



## **Foreword**

The Veterans Army Motorcycle Club is primarily a social club that promotes camaraderie among motorcycling veterans, their families and friends while relying on their strong history of service to engage in community and service oriented activities to benefit Canadian military veterans and their families. It is important that we never lose our focus on the primary objectives of the VAMC; however, it is equally important that we ensure there is a simple yet robust structure in place to enable the effective and efficient operation of the VAMC. We must ensure that everything we do is ethical, accountable and transparent; otherwise we will never be able to succeed in accomplishing our primary mission.

The following document details the Veterans Army Motorcycle Club interim Bylaws, Rules and Regulations and have been produced and accepted as an interim document to facilitate the start-up of the motorcycle club. Once instituted, the Ethics and Policy Committee will review these Bylaws, Rules and Regulations and will present recommendations for amendments to the Club Executive. Additionally, to facilitate initial operation of the VAMC, certain members have been temporarily appointed to specific VAMC Executive positions. Once VAMC membership is established, elections will be conducted in accordance with the Bylaws, Rules and Regulations.

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Chair, Board of Directors  
Veterans Army Motorcycle Club

100719A



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## **Article I - Introduction**

1. The Veterans Army Motorcycle Club (“Veterans Army”) is a registered not-for-profit corporation established with the aim of promoting and continuing the tradition of leadership and service by Canadian military veterans. The Veterans Army brings together veterans, serving members, their families and friends who share an interest in motorcycling.
2. The Veterans Army is primarily a social club that promotes camaraderie among motorcycling veterans, their families and friends. By relying on veterans’ strong history of service, dedication and leadership, the Veterans Army will establish and fund bursaries or scholarships to assist veterans, their spouses or their children with post-secondary studies. In addition, the Veterans Army will engage in community and service-oriented activities that are beneficial to Canadian military veterans and their families.
3. The Veterans Army is structured with a Board of Directors composed of the founding members to oversee corporate legal and administrative functions and a Club Executive and committee system to oversee the daily operation of the motorcycle club. The President of the Club Executive will also serve as the link between the Board of Directors and the Club Executive Board.

## **Article II - Vision**

4. The vision of the Veterans Army is to create opportunities for socialization, recreation and charitable works for its members that, in turn, will strengthen the bonds between veterans and connect them more closely to their communities.

## **Article III - Mission Statement**

5. Through engagement in community projects and charitable works of benefit to Canadian military veterans and their families, the Veterans Army Motorcycle Club continues the military tradition of service and leadership. The Veterans Army carries out its mission in a manner that is inclusive, non-discriminatory, apolitical and sensitive to the needs and abilities of all veterans.

## **Article IV - Aims and Objectives**

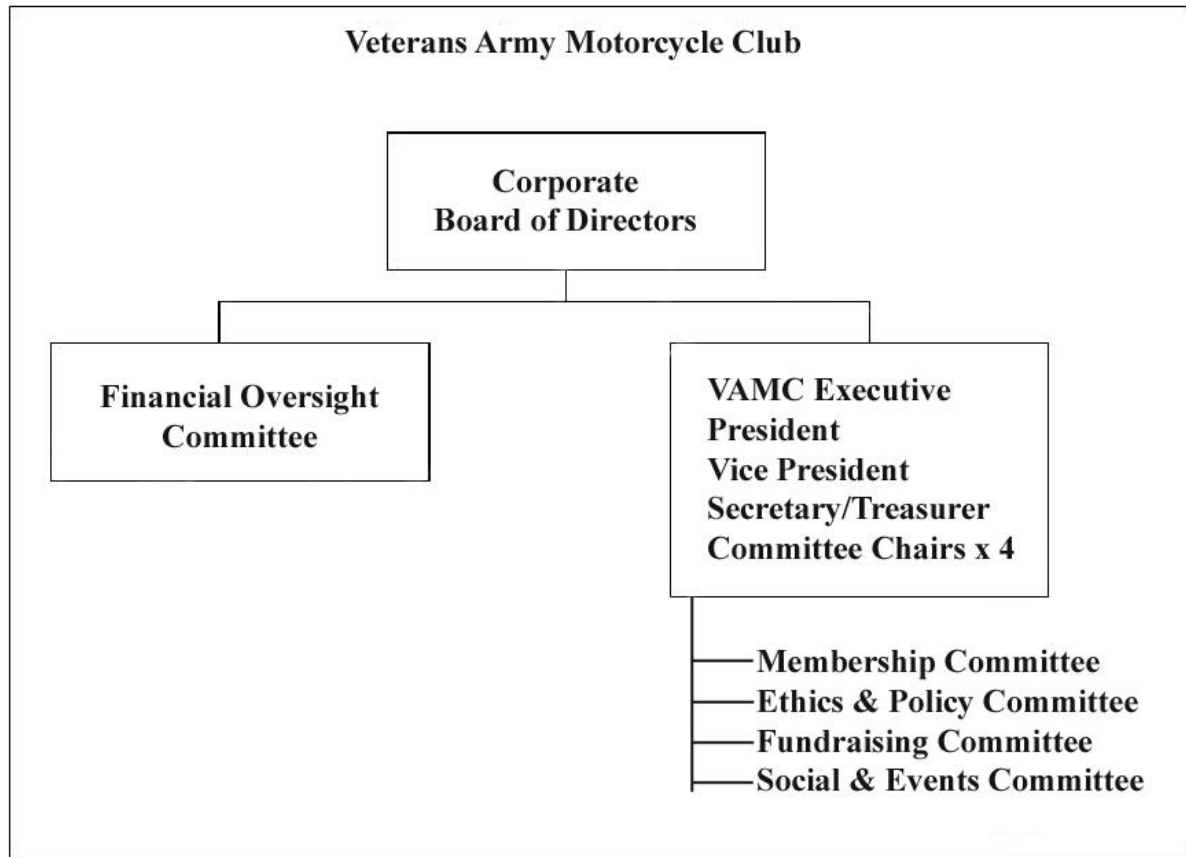
6. The initial aims and objectives of the Veterans Army Motorcycle Club are to:
  - a. engage in activities that promote and support the social interaction of Canadian military veterans, their families, friends and supporters who share an interest in motorcycling;

- b. promote and foster interest in the welfare of Canadian military veterans;
- c. establish and fund bursaries or scholarships to benefit Canadian military veterans, their spouses or their children in pursuing post-secondary studies;
- d. participate in fund-raising activities for established or new charities whose objectives are beneficial to Canadian military veterans and their families; and
- e. maintain involvement in activities that are service or community-oriented.

## Article V – Organizational Structure

- 7. The Veterans Army Motorcycle Club structure will consist of both a Corporate Board of Directors and a Club Executive as shown at Figure 1.
  - a. **Corporate Board of Directors.** The Corporation’s Board of Directors is composed of the founding members and will be responsible to oversee corporate legal and administrative functions and to ensure that the club remains true to its published Vision, Aims and Objectives. The Board of Directors may, as necessary, appoint other members to the Board at their discretion. The President of the Club Executive will also serve as the link between the Board of Directors and the Club Executive. Additionally, a Corporate Financial Oversight Committee will be established and will report directly to the Board of Directors.
    - (i) **Corporate Financial Oversight Committee.** The Corporate Financial Oversight Committee is appointed by the Board of Directors and will report directly to the Board of Directors with respect to their duties and responsibilities. The Corporate Financial Oversight Committee is responsible to:
      - (a) Review the annual business plan to ensure it conforms to the direction set by the BOD;
      - (b) Review the annual Financial Statement to ensure accurate accounting of all monies received and expended by the club; and
      - (c) Review project and event plans and advise on any financial concerns or issues that aren't clear.
  - b. **Veterans Army Motorcycle Club (VAMC) Executive.** The VAMC Executive will consist of the Club Officers and the Chairperson of each club committee. The Club Executive will be responsible to oversee the daily operation of the motorcycle club; provide general guidance to and co-ordinate the activities of the club committees; and promote camaraderie among motorcycling veterans, their families and friends while maintaining the focus on the club’s Vision, Mission,

Aims and Objectives. The Club Officers shall be a President, Vice President and Secretary/Treasurer. Only veteran members may be elected as the President or Vice-President, however, any member may be elected as the Secretary/Treasurer.



**Figure 1 – Organizational Structure**

**Article VI – Duties of the Club Officers**

8. The duties of the Club Officers shall be:

- a. **President.** The President is responsible to:
  - (i) oversee and supervise the daily operations of the VAMC;
  - (ii) preside over and chair all meetings of the VAMC;
  - (iii) preserve order and harmony within the VAMC;
  - (iv) act as the VAMC representative with external organizations; and

- (v) act as the link between the club members and the Board of Directors.
- b. **Vice President.** The Vice President is responsible to:
  - (i) assist the President in the general operation of the VAMC;
  - (ii) be prepared to perform any of the duties of the President during the President's absence; and
  - (iii) serve as the Public Relations co-ordinator for the VAMC.
- c. **Secretary/Treasurer.** The Secretary/Treasurer is responsible to:
  - (i) produce minutes for all VAMC Executive meetings and VAMC General Meetings;
  - (ii) manage all general correspondence of the VAMC in co-ordination with the President and Vice President; and
  - (iii) maintain a file copy of all correspondence coming into or leaving the VAMC.
  - (iv) collect and safeguard all dues and other funds received by the Club;
  - (v) pay the bills of the Club from funds so collected;
  - (vi) maintain complete and accurate records of all funds collected and expended;
  - (vii) prepare, in consultation with the VAMC Executive and committees, an annual business plan for presentation to the membership at the Spring Meeting;
  - (viii) provide a financial report for all club meetings or meetings of the Board of Directors; and
  - (ix) provide an annual end year financial report to the VAMC Executive for furtherance to the Financial Oversight Committee and Board of Directors.

## **Article VII – Club Committees**

9. The majority of the work of the daily operation of the VAMC will fall to a number of committees. Each committee will consist of a Chair and not less than two (2) and not more than six (6) other members with all committee members being elected by the VAMC general membership. Any member may be elected to a committee; however, only a veteran member may be elected as the committee Chair. The Chair of each

committee will sit as a member of the VAMC Executive. The duties and responsibilities of the VAMC committees are:

- a. **Membership Committee.** The Membership Committee is responsible to
  - (i) review all membership applications and provide their recommendations to the VAMC Executive on a monthly basis, one week before the monthly meeting;
  - (ii) maintain an adequate stock of VAMC crests and ensure new member packages are available for monthly meetings;
  - (iii) maintain a current and up-to-date Club Membership List; and
  - (iv) ensure that the confidential membership list is provided only to VAMC Executive as necessary.
  
- b. **Ethics and Policy Committee.** The Ethics and Policy Committee is responsible to:
  - (i) review all VAMC rule violations and provide recommendations to the VAMC Executive;
  - (ii) periodically review the VAMC Bylaws, rules and regulations and provide recommendations for amendments or changes; and
  - (iii) act as the first point of contact for any member who has a grievance.
  
- c. **Fundraising Committee.** The Fundraising Committee is responsible to:
  - (i) develop and provide fundraising recommendations to the VAMC Executive for presentation to the club membership;
  - (ii) develop fundraising plans for all approved fundraising activities;
  - (iii) co-ordinate and oversee the conduct of all approved fundraising activities;
  - (iv) ensure detailed financial records are maintained for all fundraising activities which, along with all finances, are turned over to the Secretary/Treasurer at the conclusion of the activity ; and
  - (v) produce a detailed after action report for every fundraising activity.

- d. **Social and Events Committee.** The Social and Events Committee is responsible to:
- (i) produce a draft annual ride calendar which will be presented for discussion and finalization at the Spring Meeting;
  - (ii) develop a list of proposed social activities for presentation to the club membership for approval. (As a general rule of thumb, a minimum of one social activity should be planned for each month);
  - (iii) co-ordinate and oversee the conduct of all approved events;
  - (iv) appoint a Ride Captain for each VAMC approved ride; and
  - (v) ensure a “route recce” has been completed for all VAMC approved rides.

#### **Article VIII – Club Elections**

10. VAMC elections will be held during the Fall Meeting. Elections will be kept simple with a list of positions open for election published as part of the meeting agenda. As the election for each position is held, nominations shall be taken from the floor. Once nominations cease, those nominated members shall leave the room and a vote by a simple showing of hands will be used to select the winner. Elections shall be staggered so that the President and Vice President are not renewed each year. Committee member elections shall also be staggered so that 50 percent of the committee is renewed each year.

#### **Article IX – Membership**

11. **General.** Membership is open to all current serving Canadian military members; Canadian military veterans who have been honourably discharged and selected citizens who have been sponsored by an active member. Applications for membership will be submitted directly to the Membership Committee for processing. No application will be processed without a fully executed Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement. Neither the Veterans Army Motorcycle Club nor any member thereof shall be associated with any outlaw motorcycle club. While VAMC does not insist in membership solely in the VAMC, membership may be denied if the applicant is a member of other crested or patched motorcycle clubs that might, in the opinion of the VAMC executive, be in conflict with VAMC vision, aims and objectives.
12. **Membership Induction.** The President will generally induct new members into the VAMC at the scheduled monthly VAMC meeting but may also do so on other fitting



occasions. The membership committee will ensure that membership packages are prepared, new inductees have been informed of the time and location for their induction and a list of inductees is provided to the President at least one week prior to the monthly meeting.

13. **Membership Fees.** All members are required to pay an annual membership fee of \$25.00. Additionally, there is a one-time application fee of \$25.00 which, along with the annual membership fee, is payable at the time of membership application. Application and membership fees are not pro-rated and are not refundable.
14. **Annual Membership Renewals.** Members must, on an annual basis, renew their membership to maintain their standing in the VAMC. Membership renewals are due on the 1<sup>st</sup> of April each year. Members will have a 30-day grace period after the expiration of their membership to pay their dues at which time the delinquent member will receive a notice of membership termination.
15. **Membership Fee Increases.** Membership dues are subject to change annually if recommended by the Financial Oversight Committee and approved by a vote by the members. The VAMC Executive may change the one-time application fee without further notice to the club.
16. **Membership Termination.** Membership is approved, in part, on the basis of the information provided by the applicant and may be revoked at anytime for cause. In the event an applicant provides false or misleading information, fails or refuses to adhere to the rules of the club, or commits any other act worthy of sanction, the VAMC Executive may immediately suspend or terminate membership. A member who has had his or her membership terminated cannot re-apply for membership until a period of not less than one year has passed from the date of termination.
17. **Membership List.** A membership list will be maintained by the Membership Committee and will contain as a minimum the given names, road name, address, phone number, email address, Club joining date, membership renewal date, and veteran designator. The membership list will be a confidential document, will only be passed to VAMC Executives and will only be used for the conduct of Club business. The membership list should have a separate tab to maintain a list of those members who have either not renewed or have had their memberships terminated.

#### **Article X – Club Crest**

18. The names “Veterans Army Motorcycle Club” and “Veterans Army”, as well as the associated logos and crests are used exclusively by the Veterans Army Motorcycle Club with permission of the copyright owners. Unauthorized use or reproduction without the express written consent of the copyright owners is strictly prohibited.



19. The crest depicts a male or female dispatch rider on a motorcycle centred on a black background, with the words “Veterans Army” forming an arc above and below the rider. The crest is an exclusive trademark of the VAMC and is used with the permission of the copyright owners.
20. New members will be presented a VAMC Crest at the time of their induction into the Club. Only club members in good standing are authorized to wear the VAMC crest and such members are required to wear the crest on all club rides.
21. The VAMC crest remains the property of the club and VAMC reserves the right to the return of the VAMC crest upon termination of membership status to prevent its unauthorized use. The VAMC Executive can, upon recommendation of the Ethics and Policy Committee, approve the member retaining the VAMC crest in cases where the member honourably retires from the Club.
22. The crest shall be affixed to and centred on the back panel of a jacket or vest. No other crests or patches are to be placed on the back panel.

#### **Article XI – Meetings**

23. **General.** Meetings are not what the VAMC is about; however, it is necessary to hold club meetings to ensure club administration and business are completed. Every effort shall be made to ensure that meetings are run quickly and efficiently while ensuring that all members have an opportunity to be heard and to voice their opinions and suggestions.
24. **VAMC Executive Meetings.** The President may call a meeting of the VAMC Executive at any time or place with one week’s notice. Normally the VAMC Executive would meet to prepare for upcoming general meetings or, if necessary, for special events or activities. The Secretary/Treasurer shall maintain a record of discussion at all VAMC Executive meetings.
25. **General Meetings.** The VAMC will hold a general meeting once a month with the selected dates published in the annual ride calendar. Normally meetings will be scheduled in conjunction with a club ride. Any changes to the selected general meeting dates must be communicated to the membership a minimum of one week in advance.
26. **Spring Meeting.** A special spring meeting will be held, normally in March, to plan and finalize the annual ride and meeting schedule.
27. **Fall Meeting.** A special fall meeting will be held to close out the riding season, finalize club business and plan any year-end functions. This meeting will also be used to present annual committee reports and to conduct the election and installation of new VAMC Officers, committee Chairs and committee members.

28. **Agenda Items.** The Secretary will send out a call for agenda items to all members at least ten (10) days prior to the scheduled date of the monthly meeting. Unit members have five (5) days in which to submit agenda items to the Secretary for inclusion into the general meeting agenda. The VAMC Executive will review all proposed agenda items to ensure they are appropriate. If the executive feels a proposed agenda item is inappropriate or unnecessary the member submitting the agenda item will be informed of the decision and will be provided with the reasons for not including the item on the agenda. The finalized agenda will be circulated to all unit members via e-mail at least two (2) days before the scheduled monthly meeting.
29. **Minutes of Meetings.** Minutes of all meetings will be kept and will be circulated to the membership via e-mail not later than ten (10) days after the meeting has taken place.
30. **Conduct of Meetings - Order of Business.** To minimize the time spent in meetings, yet ensure that all unit business is conducted in an effective manner, the order of business shall be as follows:
  - a. Call to Order;
  - b. Adoption of Minutes of Last Meeting;
  - c. Committee Reports;
  - d. Old Business;
  - e. New Business:
    - (i) Presentation/Induction of New Members;
    - (ii) Submitted Agenda Items; and
  - f. Adjournment

#### **Article XII – Financial Authorities and Expenditures**

31. Expenditure of VAMC funds shall be approved by the membership through the acceptance of the annual business plan. The business plan will also provide for an operating fund that the VAMC Executive will use to conduct routine Club business. Events and fundraising activities will have, as part of their approval process, a set amount identified as an event float that can be used by the event committee as seed money. All expenditures, regardless of amount or purpose, will be reported to the Secretary/Treasurer for recording purposes.

#### **Article XIII – VAMC Rides**

32. In keeping with the goal that the VAMC is primarily a social club focused around a shared interest in motorcycling, the Club will strive to hold a mixture of scheduled formal club rides and informal member initiated rides. A draft ride calendar will be presented to the membership at the Spring Meeting by the Social and Events Committee that will outline the recommended formal club rides. As a minimum, there will be one formal club ride scheduled each month; however, additional rides can be scheduled depending upon the desires of the membership. Rides should be a combination of destination and scenic rides and should be of a variety of durations. Unit members should also be encouraged to communicate impromptu informal ride intentions through the Club website, stipulating destination, duration, departure times and departure location so that other club members can participate if desired.
33. Motorcycle riding, particularly in groups involves risks and dangers; therefore, the following VAMC ride protocols will be followed:
  - a. Group rides will be conducted to the level of the rider with the greatest limitations and will always respect posted speed limits;
  - b. Ride speeds will be adjusted to make safety allowances for weather conditions or road conditions, or to accommodate less experienced riders;
  - c. The safety of all riders is paramount and anyone who jeopardizes the safety of any rider shall be removed;
  - d. Riders will show up for rides with a full gas tank and a properly maintained motorcycle;
  - e. Riders will wear all safety equipment required by law;
  - f. Riders will listen to and follow the instructions of the ride Road Captain and their assistants unless those instructions will put them or others in an unsafe situation;
  - g. Every rider shall be aware of and ride within his or her own limitations;
  - h. The VAMC will not tolerate any impaired operation of a vehicle;
  - i. A staggered formation in a single lane shall be used;
  - j. Riders must know and follow the standard group ride hand signals;
  - k. Riders must maintain a valid driver's license and adequate insurance coverage;
  - l. Riders must conform to all provincial and federal laws. Any infraction is the sole responsibility of the individual rider;

- m. The Ride Captain shall report any rule violations or occurrences of note to the Chair of the Ethics and Policy Committee for review; and
- n. The Ride Captain shall ensure that a ride brief is conducted before every ride outlining ride directions, hand signals and safety precautions.

#### Article XIV - Correspondence

34. As a cost-reduction and efficiency policy, correspondence to club members shall be primarily via e-mail. Each member shall keep the Membership Committee Chair informed of his or her current address, phone number, e-mail address, and any other pertinent information so that the Club Membership List can be maintained in an accurate state.

#### Article XV - Liability

35. (a) The VAMC is not responsible and cannot be held accountable for any illegal or unethical actions by individuals and any such actions are deemed to be the independent action of that person. Any illegal or unethical action will subject a member to discipline up to and including expulsion from the VAMC. All individuals, including members, associates and guests participating in Club events, will be required to sign a Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement.
- (b) **The VAMC assumes no responsibility for any damage to property or person nor any injury or death howsoever caused that may occur during any Club events and each participant shall fully indemnify and save harmless the VAMC, its Executive and Board of Directors from any and all claims for loss, injury or damage of any nature to persons or property.**
- (c) All riders shall be required to ensure they carry adequate insurance coverage. The VAMC assumes no liability for the actions of any member or members that result in damage, loss or injury to persons or property.
- (d) The VAMC facilitates the gathering of club members for group motorcycle rides, but **does not require** any member, guest or associate to participate. Any decision to participate in a group ride must be made by each individual who alone is able to ascertain his or her competency to participate in the planned ride. **Any hesitation or uncertainty about a ride or a rider's ability is a clear sign that the individual should not participate.**
- (e) Any member, guest or associate who is believed to be unable to participate (for reasons such as, but not limited to, inadequate insurance, drug or alcohol consumption, unsafe vehicle, lack of riding ability, etc), shall be identified to the Ride Captain who shall address the concern to the individual and may request



that person remove himself or herself from the group ride.

- (f) Motorcycle riding requires one's full attention and concentration, especially in a group situation. Failure or refusal to recognize, acknowledge or disclose any limitation or impairment is solely the fault of the individual and under no circumstances shall the VAMC be held liable for the actions or inactions of any member, guest or associate whether or not harm or damage results.