



# **California Wing Cadet Advisory Council Constitution and Bylaws**

**Ratified: April 2007**

## **ARTICLE I Name**

The name of this organization shall be the California Wing Cadet Advisory Council, hereafter referred to as the CAWGCAC. The name of this document will hereafter be referred to as the Constitution.

## **ARTICLE II Purpose**

The purpose of the CAWGCAC is to act as an advisory body to the California Wing Commander and the California Cadet Program Staff and to serve as a channel of communication between Group and Region CAC. CAWGCAC shall serve as a forum in which members may exchange ideas in order to improve the cadet program.

## **ARTICLE III Organizational Structures**

### *Section 1 Group Representatives*

Each group will be allowed one primary and one alternate representative to be appointed by the Group commander or Group Director of Cadet Programs via a CAPF 2a. The CAPF 2a must be received by the CAWGCAC Senior Advisor of the council at or before the first meeting.

### *Section 2 Executive Board*

- A. In accordance with CAPR 52-16, CAWGCAC officers will be Chairperson, Vice-Chairperson, and Recorder. This group will hereafter be referred to as the Executive Board.
- B. A new chairperson will be elected by the council at the last meeting prior to the National Board meeting.
- C. The Vice-Chairperson and recorder will be elected at the first meeting after the National Board meeting.
- D. The new chairperson's term as primary representative will terminate at the next meeting per their duties as chairperson.

### *Section 3 Term of Office*

- A. Duration. The Executive Board will serve for a 1-year term of office. Cadets may be re-appointed or re-elected for only one additional term at each echelon. No cadet will serve more than two years at each echelon.
- B. Dates of Term. The beginning and termination of the term of office will coincide with the beginning of the summer National Board meeting.
- C. Appointment Dates. The Executive Board will be appointed no later than 1 July.

### *Section 4 Quorum*

- A. Each group is granted one vote in all matters. This right will be exercised by the primary representative or their alternate if the primary is not present. The Chairperson will only vote to break a tie.

### *Section 5 Rights of Individuals*

- A. Any individual may address the CAWGCAC through their Group representative or when recognized by the chairperson.

#### *Section 6 Rights of the Council*

- A. CAP Members are allowed to observe CAWGCAC meetings. This right may be taken away by the CAWGCAC for just cause.
- B. The CAWGCAC may, by majority vote, create committees.
- C. The CAWGCAC may draft a set of bylaws to establish specific procedures within the framework of this Constitution.

### **ARTICLE IV Duties and Responsibilities**

#### *Section 1 Chairperson*

- A. Insure that all aspects of this Constitution and Bylaws are properly observed.
- B. Presides over meetings; ensures they are run fairly, consistent with any parliamentary procedures that have been adopted, and begins and ends all meetings on-time.
- C. In consultation with senior advisor, helps set overall meeting schedule for the term.
- D. Sets agenda, with consultation of the council and senior advisor; distributes it at least 10-days in advance of the meeting.
- E. Represents the council before the California Wing Commander.
- F. Officially submits recommendations to the commander, through the Director of Cadet Programs.
- G. Assigns cadets to committees, as the need arises.

#### *Section 2 Vice-Chairperson*

- A. Will perform all duties of the Chairperson if he or she is absent or unable.
- B. Will coordinate all committees in their actions.
- C. Will act as an assistant to the Chairperson by performing duties as directed
- D. Will act as Recorder in the absence of the Recorder
- E. Will coordinate with Recorder to compile minutes for final approval by the chair.
- F. Will submit a written report of the meetings to the California Wing DCP. This will also be sent to the Wing Commander and to others as appropriate.

#### *Section 3 Recorder*

- A. Acts as chair if the vice chair and chair are absent
- B. Acts as vice chair in the vice chair's absence
- C. Takes notes during meetings; publishes and distributes minutes, per CAPR 52-16
- D. Compiles and distributes a roster of CAC members and their contact information.

#### *Section 4 Primary Representatives*

- A. Will represent the interest of the cadets within their Group and their Group CAC to the CAWGCAC

- B. Will attend all CAWGCAC meetings. If unable to attend a meeting will see that the alternate or non-council representative attends in their place.
- C. Will report to their Group CAC all proceedings of the CAWGCAC.

*Section 5 Alternate Representatives*

- A. Will carry out all duties and responsibilities of the primary representative in their absence from any CAWGCAC meetings.
- B. Will attend CAWGCAC meetings whenever possible.
- C. Alternate representatives do not vote unless the primary representative is absent.

*Section 6 Non-CAWGCAC Member Representatives*

- A. Non-CAWGCAC member representatives will perform the primary representative's duties at the meeting if both the primary and alternate are absent, and will brief the primary representative all CAWGCAC proceedings
- B. A written approval in memo format from the Non-CAWGCAC group representative must be handed to the chairperson and senior advisor in order to vote.

*Section 7 Requirements for Representatives:*

- A. Representatives wishing to run in a position on Wing CAC must first be a Group CAC representative

*Section 8 Attendance Requirements*

- A. Primary representatives are required to attend 75 percent of the CAC meetings to remain a member of the council.

*Section 9 Continuity*

- A. All members of the CAWGCAC will create a continuity binder for their respective groups and executive staff.
- B. Sample continuity will be attached to this Constitution and will be followed as such.

*Section 10 Proxy Representatives*

- A. In the absence of a primary and alternate representative a proxy representative may be substituted in attendance
- B. A proxy representative is a non-CAWGCAC member that holds a vote in place of the primary and alternate representatives
- C. Requirements to be a proxy representative are as follows:
  - 1. Letter or memo stating that proxy is serving for a primary or alternate representative approved by the Group DCP or the Group CAC Chairperson
  - 2. Prior notice sent to the CAWGCAC Chairperson
  - 3. Approval from CAWGCAC Senior Advisor prior to the meeting

## **ARTICLE V Senior Advisor to the Council**

### *Section 1 Meeting Procedure*

- A. At each official meeting of the CAWGCAC, the Advisor to the CAWGCAC or their designated representative will be present.

### *Section 2 Senior Advisor to the CAWGCAC*

- A. Will provide support and guidance to the CAWGCAC when needed.
- B. Will serve as sponsor to the CAWGCAC and assist the council with personnel and logistics
- C. Will distribute minutes to the CAWG Commander as well as CAWG DCP.
- D. Will assist in directing the proposals through the appropriate channels.
- E. Will maintain CAWGCAC cadet records

### *Section 3 Terms*

- A. When the Senior Advisor position becomes vacant, recommendations should be forwarded to the CAWG DCP. The CAWG DCP will select the most qualified individual if not already serving as the Advisor themselves.

## **ARTICLE VI Ratification and Reorganization**

### *Section 1 Procedures*

- A. This Constitution shall go into immediate effect upon its ratification by a two-thirds majority of the voting membership of the CAWGCAC.
- B. Upon ratification or approval of the most recent version, this Constitution will make null and void any previous Constitution and/or Bylaws.

### *Section 2 Constitution Reorganization*

- A. All amendments enacted will be designated Articles and Sections and will be included in their proper places. Renumbering and reordering will be done accordingly.
- B. Any deletions made during the year will be properly documented.
- C. The cover page will note the ratification date and the most recent revision date.
- D. Copies of the new Constitution and Bylaws will be made and distributed to the representatives at the First meeting of the council by the Senior Advisor.
- E. Any amendment may be proposed and voted on during a meeting, and will be passed by a two-thirds vote.

# BYLAWS

## *Section 1 Bylaws*

- A. Bylaws may be proposed by any CAWGCAC member.
- B. A majority vote will enact or rescind the bylaws.
- C. Bylaws may be prepared and approved at the same meeting without prior notification of the CAWGCAC.

## *Section 2 Election Procedure*

- A. Executive Board members
  - a. Elections of the Vice-Chairperson and Recorder will take place at the beginning of the first meeting of the new council. Election shall take place in the following order: Vice-Chairperson, Recorder.
  - b. Chairperson will be elected at the last meeting of the council in order to keep continuity with the councils.

## *Section 3 Nomination Procedures*

- B. Nominations
  - a. Council members may nominate themselves or be nominated
  - b. Procedure for nomination will be
    - i. Nominee/Person nominating must address chair by raising their hand
    - ii. They must state:
      - 1. "I nominate \_\_\_\_\_ for chair/vice-chair/recorder"
      - 2. The chair will then ask the nominee if they accept
      - 3. If nominee accepts they will be put on ballot, if not they will be cleared

## *Section 4 Election Procedures*

- A. Each person running may give a 1-2 minute speech on why they should be elected after being recognized by the chair
- B. The chair will give a 30 second warning at 1:30
- C. After 2 minutes has elapsed the nominee must end their speech
  - a. After each nominee has spoken election will take place

## *Section 5 Voting Procedures*

- A. Voting will be done by written ballot where paper will be handed out to each representative. No speaking or any form of communication will take place at this time.
- B. After each voting ballots will be collected by the Senior Advisor or delegated representative.
- C. After each vote the winner will be announced. The next election will take place at this time.

*Section 6 Continuity*

- A. Each member of the CAWGCAC shall construct two continuity binders.
- B. The binder will consist of all proposals, pass or fail, from the prior CAC term as well as a continuity page as attached to this document.
- C. One binder will be handed to the incoming representative or executive staff member and one will be handed to the CAWGCAC Senior Advisor to be filed.

**SUMMARY OF CHANGES:**

7 May 2005

MEMORANDUM FOR GROUP 3 REPRESENTATIVE  
NEXT TERM GROUP 3 REPRESENTATIVE

FROM: Your Name, Cadet Rank, Position

SUBJECT: Group 3 Representative

1. Job Description

- a. Describe your job and what to expect from your job. Tell what you know about the position and how they can prepare for it.
- b. Include your job descriptions that are handed out to you at the beginning of the term.

2. Contacts

- a. Your Supervisor, C/Rank, Cadet Position  
Their contact information
- b. Your Subordinate(s),
  - (1) Subordinate's name, C/Rank, Cadet Position  
Their contact information
  - (2) Subordinate's name, C/Rank, Cadet Position  
Their contact information
- c. Relevant Contacts:
  - (1) Their Name, C/Rank, Cadet Position  
Your contact information
  - (2) Other persons

3. Guidance (Relevant regulations and memos that pertain to your job)

Include a list of Cadet Instructions, Memorandums, Civil Air Patrol regulations, manuals, pamphlets, etc. as an attachment.

4. Work(s) in progress

- a. Tell about the work(s) that you did not complete during the course of the term.
- b. Tell the cadet who takes over your position, how they can complete this task(s).

5. Helpful Hints

- a. Tell the cadet hints that you have found out during the course of your job.
  - (1) Include a list of helpful handouts like Suspense Lists, calendars, etc as an attachment
  - (2) You could also include all those things on a disk or a Zip disk so they can just open your file and change the necessary items.
- b. List events that happened during the term and what they should expect of them and how they should plan for them.

6. Recommended Changes/Job Critique

Tell about changes that you think need to be made to the job description.

YOUR NAME, C/Rank, CAP  
Cadet Position

Attachments:

- 1. Suspense Lists, Budgets, SIC, calendars, etc.
- 2. Etc.