
CONSTITUTION

of the

170 ST. JAMES ROYAL CANADIAN AIR CADET SQUADRON SPONSORING COMMITTEE

October 13, 2006

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PART A - DEFINITIONS

170 SQN.....	170 St. James Royal Canadian Air Cadet Squadron.
CO	The Commanding Officer of 170 SQN.
Officers	Commissioned Officers of 170 SQN.
CI.....	Civilian Instructors of 170 SQN.
Cadet(s).....	Royal Canadian Air Cadet(s) of 170 SQN.
League.....	Air Cadet League of Canada (Manitoba) Inc.
Parent(s).....	Parent(s) and/or Legal Guardian(s) of 170 SQN Cadets.
Parent's Committee	Group of Parents who volunteer time to assist with activities and fund raising events in support of 170 Sqn. All Parents are deemed to be members of the Parent's Committee.
Parent's Committee Meeting	A meeting of Parents chaired by a member of the Executive for the purpose of providing information to Parents, soliciting feedback from Parents, obtaining Parents support for Parent's Committee activities and electing members of the Executive.
Executive.....	Members of the Parents Committee elected to the Sponsoring Committee as described in PART C of this constitution
Sponsoring Committee	Group of Executive members responsible for sponsorship of 170 SQN in accordance with the provisions of this constitution and the applicable League rules and regulations governing sponsorship.. Additionally the Sponsoring Committee is responsible for the administration and organization of the Parent's Committee.
Sponsoring Committee Meeting	A meeting of the Executive for the purpose of conducting the business of the Sponsoring Committee as described in PART C of this constitution.
Majority Vote.....	Greater than fifty percent of votes cast excluding spoiled ballots and abstentions. When voting Parents have one vote per Cadet and only one Parent per Cadet shall be entitled to vote.

PART B - SPONSORING COMMITTEE MISSION

The Mission of the Sponsoring Committee is:

**“To Provide Sponsorship, Moral Support, Resource Support and Financial Assistance to
170 St. James Royal Canadian Air Cadet Squadron.”**

PART C – SPONSORING COMMITTEE ADMINISTRATION

Organization: The Parent's Committee exists to support 170 SQN. Members of the Parent's Committee are expected to volunteer to participate in Parent's Committee activities such as staffing the Canteen, assist with 170 SQN activities when requested; assist with Sponsoring Committee fund raising activities; and attend Parent's Committee Meetings. A Sponsoring Committee will be formed consisting of the Executive who are Parents that are elected as described in this constitution and whose responsibilities include fulfilling the Mission of the Sponsoring Committee and organizing and administering the Parent's Committee.

Executive: The Sponsoring Committee Executive shall normally consist of the following positions (The minimum size of the Executive is three members holding the first three positions listed below.):

Chairperson - Responsible for the effective administration of the Parent's Committee and Sponsoring Committee.

Past Chairperson – Responsible for facilitating the smooth transition to the duly elected Chairperson and to advise this Chairperson of carry over issues that require continued action. The Past Chairperson position is to be held for a maximum of 2 consecutive years even if the Past Chairperson's cadet has left the program. The position of Past Chairperson can be extended at the discretion of the Committee, or until a new Past Chairperson is available.

Secretary - Responsible for preparation of general correspondence; compiling and distributing agendas and minutes; maintaining correspondence records for the Parent's Committee and Sponsoring Committee; and for preparing required correspondence.

Treasurer - Responsible for maintaining Sponsoring Committee bank accounts, investments, financial records and preparing financial statements as required by this constitution and the League.

Deputy Chairperson – Responsible for duties of Chairperson in his absence and assisting the Chairperson in the conduct of his duties.

Fund Raising Chairperson - Responsible for the effective administration of Sponsoring Committee fund raising activities (excluding the canteen) including soliciting and proposing fund raising activity ideas; soliciting volunteers to organize individual fund raising activities; and managing and reporting fund raising activity cash flow.

Canteen Manager - Responsible for the effective administration and financial performance of the Parent's Committee canteen including soliciting and training volunteers to staff the canteen; managing and reporting canteen cash flow; and maintaining an adequate inventory of supplies to meet Cadet needs.

Kit Store Manager – Responsible for maintaining an inventory of unofficial cadet supplies such as crests, t-shirts and other items for sale as motivational items for Cadets and Cadet Parents.

Member(s) at Large - Up to 5 additional Parents may be elected to the Executive to contribute their skills and ideas.

Separate members must be assigned for the positions of President, Secretary and Treasurer although these positions may be combined with any other positions.

Executive

Responsibilities:

The Executive is additionally collectively responsible for:

- adhering to the provisions and limitations of this constitution;
- adhering to the provisions and limitations of League rules, regulations and by-laws;
- preparing and maintaining a Sponsoring Committee Budget including a detailed list of budgeted Cadet activities;
- preparing and publishing an annual Sponsoring Committee financial statement;
- managing Sponsoring Committee financial assets including approving all financial expenditures from Sponsoring Committee accounts.

Sponsoring Committee

Meetings:

The Executive should meet monthly and shall meet at least every two months excepting the months of July and August during which any meeting will be at the discretion of the Chairperson. A quorum of three Executive members with one of the three being the Chairperson, Secretary or the Treasurer is required to call a Sponsoring Committee Meeting to order. Normally the CO shall be requested to attend the Sponsoring Committee Meeting as a non-voting participant to aid in the discussion of matters and to ensure effective communications are maintained between 170 SQN Officers, CIs and the Sponsoring Committee.

Any Parent who desires may attend Sponsoring Committee Meetings. Parents' agenda items should be submitted one week in advance of the Sponsoring Committee Meeting to the Chairperson or Secretary for inclusion in the agenda, however, opportunity will be provided in the agenda under "new business from the floor" for any Parent to bring up any matter for consideration by the Executive.

A standing agenda for the Sponsoring Committee will be established to include but not be limited to the following items:

- report from the Treasurer,
- review of previous minutes,
- report from Fund Raising Chairperson,
- report from Canteen Manager,
- report from Kit Store Manager,
- report from CO,
- new business per agenda submissions,
- new business from the floor,
- next Sponsoring Committee Meeting date.

Minutes shall be taken and be distributed to members of the Executive and the CO. Copies of minutes shall be provided to members of the Parent's Committee upon request.

Votes

Only Executive members are eligible to vote on matters at Sponsoring Committee Meetings. Votes shall be conducted by a show of hands and the results determined by a Majority Vote of those present.

Parents Committee

Meeting:

The Executive shall call a Parent's Committee Meeting in the fourth quarter of each year for the purpose of reporting the previous year's financial results, presenting the current year's budget and activity plan and conducting any other business the Executive deem necessary. Additional Parent Committee Meetings may be called at the discretion of the Executive. Notice of a Parent's Committee Meeting will be sent home with Cadets on a regular meeting night at least one week in advance of the Parents Committee Meeting. A quorum of Parents must be present at any meeting where a vote is requested by the Executive on any matter including elections of elected Executive members. To establish a quorum Parent attendance must represent in excess of 10% of the Cadet strength. Any votes shall be conducted by a show of hands and the results for matters other than elections shall be determined by a Majority Vote of those present.

Planning:

In September the CO shall provide the Executive with a Proposed Air Cadet Activity and Capital Item Acquisition Plan including the priority of each activity or item, the estimated cost of each activity or item, and the type and amount of Parents support requested for each activity.

In response to the CO's Proposed Air Cadet Activity and Capital Item Acquisition Plan, the Executive will create a Sponsoring Committee Budget which will indicate which Air Cadet activities and items the Sponsoring Committee anticipates that it will be able to fund and support. The purpose of the Sponsoring Committee Budget is to allow the CO the advance knowledge of which activities he is authorized to conduct and therefore allows him the ability to manage his resources and staff accordingly. The Budget shall be approved by a Majority Vote of the Sponsoring Committee.

The Sponsoring Committee Budget shall be updated at least semi-annually to reflect changes to activities, actual costs and funding ability.

Finances:

The Sponsoring Committee shall establish a Sponsoring Committee Fund to support the Sponsoring Committee Mission. The Sponsoring Committee Fund's assets may be divided between a Bank Chequing Account and Investments. Investments must be approved by a Majority Vote of the Sponsoring Committee. An adequate balance shall be maintained in the Bank Chequing Account to fund approved expenditures. There shall be at least three signing officers for the Bank Chequing Account including the Chairperson, the Secretary and the Treasurer. All cheques shall require at least two signatures of the signing officers.

Items identified in the approved Sponsoring Committee Budget will be financed as required without requiring a further vote. The fact of the Budgets existence does not limit the Executive's ability to consider and approve non-budgeted activities and items on an ad-hoc basis. Non-budgeted items may be financed only after the item has been reviewed by the Executive and approved by a Majority Vote of the Executive.

Canteen:

A Canteen shall be maintained by the Canteen Manager for the purpose of providing a service to the Air Cadets and generating revenue for the Sponsoring Committee. The Canteen Manager shall keep independent financial records on Canteen expenditures and revenues. Profits shall be calculated at least quarterly and turned over to the Treasurer as Sponsoring Committee revenue. Canteen financial records shall be audited by the Treasurer in May of each year and the results shall be published in the next Sponsoring Committee Meeting minutes.

Financial Year**And Audit:**

The financial year for the Sponsoring Committee shall be from September to August. The Treasurer shall prepare an annual financial report at the end of each financial year detailing actual expenditures and revenues. Any required audit of Sponsoring Committee finances shall be conducted by the League.

Election**Of Executive:**

All Executive members must be elected from Parents of Cadets. Any Parent elected to the Executive whose Cadet leaves the program will be permitted to complete their term of election. Parents are elected at Parent's Committee Meetings, as described below, to the Executive for an indefinite term. New candidates for the Executive will be identified by asking for Parent volunteers or by accepting nominations of a Parent by another Parent. A Parent does not have to be present for election, however, for any Parent not present that has been nominated as a candidate, a signed letter of acceptance of candidacy must be provided at the Parent's Committee Meeting in order for the Parent to be accepted as a candidate.

Only Parents are eligible to vote for Executive candidates. Voting will be conducted by a show of hands. Candidates shall be individually elected to vacant Executive positions and a candidate requires a Majority Vote of those Parents in attendance at the Parents Committee Meeting to be elected. If three or more candidates are being voted on and no candidate obtains a Majority Vote, the candidate with the least votes will be dropped and a new vote taken until a Majority Vote is obtained.

Position appointments (Chairperson, Secretary, etc.) within the Executive shall be determined via Majority Vote of the serving Executive. Normal term of office for a Parent elected in any Executive position other than Member at Large is two years; however the committee may at its discretion vote to extend any individual in any position.

Votes of Non-Confidence:

Any Parent or Executive member may make a motion for a vote of non-confidence in the current Executive during a Parent's Committee Meeting. If a quorum is present the non-confidence motion will be voted on after arguments from both sides are heard. A Majority Vote in favour of the non-confidence motion will require the entire Executive to resign. An interim President shall be elected who will arrange for the appointment and election of a new Executive within the next three months. In this exceptional circumstance, the League shall appoint an interim Sponsor until the new Executive is established.

Any Parent or Executive member may make a motion of non-confidence against any specific Executive member during a Parent's Committee Meeting. If a quorum is present the non-confidence motion will be voted on after arguments from both sides are heard. A Majority Vote in favour of the non-confidence motion will require the specific Executive member to resign.

Grievances:

Any Parent, Executive member or Officer may submit a grievance over any matter pertaining to the Parent's Committee or Sponsoring Committee by submitting the grievance in writing to any member of the Executive. The Executive shall provide a written response within 60 days of receipt of the grievance. If after receipt of the response the submitter is not satisfied, the submitter may submit the grievance to the League for binding arbitration.

Dissolution: The Sponsoring Committee may be dissolved at any time by voting on a motion to dissolve. Only the Executive may put forth a motion to dissolve. A vote on a motion to dissolve the Sponsoring Committee will be conducted by sending a copy of the motion, Executive comments and recommendations, and a ballot home with Cadets on a regular meeting night, or via mail. The results of the vote will be determined by a Majority Vote of the ballots returned over the four week period following the date of distribution of ballots.

Upon dissolution of the Sponsoring Committee and after retirement of all debts and liabilities of the Sponsoring Committee, all remaining assets and funds shall be dispersed to the League.

PART D - CONSTITUTION AMENDMENT

Proposals: Amendment to this constitution may be proposed by any Parent or Executive member. Amendment proposals shall be submitted in writing to the Executive.

Executive Review: The Executive shall review any proposals for constitutional amendment and if required will discuss the proposal with the submitter to suggest different wording or to clarify any misinterpretations of the current constitution which might eliminate the need for an amendment. A submitter has the right to insist that their proposal be voted on, subject to passing League review as described below, however, the Executive reserves the right to offer an alternative proposal for consideration or to recommend rejection of the proposal when a proposal is submitted for a vote.

League Review: The League shall review all proposals for constitution amendment and shall have the right to reject any amendment proposal prior to a vote which would be contrary to the rules, regulations and by-laws pertaining to a Sponsoring Committee.

Voting: A vote by the Parent's Committee on a Sponsoring Committee constitutional amendment proposal will be conducted by sending a copy of the proposed amendment(s), any Executive comments or recommendations, any League comments or recommendations, any submitter comments, home with Cadets on a regular meeting night, or by mail. The vote will then take place by way of a secret ballot to be held at the Parent General Meeting held at the beginning of each cadet year. The results of the vote will be determined by a Majority Vote.