

# THE CAV CONSTITUTION

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# CAV Constitution

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## Objective:

The Constitution is a guideline for the management and conduct of The CAV.

## Components:

The Constitution is comprised of two components:

1. **CAV Constitution:** The working document that assists the day-to-day operation of the organization. The articles listed herein are guidelines for assistance to the CAV's leadership. The CAV President and his/her staff can effect changes to the Constitution for the betterment of The CAV.
2. **CAV Philosophy:** Although contained within the Constitution, The CAV Philosophy, including the Base Principle, forms a separate and independent document within the Constitution. Amendments and changes to The CAV Philosophy are governed by a membership referendum and cannot be amended without a referendum as prescribed below.

## Amendments to The CAV Constitution

Remaining within the intent of the Base Principle and the CAV Philosophy, changes to this Constitution are within the purview of the CAV President in consultation with the Board of Directors. Any CAV member can bring a suggested change to the constitution through their Formation Presidents to be presented to the National President and Executive. After review, if it is warranted that the change affects the CAV in a way to immediately better serve the membership, the National President will instill the change as an amendment. Any recommended change by the Formation Presidents that requires a decision on its effect within the membership, will be brought up yearly at the Annual General Meeting (AGM) for discussion and voted upon by the Formation Presidents or their representatives to its legitimacy. A majority consensus is required to affect a change during this process and will need the approval of the Board of Directors before an amendment comes into effect. On the approval of the Board of Directors, the National President will make the amendment change and produce a revised Constitution document within 30 days of the change to be available for the CAV membership.

## Amendments to The CAV Base Principle & Philosophy

Amendments and changes to The CAV Base Principle and Philosophy requires a CAV - Wide General Referendum where a minimum of 80% vote is required. A clear majority of 80% by its Veteran membership is needed to make amendments to the Base Principle.



# The CAV Organization

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## CAV STRUCTURE

### **Veteran-Based:**

The CAV is a veteran-based motorcycle organization, uniting both Veteran, Veteran Supporter, Silver Cross Families and focused on units belonging to a specific formation, or Honourary and Riders at Large members under the umbrella of the National CAVHQ.

### **CAV Names:**

Legal name is The Canadian Army Veteran Motorcycle Units, and abbreviated (The) C.A.V. MU. Other abbreviations include "CAV" and Anglo combinations. "VAC" V.A.C. represent Franco Vétérans Armée Canadienne,

### **The CAV Organization:**

Comprised of the following:

- i. National HQ
  - a. National Executive
  - b. National Support Element
  - c. Honorary Rider-in-Chiefs
- ii. 1st CAV formation comprised of various units
- iii. 2nd CAV formation comprised of various units.
- iv. 3rd CAV formation comprised of various units.
- v. Rider at Large members,
- vi. Honourary members,
- vii. CAV International includes the UK, Continental Europe and USA and their various units.

### **Unit Names:**

Unit's names are derived from Canadian and/or Newfoundland military battle honours and are not based on territory. All Unit Battle Honour name proposals for new units are to be sent to the appropriate Formation or National VP for confirmation, who will then seek approval from the National President for the naming.

### **Veteran Definition:**

A veteran is defined in accordance with the NATO and Canadian standard and includes any Regular or Reservist who has completed their MOC (trades) training, a fully trained Canadian Ranger or a Serving or retired Member of the RCMP. Allied Partner or NATO Veterans meeting the same criteria respecting prior military service residing in Canada also hold Veteran status. Note: This does not include the Cadet Corps or CIL staff unless they have seen service as a Regular or Reservist.

## CAV Members:

The CAV is comprised of the following members:

<b>Veteran Members</b>	These are military veterans and/or CF serving military personnel or serving or retired members of the RCMP, Allied or NATO partners residing in Canada. They have full voting privileges and may hold any position within The CAV including President position
<b>Veteran Supporters</b>	Civilians, who although have never served in the military, have always had the military's 'back', looking after our families while CF personnel conducted training and operations. Veteran Supporters may also hold any position in The CAV except President and Vice-President positions at the National level. Veteran Supporters have full voting rights on any Unit, Formation or National issues except a National Vote changing the CAV/VAC Base Principle.
<b>CAV Old Guard</b>	Throughout our organization there exists a class of individual that must be identified, by cresting awarded to them by our leadership. This crest, to be worn above the individual's name, will state The 'OLD GUARD'. The Old Guard are those who, due to their life experience and personality provide a bridge between all generations of veterans, citizens and riders. These members may be awarded this cresting at unit level, Formation or nationally during a ride, at a meeting, or any public forum, representing proof of our recognition of their energy and status as those that have "been there, done that". All Rider-in-Chiefs are automatically part of The Old Guard.



# The CAV Terms Of Reference (CAVTOR)

## TERMS OF REFERENCE

### National Executive

<p><b>National President</b></p>	<p>The CAV National President is a military veteran with overall responsibility to all CAV members and will follow and enforce the CAV aims and objectives and The CAV Philosophy.</p> <ul style="list-style-type: none"> <li>• Final authority of development and/or establishment of CAV units.</li> <li>• Approve final staffing procedures with formation presidents, allowing as much local control as possible and within The CAV Philosophy.</li> <li>• Must be kept apprised of any matters directly involving policy/personalities at any level of CAV.</li> <li>• Coord with formation presidents in breakdown of any CAV policy/directives.</li> <li>• Establish protocols that will further the positive profile of the CAV and its aims, and membership, ie: awards programs.</li> <li>• Include all Canadian veterans and serving riders in the CAV mission to identify to the world the resource that these individuals represent.</li> <li>• Protect and guard The CAV Philosophy.</li> <li>• Responsible for updating The CAV Constitution as directed by the Board of Directors</li> </ul>
<p><b>National Vice-President (VP):</b></p>	<p>Appointed by CAV National President. Act as a replacement in the president's absence. National VP Must be a Veteran.</p> <ul style="list-style-type: none"> <li>• "Up to speed "on any aims/objectives and the CAV Philosophy.</li> <li>• Act as an 'uplink' from formation HQs on matters brought to his attention that will need to be discussed at CAVHQ.</li> <li>• Further the CAV Philosophy, aims and mission of the CAV.</li> <li>• Act as the 'velvet' at times or 'strength ' as directed by the president, to coord formations' and units' adherence to national guidance.</li> <li>• Responsible for coordinating and drafting plans for national rides and events. The VP will conduct liaison with the formation presidents in the formulation of these plans, incorporating their feedback into national events. The VP will provide sufficient coordinating detail to allow 1st, 2nd and 3rd CAV formations, as well as CAV International to prepare their own plans to support the national events</li> <li>• Initiate, delegate, control and coordinate Special Projects.</li> <li>• Will act as the Finance officer and will control the operational budget for the National riding element, producing financial reports for the membership and for the CAV Corporation's overall audit when requested by the Board of Directors.</li> <li>• Will be the overall supervisor to the membership coordinators ensuring membership and CAV accruments are controlled and all documentation is current within all Formations.</li> </ul>

<b>CAV Ops Officer</b>	Appointed by CAV President, the Ops Officer will be responsible to keep in constant coordination with the Formation Ops Os on all functions that is happening at Formation level and compile a yearly ride calendar that will indicate all Formation support rides within their respected units. The National Ops O will be the lead is any special projects deemed by the National President and will be expected to keep a diligent awareness at National level on Veteran specific issues that CAV can provide assistance to for the betterment of the Veterans. The National Ops O will also take the lead in organizing the National Annual General Meeting and will coordinate with Formation Ops Os on their individual yearly Annual Formation Meetings.
<b>National Sergeant-at-Arms</b>	May be appointed by CAV President. The CAV Sgt at Arms is responsible to the other members of the exec and The CAV in the capacity as the 'RSM'. Traditions, Discipline, Standards and Enforcement are to be detailed by National HQ, and Every member of the C.A.V will assist the Sgt at Arms in the implementation of these aims. Politics is of no interest to The CAV, but the Sgt at Arms will achieve his coord within the CAV and while dealing with outside organizations as directed by the National President coord via Formation, using tact, strength and honour. We are a veteran-based organization with a positive outlook on all matters and will not tolerate anyone with a negative agenda.
<b>National Road Captain</b>	Appointed by CAV President. The CAV Road Captain has overall policy-operational coord as far as safety and movement of The CAV <ul style="list-style-type: none"> <li>• National events are to be coord through the CAV Road Captain.</li> <li>• Transportation, safety, Canada policy changes will be passed onto formations by the CAV Road Captain</li> <li>• Responsible for the maintenance of the Rider's Handbook.</li> </ul>

## National Support Element

<b>CAV Webmaster</b>	Appointed by CAV President, and reports directly to the CAV President. <ul style="list-style-type: none"> <li>• Maintain the CAV web site</li> <li>• Maintain the CAV aliases emails</li> <li>• Maintain The CAV Forum</li> <li>• Supervise and coordinate the national Webmaster Team.</li> <li>• Coordinate and establish electronic communications between the National Executive, formations and units</li> <li>• Graphic design – coordinate all graphic design (posters, business cards, etc)as well as CAV logo and TM</li> <li>• Social Media and Networking – coord and supervise all aspects of social media</li> </ul>
<b>CAV Riders-in-Chief</b>	All Rider-in-Chiefs are honorary appointments. These are the riders we point at proudly, one in each formation and a national rider, who by their past and current example set the standard. National and formations may appoint a Veteran Supporter Rider-in-Chief. All Rider-in-Chiefs are automatically appointed to the OLD GUARD.

<b>CAV Old Guard:</b>	“OLD GUARD” are those who, due to their life experience and personality provide a bridge between all generations of veterans, citizens and riders. These members may be presented this cresting at Unit, Formation or National level during a ride, at a meeting, or any public forum, in recognition of their dedication, energy and status as those that have “been there, done that”. The OLD GUARD is an advisory group to the National Executive or Formation executives on any issue as requested.
<b>CAV Padre</b>	The CAV Padre administers to the moral health and welfare of CAV members. He/she provides such appropriate instruction for The Padre’s Corner web page, and other spiritual activities as required and when called upon. He/she is responsible for ensuring the accuracy of the Remembrance Board. The CAV Padre assists in all matters spiritual and humanitarian moralities on behalf of all religions, denominations, and including those who may be atheists or agnostic and wish his/her guidance.

## CAV Formations Executive

<b>Formation President</b>	<p>A Formation President can be a military veteran or supporter. As in the By-Laws, the leadership element must be a shared responsibility if the President is a Supporter, then the Vice President <b>must be</b> a Veteran. However if the President is a Veteran, the Vice-President can be either a Veteran or a Supporter. The CAV National President appoints the Formation President. The Formation President, be it 1st, 2nd or 3rd CAV is responsible for the bulk of the administration of all units in their respective formation.</p> <ul style="list-style-type: none"> <li>• Act as liaison between the units of the formation and CAVHQ on The CAV’s aim, policies and national events and Rides.</li> <li>• Coord SOP procedures between their units and the retail company providing CAV trademarked logo items for the membership.</li> <li>• Coord membership and Joining Pkgs between their units.</li> <li>• Maintain membership Joining Pkg stock at their location.</li> <li>• Coord formation-size Rides.</li> <li>• Maintain the respective formation Event Board through the CAV webmasters.</li> <li>• Assist units in other capacities.</li> <li>• Assist CAVHQ as required.</li> </ul>
<b>Formation Vice-President</b>	The Formation President appoints the VP as per the guidelines set out by the By-Laws. The primary function of the Formation VP is to assist the President in developing ride events and plans. Further, the VP should not be co-located with the president but should reside elsewhere in the formation’s area.
<b>Formation Operational Officer</b>	The Formation President appoints the Operation Officer. The primary function of the Formation Ops O is to correlate all the ride information from each Unit within the Formation and provide the Formation with a ride calendar each year. The Formation Ops O will also be the OPI and coordinator for the Yearly Formation Meeting. The Formation Ops O will be the conduit between the National Ops O and will provide a yearly ride calendar of the formation at the first of the new year and will ensure that dates of the yearly formation meeting do not conflict with National AGM dates. The Formation Ops O will also be the main contact within the Formation for the Units to coordinate and inquire guidance for a start up or folding of ride events that they, the Unit, were involved in as sponsors or host.
<b>Formation Sgt-at-Arms</b>	The primary function of the Formation Sgt-at-Arms is to assist the President in individual disciplinary and morale problems.

<b>Formation Road Captain</b>	The Formation President appoints the Road Capt (s). This appointment may be temporary or permanent as decided by the respective 1st, 2nd, or 3rd CAV formation
<b>Formation Membership Coordinator</b>	The Formation President appoints the Membership Coordinator. The primary function of the Formation Membership Coordinator is to assist the President in maintaining a concise administrative statistics on the Formation members and as a secondary function, be the Formation Treasurer. The Membership Coordinator will ensure all yearly renewals are done on time and that all associated administrative paperwork is current and correct as instructed by the CAV Constitution and By-Laws. The Formation Membership Coordinator will submit a yearly report after the renewal time and at the first of the year to the National Ops Officer on all current members within their formation (Format on report will be dictated by National Ops O). As Formation Treasurer, they will keep all records of funds transfers, invoices and billing ventures that has been done at the Formation level, within the scope of the Formation President's approval under the guidance directed by the National VP and be able to provide the National VP with a spreadsheet of such transcriptions at the end of the CAV annual year for auditing purposes and the overall CAV financial report.

## CAV Unit Executives

- Executives will follow the CAV Philosophy and Constitution.
- There are only 4 positions considered "Executive Positions" for the Unit level and they are: President, Vice-President, Sgt At Arms and Road Captain. Unit Presidents may create other positions to delineate certain tasks, (Secretary, Treasurer, Photographer, Webmaster, etc) but also can eliminate these positions as well at their desire.
- A majority of Unit Executives are required to Pass Unit Policy
- Executives will appoint tasks to members as needed, and set timings /places for Unit activities.
- Executives may authorize Unit expenses up to \$50 without a Unit vote.
- Executives will educate and guide all they can reach within the CAV Aims of "**STRENGTH and HONOUR**"

<b>Unit President</b>	<p>A unit president can be a military veteran or supporter. As in the By-Laws, the leadership element must be a shared responsibility if the President is a Supporter, then the Vice President <b>must be</b> a Veteran. However if the President is a Veteran, the Vice-President can be either a Veteran or a Supporter. The position of Unit President is for a <b>maximum</b> of a 3 year term, and the previous member within this position <b>cannot</b> run for the position of President or Vice-President of that Unit until another term (a minimum of 3 yrs) has past. This is to ensure fairness of sharing of the Leaderships positions and the well being within the Unit scope. A waiver to this direction can be requested by the Formation President to National HQ with a detailed explanation on why a Unit President's term should be extended and National HQ will make the overall determination. (This should be considered the exception and not the rule)</p> <p>There are two methods that are used to select unit presidents, through unit elections with the winning nomination being approved by the respective Formation President for a specific term or appointed by the respective Formation President. Tasks include:</p> <ul style="list-style-type: none"> <li>• Upholds The CAV Philosophy and Constitution operating policies</li> <li>• Responsibility for unit.</li> <li>• Conducts meetings, controls rides</li> <li>• Coordinate unit executive and members' activities</li> <li>• Maintain unit files</li> <li>• Public relations contact for all outsiders</li> </ul>
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	<ul style="list-style-type: none"> <li>• Collect photos and info for unit updates of unit website</li> <li>• Correspondence inside and outside unit.</li> </ul>
<b>Unit Vice-Presidents (VP)</b>	The unit president appoints the VP as per the guidelines set out by the By-Laws. The VP will assist the Unit President as required in running the unit.
<b>Unit Sgt-at-Arms</b>	<p>The unit president appoints the Sgt-at-Arms.</p> <ul style="list-style-type: none"> <li>• Discipline and tradition in unit</li> <li>• Responsible for unit property and recovery of same</li> <li>• Assists all executive and members in daily operations</li> <li>• New member orientation</li> <li>• Liaison as directed by president with outsiders or members.</li> <li>• Manages dues and other funds</li> <li>• Assists president in website, releases, info.</li> </ul>
<b>Unit Road Captain</b>	<p>The unit president appoints the Road Capt(s) who will:</p> <ul style="list-style-type: none"> <li>• Maintain overall control of all road moves</li> <li>• Plan ride routes</li> <li>• Control group and individual movement</li> <li>• Appoint group leaders and traffic control individuals as required.</li> <li>• Coord with charity ride organizers to offer assistance</li> <li>• Brief CAV Riders on routes and safety as requested.</li> <li>• Advise members on bikes and safety equipment as requested.</li> <li>• Educate CAV Riders to road etiquette.</li> <li>• Educate CAV Riders to road signals, procedures, and group riding.</li> </ul>

## All CAV Members

Members' responsibilities are to all members of the CAV. We must conduct ourselves in public and private situations with the understanding that our actions will identify all veterans on and off motorcycles. Ours is an honourable organization. We will gain strength and honour from our connection to all Canadian veterans, especially through our motorcycling activities. Veteran supporters are welcome to share the ride with us following these same conditions.

CAV HQ exists to coord our national and international formations. In order to have consistency in the wearing of items by CAV members, only black vests are to be worn, in addition the only item that shall be worn on the rear centre panel of the vest shall be the CAV Veterans or Supporters crest. There shall be no other tags, patches, or crests **directly** above or below the CAV crest.



# CAV Appointments and Elections

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Foreword – Founder and First President of The CAV

The CAV primary focus is on enjoyment and riding. This focus must and will remain the primary consideration over the organization and TOR with The CAV. Political lobbying, politicking, and personal agendas will never be tolerated. The CAV is about our brothers and sisters coming together, sharing past experiences, riding and helping established charities whenever possible.

This is and will remain the base principle of The CAV. In short, The CAV is about 'Riding, Having Fun and Helping Others', our motto is "Strength and Honour" – **We are a Veteran Based Organization, Not a Veteran Only Organization**- Our Greatest Strength is in Uniting Veterans with Veteran Supporters in Communities Nation Wide- Providing Ongoing Service on Motorcycles. "Trapper" Cane CD, Founder – Our first decade- National President.

## EXECUTIVE POSITIONS SELECTION

### General

CAV executive positions are found at the unit, formation and national levels. These executive positions have little to do with prestige, but rather, they are suited for members who possess administrative and organizational capabilities and are willing to put in a lot of work to ensure that The CAV base principle - 'Ride and Have Fun While Helping Others' is a Success.

Headquarters Group Responsibility: All Executives regardless of their Role Must Support not only Each other but the Membership. We develop Leaders in the CAV/VAC, Not Followers!

### Appointments vs Elections

The CAV at all levels; unit, formation and national will always retain the authority to appoint executives at various levels. This is a safety catch to be used in the best interest of The CAV as a whole and the safeguarding of the base principle and CAV Philosophy. This authority specifically relates to setting-up newly established units and formations until such units and formations have matured sufficiently. For established units and formations with a strong foundation, a simple electoral process will evolve. Important to note though, the safety catch of appointing, maintaining simplicity, and foremost ensuring the base principle, will always take precedence over any election attempts that have either gone sour or if the unit or formation is not yet prepared to conduct elections.

### Conduct of the Election Process

The election process may differ from formation to formation or unit to unit. However, as a minimum, the following principles will be followed:

- **President Elections!** All presidential nominees must be CAV members, either CF serving members or military veterans at Formation or National Level. As a shared unit Leadership entity, Unit level Presidents can be either CF serving members, military veterans or Supporter.
- **Simple!** Life is complicated enough. Keep elections simple.
- **Fast!** Elections are not what we are about. So get them done with the best people filling the executive positions.
- **No Campaigning!** And, no in-fighting!
- **Post Duration!** On the outset of the election process, the maximum term of office should be stated.

## Unit Appointments and Elections

As it will be apparent in the Unit TOR, the focus of The CAV is at the unit level where units normally have much autonomy to run themselves in accordance with the base principle. The unit electorate for unit elections are the respective unit members. Other unit executive positions, such as VP, Sgt-at-Arms, and Road Capt are the unit president's personal staff to administer the unit. The unit president has the authority to either appoint this staff or turn it over to the unit members to elect these positions as long as it keeps within the Unit TOR structure. If for any reason that the Unit TOR structure cannot be adhered to, then the Formation President must be notified what the issue is and the Formation President will present the matter to the National level for a solution. To maintain Unit cohesion, the VP, Sgt-at-Arms and Road Capt positions should be appointed or elected at a time that it **does not** coincide with the appointment/election of a Unit President. This will ensure that the Unit will maintain a seamless transition within the leadership role and guidance of that Unit, keeping the experienced Unit executive staff in tact until the new president is comfortable in his/her role. All Unit executive positions should not be longer that a **3 year consecutive term** to ensure a healthy outlook and a wide spread equality within the leadership structure of that Unit. **Elections for these positions that are at the end of their consecutive term must be completed by the end of January of the following year. (ie Unit President's term is completed in Oct 2014, new Unit President must be in place by 01 February 2015).**

## Formation Appointments and Elections

A Formation President can be a military veteran or supporter. As in the By-Laws, the leadership element must be a shared responsibility if the President is a Supporter, then the Vice President **must be** a Veteran. However if the President is a Veteran, the Vice-President can be either a Veteran or a Supporter. The CAV National President appoints the Formation President. Formation electorate for formation elections are unit members of the respective formation. Other Formation executive positions, such as VP, Sgt-at-Arms and Road Capt are the Formation President's personal staff to administer the Formation. The Formation President has the authority to either appoint this staff or turn it over to the units' presidents to elect certain formation positions.

## Past Formation Presidents

Past Formation Presidents who honourably step down from their appointed position due to health and/or personal reasons and have a total of two or more years in that position, will automatically become a Special Rider At Large CAV member within their respected Formations. Although they reside within their respected Formations, they will be administered at the National level and fall within the scope identified within the CAV Awards and Special Recognition area of this Constitution. This position is not an Executive position and therefore holds no authorities in that regard within the CAV organization. Past Formation Presidents will wear their name identifier on the front of their CAV vest which will indicate that they are a Past Formation President and the year dates to which they held the position, also they can wear the "Invictus" tag on the front of their vest as well. Their Formation back Crest will contain a gold rope braid around the outside perimeter of the crest (the cost of these name identifier, tag and gold rope braid will be bore by the operational budget). Past Formation Presidents are a pool to which the National Officers can select future National Executive positions from when positions are vacated by the previous member who held the position. Past Formation Presidents also can be tasked to act as "special envoys" for the current National President and be willing to take on these projects to help enhance the CAV organization by using their vast past experiences and knowledge within the CAV.

## National Appointments and Elections

The National President must be a CAV member, either CF serving member or military veteran. The position of National President is a succession position on which the National VP will resume the appointment once the National President's term is completed or vacated for health and/or personal reasons. The National President's term is four complete years with the change of positions to be held on the AGM of the fifth year. Other National executive positions, such as VP, Sgt-at-Arms and Road Capt are the National President's personal staff to administer the CAV Formation elements. The National President can retain members who are currently filling those positions or can appoint new members to fill the National staff positions.

## Past National Presidents

Past National Presidents will automatically become an Honourary CAV member and fall within the scope identified within the CAV Awards and Special Recognition area of this Constitution. Past National Presidents will wear their name identifier on the front of their CAV vest which will indicate that they are a Past National President and the year dates to which they held the position. Also their National back Crest will contain a gold rope braid around the outside perimeter of the crest (the cost of these name identifier and gold rope braid will be bore by the operational budget). Past National Presidents are the pool to which the Directors will select the position of CAV Ambassador when that position is vacated by the previous member who held the position. Past National Presidents also can be tasked to act as "special envoys" for the current National President and be willing to take on these projects to help enhance the CAV organization by using their vast past experiences and knowledge within the CAV.

## Possessing an Executive Position within the Leadership Structure

A member possessing an executive position within any leadership structure of a Unit, Formation or National position, **shall not** hold another executive position of any level at the same time. If a member is elected or appointment to a higher level executive position, an immediate election or appointment of another individual will be held to replace the member's previous executive position. Under **extreme circumstances**, a waiver to National HQ can be submitted to explain why a member cannot fulfill this directive and needs to retain the previous executive position while holding another. National HQ will treat this as an exception to the rule, ensuring that every possible means is taken to replace the member's previous position immediately.



# Discipline

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## CONFLICT RESOLUTION

**General:** There will always be personality clashes in any organization. The CAV is not exempt. Members must remember to show respect to others and their opinions, their beliefs and their personality traits. If you don't like another member in The CAV, be polite, mature but keep some distance. Don't make mountains out of molehills, or create issues that will enflame your whole unit or beyond. If there is a conflict in a unit, the unit members should try to sort it out first before requesting assistance from outside the unit. If the conflict is moving beyond a single unit and affecting others then the formation will intervene. Have other members, Old Guard reps, even from other units and formations have a look at the situation and provide a nonbiased solution. If dismissal from the CAV is warranted then follow the procedures in the Constitution. In other words only National can dismiss a member.

Message from Lucky Larry, Old Guard, Honourary Rider in Chief on Conflict Resolution

"I came up with a formula ..... "**LEARN TO LISTEN**", because I honestly know that if you learn this you will be successful. I can also promise that if you don't you will fail in Conflict Resolution.

The formula is simple to understand and simple (in theory) to implement but I know from years of experience that many of you think you are following the formula and in reality you are not, or have egos that say only you know what needs to be done and how to do it.

So what is this formula?

First.... **LISTEN** to what is being said or asked of you. **LISTEN**, don't interpret, answer or give a solution. You must understand what is being asked or said. Only interrupt or ask for further explanation if you don't understand or need more information.

Second... no matter how well you know the person asking for advice or direction or solution.... **LISTEN**, You only have one side so far. That means go to the other party or parties and ask for their side. Again **LISTEN**.

At this point you will have two sides and they WILL differ. Neither party is lying; they are just giving their version as they see it.

From here you should talk to each side and explain there is a difference of opinion. After some going back and forth the solution will be arrived at by the parties involved."

## DISMISSAL ACTION

**General:** The CAV Strength and Honour contract is completed on joining and at renewal annually in accordance with CAV/VAC bylaws. The CAV strives to retain a high level of honour, respect to other CAV members and the principles of The CAV There are two types of dismissal:

1. Membership Dismissal for severe breaches of discipline (the final decision rests with the National President)
2. Dismissal from an Executive staff position or dismissal as a unit or formation president. This type of dismissal is **not** a membership dismissal.

In most breaches of discipline, it is hoped that the respective unit or formation is in a position to correct the breach without a membership dismissal.

If a dismissal from the CAV organization is deemed necessary by CAV HQ, a “Letter of Separation” will be sent by the National President to the individual in question by registered mail and will inform the Formation President of that action. On receipt of the Letter of Separation, that individual will no longer be considered a member of the CAV organization and all rights that were previously granted will be forfeited. As the CAV crest is a Trade Marked item, all attempts should be made by the Formation Executive staff to recover the crest so that it alleviates the possibility of it becoming misrepresented at a later date.

NOTE – At no time is anyone to place themselves in legal or physical danger to recover a crest. If ex-member is not willing to surrender his/her crest, report this to Formation President to pass on to National HQ. National HQ will proceed with legal action if deemed necessary.

<b>Membership Dismissal - Improper Behaviour</b>	The CAV members are by no means angels. Coming from military backgrounds this is impossible. The major concern is that such incidents are not persistent, nor do they bring public discredit to The CAV and most importantly the members.
<b>Membership Dismissal - Disrespect To Other Members</b>	As CAV members, we should always show respect to others even if in disagreement. Slandering another member in front of other members or in public by any means is unacceptable.
<b>Membership Dismissal - Disrespect To The CAV Principles</b>	The CAV Principles and their intent should be followed to the best of any member’s ability. There may be at times a requirement to bend the principles, but for the benefit of the CAV and its members. Deliberate contravention to the CAV principle could be subject to dismissal.
<b>Removal From Executive Positions, Excluding President Positions</b>	These types of dismissals are not necessarily discipline related. This is not a membership dismissal. It is up to the respective president to remove these executive staff as they are his/her staff. This applies to all staff at all levels, unit, formation and national. The dismissal of unit or formation presidents must be approved by the National President.



# CAV Awards and Special Recognition

Canadian Army Veterans Motorcycle Unit, our organization, The CAV, has been made aware of a class of individuals, nation-wide, who deserve recognition both by The CAV and the public at large. We are strengthened in our riding by the presence of many, including Veteran Supporters, Veteran Sponsors, and Veterans that have come before us and contributed much to their country and as importantly by Canadian citizens who serve their communities daily. We recognize excellence around us in several ways: Nominations can be made by any CAV

Member, with the particulars passed through Unit, approval then via Formation to National with Final approval confirmed by the National President who will engage the CAV supplier and the appropriate Executive for Presentation.

Cresting or Plaques provide immediate Visual Respect of those we recognize as Heroes!

<b>'Honorary Riders-in-Chief'</b>	These are the riders we point at proudly who by their example set the standard. CAV/VAC Will recognize an Honorary Rider in Chief for its Veterans, its Veteran Supporters and its Riders at Large.
<b>'OLD GUARD'.</b>	Those whose life experience as Veteran or Supporter allow them mentoring abilities to aid our membership. These are the mentors among us who enable sound solid advice on any subject at all times!
<b>'Veteran Supporters'</b>	Those who ride alongside our veterans, but have never worn the uniform. A Key Element in the Success of our CAV/VAC Family in uniting those with a lifetime out of our military, guiding our Veterans to reintegrate back into our communities. 'They who have Always had our Veterans' Backs!'
<b>'CAV Proficiency Riders Winged Wheel Crest'</b>	A crest showing a rider's high riding standard. Presented with as much Honour as possible, identifying our pride in a member's proficiency as a motorcyclist. This was the most sought after recognition our Dispatch Rider ancestors could achieve! (see Road Capt Handbook for qualification criteria)
<b>Honorary Members</b>	These are people who believe in the CAV Base Principles and Philosophy and support the CAV mission totally. They will be recognized by a National or Formation Executive member by making the presentation of the crest in person and in the company of as many CAV members that are available at the time. Honorary Rider in Chief to Veterans, Honorary Rider in Chief to Veteran Supporters, Honorary Rider in Chief to Riders at Large- these CAV/VAC Members will have Gold edging sewn around the Large back CAV/VAC crest with similarly edged Recognition by Nametag cresting presented for the front of the vest respecting the Honour. All Cresting and Membership costs are covered by CAV National. Honorary members wear the Tag "PRO PATRIA" on their vest fronts, in place of Unit Battle Honour Tags-Latin to English saying "FOR COUNTRY"
<b>Silver Cross Members</b>	These are parents or direct family members of a military veteran who have received the Memorial Cross, also known as the Silver Cross. They will be recognized by a National or Formation Executive member by making the presentation of the crest in person and in the company of as many CAV members that are available at the time. Silver Cross Family cresting has a Silver Border around the Large back CAV/VAC crest with similarly edged Recognition by nametag cresting the Family name or Fallen Heroes name

	presented as requested for vest front. In addition a Fabric Memorial/Silver Cross crest is available when requested. All CAV/VAC Silver Cross family cresting and membership costs are covered by CAV National.
'Special Rider At Large'	This classification is only given to past Formation Presidents who have served in their past capacity honourably. The criteria in which this can be awarded is found in the CAV Appointment & Elections section of this Constitution.
'CAV Citizenship Award'	Presented by units to recognize individuals who had lived their life by strength and honour
'CAV Hometown Heroes'	Those veterans in our community that have served, and continue to serve.
'Veteran Sponsors'	These are the people that support us logistically
'CAV Honour Plaques'	These are awarded to individuals by a unit to recognize someone who has gone out of their way and deserves recognition.

Veteran Sponsors, Citizenship Awards, Hometown Heroes, Community Service Awards or CAV Honour Plaques may be paid for and presented by Unit Executives with as many CAV Members in attendance as possible at a Suitable Honourable Venue. In exceptional cases, nominations for awards or appointments may be made from Unit, or Formation for National approval to have the CAV Organization to cover the costs or have the appropriate level of HQ make the Presentation. At All Times we will recognize those who 'Go Above and Beyond'.

## CAV FINANCIAL ASSISTANCE PROGRAM

As the CAV organization is a charitable entity within our mission of "helping others" in today's society, it is imperative that we do as much as possible towards looking after veterans, veteran families and community efforts towards that focus.

With the above outlook in mind, the CAV will entertain requests from the Formations on any type of financial assistance that may be needed in order to do our part as a Veteran based charitable group. These financial requests are to be researched at the Formation Executive level for their legitimacy and present a covering letter in detail on why the financial assistance is required and if it is supported at the Formation Executive level before submission to CAV National.

On receipt of a financial assistance request from a Formation, CAV National will review all submissions and will flush out any relevant questions with the Formation Presidents prior to the final request being forward to the Board of Directors for their approval.

Based upon the Board of Director's decision, a letter/email will be issued to the requesting Formation on the Board of Directors deliberation and final answer.

There is no appealing to the Board of Directors decision, however if other information come to light though further research or circumstances, Formations can reapply for financial assistance for the same individual or cause using the same process listed in the above paragraphs.

### \*NOTE\*

**The CAV Board of Directors reserve the right to approve or dismiss any financial assistance requests due to either lack of legitimacy or the lack of CAV operating funds to provide this assistance.**

## CAV EDUCATIONAL BURSARIES

The CAV will award four scholarship bursaries of \$500.00 each annually. Each Formation and CAV National will be represented in these bursary awards. The selection for the recipients of the bursary awards will be made by the CAV Board of Directors.

To be considered for a CAV Bursary, the submitter must be a CAV member or an immediate relation to a CAV member (dependant or grandchild). Each Formation will nominate two candidates to the CAV National no later than 1<sup>st</sup> day of the month preceding the AGM date, complete with all supporting documentation (listed below) from the individuals submitted to be considered. Formation Presidents are to include a covering page on any noteworthy accomplishments that this individual has done and is not on the individual's initial written submission and why they supported the nominations in their decision, also including the priority of the submissions within the two that were selected.

Out of the total submissions to CAV National, a selection will be made from the priority 2 submissions from the Formations to represent the CAV National's selection for a bursary, hence completing the four annual awards to be awarded.

The individuals selected by the CAV Directors will be formally announced during the yearly Annual General Meeting and cheques will be handed out at that time to either the individual or to the Formation President as the representative of the selected individual from their Formation and to be given to the individual at the earliest convenient time frame.

### Required Supporting Documentation

#### From submitting candidate;

1. A one page requesting letter on themselves and their future educational goals, listing any applicable accomplishments that they have done towards their educational vision,
2. A copy of their High School transcript (same one they had sent to the University or College for acceptance), and
3. A copy of the acceptance letter from the University or College that they applied to.

#### From Formation Presidents to CAV National;

1. All of the documentation from the submitting candidate, and
2. A covering page on any noteworthy accomplishments that was not mentioned in the candidates initial applying letter, reason for Formation selection and what priority the Formation placed on each of their two selections. (ie Priority 1 and Priority 2)

CAV National will review all submissions, making their selection from the Formations priority 2 submissions and will flush out any relevant questions with the Formation Presidents prior to the final list being forward to the Board of Directors for final approval.

#### **\* Note \***

**Any Formation submission for CAV Educational Bursary that HAS NOT been processed to CAV National on or before 1<sup>st</sup> day of the month preceding the AGM date, will be considered "Null & Void" and WILL NOT be processed for that year. It is imperative that the Formations Presidents plan their timelines accordingly to ensure the end goal is achieved.**



# CAV Protocols

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## National, Formation & Unit Flags

The CAV crests that we wear on the back of our vests are **not colours**; they are simply crests. The 'colours set' held at Unit, Formation and National HQ's are two actual flags, one a Canadian flag and the second, a unit or HQ flag. At many national charity events a colour parade often precedes the riders through the community. As well, we remember the focal point unit flags provide at Unit, Formation or National events. Each unit Sgt at Arms holds a national flag and unit flag, and these will be flown as directed by unit presidents. Position of honour will be given in order of precedence:

1. National flag, flown on the left of,
2. Flags of other sovereign nations in alphabetical order
3. Flags of provinces of Canada in the order in which they joined confederation
4. Flags of the territories of Canada in the order in which they joined confederation
5. Flags of municipalities/cities
6. Flags/banners of organizations (i.e. the CAV)

When the national flag of Canada is raised or lowered, or when it is carried past on parade or review, all present should face the flag, men should remove their hats, and all should remain silent. Those in uniform should salute. CAV Flags may have pins/crests attached to anywhere except the central panel that contains the CAV Logo. The unit flags are designed to have 3/8" wooden dowels inserted in the end pocket. A tie should be sewn to the bottom of the unit flags to prevent the flag from sliding off the pole. Any flag style mounting hardware/plywood support may be used to attach the flag system to a passenger backrest. Often heavy-duty nylon "zip fasteners" work. Requests for replacement of unit or formation flags are addressed to CAV National Vice President. Any Unit, Formation or National Flag that has flown on operations, on approval from Formation and National HQ, may have the Mission crest sewn to the side of our CAV /VAC Logo

## Ride Protocol

When the CAV rides in a group posture, the following ride protocol and positions of honour will be given in order of precedence:

In National directed rides, the National HQ will form up and follow the National Road Capt leading the ride. Formations will follow along in numbered sequence with their individual Units directly behind their respected Formations.

When CAV National HQ is riding within a Formation group or an individual Unit ride, the National HQ will follow directly behind the Road Captain leading the ride. Formation HQ will then follow directly behind National and Unit HQ will then take up the next ride position after Formation HQ. In retrospect, the order of precedence when National or Formation HQ's are not riding within a Unit ride, then the Unit President and executive staff is in the lead position behind the Road Capt leading the ride.

## Dress Protocol

In order to have consistency in the wearing of items by CAV members, the following rules apply;

1. The only item that shall be worn on the rear centre panel of the black leather vest shall be the CAV Veterans, Supporters, Honourary or Silver Cross crest. There shall be no other tags, patches, or crests **directly** above or below the CAV back crest.
2. Tags, patches or pins are acceptable to be worn on the front & side panels of the vest. All must be within the scope of "good taste" and no hard core profanity.
3. As it is against the Canadian Criminal Code of Canada to wear awards or decorations that were not presented to the individual personally, **ONLY THOSE WHICH HAS BEEN AWARDED TO THAT INDIVIDUAL ARE ACCEPTABLE TO BE WORN ON THEIR VEST.** (ie ribbons, medals, qualification badges such as jump wings, pathfinder badge ect). All other military badges such as hat badges, rank badges, division/brigade patches or specific military regimental badges can be worn on the vest by the membership in honour of a relative or close friend that may have served with those distinctions.
4. Red colored CAV shirts are to be worn under the leather vest for all CAV events. As directed in the **CAV Dress & Department Manual**, depending on the type of event, will dictate what CAV clothing is to be worn and when.
5. Acceptable headdress for formal gatherings such as National parades and funeral while dismounted will be a military beret for Veterans and **NO HEAD WEAR** for non-Veteran personnel. Those Veterans that have served within the military can wear their specific Regimental/Corp Hatbadge on the beret along with the specific beret color of that Regiment or Corps (ie Airborne-Maroon, Armour Corps/Navy – Black, MP-Red, CSOR/JTF-Tan, Airforce-Blue, Peacekeeper-Light Blue, Army-Green). All safety measures will be taken while members are on their motorcycles and helmets will be worn by everyone.
6. While CAV supports the membership to belong to other organizations which have the same values as listed in our CAV Philosophies, if a member attends a CAV function, be it a meeting or gathering for a CAV sponsored ride, the member is expected to wear their CAV vest and represent the CAV. However if a member decides to wear another organizations crest to a CAV sponsored event, then that member is to be given the respect of that organization to which they are representing. An example of this will be that for a CAV sponsored ride and a CAV member decides to wear his/her Royal Canadian Legion Riders crest to the event, then he/she will be positioned within that organizations line-up for the ride, and **NOT WITHIN THEIR CAV UNIT POSITION FOR THE RIDE.**

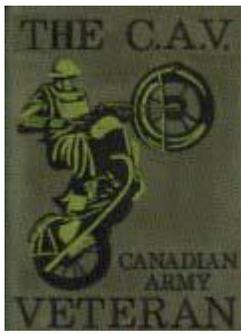
## Critical Passage of Information Protocol

There comes a time when a major event may happen within the CAV or to a CAV member to which information is needed to be passed up to the Senior Leadership within the CAV, be it at National or Formation level. **An accident that has occurred on a CAV ride which resulted in serious injury or death is at the top of this priority effort, and CAV National President/Vice-President needs to be informed ASAP.** Every effort is to be made to pass this information by following the leadership organizational structure. (ie, CAV member to Unit President, Unit President to Formation President, Formation President to National President). **However this being said, if anyone within this organizational structure cannot be reached within a reasonable time frame, then the member has the authority to jump up to the next leadership level to ensure that this critical information reaches the National President within the 1<sup>st</sup> hour of when the event occurred.**

**At no time will anyone post information of this event either electronically to FaceBook, or to any Web Site until given the authorization to do so by the National President.**

The sequence of events will be as follows;

1. Senior person on the ride will take command of the situation and organize the remaining un-injured CAV members to provide First Aid and site safety until First Responders arrive,
2. Senior person will then assist Law Enforcement to do a site survey on how the event occurred,
3. Senior person will then inform the CAV leadership by following the direction given in the above paragraph on who to contact within the organizational structure. (At no time will any statements be given to a media organization by those involved in the event)
4. Once the National President has been informed, he will inform the Senior CAV Executives (National Vice-President, National Road Capt, National Ops Officer, National Sergeant At Arms and CAV Ambassador). If required, the CAV Ambassador will inform the CAV Board of Directors but only if they have a role to play with mitigating any type of potential fallout from a sponsorship issue.
5. The National President will be the main contact for any media requests and will prepare a statement to be published on the CAV Facebook sites to inform the CAV membership on what has occurred. **THIS WILL ONLY BE DONE AFTER THE NEXT OF KIN HAS BEEN INFORMED OF THE EVENT BY LAW ENFORCEMENT AND GIVE THEIR CONSENT TO THE NATIONAL PRESIDENT TO DO SO.**
6. The National President may request assistance or delegate initial contact with the families of the injured or deceased CAV members to the Formation President to where this event took place. However if the Formation President has been detailed this responsibility, he/she should ensure that it is a combined effort with the Unit President and members of the Unit to which this event happened with so that peer support can be provide to those who were involved in the tragic event.
7. At the family's request, CAV will be expected to take an active role on family support and in any arrangements required to mitigate the family's burden or grief. Formation President will become the sole person actively involved in this process to ensure a maximum effort is put forth to assist the family. The Formation President may request the assistance of the Unit President of that Unit involved, however **WILL NOT** disengage or delineate his/her responsibilities, thus ensuring strong and prominent leadership is always present during these trying times.
8. Once all arrangements has been concluded, the National Road Capt will contact the Formation Road Capt that this event took place in and between them, they will reconstruct what happened which led up to the critical event and will provide a report to the National President, with recommendations if any, within 30 days of the initial date the event took place. The National President will use this information to base his/her decision on whether changes or modifications are needed to be made to the Constitution or CAV Ride Manual.



# Membership In The CAV

If you are a veteran or serving CF member or veteran or serving member of the RCMP, or an allied Military or NATO Partner residing in Canada, own a motorcycle, are thinking about owning one or just want to be part of this active veteran organization, you should consider a membership with your nearest CAV unit. If you have never served in the Canadian Forces but wish to support CAV's efforts, or wish to ride alongside veterans, check out Veteran Supporters.

As a CAV/VAC Member you may also belong to any **Legally** recognized organization. We highly recommend our comrades of the Royal Canadian Legion, Regimental or other service associated Community groups on the same path as is ours!

**No member of the CAV/VAC Organization 'must' take part in charitable works**, but our leadership will enable those willing to do so with the tools and contacts we've established over the years of our Adventure! It is through Outreach to our Veterans, our Communities' needs and each other that the greatest satisfaction comes!

As a Member of the CAV/VAC your personal information will be kept within the CAV Organization in order to Support You. You may however ask to have your Personal Information added to a list kept at Unit, Formation or National Level to participate in a 'Rider Support Program'. A List will be published showing your support of CAV Members who need assistance enroute as they 'Ride and Have Fun While Helping Others' Nationwide.

## Membership Requirements

<p>Veteran Rider</p>	<ul style="list-style-type: none"> <li>• A military veteran or serving CF member, a veteran or serving member of the RCMP or an allied or NATO military veteran residing in Canada who owns a Motorcycle or Trike.</li> <li>• Full membership with full voting rights in their respective units.</li> <li>• Must adhere to wearing of a black vest only</li> <li>• Wears "The CAV Veteran Crest" on the back of the vest, respective of Formation, French or English and Element served: Land, Air or Sea (Green, Blue or Black background) and is awarded the Winged Wheel for proficiency in Riding and Rules of the Road, by the membership of the respective unit. The Winged Wheel is worn on the front of the black vest, the tag indicating the member's Unit Battle Honour is worn on the front of the black vest along with their Year Stripes; Silver for each year a CAV Rider and Gold for each 5th year.</li> <li>• The only item allowed for wear on the back of the vest will be the CAV Veteran crest. No other items are to be worn immediately above or below the Back crest.</li> </ul>
<p>Veteran non-Rider</p>	<ul style="list-style-type: none"> <li>• A military veteran or serving CF member, a veteran or serving member of the RCMP, or an allied or NATO military Veteran residing in Canada who doesn't own a motorcycle, but wants to support The CAV events.</li> <li>• Must adhere to wearing of black vests only.</li> <li>• Full membership with full voting rights in their respective unit.</li> <li>• Wears "The CAV Veteran Crest" on the back of the vest, the tag indicating the member's Unit Battle Honour is worn on the front of the black vest along with their Year Stripes; Silver for each year a CAV. Rider and Gold for each 5th year.</li> <li>• The only item allowed for wear on the back of the vest will be the CAV Veteran crest. No other items are to be worn on the back.</li> <li>• <i>If at any time in the future the veteran non-rider decides to own a motorcycle, a mentoring period will be determined by the respective unit before the Winged Wheel is awarded. Once awarded, the Winged Wheel is worn on the front of the vest</i></li> </ul>

<p>Veteran Supporters</p>	<ul style="list-style-type: none"> <li>• Not a veteran or a serving member, and may or may not own a motorcycle. Participates in any CAV activity.</li> <li>• Must adhere to wearing of black vests only.</li> <li>• Hold Voting rights at Unit, Formation and National Level with the sole exception of a National Vote Changing Our Base Principle or Constitution, or unless otherwise directed by the National Executive.</li> <li>• Wears The CAV Supporter Crest on the back of the vest, the tag indicating the member's Unit Battle Honour is worn on the front of the vest. If a Veteran Supporter rides then they will be awarded the Winged Wheel for proficiency in Riding and Rules of the Road, as decided upon by the membership of the respective unit. The Winged Wheel is worn on the front of the vest. Year Stripes; Silver for each year a CAV Rider and Gold for each 5th year will be worn on the front of the vest.</li> <li>• The only item allowed for wear on the back of the vest will be the CAV Supporter crest, respective of Formation, French or English or Element a relative or comrade may have served: Land, Air or Sea-Green, Blue or black background. No other items are to be worn directly above or below the back crest.</li> </ul>
<p>Rider at Large Memberships</p>	<p>Our CAV/VAC Organization began essentially as 'Riders at Large' until Unit development and the establishment of Units named after Canadian Battle Honours across Canada, showed us how to focus CAV Membership's energy and succeed incredibly in direct support of community needs. The Unit system is and will always be the key to our great success. However it is also a success for our family to enable those unable to take part in CAV /VAC Group activities, access to our Mission!</p> <p>As in the early days of our CAV Experience the Riders at Large will soon experience the comradeship of like minded individuals, now identified by a CAV/VAC Crest, All united in Riding and Having Fun While Helping Others following our Strength and Honour Motto! This introduction of our CAV Mission by cresting Rider at Large members will, as before, lead to the creation of new Units and wider outreach of our organization, and yet for those still unable to involve themselves directly in our activities. they will now be identified in their communities by the CAV Cresting as those who have served, or as citizens who are serving now as CAV/VAC !</p> <p><b>Rider at Large members are those who are geographically separate from existing Units, or those whose military service or life experience demand they stay separate from negative personality or political situations. A member currently in a Unit that becomes disgruntled due to a disagreement with other Unit members <u>DOES NOT</u> constitute a valid excuse to become a candidate for the "Rider At Large" program.</b></p> <p>As was proven countless times during the first decade of our experience, identifying Riders at Large across Canada soon led to individual and family involvement of those who've been marginalized or forgotten. Countless lives have and will be enriched as well as lives saved by involving those unable to belong to established Units on our CAV/VAC Mission!</p> <p>The means of becoming a "Rider At Large" when an individual is identified will initially be a recommendation by a Formation President to National HQ. Formation President will interview the individual requesting to become a "Rider At Large" to ensure the criteria is met and a note will be added to the request to National if Formation supports the request or not. National HQ will review the request and a decision will be rendered taking in every given consideration based upon the incumbent's health and welfare.</p> <p>In place of Unit Cresting identifying a Battle Honour, Riders at Large will be issued a Crest to be worn on the vest front in Latin Stating "INVICTUS" meaning in English "INVINCIBLE".</p>

<p>Youth Memberships</p>	<p>The CAV/VAC Organization is a family organization uniting not only Veteran and Veteran Supporter in direct support of our community's needs, but an organization that strives to create leaders not just followers. Our Children are the next generation of Veteran and Veteran Supporter, by involving them in our activities we unite not only Veteran and Veteran Supporter but Families as well.</p> <p>Youth Membership applications will be signed by the youth and his/her parent or guardian acknowledging our Base Principle and CAV/VAC Constitution intent.</p> <p>Once a member attains the provincial standards required as a motorcyclist, a mentoring period will follow with presentation of the winged wheel.</p> <p>When upon reaching the legal age of majority set out by Canadian Federal Law, the individual will then be considered an adult and will be given full voting privileges as a CAV member.</p> <p>Youth membership fees are the same as regular membership fees.</p>
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### CAV Membership Year

The CAV organization operates on a 12 month calendar cycle, beginning in 01 November of each year and ending on the 31 October of the following year. To remain a member in good standing, renewal funds need to be collected at the Formation level no later than (NLT) the 15<sup>th</sup> day of October in order to be at National level in time for the CAV audit for the up coming year.

New members regardless of joining date must also adhere to the renewal cycle as well in order to keep within the federally mandate audit for the CAV. Formations need to ensure that they inform potential new members who join late in the season of this policy and the requirement of an on coming year renewal fee NLT 15 Oct.

NOTE - It is suggested that the Formations use the "common sense" approach on potential new members who want to join after July, and that potential new members can still continue to ride with the particular unit that they have chosen to be with, but their membership application **will not** be processed and **will not** have any CAV privileges until the renewal year of 01 November.

### Membership Fee

- Initial year, \$65.00
- Honorary and Silver Cross Families as approved by National HQ and paid for by National.
- Each subsequent year, Renewal Fee is \$35.00
- Late Renewal Fee after 1 Nov is \$65.00. The Late Fee can be waived providing that the Member has forwarded a Letter of Explanation complete with a justifiable reason for the Waiver to the Formation Membership Coordinator through their respective Unit President. The Formation Membership Coordinator will then forward the Letter of Explanation on to their respective Formation President. If the Formation President feels that the Waiver is justifiable, they will then forward the same to CAV HQ for final approval.

## Joining Package

### Initial Year:

- Access to the members' area of the web site
- The CAV Crest Veteran or Supporter.
- The CAV Winged Wheel for Proven Riders
- The CAV Insurance year pin,
- Unit Battle Honour name tag,
- - or for Honorary Member a tag stating 'PRO PATRIA'
- -or for a Silver Cross family member the tag requested honouring a fallen hero and/or a tag bearing the Silver Cross ,
- or for Rider at Large a tag stating 'INVICTUS'.

### Each Subsequent Year:

- Continued access to the members' area of the web site
- Year bar
- Insurance CAV year pin.

### \*SPECIAL NOTE\*

**Membership dues paid are for the privileges offered by the CAV organization, such as the use of the Web page, Facebook pages, attending special meetings or rallies and the right to wear the CAV logo back crest as a member in good standing. Membership funds gathered from CAV through the addition of new members and renewals are used as annual CAV operating funds and should not be correlated or seen as the right of "purchasing" an item such as the CAV trademarked Logo Back Crest.**

**THE CAV LOGO BACK CREST IS NOT MERCHANDISE TO BE BOUGHT AND IS STRICTLY THE PROPERTY OF THE CAV ORGANIZATION AT ALL TIMES.**

## Membership Application Process

Cresting of new applicants is based on the voucher/mentoring system with each unit vouching for an applicant and the member earning the 'Proven Rider Winged Wheel' crest. Rider's at Large applications, after being vouched for by a Formation President and sanctioned by National HQ, are responsible to the applicable Formation President. [A Senior CAV Designated member to vouch for Riders at Large may be Any Unit Formation or National Executive, Old Guard, or Experienced CAV/VAC Member so designated by the CAV Leadership]

1. **APPLICANT:** an applicant makes an application using the application form found on the CAV website or a hard copy given to him by the unit point of contact or Formation membership coordinator (Application form is to be of the 2014 version **only**). The application is accompanied with an instruction sheet that will provide mailing address to the nearest Formation Membership Coordinator to verify and process. If a Rider at Large applicant is received at any level, the appropriate Formation membership coordinator will notify the Formation President who can appoint the nearest Unit to designate a Senior CAV Member to meet the candidate thus ensuring at that time the understanding and adherence to our CAV Base Principle, Constitution and Bylaws.

2. UNIT & 1, 2, or 3 CAV: the unit point of contact or designated senior CAV Member will vouch for this member by sending the applicant's name to the respective 1, 2, or 3 CAV Formation President via the best means (eg email) indicating applicant's name and the unit, or as a Rider at Large candidate as well indicating if the applicant is a Proven Rider and should receive his Winged Wheel. Applications are then forwarded ensuring all forms are signed & required areas completed, along with a scanned copy of the applicant's drivers license (with the driver's license number blackened out) and if the applicant is a Veteran, a copy of a military certificate (Examples being a individual's Member's Personnel Resume Report (MPRR), a Certificate of Service ID Card (NDI 75), a member's certificate completing basic training, etc). If a military document cannot be produced, then the individual's military service number must accompany the application so that it can be used to verify Veteran's status. The Membership form will also ask if the member wishes to have their name added to any outreach inside to CAV /VAC Org network ie a 'Riders' Assistance List'.
3. CAV National VP will approve the application on receipt of a confirmation that the e-transfer/deposit of funds made by the Formation Membership Coordinator and will give the authority to issue the Joining Package, (ie crest, winged wheel patch & year pin) as per the information on the application to the Formation Membership Coordinator.
4. The Formation Membership Coordinator will then inform the respective 1, 2, or 3 CAV Formation President via best means (e.g. email) indicating applicant's name and the unit that the new member is joining. Membership Coordinator will then record for the Formation, statistics records of the new member and ship out the crest and additions to the Nearest Formation Unit President or senior CAV Designated member for presentation to a Rider at Large.
5. UNIT: The respective unit President can then make the presentations to the appropriate new members.
6. Riders at Large: The applications for "Riders At Large" will follow the same process as would an application for a new member to a specific Unit. The only deviation will be that once the joining package is received by the Formation Membership Coordinator, they will contact the respective 1, 2, or 3 CAV President via best means (eg email) and confer on the best method possible for presentation. It is recommended that one of the Formation Executive Members preside over the presentation at an Event or suitable gathering, introducing if possible the Rider at Large to nearby Unit, Formation or National membership. A Rider at Large request to not belong to a Unit will always be respected. They may also take part in and will always be made aware of Any CAV/VAC Activities. As Riders at Large they will have no Vote at Unit level, but have full voting rights at Formation and National issues as directed by applicable HQs.

SPECIAL NOTE:

As the membership crests and accoutrements are part of the National Vice President's mandate to issue out to the respected Formation Membership Coordinators, a complete and coordinated effort between the National VP and Formation Membership Coordinators must be present at all times. All membership administrative issues are to be referred to the individual Formation Membership Coordinators and National Vice President for their immediate attention.

## Retraction of Renewal or Membership Fees

If an issue arises that an individual cannot remain in the CAV, but has just submitted the renewal or new membership fee, a refund can be granted if the request is within 30 days of the funds being submitted to CAV HQ.

The process to be taken is as follows;

1. A request for refund of **new membership fees** is to inform your area Formation President of your decision by letter or email, giving a brief submission on why you wish to leave the CAV. **The CAV back crest and must accompany the letter to the Formation President.** Upon receiving this submission, the Formation President will ensure that this request is within the time allotted for a refund, and then

will submit an email to CAV HQ seeking approval. Back crest are to be forward to the area Formation Membership Coordinator and held as stock.

2. Once approval has been granted by CAV HQ, a cheque will be issued from CAV funds to reimburse the renewal or new membership fees and forward it directly to the individual who submitted the request for refund.

## Transfers

A member can transfer between Formations if their permanent residence will be in the area of which they are requesting the transfer to. The process for this is that the member is to inform their current area Formation Membership Coordinator of the request by means of an email or letter and give an approximation on the date that you will be in the new formation location by. Once located in the new formation area, a membership application must be filled out, indicating on the application that it is a transfer and sent to the new area Formation Coordinator with a cheque or money order for \$35.00 to cover the cost of the new formation back crest. The “losing” Formation Coordinator will forward all the administrative correspondence on this individual to the “receiving” Formation Coordinator once the transfer has been completed.

## Voluntary Departures

A member who decides that they no longer want to remain part of the CAV organization for whatever personal reason can do so without malice. The member is required to inform their Unit President by means of the delivery of their CAV back crest back to the Unit President and if so can inform the Unit President of the reason behind their departure, but it is up to the individual’s choice to do so. If the reason for departure is to personal in by means that a “face to face” meeting at the Unit level cannot take place to deliver the back crest, then the departing member is to mail the back crest to the Formation Membership Coordinator (by registered mail for tracking purposes) and include a brief statement with the back crest to state who you are, what Unit you are from and that you are departing CAV, hence the reason for returning the back crest.

### \*SPECIAL NOTES\*

1. **Those who have decided not to renew their membership status are to follow the same course as listed above in the Voluntary Departure paragraph.**
2. **If the area Formation President deems that the individual requesting departure is not leaving due to being disgruntled or under review for a possible dismissal action, the Formation President can ask CAV National HQ for a waiver to grant the member approval to keep his/her back crest and accouterments as a commemoration souvenir with the understanding that they will not be worn in a public forum as long as they are NOT a CAV member. This should be considered an “EXCEPTION” and not the rule to have done.**

## Reinstatement of a CAV Membership

An individual, who was a CAV member at one time and decided to relinquish their membership for personal reasons, can be reinstated into the CAV organization by filling out a new membership application and their reinstatement will be considered the same as a new membership and associated fee of \$65.00 will be as such.

A convening board at National level will review **ALL** reinstatement applications and render their judgment on the applications before approval is granted. **However it should be noted that any person who has left the CAV due to a dismissal action or has been publically slanderous towards the CAV membership or the CAV**

**organization as a whole, while being a member or not, their application will be automatically rejected and will not be allowed to rejoin the CAV organization again.**

## **Ordering Joining Package (JP) Supplies**

All JP supplies are produced and stocked under the purview of the National Vice President. These are controlled items for the JPs only and are not for sale. **The CAV Crests in particular remain the property of The CAV.** The Formation Membership Coordinators will maintain a stock of JPs, both veteran and supporter within the scope as deemed by the National VP's direction.

### **Ordering Process**

**New Member:** When a potential new member applies to a unit, or Formation as a Rider at Large, the Unit or Formation President reviews the application. Unit President interviews the applicant or if a Rider at Large, Formation or Unit executives appoint a senior CAV Member to interview the Rider at Large applicant if at all possible physically, and in either case submits the application to the Formation Membership Coordinator for processing. The Formation Membership Coordinator will review the application to ensure administratively that the application is correct and that the applicant's funds have been received. The Formation Membership Coordinator will then forward an appropriate JP from the stock to the respective Unit President and inform the Formation President of the new member's addition. The Unit President will present the JP to the new member in a fittingly public Proud Manner- Including the presentation of the Winged Wheel for Rider proficiency, a Foundation of our Riding Organizations Ethos! To RIDE and Have Fun While Helping Others!

## **CAV Crest Replacement**

There may come a time whereas an individual's back crest may need replacement or that the individual would like to change the element color of his/her crest. This can be accomplished by submitting a new membership application indicating that it is a CAV Back Crest replacement or an element color change to your area Formation Membership Coordinator with the applicable replacement administrative fee of \$35.00. The Formation Membership coordinator will then process the application request.

**NOTE:** For requests to change the CAV back crest for another element color or replacement, the old back crest **MUST** be turned into the Formation Membership Coordinator before receiving the new back crest. For a replacement crest, a Unit President or Formation executive must endorse your application to verify the need for a replacement. If the replacement is due to wear and tear, the old crest is to be returned to the Formation Membership Coordinator for disposal.



# CAV/VAC Philosophy

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## AMENDMENTS AND CHANGES TO THE CAV BASE PRINCIPLE & PHILOSOPHY

Amendments and changes to The CAV Base Principle and Philosophy require a CAV – Wide General Referendum where a minimum of 80% of all Veteran CAV Members vote. A clear majority of 80% is needed to make amendments. CAV/VAC Veteran Supporters have Full Voting rights at Unit, Formation and National on all Issues with the exception of amending or changing the CAV/VAC Base Principle or Philosophy. This in no way disrespecting the Incredible contributions of our Veteran Supporters, but allowing our Veteran Base to maintain focus on our Founding Principle. The CAV/VAC Founders created our Mission and Constitution in many ways reflecting the military ethos and sacrifices of our Nations Soldiers, Sailors and aircrews, who served in Uniform supported throughout every generations by our fellow citizens, and who continue our service now on Motorcycles alongside our Veteran Supporters.

**The CAV/VAC Is a Veteran Based Organization. Not a Veteran’s Only Organization.**

## CAV/VAC BASE PRINCIPLE and MOTTO

“Ride and Have Fun while Helping Others”

“Strength and Honour”

## CAV/VAC PHILOSOPHY

The CAV philosophy is designed to make this veteran based riding organization enjoyable, respecting not only the service and contributions of its Veteran members and Veteran Supporters but also appropriate treatment of all as responsible, law-abiding adults. The CAV Philosophy contains three parts:

1. Intent
2. Guidelines
3. Rules

## 1. Intent

### The intent of The CAV Philosophy:

- a. The CAV is a legitimate riding org, focused on riding with fellow veterans, CF members and Veteran Supporters.
- b. The CAV may participate on rides for already established charities. However, no member has to donate cash to the charity. Donations are an individual’s choice.
- c. The CAV endeavors to leave no veteran behind, recognizing that those who suffer from their service must be proactive in accepting our support or those certified to assist that we guide others to.
- d. The CAV is a laid back collection of veteran-serving member and veteran supporter grouped under units or as Riders at Large in geographical regions called formations.
- e. The CAV membership govern themselves in accordance with the CAV’s philosophy. The focus of the CAV is on supporting Units and Riders at Large.
- f. Additional rules for units are not authorized unless agreed upon by that unit’s membership, recommended by the formation president and approved by the CAV President.

- g. Any type or model of registered road motorcycle/trike is welcome.

**In short, The CAV is here to have fun and not to puff out our chests as if we want to rule an empire.**

## 2. Guidelines

These guidelines are common sense. The CAV must maintain a positive image at all times for itself and its members.

- a. All new riders will be mentored by CAV Membership until such time that a Senior member at Unit, Formation or National vouch by signing off on the Wing Wheel Certification Application that the rider has gained the necessary experience. After passing this mentoring period, the rider will receive the CAV Winged Wheel. Units or in the case of Riders at Large, a Formation CAV Executive member may vouch for new member riders they know to already be experienced motorcyclists.
- b. CAV members will vote on matters concerning their unit. Although Riders at large hold no vote at Unit level, they do have full voting rights at Formation and National issues.
- c. A Motorcyclist's world is All about **Respect!** All Veteran members will respect each other regardless of the rank earned, or unit, trade or experience gained throughout their military career. Veterans and Veteran Supporters will hold equal respect. Unit Members, Riders at Large will always respect each other-
- d. The CAV does not control territory. We are a national veteran's motorcycle organization and have no interest in any form of politics, religion or power.
- e. Members will supply their own black leather vest. **Nothing is allowed directly above or below the Large Back Crest.** Riders may wear what they want that reflects Honour on the front of the vest. Profanity shall not be displayed nor shall any derogatory wording to other groups or ethnic origins

Clothing standards are simple; the appropriate CAV crest on the back of a black vest. No rockers, or anything else are to be used that may confuse us with 1%ers. The crest itself is not our Colours. Each unit does have its Colours but these are actual flags; a Canada flag and a CAV flag with the unit battle honour name.

## 3. Rules

The CAV rules are as follows:

- a. Under no circumstances will the CAV crest or affiliation be used for intimidation. The purpose of the CAV is to support its members and the Canadian community. We are not a gang, club or an outlaw organization. **Wannabe 1%'ers will NOT be tolerated.**
- b. No criminal activity of any kind by our members will be tolerated.
- c. Only veterans or CF serving members will hold the position as National President.
- d. Formations and Units may be lead by a Veteran or Veteran Supporter as long as one or the other is a Veteran. Presidents will abide by the governance as directed by the CAV National President.
- e. No CAV unit, Formation or Nationally will volunteer as a CAV group to assist in providing security for existing charities or events. CAV members, as individuals and not representative of the CAV may volunteer but under their own auspices and responsibility, however the CAV Vest or any CAV logo accoutrements will **NOT BE WORN.** See CAV Waiver.
- f. The retail company that has been identified as the supplier of merchandised items for the CAV membership will be the **ONLY** agency that will produce, supply and sell any items bearing the CAV/VAC Logo or imagery.
- g. The CAV crest, symbols and names are trademarked and copyrighted, and are to be used only as directed by the CAV President in consultation with the Board of Directors.

- h. Crests that have been previously issued and returned due to a member resigning from the CAV, will be sent to the Formation Membership Coordinator and **NOT** held at Unit level. Formation Membership Coordinators will consult with National VP for direction on what to do with them.
- i. Membership to the CAV will be paid yearly. This small annual fee defrays the costs of the operation of the CAV. Fees will be paid to **CAV HQ**.
- j. As the CAV has no political affiliations either federally or provincially, the CAV organization will remain neutral towards all decisions made by these entities and follow all rules and regulations that these political entities pass as laws. However in saying that, there are times where CAV members may feel that they may want to voice a concern publically by means of attending an organized rally, protest or demonstration to show their support to that given cause. The CAV organization understands that this is an individual's right as stated in the Canadian Constitution and fully supports that right of an individual. However in saying this, and that this is an individuals right and decision to participate in a law abiding activity, a CAV member should understand that the CAV organization may not represent that individual's personal decision and therefore the CAV logo **WILL NOT** be displayed either by means of a banner, sign or by a member wearing his biking vest or CAV clothing which displays the CAV Crest during these events.
- k. In the event that an advocacy or issue is identified that a unified CAV/VAC response may be desired by several or more members, the protocol will be as follows;
  - a. The individual or individuals will approach their Unit Presidents to propose what venue they would like to support as a CAV identified entity. They must identify explicitly, in writing on who, what, where and why they think that this is an issue that requires CAV support;
  - b. Unit President is to ensure that this is a valid request and all the information is prevalent within the document that was provided to him/her.
  - c. If the Unit President is supportive of the cause or issue identified for CAV support, they will indicate their decision and forward on the document to the Formation President for review & process.
  - d. Formation Presidents are to review the documentation and contact their Unit Presidents for a verbal response on whither their respected Units are aware of the event or issue that has been identified and what their overall Units membership would be in favour of supporting the event or issue.
  - e. If the majority of the membership within the Formation Units are not in favour of supporting the event or issue, then the request is rejected at this level and is considered dead. However if the response of the Units membership is of a favourable response, then the Formation Presidents are to contact the original individual/individuals of the request and have them staff a petition document to pose the question of whether the CAV should support the event or issue in question, and contain an area to where the required signatures of those in favour will be signing.
  - f. Once this petition has been received by the Formation President and is approved by him/her, it will be forward on by email to his/her Formation Units and to the other two Formation Presidents for them to solicit their Unit membership for signatures. A copy of the petition will also be sent to National HQ for info purposes at the same time.
  - g. Formation Presidents have 30 days to collect their Unit responses and forward them on to National HQ to which they will be tabulated and statics given back to the Formation Presidents as what the overall response was.

**The criteria for an overall favourable response to the petition will be a minimum of 1/3 of the serving membership of those who are of legal voting status within CAV and have signed the petition document. Also if the 30 day window of collecting the petition signature by Formation Presidents are not met, the petition request become a "null & void" issue and the petition ceases at this point.**

- h. If the petition criteria is met and is supported by the Board of Directors, the National President will write up a referendum statement to be presented to the membership and a vote will be taken on whether the issue will be supported by the CAV organization or not. As in a membership wide referendum issues, a vote of 65% in favor of the presented article is required before the advocacy or issue will be moved upon, to which then CAV National will produce direction on how the Units and members will proceed in supporting the event or cause in question.

#### 4. CAV Operational Fund

The financial year budget for the National riding element will be determined by the membership dues collected for that fiscal year.

- i. A fiscal audit will be completed by the National Vice President and presented to the membership annually for information purposes only.
- j. On request from the Board of Directors, a detailed financial report will be produced for the CAV Corporation audit.
- k. The National Riding Element of the CAV will possess a bank business chequing account to which will be maintained and held by the National Vice President. This business account will retain the CAV Operational Funds and will be expended as require for the CAV National Riding Element undertakings. The National Vice President will be a signatory on the account and the National President will be the second signatory to comply with banking authorization expenditure protocol. On departure of personnel within either of these two positions, a letter must be drafted to the banking establishment to identify the outgoing and incoming members that will be filling these positions and authorized to dispense funds on behalf of the CAV National Riding Element.
- l. An annual financial administrative dividend will be provided to the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Formation Presidents to assist them in their Formation Annual meeting and for the Formation mailing expenditures. This will be accomplished on the National President's approval and grant the authority to the National Vice President to release funds to the Formations by way of e-transfer or cheque to the Formation Membership Coordinator/Treasurer.

**NOTE - It must be a coordinated effort between the Formation President and the Formation Membership Coordinator to ensure all efforts are met between the Formation Annual Meeting requirements and the mailing expenditure requirements throughout the fiscal year. A good rule of thumb is to establish a budget for each entity prior to dispensation of funds for Formation Annual meeting.**

Guidelines are as follows:

- a. The fund value number will be provided annually by the National Vice President based upon the fiscal year's operating budget.
- b. The dividend payment will only be made after the annual renewal funds are received from the different Formations by National HQ and the National Vice President will confirm the numbers based upon National statistics and funds received.

- c. All Formations must provide an expenditure accounting of funds they have spent. This will be done through their Formation Membership Coordinator/Treasurer who in turn will provide a report annually to the National HQ prior to the end of the fiscal year so it can be accounted for within the overall yearly financial statement.
- d. Funds that are not expended by the Formation are to be retained and topped up from the CAV National Account at the same time as they submit their annual report via the Formation Membership Coordinator/Treasurer; and
- e. All Formations are to open a bank account to receive the annual dividend from National HQ via direct deposit method. This bank account is to be managed by the Formation Membership Coordinator/Treasurer and will be able to make E-transfers of Formation funds as directed by the Formation President.

**\*SPECIAL NOTE\***

Formation Annual Meeting funds are to be used for;

- a. Hall rental,
- b. Electronic equipment rental (like a lite pro for projecting presentations, coffee pot ect), and
- c. Purchasing refreshments such as coffee & small snacks for the meeting.

**FORMATION ANNUAL MEETING FUNDS ARE NOT TO BE USED FOR THE FOLLOWING;**

- a. **Purchasing of alcoholic beverages as refreshments,**
- b. **Purchasing of full meals for individuals,**
- c. **Personal hotel room rentals,**
- d. **Fuel subsidy for any individuals, and**
- e. **Purchasing of electronic devices that will be given away or kept within the Formation.**

## **5. Operational Fund Expenditures**

In withstanding on keeping the National riding element of the CAV operational throughout the fiscal year, there are several areas where fund disposition will be a constant expense. These are as follows;

- a. National Insurance coverage
- b. Year pins & bars
- c. Yearly stocking of CAV crests
- d. New Unit flags & Battle Honour Tags
- e. CAV Cell phone coverage for National President & VP
- f. Bursaries,
- g. Formation Representation expense for AGM, and
- h. National Representation expense for one annual CAV event.

The National President can authorize any other expenditure within the operational budget that is required to ensure that the CAV riding element has the needed resources to maintain its viability as an asset within federal, provincial & community affairs. Some of these events are as follows;

- a. Flight & hotel expenses and vehicle rentals for attending CAV members or Silver Cross family funerals, Federal conferences & summits that require a CAV National presence and Emergency meetings with regards to CAV Formation issues that require immediate National attention.
- b. Flowers or donation of funds (not to exceed \$50.00) to be provided to a CAV member's or Silver Cross Family's funeral, and

- c. Any other expenditure that enhances that CAV riding element organization for the betterment of the CAV as a whole.

**AT NO TIME WILL ANY OPERATIONAL FUNDS BE USED FOR PERSONAL GAIN OR OUTSIDE THE PARAMETERS OF KEEPING WITHIN THE CAV VISION AND GOOD FAITH OF REPRESENTATING THE CAV ORGANIZATION TO THE UTMOST PROFESSIONAL STANDARD.**

## **6. CAV Annual General Meeting Expenditures**

As it is vital to have Executive representation from each of the Formations attend the AGM, therefore one member from each Formation will be funded to attend the Annual General Meeting from the CAV Operational Budget.

The formulated plan for this is as follows;

1. The Formation which hosts the AGM will receive expenses for hotel & fuel expenditure to a maximum of \$500.00, which must be accompanied with corresponding receipts.
2. The two furthest Formations from the appointed place of the AGM will receive compensation funds to a maximum of \$1500.00 and can be applied into one of two applications that follows;
  - a. Member can ride their bike to the AGM and apply the funds towards fuel and hotel rooms, accompanied with corresponding receipts to the maximum allotted amount; or
  - b. Member can opt for a flight, hotel and possible bike rental. (this option will be coordinated by the National VP who will pre-pay & book the flights, pre-pay the hotel room and try to coordinate a loaner bike from a CAV member or a dealership and last option is to rent) again this must be within the maximum allotted amount given.

National HQ will disburse a maximum of \$500.00, to the Unit responsible for setting up the AGM to go against hall rental & coffee/juice refreshments, to which also must be accompanied with corresponding receipts of the expenditure. This allotted amount must cover both AGM Business meeting and the main AGM itself.



# CAV Waiver

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The Canadian Army Veteran Motorcycle Units (CAV) will not be held responsible or liable in any way in cases of injuries or death, or damage to property during any riding event. All CAV Riders and members ride and participate on planned or unplanned event rides at their own risk and under their own responsibility in regards to insurance abiding by traffic regulations and governing laws. Individual Riders are themselves solely responsible for their own actions, legal responsibilities and consequences of their actions and/or inactions.

Les unités de l'Armée canadienne des anciens combattants de moto (CAV) ne sera pas tenu responsable en aucune façon en cas de blessures ou la mort ou des dommages à la propriété durant tout événement équitation. Tous les cavaliers CAV et les membres de roulement et participer à des promenades événement prévu ou imprévu à leurs propres risques et sous leur propre responsabilité en ce qui concerne l'assurance en respectant les règles de circulation et les lois régissant. Coureurs individuels sont eux-mêmes responsables de leur propres actions, les responsabilités juridiques et les conséquences de leurs actions et / ou inactions.



# CAV Social Media Protocol

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**In today's society, Social Media is a paramount tool to our everyday existence. It is a very handy tool for communication if it is used properly, however can also be extremely disruptive if not administered properly.**

## National, Formation and Units

The CAV currently has a National Website, 3 Formation Websites and Individual Unit Websites, as well as a National Face Book Group, 3 Formation Face Book Groups and Individual Unit Face Book Pages / Groups. These media tools are for the CAV Membership's Use **ONLY** and to provide a means for CAV Members to extract information when needed and act upon it. Also these sites are to promote morale by posting pictures of Membership Activities so that other CAV members from coast to coast can see and identify with the CAV organizations successes.

As to keep the different communities aware of what their local CAV Units/Members are involved in around their respected areas, many CAV Units have created their own Face Book Pages for public viewing. By doing so, it must be understood by the Unit Membership that these are "public forum" Pages and that **NO CAV ADMINISTRATIVE BUSINESS** will be transmitted on these Pages. Public sites such as these are good for advertising charitable riding events, public presentations involving donations or gratitude plaques to local vendors for helping your Unit in succeeding at a charitable ride or rally.

In order to not confuse the use of Face Book Pages / Groups, it is highly encouraged that each Unit develop one of each. A Face Book Page to use as a "Public Forum" and a Face Book "Closed Group" for their Unit Membership to use as a their Social Forum, where Members can feel comfortable discussing personal info, upcoming Meetings, Rides, Events, etc ... These Face Book Pages / Groups are to be strictly maintained and overseen by the Unit Executive so that any corrections that may be needed can be done immediately.

## Rules and Guidelines for all and any CAV Social Media

The following rules are the guiding factor for all CAV Websites, National Face Book Group, all three Formation Face Book Groups and Unit Face Book Pages / Groups -

1. National Webmaster and National Ops O will maintain the National Website and Face Book Group. They will also be given Administration rights to the three Formation Face Book Groups as back-up. CAV National VP will be given Administration rights for back up.
2. Each Formation President, Formation Ops O and Formation Membership Coordinator will administer their Formation Website and Face Book Group. Formation Presidents can include their Formation VPs as a back-up Administrator at his/her discretion.
3. Each Unit President will administer their Unit Website and Face Book Page / Group. Unit Presidents can include their Formation VPs as a back-up Administrator at his/her discretion and may also designate a Unit Webmaster. Formation Membership Coordinators will be given Administration Rights to Unit Facebook Groups as a back up.

4. All CAV Websites and Face Book Pages / Groups will be “mirrored” in style and layout under the guidance of the National Webmaster.
5. National, Formations and Units will not to use their Websites and Face Book Pages / Groups to conduct **CAV ADMINISTRATIVE BUSINESS**. Any and All **CAV ADMINISTRATIVE BUSINESS** will be strictly communicated through email.
6. Contents of all CAV Social Media Forums will be “tasteful” and be without slander or obvious attitudes that would cause any type of “drama” amongst the Membership.
7. CAV Members who own Businesses **WILL NOT** advertise for any reason, as a means for their own personal gain on these sites.
8. CAV does not promote 1% Clubs on our Social Media sites. However, it is permissible to post a Community Recognised Charitable Events supported by a 1% Organization. (If in doubt, ask your Formation Executive to provide guidance).

## Annual General Meetings

Annual General Meeting (AGM) will be held once a year, alternating within the different three Formation locations. The AGM is primarily a Business meeting ran by the CAV National Executive in order to conduct the ongoing business of the riding element of the CAV. Information to enhance the ability of the CAV riding element and review of the past year experiences is to be the main structure of this meeting.

Mandatory attendees of this meeting will be the following;

- a. National President (main presiding official of the meeting)
- b. National Vice-President
- c. Formation President or a Formation Executive representative from each Formation, and
- d. CAV Ambassador.

Others who can attend but their presence is not compulsory, is any of the CAV Directors and remaining National or Formation Executive members.

The business meeting will be conducted as per the Business Meeting Rules and Conduct (Annex 1) that is posted out to each attendee with an agenda on what information that will be covered during the assembly at least 10 days prior to the meeting. Also during the Business Meeting, the announcement of the CAV Bursaries recipients will also be announced.

Final minutes of these meeting will be written up by the National President and provided to the Formation Presidents prior to their respective Formation rallies so that they can be used as a reference to pass on the information to their Formation membership.

The Formation in which the AGM will be held at, that respective Formation President will be the OPI and will select the venue in which the meeting will be held at and all other activities that they would like the CAV to be involved with such as ceremonial or social events. Each Formation President will be given one year grace period so to prepare for this event and each AGM meeting will announce when & where the next year AGM will be held.

## Formation Rallies

Formation Rallies will be held once a year, within the Formation areas of responsibilities (AOR) locations. The Formation rally is primarily a Business meeting ran by the Formation President and Executives in order to conduct the ongoing business of their Formation membership of the CAV. Information brought out in the Annual General Business meeting is to be passed on so to enhance the ability of their Formation membership knowledge and review past year experiences, ongoing issues and problems that might require CAV National's attention so that the Formation President can present these to then next AGM.

Mandatory attendees of this meeting will be the following;

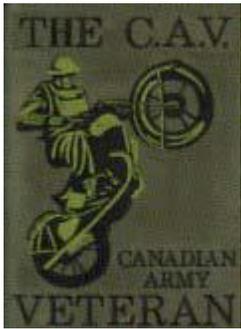
- e. Formation President (main presiding official of the meeting)
- f. Formation Vice-President,
- g. Formation Ops O,
- h. Formation SAA, and
- i. Unit Presidents or a Unit Executive representative from each Unit within the Formation

Others who can attend but their presence is not compulsory is any of the CAV National Executives or any of the CAV Directors.

Formation Rallies should be held as soon as physically possible after the National AGM business meeting is completed and as early in the riding season as possible.

The organization of the respective Formation Rallies are the Formation President's responsibility, however he/she can delineate the task of setting up and operating such a rally to a specific Unit President and its members. It also should be noted that because of AOR sizes, a need for more than one of these rallies may need to be conducted. This is totally up to the discretion of the Formation President.

When a CAV National AGM Business meeting is being held within a specific Formation AOR, Nat HQ can be utilized to pass on the AGM meeting as it pertains to that Formations membership, however the President of that Formation will still be the main OPI of the rally and will officiate its total actuality.



# CAV Primary Contact List

POSITION TITLE	NAME	PHONE NUMBER	EMAIL ADDRESS
National President	Earle « Grizzly » Eastman	(506) 650-1673	cavgrizzly@gmail.com
National Vice President	Derrick « Maddawg » McClinchey	(519) 282-0802	cavmaddawg@gmail.com
National Operations Officer	Tony « Ranger » Lynch	(506) 381-3253	cappy55@hotmail.com
National Sgt at Arms	Berry « Brutus » Drews	(604) 970-8454	bdrews@shaw.ca
National Road Captain	Al « Al » Murray	(403) 594-9618	cavroadcaptain@gmail.com
National Supply & Services	Miriam « Mesha » McClinchy		cavsupplyservices@gmail.com
1st CAV Formation President	Bob « Sgt Bob » Stott	(416) 407-3942	firstcavpresident@yahoo.com
1st CAV Formation Membership Coord	Vija « Whippet » Tate		1cavhqadmim@bell.ca
2nd CAV Formation President	Tom « Ironside » Skelding	(709) 765-5360	2ndcavpresident@gmail.com
2nd CAV Formation Membership Coord	Charleen « Charlie » Bodley		cebodley@netscape.net
3rd CAV Formation President	Mike « Iron Mike » LarCharite	(708) 984-0042	Ironsapper.cav@gmail.com
3rd CAV Formation Membership Coord	Trina Murray		

## ANNEX 1

### BUSINESS MEETING RULES AND CONDUCT

1. This Business Meeting will comprise of Formation Executives, National Executives and Directors ONLY.

Formation & National Executives are to consist of the following personnel;

- a. President
- b. Vice-President
- c. Operations Officer
- d. Membership Coordinator
- e. Sgt At Arms, and
- f. Road Capt.

**NOTE:** The AGM Business Meeting is a primary meeting for the Riding Element portion of the CAV. The invitation to the CAV Directors to attend this meeting is a courtesy only and they have no vote on any matter within the Riding Element.

2. The National President will be the “Master of Ceremonies” for the meeting and will conduct such meeting, debates, and any voting under the directions laid out in the common use document of “Robert’s Rules of Order”.
3. Minutes will be taken by an appointed individual who is of Formation, National or level.
4. Minutes will be taken by notes and tape recording to encompass all of the conversation within the meeting. **ONLY** legitimate conversation will be inserted into the final printed copy of the Minutes. Profanity within the context of the meeting will be eliminated and not entered into the final Minutes for presentation.
5. If an issue is tabled for a vote, only people to weigh into the debate and having authority to be counted in the vote is the three Formation Presidents & VPs and National President & VP. If a tie vote needs to be brokered, it will be the CAV Ambassador’s duty to weight in and cast his vote to break the tie.

- 6. A Formation President can appoint a designate to represent the Formation if either, or both, the President or Vice-President cannot attend the meeting. The designate(s) member must be of the Executive level for their Formation and must be announced to the National President NLT 10 days prior to the event date so to receive the agenda and any other pertinent information for the meeting.**
- 7. If only one person is to represent a Formation, any tabled vote to be taken, the Formations that has only one representative will be counted as two (2) votes by virtue of proxy.**
- 8. An AGM Business Meeting agenda will be drafted up by the National President and be delivered to the Formations, National Executives and Directors, NLT 10 days prior to the meeting so individuals can prepare for the meeting. Amendments at the last minute can be added as required but need to be of a gross concern to the CAV organization that it requires immediate action to be taken.**