

NATIONAL AIR FORCE MUSEUM OF CANADA CONSTITUTION



NATIONAL AIR FORCE MUSEUM OF CANADA

PART 1 - CONSTITUTION

Approved 4 February 2011

Constitution & By-Laws Distribution List

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FOREWORD

The Constitution of the National Air Force Museum of Canada is published under the authority of the WComd, 8 Wing/CFB Trenton.

This Constitution, dated 4 February 2011, revokes and supersedes all other Constitutions for the National Air Force Museum of Canada.

This Constitution is to be interpreted in a manner consistent with A-AD-266-000/AG-001, Canadian Forces Museums – Operations and Administration and CFAO 27-10. In case of omission or conflict with these, A-AD-266-000/AG-001, and CFAO 27-10 are authoritative.

This document complies with the following orders and instructions, which should be referred to when necessary:

The National Defence Act (NDA), Section 38;

A-AD-266-000/AG-001, Canadian Forces Museums – Operations and Administration;

CFAO 27-5, Canadian Forces Museums;

CFAO 27-6, Base and Station Funds – Regular Force;

CFAO 27-9, Disposal of Non-Public Property;

CFAO 27-10, Artifacts and Memorabilia – Non-Public Property;

A-AE-219-002/AG-001, Organization – Establishment Policy and Procedures;

A-FN-105-001/AG-001, Policy and Procedures for Non Public Property (NPP), and

MC-08-005-120/AG-000, CF Construction Engineering Manual.

Technical Information can be found in the following references, which have been adopted by the Canadian Forces (CF) for museological matters:

Standard Practices Handbook published by the Alberta Museums Association;

ABCs of Collection Care published by the Manitoba Heritage Conservation Service;

Canadian Conservation Institute Technical Bulletins published by the Department of Canadian Heritage, and

Guidelines: Roles and Responsibilities of Museum Boards of Trustees published by the Canadian Museums Association (CMA).

National Air Force Museum of Canada

CONSTITUTION

GENERAL – THE CANADIAN FORCES MUSEUM SYSTEM

1. The CF Museum system is the collective term for the grouping of CF Museums under the technical staff supervision, for museological matters, of the Directorate of History and Heritage (DHH) at National Defence Headquarters (NDHQ).
2. Accredited CF museums are automatically enrolled, with membership fees centrally funded by DHH, in the Organization of Military Museums of Canada (OMMC) and the Canadian Museum Association (CMA). Also, museum staff can resolve collection, conservation and preservation issues with the assistance of the Canadian Conservation Institute (CCI) - a special operating agency of the federal Department of Canadian Heritage.

NAME AND STATUS

3. The name of the Museum located at 8 Wing/CFB Trenton, is the National Air Force Museum of Canada, hereinafter referred to as the Museum.
4. A-AD-266-000/AG-001 Canadian Forces Museums – Operations and Administration, issued on authority of the CDS, designates the Museum as an official Canadian Forces Museum.
5. The Museum has been formally designated as the National Air Force Museum. This designation is confirmed in a letter from Lieutenant General D.N. Kinsman, Chief of the Air Staff (30 September 1999).

AUTHORITY FOR OPERATION

6. The Museum is established as an independent, self-financed Non-Public Fund (NPF) activity operating under the authority of the Wing Commander, 8 Wing/CFB Trenton (hereinafter referred to as WComd) and in accordance with policy and orders governing such activities promulgated by the Chief of the Defence Staff (CDS) under Section 38 of the National Defence Act. The supporting base is 8 Wing/CFB Trenton.

MISSION STATEMENT

7. To collect, preserve, and display historical artifacts and archival material which pertain to the people, missions and equipment of Canada's Air Force.

OBJECTIVES

8. To achieve the stated Mission, the Museum has established specific objectives listed hereunder:

- a. to provide a major memorial to those members of the Air Force who have sacrificed their lives in the military service of Canada;
- b. to create a collection of artifacts, archival and related materials that reflects the heritage of the Air Force of Canada from its beginning to the present;
- c. to preserve collected artifacts to the highest possible professional standard in a secure and safe environment;
- d. to create professional exhibitions of the collections, which will tell the story of the Air Force, for the enjoyment and education of all visitors;
- e. to permit the collections, wherever possible, to be open to research and education;
- f. to hold in trust archival material and memorabilia from the Air Force Wings, Squadrons and other organizations and facilities which have been stood down or closed, and to display such items whenever possible;
- g. to provide a significant tourist attraction which will encourage maximum use by the general public;
- h. to foster within the general public an ongoing interest and support for the Air Force;
- i. to serve as a training medium to teach the history of Canada's Air Force to current and future members, members of the Royal Canadian Air Cadets, similar organizations, and the Canadian public;
- j. to provide a facility where memorials to all who have served may be erected and displayed, and
- k. to provide the maximum possible access to the Museum for persons with disabilities.

BY-LAWS

9. The Museum By-Laws govern the basic legal and working relationships between the WComd, the Board of Directors and the Museum staff. As such they may be amended as necessary by Board of Director approval.

BOARD OF DIRECTORS

10. Command and control of the Museum rests with the WComd, 8 Wing/CFB Trenton. There shall be a Board of Directors (hereinafter referred to as the Board) responsible to the WComd. The composition and responsibilities of the Board are defined in the By-Laws.

11. The By-Laws shall also contain written Terms of Reference for each Board position, detailing duties and responsibilities.

12. Members of the Board may be community volunteers or members of the Wing Staff assigned by the WComd. All Board members are formally appointed by the WComd.

EXECUTIVE DIRECTOR

13. The Executive Director is responsible to the Board for the day-to-day operation of the Museum.

LIABILITY INSURANCE

14. Volunteer workers, while acting at the direction of the Museum and within the scope of their assigned duties, are covered for bodily injury under the NPF Consolidated Insurance Plan (CIP). The CIP also provides Director's liability insurance for Board Members.

MUSEUM STAFF - NON-PUBLIC FUNDED (NPF) POSITIONS

15. The Museum is operated by established NPF positions which are approved by the Board. By-Laws, Annex J – Organization Chart.

SELECTION PROCESS - NPF POSITIONS

16. Indeterminate, part-time, and casual staff positions shall be filled through a competitive selection process conducted by the NPF Human Resources Manager, with a Selection Board comprising the NPFHR Manager and appropriate representation from the Museum.

ACCOMMODATION AND SPACE ALLOCATION

17. In accordance with A-AD-266-000/AG-001 the WComd, may allot serviced accommodation to the Museum. Such accommodation shall be maintained at public expense in consonance with other tasks and priorities.

18. Construction or alterations of accommodation using other than public funds shall follow the procedures and approval requirements for NPF projects. Construction or alterations will normally be a combined construction and maintenance project as defined in C-08-005-120/AG-000 CF Construction Engineering Manual. Normal cost sharing will be for the public to be responsible for maintenance items and NPF to be responsible for construction items.

19. CFAO 27-6 governs acquisition of real property.

MATERIEL

20. In accordance with A-AD-266-000/AG-001 materiel may be acquired or provided as follows:

a. Display items may be acquired from an individual or an organization by outright gift, conditional gift, loan, or by issue from DND as described in subparagraph 20b.

b. Materiel that is obsolete, captured or confiscated during operational tours, or is in excess of normal CF requirement may be issued to a museum or historical collection on authority of NDHQ/DDSAL (Director Disposals, Sales, Artifacts and Loans). When the item is no longer required by a museum or historical collection, it will be subject to re-allocation or normal disposal through a Crown Assets distribution centre. Standard issue military pattern equipment may be issued on authority of NDHQ/DDSAL, on a temporary issue basis.

c. All artifacts, which are Public Property (i.e. items issued by the CF), must be accounted for on a Distribution Account (DA). Artifacts, which are Non-Public Property (NPP), must be accounted for on a separate NPP Distribution Account. DAs are provided by 8 Wing/CFB Trenton.

21. Public property, which is classified as an artifact and issued to a museum, is controlled through NDHQ/DDSAL. DDSAL will assign an artifact stock number and authorize the museum to hold that item on its Distribution Account (DA). All public property issued to a museum shall be held on a separate museum DA. Account verification will occur on a periodic basis as per Supply regulations.

22. Artifacts other than public items issued or otherwise provided under subparagraph 20.b. or on loan from an individual or organization, are non-public property (NPP). NPP is controlled under the provisions detailed in A-FN105-001/AG-001, Policy and Procedures for Non Public Property and shall be held on a separate NPP DA. NPP DAs are normally controlled and administered through NPF Accounts. Account verification will occur upon handover to a new DA holder or as required for public DAs.

MAINTENANCE AND TRANSPORTATION OF DISPLAY ITEMS

23. Movement, maintenance and restoration of display items may be done at public expense, using DND facilities where available, without affecting title of the materiel so moved, maintained or restored. Environmental control is essential to the maintenance of artifact safety and integrity.

OFFICE FURNITURE, SUPPLIES AND OTHER ITEMS

24. The WComd, 8 Wing/CFB Trenton, may provide office furniture and supplies on an as-required basis.
25. Materials such as showcases, security and safety devices, mannequins, description labels, and panels may also be provided at public expense.

ARTIFACTS AND COLLECTION MANAGEMENT

26. A-AD-266-000/AG-001, Part 4 describes the process for receiving, handling, care and disposal of artifacts. The Museum shall use these guidelines to prepare a Collections Management and a Conservation Policy Directive.

EXHIBITS AND DISPLAYS

27. A-AD-266-000/AG-001, Part 5 outlines the procedures for the development, operation and maintenance of exhibits and displays. The Museum shall include these methods within a Public Programming and an Exhibition Policy Directive.

ARCHIVES

28. A-AD-266-000/AG-001, Part 6 describes the process for the establishment, operation and maintenance of archives. The Museum shall comply with this directive.

DND ARTIFACT RETENTION POLICY

29. A-AD-266-000/AG-001, Part 3, Annex B details policy concerning disposal of CF equipment (such as aircraft) no longer needed for current military missions. Surplus artifacts may be issued to CF museums subject to assessments on: museum collection policy, the importance of the artifact and its sales value.

FINANCIAL CONTROL

30. The Museum operation shall be accounted for in accordance with DND directives and the A-FN-105-001/AG-001, Policy and Procedures for Non Public Property.
31. The fiscal year (FY) of the Museum ends on the 31st of March annually.
32. The Museum shall have its own NPF account established through NPF Accounts.
33. NPF funds are retained from fiscal year to fiscal year. Therefore, once claimed and transferred to an NPF account, funds not expended during a FY are not lost. Cash donations to the Museum are to be deposited in an NPF account; civilian bank accounts may not be utilized.

34. A yearly allocation of public funding for the Museum operation is provided through and accounted for by the WAdminO. Additional public support, such as the costs associated with the provision of heat, light, water and sewage, payment in lieu of taxes and building maintenance is also provided through 8 Wing/CFB Trenton.

35. Non-public funds shall be accounted for through the NPF accounting records of the base fund as a trust liability account in accordance with A-FN-105-001/AG-001.

36. To ensure that funds provided are being used for the intended purpose, the Museum accounts shall be audited on a periodic basis as established by the 8 Wing Resource Management Committee. The public grant account will also be subject to audit by the NDHQ/Chief Review Services staff.

37. The Museum shall provide 8 Wing/CFB Trenton with quarterly reports reflecting its financial position. These shall be sent to the WAdminO and WCompt.

38. The signing authorities for museum expenditures from the Museum Building Fund, will be the Chair of the Board and the required military approving authority in accordance with NPF regulations. The Museum Executive Director is delegated spending authority not to exceed \$200.00 per project from this fund.

FUND-RAISING

39. Funds required for routine operations must be generated from other resources, including grants and donations from interested organizations and individuals. The Museum fund-raising activities shall be conducted in a manner that is in compliance with the Income Tax Act, NPF regulations and NDA. Funds for capital projects must be generated from other sources such as grants, donations, gifts from individuals, and from the RCAF Memorial Foundation.

CF MUSEUM DEVELOPMENT FUNDING (MDF) GRANT

40. The CF Museum Committee is allotted an annual budget to provide financial assistance to accredited museums and to develop the CF museum system.

41. Annual museum budgets are subject to review and approval of the CF Museum Committee. Museums will be advised by June of each year of Committee approval or comment, together with the amount of any public grant approved. Museums shall ensure that the public grant is transferred to the museum's NPF account as soon as possible following notification of the grant allocation.

42. Sustaining and special project grants are available to accredited CF museums from DHH's allocated budget each fiscal year (FY). Requests for grants shall be submitted annually to NDHQ/DHH in accordance with the MDF call letter no later than 1 October.

43. Allocations to museums are approved by the CF Museums Committee at its annual meeting normally held in April/May. Allocations and possible additional funding are based on the size and mandate of the museum, its financial history, how it has utilized previous funds, how it has implemented system-wide programs such as CFAMS, and special events. Museums are notified of their grant allocation by letter as soon as practicable following the Committee meeting. Grants are provided from public funds and must be claimed prior to the end of the FY in which they are allocated.

44. Once approved, funding provided yearly through the MDF process shall be accounted for and spent only in those areas that were identified in the allocation. If grant funding is required for other projects, a request may be sent to NDHQ/DHH substantiating the change in allocation. Once approved, the funds may be spent on the new project.

TAX RECEIPTS

45. CF museums are NPF institutions established and administered in accordance with Section 38 of the National Defence Act and such other orders and regulations as may be issued from time to time. As such, they are instruments of the Crown in right of Canada for the purposes of tax receipts.

46. In essence, a gift to an institution, which is owned or controlled by either a federal or provincial government, is a gift to Her Majesty. Therefore, a receipt provided by an authorized representative of the institution for the donation of an artifact can be claimed by the donor as an income tax deduction to a maximum of 100 per cent of the donor's net income. A tax receipt number issued by Canada Revenue Agency (CRA) is not required, provided that the museum's receipt clearly states that the receipt is issued under the authority of Section 118.1 of the Income Tax Act. However, a Museum receipt number must also appear on the receipt. Each individual museum must generate these numbers locally, in order to track the receipts issued by that institution. The Museum shall retain one copy for its records and provide the donor with the original copy.

47. Assessing fair market value of an artifact is normally the responsibility of the curator. If the curator does not have the required knowledge or experience to appraise an artifact, assistance should be sought from other museums and/or with outside appraisers with the necessary expertise.

INSURANCE

48. The non-public property (NPP) of museums of Regular Force units is covered by the NPF Consolidated Insurance Program (CIP). Details of the coverage provided are contained in A-FN-105-001/AG-001.

DISASTER PREPAREDNESS PLAN

49. The Museum shall maintain a plan for emergencies such as fire and flooding. The plan shall include alternate storage locations for artifacts off-site, location of back-up records, a list of organizations to call for assistance, periodic meetings with the local fire department to familiarize them with artifact storage, and guidance for dealing with restoration, conservation and repair of damaged objects. This plan will be included as an Annex to the Operations and Administration Manual.

SECURITY POLICY

50. The policy for the physical security requirements of the collection and the building structure shall be established by the Executive Director. Additional security procedures, such as smoking areas, artifact handling, access to artifacts or other issues be administered through staff developed procedures and/or guidance, Base Standing Orders or other official Base direction. These procedures will be included as an Annex to the Operations and Administration Manual.

EMERGENCY AND DISASTER POLICY

51. Specific responsibilities for emergency and disaster procedures shall be assigned to designated members of the Museum staff.

AMENDMENTS TO THE CONSTITUTION

52. Proposals to amend the Constitution shall be made in writing to the Constitution and By-Laws Committee for consideration. Committee recommendations are to be submitted to the Board Chair, who will ensure voting Board Members are in receipt of the proposal a minimum of 10 days in advance of a meeting at which the proposal is to be discussed.

53. Amendments to the Constitution approved by the Board have full force and effect:

- a. at such time as they are approved by the WComd, or
- b. at such time as may be specified in the Motion.