

ADMINISTRATIVE RULES

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Article I. General

1.01 Definitions

Unless the context indicates otherwise, in these present administrative rules and all other administrative rules of the association:

- (a) "association" and "AMMC" in these Administrative Instructions are words or acronyms that refer to the Association of Military Motorcyclists of Canada;
- (b) "National Administrative council ", hereinafter referred to as "CA (N)", means the Administrative Council of the association composed of the Founder, the President, the Vice-President, the Secretary, and the national treasurer;
- (c) "Chapter Administrative council", hereinafter referred to as administrative council of a chapter of the association composed of the President, Vice-President, Secretary, and Treasurer of a Chapter;
- (d) "National Committee", hereinafter referred to as "CN", means the CN of the Association, and is composed of the CA (N), as well as a member of each CA (C);
- (e) "CN Regular Meeting", also known as the CN meeting or assembly, means an annual meeting of the members of CN;
- (f) "CN Extraordinary Meeting" means a meeting of CN, which is called to resolve a situation or situations that cannot be expected to be met by a regular meeting of CN;
- (g) "Chapter assembly" means an annual meeting of the members of a chapter;
- (h) "administrative rules" means these present administrative rules and all other administrative rules of the association and their amendments, in force;
- (i) "Extraordinary resolution" means a resolution passed by at least two-thirds (2/3) of the votes cast;
- (j) "Ordinary Resolution" means a resolution passed by a majority (for example, more than 50%) of the votes cast;
- (k) "Status" means the Status of Incorporation, initial or up-to-date, as well as the Articles of Amendment, Articles of Amalgamation, Articles of Continuance, Re association Clauses, Articles of Arrangement and Articles of Incorporation;

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- (l) "Spouse " means a person who is legally married or unmarried and who is the life partner of another person.

1.02 Interpretation

In the interpretation of these present administrative rules, the terms used in the masculine include the feminine and those used in the singular include the plural and vice versa, and the term "person" includes an individual, a legal person, a partnership, a partnership corporation, trust and an unincorporated body.

1.03 Seal of association

The association may have its own seal, which must be approved by the CA (N). The national secretary of the association is the custodian of any seal approved by the CA (N).

1.04 Signature of documents

Acts, transfers, assignments, contracts, obligations and other written documents requiring the signature of the association may be signed by TWO (2) of its Admin (N). In addition, the CA (N) may determine the manner in which a particular document or type of document is to be signed and designated the signatory (s). Any person authorized to sign a document may affix the seal of the association, if any, on the document in question. Any authorized signatory may certify that a copy of a document, resolution, administrative rules or other document of the association is in keeping with the original.

1.05 End of the fiscal year

The end of the fiscal year of the association is determined by the CA (N) and is December 31th of each year.

1.06 Banking operations

The banking operations of the association and its chapters are conducted in a bank, trust company or other firm or corporation carrying on banking activities in Canada or elsewhere and designated, appointed or authorized by resolution of the National Administrative Council CA (N) or of CA (C). Banking operations are performed, in whole or in part, by one or more CA (N) or CA (C) members respectively.

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1.07 Annual Financial Statements

(a) Instead of sending members a copy of the annual financial statements and other documents, the association and its chapters may publish a notice indicating that such documents may be obtained at the headquarters of the association and its chapters, and that any member may, upon request, receive a copy without charge at the headquarters itself, by e-mail or by postage-paid mail.

(b) The financial statements of each chapter will be prepared and presented to the respective chapter members separately from CN's financial statements.

1.08 Amendments to this Regulation

a) Any amendment to this present rule must be presented and voted upon at a CN meeting. The majority shall be established as if passed at a regular meeting, unless there is a contrary notice in the status and this present rule.

(b) If there is a majority in favor of the amendment, a resolution shall be written and sent to the members of the committee, together with the amendment of this rule to that effect.

Article II. Membership

2.09 Membership Conditions

Subject to the statutes, the association has TWO (2) categories of members, namely categories A and B. The CA (C) can approve the admission of members of the association. Members may also be admitted in another manner determined by resolution of the National Administrative Council CA (N). In addition, the CA (N) is entitled to veto all admissions. The conditions of membership are as follows:

a) Category "A" Members (voting members)

i) This status is commonly referred to as "Military" status in these rules.

(ii) Category "A" Member, Voting Member, is reserved for all servicemen, ex-servicemen and reservists or ex-reservists who have completed at least one (1) year military service without dishonorable release.

iii) Category A membership is reserved for all military members, ex-servicemen and reservists or ex-reservists who wish to ride in a group regardless of motorcycle, race, creed or gender. Motorcyclists must be in possession of a valid driver's license. These members must be pilots on a motorcycle that meets the eligibility requirements.

iv) The membership period of a Class A Voting Member is one (1) year, with the possibility of renewal in accordance with the policies of the Association.

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- v) The "Military" member can only sponsor two (2) "Supporter" status members.
 - vi) The "Military" member, sponsoring «Supporter» members, who leave the association, will have to find a replacement "military" member who can sponsor their "Supporter" members. If necessary, the CA (C) can appoint one of them automatically.
 - vii) As indicated in the status of the association, each Class A member is entitled to receive notice of all general meeting of his chapter, to assist and to vote at all general meetings of his chapter.
- b) Category B members (non-voting members)
- i) Non-voting member category B status is divided into three (3) statuses, that of "Partner", that of "Supporter", and that of "Affiliate".
 - ii) "Partner" Category B status is reserved for the spouse of a "Military", "Supporter" or "Affiliate" member.
 - iii) Category B "Supporter" status is reserved for people without a military background who do not meet the requirements to be a Category A member or Category B "Partner".
 - iv) "Affiliate" category B status is reserved for persons of any category, who have been members of the association for more than 5 cumulative years, and who no longer have the capacity to own a motorcycle.
 - v) Category B status "Partner" who changes marital status, for example following separation or death of the member with whom he was associated, automatically loses his status. However, a "Partner" status member, who no longer meets the requirements of Section 2.09 (b) (ii), may still apply to become an "Affiliate" member with the CA (C), subject to section 2.09 (b) (iv).
 - vi) Category B "Supporter" status must be in possession of a valid driver's license. He must be a motorcycle rider who meets the eligibility requirements.
 - vii) Category B "Supporter" status will be sponsored by a member of "Military" status.
 - (viii) The number of "Supporting" members of a chapter must never exceed twenty (20) percent of the number of "Military" members of that chapter. However, if there is a decrease in Category "A" members of that Chapter, already identified Chapter Supporters may retain their status.
 - (ix) The membership period of a non-voting Category B member is one (1) year, with the possibility of renewal in accordance with the policies of the association

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(x) Subject to these present rules and their status, a non-voting Class B member is entitled to receive notice of all general meetings of the members of his chapter, to attend such meetings, but will not have any right to speak, or to exercise the right to vote.

Article III. Rights, membership, end of membership and disciplinary measures

3.10 Membership fees

Members will be notified in writing or electronically of the membership fees they are required to pay. Any member who fails to pay these fees by the date specified in the Administrative Guidelines will automatically be deprived of membership in the association. It should be noted that the founder of the association is a member for life.

3.11 End of membership

a) The status of a member of the association ends in one of the following cases:

i) The death of the member;

(ii) The Member's failure to maintain the membership requirements set out in section 2.09 of these administrative rules;

iii) the resignation of the member served in writing or verbally at the president of the chapter CA (C), in which case the resignation takes effect on the date specified in the notice of resignation;

(iv) the expulsion of the member in accordance with subsection 3.12 below or the loss of membership status in another manner in accordance with these status or these administrative rules;

(v) The expiration of the membership period;

(vi) The liquidation or dissolution of the association under the Act.

b) Subject to the articles, the termination of the membership entails the extinction of the rights of the member, in particular those which he has with regard to the property of the association. To this end, any member who does not renew his membership will face the prohibition to wear visibly any badge of the AMMC.

3.12 Disciplinary action against members

a) The CA (N) and the CA (C) are authorized to suspend or expel a member of the association for one of the following reasons:

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- i) a violation of a provision of the articles, by-laws or written policies of the association;
 - (ii) conduct that would be detrimental to the Association, in the opinion of the CA (N) or CA (C) and in its sole discretion;
 - iii) any other reason that the CA (N) or CA (C) deems reasonable, in its sole discretion, in consideration of the association's statement of intent.
- (b) If the CA (N) or CA (C) determines that a member is to be suspended or expelled from the association, the president, or other officer designated by the council, shall give the member written notice of suspension of twenty (20) days' eviction and indicates the reasons for the proposed suspension or expulsion. During this twenty (20) day period, the member may transmit to the President, or to any other officer designated by the council, a written answer to the notice received. If no written response under this provision is submitted, the President, or any other officer designated by the Council, may notify the member that he or she is suspended or excluded from the association. If the president, or any other officer designated by the council, receives a written response in accordance with this section, the administrative council shall review it for a final decision and inform the member of that final decision in a twenty (20) additional days from the date of receipt of the reply.
- c) Following this decision, and if the member believes that his rights are aggrieved, he may appeal, in writing, within a maximum of five (5) days to a member of the CA (N). The decision of the CA (N) is final and binding and the member has no right of appeal.

Article IV. Badge and banners

4.13 Clothing Code

The CA (N) is responsible for producing the badges and banners. The following clothing code is mandatory:

- (a) No badge of association with a motorcycle club, racist club, or any emblem or escutcheon that is detrimental to the good image of the Canadian Forces will be tolerated on the clothing.

4.14 Back of the garment:

- a) The AMMC Large Format Crest must be worn on the back of the jacket;
- b) Only "Veteran" or "Canada" banners will be worn on the back under the AMMC Large Format Badge;
- c) No other badges and / or objects may be worn on the back.

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4.15 Front of the garment:

a) If worn, the AMMC round badge and the coat of arms of the home chapter will be worn on the front left side of the garment at heart height,

Article V. CN members and assemblies

5.16 CN

CN is made up of the association's founder, the national president, the national vice president, the national secretary, and the national treasurer, as well as the president of each chapter. However, if the latter is unable to attend National Committee meetings, he will have to be replaced by his Vice-President.

5.17 CN Assembly

The only persons entitled to attend a CN meeting are those listed in section 5.16 and any other person authorized by CA (N). At least two meetings will be convened during the fiscal year, namely:

- a) The beginning of the season CN meeting ; and,
- b) The end-of-season CN meeting.

NOTE: It is the responsibility of the President of each chapter to ensure that he or his / her VP is present at all National Committee meetings.

5.18 Quorum

At least two-thirds (2/3) of all CAs (C) must be represented at meetings.

5.19 Voting Rights at CN Meetings

Only one representative of each CA (C) present has the right to speak and vote.

5.20 Voting of Absent Members of CN

An absentee member of CN entitled to vote may exercise this right using any means of communication available to him.

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5.21 Preponderant voice

Unless otherwise provided in these statuses of those administrative rules, decisions on matters shall be by majority vote at any meeting of CN. The chairman of the meeting is not entitled to vote. However, in the event of a tie following a show of hands, the president of the meeting will vote to make a final decision.

5.22 Notice of meeting of CN members

Notice of the date, time and place of a meeting of members of CN shall be sent to each member entitled to vote in at least one of the following methods:

- (a) by mail, courier or personally, the notice being sent to each member entitled to vote at the meeting, during the period beginning twenty-one (21) days and sixty (60) days before the date of the meeting; or,
- (b) By any means of telephone, electronic or other communication, notice being given to each member entitled to vote at the meeting, during the period beginning twenty-one (21) days and sixty (60) days before the date of the meeting.

Article VI. Assemblies of chapter members

6.23 Persons entitled to attend a chapter meeting

The only persons entitled to attend a chapter meeting are those entitled to vote at this meeting (category A members), as well as members of the CA (C). The other members (category B) may be admitted only at the invitation of the president of the assembly.

6.24 President of assembly/Chairperson

The chairman of the meeting will be the chairman of the CA (C). If the latter is absent, the vice-president will be president of the assembly.

6.25 Quorum

The quorum for any meeting of members is ten percent (10%) of the votes cast by the members entitled to vote at the meeting. It is sufficient that the quorum be reached at the opening of the assembly for the members to deliberate.

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6.26 Predominant voice

Unless otherwise provided in these statuses, these administrative rules, decisions on matters shall be by majority vote at any meeting of members. The president of the meeting is not entitled to vote. However, in the event of a tie following a show of hands, the president of the meeting will vote to make a final decision.

6.27 Notice of Meeting of Chapter Members

Notice of the date, time and place of a meeting of chapter members shall be sent to each member entitled to vote in at least one of the following methods:

(a) by mail, courier or personally, the notice being sent to each member entitled to vote at the meeting, during the period beginning twenty-one (21) days and sixty (60) days before the date of the meeting; or,

(b) by any means of telephone, electronic or other communication, notice being given to each member entitled to vote at the meeting, during the period beginning twenty-one (21) days and sixty (60) days before the date of the meeting.

Article VII. Administrators

7.28 CN Administrative Council

a) Position. The CA (N) is composed of the founder of the association, a president, a vice-president, a secretary, and a treasurer, as well as any other member who, according to the needs of the CA (N), can help with administrative tasks. However, only the founder, president, vice-president, secretary and treasurer are eligible to vote. If a CA (N) person holds more than one function, he or she will only be entitled to one vote.

b) Mandates. The founder holds a permanent position and will have fallen on the latter's death. The positions of President, Vice-President and Secretary are filled by Category A members who are elected by CN members at the end-of-year meeting. The Treasurer is a member of the CA (N) members. The term of office of these representatives is two years. The position of president will be voted in even years, and the position of vice president and secretary in odd years. If one of these positions becomes vacant during his / her term, the new incumbent will be voted by the CA (N) and will be acting until the next CA (N) meeting of the year.

c) Applications. Only Category Members class A who have already been CA (C) or CA (N) can present themselves as Pres N, VP N, or Secret N. If no applications are submitted, members will reiterate their duties by a majority vote of CN members. Members with "Military" status wishing to apply for one of these positions may be at any time and be referred to the National President or Vice President at the following address: president.n@ammc-2004.org, and at the beginning of any end-of-season meeting.

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7.29 Chapter Board

a) Position. The CA (C) of each chapter of the association is composed of a president, a vice-president, a secretary, and a treasurer, as well as any other member who, according to the needs of the CA (C), may provide help with administrative tasks. However, only the president, the vice-president, the secretary and the treasurer are entitled to vote. If a person from the CA (C) holds more than one office, he or she will only be entitled to one vote.

b) Mandates. The positions of President and Vice President are occupied by category A members of the chapter who are elected by the chapter members at the last general meeting of the year. The Treasurer and Secretary position may be filled by a member of any category. The term of office of these representatives is two (2) years. The position of president will be voted in even years, and the posts of vice-president and secretary in odd years. If one of these positions becomes vacant the new incumbent will be voted by the CA (C) and his mandate will be interim until the next general meeting.

c) Applications. Only Category A members wishing to apply for the positions of President and Vice-President will be able to do so at any time and be submitted to the CA (C) and / or the CA (N), as well as at the beginning of the general meeting of the members of the end-of-season chapter. Members of all Categories can apply for secretary and treasurer positions. If no nomination is submitted, the members of the CA (C) will reiterate their duties following a motion to that effect.

d) At any time, CA (N) members, by unanimous vote, may make changes to the CA of any chapter if they believe that one or more members of a CA (C) acts against the well-being of the association.

Article VIII. Meetings of the boards

8.30 Calling meetings

CA (N) or CA (C) meetings may be called by their respective president or vice-president at any time.

8.31 Notice of meeting

(a) Notice of the date, time and place of a meeting of CA (N) or CA (C) shall be given to each administrator of the association or chapter not later than seven (7) days before the expected date. The notice is given by telephone, electronic or other communication to the address of the administrator appearing in the registers of the association for this purpose.

(b) This notice is not required if all members of the CA (N) or CA (C), respectively, are present and none of them objects to the holding of the meeting or absent administrators have waived or otherwise approved the holding of the meeting in question. Notice of adjournment of a meeting is not required if the date, time and place of the adjourned meeting are announced at the initial meeting. Unless otherwise provided in these administrative rules, it is not necessary for the CA (N) or CA (C) meeting notice to specify the purpose or agenda of the meeting.

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8.32 Meetings

- a) The CA (N) or the CA (C) may designate one or more days of one or more months for their respective ordinary meetings, the time and place of which will be fixed thereafter. A copy of any resolution of the respective council shall be sent to each administrative of the respective CA immediately following its adoption.

- b) These meetings must relate to day-to-day administration and only members of the CA (N) or CA (C) are required to perform the proper rotation of the respective council. If topics are relevant to these regulations, they will be brought to CN at its next meeting.

Article IX. Administrators

9.33 Description of positions within the CA (N)

(a) The incumbents exercise the following functions and powers:

i) President of CA (N). The President of the CA (N) is an administrator. He is responsible for chairing all meetings of CA (N) and CN. Its functions and powers are determined by CN. The President oversees all matters relating to the Association's trademark. He ensures through the webmaster to keep the site up to date and supervises all members of the association. He is responsible, with the CA (N), to supervise the update of the administrative directives.

(ii) Vice-President of CA (N). The Vice-President of the CA (N) is an administrator. If the CA (N) President is absent or unable to perform his or her duties, the CA (N) Vice- President, as applicable, will preside all meetings of the CA (N) and all meetings of the CN. Its functions and powers are determined by CN.

iii) Secretary of the CA (N). The secretary of the CA (N) is an administrator. Unless otherwise directed by the president, he attends all meetings of CA (N) and CN. He records or causes to be recorded in the minutes of the association of all the meetings mentioned in this paragraph. The secretary is the custodian of all books, documents, registers and other instruments belonging to the association

iv) Treasurer of the CA (N). The Treasurer of the CA (N) is an administrator. He is in charge of the finances of the CA (N). It must give summary or complete financial statements in at all times to CA (N) and CN members. His other functions and powers are determined by the CA (N).

(b) The duties and powers of all other administrators of the association shall be determined by reference to their mandate or the requirements of the CA (N) and / or CN.

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9.34 Description of positions within the CA (C)

(a) These incumbents exercise the following functions and powers:

i) President of a CA (C). The President of a CA (C) is an administrator. He shall preside all meetings of a CA (C) and members. Its functions and powers are determined by the CA (C) and some others by CN. He is responsible for the administration of the Chapter in accordance with these Rules. He is responsible for organizing the activities of the chapter by following the security rules of the association included in the administrative guidelines of the association. He is responsible for keeping a current list of members according to the administrative guidelines of the association. The Chapter President who does not maintain a line of communication with the CA (N) will be replaced in accordance with Article III. If no substitute president is found, the chapter will be closed and the remaining members will join the ranks of the nearest chapter.

ii) Vice-President of a CA (C). The Vice-President of a CA (C) is an administrator. If the President of a CA (C) is absent or unable to perform his or her duties, the Vice President of the CA (C), if any, shall preside at all meetings of the CA (C) and all meetings of the members of the Chapter . Its functions and powers are determined by CN.

iii) Secretary of a CA (C). The secretary of a CA (C) is an administrator. Unless otherwise specified by the chapter president, he attends all meetings of the CA (C) and the meetings of chapter members. He records or records in the minutes of the chapter of all the meetings mentioned in this paragraph. The secretary is the custodian of all books, documents, registers and other instruments belonging to the chapter.

iv) Treasurer of a CA (C). The Treasurer of the CA (C) is an administrator. He is in charge of the finances of the CA (C). It must give summary or complete financial statements in all the time at CA (C) and CN. His other functions and powers are determined by the CA (C).

b) The duties and powers of all other officers of the association are determined according to their mandate or the requirements of the CA (C).

9.35 Vacancy

(a) Unless otherwise provided in a written agreement, CA (N) members, with or without a cause, may remove any administrator of the association. Unless otherwise dismissed, an administrator shall hold office until the earliest of:

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- i) his successor has been appointed;
- (ii) the administrator has resigned;
- (iii) the administrator has ceased to be an administrator (if it is a condition of appointment);
- v) the administrator is dead.

b) If the position of Chapter President or Vice-President is or becomes vacant, the new candidates will be voted on at the next chapter meeting. CA (N) members may at any time by resolution appoint a person to fill the position.

Article X. Formation of a new chapter

10.36 General

Anyone wishing to form a chapter within the association must make a request to CA {N} by email at: president.n@ammc-2004.org. To form a new chapter, it must be composed of at least five (5) members, including a president, a vice-president and a secretary / treasurer. Following the approval of CA {N}, an ordinary resolution signifying the creation of the new chapter will be issued and recorded in the association's book.

10.37 Required Documents

Before officially launching its new chapter, the president of the future chapter must receive, read and understand the following documents:

- a) a copy of the ordinary resolution signifying the creation of the new chapter;
- (b) a copy of the constitution of the association;
- (c) a copy of the administrative rules of the association; and,
- d) a copy of the administrative guidelines of the association.

10.38 Clothing/Badges

Once the required documents in paragraph 10.37 are sent to the President of the new chapter, the members of the new chapter will have to comply with article IV of these Administrative Rules.

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Article XI. Entry into force

11.39 Entry into force

Subject to matters requiring extraordinary resolution, these administration rules comes into effect upon its adoption by CN on October 15, 2016.

We certify that these administration rules have been passed by resolution of the CN of the Association.

We, the undersigned, being administrators of the National Administration Council of the Association, make the amendments to these administrative rules, and, hereby, we hereby signify the same value of those rules as if they had been passed in the course of an assembly of members of the National Committee.

MICHEL PARENT

National President - AMMC National

DENIS PICHÉ

National Vice President – AMMC

