

NATIONAL AIR FORCE MUSEUM OF CANADA

PART 1 - CONSTITUTION

Board Approved: 30 April 2025

Constitution & By-Laws Distribution List

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CONSTITUTION AMENDMENT LIST

<u>Number</u>	<u>Date</u>	<u>Inserted by</u>	<u>Section Amended</u>
1.0	23 Jan 13	R. Burke	7. & 8.
2.0	26 Jan 22	S. Bolton	
3.0	30 Apr 25	S. Scarborough	

FOREWORD

The Constitution of the National Air Force Museum of Canada is published under the authority of the Wing Commander (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, Artefacts 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, CAF Construction Engineering Manual.

Technical Information can be found in the following references, which have been adopted by the Canadian Armed Forces (CAF) 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 ARMED FORCES (CAF) MUSEUM SYSTEM

1. The CAF Museum system is the collective term for the grouping of CAF Museums under the technical staff supervision, for museological matters, of the Directorate of History and Heritage (DHH) at National Defence Headquarters (NDHQ).

2. Accredited CAF museums are automatically enrolled, with membership fees centrally funded by Department of History and Heritage (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 (NAFMC), 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 Canadian Forces Morale and Welfare Services (CFMWS) 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.

NAFMC MISSION STATEMENT

7. To commemorate Canada's Air Force by preserving our history, educating our visitors, and inspiring future generations.

NAFMC VISION STATEMENT

8. The National Air Force Museum of Canada will be the premiere Air Force Museum in Canada. We will engage and educate, revitalize our facility, and refresh our exhibits to better engage the public by continuous improvement.

NAFMC MANDATE

9. Our authentic collection and exhibition of artefacts, documents, and memorabilia serve to illustrate and offer an unparalleled glimpse of our historic past, celebrate the present, and inspire future endeavours. We preserve our heritage, recognizing Canadian innovation, inclusiveness, equality and diversity in a state-of-the-art facility.

GUIDING VALUES

10.

A- Accountable- We are accountable to all our stakeholders, employees, partners, donors, and the public

I- Inclusive- We strive to eliminate social and economic barriers through inclusivity and engagement of our staff, volunteers, and our sponsors, to ensure the success of our Museum

R- Respect- We mandate respect for all staff, volunteers, the public, and our Air Force history

F- Forward thinking- We understand that with the change of times we must be innovative and be prepared to be the leader in our field

O- Open-minded- We are willing to consider new ideas and be receptive to suggestions and opinions from all sources

R- Responsible- We have an obligation to preserve and protect the heritage of our Museum

C- Creative -We are creative and empower our staff and volunteers to generate new ideas

E- Educate- We believe that by educating the public about our Air Force history, many will be inspired to learn more

BY-LAWS

11. 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

12. 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.
13. The By-Laws shall also contain written Terms of Reference for each Board Executive position, detailing duties and responsibilities and delineate who and which.
14. 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.

NAFMC MUSEUM DIRECTOR

15. The NAFMC Museum Director is responsible to the Board for the day-to-day operation of the Museum.

LIABILITY INSURANCE

16. 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 CFMWS Consolidated Insurance Plan (CIP). The CIP also provides Director's liability insurance for Board Members.

MUSEUM STAFF - NON-PUBLIC FUNDED (Staff of the Non-Public Funds - SNPF) POSITIONS

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

SELECTION PROCESS - CFMWS POSITIONS

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

ACCOMMODATION AND SPACE ALLOCATION

19. 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.
20. Construction or alterations of accommodation using other than public funds shall follow the procedures and approval requirements for CFMWS projects. Construction or alterations will normally be a combined construction and maintenance project as defined in DAOD 4001-0, Real Property Life Cycle Management. Normal cost sharing will be for the public to be responsible for maintenance items and CFMWS to be responsible for construction items.

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

MATERIEL

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

a. Materiel that is obsolete, captured or confiscated during operational tours, or is in excess of normal CAF requirement may be issued to a museum or historical collection on authority of NDHQ/DSCO (Director Supply Chain Operations). 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/DSCO, on a temporary issue basis.

b. All artefacts, which are Public Property (i.e. items issued by the CF), must be accounted for on a Distribution Account (DA). Artefacts, which are Non-Public Property (NPP), must be accounted for on a separate NPP Fixed Asset Inventory List. DAs are provided by 8 Wing/CFB Trenton.

23. Public property, which is classified as an artefact and issued to a museum, is controlled through NDHQ/DSCO. DSCO will assign an artefact 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.

24. Artefacts 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 FA List. NPP FA Lists are normally controlled and administered through CFMWS Accounts. Account verification will occur upon handover to a new DA holder or as required for public DAs.

MAINTENANCE AND TRANSPORTATION OF DISPLAY ITEMS

25. 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 artefact safety and integrity.

OFFICE FURNITURE, SUPPLIES AND OTHER ITEMS

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

FINANCIAL CONTROL

28. 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.
29. The fiscal year (FY) of the Museum ends on the 31st of March annually.
30. The Museum shall have its own CFMWS account established through CFMWS Accounts.
31. CFMWS funds are retained from fiscal year to fiscal year. Therefore, once claimed and transferred to a CFMWS account, funds not expended during a FY are not lost. Cash donations to the Museum are to be deposited in a CFMWS account; civilian bank accounts may not be utilized.
32. A yearly allocation of public funding for the Museum operation is provided through and accounted for by the D/WComd. 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.
33. Non-public funds shall be accounted for through the CFMWS accounting records of the base fund as a trust liability account in accordance with A-FN-105-001/AG-001.
34. 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.
35. The Museum shall provide 8 Wing/CFB Trenton with quarterly reports reflecting its financial position. These shall be sent to the WComd and D/WComd.
36. Whereas it is understood that all funds received by the NAFMC are subject to the rules and regulations governing the Financial Control (see article 29 and A-FN-105-001/AG-001) and whereas there may be funds given or investments received in kind as donations to the NAFMC by way of donation, the following policy would apply:

Any equity securities would be required to be liquidated within 30 days of receipt. The same would apply to any negotiable fixed income securities. For any other instruments that are not yet redeemable or saleable, funds would be received at the time of maturity.

CF MUSEUM DEVELOPMENT FUNDING (MDF) GRANT

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

38. Sustaining and special project grants are available to accredited CAF 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.

39. 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

40. CF museums are CFMWS 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.

41. In essence, a gift to an institution, which is owned or controlled by either a federal or provincial government, is a gift to His Majesty. Therefore, a receipt provided by an authorized representative of the institution for the donation of an artefact 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.

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

INSURANCE

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

DISASTER PREPAREDNESS AND SECURITY, EMERGENCY POLICY

44. The Museum shall maintain a plan for emergencies such as fire and flooding, natural and man-made disasters as well as digital attacks. The plan shall include alternate storage locations for artefacts off-site, location of back-up records, a list of organizations to call for assistance, periodic meetings with the local fire, police, and emergency services, to familiarize them with artefact storage. Guidance will be sought for dealing with restoration and conservation from Museum staff and other industry expertise.

This plan should be coordinated with, and take advantage of, any available services from 8 Wing, as needed in emergencies, conservation with, 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. The policy for the physical security requirements of the collection and the building structure shall be established by the NAFMC Museum Director. Additional security procedures, such as smoking areas, artefact handling, access to artefacts 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. Specific responsibilities for emergency and disaster procedures shall be assigned to designated members of the Museum staff.

AMENDMENTS TO THE CONSTITUTION

45. 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.

46. 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.