ANAVETS (MEXICO)

UNIT #19

OPERATIONAL BYLAWS

APPROVED BY EXECUTIVE COUNCIL

11-4-2025

Approved by Unit 19

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ANAVETS MEXICO UNIT #19

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<u>MISSION STATEMENT</u>

The Mission of Anavets, Mexico Unit # 19 is to serve Veterans, our members, and their families, to promote remembrance, and to serve our community.

EXECUTIVE COUNCIL1 - GENERAL

1.1 INTRODUCTION
Words appearing herein in upper case are defined terms and shall have the meaning stated in 1.1.2 herein. Any pronouns used herein are intended to include all genders singular and plural. Unless defined, words are to be given their ordinary meaning.

1.1.2DEFINED TERMS

a. "DOMINION" refers to the Canadian organization known as The Army, Navy, and Air Force Veterans in Canada
b. "UNIT" refers to the organization known as ANAVETS, Mexico UNIT # 19, and SUB -UNIT of DOMINION chartered by DOMINION on 01 September 2020.
c. "EXECUTIVE COUNCIL" refers to the duly elected EXECUTIVE COUNCIL OFFICERS and DIRECTORS of the UNIT
d. "OFFICERS" refer to the President, Vice-President(s), Treasurer, Secretary, and Service Officer
e. "DIRECTORS" refers to other EXECUTIVE COUNCIL positions
f. "STANDING COMMITTEES" refers to Committees providing significant, on-going services
g. "SPECIAL COMMITTEES" refers to Committees providing limited services
h. "MEMBER" refers to members of the UNIT in good standing
i. "MEMBERSHIP ROLL" refers to the official list of MEMBERS certified by the EXECUTIVE COUNCIL as eligible to vote
j. "OPERATING BY-LAWS" refers to the By-Laws of the UNIT approved by the EXECUTIVE COUNCIL and the MEMBERS
k. "UNIT BY-LAWS" refers to the By-Laws as approved by DOMINION
l. "ANAVETS" is a generic reference to the organization known as the Army, Navy, and Air force Veterans, without reference to the UNIT or DOMINION
m. POLICY AND PROCEDURES refers to decisions of the EXECUTIVE COUNCIL that define the operating standards for the UNIT.

1.2 OPERATING BY-LAWS are subordinate to the DOMINION By-Laws. They shall be binding on the MEMBERS of UNIT when approved by the EXECUTIVE COUNCIL and ratified by the MEMBERS while pending approval by DOMINION. After final approval by DOMINION, the OPERATING BY-LAWS become the UNIT BY-LAWS. Any discrepancy between the OPERATING BY-LAWS and the DOMINION BY LAWS shall be resolved according to the DOMINION BY LAWS, provided the DOMINION BY-LAWS are not in conflict with the Laws of Mexico.

1.2.1 OPERATING BY-LAWS supersede and replace all earlier UNIT By-Laws

1.3 NAME
The name of the UNIT as chartered is "ANAVETS Mexico UNIT #19"

1.3 LOCATION
The UNIT is in the municipality of Chapala, Jalisco, Mexico.

SECTION 2 -MEMBERSHIP

2.1 ELIGIBILITY
Membership shall be open to persons identified in SECTION II of the DOMINION By-Laws. All new Membership Applications will be vetted and approved by the EXECUTIVE COUNCIL.

2.2MEMBER DUTIES
It shall be the duty of every member to assist, in whatever way possible, the EXECUTIVE COUNCIL to encourage and maintain the Membership and integrity of the UNIT.

2.3 RESIGNATION
Members may, at any time, resign from the UNIT. No person ceasing to be a member of the UNIT shall have any claim upon monies paid by him/her to DOMINION and/or the UNIT.

2.4 TRANSFERS
Members wishing to transfer membership to another DOMINION UNIT must advise the Membership Chair for processing as per DOMINION By-Law 2.15.

2.5 CHANGE OF INFORMATION
MEMBERS must inform the EXECUTIVE COUNCIL of any changes to their personal information so that the MEMBERSHIP ROLL is kept current.

2.6 MEMBERSHIP FEES
Membership fees shall be determined annually by the EXECUTIVE COUNCIL no later than November 1.

SECTION 3 - UNIT STRUCTURE

3.1 EXECUTIVE COUNCIL
All members of the EXECUTIVE COUNCIL shall be elected at the Annual General Meeting and shall serve for a term of not less than one year which shall begin immediately upon their election.

3.1.2 The EXECUTIVE COUNCIL shall oversee and manage the affairs of the UNIT and execute any directives from DOMINION and actively promote the objectives of Anavets within the community.

3.1.3 The President is limited to two consecutive one-year terms. The President shall be eligible for additional terms after being out of office for one year.

3.1.4 Additional OFFICERS and DIRECTORS may be proposed by the EXECUTIVE COUNCIL and approved by majority vote of the MEMBERS at a Special General meeting or the Annual General Meeting.

3.2OFFICERS
OFFICERS shall include the President, at least one Vice-President, the Treasurer, the Secretary, and the Service Officer.

3.2.1 Eligibility

All members of the EXECUTIVE COUNCIL must be full time residents of Mexico, living within 80 kilometers of Ajijic, Mexico, and possess *Residente Temporal or Residente Permanente* at the time of their nomination. Any MEMBER may serve as an OFFICER with the following exceptions:

(a) No MEMBER may be elected as President unless they have served on the EXECUTIVE COUNCIL for at least one term year prior to their election.
(b) The SERVICE OFFICER must be a Veteran.
(c) The Treasurer must have significant bookkeeping or accounting experience.
(d) No two members from the same household may serve on the EXECUTIVE COUNCIL at the same time.

3.3DIRECTORS
Standing Committees must be Chaired by DIRECTORS duly elected.

3.3.1 Eligibility
The DIRECTORS shall be full time residents of Mexico and possess *Residente Temporal or Residente Permanente* at the time of their nomination and shall have been a member of the UNIT at least one year prior to their election.

3.4 *EX OFFICIO*MEMBERS
The immediate Past President shall serve as a member of the EXECUTIVE COUNCIL and may fully participate in all meetings thereof but shall not be a voting member of the EXECUTIVE COUNCIL. The Past President shall serve at least one full year following the election of his or her successor.

3.5 COMMITTEES
The EXECUTIVE COUNCIL shall designate committees as either STANDING COMMITTEES or SPECIAL COMMITTEES. A MEMBER who chairs a STANDING COMMITTEE shall be a DIRECTOR and serves as a voting member of the EXECUTIVE COUNCIL. A MEMBER who chairs a SPECIAL COMMITTEE is appointed by the EXECUTIVE COUNCIL but does not become a member of the EXECUTIVE COUNCIL by reason of their appointment.

3.5.1 STANDING COMMITTEES
Standing Committees provide on-going services throughout the year and are an integral part of the operation of the UNIT. DIRECTORS report committee activities to the EXECUTIVE COUNCIL and may provide reports to DOMINION. DIRECTORS prepare committee budgets which must be approved by the EXECUTIVE COUNCIL. Requests for reimbursement of committee expenses must be approved by the DIRECTOR responsible for that committee or an OFFICER.

3.5.2 SPECIAL COMMITTEES
SPECIAL COMMITTEES are appointed from time to time by the EXECUTIVE COUNCIL as needed. The EXECUTIVE COUNCIL will appoint one of its members to serve as a liaison between the SPECIAL COMMITTEE Chair and the EXECUTIVE COUNCIL.

3.6 APPOINTED POSITIONS
The EXECUTIVE COUNCIL shall appoint MEMBERS with special expertise to serve as necessary in special positions. These special appointees are not elected and do not serve on the EXECUTIVE COUNCIL.

3.7 STATEMENT OF DUTIES

3.7.1 The EXECUTIVE COUNCIL shall make policies and procedures for the benefit of efficient management of the UNIT.

3.7.2 The EXECUTIVE COUNCIL will assure that all UNIT funds are properly administered.

3.7.3 The EXECUTIVE COUNCIL will assure that the POLICIES and PROCEDURES are properly administered.

3.7.4 The EXECUTIVE COUNCIL will assure that all documents and records of the UNIT are properly maintained and securely stored. Each member of the EXECUTIVE COUNCIL will deliver all their records and notes to their successor within 14 days following the election or appointment of their successor.

3.7.5 The EXECUTIVE COUNCIL shall set the date for the Annual General Meeting, which shall be held as soon as practicable following the close of the fiscal year but not later than the first Thursday in March.

3.8ELECTION OF EXECUTIVE COUNCIL

3.8.1 General Elections for OFFICERS and DIRECTORS will be held yearly at the Annual General Meeting. MEMBERS must be notified a minimum of thirty (30) days prior to the election date. Notification may be by any electronic means, public postings, or telephone communication.

3.8.2 The EXECUTIVE COUNCIL will appoint a Special Election Committee to organize and manage all aspects of the nomination and election process. The MEMBER who Chairs the Special Elections Committee shall not be a candidate for any position and shall not be a member of the sitting EXECUTIVE COUNCIL.

3.8.3 The Elections Committee Chair shall issue a call for Nominations to all MEMBERS 60 days in advance of the election including a statement of duties for all EXECUTIVE COUNCIL positions. MEMBERS may nominate themselves or other MEMBERS. The call for Nominations must include the closing date for nominations and must clearly state that nominations received after the closing date will not be accepted.

3.8.5 Nominations will be submitted by email to **Elections@anavetsmexico.org**
Nominations must include the name of the Nominator and a statement from the Nominee that they are willing to accept the nomination and serve if elected.

3.8.6 The Elections Committee will verify and vet each Nomination to ensure the candidates are qualified for the position. All approved candidates' names will be published to the MEMBERS immediately following the closing date for nominations using the same methods as provided in 3.8.1. A MEMBER may be nominated and may stand for election for more than one position

3.8.7 The Elections Committee shall prepare a ballot. Candidates will be listed by position in alphabetical order. The ballot will be ordered as follows: President, 1st Vice-President, 2nd Vice-President (continuing with Vice-Presidents for as many as are required), Secretary, Treasurer, Service Officer, and DIRECTORS (continuing for as many DIRECTORS as are required). A MEMBER nominated for more than one position shall be elected to the first position he or she wins, and they will be ineligible for any other position.

3.8.8 There will be no Nominations taken from the floor on the day of the election.

3.8.9. MEMBERS must vote in person. There will be no Vote by Proxy, Absentee voting, or Voting by Mail.

3.8.10 The President or other Presiding Officer shall relinquish control of the Annual General Meeting to the Chair of the Elections Committee who shall conduct the election in accordance with Robert's Rules and the UNIT and Dominion By-Laws.

3.9.1 If an OFFICER or DIRECTOR resigns, becomes ineligible, or fails to attend two consecutive formal meetings of the EXECUTIVE COUNCIL without prior permission of the EXECUTIVE COUNCIL, the President shall declare the post vacant and shall appoint a MEMBER to perform the functions of the vacant position. The Interim OFFICER or DIRECTOR shall serve as an *ex officio* member of the EXECUTIVE COUNCIL until their confirmation or election.

3.9.1.2 By a vote of two-thirds of the EXECUTIVE COUNCIL, a member of the EXECUTIVE COUNCIL may be removed from the EXECUTIVE COUNCIL for failure to perform their duties or for dishonesty, whereupon the position shall be declared vacant. The presiding officer shall appoint a MEMBER to perform the functions of the vacant position. The Interim OFFICER or DIRECTOR shall serve as an *ex officio* member of the EXECUTIVE COUNCIL until their confirmation or election.

3.9.1.3 The Presiding Officer shall call for a Special General Meeting of the MEMBERS to confirm the appointment within 60 days unless the vacancy occurs less than 60 days before the Annual General Meeting. Special General Meetings must be held in accord with provisions of Section 4.3 herein. Upon confirmation by the MEMBERS, the OFFICER or DIRECTOR shall take the formal oath of office and shall have voting rights.

SECTION 4 –UNIT MEETINGS

4.1 UNIT EXECUTIVE COUNCIL MEETINGS

The EXECUTIVE COUNCIL shall meet formally no less than four times per year. EXECUTIVE COUNCIL members may attend in person or electronically.

4.1.2 A quorum of 50% plus one of the members of the EXECUTIVE COUNCIL must be in attendance in person at formal meetings.

4.1.3 The Secretary shall give notice of formal meetings to the members of the EXECUTIVE COUNCIL at least 10 days prior to the meeting and must include the date, time, place, and the agenda. Notice may be by telephone or other electronic means.

4.1.4 The Secretary shall make a permanent record of the proceedings.

4.1.5 The Secretary shall provide notice of the formal meetings of the EXECUTIVE COUNCIL to the MEMBERS10 days in advance, such notice to include the date, time, and place of the formal meeting. MEMBERS who wish to address the EXECUTIVE COUNCIL at the formal meeting must notify the Secretary at least two (2) days prior to the meeting and must obtain permission from the President. MEMBERS may only attend formal meetings in person.

4.1.6 The President may call Special Meetings of the EXECUTIVE COUNCIL as necessary to attend to time sensitive matters. EXECUTIVE COUNCIL Members may waive notice, but all must be given an opportunity to participate. Special EXECUTIVE COUNCIL meetings may be entirely electronic and informal; however, no decisions may be made by less than a majority of the full EXECUTIVE COUNCIL. The Secretary must make a formal record of any decisions made in Special EXECUTIVE Council Meetings.

4.1.7 The President shall declare that the EXECUTIVE COUNCIL is *in-camera* at any time a matter affecting an individual member is under discussion to insure the privacy of that member. Only EXECUTIVE COUNCIL members may be present during *in-camera* sessions. The Secretary shall make no notes of *in-camera* sessions but shall record any motions and votes following the *in-camera* session that pertains to matters discussed *while in-camera.*

4.1.8 The Secretary shall furnish Minutes of all formal meetings of the EXECUTIVECOUNCIL to any MEMBER upon request and within a reasonable time.

4.2 ANNUAL GENERAL MEETING

The Secretary shall give MEMBERS a minimum of 30 days notice of the Annual General Meeting. A quorum shall be 15 MEMBERS. The Annual General Meeting shall be held on the date announced by the EXECUTIVE COUNCIL as soon as practical following the close of the UNIT fiscal year, but no later than the first Thursday in March**,** for the purpose of:

4.2.1 Receiving reports of UNIT activities during the past year.
4.2.2 Receiving the UNIT financial report for the past year.
4.2.3 Election of OFFICERS and DIRECTORS
4.2.4 OFFICERS AND DIRECTORS take office and assume their duties immediately following their installation at the Annual General Meeting
4.2.5 The President shall preside at the Annual General Meeting, except as provided in 3.8.10 and shall ensure that accurate Minutes of the Annual General Meeting are recorded in writing and made available to any MEMBER on request.

4.3 SPECIAL GENERAL MEETINGS

4.3.1 Special General Meetings shall be called by order of the President or by a majority of EXECUTIVE COUNCIL, or upon written request of twelve (12) MEMBERS stating the reason for the meeting. MEMBERS requesting a special meeting shall submit their request to the Secretary who must publish notice of the meeting upon receipt of the request.

4.3.2. The Secretary shall notify MEMBERS a minimum of seven (7) days prior to the meeting. The notice shall include the purpose of the meeting, date, time, and location.

4.3.3 The Secretary shall communicate Notice of Special General Meeting to all MEMBERS by Any of the following methods: Electronically via email or other electronic messaging method, or, by telephone notification using the member's contacts information on file. Where telephone contact is made, the Secretary shall record contact confirmation in writing.

4.3.4 Special General Meetings shall be limited to the announced agenda, and no further business may be conducted. Special General Meetings shall be conducted with the same formality as UNIT GENERAL MEETINGS.

4.4 RULES FOR CONDUCTING UNIT MEETINGS
UNIT meetings shall be conducted in accordance with Section 2.11 of the ANAVETS Manual of Dress, Ritual and Ceremonies, unless directed otherwise by the Presiding Officer. Where there are no By-Laws or directions, the Roberts Rules of Order shall apply.

SECTION 5- UNIT FINANCES

The EXECUTIVE COUNCIL manages the funds of the UNIT in accordance with applicable law and DOMINION policy. All net revenue is UNIT property.

5.2 FINANCIAL REPORTING
The Treasurer shall maintain financial records in accordance with GAAP, ASPE or ITRS standards for non-profit organizations and will prepare and present financial statements at each formal meeting of the EXECUTIVE COUNCIL and at the Annual General Meeting. Financial statements shall include the Income Statements and Balance Sheet and may include other reports. The Treasurer shall assist the EXECUTIVE COUNCIL in preparing the budget and shall monitor and report budget to actual performance.

5.2.1 The Treasurer must use standard accounting software approved by the EXECUTIVE COUNCIL and must transfer the software, the software license, the software passwords, and all files, whether electronic or printed to the successor Treasurer within 14 days after leaving office.

5.2.2 The Treasurer shall develop controls for the expenditures of Unit funds to be approved by the EXECUTIVE COUNCIL and shall ensure strict compliance with such controls.

5.2.3 The Treasurer shall present all books and supporting documents for audit each year

5.3 EXPENDITURES
5.3.1Expenditures shall not exceed the budget approved by the EXECUTIVECOUNCIL without approval of a budget variance. An OFFICER or DIRECTOR requiring additional funds must submit a request for budget variance to the EXECUTIVE COUNCIL, which must be approved by a majority of the EXECUTIVE COUNCIL.

5.3.2 Requests for funds shall be submitted to the Treasurer only after approval by the DIRECTOR responsible for the expense, or an Officer. Requests for funds shall specify the purpose and the budget category to be charged. Requests for funds shall be accompanied by receipts or other proof of purchase.

5.4 BANK ACCOUNT
The UNIT will maintain a bank account in accordance with Mexican Law.

5.4.1 Three members of the EXCUTIVE COUNCIL who are unrelated and not living in the same household must be authorized to sign the Unit's bank account.

5.4.2 All expenses paid, whether by Cash, Internet Transfer, Email Transfer, or any other means shall bear the signature of two of the persons authorized to sign on behalf of the UNIT.

5.4.3 The Treasurer shall strictly account for all checks.

5.5 ANNUAL REPORT AND AUDITING OF RECORDS

The Annual Report and Auditing of records are subject to DOMINION By-Laws Section 7.8 and Policy Note #1.

5.6 FINANCIAL YEAR
The fiscal year end of the UNIT will be December 31 of each year.

5.7 CANADIAN NOT-FOR-PROFIT REQUIREMENTS
As per Canadian Not-for-Profit requirements, subject to Special Act of Parliament Corporations, no MEMBER shall be enriched by UNIT funds. The EXECUTIVE COUNCIL shall not contract any MEMBER for goods or services supplied to the UNIT. No MEMBER may profit from the UNIT. Nothing herein shall be construed to prevent the duly approved expenditure of UNIT funds by the Service Officer on behalf of a Veteran or a MEMBER.

SECTION 6 - HONOURS AND AWARDS
Honours and Awards will be governed by DOMINION By-Laws Section III.

SECTION 7 – DISCIPLINE, COMPLAINTS AND APPEALS
Discipline, Complaints and Appeals will be governed by DOMINION By-Laws Section IV in conjunction with the DOMINION Guide to Discipline.

SECTION 8–RATIFICATION OF OPERATIONAL BY-LAWS
The EXECUTIVE COUNCIL shall submit these OPERATIONAL BY-LAWS for approval by the MEMBERS at a Special General Meeting called by the President in compliance with the provisions of Section 4.3 herein. The Secretary will promptly submit the approved OPERATIONAL BY-LAWS to DOMINION for final approval.

SECTION 9-AMENDMENTS TO UNIT BY-LAWS
9.1 Upon approval by DOMINION, Operational By-Laws shall become the UNIT BY-LAWS

9.2 OPERATIONAL or UNIT BY-LAWS may only be amended by a vote of the majority of MEMBERS present and voting at a Special General Meeting called by the EXCUTIVECOUNCIL or the Annual General Meeting.

9.3 Any MEMBER may propose an amendment to the UNIT BY-LAWS by submitting the proposed amendment to the EXECUTIVE COUNCIL for review. The EXECUTIVE COUNCIL must refer the proposed amendment to the By-Laws Committee unless it finds that the proposed amendment has no merit. If the EXECUTIVE COUNCIL finds no merit, it must reply to the MEMBER who proposed the amendment and explain its decision. If the EXECUTIVE COUNCIL finds any merit at all, it must refer the proposed amendment to the By-Laws Committee for further review.

9.3.1The By-Laws Committee will conduct a detailed review and will draft the proposed amendment and submit it to the EXECUTIVE COUNCIL for approval with its recommendation that the amendment either be approved or rejected by the EXECUTIVECOUNCIL.

9.3.2 The EXECUTIVE COUNCIL must either approve, reject, or return the proposed amendment to the By-Laws Committee for further drafting. If the proposed amendment is approved, the President shall either call a Special General Meeting to obtain Membership approval or submit the amendment for consideration at the Annual General Meeting.

9.3.3 If the MEMBERS approve the proposed amendment, the EXECUTIVE COUNCIL will submit it to DOMINION for Final Approval, but it will be an operational and binding part of the UNIT BY-LAWS unless rejected by DOMINION.

These Operating Bylaws were approved by the MEMBERS of the **ANAVETS Mexico UNIT #19 on** December 18, 2025 ***and submitted to DOMINION COMMAND for final approval on February 13, 2026***

UNIT Approval:

__________________________ _______________

Richard Palmer, President *Month/Day, Year*

ANAVETS (Mexico) UNIT 19

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Dianne Gibb, Secretary *Month/Day, Year*

ANAVETS (Mexico) UNIT 19

Approved by DOMINION Command:

__________________________ _______________

Al Dunham, DOMINION President *Month/Day, Year*

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Deanna Fimrite, DOMINION Secretary-Treasurer *Month/Day, Year*