

Army Cadet League of Canada (New Brunswick)
Branch Policies

Policy 1: Enforcement

Reference: ACLC (NB) By-law4, Article 1, General

1.1 Authority of Policies

The policies outlined below amplify the General By-Laws of the Branch, governing the facets of operations and administration of the ACLC (NB). Just as the Branch By-Laws may not contradict the By-Laws of the League, neither may these policies. Should any dispute arise between these policies and those of the League, the League policies shall be deemed correct.

The policies are numbered to correspond with their respective Branch By-Law Article for ease of reference. Some policy numbers may have no text assigned to it, if no further amplification of the By-Law is deemed necessary.

Policy 2: Membership

Reference: ACLC (NB) By-law 4, Article 2, Membership

Policy 3: Conduct of Elections

References: ACLC (NB) By-law 4, Article 3, Meetings and Article 5, Officers

3.1 General

The Election process of the Army Cadet League of Canada (NB) is contained briefly in By-Law 3 Sections 3.06 to 3.08 and Article 5 Section 5.02. Elections occur normally every second, odd-numbered year. This policy defines the process for the conduct of NB Branch elections. The rights and privileges with regards to Branch activities including holding office, submitting nominations, and voting may be exercised only by members in good standing (Article2 Section 2.03). In the interest of transparency and freedom of action during the election, the business meeting of the AGM shall adjourn before the presiding officer of the election reconvenes. This is traditionally the Designated Past President. Upon completion of elections, the presiding officer shall adjourn, and the newly elected Executive Committee shall convene an organizational executive meeting without further notice of meeting required.

3.2 The Board of Directors (The Board)

The Board of Directors consists of no more than 20 Directors. The Board has the overall responsibility for the conduct of the business of the Branch and normally meets quarterly (or at the discretion of the Members) during the calendar year. During the intervening periods its authority is exercised by the Executive Committee (EC).

3.3 The Executive Committee (EC)

When the Board is elected, the EC is also elected. The EC comprises the corporate officers of the Branch and manages the day-to-day business of the Branch. The EC meets monthly either in person or virtually. The President and Vice-President are elected from within the Board, while the Treasurer and Secretary are elected from within the membership. The Designated Past President, and other Directors (Regional and At-Large) as the

Board deems fit (i.e. Fundraising, Membership, and Communications Committee Chairs) are nominated to the EC by right of appointment, and their appointments are ratified during the election process.

3.4 Overview of the Nomination Process

- A. Branch Annual General Meetings (AGM) are normally held in the month of April, prior to the National AGM. Keeping this in mind, the Nominating Committee shall confirm with the incumbents whether they qualify for re-election and if they choose to stand for same, and the Nominating Committee shall nominate the incumbent. Then, the Nominating Committee shall call for nominations from the Membership for all offices no later than 15 February.
- B. Nominations, other than incumbents, are to be submitted by members by 15 March to the Chair of the Nominating Committee, a position normally filled by the Designated Past-President. Members may not nominate themselves. Nominations received by the Chair of the Nominating Committee **shall be held in confidence**.
- C. Only nominations presented to the Chair of the Nominating Committee over the signature of two ordinary members in good standing will be accepted.
- D. Email may be used to submit nominations.
- E. The Membership shall be notified of the nominees for election no less than two weeks prior to the AGM.
- F. Nominations will only be accepted from the floor if a vacancy still exists on the slate of officers identified by the Nominating Committee prior to the Elections portion of the AGM.
- G. No nominees will be elected by acclamation. If there is only one nominee for an office, an election will be held for the members to have the opportunity to elect or reject the nominee. In the event a sole nominee is rejected, a vacancy in the slate will be deemed to exist and nominations will be accepted from the floor.
- H. When nominating someone for a position, the nominator will ensure the nominee is prepared to accept the nomination and serve if elected, either when nominating in advance of an election or when making a nomination from the floor.

3.5 The Nominating Committee

- A. The Nominating Committee shall be appointed by the EC at the semi-annual general meeting in October-November and shall consist of no less than two ordinary or life members in good standing, one of which will normally be the Designated Past President.
- B. Should the Chair be nominated to an active position on the Board, the EC shall fill the vacancy of Chair at the meeting of the EC immediately preceding the AGM. This is considered the most transparent and impartial committee membership available within our organization.
- C. The Chair of the Nominating Committee will maintain a "List of Nominations" received. This list will guide the members of the Nominating Committee in their work.
 - a. It is the duty of the Nominating Committee to ensure that: The nominations for not more than 20 Directors are made correctly and in conformity to By-Law Articles 4 and 5;
 - b. All nominees are qualified to serve as Directors or Officers (New Brunswick Companies Act) and are prepared to fulfil the duties of their office; and
 - c. The nominees will accept the nomination.
- D. The Nominations having been vetted by the Nominating Committee, the names are then presented to the AGM in the following manner.

3.6 Election of the Board of Directors and Executive Committee

- A. During the annual Members' meeting, once other business is adjourned, the Chair of the Nominating Committee shall read the list of nominees for Directors, including the Executive Committee to the General Membership following which the nominations shall be deemed closed. The members shall then vote on the slate for the Board of Directors as presented by show of hands. On completion of the election, the Chair shall declare the Board elected and then adjourn the Members Meeting.
- B. If a slate of nominees exceeds 20, the nominees with the least votes shall be deemed to be unelected. Where a tie may occur for the 20th seat, all nominees so tied shall be deemed unelected.
- C. The Chair of the Nominating Committee may direct that a ballot election be conducted.
- D. Where there are single nominees for each and all of the positions on the EC, the Board shall vote in the nominees as a slate on a show of hands.
- E. Nominees for positions will be considered to be nominated for all junior EC positions in a cascaded sequence, if acceptable to the nominees (ie: a nominee for Vice-President shall also be considered as nominated for Secretary or Treasurer if the nominee accepts in the sequence listed in By-Law 5).
- F. In a situation where EC positions have two or more nominees and others have only one nominee, the Chair of the Nominating Committee shall firstly conduct an election by the Board of the single uncontested positions and of the positions that are filled by appointment by show of hands. Secondly, the Chair will then conduct elections, by vote (show of hands) for each of the contested positions. Nominees for contested positions and non-Board members may be requested to leave the room during this election. Should a secret ballot be requested by the Board, and approved by the Nominating Committee, the Nominating Committee shall conduct such an election. Ballots will be numbered, counted and issued to the Board of Directors and the Nominating Committee shall then conduct the elections and count of the ballots. Results of the ballot shall be announced and recorded by the Chair and the ballots shall immediately be destroyed.

3.7 Issues, complaints, or points of order shall be referred to the General Membership or to the Board whichever body is conducting an election. The majority decision of the electors of the process in question shall prevail.

Policy 4: Directors

Reference: ACLC (NB) By-law 4, Article 4, Directors

4.1 Composition

- A. The Board of Directors (BoD) consists of five officers of the EC, ten Regional Directors and two Directors-at-Large.
- B. The EC includes the President, Vice-President, Secretary, Treasurer and Designated Past President.
- C. The Regional Directors represent the corps and support committees as follows:
 - a. Region 1, to include 2700 RCACC and 2739 RCACC;
 - b. Region 2, to include 1242 RCACC, 3027 RCACC and 3037 RCACC;
 - c. Region 3, to include 318 RCACC;
 - d. Region 4, to include 242 RCACC, 1541 RCACC and 3059 RCACC;
 - e. Region 5, to include 2647 RCACC and 2708 RCACC;
 - f. Region 6, to include 560 RCACC and 3006 RCACC;

- g. Region 7, to include 1535 RCACC and 2335 RCACC;
- h. Region 8, to include 1180 RCACC and 2531 RCACC;
- i. Region 9, to include 1691 RCACC and 1777 RCACC; and
- j. Region 10, to include 140 RCACC, 2859 RCACC and 3034 RCACC.

D. The Directors-at-Large will normally chair committees of the Branch, though committee chairs may also come from among other Board members and even the general membership as appropriate.

Policy 5: Terms of Reference

Reference: ACLC (NB) By-law 4, Article 5, Officers

5.1 General

The ACLC (NB) has an Executive Committee (EC) consisting of President, Vice-President, Secretary, Treasurer, and Designated Past President. This EC is assisted by Committee Chairs who may or may not be drawn from the Board of Directors (BoD). Terms of Reference (TOR) follow.

5.1 President

General

As Chief Executive Officer of the Army Cadet League of Canada New Brunswick Branch (ACLC (NB)), the Provincial President is the overall supervisor over all affairs of the ACLC (NB).

Duties and Responsibilities

- A. Preside over all meetings of the Branch Executive and Membership;
- B. Represent the ACLC (NB) at all National Executive meetings, and events involving the ACLC (NB) and Army Cadet program partners;
- C. Maintain liaison with the Provincial Presidents of the Navy League of Canada and Air Cadet League and RCSU;
- D. Ensure that Provincial policies, approved by the Executive and Membership, are carried out.

Responsible to

The President is responsible to the National League President, at the pleasure of the membership of the Branch.

5.2 Vice President

General

When the office of President is vacant and in the absence of the President, the Vice-President shall perform the duties of the President and when so acting shall have all the powers of the President. The Vice-President shall perform such other duties as are delegated to him by the Directors.

Duties and Responsibilities

- A. Preside over all meetings of the Branch Executive and Membership in the Presidents absence;
- B. Responsible for the overall supervision/coordination of ACLC (NB) Standing Committees;
- C. Any other reasonable duties and responsibilities as detailed by the Branch President.

Responsible to

The Branch Vice-President is responsible to the President, at the pleasure of the membership of the Branch.

5.3 Secretary

General

The Secretary shall have custody of the minute books and corporate records of the Branch, including a register of members of the Branch, and shall ensure that minutes are kept of all meetings of Directors and of members. The Secretary shall have custody of the Corporate Seal and shall cause to be given notice of all meetings of the members and of the Board of Directors. It is their responsibility to ensure that the statutory books of the Branch are maintained as required by law and that other records are kept as required by the Board of Directors.

Duties and Responsibilities

- A. Maintain a record of Correspondence In and Out of the Branch;
- B. Issue Notice of Meeting on behalf of the President, to include the proposed Agenda and Minutes of the previous meeting to be approved;
- C. Maintain the Registry of Membership and a Registry of Directors; and
- D. Any other reasonable duties and responsibilities as detailed by the Branch President.

Responsible to

The Branch Secretary is responsible to the President, at the pleasure of the membership of the Branch.

5.4 Treasurer

General

The Treasurer shall ensure that full and accurate accounts are kept of receipts, disbursements, funds and investments of the Branch, shall be responsible for the banking and general financial business and for the preparation of financial statements annually and as required by the President or by the Board of Directors.

Duties and Responsibilities

- A. Maintain a ledger of Incomes and Debits;
- B. Receive moneys on behalf of the Branch, including membership dues, and issue receipts for

- same;
- C. Manage the account with the designated financial institution and advise the EC of any matters arising from the institution; and
 - D. Prepare and present the Annual Financial Statement.

Responsible to

The Branch Treasurer is responsible to the President, at the pleasure of the membership of the Branch.

5.5 Designated Past President

General

The Designated Past President shall provide guidance to the Board, convenes elections and may serve as Chair of the Nominating Committee and/or the nominated National Vice-President New Brunswick.

Duties and Responsibilities

- A. Provide “corporate memory” advice to the Branch President when requested;
- B. Convenes and conducts impartial elections of Directors and Executive Committee officers;
- C. May serve as Chair of the Nominating Committee; and
- D. May serve as National Vice-President New Brunswick.

Responsible to

The Designated Past President is responsible to the Branch President and, if appointed National Vice-President New Brunswick, to the League President.

5.6 Branch Membership Chairperson

General

Membership to the Army Cadet League of Canada (New Brunswick) Branch is made by application and the list of members is maintained by the Membership Chairperson.

The Membership Chairperson for the Army Cadet League of New Brunswick is ideally a Director-at-Large of the NB Branch who is elected or acclaimed by the voting members of the Branch League. This position is renewed every two years at a regularly scheduled annual general membership meeting. The Membership Chairperson can serve successive terms of appointment.

Duties and Responsibilities

- A. Developing and circulating a membership application form that can be distributed to potential members;

- B. Maintaining a record of applications, and facilitating the screening of applicants and members in cooperation with the League Screening Coordinator;
- C. Providing an updated list of members to the Branch Executive. The membership list will include the name, date joined, address, phone number and email address of each member;
- D. Providing to the Branch Treasurer the names of members to facilitate the collection of dues by the Treasurer; and
- E. Contacting members who are delinquent in the payment of dues.
- F. Any other duties and responsibilities as detailed by the Branch President.

Specific Membership Regulations

- A. Members are to be assessed yearly dues and the remittance is to be paid to the Treasurer by the end of January of the current year.
- B. Members will not accumulate credit for yearly service to the League when payment of dues for any given year has been withheld by the member.
- C. Failure to pay dues will result in cessation of membership. The secretary shall notify the members of the dues payable by them and if such dues are not paid prior to 31 January of the year for which such dues are owing, the members in default shall automatically cease to be members. Such members may be automatically reinstated to membership upon payment of the dues in default and dues for the current year.
- D. It is the responsibility of each League member to contact the Membership Chairperson regarding changes in membership status, however, the Membership Chairperson will endeavour to contact members who are not up to date with payment of dues.

Responsible to

The Membership Chairperson is responsible to the Branch Secretary.

5.7 Awards Chairperson

General

The Chairperson of the Awards Committee is the Point of Contact for all matters pertaining to Branch and League recognition within the jurisdiction of the Branch.

Duties and Responsibilities

- A. Receive applications for the Army Cadet Service Medal, process and arrange for presentation;
- B. Receive applications for the Army Cadet League Service Medal, process and arrange for presentation; and
- C. Coordinate other awards and recognition for corps and individuals within the jurisdiction of the Branch.

Responsible to

The Awards Chairperson is responsible to the Branch Vice President.

5.8 National Vice President New Brunswick

General

The National Vice President New Brunswick represents the Branch on the National Council of the League.

Duties and Responsibilities

(To be issued)

Responsible to

The National Vice President New Brunswick is responsible to the Branch President and to the League President.

5.9 Honorary Solicitor

General

The Honorary Solicitor is the Branch legal advisor.

Duties and Responsibilities

- A. Reviews and provides guidance on corporate and legal documentation;
- B. Provides advice to the EC on corporate and personal indemnity; and
- C. Is the subject matter expert on the NB Companies Act.

Responsible to

The Honorary Solicitor is responsible to the Branch President.

5.10 Communications Officer

General

(To be issued)

Duties and Responsibilities

(To be issued)

Responsible to

The Communications Officer is responsible to the Vice President.

Policy 6: Documents

Reference: ACLC (NB) By-law 4, Article 6, Execution of Documents

6.1 Unless otherwise directed within these policies, Branch By-laws or League/government legislation, documents shall be retained as follows:

- A. Bank records, financial statements and other financial records will be kept for ten years from the date of last transaction;
- B. Meeting agendas, Correspondence In and Out held for five years; and
- C. Minutes of meetings held indefinitely.

Policy 7: Trust Funds

Reference: ACLC (NB) By-law 4, Article 7, Financial

7.1 The Turnbull Trust

Terms of Reference

- References: A. Minutes of Annual Meeting, dated 24 October 1987
B. Minutes of Annual Meeting, dated 15 March 1986
C. Director's Meeting, October 1985

The Colonel James H. Turnbull, OMM, CStJ, CD Trust Fund, commonly referred to as the Turnbull Trust, is comprised of two separate gifts from the late Colonel (Ret'd) James H. Turnbull of \$1,500 and \$8,500 and was established in March, 1986. Colonel Turnbull was a long-time member of the Army Cadet League of Canada (New Brunswick); see attached Biography.

Guidelines for Administration of the Fund are as follows:

1. Colonel Turnbull's gift and subsequent donations to this Trust are to be maintained in a separate account from the General Fund, invested at the most favourable rate of interest available.
2. The interest derived from the Trust shall be expended to satisfy League requirements upon approval of the Trust Fund Administrators.
3. A Board of Trustees, herein after referred to as the Trust Fund Administrators will consist of the following League appointees:
 - a. League President
 - b. League Treasurer

- c. League Secretary, and
 - d. Two League Directors appointed by the Trust Fund Administrators
4. The League Treasurer is to control the Trust Fund. The two League Directors appointed by the Trust Fund Administrators are to be nominated annually at the League Annual General Meeting; and
5. The Trust will be subject to the provisions of the League Letters Patent dated 31 March 1971 in that "upon the winding-up or other dissolution of the company will be distributed to the Army Cadet League of Canada or to any other corporation or institution having the same or like objects and none of the assets of the company will be distributed to any members of the company". **Colonel (Ret'd) James H. Turnbull, OMM, CSTJ, CD**

Colonel James Hendricks Turnbull, OMM, CSTJ, CD - February 7, 1923 - October 31, 2010

Col Turnbull was a resident of "Driftwood" in Red Head; born in Saint John, New Brunswick. A proud World War II veteran, Col. Turnbull served overseas with the 5th Canadian Armoured Division in the United Kingdom, Italy and the Netherlands. After studying at Khaki University of Canada (Leavesden, England), he returned to Saint John in 1946 and began his business career with the Bank of Nova Scotia, eventually moving into insurance and the establishment of his own agency (Parke-Stethem Insurance Ltd.). In 1956, he was one of the first individuals in New Brunswick to achieve the designation of Fellow of the Insurance Institute of Canada (FIIC). Eventually, he became a director of Canadian Fundy Broadcasting Ltd. (CFBC), Connors Bros. Ltd., and Fundy Cablevision, while volunteering for numerous charitable, religious and service organizations.

Col Turnbull's earliest days as a youthful editor and publisher of the Mount Pleasant News (with his best friend Pete Alward) spawned a lifelong interest in politics, business, history, and travel. And later in life, he particularly enjoyed keeping current with world and local news through consuming the daily newspapers, and keeping track of the various cruise ships sailing into Saint John Harbour.

In addition to his family, Jim Turnbull's great passion in life was the military. For over 60 years he was a dedicated reservist and gunner, particularly with the 3rd Field Artillery Regiment (The Loyal Company) in which he achieved the rank of Colonel, then later, Honorary Colonel. He also maintained active involvement in the Byng Boys, Royal Canadian Artillery Association, Army Cadet League, Conference of Defense Associations, and the Canadian Corps of Commissionaires. In 1978, Governor-General Jules Léger appointed Colonel Turnbull an Officer of the Order of Military Merit and, in 1993; he was named as Commander in the Order of St. John. Colonel Turnbull was particularly pleased and honoured to serve as the Reviewing Officer and take the salute at Saint John's Remembrance Day Service in 2009.

7.2 The Sentell Trust

Terms of Reference

Reference: The Army Cadet League of Canada (New Brunswick) Executive Meeting Minutes, dated 22 June 2016, Para 11 Roundtable, Item 2

The Colonel Douglas P. Sentell, CD Trust Fund, commonly referred to as the Sentell Trust, was established in 2016 through the generous gift of \$10,000 by Colonel (Ret'd) Douglas P. Sentell, CD, a Life Member of the Army Cadet League of Canada and Past President of the Army Cadet League of Canada (New Brunswick); see attached Biography.

Guidelines for Administration of the Fund are as follows:

6. Colonel Sentell's gift and subsequent donations to this Trust are to be maintained in a separate account from the General Fund, invested at the most favourable rate of interest available.
7. The interest derived from the Trust shall be expended to satisfy League requirements upon approval of Colonel Sentell and the Trust Fund Administrators.
8. A Board of Trustees, herein after referred to as the Trust Fund Administrators will consist of the following League appointees:
 - a. League President
 - b. League Treasurer
 - c. League Secretary, and
 - d. Two League Directors appointed by the Trust Fund Administrators
9. The League Treasurer is to control the Trust Fund. The two League Directors appointed by the Trust Fund Administrators are to be nominated annually at the League Annual General Meeting; and
10. The Trust will be subject to the provisions of the League Letters Patent dated 31 March 1971 in that "upon the winding-up or other dissolution of the company will be distributed to the Army Cadet League of Canada or to any other corporation or institution having the same or like objects and none of the assets of the company will be distributed to any members of the company".



Col D.P. (Doug) Sentell was born in Moncton, NB, on 22 Aug 1937. He was raised and educated in Salisbury, NB, where he graduated from the Salisbury Regional High School in 1956. He later earned an Industrial Arts diploma from the N.B. Technical Institute (N.B.T.I.) and a Bachelor of Teaching degree from the University of Moncton.

Doug Sentell's military career began in 1954, when he joined the newly formed 580 (Salisbury) Royal Canadian Air Cadet Squadron. Following graduation from N.B.T.I., he was selected by the Cadet Services of Canada for officer training and was commissioned as a 2nd Lieutenant in 1960. He served as Assistant Instructor with 2553 (Port Elgin) Royal Canadian Air Cadet Squadron and then, in 1961, upon returning to Moncton, he established and commanded the 2684 (Harrison Trimble) Royal Canadian Army Cadet Corps. In 1965, he was appointed Commanding Officer of the newly amalgamated 560 (Moncton) Royal Canadian Army Cadet Corps, and commanded the corps for a period of 10 years. He spent 16 summers at various cadet camps across Canada and commanded the Atlantic Region Army Cadet Camp (Camp Argonaut) at CFB Gagetown during the last three of those summers.

In 1968, Doug Sentell joined the Moncton Service Battalion as a Captain in 21 Technical Squadron. He was subsequently appointed Second in Command of the Squadron and, in Sep 1970, it's Officer Commanding. The following year, he was promoted to the rank of Major. In Sep 1974, Doug Sentell was appointed Deputy Commanding Officer of 32 (Moncton) Service Battalion and two years later, in 1976, he was promoted to the rank of Lieutenant Colonel and appointed Commanding Officer (Jun 1976 – Jun 1979). During the winter of 1978, he qualified as a Basic Military Parachutist at the Airborne Centre in Edmonton, Alberta. At age 41, he was one of the oldest militia members ever to complete such a rigorous military course. Upon relinquishing command of the battalion in 1979, he transferred to Eastern N.B. Militia District Headquarters and was appointed Senior Staff Officer.

In 1980, he was promoted to Colonel and appointed District Commander. He served as Commander, Eastern N.B. Militia District, until 1983. Col Sentell's final military appointment was as Commander of the Atlantic Militia Training Centre at Camp Aldershot, NS, during the summers of 1984 and 1985.

On the civilian side, Doug Sentell was a high school teacher for 35 years and, upon retirement from Harrison Trimble High School in 1993, embarked on a new career in public relations with the Salisbury Big Stop, Salisbury NB. Now he is fully retired and spends considerable time supporting various cadet activities.