



1180-1 (President)

27 June 2019

Distribution List

HOME STATION REGIMENTAL SENATE (HSRS) MEETING, 17 JUNE 2019

Chair: Col P.J. Williams (Ret'd) - President (dial-in)

Members in attendance:

LGen M.K. Jeffery (Ret'd) (dial-in)
LCol J.L. Cochrane - Vice-President
LCol R.T. Stimpson - CO 1 RCHA
Maj L.M. Jackson (dial-in) - Treasurer

Members unable to attend:

BGen R.W. Goodyear
Maj C.F. Walker - Secretary
Maj J.R. Fisher (Ret'd)
Maj S. Kiropoulos (Ret'd)
CWO M.G. Campbell - RSM 1 RCHA

1. Item 1 – Welcome Opening Remarks

- a. The meeting was called to order at 1335 hrs CST by the Chair. The Chair noted that since the last meeting he has taken up residence in St John's, NL: Unit 218, 35 Bonaventure Ave., St John's, NL, A1C 6P2.

2. Item 2 – Confirmation of Agenda
 - a. The Chair confirmed the Agenda dated 12 June 2019 and asked if any members present had any issues with the Agenda.
3. Item 3 – Approval of Previous Minutes. The Chair noted that the Minutes of the 10 Jan 19 meeting were approved.
4. Item 4 – Actions arising from previous Minutes
 - a. The Chair noted that LCol Cochrane will discuss with BGen Goodyear the extent to which the Senate might play a role in advocacy for CFB/ASU Shilo issues. Further details are provided under Item 8.
 - b. The Chair noted that Maj Fisher (Ret'd) will produce, for Senate review, an instruction on how the Senate can leverage militaria auctions and sales to raise revenue for the benefit of Home Station Regimental Senate members. **Secretarial Note:** Subsequent to the meeting, Maj Fisher (Ret'd) contacted the President. He stated that he would circulate his proposal to Senate members for consideration, prior to the next Senate meeting, where it would be discussed in further detail.
5. Item 5 – Re-Election of Executive Members
 - a. Having first been appointed as a member of the Executive on 14 June 2018, Maj Fisher (Ret'd) was unanimously re-elected for a one-year term. **Secretarial Note:** The President subsequently informed Maj Fisher (Ret'd) of his re-appointment.
6. Item 6 – Potential Senate Financial Management Framework
 - a. Since the last meeting, the Secretary has worked in concert with Base NPF staff and has further developed the framework. During the meeting she highlighted the following key aspects of the framework, which will be incorporated into the Constitution. **Secretarial Note:** see the attached draft, revised Constitution with relevant amendments highlighted.
 - (1) The Fund would not operate as a Foundation, but rather as an Internal NPF account, which would offer more flexibility in terms of operations and management;
 - (2) a “Beneficiary” means serving members or former members of the Home Station Regiment who are not covered by another Regimental Senate;
 - (3) the financial holdings/monies of the Senate, to be used in furtherance of the Senate’s mission, would be referred to as the “Home Station Regimental Fund”;
 - (4) the Executive has the authority to dedicate money from the Fund to projects/initiatives as desired, through a vote. A quorum is required to allocate money from Fund;
 - (5) the President has the sole authority to authorize the amount not to exceed \$500.00 to be withdrawn from the Fund and allocated towards an objective (as listed above) without the requirement of a vote. He/she must inform the rest of the Executive, of the amount allocated and to what it has been allocated to. **Secretarial Note:** the \$500.00 amount was unanimously agreed to by the Executive, this being the amount recommended by the Treasurer and which is

common practice with other such organizations whose aims are akin to that of the Senate; and

- (6) donations to the Home Station Regimental Fund can be made by cash, cheque, pay allotment or credit card. LGen Jeffery (Ret'd) stated that that he would discuss the option of making donations by E-Transfer, with NPF authorities and would report his findings to the Senate. **Secretarial Note:** The results of his discussions were as follows, with NPF staff stating that:

“The e-transfers are treated as manual receipts through our corporate account at BMO. The manual receipt process has no internal controls which means that anyone involved in the receipt or intercept the email, the person can redirect the payments to any bank account. The Auto deposit Interact E-Transfer will be available later this year according to BMO which will allow us to turn on this feature for all of NPP in a secure and controlled environment as the emails will be automatically redirected to our BMO account. For the moment due to the risk, we do not want to turn this on until the auto deposit is available.”

The Chair subsequently spoke to the Treasurer and asked her to follow up with NPF staff in December 2019 in order to obtain an update as to the status of E-Transfers as a donation method, and to report her findings to the Senate.

- b. The Secretary stated that once the Senate approved the terms of the financial management framework, it would need to be incorporated into the Constitution, and the new Constitution approved and signed. Once this was done, the Treasurer would pass the new Constitution to NPF authorities who would send it to Ottawa where a GL Number would be assigned to the account, effectively making the fund operational and ready to receive donations.
 - c. the Chair stated that a revised Constitution, incorporating the financial management framework, would be circulated for Senate consideration, prior to being voted upon at the next meeting.
 - d. the Chair stated that he would explore options to enable donations to the Fund to be made via the new RCA Family website, akin to what is done for donations to the RCA Regimental Fund, the RCA Heritage Fund, and the RCAA.
7. Item 7 – Future activities potentially meriting Senate support
- a. 2020 - 75th Anniversary of the Liberation of the Netherlands. The Chair indicated that a similar funding mechanism may be put in place for this event as was done for the 75th Anniversary of Op HUSKY in 2018. This, along with Senate support, enabled the attendance of a member of 1 RCHA at this event. He indicated that further details may become available via Artillery Senate and that he would keep Home Station Regimental Senate members informed. **Secretarial Note:** The Chair has learned that there are a number of commemorative activities being planned, including one being led by HCol Steve Gregory, HCol of 2nd Fd Regt RCA. The scope of participation in this tour by members of the wider RCA Family is TBC. The President also spoke with BGen (Ret'd) Dave Patterson, owner of Fields of Fire Tours. As was the case with Op HUSKY 75, his company will be leading a tour to the Netherlands in 2020. This tour is largely in support of the Communications and Electronics (CELE) Branch, though they have apparently set aside 10 spots for Gunners. Tours details are attached.

8. Item 8 – Expansion of Senate role to include advocacy for Home Station issues

- a. The Vice-President indicated that he has been in contact with BGen Goodyear on this issue. He highlighted the following key aspects of this potential Senate role:
- (1) quarterly updates from the Comd Home Station addressing significant issues that impact the effective operation of the Base or quality of life of all members of the Home Station;
 - (2) this briefing would provide the other members of the Senate, many with years of experience, an opportunity to provide some advice or guidance to approach the issue. Conversely the members of the Board who are in a position that may have an understanding of the issue may be able to provide some understanding as to what is happening with various projects. Additionally, they may also be in a position to best explain the method to obtain support or options to the Comd Home Station;
 - (3) depending on the circumstances it also could provide the Senate with the opportunity to determine if there was someone that they wanted to approach for additional support or possible solutions to whatever the challenge might be; and
 - (4) the Vice-President expressed the concern that the Senate's ability to fulfill this advocacy role would be challenged by the fact that the Senate is not widely known. To that end, he was working on a Communications Strategy to better enable recognition of the Senate, thus assisting it in fulfilling its mission.
- Secretarial Note:** The Chair thanked the Vice-President for his work on this issue with BGen Goodyear and stated that the Communications Strategy would be an agenda item for the next meeting.
- b. in response to questions from other Senate members for an example of the advocacy role in action, the Vice-President stated that Senate advice on Unexploded Ordnance (UXO) mitigation on base and how to best provide utilities to those using base campsites, might be areas where the Senate's advice and expertise would be welcomed by Comd Home Station. He stated that activities in the NPF realm, vice those supported by Public Funds might be the best focus areas for Senate advocacy;
- c. LGen Jeffery (Ret'd) applauded the work of the Vice-President and BGen Goodyear, while indicating that any Senate advocacy must be done "surgically" and on a case-by-case basis.
- d. The Chair indicated that the current Comd Home Station, LCol Anthony Macintyre, was posted this summer and would be replaced by LCol Jeff Lyttle, an artillery officer. He stated that he would intend to invite him to future Senate meetings and could use the period prior to the next meeting to socialize the advocacy concept with him, with a view to gaining his support.

9. Item 9 – A & B Bty/RCA 150th Anniversary in 2021

- a. The Chair stated that this would be discussed at future Artillery Senate meetings and that he would pass on any relevant information from those discussions. **Secretarial Note:** CO 1 RCHA sent the Chair a letter from the Senior Serving Gunner which outlined the broad scope of national, regional and local activities envisaged for these celebrations. The Chair circulated this to other Senate members; and

- b. CO 1 RCHA briefed the meeting on the scope of activities planned for the local Shilo/Brandon region:
- (1) a week of activities would be planned astride the Canada Day weekend and coincident with the 2021 Gunner Reunion in Shilo. This would enable the Regiment to leverage the influx of people anticipated for these events, as well as other local sporting events. The Chair stated that he would contact Capt Lonnie Goodfellow (Ret'd), the Gunner Reunion organizer, to discuss how best to integrate the Reunion with the 150th Anniversary celebrations;
 - (2) the week would include activities such as:
 - (a) a run in Brandon;
 - (b) a sports tournament;
 - (c) a firepower demonstration augmented by vehicles from other Army units;
 - (d) a parachute descent, assisted by the RCAF; and
 - (e) a Freedom of the City of Brandon parade.
 - (3) CO 1 RCHA stated that he would seek support from local cadet organizations, the Royal Canadian Legion, and from Brandon Salutes, a subcommittee of the Brandon Military Relations Committee; and
 - (4) the Chair indicated that he'd be willing to assist 1 RCHA in engagement with local civic leaders and media in order to promote the 150th anniversary events, as well as the Senate. He also stated that he would share lessons learned from RCA 125 activities in 1996 with CO 1 RCHA.

10. Item 10 – Other Business. CO 1 RCHA stated that CWO Campbell was finishing his appointment as RSM 1 RCHA and would soon be proceeding on Second Language Training. His replacement will be CWO C. Rigby. The Chair thanked RSM Campbell on behalf of all Senate members for his dedication and service to 1 RCHA.

11. Item 11 – Date of next meeting. The Chair stated that he would discuss potential dates with CO 1 RCHA and noted that the next meeting would be during the RCA Junior Officer Course in Shilo (25-28 September 2019).

12. Item 12 – Meeting adjournment

- a. The Meeting was adjourned by the Chair at 1430 hrs CST.

Approved

A handwritten signature in dark ink, appearing to read 'P.J. Williams', with a stylized, cursive script.

P.J. Williams
Colonel (Retired)
President

DISTRIBUTION LIST

All Home Station Senate Members (Including ex-officio non-voting members)



Home Station Regiment

THE CONSTITUTION OF THE REGIMENTAL SENATE OF THE HOME STATION REGIMENT, ROYAL REGIMENT CANADIAN ARTILLERY (Revised xx June 2019)

PART I: CONSTITUTION

ARTICLE I – NAME - DEFINITIONS

1. The organization shall be known as the "Home Station Regimental Senate", referred to hereafter as "the Senate". The title of "Home Station Regimental Senate" represents the following organizations:

- a. 1st Regiment, Royal Canadian Horse Artillery (1 RCHA);
- b. 3rd Regiment, Royal Canadian Horse Artillery (3 RCHA);
- c. 3rd Canadian Division Training Centre – Detachment Shilo, and its antecedents;
- d. Regimental Headquarters RCA;
- e. 2nd Surface-to-Surface Missile Battery (2 SSM Bty);
- f. The Royal Canadian School of Artillery, Shilo; and
- g. Home Station Commanders and Sergeants-Major.

These organizations are collectively referred to hereafter as "the Home Station Regiment"

2. "Beneficiary" means serving members or former members of the Home Station Regiment who are not covered by another Regimental Senate.

3. “The Home Station Regimental Fund”, referred to hereafter as “the Fund”, means the financial holdings/monies of the Home Station Regimental Senate. The Fund operates as an Internal to Non Public Funds (NPF) Account and is managed out of CFB Shilo NPF with the assistance of the Treasurer.

ARTICLE II – OBJECTIVES

4. The aim of the Senate shall be to support the Home Station Regiment along Lines of Operation 3, 4 and 5 as detailed in the Royal Canadian Artillery (RCA) Family Strategy:

- a. Line of Operation 3 – Nurture the family institution;
- b. Line of Operation 4 – Connect with Canadians; and
- c. Line of Operation 5 – Celebrate our Heritage.

5. Within the Lines of Operation framework, the specific roles of the Senate are to:

- a. Advance the welfare of beneficiaries of the Home Station Regiment;
- b. Act as an advisory body outside the Canadian Armed Forces (CAF) chain of command to the Commanding Officer and Regimental Sergeant Major of 1 RCHA, referred to hereafter as the “Command Team”;
- c. Assist the Command Team in all matters concerning the welfare of the Home Station Regiment;
- d. Connect and communicate with former members of the Home Station Regiment on the well-being and activities of the Home Station Regiment;
- e. Assist in the development and evolution, and act as guardians of the Home Station Regiment Association and Fund;
- f. Actively support and enable the Fund in fundraising efforts;
- g. Foster interest in the history and traditions of the Home Station Regiment and The Royal Regiment of Canadian Artillery;
- h. Encourage engagement in and support of matters of interest to the Royal Regiment as a whole and the RCA Association (RCAA);
- i. Assist with affiliated Cadet Corps - 1 RCHA Cadet Corps, Shilo and 3055 Repulse Bay Army Cadet Corps, Nunavut as so requested by the Command Team;
- j. Assist with the promotion and maintenance of the Home Station 1 RCHA Pipes and Drums Band, in conjunction with the Fund; and
- k. Deal with such other matters as may be referred to it from time to time by the Command Team.

ARTICLE III - MEMBERSHIP

6. The Home Station Regimental Senate shall consist of:

- a. Past Commanding Officers (serving and retired), Seconds in Command (2ICs) (serving and retired) and Regimental Sergeants Major (RSMs) (serving and retired) of 1 RCHA and 3 RCHA;
 - b. Past Home Station Commanders (serving and retired) and Base Sergeants-Major (serving and retired);
 - c. Past Battery Commanders (serving and retired), Battery Sergeants-Major (serving and retired) of 1 RCHA and 3 RCHA;
 - d. Past Detachment Commanders (serving and retired), Detachment Sergeants-Major (serving and retired) of 3rd Canadian Division Training Centre – Detachment Shilo;
 - e. Past Regimental Majors (serving and retired) and Regimental Headquarters Sergeants-Major (serving and retired);
 - f. Past Majors (serving and retired) and Sergeants Major (serving in retired) who have served in some other capacity at the Home Station;
 - g. The President, who will be elected from the above;
 - h. The Vice-President, elected;
 - i. The Secretary, elected. The Secretary shall be responsible to assist the President in scheduling meetings and in preparing and circulating the agenda. The Secretary will take minutes of meetings, send these to the President for signature, distribute them to the Senate membership and to the Editor of the Canadian Gunner News newsletter (editor.rcaa.aarc@gmail.com) for publication;
 - j. Director of the Home Station Regiment Foundation, elected. The Home Station Regiment Foundation will be the fund-raising arm of the Home Station Regimental Senate. It is intended to be a charitable organization, established in accordance with the *Income Tax Act*, to raise funds which promote and maintain esprit de corps and well-being of all present and past members of the Home Station Regiment;
 - k. Director of the Home Station Regiment Association. The Home Station Regiment Association serves as a mechanism to connect with serving and retired members of the organisations listed in paragraph 1, as well as with Canadians through fora such as Facebook page(s), reunions, etc....;
 - l. *Ex Officio* members who are appointed by virtue of their close association with the Home Station Regiment; and
 - m. Prominent and entrepreneurial Canadians as selected by the Senate.
7. The serving Command Team are *ex officio*, non-voting members of the Senate, and they (or their representatives) will be invited to attend and speak at Senate meetings.
8. Other individuals may be invited to attend Senate meetings (for example to give briefings); however, they may be excluded from certain discussions and will not have voting privileges.

ARTICLE IV –EXECUTIVE COMMITTEE

9. There shall be an Executive Committee of the Senate, consisting of:

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Treasurer (also Director of the Fund); and
- e. Two other Senate members appointed annually, ideally with expertise in law and finance.

10. The Executive Committee may convene meetings at its leisure. Any three members of the Executive Committee shall constitute a quorum of the Executive Committee.

11. The Executive Committee may deal with any matter which cannot await a meeting of the full Senate.

12. A full report of any action taken by the Executive Committee shall be presented at the next meeting of the Senate. Should the Executive Committee deal with a matter outside of the Senate, any such decision must be sent to the 1 RCHA Command Team.

13. Great care is to be taken to ensure that no currently serving member of the CAF comes into a real or perceived conflict of interest position. To this end, currently serving members of the CAF may not serve as President, with the exception of Honorary Appointments.

14. The Executive has the authority to dedicate money from the Fund to projects/initiatives as desired, through a vote. A quorum is required to allocate money from Fund.

15. The President has the sole authority to authorize the amount not to exceed \$500.00 to be withdrawn from the Fund and allocated towards an objective (as listed above) without the requirement of a vote. He/she must inform the rest of the Executive, of the amount allocated and to what it has been allocated to.

ARTICLE V – COMMITTEES

16. The Senate may create other committees or sub-committees as it deems necessary. All such committees shall report to the Senate.

17. Committees other than the Executive Committee, are advisors to the Senate and may not make decisions or take independent action unless specifically authorized to do so by the Senate.

ARTICLE VI - MEETINGS OF THE SENATE

18. There will normally be three meetings annually. The meetings will be conducted via teleconference in order to accommodate for the geographic separation of the membership. The Senate will endeavour to convene at least one regular meeting at the Home Station in Shilo as convenient. Meetings will generally take place as follows (based on a September-August annual cycle), and to the maximum extent possible will be synchronized with meeting of Artillery Senate:

- a. Fall: Meeting of the Full Senate. This meeting will normally take place in September, during the annual RCA Junior Officer Course (JOC) in Shilo, to leverage the presence of senior RCA leadership. The aim of this meeting will be to approve activities meriting Senate support over the next year. Additional activities at this meeting could include:
 - i. The re-election/election of members to the Executive; and
 - ii. Voting on changes to the Constitution.
 - b. Winter. Meeting of the Executive. The aim of this meeting will be to provide updates/progress reports on projects identified at the September meeting. Additional activities at this meeting could include the re-election/election of members to the Executive.
 - c. Summer. Meeting of the Full Senate. The aim of this meeting is to nominate projects for approval at the Fall meeting. Additional activities at this meeting could include the solicitation of amendments to the Constitution for consideration at the Fall meeting.
19. Six members present, including the President or Vice-President and one other member of the Executive Committee, shall constitute a quorum for a Home Station Regimental Senate meeting.
20. Other individuals may be invited to attend Senate meetings; however, such individuals may be excluded from certain discussions and will not have any voting privileges.
21. The Senate may invite non-members to meetings to seek advice and expertise on specific issues. Such attendees will be non-voting.
22. If the regular Secretary is not present, the President will assign a member to take minutes of the meeting for submission to the Secretary.

Attendance by Members

23. Attendance of all members is desirable at all meetings.
24. A member who is unable to attend a meeting of the Senate shall communicate his/her regrets to the Secretary, the President or the Vice-President who will advise those present.
25. The minutes of the meeting, as recorded by the Secretary, shall reflect those who have sent 'regrets' as well as other members who were not present.

Command Team

26. The Command Team shall be advisors to the Senate. They shall participate in meetings, but shall not vote or fulfill any executive functions at any time.
27. The Command Team shall represent the interests of the current serving members of the Home Station Regiment. In this regard, they will regularly report on the state of the Home Station Regiment and provide the Senate with their assessment of the Home Station Regiment's support requirements.
28. The Command Team, at all times, maintains an institutional responsibility to their chain of command, and reserves the right to supersede any decision made by the Senate if such a decision by the Senate

would prove detrimental to the welfare of the soldiers and officers of the Home Station Regiment, or if such decision by the Senate impairs the Command team from fulfilling its duties and responsibilities.

29. The Command Team will ensure that members currently serving at the Home Station Regiment understand the role of the Senate and what it brings to the Home Station Regiment in advancing their welfare and well-being. This will be communicated through a Home Station Regiment Family Strategy or other means as determined by the Command Team.

Finances

30. One of the major interests of the Home Station Regimental Senate will be financial support to Regimental Family initiatives coordinated through the Fund.

31. Donations can be made to the Fund via cash, cheque, pay allotment or credit card (through a pre-authorized debit form). A tax receipt will be issued for donations of \$20.00 or more. All tax receipts will be issued immediately once the donation has been deposited. All tax receipts will be received by donors before the end of the tax year of the donation.

32. All cheques and cash can be sent to the following address. Treasurer Home Station Fund, 3rd Cdn Div TC Det Shilo, Bldg C103, PO Box 5000 Stn Main, Shilo MB, R0K 2A0. All monies will be accepted and noted by the Treasurer and then deposited at NPF Shilo.

33. All cheques are made payable to The Home Station Regimental Fund.

34. A pre-authorized payroll deduction form or pre-authorized credit card deduction form can be obtained by emailing the Treasurer at lindsay.jackson@forces.gc.ca or from a local NPF Office. Once the form has been filled out, it can be returned to the same email address above for depositing at NPF Shilo.

35. A one-time credit card donation can be made by contacting the Treasurer at the email address noted in para 34.

36. E-transfers cannot be accepted due to NPF accounting regulations.

37. The Treasurer (who will also be the Director of the Fund) shall:

- a. Advise the Senate on the status of the Fund;
- b. Direct and manage the fundraising strategy of the Fund;
- c. Oversee Fund initiatives;
- d. Act as “signing authority” (along with the President or Vice-President) on Fund cheques;
- e. Assist NPF Shilo in collecting/depositing donations to the Fund and ensuring that the proper tax receipt is issued promptly once the donation is deposited.
- f. Present the annual budget for approval by the Executive.

ARTICLE VII – AMENDMENTS AND BY-LAWS

38. This Constitution is subject to addition, correction or other amendment at the Annual Home Station Regimental Senate Meeting, in response to a "Notice of Motion."

39. Any amendment will require "Notice of Motion" in writing, which must be submitted to the Secretary one month ahead of the Annual Meeting of the Home Station Regimental Senate. The Secretary shall send a copy of said "Notice of Motion" to each member of the Senate prior to the Annual Meeting.

40. Adequate discussion on the amendment shall occur prior to voting. Any amendment will require a two thirds majority vote at the Annual Meeting to be adopted. Absentee votes received by the Secretary in a sealed envelope prior to the meeting, shall be counted.

41. Should points arise in the discussion period before the vote which will require clarification beyond the timeframe of the meeting, then that amendment will be set over to the next Annual Meeting in order that adequate research can be completed.

ARTICLE VIII – FISCAL YEAR

42. The fiscal year shall run from 1 April to 31 March inclusive.

PART II: BY-LAW

BY-LAW I: Duties of the Executive:

43. President. The President shall preside at all meetings of the Senate and Executive Committee. Between meetings, he or she shall be the representative of and official spokesperson for the Senate. He or she shall conduct meetings in accordance with this Constitution and its By-Laws. He or she shall be an *ex officio* member of all committees, and the primary point of contact between the Senate and the Commanding Officer 1 RCHA. The President of the Senate will correspond directly with the Colonel Commandant or the Regimental Colonel requesting that certain matters arising from Home Station Regimental Senate meetings be considered by the RCA Senate.

44. Vice-President. The Vice-President shall understudy the President, and shall be prepared to act on his or her behalf in the event the President is unable to perform his or her duties. If the position of President becomes vacant, the Vice-President shall fulfill the responsibilities of the President until a new President is elected. He or she shall carry out duties as assigned by the President from time to time.

45. Secretary. The Secretary shall keep a record of the membership at meetings, record minutes of all meetings and act as custodian of the minute book and all records and data of interest to the Senate. He or she shall conduct written correspondence on behalf of the Home Station Regimental Senate, and shall receive incoming correspondence on behalf of the Senate. He or she shall ensure that any actions arising from such correspondence is appropriately disseminated, and that action is taken in a timely manner.

46. Treasurer. The Treasurer shall receive all monies payable to the Senate and deposit them into the Internal NPF Account. He or she shall pay all encumbrances legitimately incurred by the Home Station Regimental Senate in the conduct of its affairs. The Treasurer shall be one of two signatories to any accounts held in the name of the Senate. He or she shall present a non-audited financial statement for consideration at the annual meeting. The Treasurer will automatically assume the role of Director of the Fund.

BY-LAW II: Appointments and Elections.

47. President. The President of the Senate Executive Committee will be on a voluntary basis and elected from members of the Senate by majority vote of a simple quorum. The President will be elected from only past COs and RSMs of 1 RCHA and 3 RCHA, and past CFB Shilo COs and RSMs. The President can be re-elected annually to serve up to a five (5) year term. In the event the position of President becomes vacant, the Vice-President shall become Acting President until such time as a new President is elected.

48. Vice-President. The Vice-President of the Senate Executive Committee will be on a voluntary basis and elected from members of the Home Station Regimental Senate by majority vote of a quorum, as determined by the President. The Vice-President can be re-elected annually to serve up to a five (5) year term. In the event the position of Vice-President becomes vacant, either when the Vice-President moves up to Acting President, or because the position of the appointment becomes vacant, an Acting Vice-President shall be appointed from the members of the Home Station Regimental Senate. Such appointment shall be made by the President or Acting President.

In the event both positions become vacant, the Secretary shall call an Emergency meeting, at which an Acting Vice-President shall be elected from the members of the Home Station Regimental Senate by majority vote of a quorum, as determined by the President.

49. Secretary. The Secretary shall be elected from the members each year at the Annual meeting, and shall serve a term of one fiscal year. The incumbent may be re-elected each year, and there shall be no limit to the number of times he or she can be re-elected.

In the event the position of Secretary becomes vacant, the Treasurer shall assume the duties of the Secretary until the end of the fiscal year. A new Secretary shall be elected at the Annual meeting.

50. Treasurer. The Treasurer shall be elected from the members each year at the annual meeting, and shall serve a term of three (3) fiscal years. The incumbent may be re-elected each year, and there is no limit to the number of times he or she can be re-elected.

In the event the position of Treasurer becomes vacant, the Secretary shall assume the duties of the Treasurer until the end of the fiscal year. A new Treasurer shall be elected at the Annual meeting.

51. Secretary-Treasurer. Where circumstances preclude the election of separate persons to the positions of Secretary and Treasurer, it is permissible for one person to hold the joint position of Secretary-Treasurer, and fulfill both functions. Such a measure should be regarded as an interim solution.

BY-LAW III: Financial

This By-law will be developed after the inaugural Senate meeting has been convened, and the appropriate legal/financial mechanisms are in place to establish a Fund.

52. The Treasurer shall cause an account to be opened Internal to NPF in CFB Shilo in the name of "The Home Station Regimental Senate".

53. The four members of the Executive Committee of the Senate shall be registered as signatories, and business may be conducted over the signatures of any two of the four officers, one being the Treasurer. The registered signatories shall be updated by the sitting Treasurer when there is a transition in the Executive Committee. The names of the signatories will be updated with new elections for Executive

Committee members by the sitting Treasurer. For accountability purposes, one of the two signatures should be that of the Treasurer whenever practical.

54. Spending limits, parameters and control measures of the Senate are established via an Executive quorum and Presidents sole authority as outlined in Article IV, para 14-15 of this Constitution.

55. The Treasurer shall present a non-audited financial statement for consideration at the annual meeting.

BY-LAW IV: Conflict of Interest

56. No member shall place himself or herself in a position where he or she may be perceived to gain an unfair advantage over other members of the Senate, or where their actions may conceivably result in personal gain.

57. The Command Team shall be advisory to the Senate. They shall participate in meetings, but shall not vote or fulfill any executive functions.

58. Any person who, by virtue of past office, is duly a member of the Senate, and who is subsequently reappointed to a further term as CO or RSM of any of the organizations comprising of the Home Station Regiment, shall revert to *ex officio* status for the duration of the appointment.

BY-LAW V: Removal of Members from the Senate

59. Once a person has earned the right of membership by virtue of service, such membership is for life and may only be revoked, suspended or excluded from specific activities in the following circumstances:

- a. He or she has been discharged dishonourably from the CAF;
- b. He or she has been found by a court of law to be of unsound mind;
- c. He or she has been convicted of illegal or immoral activities, public knowledge of which could reflect negatively upon the reputation of the Senate;
- d. He or she is under investigation for activities which are illegal, or which are potentially harmful to the Senate or the Home Station Regiment;
- e. He or she has been denied participation by the Senior Serving Gunner (or chain of command) for reasons that may be counter to the meaningful assembly of the Senate; and
- f. He or she has not been active with the Regimental Senate for a period of three years. With "active" being defined as participation in less than 25% of all meetings.

60. Such exclusions shall require fourteen (14) days advance notice of motion and must have the support of two thirds (2/3) of those who are in attendance.

61. Exclusions may not be for an indefinite period. The term of the exclusion shall be clearly stated in the notice of motion and is subject to modification at the will of the members.

BY-LAW VI: Voting

62. Unless a member has been excluded from voting due to circumstances cited in By-law V, all members listed in paragraph 4 under ARTICLE III are entitled to vote on all matters being considered by the Senate.

63. Voting shall be in person, by a show of hands, or verbally in the case of electronic attendance, at a meeting of the Home Station Regimental Senate. Proxy voting shall not be allowed.

64. If all members of the Senate consent thereto in advance, generally or in respect of a particular meeting, and all such members have equal access, a member may participate in a meeting by means of such conference telephone or other communications facilities as permit all persons participating in a meeting to hear each other, and said member is deemed to be present at the meeting by remote means. Where a member or members are participating by remote means, a verbal roll call shall precede the meeting to establish a quorum.

65. Except as expressly provided herein, all motions and resolutions require approval by the majority voting (50% plus 1) in order to pass. At the request of any eligible voter who is abstaining on any motion; his/her abstention will be recorded.

56. Every motion shall be determined by a majority of votes cast (50% plus 1) by the voting members at the meeting. A declaration by the President or Vice-President that a resolution has been carried, and an entry to that effect in the minutes, shall be sufficient proof of the fact, without proof of the number or proportion of the votes recorded in favour or against such resolution.

Passed by the founding members of the Home Station Regimental Senate on the day of 20.....

Signatures

.....
President
Home Station Regimental Senate

.....
Vice-President
Home Station Regimental Senate

Acknowledged:

.....
Commanding Officer
1 RCHA

.....
Regimental Sergeant Major
1 RCHA



**Fields of Fire Tours
and Merit Travel Canada**
presents

**75th Anniversary of Victory Tour
30 Apr – 9 May 2020
Signals in the Liberation of the Netherlands**



- Attend the Canadian ceremony at Apeldoorn on Liberation Day.
- Visit important Canadian battlefields in the Netherlands
- Pay tribute to Canada's war dead of the Victory Campaign
- Optional 5-day add-on tour to visit the Channel Ports and Scheldt battlefields
- Visit monuments, museums, and Commonwealth War Cemeteries
- Led by experienced military historians and veterans.

For more information contact Brian Cruickshank- at Merit Travel
BCruickshank@MeritTravel.com, or call 1-866-341-1777 #3375

75th Anniversary of Victory Tour

Day 1 – 30 April ...Depart Canada for Amsterdam.

Day 2 – 1 May ...We arrive in Amsterdam, meet our bus and then drive to our hotel. In the afternoon we will visit the Airborne Museum in Arnhem to examine this epic battle. We will check into our hotel for the next seven nights:
Mercure Hotel Nijmegen

Day 3 – 2 May ... Today we will visit the Dutch signals museum in Amersfoort as well as the surrender site in Wageningen, and the site where the April '45 truce that allowed food to be delivered to the starving Dutch population was negotiated in Achterveld.

Day 4 – 3 May ... We will hit the battlefields today when we look at the largest Canadian directed operation of the war: Op Veritable. We will end the day with a visit to Groesbeek Cemetery and the nearby Liberation Museum.

Day 5 – 4 May... Today is the Dutch Remembrance Day and we will attend the Canadian memorial ceremony at Holten Canadian War Cemetery.

Day 6 – 5 May ... This is the big day for ceremonies: Liberation Day. We will join the crowds of people in Wageningen for the Canadian commemoration and parade. Some of our group may march in the parade.

Day 7 – 6 May Today we will be back on the battlefields as we tour the sites of Operation Blockbuster and the Hochwald.

Day 8 – 7 May ... The crossing of the Rhine will be the focus of our touring today, including the airborne battle of 1st Canadian Para Battalion. On our way to Amsterdam we will visit the site of 1st Canadian Army headquarters to look at the signals challenges posed by such a large organization. Our hotel will be the TBC.

Day 9 – 8 May ... A free day in Amsterdam. The excellent resistance museum is highly recommended as well as the amazing art galleries if you are so inclined.

Day 10 – 9 May ... We will get our flights back to Canada from Amsterdam airport. Anyone staying on in Europe can make easy connections from the airport.

Tour Price (Land Only)

CAD \$3600 – (per person, Double occupancy)

(single supplement: \$800 – limited availability)

Airfare can be added if desired and will vary according to point of departure

\$500 per person non-refundable deposit required on booking

Price includes:

- all breakfasts and a bagged lunch daily (no lunch 8 May)
- all travel by coach bus
- accommodation as shown in the itinerary
- opening reception and final dinner
- services of historian/guides

Not Included:

- return airfare from Canada to Amsterdam
- travel insurance
- dinners
- items of a personal nature such as beverages

Note: limited single room availability – “first come, first served”

All terms and conditions available at www.foftours.com

For more information contact Brian Cruickshank- at Merit Travel
BCruickshank@MeritTravel.com, or call 1-866-341-1777 #3375

Supplemental Tour of the Channel Ports and the Scheldt (can be added to the basic package described above)

Day 1 – 26 April ...Depart
Canada for Paris.

Day 2 – 27 April ...We arrive in
Paris, meet our bus and then
drive to Boulogne-sur-Mer
where we will look at the
battle to clear this port by 3rd
Canadian Division. Our hotel
in Boulogne will be: **Ibis
Centre Cathedrale**

Day 3 – 28 April ... On our way
to Bruges we will look at the
battle to liberate Calais. We
will tour the enormous gun
positions of the Atlantic wall
and follow the path of the
Canadians who captured
them. Our hotel in Bruges for
three nights will be the
**Golden Tulip Hotel de
Medici**

Day 4 – 29 April ... We will
look at attempts to cross the
Leopold Canal at Moerkerke
and then the 7th Brigade
crossings. We will also tour
the outstanding Canada
Museum in Adegem and
Adegem Cemetery.

Day 5 – 30 April ... The battles
to clear the northern
approaches to the Scheldt will
be our subject today. This was
probably the most important
battle of the war for the
Canadian Army.

Day 6 – 1 May ... Depart
Bruges, stopping at
Woensdrecht and Bergen-op-
Zoom Cemetery before
meeting the main group in
Arnhem to tour the airborne
museum and check into our
hotel for the next seven
nights: **Mercure Hotel
Nijmegen**.

Supplemental Tour Price (Land Only)

CAD \$1700 – (per person, Double occupancy)
(single supplement: \$450 – limited availability)

Airfare can be added if desired and will vary according to point of departure

\$250 per person non-refundable deposit required on booking

Price includes:

- breakfasts and a bagged lunch daily
- all travel by coach bus or van
- accommodation as shown in the itinerary
- services of historian/guides

Not Included:

- dinners
- travel insurance
- items of a personal nature such as beverages

Note: limited single room
availability – “first come, first
served”

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