

MNBC Métis Veterans of British Columbia POLICIES AND PROCEDURES

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TABLE OF CONTENTS	2
ARTICLE 1 - POLICY.....	3
ARTICLE 2 – PROCEDURES.....	3
ARTICLE THREE – MEMBERSHIP.....	4
ARTICLE FOUR – MÉTIS VETERANS COMMITTEE	4
ARTICLE 5 – EXECUTIVE.....	5
ARTICLE 6 REPRESENTATIVES AND EXECUTIVE.....	8
ARTICLE 7 – DUTIES OF POSITIONS.....	9
ARTICLE 8– MEETINGS	11
ARTICLE 9– VOTING AND QUORUM OF MEMBERS	11
ARTICLE 10 – FISCAL YEAR	12
APPROVAL AND RATIFICATION.....	12

ARTICLE ONE - POLICY

- 1.1** The MNBC-Métis Veterans (MVBC) will be an integral component of the Métis Nation British Columbia's Guide Book and will be consistent with the MNBC Constitution and the Laws of British Columbia and Canada.
- 1.2** The MVBC Committee will establish and recommend appropriate policies and procedures to the MNBC, governing the operation of the MNBC-Métis Veterans of BC.

ARTICLE TWO – PROCEDURES

- 2.1** The MNBC-Métis Veterans of BC policies and procedures will be reviewed annually and revised and/or when the MNBC Metis Veterans Committee and/or MNBC Veterans Minister request a revision and/or addition to the policies and procedures in accordance with the provisions of Article 2. The MNBC Metis Veterans Committee will refer revisions and/or additions to the Minister Responsible for Veterans who will instruct MNBC technicians to prepare a draft revision of the policy or procedure for Committee review.
- 2.2** The MNBC Metis Veterans Committee (see Article 4.1) will review the policy and procedure drafts. When satisfied that the draft meets the requirements of the Committee; the draft will be submitted to the MNBC Minister Responsible for Veterans for presentation and final approval of the new and/or revised policies and procedures by the MNBC Board of Directors.
- 2.3** The MNBC President, MNBC Minister Responsible for Veterans, and the Chairperson of the MNBC-MVBC must sign and approve all new and/or revised policies and procedures with the revised date
- 2.4** The new and/or revised policies and procedures will be distributed to the MNBC Métis Veterans Committee and incorporated into the MNBC-MVBC section of the MNBC Guidebook within thirty (30) days following the MNBC Board of Directors approval and when the new and/or revised policies and procedures have been signed off by the MNBC President, MNBC Minister Responsible for Veterans, MVBC Chairperson.

ARTICLE THREE – MEMBERSHIP

- 3.1** Métis who have received a MNBC Citizenship Card and who are serving or have served in the Regular Forces or Reserve Forces, Canadian Coast Guard, RCMP or other applicable Police forces, or Merchant Navy (the “Veterans”) shall, upon submission of proof of service and Métis Citizenship and upon application to the MVBC being approved, become the members of the MVBC (hereinafter “Members”).
- 3.2** The spouses and children of MNBC Veterans shall, upon acceptance and approval of an application submitted to the MVBC, shall become an associate member of the MVBC (the “Associate Member” or “Associate Members” as the case may be).
- 3.3** A Veteran member of a chartered community whose citizenship to MNBC is pending can apply to MVBC as an associate member.
- 3.4** Associate Members shall not be permitted to participate or vote at a meeting of the MVBC and shall not be entitled to appointment to the MVBC Committee.
- 3.5** Any member may withdraw from the MNBC Métis Veterans of BC at any time by delivering a written resignation to the MNBC Métis Veterans of BC either by hand or by mail to its head office.

ARTICLE FOUR – MÉTIS VETERANS COMMITTEE

- 4.1** The MNBC- Métis Veterans Committee (the “MVBC Committee”) shall be constituted of seven Métis Veteran Representatives (the “Regional Representatives”), and a Women’s Representative being a MVBC member.
- 4.2** The MVBC Committee shall elect from among them a Chairperson, Secretary, and Treasurer who, together with the Women’s Representative, shall collectively act and be known as the “Executive Committee”.

- 4.3** The MVBC Committee shall be responsible for the following duties and functions on behalf of the Métis Veterans British Columbia:
- a) Create and maintain the policy and procedures relating to the conduct and mandate of the Métis Veterans and Associate Members;
 - b) Create and maintain a list of all Métis Veterans and Associate Members in British Columbia as defined by article three (3);
 - c) Prepare an annual report for presentation at the MNBC Annual General Meeting;
 - d) Co-ordinate and organize the *Gabriel Dumont Scouts* as may be requested by MNBC from time to time;
 - e) Appoint a Sergeant At Arms; a membership clerk, and a service officer. (These positions may be held in conjunction with other positions).
 - f) Conduct promotions and other activities for the purpose of enhancing the status of Métis Veterans;
 - g) Provide service and support to Métis Veterans in British Columbia.
- 4.4** Subject to available funding, the MVBC Committee shall meet at least twice per year at a location chosen by the MVBC Committee and meetings may be held in conjunction with the MNBC Annual General Meeting or MNBC Métis Nation Governing Assembly.
- 4.5** Meetings of the MVBC Committee shall be called by the Chairperson, or in the event that the Chairperson is unwilling or unable to call a meeting, by any three MVBC Committee members, on no less than fourteen days notice to all of the MVBC Committee members.
- 4.6** Any member may be reprimanded or terminated for behaviour unbecoming a member of this committee through the executive of the MNBC Métis Veterans of BC. The action to reprimand or terminate will be determined by a vote of three-quarters (3/4) of the MVBC Committee members.

ARTICLE FIVE – EXECUTIVE

- 5.1** The Executive of the MNBC Métis Veterans of BC shall be the Chairperson, Women's Representative, Secretary, and Treasurer.

- 5.2** The Executive shall be elected by the committee members. They will have equal voting privileges, except for the Chairperson or Presiding Officer who may only vote in the case of a tie.
- 5.3** The Executive and Representatives of the MNBC Métis Veterans of BC shall hold office for a term of two years from their election or interim appointment or until successors are elected or appointed in their stead. They shall cease to be Executive members if they are removed by a majority of the Representatives and Executive.
- 5.4** The Chairperson shall be the chief executive officer of the MNBC Métis Veterans of BC and shall:
- a) Preside at all meetings of the MNBC Métis Veterans of BC; or in his absence the committee shall appoint an acting chairperson for that meeting.
 - b) Supervise the general management of the affairs of the MNBC Métis Veterans of BC in conjunction with the MNBC Minister Responsible for Veterans;
 - c) Appoint interim Representatives to the Committee in the event of a vacancy, with approval from the majority of the MVBC Committee.
 - d) See that all orders and resolutions of the Committee are carried into effect; and
 - e) Perform such other duties as may be determined from time to time by the Representatives and Executive of the Committee.
 - f) Ensure that all necessary books and records of the MNBC Veterans of BC are kept in accordance with the policy and procedures of the Métis Nation of British Columbia
- 5.5** The Secretary shall:
- a) Attend all meetings and act as clerk, recording all votes and minutes of all proceedings in the books to be kept for that purpose;
 - b) Give 14 days notice of all meetings of the MNBC Métis Veterans of BC to the MVBC Committee; and 30 days notice for any Annual or Special General meeting to all Regular Veteran Members.
 - c) Perform such other duties as may be determined from time to time under the direction of the MVBC Committee.
- 5.6** The Treasurer shall:
- a) attend all meetings for the MVBC Committee;

- b) Have custody only of the funds and securities of the MNBC Métis Veterans of BC acquisitions by way of fundraising and donations, and shall keep full and accurate accounts of these assets, liabilities, receipts, and disbursements in the books belonging to the MNBC Métis Veterans of BC;
- c) Deposit all monies, securities and other valuable effects in the name and to the credit of the MNBC Métis Veterans of BC in such chartered bank or trust company or, in the case of securities, in such registered dealer in securities, as may be determined, from time to time;
- d) Disburse the funds of the MNBC Métis Veterans of BC as may be directed by proper authority of the MVBC Executive for any such expenditure over \$100.00 or by the MVBC Committee if expenditure is over \$500.00, taking proper vouchers for such disbursements. Each disbursement requires two signatures and there will be three signing officers, one being the Treasurer and two other members designated by the MVBC Executive Committee;
- e) Render to the Chairperson and the Representatives for meetings, or whenever they may require, an accounting of all transactions and a statement of the financial position of the MNBC Métis Veterans of BC;
- f) Arrange for an independent audit to be completed if required or provide an accounting and review of the financial books on an annual basis by an individual other than a member MVBC Committee;
- g) Perform such other duties as may be required under the direction of the MVBC Committee.

5.7 The Womens Representative shall:

- a) Serve on the Executive of the Métis Veterans of BC Committee;
- b) Attend all meetings for the MVBC Committee;
- c) Perform such other duties as may be required under the direction of the MVBC Committee;
- d) Inform members of current trends regarding Womens interests and concerns;
- e) Network with Women members of the MVBC and prospective Women Veterans;
- f) Attend other events in relation to Women's interests, where appropriate funding is available.
- g) Perform such other duties as may be required under the direction of the MVBC Committee.

ARTICLE SIX- REPRESENTATIVES AND EXECUTIVE

6.1 The business of the MNBC Métis Veterans of BC shall be managed by the Representatives and Executive (the committee) numbering not less than five members. Each MNBC regionally designated area (7) shall have one representative on the committee.

There shall also be one Provincial Women's Veterans representative selected to represent all 7 regionally designated areas.

6.2 The 7 Regional Representatives and one Provincial Womens Veteran Representative will be appointed by the existing Veterans Committee. Expressions of interest for positions need to be sent to the Chairperson 30 days prior to the MNBC Veterans of BC AGM. In the event of more that one applicant in a region the MVBC regular members in that geographic area will determine the most appropriate candidate by mail in ballot to the secretary who will notify the MVBC Committee of the successful candidate.

6.3 Termination

A Representative is terminated (sec 4.6) if he or she;

- a) Resigns from his or her office by delivering a written resignation to the MNBC Métis Veterans of BC;
- b) Is found to be mentally incompetent or becomes of unsound mind;
- c) Is deceased;
- d) displays conduct unbecoming of their leadership position (Sec 4.6)

6.4 A quorum of the MVBC Committee is fifty (50%) plus 1 or five (5) members;

6.5 A written agenda will be provided to MVBC Committee members (1) week prior to each meeting.

6.6 All Committee Meetings shall be conducted in accordance with Robert's Rule of Order.

6.7 No error or omission in giving notice of any meeting or any adjourned meeting of the MVBC Representative shall invalidate any such meeting or make void any proceedings taken there and any member may at any time waive notice of any such meeting and may ratify, approve, and confirm any or all proceedings taken or had there at.

- 6.8** Each Representative is entitled to exercise one (1) vote with the exception of the Chairperson who will only vote in the event of a tie;
- 6.9** Representatives shall not receive remuneration for their services but, by resolution of the MVBC Executive, expenses may be allowed for their attendance at each regular meeting or special meeting of the Committee Representatives. No Representative shall, directly or indirectly, receive any profit from his or her position. Representatives may be reimbursed reasonable expenses incurred by him or her in the performance of his or her duties, if funding is available. Meetings may be held by tele-conference as necessary.

ARTICLE SEVEN – DUTIES OF POSITIONS

7.1 Regional Representatives

All candidates for Committee Representative's:

- a) Must hold a valid Métis Nation of BC citizenship card.
- b) Must be a Regular Member of the MNBC Métis Veterans of BC

Candidates should also possess the following credentials:

- a) A commitment to the mission of the Métis Nation British Columbia and the MNBC-Métis Veterans of BC.
- b) Some knowledge and skill in the areas of governance, policy, finance, public relations, program development and implementation, and benefits.
- c) A commitment to attend Committee Meetings and Annual General Meetings.
- d) A commitment to attend Chartered Community meetings in respective regions.
- e) A willingness to serve on Sub-Committees and hold dual positions as necessary.

Duties of the Regional Representatives are to:

- a) Attend the Regional Governance Council Meetings in their respective region. (when travel funding is available)
- b) Attend Métis Chartered Community Meetings in their Region (when travel funding is available)
- c) Represent the interests of Veterans members in their Region, and shall determine the needs, concerns and interests of Métis Veterans and advocate on their behalf;
- d) Be accountable to the Métis Veteran members/citizens in their respective Regions regarding their role as a Regional Representative.
- e) Organize Regional Veteran Meetings when funding is available.
- f) Be accountable to the MNBC- MVBC, the MNBC and the citizens for their actions as a member of the MNBC- MVBC;

- g) Attend and be prepared for all MNBC- MVBC meetings and teleconferences, unless written notification of absence is sent to the MVBC Chairperson prior to the scheduled meeting;
- h) Provide written reports for all meetings when requested.
- i) Read all relevant materials, which may include minutes, reports, and financial statements in advance of meetings to identify errors, omissions, and actions that may require follow-up.
- j) Perform such other duties as may be required under the direction of the MVBC Committee.

7.2 Sergeant At Arms

- a) Organize Flag Parties for MNBC functions when requested and keep and store in good order flags and flag party kit.
- b) Organize Dumont Scouts for security at meetings as requested by the MNBC Board of Directors, ensuring that proper protocol and decorum is followed by Members and Guests. Secure entry to meeting location if required.
- c) Organize the MVBC Committee in the performance of other duties as requested by the MNBC Board of Directors.

7.3 Membership Clerk

- a) Ensure that membership application forms has all the appropriate information required for membership identified as well as information where to send the completed form or where to make inquiries.
- b) Process applications received ensuring that proof of service and MNBC Citizenship is verified. If deemed necessary request a notarized copy of the original proof of service document.
- c) Keep secure and confidential all applications and any other documentation received.
- d) Ensure that MVBC Representatives receive a minimum of one nominal role annually.
- e) Send contact information for new members is to be sent to each applicable Regional MVBC Representative and/or MVBC Womens Representative as applications are approved.
- f) Ensure that the MVBC Executive receive updated nominal role on a quarterly basis.

7.4 Service Officer

- a) Assist Veterans and Families with information and assistance when required.
- b) Keep abreast of any changes that affect Veterans, and notify Membership of same.
- c) Liaise with other agencies as required.

ARTICLE EIGHT – MEETINGS

- 8.1** All meetings shall be conducted in accordance with Robert’s Rule of Order. When required, the Sergeant At Arms has the power to remove from any meeting any unruly participant. The removed participant may be given an option to return on public apology or if warranted by vote of the MVBC Committee be suspended as a member of the MVBC for a length of time limit to be determined by the MVBC Committee.
- 8.2** The annual or any other general meeting of the members of the MNBC Métis Veterans of BC shall be held at a location to be determined pending MNBC-Métis Veterans of BC funding.
- 8.3** At every annual or any other general meeting, a report from the Executive and all MVBC Representatives, including the financial statement shall be provided in writing.
- 8.4** The members of the MNBC Métis Veterans of BC may consider and transact any business, either special or general, at any meeting of the members of the MNBC Métis Veterans of BC.
- 8.5** Give 14 days notice of all meetings of the MNBC Métis Veterans of BC to the MVBC Committee; and 30 days notice for any Annual or Special General meeting to all Regular Veteran Members.
- 8.6** No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the MNBC Métis Veterans of BC shall invalidate any such meeting or make void any proceedings taken there at and any member may at any time waive notice of such meeting and may ratify, approve, and confirm any or all proceedings taken there at.

ARTICLE NINE – VOTING AND QUORUM OF MEMBERS

- 9.1** At any general or special meeting of the members of the MNBC Métis Veterans of BC every motion shall be determined by a majority of the votes cast and each member in attendance shall be entitled to cast one (1) vote for each motion except for financial votes which require seventy-five (75) percent approval of members in attendance.
- 9.2** At any general or special meeting of the members of the MNBC Métis Veterans of BC a quorum shall consist of the majority of members registered in attendance.

ARTICLE TEN – FISCAL YEAR

10.1 Unless otherwise determined by the Board of Representatives, the fiscal year of the MNBC Métis Veterans of BC shall run from April 1st until March 31st of the following calendar year.

APPROVAL AND RATIFICATION

IN WITNESS WHEREOF we hereunto set our hands in the Province of British Columbia this 12th day of May, 2010



MNBC Chairman, Jim Louttit



Minister Responsible for Veterans,

Lissa Smith



MNBC President, Bruce Dumont