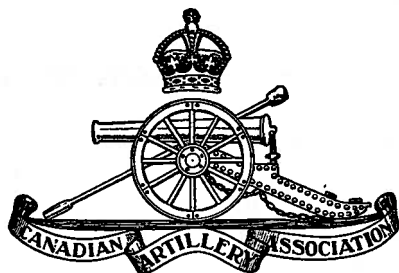


**ROYAL CANADIAN ARTILLERY ASSOCIATION
FORMED 1876**



**REPORT
1961**

ROYAL CANADIAN ARTILLERY ASSOCIATION

Officers and Executive Committee

1961-62

President

Col. E. W. Cormack, OBE, ED, CD

Vice-President

Col. G. B. Robertson, ED, CD

Command and Area Representatives

E. Cmd. Major P. M. Jessome,

N.B. Area Lt. Col. E. A. Grant, CD

E. Que. Area Lt. Col. J. G. Lefebvre,

Que. Cmd. Lt. Col. R. J. Connor, ED

E. Ont. Area Lt. Col. G. F. F. Reynolds, CD

C. Ont. Area Lt. Col. E. R. Clemis, MBE, ED

W. Ont. Area Lt. Col. L. V. Vickars, CD

Man. Area Lt. Col. D. F. Burrows, CD

Sask. Area Brig. J. A. Pringle, ED

Alberta Area Lt. Col. P. H. Walker, CD

B.C. Area Lt. Col. W. S. Jackson, CD

Past Presidents

Brig. D. C. Campbell, CD

Brig. H. T. Airey, CD

Ex-Officio

(a) Honorary Colonel Commandant
Brig. P. A. S. Todd, CBE, DSO, ED, CD

(b) Advisory Committee
Brig. E. R. Suttie, CBE, DSO, ED

Brig. J. A. Gillies, OBE, ED

Brig. Maurice Archer, MBE

Secretary-Treasurer

Lt. Col. E. C. Scott, ED

Assistant Secretary-Treasurer

Lt. Col. H. T. Vergette, CD

Please notify the Secretary immediately of any errors or omissions in the above listing.

Past Presidents

- 1876-79 *Major General Sir E. Selby Smith, KCMG
1880-83 *Major General R. G. A. Luard
1884-87 Lt.-Colonel W. R. Oswald
1888-89 Hon. Colonel A. M. MacDonald
1890 *Major General Sir F. Middleton, KCMG, CB
1891 *Lt.-Colonel A. A. Stevenson
1892 Lt.-Colonel A. E. Curren
1893 *Lt.-Colonel J. R. Armstrong
1894-96 *Lt.-Colonel the Hon. E. G. Prior, MP
1897-98 *Lt.-Colonel F. Minden Cole, DSO
1899-01 *Colonel D. T. Irwin, CMG
1902-03 *Major General W. H. Cotton
1904-05 *Colonel Frank King, MD
1906-07 *Colonel Sir John Hendrie, KCMG, CVO
1908 *Lt.-Colonel H. McL. Davidson, CA
1909 *Colonel R. Costigan, DSO
1910 *Colonel N. F. MacNachton, CVO
1911 *Colonel E. M. Renouf
1912 *Lt.-Colonel E. W. Rathbun
1913 *Lt.-Colonel Lacey R. Johnson
1914 *Lt.-Colonel W. G. Hurdman, DSO
1920 *Major General Sir Edward Morrison, KCMG, CB, DSO
1921 *Colonel J. J. Creelman, DSO
1922 Brigadier General C. H. Maclaren, CMG, DSO
1923 *Lt.-Colonel S. B. Anderson, CMG, DSO
1924 *Brigadier General W. O. H. Dodds, CMG, DSO
1925 *Colonel J. J. Penhale, DSO
1926 *Lt.-Colonel H. H. Sterns
1927 *Lt.-Colonel J. A. McDonald, DSO
1928 *Lt.-Colonel N. P. MacLeod, MC
1929 Colonel E. G. M. Cape, DSO
1930 Colonel MacKenzie Waters, MC
1931 *Lt.-Colonel N. MacDonald
1932-33 Lt.-Colonel G. A. Drew, VD, CD
1934 *Lt.-Colonel R. T. Perry, VD
1935 Brigadier W. C. Hyde, DSO, VD
1936 Lt.-Colonel J. R. Samson, VD
1937 Lt.-Colonel G. T. Inch, MC, VD
1938 Brigadier R. A. Fraser, VD
1939 Colonel C. G. Beeston
1940-46 *Colonel J. J. Creelman, DSO
1947 Major General A. B. Matthews, CBE, DSO, CD
1948 Brigadier P. A. S. Todd, CBE, DSO, ED, CD
1949 Brigadier R. E. G. Roome, CBE, VD
1950 *Brigadier H. E. Wright, ED

*Deceased

- 1951 Brigadier E. R. Suttie, CBE, DSO, ED
- 1952 Brigadier A. E. McB. Bell-Irving, OBE, ED
- 1953 Brigadier H. E. Murray, DSO, ED
- 1954 Brigadier Maurice Archer, MBE
- 1955 Brigadier F. D. Lace, DSO, ED
- 1956 Brigadier J. A. Gillies, OBE
- 1957 Brigadier W. D. King, OBE, ED
- 1958 Brigadier J. Bibeau, DSO, ED
- 1959 Brigadier R. T. DuMoulin, ED, CD
- 1960 Brigadier D. C. Campbell, CD
- 1961 Brigadier H. T. Airey, CD

Past Honorary Colonel Commandants

- 1925 *Major General T. B. Strange
- 1925-1929 *Colonel Del. T. Irwin, CMG, VD
- 1929-1934 *Brigadier General W. O. H. Dodds, CMG, DSO
- 1934-1948 *Major General H. A. Panet, CB, CMG, DSO
- 1948-1958 *Major General H. O. N. Brownfield, CBE, MC, CD

List of Life Members

- Lieut.-Colonel T. Boulanger
- Colonel E. G. M. Cape, DSO
- Lieut.-Colonel, W. H. Howard, MC
- General The Hon. A. G. L. McNaughton, PC, CH, CB, CMG,
DSO, CD
- Colonel S. C. Oland
- Lieut.-Colonel T. A. Viens, QC
- Colonel MacKenzie Waters, MC

ELECTED HONORARY LIFE MEMBERS

- 1948 *Major General H. C. Thacker, CB, CMG, DSO
- *Major General H. A. Panet, CB, CMG, DSO
- Colonel C. H. L. Sharman, CBE, ISO, CMG
- 1949 General The Hon. A. G. L. McNaughton, PC, CH, CB, CMG, DSO,
CD
- General H. D. G. Crerar, CH, CB, DSO, CD
- Brigadier General C. H. MacLaren, CMG, DSO, CD
- 1950 *Colonel C. S. Craig, DSO, OBE, MC
- 1951 Major General A. B. Matthews, CBE, DSO, ED, CD
- 1952 Brigadier R. E. Roome, CBE, VD
- 1954 Brigadier P. A. S. Todd, CBE, DSO, ED, CD
- 1955 Lieutenant General G. G. Simonds, CB, CBE, DSO, CD
- 1957 *Major General H. O. N. Brownfield, CBE, MC, CD
- 1959 Major General The Hon. E. C. Plow, CBE, DSO, CD
- 1959 Lieutenant Colonel The Hon. J. Keiller MacKay, DSO, VD, QC
- 1961 Brigadier R. J. Leach, MC
- 1961 Major General W. H. P. Elkins, CB, CBE, DSO

*Deceased

76th Annual Meeting 1961

The seventy-sixth annual meeting opened in Ottawa at the Chateau Laurier at 10:00 a.m., Friday 13th, October 1961.

1. Minutes 1960 Meeting

The minutes were presented and approved.

2. Financial Statement

(a) The audit of funds as of 31st August 1961 was presented and approved. See page 20 for Statement.

(b) A further statement of funds as of 12th October is as follows:

(1) Travelling expenses since August 31st	\$6,501.40
(2) Receipts since August 31st (fees)	\$1,611.00
(3) Bank Balance (overdraft)	\$ 731.14

(overdraft is caused by the grant cheque from D.N.D. not yet having been received)

3. Resolution to Conference of Defence Associations

No. 1/61—Command Patches

WHEREAS it is considered desirable to improve the dress of the Militia and thereby improve morale.

WHEREAS there is no identifying mark on uniforms, other than unit names, to distinguish between Commands, Areas or Militia Groups

NOW THEREFORE BE IT RESOLVED

That this Association recommends that cloth Command patches be issued to all Militia Units, and that those units included in Militia Groups have the number of the Group super-imposed on the Command patch.

This resolution was withdrawn in committee.

4. Resolutions to the Chief of the General Staff

No. 2/61—Re-designation of Anti-Aircraft Units

WHEREAS considerable difficulty is experienced by light and medium anti-aircraft units in regard to equipment and ammunition,

WHEREAS anti-aircraft defence has been assigned to the Royal Canadian Air Force and anti-aircraft artillery units are no longer required as such,

WHEREAS all ranks are aware of the above factors and consequently realize that training on existing equipment during the time allotted for corps training is time wasted,

NOW THEREFORE BE IT RESOLVED

That this Association recommends that all Militia Anti-Aircraft Units be re-designated as Field Artillery Units and that they be equipped with sufficient numbers of 105 mm and 155 mm howitzers to enable them to teach artillery skills during the corps training time now allowed under the current training policy.

The opinion of the meeting was that in addition to the submission of this resolution, Anti-Aircraft units should also take this problem up with their Commands.

Reply received from C.G.S. 15 December 1961

It is agreed that little purpose is served by continuing training on current anti-aircraft equipment. The conversion of these units is currently under examination and I hope to arrive at a firm decision late in January next year.

No. 3/61—Affiliation with Commonwealth Artillery Units

WHEREAS contact has been made with a Commonwealth member nation to establish an inter-unit alliance,

WHEREAS it was the opinion of that member nation that before such an inter-unit alliance could be entered into, it would be desirable to establish an affiliation between the Royal Regiment of Canadian Artillery and the Corps of Artillery of that member of the Commonwealth

NOW THEREFORE BE IT RESOLVED

That this Association recommends that Army Headquarters consider the affiliation of the Royal Regiment of Canadian Artillery with the Corps of Artillery of all other Commonwealth member nations and thus permit the subsequent alliance of individual Regiments.

Reply received from C.G.S. 15 December 1961

A review of all alliances held by units of the Canadian Army is at present being made with a view to retaining only those alliances which are active and of value to those concerned. In addition, the War Office is in the process of reviewing Royal Artillery alliances with the object of seeking agreement that the only Artillery alliances should be between the Royal Regiment of Canadian Artillery and the Royal Regiment of Artillery with the possible exception of the RCHA and RHA Regiments. Until the above is completed I propose to hold this recommendation in abeyance.

No. 4/61—Qualification of Artillery Officers

WHEREAS artillery officers can now be qualified as lieutenants without any formal training in artillery skills,

WHEREAS it is desirable to provide a means whereby such officers may gain knowledge of their Corps,

WHEREAS with the present emphasis on national survival training, units do not have enough time to provide the standard of corps training required of these officers,

NOW THEREFORE BE IT RESOLVED

That this Association recommends that the appropriate regulations be amended so as to provide that no officer be considered qualified as a lieutenant in the artillery unless he has successfully completed

- (a) a course at the Royal Canadian School of Artillery, or
- (b) an attachment to a Regular Force Artillery Unit during field exercises.

Reply received from C.G.S. 15 December 1961

The current lack of special-to-corps training for Militia officers is due partly to the emphasis on survival training and partly to the shortness of time available to the average young Militia officer for specialized training. With reference to the suggested solutions, it should be pointed out that this time factor has limited the amount of training at Corps Schools and attachments to the Regular Army. In both cases, attendance figures were disappointing. However, the need for some form of special-to-corps training for young officers is fully appreciated and it is the subject of a current study. To provide an immediate answer, standards for indoctrination training, special to RCAC, RCA and RCIC are being issued in December 1961. While these do not effect officer qualification as such, they will provide a useful measure of what training time is needed—and is available—for realistic corps training. I hope that by the end of 1962 the question of special-to-corps qualification for officers can be settled.

5. Resolutions discussed but not submitted

No. 5/61—Gunner Representation in New Units Organized for National Survival.

The meeting was advised by the Director of Militia and Cadets that no new units were contemplated. The proposed training of a further 100,000 men in national survival would be carried out by existing units. It was pointed out that should any new units be formed, previous ones which had been disbanded would be reconstituted, and that the Artillery would no doubt be represented in this eventuality.

No. 6/61—Armouries for Ottawa Unit

There was some diversity of opinion on this subject, the conclusion of the meeting being to reject the resolution as this was a unit problem and not one for the Association.

No. 7/61—Wearing of Grenade with Battle Dress

The proposal to wear grenades on the lapels of the battle dress uniform was submitted for discussion. The idea was favourably received and it was decided to refer this suggestion to the Director Royal Canadian Artillery for consideration.

6. The Canadian Gunner

As provided at the last annual meeting, the President appointed Brig. J. A. Pringle "to consider ways and means of assisting in providing news and aids to increasing circulation".

The Director Royal Canadian Artillery confirmed Brig. Pringle's report that "The Canadian Gunner" was in difficult circumstances, it being now subsidized to the extent of approximately \$3500 a year. Should this situation continue the future life of the paper is in serious jeopardy.

The meeting voted a grant of \$250 to the Canadian Gunner and agreed that Brig. Pringle continue his investigation to see how the paper can be helped.

7. Report of the Historical Committee

The Historical Committee was appointed by the President, its members being:

Col. E. W. Cormack, Chairman
Brig. P. A. S. Todd
Major Gen. H. A. Sparling
Brig. H. T. Airey
Col. E. G. Brooks
Col. G. B. Robertson
Lt. Col. B. H. M. Tedman

Col. Robertson presented the committee report.

A meeting was held at the Royal Canadian Military Institute on Wednesday, October 11th, 1961. Professor (Capt.) R. A. Spencer, the proposed author of the history, joined the meeting. The Committee reviewed financial and publication problems, clerical and professional assistance to the author, the scope of the history and its content, the author's programme for writing the history, the format of the book, assistance to the author concerning his material and his authority to make the final decisions as to content.

The Committee and author agreed that the history should be prepared along the following lines;

1. Cover the history and employment of the RCA generally, with some technical particulars of weapon developments as affecting the RCA, but excluding regimental histories, personal details such as awards, etc.
2. Be a maximum of four hundred pages.
3. Preferably have short chapters, with appropriate maps and photographs.

Capt. Spencer reported that he had done considerable preliminary work about six years ago, that he was ready to write draft chapters covering the earlier periods within the next two months, the whole work to be completed within a two year period and to be his first writing commitment.

The Committee recommended the following resolutions:

1. That the Association approve the writing and publication of the RCA history.
2. That Capt. R. A. Spencer be employed to write the history, the terms of his employment to be settled with him by the Historical Committee.
3. That the sum of \$20,000 be appropriated from the funds of the Association for the purpose of writing and publishing the History.
4. That a permanent Historical Committee be established consisting of the following:

Honorary Chairman
Chairman
Vice Chairman

Brig. P. A. S. Todd
Brig. H. T. Airey
Major Gen. H. A. Sparling

Members—

West. Cmd.	Col. E. W. Cormack
Cent. Cmd.	Lt. Col. B. H. M. Tedman
Que. Cmd.	Brig. Maurice Archer
East. Cmd.	Col. G. B. Robertson
D. Arty	Col. E. G. Brooks
Hon. Secretary (appointed by the Chairman)	Major R. L. Pepall, Q.C. c/o Holden, Murdock, Walton, Find- lay, Robinson & Pepall 24th Floor, 44 King St. W., Toronto 1, Ontario

5. That the permanent Historical Committee have a Financial and Publication Sub-Committee consisting of
- | | |
|---------------|---------------------------|
| Chairman | Brig. H. T. Airey |
| Vice Chairman | Major Gen. H. A. Sparling |
| Member | Lt. Col. B. H. M. Tedman |
- who shall make necessary arrangements to provide the author with clerical and professional assistance and to effect publication of the History.

All the above was approved by the general meeting.

8. Chairs for Officers Mess Shilo

Concern was expressed at the few number of chairs donated to date. It was again brought to notice that chairs could be donated to commemorate

- (a) existing Militia units,
- (b) disbanded Militia units,
- (c) Headquarters, Batteries and Brigades of World War I, and
- (d) Headquarters, Batteries and Regiments of World War II.

The cost of each chair is \$90.00 and cheques should be sent to Officers Mess, Royal Canadian School of Artillery, Shilo, Manitoba. A short history of the unit should accompany the cheque, together with the name of the individual or individuals donating the chair.

The executive committee was directed to set up a committee to publicize this matter. The committee appointed is:

Brig. J. A. Pringle
Col. G. B. Robertson
Lt. Col. B. H. M. Tedman
Lt. Col. W. S. Jackson

**9. Canadian Artillery Memorial, Les Tilleuls,
Thelus, Pas-de-Calais, France**

A motion was approved to pay the Commonwealth War Graves Commission for the annual maintenance costs.

10. Visit of the Master Gunner

A report of the possible visit of the Master Gunner, General Sir Robert Mansergh, GCB KBE MC was submitted by the Honorary Colonel Commandant and the Director Royal Canadian Artillery. It is estimated

that the cost of such a visit will be approximately \$2800. It is hoped to obtain this amount by private subscription.

The general meeting approved

- (a) that an invitation be extended by the Honorary Colonel Commandant to the Master Gunner to visit Canada;
- (b) that the Association provide any initial incidental funds required for the visit, and that if there should be a deficiency that the Association absorb this; and
- (c) that the executive appoint a committee to organize the visit.

The committee appointed by the executive consists of

Chairman: The Hon. Colonel Commandant

Members: The Director Royal Canadian Artillery

Brig. R. T. DuMoulin

Brig. H. T. Airey

Lt. Col. H. T. Vergette

Lt. Col. R. J. Connor

At the time of printing the itinerary for the visit is as detailed below.

MASTER GUNNER VISIT 1962

Serial	Date	Location	Travel Arrangements	Details & Remarks
1	Mon 24 Sep	Montreal	Arrives 1625 TCA Flt 851	
2	Mon 24 Sep	Montreal Ottawa	Depart 1820 Arrive 1850-TCA 741	Possibly a car provided by 30 Field Artillery Regt. for drive to Ottawa
3	Mon	Ottawa	See Serial 2	Informal reception by D Arty
4	Tue 25 Sep	Ottawa	Ottawa	AM visit CGS and MND Lunch AHQ Officers Mess Lay wreath at RCA Memorial visit British High Commissioner Militia Mess Dinner
5	Wed 26 Sep	Ottawa	Departs 1250	
6	Wed 26 Sep	Toronto	Arrive 1345-TCA 653	
7	Wed 26 Sep	Toronto Vancouver Vancouver	Departs 1550 Arrive 1835-TCA 805 See Serial 6	Greeted by senior gunners 15 Regt guard Stay at Faculty Club UBC
8	Thu 27 Sep	Vancouver		AM free Luncheon Vancouver Club Afternoon-recreational 2030-Regt Parade reception
9	Fri 28 Sep	Vancouver		AM-Visit HQ BC Area Luncheon-Hon Officers of Militia Afternoon free Cocktails to be arranged 1900 hrs.-Guest Night

MASTER GUNNER VISIT 1962 (Con't)

Serial	Date	Location	Travel Arrangements	Details & Remarks
10	Sat 29 Sep	Vancouver	Travel by car and ferry to Victoria	Could use TCA flt 143 Dep Vancouver 1055, Arr Victoria 1120
11	Sat 29 Sep	Victoria	See Serial 10	Met by senior gunners Stay at Government house Afternoon recreational with Maj Gen. Murison Dinner with Lt Governor 2030-Bty parade and receptions
12	Sun 30 Sep	Victoria	Travel by car and ferry to Vancouver Must arrive Vancouver to get Aircraft at 1400 hrs.	Could use TCA flt 104 Dep Victoria 1215 Arrive Vancouver 1240
13	Sun 30 Sep	Vancouver Trail	Depart 1400 Arrive 1525-CPA Flt 10	
14	Sun 30 Sep	Trail	See Serial 13	Met by senior gunners Stay at CM&S Company Guest House Afternoon Regimental parade Evening Receptions
15	Mon 1 Oct	Trail-Banff	Travel by car via Nelson to Banff	
16	Mon 1 Oct	Banff	See Serial 15	Stay at Banff-Ronald Grahams Met by bty comd. Junction point Vancouver Edmonton portion of trip
17	Tue 2 Oct	Banff	Drive to Calgary Arrive Calgary late afternoon	Suggest drive around Banff-Lake Louise
18	Wed 3 Oct	Calagry Edmonton	Drive to Edmonton Arrive Edmonton Approx 1400 hrs.	
19	Thu 4 Oct	Edmonton	Depart 1340 Arrive 1735 TCA 502	
20	Thu 4 Oct	Winnipeg Winnipeg Shilo	Travel car	Arrive Shilo approx 2030 hrs. Buffet and Cocktail Party
21	Fri 5 Oct	Shilo	RCAA Meeting	1100-address by Master Gunner Afternoon-demonstrations Col Comdt Mess Dinner
22	Sat 6 Oct	Shilo	Travel to Winnipeg by car after lunch	Demonstration by 2 SSM Lunch Return Winnipeg
23	Sun 7 Oct	Winnipeg	See Serial 22	Rest
24	Mon 8 Oct	Winnipeg		AM free-inspect 2 RCHA in afternoon Mess Dinner combined 2 RCHA & Militia
25	Tue 9 Oct	Winnipeg Toronto	Depart 1300 Arrive 1600-TCA 806	Guest of Gen Matthews Dinner with Lt. Governor

MASTER GUNNER VISIT 1962 (Con't)

Serial	Date	Location	Travel Arrangements	Details & Remarks
26	Wed 10 Oct	Toronto	See Serial 25	Visit HQ Cencom & Centarea 1030 Niagara Falls, Lunch at Niagara Falls or St. Catharines 1600-Cocktail Party Hamilton-Brig. Todd-return to Totonto 2100-Regt. Parade-visit messes
27	Thu 11 Oct	Toronto	See Serial 25	Reception City Hall (?) Sightseeing Caledonia or Muskoka 1700-Return to Toronto 1830-Mess Dinner
28	Fri 12 Oct	Toronto Montreal	Dep 1215 Arr 1325-TCA 600	Review of Regts. on Champs de Mars Cocktail Party Small private dinner
29	Sat 13 Oct	Montreal	See Serial 28	Unveil Memorial early afternoon Mess Dinner in evening
30	Sun 14 Oct	Montreal Fredericton	Depart 1030 Arrive 1350 TCA Flt 422	
31	Sun 14 Oct	Fredericton Gagetown	Travel by car	
32	Sun 14 Oct	Gagetown	See Serial 31	General tour and rest
33	Mon 15 Oct	Gagetown		Inspect 1 RCHA-Mess Dinner meet Fredericton gunners
34	Tue 16 Oct	Gagetown St. John, NB	By car to arrive St. John by noon	
35	Tue 16 Oct	St. John, NB Halifax	Depart 1220 Arrive 1300 TCA Flt 460	Receptions Stay at Government House
36	Wed 17 Oct	Halifax	See Serial 35	Visit district Boat trip, stay Government House
37	Thu 18 Oct	Halifax Montreal	Depart 1245 Arrive 1320 TCA Flt 705	
38	Fri 19 Oct	Montreal	Ivernia-Room M 55 Sailing Montreal 1100 hrs	If weather bad Thur. can use same flight to Montreal (Serial 37) and fly to Quebec flight 740 to get Ivernia Friday evening in Quebec

11. Competitions

Approval was given to set aside the sum of \$5000 to be used for the cost of competitions and prizes, the allocation of such funds to be at the future decision of a general meeting.

The executive committee was asked to appoint a Competition Committee to bring in a plan to the next general meeting.

The Committee is as follows:

Lt. Col. J. G. Lefebvre, Chairman
Lt. Col. E. A. Grant
Lt. Col. F. A. Huycke
Lt. Col. D. F. Burrows

12. Regular Officers in Attendance

The Director Royal Canadian Artillery, Col. E. G. Brooks, DSO, OBE, CD, attended all sessions. He spoke to the meeting at some length on the Regiment generally which included information on present and future equipment.

The crest approved by the Honorary Colonel Commandant was shown, together with the correct Gunner tie. He stated that the normal Gunner tie was the only one officially recognized, that is blue with the red zig zag stripe starting from the wearer's left shoulder and moving down to the right. The wearing of red sashes with No. 2 Dress was discussed and the meeting voiced the opinion that these should continue to be worn. The Director requested that he be notified officially of the decision of the meeting regarding the wearing of the red sash.

He also pointed out that the Curator of the Museum at Shilo wishes to obtain any item of historical interest to the Artillery. There are a great many articles in the possession of former gunners or their families that can fill an important place in exhibits. He requested Commanding Officers of all units to interest themselves in the Museum and to forward anything of significance to the Curator.

Col. J. D. Delamere, MBE, ED, CD, Director of Militia and Cadets was present and offered advice and answered questions on many points referred to him.

On Friday, October 13th, the Major General Survival, Major General A. E. Wrinch, CBE, CD, addressed the meeting at some length on accomplishments and future planning on national survival.

13. Elected Honorary Life Members

The following retired gunners were nominated and unanimously elected:

Major General W. H. P. Elkins, CB, CBE, DSO.
Brigadier R. J. Leach, MC

14. Appointment of Auditor

The meeting approved the appointment of Charles W. Pearce as auditor for the coming year.

15. Annual Meeting 1962

This is to be held at Shilo Camp, at a time to coincide with the visit of the Master Gunner. The executive is to meet the day prior to the general meeting and the annual dinner is to be held at a time to be decided with the School Mess.

The executive, in conjunction with the Master Gunner's Visit Committee, is to set the date for the next meeting.

16. Delegates at 1962 meeting

The following are authorized to attend and receive travelling allowances

1. Officers of the Association and members of the committee.
2. One officer per Regiment and Independent Battery.
3. (a) all artillery officers commanding Militia Groups
(b) Militia Groups under command of each Command or Area not represented by a Militia Group Commander may send one officer from the headquarters of the Militia Group subject to the following:
 - (1) the officer to be the rank of lieutenant colonel
 - (2) priority to be given to artillery advisor.
4. The retiring Secretary-Treasurer, Brig. R. J. Leach, MC

17. Travelling Expenses to Annual Meeting 1962

- (a) Eastern and Quebec Commands, Central Command (less Kenora) and British Columbia Area.
 - (1) Return air fare (economy)
 - (2) Return railway fare to airport.
 - (3) Necessary taxi fares.
- (b) Manitoba, Saskatchewan and Alberta Areas
 - (1) First Class return railway fare.
 - (2) Lower berth and/or chair car each way.
 - (3) Allowance for meals, etc. \$2.00 per meal en route.
- (c) Subsistence at Shilo
 - (1) This to continue at \$12.00 per diem, except that if there is no charge for lodging at Shilo this will not be required.
 - (2) Association will pay for all meals except Annual Dinner.

18. Other Travelling Expenses

The meeting also approved travelling expenses for

- (a) Executive Committee to committee meetings.
- (b) Officers of the Association or other person nominated by the President to represent the Association at any special meetings called by Army Headquarters or the Conference of Defence Associations.

Travel by air (economy rates) were approved if train journey each way is over 24 hours

19. Expenses—Members of the Executive Committee

The meeting approved the payment of any expenses incurred by members of the executive committee during the next year.

20. Authority for Executive to conduct business

The meeting authorized the executive committee to conduct the business of the Association until the next general meeting.

21. Appointment of Trustees

The executive committee was directed to appoint a committee of three trustees to decide on investment of funds or selling of securities as required.

The committee appointed is
Brig. M. Archer
Col. E. W. Cormack
Col. G. B. Robertson

22. Increased Membership in Association

The possibility of increased membership was discussed. The Secretary is to write all Units and ask for nominations for membership. It was further suggested that individual members be sent a letter each year reminding them of their annual dues.

23. Annual Dinner

The annual dinner, presided over by the outgoing President, Brig. H. T. Airey, was held in the Officers Mess, 30 Field Artillery Regiment, on the evening of Friday, October 13th. The Chief of the General Staff, Lt. Gen. Geoffrey Walsh, CBE, DSO, CD, the Quartermaster General, Major General R. W. Moncel, DSO, OBE, the Major General Survival, Major General A. E. Wrinch, CBE, CD, Col. J. M. Delamere, MBE, ED, CD, Director of Militia and Cadets, Col. R. A. Keane, DSO, OBE, Director General of Military Training, and Col. E. G. Brooks DSO, OBE, CD, Director Royal Canadian Artillery, were head table guests. In addition there were several guests representing other Associations.

The retiring President made a presentation to the retiring Secretary-Treasurer, Brig. R. J. Leach, on behalf of all members of the Association.

24. Expressions of Thanks

The meeting was unanimous in expressing appreciation for the attendance and help of the Director Royal Canadian Artillery and his staff and the Director of Militia and Cadets.

A motion to thank the outgoing executive was approved.

An expression of thanks was passed in favour of the Commanding Officer, 30 Field Regiment for the fine manner in which the Annual Dinner was conducted.

25. Retiring Secretary-Treasurer

A unanimous motion was passed recognizing the valued services over many years of the retiring Secretary-Treasurer, Brig. R. J. Leach.

26. Service at Artillery Memorial

A service was held at the Artillery Memorial in Major's Hill Park at 12:30 p.m. A wreath was laid by the Honorary Colonel Commandant in memory of all Canadian Gunners who paid the supreme sacrifice. This was followed by the Last Post, Two Minutes Silence and Reveille. The trumpeter was provided by 4 RCHA.

27. Delegates to the Conference of Defence Associations

The meeting authorized the executive to appoint six delegates to the Conference and also gave authority to pay any expenses incurred, and that travel rates are not to exceed those authorized for an executive committee meeting.

The executive committee appointed the following:

Brig. P. A. S. Todd
Col. G. B. Robertson
Col. E. W. Cormack
Lt. Col. B. D. Baily
Lt. Col. E. R. Clemis
Lt. Col. W. S. Jackson

Alternate delegates Lt. Col. E. C. Scott
Lt. Col. R. J. Connor
Lt. Col. L. V. Vickars
Brig. J. A. Pringle

28. Crest of the RCAA

At the executive meeting held on 11th October the matter of the crown on the crest was discussed. The Secretary was directed to inquire if the correct crown was being used.

Subsequent to the annual meeting this matter was taken up with the Colonel Commandant and the Director Royal Canadian Artillery. These discussions resulted in the following rulings made by the Colonel Commandant:

- (a) no change is to be made in the cover of the 1961 report;
- (b) the crest itself is a matter entirely for the Association;
- (c) the Association cannot use a recognized military crest as such; and
- (d) the matter be further discussed at the 1962 annual meeting.

October 10th, 11th and 12th, 1963.

**LIST OF DELEGATES ATTENDING ANNUAL MEETING
OCTOBER 1961, AT OTTAWA, ONTARIO**

Unit	Rank	Name	Decorations	Residence
Unattached				
Col.Cmdt.	Brigadier	P.A.S. Todd	CBE, DSO, ED, CD	Hamilton
President	Brigadier	H.T. Airey	CD	Toronto
P ¹ President	Brigadier	R.T. DuMoulin	ED, CD	Vancouver
	Brigadier	J.A. Gillies	OBE, CD	Braeside
V ¹ President	Col.	E.W. Cormack	OBE, ED, CD	Edmonton
Sec.-Treas.	Brigadier	R.J. Leach	MC	Ottawa
A ¹ Sec.-Treas.	Lt.Col.	E.C. Scott	ED	Ottawa
Eastern Command				
12 Fd	Lt. Col.	E.A. Grant	CD	Fredericton
14 Fd	Nil			
6 Indep Fd Bty.	Major	P.M. Jessome		Sydney
3 MAA	Lt. Col.	B.L. McCarthy	CD	Saint John
1 Fd.	Major	A.J.W. Dyer	ED	Halifax
Ex. Cmtee.	Col.	G.B. Robertson	ED, CD	Halifax
Quebec Command				
6 Fd.	Nil			
27 Fd.	Nil			
34 Fd.	Lt. Col.	R.J. Connor	ED	Westmount
37 Fd.	Capt.	R.J. MacDonald		Beaconsfield West
46 Fd.	Lt. Col.	G.C. Harvey	ED	Drummondville
	Major	D.L. Davis	CD	Drummondville
57 Loc Bty.	Nil			
2 Med.	Lt. Col.	R. Joncas	CD	St. Laurent
	Major	G. Ethier	ED	Montreal
3 Loc Bty.	Major	T.A. McLean		Dorval
62 LAA	Lt. Col.	R.R. Grondin	CD	Shawinigan
8 MG.	Colonel	R. Normandeau	CD	Quebec
	Lt. Col.	J.G. Lefebvre	CD	Beaufort
11 MG.	Lt. Col.	F.G. Dufresne	ED	Shawinigan
Ex.Cmtee.	Lt. Col.	B.D. Bailly	CD	Montreal
10 MG.	Lt. Col.	L.P. Martin	MC, ED	Montreal
Central Command				
7 Fd.	Major	E.C. Walker		Sarnia
8 Fd.	Lt. Col.	H.L. Donald	CD	Copetown
11 Fd.	Lt. Col.	F.T. Metcalfe		Guelph
21 Fd.	Nil			
29 Fd.	Major	L.F. Atkins		Toronto
30 Fd.	Lt. Col.	H.T. Vergette	CD	Ottawa
44 Fd.	Lt. Col.	E.R. Clemis	MBE, ED	St. Catharines
56 Fd.	Lt. Col.	C.E. Brown	MC, CD	Brantford
40 Med.	Lt. Col.	R. Campbell	CD	Kenora
42 Med.	Lt. Col.	F.A. Huycke	CD	Toronto
33 Med.	Lt. Col.	J.O. Burnham	CD	Cobourg
1 Loc.	Lt. Col.	J.D. Cambridge	CD	Willowdale
49 MAA	Lt. Col.	N.S. Currie	CD	Sault Ste. Marie
	Capt.	C.S. Willis		Sault Ste. Marie
50 Fd.	Lt. Col.	L.O. Grose	CD	Peterborough
57 LAA	Lt. Col.	R.J. Haig	CD	Niagara Falls
	Major	K.J. Kenyon	CD	Welland
	Major	S.G. Sharpe	CD	Welland
	Major	D.K. MacGillivray	CD	Welland
58 LAA	Lt. Col.	E.H. Capstick	CD	Copper Cliff
17 MG.	Lt. Col.	H.A. Farthing	ED, CD	Hamilton
15 MG.	Lt. Col.	Blake H.M. Tedman	CD	Toronto

**LIST OF DELEGATES ATTENDING ANNUAL MEETING
OCTOBER 1961, AT OTTAWA, ONTARIO (Continued)**

Unit	Rank	Name	Decorations	Residence
Western Command				
15 Fd.	Lt. Col.	F.C. Garrett	CD	Vancouver
18 Fd.	Lt. Col.	P.H. Walker	CD	Lethbridge
26 Fd.	Lt. Col.	W. Burton	ED, CD	Portage la Prairie
39 Fd.	Lt. Col.	D.F. Burrows	CD	Winnipeg
53 Fd.	Lt. Col.	M.A. Powell	CD	Yorkton
10 Med.	Major	R.N. Walsh	CD	Regina
19 Med.	Major	S.P. Burden	CD	Calgary
5 Indep Med Bty.	Major	G.W. Archer	CD	Victoria
20 Med. Rect.	Capt.	D.V. Reynolds	CD	Edmonton
24 MAA	Lt. Col.	T.H. Fell		Trail
20 MG.	Lt. Col.	J.S. Sinclair	CD	Regina
Ex.Cmtee.	Lt. Col.	W.S. Jackson	CD	West Vancouver
21 MG.	Brigadier	J.A. Pringle	ED	Saskatoon

FINANCIAL STATEMENT

Receipts

August 31, 1960, Balance on deposit		
Bank of Montreal,		
General Account		\$ 4,792.52
Membership fees		1,596.00
Interest on Bonds		998.75
Payment received account loan		
(Memorial Fund Loan 1958)	\$3,612.40	
Balance on hand "Memorial		
Account" transferred to		
Memorial Fund Loan	707.88	
(Balance of \$679.72 not		
recoverable)		4,320.28
Bonds redeemed Government of		
Canada 3% 1960 \$5000. Par		5,000.00
Total Receipts		\$16,707.55

Disbursements

Travel Officers Annual Meeting, Balance 1960	2,227.80	
Expense Annual Meeting 1960	401.75	
Cups, Insurance	86.25	
Custody of Bonds, Bank of Montreal	32.50	
Auditor	35.00	
Conference of Defence Associations, Assessment	141.01	
Maintenance R.C.A. Memorial, Les Tilleuls, France	78.72	
Salaries and Office expense, telegrams, postage, etc.	2,863.41	
Printing Annual Report 1959	366.30	
R.S. Hyndman, Portrait in Oil, "H.M. the Queen"		
Presented to Officers' Mess, Shilo	300.00	
Purchase \$5000. Government of Canada		
Bonds 3% 1963	4,875.00	
Accrued Interest	44.38	
Wreath Memorial, England, Remembrance Day	12.79	
Wreath Memorial, Ottawa, Remembrance Day	30.00	
		11,494.91
August 31, 1961, Balance in Bank of Montreal		5,212.64
		\$16,707.55

I have audited the books and accounts of the Royal Canadian Artillery Association for the twelve months ended August 31st, 1961, and have received all the information and explanations I have required. I report that, in my opinion, the above statement correctly displays the receipts and disbursements for the period under audit, according to the information and explanations given to me, and as shown by the books.

The Bank Balance at 31st August, 1961, and the bonds held for safe-keeping by the Bank of Montreal, as listed below, have been verified by a certificate from the Bank,

\$ 5,000.	2 $\frac{1}{8}$ %	Canadian National Railway Bonds due	1969
11,000.	3%	Province of Ontario Bonds due	1960
5,000.	3%	Government of Canada Bonds due	1963
10,000.	3 $\frac{3}{4}$ %	Government of Canada Bonds due	1965

Charles W. Pearce, Auditor.

RULES OF THE ROYAL CANADIAN ARTILLERY ASSOCIATION
(Adopted by the General Meeting October 1949 and as amended by
the General Meeting November 1957)

Name

1. The name of the Association shall be the Royal Canadian Artillery Association.

Object

2. The promotion of the efficiency and welfare of the Royal Canadian Artillery and of all matters pertaining to the Defence of Canada.

Patron and Vice-Patrons

3. The Governor General of the Dominion and the Lieutenant-Governors of the Provinces may be respectfully requested to become Patron and Vice-Patrons, respectively, of the Association.

Elected Officers of the Association

4. The Officers of the Association shall consist of:
 - (a) A President (not eligible to serve two consecutive terms).
 - (b) A Vice-President (not eligible to serve two consecutive terms).
 - (c) A Secretary.
 - (d) A Treasurer.(c) and (d) offices may be combined, and an Assistant appointed, to be elected annually.

Executive Committee

5. For the administration of the Association throughout the year, there will be an Executive Committee consisting of:
 - (a) The President and Vice-President of the Association.
 - (b) One member from those units serving under each Command and Area HQ (Newfoundland Area to be included in Eastern Command). To be elected for one year eligible for re-election.
 - (c) The two immediate past Presidents.
 - (d) Ex-officio:
 1. The Honorary Colonel Commandant
 2. Past Honorary Colonel Commandants
 3. An Advisory Committee of three elected from Supplementary Reserve and Retired Royal Canadian Artillery Officers, Regular and Militia. To be elected for a three year term not eligible to serve two consecutive terms.

The Director Royal Canadian Artillery and Commandants Royal Schools of Artillery and Commanding Officers Regular Artillery may be requested to attend meeting in an advisory capacity as required.

Members

6. The following are eligible as members:
 - (a) All serving Artillery Officers of affiliated units of the Royal Canadian Artillery (Militia).

- (b) Other Serving Royal Canadian Artillery (Militia) Officers who have paid current affiliation fee.
- (c) Ex-Artillery Officers of the Canadian and other British Commonwealth Forces acceptable to the Association.
- (d) Elected Honorary Life members.
- (e) Life Members.
- (f) Associate members:
 - (1) Regular Army Officers Royal Canadian Artillery.
 - (2) Other Commonwealth Artillery Officers serving in Canada.

Affiliate Units

7. The following units will be eligible to affiliate with the Association:
 - (a) Headquarters of Commanders, Royal Canadian Artillery and Army Groups, Royal Canadian Artillery of the Militia, and of such other Artillery Militia Commanders as may be formed from time to time.
 - (b) Artillery Regiments of the Militia.
 - (c) Independent Artillery sub-Units of the Militia.
 - (d) Regular Army Artillery Units.
 - (e) Royal Military College and Royal Roads, College Militaire St. Jean.
 - (f) RCN, RCN(R) and Royal Canadian Air Force Units detailed to co-operate with Artillery.
 - (g) Units of the Canadian Officers Training Corps.
 - (h) Cadet Corps affiliated to Artillery Units.

Elected Honorary Life Members

8. (a) Any person who is deemed to have rendered outstanding service to the Artillery may be elected an Honorary Life Member of the Association at a General Meeting. Record of Service in the Royal Canadian Artillery normally to be the dominant factor in selection.
- (b) Numbers to be limited as may be decided from time to time by a General Meeting.
- (c) Nominations must be submitted to the Secretary-Treasurer thirty days before Annual Meeting accompanied by reasons and where applicable, by Service history. These nominations will be examined by the Executive Committee who will report their recommendations to the General Meeting.
- (d) Voting will be by all eligible voters present on each name submitted and will be carried out in the order of priority as recommended by the Executive Committee.

Life Member

9. Any Serving Officer RCA (Militia) or ex-Royal Canadian Artillery Officer may make application to become a Life Member by paying a fee of Fifty Dollars. Application will be forwarded to the Secretary and presented to the next General Meeting for consideration.

Affiliation Fees

10. (a) Militia Units: Fees will be based on the Artillery officer strength

as at 1st September in each year, the rate to be determined each year at a General Meeting.

- (b) Regular Units: No fees required unless otherwise determined at a General Meeting.
- (c) Units shown in paragraph 7 (e, f, g, h) will not be required to pay fees.
- (d) Individual Serving and Ex-officers: An annual fee of \$3.00. Associate members will not be required to pay fees.

Rights of Members

- 11. (a) At a General Meeting all members will have the privilege of taking part in the proceedings other than voting.
- (b) Voting will be restricted to those set forth in paragraph 12.
- (c) Only Serving and Ex-Officers of the Royal Canadian Artillery (Militia) and ex-officers of the Royal Canadian Artillery (Regular Army, are eligible for election to office in the Association.

Eligible Voters

- 12. At General Meetings those eligible to vote will be:
 - (a) Elected Officers and members Executive Committee of the Association not representing a HQ or Unit.
 - (b) One representative from each:
 - (i) Headquarters, Commanders Royal Canadian Artillery and Army Groups, Royal Canadian Artillery (Militia) and such other headquarters as may be formed.
 - (ii) Regiment, Royal Canadian Artillery (Militia).
 - (iii) Independent Sub-Unit Royal Canadian Artillery (Militia).
 - (iv) Any serving or ex-Artillery Officer who may be authorized to attend with expenses paid as a representative of a Militia Group HQ or any similar HQ.

The appropriate fees for the previous Association year must have been paid before an individual or Unit representative is eligible to vote.

Proxy Votes

- 13. Any eligible voter or Unit who is not represented at a meeting may:
 - (a) On subjects of which notice has been given send to the Secretary a written vote.
 - (b) In any case, give "proxy powers" to any other eligible voter, this power to be notified to the Secretary in writing stating whether power is only for specific subjects or for all subjects that may arise. The above to apply to both General and Executive Committee Meetings. For purposes of voting the person or Unit giving the proxy shall be deemed present at the meeting and shall abide by vote of his Proxy.

General Meetings

- 14. (a) A General Meeting of the Association will be held annually, unless otherwise decided at a General Meeting.

- (b) A Special General Meeting may be called by the President at the request or concurrence of two-thirds of the Executive Committee.
- (c) All members are eligible to attend. Representatives of affiliated Units as described in paragraph 7 (e, f, g, h) may be asked by the Executive Committee to attend as observers.
- (d) The General Meetings are to be held at a place and time of year to be decided at General Meetings the exact dates to be decided by the Executive Committee.
- (e) The President will preside, but in his absence, the Vice-President will take his place or, if not present, the senior serving Militia Officer on the Executive Committee.
- (f) At a General Meeting the business of the Association will be transacted and such powers as may be deemed fit will be delegated to the Executive Committee.

ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE

- 15. (a) All Officers and Members of the Executive Committee will be elected by a General Meeting.
- (b) Nominations will be made as under:
 - (1) President
 Vice-President
 Secretary
 Treasurer
 Advisory Committee
 Auditor
 By the Executive Committee.
 - (2) Representatives from each Command and Area by the eligible voters in each Command or Area.
- (c) Further nominations may be made by any member of the Association before voting on the nominations takes place.

Resolutions Committee

- 16. At any General Meeting where Resolutions are to be presented a Resolutions Committee(s) will be appointed whose duty will be to frame the approved Resolutions in accordance with the opinions expressed by the meeting. The Committee will consist of one member from each Army Command, appointed by the Command and Area Executive Committee members in each Command, and such other members as the President may consider necessary in view of the nature of the Resolutions being presented. The Committee(s) will elect its own Chairman.

Changes in Rules of Association

- 17. (a) Change in Rules of the Association will be made only with the approval of the General Meeting.
- (b) Any proposed changes will be notified to the Secretary 60 days in advance of the Meeting.

- (c) The Secretary will notify such proposed changes to Units in time for delegates to obtain their Units' views before leaving for the Meeting.

Functions of Executive Committee

- 18. (a) Perform such functions as are allotted to it annually by the General Meeting.
- (b) Take such action regarding new business as cannot wait until the next General Meeting as they may see fit.
- (c) Report to General Meeting on all actions taken.
- (d) Meet as required by the President of the Association or if he is not available, by order of the Vice-President. The convening Officer may obtain decisions by a written vote.
- (e) A quorum will consist of six members but must have representatives of at least three commands.
- (f) In the event of no members of the Executive Committee from a Command or Area being available and the representatives from the Command or Area concerned does not consider the views of the Command or Area can be expressed in writing or by proxy he may delegate an officer not below the rank of Major to attend and vote for the Command or Area.
- (g) The Presiding Officer will have a "Casting Vote".

Minutes of Meeting

- 19. (a) Extracts of the Minutes of all General Meetings will be published in the Annual Report.
- (b) Any action authorized by the Executive Committee will be published in the Annual Report.

Secretary, Duties of

- 20. It shall be the duty of the Secretary to attend all Meetings of the Association and of the Executive Committee; to keep minutes of the transactions at such Meetings in books provided by the Association and to be kept by him for that purpose; to conduct the correspondence, and give all notices required by the rules or by Order of the Association, or the Executive Committee, as the case may be, or the presiding officers thereof, to prepare all reports of the prize lists, and certify and submit the same to the proper meetings and officers of the Association; and to keep all records thereof. He shall be responsible for notifying all Units and members of amount of dues. To discharge such other duties as may be required from time to time by the Annual General Meeting, the Executive Committee, or by the President. The remuneration of the Secretary shall be fixed by the General Meeting from time to time. He will not be eligible to vote at a General or Executive Meeting.

Treasurer, Duties of

- 21. The Treasurer shall deposit to the credit of the Association, in a Bank named by a General Meeting, all sums of money paid over to him on

behalf of the Association. The payment of all monies for current expenses will be in accordance with the instructions of General Meetings or authority of the Executive Committee. Payments to be made by cheque drawn by the Treasurer, and countersigned by the President of the Association, a member of the Executive Committee, or a member of the Association nominated by them and not below the rank of Major. The remuneration of the Treasurer shall be fixed by the General Meeting from time to time. He will not be entitled to a vote at a General or Executive Meeting.

The Treasurer shall prepare annually his accounts up to the end of the Association year, and submit the same with all proper vouchers, to the auditor of the Association for his audit and at such other times as may be directed by the Executive Committee. The auditor's report and statement will be presented to the next General Meeting. He will not be eligible to vote at a General or Executive Meeting.

Auditing of Accounts

22. Accounts will be audited annually.

A Chartered Accountant, International Accountant, or other qualified Accountant will be appointed annually by the General Meeting to audit the accounts of the Association. The date of closing the accounts for audit will be decided by the Executive Committee. The audit will be presented to the next General Meeting.

Travelling Expenses

23. Rates and numbers to whom issued will depend on funds available.

(a) Rates will be decided at each Annual General Meeting for attendance at General and Executive Meetings.

(b) The total number whose expenses will be paid for attendance at the next General Meeting will be decided at each General Meeting under the following factors:

(i) Expenses will be paid to all members of Executive Committee, attending a meeting, in accordance with (a) above.

(ii) If representatives from all Units cannot be paid, allotment to Commands will be in proportion to number of Units in each Command, and Members of Executive on strength of Units will be considered as representatives of their own Units and count as part of the Command allotment.

(c) All members attending meetings of the Executive Committee will have their expenses paid in accordance with (a) above. If from lack of funds the General Meeting should limit the funds for travelling, the Executive Committee may at their pleasure restrict the allowable expense to each member or limit the number attending in accordance with the subjects to be discussed.

Order of Business

24. The following order of business will be observed at the Annual General Meeting:

(a) Presentation of Reports.

- (b) General Business.
- (c) Election of Officers.
- (d) New Business.

The outgoing president, or the officer presiding at the Meeting, will preside at the Annual Dinner.

Cancellation of Membership

25. The membership of any member or the affiliation of any Unit may be cancelled by a three-fifth's vote at a General Meeting. Before a vote is taken the person or unit concerned must be given an opportunity to present his rebuttal in writing and may, if they so desire, address the meeting in person. In case of HQ or Unit the address will be limited to the CO or one person nominated by him.