



872 Squadron Sponsoring Committee

CHARTER

PURPOSE 1. This Charter sets out the principles and procedures for the conduct of the 872 Squadron Sponsoring Committee (872 SSC).

DEFINITIONS Air Cadet League of Canada (ACL)

2. The ACL is the governing body for the operations of SSCs. The ACL Policy and Procedure Manual (PPM) Part 3, Section 3.6.2.1 details the responsibilities of an SSC. The ACL PPM can be found at the following link:

<http://aircadetleague.com/about-us/policy-procedure/>

872 Squadron Sponsoring Committee (872 SSC)

3. The 872 SSC consists of up to 11 elected Directors. The purpose and conduct of the 872 SSC are defined by the ACL. All members of the 872 SSC are required to undergo an Air Cadet League Volunteer Screening.

872 Squadron Sponsoring Committee Executive (872 SSC Exec)

4. The 872 SSC Exec shall consist of five Directors elected from members of the 872 SSC. The 872 SSC Exec consists of the following ACL defined positions:

- a. Chair – with Expenditure and Signing Authority;
- b. 1st Vice-Chair – with Signing Authority;
- c. 2nd Vice-Chair;

- d. Treasurer – with Signing Authority; and
- e. Secretary

Note that the person standing for election as SSC Chair must have a minimum of six months experience as a Director of the 872 SSC. Once elected, due to the steep learning curve involved, it is expected that the SSC Chair will serve for more than one year. Likewise, the Treasurer position is expected to be filled for more than one year.

872 SSC Voting Members

- 5. The 872 SSC voting members consist solely of the elected Directors.

872 Squadron Advisor

6. The 872 Squadron Advisor is a representative of the ACL of Canada assigned to oversee the conduct of the 872 SSC. As such, he / she ensures that the 872 SSC adheres to the policies and procedures outlined in the ACL PPM and this Charter, and that members of the 872 SSC conduct themselves according to accepted norms when attending 872 SSC events.

7. In addition, the 872 Advisor is responsible for the annual election of the Directors of the 872 SSC. Additionally, if any vacancy on the 872 SSC exists, the 872 Sqn Advisor shall conduct appropriate election procedures to fill that vacancy. Those procedures are outlined in the Elections section of this Charter.

Quorum

8. A quorum for the purposes of conducting a vote committing 872 SSC controlled funds or affecting policy or procedures shall consist of at least two thirds of the elected Directorship. With 11 elected Directors, a quorum requires at least eight Directors. Further, the quorum shall include at least two of the following SSC Directors: Chair, 1st Vice-Chair and Treasurer.

Spending Authority

9. Authority to expend 872 SSC funds is granted if the expenditure item has been approved by a quorum of Directors. Notwithstanding the results of a legitimate vote, Spending Authority will not be approved if all three members

with Signing Authority vote against the expenditure.

Expenditure Authority

10. Expenditure Authority is the ability to sign an 872 Squadron Expense Form (with receipts / invoice attached) thereby authorizing the issuance of a cheque to reimburse an 872 SSC approved expense.

11. The 872 SSC Chair and the Commanding Officer 872 Squadron are both authorized Expenditure Authority for approved items and activities.

12. No one with Expenditure Authority shall approve an Expense Form submitted by a person such that a conflict of interest could be perceived.

Signing Authority

13. Signing Authority is the ability to sign an 872 SSC bank account cheque. This authority resides with the Chair, 1st Vice-Chair and the Treasurer. 872 SSC cheques require the signature of two Directors with Signing Authority.

14. None of the SSC Directors that possess Signing Authority shall in any way be related to each other such that a conflict of interest could be perceived.

Fiscal Year

15. The 872 SSC Fiscal Year will commence on 1 July and terminate on 30 June the following year.

Active Cadet Season

16. The 872 Sqn Active Cadet Season will normally run from the first week of September through to mid-June the following year. It is during this period that Cadet activities will take place.

ELECTIONS Timings

17. 872 SSC elections will normally take place in May so that the new slate of Directors is in place for the following Fiscal Year, to be effective 1 July. A representative of the ACL, normally the 872 Sqn Advisor, will conduct the election of the next year's slate of Directors.

Election of 872 SSC Directors

18. Cadet parents, volunteers and members of the local community (Kanata) may participate and vote in 872 SSC elections.

19. Any member of the local community (Kanata) may put their name forward for election to the 872 SSC. One month prior to the election, any person wishing to stand for election must put their name forward to the 872 Chair. That process must be complete one week prior to the election.

20. SSCs are allowed 11 Director positions. With 11 or less nominees, the process will follow the Simple Election Process. With 12 or more names having been put forward, a Balloted Election Process must take place.

21. Should a Director resign from the 872 SSC during the Active Cadet Year, the vacant position may be filled using the appropriate Election Process.

Simple Election Process

22. Once the Treasurer has delivered the Financial Statement of the 872 SSC, the incumbent Chair of the SSC is to explain the positions within the 872 SSC if requested.

23. Individuals will be nominated by those present, and once seconded, the nominee will be asked if they accept to stand for election to the 872 SSC. If the nominee accepts to run for election, she/he will be asked to leave the room to allow for a free discussion on the nomination to take place. Once discussion is complete, a vote will take place with a show of hands for or against. With the vote complete, the nominee will reenter the room and be informed of the result.

24. Once all nominees have completed this process, the election of the 872 SSC Exec will take place.

Balloted Election Process

25. With 12 or more nominees, the Sqn Advisor will prepare ballots to be used to elect the members of the 872 SSC. There shall be at least 40 copies of the

ballot. On each ballot will be the names of the nominees. Everyone wishing to vote will receive one ballot.

26. Each voter will vote for up to 11 nominees. Any ballot showing more than 11 votes will be discarded. Nominees may vote for themselves. The 872 Advisor will receive the ballots and count the votes. Once counted, the room will be informed of those elected.

27. The election of the 872 SSC Exec will then take place.

Election Procedures – 872 SSC Exec

28. Once the 872 SSC Directors have been elected, Directors may then be nominated to one of the five executive positions of the 872 SSC Exec. Any nominations to a specific 872 SSC Exec position require a seconder, and the nominee must accept the nomination. The nominated Director will then leave the room, and discussions will take place. Once discussions are complete, a vote requiring a simple majority will take place to approve the nomination. If more than one Director is nominated to a specific position, a secret ballot will take place to determine who will fill that position.

ACL Volunteer Screening

29. Air Cadet League Volunteer Screening is required for all directors of the 872 SSC and any other 872 Squadron volunteers who will be in direct contact with 872 Squadron Air Cadets. Screenings will be conducted in accordance with the 872 Squadron screening policy which can be view on the squadron website at <https://872rcacs.ca/ssc-screening/> and can take up to eight weeks to process, and so it is expected that anyone requiring a screening will commence the process immediately upon being informed that they have:

- a. been elected as a Director during the May elections; or
- b. been accepted as a volunteer.

30. Until a current Air Cadet League Volunteer Screening is fully processed, the individual will not be included in activities involving contact with Air Cadets. These activities shall include but not be limited to:

- a. Field Training Exercises (FTXs);
- b. Glider and Power days;
- c. Walk-a-thons;
- d. Any trips away from the local area; and
- e. Any activity that involves the presence of Air Cadets.

Notwithstanding the above, one exception to these limitations occurs when parents are required to transport Air Cadets to an 872 Squadron activity. In this event, the Commanding Officer 872 Squadron and 872 SSC Chair shall put in place appropriate safeguards to ensure the safety of 872 Squadron Air Cadets.

31. Given that Air Cadet League Volunteer Screening may take eight weeks to complete, the affected Director has three months following their election to complete the Volunteer Screening process. Failure to do so will result in the suspension of the Director / volunteer from all 872 SSC activities. If no screening has been completed after a four-month period following election, then the Director will be removed from the SSC.

Term Limits

32. There are no term limits for any of the Director positions.

Removal From the 872 SSC

33. If the conduct of an 872 SSC Director makes that person ineffective or disreputable, that member may be removed according to the following process:

- a. The Chair is to advise the 872 Advisor and all Directors that the 872 SSC intends to proceed with a “vote for removal” and that their presence is expected on an agreed upon date and location. Although preferable, the presence of the subject individual is not required;
- b. On that date, the Sqn Advisor will lead a discussion consisting of a quorum of 872 SSC Directors. If the Director being considered for removal is present, he / she will be allowed to present their comments. Once complete, the individual under consideration (if present) will be asked to leave the room;

- c. The 872 SSC will discuss the reasons for removal. If appropriate, a motion to remove the individual will require a seconder. If two thirds of those present vote for removal, then the affected member will be forced to resign; and
 - d. Following the vote, the subject individual will be informed by the 872 Advisor of the result. The Advisor will inform the ACL of the removal with a summary of the circumstances.
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FINANCIAL 34. Part 3 Section 3.7 of the ACL PPM provides the policies and procedures for the management and control of financial resources that ensure the effectiveness and protection of 872 SSC financial assets. To assist in this, the financial affairs of 872 SSC shall be conducted in a fully transparent and open manner.

35. The 872 SSC Chair is responsible to the ACL for the financial affairs of the 872 SSC. The 872 SSC Treasurer is responsible to the Chair for all financial processes relating to the 872 SSC.

Budgetary Process - Planning

36. The 872 SSC will conduct a budget planning meeting prior to the start of the Active Cadet Season. Normally, as a minimum, the Chair, 1st Vice-Chair, Treasurer, Facilities Coordinator and the CO 872 Squadron will attend. Other SSC Directors may be invited at the discretion of the Chair.

37. The aim of this meeting is to build a budget for the current Fiscal Year to be presented to the 872 SSC for approval during the first appropriate 872 SSC meeting of the year. The basis for this budget will be the prior year's budget. Once approved, it will become the current 872 SSC Budget.

Budgetary Process – Ongoing

38. The 872 SSC Treasurer will update the current 872 SSC Budget with all newly approved recurring revenues, expenditures and deletions.

39. Monthly meetings of the 872 SSC shall include a Financial Report provided by the Treasurer for the current period. The current period will include the period from the last Financial Report up to the day of the meeting. This Report shall

include:

- a. A current copy of the 872 SSC bank account statement downloaded from the internet as of the day of the Report;
- b. A summary of deposits for the subject period; and
- c. A summary of expenditures for the subject period.

The Treasurer is to be prepared to address all questions arising from the presentation of this Financial Report.

Spending Approval

40. Once the current Budget is approved by a quorum vote, no further votes are required to proceed with expenditures contained in the current Budget. Spending Authority for items or activities not contained in the current Budget may be granted through a majority vote of a quorum of Directors.

Chair Short-Notice Spending Authority

41. It is recognized that from time-to-time it may not be possible to assemble a quorum of Directors in order to receive approval for a short-notice item or activity. In this event, the Chair is to proceed as follows:

- a. Upon realizing that a short-notice need has arisen, the Chair must attempt to discuss the expenditure (verbally or through email) with the Treasurer and as many members of the 872 SSC Exec as possible;
- b. Thereafter, the Chair is authorized to spend up to \$500 in order to address this short-notice requirement; and
- c. As soon as possible following this expenditure, the Chair is to submit the normally required documentation for approval and processing.

Treasurer Short-Notice Spending Authority

42. From time-to-time opportunities arise to achieve savings while conducting normal banking activities, such as ordering new 872 personalized cheques and deposit books. Under such circumstances, the Treasurer is authorized expenditures limited to such activities not to exceed \$300.

WEBSITE

43. 872 Squadron will maintain a website (872rcacs.ca) in support of 872 Squadron cadet and SSC activities. There shall be two persons with complete administrative rights over the website. As a minimum, two other persons will have limited access rights for a specific range of subjects.

872 SSC

TASK

SUMMARY

THE FOLLOWING IS BORROWED FROM THE ACL OF CANADA POLICY AND PROCEDURES MANUAL. IT HAS BEEN MODIFIED FOR USE BY THE 872 SSC. IT IS INTENDED ONLY TO ASSIST IN UNDERSTANDING THE BREADTH AND SCOPE OF ACTIVITIES NECESSARY FOR THE 872 SSC TO ACHIEVE SUCCESS.

Among the responsibilities of the 872 SSC are the following:

1. Assisting in the recruitment of suitable youth to be 872 Squadron Air Cadets;
2. Making recommendations through the Provincial Committee to the Region Commander regarding the enrolment, appointment, promotion, transfer or release of 872 Squadron Cadet Instructor Cadre (CIC) Officers;
3. Assisting in providing names of possible candidates for replacement 872 Squadron Officers and for positions as Civilian Instructors or volunteers;
4. Inviting suitable individuals to be members of the 872 SSC;
5. Interacting with the Commanding Officer 872 Squadron and 872 Squadron Cadet Instructors, Officers, Civilian Instructors and Air Cadets;
6. Liaising with other Cadet unit SSCs;
7. Providing appropriate facilities for 872 Squadron training, administration and stores when they are not provided by DND;
8. Providing training aids and equipment, including band instruments, not supplied by DND;
9. Assisting the Provincial Committee with fundraising activities, and pay assessments levied for the purpose of carrying out the mandate of the Provincial Committee. It is the responsibility of the SSC to conduct fundraising efforts as necessary to raise such funds and may seek the cooperation of the Commanding Officer when Air Cadets may be used in such efforts;
10. The 872 SSC shall be registered as a non-profit society with the Canada Revenue Agency. Charitable registration status with CRA will authorize the SSC to

issue tax receipts for donations received;

11. The 872 SSC shall submit annual financial statements to ACL Headquarters through the Provincial Committee using the ACL Form ACC9;

12. Making Air Cadets aware of the various benefits available to them as a result of the various ACL Partnership Agreements;

13. Arranging 872 squadron Air Cadet recreational programs;

14. Providing transport when not available from DND for local training exercises;

15. Providing for the financial and administrative needs of 872 Squadron;

16. Supporting our Provincial Committee activities;

17. Supporting 872 Squadron Air Cadets' applications for summer training;

18. Providing such other facilities or assistance as may be mutually agreed between the 872 Squadron Sponsor and/or the SSC and/or DND;

19. Providing honours and awards and recognition as appropriate;

20. Providing or securing such community support as necessary; and

21. Screening and registering all volunteers in accordance with ACL policies.

**THE 872 SSC CHARTER HAS BEEN APPROVED BY THE 872 SSC.
ANY SUGGESTED AMENDMENTS SHOULD BE FORWARDED TO
THE 872 SSC CHAIR AT THE FOLLOWING EMAIL ADDRESS:**

872.chairperson@cadetsair.ca
