



By-Laws for 427(London) Wing Royal Canadian Air Force Association

Introduction

Welcome to 427 (London) Wing. Please visit our website for a brief account of our glorious history and traditions at WWW.427WING.COM. While visiting the website you will see information on upcoming events, how to apply for membership, names of members of the Board of Directors and chairpersons of reporting Committees, editions of our newsletter (The London Link), Air Cadets, rental space, and more.

These by-Laws were approved by the general membership, at the General Meeting held on February 28, 2020. They were amended at the General Meeting held on March 24, 2023.

Your comments are welcome.

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Article 1 - 427 (London) Wing Mission

101 The Royal Canadian Air Force Association (RCAFA) is a national aerospace and community service organization established:

- To commemorate the noble achievements of the men and women who have served as members of Canada's Air Force since its inception.
- To advocate for a proficient and well-equipped air force.
- To support the Royal Canadian Air Cadet program.
- Community – to participate in local civic and community programs.
- Civil/Military Air - to recognize achievements in civil and military aviation through the annual awards of the RCAFA. The purpose of the RCAFA is to publicly stress the importance of Canada's military air power, its heritage and its role.
- 427 (London) Wing (The Wing) shall be democratic and non-sectarian, and shall not be affiliated with, nor connected with any political party or organization.
- The Wing is an all ranks organization insofar as its serving military or former military members are concerned.
- Throughout these by-laws, reference to the Ontario Group bylaws will be made. For further information, please ask a Board member for a copy of the Ontario Group by-laws.

Article 2 – Abbreviations of terms and bodies

201 427 (London) Wing Royal Canadian Air Force Association – The Wing.

202 Board of Directors – BoD.

203 Royal Canadian Air Force Association – RCAFA also referred to as The Association.

204 Wing Bulletin or Newsletter (The London Link) – The Link.

205 Ontario Group Bylaws – OG.

206 The Canada Corporations Act for Non-Profit Organizations – The Act.

Article 3 – Organization of the RCAFA and The Wing

301 The constitution of The RCAFA provides direction and guidelines for Wings across Canada. See **rcafassociation.ca** for detailed information.

302 These by-laws are created in accordance with parliamentary law and procedures.

Article 4 – Board of Directors (BoD)

- 401** The affairs of the Wing shall be overseen by the Board of Directors.
- 402** The BoD will consist of a Chair, Treasurer, Secretary and up to four additional Directors.
- 403** The BoD may exercise such powers and do such acts and things as may be done by the Corporation. (For further information see OG items 105-107.)
- 404** All BoD members shall be eligible for reelection and may continue to hold office for two consecutive years.
- 405** Successfully elected candidates for election are members of the BoD at the time of election.
- 406** The BoD may be composed of Regular members and Associate members of The Wing.

Article 5 – Meetings

- 501** Board Meetings will be chaired by the Board chair or designate and be held at least monthly, except July.
- 502** The BoD will set the date and time for each Board Meeting. -
- 503** The BoD will set the date and time for each General Meeting with at least seven days' notice to the Wing membership.
- 504** A quorum of fifty percent (50%) of BoD membership is required for voting on financial, governance, and major capital projects.
- 505** With the fiscal year July 1 to June 30, the August Board Meeting agenda shall include a review of the draft budget of income and expenses for the new fiscal year. The meeting will include a list of all activities for planning purposes.
- 506** General Meetings will be chaired by the Board chair or designate and be held quarterly or more frequently as determined by the BoD.
- 507** The Annual General Meeting is held in May and will include elections for the BoD.
- 508** A quorum of ten percent (10%) of the total membership is required to pass motions at General Meetings.
- 509** The opening and closing ceremonies, set out in RCAFA booklet 108, will be carried out at all general meetings.

Article 6 – Elections

- 601** The General Meeting held in April will allow for nominations for the BoD by name, not Board position, who have accepted a nomination to run.
- 602** The May Annual General Meeting will include elections for the BoD by name, not for BoD position.
- 603** A quorum of ten percent (10%) of the total Wing membership is required to conduct a valid BoD election.

- 604** Upon election, the new BoD will name positions for Chair, Treasurer, Secretary and up to four additional Directors.

Article 7 – Replacement of a BoD Member

- 701** If it becomes necessary to replace a member of the Board, the position will first be offered to the first runner-up for a BoD position in the previous Annual General Meeting. The BoD is empowered to fill a BoD vacancy by appointment as a secondary option. The BoD reserves the option to not replace a BoD member, in the case of a vacancy occurring late in the BoD's mandate. (For further information see OG 206.)

Article 8 – Wing Membership

- 801** Applications for membership are available at The Wing as well as by visiting the web site (427Wing.com). Completed applications should be handed in at the Wing accompanied by the appropriate membership dues based on membership type.
- 802** The BoD will determine acceptance or rejection of an applicant for membership and the Membership Chair shall advise the individual. The goal is to make the applicant feel welcome and be installed as a member at the next General Meeting as soon as possible after the application has been approved.
- 803** There are two categories of membership: Regular (Member of RCAFA) and Associate (Member of 427 (London) Wing).
- 804** Regular memberships are open to any person who has served or is serving in the Armed Forces or a person who has an interest in aviation.
- 805** Associate Membership is open to any person who supports the aims and objectives of the RCAFA. An Associate member may be allowed to become a Regular Membership after one year.
- 806** Honorary Member – pertains to an individual who has substantially contributed to the welfare or advancement of the Wing. Nominations made can be approved by the BoD on a one year basis and are reviewed each year. Spouses of deceased members may be granted honorary membership for one year and after the year may be offered Associate membership.
- 807** Regular membership includes subscription to Air Force Magazine. Membership fees for spouses who are Dual Regular members is reduced in that one copy of Air Force Magazine is sent to the couple.
- 808** The Membership year is July 01-June 30. Membership dues are determined by the BoD yearly. Members renewing after June 30 will be subject to an administrative fee. Members who do not renew by September 30 will be removed from the membership roll.
- 809** The Wing urges members to be recruiters. Our aim to reach out to the wider diverse population in the London region. We want our mission and purpose to resonate with potential new members so that not only will they join, but also remain with the Wing and possibly in time volunteer to serve on a Committee. (For further information see OG Article III 301 to 309.)

Article 9 – Representing the Wing at Events

- 901** Only persons selected by the Board of Directors may represent or speak on behalf of 427 (London) Wing at events or ceremonies. Selection of persons are made on an event by event basis. Members who violate this by-law, may be subject to expulsion or suspension of membership.

Article 10 – Expulsion or Suspension of a Wing Member

- 1001** Any member of the Wing may be expelled or have membership suspended for breach of obligation, use of profane language or disorderly conduct.
- 1002** A suspension will be immediately reviewed by the BoD and the member given the opportunity to appear before the BoD to present their case for lifting or lessening the period of suspension or expulsion. (For further information see OG 207.)

Article 11 – Dissolution of The Wing

- 1101** A resolution at a general meeting to dissolve the Wing must pass with a quorum of ten percent (10%) of the total membership in attendance. The notice will be posted on the Wing notice board.
- 1102** The next step is to convene a Special Wing General Meeting within 60 days to confirm the resolution. All current members must be contacted by the fastest means possible and be given the opportunity to vote by paper ballot if unable to attend the Special Meeting in person. Not less than sixty-six (66%) of the total membership must vote in favour of dissolution or the resolution is defeated.
- 1003** If the resolution passes, a special committee appointed for the purpose of dissolution, will convene to arrange the necessary administrative and legal procedures.

Article 12 – By-Law Amendments

- 1201** These By-Laws can be amended by a motion passed at a General Meeting; if Notice of the amendment is posted on the Wing notice board at least 30 days prior to the General Meeting. The notice shall also be published in the London Link.

**BY-LAWS SCHEDULE A
DUTIES OF 427 (LONDON) WING, RCAFA
MEMBERS OF THE BOARD OF DIRECTORS
AND REPORTING COMMITTEES**

BOARD OF DIRECTORS

CHAIR OF THE BOARD OF DIRECTORS

The Chair shall:

- Have general supervision over the affairs of the Wing and coordinate activities.
- Enforce bylaws, house directives and amendments.
- Coordinate budgets with other Board members and Board Advisors.
- Prepare and monitor, with the Treasurer, the Wing annual budget.
- Promote a strong and healthy relationship between the Wing and the Air Cadet Squadrons in London and Area, and all aviation and aerospace organizations operating locally.
- Promote a positive image of the Wing to the membership and to guests of the Wing.
- Report to the Regional Vice President on a regular basis.

ANY BOARD DIRECTOR or OFFICER

- Shall be vested with all the powers required to perform the duties of the Chair in his/her absence, disability or refusal to act.
- Assist the Chair in the general supervision of the Wing.
- Perform such duties as the Chair may from time to time delegate, or the Board of Directors may prescribe.

TREASURER

The Treasurer shall:

- Ensure the recording and depositing of all revenue received and pay BoD authorized expenses.
- Present all Wing accounts for an annual audit in accordance with Wing policy.
- Present a monthly financial report for Board of Directors and general meetings.
- Ensure the appropriate day-to-day financial duties are conducted by a bookkeeper, accountant or the Treasurer.

SECRETARY

The Secretary shall:

- Coordinate incoming and outgoing correspondence and file copies.
- Prepare agendas and record the minutes of BoD and General Meetings
- Provide copies of documents as required for meetings.
- Control the safekeeping of all Wing records.

**Committee Chairs shall be assigned by the BoD and have overall
responsibility for their Committee activities**

MEMBERSHIP COMMITTEE CHAIR

The Membership Committee Chair shall:

- Maintain a current membership list, which conforms to the policies and procedures outlined in RCAFA Booklet 105.
- Regularly review the membership figures to ascertain trends required to maintain current levels and make recommendations accordingly.
- Prepare and distribute annual membership renewal statements, collect annual membership dues, and contact members who have not renewed.
- Prepare membership kits for presentation to new members when being inducted.
- Identify the interests of new members to the BoD.
- Provide a budget for presentation at the August General meeting.
- Provide membership lists for committees who require it; such membership lists shall be used for Wing purposes only and not used for commercial purposes. Any use must conform with the Federal Personal Information Protection and Electronics Documents Act (PIPEDA).
- Present long service pins; and send list of birthdays to the Link editor.

MARKETING AND FUNDRAISING COMMITTEE

The Marketing and Fundraising Committee Chair shall:

- Plan and execute fundraising efforts, especially for capital projects, to sustain and preserve the Second War II building (2155 Crumlin Rd.) It may be necessary to form a sub-committee in order to focus on fundraising only.
- Promote Wing events in London area publications including with partners of the Wing such as the London International Airport, Secrets of Radar Museum, London Amateur Radio Club, Pillar non-profit organization and other media organizations in the region.
- Promote the aims and objectives of the Wing to the membership and the public.
- Research and assist the BoD in completing funding applications for needed capital assistance and other Wing sanctioned projects.
- Arrange for in-house publicity of Wing activities and maintain an annual record of write-ups and photographs of Wing activities.
- Organize and maintain a telephone committee to notify members, especially those without internet, of important events.
- Prepare an annual marketing budget for the August General meeting.
- Coordinate the Wing website including the Facebook page and update regular and special events.

WELLNESS AND PARKWOOD HOSPITAL LIAISON COMMITTEE

The Chair shall:

- Maintain a current list of ill and convalescing members and report all seriously ill members to the BoD and the Padre.
- Visit, telephone or send get well cards to those members who will benefit most from a social call.
- Prepare an annual budget for presentation at the August BoD planning meeting.

AIR CADET LIAISON COMMITTEE

The Air Cadet Liaison Officer shall:

- Provide liaison to the Wing supported Air Cadet Squadrons including attending parades and training nights.
- Present requests well in advance from Air Cadet Squadrons for use of the Wing facilities to the BoD and Wing food services manager.
- Ensure that Wing members are aware of Squadron functions including the annual reviews.
- Write articles for the Link and offer Squadrons the opportunity to do so.
- Provide annual financial assistance and retain all receipts.

SPIRIT OF FLIGHT AVIATION MUSEUM COMMITTEE (SOFAM) and LIBRARY

The Spirit of Flight Aviation Museum Committee and Library Chair shall:

- Work with various heritage and education groups to present engaging, educational and entertaining exhibits, presentations and functions.
- Focus on involvement of the Air Cadet Squadrons in London and surrounding area;
- Help prepare applications for grants in conjunction with the Marketing and Fundraising Committee.
- Define, research and build 427 Wing appropriate reference library.
- Report to the BoD and Wing membership as to activities.

SPOONER COMMITTEE

The Spooner Committee Chair shall:

- Maintain the "Legacy Stones" and promote sales.
- Maintain the Spooner Wall, Spooner Memorial Wall, RCAF plaques and provide new flags when needed.
- Remove weeds and assist in the beautification of the gardens surrounding the Memorial.
- Report as necessary to the BoD.

PADRE

- Qualifications for the Padre shall include graduation from a recognized theological college with a Master of Divinity degree or the equivalent, and the completion of a Clinical Pastoral course; it is preferable that the Padre has Canadian Forces (CF) experience and has a minimum of three years' experience in the ministry. The Padre may be active or retired.
- The Padre shall conduct or assist in services deemed in the best interests of the Wing and its membership and be responsible for the spiritual needs of Wing members.

HOUSING COMMITTEE

The Housing Committee Chair shall:

- Ensure that Wing accommodations are adequate for events such as meetings, social functions and recreational activities.
- Perform minor repairs and ensure all equipment is in good working condition.
- Plan and implement an annual spring and fall clean-up in conjunction with The Spooner Committee.
- Inventory the Wing belongings.
- Arrange to keep the sidewalks and parking lots clear of ice and snow and the lawns cut as required.
- Plan and implement an annual maintenance budget for presentation to the BoD at the August planning meeting.

ENTERTAINMENT COMMITTEE

The Entertainment Committee Chair shall:

- Prepare an annual calendar of Wing events for presentation to the BoD at the August planning meeting.
- Promote the traditions of the RCAF by including aviation-related functions, such as the Battle of Britain and anniversary of the RCAF.
- Book entertainers well in advance in coordination with the Wing Manager and the BoD.
- Report on disbursements for each function to the BoD.

SERGEANT-AT-ARMS

The Sergeant-at-Arms shall:

- Assist the BoD in maintaining membership dress and decorum.
- Investigate and report cases of conduct prejudicial to the Wing.
- Control parade accoutrements.
- Act as Colour Party Sergeant.
- Maintain flagpole, Canadian flag and RCAFA ensign.
- Provide wreaths as required for ceremonial occasions.
- Provide liaison for parades.

EDITOR OF THE LONDON LINK

The Editor of the London Link shall:

- Work with the Coordinator to the Editor.
- Produce six editions yearly starting with the July/ August edition.
- Ensure the contents of The Link include upcoming activities, topical articles by committees, Wing members, air cadets and other submitted articles when space allows.
- Maintain a current email list of Wing members provided by the Membership Chair. Membership lists shall be used for Wing purposes only and not used for commercial purposes and any use must conform with the Federal Personal Information Protection and Electronic Documents Act (PIPEDA).

COORDINATOR TO EDITOR OF THE LONDON LINK

The Coordinator shall:

- Process regular and other articles to the Editor in a timely fashion.
- Proofread each edition of the Link, advise the Editor of any changes and when satisfied, advise the Editor to email the edition. It is essential that the Link be distributed as soon as possible.
- Contact suitable businesses for advertising in the Link.
- Prepare and send invoices to advertisers for payment in July annually and remind advertisers who are late in making payment.
- Prepare an annual budget for the August BoD planning meeting.
- Liaise with the BoD for printing and distribution of the Link by Canada Post.

HISTORY, HERITAGE AND VETERANS' MEMORIAL AND GRAVES COMMITTEE

The History, Heritage and Veterans' Memorial and Graves Committee Chair shall:

- Represent the Wing on the London Veterans' Memorial and Graves Committee.
- Liaise with the Dorchester Legion for the annual Poppy campaign.
- Arrange for displays for special occasions working with the SOFAM committee and other museums such as Secrets of Radar Museum (SoRM).
- Research archives for information on veterans and historical events for the Wing and individual members.
- Report to the BoD and members at meetings as required.

KIT SHOP COMMITTEE

The Kit Shop Committee Chair shall:

- Maintain an adequate supply of items for sale at the Wing, airshows and other events.
- Maintain a current list of suppliers aiming for the Wing to obtain the "best price" whenever possible.
- Prepare an annual budget for presentation to the BoD at the August planning meeting.
- Maintain an inventory and ensure items are securely stored.

SPORTS CHAIRPERSON

The Sports Chairperson shall chair the Sports Committee:

- Investigate and promote euchre, golf, horseshoes, darts and other sports events considered suitable as a membership benefit.
- liaise with other Wing committees in the promotion of these sports events to the general public to promote more visitors to Wing events.