



ROYAL KINGSTON UNITED SERVICES INSTITUTE (RKUSI)

CONSTITUTION (2011)

TITLE AND BACKGROUND

1. The RKUSI, an unincorporated Non-Profit Organization, is the successor to the Kingston Military Institute (KMI) founded in the 1920s. The KMI was essentially an Army/Militia interest group of the type established all over the British Empire in the days of the Duke of Wellington. After the Second World War the KMI was renamed Kingston United Services Institute to reflect the interests of our three armed services. The prefix "Royal" was granted in 1976 in recognition of KUSI's commitment to Canada's security, which now includes the national security interests of the Canadian Forces (CF), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS) and other citizens of good character.
2. The RKUSI became a founding member of the Federation of the Military and United Services Institutes of Canada (FMUSIC) in October 1973. With the termination of FMUSIC in 2006 the Institute became an associate member of the Conference of Defence Associations (CDA).

AIM AND OBJECTIVES

3. The aim of the RKUSI is to promote awareness of Canadian defence and security history, realities, policies and requirements.
4. The objectives of the RKUSI are, as far as may be attained:
 - a. To support the development and maintenance of effective Canadian military and non-military defence and security policies and capabilities through study, discussion, research and the submission of briefs, proposals or advice to Government and appropriate Government bodies; and
 - b. To promote an ongoing understanding of the importance to Canada of meeting our defence and security commitments.

IMPLEMENTATION OF THE AIM AND OBJECTIVES

5. The RKUSI may meet its aim by:
 - a. Holding monthly information meetings and presentations by authorities on defence and security matters both in Kingston and in other venues;
 - b. Including selected excerpts of defence and security articles in *The RKUSI Bulletin*;
 - c. Researching and preparing submissions on defence and security subjects;
 - d. Presenting submissions to local groups and to national organizations and offices, both governmental and non-governmental; or
 - e. Any combination of the above.

EFFECTIVE DATE OF THIS CONSTITUTION

Replacing all previous Constitutions, this Constitution shall become effective on: 15 September 2011

RKUSI BY-LAW No. 1

MEMBERSHIP ELIGIBILITY

1. Membership in RKUSI is open to serving and retired members of the Canadian Forces (CF), the RCMP, CSIS and other police, corrections and security agencies. Other members of the community may be invited to join. The spouses/partners of all members shall be deemed to be non-voting Associate Members and shall be encouraged to attend Institute meetings and functions.

EXECUTIVE COMMITTEE

2. (i) The RKUSI shall be governed by an Executive Committee consisting of the following voting members:
- a. President;
 - b. Vice-President;
 - c. Past President;
 - d. Secretary-Treasurer;
 - e. Three Directors;
 - f. Editor of *The Bulletin*.

2. (i) (a) At Executive meetings, five voting members shall constitute a quorum.

2. (ii) **TASK:** The Executive Committee is elected by the membership at the Annual General Meeting and charged with the responsibility of directing the operation of the Institute in accordance with the Constitution. This requires the Committee to manage the Institute's financial affairs, maintain a written record of meetings, ensure that an interesting programme of guest speakers, visits and social activities is presented, and maintain a strong membership in the organization to ensure the Institute continues to be a viable operation.

3. **Tenure of Office.** The tenure of Executive Committee members shall be from one Annual General Meeting (AGM) to the next. Tenure may be extended by a majority vote at any General Meeting.

4. **Nominations.** On behalf of the outgoing Executive Committee, the Past President shall present a proposed Executive Committee slate to the AGM for approval by majority vote.

5. **Vacancies.** Should a member of the Executive Committee resign or be unable to continue in office, the Executive Committee may appoint a successor to fill the vacancy for the balance of the vacated member's term.

6. **Terms of Reference.** Suggested Terms of Reference for members of the Executive Committee are listed at page 4, ANNEX A. These terms shall be ratified, or changed and ratified, by each new Executive Committee at its first meeting after an AGM, and the facts recorded in the minutes thereof.

COMMITTEES

7. **Membership.** Members of sub-committees shall be appointed by the President and approved by the Executive Committee to act in accordance with the foregoing aims and objectives of the RKUSI. The President shall be an ex-officio member of any such sub-committee.

MEETINGS:

8. There shall be three types of general meeting, each conducted in accordance with Robert's Rules of Order.
- a. Annual General Meeting (AGM);
 - b. Monthly General Meeting (MGM); and

c. Extraordinary General Meeting (EGM).

9. AGM. The AGM shall be held before the end of September each year. Notice of this meeting shall be provided to members a minimum of 30 days in advance of the meeting date. This meeting shall deal with all matters of business, receive the financial statement of that year with the Auditor's Report relative thereto, present the next year's budget, and elect the new Executive Committee. Submissions of items for discussion shall be sent to the Secretary-Treasurer by return regular or electronic mail when the AGM is called. An agenda for AGMs shall be in the hands of members a minimum of one week before the scheduled meeting.

10. Monthly General Meetings. These shall be held monthly, as deemed appropriate by the Executive.

11. Extraordinary General Meetings. Either the President or a quorum of the Executive may call an Extraordinary General Meeting upon 30 days notice to the membership. This notice shall include a statement of the purpose of the meeting.

12. Executive Committee Meetings. The Executive Committee shall meet at the call of the President or a quorum of the Executive Committee.

13. Meeting Chair. The President, or in his or her absence the Vice-President, shall preside at all RKUSI General and Executive Committee Meetings.

14. Quorums. For General Meetings, a quorum shall consist of 15 voting members. For Executive Committee Meetings an attendance of five (5) voting members shall suffice.

15. Motions. Providing a quorum is present, any motion put to a General Meeting shall be carried by a simple majority vote on a show of hands, unless any member calls for a secret ballot.

16. Minutes. Minutes of Annual General, Extraordinary General and Executive Committee Meetings shall be prepared and kept by the Secretary-Treasurer and shall be submitted at the next appropriate meeting for approval. The Secretary-Treasurer shall have the care and custody of the minute book.

ADMINISTRATION

17. Financial. The RKUSI operating expenses shall be met from two sources: From annual membership dues and from contributions from other bodies and individuals. In the event the membership choose to wind up the affairs of the Institute, and after all outstanding debts have been paid, any residual funds shall be dedicated to one-time scholarships to deserving cadets from the various cadet corps in the Kingston area.

18. Dues. Ordinary membership dues shall be set each fiscal year as an annual fee. Members over 75 years of age shall be exempt from paying dues but shall be invited to make donations.

19. Fiscal Year. The Fiscal Year shall end 31 August each year.

20. Annual Reports. The RKUSI shall prepare an annual report on the institute's activities which shall be presented to the annual meeting of the CDA Council by the President or a representative.

21. RKUSI Office. The RKUSI is normally operated out of the Secretary-Treasurer's residence/office.

22. Honoraria. The Executive may authorize an honorarium for the Secretary-Treasurer.

23. Auditor. The Executive Committee shall recommend the appointment of the Auditor for the succeeding year at each AGM.

AMENDMENTS TO THE CONSTITUTION

24. Amendments to the Constitution shall be made, only after 30 days notice, by the approval of a two-thirds majority at the AGM or any Extraordinary General Meeting called for the purpose. The wording of such proposed amendments, and the reasons for them, shall be provided to all members with the notice, in written or electronic form, calling the meeting.

25. By-laws. By-laws shall be amended at the sole discretion of the Executive Committee by majority vote ratified by a subsequent majority vote at the next succeeding Executive meeting on another date.

ANNEX A:

SUGGESTED TERMS OF REFERENCE FOR EXECUTIVE COMMITTEE MEMBERS

I. The President

1. The President is responsible to the membership at large for the management of all Institute programmes and activities during his term of office. The President shall chair all Executive Committee and General Meetings and shall be an ex-officio member of all other RKUSI committees. The President is a voting member of the Executive Committee but shall only exercise this right in the event of there being a tied vote. Specifically the President shall:

- (a) Ensure that all Institute activities conform to the aims of the Institute as set out in this Constitution;
- (b) Ensure that Institute finances are managed in accordance with sound business practices;
- (c) Approve all Institute non-budgeted expenditures up to an including one hundred dollars (\$100.00) and refer all non-budgeted expenditures over this amount to the Executive Committee for approval;
- (d) Chair a sub-committee to prepare the Institute’s annual budget, present same at the Annual General Meeting and ensure all financial dealings conform to this budget;
- (e) Ensure that written records of all meetings are prepared and maintained as required;
- (f) Represent the Institute as required at public and CDA functions and act as the official spokesperson for the Institute, or delegate another member to act in these capacities; and
- (g) Sign or authorize the release of all outgoing official correspondence on behalf of the Institute.
- (h) Secure and provide to the Editor of *The Bulletin* a copy of the speaker’s biography in sufficient time for it to be published in the appropriate monthly bulletin;

II. The Vice-President

1. The Vice-President shall assist and support the President and manage all Institute programmes and activities, including acting as chair of all meetings in the absence of, or at the request of, the President. Advise the FFOM staff of the Institute’s requirements with respect to meals, refreshments or bar service in advance of all meetings. In conjunction with the Secretary/Treasurer, monitor membership numbers with special attention to recruiting, renewals and membership demographics and ensure the list of Honorary Members is current;

III. The Past President

- 1. (a) The Past-President shall provide continuity to the Institute by advising the Executive Committee on past activities and decisions taken during his term of office. The Past President shall produce a slate of nominees for the Executive Committee positions and present this at the Annual General Meeting. The Past President shall serve on the Executive Committee for the full term of his successor;
- (b) Advise guest speakers that the RKUSI is a public forum and that there is no enforceable “Privileged Platform”;
- (c) Determine any audio/visual or other platform requirements the guest speaker may require and arrange for their provision and assist guests in setting up for their presentations;

(d) Contribute to the RKUSI program by assisting in the arrangement for speakers at monthly meetings;

IV. The Secretary-Treasurer

1. The Secretary/Treasurer shall maintain all membership and financial records, and conduct banking, including the deposit of funds and payment of bills; shall prepare required financial reports, assist in the preparation of the annual budget, and prepare, distribute and store the minutes of all meetings as required by the Executive Committee.

2. The Secretary/Treasurer shall:

(a) Maintain the Institute's bank accounts and ensure the required signing authorities are up to date;

(b) Secure any and all Institute documents and recommend timely actions with respect to these to the Executive Committee;

(c) Account for all Institute receipts and expenditures;

(d) Prepare submissions for expenditures over two hundred dollars for approval by the Executive Committee as required;

(e) Prepare expenditure payment cheques for approval by the President or Executive Committee as appropriate, and distribute these as required;

(f) Prepare annual financial statements as directed by the Executive Committee;

(g) Assist the President and his sub-committee in the preparation of the Institute's annual budget;

(h) Receive, record and deposit annual dues payments received from new and existing members;

(i) Maintain a current list of Institute members with addresses and any other information required by the Executive Committee;

(j) Ensure the Editor of *The Bulletin* has a current list e-mail addresses;

(k) Ensure that information pertaining to individual members is secured in accordance with Government of Canada and Province of Ontario privacy regulations;

(l) Prepare, distribute and maintain a written record of all general meetings as directed by the Executive Committee; and

(m) Maintain a stock of RKUSI blazer badges (and ties where possible) and make them available to members.

(n) Ensure that *The Bulletin* is distributed to members that do not have e-mail.

V. The Editor of *The Bulletin*

1. The Editor of *The Bulletin* shall:

(a) Publish ten Bulletins per year and distribute them to the Membership at large and to other Institutes or other interested bodies, either electronically or by regular post;

(b) Publish in advance the details of all meetings and social events in *The Bulletin* and provide the autobiography of all guest speakers when available;

(c) Maintain liaison with other members of the Executive Committee to get their input to *The Bulletin*.

VI. Webmaster

1. When a web-site is maintained, the Webmaster shall be selected as may be found appropriate. The Webmaster may be provided with necessary training at Institute expense and shall be responsible for ensuring that the web-site is kept up to date with editions of *The Bulletin*, announcements and other material as may be desirable. The Webmaster shall maintain the Institute web-site under the direction of the Vice-President and, if not an Institute member, may be paid a small gratuity.
