

THE CANADIAN ASSOCIATION OF VETERANS IN UNITED NATIONS PEACEKEEPING

GENERAL BY-LAWS

CANADIAN ASSOCIATION  
OF VETERANS IN  
UNITED NATIONS PEACEKEEPING

L'ASSOCIATION CANADIENNE  
DES VETERANS DES FORCES  
DE PAIX DES NATIONS-UNIES



THE ARTICLES OF CONTINUANCE  
AND  
THE GENERAL BY-LAWS  
OF THE  
CANADIAN ASSOCIATION OF VETERANS  
IN  
UNITED NATIONS PEACEKEEPING

As approved by Certificate of Continuance

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Dated September 26, 2013

**ARTICLES OF CONTINUANCE**

*The Articles will be set out in Form 4031 which is available in a fillable form on the CC website and will include;*

1. Current Name – Canadian Association of Veterans in United Nations Peacekeeping which may be abbreviated to CAVUNP.
2. Name change – leave blank.
3. Corporation Number. - 237805-1
4. Registered Office - The National Office will be located in Ottawa, Ontario.
5. Directors - The minimum number of Directors will be three and the maximum number will be twenty.
6. Purpose - It is the purpose of this Association to bring together as members, serving and retired peacekeepers and other veterans of Peace Support Operations who embrace the goals of peacekeeping and the objectives of this Association. Those objectives are detailed at General By-law Number 1.
7. Restrictions - This Association shall be non-political and non-sectarian.
8. Membership - There shall be four classes of membership. They are Regular, Associate, Honorary and Life. Only Regular and Life members have voting rights. Conditions of membership are contained in General By-law Number 2.
9. On Liquidation - On the liquidation of the Association, funds and convertible assets remaining after the satisfaction of its debts and liabilities shall be converted to cash and transferred to an agency to be determined by the Board of Directors at the time. Non-convertible assets will be transferred to a military museum determined by the Board.

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10. Borrowing Power - The Directors of the Association shall have no borrowing powers unless approved by a Special Resolution.

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**BY-LAW NO 1 - GENERAL**

A By-Law relating to the conduct of the affairs of the Canadian Association of Veterans in United Nations Peacekeeping.

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1.01 Definitions

In the By-Laws of the Association, unless the context otherwise requires:

- a. “Act” means the *Canada Not-for-profit Corporations Act* S.C. 2009, c.23 including the regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- b. “Regulations” means the regulations made under the Act;
- c. “Articles” means the Articles of Continuance;
- d. “By-Law” means this by-law and any other by-laws of the Association as amended and which are, from time to time, in force and effect;
- e. “Proposal” means a proposal submitted by a member of the Association that meets the requirements of Section 163 (Shareholders Proposals) of the Act;
- f. “Board” means the Board of Directors of the Association.

1.2 Interpretation

In the interpretation of this By-Law:

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- a. Words in the singular include the plural and vice-versa, words in one gender include all genders, and “person” includes an individual, body corporate, trust, partnership and unincorporated organization.
  
- b. The Articles and By-Laws of the Canadian Association of Veterans in United Nations Peacekeeping may be translated from English to French. The English version is the authoritative one as this is the language in which the Articles and By-Laws were written.
- c. The Association title in French shall be “L’ASSOCIATION CANADIENNE DES VETERANS DES FORCES DE PAIX DES NATIONS-UNIES”.
- d. “Term” when referring to a term in office shall mean a period of two years.

### 1.3 Objectives

The objectives of the Association are;

- a. To provide a fraternal association for those Canadian citizens who served in, or in support of, peace support operations authorized by the United Nations and approved by the Government of Canada.
- b. To perpetuate the memory and deeds of those comrades who were injured or lost their lives in the service of peace.
- c. To be a voice for the needs of peacekeeping veterans and their families.
- d. To work with like-minded organizations to ensure that the needs of veterans are met by the Government of Canada.
- e. To promote and enhance the traditions of peace support operations, for which Canada is renowned, through activities such as public speaking, assistance to schools or civic bodies and participation in joint efforts with organizations that share our objectives. (AL # 1)
- f. To engage in charitable activities that enhances the reputation and image of our Association in the eyes of our members and the general public.

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**BY-LAW NO 2 – MEMBERSHIP**

A By-Law setting forth the Conditions of Membership in the Canadian Association of Veterans in United Nations Peacekeeping.

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2.01 Classes of Membership

There shall be four classes of membership. They are Regular, Associate, Honorary and Life. Only the two classes of Regular Membership and Life Membership shall have voting rights.

2.02 Regular Membership

An applicant for Regular membership must be a Canadian citizen who has participated in one or more Peace Support Operations on behalf of the Government of Canada and sanctioned by the United Nations. Appropriate documentation is required.

Note 1. Peace Support Operations may include Peacekeeping, Peace Restoration, Peace Enforcement, Peacemaking, Observer Missions, Humanitarian Operations, Reconstruction Operations or operations designed to restore governmental functions.

Note 2. Operations in Afghanistan supported United Nations Resolutions on the suppression of terrorism.

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Note 3. Persons awarded the Canadian Peacekeeping Service Medal (CPSM), the General Campaign Star (GCS), the General Service Medal (GSM) or the Southwest Asia Service Medal (SWASM) qualifies as Regular members of CAVUNP. (AL # 1)

2.03 Associate Membership

Although an Associate Member may assume the responsibilities of Secretary or Treasurer in the Association, but not the position of President or Vice-President, they may not propose a motion or vote on a motion. Associate membership may be conferred on an individual who falls into one of the following categories; (AL # 2)

- a. A non-Canadian who has served on a Peace Support Mission in the Armed Forces of another country. Such an applicant must provide documented proof of the service being claimed.
- b. A Canadian veteran who does not meet the requirements of paragraph 2.02 governing Regular membership.
- c. A Canadian civilian who has made a direct and significant contribution to a Chapter or to the Association. In such cases the applicable Chapter must provide the justification for the proposal.

2.04 Honorary Membership

- a. Honorary membership in the Association may be offered to distinguished Canadians who have made a significant contribution to the Association, to the community or to the country and who have an interest in the objectives of the Association
- b. Honorary members are entitled to an Association card and Lapel Pin and to participate in the programs and functions of the Association.
- c. Each proposal for Honorary Membership must be forwarded to the National Office for ratification prior to extending an invitation to the individual. The proposal must contain a full biography plus the Chapter President's justification for the recommendation.
- d. Honorary membership terminates on 31 December and must be renewed by a majority vote on a Chapter Resolution prior to that date.
- e. The sponsoring Chapter is responsible for the payment of joining costs, annual dues and other costs levied by the Association.
- f. An Honorary member may not hold office in the Association, submit a motion or vote on any motion.

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2.05 Life Membership

- a. Life Membership is an honour bestowed by the Association on a Regular member in recognition of past contributions to the Association. This honour shall include the waiving of Association dues forever. (AL # 1)
- b. A Chapter may make a recommendation to the Board of Directors to grant this honour to a deserving member. Recommendations shall include a comprehensive biography of the member's service to the Association, highlighting those contributions that have made the nominee deserving of this honour.
- c. A simple majority vote of the Board, conducted either electronically or by mail, will be sufficient to approve the granting of this honour. The National Office shall then advise the membership of the decision.

2.06 Termination of Membership

- a. A member may terminate his membership by written declaration to the Chapter Executive
- b. A member may have his membership terminated by National Headquarters for non-payment of annual dues.
- c. A member may be suspended or expelled by the National Office for discreditable conduct. Such member will be granted unfettered opportunity to hear and to respond to the allegations against him. The hearing will be conducted under rules set out by the National Office.
- d. A member who is convicted under the Criminal Code of Canada while a member of the Association may be expelled by majority vote of the Board, without further process.

2.07 Reinstatement of Membership

A former member of the Association who was terminated under Paragraphs 2.06 may apply for reinstatement of membership after a period of three years from the date of terminations.

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The member will apply to the local Chapter which will review the application and process it through the Provincial and Regional Directors to National Office for a decision.

2.08 Changes to Conditions of Membership

A change to the Conditions of Membership shall be the subject of a Special Resolution which requires a two-thirds majority of the votes cast by eligible members. (AL # 1)



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**BY-LAW NO 3 – ORGANIZATION**

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3.01 National Office

CAVUNP is a national organization with its national office located in Ottawa, Ontario. Relocation of the national office requires a majority vote of the Board of Directors.

3.02 Regions

There shall be three regions across the country. Eastern Region is composed of the provinces of Newfoundland and Labrador, Nova Scotia, Prince Edward Island and New Brunswick. Central Region is composed of the provinces of Quebec and Ontario. Western Region is comprised of the provinces of Manitoba, Saskatchewan, Alberta, British Columbia and the Territories of Yukon, Northwest and Nunavut. (AL # 1)

3.03 Chapters

Chapters may be formed in any area of the country where a minimum of five qualified members express a desire to do so. Application will be made to the National Office for review and approval if all requirements are met including the agreement to abide by this constitution.

3.04 Chapter Names

A Chapter may carry a name that reflects the geographical location of that Chapter or it may carry the name of a distinguished veteran or a combination of both. (AL # 1)

3.05 Administrative Procedures

CAVUNP Administrative Procedures are contained at Annex A to these by-laws.

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4.01 The National Executive

The National Executive is responsible for the day-to-day administration and functioning of the Association including liaison with Veterans Affairs Canada and other veterans' organizations. It is composed of;

- a. The National President - elected by the membership for a two-year term.
- b. The National Vice-President - elected by the membership for a two-year term.
- c. The Immediate Past President.
- d. The Membership Chair - appointed by the Board for an indefinite term. \*
- e. The National Treasurer - appointed by the Board for an indefinite term. \*
- f. The Corresponding Secretary - appointed by the Board for an indefinite term; and
- g. Such other appointees as the National President may deem are necessary for the efficient functioning of the Association.

\*Note 4 As the main source of funding for the Association is the membership dues, the National President may direct that the functions of the National Treasurer be performed by the Membership Chair.

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4.02 Duties of the National Executive

The National Executive shall:

- a. Ensure the day-to-day activities of the Association function as smoothly as possible.
- b. Provide a focal point within CAVUNP for the Chapters, the membership and outside agencies.
- c. Develop and advance policy positions on matters relating to the commemoration of peacekeepers and the needs of veterans.
- d. Liaise with Veterans Affairs Canada (VAC) and other government agencies.
- e. Develop a working relationship with other veterans' organizations.
- f. Prepare and distribute the annual budget for the Association.
- g. Submit the annual report to Corporations Canada.

4.03 The Board of Directors. The Board of Directors is the senior executive body in the Association and is the authority responsible for the overall policy and direction of the Association. It is composed of:

- a. The Chairman - appointed by the National President for a two-year term.
- b. Three Regional Directors - elected by the Region membership for a two-year term.
- c. The National Executive.

4.04 Duties of the Board of Directors

The Board of Directors shall:

- a. Develop and approve an Association Strategic Plan and the National Projects required to achieve the goals of the plan. (AL # 1)
- b. Conduct the search for suitable candidates for the office of National President.
- c. Ratify appointments made by the National President.
- d. Where deemed necessary, ratify the decisions of the National President after appropriate review.
- e. Monitor the policies of the Government of Canada as they pertain to the objectives of the Association and determine, with the National President, responses to those policies.

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f. Meet annually (physically or electronically) to review the situation within the Association and recommend courses of action for the following year.

4.05 Duties of the Regional Directors

The Regional Directors shall:

- a. Be responsible for all Association activities within the Region that are in accordance with the objectives of the Association.
- b. Inform the National President of developments within the Region and advise him on avenues of approach toward those developments.
- c. Represent the Region on the Board of Directors.
- d. Participate in the development and execution of the Association Strategic Plan.
- e. Where necessary, coordinate the activities of Provincial Directors within the Region.
- f. Assist the Provincial Directors to develop new Chapters within the Province.

4.06 Duties of the Provincial Directors

The Provincial Directors shall:

- a. Implement the Association Strategic Plan within the province.
- b. Where necessary, coordinate the activities of the Chapters within the province.
- c. Represent the Province at Regional or other meetings.
- d. Work to establish new Chapters within the province.
- e. Ensure that new Chapters hold elections for an executive within six months of the original meeting.
- f. Assist the Chapters by advising them on constitutional matters and other policies.

4.07 Chapters

- a. Local Chapters are the building blocks of CAVUNP. It is the members of the local Chapters who must do the work that is necessary to achieve the objectives of the Association. It is the local Chapters that keep the public conscious of CAVUNP and the objectives for which it stands.
- b. A Chapter may be formed by five persons who are eligible for Regular Membership in the Associations. (AL # 1)
- c. An application to form a Chapter will be made by the interested parties through the

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Provincial and Regional Directors to the National Executive for review, decision and granting of a Charter.

d. No Charter will be granted for the formation of a Chapter in the same geographic location as an existing Chapter unless the demand for such a Charter can be proven to the satisfaction of the National Executive.

e. Within six months of its creation the Chapter must elect an Executive which consists of, at a minimum, a President, a Vice-President, a Secretary-Treasurer (may be split into two offices) and a Membership Secretary.

f. Chapters may consider themselves adequately guided by these By-Laws or they may write by-laws to govern their own operations. If written, Chapter by-laws must not be in conflict with the spirit of the National By-Laws and must be approved by the Board of Directors prior to taking effect. (AL # 1)

g. The National Executive may withdraw the Charter of a Chapter for any of the following reasons;

- i. Action that is contrary to the objectives of the Association.
- ii. Action that brings discredit on the Association.
- iii. Failure to provide annual dues to the National Office.

4.08 National Meetings.

a. The Association will hold an Annual General Meeting (AGM) at the call of the National President.

b. Every second meeting may be in the form of written resolutions voted on by the membership. Both electronic and mail-in votes are acceptable for the declaration of such resolutions. Procedures for mail-in voting are the responsibility of the National Secretary when such a vote is required.

c. The AGM is the supreme authority of the Association and its decisions shall be binding on all members and subordinate bodies. "Subordinate bodies" is defined as the Board of Directors, the National Executive, and such committees as either body shall from time to time create.

d. A quorum for the AGM shall be 5% of the members eligible to vote at such meetings. An opening quorum shall be deemed to continue for the duration of the meeting.

e. For meeting purposes, "Ordinary Resolutions" are defined as resolutions passed by a majority of not less than 50% plus 1 of the votes cast on that resolution. A "Special

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Resolution” is defined as one passed by not less than two thirds (2/3) of the votes cast on that resolution.

f. Matters that require Special Resolutions include;

- 1) Changes to a by-law that substantially alter the original intent of that by-law.
- 2) Revocation of a by-law.
- 3) Appointment of a Director that would increase the fixed figure beyond twenty.
- 4) Changes to the Conditions of Membership.
- 5) Borrowing of funds by the Association.
- 6) Notice to members of an Association General Meeting.

4.09 Notice of Meetings

a. Notice of a time and place of a meeting of members (AGM) shall be given to each member entitled to vote at the meeting by the following means;

- 1) By mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or
- 2) By telephone, electronic or other communications facility to each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.

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**BY-LAW NO 5 – HONOURS AND AWARDS**

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5.01 Types of Honours and Awards

There are two types of honours and awards that may be bestowed on members of the Association. They may be classified as CAVUNP awards that are internal to our Association and a second type of external award that is bestowed on a member of CAVUNP by an outside agency.

5.02 CAVUNP Awards

These awards, such as the Certificate of Appreciation, are from the Association to a member of the Association. They are for the exceptional performance of duties to the Chapter, the Community or the Association. The process for such awards is as follows.

- a. A Chapter or a member of the Board shall submit to the National Secretary, a recommendation for such an award. (AL # 1)
- b. The Secretary shall review the application and make a recommendation to the National Executive. (AL # 1)
- c. The Executive shall make a decision and, if it is positive, direct the Secretary to prepare and issue the award. (AL # 1)

5.03 External Awards

These awards, such as the Queen's Diamond Jubilee Medal, may be awarded directly to a member by an outside agency. In such cases CAVUNP is not involved in the matter. A second method is for an outside agency to allow CAVUNP to make the decisions on what members will receive an award. In such cases, the matter will be referred to a CAVUNP Committee which will set the standards for these decisions.

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5.04 The Honours and Awards Committee

The Committee shall consist of the following. (AL # 1)

- a. A Chairman, appointed by the National President for a two-year term.
- b. The National President.
- c. The Editor of the Thin Blue Line.
- d. The National Membership Chair or National Secretary.
- e. Three members drawn from the Board or the Chapter Presidents.

5.05 The Chair of the Committee

The Chair of the Committee will be the focal point for the collation of information. He will:

- a. receive recommendations from Chapters and Board members;
- b. review the recommendations to ascertain that they meet the standards set by the Committee;
- c. Pass the appropriate information, along with his recommendation, to the members of the Committee for decisions;
- d. Advise Chapter Presidents of the decisions made; and
- e. Assist in the publicizing of these awards where that is appropriate.



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**BY-LAW NO 6 – DRESS**

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6.01 General

Dress provides a means of identification for members on appropriate occasions. This Dress Code represents a desirable method of standardization. The inability of an individual to adhere strictly to the Dress Code must not be the cause of a failure to join CAVUNP or to partake in any CAVUNP activities.

6.02 Standard Dress

Standard Dress, to be worn as directed by the Chapter President consists of: (AL # 1)

- a. UN blue Beret with current CAVUNP cap badge;
- b. Single breasted light blue blazer with CAVUNP crest on the breast pocket;
- c. White shirt;
- d. Navy blue tie (or another approved pattern);
- e. Navy blue trousers or skirt;
- f. Black shoes;
- g. The CAVUNP membership pin worn on the left lapel; and
- h. The current CAVUNP long service pin worn next to the membership pin, if entitled.  
(AL # 1)

6.03 Parade Dress\*

Parade Dress, to be worn as directed by the Chapter President consists of: (AL # 1)

- a. Standard Dress with full size medals worn on the left breast above the pocket.

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- b. If appropriate, the Nobel Prize Peacekeeping Commemorative medal and the 50<sup>th</sup> Anniversary Commemorative medal which may be worn on the right breast but never mounted with Government of Canada approved medals. (AL # 1)
- c. Service medals of other organizations will not be worn.

6.04 Summer Dress\*\*

This order of dress is to be worn in the summer period as directed by the Chapter President. It consists of;

- a. UN blue beret with current CAVUNP hat badge;
- b. short sleeved white shirt with shoulder epaulettes and breast pocket flaps;
- c. navy blue trousers;
- d. black shoes;
- e. shirt worn open at the neck. UN blue neck scarf may be worn at the discretion of the Chapter President;
- f. epaulettes in UN blue with CAVUNP embroidered at the base;
- g. undress ribbon bars worn above the flap of the left breast pocket;
- h. above the ribbon bar may be worn one CF metal hazardous skill badge to which the member is entitled;
- i. the member's name tag, in the standard of the Chapter, worn on the right breast above the pocket flap; and
- j. on the right pocket flap, centered between the button hole and the right outside edge may be worn the CAVUNP membership pin and the current long service pin if entitled.

Note 5. \*The bar pin for the Minister of Veterans Affairs Commendation is worn below the medals when in Parade Dress.

\*\* The bar pin is worn under the ribbon bar on the left pocket flap when in Summer Dress

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**BY-LAW NO 7 – FINANCIAL CONTROLS**

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7.01 General

The sole source of income for CAVUNP at the National Level is the dues paid by the members of the organization. This dictates that the membership establishes and be aware of controls on the expenditure of such funds.

Should other sources of funds become available to CAVUNP, decisions on the expenditure of those funds should be taken by the Board of Directors in accordance with the spirit and limitations of this By-Law.

7.02 National Level

The National President may spend on his own authority a maximum of five hundred dollars (\$500.00) per event up to a maximum of two thousand dollars (\$2,000.00) per year. Should the expenditure requirement be urgent and the National President unavailable, then the Chairman of the Board of Directors may authorize an expenditure up to the same \$500.00.

The Board of Directors may spend a maximum of two thousand (\$2,000.00) where authorized by three members of the Board.

The membership must be consulted on any expenditure greater than \$2,000.00. This will require that the National Executive make available to the membership, sufficient information on which to base a decision. A simple majority of the votes cast by the membership will be sufficient to authorize the said expenditure. The voting may be done electronically or by any other means deemed acceptable to the Board.

7.03 Chapter Level

This By-Law is intended to serve as an example to Chapter executives.

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Chapter funds are the responsibility of the Chapter and, as such, limitations on Chapter expenditures should be set by the Chapter membership but it is suggested that, in no circumstances should one member have the authority to spend an amount of money that would result in serious limitations on the ability of the Chapter to continue its activities.

7.04 Borrowing

In accordance with Article 10 of the Articles of Continuance, any borrowing must be authorized by a Special Resolution. (AL # 2)

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Annex A  
To CAVUNP General By-Laws  
As Approved by Certificate of  
Continuance dated September 26, 2013

**CAVUNP ADMINISTRATIVE PROCEDURES**

**1. MEMBERSHIP**

2. Membership applications will be processed in accordance with CAVUNP Conditions of membership as set forth in By-Law Number 2.
3. The Chapter membership chair shall ensure that the applicant's membership form is legibly completed and signed by both the applicant and the sponsor. The chairperson then forwards the completed application form and applicable membership dues to the National Membership Chair.
4. The National Membership Chair will complete the application process by ascertaining that the new applicant has no previous affiliation with the Association, assigning a permanent membership number and recording all information in the CAVUNP National Data Base.
5. A copy of the completed application form, the applicant's membership card and a CAVUNP membership lapel pin will be returned to the Chapter Membership Chair for issue to the new applicant.
6. New members-at-large will have these items mailed to them.
7. The Membership Application Form is at Appendix 1 to this Annex.

**MEMBERSHIP CARDS AND SERVICE PINS**

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8. The National Membership Chair shall be the issuing authority for assigning membership numbers and issuing membership cards.
9. The National Membership Chair will maintain records of continuous membership for all active members.
10. The National Membership Chair will forward the applicable continuous year lapel pin for each 5-year increment of continuous membership in the Association to the Chapter Membership Chair.
11. Members-at-large will have the long service pin mailed to them.

**MEMBERSHIP DUES**

12. Membership dues are divided into two categories;
  - a. Initiation Dues, and
  - b. Membership Renewal Dues.
13. All members of the Association are required to pay a one-time Initiation fee of \$30.00.
14. The Chapter retains \$10.00 of the initiation fee for its own use and forwards the remaining \$20.00 to the National Membership Chair along with the original copy of the Membership Application Form.
15. On Renewal dues Chapter sets its renewal dues to meet its own expenses but must forward \$20.00 membership renewal dues for each Chapter member to the National Membership Chair by no later than 15 March following the current membership year.
16. The CAVUNP membership year is 1 January to 31 December.

**CAVUNP ACCOUTREMENTS AND UN INSIGNIA**

17. CAVUNP has partnered with Joe Drouin Enterprises Ltd to provide the Association with applicable accoutrements such as the Blue Beret, CAVUNP hat badge, etc. Other UN insignia is also available on the web site [www.joedrouin.com](http://www.joedrouin.com).

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**CAVUNP NEWSLETTER –“THE THIN BLUE LINE/SUR LA CORDE RAIDE EN BLUE”**

18. The CAVUNP newsletter will normally be published three times per year, i.e. SPRING – SUMMER – WINTER.
19. Chapters are requested to submit their reports on articles of interest to the Editor. All submissions should be sent using Microsoft Word font Times New Roman 12 pitch.
20. If photographs are to accompany submitted articles they should be sent separately from the main document using jpeg format. Instructions on the location of photo in main document would be beneficial.

**PROVINCIAL CHAPTERS**

21. A Provincial Chapter shall be composed of five (5) or more persons who fulfill the qualifications for Regular and Associate Membership. The residences of all such persons must be within the jurisdiction of the proposed Chapter.
22. Upon approval of a new provincial Chapter, the National Office Secretary shall initiate a Chapter charter to be presented to the President of the new Chapter.
23. The application form for a Chapter charter is at Appendix 2 to this Annex.
24. The application form to change the name of an established Chapter is at Appendix 3.
25. Should a Chapter's membership be reduced to three (3) or less, the Chapter's charter shall be suspended as an active Chapter.
26. If a suspended Chapter is not reactivated with the minimum of five (5) members within six (6) months after suspension then the Chapter name will be removed from the Organizational List of Chapters.
27. Active members remaining in a suspended Chapter that fails to re-activate will have their membership transferred to the Headquarters Chapter and become members-at-large.

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28. Chapters are requested to ensure that all Chapter member information is current annually when collecting membership dues. Of importance is the accuracy of residence addresses, home phone numbers and e-mail addresses.
29. Chapter Presidents or Secretaries are requested to forward a copy of their Chapter Meeting Minutes to the National Secretary.

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