

ROYAL CANADIAN ARMY CADET CORPS



Army Cadet League (ON)
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Support Committee Bylaws
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#_____ ROYAL CANADIAN ARMY CADET CORPS

SUPPORT COMMITTEE

CONSTITUTION AND BY-LAWS

CONSTITUTION

- I. The _____ is the local sponsor of #_____ Royal Canadian Army Cadet Corps having the responsibilities prescribed in Queen Regulations and Orders for the Canadian Cadet Organizations (QR Cadets) Section 2.32. _____ is the affiliated unit of #_____ Royal Canadian Army Cadet Corps in accordance with the provisions of (QR Cadets) Section 2.25. Accessed at www.cadets.ca.
- II. The Support Committee has been established to support the operations of #_____ Royal Canadian Army Cadet Corps. The Support Committee will conduct its activities in accordance with the guidelines for Corps Support Committees prescribed from time to time by The Army Cadet League of Canada (Ontario).
- III. The composition and operation of the Support Committee will be conducted in accordance with the following by-laws.

BY-LAW NO. 1

Article I – Name

Section 1.01 The name shall be Royal Canadian Army Cadet Corps #_____ Support Committee.

Article II – Interpretation

Section 2.01 In this by-law and all other by-laws of #_____ Royal Canadian Army Cadet Corps Support Committee:

- (a) “RCACC #_____” means Royal Canadian Army Cadet Corps #_____;
- (b) “Commanding Officer” means the Commanding Officer of the Royal Canadian Army Cadet Corps #_____;
- (c) “Sponsors” means the _____ and other sponsoring parties;

- (d) “Executive Committee” means the Board of Directors of #____ Royal Canadian Army Cadet Corps Support Committee;
- (e) “Executive member means a member of the Executive Committee of #____Royal Canadian Army Cadet Corps Support Committee:
- (f) “Member” means a Member of #____ Royal Canadian Army Cadet Corps Support Committee;
- (g) “CIC Officer” means Cadet Instructor Cadre Officer;
- (h) “Support Committee” means Royal Canadian Army Cadet Corps #____ Support Committee
- (i) “League” means Army Cadet League of Canada (Ontario)

Article III – Members

Section 3.01 The Commanding Officer and the Liaison Officer of the Army Cadet League of Canada (Ontario) shall be ex officio Members.

Section 3.02 The Liaison Officer of the Army Cadet League of Canada (Ontario) shall chair the Nominations Committee. The Nominations Committee will recommend appointments to the Executive at the Annual General Meeting.

Section 3.03 The members shall serve without remuneration and shall have the authority to manage its assets and affairs in accordance with the guidelines established by the Army Cadet League of Canada (Ontario).

Section 3.04 Every member shall be an individual eighteen or more years of age, not a serving Cadet, with power under the law to contract and all members on the Support Committee must be screened by the Army Cadet League of Canada.

Section 3.05 Meetings of the Support Committee are to be held monthly and shall be called by Notice approved by the Chairperson. Notice of such meetings shall be given at least seven days prior to the meeting.

Section 3.07 The quorum for any meeting of the Support Committee shall be a majority of its members.

Section 3.08 Any member of the Support Committee can be removed from the Committee on the majority vote of all the other members, after advisement with League office and reason for removing member must be sent to League office.

Article IV – Executive

- Section 4.01** The Executive of the Support Committee shall be the Chairperson, Vice Chairperson, Secretary and Treasurer:
- Section 4.02** The Chairperson shall be responsible for directing the affairs of the Support Committee and shall communicate on behalf of the Support Committee with the Commanding Officer.
- Section 4.03** The Vice-Chairperson shall act for, and preside all meetings of the Support Committee, in the absence of the Chairperson.
- Section 4.04** The Secretary shall attend all meetings of the Support Committee and keep minutes thereof, conduct correspondence on behalf of the Support committee, give notice of Meetings of the Support Committee and discharge such other duties that may be required from time to time by the Support committee.
- Section 4.05** The Treasurer shall maintain an up-to-date record of all financial transactions in accordance with Canadian generally accepted accounting principles and for such internal control as the treasurer determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error, The Treasurer shall prepare financial statements on a monthly basis for review by the Support Committee and prepare a yearend financial package which must be submitted to the army Cadet League of Canada (Ontario) by October 31st.
- Section 4.07** If any Office or Position on the Executive Committee should become vacant, such Office or Position shall be filled by resolution of the Committee.
- Section 4.08** The Executive shall serve without remuneration and shall have the authority to manage its assets and affairs in accordance with the guidelines established by the Army Cadet League of Canada (Ontario).
- Section 4.09** The annual elections shall be held at a meeting each year between May and September at which time the Executive Members of the Support Committee shall be elected. Should it prove necessary, and, at the discretion of the Chair an election may be held outside the May to September time frame to accommodate unexpected Committee Member changes.
- Section 4.10** The Financial Statements shall be approved at an annual meeting between September 1 and October 31. August 31 is the fiscal year end and is in accordance with the Compliance Officer's request to receive the approved Financial Statements between September and October each year.

Article V – Financial

- Section 5.01** The bank of RCACC #____ shall be appointed by the Board and shall be any institution authorized by statute to accept deposits and carry on the business of banking.
- Section 5.02** The Support Committee is responsible for the handling of all the non-public funds of RCACC #____. These funds shall be held in a bank account separate to any other funds of RCACC #____.

Section 5.03 The signing authorities for the Support Committee’s bank account shall consist of the Chairperson, the Treasurer, and one or more other signing officers appointed by the Support Committee. No two related persons may have signing authority on the same cheque or document. No blank cheques can be issued at any time.

Section 5.04 The Commanding Officer shall be provided with a commanding officer’s imprest account to look after small routine disbursements. If the fund is used up, it will be replenished based on a statement and attached receipts for monies expended, provided by the Commanding Officer. Petty cash amounts shall be amounts less than \$500. any and all funds provided to the CO or any other petty cash must be accounted for and reconciled on the Corps financial statements.

Section 5.05 Yearend package submitted to the Army Cadet League of Ontario. Deadline for submission is October 31. The “package” will consist of the following information:

- I. Financial Statements for the period of September 1 through to August 31.
- II. Copy of the bank statement for last month of the fiscal year being August. Complete with copies of all the cleared cheques for the month of August.
- III. Copy of the Year End Summary Report
- IV. Copy of the annual budget
- V. Complete listing and costing of inventory on hand.
- VI. Copy of the your most recent minutes.

Section 5.06 The fiscal year shall run from September 1 to August 31 annually.

Section 5.07 Prior to the start of each training year, a special meeting shall be arranged between RCACC #____ staff and the Support Committee to review the planned activities of RCACC #____ for the coming year and to establish a budget. The budget for the year shall be declared not later than September 30 of each year. The budget shall be reviewed at least quarterly to ensure targets are being met.

Section 5.08 If RCACC #____ or the Support Committee proposed to engage in any fund raising activities involving lotteries, bingo, raffle or other activities subject to regulation by the Ontario Gaming Commission, no action shall be taken until guidelines have been established by the Support Committee conforming to the regulations prescribed by the Army Cadet League of Canada (Ontario), which will include provisions that all funds received from such activities shall be deposited in a separate bank account and that separate financial statements shall be maintained for each lottery activity.

Article VI – Non DND Equipment

Section 6.01 Non DND equipment that has been purchased or donated to the Corps for the use of the Cadets and Corps is the joint responsibility of the Commanding Officer and Support Committee. The Support Committee as members of the Army Cadet League of Canada at the Cadet Corps level, is responsible for managing, maintaining and updating an inventory list of all non DND equipment. If the Cadet Corps should close, any non DND property would then be turned over to the Army Cadet League to be distributed to neighbouring Cadet Corps or returned to the donor. This would be done in consultation with the Support Committee, Sponsor and the appropriate Regional Cadet Support Unit Detachment.

Article VI1 – Committees

Section 7.01 The Support Committee may appoint, from among its members and others, sub-committees (which may be referred as “committees”) for special purposes. Such committees may include a Public Relation Committee or Fundraising Committee and shall have such responsibilities and terms of reference as the Support Committee shall determine from time to time.

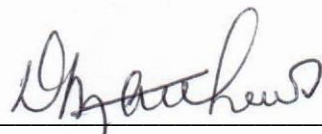
Article VII1 - Indemnification

Section 8.01 The Support Committee shall indemnify and save harmless a Member, Executive Member or a former Member or Executive Member and their heirs against all costs, charges and expenses, including an amount paid to settle or satisfy a judgment, reasonably incurred by them in respect of any civil, criminal or administrative action or proceeding to which they are made a party by reason of being a Member of the Support Committee if:

- (a) They acted honestly and in good faith with a view to the best interests of the Support Committee, and,
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that their conduct was lawful.

These By-laws have been reviewed and approved by the Army Cadet League of Canada (Ontario) on

12 March, 2015



Signed By Dan Matthews, President

Support Committee
Chairperson
Acknowledgement Form

I _____ from the # _____ Royal

Canadian Army Cadet Corps acknowledges and agrees to the said Support Committee By-Laws

on this day _____ of _____ 20 _____

Print Name: _____

Signature of Chairperson _____

Date: _____

This acknowledgement form needs to be signed by the Chairperson and sent into the Army Cadet League of Ontario. When there is a change in Chairperson at a Corps this form must be signed again by the new chairperson and sent into the League.

Support Committee
Personnel
Acknowledgement Form

I _____ from the # _____ Royal

Canadian Army Cadet Corps acknowledges and agrees to the said Support Committee By-Laws

on this day _____ of _____ 20_____

Committee Member

Chairperson

Print Name: _____ Print Name: _____

Position: _____ Position: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

This acknowledgement must be signed by each person who is elected to reside on the support committee for all Corps. This document must be kept on hand and filed by the Secretary of the said committee. The Army Cadet League of Ontario has the right to request copies at any given time in order to review continuity and to ensure that this form is being signed, read and followed by every elected committee member in Ontario.