

AUGUST 2004

CONSTITUTION OF
THE ELECTRICAL AND MECHANICAL ENGINEERING
BRANCH FUND

AIM

1. The Aim of the Electrical and Mechanical Engineering (EME) Branch Fund is to provide a structure for the betterment of the EME Branch throughout the Canadian Forces. This will be accomplished through the following objectives:
 - a. to foster, maintain and promote the well being of individuals of the EME Branch and the EME Branch as a whole;
 - b. to perpetuate and recognize the bonds of comradeship and esprit de corps within the EME Branch;
 - c. to encourage and support public interest in the EME Branch;
 - d. to assist in the preservation of the traditions, memorabilia and customs of the EME Branch; and
 - e. to enhance the operation of the EME Kit Shop for the betterment of all members of the Branch.
2. The following benefits shall be offered to EME Branch Fund members:
 - a. funding accoutrement requirements for QL3 and Phase II and IV graduating students;
 - b. providing educational awards in the form of bursary \ scholarship;
 - c. providing discounts at EME Kit Shop Outlets to EME Branch Fund members;
 - d. providing benevolent loans;
 - e. providing for hardship grants;
 - f. providing sports awards;
 - g. providing information and reduced rates for Branch sponsored events to serving and retired members; and
 - h. provide educational short-term loans.
3. The EME Branch Fund shall also:
 - a. provide for recognition of Branch members;
 - b. provide funds to accommodate the maintenance of the EME Artifacts, Memorabilia, 50th Monument and the RCME Gates; and
 - c. other events/requirements that are in the best interest of the EME Branch as directed by the Executive Board of Directors.

NAME

4. The full name of the Fund shall be: "The Electrical and Mechanical Engineering Branch Fund". The official abbreviation shall be EME Branch Fund. Throughout the remainder of this document the term, "The Fund", shall be used and this term shall be construed to refer to the EME Branch Fund.

BACKGROUND

5. The Fund has no predecessor. From the time of its official establishment, The Fund will constitute the legal authority for the custody and control of all Branch non-public funds and property, including Branch artifacts and memorabilia previously under the control of the Electrical and Mechanical Engineering Officers' Fund. Officers' Fund silverware will continue to be administratively controlled by the Officers' Fund. Furthermore, The Fund will be the sole controlling agency of the EME Kit Shop.

AUTHORITY

6. The Fund is authorized under the provisions of CFAO 27-8.

MEMBERSHIP

7. Membership shall be voluntary. There will be three classes of membership as follows:

a. Regular Members. Regular members may consist of:

- (1) serving members of the Regular or Reserve components of the Canadian Forces assigned to the EME Branch or its predecessors;
- (2) retired members of the Regular, Special Forces or Reserve components of the Canadian Forces who were assigned to the EME Branch and in good standing as defined in By-Law Number Five Para 1; or
- (3) serving general officers/Colonels who were EME officers prior to promotion;

b. Associate Members. Associate members may consist of:

- (1) ex-members of the Regular or Reserve components of the Canadian Forces who were assigned to the EME Branch and are currently serving with another Element, Branch or Classification;
- (2) widows/widowers of EME Branch personnel detailed in paragraph 7.a. (1) of this Constitution who have died while on active duty with the Canadian Forces will become automatic members of The Fund; and
- (3) widows/widowers of deceased EME members who wish to belong to The Fund; and

c. Honorary Members. Honorary membership applications will be presented to and approved by the Fund BOD. The Definition of an Honorary Member is an active or retired member of the RCEME/LORE/EME Branch who through their efforts/contributions has brought honour to the EME Branch.

ORGANIZATION

General

8. The offices of The Fund will be located at the Home of the EME Branch, Canadian Forces School of Electrical and Mechanical Engineering (CFSEME), CFB Borden. The Fund will be controlled by an Executive Board of Directors and administered by the Administrative Committee.

Executive Board of Directors

9. Composition. The Executive Board of Directors (BOD) shall be composed of the following EME members:

- a. the Branch Advisor (BOD Chairperson/Fund President);
- b. the Commandant of CFSEME Administrative Committee Chairperson;
- c. a Sr Officer from Land Forces Quebec Area (LFQA);
- d. a Jr Officer from Land Forces Atlantic Area (LFAA);
- e. the Branch CWO will represent NCR area;
- f. a WO/MWO or CWO from Land Forces Western Area (LFWA)
- g. a Jr NCO from Land Forces Central Area (LFCA);
- h. an EME NCO serving with the Air Environment, selected by the Sr EME member in 1 Canadian Air Division HQ;
- i. a Fund Manager, Branch Adjutant;
- j. the School Sergeant-Major (SSM) CFSEME;
- k. the President EME A – Ex-Officio member; and
- l. the President RCEME A – Ex-Officio member.

10. Responsibilities. The BOD is responsible to ensure The Fund activities are in accordance with the strategic direction of the EME Branch. The BOD will also ensure that communication is maintained between the BOD and the members of the Fund by utilizing both the Area Representation and the EME Branch Leadership (duties see By-Law Number Three).

11. Duties. The duties of the BOD are found in By-Law Number One.

Administrative Committee

12. Composition. The Administrative Committee shall be composed of the following members:

- a. the Commandant of CFSEME (Chairperson);
- b. the SSM of CFSEME;

- c. a Jr NCO from the Borden area;
- d. the EME Branch Adjutant (Branch Fund Manager); and
- e. the Chief Instructor of CFSEME – Ex-Officio member.

13. Responsibilities. The Administrative Committee is responsible to act in the best interest of The Fund as directed by the Executive Board of Directors.

14. Duties. The general duties of the Administrative Committee and of The Fund Manager are detailed in the Terms of Reference at By-Law Number Two to the Constitution.

Area Representation

15. Composition. The Fund will ensure Area Representation for all Branch Fund members. The areas of representation will be separated as follows:

- a. LFWA;
- b. LFCA;
- c. Borden;
- d. Air Command (AirCom);
- e. LFQA;
- f. NCR; and
- g. LFAA.

16. Responsibilities. To ensure Branch members receive all information and objectives offered by the EME Branch Fund and to provide feedback to their respective area BOD member.

17. Duties. The general duties of the Area Representative are detailed in By-Law Number Three – EME Branch Communications.

REVENUES

18. The Fund was originally seeded with funds remaining from the 50th Anniversary Fund. Operating revenues will be generated by:

- a. membership dues in accordance with the rates detailed in CFAO 27-8 and administered in accordance with By-Law Number Five to this Constitution;
- b. profits from the sale of EME Kit Shop merchandise (as detailed at By-Law Number Four); and
- c. any other money-raising initiatives approved by the BOD and keeping with current military Regulations and Orders.

BENEFITS

19. The benefits and administration of benefits to The Fund membership are detailed in By-Law Number Six to this Constitution.

NPF ITEMS

20. Any capital goods purchased by The Fund will be of a permanent nature and consideration will be given to the quality, serviceability and hereditary value of each article prior to purchase. These articles will be held at a location decided upon by the Administrative Committee and will remain the property of The Fund. The Commanding Officer of any Unit, which holds such articles, will be responsible for their maintenance, safekeeping and for their replacement in the event of loss by any means not covered by insurance. All such arrangements will be covered by formal written custodial agreement (see Annex A to By-Law Number Seven) designed to ensure proper use, safe custody, maintenance and regular inventory verification.

21. The Fund, through the Administrative Committee, shall maintain, warehouse and display items, artefacts and memorabilia of historical significance to the EME Branch. Under no circumstances shall The Fund's non-public property classified as artefacts and memorabilia be disposed of or otherwise alienated without prior express approval of the CDS.

22. The property of The Fund will be insured against loss or damage by fire or theft. The cost of insurance on Fund owned property will be borne by The Fund unless it is covered by the blanket insurance fund for NPF property at a Base. The cost of refurbishing and replacement of work or damaged property will be borne by the appropriate institutes of the Units holding this property in return for use made of it.

FINANCIAL AUTHORITIES

23. The Fund manager will oversee the day-to-day operations of The Fund through the Administrative Committee. The Fund Manager shall collect the funds and produce financial statements.

AUDIT

24. The Fund Manager shall arrange for an annual audit of The Fund including the EME Branch Kit Shop by an external agency. The results will be presented to the BOD and a copy of the report will be submitted to the appropriate agencies at NDHQ at least once per fiscal year in accordance with CFAO 27-8.

BY-LAWS

25. The By-Laws shall provide the rules and guidelines governing the operation of The Fund.

AMENDMENTS

26. Any member of The Fund can propose amendments to the Constitution and its By-Laws. Such proposals are to be submitted to The Fund Manager. Amendments are to be approved by a majority vote of the BOD.

Original signed by

J.E.M. Giguère
Colonel
President
EME Branch Fund

BY-LAWS:

1. The Executive Board of Directors Terms of Reference
2. Administrative Committee Terms of Reference
3. EME Branch Communications
4. EME Kit Shop Operation
5. Membership
6. Benefits
7. EME Branch Fund NPF Items

EME BRANCH FUND
BY-LAW NUMBER ONE

THE EXECUTIVE BOARD OF DIRECTORS
TERMS OF REFERENCE

1. The Executive Board of Directors (BOD) will act in the best interest of the EME Branch in keeping with the objectives detailed in paragraph 1 and shall be composed as outlined in paragraph 9 of the Fund Constitution.
2. Members shall serve a minimum of two years on the BOD unless posted. The BOD duties are as follows:
 - a. attend the BOD meeting as a voting member;
 - b. oversee the operation of The Fund in accordance with CFAO 27-8;
 - c. take decisions concerning the operation of The Fund by a majority vote in the best interest of the EME Branch;
 - d. review, at least annually, the financial statements of the Branch Fund;
 - e. address the concerns of the Area/Formation Fund members to the BOD;
 - f. review, as a minimum annually, the current listing of all Branch Fund members for accuracy, completeness and validity;
 - g. provide strategic direction to the EME Journal and other EME communication mediums; and
 - h. other duties as directed by The Fund President.
3. A quorum will consist of five members of the BOD; two of which must be non-commissioned members.
4. The Branch Advisor (Fund President) or delegate shall chair the BOD meeting. The Fund President will call a meeting of the BOD no less than once a year; twice a year will be the norm.
5. All matters for consideration by the BOD will be decided upon by a majority vote of the BOD. In the event of a tie, The Fund President shall cast the deciding vote.
6. Where necessary, travelling expenses for BOD meetings may be paid out of The Fund. Generally, this type of travel expense to The Fund will not be an option but if this is utilized, the most economical means of travel is to be used.

EME BRANCH FUND
BY-LAW NUMBER TWO

ADMINISTRATIVE COMMITTEE
TERMS OF REFERENCE

ADMINISTRATIVE COMMITTEE

1. The Administrative Committee (Admin Cmte) is responsible for discharging all administrative functions of The Fund and undertaking projects as directed by the Executive Board of Directors (BOD). The composition of the Admin Cmte will be as detailed in paragraph 12 of the EME Branch Fund Constitution.
2. The functional organization of the Admin Cmte is detailed in Annex A to this By-Law. A member will serve a minimum of two years unless posted.
3. The general duties of the Admin Cmte are as follows:
 - a. collect and administer dues and revenues of The Fund;
 - b. prepare semi-annual financial statements and present them to the BOD for approval;
 - c. through communiqués, regularly advise The Fund members of projects and the financial status of The Fund;
 - d. administer the EME Kit Shop, in accordance with the Terms of Reference provided at By-Law Number Four to this Constitution, for the benefit of all members of the EME Branch;
 - e. maintain records of membership;
 - h. maintain all NPF properties of the EME Branch;
 - g. maintain Loan and Grant records; and
 - h. provide advice to and act on the direction of the BOD.

EME BRANCH ADJUTANT (FUND MANAGER)

4. The EME Br Adjt will perform the following activities:
 - a. The Fund Manager. As The Fund Manager, the Br Adjt:
 - (1) will arrange for an independent annual audit of The Fund including the EME Kit Shop and shall forward the results to The Fund President;
 - (2) will oversee the operation of the EME Kit Shop in accordance with By-Law Number Four of The Fund's Constitution;
 - (3) will be responsible for the production of a membership card for Fund members; and
 - (1) fulfill other duties as directed by The Fund President;

5. The Fund Treasurer. As The Fund Treasurer, the Br Adjt will:
 - (1) prepare an annual Business Plan with an accompanying operational budget;
 - (2) monitor The Fund's financial records;
 - (3) forward financial statements quarterly, for review by The Fund President; and
 - (4) prepare semi-annual financial statements for presentation to the BOD and insertion to EME Branch Web Page; and

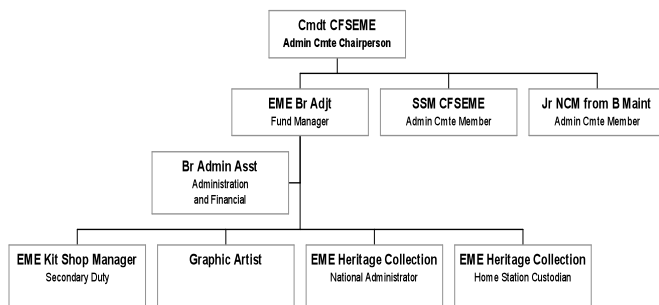
6. The Fund Secretary. In this position, the Br Adjt will:
 - a. maintain the master membership list;
 - b. staff all correspondence as required in the administration of The Fund;
 - c. oversee The Fund's NPF holdings in accordance with By-Law Number Seven to The Fund's Constitution; and
 - d. be responsible for the minutes of the BOD meetings and ensure publication on the EME Branch Web Sites.

Annexes:

Annex A Functional Organization of the Admin Cmte

ANNEX A
BY-LAW NUMBER TWO
EME BRANCH FUND

FUNCTIONAL ORGANIZATION OF THE ADMIN CMTE



EME BRANCH FUND
BY-LAW NUMBER THREE

EME BRANCH COMMUNICATIONS

1. The Executive Board of Directors (BOD) will ensure all Branch Fund communications are properly disseminated to all Branch Members through the following:
 - a. Area/Base/Unit Senior EME Branch Leadership reps; and
 - b. EME Branch Fund Area Representatives.

EME BRANCH LEADERSHIP

2. The Terms of Reference for the Area and Senior EME Branch Leadership Representatives as far as The Fund activities are concerned are to:
 - a. ensure EME pers are assigned to the BOD as applicable;
 - b. ensure the dissemination of information concerning The Fund activities;
 - c. fund Temporary Duty (TD) costs for BOD members to the twice yearly scheduled BOD meetings;
 - d. encourage Unit representation and participation in The Fund;
 - e. encourage monitor and review EME Branch Awards and The Fund benefits;
 - f. initiate and aid membership drives;
 - g. field concern/queries from The Fund members including Area/Unit reps; and
 - h. encourage EME Branch esprit de corps thru annual EME celebrations and activities.
3. For the purposes of these Terms of Reference, the EME Branch Senior Leadership is the senior officer or NCM in the Unit/Base/Wing/Formation/Area or organization with the Canadian Forces. In some cases, there may be a technical EME Branch Leadership that augments the Chain of Command.

EME BRANCH FUND AREA REPRESENTATION

4. The Terms of Reference for the EME Branch Fund Area Formation Representatives are to:
 - a. encourage area representation/participation;
 - b. direct information through Unit reps;
 - c. initiate membership drives, and
 - d. field concerns/queries from The Fund members and forward to their BOD member.

EME BRANCH FUND

BY-LAW NUMBER FOUR

EME KIT SHOP OPERATION

PURPOSE

1. The EME Kit Shop is established to enhance the identity and visibility of the EME Branch. The EME Kit Shop at EME Home Station (CFSEME), CFB Borden is the only authorized EME Kit Shop.
2. The EME Kit Shop will operate as a financially self-supporting activity of The Fund. It will be operated as a sub-activity of the Admin Cmte and will be the responsibility of the BOD. The BOD will administer the EME Kit Shop through The Fund Manager. The Fund Manager will report on EME Kit Shop operations to the BOD annually or as directed by the president of The Fund.
3. Profits will be used to ensure the solvency of the EME Kit Shop and for the enhancement of the Branch in keeping with the objectives detailed in paragraph 1 of The Fund's Constitution. As profits accrue, they may be used for the following:
 - a. development of approved new items for sale. Branch Advisor (Fund President) and/or Commandant CFSEME (Chairperson Admin Cmte) will be the approving authority) (costs to be later recovered through the sale of such items);
 - b. reducing Unit costs of items through bulk buying;
 - c. support to the EME Heritage Project activities including EME museums and upkeep and maintenance of EME Branch artifacts and memorabilia;
 - d. purchase annually, a Branch Memorial Wreath for the RCEME Memorial Gates at Kingston;
 - e. purchase of Memorial Wreaths for those Branch members who have died while on active duty;
 - f. upkeep of Branch Memorabilia; and
 - g. such other EME Branch activities as determined by the BOD.

LOCATION

4. The EME Kit Shop will be located at and operated from the EME Home Station, located at CFSEME Borden.
5. Authority is granted to The Fund President to establish Sub Unit Kit Shop Outlets at other locations or Units if the sale potential or distance warrants establishing such outlets. Authorized Sub Unit Kit Shop Outlets are listed at Annex B.

ORGANIZATION

6. The EME Kit Shop will be controlled and operated by a Kit Shop Manager. The Kit Shop Manager will fulfil the duties detailed in By-Law Number Four, Annex A of The Fund's Constitution. The EME Kit Shop Manager will report directly to The Fund Manager on all EME Kit Shop matters.

STOCKS AND PROCUREMENT

7. The design of all items, less branch accoutrements, offered for sale must be approved by the Branch Advisor or delegated authority (Commandant CFSEME) and all accoutrements for wear on military uniforms will be approved by the Branch Advisor before being submitted to appropriate Canadian Forces authorities for final approval.
8. Procurement of stocks will be restricted to those items approved by the Admin Cmte.
9. Quantities of items stocked will be as decided by the EME Kit Shop Manager in consultation with The Fund Manager in keeping with the available funding and demand.

FINANCE AND ACCOUNTING

10. Financial accounting of the EME Kit Shop operation will be in accordance with accepted military accounting procedures (CFAO 27-10, CFAO 27-8).
11. A bank account will be established at a local banking agency to handle all financial transactions of the EME Kit Shop operation.
12. All stock purchases from suppliers will be paid for by cheque.
13. Individual or Sub Kit Shop Outlet purchases may be made by cheque, cash, money order, Visa or MasterCard.
14. The account will be audited yearly by an independent audit agency. The end year audit report will be forwarded along with the end year financial statement to the BOD for review.
15. A stock record system will be established to record all stockholding and movement.
16. Stocktaking will be carried out in conjunction with the annual preparation of financial statements.
17. Stock required for approved Sub Kit Shop Outlets will be ordered through the EME Kit Shop only. Ordering directly from approved or non-approved suppliers other than the EME Kit Shop is not authorized.
18. Stock requirements/replenishment for sub stores will be on a consignment basis.

SECURITY

19. Security arrangements for stocks and cash will be the responsibility of the EME Kit Shop Manager and Sub Kit Shop Outlet Managers.

ORDERING

20. All items sold by the EME Kit Shop may be obtained by over the counter buying at authorized sales outlets or by mail. Correspondence is to be directed to:

EME Branch Kit Shop
CFSEME Regimental Company
PO Box 1000 Station Main
Borden ON L0M 1C0
Intranet E-Mail: +EME Kitshop@CFSEME HQ@Borden

Telephone (705) 423-2138 or Facsimile (705) 423-1689.

21. A cheque or money order will accompany all personal mail orders. All cheques and money orders are to be made payable to "EME Kit Shop".
22. COD orders will not be accepted unless authorized by the EME Kit Shop Manager.

ADVERTISING

23. The Admin Cmte is responsible for the preparation and dissemination of a catalogue of items and price lists. This catalogue will also be available through the EME Branch Website.

COSTS/PRICES

24. The Chairman of the Admin Cmte will set the sale price of items. The EME Kit Shop will price its items as to achieve a profit on total sales over a six month period once all costs associated with design of new items, shipping, postage, packaging and Kit Shop overhead has been recovered. EME Kit Shop prices should only be adjusted if required to meet the directed (by the BOD) profit margin.

WRITE-OFFS

25. The rules concerning write-offs are:
 - a. the President of The Fund (or delegate) is authorized to approve the write-off of any single item, the amount not to exceed \$50.00 (based on cost price of an item). The total annual cumulative authority is not to exceed \$200.00 over a one-year period; and
 - b. all write-offs in excess of that stipulated in paragraph 25.a shall be referred to the BOD for consideration and/or approval.

Annexes:

- | | |
|---------|--------------------------------|
| Annex A | Duties of EME Kit Shop Manager |
| Annex B | Authorized Sub Unit Kit Shops |

ANNEX A
TO BY-LAW NUMBER FOUR
EME BRANCH FUND

DUTIES OF
EME KIT SHOP MANAGER

1. The EME Kit Shop Manager shall report directly to The Fund Manager. The Duties of the EME Kit Shop Manager shall include:
 - a. the procurement, warehousing and distribution of kit shop stock;
 - b. the investigation of new Kit Shop suppliers and improvement of stock quality and variety;
 - c. the maintenance of the EME Kit Shop sales and financial records, which will include a monthly Balance Sheet Report to The Fund Manager and bi-annual Report for the BOD;
 - d. the day-to-day management of the EME Kit Shop bank accounts to include:
 - (1) payments to suppliers;
 - (2) billing of the Sub Kit Shops; and
 - (3) collecting of revenue from the sale of stock.
 - e. the widest possible distribution of EME Kit Shop merchandise;
 - f. advertising and cataloguing EME Kit Shop merchandise; and
 - g. fulfilling duties as directed by The Fund Manager and adherence to the procedures detailed in By-Law Number Four to The Fund Constitution.

ANNEX B
BY-LAW NUMBER FOUR
EME BRANCH FUND

AUTHORIZED SUB UNIT KIT SHOPS

LIST OF SUB KIT SHOPS

1. 1 CER EDMONTON
2. 1 GS BN FD WORKSHOP
3. 1 SVC BN
4. 11 (VICTORIA) SVC BN
5. 17 WING DET THUNDER BAY
6. 18 (THUNDER BAY) SVC BN
7. 2 PPCLI
8. 2 GS BN PETAWWA
9. 23 (HAMILTON) SVC BN
10. 25 (TORONTO) SVC BN
11. 26 (THUNDER BAY) SVC BN
12. 28 (OTTAWA) SVC BN
13. 35 (SYDNEY) SVC BN
14. 55 (QUEBEC) SVC BN
15. CFB BAGOTVILLE
16. MAINT & LOG SERVICES BORDEN
17. ASU CHILLIWACK
18. CFB COLD LAKE
19. CFB COMOX
20. CFB ESQUIMALT
21. CFB GAGETOWN
22. CFB HALIFAX
23. CFB KINGSTON
24. ASU MONTREAL
25. NDHQ
26. CFB SHILO
27. JSR KINGSTON
28. DET ST HUBERT
29. ASU TORONTO
30. CFB TRENTON
31. ASU VALCARTIER
32. DET WAINWRIGHT
33. CFB WINNIPEG

EME BRANCH FUND
BY-LAW NUMBER FIVE

MEMBERSHIP

GENERAL

1. Eligibility for membership in The Fund is defined in the Constitution, and for convenience is re-stated and clarified here. A member in good standing is defined as: a paid up member of The Fund who is serving honourably or had been honourably released from the Canadian Forces and was a paid up member of The Fund at the time of release.

3. Membership shall be voluntary. There will be three classes of membership as follows:

a. Regular Members. Regular members may consist of:

- (1) serving members of the Regular or Reserve components of the Canadian Forces assigned to the EME Branch or its predecessors;
- (2) retired members of the Regular, Special Forces or Reserve components of the Canadian Forces who were assigned to the EME Branch and in good standing as defined in By-Law Number Five Para 1; or
- (3) serving general officers/Colonels who were EME officers prior to promotion;

b. Associate Members. Associate members may consist of:

- (1) ex-members of the Regular or Reserve components of the Canadian Forces who were assigned to the EME Branch and are currently serving with another Element, Branch or Classification;
- (2) widows/widowers of EME personnel detailed in paragraph 7.a. (1) of this Constitution who have died while on active duty with the Canadian Forces will become automatic members of The Fund; and
- (3) widows/widowers of deceased EME members who wish to belong to The Fund;
or

c. Honorary Members. Honorary membership applications will be presented to and approved by The Fund Board of Directors. The Definition of an Honorary Member is an active or retired member of the RCEME/LORE/EME Branch who through his/her efforts/contributions has brought honour to the EME Branch.

FEES

3. The Fund Manager will collect membership fees. The preferred method of fee payment for Regular Force members only is by pay allotment; Canadian Forces allotment code Y010. Fee rates will be set in accordance with CFAO 27-8. Fees may also be paid in person to The Fund Manager or by cheque or money order. The Fund mailing address is:

EME Branch Fund
CFSEME HQ
PO Box 1000 Station Main
Borden ON L0M 1C0

4. The annual fee to obtain and sustain membership in The Fund varies in accordance with the guidelines detailed in CFAO 27-8 and with the various types of members. Fee rates are as follows:
- a. all retired members who at the time of their retirement were paid-up members of The Fund for their last three years of service. Individuals who retired prior to the start-up of The Fund will be offered to pay a \$100.00 lifetime membership fee;
 - b. all active members of the Reserve or Regular Force assigned to the EME Branch who wish to be Fund members shall pay fees either annually or a one time payment in the following amounts:
 - (1) annual membership fees for:
 - (a) Lt / 2Lt / MCpl / Cpl / Cfn - \$12.00;
 - (b) WO / Sgt – \$18.00;
 - (c) Capt / MWO - \$18.00;
 - (d) LCol / Maj / CWO - \$24.00; and
 - (e) Gen / Col - \$36.00; or
 - (2) one-time payment (Lifetime) fees of:
 - (a) if individual is a new EME Branch Fund member – pay a fee of \$250.00; or
 - (b) if EME Branch Fund member has five years or greater of membership - pay a fee of \$200.00.
 - c. all Honorary Members - fund expense;
 - d. all Associate Members - \$36.00 per year, with the exception of widows and widowers as defined at paragraph 7.b. (2) of the Constitution; and
 - e. widows and widowers as defined in paragraph 7.b. (2) of this Constitution will not pay an annual fee and shall be entitled to all benefits of The Fund.
5. Personnel who were members of The Fund and allowed their membership to lapse and who re-apply for membership will normally be required to pay fees back to their eligibility date or back to the year in which their membership lapsed, as applicable. Exceptions will require application to the BOD.

COLLECTING AND ACCOUNTING

6. The Fund Manager will collect all membership dues and fees. As The Fund is not registered as a charity no tax receipts will be granted. Cheques or money orders should be payable to The EME Branch Fund.

EME BRANCH FUND
BY-LAW NUMBER SIX

BENEFITS

GENERAL

1. Along with the intangible benefits of pride and identity gained by the EME Branch, The Fund will also offer direct benefits to its Fund members. This By-Law describes all the benefits offered to Fund members and to the Branch as a whole.

ACCOUTREMENT

2. This benefit is to provide EME buttons and slip-ons to Fund members upon graduation of their Phase III/IV or QL3 training.

EDUCATIONAL BURSARY/SCHOLARSHIP

3. The intent of this benefit is to promote a sense of community and to provide financial assistance to Fund members or their dependents toward the completion of a recognized Post-Secondary Education. The Fund may award up to four Scholarships and four Bursaries valued at \$500.00 each for any year of academic Post Secondary study. These amounts may be adjusted in subsequent years dependent upon revenue generated. All members of The Fund who are in good standing for at least one year are eligible to apply with a limit of a one-time lifetime award per applicant. The annual competition will be announced in the EME Journal in the spring of each year. Applications are to be made in writing directly to the Fund Manager. To be considered, the application should include:

- a. the Post Secondary Institution that the applicant is attending or has been accepted to attend and the field of study; and
- b. a brief description of the academic achievements, merits and financial needs of the candidate.

4. Recipients of scholarships shall be awarded on the basis of scholastic and consideration for all around achievement. The student must have a Grade Point Average of 80% to qualify. The recipients of bursaries shall be awarded on the basis of academic excellence, economic need and all around achievement.

5. The cut off date for all applications will be 30 June and academic results are those achieved in the first semester. The Fund Manager shall compile a list of all applications for review and the BOD shall decide by majority vote, which applicants may be sponsored for the year. The Fund Manager will distribute funds to the successful applicants once confirmation is made.

6. The BOD has the right to withhold the bursaries in any given year; if in their opinion, no deserving applicants exist.

EDUCATIONAL/SHORT TERM LOANS

7. The intent of this benefit is to provide educational short-term loans to Fund members who require financial assistance to upgrade their education level either academically or technically. These educational short-term loans shall be available to Fund members only and shall be paid in full prior to retirement or release.

8. The Admin Cmte is authorized to award this interest free loan but will apply a 2% administration fee to cover the costs associated with tracking and monitoring. The maximum amount of outstanding educational loans shall not exceed \$10K.

EME KIT SHOP DISCOUNTS

9. On presentation of a membership card, all members of The Fund will receive a one-time \$10.00 discount at the EME Kit Shop or Sub Kit Shop Outlets at the time of purchase. This will not apply to items that the EME Kit Shop is selling at cost. Sub Kit Shops will adhere to this practice. The EME Kit Shop will reimburse all Sub Kit Shops for discounts made to Fund members. The BOD will determine additional EME Kit Shop discounts on an annual basis.

BENEVOLENT LOANS

10. The intent of this benefit is to offer interest free Benevolent Loans to Fund members. Applications are to be forwarded to The Fund Admin Cmte through The Fund Manager (Branch Adjt). The maximum amount of outstanding loans shall not exceed \$20K.

11. The BOD will control the maximum amount and number of loans. The Admin Cmte is authorized to award these loans on behalf of the BOD. The Admin Cmte will:

- a. apply a 2% administration fee to all loans to cover associated costs with tracking and monitoring;
- b. report loans to BOD bi-annually;
- c. determine the time length and repayment method for the loan; and
- d. ensure that all loans are repaid in full prior to retirement or release of The Fund member.

HARDSHIP GRANTS

12. The intent of benefit is to provide assistance to Fund members who experience hardship. The BOD will control the maximum amount of loans/grants and the Administrative Committee will act on these decisions. The Administration Committee may use up to 20% of the total loan amount for use as grants each year.

13. The Administrative Committee is the authority for issuing of grants. Applications are to be submitted through the Chain of Command to the Admin Cmte for consideration of their case.

RECOGNITION

14. The Branch Fund will provide for the recognition of deserving Branch members. Nominations are to be forwarded to the Admin Cmte for inclusion as an agenda item for the Executive BOD meeting. The BOD will determine the award and the form of recognition.

SPORTS AWARD

15. The intent of this award is to provide funding to The Fund recognized sports activities. These recognized sports activities are:

- a. LFWA Bonspiel;
- b. LFCA Bonspiel;
- c. LFAA Bonspiel;
- d. LFQA Golf;
- e. LFAA Golf;
- f. LFWA Golf;
- g. EME National Golf; and
- h. EME National Hockey.

16. All activities will be \$400.00, except for the EME National Golf and Hockey activities that will receive \$800.00. Funding will be presented to each activity after a written request is submitted through the Area Reps to the Admin Cmte. This funding shall be for the benefit of The Fund members only. All members shall receive a reduced rate for entry into the recognized sports activities.

MONUMENT

17. The Fund will provide for the required upkeep of the EME Monument.

BEREAVEMENT

18. The intent of this benefit is to acknowledge the 'passing away' of an EME Branch member and/or their "Immediate Family" defined as spouse or common-law partner, child/children and or child/children of previous marriage of member and spouse.

19. The Fund members or their immediate family who pass away will receive either flowers or a donation to a charity of their choice (amount not to exceed \$50.00). All other EME Branch pers or their immediate family who pass away will receive a card of condolence.

HONOURARY MEMBERS

20. Honourary members as defined in paragraph 7. (c) of the Constitution shall receive reduced rates for Branch sponsored events, receipt of the EME Journal, EME Calendar, Branch Communiqués and the use of the Branch Fund Web Page.

MEMBERSHIP AWARD DRAWS

21. Membership Award Draw. Fund members in good standing are entered into each of eight draws every year. Each draw is for a cash award of \$150, and a \$100 Gift Certificate to the EME Kit Shop. Draws are held during LFWA Golf (Sep), CFSTG Hockey (Dec), LFWA Bonspiel (Feb), LFAA Bonspiel (Mar), LFCA Bonspiel (Mar), Bluebell Conference (May), National Golf (Aug), and LFQA Golf (Aug).

22. Lifetime Membership Award Draw. All Regular and Associate members of The Fund in good standing are entered into an annual draw for a lifetime membership to the Branch Fund, to be drawn each year at the Bluebell Conference.

23. The BOD will direct other events or requirements that are in the best interest of the Branch.

TEE SHIRT

24. The intent of this benefit is to encourage EME Branch pride in all new members of The Fund. On presentation of a new membership card voucher to the EME Kit Shop, Phase III/IV and QL3 members may receive a T-Shirt.

EME BRANCH FUND
BY-LAW NUMBER SEVEN

EME BRANCH FUND NPF ITEMS

AIM

1. The aim of this By-Law is to outline the conditions for control of The Fund property.

BACKGROUND

2. The Fund has assumed the responsibilities of the EME Officers' Fund (successor of the RCEME Corp Officers' Fund) with respect to NPF items that are significant to the Branch. Items that were procured by the EME Officers' Fund and are solely of the benefit or interest of the EME Officers' Fund will remain under control of the EME Officers' Fund.
3. The RCEME Corps Officers' Fund, when at the RCEME School, accumulated items of artistic, historic and utilitarian value. Some of the articles were used and displayed in the RCEME School Officers' Mess, some were displayed in the RCEME Corps Museum and some enhanced the common areas of the RCEME School Headquarters. With the closing of the RCEME School and the move of the training function to CFSAOE, now CFSEME, the articles were transferred to CFB Borden. They were then separated into three groups namely, items suitable for continued use in the Base Borden Officers' Mess where EME Junior Officers under training are accommodated; items suitable for display in the Base Borden Museum as part of RCEME/LORE/EME History and items which may not fit into either of these categories. The articles, which are clearly mess articles, and those, which are clearly museum articles, are adequately identified and controlled. However, the third group is not. There is some value to these articles; therefore it is necessary to setup an adequate control mechanism for them.

LOAN - NPF ITEMS

4. The decisions as to which articles belonging to The Fund are to be placed in a museum or displayed, is based primarily on whether an article has utility and artistic value. This distinction involves a great deal of subjective judgement and it is quite easy to make a case for an article to be in the museum. The Admin Cmte can make judgmental decisions from time to time as to where these articles within CFB Borden are to be displayed. But at all times they must remain as Fund NPF items and be transferred from place to place only if adequate security is provided and if custodial arrangements can be made.
5. The Fund NPF items are for the benefit of all EME members of the Branch, so from time to time there may be occasions where some article(s) should be loaned. Since CFSEME is the home of the EME Branch, most NPF items will normally be in use or displayed somewhere near or in the School. Consequently, a loan of any item will normally be for an agreed term. The Admin Cmte must approve such loans.
6. The President of The Fund will control The Fund NPF items through the Admin Cmte. Furniture and effects on semi-permanent loan to institutions outside of CFSEME must be covered by a custodial agreement. This agreement is attached as Annex A to this By-Law. An annual report shall be prepared and submitted to The Fund President concerning custodial arrangements between The Fund and other institutions. NPF and locally approved accounting procedures will be observed for the custody and transfer of items.
7. Applications from Units for loans of The Fund's NPF items will be made in writing to the Admin Cmte. The correspondence will show reason for loan, dates, and person responsible for custody and other information, which could help the Admin Cmte decide whether to approve the loan. If approved, the

arrangements for the transfer of the items and their return will be made between the requesting Unit/Officer and the Admin Cmte.

8. In the event of any conflict regarding the loan of NPF items, the BOD will be approached for a decision.

9. Requests for the purchase of NPF items must be forwarded to the Admin Cmte for inclusion as an agenda point for the BOD to decide upon.

10. The property of The Fund shall be administered and accounted for by The Fund Manager. An annual verification of the holdings of The Fund shall be made and the results forwarded to the BOD.

Annexes:

Annex A Custodial Agreement

