

CANADIAN MILITARY ENGINEERS' ASSOCIATION RESERVE UNIT POLICY

- 1. AIM:** The Canadian Military Engineers' Association (CMEA) has developed a special programme to accept Class A Primary Reserve Engineer units within the Association under different terms than regular CMEA Chapters. The aim is to accept reserve units into the CMEA while including unit members as CMEA Associates. The programme recognizes that a reserve unit is a singular institution within the CAF with unique conditions and terms of service.

- 2. DEFINITIONS:**
 - a. CMEA CHAPTER:** A CMEA Chapter is a voting member of the CMEA Not-For-Profit Corporation. Individuals within the Chapter are designated as CMEA Associates. A Chapter is formed when the CMEA Board of Directors accepts application from a group presenting a letter of application which includes a list of the proposed Chapter Executive, a valid bank account number, and the minutes from a meeting of the Executive where application was requested.

 - b. CMEA RESERVE UNIT:** A CMEA Reserve Unit is a non-voting member of the CMEA Not-For-Profit Corporation. Individuals within the unit are designated as CMEA Associates. A CMEA Reserve Unit is formed when the CMEA Board of Directors accepts application from a Primary Reserve Engineer unit which includes at least one main Point of Contact, an updated unit nominal roll, and a commitment to pay an annual fee as described in Annex A to this policy.

- 3. TERMS OF MEMBERSHIP:**
 - a. CMEA CHAPTERS:** Each Chapter carries votes in accordance with the schedule prescribed in the Corporate By-Laws. Each Chapter receives an annual financial Chapter rebate in the first quarter of the year equal to 50% of the dues according to the membership numbers valid as of December 31 of the preceding year.

 - b. CMEA RESERVE UNITS:** Each Reserve Unit pays an annual fee to the CMEA in accordance with the schedule of pro-rated fees described in Annex A to this Policy. Annual fees for CMEA Reserve Units are due in the first quarter of the year. Reserve Units do not receive financial rebates from the CMEA, and do not carry a vote. An updated unit nominal roll must be sent to the CMEA National Registrar at least once a year.

 - c. CMEA ASSOCIATES:** Associates who are members of an authorized Chapter pay dues individually as defined in the Corporate By-Laws. Associates who are members of an authorized Reserve Unit do not pay dues individually.

- 4. CMEA RESERVE UNIT BENEFITS AND EXCLUSIONS:** Units may utilize the features of the CMEA Web Site, including a specifically designated Web Portal, and may contribute to the weekly CMEA News Brief to better communicate within the unit and to stay in touch with the CME Branch and the wider Engineer Family. Units are not required to form a CMEA Executive, plan events in the name of the CMEA, nor hold regular or irregular CMEA meetings. Reserve Units are not considered CMEA Chapters and do not receive an annual

financial rebate. Units are recorded by the National CMEA Registrar as a CMEA Reserve Unit, but not as a CMEA Chapter.

- 5. CMEA RESERVE UNIT ASSOCIATE BENEFITS AND EXCLUSIONS:** All individuals on the unit nominal roll are considered full Associates of the CMEA and are eligible to receive all benefits as described in the By-Laws and as provided on the CMEA Web Site. Primary contact with the CMEA is through the Vice President Chapter Liaison and the designated main Reserve Unit Point(s) of Contact. All unit Associates are eligible for CMEA Bursaries as described in the CMEA Bursary Policy.
- 6. CO-LOCATED CMEA CHAPTERS AND UNITS:** CMEA Reserve Unit members, as CMEA Associates, are not members of a co-located CMEA Chapter. Reserve Units are however, encouraged to approach a co-located CMEA Chapter, if one exists, to request a seat on the Chapter Executive to coordinate planning and events. Any CMEA Reserve Unit may establish its own CMEA Chapter if they follow the guidelines set out in paragraph 2.a.
- 7. VOTING:** CMEA Reserve Units do not carry a CMEA member vote, only authorized CMEA Chapters are CMEA Corporate members carrying a vote. CMEA Reserve Unit members sitting on a co-located CMEA Chapter may or may not vote on Chapter matters as determined by the local CMEA Chapter Executive.
- 8. RESERVE UNIT ASSOCIATIONS AND FOUNDATIONS:** Recognizing that most reserve units have supporting associations, foundations, or other forms of support groups formed by former unit members and supporters of the unit, those entities may make application to form a regular CMEA Chapter under the terms and conditions as described in paragraph 2.a., or alternatively, the reserve association may be included under the umbrella of the existing CMEA Reserve Unit with which it is affiliated, or join as a separate reserve regimental support group.
- 9. FEE SCHEDULE:** Annex A to this Policy outlines the fee schedule for CMEA Reserve Units and their affiliated associations, foundations, and other support groups. This schedule is subject to change by agreement between the CMEA National Executive Committee and the unit or affiliated group.

ANNEX A: RESERVE UNIT FEE SCHEDULE

Unit / Sub Unit	Annual Fee (\$)	Comments
31 CER	500	
32 CER	500	
33 CER	500	
34 RGC	500	
35 RGC	400	Unit strength below 120 pers.
36 CER	400	Unit strength below 120 pers.
37 CER	500	
38 CER	500	
39 CER	500	
41 CER	500	
14 CES	250	Unit strength approx. 70 pers.

Special cases:

- Individual Flights/Squadrons will be determined case-by-case, based on the size of the organization. Please contact CMEA VP Chapter Liaison.
- CMEA Primary Reserve Unit Association, where the affiliated Reserve Unit has also joined CMEA: \$100 (Membership normally below 100 pers).