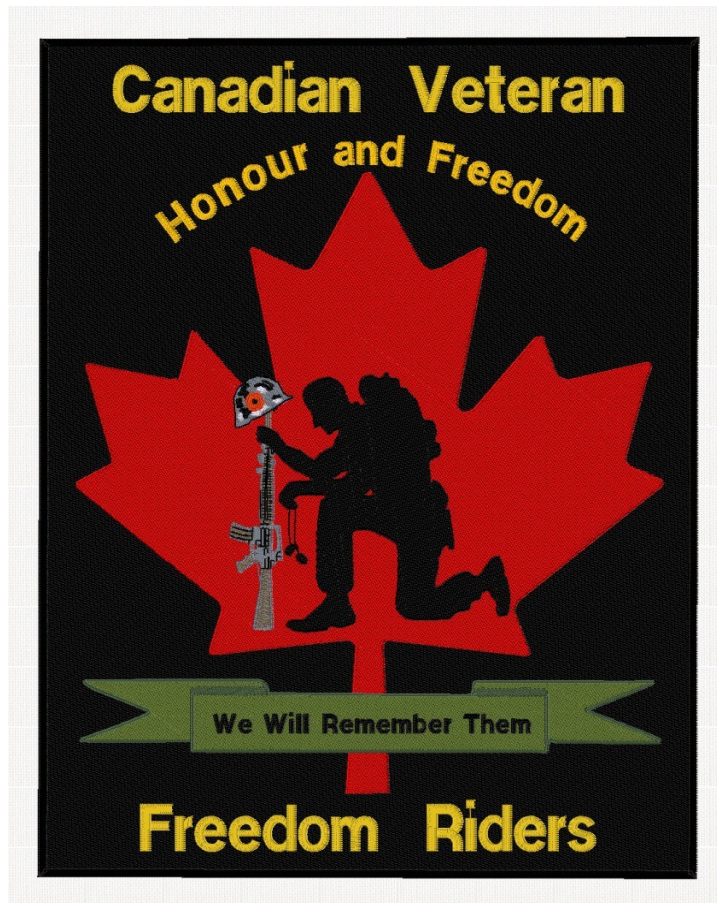


Canadian Veteran Freedom Riders



Constitution

Ammended January 2016

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THE CONSTITUTION

1.0 Name

The name of the Riding Club shall be “*The Canadian Veteran Freedom Riders*” and hereinafter referred to as “The CVFR”. Our motto is “Honour and Freedom.”

2.0 Purpose

The purpose of the CVFR is to provide a Riding Club (RC) which welcomes all Veterans and Veteran Supporters who wish to share their enthusiasm for motorcycling and for the camaraderie of military life.

3.0 Vision

Our vision is to grow the membership Nationally and use our shared enthusiasm for motorcycle riding to make Veterans and Veteran Supporters feel welcome and to do charitable works related to Veterans’ Organizations and serving members of the Canadian Forces. Other charitable works (such as the Ride for Dad) will also be supported but the emphasis will be on supporting veterans and serving Canadian Forces.

4.0 Mission

The mission of The CVFR in collaboration with other bodies, is to support the well being of the current and former members of the Canadian Forces by promoting and maintaining the heritage, traditions, and culture of the Canadian Forces and, at the same time, portraying a positive image of motorcycle riding.

5.0 Organization

5.1 The CVFR is organized into Units based on geographic location. These Units are organized geographically for ease of recruitment and administration, and do not lay claim to territory.

5.2 The creation of new Units is subject to approval of the National Executive by means of a simple majority vote. The simple majority vote must include approval of the initial Unit By-Laws.

5.3 Each Unit shall be named using CVFR <*Geographic Name*>. The names, may be proposed by those members wishing to charter a Unit but are subject to final approval of the National Executive by means of a simple majority vote.

5.4 Each Unit shall have a Unit Executive consisting of, at minimum:

- a. President; and
- b. Sergeant-at-Arms.

It is highly recommended that, if at all possible, the unit have a Road Captain as well. All other positions should be filled as the size and requirements of the unit dictate.

5.5 Unit Executive positions are to be filled in accordance with the conventions, operating procedure and By-Laws of the Unit in question and are to be voted on by the members of that unit for key positions such as Vice President and SAA, the choice of the member is not subject to approval by the National Executive. If no unit member steps forward then the President of a Unit may request a volunteer and choose a member without going to a unit vote, The Unit President may also create new Executive positions as required for the efficient administration of his/her Unit.

5.6 The duties, term of office, terms of reference and requirements for service on the Unit Executives may be adjusted by each Unit’s conventions and By-Laws as long as they are in keeping with the CVFR Constitution. The general guidelines for each of the mandatory positions are:

- a. President
 - i. Upholds The CVFR Constitution and Unit By-Laws

- iii. Coordinates Unit Executive meetings and activities
- iv. Maintains Unit files

b. Sergeant-at-Arms

- i. Responsible for Unit discipline
- ii. Responsible for Unit property and funds
- iii. Responsible for orientation of new members
- iv. Responsible for collection of Membership Dues and remittance of same

c. Road Captain (Recommended)

- i. Overall control of all road moves
- ii. Plan ride routes
- ii. Coordination with charity and external ride organizers in which the unit will assist or participate
- iv. Provide education to the Unit regarding road etiquette, hand signals, group riding, safety etc

5.7 National Executive

5.7.1 A National Executive, elected and appointed as per the provisions outlined in the CVFR Constitution shall act as the governing body of the CVFR as a whole.

5.7.2 The National President, National SAA and National VP will be members of CVFR National. This is a unit separate from any other unit and consists strictly of the National executives. Other executive members such as the National Secretary, may remain as a member of his/her unit. CVFR National will not actively recruit new members except for National executive positions.

5.7 Unit Management

5.7.1 Each Unit has the authority to make and pass such By-Laws and local operating procedures as are appropriate to aid in local management of the Unit's affairs.

5.7.2 Unit By-Laws, procedures and regulations shall not contravene the CVFR Constitution.

5.7.3 Although the initial set of Unit By-Laws is subject to a simple majority vote of the National Executive at the time that the Unit is created, the approval of National Executive is not required for Units to make necessary amendments to their By-Laws, provided they adhere to the CVFR Constitution.

6.0 Membership

6.1 Membership in the CVFR is open to all former and serving members of the Canadian Forces and to others who support their missions.

The following shall be eligible as:

6.2 **Veteran - Rider:** Any serving or former member of an organization deemed to come under the authority of Veterans Affairs Canada for the purposes of pension and/or administration related to Federal or other Government service and who has completed a full year of service, and has been honourably discharged. A Veteran-Rider must also possess an unrestricted motorcycle operators' license in the province in which they apply for this type of membership. This will be indicated by a "Veteran" patch worn on the vest, the "Veteran" may also be authorized for a military veteran of a foreign country i.e. the USA and UK if a prospective member applies regardless of where they reside. All applications for veteran status shall be subject to the approval of the National executive and on submission of the required proof of service.

6.3 Supporter - Rider: Any person who does not meet the requirements stipulated for membership as a Veteran-Rider and who possesses an unrestricted motorcycle operators' license in the province in which they apply for this type of membership; **a tag stating "supporter" will be issued at joining and is to be affixed to the front of the vest as per the dress manual.**

6.4 Veteran – Non-Rider : Any serving or former member of an organization deemed to come under the authority of Veterans Affairs Canada for the purposes of pension and/or administration related to Federal or other Government service and who has completed a full year of service, and has been honourably discharged. This will be indicated by a "Veteran" patch worn on the vest, the "Veteran" may also be authorized for a military veteran of a foreign country i.e. the USA and UK if a prospective member applies regardless of where they reside. All applications for veteran status shall be subject to the approval of the National executive and on submission of the required proof of service.

6.5 Supporter – Non-Rider: Any person who does not meet the requirements stipulated for membership as a Veteran-Rider and who also does not possess an unrestricted motorcycle operators' license in the province in which they apply for this type of membership;

6.6 Honorary: Honorary membership may be bestowed upon persons of special distinction to The CVFR. Any Unit may recommend the appointment of a person as an Honorary Member but the recommendation is subject to approval of the National Executive by means of a simple majority vote.

6.7 Membership Approval

6.7.1 Application for all of the classes of membership shall be submitted formally to the Unit Executive to which membership is being sought. Approval shall be granted at the Unit level by a simple majority vote of the Unit's Executive.

6.7.2 All applicants must be in good standing with the community.

6.7.3 To remain a member in good standing, a member must pay his/her dues in accordance with section 7.1 of this document.

6.7.4 A member may withdraw from The CVFR at any time however membership dues will not be reimbursed.

6.7.5 Any member who uses the name of The CVFR as a reference for financial gain and/or engages in conduct which may bring or tend to bring The CVFR into disrepute may be suspended or expelled. Such recommendation for suspension or expulsion may be recommended by the member's Unit but is subject to the approval of the National Executive by means of a Simple Majority vote of the National Executive.

6.7.6 Upon termination of membership, for whatever reason, such member shall have no claim on any portion of the membership dues paid to The CVFR, nor to the assets of The CVFR. The CVFR patch shall remain the property of the CVFR but may be retained by the member upon approval of the CVFR National Executive.

7.0 Membership Fees

7.1 The National Membership dues shall remain at \$10 annually unless changed by a majority vote of CVFR members. National Membership dues shall become payable yearly in advance on the 31st of January in each calendar year, a grace period of 60 calendar days shall be given to those members who are deployed or otherwise unable to access banking facilities. Failure to pay National Membership dues, (except for those member noted as being deployed), by January 31st of a Membership year shall be taken as a request, by the member, to withdraw their membership in the CVFR and they shall be stricken from Unit and National nominal rolls.

7.2 There shall be no annual National Membership dues levied against Honorary members.

7.3 Members who have not attained the required age for a motorcycle operators permit in their province or residence, as of January 31st of a membership year shall not be assessed National Membership dues for that year.

7.4 New members who join after September 1st of the current year will be considered as paid for the following year and shall be marked as such.

7.5 CVFR Units are free to establish their own fees and dues as suitable for the prudent management of their Unit. Provisions for changes to unit dues should be covered as part of the Unit By-Laws and will, normally, be subject to a simple majority vote of the Unit.

8.0 The National Executive

8.1 The National Executive is responsible to administer The CVFR. Membership on the National Executive shall normally be for a minimum of two years, and is limited to members in good standing of The CVFR.

8.2 Honourary Members are not eligible to serve on the National Executive.

8.3 The Executive Committee shall consist of the following when possible:

- a. National President;
- b. National Vice-President;
- c. National Sergeant-at-Arms;
- d. National Secretary/Treasurer; and
- e. National Road Captain.

8.4 Each Executive position, elected or appointed shall hold office for at least two years. If no other member wishes to take on the position of National President, then the incumbent shall remain in that position until another member indicates they wish to assume the role, or if the incumbent resigns or is voted out with an %80 majority vote of the general membership, at which time a general vote will be taken of the membership to get their approval for the member wishing to assume that role. If a member of the National Executive resigns or is dismissed then all reasonable effort will be made to fill the vacancy as soon as possible

8.5 The National President shall be elected from the regular membership of the CVFR by a Unit Majority vote of all CVFR Units.

8.6 The National President may appoint the other Members of his/her National Executive.

8.7 In the event that the National President is unable to continue his/her duties throughout the year, the National VP shall assume the duties until such time as a temporary replacement is named by the remaining members of the National Executive and/or until such time as an election can be held. If there is no National VP, then the next in line will assume those duties.

9.0 The National Executive – Duties

9.1 National President

The duties of the National President are:

- a. to enforce the Constitution of The CVFR;
- b. to lead and supervise the affairs of The CVFR;
- c. to preside at all General and Executive Meetings of the National Executive and The CVFR as a whole;
- d. ensure that proceedings of meetings are recorded and shall sign minutes;
- e. ensure the safe-keeping and accounting of all funds and property including those held in Trust;
- f. liaises with other Unit Executives for the benefit and administration of The CVFR;
- g. oversee and direct all members of the Executive of CVFR Ottawa;
- h. acts as Kitshop manager;
- i. acts as Webmaster and Facebook administrator;
- j. keep account of all funds/fees received by him/her on the behalf of The CVFR;
- k. arrange for all banking requirements;
- l. be responsible for the safe-keeping and handling of cash, and for deposits to the bank;
- m. receive and account for all monies belonging to The CVFR;
- n. disburse the same monies under instructions of the National Executive;
- o. ensure that the accounts of The CVFR are kept by means of a suitable system of accounting;
- p. make suitable arrangements for the safe-keeping of financial documents and vouchers

- q. arrange for the preparation of financial statements as required; and
 - r. act as official spokesperson for The CVFR.
- Some of these duties may be delegated to others on a volunteer basis.

9.2 National Vice-President

The duties of the National Vice-President are:

- a. assume responsibilities of National President in his/her absence;
- b. assist the National President in support of his/her duties
- c. assist the National President on project proposals and cost estimates; and
- d. any other duties as assigned by the National President.

9.3 National Secretary/Treasurer

The duties of the National Secretary/Treasurer are:

- a. prepare agenda and call all meetings of the National Executive;
- b. record and maintain minutes of all meetings of the National Executive and The CVFR general meetings;
- c. distribute copies of minutes as appropriate;
- d. conduct correspondence of The CVFR and keep the National President informed of such correspondence;
- e. publish all proposals, notices and by-laws for the membership;
- f. keep an up-to-date address file of all members of The CVFR;
- g. be responsible for the safe-keeping of the Constitution and entering approved amendments thereto;
- h. ensure that any documents requiring the signature of the National President are forwarded for his/her signature;
- i. provide members with a copy of the Constitution upon request;
- j. assist the National President in ensuring the safe-keeping and accounting of all funds and property including those held in Trust;
- k. prepare a list of those members in default of annual membership dues on March 1st for consideration and action by the National Executive Committee; and
- l. have custody of all records connected with the concerns of the The CVFR.

9.4 National Sergeant-At-Arms

The duties of the National Sergeant-at-Arms are:

- a. responsible to ensure overall discipline is maintained in The CVFR;
- b. act as a liaison between the National Executive and Unit Sergeants-at-arms

9.5 National Road Captain

In addition to the duties of Road Captain outlined in the By-Laws of CVFR Ottawa, the duties of the National Road Captain are:

- a. maintain the Rider's Handbook;
- b. coordinate National rides and events; and
- c. act as a mentor and point of contact/advice for Unit Road Captains.

10.0 Meetings

10.1 National Executive Meetings

10.1.1 The National Executive shall meet as required, by whatever means suitable to the task, to pursue the work of the CVFR and maintain minutes recording the proceedings of the meetings. Sub-committees members and other advisers may be invited to assist the National Executive members as required. An open invitation is extended to the membership at large, however they shall not have voting privileges at National Executive Meetings. Any member of the executive may call a meeting.

10.1.3 The Executives may defer any proposal, motion, etc for a specified period of time, normally not to exceed 30 days, in order to provide additional information and/or documentation that The CVFR did not have at that time and decide how or if to proceed.

10.2 National Sub-Committee Meetings

A National Sub-Committee shall normally be requested to form at the request of the National Executive, an example of such a committee would be one formed to assist in a National sanctioned event such as the Allied Memorial Remembrance Ride. National Sub-Committee Members shall meet as required to pursue the work of The CVFR and maintain minutes recording the proceedings of the meetings. The National Sub-Committee Chair will normally be a member of the National Executive. Minutes of meeting will be maintained for future use and to record any discussion made during the meetings. These will be retained by the National Secretary.

10.3 General Meetings

10.3.1 Due to the geographical locations of the units it would be impossible to have a general meeting to include all units; therefore a general meeting shall be held as required by the most logical means available. The intent to have a meeting shall be submitted to all members via the most suitable means and with enough advance notice prior to the actual date in order to give them the opportunity to submit items to be discussed and voted on as required. General meeting may be held via email as the locations of units may not allow a location to be chosen where all can meet.

10.3.2 The National Secretary shall post the proposed notice of every general meeting to all members at least 30 days in advance by the most appropriate means. This notification shall include a copy of minutes of the previous, the proposed agenda for the general meeting and any other pertinent data.

10.3.3 The National President, or in his absence the National Vice President, shall preside. In the absence of the National VP, the National Secretary will chair the meeting.

10.3.4 Members wishing to have specific items included on the agenda shall advise the National Secretary at least 45 days in advance of the meeting.

10.3.5 Attendance at General Meetings is open to all members.

10.3.6 New items raised at General Meetings will be voted on by all members. This can be done by email sent to the unit presidents for dissemination to all members of the unit. Proposed changes to the Constitution may be sent at any time to the National executive and shall be voted on by the unit members prior by the same method. The results shall be sent to the unit presidents and shall be conveyed to the members.

10.3.7 Quorum

A quorum for a meeting of the National Executive shall consist of three (3) members. A quorum for a General Meeting shall consist of any representative of Units making up at least 60% of the total membership, this does not include members such as junior members who do not pay dues. This number may include proxies. If in one hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned. A Quorum may not be applicable if the meeting is held via email.

11.0 Voting

11.1 Voting rights are extended to members who are in good standing, meaning not under suspension or expulsion and are currently paid up with respect to National (and if applicable Unit) dues. Members are only eligible to vote if they are obligated to pay National dues.

11.2 Type of Votes

11.2.1 **Simple Majority** – A simple majority shall consist of 50%+1 of the eligible members. The person chairing a vote will not vote unless it is to break a tie. Voting shall be conducted by a show of hands unless the Chair believes that a secret

vote is required in which case the method of conducting the secret vote shall be via anonymous submission of ballots which are destroyed after the vote has been conducted and the result recorded.

11.2.2 **Unit Majority** – At a National level, each eligible Unit gets a single vote which has been previously decided by a Simple Majority vote of its eligible members. A decision is based on a Simple Majority of Unit votes.

11.3 Any eligible voter who is unable to attend a vote may appoint any other eligible voter as his/her proxy by sending a signed note (electronic signatures accepted) to the Secretary giving the name of his/her proxy. For purposes of voting the person giving the proxy shall be deemed to be present for the meeting, and shall abide by the vote of his/her proxy.

11.4 To facilitate decision making with a dispersed membership, and to allow for the implementation of important decisions between general meetings, email voting shall be permitted, subject to the approval of the National Executive.

12.0 Finance

12.1 Expenditures

The National Executive shall pay out of The CVFR funds such expenses as are reasonable and necessary to conduct the business of The CVFR.

12.2 Financial Year

The financial year shall be from 1 January to 31 December of the same year.

12.3 Membership Fees

National CVFR Membership fees shall be established by the National Executive and approved by means of a Unit Majority vote. CVFR Units are free to establish their own fee/dues structure as suitable for the prudent management of their Unit.

12.4 Financial Statements

The National President will provide a financial statement at all National Executive Meetings and to all members as needed or on request. The National President will also provide a financial statement and other financial records for audits if required.

12.5 Expenditure of Funds

Expenditure of funds shall be authorized as follows:

- a. the National President may approve one-time expenditures/year not to exceed \$500; except for requesting payment to him/herself.
- b. the national Executive must approve any recurring expenditures and expenditures in excess of \$500 up to a maximum of \$2,000;
- c. expenditures in excess of \$2,000 to \$4,000 must be recommended by the National Executive and approved by a Unit Majority vote of all CVFR Units; and
- d. expenditures in excess of \$4,000 must be recommended by the national Executive and approved by Simple Majority vote of all members.

12.6 Financial Signing Authority

All financial instruments shall be signed by two (2) members of the National Executive, those members being the National President in conjunction with the National Sergeant-at-Arms or National secretary/treasurer. Each committee member shall not sign for themselves.

12.7 In circumstances where the National President is unable to co-sign an expenditure, the National Sergeant-at-Arms and National Vice-President may sign. No more than two (2) sequential expenditures may be signed without the Treasurer.

12.8 Good & Welfare

The National Executive at its discretion may authorize donation/expenditure to the appropriate individual/organization or in memory to the appropriate charitable organization in order to signify a significant event in the personal life of a member of The CVFR, a special friend to The CVFR or any organization with special ties to The CVFR or The Canadian Forces.

12.9 Retirement of Debt

The only methods of debt retirement exercised by the CVFR shall be full repayment, voluntary forgiveness by the creditor, repayment in kind voluntarily agreed to by the creditor or through legal bankruptcy proceedings.

13.0 Dissolution

Members in a special General Meeting, called for the purpose, shall have power to dissolve The CVFR and after discharging all liabilities, shall dispose of the remaining assets as decided. An 80% majority of the members present shall be required to dissolve The CVFR.

14.0 National Elections

14.1 Schedule

The National Secretary shall notify all members of an up coming election which will normally be held in the Fall.

14.2 Elected positions

At a National level, only the position of National President shall be subject to a vote.

14.3 Nominations

14.3.1 All dues-paying members may be nominated during the elections. All nominations must be seconded by a member who would be eligible to vote in the election. The nominated members must acknowledge the nomination and accept or decline the nomination. Should a nominated member be unable to attend the elections he/she is required to submit their intent in writing to the National Secretary prior to the elections. The nomination of an absent member with no written notice of intent will not be accepted.

14.4 Voting

14.4.1 All Executive positions, which are voted upon, will be decided by a Unit Majority vote.

14.5 Dismissal of National President

14.5.1 Notwithstanding the requirement for regular elections, as outlined elsewhere in this Constitution, the National President may be dismissed from his appointment, at any time, by an 80% majority vote of all members of the CVFR.

14.5.2 A vote for early dismissal of the National President may only be triggered by a motion supported by a Unit Majority vote.

14.5.3 In the event that a successful vote is held to dismiss the National President, he/she will immediately revert to normal member status (the status applicable before he/she became National President, in the case of a Founder, it shall be as an Honourary Member) and the National Vice President, or if there is no National Vice President, the National SAA, shall temporarily take the post of National President.

14.6.4 If the National President is dismissed within 18 months of taking office, a new election will be triggered to fill the

position within 3 months of the dismissal. If the dismissal occurred after the National President has already completed at least 18 months in office, the new National President shall be elected as per the normal schedule for such elections.

15.0 Changes to the Constitution

15.1 Proposed changes to the Constitution may be made at any time. For those items to be addressed at the GM they are to be sent to the membership at large no later than 60 days ahead of the GM. Any proposed change at other times must also be sent to the National Executive at least sixty 60 days in advance, the proposed change will then be sent out to the units for their members to vote on, the results of the vote will then be sent to National which in turn will convey the results to the units, either at the GM or via email to the Unit executives, members of units may use a proxy vote if they are unable to personally convey their vote to the applicable unit executive.

15.2 Proposed amendments to the Constitution may be made by any member in good standing,

15.3 A 50+1 majority of the members shall be required to change this Constitution.

16.0 Authority

The terms and provisions of this Constitution having been adopted by a Simple Majority vote of the members at a General Meeting supersede all previous Constitutions of The CVFR.

17.0 Common Dress Standards

The only mandatory dress standards applicable to CVFR members, when wearing the CVFR patch, shall be as follows:

a. The standard CVFR item of dress shall be a black leather vest

b. The CVFR patch shall be affixed to the centre back panel of the vest with no other crest, patch, pin or other item above or below it. This rule is not subject to change and will not be considered for an amendment or to be voted on by the club.

c. Riders who have proven their proficiency to the satisfaction of their Unit Road Captain, will be awarded a “winged wheel”. The left upper portion of the vest shall be reserved for the “winged wheel”. Unless the member has previously proven their proficiency to the members of the unit executive and the Road Captain, the process for proving riding proficiency shall be as follows:

- New members shall be assigned a “mentor” whose responsibility it is to monitor the new rider's proficiency and provide guidance as applicable. The “mentor” is to ride with the new rider on all unit rides when they are both in attendance
- The new member must participate in at least four (4) rides where their “mentor” or at least one member of the executive is present and can monitor their proficiency throughout the ride
- The unit Road Captain must approve of the issuance of the winged wheel in recognition of the new rider's proficiency

d. Immediately above the “winged wheel”, the Canadian Flag shall be affixed

e. Immediately below the winged wheel (or in the case of a non-rider, in place of the winged wheel), a Supports’ or Veterans’ Tag shall be affixed

f. The right upper portion of the vest shall be reserved for the member’s name, below which shall be their Unit tag and any appointment tags. On occasion National may issue special tags to signify a unique standing or appointment within the CVFR, the tag or tags may be considered non mandatory in which case the member may decide not to wear it, however if worn, it shall be worn as directed by National.

17.1 The remainder of the vest may be adorned in accordance with the By-Laws of the applicable Unit keeping in mind that the following are strictly prohibited:

- a. A “MC” tag/flash or any other thing that suggests that the CVFR is a motorcycle club or outlaw motorcycle gang (as opposed to a riding club);
- b. Any tag/flash or other thing that suggests that the member is a “1%er” or a supporter of a 1% or outlaw motorcycle gang;
- c. Any obscenities or other item which might tend to bring the CVFR or the CF into disrepute with the public;
- d. Anything that is disrespectful of another motorcycle/riding club or any other identifiable group;

18.0 Discipline

18.1 Unit Sergeants-at-arms are responsible for the maintenance of discipline within their units.

18.2 From time to time, it may become necessary to dismiss a member from The CVFR for disciplinary reasons. Unit executives have the authority to dismiss unit members from The CVFR.

18.3 While membership dismissals do not require the approval of the National Executive, the dismissed member has the right to appeal their decision to the National Executive who may reverse the dismissal.

18.4 Members who have been dismissed shall not, normally, be afforded a refund on their National dues. However, in addition to having the right to appeal the decision to dismiss them, the member shall also have the right to appeal for a refund of their dues should the dismissal stand.

19.0 Founders

19.1 The founding members of CVFR shall have the right to wear a tag bearing the designation “Founder”. This tag shall be worn on the right side of the vest under all applicable name, unit and appointment tags. No other members may wear such a tag.

19.2 Founders, if they no longer wish to be a member of the CVFR, shall revert to lifetime honorary status (thereby losing voting rights).

20.0 Main CVFR Patch

20.1 The CVFR main patch design is copyrighted and is the property of the CVFR and as such can only be worn by members in good standing of the CVFR. If a member is dismissed or leaves voluntarily, then the member agrees that they shall no longer wear the main patch until such time as they are either reinstated or decide to voluntarily rejoin the CVFR.