

Chapter 7

MEETINGS AND REPORTS

7.01 Annual General Meeting

The AGM shall be held in Ottawa on a day to be selected by the Executive Committee each year. At this meeting the following matters shall be dealt with as and when required:

- (1) The receipt of reports, including an audited financial statement.
- (2) Motions of appreciation.
- (3) The approval, amendment or repeal of by-laws.
- (4) The confirmation of action taken by Council and the Executive Committee since the previous AGM.
- (5) The election of officers as called for by these By-laws.
- (6) The election of Council members.
- (7) The election of a nominating committee.
- (8) The appointment of an auditor.
- (9) The discussion of matters of general interest, and when agreed upon, the submission of recommendations on such matters to Council.

7.02 Semi-Annual General Meeting

A Semi-Annual General Meeting of the members of the Association shall be held on a day to be selected by the Executive Committee, normally during the period of the Annual Prize Meeting. At this meeting the following matters may be dealt with as and when required:

- (1) The receipt of reports of an interim or special nature.
- (2) The discussion of matters of general interest and, when agreed upon, the submission of recommendations on such matters to Council.

7.03 Quorum for General Meetings

Thirty members present who are eligible to vote shall constitute a quorum.

7.04 Council Meetings

- (1) There shall be two ordinary meetings of the Council annually, the first shall be held immediately following the adjournment of the AGM prescribed in Article 7.01, and the second during the Annual Prize Meeting on a day to be selected by the Executive Committee.
- (2) Extraordinary meetings of the Council shall be called by the Chairman as required or at the written request of not less than four members of the Council. Extraordinary meetings:

- a. shall be held at such place as the Chairman may direct; and
 - b. shall be notified to each member of the Council at least fifteen days previous to such meeting stating the reasons for the meeting.
- (3) The Council shall keep minutes of its meetings and such minutes shall be open to inspection to any member of the Council.

7.05 Executive Committee Meetings

- (1) The Executive Committee shall meet at such time and at such place as the Chairman may direct. The Chairman shall call special meetings of the Committee if requested in writing by not less than four members of the Executive Committee.
- (2) The Executive Committee shall keep minutes of its meetings and such minutes shall be mailed to all members of Council.

7.06 Reserved

7.07 Voting Privileges

Voting privileges in any category of membership shall begin at the age of 18 years, but any person under the age of 18 years who is a member, or who applies for any category of membership or for renewal of annual membership before the date on which this clause takes effect, shall be entitled to the voting rights pertaining to that membership category.

7.08 Reports

- (1) An Annual Report shall be prepared by the Executive Director under the direction of the Executive Committee, and shall be published and presented to the members of the Association at the AGM. This report shall include as an annex the annual report submitted to the Department of National Defence (see Canadian Forces Administrative Orders).
- (2) A detailed statement of all receipts and expenditures shall be rendered annually to the Council by the Executive Director, made up to and closed on the 31st October.
- (3) A summary of the statement prescribed in (2) of this Article shall be presented to the members of the Association at the AGM.