

## BY-LAWS

### OF

*The British Columbia Provincial Aerie No. 10006*, Fraternal Order of Eagles, instituted by authority of the Grand Aerie of the Fraternal Order of Eagles.

This Provincial Aerie was instituted on the 17<sup>th</sup> day of *July*, in the year of 1945.

This Provincial Aerie was incorporated under the Laws of the Province of *British Columbia* on *April 8, 1948*.

*Pursuant to the authority granted by Section 35, Statutes of the Fraternal Order of Eagles, and for the purpose of securing a more efficient organization of, and strengthening the bond of fraternity between the several Aeries and their Membership within the Province of British Columbia, under the Charter granted by the Grand Aerie, Fraternal Order of Eagles, the British Columbia Provincial Aerie hereby enacts and adopts these By-Laws, heretofore adopted.*

### MEETINGS & CONVENTION

**Section 1.1** The meetings of this Provincial Aerie shall be held on the third Saturday in September and the first Saturday in April, each at a Local Aerie within the Province of British Columbia (decided by the Worthy Provincial President of each term), and, prior to the Grand Aerie Convention on the Session dates that comprise the Annual Provincial Convention, which is held on the first full weekend within the month of June, on the respective Wednesday through Saturday, inclusive. The opening ceremony on opening day is to commence no later than 1:00 p.m. At the Annual Convention of the British Columbia Provincial Aerie and Auxiliary, its agenda shall feature a Joint Banquet, called the Convention Banquet, which shall be held on the Friday evening and serve as the Outgoing Provincial Presidents' Banquet (Aerie and Auxiliary). Said Banquet is to be held in a venue chosen by the Host Aerie for that Convention.

**(a)** A Joint Ceremony with the Officers of the Provincial Aerie and Provincial Auxiliary will be held prior to the opening of the sessions. This ceremony is to commence no later than 11:00 A.M. on the Thursday of the Convention. The city dignitaries should be invited to attend at this time.

**Section 1.2** The Executive Committee shall consist of all the Officers of the Provincial Aerie. The quorum for an Executive Committee shall be ten (10) members of the Committee.

**Section 1.3** Between the annual sessions of this Provincial Aerie, The President and the Executive Committee shall have and exercise all powers of this Provincial Aerie whenever any emergency arises.

**Section 1.4** For the purpose of hosting the B.C. Provincial Convention, all Aeries wishing to bid for the Convention may do so. This is to be for three (3) years in advance. The B.C. Provincial Executive will then decide the location of said Convention.

**Section 1.5** Special meetings shall be held in conformity with Section 72.2 Statutes for Local Aeries, or Laws amendatory thereof.

**Section 1.6** The registration fee for representatives to the annual Convention of this Provincial Aerie shall be fifty dollars (\$50.00) for registration and banquet ticket, and forty five dollars (\$45.00) for extra banquet tickets.

**Section 1.7** Any Local Aerie applying to host the Provincial Convention, or any Local Aerie chosen to host the Provincial Convention, shall submit a cheque to the *BC Provincial Aerie, F.O.E.*, for the amount of five hundred dollars (\$500.00).

(a) Within ninety (90) days after the Provincial Convention, a financial statement shall be submitted to the Provincial Executive Committee in which the sum of five-hundred dollars (\$500.00) shall be recorded as an operating expense to the Hosting Aerie. Once all revenues and expenses have been totaled (including the \$500.00 expense) then the remaining net profit shall be equally divided between the hosting Local Aerie; and Local Auxiliary.

**Section 1.8** In opening and closing this Provincial Aerie Sessions and installing delegates and officers, the approved Ritual as provided by the Grand Aerie, Fraternal Order of Eagles, shall be used.

### **NOMINATION AND ELECTIONS**

**Section 2.1** The Officers of this Provincial Aerie shall be as follows; Junior Past Worthy President, Worthy President, Worthy Vice President/President Elect, Worthy Chaplain, Worthy Conductor, Secretary, Treasurer, Inside Guard, Outside Guard, and four (4) Trustees. The Jr Past President will become the Chairman of the Board which will make him the fifth (5th) Trustee.

**Section 2.2** All Officers except the Junior Past President, the Worthy President, the Secretary and the Treasurer shall be nominated and elected at the Annual Convention for a term of one (1) year.

**Section 2.3** The term of office of both the Secretary and the Treasurer of the Provincial Aerie shall be for three (3) years.

**Section 2.4** Except as otherwise provided by the Laws of the Order, should a vacancy occur in any Provincial Aerie Office other than Worthy Vice President/President-Elect, by means of death, removal from Office, removal from the Province, or resignation, such vacancy or vacancies will be filled as follows: (a) Worthy Provincial President, The Worthy Vice President/President Elect shall succeed to the office of Worthy Provincial President;

(b) Worthy Vice President/President Elect shall be filled by appointment of the Worthy President from among the Election only by the seated officers and Past Provincial Presidents of the Provincial Aerie for the unexpired term;

(c) Junior Past Worthy President - the same shall be filled by appointment of the Worthy President from among the Past Provincial Presidents for the unexpired term;

(d) Any other elective office shall be filled by appointment of the Worthy President from the Past Provincial Presidents for the unexpired term; Except the Secretary and Treasurer that will go to election at the Next Provincial Convention.

(e) All vacancies in office not described in the above Sections or subsections shall be filled as provided in Section 92.1, Statutes, F.O.E. or Laws amendatory thereof;

**Section 2.5** No person other than a Past Worthy President or a Ten Year Secretary of a Local Aerie shall be eligible for the Office of President, Vice President-President Elect, or Secretary of the Provincial Aerie, nor shall any person be eligible to hold office as President, Vice President/President Elect, Secretary, Treasurer, or Trustee, unless he shall at the time of his installation as such Officer be of legal age as defined by the laws of this Province, nor unless he shall be a member in good standing in his own Local Aerie, and the Local Aerie have its Provincial per capita tax paid.

**Section 2.6** No person shall be placed in nomination for any office unless he is in good standing, shall be present at the time such nomination is made, or if unable to be present, has given his written consent to have his name placed in nomination for such office.

(a) Local Aeries shall be required to propose nominees for commencing or continuing service in a Provincial Office, and shall submit in writing on Aerie stationery the name or names of their nominees and the office to

which they desire them to be nominated. Such submissions are to be in the hands of the Provincial Secretary not later than the opening day of the Provincial Convention. After the report of the Nominating Committee, further nominations may be made from the floor of the Convention. All nominations from the floor must be accompanied by a detailed endorsement letter, and said letter must be presented to the Chairman of the Nominations Committee directly following the acceptance of the nomination, so that all nominees for all offices each year shall have a letter on file. All new and continuing nominees will be interviewed before elections.

**Section 2.7** Procedure for balloting on Provincial Aerie Officers, shall be conducted by not less than three (3) members of the Elections Committee, and shall be by the use of a Polling Station, situated separate from the Provincial Aerie Meeting. This Election to take place between the hours of 7:00 a.m. to 9:00 a.m. on the Saturday of the Provincial Convention and the Committee shall report the results prior to the end of the Saturday morning session. Any Member wishing to vote shall present his official credential, whereupon it shall be stamped and he shall receive his official ballot.

**Section 2.8** There shall be no proxy votes.

### **PROVINCIAL AERIE MEMBERSHIP (DELEGATES)**

**Section 3.1** The Provincial Aerie shall be composed of delegates from the Local Aeries of the Province of British Columbia as follows:

- (a) The presently serving Officers of this Provincial Aerie;
- (b) All of the Past Presidents and Ten Year Secretaries of this Provincial Aerie;
- (c) Representatives elected by the Local Aeries comprising this Provincial Aerie;
- (d) All Past Worthy Presidents and Ten Year Secretaries of Local Aeries within the jurisdiction of the Provincial Aerie, provided however, that no individual shall be eligible to vote or sit in the deliberations of this Provincial Aerie unless he is in good standing in the Local Aerie of which he is a member.

**Section 3.2** Each Local Aerie which has filed its reports and paid its per capita tax in full, and is otherwise qualified by the Laws of the Grand and the Provincial Aerie, shall be entitled to one (1) vote for a membership total of up to one hundred (100), and shall be entitled to an additional vote for each additional hundred members on whom the per capita tax has been paid, or major fraction thereof, on its rolls on May 31st preceding the Annual Provincial Convention.

**Section 3.3** The Secretary of each Local Aerie comprising the Provincial Aerie shall make a semi-annual and/or quarterly report to the Provincial Aerie on such forms and in such manner as may be proscribed by the Secretary of this Provincial Aerie and in conformity with Section 35.3, Statutes F.O.E. or laws amendatory thereof. Any changes in the office of a Local Aerie President or a Secretary shall be reported forthwith by such Aerie to the Secretary of this Provincial Aerie.

### **FUNDS**

**Section 4.1** The following funds are hereby established for this Aerie:

- (a) The Social Fund (commonly referred to as the Nest) (b) The General Fund

**Section 4.2** By resolution, the Provincial Aerie shall designate some banking institution in which each of the funds shall be deposited.

### **DUES**

**Section 5.1** Each Local Aerie shall pay to this Provincial Aerie an annual per capita tax in the sum of three

dollars (\$3.00) for each member whose name appears on the Membership rolls of the Local Aerie on the date upon which the per capita tax is due, the same to be paid ~~semi-~~annually.

## **DUTIES OF OFFICERS AND COMMITTEES**

**Section 6.1** The Worthy Provincial President shall be empowered to select a Zone Deputy for each zone set up by the Provincial Executive to coordinate activities in each zone, who shall be the Chair of that Zone's Conference and shall coordinate with the Provincial Ritual Chair regarding competition details.

**Section 6.2** The Provincial Vice President/President Elect will appoint the Installing Worthy President, the Installing Conductor, and the Chairman for the Installation Ceremony for the Provincial Officers. He may also appoint members for the remaining chairs if he so desires.

**Section 6.3** The Finance Committee shall report, and this Aerie adopt, a budget of the anticipated per capita tax and other income and authorized expenditures and appropriate the money from the Provincial Aerie Treasury to finance the same. Such appropriations shall not be exceeded except by unanimous approval of this Provincial Aerie's Board of Trustees. The appropriations shall include the expenses of officers, bond premiums, salaries, expenses of the offices of both the Provincial President and Provincial Secretary, and any expenses of this Provincial Aerie.

(a) After installation, the Worthy Provincial President shall appoint a Finance Committee, which shall have a report and budget ready for the April Executive Meeting.

**Section 6.4** The Provincial President shall appoint a Past Provincial President as Chairman of the Nomination Committee, which shall consist of Past Provincial Presidents only. Not less than five (5) Past Provincial Presidents will sit on this Committee, and they shall receive and consider all nominations for each and every office of the B.C. Provincial Aerie, and make their recommendations known to the assembled delegates prior to nomination of Officers. No action or recommendations of this Committee shall exclude further nominations from the floor.

(a) To maintain the consistency and accuracy of the information possessed by the members of the Nominations Committee, it shall be composed of the five (5) most recent Past Provincial Presidents of British Columbia, including the current Junior Past Worthy Provincial President, who shall serve as the Committee Chairman.

**Section 6.5** There shall be a Provincial Membership Board consisting of three (3) members including the Provincial President. The Membership Board shall be appointed at the Annual Convention each year by the incoming Provincial President.

**Section 6.6** Provincial Aerie Officers may serve as any Provincial Aerie Committee Chairman, but only for two (2) years on said Committee. Members may serve on Committees for two (2) years only as Chairmen. This will allow Officers to become more involved in the operations of the Provincial Aerie.

## **DISABILITY BENEFITS**

**Section 7.1** The British Columbia Provincial Aerie does not pay benefits for any sickness or disability.

## **FUNERAL BENEFITS**

**Section 8.1** The British Columbia Provincial Aerie does not pay any funeral benefits.

## **DISPENSATIONS**

**Section 9.1** All charity donations, receipts or cancelled cheques are to be presented to the Provincial Secretary

by April 30<sup>th</sup> (because the Secretary's and Treasurer's books close as of that date).

**Section 9.2** All serving Officers and Past Provincial Presidents serving as members of any Committee, and attending the session of the Provincial Aerie, shall receive nothing in remuneration.

**Section 9.3** The Worthy Provincial President shall receive annually a service dispensation of four dollars (\$4.00), payable quarterly, and in addition thereto an annual allowance shall be made for his respective office expense in such amount as shall be fixed by the budget as adopted by this Provincial Aerie. (a) The Worthy Provincial President shall be allotted actual expenses not to exceed six thousand dollars (\$6,000.00) for the purpose of visiting all Local Aeries in the Province of B.C. during his term of office, paid from the Provincial General account.

(b) With the authority invested in the Provincial Executive, an additional five hundred dollars (\$500.00) may be granted to the Provincial President, if required and the funds available.

**Section 9.4** The Provincial Secretary shall receive annually a service dispensation of five hundred dollars (\$500.00), payable semi-annually, and in addition thereto an annual allowance shall be made for his respective office expense in such amount as shall be fixed by the Budget as adopted by this Provincial Aerie.

**Section 9.5** The Provincial Treasurer shall receive annually a service dispensation of fifty dollars (\$50.00), payable annually.

**Section 9.6** The duties of the Provincial Auditor shall be: to conduct the Audit of the Provincial Aerie once per term, making a thorough and complete audit of the books of the Secretary, Treasurer, Board of Trustees and every other Officer and Committee that has conducted financial transactions on behalf of the Provincial Aerie. The Audit shall be in conformity with existing instructions to a Local Aerie Auditor using forms available for that purpose. The report shall report on such form(s) to the Worthy Provincial President, with a file copy given to the Secretary of the Provincial Aerie.

**Section 9.7** Duly-appointed Deputy Provincial Presidents and Provincial Aerie Representatives shall receive as per diem expenses as follows: fifty dollars (\$50.00) per day plus twenty cents (\$0.20) per kilometer if traveling by automobile or actual expense of a bus fare. Reports of such duties shall accompany all expense vouchers.

**Section 9.8** The service dispensations of the Aerie Auditor and Aerie officers shall not be paid until such time as the duties required of them by the Laws of the Order and the By-Laws of this Aerie have been fulfilled, and all reports then due have been completed, presented and transmitted to those entitled to receive them.

**Section 9.9** An appropriation not to exceed one thousand dollars (\$1,000.00) shall be allowed the Chairman of the Ritualistic Competitions and to be paid by the B.C. Provincial Aerie Nest Fund.

(a) An appropriation each term not to exceed \$500 shall be allowed the Chair of the Provincial Golf Tournament for any expenses that may occur, with said funds to be drawn from the B.C. Provincial Aerie Nest Fund.

**Section 9.10** The Provincial Aerie shall send the Junior Past Worthy Provincial President as the official delegate of the B.C. Provincial Aerie, to the Grand Aerie each year. Travel to be by economy accommodations by most direct and economical route, plus fifty dollars (\$50.00) per day while traveling to and from and in attendance at the Grand Convention (to be paid in U.S. funds when traveling in the United States), together with the registration fee as set by the Grand Aerie.

(a) A full-page ad for the Grand Convention booklet shall be prepared and paid for by the Provincial Aerie each term to represent the Aeries and Auxiliaries of the province.

(b) There shall be an allotment from the General Fund of not more than one thousand dollars

(\$1,000.00) (in US funds if the Convention takes place in the US) per term for the hosting of a Hospitality Room at the Grand Aerie Convention on behalf of the BC Provincial Aerie to promote its history, worthy causes and unique contributions to our Order. The province's representative in his position as Junior Past Provincial President, shall Chair the Hospitality Committee, all members from the province present at the Grand Convention shall comprise this committee.

**Section 9.11** The immediate Junior Past Provincial President shall be sent to the Washington State Convention, as the official representative of the B.C. Provincial Aerie. His allotted expenses are not to exceed two hundred dollars (\$200.00, to be paid in U.S. funds).

**Section 9.12** The Provincial President shall be sent to the Pacific Northwest Regional Conference, as the official delegate or representative of the B.C. Provincial Aerie. His allotted expenses are not to exceed three hundred dollars (\$300.00), to be paid in U.S. funds when held on U.S. soil, and economy travel fare will be paid when the P.N.R.C. is to be held in Alaska. A full-page ad for the PNWR Conference booklet shall be prepared and paid for by the Provincial Aerie each term to represent the Aeries and Auxiliaries of the province.

**Section 9.13** The Pacific Northwest Regional President nominees shall be nominated and elected for, from the Past Provincial Presidents or Ten Year Secretaries by a secret ballot. Each Past Provincial President, Ten Year Secretary, and Provincial Aerie Officer are to have only one (1) vote.

#### **OFFICER BONDING**

**Section 10.1** The President, Secretary, Treasurer, Trustees, and other employees of this Provincial Aerie who handle moneys of the Provincial Aerie shall each give a surety bond conditioned for the faithful performance of their duties. The premium for such bonds shall be paid by the Provincial Aerie. No such Officers or Employees of this Provincial Aerie who shall be required to be bonded shall be permitted to assume or discharge the duties of such office or employment until so bonded, and notification thereof forwarded to the office of the Grand Worthy President. The bond shall be purchased by the Provincial Aerie in the amount and according to the following schedule:

Classification Number 3 applies to the British Columbia Provincial Aerie:

(3) ..... under \$40,000.00 Annual Gross Receipts.....amount of Bond: \$6,500.00

**Section 10.2** No officer or employee shall be permitted to assume or discharge the duties of his office or employment until bonded.

#### **MILITARY SERVICE RECEIPT**

**Section 11.1** The British Columbia Provincial Aerie does not grant any military service benefits.

#### **MISCELLANEOUS**

**Section 12.1** In appreciation of services rendered by the retiring Worthy President, the Aerie may, by resolution adopted by the Aerie, present some suitable gratuity to the retiring Worthy President, at a cost not to exceed the sum of \$100.00 to be paid from the General Fund.

**Section 12.2** This Provincial Aerie shall be divided into districts or zones as proscribed by the Provincial Aerie. (a) The Provincial Ritual Competitions shall be held on a date to coincide with the respective Zone Conferences.

**Section 12.3** Any violation of these Provincial By-Laws by any member, officer, or Local Aerie attending or belonging to or affiliated with this Provincial Aerie shall constitute a violation of the Laws of the Order, and may be tried in the same manner and penalized to the same extent as a violation of the Constitution and

Statutes, Fraternal Order of Eagles or laws amendatory thereof.

(a) No amendment, alteration, or addition to these Provincial By-Laws shall take affect unless made in accordance with the requirements of Section 35.4, Constitution and Statutes, Fraternal Order of Eagles, or amendatory thereof. All amendments to these By-Laws shall be proposed in writing and shall be signed by at least three (3) Delegates to the Provincial Convention and, before action can be taken thereon, each such By Law shall be read at two (2) regular sessions of the Provincial Convention, including the session at which said By-Law was introduced and the final action thereon shall be taken at the regular session next following the second reading thereof. Proposed By-Laws and Amendments shall be adopted by a two-thirds vote of all Delegates of the Provincial Convention present and voting.

(b) All resolutions to be considered at the Provincial Convention shall be submitted in writing to the Provincial Secretary forty-five (45) days prior to the annual Convention. The Provincial Secretary must mail copies of said resolution to the Local Aeries at least thirty (30) days prior to the Convention. Provided however, the Committee of the Provincial Aerie and Officers may submit resolutions for the purpose of facilitating the work of the Convention under the Good of the Order.

**Section 12.4** All properties, including the Home, Clubhouse and Buffet, of the Local Aerie or Society, shall be under the charge of the Board of Trustees of said Aerie, Fraternal Order of Eagles. They shall strictly enforce all rules and regulations governing the premises of the Society. The Society shall be, at all times subject to and under the jurisdiction and control of the Statutes, Rules and Regulations of the Grand Aerie, Fraternal Order of Eagles as stated in the Constitution, Section 89.7. The members of the Society must be members of the said Aerie. The Directors of the Society must be the elected Officers of the said Aerie.

a) The eventual Society within the Aerie will only be recognized if it becomes, and remains, a subservient and legally affiliated "club-within-a-club", fully under the control of the membership of the Local Aerie as a whole and the elected Executive of the Aerie in particular, as described in Section 12.4 of these Provincial Aerie by-laws, which have remained unchanged since said section's adoption in June of 1955."

**Section 12.5** Where the Constitution and Statutes of the Fraternal Order of Eagles, the Rituals, and the By-Laws do not cover or control, then Robert's Rules of Order (Revised) shall govern the actions and deliberations of this Provincial Aerie.