

Army, Navy and Air Force Veterans in Canada

Museum Unit 302 – Sidney, B.C.

PROVINCIAL COMMAND APPROVED DRAFT BYLAWS



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Army, Navy & Air Force Veterans in Canada – Museum Unit 302
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Division 1 - Definitions & Interpretations

DOMINION COMMAND

Oversees all Units throughout Canada

B.C. PROVINCIAL COMMAND

- Oversees the Units throughout British Columbia
- B.C. Provincial Command reports to Dominion Command

ASSOCIATION

The Army, Navy & Air Force Veterans in Canada

UNIT

Sidney Museum Unit Number 302

GOOD STANDING

A member who is not indebted to the Unit or the Association, dues are paid and membership is not under suspension.

THE EXECUTIVE

Executive Officers of the Unit as elected at the Annual General Meeting, Immediate Past President and any member elected to fill a vacancy on the Executive.

WORDS OF GENDER

Words importing the singular include the plural and vice-versa, and words importing a male gender include a female gender.

SUSPENSION & EXPULSION

A member has been penalized for just cause in accordance with the Bylaws and is not in good standing while under suspension or expulsion, but is in good standing and entitled to all benefits and privileges when such suspension or expulsion is terminated.

MAJORITY VOTE

A vote in favor of a resolution by more than one half $\frac{1}{2}$ of the votes cast by eligible voters who are present at the time the vote is taken and who have not abstained from voting.

2/3rd VOTE

A vote in favor of a resolution by at least $\frac{2}{3}$ rd of the votes cast by eligible members who are present at the time the vote is taken and who have not abstained from voting.

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Division 2 - Membership

1. There are five (5) classes of membership:
 1. Active
 2. Affiliate
 3. Associate
 4. Honorary
 5. Life
 6. Member At Large
2. All members in good standing of the Unit are members of the Association.
3. Applications for membership will be submitted using the form approved by Dominion Command.
4. Applications for membership will be submitted to the Membership Chair with proof of dues paid.
5. The Executive Committee reviews, approves or rejects applications.
6. Expelled or suspended members from any Veterans organization will not be accepted for membership until such time as the expulsion or suspension has been revoked or annulled.
7. Applications must be filed by the Unit.

1 - Active Membership

To qualify for Active Membership a candidate must:

- (a) Provide proof of Military Service or honorable discharge papers if applicable.
- (b) Hold or be entitled to receive a medal for active service overseas in Her Majesty's Forces or an ally in Her Majesty's Forces, served in the Merchant Navy or the Canadian Corp of Firefighters; or
- (c) Have volunteered for general services in some branch of Her Majesty's Forces and was honorably discharged; or
- (d) Have at least one (1) years service with the Canadian Armed Forces, or Royal Canadian Mounted Police, or be in possession of an honorable discharge; or
- (e) Have at least two (2) years of service as a Police Officer, Peace Officer, Firefighter or Fire Chief showing proof of service; or
- (f) Any Correctional Officer or personnel from Customs & Immigration, Canada Coast Guard, Department of Fisheries, Department of Lands & Forest, Emergency Medical Technicians, and Canadian Corps of Commissionaires showing proof of a minimum two (2) years service; or
- (g) Upon presenting a certificate of Basic Training completion and having no less than one (1) year 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
- (h) Any member of the Army, Navy or Air Force Cadets who have completed three (3) years of consecutive service immediately prior to reaching the age of majority; or
- (i) Have a minimum of one (1) year proof of service in the Armed Forces of any country which is a member of NATO are entitled to join the Association as an Active member.
- (j) Applicants approved for Active membership will be notified to appear for initiation at the next General Meeting. Members will be provided a copy of the Units Bylaws, an association pin, membership card and parking decal.
- (k) Active members may be elected for Executive Office or be selected as a delegate.
- (l) Active members can vote on any matter at a General or Special General Meeting.
- (m) Eligible WWII veterans completing fifteen (15) years service with the Army, Navy & Air Force Sidney Unit 302, with their acceptance, will be approved to have their annual dues for membership paid for life by the Unit.

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2 - Affiliate Membership

To qualify for Affiliate Membership a candidate must:

- (a) Apply for Affiliate Membership status.
- (b) Be an Associate member in good standing with twenty-four (24) consecutive month's plus one (1) day membership.
- (c) Application must be proposed and seconded by Active or Affiliate members.
- (d) Affiliate application will be on the form approved by B.C. Provincial Command.
- (e) Member's original application must be included with the Affiliate application.
- (f) Affiliate members may be elected for Executive Office or selected as a delegate.

3 - Associate Membership

- (a) Any citizen of good standing who does not qualify for Active Membership can apply for Associate Membership.
- (b) Associate members upon initiation are eligible to attend and vote at any General or Special General Meeting and serve on committees.
- (c) Associate members are not eligible to be elected to the Executive or to attend conventions as a delegate.

4 - Honorary Membership

- (a) The Executive Committee may offer Honorary Membership status from time to time as per Dominion Command guidelines.
- (b) B.C. Provincial Command will be notified of members assigned this status.

5 - Life Membership

- (a) Life Membership must have the recommendation of the Executive Committee.
- (b) Life Membership may be awarded to Active or Affiliate members who have completed fifteen (15) years from date of application in continuous good standing and have provided outstanding service to the Unit or Association.
- (c) Recommendations for Life Membership must be approved by B.C. Provincial Command and Dominion Command.
- (d) Life Membership must be approved at an Executive Meeting by a 2/3rd vote from eligible voting members present.

6 - Member At Large

- (a) Eligibility is the same as for Active or Associate memberships, except no sponsors are required.
- (b) Applicants normally must reside in a community where no unit exists. Dominion Command administers and maintains application records and awards long service pins.
- (c) Applications are on Association forms as issued by Dominion Command
- (d) When a member at large relocates to a centre where a unit exists he shall be requested to transfer membership to that unit.

7 - Long Service Members

- (a) Members must have completed five (5) years from date of application in continuous good standing to be eligible for a long service pin and incremented every five (5) years thereafter.
- (b) The Membership Committee reviews, approves or rejects notifications.

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8 - Membership Dues

- (a) Membership dues are set by the Unit and are to be paid annually in advance.
- (b) All dues are payable on or before the first day of January of the current year.
- (c) Dues not paid by January 15th will deprive the member of all privileges of the Unit.

9 - Membership Transfers

- (a) All members in good standing may apply to the Membership Committee for transfer of their membership to another Unit on the transfer form provided by Dominion Command.

Division 3 - Executive Officers

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

Division 4 - Executive Offices

The President will assign responsibility to Executive Officers to the following Chairs for a one (1) year term:

- (a) Finance & Lotteries
- (b) Secretary & Bylaws
- (c) Canteen
- (d) Publicity
- (e) Meat Draw
- (f) House & Grounds
- (g) Membership
- (h) Entertainment
- (i) Sports
- (j) Special Events

Division 5 - Duties of Executive Officers

Each Officer is responsible to form and Chair a committee associated to their assigned office.

1 - President

- (a) Elected for a two (2) year term.
- (b) Appoints a Sergeant At Arms.
- (c) Assigns elected Officers to Executive Offices.
- (d) Chairs all Executive, General, Annual General and Special General Meetings.
- (e) Delegate's authority to the 1st Vice President or another Executive Officer as and when required.
- (f) An ex-officio member of all Executive Committees.
- (g) Position Responsibilities - See Division 23 - Addendum 1.

2 - Immediate Past President

- (a) Stands for a two (2) year term.
- (b) Position Responsibilities - See Division 23 - Addendum 2.

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3 - 1st Vice President

- (a) Elected for a one (1) year term.
- (b) In the absence of the President the 1st Vice President will discharge the duties and exercise all powers of the President.
- (c) Position Responsibilities - See Division 23 - Addendum 3.

4 - 2nd Vice President

- (a) Elected for a one (1) year term.
- (b) In the absence of the President and the 1st Vice President, the 2nd Vice President will discharge the duties and exercise all powers of the President.
- (c) Position Responsibilities - See Division 23 - Addendum 4.

5 - Secretary and Bylaws Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 5.

6 - Finance and Lotteries Chair

- (a) Appointed by the President.
- (b) Responsible for the proper maintenance of all financial records and accounts.
- (c) Salaried employees cannot have signing authority.
- (d) Upon recommendation of the Executive Committee and approved by the Board of Trustees, the Finance Chair may authorize the borrowing of funds on credit.
- (e) Position Responsibilities - See Division 23 - Addendum 6.

7 - Membership Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 7.

8 - Canteen Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 8.

9 - Meat Draw Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 9.

10 - Entertainment Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 10.

11 - Special Events Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 11.

12 - Sports Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 12.

13 - Publicity Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 13.

14 - House and Grounds Chair

- (a) Appointed by the President.
- (b) Position Responsibilities - See Division 23 - Addendum 14.

Division 6 - Committees

1 - Executive Committee

- (a) The Executive Committee consists of all elected Executive Officers including the Immediate Past President.
- (b) The Executive Committee will meet monthly with a schedule set by the President.
- (c) Five (5) attending Executive Officers constitute a quorum.
- (d) The Executive Committee appoints an Auditor. The Auditor does not need to be a member of the Unit or Association but must be employed in the business of accounting.
- (e) Any Executive Officer absent from three (3) consecutive meetings of the Executive Committee without satisfactory explanation or notification will be deemed to have vacated their elected position by a majority vote passed at an Executive Committee Meeting.
- (f) Vacated positions of an Executive Officer will be filled following Bylaws outlined in Division 11 - Nominations, Terms and Elections, Section 3 - Term of Office.
- (g) The Executive Committee not assembled in a General Meeting is the supreme authority and controls and directs the affairs, policy and work of the Unit subject to the Provincial and Dominion Constitution.
- (h) The Executive Committee assembled in a General Meeting will administer the affairs of the Unit except as herein expressly reserved to the Unit in an assembled General Meeting and supervises the work of employed personnel as directed by the President and generally carries out the wishes of the Unit.
- (i) In the absence of the President, the 1st Vice President will discharge the duties and exercise all powers of the President. In the absence of the 1st Vice President, the 2nd Vice President will discharge the duties and exercise the powers of the President. If both the 1st and 2nd Vice Presidents are absent a member of the Executive Committee will be appointed to discharge all duties and exercise the powers of the President.
- (j) Responsible for employed personnel pertaining to hiring, salaries, reviews, conflict resolutions and terminations.
- (k) No Trustee of the Unit will at the same time be a paid member of the Unit.
- (l) No spouse of an Executive Member (including spouse by common-law) will at the same time be a paid member of the Unit.

2 - Special Committees

- (a) The President has the power to create Special Committees as and when required. The President will appoint a Chair from the Executive Committee or from the general membership.
- (b) Such Special Committees will perform the duties as assigned in the time period specified and reports to the President and Executive Committee.
- (c) If the Special Committee fails to meet or carry out the assigned duties the Special Committee may be dissolved and a new committee appointed.
- (d) A majority of any Special Committee member will constitute as a quorum for the purpose of conducting business.
- (e) The Annual Report of all Special Committees will be compiled into the Annual Report by the Executive Secretary.

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3 - Sick and Visiting Committee

- (a) The Sick & Visiting Committee will consist of two (2) or more members whose duty is to make provisions as may be conducive to the comfort and care of sick members of the Association.
- (b) The Committee may recommend to the Executive Committee or Service Officer any measure of special assistance or relief necessary.

4 - Grievance Committee

- (a) The Grievance Committee consists of the Chair appointed by the President and the Executive Officers.
- (b) The Grievance Committee will consider charges against any member or employee in the Unit that has been reported in writing and will take necessary actions where required by majority vote of members present at an Executive Committee Meeting.

Division 7 - Enforcement of Bylaws and Penalty

1 - Suspensions and Expulsions

- (a) Any member inappropriately conducting themselves on the Unit premises or abusing their membership privileges or the privileges of other members may be liable for suspension or expulsion.
- (b) Bar Staff present at the time of any incident or conduct deemed inappropriate or detrimental to the good and welfare of the Unit is empowered to issue a twenty-four (24) hour suspension to the member.
- (c) Members will not invite any person into the Unit who has been expelled or suspended from any other Veterans organization.
- (d) Members expelled or suspended from any other Veterans organization will not be accepted as a member of this Unit during their suspension or expulsion, until their suspension or expulsion has been revoked or annulled.
- (e) No member will impair or prevent the enjoyment or interests of a fellow member.
- (f) A suspension may be for any period up to and including 364 days. On the day following the period of suspension the member is automatically reinstated with full membership privileges.
- (g) Suspension may continue in the case of non-payment of dues until arrears are paid in full.
- (h) A member's continuous breach of a Bylaw after being duly warned will be liable for suspension.
- (i) After required time is given for appeal, the names of members expelled from the Unit will be sent to B.C. Provincial Command giving all details of the case.

2 - Unit Hearing

- (a) The first level of the disciplinary process is the Unit Hearing composed of a quorum of the Executive Committee.
- (b) The member will be given at least seven (7) days notification of the date, time and place of the Unit Hearing.
- (c) Members of the Unit Hearing may by a vote of 2/3rd of its member's award a verdict to suspend or expel the member.
- (d) The member will be advised of their right to appeal the decision which must be sent to the B.C. Provincial Command within fifteen (15) days upon notification of the decision.

3 - Appeals

- (a) The ruling of the B.C. Provincial Command Appeal Committee dealing with cases of suspensions is final and cannot be appealed to Dominion Command.
- (b) Members seeking appeal through civil court or other non-association actions are solely responsible for any associated legal fees and costs incurred. The Unit, B.C. Provincial Command or Dominion Command will not be accountable for any expenses incurred through such appeal process.

Division 8 - Unit Service Officer

- (a) Counsels, advises and assists Veterans and their families within the Unit or community in obtaining benefits from Veterans Affairs Canada, the Department of National Defense, etc.
- (b) Performs any other Veteran related work as required.
- (c) Works under the general direction of the Unit Executive and the B.C. Provincial Command Service Officer.
- (d) Position Responsibilities - See Division 25 – Addendum 15

Division 9 - Sergeant At Arms

- (a) The Sergeant At Arms is appointed by the President following the installation of the Executive Officers.
- (b) The Sergeant At Arms is in charge of registration at the General, Annual General or Special General Meetings.
- (c) Examines membership documents to ensure members are valid to attend and or vote at meetings.
- (d) Ensures all members approved to attend the meeting sign the Meeting Registry.
- (e) Performs duties as requested by the Executive President.

Division 10 - Club Rooms

1 - Dress Code

Respectable and appropriate clothing must be worn by all patrons. The following are not acceptable:

- (a) Dirty or torn trousers or jeans, shirts or outerwear.
- (b) Dirty work boots.
- (c) Muscle shirts or tank tops (Men).
- (d) Cropped tops or blouses (Women).
- (e) Cut offs or short shorts.
- (f) Obvious work clothes after 7 p.m.
- (g) Wearing of hats by male members (except on designated events).

2 - Rules

- (a) Outside food is not permitted to be consumed in the Unit when the kitchen facilities are open.
- (b) Outside liquor cannot be brought into the Club for consumption.
- (c) Guests to the Unit must be present during sponsor sign in.
- (d) Guests must leave the Unit when the sponsor leaves.
- (e) Members are permitted to sponsor five (5) guests at a time and these same guests can only be sponsored three (3) times per year. Member spouses including Common Law are excluded.

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- (f) Obscene language or unseemly conduct will not be tolerated under any circumstances.
- (g) No intoxicated person will be allowed to enter the premises.
- (h) Footwear must be worn on the dance floor.
- (i) Food or drinks cannot be consumed on the dance floor during dancing activities.

3 - Minors

Due to changes in the BC Liquor Control Laws, minors are permitted in bars and lounges when accompanied by an adult. As the Army, Navy & Air Force Unit 302 is an adult private club it does not have to permit minors onto the premises. If there are any problems or concerns as a result of permitting minors on the property, this practice will cease.

- (a) Minors are only permitted in the Army, Navy & Air Force when food is available.
- (b) Minors must remain with and be under control of their parents or guardians at all times.
- (c) Minors must vacate the premises on or before 7:00 p.m. except with pre approval by the Executive Council. Minors are then permitted to remain on the premises until no later than 10:00 p.m.
- (d) Special events with minors attending will be posted.
- (e) Minors are not permitted on the dance floor.
- (f) Minors are not permitted to purchase any lotteries, gaming tickets, pull tabs or meat draw tickets.
- (g) Any minor disturbing the enjoyment of members present in the club will be asked to vacate the premises.
- (h) Any minor caught drinking alcoholic beverages will be immediately removed from the Unit. The parent or guardian will face charges from the Unit and possibility the Police.
- (i) Inappropriate actions or complaints regarding a minor guest are reported to the Bar staff.

Division 11 - Elections Officer

- (a) An Elections Officer will be elected by the members eligible to vote at a General Meeting with nominations from the floor.
- (b) The Elections Officer will remain in office until they resign or are removed at a General Meeting or a Special General Meeting called for that purpose by a 2/3rd majority of eligible voting members.
- (c) The Elections Officer is an Independent Officer of the Unit and conducts all election business in accordance of the Units Bylaws and in an appropriate manner to the benefit of the members.
- (d) The Elections Officer collects nomination forms for election to positions for President, Vice President and Executive Office positions.
- (e) Nominations are recorded in a master list and displayed in the Unit.
- (f) Nominations are declared closed seven (7) days before Election Day.

Division 12 - Nominations, Terms and Elections

1 - Nominations

- (a) All members seeking office will submit a completed form providing the name of their nominator.
- (b) Both Candidate and Nominator must sign the form.
- (c) Voting members may only nominate one (1) eligible candidate for the position of President.
- (d) For Executive Officer positions, voting members may nominate one (1) candidate for Vice President and one (1) candidate for an Executive Office.

2 - Candidates

1 - Requirements

- (a) A member can be a candidate for the President office after they have completed one (1) year as a Vice President or two (2) years as an Executive Officer.
- (b) Candidates eligible to run for a Vice President office must have completed one (1) year as an Executive Officer within the past six (6) years.
- (c) Candidates must be a member in good standing and have all dues paid in the year of the election.

2 - Restrictions

- (a) The Immediate Past President cannot stand for office of President.
- (b) A member is not eligible to stand for election or be a delegate of the Unit if they hold office in or are employed by any other Chartered Veterans Association.

3 - Term of Office

- (a) The President will be elected for a term of two (2) years only and is not permitted to hold office for more than two (2) consecutive years unless there is no eligible candidate to succeed them.
- (b) Immediate Past President will stand for a term of two (2) years.
- (c) All other Executive Officers will be elected for a term of one (1) year.
- (d) If any Executive office is vacated before the end of their term that office will be filled by ballot vote at the next General Meeting or at a Special General Meeting called for that purpose. Candidates will be nominated from the floor. Elected candidates will complete the remainder of the term of the vacated office.

4 - Elections

- (a) Office of the President will be elected by ballot vote at the November General Meeting when applicable.
- (b) Candidates for the Executive Officer positions will be elected by ballot vote at the January Annual General Meeting.
- (c) For the office of Vice President the members will vote for a maximum of two (2) nominees only. The candidate with the most votes will be elected 1st Vice President and the candidate with the second most will be elected the 2nd Vice President.
- (d) Any defeated candidates for the Vice President office may then stand for an Executive Officer positions if nominated from the floor.
- (e) Candidates for office of the President are permitted to make a five (5) minute speech prior to the election.
- (f) A tied vote during election of the Executive Officer positions will result in calling another vote for the tied nominees only.

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- (g) The President Elect and the elected Executive Officers will be installed by B.C. Provincial Command following the Annual General Meeting.

Division 13 - General, Annual General and Special General Meetings

Required by all meetings:

- (a) Roberts Rule of Order will govern all proceedings not otherwise provided in these Bylaws.
- (b) The President will Chair all meetings.
- (c) If the President is absent the 1st Vice President will Chair and if both the President and the 1st Vice President are absent, the 2nd Vice President will Chair.
- (d) If the President, 1st Vice President or 2nd Vice President is not present to Chair a meeting, the Executive Secretary will call the meeting to order and a temporary Chair will be appointed.
- (e) Twenty-five (25) voting members present constitute a quorum.
- (f) If within half (1/2) an hour from the appointed start time of the meeting a quorum is not present, the meeting upon the request of the members present will be dissolved.
- (g) A motion is open for discussion once the motion is stated by the Chair and followed by a Mover and a Seconder.
- (h) A member wishing to introduce a motion or speak to a motion will rise and address the Chair once recognized by the Chair.
- (i) All motions will be decided by a majority vote unless otherwise stated.
- (j) The votes of the members will be taken by show of hands or the Chair may request a standing vote.
- (k) No member may speak to a question more than twice on the same subject without permission from the Chair, unless in explanation or reply.
- (l) A member when speaking to a motion or question will address the Chair and will confine remarks to the question. Courtesy and decorum will be observed at all times.
- (m) When a Point of Order is called while a member is speaking or called to order by the Chair, the member must take their seat and while Chair will decides the Point of Order without debate. Further discussion on the motion may then continue.
- (n) An amendment to an amended motion is not permitted.
- (o) A failed motion cannot be renewed at the same meeting.
- (p) Whenever a question has been submitted it cannot be withdrawn without the consent of the Mover and the Seconder.
- (q) If the Chair indicates a desire to speak while a member has the floor, the member must immediately take their seat to permit the Chair to speak. Members will observe the first call of the Chairs gavel.

1 - General Meeting

- (a) General Meetings will be held in the months January, March, May, July, September and November each year.

2 - Annual General Meeting

- (a) The Annual General Meeting will be held in January.
- (b) Election of Executive Officer positions are held during the Annual General Meeting.
- (c) Installation of the President Elect and elected Executive Officers is held following the meeting.

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3 - Special General Meeting

- (a) A Special General Meeting may be called by order of the President, the Executive Committee or by written request of at least twenty-five (25) voting members in good standing.
- (b) A reason for calling a Special General Meeting must be provided.
- (c) A minimum of seven (7) days notice must be given for a Special General Meeting other than one called to pass, review or revise the Bylaw document.
- (d) Only the reason for calling the Special General Meeting will be discussed.

1 - Bylaw Special General Meeting

- (a) A Special General Meeting called to pass, review and revise the Bylaws requires a minimum of fifteen (15) days notice.

Division 14 - Amendment to Bylaws

- (a) From time to time convention decisions and changes may require the Unit Bylaws to be amended.
- (b) The Bylaws of the Unit may be amended by Notice of Motion presented in writing at a General Meeting.
- (c) Such notice of motion will be tabled until a following General Meeting and posted in a central location in the Club.
- (a) Revision of the Bylaw document in whole requires the document to be Repealed and Replaced in whole.
- (b) The Notice of Motion for all repeals, revisions, additions or deletions to the Bylaw document will be debated and passed by a 2/3rd majority of members eligible to vote.

Division 15 - Paid Employees

- (a) Paid Employees of the Unit will be hired by and under the direction of the President and Executive Officers.
- (b) Paid Employees are:
 - a. Bar Manager
 - b. Bar Staff
 - c. Office Manager
- (c) Any dismissed paid employee has the right to appeal.
- (d) Appeals must be provided in writing to the Executive Committee.
- (e) The President or designated Executive Officer will notify the employee of the decision.
- (f) Paid Employees are deemed to be hired from the period of employment between payments and will be required to give notice for the same period of time should they wish to resign their position.
- (g) Each employee will receive an employment offer letter identifying their duties & expectations and salary compensation.
- (h) An employment offer requires approval of 2/3rd vote of the Executive Officers and is binding until rescinded by a 2/3rd vote of the Executive Officers.

Division 16 - Rentals

1 - Games Room and Board Room

- (a) The Games Room and Board Room are available for rent.
- (b) Members will be prevented access to the rented area(s) during the rental agreement.

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- (c) Rental requests are received and scheduled by the Office Manager once payment has been received.

2 - Parking Stalls

- (a) Parking stalls identified as rentals may be rented on a monthly basis.
- (b) Parking rental requests are processed and maintained by the Office Manager.

Division 17 - Membership Parking

- (c) Parking is permitted with a valid current year Army, Navy & Air Force sticker displayed on the vehicle.
- (d) Vehicles parked in the marked handicap stalls must also display the Handicap designation tag.
- (e) Parking stalls designated at rental stalls cannot be used by members Monday through Friday during the hours of 8:00 am to 4:30 pm.

Division 18 - Unit Seal

- (a) The Unit Seal will be the only one used.
- (b) The Seal will not be affixed to any document except by the authority of a resolution of the Executive Committee.
- (c) The Seal will be affixed by the Office Manager thereof and attested by their signature and by the signature of either the President or 1st Vice President of the Unit, or by any member specifically authorized on behalf of the Executive Committee.

Division 19 - Board of Trustees (The Board)

- (a) The Board of Trustees consists of five (5) members.
- (b) Four (4) members will be appointed by the Executive Committee.
- (c) The Unit Executive President is a member of the Board.
- (d) The President of the Unit cannot be assigned the Chair position on the Board.
- (e) Appointed Trustees are considered Officers of the Board.
- (f) No Trustee of the Unit will at the same time be a paid employee of the Unit.
- (g) No spouse of a Trustee (including spouse by common-law) will at the same time be a paid employee of the Unit.
- (h) Members of the Board will be appointed for a four (4) year term on the progressive system. One (1) member being appointed each January by the Executive Committee.
- (i) In the case of a mid-year vacancy an appointment will be made to complete the year with the appropriate number of members, then following with a regular four (4) year term.
- (j) The Trustees elect their own Chair each January.
- (k) The Board holds all assets of the Unit in Trust for the general membership.
- (l) Major alterations to the Unit premises or its property must be authorized by the Board and ratified at a General or Special General meeting called for that purpose.
- (m) The Board will have access to all records and books of the Unit.
- (n) The Board will be the Directors of the Sidney Unit 302, Army, Navy & Air Force Veterans in Canada, Museum Society and will appoint a Museum Curator.
- (o) The Board has full control of all assets and finances of the Museum Society.
- (p) The Board will meet once per year to review the Unit accounts and books.
- (q) Decisions of the Board can be overruled at a General or Special General Meeting called for that purpose by a 2/3rd majority of the member's eligible to vote.

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Division 20 - Delegates

- (a) Where a delegate is sent to a convention or an official Army, Navy & Air Force meeting, that delegate will be the President.
- (b) Further delegates are the 1st Vice President, 2nd Vice President and the Immediate Past President in that order.
- (c) If additional delegates or alternate delegates are required to attend they will be selected by the Executive Committee with Executive Committee members having preference.

Division 21 - Inspection of Records

- (a) Any Active or Affiliate member in good standing may inspect the books and records of the Unit upon seven (7) days written notice.
- (b) The Executive Committee and the Executive Officer to whom the notice was provided will make the books and records available at the place where the books and records are normally maintained.
- (c) Any Executive Officer may be present during the inspection.

Division 22 - Severability

It is specifically acknowledged that each section, subsection and paragraph of these Bylaws will be treated as a separate part thereof and should any part be held by an arbitrator or court of competent jurisdiction to be unenforceable, then such section, subsection or paragraph will be deemed to be severable and the remaining parts of the Bylaw or Bylaws will remain in force and in effect.

Division 23 - Addendums

Addendum 1 - President

- (a) Responsible for all business activities of the Unit and Association.
- (b) Allocates budgets as required to Executive Committees.
- (c) Authorizes and approves Spending Authority to Executive Officers and salaried employees.
- (d) Recommends ideas and reports issues to the Executive Committee.
- (e) Represents the Unit at the Dominion and B.C. Provincial Commands.
- (f) Authorizes reconciled receipts for reimbursement.
- (g) Creates and submits reports to the Clarion newsletter as and when required.

Addendum 2 - Immediate Past President

- (a) Assists the transfer of authority and previous business to the President.
- (b) Chairs an Executive Committee as assigned by the President.
- (c) Reconciles receipts for reimbursement.
- (d) Recommends ideas and reports issues to the Executive Committee.
- (e) Creates and submits reports to the Clarion newsletter as and when required.
- (f) Reports assigned Committee business at General Meetings.

Addendum 3 - 1st Vice President

- (a) Chairs an Executive Committee as assigned by the President.
- (b) Reconciles receipts for reimbursement.
- (c) Recommends ideas and reports issues to the Executive Committee.

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- (d) Creates and submits reports to the Clarion newsletter as and when required.
- (e) Reports assigned Committee business at General Meetings.

Addendum 4 - 2nd Vice President

- (a) Chairs an Executive Committee as assigned by the President.
- (b) Reconciles receipts for reimbursement.
- (c) Recommends ideas and reports issues to the Executive Committee.
- (d) Creates and submits reports to the Clarion newsletter as and when required.
- (e) Reports assigned Committee business at General Meetings.

Addendum 5 - Secretary and Bylaws

- (a) The Unit Secretary is designated by the President from among the Executive Officers capable of fulfilling the position.
- (b) Maintains the records of the Executive, General and Special General Meetings.
- (c) Maintains all incoming and outgoing business correspondence.
- (d) Ensures all previous minutes and supporting documents, as required, are available for each meeting.
- (e) Brings business matters and issues to the attention of the President.
- (f) Provides administrative support to the President as and when required.
- (g) Attends other business or committee meetings as requested by the President.
- (h) Produces business correspondence as directed by the President and other Executive Committee Chairs.
- (i) Communicates Executive Committee business needs and works closely with the Office Manager of the Unit.
- (j) Provides information and/or forms to B.C. Provincial Command as required or requested.
- (k) Coordinates a document library of all Executive Committee information and business correspondence with the Office Manager of the Unit.
- (l) Reconciles receipts for reimbursement.
- (m) Recommends ideas and reports issues to the Executive Committee.
- (n) The Bylaw Committee will consist of two (2) or more members.
- (o) Chair of the Bylaw Committee.
- (p) Ensures Unit Bylaws are kept current.
- (q) Coordinates administration of the Bylaw document with the Office Manager of the Unit.
- (r) Amends Bylaws as approved by a General or Special General Meeting.
- (s) Reviews and revises the Bylaw document as and when required.
- (t) Ensures B.C. Provincial Command is apprised of changes to the Units Bylaws.
- (u) Creates and submits reports to the Clarion newsletter as and when required.
- (v) Reports Bylaw business at General Meetings.

Addendum 6 - Finance and Lotteries

- (a) The Finance Committee will consist of two (2) or more members.
- (b) Supervises all funds, property and assets of the Unit.
- (c) Examines all accounts to ensure all authorized bills are promptly paid.
- (d) Ensures all financial records & books of the Unit are audited at the end of each fiscal year (31st of December) by the auditor selected by the Executive Committee.
- (e) Reports all financial details to the Executive Committee.
- (f) Ensures B.C. Lottery Corporation policies are followed.
- (g) Considers all financial matters submitted to the Finance Committee.
- (h) Performs monthly Pull Tab inventory with the Office Manager.

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- (i) Signing & Spending Officers are appointed by the President.
- (j) At least two (2) accredited Executive Officers will sign cheques or documents requiring the Associations Seal.
- (k) Authorization to borrow funds on credit must have the approval of 2/3rd majority vote of eligible members present at a General Meeting or a Special General Meeting called specifically for that purpose.
- (l) Reconciles Financial Committee receipts for reimbursement.
- (m) Recommends ideas and reports issues to the Executive Committee.
- (n) Creates and submits reports to the Clarion newsletter as and when required.
- (o) Reports Finance business at General Meetings.

Addendum 7 - Membership

- (a) The Membership Committee consists of two (2) or more members.
- (b) Considers all business pertaining to memberships.
- (c) Maintains accurate and up-to-date membership records.
- (d) Identifies members deserving of special pins
- (e) Reconciles Membership Committee receipts for reimbursement.
- (f) Recommends ideas and reports issues to the Executive Committee.
- (g) Creates and submits reports to the Clarion newsletter as and when required.
- (h) Reports Membership business at General Meetings.

Addendum 8 - Canteen

- (a) The Canteen Committee will consist of two (2) or more members.
- (b) Responsible for the overall operations of the Bar, Canteen and Kitchen.
- (c) Ensures Canteen is operated in a clean and safe manner.
- (d) Ensures Bar and Kitchen machinery and equipment are in good running order.
- (e) Ensures all Bar Staff have completed and maintain Serving It Right certification.
- (f) Ensures B.C. Lottery Corporation policies are followed.
- (g) Ensures appropriate liquor prices are applied.
- (h) Meets regularly and works closely with the Bar Manager.
- (i) Performs monthly stock inventory with the Bar Manager.
- (j) Reconciles Canteen Committee receipts for reimbursement.
- (k) Reviews and recommends Bar staffing to the Executive Committee.
- (l) Recommends ideas and reports issues to the Executive Committee.
- (m) Creates and submits reports to the Clarion newsletter as and when required.
- (n) Reports Canteen business at General Meetings.

Addendum 9 - Meat Draw

- (a) The Meat Draw Committee will consist of two (2) or more members.
- (b) Orders and arranges delivery of meat and/or products for the three (3) weekly meat draw events.
- (c) Coordinates additional Meat Draw events with the Special Events chair, Entertainment chair and the Ladies Auxiliary.
- (d) Meat Draws will not be held on Remembrance Day or Vimy Day.
- (e) Ensures Meat Draw expenses remain within or under the allocated budget.
- (f) Maintains financial records of expenditures.
- (g) Reconciles Meat Draw business receipts and expenditures for reimbursement.
- (h) Recommends ideas and reports issues to the Executive Committee.
- (i) Creates and submits report to the Clarion newsletter as and when required.
- (j) Reports Meat Draw business at General Meetings.

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Addendum 10 - Entertainment Chair

- (a) The Entertainment Committee will consist of two (2) or more members.
- (b) Arranges entertainment for the general welfare, amusement, exercise of the general membership and guests.
- (c) Prepares, provides and distributes information on scheduled Entertainment.
- (d) Coordinates the Entertainment schedule with the Special Events chair and the Ladies Auxiliary.
- (e) Ensures Entertainment expenses remain within or under the allocated budget.
- (f) Reconciles Entertainment Committee receipts and expenditures for reimbursement.
- (g) Recommends ideas and reports issues to the Executive Committee.
- (h) Creates and submits reports to the Clarion newsletter as and when required.
- (i) Reports Entertainment business at General Meetings.

Addendum 11 - Special Events

- (a) The Special Events Committee will consist of two (2) or more members.
- (b) Arranges special events for the general welfare, amusement, exercise and like of the general membership and guests.
- (c) Responsible for ordering the suckling pig for the Piping of the Pig event.
- (d) Prepares and provides the annual list of Special Events planned & scheduled for the calendar year for the Executive Committee.
- (e) Prepares, provides and distributes information on Special Events.
- (f) Coordinates the Special Events schedule with the Entertainment Chair, the Meat Draw Chair and Ladies Auxiliary.
- (g) Ensures Special Event expenses remain within or under the allocated budget.
- (h) Reconciles Special Event Committee receipts and expenditures for reimbursement.
- (i) Recommends ideas and reports issues to the Executive Committee.
- (j) Creates and submits reports to the Clarion newsletter as and when required.
- (k) Reports Special Events business at General Meetings.

Addendum 12 - Sports

- (a) The Sports committee will consist of two (2) or more members.
- (b) Keeps in tune with sport activities which the Unit participates.
- (c) Arranges Sport events for the exercise and amusement of the general members.
- (d) Ensures Sport Event expenses remain within or under the allocated budget.
- (e) Reconciles Sport Committee receipts and expenditures for reimbursement.
- (f) Recommends ideas and reports issues to the Executive Committee.
- (g) Creates and submits reports to the Clarion newsletter as and when required
- (h) Reports Sport business at General Meetings.

Addendum 13 - Publicity

- (a) The Publicity committee will consist of two (2) or more members.
- (b) Advice and Counsel
 - 1. The Publicity Chair should advise Unit officers of the impact policy decisions will have on the media, on the community and on the members.
- (c) Communications Service
 - 1. Encompasses the total process of letting the members and the public know via newsletters, booklets, speeches, news media, good citizenship example and other means.
 - 2. Public Relations Research

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- i. Means identifying, evaluating and communicating to the Unit leaders and members' information of community or world events that would help the Unit manage its affairs better.
- 3. Public Relations Promotion
 - i. Includes a variety of programs and activities designed to gain acceptance for the Unit among members and within the community.
- (d) Reconciles Publicity Committee receipts and expenditures for reimbursement.
- (e) Recommends ideas and reports issues to the Executive Committee.
- (f) Creates and submits reports to the Clarion newsletter as and when required.
- (g) Reports Publicity business at General Meetings.

Addendum 14 - House and Grounds

- (a) The House & Grounds committee will consist of two (2) or more members.
- (b) Examines reports and recommends business matters concerning alterations, improvements, repairs and maintenance of the internal and external building and grounds to the Executive Committee.
- (c) Ensures approved renovations or alterations of a substantial nature are displayed in the club for general membership information.
- (d) Researches options and secures bids to have approved work completed within the approved allocated funds, where necessary.
- (e) Approves the use of the general membership where special knowledge, ability or experience is available.
- (f) Schedules work repairs and renovations in such a way as to not disrupt the Unit, whenever possible.
- (g) Reconciles House & Grounds Committee receipts for reimbursement.
- (h) Recommends ideas and reports issues to the Executive Committee.
- (i) Creates and submits reports to the Clarion newsletter as and when required.
- (j) Reports House & Grounds business at General Meetings.

Addendum 15 - Unit Service Officer

- (a) The Unit Service Officer committee may consist of two (2) or more members.
- (b) The Unit shall determine whatever legitimate expenses their Unit Service Officer may charge the Unit.
- (c) The Unit Service Officer may never accept compensation of any kind from the client.
- (d) Duties include, but are not limited to the following:
 - 1. Advises Veterans and their dependents of their rights under Veterans Affairs Canada and other relevant legislation.
 - 2. Conducts interviews of Veterans or their dependents to determine claims to submit.
 - 3. Prepares claims for transmittal.
 - 4. Conducts a public relations program to disseminate general information regarding veterans' benefits by means of radio broadcasts, newspaper releases, and informational displays and speaking before interested groups.
 - 5. Develops and maintains close liaison with local agencies and other Veteran service agencies to ensure service to Veterans.
 - 6. The Unit Service Officer should be able to tactfully conduct interviews of a personal nature with Veterans and their families as a means of obtaining accurate and complete information.
 - 7. Able to establish and maintain satisfactory relationships with Veterans, Veterans groups and government agencies.
 - 8. Able to generate complete and accurate reports.

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9. The Unit Service Officer should have experience in or with a Veterans organization or branch of Military Service.
10. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

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