



California Wing Cadet Advisory Council Constitution and Bylaws

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Constitution

CHAPTER 1 - INTRODUCTION

1.1 Name of the Organization. This organization shall be the California Wing Cadet Advisory Council, hereafter referred to as the CWCAC. The name of this document will hereafter be referred to as the Constitution.

1.2 Purpose of CWCAC. CWCAC 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. CWCAC shall serve as a forum in which members may exchange ideas in order to improve the cadet program.

CHAPTER 2 - ORGANIZATIONAL STRUCTURES

2.1 Group Representatives. Each group will be allowed one primary and one assistant representative, to be appointed by the Group Commander or Group Cadet Programs Officer. This will be done via the duty assignment module in eServices, added between the 1st of August and 15th of September, for the term beginning on the 1st of October. In addition, the Commander or CPO will send email confirmation to the CAWG DCP and CWCAC Advisor.

2.2 Executive Board Roles. In accordance with CAPR 60-01, CWCAC officers will be Chairperson, Vice-Chairperson, and Recorder. This group will hereafter be referred to as the Executive Board.

2.2.1 A new Chairperson will be elected by the council at the last meeting leading up to the end of the term based on the appointments of the CAWG DCP.

2.2.2 The Vice-Chairperson and Recorder will be elected at the first meeting following the election of the new Chairperson.

2.2.3 The new Chairperson's term as primary representative for other echelons will terminate at the next meeting per their duties as Chairperson.

2.3 Executive Board Term of Office

2.3.1 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 in one position.

2.3.1 Dates of Term. The beginning and termination of the term of office will be the 1st of October and the 30th of September.

CHAPTER 3 – REQUIREMENTS

3.1 Group Representatives. As mentioned before, each group will be allowed one primary and one assistant. Representatives wishing to run for a position on Wing CAC must first have served on a CAC at any other echelon. (This requirement is waivable by

the CAWG DCP if need be). The candidate must be able to complete the term and must be a C/2d Lt or higher.

3.1.1 Primary Group Representatives will represent the interest of the cadets within their Group and their Group CAC to the CWCAC. This person will attend all CWCAC meetings. If unable to attend a meeting, member will see that the assistant or non-council representative attends in their place. They will report to their Group CAC all proceedings of the CWCAC. They will serve from October 1st to September 30th.

3.1.2 Assistant Group Representative will carry out all duties and responsibilities of the primary representative in their absence from any CWCAC meetings. They will attend CWCAC meetings whenever possible. Alternate representatives do not vote unless the primary representative is absent.

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

3.3 Continuity. All members of the CWCAC serving in primary roles (i.e. chairman, group representative) will create a continuity binder or file for their respective groups and executive staff. Sample continuity will be attached to this Constitution and will be followed as such. (Attachment 1)

3.4 Proxy Representatives. In the absence of a primary and assistant representative a proxy representative may be substituted in attendance if necessary. A proxy representative is a non-CWCAC member that holds a vote in place of the primary and alternate representatives. Requirements to be a proxy representative are as follows:

3.4.1. Letter or memo stating that proxy is serving for a primary or assistant representative approved by the Group CPO or the Group CAC Chairperson.

3.4.2. Prior notice sent to the CWCAC Chairperson.

3.4.3. Approval from CWCAC Senior Advisor prior to the meeting.

CHAPTER 4 – SENIOR ADVISOR TO THE COUNCIL

4.1 Procedures. At each official meeting of the CWCAC, the Advisor to the CWCAC or their designated representative will be present. If unable to be present, the meeting will be postponed.

4.2 Role of the advisor. The Senior Advisor will provide support and guidance to the CWCAC when needed. They will serve as sponsor to the CWCAC and assist the council with personnel and logistics. They will distribute minutes to the CAWG Commander as well as CAWG DCP. They will assist in directing the proposals through the appropriate channels. Finally, they will maintain CWCAC cadet records.

4.3 Terms and vacancies. 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.

CHAPTER 6 – PROCEDURES

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

6.2 Constitution re-organization. All amendments enacted will be designated Chapters and Sections and will be included in their proper places. Renumbering and reordering will be done accordingly. Any deletions made during the year will be properly documented. The cover page will note the ratification date and the most recent revision date. 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. Any amendment may be proposed and voted on during a meeting, and will be passed by a two-thirds vote.

BYLAWS

CHAPTER 1 – BYLAWS

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

CHAPTER 2 – DUTIES AND RESPONSIBILITIES

2.1 Duties and Responsibilities. The following lists the responsibilities of the Council members at both the wing level and the group level when the Classic Council System is used. Any extension of these must be an amendment of this document.

2.1.1. Chairman

2.1.1.1. The Chairman shall preside over all CWCAC meetings.

2.1.1.2. He/she may represent the California Wing to the Pacific Region Cadet Advisory Council.

2.1.1.3. He/she will appoint or remove committee chairmen and serve on each as ex-officio.

2.1.1.4. He/she will advise the Wing Commander of Council activity and cadet needs, either directly or through the Director of Cadet Programs.

2.1.2. Vice-Chairman

2.1.2.1. The Vice-Chairman's job is to assist the Chairman with his/her duties.

2.1.2.2. The Vice-Chairman shall serve as the Chairman in the event of his/her absence.

2.1.2.3. The Vice-Chairman is the assistant representative to PCRCAC.

2.1.2.4. If the Chairman cannot finish his/her term of office, the council will vote in the Vice-Chairman to succeed him/her.

2.1.3 Recorder

2.1.3.1. The Recorder will administer the paperwork of the Council.

2.1.3.2. Upon receiving proposals he/she will assign them a reference number and distribute them to the members of the Council.

2.1.3.3. Upon receiving Minutes from Groups, he/she will ensure that they are suitable for publishing and send them to the Director of Cadet Programs.

2.1.3.4. He/she will type the minutes from every Council meeting within two weeks of the meeting and send them to the Chairman for approval.

After approval, the minutes will be sent to

2.1.3.4.1. The Commander

2.1.3.4.2. Each member of the Council

2.1.3.4.3. The next higher CAC Chairman

2.1.3.4.4. CWCAC Recorder sends them to Wing Headquarters. Group Recorders send them to the CWCAC Recorder.

2.1.3.4.5. The Recorder will organize and keep the Council's records. This includes the current Constitution, standing rules, rosters, and all letters, minutes, and proposals written during the term.

2.1.3.4.6. He/she will send minutes from each meeting, rosters, and other relevant information to the webmaster of the California Wing Cadet Programs website in order to keep the CAC webpage current.

2.1.4. Group Representative

2.1.4.1. The Group Representative is the primary representative from their Group and will cast their Group's vote. He/she will be prepared for each CWCAC meeting with all necessary information regarding their Group.

2.1.4.2. He/she will bring a status report on the cadet program in their Group to each CWCAC meeting.

2.1.4.3. He/she will advise the Group Commander, either directly or through the Group CPO, of Council activities and cadet needs.

CHAPTER 3 – NOMINATION PROCEDURES

3.1 Nominations. Council members may nominate themselves or be nominated.

Procedure for nomination will be:

3.1.1. Nominee/Person nominating must address chair by raising their hand or stating their name.

3.1.2. They must state:

“I nominate _____ for chair/vice-chair/recorder”

The chair will then ask the nominee if they accept

If nominee accepts they will be put on ballot, if not they will be cleared

CHAPTER 4 – ELECTION PROCEDURES

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

4.2 Executive board members. 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. Chairperson will be elected at the last meeting of the council in order to keep continuity with the councils.

CHAPTER 5 – VOTING PROCEDURES

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

5.2 Procedures. 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. After each voting ballots will be collected by the Senior Advisor or delegated representative. After each vote the winner will be announced. The next election will take place at this time.

5.2.1 If voting is not available to be taken in person, votes will be collected through email. Once votes are collected, results will be sent out via email.

CHAPTER 6 – RIGHTS

6.1 Rights of Individuals. Any individual may address the CWCAC through their Group representative or when recognized by the chairperson.

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

CHAPTER 7 – CONTINUITY

7.1 Continuity. Each member of the CWCAC shall construct two continuity binders. 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. One binder will be handed to the incoming representative or executive staff member and one will be handed to the CWCAC Senior Advisor to be filed. Members may also choose to do this electronically, with each document being stored in an online file. With the example as designed in the following attachment:



CADET ADVISORY COUNCIL
HEADQUARTERS CALIFORNIA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 7688
Van Nuys CA 91409-7688



7 May 2018

MEMORANDUM FOR: GROUP 3 REPRESENTATIVE ELECT

FROM: Your Name, Cadet Rank, Position

SUBJECT: Continuity Document

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. Previous rosters, previous proposals, etc.