

BRITISH COLUMBIA/YUKON ZONE CENTRAL VANCOUVER ISLAND
THE ROYAL CANADIAN LEGION
ZONE REGULATIONS

1. NAME AND OBJECTS

- 1.1 The name of this organization shall be the Central Vancouver Island Zone of BC/Yukon Command of The Royal Canadian Legion.
- 1.2 The objects of this the Central Vancouver Island Zone shall be as follows:
 - 1.2.1 To promote within the boundaries of the Central Vancouver Island Zone the "Aims and Objects" and "Articles of Faith" as set forth in The General By-Laws of The Royal Canadian Legion.
 - 1.2.2 To strengthen Branches within the Central Vancouver Island Zone and encourage the formation of new Branches.
 - 1.2.3 To form a liaison between BC/Yukon Command and each Branch in the Zone.
 - 1.2.4 To carry out such other duties as shall be required of it, from time to time, by BC/Yukon Command of The Royal Canadian Legion.
- 1.3 The geographical boundaries of operation of the Zone shall extend from the area in the south serviced by Mt. Benson Branch to the area in the north serviced by the Courtenay and Comox Branches, and shall encompass all Branches within the area, extending to Tofino in the west. In addition, it shall accept all Branches allocated to it by BC/Yukon Command through re-distribution of boundaries or new charters.

2. INTERPRETATION

- 2.1 Wherever the words "The Zone" occur in these regulations, they shall be understood to mean "The Central Vancouver Island Zone of the BC/Yukon Command of The Royal Canadian Legion.
- 2.2 Whenever the words "Provincial Command" occur in these Regulations, they shall be understood to mean "The BC/Yukon Command of The Royal Canadian Legion".
- 2.3 Whenever the words "Dominion Command occur in these regulations, they shall be interpreted to mean "the Dominion Command of The Royal Canadian Legion".
- 2.4 Other words occurring in these regulations shall be given the interpretation given them in "The General By-Laws" and the "BC/Yukon Command By-Laws".

2.5 Whenever the words "Zone Council" occur in these regulations, they shall be understood to mean the elected Zone Officers and elected Branch delegates.

2.6 Wherever the words indicate the masculine, import the feminine

3. ORGANIZATION AND MEMBERSHIP

3.1 Members of the Zone Council, which will carry out the business of the Zone, shall be the delegates of the Branches within the Zone.

3.1.1 The number of delegates representing each Branch in the Zone shall be two (2).

3.2 All delegates shall be paid up members of the Branch they represent and shall upon request produce their current year membership card.

3.3 All paid up members of any Branch within the Zone shall be eligible to attend any Zone meeting and shall be recognized to speak, but shall hold no power to vote.

3.4 All delegates and alternates must be elected at a Branch General Meeting.

4. ZONE FUNDS

4.1 The annual Zone per capita tax shall be established from time to time and must be approved by a majority of the Branches within the Zone.

4.2 Annual Zone per capita tax is to be based on the paid up membership of each Branch as at December 31st of the preceding year and shall be remitted to the Zone Secretary/Treasurer by March 31st of each year. The amount of the Zone per capita tax will be determined by the Zone Council and shall be mandatory.

4.2.1 The penalty for non-payment of the Zone per capita tax will allow the representatives from the delinquent Branch to attend Zone meetings, but they will not be permitted to vote.

4.3 The Zone per capita tax funds shall be used as follows:

4.3.1 To provide funds for the operation of the Zone, which may be paid out as authorized at any meeting of the Zone Council.

4.3.2 To enable the Zone Commander to undertake approved additional duties within the Zone for which no allowance is made by BC/Yukon Command.

- 4.4 Zone records and accounts to be reviewed biennially and a report to be presented at the biennial meeting or any time as requested by the Zone Council.
- 4.5 The Financial Review Committee shall consist of two members appointed by the Zone Council and who are fully qualified to carry out such review and to prepare a proper statement.

5. MEETINGS

- 5.1 The meeting of the Zone Council shall be held at least once in every three-month period at a time and place decided upon by the Zone Council at the November/December meeting for the year.
- 5.2 Meetings shall be held at different locations within the Zone on a rotational basis. The basis is to be by Branch number from the lowest to the highest. The schedule for the year will be determined at the November/December Zone Council Meeting.
- 5.3 Each meeting of the Zone Council shall be opened by the Zone Chairman, or in his absence the appointed Zone Chairman, as soon as the Secretary has certified to him that all official delegates and other delegates are duly qualified to attend the meeting.
- 5.4 Additional meeting of the Zone Council shall be held when:
- 5.4.1 Any time the call of the Zone Commander on not less than seven (7) days' notice to each Branch given in writing, or by electronic means.
- 5.4.2 On receipt of a demand, made in writing, or by electronic means, by at least three (3) Branches within the Zone, the Zone Commander shall call an additional meeting of the Zone Council within ten (10) day of the receipt of the demand, and all given not less than seven (7) days' notice, in writing, thereof to each Branch within the Zone.
- 5.5 Emergency meetings of the Zone Council may be held at any time at the call of the Zone Commander on not less than two (2) days' notice to each Branch, given in writing, by facsimile, by e-mail or by electronic means.
- 5.6 A quorum for a Zone Council meeting shall consist of at least one (1) duly qualified delegate from a majority of the Branches within the Zone.

5.7 The last meeting of the term of the Executive Committee shall be the biennial Zone Meeting to be held no later than March 31st of that year.

6. OFFICERS

6.1 The elected officers of the Zone Council shall be:

- A. A Zone Commander
- B. A Deputy Zone Commander
- C. Zone Chairman
- D. Secretary/Treasurer
- E. Four (4) Executive Officers

6.1.1 The immediate Past Zone Commander, by the virtue of their past service, shall be a member of the Zone Executive; however, may only have the right to vote if he is a delegate from his Branch and is still a member of the Zone.

6.2 The election of officers shall take place biennially in the year of the Provincial Convention and shall be held either in the month of February or March. All elected Officers shall hold office for a period of two (2) years with the term of office beginning at the conclusion of the Provincial Convention in the year in which they are elected, until the conclusion of the next Provincial Convention.

6.3 Within fourteen (14) days of assuming office, the Zone Commander elect shall appoint:

- A. A Sergeant-at-Arms
- B. A Chaplain

who shall serve during the period of office of the Zone Commander, such appointments to be confirmed by the Zone Council.

6.3.1 The Zone Council shall have power at any meeting to remove, with just cause, any of the appointed officers from their place of office and recommend another in their place.

6.3.2 The Zone Council shall be comprised of two (2) delegates from each branch in the zone, the Zone Commander, Deputy Zone Commander, Four (4) executive members elected at the Zone level, the elected Chairman and the elected Secretary/Treasurer.

6.4 In the event that the office of Zone Commander becomes vacant, the position will automatically be filled by the Deputy Zone commander, and the vacancy for that office and any other vacant offices will be filled by election at the next Zone Meeting.

6.4.1 Vacancies occurring in the Executive Offices during the first eighteen (18) months of the term of office shall be filled by nomination and election at the next Zone Council meeting following the occurrence of the vacancy, and the successful nominee will hold office until the end of the usual term of office. If the vacancy occurs during the last six (6) month of the term of office, The Executive Officers may fill the vacancy by appointment. Should the successful nominee or appointee create another vacancy on the Executive Committee, such position shall be filled at that same meeting, by nomination and election if during the first eighteen (18) months of the term of office, or by appointment during the last six (6) months.

6.4.2 In the event of vacancy in the position of Immediate Past Zone Commander the position may be filled by the appointment of a former Zone Commander by the Zone Council or the Zone Commander and must be ratified by Zone Council at the next meeting.

6.5 Should an Executive Officer be absent from three (3) consecutive meetings without just cause, he shall cease to hold office and the vacancy shall be filled as laid down in article 6.4 and 6.4.1.

6.5.1 The Central Vancouver Island Zone Executive will consist of the following:

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|-------------------------------|--------------------------------------|
| A. a Zone Commander | E. a Zone Secretary/Treasurer |
| B. a Deputy Zone Commander | F. a Zone Chaplain |
| C. a Zone Chairman | G. a Zone Sergeant-at-Arms |
| D. Four (4) elected Executive | H. the Immediate Past Zone Commander |

6.5.2 The above will meet as per the Zone Commander's directions prior to the regular Zone meetings. A quorum will consist of a simple majority of the Executive.

6.6 All payments from Zone funds shall be made by cheque signed by the Zone Commander and Secretary/Treasurer, provided that in the event of illness and prolonged absence of either one, the Deputy Zone Commander may sign in conjunction with whichever other signing officer is available.

6.6.1 All payments of funds paid to the Zone Commander and/or the Secretary/Treasurer must not carry both of those officers' signatures. It may be signed by either officer

but must carry the signature of a third officer e.g. the Zone Deputy Commander. Except and unless there are extraordinary circumstances.

6.6.2 No two members of the same household/family group shall have signing authority at the same time.

6.7 The Secretary-Treasurer shall present the financial report to each Zone Council meeting and an Annual Financial Statement no later than March 31st. The fiscal year for the Zone shall run from January 1st to December 31st each year in accordance with Command Policy.

6.8 Committee and Resolutions

a. The following standing committees to be appointed from the four (4) elected Executive Officers by the Zone Commander after his election of office, and with the approval of the Zone Council:

- a. Poppy and Youth
- b. Membership
- c. Sports
- d. Ways and Means

These officers to hold office during the term of the Zone Commander, unless previously discharged by the Zone council or until their successors have been appointed.

i. The Zone Council may appoint special committees from time to time and all such committees shall be automatically discharged at the biennial March Zone Council meeting unless previously discharged by the Zone Council.

6.9 Any Branch within the Zone may forward to the Zone Secretary any resolutions on which that Branch wishes the support of the Zone. The Secretary shall submit such resolutions to the next meeting of the council and shall report to the Branches concerned the reaction taken by the Zone Council on such resolutions.

7. DUTIES OF THE ZONE COMMANDER

7.1 The duties of the Zone Commander shall be as laid down by British Columbia/ Yukon Command.

7.2 The duties normally undertaken by the Zone Commander shall be undertaken by the Deputy Zone Commander in the event of a prolonged absence or illness of the Zone Commander.

7.3 A job description for each office within the Zone should be available.

- 7.4 He shall be expected to attend all meeting of the Zone council, and shall have a vote, unless acting as chairman at which time he may vote according to the provisions of subsection 9.7.2 of the BC/Yukon Command By-Laws.

8. GENERAL

- 8.1 All Branches within the Zone shall notify the Zone Secretary of the dates of the regular meetings and any fixed functions of the Branch, including changes in such dates. The Zone Secretary shall send this information, and any other useful information, to all Branches within the Zone.
- 8.2 These regulations shall come into force and be acted upon only when they have been approved by a majority vote of the Branch delegates at a Zone meeting and have been approved by BC/Yukon Command.
- 8.3 These Regulations shall not be repealed, altered or amended except upon a motion, due notice of which shall be given at the Zone Meeting held previously to the meeting at which it is to be considered, setting forth the alteration or amendment signed by the member presenting it. The question shall be decided by a majority vote and shall come into effect once approved by BC/Yukon Command.

9. NOMINATIONS

- 9.1 At the November/December meeting preceding the election meeting, the Zone Council will elect a nominating committee of three (3) members in good standing who have indicated that they do not intend to run for office. At the election meeting the committee shall present a list of suitable candidates for the office of (a) Zone Commander, (b) Deputy Zone commander, (c) Zone chairman, (d) Secretary/Treasurer, (e) Four (4) Executive Officers, but this shall not prevent any nominations from the floor or the election meeting. If a nominee is unable to be present at the election meeting, he must have signified in writing his willingness to stand for the office for which he has been or is nominated.
- 9.2 In order to be eligible for election as Zone Commander or Deputy Zone Commander a member must be a President or Past President of a Branch in that Zone, or have been elected and served not less than one (1) term on the Executive Committee of such a Branch or have been elected and served not less than one (1) term as a Zone or Command Officer in British Columbia/Yukon Command. (BC/Yukon By-Law 11.4.2)

10. ZONE SPORTS

10.1 Crib: Each Branch may enter 2 singles, 2 doubles and 2 teams of 4 players per team. Any player may enter in singles or doubles, BUT NOT BOTH. However, the singles and doubles entrants may form part of a team (2 sections of 2 players per team).

10.2 Darts: Each Branch may enter: 8 singles, 4 doubles and 2 teams of 4 players each.

i. Play Format:

Singles: up to the host Branch we suggest a round robin or multiple sheets.

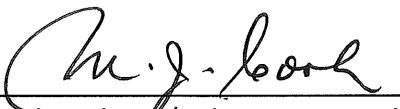
Doubles: round robin. All announced prior to start of play.

10.3 Euchre

10.4 Eight Ball

10.5 All Zone sports will be regulated by the BC/Yukon Command Annual Circular "General Eligibility Rules". If none is issued for that year, then the preceding year's circular will rule.

These Regulations as amended are approved by the Command Constitution and Laws Committee on behalf of the Command Executive Council, effective 8 December 2017.



Michael Cook, BC/Yukon Command Trustee Chairman