



**THE CONSTITUTION
OF THE
HOME STATION REGIMENTAL SENATE,
THE ROYAL REGIMENT CANADIAN ARTILLERY
(Revised 21 October 2021)**

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. C Company, 3rd Canadian Division Training Centre, 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."¹

¹ The use of the badge of the Royal Canadian Horse Artillery, and the badge of the Royal Regiment of Canadian Artillery ensigned by the Royal Crown, is with the kind permission of Regimental Headquarters RCA. The use of the Canadian Forces Base Shilo badge is with the kind permission of the Commander Home Station.

2. “Beneficiary” means serving members or former members of the Home Station Regiment, regardless of cap badge, and their immediate family members², who are not covered by another Regimental Senate or like organization³.

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. The Fund is a Qualified Donee which allows it to receive donations without having to be registered with the Canada Revenue Agency (CRA).

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;

² For the purpose of this Constitution, an “immediate family member” means a spouse or common law partner, children including stepchild, legal ward or adopted child or parent (or grandparent in lieu of parent) of the Home Station Regiment member.

³ Serving and retired Canadian Armed Forces members and their families may also be eligible for support under the Support our Troops program (<https://www.supportourtroops.ca/>). In such cases the Senate may be able to supplement support provided by the Support our Troops program. Other support services available can be found at: <https://rca-arc.org/other-services/>

- 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 Officers Commanding (serving and retired) and Company Sergeants-Major (serving and retired) of C Company, 3rd Canadian Division Training Centre, and its antecedents;
 - 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 I 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. Except as noted in paragraph 54, 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 meetings 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, credit card (through a pre-authorized debit form) or via ETransfer. 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 Regimental Fund, C Company, 3rd Canadian Division Training Centre, Building C103, PO Box 5000 Station 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 or from a local NPF Office. Once the form has been filled out, it can be returned to the Treasurer for depositing at NPF Shilo.

35. A one-time credit card donation can be made by contacting the Treasurer.

36. ETransfers to the Fund can be made using the following email address: 2107-HSRFUNDPMTS@CFMWS.COMM

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 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

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. In addition, for authorizing the expenditure of more than \$100.00 from the Fund, the President, the Vice-President and the Treasurer must complete the NPP Financial Delegated Authorities and Contracting Certification Course, available on the Defence Learning Network: <http://dln-rad.mil.ca/login-lien/index.html>. Certification from this course is valid for three years, though it is an annual requirement for those accepting/receiving any credit card information. The course completion certificate will be sent to the Treasurer and to Base NPF. Base NPF will then issue Annex C - Incumbent Acceptance of The Responsibility for The Financial Administration of NPP.

55. To offer benevolent support to, or support to meet the immediate needs of an eligible member or an immediate family member, a donation, in an amount agreed by an Executive quorum, will be sent to the intended recipient. Any such cases for need shall be brought to the attention of the Treasurer.

56. Situations may arise whereby the Senate deems it necessary to raise funds for an initiative not covered by NPF regulations, such as support to an individual which is not already covered under the provisions of paragraph 55. In such cases, funds will be raised by private donations which will be sent to the Treasurer. The Treasurer will send any such funds to NPF to be placed "In Trust" for the specific initiative. When the funds are required, the Treasurer shall inform NPF, who will issue a cheque to the intended recipient(s).

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

BY-LAW IV: Conflict of Interest

58. 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.

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

60. 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

61. 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.

62. 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.

63. 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

64. 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.

65. 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.

66. 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.

67. 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.

68. 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 Home Station Regimental Senate on the 21st day of October 2021

Signatures



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President

Home Station Regimental Senate

Acknowledged:



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Commanding Officer
1 RCHA



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Regimental Sergeant Major
1 RCHA