

## ***UNIT ADMINISTRATION***

### **GENERAL**

1. Responsibility for the administration of a Brigade unit rests with the officer in charge of the unit, even though the authority to carry out the administrative procedures may be delegated to other members of the unit.

### **PROCEDURES FOR REGISTRATION OF A UNIT**

2. The formation of a new unit (Area or Division) is recommended by the Provincial/Territorial Commissioner to the National Commissioner by submitting a completed Registration of a Unit form (formerly BF-1), accompanied by completed Membership Forms for all listed members. (See Annex A for Registration of a Unit form. See Annex A to StJCI 2-8-1 for Membership Form.)
3. A Registration Certificate, suitable for framing, will be issued by NHQ, along with the original Registration of a Unit form, with the new unit number indicated.

### **PROCEDURES FOR DISBANDMENT OF A UNIT**

4. Disbandment of a unit can take place for the following reasons:
  - a. most members of the unit are unable, over a period of two consecutive years, to perform duties consistently and to the satisfaction of the Provincial/Territorial Commissioner;
  - b. the unit has not had active members over a period of two consecutive years;
  - c. there has been no requirement in the community for the services of the unit for a period of two consecutive years;
  - d. other instances, with the authority of the Provincial/Territorial Commissioner and the National Commissioner.
5. The disbandment of a unit is recommended by the Provincial/Territorial Commissioner to the National Commissioner by submitting a completed Disbandment of a Unit form (see Annex B) and attaching Membership Forms for all members, to indicate transfers, resignations, etc.
6. If a formerly disbanded unit is reinstated, it must be registered as a new unit (see paragraph 2).