

## CVFR LRRP

### BY-LAW #2 - UNIT EXECUTIVE

1. Note that this by-law deals primarily with the unit level, executive positions at the National level are covered in the CVFR Constitution. Unit Presidents are elected by the membership. Other unit Executive Officers are appointed by the unit President or elected by the unit membership.
2. The unit shall have a core executive team that includes the President and a Sergeant-at-Arms, all of whom by virtue of their appointments shall act as the unit governing council for all CVFR policy matters.
3. The President may appoint additional executive officers to meet special needs.
4. Members who volunteer to lead special committees/events are project officers and are responsive to, but are not part of the executive.

### ELECTIONS AND APPOINTMENTS

5. All executive positions are selected and appointed by the unit President after canvassing the membership for interested persons. The new appointees will be confirmed by the membership via a vote. A person must be a fully paid up member in good standing to serve on the unit Executive.
7. The President may authorize Executive Officers to appoint individuals to specific project or activity assignments. Such appointees will report to the Executive through the designated/responsible Executive Officer.

### ELECTION PROCESS

9. Elections will be held annually. Anyone wishing to be part of the executive can do so in writing one month prior to the scheduled election and stating which position interest them. A vote will be cast among the membership and if a position is available and if the candidate meets the criteria; the position/candidate will be selected/announced at the next convenient time.

## ANNEX A

### PRESIDENT

The President is the Chair of the Unit Executive/Chief Executive Officer of the unit. The President provides leadership and guidance to the Executive in the performance of their duties and operation of the unit.

- \* The President is the sole authority for external communication;
- \* All matters concerning relations between the unit and any external person or organization should be routed to the President for appropriate action; and
- \* At unit meetings the President (or delegate as the Chair) will control and keep order at unit meetings, and may engage the Sergeant-at-Arms to aid in keeping order if needed.

### SERGEANT-AT-ARMS

The Sergeant-at-Arms is responsible for ensuring The CVFR Constitution and unit by-laws are not violated. The Sergeant-at-Arms is responsible to:

- \* Keep order at all unit events, except as noted under the Duties of the President. The Sergeant-at-Arms is authorized to conscript members to aid in keeping order;
- \* Report any unseemly behavior/incident to the Executive Committee;
- \* Secure the unit colours, kit shop, and any crests/patches or name tags that have not yet been issued or have been returned to the unit;
- \* Maintain unit membership records and nominal role; and coordinate annual unit and National dues collection/payment in accordance with By-Law #4;
- \* Manage the unit standard email distribution list and communicate change to the membership; and
- \* Collect, disburse and safeguard unit funds in accordance with By-Law #3.