

CFB ESQUIMALT GOLF ASSOCIATION CONSTITUTION AND BY-LAWS

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**CFB ESQUIMALT GOLF ASSOCIATION
CONSTITUTION AND BY-LAWS**

FORWARD

1. The Canadian Forces Base (CFB) Esquimalt Golf Association Constitution and By-Laws are issued on the authority of the Base Commander Canadian Forces Base Esquimalt. It is structured in accordance with, A-PS-110-001/AG-02-Morale and Welfare Programs in the Canadian Forces, QR&O 4.61 and DAOD 5045-0.
2. A Constitution, as applied to an institute, is a document which articulates the authorized principles according to which the institute is formed and governed. All details shall be contained in a set of institute rules known as the “Constitution and By-Laws”.
3. The CFB Esquimalt Golf Association Constitution and By-Laws with amendments, is effective upon receipt and supersedes all earlier issues.

Recommended/Not Recommended

Recommended/Not Recommended

//Original signed by//

//Original signed by//

D. Sutherland
Sr Mgr, PSP
3-8487

M.S.J. Lessard
Cdr
BAdminO
3-4016

Approved / Not Approved

//Original signed by A/BComd//

S.M. Waddell
Captain (Navy)
Base Commander
Dated: 24 May 2017

CFB ESQUIMALT GOLF ASSOCIATION CONSTITUTION

NAME

1. The Canadian Forces Base (CFB) Esquimalt Golf Association (CFBEGA) is hereafter referred to as the “Association”.

AUTHORITY OF ESTABLISHMENT AND OPERATION

2. The Association is established under the authority of QR&O 4.61. It shall operate in accordance with regulations and orders of this Constitution and By-Laws.

PURPOSE OF OPERATION

3. The Association shall operate as part of the CFB Esquimalt Personnel Support Programs (PSP) specifically to promote the game of golf and its etiquette by:

- a. providing association members with the opportunity to learn, play, and apply the techniques of golf; and
- b. providing association members with a more economical and convenient opportunity to golf in the lower Vancouver Island area.

MEMBERSHIP

4. Memberships shall be categorized as “Regular”, “Ordinary”, “Associate”, in accordance with Categories of Membership: Community Recreation Clubs and Special Interest Activities Guidance, dated 22 July 2013 (and its amendment dated 10 Feb 2014). All Regular, Ordinary and Associate members in good standing may vote at General Meetings (GM).

5. Each member will be subject to the payment of an annual membership fee as detailed in the By-Laws. The following conditions shall apply:

- a. Association membership fees shall be established by a majority vote at the Annual General Meeting (AGM);
- b. membership fees shall be paid in full upon enrolment.

6. Membership shall be for a one (1) year period without prejudice of renewal of membership for further one (1) year terms. Eligibility for each membership type is defined as follows:

- a. Regular Members: the following persons are eligible for regular membership:

- (1) Canadian Armed Forces (CAF) members currently serving Regular and Reserve Force personnel and their families;
 - (2) members of Foreign Military currently serving with the CAF and their families; and
 - (3) Veterans (Former members of the CAF who have successfully completed Basic Military training and have been honourably discharged) and their families.
- b. Ordinary Members: the following persons are eligible for Ordinary membership:
- (1) current DND Public Servant, NPF staff, MFRC staff, staff of DRDC and DCC and their families;
 - (2) serving RCMP and their families;
 - (3) currently serving Honorary Colonel/Captains (N) and Honorary Lieutenant Colonel/Commanders and their families;
 - (4) former DND Public Servant in receipt of an annuity and their families, former Staff of NPF in receipt of an annuity and their families; and
 - (5) former RCMP in receipt of an annuity and their families.
- c. Associate Members: the following persons are eligible for Associate membership:
- (1) Associate members are subject to the approval of the Base Commander. Any person not specified in subparagraphs a. or b. may be invited to become an Associate member. Associate membership shall be for one (1) year with no guarantee of renewal for further one-(1) year terms.

7. The rights and privileges of Ordinary and Associate members (some restrictions may apply) will be the same as those of Regular members. A membership fee is applicable to only one (1) individual (ie: each family member wishing to be a member of the Association must purchase their individual membership).

TERMS OF MEMBERSHIP

8. The membership of the Association must at all times reflect the priority that must be maintained to ensure that Regular members are able to participate actively in the activities of the Association, hence the total of Ordinary and Associate members shall not exceed 50% of the total membership without the explicit written authority of the Base Commander or his/her appointed delegate.

9. Association members as defined in para 6, will be entitled to benefit from certain privileges provided through the authority of the Association Executive. These privileges include:

- a. the opportunity to play golf at reduced rates by purchasing corporate memberships at selected golf clubs on Lower Vancouver Island. The reduced rates are available through online booking with applicable golf courses or by calling applicable golf courses, and identifying oneself as a CFBEGA member when booking. Only members of the Association are entitled to book tee times as CFBEGA members;
- b. up-to-date information with regard to golf on Lower Vancouver Island;
- c. the opportunity to maintain a handicap card through affiliation with Golf Canada; and
- d. the opportunity to take part in Association Golf Tournaments co-ordinated by the Association Executive.

10. An annual membership fee valid from 01 Apr to 31 March of the following year will be set for each category of membership. The Executive, in consultation with the membership, will set the fees.

EXECUTIVE COMMITTEE

11. The Association shall be administered by an Executive Committee of members selected from the Regular and Ordinary members, responsible to the Base Commander through the Senior Manager, PSP.

12. The Executive Committee shall consist of:

- a. President: normally held by a Regular member, elected by the membership and approved by the Base Commander;
- b. Vice-President: normally held by a Regular member and elected by the membership;
- c. Treasurer: normally held by a Regular member and elected by the membership;
- d. Secretary: normally held by a Regular member and elected by the membership;
- e. Director (Regular members): elected by the membership;
- f. Director (Ordinary members): elected by the membership;
- g. Director (Tournaments): elected by the membership;

Annex A

- h. Director (Communications): elected by the membership;
- i. Member at Large; and
- j. Director: BCGA and Golf Canada membership.

13. The term of the Office shall be for a period of one (1) year and will be voted upon at the Association Annual General Meeting (AGM). A Committee Member may be removed from office, by majority consensus of the Executive Committee, should that member not be fulfilling their duties and responsibilities as detailed in the By-Laws. If necessary, Executive members other than the President may be appointed in Acting positions until such time the positions can be filled by vote at the Annual General Meeting.

14. The duties and responsibilities of the Committee members are set out in the By-Laws of this Constitution.

MEETINGS

15. Meetings shall be as follows:

- a. Executive Meetings: shall be held quarterly and more frequently if directed by the President or at the call of the President to consider and as required:
 - (1) approve expenditures which come within the Executive Committee authority; and
 - (2) address any matters relating to the operation of the Association.
- b. Annual General Meetings: shall be held once per year to discuss:
 - (1) financial statements and operating budget;
 - (2) proposed Association activities;
 - (3) election of Executive Committee members; and
 - (4) any other matter concerning the conduct of Association activities.
- c. Extraordinary General Meetings: on written request by not less than 10% of the total membership or as directed by the President for the approval of financial matters, other than the day to day operation approved by the budget, major policy changes and constitutional amendments. A majority of the general membership in attendance is required for any vote to take place.

QUORUM

16. An Annual General Meeting of the Association shall be dissolved should a quorum of Regular and Ordinary membership not be present. A quorum shall be 5% of the total membership.

VOTING

17. Motions passed at an Annual General Meeting and/or Executive Committee Meetings require a majority vote of the members in attendance.

18. All members in good standing are entitled to vote at the Annual General Meeting. In the case of a tied vote, the President shall cast the deciding vote.

SUBMISSION OF MINUTES

19. Minutes of meetings are to be taken by the Secretary. Minutes shall be staffed in accordance with CFB Esquimalt PSP directive, and submitted for approval within twenty-one (21) days of the meeting. A signature authority sheet shall accompany all minute(s) raised by the Club. Approved minutes shall be posted on the CFBEGA website www.cfbega.ca and kept on file.

OPERATING BUDGET

20. The Association shall conduct its program through funds provided through membership fees, golf contracts and agreements, interest through investment and grants or loans from the Base Fund Committee. The Executive Committee shall prepare an annual operating budget and present it to the membership for approval. Once approved by the membership and ratified by the Base Fund Committee, this budget shall comprise the Association activity for the next fiscal year.

EXPENDITURES

21. Once the funds have been approved by the Base Fund Committee, the President shall be responsible for the distribution of funds. The Executive Committee shall review and authorize all expenditures of a recurring nature as deemed necessary. The authority to purchase and/or expend funds may be delegated to the Treasurer. The Treasurer shall record all transactions. The Executive Committee may authorize expenditures of a non-recurring nature to exceed \$500 per transaction and \$1000 per annum. It is the responsibility of the Association's President to ensure adherence to these expenditures.

GENERAL CONDUCT AND DISCIPLINE

22. Any members displaying behavior not in accordance with excepted conduct, that may affect the Association, will have their actions reviewed by a Disciplinary Review Board

comprised of the Executive Committee. The Executive Committee may, with the approval of the Senior Manager, PSP, institute sanctions or suspensions.

CFB ESQUIMALT GOLF ASSOCIATION (For Golf Canada Purposes Only)

23. In order to further the golf interests of members of the Association and to provide a means for officially creating and maintaining official handicaps, the Association has established the CFB Esquimalt Golf Club. The By-Laws related to the Golf Club are appended to this Constitution as Annex D.

AMENDMENTS

24. Proposals to amend the Association Constitution shall be made in writing to the Secretary who will ensure that all members receive a copy. Provided that at least thirty (30) days have passed since the delivery of the proposal, the proposal shall be considered at the next General Meeting. Amendments recommended at the Annual General Meeting shall be staffed to the Senior Manager, PSP for Base Commanders' for approval.

**CFB ESQUIMALT GOLF ASSOCIATION
BY-LAWS**

PURPOSE

1. The purpose of the Canadian Forces (CFB) Esquimalt Golf Association By-Laws is to amplify the policies as set forth in the Golf Association Constitution.

EXECUTIVE COMMITTEE

2. Duties and Responsibilities:

a. President: shall be elected by the membership and approved by the Base Commander for the period of one (1) year. The duties and responsibilities of the President include:

- (1) being responsible for the efficient administration and management of the Association;
- (2) liaising with golf clubs to negotiate contracts and agreements, and terms of operation;
- (3) chairing all Executive and General Meetings;
- (4) recommending approval and sign minutes of all meetings;
- (5) approving and sign all official documents;
- (6) co-signing for all expenditures;
- (7) being directly responsible to the Manager, Community Recreation for all matters pertaining to the Association;
- (8) attending all Base Club meetings;
- (9) preparing an annual Business plan;
- (10) preparing and administering the Association's operating budget;
- (11) ensuring all Executive Committee members carry out their duties in accordance with their Terms of Reference; and
- (12) producing Association activity reports and submitting them to the Manager, Community Recreation in accordance with Base Clubs policy.

Annex B

- b. Vice President: shall be elected by the membership and approved by the Base Commander for the period of one (1) year. The duties and responsibilities of the Vice President include:
- (1) supervising the sale of golf passes. Investigate day-to-day problems and concerns of ticket sales and recommend solutions to the President;
 - (2) being responsible for discipline;
 - (3) being responsible for updating statements of duties for all members of the Executive;
 - (4) producing an Association notice board with all relevant and current information about the Association's activities and Constitution;
 - (5) assuming the duties of the President as necessary; and
 - (6) attending all meetings as directed by the President.
- c. Treasurer: shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Treasurer include:
- (1) maintaining accurate and up-to-date records of all financial transactions, and prepare and present financial statements to committee meetings and to association members during any General Meetings;
 - (2) ensuring all revenues and expenditures are controlled in accordance with NPF directives;
 - (3) maintaining a NPF corporate credit card, IAW NPF directives. The corporate credit card is to be used to the maximum extent possible for all Club expenditures and includes the monthly reconciliation of the credit card for approval by the Club President;
 - (4) preparing an annual budget for the forthcoming fiscal year describing potential sources of income and expenditures; and
 - (5) co-signing all CFBEGA expenditures with the President.
- d. Secretary: shall be elected by the membership for a period of one (1) year. The duties and responsibilities of Secretary include:
- (1) recording and drafting minutes of all meetings, and forward to President for review;

- (2) announcing meetings;
- e. Directors of Membership: shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Directors of Membership include:
- (1) acting as an initial point of contact for the membership with regards to general information about the Association's activities, regulations and membership applications;
 - (2) Director of Ordinary members to act as initial point of contact between Executive Committee and kiosk staff;
 - (3) reviewing and approving application forms;
 - (4) maintaining the Regular, Ordinary and Associate membership lists; and
 - (5) supporting the Director of Tournaments in organizing Association golf tournaments.
- f. Director of Tournaments: shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Tournament Director include:
- (1) organizing Association tournaments, as approved at the General Meetings, with the assistance as required of the Executive and the membership;
 - (2) providing the Executive Committee with a statement of revenue and expenses for each tournament as soon as practicable after each event; and
 - (3) submitting budget requests for tournament related expenditures for the next year's budget.
- g. Director of Communications: shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Director of Communications include:
- (1) maintaining the CFBEGA website;
 - (2) maintaining a vital communications link to the membership using information provided during the registration process to advise members of upcoming events, CFBEGA policy changes and regulation changes at member courses; and
 - (3) creating posters and notices that are displayed at kiosk and on Base notice boards and on the CFBEGA website.

- h. BCGA and Golf Canada Representative: shall be elected by the membership for the period of one (1) year membership. The duties and responsibility of the BCGA and Golf Canada Representative include:
 - (1) engaging BCGA and acquiring membership on behalf of paying member; and
 - (2) assisting other committee members as required.
- i. Member at Large: shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Member at Large include assisting other committee members as required in the carrying out of their duties as designated by the President.

ELECTION OF EXECUTIVE COMMITTEE MEMBERS

- 3. All Executive members shall be elected by a majority vote of the Regular and Ordinary membership attending the Annual General Meeting.
- 4. Should an Executive Member, for whatever reason, be unable or unwilling to continue in their office, a General Meeting will be held for the purpose of electing a new member to the position. Any member wishing to terminate their position must give at least two (2) weeks' notice. The President shall ensure that the outgoing Executive Member carries out a position turn over with the incumbent, prior to leaving the position. In the interim, the Executive Committee can appoint any member to temporarily fill the vacant position.

REPORTS AND RETURNS

- 5. The President shall prepare an annual report on the Association activities. The report is to include the number of participating members, activities participated in, budget review and update, recommendations for future Association endeavours.

OPERATING AND MAINTENANCE (O&M) BUDGET

- 6. The Association's operating budget shall be prepared by the Executive Committee and presented to the membership for approval at the Association Annual General Meeting. Once approved by the membership and ratified by the Base Fund Committee, this budget will comprise the Association's activity program for the next fiscal year. Any amendments to the program suggested by the Base Fund Committee shall be taken under advisement and presented to the membership at the next Annual General Meeting. The Association shall receive, disburse, and account for all allowances and expenditures which apply to it through the NPFAO.
- 7. Association members will be responsible for non-budget expenses that may be incurred for Association activities, including social events.

MEMBERSHIP FEES

8. An annual membership fee shall be assessed to each member. Membership fees shall be payable when membership renewal or new membership registration begins March, and anytime during a given fiscal year and are non-refundable to those who voluntarily leave the Association. The Association fees are as follows:

- a. Regular members - thirty five dollars (\$35.00) per year;
- b. Ordinary members - fifty dollars (\$50.00) per year;
- c. Associate members - one hundred and twenty five dollars (\$125.00);
- d. Junior Member – dependants of the Regular and Ordinary members - 16 years of age and under will have their membership fee waived.

9. Regular, Ordinary and Associate new members – Pro-rated Fees when joining the Association off-season (01 November – 31 March the following year) are as follows:

- a. Regular members – ten dollars (\$10.00) per year;
- b. Ordinary members – eleven dollars (\$11.00) per year; and
- c. Associate members – fifteen dollars (\$15.00) per year.

10. Further fees and costs may be implemented by a majority vote of the membership at a General Meeting.

CORPORATE MEMBERSHIPS

11. The Association will, on an annual basis, negotiate and secure corporate memberships in the name of the Association at selected golf clubs (Member Clubs) on Lower Vancouver Island. The number of memberships and golf clubs selected will be at the discretion of the Executive and subject to ratification at the Annual General Meetings.

12. Corporate memberships are for use by paid-up Association members. Member Golf Clubs may impose play restrictions for which the Association has no control. The Executive will ensure that play restrictions are properly posted on the Association’s main notice board and website.

GENERAL CONDUCT, DISCIPLINE AND REVOKING OF MEMBERSHIP

13. To ensure continuation of the good relations the Association enjoys with participating golf clubs, members shall adhere to the appropriate golf club rules in effect concerning play, dress and etiquette.

14. Membership in good standing involves a responsibility by the member to comply with the Constitution, By-Laws, and fee assessments approved by the Association.

15. Any member engaging in misconduct that may affect the Association must stand before a Disciplinary Review Board comprised of the Executive Committee. The Committee must unanimously agree to revoke membership. The Executive Committee may (by a majority vote) institute such sanctions or suspensions as deemed appropriate. If as a result of a disciplinary hearing a member's Association membership is cancelled, the individual's annual dues will not be refunded.

COMPLAINTS

16. Complaints are to be directed to the President or Secretary in writing. Such complaints shall be duly actioned within five (5) working days. The individual initiating such a complaint may, if the complaint is not answered in the allotted time or to the satisfaction of the member, discuss the matter with the Manager, Community Recreation.

AMENDMENTS

17. Amendments to the Constitution and By-Laws shall be written to the Executive Committee and posted on the Association's bulletin board and/or website at least thirty (30) days prior to a General Meeting where voting will take place.

18. In the event that the Executive Committee determines that an interim amendment to the By-Laws is required in order to correct or address a particular issue, the President may call an Executive Committee meeting. Upon unanimous approval of the Committee, the By-Law may receive interim approval until it is ratified by the membership at the next Annual General Meeting.

19. Amendments to the Constitution and By-Laws require a majority decision of the membership present at an Annual General Meeting.

20. Amendments, approved at General Meeting will be staffed through the Manager, Community Recreation for Base Commander's approval prior to implementation.

ADOPTION OF CONSTITUTION AND BYLAWS

21. The By-Laws of the CFB Esquimalt Golf Association are to be reviewed annually and approved at the Association Annual General Meeting.

**CFB ESQUIMALT GOLF ASSOCIATION
GOLF COURSE AFFILIATION**

AFFILIATED COURSES

<u>Course</u>	<u>Location</u>	<u>Address & Phone</u>
Arbutus Ridge G.C.C.	Cobble Hill	3515 Telegraph Rd 1-250-743-5000
Bear Mountain G.C.C.	Langford	1999 Country Club Way 250-744-2327
Cedar Hill G.C	Saanich	1400 Derby Rd 250-475-7151
Cowichan G.C.C	Duncan	4955 Trans Canada Hwy 1-250-746-5333
Glen Meadows G.C.C.	North Saanich	1050 McTavish Rd 250-656-3921
Metchosin G.C.C	Metchosin	4100 Metchosin Rd 250-478-3266
Olympic View G.C	Metchosin	643 Latoria Rd 250-474-3673
Highland Pacific G.C.	Victoria	450 Creed Rd 250-478-4653

**CFB ESQUIMALT GOLF ASSOCIATION
FOR THE PURPOSES OF ASSOCIATION TO THE
PLAYERS GOLF CLUB/MEMBER GROUP OF THE BCGA
AND THE GOLF CANADA**

NAME

1. The name of this Club shall be the Canadian Forces Base Esquimalt Golf Club.

PURPOSE

2. To stimulate interest in golf in the Canadian Forces Esquimalt Golf Club by bringing together a group of golfers desirous of forming a golfing organization.
3. To promote and foster a closer Club among the members for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf.
4. To enforce uniformity in the Rules of Golf by creating a representative authority.
5. To maintain a uniform system of handicapping as set forth in the Golf Canada Handicap System manual.
6. To provide a convenient and authoritative body to govern Club competitions and events.

MEMBERSHIP

7. Membership shall be available to all golfers within the Canadian Forces Base Esquimalt Golf Club. There shall be a minimum of ten (10) individuals.
8. Memberships are individual and non-transferable.
9. Memberships shall be issued to golfers with a reasonable and regular opportunity to play golf with fellow members.
10. Members have the opportunity to join Golf Canada. The purpose of the Golf Canada Handicap System is to make the game of golf more enjoyable for golfers by providing a means of measuring one's performance and progress and to enable golfers of differing abilities to compete on an equitable basis. Golf Canada members have access to the best tools to track their game through the Golf Canada Score Centre, available online, on their mobile devices and through kiosks at many facilities across the country.
11. Memberships are 01 April to 31 March the following year, or such date as may be designated by the Executive Committee of the Club and approved by the General membership.

Annex D

12. Application to belong to the Canadian Forces Golf Club will be by request upon joining or renewing membership of the Canadian Forces Esquimalt Golf Club.

13. In the event that any member of the Club shall commit any act that reflects discredit or disrepute on the Club or shall refuse or neglect to comply with the rules and regulations adopted by the Executive Committee, such members shall be subject to suspension or expulsion after ten (10) days written notice and the right to be heard, by a vote of not less than 2/3 of the Executive Committee, at any Regular or Special meeting called for that purpose.

14. The Annual Meeting of the Club shall be held in the month of December. The Executive Committee shall provide notice, by publication, of such meeting at least four-ten (14) days prior to that date.

15. A quorum for any meeting shall be 5% members present in person or by proxy. Each active member in good standing shall be entitled to one (1) vote.

16. A Director or Executive Committee member may participate in a meeting by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other.

17. A resolution in writing signed by all of the Directors or Executive Committee Members entitled to vote on that resolution is as valid as if it had passed at a meeting of the Executive.

DUES

18. The Executive Committee from time to time shall establish fees and dues to such amounts as they deem are adequate to operate and maintain the Club. Such fees and dues shall include membership dues payable to the Association. Member's Association dues will be promptly remitted to the Association. Improper reporting of membership numbers and resulting Association fees will result in suspension of the Golf Club.

EXECUTIVE COMMITTEE

19. The Executive Committee shall consist of five (5) members in good standing of the Canadian Forces Esquimalt Golf Club and they shall exercise all powers of management of the Club not specifically excepted by these By-Laws.

20. The Executive Committee of the Golf Club will be made up of members of the Golf Association Executive Committee who choose to belong to the Golf Club. Election of Executive Committee members will be in accordance with election procedures established for the Golf Association within its Constitution and By-Laws.

21. Voting shall be by show of hands and those names receiving the greatest number of votes cast by those present and entitled to vote at the meeting shall be declared elected.

Annex D

22. The Executive Committee shall meet at such times and places outlined in the Constitution and a majority of the Executive Committee shall constitute a quorum at any meeting.

23. In case of any vacancy through death, resignation, disqualification or other cause, the remaining Executive Members, even if less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the Executive Member whose place was vacant, and until the election of a successor.

EXECUTIVE MEMBERS AND COMMITTEES

24. The Annual General Meeting and election shall serve as the occasion to elect and/or ratify all members of the Executive Committee including the President, Vice-President, Secretary and Treasurer whose duties shall be such as their title would indicate or such as may be assigned to them respectively from time to time.

25. Executive Committee Members must also be Club members if they are to influence Club management activities.

26. The Club must have a Handicap Committee, which in this case is the Association Executive with the responsibility to establish a fair and proper system of handicaps in accordance with procedures set forth in the Golf Canada Handicap System Manual.

MISCELLANEOUS

27. The Executive Committee shall manage the books, accounts and records of the Club, as it is a Club within the Association. The books, accounts and records shall be available for inspection by the members upon reasonable request and at such times and places as the Executive Committee shall designate.

AMENDMENTS OF BY-LAWS

28. The Executive Committee shall have the power to repeal or amend any of the By-Laws, provided that such not be effective until approved by a minimum of 25% vote of the members of the Club at a meeting in accordance with the provisions contained herein.

CFMWS RECREATION CLUB AND RECREATION ACTIVITY HARASSMENT PREVENTION AND RESOLUTION POLICY

Date of issue – 26 October 2007

DEFINITIONS

- Harassment** Harassment is any improper conduct by an individual that is directed at and offensive to another person or persons in the workplace and which the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, or any act of intimidation or threat. It includes harassment within the meaning of the *Canadian Human Rights Act (CHRA)*.
- Note 1:** Where a complaint of harassment involves possible criminal conduct, the Responsible Officer will immediately inform the appropriate police authorities.
- NPP Personnel** Where the Harassment Prevention and Resolution Guidelines, dated 12 May 2006, make reference to NPP (Non-Public Property) Personnel, said reference shall be deemed to mean members of Recreation Clubs or participants to recreation activities who attend the Recreation Club or recreation activity in their civilian capacity as described in the application section below.
- Recreation Activity** Recreation activity means a recreation activity as Activity defined in Canadian Forces Personnel Support Programs Manual Part 6-1 defines a recreation activity as an individual component of a program (e.g. casual swimming, pee-wee hockey, art club, ceramics, bowling, scouts, and guides). For the purposes of this policy, martial arts are also recognized as a recreation activity.
- Recreation Club** Recreation Club means a Recreation Club as defined in Canadian Forces Personnel Support Programs Manual Part 6-2 Recreation Clubs defines a Recreation Club as a self-governing, authorized recreation activity operating under the terms and conditions of a constitution approved by the base or station commander.
- Responsible Officers** Responsible Officers are:
- The local PSP (Personnel Support Programs) Manager, with respect to the Activity Leader of a recreation activity to whom this policy applies:

- The Activity Leader of the recreation activity, with respect to participants to the recreation activity;
- The Recreation Club President for any complaint against a member of a Recreation Club;

Workplace

Where the Harassment Prevention and Resolution Guidelines, dated 12 May 2006, make reference to workplace, said reference shall be deemed to mean the physical location where the functions and activities of the Recreation Club or recreation activity take place.

Application

This directive applies to members of Recreation Clubs and participants to recreation activities who attend Recreation Clubs and recreation activities in their civilian capacities and not in the course of their employment or services duties. This directive does not apply to persons covered by the Staff of the Non-Public Funds, Canadian Forces Harassment Prevention and Resolution Policy or the Defence Administrative Orders and Directives, DAOD 5012-0 Harassment Prevention and Resolution.

POLICY DIRECTION

Context

Mutual trust, support and respect for the dignity and rights of everyone person are essential characteristics of Recreation Clubs and recreation activities environment. Harassment in certain forms is against the law and it can erode mutual confidence and respect for individuals and can lead to a poisoned environment.

The Harassment Prevention and Resolution Guidelines, dated 12 May 2006, as amended from time to time, are incorporated into this policy, with necessary modifications, as governing guidelines for the prevention and resolution of harassment complaints for Recreation Clubs and recreation activities.

Where the Harassment Prevention and Resolution Guidelines dated 12 May 2006 cannot be applied to the specific circumstances of the Recreation Clubs or recreation activities, the complaints may be treated in accordance with the spirit and principles of the Harassment Prevention and Resolution Guidelines dated 12 May 2006 and with such modifications as the circumstances require. Where the definitions of the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy are in conflict with the definitions found in the Harassment Prevention and Resolutions Guidelines dated 12 May 2006, the definitions of

the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy are to be used.

Policy Statement Staff of the Non-Public Funds, Canadian Armed Forces is committed to providing respectful Recreation Club and recreation activity services by promoting the prevention and prompt resolution of harassment. All members of Recreation Clubs and all participants to recreation activities have the right to be treated fairly, respectfully and with dignity in an environment free of harassment, and they have the responsibility to treat others in the same manner.

Harassment is any form constitutes unacceptable conduct and will not be tolerated. Recreation Club members and participants to recreation activities shall not subject any person attending an NPF recreation activity or club to harassment. Where Club members and recreation activity participants are found to have subjected other persons to harassment, the Responsible Officer will decide what administrative and restorative action within his/her authority is to be taken.

REQUIREMENTS

The Activity Leaders shall:

- Inform members of the Recreation Club or participants to recreation activities about behaviour that constitutes harassment, their rights and responsibilities under this policy, informal and formal ways of dealing with conflict and harassment and the resources available to them;
- Where the activity takes place on a DND Establishment, and where it is possible to do so on an official CFMWS website, post a notice to the effect that all members of the Recreation Club or all participants to the recreation activity have a right to participate without harassment, and that all complaints shall be dealt with in accordance with the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy. The notice shall also indicate that for any concern regarding harassment, the member or participant may contact wither the Activity Leader, the Club President or the local PSP Manager, and that the member or participant may consult the Staff of the Non-Public funds public information website;
- Take immediate steps to stop any harassment they witness or that is brought to their attention;
- Provide the member with a copy of this document together with the Harassment Prevention and Resolution Guidelines dated 12 May 2006, as amended from time

to time, upon the member joining the Recreation Club or the participant attending the recreation activity. Members and participants shall also be provided with the local Harassment Advisor's contact information;

- Once a complaint has been received against a member of the Recreation Club or a participant to a recreation activity, ensure that the alleged perpetrator and the complainant are not paired together and are separated where possible during their dispute has been resolved;
- In the case of a finding supporting the complaint, suspend the member of the Recreation Club or participant to the recreation activity found at fault for a period of time deemed fit and appropriate or rescind the individual's membership or participation.

Special Requirements

- All adults charged with providing instruction to minors must undergo police background checks. The costs of these checks will be borne by the instructor.

Authority Table

The following table identifies the authorities for implementing the harassment policy.

The ...	Has/have responsibility and authority to...
Sr VP PSP	approve Recreation Club and recreation activity policy and procedures concerning harassment.
Local PSP Managers and Activity Leaders	carry out the responsibilities outlined in the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy.

Anyone who advised an instructor that there is potential harassment situation and that they do not want to train with another individual because of this situation may refuse to train with that individual without question.