

# Hold the Date - June 24, 2023

## WHY?

It is the date of our 2023 Annual Members' Meeting (AMM).

Although the 2023 AMM is being held in person in Windsor, Ontario, you may still participate via Zoom using your computer or phone.

## CALL FOR NOMINATIONS

Each year we elect directors for the National Executive. In the CVMG, most director positions come with a particular office – we elect people to the offices, but they also have responsibilities as directors. This year, being an “odd” numbered year, positions up for grabs are:

Correspondence Secretary

Treasurer

Newsletter Editor

Regalia Sales Coordinator

One director (no specific office)

Note that these positions are for a **two year** period.

Although the members currently in these positions may or may not be willing to continue, **ALL these positions are open for nominations**. If you or someone you know would like to take on one of the positions, here's what you have to do:

1. Make sure that you, or the person you nominate, is familiar with the “Duties of Officers” (from our CVMG Policy, Organization and Rules).
2. Complete and sign the Nomination Form included with this document, **as follows**:
  - a. The form requires **three signatures**: the person nominating, the seconder, **and the consent** of the person nominated.
  - b. Sign your part and obtain the other two signatures – it is ok if they are on separate copies of the document.
3. Return the Nomination Form (and, if applicable, the copies with the other signatures) to the President by:
  - a. Scan and email or
  - b. Canada Post (or courier)

in order that is **RECEIVED** by **March 31, 2023**.

## ANYTHING YOU NEED TO BRING UP?

Although we would like to keep meetings as simple as possible, if there is any business that you feel must urgently come before the membership at the AMM, (that would be business that has to be voted on by the members, not business that can be handled by the National Executive), please advise the President (contact information at the end of this document) so that the business may be added to the Notice of Meeting and, if required, the advance ballot form.

Any proposed business must be in the form of a resolution. If the member wishes, they may also include the reasoning for the proposal (in less than 500 words), which will be included in the Information Circular sent out with the Notice of Meeting and Advance Ballot. The resolution and explanation must be **received** by the President by **March 10, 2023**.

If you are unsure of the resolution wording, send your proposal to the President earlier in the process, so that there is time to discuss the best wording to address the issue. This also applies if you are unsure whether the proposal can be dealt with by the National Executive, or whether it needs to be dealt with by the members.

Chris Ness

[president@cvmg.ca](mailto:president@cvmg.ca)

705-722-8692

31 Drury Lane, Barrie , ON L4M 3C7

## **DUTIES OF OFFICERS**

Following are the duties of each of the Directors up for election this year, taken from Section 15 of the CVMG Policy, Organization and Rules. Because some of these descriptions were not current, this version is the one recommended by the Policy, Organization and Rules Committee (but not yet in force), and has been reviewed and checked by the officers currently holding these positions:

### **The Correspondence Secretary shall:**

- i) actively participate at meetings of the National Executive, the Board of Directors and the Members;
- ii) arrange for the recording of the minutes of meetings of the National Executive, Directors and Members;
- iii) arrange for the posting of approved minutes to the website;
- iv) correspond with Members, sections, outside organizations and others as deemed appropriate by the Group;
- v) arrange for the safe keeping of the confidential files and official documents of the Group;
- vi) perform other duties as agreed upon with the Board of Directors.

### **The Treasurer shall:**

- i) actively participate at meetings of the National Executive, the Board of Directors and the Members;
- ii) be one of the signing authorities for financial matters for the group;
- iii) conduct the banking and financial affairs of the Group in a timely manner and make records available to the Board of Directors on request;
- iv) complete bank account reconciliation for all CVMG bank accounts, other than Section accounts, promptly after month end;
- v) liaise with the Public Accountant appointed by the CVMG to ensure the annual financial statements and all records are prepared in accordance with current financial standards;
- vi) pay approved invoices;
- vii) ensure CVMG Section Year End Financial Reports are submitted, calculate and pay Section transfers yearly (section 22.5.4 of this document);
- viii) work with the Newsletter Advertising Coordinator to ensure commercial invoices are issued, payments received, and overdue accounts have timely follow-up;
- ix) prepare, in collaboration with the Board of Directors, a proposed budget of all foreseen expenditures for the coming year that shall be presented for approval at the Annual Meeting (section 12.1, section 20.3.1, section 21.4 of this document);
- x) ensure the Paris Rally Treasurer provides financial data from the rally to the accounting firm in a timely manner (section 20.13.2 of this document);
- xi) perform other duties as agreed upon with the Board of Directors.

### **The Newsletter Editor shall:**

- i) actively participate at meetings of the National Executive, the Board of Directors and the Members;
- ii) encourage and enlist the participation of members of the CVMG in contributing to Group publications;
- iii) be responsible for the publication of the CVMG newsletter by editing, collating, and otherwise preparing materials submitted;
- iv) liaise with the chosen external vendor(s) to print and distribute the newsletter;
- v) ensure the newsletter is posted on the Members Only section of the website;
- vi) be a member of the IT Committee;
- vii) work with the Newsletter Advertising Coordinator with respect to commercial advertising;
- viii) perform other duties as agreed upon with the Board of Directors.

### **The Regalia Sales Coordinator shall:**

- i) actively participate at meetings of the National Executive, the Board of Directors and Members;
- ii) be responsible for all regalia managed by the Group;
- iii) maintain an adequate stock of items of regalia;
- iv) make available these items for sale to the general membership and Sections;
- v) deposit all monies received from the sale of CVMG regalia to the CVMG account, advise the Treasurer monthly of such deposits, and provide the Board of Directors with regular statements of regalia stock, purchases, and sales;
- vi) perform other duties as agreed upon with the Board of Directors.

### **The Directors shall:**

- i) actively participate at meetings of the National Executive, the Board of Directors and Members;
- ii) chair and/or participate on committees as assigned by the Board of Directors;
- iii) perform other duties as agreed upon with the Board of Directors.



# Canadian Vintage Motorcycle Group

## NOMINATION FORM



Members, full and associate, whether inside or outside Canada, have the right to a say in the operation and future directions of the Canadian Vintage Motorcycle Group at a Members' Meeting. This form allows members to nominate a fellow member for the board of directors of the CVMG.

### CVMG Policy, Organization and Rules

#### Section 20 - Elections *(extract)*

- g) To be elected as a director and officer of the board of directors, a candidate must have been a member, in good standing, for at least two years, and be at least nineteen years of age.
- h) Any such member in good standing may be nominated as a director, and, if applicable, for an associated office. Any such nomination must be moved and seconded by any other two members in good standing.

## NOMINATION

I, \_\_\_\_\_, residing at:

*(print name legibly)*

\_\_\_\_\_  
*(address)*

being a member in good standing of the Canadian Vintage Motorcycle Group as at the date of the Members' Meeting, hereby nominate:

\_\_\_\_\_  
*(name of nominee)*

, a member in good standing,

to the position of \_\_\_\_\_ on the Board of Directors.

*Board of Directors position*

Members' signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /2023  
*(MM/DD)*

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**(This section must be completed but may be submitted separately. Please use an additional copy of the form.)**

Seconded by \_\_\_\_\_, a member in good  
*(please print legibly)*  
standing,

Signature of second: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /2023  
*(MM/DD)*

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**(This section must be completed but may be forwarded separately. Please use an additional copy of the form.)**

This area deliberately left blank. Please refer to page 2 which forms a part of this Nomination Form.

**NOMINEE'S CONSENT to stand for election**

I, \_\_\_\_\_, being a  
*(print name legibly)*  
member of the Canadian Vintage Motorcycle Group in good standing for at least two (2) years, and 19  
years of age or over, accept the nomination by \_\_\_\_\_  
*(name of nominator from Part 1)*  
and \_\_\_\_\_ to the Board of Directors position of  
*(name of seconder from Part 2)*  
\_\_\_\_\_  
*(name of office)*

\_\_\_\_\_  
*(Signature of Nominee)* Date: \_\_\_\_\_ / \_\_\_\_\_ /2023  
*(MM/DD)*

**All three (3) parts** of this Nomination Form must be completed and forwarded (together or separately) to:  
email: [president@cvmg.ca](mailto:president@cvmg.ca)  
Mail: 31 Drury Lane, Barrie ON L4M 3C7 Questions: 705-722-8692 (President)

Nominations must be RECEIVED by March 31<sup>st</sup>, 2023.  
If time does not allow, please **phone** your nomination to the President,  
with paperwork to follow.