

## **OPERATIONS OF THE ZONE**

### **Including the Duties of the Zone Commanders and Deputies.**

#### **ZONES.**

The Provincial Command, for purposes of better administration, may group Branches in a specified area into a Zone. Such Branches are usually located in reasonably close proximity to one another in order that closer inter-Branch relationships may develop, and thereby, foster comradeship, co-operation, and mutual assistance.

The Zone is subject to the authority of its District.

A Zone is not a chartered body of The Royal Canadian Legion. Zones shall operate as an administrative agent of Provincial Command.

A Zone is not a corporate body and shall not make decisions as to Legion policy or administration inconsistent with those already established. It may, of course, make recommendations and suggestions to the respective Branches in the Zone.

#### **ZONE COUNCIL.**

The Zone Council consists of all elected Zone Officers, the Immediate Past Zone Commander, and the Presidents of all member Branches.

In the absence or inability of a Branch President to attend the Zone Council meeting, a member of the Branch's Executive Committee should attend on his behalf.

The Zone Council aids and advises the Zone Commander.

All members of Zone Council shall be entitled to vote at Zone Council Meetings and Zone Conventions.

#### **ZONE RALLIES and CONVENTIONS.**

Zone Rallies may be held periodically as agreed to by its member Branches.

It is mandatory to hold a Convention prior to the end of February in each Command Convention year for the following purposes:

1. To transact Zone business.
2. To elect, by ballot, a Zone Commander, Deputy Zone Commander, and such other Officers as the rally may decide.
3. Receiving Branch reports, in writing, and receiving Zone Committee reports in writing.
4. Consideration of resolutions relating to the Zone and District for presentation to District Conventions.

### **VOTING AT ZONE CONVENTIONS.**

All members of Zone Council shall be entitled to vote at Zone Council Meetings and Zone Conventions.

Branch voting power is as follows: One delegate for the first fifty eligible Voting members or fraction thereof, and one for each additional one hundred voting members or fraction thereof, with membership to be based on the per capita tax paid up to the end of the preceding calendar year.

A ZONE is free to adopt an alternate method by resolution at a ZONE CONVENTION. Some Zones, for example, have found it effective to grant equal voting powers to all Branches in the Zone regardless of the size of the member Branches. The Voting Delegates shall be Voting Members.

### **WHEN ELECTED ZONE OFFICERS ASSUME OFFICE.**

Zone Officers are required to be installed in their respective offices as soon as possible after their election or appointment. Procedure for so doing may be found in the "**Ritual Awards and Protocol**" Manual.

Zone Officers assume office immediately after the Provincial Convention following their election and serve for a period of two years, until the close of the succeeding Provincial Convention.

In the case of an election or appointment to fill a vacancy, duties are assumed immediately.

### **VACANCIES AND ABSENCES OF ZONE OFFICERS FROM MEETINGS.**

Should any elected Zone officer, without adequate reason, fail to attend **TWO Consecutive Meetings** requiring his attendance, his office is forfeited, and the office is declared vacant.

At the discretion of the Command Executive Council, a Zone may be authorized to conduct an election by ballot to fill the vacancy. It may be expedient to fill such office immediately and not wait for an election. The Executive Council may make an appointment if it is deemed advisable, if the Zone Council suggests an appointee, it is often followed.

**However**, if there is more than one candidate, an election will be the appropriate procedure.

### **ZONE FINANCES.**

A Provincial Command may authorize and empower a Zone to raise money for the carrying out of its duties, powers and functions, such money to be raised by the methods authorized.

All real and personal property possessed, held, or used by a District or Zone, including all money raised as indicated in the preceding sections, shall be the property of the Provincial Command within whose territory the District or Zone operates, and shall be possessed, held, or used by the District or Zone as an administrative agent of the Provincial Command.

## **SCHOLARSHIPS AND BURSARIES**

**Scholarships** are awarded for scholastic achievement. Poppy Funds **cannot** be used for this purpose.

**Bursaries** are granted to children and grandchildren of Ex-Service Personnel, as specified in the General By-laws. Poppy Funds **can** be used for this purpose.

## **THE ZONE COMMANDER.**

The Zone Commander, as the Chief Executive Officer of the Zone, should be familiar with the GBLs and Provincial By-Laws. It shall be your responsibility to exercise a general supervision over all Branches within your Zone.

Branch Presidents within your Zone are members of Zone Council, as are District Officers.

## **STARTING YOUR TERM - BASICS.**

Appoint a Zone Secretary and a Zone Treasurer or Secretary/Treasurer (unless elected.)

Appoint a Chair for each Zone Standing Committee. Complete a Zone Summary of all Officers & Standing Committee Chairs and send it to the District Commander & Provincial Command, your Zone Council and Branches in your Zone.

Arrange to complete Zone Signing Authority at the Bank for all accounts.

Schedule Zone Council Meetings and Conventions, dates, and venues, and confirm in writing to the District Commander and host Branches.

Schedule an orientation/information meeting with your Zone Council at the beginning of the term to review with them their duties, policies and procedures related to the Zone.

## **DUTIES OF THE ZONE COMMANDER.**

The Zone Commander calls all Zone Conventions, Rallies and Zone Council Meetings. He exercises general supervision over Branches within the Zone

He is a **Member of the District Council Executive.**

He ensures that all appeals for financial support directed to the public by Branches, are conducted so as to further the best interests of the Legion.

He should visit each Branch annually and advise and assist them.

He should keep the District Commander informed on activities in the Zone and present written reports to all District Council meetings.

He is an accredited delegate to Provincial Conventions by virtue of his office.

There are certain points which Provincial Command expects him to pay particular attention to.

1. He should check with Branch Presidents and Secretaries to see that all correspondence and circular letters emanating from Command receive attention, and that their purpose is conveyed to the general membership of the Branch.

2. He should check with Branch Presidents and Secretaries to see that all reports, statements, and questionnaires are dealt with promptly.
3. He should impress upon Treasurers or Secretary Treasurers, the need for, and importance of, prompt payment of Branch accounts, and the payment of the per capita tax which keeps members in good standing.
4. He shall help Branches to organize membership drives, paying particular attention to the number of members who are in arrears of current Branch dues and ensure that the Branch does something about it. He should aid in special activities and give particular help to any Branch whose activities appear to be on the decline.
5. **He SHALL ensure that all Poppy Funds are kept in a separate account and that records of expenditures are in compliance with the General By-laws.**
6. Shall ensure the bonding of Branch officers and employees who manage funds.
7. Shall encourage all member Branches to be fully represented at Zone and District meetings.
8. He shall encourage Branches to become familiar with, and follow, the “**GENERIC BY-LAWS**” found in the **Provincial Command By-Laws, if they don't have their own.**  
**Remember, if a Branch has their own By-Laws, they must be approved by Provincial Command and updated regularly.**
9. Where it applies, shall remind Branches of their obligation to conform to the Liquor Licence Act, and other Regulations to protect the prestige of the Legion.
10. When contributions are needed, as decided by a Dominion or Provincial Convention or Command Council, he shall encourage Branches to participate.
11. Shall ensure all Branches notify **Provincial Command Office** of the names and addresses of the Branch President, Secretary, Treasurer, Service officer, Membership Chair etcetera, Immediately following Branch elections. Email addresses of all Branch Officers, and the Email for the Branch, **the Phone Number of the Branch,** and the **Principal Contact,** **SHALL also be included.**
12. To notify Command Office, and the **District Commander**, of names, addresses and phone numbers of **Zone Officers**, and also to notify the District Commander of the names, addresses and phone numbers of Branch Presidents, Secretaries, Treasurers, and Service Officers. **Email addresses for the Branches SHALL also be included.**
13. To ensure all Branches adhere to Provincial and Dominion General By-laws.
14. To make certain that Branches take part in Command Programs and Projects.
15. To send a copy of minutes of all Zone meetings to the District Commander.
16. No Zone Commander is entitled to visit outside of his own Zone without obtaining Zone meeting approval in regard to any expenses to be charged against Zone Funds.

**GENERAL.**

**The Zone Commander is expected to attend District Council Meetings and District Conventions and will present a written report on activities within their Zone since the last District Convention Report.** If the Commander is unable to be there, the Deputy Zone Commander will attend.

**Zone Commanders** should ensure they pass along the reporting procedures to the **Deputy Zone Commander**, and the incoming Zone Commander. For example, what type of information do the reports usually contain, does the Zone Commander read their report at the District Council Meeting and again on the Convention floor, or just at Council, or just at Convention etcetera.

The Zone Commander shall encourage Branches to send delegates and observers to all conventions.

**Attempt to Ensure** that the Chain of Command is followed as closely as possible. Member to Branch, to Zone, to District, and to Command.

**DEPUTY ZONE COMMANDER.**

It is the duty of the Deputy Zone Commander to assist the Zone Commander in the performance of his duties. In the absence or inability of the Zone Commander, all rights and powers of the latter are, for the time being, assumed by the Deputy.

**The Deputy** Zone Commander is not an accredited delegate to Provincial command conventions or to District meetings by virtue of his office.