



191

West Winnipeg Rotary

Royal Canadian Air Cadet Squadron

Parent's Association

BYLAWS

Created By: Caroline Pasieczka

Adopted: April 13, 2012

Amended By: Colin Chapnick

Amended: Sept.30th 2024



BYLAWS
of the
191 West Winnipeg Rotary
Royal Canadian Air Cadet Squadron
Parent Association & Squadron Sponsoring Committee

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The Parent Association and Squadron Sponsoring Committee exists to support 191 West Winnipeg Rotary Air Cadet Squadron by providing moral support and financial assistance. Members of the Parent Association and Squadron Sponsoring Committee are expected to volunteer and to participate in Parent Association and Squadron Sponsoring Committee fundraising activities, assist with 191 Squadron activities when requested and attend Parent Association and Squadron Sponsoring Committee meetings.

Contents

Part A – Definitions

Part B – Bylaws

Part A – Definitions

<i>191 RCACS</i>	191 Royal Canadian Air Cadet Squadron
<i>191 PA/SSC</i>	191 Royal Canadian Air Cadet Squadron Parent Association/Squadron Sponsoring Committee
<i>191 PA/SSC Meetings</i>	There are two mandated Membership Meetings held annually to which all <i>Members of 191 PA/SSC</i> are encouraged to attend. The purpose and function of these meetings are described in Part B – Article 7.
<i>ACL</i>	Air Cadet League of Canada (Manitoba) Inc., in partnership with the Department of National Defence (DND), is the governing body of the Royal Canadian Air Cadet program.
<i>Cadet</i>	Refers to any 12 to 18 year old youth registered with <i>191 RCACS</i>
<i>Cadet Year</i>	The Cadet year runs from September 1 to the following August 31
<i>CICs</i>	Cadet Instructor Cadre consists of commissioned officer instructors of <i>191 RCACS</i>
<i>Executive Committee</i>	Members of <i>191 PA/SSC</i> elected annually to fill the positions of the Executive Officers. The duties and functions of the <i>Executive Committee</i> are described in Part B – Article 5.
<i>Executive Committee Meetings</i>	The Executive shall meet monthly throughout the <i>Cadet year</i> . The purpose and function of these meetings is described in Part B – Article 6.
<i>Majority Vote</i>	More than half of the votes cast. <i>Members</i> have one vote per family and only one parent per cadet shall be entitled to vote
<i>Members</i>	All parents/legal guardians of Cadets in <i>191 RCACS</i>
<i>Plurality vote</i>	Requires that one candidate or proposition receive more votes than the others
<i>Sponsor</i>	<i>191 RCACS</i> Parent Association is the Squadron Sponsor for <i>191 RCACS</i>
<i>Two-thirds vote</i>	Requires there be at least twice as many votes in favour of a motion as against it.



Part B – Bylaws

Article 1 – Name

- 1.1.1 The organization shall be known as the 191 Royal Canadian Air Cadet Squadron Parent Association/Squadron Sponsoring Committee hereinafter referred to as the *191 PA*.

Article 2 – Members

Section 1 – Membership

- 2.1.1 Membership in the *191 PA* shall be extended to Parents and Legal Guardians of *Cadets* enrolled in the 191 RCACS.
- 2.1.2 Membership will automatically cease when a *Cadet* leaves *191 RCACS* or ages out.
- 2.1.3 Membership may be extended by resolution to interested individuals, the *Sponsor* or the officers.

Section 2 – Members Rights

- 2.2.1 All *Members* of *191 PA* have the right to attend and participate in all *191 PA Meetings*.
- 2.2.2 All *Members* of *191 PA* have the right to table motions and to vote on all motions tabled at all *191 PA Meetings*.
- 2.2.3 All *Members* of *191 PA* have the right to attend any *Executive Committee Meeting* and place any concerns on the agenda under “new business from the floor”.

Article 3 – Governing Bodies

Section 1 – General

- 3.1.1 The authority for deciding policy is the *ACL*, through the *Sponsor*.
- 3.1.2 The authority for managing the affairs of the *191 PA* is the membership of the Association under the guidance of the *ACL*, through the *Sponsor*.

Section 2 – Executive Committee

- 3.2.1 Between *191 PA Meetings* the affairs of the *191 PA* shall be conducted by the *Executive Committee*, composed of the following persons:
- The Chairperson
 - The Vice-Chairperson
 - The Treasurer
 - The Secretary
 - Level Directors (formerly known as *Director at Large*)

Section 3 – Standing Committees

- 3.3.1 Nominating Committee. This Committee shall be established by the Vice-Chairperson no later than the first week of March. The function of the Committee is to conduct and oversee the annual election process. See Article 5.2.



- 3.3.2 Fundraising Committee. This Committee shall be established by the Vice-Chairperson at the start of the *Cadet year*. The function of the Committee is to plan and operate revenue generating functions such as Bomber Games, Cheese Sales, Grey Cup pool and Bingos, etc. Separate sub-committees may be formed to coordinate the various fund raising activities throughout the *Cadet year*.
- 3.3.3 Newsletter Committee. This Committee shall be established by the Level Directors at the start of the *Cadet year*. The function of this Committee is to compile, publish and distribute the bi-monthly Newsletter of the *191 RCACS*.
- 3.3.4 Canteen Committee. The Committee shall be established by the Treasurer at the start of the parade nights to generate revenue for the *Cadets*. The Canteen Committee shall keep independent financial records on Canteen expenditures and revenues. Profits shall be calculated at least quarterly and turned over to the Treasurer for deposit to the *191 PA* account. Canteen revenues and expenditures shall be included in the annual audit.
- 3.3.5 Banquet Committee. The function of this Committee is to coordinate, in conjunction with the *CO*, this annual year-end *Cadet* function.

Article 4 – Officer, Nominations and Elections

Section 1 – General

- 4.1.1 Executive Committee. At each Annual Meeting, the *191 PA* shall elect from its *Members* an *Executive Committee* comprised of a Chairperson, a Vice-Chairperson, a Treasurer, a Secretary and a maximum of 6 Level Directors.
- 4.1.2 Term of Office. *Executive Committee Members* shall hold office for one year, or until the next Annual Meeting, where all *Members* who are eligible for re-election to office may stand.
- 4.1.3 Past Chairperson. The position of *Past Chairperson* will be held for a term of 1 year and is in an advisory capacity only. This is a non-voting position.
- 4.1.4 Level Directors. A Director for each Level of *Cadets* will be elected and shall hold office for one year, or until the next Annual Meeting, where all *Members* who are eligible for to office may stand.
- 4.1.5 Duration of Terms. *Executive Committee Members* may stand for re-election in any position to a maximum of 2 years in the same position. Following the 2 year period, *Executive Committee Members* must remove themselves from said position for a period of 1 year before being eligible for re-election but can stand for election to another position within that timeframe. The only way a position can be held longer if nobody else wants the position and everyone votes and agrees.
- 4.1.6 Meeting Attendance. In the event that an *Executive Committee Members* misses two consecutive meetings, they may be asked to resign from the Board.

Section 2 – Nominating Committee

- 4.2.1 A Nominating committee consisting of three *Members* in good standing shall be struck no later than March each year to conduct and oversee the election process.
- 4.2.2 The Nominating Committee will solicit nominations from the membership for positions in the Executive.
- 4.2.3 The Nominating committee will also solicit individuals to serve as Tellers.
- 4.2.4 *Members* of the Nominating Committee may stand for election.



Section 3 – Appointment of Tellers

- 4.3.1 The Nominating Committee shall designate three *Members* to act as Tellers.
- 4.3.2 Tellers shall not stand for any office during the term of the election process.
- 4.3.3 The duties of the Tellers may include, but not be limited to, the following:
 - a) Enumerate eligible voting *Members*
 - b) Prepare ballots
 - c) Distribute ballots
 - d) Tally the votes
 - e) Report tally to Nominating Committee
 - f) Destroy ballots at the conclusion of the election

Section 4 – Voting

- 4.4.1 Votes may be cast by *Members* in good standing present at the Annual Meeting as long as there is only one vote per family; only one parent may vote.
- 4.4.2 Voting privileges are extended to *Members of 191 PA* only. This does not include the *Officers* or *Cadets*.
- 4.4.3 All election votes will be by secret ballot.
- 4.4.4 Blank or damaged ballots are void.
- 4.4.5 Separate ballot votes will be opened for each vacant position starting with Chairperson and progressing through to Level Directors. The results for each vacant position will be announced at the conclusion of each ballot thereby allowing nominees to run for more than one position.
- 4.4.6 A tied vote results in a failed vote and must be rerun.
- 4.4.7 A winner shall be declared by a *plurality* of votes.

Article 5 – Duties and Functions of the Executive

Section 1 – Collective Responsibilities of the Executive

- 5.1.1 The *Executive Committee* is collectively responsible for adhering to the provisions and limitations of these bylaws.
- 5.1.2 The *Executive Committee* is collectively responsible for adhering to the provisions and limitations of *ACL* rules, regulations and bylaws.
- 5.1.3 The *Executive Committee* is collectively responsible for preparing and maintaining a *191 PA* Budget including a detailed list of budgeted *Cadet* activities.
- 5.1.4 The *Executive Committee* is collectively responsible for managing *191 PA* financial assets including approving all financial expenditures from *191 PA* accounts.
- 5.1.5 The *Executive Committee* is collectively responsible for preparing and publishing an annual *191 PA* financial statement.
- 5.1.6 The *Executive Committee* may by resolution appoint committees from among its *Members*, and delegate to such committee, any of the powers of the *Executive* except those specifically exercised by the executive itself, provided that such delegation shall not limit the ability of the *Executive* to make decisions on the subject matter. These committees may be dissolved, and the *Members* of such committees shall hold their offices at the pleasure of the *Executive*.



Section 2 – Duties of the Chairperson

- 5.2.1 The Chairperson shall function as the Chief Executive Officer of the *191 PA*. He/She shall exercise supervision, subject to the guidance from the *ACL of Manitoba*, of the business and affairs of the *191 PA*.
- 5.2.2 The Chairperson shall be the liaison with the *CO*.
- 5.2.3 The Chairperson shall preside at all meetings of the *Executive Committee* and at General Meetings of the *191 PA*. He/She shall attend and represent the *191 PA* whenever attendance and representation is required at meeting designated by the *ACL*.
- 5.2.4 The Chairperson shall be an ex-officio member of all committees.
- 5.2.5 The Chairperson shall have the authority to convene, or cause to be convened, a meeting of any body within the *191 PA*.

Section 3 – Duties of the Vice-Chairperson

- 5.3.1 The Vice-Chairperson shall assist the Chairperson in the performance of his/her duties and other such duties as the *Executive* may determine.
- 5.3.2 The Vice-Chairperson shall perform the duties of the Chairperson in the absence or disability of the Chairperson.

Section 4 – Duties of the Treasurer

- 5.4.1 The Treasurer shall be responsible for ensuring that all *191 PA* funds, both income and expenses, are recorded and that any funds received are deposited in the name of *191 PA* in a Chartered Bank or similar financial institution selected by the *Executive Committee*.
- 5.4.2 The Treasurer, in conjunction with the *Executive*, shall prepare a Budget statement of expected revenues and expenses for the upcoming year.
- 5.4.3 The Treasurer shall submit an audited statement of the *191 PA*'s financial position at each Annual Meeting, or at such times as directed by the *Executive*.

Section 5 – Duties of the Secretary

- 5.5.1 The Secretary shall record and maintain a master file of the minutes of the meetings of all *Executive Committee* and *191 PA Meetings*. Such minutes shall record motions and decisions of the *Executive*.
- 5.5.2 The Secretary shall make available the minutes of any *Executive* or *191 PA Meeting* at the request of any *Member* for their inspection.
- 5.5.3 The Secretary shall conduct the routine business and correspondence of the *191 PA*.
- 5.5.4 The Secretary is charged with assisting the Chairperson in compiling and distributing the Agenda for all *Executive* and *191 PA Meetings* at least seven (7) days prior to each meeting.

Section 6 – Duties of the Level Directors

- 5.6.1 The Level Director shall be responsible for maintaining *Cadet* and Parent contact lists in both electronic and hard copy formats, in cooperation with the Officers, distribution of E-mail notices and other pertinent information as required for the operation of the *191 PA*.
- 5.6.2 The Level Director shall be responsible for arranging *Cadet Activity* functions when designated by the *CO*. Such functions may include swim night, glow bowling, or seasonally appropriate activities.
- 5.6.3 The Level Director shall conduct other business at the request of the *Executive Committee*.



Article 6 – Executive Committee Meetings

Section 1 – General

- 6.1.1 The *Executive* shall meet monthly during the *Cadet year* for the purposes of conducting the business of the *191 PA*.
- 6.1.2 A quorum of three *Executive Committee Members* with one of the three being the Chairperson, Secretary or the Treasurer is required to call an *Executive Committee Meeting* to order.
- 6.1.3 The *CO* shall be invited to attend *Executive Committee Meeting* as a non-voting participant to aid in the discussion of business matters, ensuring effective communications are maintained between *191 RCACS Officers* and the *191 PA*.

Section 2 – Meetings

- 6.2.1 In late May or early June the *CO* shall provide the *Executive Committee* 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 *191 PA* support requested for each activity or item.
- 6.2.2 The first *Executive Committee Meeting* shall be held in late August or early September in preparation for the start of the new *Cadet year*.
- 6.2.3 In response to the *CO's Proposed Air Cadet Activity and Capital Item Acquisition Plan* the *Executive* will create a *191 PA Budget* which will indicate which *Cadet* activities and items the *191 PA* anticipates it will be able to fund and support. The budget must be approved by a majority vote of the *Executive Committee* and be ready for distribution at the *191 PA* Introductory Meeting in early October.
- 6.2.4 Any *Member* may attend *Executive Committee Meetings* to observe. *Member's* agenda items can be submitted one week in advance of the *Executive Committee Meeting* to the Chairperson or Secretary for inclusion in the agenda. Opportunity will be provided in the agenda under “new business from the floor” for any *Member* to bring up any matter for consideration.
- 6.2.5 A standing agenda for the *Executive Committee Meetings* will be established to include but not be limited to the following items:
 - a) Review of previous minutes
 - b) Report from the Treasurer
 - c) Report from Fundraising Chairperson
 - d) Report from Commanding Officer
 - e) New business per agenda submissions
 - f) New business from the floor
 - g) Next *Executive Committee Meeting* date
- 6.2.6 Minutes shall be taken and distributed to *Members* of the *Executive* and the *CO*.

Article 7 – Membership Meetings

Section 1 – General

- 7.1.1 The *Members* present at any *191 PA Meeting* shall constitute a quorum.



- 7.1.2 There shall be two mandated *191 PA Meetings* scheduled for the *Cadet year*, an Introductory Meeting at the start of the *Cadet year* and an Annual Meeting at the close of the *Cadet year*. Other Special Meetings may be convened occasionally throughout the *Cadet year* by order of the Chairperson.
- 7.1.3 An invitation shall be extended to the *CO* to attend all *191 PA Meetings* to ensure open lines of communication and optimal coordination of activities within the Squadron.

Section 2 – Introductory Meeting

- 7.2.1 The Introductory Meeting will generally be held on the first Friday in October.
- 7.2.2 The Introductory Meeting shall serve two purposes: i) to introduce parents of new *Cadets* to the *Cadet program*, and ii) to welcome back parents of returning *Cadets*. Officers and senior *Cadets* will be present.
- 7.2.3 The Introductory Meeting shall be the venue where the *Executive Committee* and the *CO* will provide a schedule of the training plan for the upcoming year, including *Cadet activities* and fundraising events, to the parents of both new and returning *Cadets*, as determined from discussion of the *Proposed Air Cadet Activity and Capital Item Acquisition Plan*.
- 7.2.4 At the Introductory Meeting the *Executive Committee* shall also inform all parents of the available lines of communication open to them for both keeping abreast of *Cadet activities* and functions (e.g. post-parade announcements, Newsletter, bulletin board, etc.) and submitting comments and concerns (names and contacts of the *Executive Committee*).

Section 3 – Annual General Meeting

- 7.3.1 The Annual General Meeting will generally be held the first cadet parade night in October as of 2024.
- 7.3.2 The *Executive Committee* shall send written notice to the entire membership of the time and place of the Annual Meeting, together with proposed agenda at least three (3) weeks in advance of the meeting date.
- 7.3.3 The function of the Annual Meeting is threefold:
 - a) To receive an accounting from the outgoing *Executive Committee* of the status of the *191 PA* for the preceding year by way of a review of activities, funds generated and expended for the past year;
 - b) To vote on any proposed amendments to these bylaws. Amendments to the bylaws require a *two-thirds vote*; and
 - c) To elect a new *Executive Committee* for the following *Cadet year*.
- 7.3.4 There shall be place before the Annual Meeting the following reports:
 - a) The Chairperson’s report, summarizing the general activities of the *191 PA*;
 - b) The Treasurer’s report, including audited financial statements on the financial situation for the preceding *Cadet year*;
 - c) Reports from Standing Committees; and
 - d) Such proposals as have been submitted by individual *Members* to the *Executive Committee* to be placed on the agenda.

Section 4 – Special Meetings

- 7.4.1 Special meetings of *Members* may be convened at any time by order of the Chairperson to accommodate Fundraising Events and *191 PA* sponsored activities.



- 7.4.2 At least 14 days notice of a Special Meeting of *Members* shall be given to the Members. Notice need only specify the general nature of the business to be transacted.

Article 8 – Parliamentary Authority

- 8.1 The Executive and 191 PA shall function under the rules and auspices of Roberts Rules of Order on all questions of procedure not dealt with in these bylaws.

Article 9 – Finances

- 9.1 The fiscal year for *191 PA* shall be from September 1 to August 31 annually.
- 9.2 A chequing account in the name of *191 PA* shall be opened in a Chartered Bank or similar financial institution selected by the *Executive Committee*.
- 9.3 There shall be at least three (3) signing officers for the *191 PA* chequing account including the Chairperson, the Secretary and the Treasurer. All cheques shall require at least two (2) signatures of the signing officers.
- 9.4 Items identified in the *191 PA* Budget will be financed as required without requiring a further vote.
- 9.5 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.
- 9.6 Non-budgeted items may be financed only after the item has been reviewed by the *Executive Committee* and approved by a majority vote of the *Executive*.

Article 10 – Dissolution

- 10.1 The *CO* may dissolve the *191 PA* at any time.
- 10.2 Notwithstanding Article 10.1, the *Executive Committee* may put forth a motion to dissolve.
- 10.3 The vote on a motion to dissolve *191 PA* must be conducted by mailing a copy of the motion to dissolve, a ballot and comments and recommendations of the *Executive Committee*, to all *Members*.
- 10.4 The results of the vote will be determined by a majority vote of the ballots returned over the four (4) week period following the date of distribution of the ballots.
- 10.5 Upon dissolution of *191 PA*, and after retirement of all debts and liabilities of *191 PA*, all remaining assets and funds shall be turned over by the *Sponsor* for use by *191 RCACS*.

Article 11 – Approval of the Bylaws and Amendments

- 11.1 Approval and acceptance of these bylaws shall be by a majority vote of *Members* attending the *191 PA* Annual Meeting.
- 11.2 Amendments to the bylaws may be proposed by Members of the *Executive Committee* or any *Member* in good standing at any time by submitting proposed amendments to the Secretary.
- 11.3 Amendments or revision of the bylaws require notification of all *Members* and will only be voted upon at the *191 PA* Annual Meeting. Amendments or revision require a two-thirds vote to carry.