



# Base Borden Motorcycle Club

Community Council  
Canadian Forces Base Borden  
Borden Ontario  
L0M 1C0  
Attention: Base Borden Motorcycle Club

## **BY-LAWS**

### **PURPOSE**

1. The By-Laws are a set of rules, which amplify the constitution and govern the operation of the club.

### **TERMS OF REFERENCE**

2. **President:** The President shall be a Regular member and is responsible to:
  - a. co-ordinate all programmes and activities;
  - b. plan and call Executive and General meetings;
  - c. ensure members meet membership requirements as outlined in the constitution;
  - d. liaise with other base organizations/personnel as required;
  - e. ensure the BBMC has financial club resources to carry out scheduled activities;
  - f. fill Executive and Committee members vacancies as they occur;
  - g. attend any Community Recreation meetings called by the Director and, if necessary, present and discuss any problems or items of interest concerning the club;
  - h. liaise with the Community Recreation Director when the club requires use of Base facilities; and
  - i. have the Vice-President or Secretary/Treasurer hold the club funds.
3. **Vice-President:** The Vice-President shall be a Regular member and shall:
  - a. assume the duties of the President in his absence;
  - b. assume the duties and responsibilities assigned him/her by the President;
  - c. be responsible to the President for all club funds, in conjunction with the Secretary/Treasurer; and
  - d. be responsible to the President for the completion of all correspondence pertaining to the club, in conjunction with the Secretary/Treasurer.

4. **Secretary/Treasurer:** The Secretary/Treasurer shall be a Regular member and shall:
  - a. be responsible for completion of all correspondence as delegated pertaining to the club;
  - b. serve on the Executive Committee;
  - c. keep minutes of all meetings, records and, if unable to attend arrange for a replacement to keep an accurate record which will then be added to the Secretary's record of the minutes;
  - d. maintain financial records of all income and expenses concerning the club; and
  - e. be prepared to hold the club funds.
  
5. **Road-Captain:** The Road Captain may be a Regular, Ordinary or Life member and shall be responsible to:
  - a. plan, organize and coordinate the BBMC on-road riding schedule;
  - b. liaise with outside agencies as required in order to achieve 5a above;
  - c. monitor and report on membership attendance at club rides; and
  - d. organize and coordinate work parties as required in support of on-road events.
  
6. **Director Public Relations/Advertising:** The Director Public Relations/Advertising may be a Regular, Ordinary or Life member and shall be responsible to:
  - a. promote safe motorcycling procedures through the medium of the Borden Citizen and local newspapers;
  - b. prepare and have published under the BBMC banner head, regular articles discussing club activities, calendar of events and other motorcycle related items of interest;
  - c. delegate the responsibility for preparation of selected articles to the BBMC general membership; and
  - d. monitor and assist in BBMC recruiting through the use of advertising.

#### **RESIGNATION OF EXECUTIVE OFFICERS**

7. Due to posting or other reasons, it is sometimes necessary for Executive Officers to submit their resignations prior to completion of their term of office. It is important that such vacant positions be filled expediently in order that the effectiveness of the Executive Committee is not compromised.
  
8. The following procedures shall apply:
  - a. **Resignation of President:** If the President submits his resignation prior to the expiration of the normal term of office, the Vice-President shall automatically become the President on an interim basis until it is possible to hold a general meeting and elect a new President. The position of Vice-President will then be filled as stated in paragraph 9b. The Executive Director of the Community Recreation Director is to be advised at once of the appointment of an interim President so that contact with Base Administration is not lost; and

- b. **Resignation of Executive Officers other than the President:** If the Vice-President becomes the interim President as above, or if the Vice-President or other Executive Officer submits his resignation prior to expiration of the normal term of office, the Executive Committee shall select an eligible and willing replacement to fill that position on an interim basis until it is possible to hold a general meeting for the purpose of electing a new Executive Officer.
9. **Recording Such Replacement Action in Minutes:** The process of replacing resigning Executive Officers shall be recorded in minutes of the Executive Committee meeting concerned.
10. **Attendance:** The following By-Laws are applicable with respect to attendance at BBMC events:
- a. In the event that attendance at a specific meeting cannot be met due to outside circumstances, a member of the club Executive should be contacted; and
  - b. Maximum participation in BBMC events, where possible, is expected of all club members.
  - c. Use of club assets will be limited to members who participate in club activities.
11. **Membership fees**
- a. Membership fees will be \$20.00 annually for Regular and Ordinary members and \$25.00 annually for Associate members (from 01 April to 31 March). Life members are not required to pay dues;
  - b. New members will be the same as para 13(a), plus they will pay \$5.00 for the club crest;
  - c. Members will be offered a grace period from 01 April to 31 May to renew their membership, after which period said membership may be considered for termination; and
  - d. The President may, if exceptional circumstances exists ( i.e. UN tour, tasking, extended periods of absence, etc) extend the grace period described at para 13 (c).
12. The By-Laws are approved and are duly authorized as per paragraph twenty-two (22) of the BBMC Constitution.

*Dated: 25 April 2007*