

***THE CANADIAN ARMY  
VETERAN MOTORCYCLE  
UNITS  
CONSTITUTION***

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# CAV Constitution

## **Objective:**

This 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 National 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 National President in consultations with the National and Formation Executives. 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 Business Meeting (AGBM) for discussion and voted upon by the National President and VP and Formation Presidents or their representatives. A majority consensus is required to affect a change during this process. Upon the approval of the National and Formation Executives, 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.



# The CAV Organization

## 1. CAV Structure

- a. **Veteran-Based:** The CAV is a veteran-based motorcycle organization, uniting both Veteran, Veteran Supporters, and Silver Cross Families, focused on Units belonging to a specific Formation, under the umbrella of National CAVHQ.
- b. **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.
- c. **The CAV Organization** Consists of the Following:
  - National HQ.
  - National Executive.
  - National Support Element
  - Honorary Rider-in-Chiefs.
  - 1st CAV Formation comprised of various units.
  - 2nd CAV Formation comprised of various units.
  - 3rd CAV Formation comprised of various units.
  - Honourary members.
  - Silver Cross members.

## 2. 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.

## 3. New Units:

The creation of new units may be possible if there is no existing unit in the geographical area. A new unit (or a resurrected unit) may only be considered for approval by the National President if there are a minimum of 5 CAV members with veteran status. Veterans wishing to join the CAV and start up a new unit must first join the nearest established CAV unit and after a minimum of one year; a request to break away to create a new unit may be considered by the National President.

## 4. Veteran Definition:

The prerequisite for the wearing of the Veteran crest in the CAV is defined as any Regular or Primary Reserve Force member who has completed MOSID, formerly MOC (trades) training and a minimum one full year of service or Allied / NATO Veterans meeting the same criteria residing in Canada. This also includes fully trained RCMP Officers who completed depot training currently serving or retired. Collaborating documents must be produced as proof of service and Proof of honourable discharge.

Note: The Veteran crest in the CAV is not awarded to members of the CIC or COATS (Cadet Organization Administrative Training System) personnel, formerly known as CIL Officers, unless they have proof of Regular, Primary Reserve or RCMP Service.



# The CAV Terms Of Reference (CAVTOR)

## National Executive

<p><b>National President</b></p>	<p>The CAV National President is a veteran with overall responsibility to all CAV members and will follow and enforce the CAV Constitution 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 within The CAV Constitution and Philosophy.</li> <li>• Must be kept apprised of any matters directly involving policy/personalities at any level of the 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, i.e.; awards programs.</li> <li>• Include all Canadian / Allied / NATO and RCMP Veterans and Veteran Supporters 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 and amending the CAV Constitution.</li> </ul>
<p><b>National Vice-President (VP)</b></p>	<p>Appointed by CAV National President. The National VP Must be a Veteran.</p> <ul style="list-style-type: none"> <li>• Be "Up to speed "on aims and objectives of the Constitution and CAV Philosophy.</li> <li>• Act as an 'uplink' from Formation HQs on matters brought to his / her attention that will need to be discussed at CAVHQ.</li> <li>• Further the CAV Philosophy, aims and mission of the CAV.</li> <li>• Will act as the Finance Officer and will control the operational budget, producing financial reports for the Membership.</li> <li>• Overall supervisor to the Membership Coordinators ensuring Membership and CAV accoutrements are ordered, acquired and controlled.</li> <li>• All documentation such as but not limited to, nominal rolls and record of paid membership.</li> <li>• Be computer literate.</li> </ul>

<p><b>Immediate Past National President</b></p>	<p>The CAV Immediate Past National President is a Veteran with overall responsibility to the National President and the CAV Organization as a whole. The Past National President will be oversight and a mentor to the National President with regard to the CAV aims and objectives and The CAV Philosophy in the following areas;</p> <ul style="list-style-type: none"> <li>• Will be the coordinator between Veterans Affairs and the CAV.</li> <li>• Will be responsible for oversight on the CAV Constitution amendments.</li> <li>• Will be oversight on any special projects involving the CAV.</li> <li>• Will assist the National President by temporally filling any National Executive position that may be vacant and require attention.</li> <li>• Shall sit as a chairperson of the CAV Senate.</li> </ul>
<p><b>National Operations Officer</b></p>	<p>Appointed by CAV National President, the Ops Officer will be responsible for coordinating with all three formation executives on all operational functions happening at the formation levels.</p> <ul style="list-style-type: none"> <li>• Will coord with formations and compile the annual ride calendar indicating all national, formation and unit rides.</li> <li>• Will coordinate any special projects as directed by the National President.</li> <li>• Responsible for the CAV Website and monitor all social media sites that the CAV organization is using.</li> </ul>
<p><b>National Sgt-at-Arms</b></p>	<p>Appointed by CAV National President. The National Sgt at Arms is responsible to other members of the executive and The CAV in the capacity as the 'RSM' utilizing tact, strength and honour.</p> <ul style="list-style-type: none"> <li>• Responsible for upholding the traditions, discipline, standards and enforcement as detailed by National HQ and coordinate all issues through the formation and unit Sgt at Arms.</li> <li>• Act as the "velvet" or strength as directed by the National President, to coord formation and unit adherence to national guidance.</li> <li>• Will coordinate with outside organizations as directed by the National President.</li> <li>• May be tasked to perform investigations as directed by the National President.</li> </ul>
<p><b>National Road Captain</b></p>	<p>Appointed by CAV National President. The CAV Road Captain is the overall policy-operational coordinator as far as safety and movement of The CAV.</p> <ul style="list-style-type: none"> <li>• National events and rides are to be coordinated 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 Riders-in-Chief</b>	All Rider-in-Chiefs are honorary appointments. These are the riders we point at proudly. All Rider-in-Chiefs are automatically appointed to the OLD GUARD.
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## CAV Formations Executive

<b>Formation President</b>	<p>A Formation President must be a veteran. The CAV National President appoints the Formation President. The Formation President appoints all formation executive positions and is responsible for the administration of all units in their respective formation. The position of Formation President is normally a 3 year term. This is to ensure fairness of sharing leadership positions and the wellbeing of the formation. A waiver to this direction may be approved by the National President if it is in the best interest of the formation.</p> <ul style="list-style-type: none"> <li>• Upholds the CAV Philosophy and Constitution.</li> <li>• Act as liaison between the units of the formation and CAV HQ on The CAV's aim, policies, national events and rides.</li> <li>• Coord all memberships and joining packages between their Formation Membership Coordinators and their formation units.</li> <li>• Assist CAV HQ as required.</li> </ul>
<b>Formation Vice-President</b>	<p>The Formation VP must be a veteran. The VP should not be co-located with the President but should reside elsewhere in the formation's area.</p> <ul style="list-style-type: none"> <li>• Act as the Formation President in the President's absence.</li> <li>• Assist the President with the administration of all Units.</li> </ul>
<b>Formation Sgt-at-Arms</b>	<p>The Formation Sgt-at-Arms is the conduit between the National Sgt-at-Arms and formation/units.</p> <ul style="list-style-type: none"> <li>• Responsible for upholding the traditions, discipline, standards and enforcement as detailed by the National Sgt-at-Arms and coordinate the same through the Unit Sgt-at-Arms.</li> </ul>
<b>Formation Road Captain</b>	<p>The Formation Road Captain is the conduit between the National Road Captain and formation/units.</p> <ul style="list-style-type: none"> <li>• Coordinate the issuing of all rider proficiency Wings IAW Annex A of the CAV Ride Manual submitted by the Unit Road Captains.</li> <li>• Plan, control and execute all formation rides.</li> <li>• Assist the National Road Captain with enforcement and maintenance of the CAV Ride Manual.</li> </ul>
<b>Formation Membership Coordinator</b>	<p>The Formation Membership Coordinator is the conduit between the National VP and formation/units.</p> <ul style="list-style-type: none"> <li>• Assist the Formation President in maintaining concise administrative statistics on the formation members, to include as a secondary function, the Formation Treasurer.</li> <li>• Ensure all annual renewals are completed NLT 01 Nov and that all associated administrative paperwork is current and correct as instructed by the National VP.</li> <li>• Submit an annual report on 01 Nov to the National VP on all current members within their formations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain all records of funds, transfers, invoices and billing at the formation level, under guidance of the National VP.</li> <li>• Responsible for sending Joining Packages (JP) to all units.</li> <li>• Maintain a current inventory of CAV Crests and accoutrements.</li> </ul>
<b>Formation Padre</b>	<p>There are people who suffer in silence and may or may not reach out for assistance. A religious, trustworthy figure could be utilized to steer any CAV member in need, to the correct resources. The Formation Padre can be one person or a group of Padres and will remain in their respective units. The Formation Padre is not an executive member of the Formation HQ. A Padre may:</p> <ul style="list-style-type: none"> <li>• Provide spiritual guidance.</li> <li>• Provide direction and assistance in finding the correct professional help that members may require.</li> <li>• Provide welfare checks on CAV members unless otherwise specified.</li> <li>• Provide support and spiritual guidance for the family of a deceased or injured member.</li> <li>• Be the liaison between the family of a deceased or injured member and the CAV.</li> <li>• Coordinate and conduct CAV motorcycle blessings upon request.</li> <li>• Provide blessings at CAV events upon request.</li> <li>• Be willing to work with any faith or tradition.</li> <li>• Maintain contact within the CAV Padre grouping for exchange of ideas and general support.</li> </ul>

## CAV Unit Executives

<b>Unit President</b>	<p>A unit President can be a veteran or veteran supporter. 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 a 3 year term and cannot run for or be appointed to the position of president or vice president of that unit until another term (a minimum of 3 years) has past. This is to ensure fairness and sharing of the leadership positions and the wellbeing of the unit. 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. National HQ will make the overall determination.</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 or appointed by the respective Formation President.</p> <ul style="list-style-type: none"> <li>• Upholds The CAV Philosophy and Constitution.</li> <li>• Overall responsibility for unit and conducts unit meetings.</li> <li>• Maintain unit files.</li> <li>• Public relations contact for all outside the unit.</li> <li>• Correspondence inside and outside unit.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Attends formation rally president's meeting or appoints a representative.</li> </ul>
<b>Unit Vice-Presidents (VP)</b>	<p>The Unit President appoints the VP.</p> <ul style="list-style-type: none"> <li>• Act as the Unit President in the president's absence.</li> <li>• Assist the president with the administration of the unit.</li> </ul>
<b>Unit Sgt-at-Arms</b>	<p>The Unit President appoints the Sgt-at-Arms.</p> <ul style="list-style-type: none"> <li>• Responsible for upholding the traditions, discipline, standards and enforcement as detailed by the National and Formation Sgt-at-Arms.</li> <li>• New member orientation.</li> <li>• Liaison as directed by unit president with general public or other members.</li> <li>• Responsible for CAV and unit property and recovery of same.</li> </ul>
<b>Unit Road Captain</b>	<p>The Unit President appoints the Road Captain(s) who will:</p> <ul style="list-style-type: none"> <li>• Plan, control and execute all unit rides IAW the CAV Ride Manual.</li> <li>• Appoint group leaders and traffic control individuals as required.</li> <li>• Advise members on bikes and safety equipment as requested.</li> <li>• Educate CAV riders to road etiquette, road signals, procedures, and group riding.</li> <li>• Mentoring All new riders to the unit IAW Annex A of the CAV Ride Manual to achieve the presentation of the Rider Proficiency Wings.</li> </ul>
<b>Unit Treasurer</b>	<p>The Unit President appoints the Treasurer with majority concurrence of the unit.</p> <ul style="list-style-type: none"> <li>• A Unit Treasurer must account and maintain funds for various charities and causes.</li> <li>• Maintain records of all transactions.</li> <li>• Maintain the unit bank account and report to the Unit President.</li> <li>• Be prepared to provide access to the National Vice President who may request a review of the unit bank account.</li> <li>• Be familiar with local municipal rules and regulations pertaining to lotteries, 50/50 draws and selling of raffle tickets.</li> </ul>

## CAV Members

<b>Veteran</b>	<p>These are regular or primary reserve serving or retired members including Allied / NATO and RCMP Officers. They have full voting privileges and may hold any position within The CAV including president positions.</p>
<b>Veteran Supporters</b>	<p>Civilians, who although have never served in the military, have always had the military's "back" looking after our families while CAF personnel conducted training and operations. Veteran Supporters may also hold any position in the CAV except for president and vice president positions at the national and formation level. Veteran Supporters have full voting rights in any unit, formation or national issues except a national vote changing the CAV/VAC Base Principle.</p>

All CAV 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 motorcycle activities. Veteran supporters are welcome to share the ride with us following these same conditions.

CAV HQ exists to coordinate our formations. In order to have consistency in the wearing of items by CAV members, only black leather 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 above, below or to the left or right of the CAV crest.



# CAV Appointments and Elections

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, 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 uniting Veterans with Veteran Supporters in Communities nation-wide providing ongoing service on motorcycles.

P.M. ‘Trapper’ Cane MSM CD KCStG Founder – Our first decade - National President.

## 1. Executive Position Selection

CAV executive positions are found at the National, Formation and Unit 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!

## 2. Appointments vs Elections

The CAV at all levels; National, Formation and Unit, 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; 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.

## 3. 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 CAF serving members or Veterans at Formation or National Level. As a shared Unit Leadership entity, a Unit level President can be either a CAF serving Member, Veteran or Veteran Supporter.
- Life is complicated enough. Keep elections simple.

- Elections are not what we are about.
- No Campaigning or in-fighting.
- On the outset of the election process, the maximum term of 3 years will be stated.

#### 4. **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 and the Constitution. The unit electorate for unit elections are the respective unit members. Other unit executive positions, such as VP, Sgt-at-Arms, Road Captain, and Treasurer are the Unit President's 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 Captain 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 intact until the new president is comfortable in his/her role. All unit executive positions should not be longer than 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. (i.e. Unit President's term is completed in Oct 2014, new Unit President must be in place by 01 February 2015).

#### 5. **Formation Appointments and Elections**

A Formation President is a Veteran. 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 appoint this staff. All Formation executive positions should not be longer than a 3 year consecutive term to ensure a seamless transition and widespread equality within the Leadership structure of that Formation. To maintain Formation cohesion, the VP, Sgt-at-Arms and Road Captain positions should be appointed at a time that does not coincide with the appointment of a Formation President.

#### 6. **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 authority 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. Their Formation back Crest will contain a gold braid around the outside perimeter of the crest (the cost of the name identifier, and gold braid will be bore by the operational budget). Past Formation Presidents are a pool to

which the National HQ can select future National Executive positions when those positions are vacated. Past Formation Presidents can also be tasked to act as “Special Envoys” for the current National President and be willing to take on projects to enhance the CAV organization due to their vast experience and knowledge within the CAV.

## **7. National Appointments and Elections**

The National President must be a CAV Member, either CAF serving member or military veteran. The position of National President is a succession position on which the National VP will assume 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 AGBM of the fifth year. Other National executive positions, such as VP, Sgt-at-Arms, Ops O and Road Capt are the National President's staff to administer the CAV Formation elements. All National Executive positions should not be longer than a 4 year consecutive term to ensure a healthy outlook and wide-spread equality within the leadership structure of the organization. Riders in Chief are CDS Ret. Rick Hillier representing ‘Veterans’ and Mr Wayne Rostad Order of Canada representing ‘Veteran Supporters’. Maj Gen Lewis MacKenzie is our ‘Old Guard’ Founder.

## **8. Past National President**

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. Also, their National back Crest will contain a gold braid around the perimeter of the crest (if they have not already been awarded one from being a past Formation President). Past National Presidents also can be tasked to act as “Special Envoys” for the current National President and be willing to take on projects to help enhance the CAV organization by using their vast past experiences and knowledge within the CAV. The immediate Past National President will act as the “Tie Breaker Vote” if required at the AGBM. All past National Presidents will become members of the CAV Senate.

## **9. CAV Senate**

The CAV Senate will consist of Past National Presidents who have completed their full term of four (4) years as National President. This is a lifetime appointment.

The Immediate Past National President will be the Senate chairperson.

CAV Senate responsibilities:

- a. Provide corporate knowledge, past experiences and clarification on legacy issues.
- b. Complete stewardship and oversight of the CAV Base Principles and Philosophy. Upon the request by the current National President, the CAV Senate will be the collective group to conduct, organize and manage an 80% membership referendum request to make amendments to the Basic Principles & Philosophy.
- c. The Senate will select the annual CAV Bursary recipient.

Except for the Immediate Past National President, no funding will be designated to CAV Senate members. However, if requested by the current National President, to represent the CAV for formal

events whereby the National President, Vice President or Immediate Past National President cannot attend; appropriate funding from the CAV operational fund may be authorized.

The CAV Senate member's attendance at the National AGBM is not mandatory. Any Senate member attending will not be involved in CAV HQ Executive voting issues.

The National President may call upon Senate members to provide comments, presentations or advice during the National AGBM.

Each Senate member will receive a copy of the AGBM minutes.

#### 10. **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 appointed 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 ensure that every possible means is taken to replace the member's previous position immediately.



# Discipline

## 1. 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 Sgt-At-Arms will intervene. If dismissal from the CAV is warranted then procedures in the Constitution will be adhered to. In other words, **only** National President can dismiss a member.

The key to conflict resolution is to **LISTEN**.

**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 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. 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.

## 2. Dismissal Action

**General:** The CAV oath/contract is completed and signed upon joining. The CAV strives to retain a high level of honour and respect to other CAV members and to the principles of The CAV.

There are two types of dismissal:

- a. Membership Dismissal for severe breeches of discipline (the final decision rests with the National President)
- b. Executive Dismissal or removal as a Unit or Formation President. This type of dismissal is **not** a membership dismissal.

In most breeches 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 trademarked 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.

At no time will a member who received a letter of separation be invited or be permitted to attend CAV rides, events, or any other CAV social activities. Infraction of this policy will result in a membership review of offending CAV member(s) involved.

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

<b>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 membership.
<b>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. Any form of sexual harassment; verbal, physical or in any shape or form will not be tolerated.
<b>Dismissal Disrespect To The CAV Principles</b>	The CAV Principles and their intent should be followed to the best of any member’s ability. Deliberate contravention to the CAV principle could be subject to dismissal.
<b>Removal 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 executives 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, 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. Cresting or presentation of coins or plaques provide immediate visual respect of those deserving recipients.

<b>HONOURARY 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, and Veteran Supporters.
<b>OLD GUARD</b>	This is an Award given to individuals who have proven themselves to be strong followers of the CAV Base Principles and Philosophy. A member must have a minimum of 5 years within the CAV organization and have proven their dedication throughout that time and recognized by the National or Formation Executives on noteworthy accomplishments while reflecting excellent standing within the CAV.
<b>RIDER PROFICIENCY WINGS</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>NATIONAL PRESIDENT'S STRENGTH &amp; HONOUR AWARD</b>	Awarded annually to one member from each formation recognizing dedication, participation and outstanding service to the CAV and community. This recipient epitomizes CAV membership. Awarded a plaque and accompanying Strength & Honour patch to be worn on their vests.
<b>HONOURARY MEMBERS</b>	These are people who have distinguished themselves in the service of the CAV while supporting the CAV Base Principles, Philosophy and CAV mission totally. There is no set criteria or checklist. CAV members or non-members who stand out with exceptional support or military service can be <u>nominated</u> for CAV Honourary status through the chain of communication to the National President for review and approval. This honour will be presented by a National or Formation Executive member in person and in the company of as many CAV members as possible.

	A nametag will be presented for the front of the vest.
<b>SILVER CROSS FAMILY 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. All CAV/VAC Silver Cross family cresting and membership costs are covered by CAV Operational fund.
<b>SPECIAL RIDER at LARGE</b>	This classification is only given to past Formation Presidents who have served in their past capacity honourably. The criteria in which this is awarded is found in the CAV Appointment & Elections section of this Constitution.
<b>CAV PLAQUES</b>	These are awarded to individuals or sponsors to recognize someone who has gone out of their way and deserves recognition.

CAV Plaques must 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 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**

The CAV organization is a non-profit 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 non-profit 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. Must be 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 approval.

There is no appealing National HQ's decision, however if other information come to light through 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\* CAV HQ reserves 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.**



## **The CWO (Ret) Ernest J. Hall (Buddha) MMM MSM CD Educational Bursary**

1. The CAV will award one Scholarship Bursary of \$1000.00 annually. Each Formation and CAV National will be represented. The selection for the recipient of the bursary award will be made by the Senate (Past National Presidents).

To be considered for the CAV Bursary, the nominee must be a CAV Member or an immediate relation to a CAV Member (spouse, dependant or grandchild). Each Formation will nominate one candidate to CAV National no later than 1<sup>st</sup> day of the month preceding the AGBM date, complete with all supporting documentation (listed below) from the nominee to be considered. Formation Presidents are to include a separate cover page on any noteworthy accomplishments of the nominee and why they support the nomination.

All submissions will be reviewed by the National President before furtherance to the Senate. The nominee selected will be formally announced during the Annual General Business Meeting and a cheque will be handed out at that time to either the recipient or to the applicable Formation President as the representative of the selected recipient and presented at the earliest convenient time.

### **2. Required Supporting Documentation**

From the nominee;

- a. A one page requesting letter on themselves and their future educational goals, listing any applicable accomplishments they have achieved towards their educational goals,
- b. A copy of their High School transcript (same one they had sent to the University or College for acceptance) or Post-Secondary school transcript, and
- c. A copy of the acceptance letter from the University or College that they applied to.

From Formation Presidents to CAV National;

- a. All documentation from the nominee, and
- b. A cover page on any noteworthy accomplishments that was not mentioned in the candidate's initial applying letter and reason for formation selection. CAV National will review all submissions and will identify any relevant questions with the Formation Presidents prior to the final list being forwarded to the CAV Senate.

**Note** - Any Formation submission for the Bursary that has not been processed to CAV National on or before 1<sup>st</sup> day of the month preceding the AGBM date, will not be processed for that year.



# Protocols

## 1. CAV Logo

On June 12 2003, Co-Founder Trapper Cane mailed our Lawyer in Kingston the new CAV logo trademark art graphics.

The long dead WW2 War artist - as was explained on our website including McGill university's page of the artist willing his entire intellectual property to ALL of Canada, included the WW2 poster "Looking for Good Canadians" in both French and English. **ANYONE** can legally copy for single use any of his artwork.

In designing, for example an ongoing race poster, event flyer or Logo for a Riding Veterans club- by Law you must change the original artwork by 30% minimal. That is why the image of a single despatch rider from the middle of his poster and nothing else was used to identify the Canadian Army Veteran logo.

In Canadian law, any image you use can be challenged by anyone at any time for a period of 5 years. If unchallenged within that 5 years, the Trademark becomes automatic and is legal by law.

The CAV Trademark Only covers our CAV Logo; a single despatch rider on a green, blue or black background with "1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> CAV, or National, or CAV/VAC above with "Veteran or Supporter" below that of our CAV VAC Silver Cross family cresting or any of these in French. These are the sole trademark images protected for our use following Canadian trademark law.

The Artist Eric Aldwinkles' entire intellectual property- including his WW2 Recruiting poster "Canada's New Army Looking for Good Canadians" is allowed to be used legally by any person.

## 2. 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:

- a. National flag, flown on the left.
- b. Flags of other sovereign nations in alphabetical order.
- c. Flags of provinces of Canada in the order in which they joined confederation.
- d. Flags of the territories of Canada in the order in which they joined confederation.
- e. Flags of municipalities/cities.
- f. 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 military uniform and CAV members wearing military headdress should salute. CAV Flags may have pins/crests attached to anywhere except the central panel that contains the CAV Logo. 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.

### 3. 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 with the National President leading. The National Road Captain may lead the ride or follow in the rear to act as sweep and to assess ride discipline. Formations will follow along in numbered sequence with their individual Units directly behind their respective 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 HQ. 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 present within a Unit ride, the Unit President and executive staff is in the lead position behind the Road Captain leading the ride.

### 4. Dress Protocol

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

- a. Only CAV Veterans or Supporters crest (in the applicable element colour) will be worn on the rear center of the vest, with **NO** other crests, tags, patches or anything worn above, below or on the flanks of the CAV crest.  
Note - The back of the vest being defined as the area from the left & right seam or side lacing under the arms and top to bottom.
- b. Tags, patches or pins are acceptable to be worn on the front of the vest. All must be within the scope of "good taste" and no profanity.
- c. 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.** (i.e. Ribbons, Medals, Qualification Badges such as Jump Wings, Pathfinder Badge, etc.). 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.
- d. Red CAV shirts are to be worn under the leather Vest for all CAV events. National, Formation or Unit HQs, depending on the type of event, will dictate what CAV clothing is to be worn and when.

- e. **CAV FORMAL DRESS** - To be worn at memorials such as Remembrance Day, and funerals. Veterans will wear berets (wedge if applicable). Supporters, no headdress. Red long sleeve collared dress shirt with Black Tie, black pants, black boots / shoes, CAV vest. In lieu of the black tie; veterans only, may wear their regimental or trades affiliated tie and all females may wear the poppy scarf. The donning of medals is suggested and not mandatory.  
Note: The CAV leadership will always support a veteran's choice to not don his/her medals.
- f. **CAV RELAXED DRESS** - To be worn when attending CAV Formation/unit rides/events and rallies. Red Shirt (short or long sleeve) with CAV Vest and trouser colour optional.  
**Note** - Red Shirts do not have to be worn under the CAV Vest when attending informal non-CAV events. For example - Two Members meeting for coffee or a quick ride, etc., where they are not out together as an organized CAV group.
- g. Acceptable headdress for formal gatherings such as National parades, memorials (e.g. Remembrance Day, WWI / WWII / Korea / Afghanistan) and funerals 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 hat badge on the beret along with the specific beret color of that regiment or corps. All safety measures will be taken while members are on their motorcycles and helmets will be worn by everyone.
- h. CAV supports membership belonging 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 would be if a CAV member attends a CAV sponsored ride or event and decides to wear his / her Royal Canadian Legion Rider Crest, then he/she will be positioned within that organization's line-up for the ride and **NOT WITHIN THEIR CAV UNIT POSITION FOR THE RIDE.**

## 5. **Ceremonial / Funerals / Celebration of Life Protocol**

When the CAV gathers as a group to attend a ceremony or memorial service, the following protocol and positions of honour for representing the CAV organization, to include the laying of wreaths, will be as follows in order of precedence when in attendance:

- a. National / Formation / Unit Executive
  - (1) President
  - (2) Vice President
  - (3) Sgt at Arms
  - (4) Road Captain
- b. All National execs will lead followed by Formation execs followed by Unit execs.
- c. National Ops O will be to the rear of National HQ and Unit treasurers will bring up the rear of their respective units.
- d. When numerous CAV members are attending a service, the senior executive CAV member should be prepared to say a few words on behalf of the CAV. This may or may not be pre-planned by the organizers of a celebration of life or funeral however

the opportunity may exist when participants are asked to say a few words of reflection regarding the deceased.

Note - At times there are special requests to have our Co-Founder and, or a Past National President speak or lay a wreath at a ceremony or memorial service if in attendance at the same time as current National, Formation or Unit executives. In these cases, the Senior Executive in the order of precedence will coordinate this request.

## 6. CAV Organized events with Public Participation

CAV units conducting events such as poker runs, charity rides etc, must require all non-CAV members (public) to sign a waiver absolving the CAV of any liability. Example waivers can be acquired through CAV HQ.

## 7. 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 must be passed to the senior leadership of the CAV, at National and Formation level. If an accident occurs on a CAV ride resulting in serious injury or death, it will be a top priority effort, and the CAV National President/Vice-President will be informed ASAP. Every effort will be made to pass critical information by following the CAV Leadership Organizational Structure. (e.g. CAV Member to Unit President, Unit President to Formation President, Formation President to National President). **If anyone within this organizational structure cannot be reached, the member has the authority to contact the next leadership level to ensure information reaches the National President within the 1<sup>st</sup> hour of the event occurring.**

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

The sequence of events are as follows;

- a. 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,
- b. Senior person will then assist law enforcement to do a site survey on how the event occurred,
- c. Senior person will then inform the CAV leadership by following the direction stated above. (At no time will any statements be given to a media organization by those involved in the event).
- d. Once the National President has been informed, he will inform all National CAV Executives.
- e. 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. **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.**

- f. 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. If the Formation President has been detailed this responsibility, he/she will ensure that there is a combined effort with the involved Unit President and Unit members so that peer support can be provide to those affected.
- g. At the family's request, CAV will 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.
- h. Once all arrangements have been concluded, the National Road Captain will contact the represented Formation Road Captain to reconstruct the incident details and provide a report to the National President, with recommendations if any, within 30 days of the incident. The National President will use this information to base his/her decision on whether changes or modifications to the Constitution or Ride Manual are required.

## 8. CAV Social Media Protocol

**Social Media is a paramount tool to our everyday existence if used properly, however can be extremely disruptive if not administered properly.**

The CAV currently has a National website, 3 Formation Face Book pages and Individual Unit Face Book Pages. These media tools are for the CAV Membership's use **ONLY** and provide a means for CAV members to communicate. 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 CAV successes. Some 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 or public presentations to local vendors.

### Rules and Guidelines for CAV Social Media

The following rules apply to all CAV Websites.

- a. National Ops O will maintain the National Website. The National President and VP will be given administration rights for back up.
- b. The Formation administrators will maintain their formation website and face book page. Formation Presidents and VPs will be given administration rights.
- c. Each Unit President will administer their Unit Website and Face book page. Unit Presidents may 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 administrative rights to unit Facebook pages.
- d. All CAV Websites and Face Book pages will be "mirrored" in style and layout under the guidance of the National Ops O.



- e. National, Formations and Units will not 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.
- f. Contents of all CAV Social Media forums will be “tasteful”, non-political and be without slander or obvious attitudes that would cause any type of “drama”.
- g. CAV does not promote 1% Clubs on our Social Media sites.



# Membership In The CAV

As a Member of the CAV/VAC your personal information will be kept within the CAV organization.

## Membership Requirements

<p>Veteran Rider</p>	<ul style="list-style-type: none"> <li>• A Veteran or serving CAF 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 a Black Vest only.</li> <li>• Wears "The CAV Veteran Crest" on the back of the vest, reflecting Formation, French or English and Element served: Land, Air or Sea (Green, Blue or Black background) and is awarded the Winged Wheel for rider proficiency and adhering to the rules of the Road, by the membership of the respective unit. The Winged Wheel, a tag indicating the member's Unit Battle Honour worn on the front of the black leather vest.</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 directly above, below, left or right of the back crest.</li> </ul>
<p>Veteran non-Rider</p>	<ul style="list-style-type: none"> <li>• Same as Veteran or Serving CAF Member criteria who do not own a motorcycle, but want to support CAV activities.</li> <li>• Full membership with full voting rights in their respective unit.</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 requested for and presented. The Winged Wheel is worn on the front of the vest.</i></li> </ul>

### 1. 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 are 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 by **01 Nov.**

New members regardless of joining date must also adhere to the renewal cycle. Formations must ensure that they inform potential new members who join late in the season of this policy and the requirement of an upcoming 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 before August. Any potential new member can still continue to ride with the unit they have chosen to join (the feeling out process) however, their membership application will not be processed and **will not** have any CAV privileges until the renewal time of September/October. This will prevent the new member paying twice in one year (new member and renewal fee).

**2. Membership Fee**

- a. Initial year, \$75.00
- b. Honorary and Silver Cross Families as approved by National HQ pay no membership fees.
- c. Each subsequent year, Renewal Fee is \$45.00
- d. Late Renewal Fees (\$75.00) are levied after 01 Nov. The late fee may be waived providing that the member sends a letter of explanation with a justifiable reason to his/her Formation President through his/her Unit President. The Formation President will then forward the letter to the National President with accompanying recommendation to approve or not approve. If the late fee is waived; the Member will pay the \$45.00 renewal fee and his/her file will be annotated. If no renewal is paid after 01 Jan (of the new year) the process of release from the CAV will be initiated. National President has final say.

Note: Unit/Formation Presidents in close liaison with Formation Membership Coordinator must seek out and identify CAV members who are approaching the renewal deadline so as to avoid above mentioned steps.

**3. Joining Package**

**Initial Year:**

- a. Access to the web site and Facebook pages.
- b. The CAV Crest Veteran or Supporter.
- c. The CAV membership pin,
- d. Unit Battle Honour name tag,
- e. for a Memorial (Silver Cross) member; a tag honouring a fallen hero and/or a tag bearing the Silver Cross.

Note: The CAV Winged Wheel proficiency tab is only presented after the unit RC and unit President completes annex A of the Ride Manual essentially excepting responsibility and vouching for the riding capabilities and proficiency of the member in a group/unit environment. Winged Wheels will be stocked by the Formation Coords.

**Subsequent Years:**

- a. Continued access to the web site and Facebook pages.
- b. CAV Membership 5 year increment pin.

**\*SPECIAL NOTE\***

**Membership dues paid are for the privileges offered by the CAV organization, including membership, Supply & Services items, the use of the Web page, Facebook pages, attending special meetings, events or rallies, CAV event insurance and the right to wear the CAV logo back crest as a member in good standing. Membership funds collected are used for 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.**

**4. Membership Application Process**

Cresting of new applicants is based on the recommendation/mentoring system with each unit vouching for an applicant.

- a. **APPLICANT:** An applicant makes initial contact either through the CAV website or directly to a CAV member in his/her local area. An interview is set up with the Unit President or other unit executives to ensure that the applicant is made cognisant of the values, traditions and ethos of the CAV. A questionnaire has been produced and will be used CAV-wide in the effort to standardize the interview process. The questionnaire document can be found and downloaded from the CAV website ([www.thecav.ca](http://www.thecav.ca))
- b. **UNIT:** An Interview is scheduled between the **Unit President** (preferable) and the potential applicant, (use the 15 point questionnaire). Invite the applicant to participate on a CAV ride or event. This is the “feeling out process”. When it is deemed by both parties that the applicant is a good fit for the CAV, then and only then will an application be completed. No money has been exchanged at this time and the applicant has the opportunity to walk away if the CAV is not what he/she was expecting.
- c. **UNIT PRESIDENT:** Will vouch for the member by signing and sending the application along with the following documents to the Formation Membership Coordinator by email for review:
- d. **Veteran Applicant:**
  - (1) Signed CAV Membership Interview Guide / Questionnaire
  - (2) Applicant’s driver’s license (with the driver’s license number blackened out)
  - (3) A brief BIO on career, riding experience and reason for choosing the CAV
  - (4) Proof of Service (refer to page 4 “CAV Veteran Definition”).
  - (5) Examples of proof of service supporting documents can be found in the CAV Membership Process Standard Checklist.
- e. **Non Veteran Applicant:**
  - (1) Signed CAV Membership Interview Guide / Questionnaire.
  - (2) Applicant’s driver’s license (with the driver’s license number blackened out).
  - (3) A brief BIO on career, riding experience and reason for choosing the CAV.

**Note:** Veterans dishonourably discharged will not be accepted in the CAV. If proof of service documents cannot be produced; then the individual’s service number must accompany the application to aid in verification. CAV HQ will be the subject matter expert (SME) when inconsistencies and lack of documentation is apparent.

- f. **FORMATION MEMBERSHIP COORD:** Receives and reviews staff work of completed (unit signed) application and supporting documents (applicant package). Records the particulars of the applicant. Onward passage to the Formation President. *No money exchanged at this time.*
- g. **FORMATION PRESIDENT:** Receives the applicant package, reviews for completion and staff work, signs application and returns to Formation Membership Coordinator.
- h. **FORMATION MEMBERSHIP COORD:** Does not approve memberships. Receives completed application and associated supporting documents and compiles all documents into a single pdf file and forwards to the National VP.
- i. **NATIONAL VP:** Receives applicant package, reviews all supporting documents for staff work before final approval granted. Notifies Formation Membership Coordinator that all is in order and will accept the new member fee e-transfer. Upon receipt of the e-transfer, from the Formation Membership Coordinator, authority will be granted to issue the Joining Package (JP). The respective Unit President will make the presentation to the new member.

**PAYMENT:** No money is to be exchanged until the application package has been reviewed by the National VP who reviews all supporting documents and approves all applicants. No cheques or cash will be accepted at the Formation or National level.

**Note:** As the membership crests and accoutrements are part of the National Vice President's mandate to issue out to the respective Formation Membership Coordinators, a complete and coordinated effort between the National VP and Formation Membership Coords must be present at all times. All membership administrative issues are to be referred to the applicable Formation Membership Coords and National VP for immediate action.

## 5. **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 may 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;

- a. A request for refund of new membership fees is sent to the area Formation President by letter or email, giving a brief submission on why you wish to leave the CAV. **The CAV back crest 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 is to be forward to the area Formation Membership Coordinator and held as stock.
- b. 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.

## 6. **Transfers**

A member can transfer within Formation Units or between Formations if their permanent residence will be in the area of which they are requesting the transfer to. The member must inform

their current area Formation Membership Coordinator and unit President by means of an email or letter and give an approximation on the date that he/she will be in the new location.

The transfer request (new application form) is originated by the losing unit, signed by the member and Unit President then forwarded to the losing Formation Membership Coord. Once member is located in the new formation area, the completed membership application indicating that it is a transfer is sent to the gaining Formation Coord.

Note: All efforts will be made to provide a “gently used” Formation Crest as a “trade in” providing that the original crest is in good repair and can be re-used. A new Formation Crest may be provided for a cost determined by the National VP in consultation with the involved Formation Membership Coordinators.

#### 7. **Voluntary Departures**

A member who decides that they no longer want to remain part of the CAV organization for whatever reason can do so without malice. The member is required to inform their Unit President who will in turn inform the Formation President by means of the delivery of their CAV back crest, and if so, inform the Unit President of the reason behind their departure, but it is the individual’s choice to do so. If the reason for departure is personal and 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 crest, stating who you are, what unit you are from and that you are departing the CAV.

#### **\*SPECIAL NOTES\***

***Those who have decided not to renew their membership status are to follow the same course as listed above in the Voluntary Departure paragraph.***

**If the 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 commemorative souvenir with the understanding that they will not be worn in a public forum. This should be considered an exception and not the rule.**

#### 8. **Reinstatement of a CAV Membership**

An individual, who was a CAV member at one time and decided to relinquish their membership for personal reasons, (or let their membership lapse, see note below) may 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 with all associated documentation required. A reinstatement fee of \$75.00 will be required only after National President approval has been granted. 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 publicly slanderous towards the CAV membership or the CAV organization as a whole, while being a member or not, their application will automatically be rejected.

Note: When any member of the CAV allows his/her membership to lapse by not renewing their membership dues on time (15 Oct) and still has not paid after 31 Dec of the same year; the member is no longer considered a CAV member. If he/she wishes to renew their membership, they will fall under the process for reinstatement and the procedures outlined above will be adopted.

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

All JP supplies are produced and stocked under the purview of the National Vice President or a designated / appointed CAV member. These are controlled items for the JPs only and are not for sale. **The CAV Crests remains the property of The CAV.** The Formation Membership Coordinators will maintain a stock of JPs under the National VP's direction.

#### 10. **CAV Crest Replacement**

There may come a time when 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 \$25.00. The Formation Membership coordinator will then process the application request.

**NOTE:** To exchange the CAV back crest for another element color, different Formation or replacement, the old back crest **MUST** be returned to a Unit Executive member when and only when the member receives the new crest. *The intent is: there should never be a period of time in which a member is wearing his/her vest without a CAV crest while waiting for the new crest to be delivered / presented.*

For a replacement crest, a Unit President or Formation Executive must endorse the 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.



# FINANCE

## 1. CAV Operational Fund

The CAV yearly financial budget will be determined by the membership dues collected for that fiscal year.

- a. Annually, the National VP will provide a financial report at the AGBM.
- b. The CAV will possess a bank account maintained and held by the National Vice President. This account will retain the CAV Operational Funds and be expended as required for CAV operations. 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.
- c. An annual financial administrative dividend will be provided to all three Formation Presidents to assist 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 VP to release funds to the Formations by way of e-transfer or cheque to the Formation President.  
**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 the 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 by 01 Nov from the different Formations by National HQ. The National Vice President will confirm the numbers based upon National statistics and funds received. Two dollars per "on time" renewals will be the general rule for calculating the dividend amount.
- 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 calendar 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 Executive and able to make E-transfers as directed by the Formation President.

**\*SPECIAL NOTE\***

Formation Annual Rally funds are to be used for;

- a. Hall rental,
- b. Electronic equipment rental, coffee pot, etc.
- c. Purchasing refreshments such as coffee & small snacks for the meeting.
- d. Awards, recognition items including plaques, coins, etc.

**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.

**2. Financial Oversight**

The CAV National President may direct the CAV National Vice President in his role as the CAV National Treasurer to conduct a financial review of any National, Formation or Unit bank account to provide insight and transparency into the CAV financial position and its operations. It is meant to give stakeholders the right information and detail to make better informed decisions. This does not include petty cash.

**3 Operational Fund Expenditures**

The CAV Operational Funds will be maintained throughout the year. Annual expenses are as follows:

- a. National Insurance Coverage
- b. CAV Pins
- c. CAV crests
- d. New Unit Flags & Battle Honour Tags
- e. CAV Cell phone coverage for National President & VP
- f. Bursary
- g. Executive Travel

The National President can authorize any other expenditure within the operational budget to ensure the CAV 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 for CAV formation issues that require immediate attention.

- b. Flowers or donation of funds (not to exceed \$200.00) to be provided to a CAV member's or Silver Cross Family's funeral.
- c. Formation Membership Coords receive a "top up" to \$500.00 per year to conduct the administration associated with the CAV application process,
- d. Any other expenditure as directed by the National President.

**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.**

#### **4. Non- CAV offers of Donations / Funds**

Although the CAV is a non-for-profit charitable organization; we are not registered, therefore not able to issue a tax receipt. Subsequently, the CAV at all levels shall not accept monetary donations or funding from non-CAV organizations or individuals outside of operational costs to hold a charitable event. At no time should any CAV member pay out-of-pocket for expenditures.

Any entity wishing to provide monetary donations or funds to the CAV or any of its sub-units will be asked to steer those funds to CAV supported organizations in the name of the CAV. Any CAV member or unit that has been awarded a prize, gift, draw, etc as a result of a competition, ride or event, may receive such award without conflict of interest.

#### **5. CAV Annual General Business Meeting Expenditures**

It is vital to have Executive representation from each of the Formations attend the AGBM, therefore one member from each Formation will be funded to attend the AGBM from the CAV Operational Budget.

The formulated plan for this is as follows;

- a. The Formation which hosts the AGBM will receive expenses for hotel & fuel expenditures to a maximum of \$500.00, for the attending Formation representative (typically the Formation President).
- b. The two furthest Formation Presidents from the appointed location of the AGBM will receive compensation funds to a maximum of \$1500.00 and can be applied into one of two applications;
  - (1) Member can ride their bike to the AGBM and apply the funds towards fuel and accommodations; or
  - (2) Member can opt for a flight, accommodations and possible bike rental, up to the maximum allotted amount.
- c. National HQ will disburse a maximum of \$500.00 for setting up the AGBM to go against hall rental & coffee/juice refreshments, to which must be accompanied with corresponding receipts.

#### **6. Annual General Business Meeting (AGBM)**

AGBMs will be held once a year. The AGBM is primarily a business meeting conducted by the National Executive. Information to enhance the ability of the CAV and a review of the past year experiences is to be the main structure of this meeting.

The business meeting will be conducted as per the Business Meeting Rules and Conduct. During the business meeting, the recipient of the CWO (Ret) Ernest "Buddha" Hall MMM MSM CD bursary will be announced.

Minutes of the business meeting will be produced and coordinated by the National President and provided to the Formation Presidents prior to their respective Formation Rallies. The OPI for the AGBM is the National President.

#### AGBM Rules and Conduct

a. The Business Meeting will comprise of National and Formation Executives only.

Mandatory attendance is;

- (1) National President
- (2) National VP
- (3) Immediate Past National President
- (4) Formation President or a formation rep from each formation.

*Note - Others who may attend but their presence is not compulsory, is any of the remaining National or Formation Executive members or the Co-Founder or Senate members.*

b. The National President will chair the meeting and will conduct the meeting, debates, and any voting under the directions laid out in the common use document of "Robert's Rules of Order".

c. Minutes will be taken by an appointed individual who is of Formation or National level.

d. Minutes will be taken by notes and, or recording to encompass all conversations 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.

e. If an issue is tabled for a vote, only people to weigh into the debate and having authority to be counted in the vote are the three Formation Presidents & VPs and National President & VP. If a tie vote needs to be brokered, the CAV immediate Past National President will cast his/her vote to break the tie.

f. A Formation President may 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 AGBM date to receive the agenda and any other pertinent information for the meeting.

g. If only one person is to represent a Formation, a vote cast by this person will be counted as two (2) votes by virtue of proxy.

h. An AGBM agenda will be drafted by the National President and delivered to the Formations and National Executives NLT 10 days prior to the meeting so individuals can prepare for the meeting. last minute amendments may be added as required if, of immediate concern to the CAV Organization.

## 7. Formation Rallies

Formation Rallies will be held once a year, within the Formation areas of responsibilities (AOR). The Formation Rallies will include a Business meeting conducted by the Formation President and Executives in order to conduct the ongoing business of their Formation membership. Information obtained from the AGBM is to be passed on to enhance the

Formation Membership's knowledge and review past year experiences and ongoing issues. Mandatory attendees of this meeting will be the following;

- a. Formation President (presiding official of the meeting),
- b. All Formation Executives,
- c. All Unit Presidents or unit representatives.
- d. Others who may attend but not compulsory are any CAV National Executives.

The organization of the respective Formation Rallies is the Formation President's responsibility; however, he/she may assign 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, conducting a second rally may be required. This is the Formation President's discretion.



# CAV/VAC Philosophy (Bylaws)

## 1. AMENDMENTS AND CHANGES

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. **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 of Veteran members but also contributions of our Veteran Supporters and the respectful treatment of all as responsible, law-abiding adults. The CAV Philosophy contains three parts:

- a. Intent
- b. Guidelines
- c. Rules

## 2. Intent

### The intent of The CAV Philosophy:

- a. The CAV is a legitimate riding organization, focused on riding with fellow Veterans, CAF members and Veteran Supporters.
- b. The CAV may participate on rides for already established charities. However, no member is obliged 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 from those whom are certified.
- d. The CAV is a laid back collection of Veteran-serving members and Veteran Supporters grouped under units in geographical regions called Formations.
- e. Additional rules for Units are not authorized unless agreed upon by that Unit's Membership, recommended by the Formation President and approved by the National President.
- f. Any type or model of registered road motorcycle/trike is welcome.

### 3. Guidelines

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 the Unit Road Captain vouches for the new rider by signing off on the Winged Wheel Certification application (Annex A to the Ride Manual) confirming the rider has gained the necessary experience.
- b. CAV members may vote on matters concerning their Unit.
- 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.
- 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 or left or right of the Large Back Crest. Note: *The back of the vest being defined as the area from the left & right seam or side lacing under the armpits and top to bottom.*
- f. Riders may wear what they prefer on the front of the vest reflecting Honour. Profanity shall not be displayed nor shall any derogatory wording to other groups or ethnic origins be tolerated. This is everyone's responsibility to monitor and correct. Clothing standards are simple; the appropriate CAV crest on the back of a black leather 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.

### 4. 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. **Fraternization with any Outlaw Motorcycle clubs will NOT be tolerated.**
- b. No criminal activity of any kind by our members will be tolerated.
- c. Only Veterans or CAF serving members will hold the position of National or Formation President and Vice President.
- d. Units may be led (President or VP) 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 Member(s) will volunteer alone or as a group to assist in providing security for existing charities or events. CAV members, as individuals and not representatives 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 National President.

- 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.
- i. Membership to the CAV will be paid yearly. This annual fee defrays operational costs. Fees will be paid to Unit Presidents for forwarding onward to Formation Membership Coordinators.
- 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, there are times where CAV members may feel the need to voice a concern publicly 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 right as stated in the Canadian Constitution. All CAV members must understand the CAV organization may not represent that individual's personal decision or views and therefore the CAV logo **WIL NOT** be displayed either by means of a banner, sign, or vest.
- 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:
  - (1) 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.
  - (2) Unit Presidents are to ensure that this is a valid request and all information is relevant within the document that was provided to him/her.
  - (3) If the Unit President is supportive of the cause identified for CAV support, they will indicate their decision and forward the document to the Formation President for review & process.
  - (4) Formation Presidents are to review the documentation and contact their Unit Presidents for a verbal response on whether their respected Units are aware of the event or issue that has been identified and if their overall Unit membership would be in favour of supporting the event or issue.
  - (5) 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 closed.



## CAV Waiver

Upon joining the CAV, All members acknowledge the following Waiver.

The Canadian Army Veteran Motorcycle Units (CAV) will not be held responsible or liable in any way in cases of injuries, 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.