

**ARMY, NAVY & AIR FORCE VETERANS
IN CANADA**

MUSEUM UNIT #302

**SIDNEY, BRITISH COLUMBIA,
CANADA**



BY-LAWS & STANDING ORDERS

As Amended to July 24, 2003

Sidney Unit 302
By-Laws & Standing Orders

INTERPRETATION:

1. (a) ASSOCIATION: means the Army Navy & Air Force Veterans in Canada.
- (b) UNIT: means Sidney Museum Unit No. 302.
- (c) GOOD STANDING: means that a member is not indebted to the Unit or the Association and his dues are paid and membership is not under suspension.
- (d) THE EXECUTIVE: means the Executive Officers of the Unit No. 302 as elected at the annual general meeting and any member elected to fill a vacancy on the Executive.
- (e) WORDS OF GENDER: words importing the singular include the plural and vice-versa and words importing a male person include a female person.
- (f) SUSPENSION & EXPULSION: means a member has been penalized for just cause in accordance with the By-Laws and is not in good standing while under suspension or expulsion, but is in good standing and is entitled to all benefits and privileges when such suspension or expulsion is terminated.

2. MEMBERSHIPS:

- (a) There shall be six (6) classes of membership:
 - (1) ACTIVE
 - (2) AFFILIATE
 - (3) VOTING ASSOCIATE
 - (4) ASSOCIATE
 - (5) HONOURARY
 - (6) LIFE
- (b) All members in good standing of this Unit shall be members of the Association.
- (c) All applications for membership shall be on the form as approved by the Dominion Command and shall contain the particulars of the applicants service and shall contain an obligation.
- (d) Applications must be filed by the Unit.
- (e) All applications for membership shall be submitted to the membership chairperson with the current dues as laid down by the Unit, also proof of military service as required.
- (f) Upon receipt of such applications the Executive Committee may approve or reject any application which is not considered complete.

- (g) The annual dues will be fixed by the Unit and paid yearly in advance. All dues shall become payable on the first day of January, of the current year. If dues are not paid by January 31st., such member may be deprived of all privileges of the Unit, until such time as arrears have been paid in full. Arrears of twelve (12) months will mean loss of membership.
- (h) After approval of the candidate for ACTIVE or AFFILIATE membership by the Executive Committee, he will be notified to appear before the next general meeting for initiation. After the initiation, the member will be furnished with a copy of the Constitution and By-Laws of the Unit, an Association pin and his/her membership card.
- (i) No one shall be deemed qualified for membership in this Unit, who has been dismissed from any forces for misconduct.
- (j) Active or Affiliate members may hold office, be elected as a delegate, or vote on any matter at a meeting.

3. ACTIVE MEMBERS:

A candidate for Active Membership, to qualify must:

- (a) Hold or be entitled to receive a medal for active service overseas in Her Majesty's Forces, Merchant Navy, or the Canadian Corp. of Firefighters, or
- (b) Have volunteered for general services in some branch of Her Majesty's Forces and have been honourably discharged, or
- (c) Hold or be entitled to receive a medal for Active Service overseas with any forces allied to Her Majesty's Forces, or
- (d) Have at least one (1) years service with the Regular Forces, or Royal Canadian Mounted Police, or be in possession of an honourable discharge or release there from, or upon presenting certification signed by the Chief Officer of Police or Fire Chief, Police Officers and Firefighters with a minimum of three (3) years service are entitled to join the Association as Active Members. This is also true for volunteers of both the police and firefighters as they put their life on the line for Canadians. Once verification is received by the Unit, then this document becomes part of the original application and is to be kept on file.

- (e) Upon presenting a certificate that Basic training has been completed and have no less than one (1) years service in the Reserve Forces or Auxiliary Forces, of the British Commonwealth of Nations, or any Forces formerly allied to Her Majesty's Forces, or any members of the Army, Navy, Navy Cadets who have completed three (3) years of consecutive service immediately prior to reaching the age of majority be granted ACTIVE MEMBERSHIP in the Association.
- (f) Have a minimum of one (1) years service in the armed forces of any country Which is a member of NATO and upon proof of such service.
- (g) All memberships heretofore granted under original Sub. para. (e) are hereby confirmed.

4. AFFILIATE MEMBERS:

- (a) Any Associate or Voting Associate who renews a membership after the second consecutive year (24 months + 1 Day) may be given Affiliate status with these same rights as an Active Member.
- (b) The **Proposer and the Seconder** of an Affiliate member must be either two (2) Active members or one (1) Active and one (1) Affiliate member.
- (c) The Affiliate application form available from Provincial Command will be used and forwarded to Provincial Command, attached to the Associate Member's original application form for approval by Provincial Command.
- (d) The undertaking at the top of the application form should be read to the applicant, and the initiation ceremony from the Association Ritual Book shall be conducted before a General Meeting.
- (e) The membership card issued to an Affiliate is to contain the word "*affiliate*" applied by rubber stamp.

5. ASSOCIATE/VOTING ASSOCIATE:

To be limited in number at the discretion of the Unit, but in no case be sufficiently numerous to interfere with the full exercise of the privilege of the membership in the Unit and the enjoyment of the Unit clubrooms by Active members.

- (a) The Unit may grant an Associate Member "Voting Associate" status upon renewal after the first year's membership (12 months plus 1 day).
- (b) Voting Associate Members may vote on any matter at the Unit level.

- (c) After two (2) consecutive years (24 months plus 1 day) renewal, a member may be granted Affiliate status with the same rights and privileges as an Active member.
- (d) The membership card issued to a Voting Associate member to contain the words "Voting Associate," applied by a rubber stamp.

6. HONOURARY MEMBERS:

- (a) Such Honourary patrons as the Unit may from time to time decide.
- (b) The Honourary President.

7. LIFE MEMBERS:

Life Membership in the Association shall first have the recommendation of the Executive of the Unit, and then be approved by the membership at a General Meeting by a 2/3 vote of those present. Life Membership may be awarded to Active or Affiliate Members in continuous good standing for not less than fifteen (15) years in consideration of outstanding service to the Unit or the Association and shall be subject at all times to the approval of the Dominion and Provincial Commands.

7. (a) LONG SERVICE MEMBER:

Members must have ten (10) years in continuous good standing to be eligible for a long service pin.

8. SUSPENSION OR EXPULSION OF ACTIVE MEMBERS:

- (a) The Executive of the Unit may by vote of not less than 2/3rd of its members present, expel or suspend ANY MEMBER of the Unit for any reasonable cause providing that no Active Member shall be expelled or suspended unless notice of such proposed expulsion or suspension shall been given to such member or until he shall have had an opportunity of being heard. Such notice shall be considered to be duly given, if sent by Registered Mail to last known address of the member, at least seven (7) days before the date appointed for such hearing or meeting, subject also to appeal as hereafter provided. Such suspension may continue in the case of non-payment of dues until arrears are paid up. No suspended member shall during suspension have any privileges of membership of the Unit. The Executive of the Unit may, at any time by vote of not less than 2/3rds of its members, restore to good standing any suspended member.

- (b) The names of all members expelled from the Unit must be sent to the Secretary of the Provincial Command.
- (c) Notice of intention to appeal shall be given in writing and sent to the B.C. Command within fifteen (15) days of receiving notice of suspension or expulsion.
- (d) No member shall be entitled to invite into the Unit as a guest any person who has been expelled or suspended from any Unit of the Army, Navy & Air Force Veterans in Canada.
- (e) Members found misconducting themselves on the Unit premises or abusing their membership privileges, may be liable to suspension or expulsion.
- (f) No expelled or suspended member from another Unit shall be accepted as a member of this Unit during suspension or expulsion, until it has been revoked or annulled.
- (g) Notwithstanding the foregoing where such an occasion arises and action is deemed necessary, the President or any Executive Member present at the time, is empowered to suspend for a twenty four (24) hour period, any member whose behaviour is detrimental to the good and welfare of the Unit, and any further actions deemed necessary shall be done according to Unit by-law's No. 8 Section (a).

9. TRANSFERS:

Any Active, Affiliate, Voting Associate, Associate, or Life Member of this Unit may apply to the Secretary for transfer of his membership to another Unit that he may indicate, and the Secretary of this Unit, upon such request shall forward to the Secretary of the Unit indicated, the original application form of the member so transferring, and shall state any office or employment which he may have held in this Unit.

10. EXECUTIVE OFFICERS:

- (a) Past President
- (b) President
- (c) 1st Vice President
- (d) 2nd Vice President
- (e) Seven (7) Executive Officers

The Officers of the Unit with the exception of the Immediate Past President shall be elected at the Annual General Meeting. The Immediate Past President of the Unit shall automatically assume the duties of the Unit Secretary.

No Officer of the Unit shall at the same time hold a salaried position on the Staff of the Unit, or except the President, be at the same time a Trustee of the Unit.

No Officer of the Unit, "or Spouse of an Officer", shall at the same time be a paid member of the staff of the Unit. (Spouse shall include Spouse by Common-Law Marriage).

11. NOMINATIONS AND ELECTIONS:

- (a) Nomination forms shall be made available at the bar at least twenty-one (21) days before the declared election day. All those who seek office shall fill out one of these forms with his/her name, the position sought and the name of the nominator. Both the candidate and the nominator shall sign the form and the form shall be left at the bar. The Elections Officer or the Manager will collect these forms daily and update a Master List that will be displayed in the clubroom. Nominations will be declared closed seven (7) days before the election day. Voting members may only nominate one eligible candidate for the position of President. For the Executive Committee a voting member may nominate one candidate for Vice President and one for the Executive from those eligible.
- (b) Excepting the President, the Executive Officers of this Unit shall be elected by ballot vote at the Annual General Meeting. For the office of Vice President the members will vote for two nominees only, the candidate with the most votes will be the 1st. Vice President and the second most will be the 2nd Vice President. Defeated candidates may then stand for an Executive Office if nominated from the floor.
The President shall be elected by ballot vote at the November Biannual General Meeting. The format being as that outlined in (a). The President shall be elected for a term of two (2) years, he shall not hold office for more than two (2) consecutive years. The successful candidate will be the President Elect until installed with the other Executive Officers by B.C. Command.
- (c) No member shall be qualified to hold office in the Unit, or be a delegate of the Unit, if they hold office in or are employed by any other Chartered Veterans Association.

- (d) Before a member can be a candidate for the office of President he/she must have served one complete year as a Vice-President or TWO YEARS AS AN EXECUTIVE MEMBER during the past six (6) years. The retiring Past President cannot stand for office of President. For the office of Vice-President a candidate must have served one complete year as an Executive Officer during the past six (6) years. No person can be a candidate for office unless he/she is a member in good standing and has paid his/her dues for the year the candidate wishes to stand. Except for the President, the Officers of the Unit will serve for one year. If any office is deemed to have been vacant then that office shall be filled by ballot vote at the next General Meeting or at a Special General Meeting called for that purpose. Candidates shall be nominated from the floor. Successful candidates shall complete the term vacated.
- (e) An Elections Officer shall be elected by the members at a General Meeting, with Nominations coming from the floor. He shall remain in office until he resigns or is removed by the membership, at a General Meeting or a Special General Meeting called for that purpose, by 2/3rds majority of those present. The Elections Officer shall be an Independent Officer of the Unit and will conduct all necessary elections in a manner he feels is appropriate, is to the benefit of the members, and in accordance with the Unit By-Law's.
- (f) Before the election for President, each candidate may make a five (5) minute talk, as to the path he/she would like the Unit to follow, during his/her term of office.
- 12. GENERAL MEETINGS:**
- (a) General meetings shall be held in the months of January, March, May, July, September, and November of each year. The January meeting shall be designated as an Annual General Meeting. Fifteen (15) Active, Affiliate, or Voting Associate Members present at a General Meeting shall constitute a quorum for the purpose of conducting business, but a lesser number can adjourn a meeting.

At the appointed time, the President shall come to the chair and call the meeting to order. In case the President is absent, the 1st Vice-President shall act in his place and in the absence of both the President and 1st Vice-President and 2nd Vice-President, the meeting shall be called to order by the Secretary, and a temporary Chairman elected.

- (b) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the request of the members, shall be dissolved. In any other case it shall stand adjourned until the next meeting shall be called again by proper notice, and if at the hour from the time appointed for the meeting, the members present shall be a quorum, if not less than ten (10) members are present.

13. SPECIAL GENERAL MEETING:

Special general meetings shall be called:

- (a) At the direction of the President.
- (b) By order of the Executive Committee.
- (c) Upon separate written request of at least twenty-five (25) Active Members in good standing ,outlining the reasons.
- (d) At least seven (7) days notice shall be given for any special meeting and no business not on the call for such meeting shall be considered or discussed at this meeting.
- (e) Twenty-five (25) members present at this special meeting shall constitute a quorum.
- (f) Where a special meeting is called to Pass, Review and Revise the Unit by-law's, and provided fifteen (15) days notice has been given, fifteen (15) Active Members shall constitute a quorum.

14. COMMITTEES:

The following shall be the standing committees of this Unit:

- (1) Finance
- (2) Canteen
- (3) House & Grounds
- (4) Entertainment
- (5) Membership
- (6) Sports
- (7) Lotteries & Meat Draws
- (8) Special Events
- (9) Public Relations/Publicity
- (10) Unit Secretary

The Chairman of the above named committees shall be appointed by the President from the Officers and Executive Committee elected. The appointment shall take place at the first Executive Meeting after the Annual General Meeting. Other committee members will be appointed by the Chairman from the floor. Special Committees shall be appointed by the President or by Resolution, at the General Meeting whenever a Special Committee is required. The President shall be an ex-officio member of all committees.

15. EXECUTIVE COMMITTEE:

- (a) The Executive Committee shall consist of all elected Executive Officers and shall include the Immediate Past President.
- (b) The Executive Committee shall meet the third (3) Wednesday of each month or at the call of the President. Five (5) members of the Executive Committee shall constitute a quorum.
- (c) Should any member of the Executive Committee be absent from three (3) consecutive meetings of the committee without an excuse satisfactory to the other members of the committee, he shall, if a resolution to the effect is passed by the committee after due notice to such member, cease to hold office and his place shall be filled in a manner relative to vacancies provided by the applicable section of these By-Laws.
- (d) The Executive Committee, while the Unit is not assembled in General Meeting, is the supreme authority, shall control and direct the affairs, policy, and work of the Unit, subject at all times to the Dominion and Provincial Constitutions, and the direction of the Unit in the General Meeting assembled. The Executive Committee shall manage and administer the affairs of the Unit except as herein expressly reserved to the Unit in General Meeting assembled, and shall supervise the work of the paid employees as directed by the President, and generally carry out the wishes of the Unit.
- (e) In the absence of the President, the 1st Vice-President shall discharge the duties and exercise all powers of the President, and in the absence of the 1st Vice-President, the 2nd Vice-President shall discharge the duties and exercise all the powers of the President, and in the absence of the 1st and 2nd Vice-Presidents, a member of the Executive Committee shall be appointed by the President, and if needed, by the Vice-Presidents, and shall discharge all duties and exercise the powers of the President.

16. AUDITOR:

The Auditor shall be appointed annually, by the Executive, he shall not necessarily be a member of the Unit, or the Association, but he shall be employed in the business of accounting.

17. SPECIAL COMMITTEES:

The Executive Committee shall have the power to appoint from its own body or from the general members such special committees from time to time as may be deemed necessary. Such committees shall perform the duties assigned in the time specified and report to the Executive Committee. Failing to carry out its duties a committee may be discharged and a whole new committee appointed. A majority of any committee shall be a quorum for the purpose of conducting business. The Annual Report of all committees shall be compiled into an Annual Report of the Secretary.

18. FINANCE COMMITTEE:

- (a) The Finance Committee shall consist of two (2) members or more appointed by the Finance Chairman.
- (b) The Chairman shall be a member of the Executive Committee.
- (c) The Finance Committee shall have supervision of all funds, property, and assets of the Unit.
- (d) The Finance Committee shall see that all books of the Unit are audited at the end of each fiscal year, and report their findings to the Unit. They shall examine all accounts to see that all bills authorized by the Unit were promptly paid.
- (e) The Finance Committee shall consider all matters concerning finances and all such matters shall be submitted to the Finance Committee for approval. The Finance Committee shall be responsible that proper books and accounts are maintained and audited by the Auditor selected by the Executives.
- (f) The accredited Signing Officers shall be the President, Finance Chairman, Unit Secretary, and one (1) other appointed by the President. Paid employees of the Unit shall not be appointees. At least two (2) accredited Officers will sign any cheques, or documents requiring the Seal.
- (g) The fiscal year of the Unit shall end on the 31st day of December.

- (h) The Unit may, upon recommendation of the Executive, the Finance Committee, and, if approved by the Board of Trustees, authorize the borrowing of funds on the credit of the Unit. Such authorization shall have the approval of the membership by a two thirds (2/3) majority vote of those members at a General Meeting or Special General Meeting called for this purpose.
19. **SOCIAL SERVICES:**
Social Services Committee shall consist of two (2) or more members, who, with the assistance of other district or area Welfare Committees shall investigate and administer to the needs of the deserving Veterans.
20. **MEMBERSHIP COMMITTEE:**
Shall consist of the whole Executive Committee and shall consider all applications for membership in the Unit.
21. **ENTERTAINMENT:**
Shall consist of two (2) or more members whose duty it is to make such provisions as it may deem for the general welfare, amusement, exercise, and the like of members and the guests of the Unit, and make recommendations to the Executive Committee through the Entertainment Chairman.
22. **HOUSE COMMITTEE:**
Shall consist of two (2) or more members whose duty it shall be to examine and report on all matters concerning the alterations, improvements, repairs, and the like, calling in aid from such members from the general membership as may have had special knowledge or experience in such matters and report such matters to the Chairman of the House Committee and the Executive Members.
23. **SICK AND VISITING COMMITTEE:**
Shall consist of two (2) or more members whose duty it shall be to make such provision as may be conducive to the comfort and care of sick members of the Association and recommend to the Executive any measure of special assistance or relief as necessary. Members of the Unit are requested to notify the committee of any sick cases that come to their attention.

24. GRIEVANCE COMMITTEE:

Shall consist of a Chairman, appointed by the President, and the members of the Executive Committee whose duty it shall be to inquire into the conduct of any member or any matter likely to affect the good and welfare of the Unit or the Association as a whole. The committee shall take such actions as may be deemed necessary. Any charges against any servant or any one else in the Unit, shall be reported in writing and be considered by the Grievance Committee.

25. SPORTS COMMITTEE:

Shall consist of two (2) or more members who will keep in touch with the sports activities in which the Unit participates, and to arrange events for the exercise and amusement of the members.

26. CANTEEN COMMITTEE:

Shall consist of two (2) or more members. They shall report to the Unit on all matters pertaining to the overall operation of the Canteen.

27. SERGEANT AT ARMS:

The Sergeant At Arms shall be appointed by the President after the Installation of the Officers. He shall have charge of the register and shall require all present to sign their names at the meeting and shall ensure that only such members that are in good standing are permitted to remain, and perform such duties as the President or Chairman may direct.

28. UNIT SECRETARY:

The Unit Secretary shall keep a record of the proceedings of all meetings, whether of the Unit or the Executive Committee, and keep special books for that purpose. He shall be required at every business meeting to have with him the proper minutes and records book and all other necessary books and correspondence relative to the business likely to be transacted at such meetings. He will be responsible for all business correspondence of the Unit as directed by the President or the Executive Committee.

29. SALARIED EMPLOYEES:

Salaried employees of this Unit shall be appointed by and be under the control of the Executive Committee of the Unit. The Executive Committee may through the Canteen Committee dismiss any such salaried employee. Anyone dismissed has the right to appeal in person to the Unit Executive Committee who will notify the employee of their decision. In the absence of any written agreement, a salaried employee shall be deemed to be hired from the period of employment between payments and shall be required to give notice for the same period if he wishes to resign. A written agreement requires approval of two thirds (2/3) of the Executive, and is binding upon the Unit until rescinded by two thirds (2/3) of the Executive.

30. UNIT SEAL:

The Seal shall be the one now in use and shall not be affixed to any document, except by the authority of a resolution of the Executive and when so authorized, shall be affixed by the Secretary thereof and attested by his signature and by the signature of either the President, or Vice-President of the Unit, or by some other person specially authorized in that behalf by the Executive.

31. BOARD OF TRUSTEES:

(herein after called the Board)

- (a) There shall be a Board of Trustees consisting of five (5) members, four (4) shall be appointed by the Executive and in addition the Unit President shall be a member of the Board. These Appointed Trustees shall be considered Officers of the Board.

NO TRUSTEE OF THE UNIT SHALL AT THE SAME TIME BE A PAID MEMBER OF THE STAFF OF THE UNIT. NO SPOUSE OF A TRUSTEE (INCLUDING SPOUSE BY COMMON- LAW- MARRIAGE) SHALL AT THE SAME TIME BE A PAID MEMBER OF THE STAFF OF THE UNIT.

Later Members of the Board shall be appointed for a four (4) year period on the progressive system, one member being appointed each January by the sitting Executive.

In the case of a mid year vacancy an appointment shall be made to complete the year with the appointee then following with a regular four (4) year term. The Trustees will elect their own Chairman each January or as circumstances require. **The President shall not be the Chairman.**

- (b) The Board shall hold all assets of the Unit in Trust for the membership.
- (c) No major alterations to the Unit premises or its property are to be authorized without the consent of the Board.
- (d) The Board shall have access to all records and books of the Unit.
- (e) The Board shall be the DIRECTORS of the "SIDNEY UNIT 302, ARMY, NAVY & AIR FORCE VETERANS IN CANADA MUSEUM SOCIETY", and shall appoint the Museum Curator. They shall have full control of all assets and finances of this now mentioned Society.
- (f) The Museum society shall not embark on any significant structure change and or display without first submitting their proposal to the membership for ratification at a General Meeting or Special Meeting called for that purpose.
- (g) The Board of Trustees shall meet once per year to peruse the Unit accounts and books.
- (h) Decisions of the Board can be overruled at a General Meeting or Special Meeting called for that purpose by a two thirds (2/3) majority of members present.

32. **DELEGATES:**

Where a delegate is sent to a convention or official A.N.& A.F. meeting, that delegate shall be the President. Further delegates to be the 1st. & 2nd. Vice-Presidents and Immediate Past President in that order. If further or alternate delegates are required they shall be selected by the Executive, with Executive Members having preference.

33. **INSPECTION OF RECORDS:**

Any Active member in good standing may inspect any of the books or other records of the Unit upon not less than seven (7) days notice in writing to the Executive Officers of the Unit and the Executive Officer to whom the notice

is given or any other Officer shall make the books and records available at the place where the books and records are kept. Any Officer may, if he so wishes, be present during the inspection.

34. **STANDING ORDERS:**

Unit standing orders adopted by the members at a General Meeting are binding on the members. Such orders shall be displayed at a prominent place in the Clubroom.

35. **AMENDMENT TO BY-LAWS:**

The BY-LAWS of the Unit may be amended by NOTICE OF MOTION presented in writing at a General Meeting in the Unit. Such notice shall be tabled until the next General Meeting. It shall be posted in the Unit at a conspicuous place. At the designated General Meeting, the Notice of Motion shall be debated and voted on with a two thirds (2/3) majority vote required for adoption.

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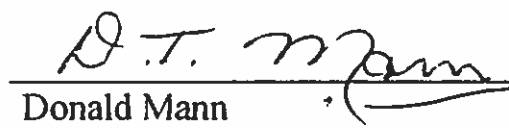
36. **REPEAL:**

All former By-Laws, rules, and regulations of this Unit are hereby repealed and the foregoing when passed at a Special By-Laws Meeting of this Unit, shall be the By-Laws, rules and constitution of this Unit. As amended by and at the By-Laws Meeting, held on the Unit premises, on the 25th day of May, 2003.

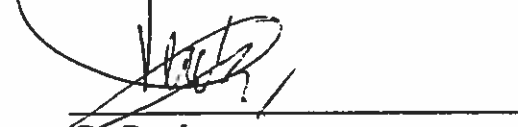
Amended, Adopted, and Confirmed on this 24 day of July, 2003.



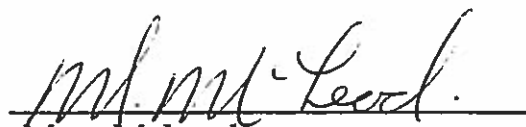
Robert Jones
President, Sidney Unit 302



Donald Mann
President, B.C. Command



Cy Poole
Secretary, Sidney Unit 302



Mary McLeod
Provincial Secretary, B.C. Command

UNIT STANDING ORDERS

THE FOLLOWING STANDING ORDERS WERE MOVED, SECONDED AND CARRIED ON THE DATES SHOWN.

(1) March 10th. 1981

- (a) A guest cannot be signed in advance. The guest must be present at the signing.
- (b) No guest shall remain in the clubrooms after the host had left. These rules are in accordance with BCLCB Regulations.

(2) March 21st. 1982.

- (a) Where a delegate is sent to a convention, that delegate shall be the President. Further delegates shall be the 1st. Vice, 2nd. Vice, and Past President in that order. Further delegates shall be selected from the Active members with the Executive having preference.

(3) March 21st. 1982.

- (a) ~~World War I Veterans will have their annual dues paid by the Unit.~~

(SEE EMAIL AMENDMENT ATTACHED)

(4) November 17th. 1985.

- (a) Proposed renovations or alterations of a substantial nature shall be posted in the clubrooms, and members with the professional ability are invited to bid by tender for the work to be done.

(5) October 19th. 1986.

- (a) Agreed that the club shall continue to open Sundays. Membership approved that the Executive have the authority to close for special events.

(6) January 4th. 1987.

- (a) No member shall sign in more than three (3) at any time and No guest will be signed in on a regular basis (this does not apply to spouses).

(7) February 10th. 1987.

- (a) Cheque cashing privileges will be withdrawn from a member after the second NSF cheque. Cashing privilege will be restated after twelve (12) months.

(8) September 27th. 1987.

- (a) A dress code submitted by Cmd. Harley who chaired a "dress code" committee was approved by the membership. The code is to be promulgated in the entrance and is to apply to all members and guests.

(9) September 17th. 1987

- (a) In the event of a tied vote at an election, another vote will be taken on the tied nominees only.

Pen Amendment

15 NOV 2009
Will

ADDENDUM I AGENDA

1. Call to order by the President.
2. Silent tribute, in memory of fallen comrades.
3. Roll call of Officers.
4. Minutes of the last meeting.
5. Application for membership and initiation.
6. Correspondence.
7. Financial statement.
8. Reports of Committees:
 - (a) Canteen
 - (b) House
 - (c) Meatdraw
 - (d) Lotteries
 - (e) Membership
 - (f) Sports
 - (g) Publicity
 - (h) Entertainment
 - (i) Special Events
 - (j) Special Committees
(Sick/Visiting, Social Services, etc.)
9. Unfinished Business.
10. New Business.
11. Notice of Motion.
12. Nomination and Election of Officers and Committees.
13. Good and Welfare.
14. Adjourn.
15. God Save the Queen.

ADDENDUM II

1. The Chairman at any meeting shall enforce order and strict observance of the Unit By-Laws.
He has the right to decide all questions of order, subject to an appeal of the meeting, determined by a 2/3 majority.
2. The Chairman shall, when debate has ceased on any question, put it to a vote, giving the words of the motion clearly so that no member may misunderstand the question on which he is about to vote.
3. A member wishing to introduce a motion or speak shall rise and address the Chairman and shall wait until he is recognized before speaking.
4. No Motion shall be open for discussion until stated to the members by the Chairman.
5. All motions shall be decided by a majority vote, unless otherwise provided.
6. The votes of the members shall be taken by show of hands. If the Chairman is in doubt, he may call for a standing vote.
7. No member may speak more than twice on the same subject without permission from the Chairman, unless in explanation or the mover in reply.
8. A member when speaking to a question shall address the Chairman and shall confine his remarks to the question. He shall observe the strictest courtesy, order and decorum.
9. On a point of order called while a member is speaking or when called to order by the Chairman, he shall at once take his seat and the Chairman shall then decide the point of order without debate, after which the member may proceed.
10. No amendment to a motion shall be in order after an amendment to an amendment.

11. A ballot shall be taken on a question when a motion to ballot on the previous question has been seconded and adopted without debate. The Chairman shall then proceed to take a vote on the original motion without further debate.
12. If the Chairman indicates a desire to speak while a member is on the floor, such member shall immediately sit down so the Chairman can be heard. All members shall observe the first call of the Chairman's gavel.
13. Whenever a question has been submitted for consideration, it can not be withdrawn without the consent of the meeting.
14. A motion that has been declared lost, can not be renewed at the same meeting.
15. No member shall injure the interests of a fellow member. Should a member persist in a breach of the By-Laws, after he has been duly warned, he shall be liable to suspension by the Executives.

ROBERTS RULES OF ORDER SHALL GOVERN ALL PROCEEDINGS NOT OTHERWISE PROVIDED FOR IN THESE BY-LAWS.

NOTICE OF MOTION TO AMEND SIDNEY UNIT #302 BY-LAWS
2004 Dominion Command Resolution No. 46 Appeal Process

Resolution No. 46 was passed at the 2004 Dominion Convention stating-
Whereas When a Unit has taken disciplinary action against a member, either by reprimand, suspension or expulsion, and:

Whereas Dominion By-Laws allow for an appeal at a Unit Level (Chapter 16) Membership Section 15 (e), Provincial Level, Section 15 (f) (i) and Dominion Section 15 (f) (ii) and;

Whereas if a said member proceeds to further appeal through civil court or other non-association actions.

Therefore be it resolved: that the individual member be solely responsible for any legal fees and costs associated with said procedure, and;

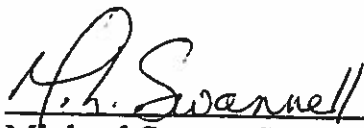
Be it further resolved: that the Unit, Provincial or Dominion Command are not held accountable for any expenses incurred through such process of appeal.

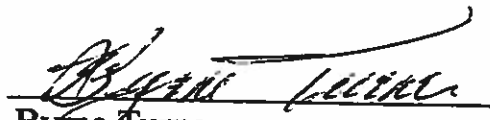
Unit #302 By-Law 8 (e). **Suspension or Expulsion**

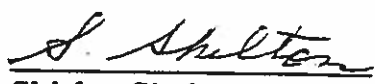
Add to sub section (e)


By-Law 8 (e) to now read: Members found misconducting themselves on the Unit premises or abusing their membership privileges, may be liable to suspension or expulsion. **If said member proceeds to further appeal through civil court or other non-association actions, that individual is solely responsible for any legal fees and costs associated with said procedure, and; The Unit, Provincial or Dominion Command are not held accountable for any expenses incurred through such process of appeal."**

Amended, Adopted, and Confirmed on this 26 day of SEPTEMBER 2005.


Michael Swannell
President, Sidney Unit #302


Byrne Turner
President, B.C. Command


Shirley Skelton
Secretary, Sidney Unit #302


Mary McLeod
Provincial Secretary, B.C. Command

NOTICE OF MOTION TO AMEND SIDNEY UNIT #302 BY-LAWS
2004 Dominion Command Resolution No 42 -Expanding Active Membership,
and, 2004 Dominion Command Resolution No 44 - Membership

Resolution No. 42 was passed at the 2004 Dominion Convention - stating that Police Officers, Firefighters, and Correctional Officers with a minimum of two (2) years service be granted active status upon proof of such service. (This was 3 year at 2002 Dominion Convention).


Resolution No. 44 was passed at the 2004 Dominion Convention - stating that The Government of Canada has, under the Act of Terrorism in Canada, named the following organizations as the Front Line Response Units to Acts of Terrorism in our country; as an auxiliary force; specifically; Customs and Immigration Personnel, Canada Coast guard, Department of Fisheries Personnel, Emergency Medical Technicians, and Canadian Corps of Commissionaires will be entitled to active membership; upon proof of such service and with a minimum of two (2) years service in one of the above organizations.

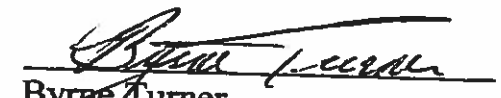
Unit #302 By-Law 3. **Active Members**

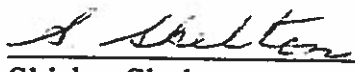
Amend Sub Section (d)

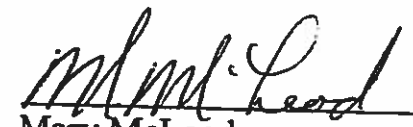
By-Law 3 (d) to now read: ... Have at least one (1) years service with the Regular Forces, or Royal Canadian Mounted Police, or be in possession of an honourable discharge or release there from, or upon presenting certification signed by the Chief Officer of Police or Fire Chief, Police Officers, Firefighters, ***"and upon proof of such service, Correctional Officers, Customs and Immigration Personnel, Canada Coast Guard, Department of Fisheries Personnel, Department of Lands and Forest Personnel, Emergency Medical Technicians, and Canadian Corps of Commissionaires with a minimum of two (2) years service"*** are entitled to join the Association as Active Members. This is also true for volunteers of both the police and firefighters as they put their life on the line for Canadians. Once verification is received by the Unit, then this document becomes part of the original application and is to be kept on file.

Amended, Adopted, and Confirmed on this 26 day of SEPTEMBER, 2005.


Michael Swannell
President, Sidney Unit #302


Byrne Turner
President, B.C. Command


Shirley Skelton
Secretary, Sidney Unit #302


Mary McLeod
Provincial Secretary, B.C. Command

Notice of Motion to Amend Sidney Unit #302 By-Laws

SUBJECT: #10- Executive Officers “the Immediate Past President of the Unit shall automatically assume the duties of the Unit Secretary”.

SUBMITTED BY: A.N.A.F. MUSEUM UNIT #302, SIDNEY, B.C.

WHEREAS: Every President is not necessarily able to carry out the duties of the Unit Secretary.

THEREFORE BE IS RESOLVED: THAT the Unit Secretary shall be designated by the President from amongst the Executive Officers that are capable of fulfilling this position. This will replace the current #10-Executive Officers in Unit #302 By-Laws.

Amended, Adopted, and Confirmed on this 20th day of May, 2007.

X Don Hinse
Don Hinse,
President, Sidney Unit #302

Robert K Young
Bob Young,
President, B.C Command

S. Skelton
Shirley Skelton,
Secretary, Sidney Unit #302

M. McLeod
Mary McLeod,
Provincial Secretary,
B.C. Command

APPROVED

JUN - 7 2007.

Holwell CPO2 SG@JTFP@Esquimalt

From: Holwell CPO2 SG@JTFP@Esquimalt
Sent: Friday, 7, May, 2010 2:29 PM
To: 'Don Fisher'
Cc: Cliff John
Subject: Clarion entry - WWII Veterans - Unit Standing Order Amendment

Hi Don,

As discussed, can you put the following article in the May Clarion (something along the lines off):

Subject: ANAF 302 UNIT STANDING ORDER amendment!

Delete and replace Article (3) (a) in its entirety, change the date to read: 15 Nov 2009 November General Meeting, when it was passed and substitute wording as follows:

"Eligible WW II Veterans', completing 15 years service with ANAVETS SIDNEY Unit No.302, and with their acceptance, will have their annual dues for memberships paid for life by the Unit".

Fraternally yours,

Shane Holwell
Secretary/By- Laws
Unit 302 Sidney

Cc & p.s: Cliff - FYI... don't forget to submit a President's report to Don.