

ARMY, NAVY & AIR FORCE VETERANS IN CANADA

Shoulder to Shoulder



BY-LAWS

SOUTH VANCOUVER UNIT #26

Contents

1.	Constitution	3
2.	Name	4
3.	Interpretation	4
4.	Membership	5/6
5.	Active Members	7
6.	Affiliate Members	7/8
7.	Associate Member	8
8.	Honourary Members	8
9.	Life Members	9
10.	Suspension or Expulsion of Members	9/10
11.	Transfers	10
12.	Officers	11
13.	Nominations of Officers	11/12
14.	Election of Officers	12/13/14
15.	General Meeting	14/15
16.	Special General Meeting	15
17.	Committee	15/16
18.	Appointments	17
19.	Executive Committee	17/18
20.	Social Service Committee	18
21.	Sports	18
22.	Entertainment	19
23.	Membership	19
24.	House and Grounds	19
25.	By-laws and Resolutions	19
26.	Publicity	19
27.	Finance	19/20
28.	Savings Account	20
29.	Bonds and Securities	21
30.	The Advisory Committee	21
31.	Beneficiary Committee	21
32.	Delegates	21/22
33.	Visitors	22
34.	Inspection of Records	22
35.	Sergeant-at-Arms	22
36.	Auditors	23
37.	Seal	23
38.	Order of Business	23/24
39.	Rules of Order	24/25/26
40.	Amendments of By-laws	26
41.	Repeal	26
42.	Approved & Adopted Signatures	27

ARMY, NAVY & AIR FORCE VETERANS IN CANADA

1. CONSTITUTION

The purposes and objects shall as defined in the Act of Incorporation of the Army, Navy & Air Force Veterans in Canada, being 7 – 8 George V Charter 70 assented to September 20, 1917 and amended June 20, 1920, August 31, 1946 and May 20, 1982.

The powers shall be limited to those authorized in the Act of Incorporation, the Bylaw Rules and Regulation of the Dominion Command, the B.C. Provincial Command and the Unit.

2. NAME:

This Unit shall be known as the South Vancouver Unit #26, of the Army, Navy & Air Force Veterans in Canada.

3. INTERPRETATION:

(a) A member shall be in good standing when:

1. Annual dues are paid up as of January 31st of the current year.
2. Not in default of financial indebtedness to the Unit or Association.
3. Membership is not under suspension.

(b) In these By-laws, unless the context otherwise requires:

1. "Association" means the Army, Navy & Air Force Veterans in Canada.
2. "Unit" means South Vancouver Unit # 26 of the Army, Navy & Air Force Veteran in Canada.
3. "The Executive" means the executive officers of the unit as elected at the annual meeting and any member elected to fill a vacancy in the executive.
4. "Provincial Command" means the executive body of the B.C. Provincial Command, Army, Navy & Air Force Veterans in Canada established under the provisions thereof.
5. "Suspension & 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.

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

4. MEMBERSHIP:

The following persons shall be eligible for membership:

- (a)** All those who are eligible under the Constitution and Rules of the Dominion Association as members of the Army, Navy & Air Force Veterans in Canada.
- (b)** There shall be seven (7) classes of Membership:
 - 1. Active
 - 2. Affiliate
 - 3. Voting Associate
 - 4. Associate
 - 5. Honorary
 - 6. Life
 - 7. Honourary Associate
- (c)** All applications for 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 applicant, before admission shall be required to take the Canadian Oath of Allegiance.
- (d)** All other applications for membership shall be on forms approved by the Dominion Command and shall reveal their civilian occupation and state their reason for wanting an Associate or Affiliate Membership in a Veteran Organization and shall include an obligation to support the Unit in maintaining the Aims and Objects of the Association.
- (e)** Active and Affiliate applications must be filed with the Provincial Command.
- (f)** All applications for membership shall be handed to the Secretary. Membership application sponsor signers must be two (2) members in good standing.

- (g) The Membership Committee will ensure that all the essential facts are confirmed and recorded. On recommendation of the Committee, the Executive and the General Meeting, may approve or reject the application.
- (h) Every applicant for membership before admission, shall be required to take the oath of Allegiance.
- (i) Upon approval of membership, the applicant shall pay the current dues and be sworn in. A member shall be furnished with a copy of the Unit #26 By-Laws and an Association Pin.
- (j) The Annual Dues shall be as the Unit sees fit, which must be paid yearly in advance. All dues shall become payable on the first of January of each year. A member who has not paid his dues before January 31st may be deprived of all privileges of the Unit until such time as his dues are fully paid.
- (k) No one shall be deemed qualified for membership who has been dismissed from any of the services for misconduct.
- (l) None but Active, Affiliate or Voting Associate members shall have voice or vote on any matter at any General Meeting.
- (m) Active or Affiliate members who have reached the age of sixty-five (65) years and whose membership in the Unit has been in continuous good standing for not less than fifteen (15) years shall be required to pay the current sum of Provincial and Dominion Commands per capita membership tax.
- (n) Long Service Award lapel pins are awarded to members and members of the Ladies Auxiliary, in good standing, for long service commencing with ten (10) years of service and in increments of five (5) years thereafter, in continuous good standing.

5. 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 or Firefighters, or:
- (b) Have volunteered for general service in some branch of Her Majesty's Armed Forces and have been Honourably discharged, or:
- (c) Hold or be entitled to receive a medal for Active Service with any forces allied to Her Majesty's, or:
- (d) Have at least one (1) year service with the Canadian Armed Forces, or the Royal Canadian Mounted Police, or be in possession of an honourable discharge release there from, or:
- (e) Upon production of a certificate that Basic Training has been completed and have had no less than one (1) years 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 member of the Army, Navy and Air Forces Cadets who have completed three (3) years of consecutive service immediately prior to reaching the age of majority be granted Active Membership in the Association.
- (f) Have had a minimum of one (1) years service in the Armed Forces of any country which is a member of NATO and upon proof of such service.
- (g) The membership card shall contain the word "ACTIVE" applied by rubber stamp.

6. AFFILIATE MEMBERSHIP:

- (a) An Associate member who has served no less than two (2) consecutive years in this Unit may be granted the status of Affiliate membership subject to the approval of the general membership and the Provincial Command.
- (b) The unit shall grant Affiliate members the same rights and privileges as those granted to Active members.

- (c) Membership application sponsor signers must be two (2) members in good standing.
- (d) The Affiliate application form for the membership will be used and forwarded to the Provincial Command attached to the Associate members original Associate application form.
- (e) The undertaking printed at the top of the application form shall be read to the applicant and the initiation ceremony from the Association Ritual book shall be conducted before the General Meeting.
- (f) The membership card shall contain the word "AFFILIATE" applied by rubber stamp.

7. ASSOCIATE MEMBERSHIP:

Associate members to be limited in number to conform to Unit By-laws, but in no case to be sufficiently numerous to interfere with the exercise of the privileges of the Membership in the Unit and the enjoyment of the Unit's Club rooms by Active or Affiliate Members.

- (a) Any Associate Member with a minimum of one (1) year, plus one (1) day, may make application to be a "Voting Associate". Only Associate Members whose membership card is stamped "Voting Associate" will be admitted to General Meetings.
- (b) Any Associate of Voting Associate who renews a membership after the second consecutive year (24) months may be given Affiliate status and the right to run for applicable executive office with the same rights as an Active Member,

8. HONOURARY MEMBERS:

- (a) To be limited to those (not otherwise qualified) who by reason of their interest in and service to Veterans and their families and the work of the Association generally deserve such honour, and to be admitted at all times only upon approval of the Provincial and Dominion Command.

- (b) Notwithstanding the above, any Unit may elect some outstanding citizen to be Honorary President.

8. LIFE MEMBERS:

Life Membership may be awarded to Active & Affiliate Members in continuous good standing for not less than fifteen (15) years in consideration of outstanding service to the Unit, and shall be subject at all times to the approval of the Advisory Committee, the Executive, General Meeting, the Provincial and Dominion Commands.

10. SUSPENSION OR EXPULSION OF MEMBERS:

- (a) The Executive of the Unit may by a vote of not less than two-thirds of its members present at any meeting, suspend or expel any member of the Unit for any reasonable cause, provided that no member shall be suspended or expelled until the member shall have had an opportunity of being heard and unless notice had been given to such member to appear before the Unit Executive.
- (b) Such notice shall be considered to have been given if sent by registered mail to the last known address of the member, or if delivered by hand to the member, at least seven (7) days before the date appointed for such hearing or meeting subject always to appeal as hereinafter provided.
- (c) Such suspension may continue for non-payment of dues and until arrears are paid up. No suspended member shall during suspension, have any privileges of membership in the Association and a member charged with an offense may, at the discretion of the executive be denied the privileges of the Unit clubrooms pending a hearing of the charge before the Unit Executive.
- (d) A member found guilty of a charge in the Unit will be required to surrender his membership card to the President or Secretary of the Unit. The card will not be returned until such time as:

1. The suspension has been served and the suspended member has been reinstated;
 2. The sentence will not take effect until such time as the membership card has been surrendered.
- (e) Any complaint made against a member shall be in writing, signed by the complainant and lodged with the Unit Secretary, within thirty (30) days of the alleged offense.
- (f) The accused may, be in attendance with counsel for the full trial and presentation of complaint and witnesses, and may cross-examine complainant and witnesses. Accused may present witnesses.
- (g) The Executive of the Unit may at any time, by a vote of not less than two-thirds of its members present at a meeting, restore to good standing any member who has been suspended or expelled from the Unit.
- (h) The names of all those members suspended or expelled from the Unit must be sent to the secretary of the Provincial Command, giving rank and regimental number.
- (i) An appeal shall lie on behalf of any member suspended expelled from the Unit, to the Provincial Command, within fifteen (15) days of receiving such notice of suspension or expulsion.
- (j) No member shall be entitled to invite to the Club as a guest any person who has been suspended or expelled from any club for any reason whatsoever.
- (k) Members found misconducting themselves on the Unit premises or abusing membership privileges shall be liable to suspension or expulsion.

11. TRANSFERS:

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

12. OFFICERS:

- (a) Honourary President
- (b) Past President
- (c) President
- (d) Vice-President
- (e) 7 Executive Members
- (f) The officers of this Unit, with the exception of the Honourary President, Past President and Padre, shall be elected at the Annual General Election.

13. NOMINATION OF OFFICERS:

- (a) The Nomination of Officers will open at the regular meeting in December of each year and shall remain open for two weeks, during which nominations shall be received in writing. At the close of nominations, a list of those nominated shall be posted on the Notice Board and remain until the Election.
- (b) No member shall be qualified to hold office or be a delegate in this Unit who currently holds any executive office in or is employed by this Association or any other chartered veterans association.
- (c) Before any member of this Unit may become a candidate for President or Vice-President, such member must have served at least two (2) years on the Executive of the Unit.
- (d) Candidates for Executive office must be:
 - 1. Active members for at least one full calendar year prior to the election of officers.
 - 2. Affiliate members for at least one full calendar year prior to the election of officers.
- (e) No President shall hold office for more than two (2) consecutive years.

- (f) Before any member of this Unit may become a candidate for office or nominate or second a nomination for office, such member must be in good standing.
- (g) Before any employee or any member of the staff of this Unit may run for an executive office, or be a Delegate, they must terminate their employment in writing thirty (30) days in advance of Nominations.
- (h) Subject to sub-section (c) of this article, any eligible nominees may have the privilege of running for President and/or Executive or Vice-President and/or Executive, but not both. Any nominee running for either of the alternates must file two (2) nomination papers.
- (i) Any nominee for office must have attended fifty (50%) percent of the regular monthly General Meetings, in the year preceding the annual general election.
- (j) Honourary President and Unit Padre will be appointed by the President.

14. ELECTION OF OFFICERS:

- (a) The officers of the Unit shall be elected annually by a plurality ballot vote which shall be held on the Saturday prior to the Sunday General Meeting.
- (b)
 - 1. In the event of a tie vote for any office on the Executive, or as a Dominion or Provincial Delegate, a tie-breaking vote between the members tied on the original ballot shall be held immediately.
 - 2. Only those members in attendance at the Meeting and who have signed the Register prior to the Meeting, and hearing the report of the Returning Officer, shall be allowed to vote in an endeavour to break the tie.

- (c) The President shall appoint the Returning Officer and Deputy Returning Officer at December General Meeting to run elections and open ballots at Special Meeting and two or more Scrutineers appointed at the January Meeting.
- (d) Voters list of eligible members to be closed at 7:30 p.m., on the Friday immediately prior to the Advance Polls, to include all paid up members in good standing as of that date. Refer to Article 3.
- (e) Election of Officers shall be by paper ballot which shall be prepared by the Secretary.
- (f) Any person found soliciting votes on premises is subject to suspension.
- (g) The candidates receiving the most votes shall be declared elected. The Installation of Officers and presentation of Awards will be made no later than two weeks after the Elections of Officers.
- (h) The officers of the Unit shall serve on year and/or until the installation of their successors.
- (i) Vacancies in any office shall be filled by eligible Nominees elected at the next General Meeting.

 - 1. The regular poll will be held from noon to 7:30 p.m. on the Saturday immediately prior to the Annual General Meeting.
 - 2. There will be an advance poll to be held on the Saturday eight (8) days prior to the Annual General Meeting during the hours of noon to 3:30 p.m.
- (j) The Returning Officer will furnish the voting material to members in the hospital.

This voting material shall consist of:

- (i) A list of candidates running for office
- (ii) Ballot paper
- (iii) An envelope for sealing in the ballot

15. GENERAL MEETING:

- (a) The General Monthly Meeting shall be held once every month, as published in the Club Room.
- (b) The January Meeting shall be designated as the Annual General Meeting.
- (c) Twenty (20) Active, Affiliate and Voting Associate Members present at a General or Special Meeting shall constitute a quorum for the purpose of conducting business.
- (d) In the absence of the President, the Vice-President shall call the meeting to order and exercise the function of the President. In the absence of the President and Vice-President, the Past President shall call the meeting to order and a temporary Chairman shall be elected from the Executive.

In the absence of Executive members, nominations for Chairman to be called from the General Meeting.

- (e) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time a quorum is not present.
- (f) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (g) If within thirty (30) minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of the members, shall be terminated, but in any other case, it shall stand adjourned until the next meeting shall be called and if at the adjourned

meeting a quorum is not present within a half hour (1/2 hr) from the time appointed for meeting the members present shall be a quorum if not less than five (5) members.

- (h) Unit 26 shall adjourn its regular monthly meetings during the months of July and August of each year.
- (i) Any member who has to attend a Dominion or Provincial Command Meeting on the night of the Unit's General Meeting will be considered present upon receipt of a letter stating that the member was in attendance at such a meeting.

16. SPECIAL GENERAL MEETING:

- (a) Special General Meeting shall be called:
 - (i) At the order of the President
 - (ii) By order of the Executive
 - (iii) Upon written request of twelve (12) members in good standing, stating their reason.
- (b) Members shall be notified by card, letter, or posted in the Unit, setting forth the subject that will be dealt with and date of meeting. No subject other than stated shall be discussed at this meeting. Seven (7) days notice shall be given for any Special Meeting.
- (c) Seven (7) days written notice may be waived when a called Special Executive Meeting where, in the judgment of the President, an emergency condition exists. He may, under this situation, notify the members of the Executive personally by phone.

17. COMMITTEE:

- 1. The following shall be the standing committees for the Unit. A majority of any committee shall form a quorum for the purpose of conducting business.
 - (a) Social Services

- (b) Finance
- (c) Membership
- (d) House and Grounds
- (e) Inside Entertainment
- (f) Outside Entertainment
- (g) Sports
- (h) Juvenile Sports
- (i) Publicity
- (j) By-laws, Resolutions
- (k) Ways and Means
- (l) Other Committees will be formed by a resolution of a General Meeting.

2. Standing Committee:

The Chairman of each Standing Committee shall be a member of the Executive Committee.

3. Duties:

- (a) All committees shall perform the duties assigned to them within the time specified and report the result back to the Executive. Failure to do so will result in the committee being discharged and a New Committee being appointed.
- (b) All clubs and/or organizations within the Unit that use the same name and character of the parent organization must submit a financial statement annually.

18. APPOINTMENTS:

- (a) The Executive Committee shall appoint the salaried employees who hold the position of Manager, Secretary Treasurer or Unit Secretary, or any combination of the above, who will be directly responsible to the President. The Unit Secretary shall have charge of the Licensed Premises and the action of the same and perform any such duties appertaining to the operation of the club rooms.

- (b) No written agreement with the Manager shall extend beyond the following Annual General Meeting.

19. EXECUTIVE COMMITTEES

- (a) The Executive Committee shall consist of all the elected officers and shall include the immediate Past President.

- (b) The Executive Committee shall meet once (1) a month, prior to the General Meeting. A Quorum shall consist of a majority of the Executive Members.

- (c) Should any member of the Executive be absent from three (3) consecutive meetings (combination of Executive or General) without a reasonable excuse in writing satisfactory to the other members of the Committee, he shall, if a Resolution to that effect is passed by the Committee, after due notice to such member, cease to hold office and his place shall be filled in the manner relative to vacancies provided by By-Law 14 (i).

- (d) The Executive Committee, while the Unit is not assembled in General Meeting (during July and August), has the authority, and shall control and direct the affairs, policy and work of the Unit, subject to By-Law 27(e).

- (e) Anything discussed or distributed at an Executive Meeting shall be considered confidential and shall not be distributed to members of this Unit or any other Unit until after is has been presented to a General Meeting.

(f) Duties of Executive Officers:

1. The President shall preside at all meetings of the Unit and of the Executive.
2. The President is the Chief Executive Officer of the Unit and shall supervise the other officers in the execution of their duties.
3. The Vice-President shall carry out the duties of the President during his absence.
4. The Executive Secretary shall:
 - (a) keep the minutes of the proceedings of all general meetings and meetings of the executive officers in special books kept for that purpose;
 - (b) issue notices of meetings of the unit and the executive;
5. In the absence of the Secretary from a meeting, the executive shall appoint another person to act as secretary to the meeting.

20. SOCIAL SERVICE COMMITTEE:

The Social Service Committee shall consist of a minimum of three (3) members. Their duties shall be to visit the sick members and their dependents, and recommend to the Executive Committee if assistance is required, and if necessary give emergency assistance.

21. SPORTS:

The Sports Chairman and Juvenile Sports Chairman shall keep in touch with the Sports activities in which the Unit participates and arrange for the activities and amusement of the Members.

22. ENTERTAINMENT:

Outside Entertainment Chairman and Inside Entertainment Chairman shall arrange such entertainment as the Unit may from time to time deem necessary, and the same shall be carried out when sanctioned by the Executive and General Meeting of this unit.

23. MEMBERSHIP:

The Membership Committee shall consist of the Executive and the Membership Committee.

24. HOUSE AND GROUNDS:

Chairman shall be responsible to the Executive for proper maintenance of the Club and Grounds, and report suggestions to same.

25. BY-LAWS AND RESOLUTIONS:

Chairman will carry out duties as Unit sees fit.

26. PUBLICITY:

The Publicity Chairman shall be responsible for all publicity of the Unit.

27. FINANCE:

- (a) The Finance Committee shall consist of three (3) members of the Executive.
- (b) The Finance Committee shall have supervision of all funds, property and assets of the Unit, subject to such instruction as they may receive from the General Membership.

- (c) The Finance Committee shall see the books of the Unit are reviewed by an Accountant at the end of each fiscal year (December 31) and report their findings to the Unit.
- (d) The Finance Committee shall examine all accounts monthly and see that all bills authorized by the Unit are promptly paid.
- (e) The Executive Committee shall have the power to spend a sum not exceeding \$1,000.00, in any one month for Unit purposes without first having the sanction of the Regular General Meeting.
- (f) The duty accredited signing officers for the Unit shall be the President, Vice-President and Unit Secretary.
- (g) All cheques duly signed must bear two (2) signatures. Cheques must be fully made out before signatures applied.
- (h) The Unit may, upon the recommendation of the Executive and the Finance Committee authorize the borrowing of funds on the credit of the Unit, provided it is approved by a vote of not less than two-thirds (2/3) majority at a General Meeting or a Special Meeting called for that purpose.
- (i) Anything discussed or distributed at a Finance Meeting shall be considered confidential and shall not be distributed to members of this Unit or any other Unit until after it has been presented at a General Meeting.

28. SAVINGS ACCOUNTS:

At no time shall funds be expended from the Savings Account unless authorized by a two-thirds (2/3) majority of a General Meeting. A copy of the resolution signed by the President shall be presented to the Bank before the authority can be granted for the disposal of such funds.

29. BONDS AND SECURITIES:

No Bonds or Securities shall be disposed of unless authorized by a two-thirds (2/3) majority of a Special General Meeting called for that purpose. A copy of the Resolution must be signed by the President shall be presented to the Bank before authority can be granted for the disposal of Bonds and Securities.

30. THE ADVISORY COMMITTEE:

The Advisory committee will consist of all Past Presidents, one of whom shall be Chairman. They shall meet annually after the annual audit and prior to the Annual (January) General Meeting. Meeting to be called by Immediate Past President.

31. BENEFICIARY COMMITTEE:

- (a) The Unit Beneficiary Committee shall consist of five members of this Unit who shall be elected to the Committee. Should the Committee consist of less than five members then there will be an election at the next General Meeting.
- (b) The Beneficiary Committee shall submit an audited financial Statement to the January General Meeting.
- (c) Any new member joining Unit 26 after January 30, 1990, shall be ineligible for Beneficiary benefits.

32. DELEGATES:

- (a) Delegates to the Provincial and Dominion Conventions shall be nominated and elected at the first General Meeting after the Annual Meeting.
- (b) The Executive Members of the Unit shall be automatic delegates to the Provincial and Dominion Conventions. Subject to 32(c) (50% meetings). The President, Vice-President and Past President will be the first three (3) delegates.

- (c) If the number of Executive members is not sufficient to meet the number required, additional delegates shall be elected from the Active or Affiliate Memberships. Such nominee must have served on the Unit 26 Executive for one (1) full year and have attended fifty percent (50%) of the General Meetings in the year preceding the election. If the Executive numbers exceed the delegates numbers, then an election must be held between the elected Members only, to meet the full delegation.
- (d) Nominees shall be elected by secret ballot. Nominees shall be listed in descending order of vote totals. Those elected, up to the number of delegates allowed shall be declared delegates and the remainder shall be declared alternatives. The order of preference shall be maintained, and alternates shall become Delegates as Unit entitlement requires.

33. VISITORS:

Any member in good standing in the Association, upon production of a current membership card, shall be entitled to privileges of membership in this Unit for a period not exceeding three months, other than voice and voting rights.

34. INSPECTION OF RECORDS:

Any Active or Affiliate member in good standing may inspect any of the books or other records of the Unit upon not less than (7) days notice in writing to the Executive Officers of the Unit and the Executive Officer to whom the notice is given or any other officer shall make the books and records available at the place where the books and records are kept. Any officer may, if he wishes, be present during the inspection.

35. SERGEANT AT ARMS:

The Sergeant-At-Arms shall be appointed by the President, and perform such duties as the President or Chairman may direct.

36. AUDITORS:

- (a) The Executive shall have the financial records of the Unit reviewed each year by a duly qualified accountant appointed annually, who shall provide the Unit with an unaudited statement called "review engagement" for the period ending December 31st.
- (b) The Annual unaudited review engagement is to be ready for the April General Meeting.
- (c) Each month the Unit Secretary will have an unaudited Financial Statement prepared showing the expenditures and income of the Unit for the previous month.

37. SEAL:

The Seal shall be the one now in use, and shall not be affixed to any document except by the authority of a Resolution duly passed by a General or Executive Meeting, and when so authorized shall be affixed by the Unit Secretary thereof and attested to by the duly accredited signing officers. (By-Law 27, (f)).

38. ORDER OF BUSINESS:

- (a) Call to order by the Presiding Officer and presentation of Unit Colours.
- (b) Silent Tribute in memory of fallen comrades.
- (c) Roll call of the Executive Officers.
- (d) Applications for Membership and Initiation.
- (e) Minutes of the last General Meeting and Minutes of the Executive Meeting/Special Meetings.
- (f) Correspondence.
- (g) Nominations and Election of Officers.

- (h) Financial Statement and Minutes.
- (i) Reports of Executive.
- (j) Unfinished Business.
- (k) New Business.,
- (l) Notice of Motion.
- (m) Good and Welfare.
- (n) Adjourn.
- (o) Retire the Unit Colours.
- (p) God Save the Queen.

Provided, however, the above order of business may be suspended at any Meeting by a two-thirds (2/3) vote of the Members present favouring such suspension.

39. RULES OF ORDER:

- (a) The Chairman at any Meeting shall enforce order and strict observance of these By-Laws. He shall have the right to decide all questions of order subject to an appeal of the Meeting determined by a two-thirds (2/3) majority vote of those present.
- (b) The Chairman shall, when debate has ceased on any question, put it to a vote, giving the words of the Motion or Resolution clearly so that no Member may misunderstand the question on which he/she is about to vote.
- (c) If a member wishes to introduce a Motion or to speak he/she shall rise, address the Chairman, and shall wait until he/she is recognized before speaking.
- (d) All motions shall be decided by majority vote. In the case of an equality of votes the proposition shall not pass.

- (e) The votes of the Members shall be given by answering “Aye” or “No”. In case the Chairman is in doubt he/she shall cause the Members to raise their right hands, which will be counted by the Sergeant-At-Arms, or a roll call vote may be taken.
- (f) No member shall speak more than twice (2) on the same subject without permission from the Chairman unless in explanation or the mover in reply.
- (g) A Member when speaking to a question shall address the Chairman and shall confine his/her remarks to the question. He/she shall observe the strictest courtesy, order and decorum.
- (h) On a point of order being called while a Member is speaking, or when called to order by the Chairman, he/she shall at once take his/her seat and the Chairman then shall decide the point of the order without debate, after which the Member may Proceed.
- (i) Amendment to a Motion shall be in order after an Amendment to an Amendment.
- (j) A ballot shall be taken on a question when called for by three members, immediately before or after taking the opening vote.
- (k) If the Chairman indicates a desire to speak while a Member is on the floor, such Member shall immediately sit down to the Chairman can be heard.
- (l) All members shall observe the first call of the Chairman’s gavel.
- (m) Whenever a question has been submitted for consideration it cannot be withdrawn without the consent of the Meeting.
- (n) A Motion that has been declared lost cannot be renewed at same meeting.
- (o) No member shall injure the interest of a fellow member in any way, or he shall be liable to suspension or expulsion by the Executive.

- (p) Robert's Rules of Order shall govern all proceedings not otherwise provided for in these By-laws.

40. AMENDMENTS TO BY-LAWS:

The By-laws of the Unit may be amended by Notice of Motion presented in writing at a General Meeting of the Unit, such Notice of Motion shall be tabled until the next General Meeting. At the designated General Meeting the Notice of Motion shall be debated and voted on with a two-thirds (2/3) majority vote required for adoption.

41. REPEAL:

All former By-laws, Rules and Regulations are hereby repealed and the foregoing, when passed by a General Meeting, shall be By-laws, Rules and Constitution of this Unit.

With appreciation from Unit 26:

By-law Committee:

Roy Breitkreuz Chairman

Ken Chamberlin

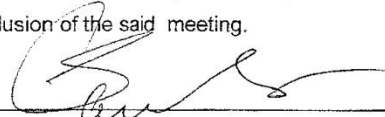
Ian Beebe

Bob Dale

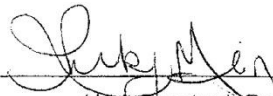
A.N.A.F. UNIT 26 BY-LAWS 2008

42. APPROVED & ADOPTED SIGNATURES:

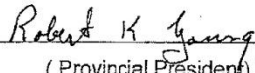
Approved, adopted and confirmed on the Twenty seventh day of October, A.D., 2008 as amended by and at the General Meeting of the Unit, held in the Club Rooms, 5896 Fraser Street, Vancouver, B.C. and are effective as and from the conclusion of the said meeting.



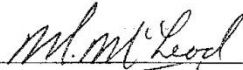
(Unit President) Steve Naicker



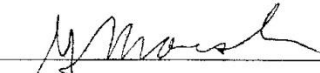
(Unit Secretary) Ruby Mein



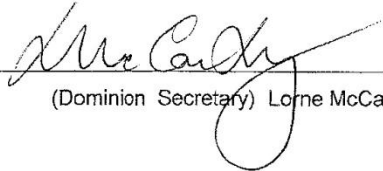
(Provincial President) Bob Young



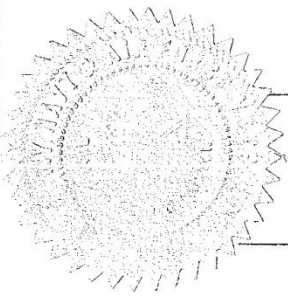
(Provincial Secretary) Mary McLeod



(Dominion President) Gordon Marsh



(Dominion Secretary) Lorne McCartney



Note: This page is a scanned copy of the original signed document.