chair the Program Committee and coordinate activities of the Secretary/Treasurer;
- iii. represent the GCC at meetings and functions as deemed appropriate, by the executive.

IV The **3rd Vice President** shall:

- i. understudy and assist the President as deemed appropriate;
- ii. sit as Executive liaison or Chair the Community Relations Committee;
- iii. represent the GCC at meetings and functions as deemed appropriate, by the executive.

V The **Secretary** shall:

- i. coordinate all correspondence in to and out of the GCC;
- ii. represent the GCC at meetings and functions as deemed appropriate, by the executive.

VI The **Treasurer** shall:

- i. maintain bank accounts, books, and ledgers reflecting the financial status of the GCC;

- ii. coordinate all financial activity on behalf of the GCC;
- iii. represent the GCC at meetings and functions as deemed appropriate, by the executive.

Note: In the event of the positions of Secretary and Treasurer being held by one individual, then the positional responsibilities encompass both section V and VI above.

VII The Past President shall:

- i. Chair the Nomination Committee;
- ii. Be the Scrutineer at all elections;
- iii. Chair the Student Bursary Selection Committee.

(b) Standing Sub-Committees

I The Membership Committee shall:

- i. recruit, vet, and appoint suitable members from the various categories of interested individuals;
- ii. have as its Executive liaison or Chairperson the 1st Vice President;
- iii. be made up of the 1st Vice President and other Members chosen from the General Membership.

II The Program Committee shall:

- i. Coordinate the Regular Monthly GCC Meeting and other appropriate programs and charitable functions as directed by the Executive Committee;
- ii. have as its Executive liaison or Chairperson the 2nd Vice President;
- iii. be made up of the 2nd Vice President and other Members chosen from the General Membership.

III The Community Relations Committee shall:

- i. coordinate public awareness of the GCC by dispersal of information within the communities as deemed appropriate by the Executive Committee;
- ii. have as its Executive liaison or Chairperson the 3rd Vice President of the Executive Committee;
- iii. be made up of the 3rd Vice President and other Members chosen from the General Membership;
- iv. coordinate and conduct public relations exercises on behalf of the GCC as deemed appropriate by the Executive Committee.

IV The Nomination Committee shall:

- i. have as its Chairperson the Past President;
- ii. be made up of the 1st Vice President as a Member;

- iii. prepare a list of Candidates willing to serve as Officers of the Garrison Community Council;
- iv. present the List of Candidates to the Executive Committee at any Executive Committee meeting prior to the Annual General Meeting.

V The Student Bursary Selection Committee shall:

- i. have as its chairperson the Past President;
- ii. consist of all former presidents available to participate;
- iii. review and revise the Student Bursary Application form annually;
- iv. present to the Executive Committee a list of recommended applicants to be awarded a Student Bursary;
- v. arrange for and make the appropriate presentation to selected award recipients.

- (2) Notwithstanding the Duties and Responsibilities stipulated above for Executive Committee Members and for Standing Sub-Committees, the Executive Committee may at its discretion reassign portfolios among Executive Members.

10. MEETINGS

- (1) The following meetings shall be held:

- (a) **General Meetings-** The GCC shall meet on the second Wednesday of each month, except July, August and December, unless otherwise directed by the Executive Committee. The venue, activity, and timing for each meeting shall be coordinated at the discretion of the Program Committee reporting to the Executive Committee. The Chatham House rule (see Glossary) may be used for all or part of meetings as determined by the Executive.
- (b) **Board Meetings-** The Board shall meet on the first Wednesday of each month, except July, August and December, unless otherwise directed by the Executive Committee. The venue, activity, and timing for each meeting shall be coordinated at the discretion of the President reporting to the Executive Committee.
- (c) **Annual General Meeting-** The President shall designate February as the Annual General Meeting. The following activities will be conducted at the Annual General Meeting:
 - I Election of Officers;
 - II Report from the President and Sub-Committee Chairpersons; and the
 - III Treasurer's Report.

Note: The conduct of each meeting shall be in accordance with Parliamentary Procedure as followed in Robert's Rules (see Glossary) including Motions, amendments and voting.

(2) Quorum

- (a) The Quorum for any General Meeting, Annual General Meeting, twenty-five percent (25%) of the Membership as a whole and those represented by Proxy to any member in attendance of said meeting.
- (b) Executive Committee or any Standing Sub-Committee meeting shall be a simple majority of Members.
Note: The Executive Committee has 6-7 members.

Noting that Honorary Members are non-voting members and Life Members are voting members.

(3) Communications

- (a) Communications may be by telephone, e-mail, facsimile, letter or courier or any other such means, electronic or otherwise, as deemed appropriate by the Executive Committee.

11. Nominations and Elections

- (1) The following rules will be followed with respect to nominations and elections:
 - (a) The Nomination Committee shall present its List of Candidates for any vacant position of Officer to the Secretary not less than thirty (30) days prior to the Annual General Meeting.
 - (b) Members of the Garrison Community Council may nominate any Member for any vacant position of Officer in writing to the Secretary not less than fifteen (15) days prior to the Annual General Meeting.
 - (c) The Nomination Committee shall supervise and conduct all elections.
 - (d) Election of Officers shall be made by secret ballot. The Officers shall be elected by majority vote of those Regular Members and Life Members present and voting.

12. Membership Dues

- (1) Regular Members shall subscribe to annual Membership Dues. The Membership Dues shall be established annually by the Executive Committee.

Note: In order to address GCC funding issues the Executive Committee may propose that the Membership consider a dues increase and/or develop a process to invite Members and others to make voluntary gifts in support of the bursary fund.

- (2) The Commanding Officers of the National Defence Community, as follows shall be exempt of the annual Membership Dues:
- (a) Commander or Designate of 4 Division;
 - (b) Comd, 31 Canadian Brigade Group (CBG);
 - (c) COS, 31 Canadian Brigade Group (CBG), Headquarters (HQ);
 - (d) CO, HMCS Prevost;
 - (e) CO, 31 Combat Engineer Regiment (The Elgin's);
 - (f) CO, 1st Hussars;
 - (g) CO, 4th Battalion, The Royal Canadian Regiment (RCR);
 - (h) CO, 31 (London) Service Battalion; and
 - (i) Regional Cadet Support Unit (RCSU), London.
- (3) In addition to the aforementioned exemptions, the following positions shall be exempt from the said annual Membership Dues:
- (a) Presidents of the Messes (PMCs) of Wolseley Barracks and HMCS Prevost;
 - (b) Public Affairs Officer of the 31 Canadian Brigade Group (CBG);
 - (c) Past President and President or their Delegate(s) Of the Selfridge Base Community Council;
 - (d) other such Units as designated by the GCC Executive;
 - (e) those designated as Life Members; and
 - (f) those designated as Honorary Members eg. Mayor of London.

13. ACCOUNTABILITY

- (1) The principals of honesty, integrity, loyalty and patriotism govern the foundation of GCC General Membership. All Regular Members are expected to have these character traits when granted membership rights, privileges and obligations. All Regular Members will be accountable to the GCC for their actions.
- (2) Financial accountability is vested in the Executive Committee. The Executive Committee shall keep such financial books and records as is deemed appropriate.
- (3) Interim Policies, Procedure's, Guidelines, Protocols and Independent Procedures or changes to established such items as determined by the Executive or Board shall be announced at the General Meeting prior to the implementation of said items and incorporated into the Constitution at the next Annual General Meeting.

14. AMENDMENTS

- (1) This document may be amended by a majority vote of the Regular Members present at the Annual General Meeting of the GCC with 14 days written notice.

15. *Glossary of Terms**(1) Policies:**

- (a) Policies are statements of intent or positions adopted by the GCC Board that provide the framework for a course of actions consistent with the GCC mission.

(2) Procedures:

- (a) Procedures support implementation of an approved GCC Policy and outline specific steps for a course of action

(3) Guidelines:

- (a) Guidelines area recommended action that may be taken in a given situation.

(4) Protocols:

- (a) Protocols are a process which sets out the operating norms for an interaction between the GCC Board and its external public.

(5) Independent Procedures:

- (a) An independent procedure is a process to handle issues where an accompanying Board Policy is not required.

(6) Robert's Rules of Order/Parliamentary Procedure:

- (a) The rules contained in the current edition of "Robert's Rules of Order Newly Revised" govern the GCC in all cases to which they are applicable and in which they are not inconsistent with GCC bylaws and any special rules of order the GCC may adopt.

(7) Chatham House Rule:

- (a) When a meeting, or part of a meeting, is held under the Chatham House Rule*, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed. Media are not invited to attend such meetings and pictures/recordings may not be taken. Individual GCC members who are also associated with the media continue of course to be welcome to attend as individuals not representing the media.

[*The Chatham House Rule is a system for holding debates and discussion panels etc. on controversial issues, named after the headquarters of the UK Royal Institute of International Affairs, based in Chatham House, London, England where the rule originated in June 1927.]

ENACTED THIS 14th day of February 2018

GARRISON COMMUNITY COUNCIL LONDON
AND REGION

_____ "D. Acton"
Doug Acton, President

_____ "G. Hutton"
Geoff Hutton, 1st Vice President

_____ "D. McAndless "
Doug McAndless, 2nd Vice President

_____ " "
, 3rd Vice President

_____ "B. Sayler"
Beth Sayler, Secretary

_____ "B. Graham"
Barry Graham, Treasurer

_____ " G. Treble"
Gerry Treble, Past President

APPENDIX A**1. Historical Record of the initiation of the Organization and Amendments to date:**

- (1) **WHEREAS** in the spring of 2001, as a result of discussions between retired officers of the Canadian Forces and members of the business community in the London and St Thomas areas, it was recognized that the military and civilian communities seldom had the chance to meet and interact; thus, there was an apparent lack of knowledge by one group of the other that required to be effectively bridged for the mutual benefit of both communities.
- (2) **WHEREAS** a group of volunteers formed and felt it necessary and important to improve and continue to improve the relationship between the civilian community and the military community in the Counties of Middlesex, Elgin, Lambton and Perth, in the Province of Ontario, so that they may work together for the betterment of the said communities in the City of London and Region;
- (3) **AND WHEREAS** the said group of volunteers proposed that an organization be established consisting of representatives from the civilian community, consisting of professions, politicians from municipal, provincial and federal levels, members of essential services as the police, the fire and the medical fields, as well as members of the military community;
- (4) **AND WHEREAS** the said group of volunteers decided that they could work together toward the betterment of the said communities in the City of London and Region by developing and implementing an educational, youth program which raises the interest and improves the knowledge and skills of youth in the technical fields;

2. Amendments to the Original Constitution:

- (1) **AND WHEREAS** Amendment No. 1 to the Constitution to create a 3rd Vice President was enacted on the 5th of January 2005;
- (2) **AND WHEREAS** Amendment No.2 to the Constitution to exempt from membership dues the Commander or Designate of the Land Forces Central Area (LFCA) was enacted the 6th of April 2005;

- (3) **AND WHEREAS** the Executive Committee of the Garrison Community Council on Wednesday, the 5th day of October 2005, agreed by Motion “THAT the Constitution of the Garrison Community Council be consolidated and amended as follows: (1) the Duties of the 1st Vice President be amended by deleting: “Chair the Community Relations Committee”, and (2) the Duties of the 3rd Vice President be amended by including “Chair the Community Relations Committee;”.
- (4) **AND WHEREAS** Amendment No.6 to the Constitution to: (1) designate February as the Annual General Meeting; (2) adopt Robert’s Rules of Order Newly Revised; and (3) enable Chatham House Rule was enacted the 9th of November 2016.
- (5) **AND WHEREAS** Amendment No.7 to the Constitution to: (1) Re-number the Constitution in a consistent format; (2) revise nomenclature in the Constitution be for consistency and currency; and (3) add language to provide flexibility to Executive portfolios and to corresponding Sub-Committee structure was enacted the 14th of February 2018.
- (6) Amendment No. 1 thereto, passed the 5th day of January 2005, Amendment No. 2 thereto, passed the 6th day of April 2005, Amendment No. 3 thereto passed the 14th day of November 2012, Amendment No. 4 thereto passed the 14th day of November 2014, Amendment No. 5 thereto passed the 18th day of November 2015, Amendment No. 6 thereto, passed the 9th day of November 2016, are hereby repealed. This is Amendment No. 7, dated the 14th day of February 2018.