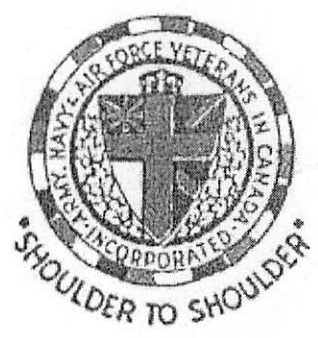


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**ARMY, NAVY AND AIRFORCE
VETERANS IN CANADA**

KELOWNA UNIT #376

BY LAWS



Revised: June 2012

ANAF UNIT #376 BY-LAWS

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CONSTITUTION AND BYLAWS

KELOWNA UNIT #376

This Body shall be known as the Kelowna Unit #376 of the Army, Navy, and Air Force Veterans in Canada, as authorized by the Charter granted by the Dominion Command of the Association, dated March 1st 1972 and shall be located at the City of Kelowna in the Province of British Columbia.

The aims and objectives shall be to:

- a) To unite fraternally persons who have served in any Branch of the Armed or Auxiliary Forces of the British Commonwealth of Nations, or of any Nations engaged in active combat zone, and who are entitled to become members under the Constitution and Bylaws of the Association as a non-partisan and non-secretariat body for the purpose of good fellowship, mutual improvement, assistance and patriotic endeavor and service to Canada and the British Commonwealth of Nations.
- b) Increase the public influence of Veterans by organization, by parades and by giving as an entity expression of opinion upon public questions affecting the rights of Veterans or concerning the welfare of the whole or any part of the British Commonwealth of Nations.
- c) Stimulate the spirit of patriotism in Canada and promote closer unity and co-ordination within the British Commonwealth of Nations.
- d) Assist the British Commonwealth of Nations when occasion requires in enlisting recruits for Her Majesty's Forces.
- e) Acquire, maintain and operate clubs, homes and meeting places for the benefit of Veterans, and to furnish, stock and equip the same with such furniture, furnishings, plant, animals, implements, equipment, appliances, libraries, and means of entertainment and amusement, as may be considered desirable by the Association.
- f) Acquire and maintain museums in connection with any premises for the Association for the interest, education or benefit of its' members.
- g) Levy upon its members or upon bodies to whom it has granted Charters.
- h) As authorized, fees or assessments from time to time as may be required for the support of the Association by such means with others, as providing entertainment, operating canteens and places of refreshment and amusement.

- i) Assist any of Her Majesty's Naval, Military or Air Forces on active service by establishing, operating and maintaining canteens and establishments for the rest and comfort of and as meeting places for those composing such forces.

The powers shall be limited to those authorized in the Act of Incorporation and to the Constitution and Bylaws of the Association.

Membership Classifications & Guidelines

Membership is one of the most important parts of the Association. Every Unit Executive must become familiar with the qualifications for membership in order that every effort possible may be exerted to ensure uniformity in the accepting of new members. If in doubt, consult your Provincial Command.

The Liquor Act in B.C. states that every person entering a Veterans' Club licensed premise must be a bona fide member or a guest of a member or a member of another Veterans' Club. Check up on the people entering the Club Rooms, you may be surprised at the number of regular patrons that do not have a membership card in any club.

1. Classes of Membership

- a) There shall be six classes of membership:
 - i. Active
 - ii. Affiliate
 - iii. Voting Associate
 - iv. Associate
 - v. Honorary
 - vi. Honorary Associate
 - vii. Life
- b) All members in good standing of the Unit shall be members of the Association.
- c) All applications for Active membership shall be on forms to be supplied by the Dominion Command and shall contain the particulars of the "applicant's" service and shall contain an obligation and such applicants before admission shall be required to take the Canadian Oath of Allegiance.
- d) All applications for Associate or Affiliate membership shall be on forms approved by the Dominion Command and shall reveal their civilian occupation and state their reasons for wanting a membership in a Veterans Organization and shall include an obligation to support the Unit in maintaining the Aim and Objectives of the Association.
- e) Membership application sponsor signers must be 2 (two) members either 2 Active or 2 Affiliate or 1 Active and 1 Affiliate, in good standing and applications must be filed by the Unit.

- f) All applications for membership shall be reviewed by the membership committee, and the application shall require proof of service for active members. The membership chairman shall present the applications to the Executive meeting for recommendation to the General Meeting for the acceptance or rejection of all candidates.
- g) The membership Committee shall determine the procedures required to process applications, collect dues and initiate members.
- h) None but Active or Affiliate Members shall:
 - i. Hold Office (See affiliate)
 - ii. Be elected as a delegate (See affiliate)
- i) Voting Associate shall:
 - i. Be allowed Voice and Vote.
- j) Notwithstanding (h) above no member shall be qualified to hold office or be a delegate who currently:
 - i. Holds any executive office in or is employed by any other Chartered Veterans Association.
 - ii. Is employed as a full time employee of the Unit unless he/she has resigned at least 30 days prior to nomination.
- k) A member shall be in good standing when:
 - i. Annual dues are fully paid up as of the 31st of January.
 - ii. Are no in default of financial indebtedness to the Unit or Association.
 - iii. Member is not under suspension.
- l) No one shall be deemed qualified for membership who:
 - i. Has been dismissed from a service for misconduct.
 - ii. Is an avowed anarchist.

2. **Active Members**

A candidate for Active Membership to qualify must be of good character and must:

- a) Hold or be entitled to receive a Medal for Active Service Overseas in Her Majesty's Forces, the Merchant Navy or the Canadian Corps of Firefighters, or;
- b) Have volunteered for general service in some branch of her Majesty's Armed Forces and have been Honorably discharged, or;
- c) Hold or be entitled to receive a Medal for Active Service with any forces allied to Her Majesty's Forces, or;
- d) Have at least (1) one year of service with the Canadian Armed Forces, or the Royal Canadian Mounted Police, or be in possession of an Honorable discharge or release there from, or;

Active Members cont'd.

- e) Upon producing a certificate verifying that basic training has been completed and have had no less than (1) one year service in the Reserve Forces, or other 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 and Air Force Cadets who have completed (3) three years of consecutive service, "Immediately prior to reaching the age of majority be granted active membership in the association."
- f) Have had a minimum of one (1) year's service in the Armed Forces of any country, which is a member of NATO and upon proof of such service.
- g) Have had a minimum of three (3) years service as a police person or a fire fighter, and upon proof of such service.

3. Affiliate Members

Affiliate members are granted the same rights and privileges as Active members. Units proposing to change the status of a Voting Associate Member to that of an Affiliate Member will be governed by the following procedure:

- a) Unit Bylaws may grant a Voting Associate member Affiliate status in the (3rd) year of consecutive membership *after their initiation date* in Unit #376.
- b) Affiliates may serve on any Provincial Command Standing Committee.
- c) The Proposer and Seconder of an Affiliate member must be either two (2) Active members or one (1) Active and (1) one Affiliate member.
- d) 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 the Provincial Command.
- e) The undertaking printed 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 at a General Meeting of Members, *or under extenuating circumstances in the Unit Office with at least 2 Table Officers or 1 Table Officer and 1 Executive Member present to conduct and witness the initiation.*
- f) The Membership card issued to an Affiliate member must contain the work "Affiliate" applied by a rubber stamp.
- g) Affiliate Membership may be transferred from/to other Units.
- h) Affiliate Members have the same rights and privileges as Active Members.

4. **Voting Associate Members**

Any Unit proposing to change the status of an Associate Member to that of a Voting Associate Member will be governed by the following procedure.

- a) Unit Bylaws may grant an Associate member Voting Associate status upon renewal after the first year's membership (12 months plus 1 day) *from their initiation date*.
- b) Voting Associate Members may vote on any matter at the Unit level.
- c) After two (2) consecutive years (24 months plus 1 day) *after their initiation date*, 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.

5. **Associate Members**

- a) To be limited in number and privileges to conform to local law, and as provided for in individual Unit Bylaws at the discretion of such Unit, but in no case to be sufficiently numerous to interfere with the full exercise of the Unit's club rooms by Active/Affiliate Members.
- b) Bearing in mind that Associate Members should be people of good repute and who are not likely to reflect poorly on the club through behavior in the community.
- c) *Upon receipt of an Associate application and payment of fees all applicants will be advised of the initiation process. Upon approval they will be notified of the next General Meeting that they may attend to be initiated and if under extenuating circumstances they can't attend, they may be initiated in the Unit Office with at least 2 Table Officers or 1 Table Officer and 1 Executive Member present to conduct and witness the initiation.*

6. **Honorary Associate Members**

Spouses of deceased Active Members whose membership at the time of death or illness, immediately preceding death was in good standing in the Association. Annual dues shall be set by the Unit Bylaws and shall not be less than the combined amount of Dominion and Provincial Command Per-Capita Tax.

7. **Honorary Members**

- a) To be limited to those (not otherwise qualified) who by reason of their interest in, service to Veterans, their families, and the work of the association. Generally deserve such Honor, and to be admitted at all times only upon approval of the Provincial and Dominion Commands.
- b) Any Unit may elect some outstanding citizen to be an Honorary President.

8. **Life Members**

- a) In consideration of outstanding service, a Unit may recommend for life membership, an active/affiliate member who has not less than fifteen (15) consecutive years. Such recommendation must be supported by written citation indicating therein such "outstanding service", dates, times, places and deeds, and shall be subject to the

Life Membership cont'd.

approval of both Provincial and Dominion Commands. The provisions of this section shall apply to life membership, therefore recommended by the Unit.

- b) A reimbursement (\$100.00) payable to Dominion Command, which is to cover final per capita tax payment, cost of the medal, button, card, and scroll shall be forwarded with each life membership application and when approved, such membership dues and per capita tax of such life member shall be deemed to be paid up for life.

9. Suspensions or Expulsion of Members

- a) The Executive of any Unit, by vote of not less than two-thirds of its' members present at any meeting may expel or suspend any member of such Unit for any reasonable cause, provided that no member shall be expelled or suspended unless notice of such proposed suspension or expulsion shall have been given to such member, or until the member shall have had an opportunity of being heard. Such notice shall be considered to have been duly given, if sent by registered mail to the last known address of the member, or if delivered by hand to the member, at least (7) seven days before the date appointed for such hearing or meeting, subject, always to appeal as hereinafter provided. Such suspension may continue for non-payment of dues and until all arrears are paid up. No suspended member shall, during suspension, have any privileges of membership in the Association, and a member charged with an offence at the discretion of the Unit administration, may be denied the privileges of the Unit club rooms pending a hearing of the charge before the Unit Executive.
- b) A member found guilty of a charge in any Unit will be required to surrender their membership card to the Manager or Chief Steward of the Unit. The Card will not be returned until the suspension has been served and the suspended member has been reinstated. The sentence will not take effect until the membership card has been surrendered.
- c) Any complaint laid against a member shall be in writing, signed by the complainant, and lodged with the secretary of the members Unit within 30 days. In the case of misbehavior in another Unit, the complaint will be dealt with by the offenders home Unit. If the offenders Unit does not proceed with the case, and it warrants investigation, the complaining Unit may have recourse of appeal as set in the sub section 8 (f) below.
- d) Upon the application from a suspended or expelled member, the Executive of a Unit may at any time by a vote of not less than two-thirds of its' members present at a meeting duly called for the purpose of considering same, recommend the restoration of a member to good standing who has been suspended or expelled from the Unit. In the case of a member who has been expelled, the recommendation is forwarded to Provincial Command, which may concur or reject such recommendation. The

Suspension of Members - d) cont'd.

Provincial Command shall forward its' recommendation to the Dominion Command for final approval or rejection.

- e) The names of all members, giving rank and regimental number, expelled from their Unit shall, after due time allowed for appeal, be sent by such Unit to the secretary of the Provincial Command, giving all details of the case. The secretary of Provincial Command shall notify the secretary of the Association, giving all details of the case, and whether or not there has been an appeal, and what action was taken. If there has been no request for an appeal as prescribed in sub section (f) below, or the appeal dismissed, the secretary of the Association shall then immediately notify every unit of such expulsion.
- f) i) Notice of intention to Appeal shall be given in writing and sent to the secretary of the Provincial Command in which the Unit is situated, within (15) fifteen days of receiving notice of expulsion or suspension. The Provincial President shall immediately appoint a Committee of at least (3) three members to hear the appeal. The report of the Appeal Committee may contain a recommendation to reject, or concur, or revise the decision under appeal and shall be submitted to the next regular meeting of the Provincial Command Executive Officers whose decision will be sent in writing to the Unit and appealing member.

ii) A member who has been expelled of the Unit may appeal the decision of the Provincial Command to the Dominion Command and such appeal will be sent to the secretary of the Association within (15) fifteen days of receiving notice of the foregoing decision, together with a transcript of the evidence heard by the Provincial Appeal Committee for review by the Executive Officers, whose decision will be final. Both parties to the appeal may be represented by council at their own expense.
- g) No expelled or suspended member shall be accepted as a member, or granted guest privileges by another Unit of the Association during such suspension, or until the expulsion has been revoked or annulled.
- h) A Dominion or Provincial Convention, while in session, shall have the power at such session to deal with all cases concerning the status or conduct of the members of such convention, and may in that behalf forthwith make rules and regulations governing its' procedure in the matter, and then and there take such disciplinary action as it deems fit.

10. **Transfers**

Active, Affiliate, Associate or Life members of this Unit may apply to the Secretary for transfer of his/her membership to another Unit that he/she may indicate, and the Secretary of this Unit upon such request shall forward to the Secretary of the Unit indicating the original application form of the member so transferring, and shall state any Office of position which he/she may have held in their Unit.

11. **Honorary Officers**

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

12. **Executive Officers "Table"**

- a) President
- b) First Vice-President
- c) Second Vice President
- d) Finance Officer – if appointed to someone other than the First-Vice President.

13. **Executive Officers**

Seven Executive Officers of the Unit, with the exception of the immediate Past President, shall be elected annually.

No Officer of the Unit shall at the same time hold a salaried position on the staff of the Unit.

14. **Nominations and Elections**

- a) A nomination board shall be displayed in a prominent place in the Unit at least (30) thirty days before the Annual General Meeting. All those seeking office shall have their name put on the board under the office they seek, together with the name of their nominator. Nominations to the Executive will be declared closed (14) fourteen days before the Annual General Meeting.
- b) No member shall be eligible for Office unless he/she has been an Active/Affiliate member of the Unit in good standing for three (3) months and has attended three (3) General meetings in the current year previous to the month of elections.
- c) Before any Active or Affiliate member of this Unit may become a candidate for President or 1st Vice-President, 2nd Vice-President, such member must have served at least (1) one completed year on the Executive of the Unit and also has not been out of the Executive longer than (3) three years.
- d) A President may hold Office for more that (2) two consecutive years providing he/she is nominated and stands for election each year.
- e) No member shall be qualified to hold Office in the Unit or be a delegate who currently holds any Executive Office in or is employed by any other Chartered Veterans Association.
- f) No full time employee of the Unit of the Association shall be eligible for election to office or as a delegate to any convention of the Association unless such employee has resigned from such employment at least (30) thirty days prior to nomination.

15. Elections

The Officers of the Unit shall be elected by ballot during the Annual General Meeting to be held on the (4th) fourth Sunday of November each year at 11:00 a.m. Only those candidates who are defeated for the Office for which they ran, may then seek election to other offices if they are nominated from the floor. The new Executive shall take office upon being installed by B.C. Command Officers or their designate.

- a) The President shall appoint the Returning Officer and two (2) Scrutinizers.
- b) If any of the appoint Scrutinizers are unable to act as Scrutinizers, the Returning Officer has the power to appoint new scrutinizers from within the Unit, approved by the President.
- c) The Returning Officer shall have full responsibility for conduction the Elections as set out in these Bylaws and shall treat all information submitted to him/her in connection with that office as confidential.
- d) Immediately following the close of voting. The Returning Officer and his Scrutinizers shall proceed to count the ballots. Upon completion of same the Returning shall then immediately announce the elected candidates.
- e) When a Vacancy occurs on the Executive during the year:
 - i) The vacancy shall be filled, by calling for nominations from the floor at the next General Meeting after the vacancy occurs, .Elections will then take place at that General Meeting.
 - ii) A candidate running in this election may request from the Returning Officer, ONLY the total number of votes that he or she received.
 - iii) Any candidate may as the Returning Officer for a recount of the votes for whichever Office he or she was a candidate. This must be done in writing with at least (2) Seconder to his or her appeal. The appeal must be made within (3) three days after the announcement of the results of the voting. The appeal must also be accompanied with a written valid reason for the Appeal.
 - iv) The current Executive shall hear the appeal and a decision must be approved by at least 2/3 majority vote of the Executive.
- f) The November Meeting shall be designated the Annual General Meeting. Fifteen (15) Active, Affiliate and Voting Associate members will constitute a quorum.

16. General Meetings

General Meetings shall be held on the Third (3rd) Tuesday of each month, except July and August.

- a) At the appointed time, the President shall come to the chair and call the meeting to order.
- b) In case the President is absent, the first Vice-President shall act in her/her place.
- c) In the absence of both the President and first Vice-President the meeting shall be called to order by the second Vice-President.
- d) In the absence of the President, first Vice-President and second Vice-President the Past President shall call the meeting to order and a temporary chairperson shall be selected from the Executive.
- e) Fifteen (15) Active, Affiliate and Voting Associate members present at a General Meeting shall constitute a quorum for the purpose of conducting business.
- f) Once the President has opened the meeting and if a quorum does not exist then a lesser number of members in attendance may adjourn that meeting.

17. Special General Meetings

Special meetings shall be called:

- a) At the discretion of the Unit President
- b) By the order of the Executive Committee
- c) Upon separate written request of at least fifteen (15) Active, Affiliate and Voting Associate members in good standing, outlining the reasons.
- d) At least seven (7) days notice shall be given for any Special Meetings and no other business for such meeting shall be considered or discussed at this Special Meeting.
- e) Twenty-five (25) Active, Affiliate and Voting Associate members present at this Special Meeting shall constitute a quorum.

18. Committees

- a) The following shall be the standing Committees of this Unit:
 - i. Service Officer, Sick and Visiting, D.V.A.
 - ii. Finance
 - iii. Membership
 - iv. Canteen
 - v. House
 - vi. Entertainment
 - vii. Sports
 - viii. Ways and Means
- b) The Chairperson of all Committees shall be appointed from the Unit Executive Officers by the President.
- c) Each Committee shall consist of a chairperson and any two or more additional members that are in good standing.
- d) The President shall be an ex-officio member of all committees.
- e) Committee reports including recommendations for action in the form of motions shall be presented to the Executive/General Meetings.
- f) The Committee Chairperson shall call committee meetings.
- g) The Annual report of all committees shall be compiled into a written report and presented to the President.
- h) A majority of any committee shall form a quorum for the purpose of conducting committee business.

19. Executive Committee

- a) The Executive Committee shall consist of all the elected officers and shall include the immediate Past President.
- b) The Executive Committee, while the Unit is not assembled in General Meeting, is the supreme authority and shall control and direct the affairs, policy and work of the Unit, subject at all times to the Dominion and Provincial Constitutions, and at the discretion of the Unit in the General Meeting assembled.
- c) The Executive Committee shall be responsible to the Unit for the good government of the premises occupied by the Unit, and shall supervise the work of the paid employees as directed by the President and generally carry out the wishes of the Unit.

Executive Committee cont'd.

- d) 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/she shall, if a motion to that effect is passed by the majority of the Executive Committee after due notice to such member, cease to hold office and his/her place shall be filled in a manner relative to vacancies provided by the applicable section of these bylaws.
- e) A majority of any Committee shall form a quorum for the purpose of conducting committee business.
- f) The Executive shall have the power to spend a sum not exceeding \$300.00 in any one month for Unit purposes without first having the sanction of the General Meeting, and always subject to ratification by the Unit General Meeting. This does not include the current expenses of the business operation.
- g) All information discussed at Executive Meetings shall be deemed "In Camera" and **Confidential** and shall not be discussed outside the Executive Meeting. Any breach of this ruling shall be subject to disciplinary action.

20. Special Committees

The Executive Committee shall have the power to appoint 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. Failure to carry out its' duties a Committee may be discharged and a completely new Committee appointed.

21. Finance Committee

- a) The Finance Committee shall:
 - 1. Report and/or recommend to a General Meeting and/or an Executive Meeting on all matters related to the supervision of the funds, property and assets of the Unit.
 - 2. Ensure that proper books and accounts are maintained and that an annual Review Engagement Statement is produced as of December 31st each year by a qualified Accounting Firm as selected by the Executive Committee.
 - 3. Ensure that a monthly profit and loss statement is prepared and presented at the regular Executive and General Meetings.
 - 4. Ensure that properly authorized bills are promptly paid.
 - 5. Advise the General Meeting and all Committees on the state of the Unit finances before any major expenditure or policies are approved.

Finance Committee cont'd.

b) The Finance Committee Chairman

- i. Shall be one of the accredited signing officers along with the President and at least one other Executive member to be selected by the Executive Committee. At least two (2) of the three (3) signatures will be required.
- ii. The President shall at his/her discretion ensure that the Unit Manager attends General Meetings when requested.

22. **Service Officer/ Sick and Visiting/ DVA**

- a) Report to and/or recommend to a General Meeting and/or an Executive Meeting on all concerns relating to Unit Veterans.
- b) Arrange for the provision of current advice to Veterans on pensions.
- c) Ensure that arrangements are made to look after members needs while in hospital.
- d) Arrange for the Padre to assist when asked, in providing support and/or advice to families on funeral arrangements for deceased members.

23. **Canteen Committee**

- a) Report and/or recommend to a General Meeting and/or an Executive Meeting on all matters pertaining to the purchase, sale and control of liquor within the clubrooms.
- b) Ensure that an adequate supply of liquor is kept for sale.
- c) Ensure that adequate procedures are established for the control and security of the liquor supply.
- d) Make recommendations for price changes when necessary.
- e) Conduct an adequate stock check at least once monthly.
- f) Ensure that the provisions of the B.C. Liquor Act and Regulations are being followed.
- g) Ensure that the provisions of the Employment Contracts are being followed.
- h) Approve the hiring and or dismissal of staff **recommended by the Unit Executive Committee.**
- i) Make recommendations on the improvement to the bar equipment.

24 **Membership Committee**

- a) Consider all applications for membership in the Unit
- b) Report and recommend to a General/and or Executive Meeting on all matters related to the membership within the Unit.
- c) Ensure that all applications for membership are reviewed to ensure they are complete and that they comply with the By Laws on membership.
- d) Ensure that orderly procedures are instituted for taking applications and dues for the issuing of membership cards.
- e) Ensure that an orderly system of acceptance of all new members and initiations of new members is maintained.
- f) Ensure that proper records of service within the Unit are maintained.
- g) If an Awards Chairman is appointed, the Committee will report persons eligible for Life or Honorary Membership and all other Awards to that Committee. If no Committee is appointed it is the Membership Committee responsibility to oversee.
- h) Institute membership drives as required.
- i) Ensure that all properly authorized recommendations or motions dealing with membership are promptly and efficiently carried out.

25 **House Committee**

- a) Report to and/or recommend to a General Meeting and/or Executive Meeting on all matters concerning the alterations, maintenance, improvement and Repairs to the clubrooms, furnishings, appliances and fixtures (except those directly related to the bar) including the outside grounds.
- b) Ensure that a regular servicing procedure to maintain the heating and air conditioning system be established.

26 **Information/Public Relations**

- a) Investigate and recommend to a General and/or Executive Meeting on all matters related to the distribution of information related to the Unit activities.
- b) Ensure that members are informed of upcoming meetings and special events.

Ensure that the public is informed of special activities done by the Unit or members of the Unit that will bring credit to the Unit.

26 **Information/Public Relations** Cont'd.

- c) Ensure that all information past and present including archives pictorial and written are kept up to date.

27 **Entertainment Committee**

- a) Delve into and report to a General and or/Executive Meeting on all matters related to the general welfare, amusement, exercise and the like of members and guests of the Unit and make recommendations to the Executive/and or General Meeting.
- b) Ensure that contracts for bands are properly prepared.
- c) Supervise the arrangement for any special functions within the Unit such as, New Years Eve, and Unit Birthday.

28 **WAYS & MEANS COMMITTEE**

- a) Shall

29 **Special Events**

- a) Supervise and arrange all licensing applications for permits, Insurances for Special Events such as Unit Birthday Party, New Years Eve, Unit Family picnic, Childrens Christmas Party, or any other Event the Executive Deems to be special.

30 **Sports Committee**

- a) Keep in touch with Sports activities in which the Unit participates and to arrange events for the exercise and amusement of the members.
- b) Make recommendations and organize sports activities, Including out of house events such as bowling, curling, golf and in-house events such as darts, crib, shuffleboard and pool etc.
- c) Make recommendations for the support of community sports such as minor hockey, little league ball, etc.

31 Sergeant At Arms

- a) The President shall appoint the Sergeant-At-Arms. The President also may dismiss him/her. He/she shall have charge of the register and shall require all present to sign their names on entering a meeting and ensure that only such members in good standing are permitted to remain, and to perform such duties as the President or chairman may direct.
- b) *He/she will oversee the November 11th Parade and Service and Color Parties. He/She may form a Sub-Committee to assist with the duties.*
- c) *The following flags shall be carried for all parades:*
 1. *Canadian*
 2. *Provincial*
 3. *City*
 4. *Unit*
 5. *Ladies Auxiliary*
 6. *Red Ensign*
 7. *White Ensign*
 8. *Blue Ensign*
 9. *Natio*
 10. *United Nations*

In the event that there are not enough flag bearers, the flags will be eliminated starting from #10 Back to #1.

32 Awards Committee

- a) The President may appoint an Awards Chairman. The Chairman may then appoint a Committee.
- b) Shall take recommendations from the Membership Chairman/Committee and or present their own Committee recommendations for membership Awards after consulting with the Membership Chair for member information on eligibility.
- c) Shall present recommendations to an Executive Meeting on eligible recipients for awards and what awards the recipient is eligible for. (Appreciation, Life, Honorary, etc.)
- d) Shall arrange the ordering of all Awards from Provincial/Dominion Commands and arrange for the presentation of such awards to eligible recipients.

33. Recording Secretary

- a) The President shall appoint the recording Secretary. The secretary shall keep a record of all proceedings of all meetings whether of the Unit or Executive Committee and to keep special books for that purpose. He/she shall be required at every business meeting to have with him/her the proper minutes and record books and all necessary books and correspondence relative to the business likely to be transacted at such meeting.

34. Unit Secretary-Manager

- a) The Unit Managers shall be appointed by motion of the Executive Committee.
- b) The Unit Manager may be dismissed for cause, by a two-thirds (2/3) majority vote of the Executive present at a regular Executive Meeting or a Special Executive Meeting.
- c) The Executive Committee shall assign the "Unit Managers" duties. The Unit Manager shall whenever possible attend General Meetings.

35. Interpretation:

- 1) In these by-laws, unless the context otherwise requires;
 - a) "Association" means the Army, Navy and Air Force Veterans in Canada.
 - b) "Unit" means Kelowna Unit #376 of the Army, Navy and Air Force Veterans in Canada.
 - c) "Good Standing" means that a member is not indebted to the Unit or the Association and his dues are paid up to date and membership is not under suspension.
 - d) "The Executive" means the Executive Officers of the Unit as Elected at the Annual General Meeting and any member elected to fill a vacancy in the Executive.
 - e) "Provincial Command" means the Executive body of the B.C. Provincial Command, Army, Navy and Air Force Veterans in Canada established under the provisions thereof.
 - f) "Suspension and Expulsion" means a member has been penalized for cause in accordance with the by-laws and is not in good standing while the suspension or expulsion is in force.

- 2) Words importing the singular include the plural and vice versa and words importing a male person include a female person.

36. Delegates

- 1) PROVINCIAL COMMAND DELEGATES: Shall be elected at the first regular meeting after the annual general meeting. The President shall automatically be a delegate.
- 2) Dominion Delegates shall be elected at the first regular meeting after the annual general meeting in the year of the Dominion Convention. The President shall automatically be a delegate.

37. Visitors

- 1) Any member in good standing in the association, upon producing a current membership card, shall be entitled to privileges of membership in the Unit, other than voice and voting rights, for a period not exceeding three (3) months.

38. Borrowing Power:

- 1) Only when a special resolution of a Unit has authorized the Executive to do so, the Executive from time to time at their discretion, subject only to such restrictions as may in the special resolution be contained;
 - a) Shall or otherwise dispose of any asset of the Unit.
 - b) Raise or borrow money upon the credit of the Unit and for the purpose of the Unit in such amounts and upon such terms as the Executive deem necessary, but
 - c) Such borrowing shall be limited to utilizing the direct security of the assets of the Unit and limited to purposes of the Unit.
- 2) Special resolution is one that has been presented to a General Meeting of the Unit and tabled to the next General Meeting for debate and voting, the special resolution must be contained in the notice calling the meeting.
- 3) A special resolution proposed at a General Meeting must pass by a two-thirds (2/3) majority of the membership present and entitled to vote.

39. Seal

- 1) The Seal shall be the one now in use and 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/her signature and by the signature of either the President or Vice-Presidents of the Unit or by some other special authorized person by the Executive.

40. Amendment to By-Laws

- 1) 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. At the designated General Meeting, the Notice of Motion will be debated and voted on with a two-thirds (2/3) majority vote of those members present, for adoption.

41. Inspection of Records

Any Active/Affiliate 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. These must be available for inspection to the member within the following seven (7) days. An Officer may, if he/she so wishes, be present during the inspection.

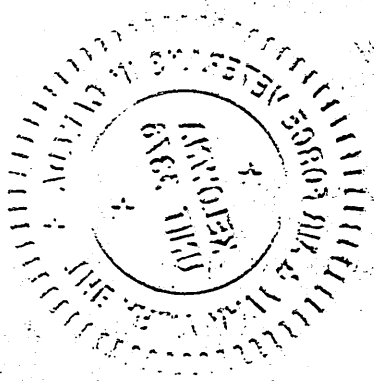
42. Repeal

- 1) All former By-Laws, Rules and Regulations of this Unit are hereby repealed and the forgoing when passed by a General Meeting of the Unit shall be the Constitution and By-Laws of this Unit as of the Meeting June 14, 2011.

Unit President ^{# 3351} *Heather McTavish* Resolution & By-Law Officer *Kathy Barber*
HEATHER MCTAVISH *# 3354*

Provincial President _____

Provincial Secretary _____



MEMORANDUM
TO: [Illegible]
FROM: [Illegible]
SUBJECT: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]



Army, Navy and Air Force Veterans in Canada
BRITISH COLUMBIA COMMAND

Phone: 604-874-8105
Fax: 604-874-0633
E-mail: bcanavets@telus.net

200 - 951 East 8th Avenue
Vancouver, BC
V5T 4L2

December 3, 2012

Kelowna Unit 376
Army, Navy & Air Force Veterans in Canada
270 Dougall Road North
Kelowna, B.C. V1X 3K5

ATTENTION: Executive Officers

Dear Comrades,

We are returning the attached bylaw amendment, Bylaw 15 Elections, which has been duly approved by the British Columbia Command.

Read: The Officers of the Unit shall be elected by ballot during the Annual General Meeting to be held on the (4th) fourth Sunday of November each year at 11:00 a.m.

Changed to read: The Officers of the Unit shall be elected by ballot during the Annual General Meeting to be held on the (3rd) third Saturday of November each year at 1:00 p.m.

Please keep this with the "MASTER COPY" of your Unit Bylaws.

Fraternally

Mary McLeod, (Mrs.)
Provincial Secretary

/mm

Enclosure



Army, Navy and Air Force Veterans in Canada
BRITISH COLUMBIA COMMAND

Phone: 604-874-8105
Fax: 604-874-0633
E-mail: bcanavets@telus.net

200 - 951 East 8th Avenue
Vancouver, BC
V5T 4L2

September 17, 2019

Kelowna Unit 376
Army, Navy & Air Force Veterans in Canada
270 Dougall Road North
Kelowna, B.C. V1X 3K5

Dear Comrades,

We are returning the attached bylaw amendment, Bylaw 1 (e), which has been duly approved by the British Columbia Command.

Certified copies are attached and should be kept with the "MASTER COPY" of your Unit Bylaws.

Thank you.

Fraternally,

Board of Directors
B.C. Provincial Command

A.N.A.F #376 KELOWNA

BY-LAW REVISION – RESUBMITTED TO PROVINCIAL COMMAND: -

WHEREAS

CURRENT UNIT #376 BY-LAW #1 CLASSES OF MEMBERSHIP

SUB-SECTION E) READS: -

MEMBERSHIP APPLICATION SPONSOR SIGNERS MUST BE 2 (TWO) MEMBERS EITHER ACTIVE OR 2 (TWO) AFFILIATE, OR 1 (ONE) ACTIVE AND 1 (ONE) AFFILIATE, IN GOOD STANDING, AND ALL APPLICATIONS MUST BE FILED BY THE UNIT.

THEREFORE BE IT RESOLVED:

THAT THE ABOVE UNIT BY-LAW #1 AND PARTICULARLY SUB-SECTION E) BE REVISED

TO READ: -

“NEW MEMBERS SHALL BE SPONSORED BY TWO (2) MEMBERS IN GOOD STANDING. ALL APPLICATIONS MUST BE SIGNED BY THE SPONSORS AND RETAINED ON FILE BY THE UNIT. NO SPONSORS ARE REQUIRED FOR MEMBERS AT LARGE”.

THIS IS TO CONFORM WITH DOMINION BY-LAW SECTION II, SUBSECTION 2.7.

Approved September 2019

Michael MacDonald
Michael MacDonald,
President

Ruby Mein
Ruby Mein,
Provincial Secretary



Army, Navy and Air Force Veterans in Canada

KELOWNA UNIT 376

270 DOUGALL ROAD N.
KELOWNA, B.C. V1X 3K5

PHONES: (area 250)
LOUNGE: 765-1810
OFFICE: 765-1818
FAX: -765-1871

JULY 22, 2019

ANAF B.C. PROVINCIAL COMMAND:

FAX: 1-604-874-0633

ATTENTION: RUBY

PLEASE FIND ATTACHED A REVISED BY-LAW IN PLACE OF THE UNACCEPTED CHANGE IN APRIL.

ATTACHED IS ALSO A COPY OF THE GENERAL MEETING MINUTES OF JUNE 22, 2019 WHERE THE BY-LAW WAS PASSED.

THIS REVISION TO OUR BY-LAWS SHOULD NOW CONFORM TO THE DOMINION BY-LAWS.

KATHY BARBER

ANAF #376 PRESIDENT

BYLAWS: Brian Sloan: Current By-Law Subsection e Reads: Membership Application Sponsor signers must be (Two) Members either Active or 2 (Two) Affiliate, or 1 (One) Active and 1 (One) Affiliate, in good standing, and all applications must be filed by the Unit.

As this current by-law does not conform with the Dominion Command By-Laws, therefore be it resolved: That Sub-Section e be revised to read:

"New members shall be sponsored by 2 (Two) Members in good standing. All applications must be signed by the Sponsors and retained on file by the Unit. No Sponsors are required for Members at Large.

Brian Sloan moved adoption of the proposed change. Motion seconded by Jacquie Davis.

MOTION CARRIED

LADIES' AUXILIARY:

No Report, but members present noted that the proposed date for "Dry Gulch" is September 28.

UNFINISHED BUS:

Kathy Barber reported that the annual yard sale is cancelled at this point; Pat Calado reported that it may occur in September.

NEW BUSINESS:

Kathy Barber: Anyone interested in participating in the Colour Party at the Okanagan Military Tattoo in Vernon, please contact me.

Linda Thomas: Canada Hats will be allowed inside the Unit on July 1; members are encouraged to wear red and white. There will be lots of games. Thanks to Pat Calado for donating a fishing red and to Phyllis Warren for donating the cake. A big thank you to Al Horning for donating the huge Canadian Flag which we hang outside for the day. I

GOOD/WELFARE:

Jacquie Davis reported that the fishing derby was a great success. BC Fisheries and Wood Lake Resort donated rods, reels and lures. Kathy Barber asked if she could get an address to send a Thank You letter.

ADJOURNMENT:

Sandy McErlean moved for adjournment at 2:00 p.m.

THE NEXT GENERAL MEETING OF ANAF 376 IS SCHEDULED FOR SEPTEMBER 21, 2019

A.N.A.F #376 KELOWNA

BY-LAW REVISION – RESUBMITTED TO PROVINCIAL COMMAND: -

WHEREAS

CURRENT UNIT #376 BY-LAW #1 CLASSES OF MEMBERSHIP

SUB-SECTION E) READS: -

MEMBERSHIP APPLICATION SPONSOR SIGNERS MUST BE 2 (TWO) MEMBERS EITHER ACTIVE OR 2 (TWO) AFFILIATE, OR 1 (ONE) ACTIVE AND 1 (ONE) AFFILIATE, IN GOOD STANDING, AND ALL APPLICATIONS MUST BE FILED BY THE UNIT.

THEREFORE BE IT RESOLVED:

THAT THE ABOVE UNIT BY-LAW #1 AND PARTICULARLY SUB-SECTION E) BE REVISED TO READ: -

“NEW MEMBERS SHALL BE SPONSORED BY TWO (2) MEMBERS IN GOOD STANDING. ALL APPLICATIONS MUST BE SIGNED BY THE SPONSORS AND RETAINED ON FILE BY THE UNIT. NO SPONSORS ARE REQUIRED FOR MEMBERS AT LARGE”.

THIS IS TO CONFORM WITH DOMINION BY-LAW SECTION II, SUBSECTION 2.7.



Army, Navy and Air Force Veterans in Canada

KELOWNA UNIT 376

270 DOUGALL ROAD N.
KELOWNA, B.C. V1X 3K5

PHONES: (area 250)
LOUNGE: 765-1810
OFFICE: 765-1818
FAX: 765-1871

January 24, 2020

Army, Navy, and Air Force
Veterans in Canada
British Columbia Command
200-951 East 8th Ave.,
Vancouver, B. C.
V5T 4L2

Attention Ruby Mein, Provincial Secretary

Dear Ruby

RE: Unit #376 By-Law Section 8 a) Life Members

Attached is a motion from our January 18, 2020 General Meeting to include
A section from the Dominion By Laws into our By Laws.

The section of the Dominion By Laws is 2.11 page 13 that reads " in exceptional circumstances such as
terminal illness, Life Membership may be recommended for a member with ten (10) years plus one day
of service".

This was not previously included in our by-Laws. The purpose of this is so our By-Laws coincide with the
Dominion By-Laws.

Fraternally,

Kathy Barber
ANAF Unit 376 President

NOTICE OF MOTION FOR JANUARY 14, 2020 EXECUTIVE MEETING FOR RECOMMENDATION TO JANUARY 18, 2020 GENERAL MEETING.

WHEREAS SECTION 8 a) LIFE MEMBERS OF UNIT #376 BYLAWS READ:

IN CONSIDERATION OF OUTSTANDING SERVICE, A UNIT MAY RECOMMEND FOR LIFE MEMBERSHIP, AN ACTIVE/AFFILIATE MEMBER WHO HAS NOT LESS THAN FIFTEEN (15) CONSECUTIVE YEARS. SUCH RECOMMENDATION MUST BE SUPPORTED BY WRITTEN CITATION INDICATING THEREIN SUCH "OUTSTANDING SERVICE", DATES, TIMES, PLACES AND DEEDS, AND SHALL BE SUBJECT TO THE APPROVAL OF BOTH PROVINCIAL AND DOMINION COMMANDS. THE PROVISION OF THIS SECTION SHALL APPLY TO LIFE MEMBERSHIPS HERETOFORE GRANTED BY THE UNITS.

AS THE DOMION COMMAND BY-LAWS SECTION 2.11 (PGE 13) HAS AN ADDITION TO THIS THAT "READS:- IN EXCEPTIONAL CIRCUMSTANCES SUCH AS TERMINAL ILLNESS, LIFE MEMBERSHIP MAY BE RECOMMENDED FOR A MEMBER WITH TEN (10) YEARS + ONE DAY OF SERVICE.

AS "THE WORDS SUCH AS" ARE AMBIGUOUS THE INTENTION IS TO ENABLE RECOMMENDATIONS FOR LIFE MEMBERSHIP FOR OTHER HEALTH CIRCUMSTANCES.

THEREFORE BE IT RESOLVED THAT UNIT #376 ADDS THIS TO OUR BY-LAWS.

KITCHEN: Pat Calado

We experienced an extremely busy December; we had sales over \$9,000.
New menus are being printed; some prices have been adjusted.
I wish to thank everyone who supported the kitchen and hope you will continue to do so.
Pat Calado moved adoption of the Kitchen Report. Phyllis Warren seconded the motion.

MOTION CARRIED

SICK & VISITING: Helene Fitzgerald

I visited Fred Kammerer on January 6; he has requested no visitors; he is now in rehab.
I visited Ken Bingham on January 13; he was treated as an outpatient.

BY-LAWS: Kathy Barber on behalf of Bill Edwards

For recommendation to January 18, 2020 General Meeting: Whereas section 8 a) Life Members of Unit #376 reads: In consideration of outstanding service, a Unit may recommend for Life Membership, an Active/Affiliate member who has not less than fifteen (15) consecutive years. Such recommendation must be supported by written citation indicating therein such "outstanding service", dates, times, places and deeds, and shall be subject to the approval of both Provincial and Dominion Commands. The provisions of this section shall apply to Life Memberships heretofore granted by the Units.

As the Dominion Command by-laws section 2.11 (pg 13) has an addition to this that reads: "In exceptional circumstances such as terminal illness, Life Membership may be recommended for a member with ten (10) years plus one day of service.

As the words "such as" are ambiguous, the intention is to enable recommendations for Life Membership for other health circumstances.

Therefore: Be it resolved that Unit #376 adds this to our by-laws.

Jacque Davis moved that this resolution be accepted by the Members. Kevin Gauthier seconded the motion.

MOTION CARRIED

LADIES' AUXILIARY: Wendy Finlayson

The Ladies' Auxiliary Report is attached.