

**CONSTITUTION AND BY-LAWS**  
**48th HIGHLANDERS**  
**(Old Comrades Association)**

**ARTICLE 1**

**Designation**

The name of the organization shall be, "48th Highlanders Old Comrades Association".

**ARTICLE 2**

**Objects**

The objects of the Association shall be to cultivate, preserve and promote friendly relationship among all its members.

**ARTICLE 3**

**Membership**

(a) **Regular Members**—shall consist of persons who:—

1. Served overseas with the 48th Highlanders of Canada, OR,
2. Enlisted with the active battalion, OR,
3. Served two (2) years with the 48th Highlanders of Canada (Reserve Battalion), OR served at least two (2) years with the Gordon Highlanders.

4. Are shown as subscribed members to the 48th Highlanders Association on the nominal roll of the Old Comrades Association attached to the charter and letters patented dated May 13th, 1949.

These members have full privileges of the Club unless otherwise stipulated elsewhere in the Constitution.

(b) **Temporary Members**—shall consist of persons, 21 years of age and over, who have served a minimum period of six (6) months but have not completed the two (2) year term of service with the 48th Highlanders of Canada, Reserve Battalion.

These members have full privileges of the Club except speaking on the floor at any meeting, voting or holding any office in the Association.

(c) **Associate Members**—shall consist of persons, who, in the opinion of the executive committee and by majority vote of the members at a general meeting, are worthy of such distinction. Application for such a membership must be submitted to the chairman of the membership committee in writing, properly proposed and seconded by two (2) regular members in good standing, at least thirty (30) days prior to the general meeting. The application, after having been investigated by the chairman of the membership committee, must be unanimously approved by the executive before submission to the general meeting. At the general meeting, the application must be approved by a two-third majority vote of the members in attendance.

These members have all privileges of the Club except, they are not allowed to hold office, vote or speak on the floor at any meeting. Membership is not to exceed a total of Fifty (50) at any time. They will also be governed by Club House Rules.

(d) **Complimentary Members**—shall consist of persons, who, in the opinion of the executive committee, are worthy of such distinction.

These members have full privileges of the Club but are not allowed to hold office in the Association or vote on any matter.

(e) **Social Members**—shall consist of such persons, who, in the opinion of the executive committee or the chairman of the membership committee, are worthy of such distinction.

The executive committee in office, may, at any time, grant, re-call or cancel this membership. These members have limited privileges of the Club; are governed by Club House Rules. These members shall be so informed on issuance of their membership card. Membership is not to exceed One Hundred (100) during the calendar year.

(f) **Honorary Life Members**—shall consist of not more than Fifteen (15) living persons, who, by the unanimous opinion of the executive committee, have performed outstanding service to the Association. They have full privileges.

(g) **Life Members**—shall consist of any regular member, having attained the age of sixty-five (65) and has been a member in good standing for five (5) consecutive years

previous to attaining that age and who can prove service in the 48th Highlanders of Canada.

#### ARTICLE 4

##### Membership Fees

The stipulated fee, as decided by the executive committee, will apply against all members except those persons who are complimentary or life members of the Association. The assessed fees will be paid one year in advance and they shall cover the calendar year, January 1st to December 31st. Members in arrears for a period of three (3) months shall automatically forfeit all privileges of the Club and his name shall be deleted from the secretary's mailing list.

#### ARTICLE 5

##### Meetings—Employees

Regular meetings shall be held on the second Thursday of every month except June, July and August. Any special meeting may be held at the call of the chair provided seven (7) days' notice in writing, is given to the members. At any general meeting, 50 in attendance constitutes a quorum. Meetings shall convene at 8.15 p.m.

The Annual Meeting of this Association will be held in January of each year.

Any employee on the paid staff of the 48th Highlanders Association is not allowed to hold office, nominate, move or second any motion. Such employee is not permitted to speak on the floor at any meeting unless permission to do so has been granted by the presiding officer.

#### ARTICLE 6

##### Executive

The executive committee shall consist of a President, Vice-President, Immediate Past President, Secretary, Treasurer, Marshal and seven (7) other members. No more than two (2) active members of the 48th Highlanders of Canada, Reserve Battalion, may hold office in the Association for more than a period of one (1) year.

The executive committee shall be authorized to deal with all disputes, charges, complaints or claims by a member or other persons, for, or against a member.

This Committee shall meet on the Second Tuesday of each month and at any other time it may be deemed necessary. Seven (7) members in attendance shall form a quorum. The meetings will convene at 8.15 p.m.

Minutes of the proceedings of all executive meetings shall be kept and placed before the Association at each general meeting.

This committee shall have the power to make, from time to time, such rules and regulations for the good and welfare of the Association, providing that in so doing, such regulations do not conflict in any way with the present Constitution and By-Laws.

Any past president may attend any executive committee meeting. At the discretion of the chair, he may speak on any matter. With the exception of the Immediate Past President, any past president shall not be allowed to present a motion or vote on any matter at these meetings.

## ARTICLE 7

### Committees

1. The Standing Committees shall be as follows:—

House Committee, Entertainment Committee, Sports Committee, Membership Committee, Sick Committee, and any other committee that the executive committee deem warranted.

2. The chairman of a standing committee shall be appointed by the President and such appointee must be a member of the executive committee.

3. Any member of a committee shall be struck off said committee should he fail to attend three (3) consecutive meetings without giving satisfactory reason for his absence.

4. Duties and responsibilities of these committees are as follows:—

**House**—This committee shall be responsible for the proper maintenance of the land and buildings, furniture and fixtures and such other property owned by the 48th Highlanders Association. A monthly inspection of said property will be made and it will be the duty of the chairman to submit a written report of the findings and observations of such an inspection, to the monthly executive committee meeting. Unless any work to be done on the property is of an emergent nature, the chairman will be required to submit at least two (2) quotations for any proposed expenditure exceeding **two hundred dollars** (\$200.00), to the executive committee.

The executive committee must approve or disapprove recommendation for work to be done to the Board of Directors of the 48th Highlanders Association. The manager of the Club will be directly responsible to the chairman of this committee for proper maintenance of the premises and in this regard, the manager will receive orders only from such chairman or the president of the Association.

**Entertainment**—The committee shall be responsible for providing entertainment and the proper supervision of such entertainment. It is the duty of the chairman to report to the executive committee, the financial details on any function conducted by this Committee.

**Sports**—This committee shall be responsible for arranging various sporting activities, viz: darts, crib, shooting, picnic, etc., involving the Association and its members. It is the duty of the chairman to submit to the executive committee any proposed plans and expenditures in connection therewith. Before proceeding with same, the plans must be approved by the executive committee.

**Sick**—This committee shall be responsible for visiting sick members and managing their welfare activities. It is the duty of the chairman to submit a written report on his committee at each executive meeting.

**Membership**—This committee shall be responsible to the executive committee for the acceptance of all applications for membership, renewal of memberships, issuing of all

membership cards and the collection of all dues. It is the duty of the chairman to examine all stubs and initial same in token of his approval thereof. The chairman of this committee may devise and enforce ways and means of ensuring issuance of membership cards to persons who are eligible for such membership.

5. Other committees may be formed at the request of the executive committee provided they are considered necessary by the majority of executive committee members.

6. The chairman of any committee has power to add to his committee but the persons so named must be approved by the executive body.

7. The chairman of any committee formed must be a member of the executive committee.

8. Any decision made by the executive committee pertaining to any matter involving any committee will be final and such committee will be governed accordingly.

9. No committees shall have the power to expend monies without the approval of the executive committee.

## **ARTICLE 8**

### **President**

It is the duty of the President to attend and preside over all general meetings of this Association. He shall preserve order and decorum during such meetings. He shall conduct these meetings according to correct Parliamentary Procedure. It is his duty to see that no infractions of the rules

and regulations of the Club and the L.C.B.O. are committed, insofar as he is able to do so.

He shall also see that the rules be impartially administered and perform any other duty the nature of his office may require. It is his duty to command all parades. In the absence of both the President and Vice-President, a chairman shall be appointed pro-tem by the executive committee.

## **ARTICLE 9**

### **Vice-President**

It shall be his duty to officiate in the absence of the President and to assist in that office, in the discharge of his duties. He shall act as chairman of all executive committee meetings.

## **ARTICLE 10**

### **I.P.P.**

He will act in an advisory capacity to the President and Executive Committee, and will assist the President at all times in the performance of his duties. He is eligible to be appointed chairman of any committee.

## **ARTICLE 11**

### **Secretary**

He shall attend all meetings and properly record their minutes. Such proceedings shall be read by him at each meeting. All correspondence shall be conducted by the secretary. It is his duty to notify all members of meetings, parades, banquets, and

other matters of importance. At least 7 days' notice of such meetings, etc., should be given each member in writing.

He shall keep a register containing a list of all Association Chattels and property with a value of same set opposite thereto and a copy of all insurance policies and such like documents, with the date of expiration.

## **ARTICLE 12**

### **Treasurer**

He shall take charge of all accounts against the 48th Highlanders Association and see that the accounts are paid when passed for payment by the executive committee. All cheques must be signed by him and countersigned by the President or any signing officer appointed by the executive committee. It is his responsibility to see that only authorized payments are made by cheque. The treasurer must be bonded by a Guarantee Company in order to carry out his duties; the bond to be paid for by the Association. It is his responsibility to have proper accounts drawn up in some Chartered Banking Institution of Canada, named by the executive committee and that all monies, with the exception of petty cash, be deposited therein. All accounts exceeding \$5.00 must be paid by cheque.

The treasurer has the authority of the executive committee to have access at all times to any accounts, vouchers, petty cash and stock-on-hand or any records pertaining to the finances of this Association. He may accept or reject any or all pending clarification from the executive committee.

He shall submit a written monthly financial statement on the operation of the Club. Such statement to show details on revenues, expenditures, profit and/or loss for the month prior to the executive meeting.

He shall also submit a detailed written financial statement for the fiscal year ended December 31st. This statement to show revenues, expenditures, profit and/or loss for the year's operation, and shall be presented at the Annual Meeting in January.

## **ARTICLE 13**

### **Marshal**

The duties of the marshal shall consist of being in attendance at the regular meetings; preparation and introduction of new members; proper tyling of the door and examining all membership cards. He is responsible for admitting eligible members to any regular meeting. At the request of the chair, he will remove any member from the meeting.

At any parade conducted by this Association, it will be his duty to form up said parade and hand same over to the President or the person acting on his behalf.

## **ARTICLE 14**

### **Auditors**

Auditors, approved by the executive committee, will audit the accounts for the year ending December 31st, and shall render a report on their findings at the Annual Meeting. In order to carry out their duties, the auditors shall have access to all accounts, records, and vouchers.

## ARTICLE 15

### Nominations and Election of Officers

(a) Nominations for all offices shall take place at the regular general meeting in October. In order to qualify for nomination, the person,

1. Must be a paid-up regular member for the preceding year and must prove his service in the 48th Highlanders of Canada, OR.
2. May be an honorary life member and must prove his service in the 48th Highlanders of Canada, AND
3. Must be present at the nomination meeting or give notice in writing to the secretary of his intention to stand for a specific office, AND
4. Must have been a member for two (2) full calendar years, and attended three (3) meetings during the year.

(b) To be eligible for nomination to the office of President and/or Vice-President, a member must have served two (2) full years on the executive committee and also prove their service in the 48th Highlanders of Canada.

(c) Election of officers shall be conducted at the November meeting. The term of office to be one (1) year and retiring members will be eligible for re-election.

(d) At the discretion of the President, the election may be conducted on a closed or open ballot and conducted according to proceedings as laid down by Parliament. The

president shall select an Election Board together with scrutineers, who shall conduct the election. The Board shall be made up of persons other than members of the Association.

(e) The duly elected members shall be installed in their offices at the January meeting.

## ARTICLE 16

### Conduct

1. Any member who constantly and willfully disobeys the chair during business, shall, at the request of the President, be asked to leave.

2. Any member who commits, what is in the opinion of the members, an act that is detrimental to the Association, shall be summoned to appear before the executive committee, and if, in the opinion of the executive such conduct warrants suspension or expulsion, such suspended member shall be denied all privileges and entry to the Clubrooms. Only upon written application to the Secretary, shall such member be permitted to appear before the executive committee for consideration of reinstatement.

3. Any complaint or grievance must be submitted to the Secretary, in writing. He will pass said information on to the chairman of the House Committee, who, after making thorough investigation, shall present same before the executive committee, together with his report, for necessary action by the executive.

## ARTICLE 17

### Order of Business

The following order of business, when applicable, shall apply at all meetings:—

1. Silent tribute to our Fallen Comrades.
2. Secretary's reading of minutes of previous meeting.
3. Introduction of new members.
4. Secretary's reading of minutes of last executive meeting.
5. Report on correspondence by the Secretary.
6. Treasurer's report.
7. Reports of committees.
8. Unfinished Business.
9. New and General Business.
10. Notices of motion.
11. Nomination of officers.
12. Election of officers.
13. Adjournment—Our National Anthem.

## ARTICLE 18

### Alterations to Constitution and By-laws

An amendment to the constitution and by-laws may be submitted in writing to the secretary at any time. It shall be presented to the executive committee for their approval. Such amendment will then be read at a general meeting providing all members have been duly notified of such amendment at least thirty (30) days prior to the date of the general meeting. A two-third majority vote of members in attendance is required before final approval of any amendment.

## ARTICLE 19

### Procedure

Whenever the Chairman shall so declare, a motion shall not be received unless submitted in writing, with the names of the mover and seconder therein, nor be opened for discussion until stated to the meeting by the chairman. All motions shall require a majority of votes, unless otherwise provided.

The votes of the members shall be given by each holding up his right hand, and shall be counted by the Chairman, unless the members be so unequal as to render counting unnecessary.

A member desiring to speak or submit a motion, shall rise, and respectfully address the Chairman, shall confine his remarks to the question, and observe due order and decorum.

No member shall speak twice on the same subject without permission of the Chairman, unless in explanation, or the mover of the resolution in reply.

On a point of order being raised while a member is speaking, or when a member is called to order by the Chairman, he shall at once take his seat. The point of order shall then be stated and the chairman shall decide upon it thereupon without debate.

No motion to amend shall be in order while two previous motions to amend are under discussion or undisposed of, nor shall a motion for the "previous question" be in order at any time.



A motion of "lay on the table", to "post-  
pone" or to "commit" may at any time be  
made.

All members shall observe the FIRST call  
of the Chairman's gavel.

A motion that been declared lost cannot  
be renewed at the same meeting of the  
Association.

The Chairman shall base his opinions on  
Parliamentary procedure and his opinion  
shall be final.

### CLUB HOUSE RULES

1. The manager, who has been duly  
appointed by the Directorate of the 48th  
Highlanders Association, shall, in conjunc-  
tion with the president of the Old Comrades  
Association and the Chairman of the House  
Committee, maintain and operate the Club-  
rooms, Rentals and personnel, and may at  
any time recommend to the House Commit-  
tee any rules and regulations he may deem  
necessary for the welfare of the Club and  
its premises.

Cancellations of rental must be given to  
the Manager in writing seven (7) days pre-  
vious to the rental date. This Association  
reserves the right to deny rentals.

2. Visitors—members must be respon-  
sible for their guests while in the Club-  
rooms, and if requested, the member must  
furnish the name and address of all visitors  
whilst in the Clubrooms. If requested to  
leave by the management, he must do so in  
an orderly manner.

3. Saturday Evening Dances—members  
having the full privileges of the Club may  
sign in one couple only as guests and the  
said guests must be seated at the same table  
occupied by the member signing them in.  
The member is responsible for the behav-  
iour of their guests. Any complaints should  
be brought directly to the attention of the  
chairman of the Entertainment Committee  
or his deputy.

4. The Manager or his Deputy shall re-  
port to the House Committee or the Presi-  
dent, any infraction of the club rules by a  
member or his visitor, and any member or  
his visitor so reported shall be denied  
further admittance to the Club until such  
time as the infraction has been dealt with  
by the Executive Committee.

5. It shall be the duty of the Manager  
and his Deputy to observe all rules and  
regulations of the Ontario Liquor Control  
Board and to enforce the strict adherence  
thereto.

6. The Manager will accept orders re-  
garding the operation, etc., of the Club-  
rooms only from the President of the 48th  
Highlanders Association, the President of  
the Old Comrades Association and the Chair-  
man of the House Committee.

7. Resignations—all must be in writing  
and addressed to the Secretary, to be sub-  
mitted to the next Executive meeting, and  
the secretary shall advise the sender of the  
action taken.

## MEMORANDUM

8. A past president may attend any regular executive meeting but at the discretion of the chairman, may voice his opinion on any matter under discussion. With the exception of the I.P.P., no past president will be allowed to vote at such meetings.

9. Whilst in the Clubrooms, please refrain from discussing or arguing about politics, religion or creeds.

10. No unauthorized person will have access to the bar. The barman will be responsible otherwise.

### 11. BAR HOURS

Monday to Friday:

12.00 Noon to 6.30 p.m.

8.00 p.m. to 11.45 p.m.

Saturday

12.00 Noon to 6.30 p.m.

8.00 p.m. to 11.30 p.m.

(The a.m. are subject to revision by the L.C.B.O.)

12. All games must cease at 11.45 p.m. on Saturdays. Monday to Friday—12.00 midnite.

13. Members are requested to return empty bottles to the bar.