



755 Parkland Air Cadets Parents' Committee Association



By-Laws

1. Objectives

The objective of the 755 Parkland Air Cadets Parents' Committee Association is to provide financial and other support for 755 Parkland Royal Canadian Air Cadets, located in Parkland County, Alberta, Canada. The objective includes, but is not limited to the following;

- 1.1. Obtain suitable training quarters for the squadron.
- 1.2. Provide adequate financing for the needs of the squadron not otherwise covered by federal grants.
- 1.3. Encourage the enrollment of qualified young people as cadets.
- 1.4. Work with the Squadron Commander in selecting Air Cadets for training and reward activities.
- 1.5. Award trophies and other special inducements for proficiency.
- 1.6. Support an Air Cadet Band.
- 1.7. Interpret the aims of Air Cadets training particularly to parents, civic authorities, community organizations, etc.
- 1.8. Publicize the activities of the squadron through various media and special activities.
- 1.9. Assist Squadron officers in devising and carrying out squadron projects that will be of benefit to the community.
- 1.10. Work with the appropriate Canadian Forces authorities in obtaining the services of properly qualified officers and instructors for the squadron.
- 1.11. Provide financial support as agreed to the Air Cadets League of Canada.
- 1.12. To encourage and promote amateur games and exercises.
- 1.13. To provide all necessary equipment and furniture for carrying on its various objectives.
- 1.14. To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

2. Squadron Sponsoring Committee

- 2.1. The term "**Squadron Sponsoring Committee or SSC**", wherever used in these by-laws, refers to the 755 Parkland Air Cadets Parents' Committee Association.

3. Membership

3.1. Membership of the SSC shall consist of a) "Associate" members b) "Elected" members and c) "Appointed" members.

3.1.1. All parents and legal guardians, of a cadet enrolled in 755 Parkland Squadron, by virtue, are members.

3.1.2. Any interested person residing in Alberta, and being of the full age of 18 years is eligible to become a member of the SSC upon application to the Executive.

3.1.3. All Members of the SSC must obtain police security checks and be screened by a minimum of two screened SSC members.

3.2. Associate Members

3.2.1. All parents and legal guardians, of a cadet enrolled in 755 Parkland Squadron, by virtue, are Associate Members.

3.2.2. Associate Members shall have limited voting privileges regarding all matters of the SSC's business.

3.3. Elected Members

3.3.1. There shall be a maximum of four and no less than three Elected Members.

3.3.2. The SSC, at the SSC Annual General Meeting, shall elect four members to the Society and those members shall occupy the Executive positions of; Chairperson, Vice Chairperson, Secretary, and Treasurer. Where the Secretary and Treasurer is the same person, a fourth Elected Member shall occupy the position of Director.

3.3.3. Notwithstanding Article 3 above, any member of the Cadet Instructor Cadre (CIC Staff Officers) directly affiliated with 755 Parkland Squadron is not eligible to become an elected member.

3.3.4. Elected Members to the SSC shall be considered the Executive Committee and shall have full voting privileges regarding all matters of the SSC's business.

3.3.5. The Executive Committee shall manage and control the affairs of the 755 Squadron.

3.3.6. A person voted in as an elected member becomes an executive member if they are present at the meeting when appointed, and did not decline the appointment. They may also become an executive member if they were not present at the meeting but consented in writing to act as an Elected Member before the appointment, or within ten days after the appointment, or if they acted as an Elected Member pursuant to the appointment.

3.3.7. All appointments are for the term of one year. Incumbents may be re-elected at the annual SSC AGM at the discretion of the SSC and/or the Executive as appropriate.

3.4. Appointed Members

- 3.4.1. The SSC and/or the executive, at any regular meeting of the SSC, may appoint associate members to occupy positions in SSC Sub Committees.
- 3.4.2. These appointments should preference parents/guardians of Cadets, however, other members of the community at large may also be considered.
- 3.4.3. Any Appointed Member wishing to withdraw from membership may do so upon notice in writing to the SSC through its Secretary.
- 3.4.4. Any Appointed Member upon a majority vote of all the executive members of the society in good standing may be expelled from membership for any cause, which the society may deem reasonable.
- 3.4.5. Appointed Members shall hold positions of Commonwealth Representative, Public Relations Representative, or other positions as deemed necessary by the Executive.

4. Chairperson

- 4.1. The chairperson for the SSC is responsible for overseeing all activities of the SSC.
- 4.2. The chairperson shall be ex-officio a member of all committees.
- 4.3. He/She shall, when present, preside at all meeting of the SSC. In his/her absence, the Vice-Chairperson shall preside at any such meetings. In absence of both, a chairperson may be elected at the meeting to preside.
- 4.4. The chairperson shall represent the squadron at all functions of the Air Cadets League of Canada, Alberta Provincial Committee, where such representation by the Sponsor is required. When the Chairperson is unable to carry out this duty, he/she may designate another member of the Executive to act on his/her behalf.
- 4.5. The chairperson shall be solely responsible for the charitable donation receipts and be the only signing authority on such receipts.

5. Vice-Chairperson

- 5.1. The vice-chairperson shall help in any/or all duties of the Chairperson.
- 5.2. The vice-chairperson shall be responsible for the collecting, maintaining and ensuring accuracy of all documentation for screening purposes of all members of the SSC.

6. Secretary

- 6.1. It shall be the duty of the secretary to attend all meetings of the SSC, and to keep accurate minutes of the same.
- 6.2. He/She shall have charge of the Seal of the Society (if one exists) which whenever used shall be authenticated by the signature of the Secretary and the Chairperson, or, in the case of the inability of either, by the Vice-Chairperson.
- 6.3. The secretary shall have charge of all the correspondence of the SSC and be under the direction of the Chairperson.

7. Treasurer

- 7.1. The treasurer shall receive all monies paid to the SSC and deposit same in the financial institution that the SSC holds accounts. And shall disburse said monies in accordance with the directions of the Executive.
- 7.2. The treasurer shall maintain such books and receipts as deemed appropriate and necessary to accurately record all receipts and disbursements of the SSC. Such books and records shall be subject to an independent annual review.
- 7.3. The treasurer shall present a full detailed account of receipts and disbursements to the Executive whenever requested.
- 7.4. The treasurer shall prepare for submission to the AGM a statement of the financial position of the SSC and submit a copy of same to the secretary for the records of the SSC.
- 7.5. The treasurer shall prepare for submission to the Air Cadet League of Canada the financial position of the SSC in a format prescribed by the League and submit a copy of same to the secretary for the records of the SSC.
- 7.6. One person may fill the Office of the Secretary and Treasurer.

8. Meetings

- 8.1. Meetings of the SSC shall be called by 3 days' notice in writing to each member by email.
- 8.2. Regular meetings of the SSC shall be held as often as may be required, but at least once every two months, and shall be called by the Chairperson.
- 8.3. A special meeting of the SSC may be called on the instruction of any two Appointed Members provided that they request the Chairperson in writing to call such meeting, and state the business to be brought before the meeting.
- 8.4. At any regular or special meeting of the SSC, a quorum shall consist of a) any two members of the Executive Committee, and b) any two Associate Members.
- 8.5. Meetings of the SSC may be held without notice if a quorum of the SSC is present, provided however, that any business transactions at such meeting shall be consistent with the by-laws and shall be ratified at the next regularly scheduled meeting of the SSC; otherwise they shall be null and void.
- 8.6. General Meetings of the SSC may be called at any time by the Secretary upon the instructions of the Chairperson or of the executive. A general meeting of the SSC shall be called by the Chairperson or by the Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting.
- 8.7. One AGM shall be called and this meeting should take place on the last 755 RCAC meeting in the month of October but no later than the first 755 RCAC meeting in November.
- 8.8. Notice of the AGM, or any other general meeting, shall be given in writing and delivered by email to the last known email address of each member, three days prior to the date of such meeting.
- 8.9. A Quorum at the AGM shall consist of all members present at the specified starting time or within fifteen minutes following the specified starting time for the meeting provided that the quorum includes at least a) any two of the chairperson or the vice chairperson or the treasurer, and b) any two associate or appointed members.

9. Voting

- 9.1. Any member who has not withdrawn from membership, nor has been suspended or expelled shall have the right to vote at any SSC meeting of the SSC.
- 9.2. All votes must be made in person and not by proxy or otherwise.
- 9.3. For any motion or resolution duly moved and seconded, the motion shall be carried if 50% plus one of all members present vote in favor of the motion.
- 9.4. For any "Special Resolution" regarding the alteration of these By-laws shall be carried if 75% of all members present vote in favor of the motion.
- 9.5. For "Special Resolutions", in the event that any Elected Member either abstains from voting or is not present when the voting is conducted, that member shall be considered to be voting in opposition to the motion.
- 9.6. Any Associate Member who has not withdrawn from membership nor has been suspended, nor expelled, and is present at a general meeting, shall have the right;
 - 9.6.1. To participate in any and all discussions conducted during the meeting.
 - 9.6.2. To propose resolutions and or recommendations for consideration by the Executive.
 - 9.6.3. To participate in any appropriate manner in the forming of a consensus regarding any resolution or recommendation under consideration.
- 9.7. All resolutions or recommendations proposed at any general meeting of the SSC are deemed to be accepted as information by the Executive. Such resolutions or recommendations, however, are not binding by the SSC unless reconsidered and passed at a subsequent meeting of the SSC.
- 9.8. Generally, voting on any motion or resolution will be conducted by an open show of hands either for or against the motion. At any time before a vote is taken, any appointed member may request a secret ballot to vote for the motion under consideration.

10. Committees

- 10.1. The SSC may form committees to handle issues of a special concern related to fund raising or planning of special activities.

11. Auditing

- 11.1. The fiscal year of the SSC shall be September 01 to August 31.
- 11.2. The books, accounts and records of the SSC shall be reviewed at least once each year by a qualified independent individual appointed by the Executive for that purpose at the AGM.
- 11.3. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the AGM of the SSC.
- 11.4. The books and records of the SSC may be inspected by any member of the SSC at the AGM or at any time upon giving reasonable cause and notice and arranging a time satisfactory to the officer or officers having charge of same.
- 11.5. Each member of the Executive shall at all times have access to such books and records.

12. Remuneration

- 12.1. Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the SSC shall receive any remuneration for his or her services

13. Borrowing Powers

13.1. For the purpose of carrying out its objectives, the SSC may borrow or raise or secure the payment of money in such manner as deemed appropriate, and in particular by the issue of debentures, but this power shall be exercised only under authority of the SSC, and in no case shall debentures be issued without the sanction of a special resolution of the SSC.

14. Dissolution

14.1. In the event that the 755 Parkland Royal Canadian Air Cadets Squadron is permanently dissolved, the 755 Parkland Air Cadets Parents Committee Association shall also be dissolved and disposal of the societies assets shall be in accordance with the following:

14.1.1. All non-monetary assets shall be liquidated at fair market value.

14.1.2. All monetary assets shall be held in trust by the SSC for a period not to exceed five years.

14.2. At any time during this period, the funds may be:

14.2.1. Donated to another Air Cadet Squadron as determined appropriate by the SSC.

14.2.2. Donated to the Air Cadet League of Canada, Alberta Provincial Committee, in support of Air Cadets activities within Alberta.

14.2.3. Donated as start-up funds for a new youth organization with similar aims and objectives to the Air Cadets League of Canada.

14.3. In the event that the SSC no longer exists at the time of dissolution, the Air Cadets League of Canada, Alberta Provincial Committee, shall be deemed to be the SSC.

15. By-laws

15.1. The bylaws may be rescinded, altered or added to by a "Special Resolution"; however, such special resolution may not alter the objectives of the SSC as established herein.

15.2. Any by-law or special resolution that is in direct conflict with the Air Cadet League of Canada Bylaws, policies, procedures and guidelines or is in conflict with any specific direction of the SSC is deemed to be null and void.

End of By-Laws

Adopted in whole this ____ day of _____, 20____ in the County of Parkland, Alberta.

Chairperson	<u>Brian Nieminen</u> Name	_____	Signature
Vice-Chairperson	<u>Brian Shaw</u> Name	_____	Signature
Secretary	<u>Bob Irwin</u> Name	_____	Signature
Witness	_____ Name	_____	Signature

755 Parkland Air Cadets Parents Committee Association

Executive Members

1.

Print Name: Brian Neiminen	Appointed Position: Chairman	
Address: 49 Ironwood Fairway Close		
City Stony Plain	Province Alberta	Postal Code T7Z 2K8
Signature		

2.

Print Name: Brian Shaw	Appointed Position: Vice-Chairman	
Address: 17 Goebel Drive		
City Spruce Grove	Province Alberta	Postal Code T7X 2A3
Signature		

3.

Print Name: Bob Irwin	Appointed Position: Secretary	
Address: 28 Stoneshire Drive		
City Spruce Grove	Province Alberta	Postal Code T7X 3E1
Signature		

4.

Print Name: Barb Specht	Appointed Position: Treasurer	
Address: PO Box 1056		
City Wabamun	Province Alberta	Postal Code T0E 2K0
Signature		

755 Parkland Air Cadets Parents Committee Association

Appointed Members

1.

Print Name: Connie Keller	Appointed Position: Commonwealth Coordinator	
Address:		
City Spruce Grove	Province Alberta	Postal Code
Signature		

2.

Print Name: Dwayne Schroeder	Appointed Position: Public Relations Officer	
Address:		
City	Province Alberta	Postal Code
Signature		

3.

Print Name:	Appointed Position: Casino Coordinator	
Address:		
City	Province Alberta	Postal Code
Signature		

4.

Print Name:	Appointed Position: Web Master	
Address:		
City	Province Alberta	Postal Code
Signature		

755 Parkland Air Cadets Parents Committee Association

Appointed Members

5.

Print Name: Allan Anderson		Appointed Position: Trip Committee Coordinator	
Address:			
City	Province Alberta	Postal Code	
Signature			

6.

Print Name: Connie Keller		Appointed Position: Trip Committee Recording Secretary	
Address:			
City	Province Alberta	Postal Code	
Signature			

7.

Print Name: Dwayne Schoeder		Appointed Position: Trip Committee Financial Coordinator	
Address:			
City	Province Alberta	Postal Code	
Signature			

8.

Print Name: Brenda Nelson		Appointed Position: WEM Waterpark Controller	
Address:			
City	Province Alberta	Postal Code	
Signature			

755 Parkland Air Cadets Parents Committee Association

Appointed Members

9.

Print Name:		Appointed Position:	
Address:			
City		Province Alberta	Postal Code
Signature			

10.

Print Name:		Appointed Position:	
Address:			
City		Province Alberta	Postal Code
Signature			

11.

Print Name:		Appointed Position:	
Address:			
City		Province Alberta	Postal Code
Signature			

12.

Print Name:		Appointed Position:	
Address:			
City		Province Alberta	Postal Code
Signature			

