



AIR CADET LEAGUE OF CANADA
PRINCE EDWARD ISLAND PROVINCIAL COMMITTEE
PEIPC BYLAWS

November 2015

Foreword

This document provides the information necessary to govern the operation of the Prince Edward Island Provincial Committee of the Air Cadet League of Canada.

When consulting this document, one should first ensure that one has the latest version, including all amendments that have been approved and incorporated. To this end, an up-to-date master copy will be maintained by the Secretary and will be available for viewing upon request.

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Amendments

These Bylaws were presented to, and approved by, a majority of the members of the PEI Provincial Committee present at the Annual General Meeting held October 2010.

It shall supersede previous versions.

Amendment One

Amendment to Administrative Guidelines, approved at AGM 08 October 2011

The amount to be reimbursed for mileage increased to \$0.35 per kilometer vice \$0.25.

Amendment Two

Amendments to Article 4: Membership, and Article 7: Executive Committee, approved at AGM 01 November 2014

Add new Art 4.1 sub-para (c) Past Chair Persons to Provincial Committee;
Renumber old Art 4.1 (c) to Art 4.1 (d).

Add new Art 7.1 sub-para (c) addition of National Members to Executive Committee;
Renumber old Art 7.1 (c) to Art 7.1 (d)

Article 1: Name

The name of the organization shall be Prince Edward Island Provincial Committee of the Air Cadet League of Canada (ACLCLC). The short form "PEI Provincial Committee" may be used where appropriate.

Article 2: Object

The object of the PEI Provincial Committee shall be to undertake the purposes of the Air Cadet League of Canada by promoting the formation of, and providing assistance and support for, Squadron Sponsoring Committees and squadrons of the Royal Canadian Air Cadets within the province of Prince Edward Island.

Article 3: Authority

3.1 The PEI Provincial Committee derives its authority from the Air Cadet League of Canada, a federally chartered non-profit corporation.

3.2 The PEI Provincial Committee is responsible to the the Board of Directors of the Air Cadet League of Canada, and shall report annually or at such other times as directed , on all matters acted upon in the name of the Air Cadet League of Canada.

Article 4: Membership

4.1 The membership of the PEI Provincial Committee shall be as follows:

- (a) The members of the Provincial Executive Committee;
- (b) The Chairman and Treasurer of each Squadron Sponsoring Committee under the jurisdiction of the PEI Provincial committee;
- (c) Past Chair Persons of the Provincial Committee; and
- (d) Such other persons as may be elected at a meeting of the PEI Provincial Committee.

4.2 Canadian Forces officers, including members of the Cadet Instructor Cadre (CIC), may be invited to attend any meeting of the Provincial Committee or its sub-committees, but cannot be a member thereof nor vote.

Article 5: Officers

5.1 At each Annual General Meeting (AGM), the Provincial Committee shall elect from its members: a Chairman, Vice-Chairperson(s) and a Secretary-Treasurer. The office of Secretary-Treasurer may be separated if approved by a vote of the members.

5.2 Elected officers shall hold office for one year, or until the next AGM, where at all officers are eligible for re-election. An officer who retires or becomes ineffective during the term may be replaced by the Executive Committee.

Article 6: Duties of Officers

- 6.1 The Provincial Chairman shall be responsible for managing the affairs of the PEI Provincial Committee and shall preside at all General and Executive committee meetings.
- 6.2 The Vice-Chairman shall act on behalf of the Chairman when requested or required to do so.
- 6.3 The Secretary-Treasurer shall:
- (a) Maintain an accurate account of all business conducted by the committee and shall make such material available for presentation or review by the members, upon receipt of reasonable notice;
 - (b) Ensure that an accurate book of accounts is maintained with respect to all monies received, disbursed, invested or held in trust, in such form as may be directed and authorized by the Provincial Committee; and
 - (c) Submit a statement of the Provincial Committees finances at each AGM and submit same to the National Finance chair of the Air Cadet League Headquarters, following acceptance by the Provincial Committee. An abbreviated financial report will be presented at the Semi-Annual Meeting (SAM).
 - (d) Issue notices of meetings to members and keep minutes of all meetings.

Article 7: Executive Committee

- 7.1. The administration of the affairs of the PEI Provincial Committee shall be vested in an Executive Committee consisting of the following:
- (a) The Officers of the Provincial Committee; Chair, Vice-Chair(s) and Secretary-Treasurer;
 - (b) The immediate Past-Chair of the PEI Provincial Committee;
 - (c) Members of the National Executive and National Advisory Board representing the Province of PEI; and
 - (d) Such other persons as may be elected at a meeting of the PEI Provincial Committee.
- 7.2 The Executive committee shall be chaired by the Provincial Chairman.
- 7.3 The Executive Committee shall at its first meeting following an AGM, appoint Chairmen of the following standing sub-committees:
- (a) Nominating Committee
 - (b) Gliding and Flying Committee
 - (c) Honours and Awards Committee
 - (d) Effective Speaking Competition Committee
 - (e) Publicity and Public Relations Committee
 - (f) Selection Board Committee
 - (g) Finance Committee
- 7.4 The Nominating Committee shall consist of the Immediate Past-Chairman of the Provincial Committee, as Chair, and two other persons to be named by the Executive Committee. The Nomination Committee shall be responsible for solicitation of nominations to the Provincial Committee, the Executive Committee and the positions of Provincial Chairman, Vice-Chairman and Secretary-Treasurer on an annual basis.

7.5 The Gliding and Flying Committee shall be chaired by a member of the Executive Committee and include other members as approved by the Executive Committee. The Gliding and Flying Committee shall be responsible for monitoring air cadet gliding and flying operations undertaken in Prince Edward Island and, subject to any agreement between the Air Cadet League of Canada and the Department of National Defence, for the care and control of all aircraft and towing equipment owned by the Provincial Committee.

7.6 The Honours and Awards Committee shall be chaired by a member of the Executive Committee and include other members as approved by the Executive Committee. The Honours and Awards Committee shall be responsible for making recommendations to the Executive Committee regarding all honours and awards that may be presented from time to time by the Air Cadet League of Canada or the PEI Provincial Committee.

7.7 The Effective Speaking Competition Committee shall be chaired by a member of the Executive Committee and include other members as approved by the Executive Committee. The Effective Speaking Competition Committee shall be responsible for conducting an annual effective speaking competition for air cadets in Prince Edward Island and for the coordination of participation by PEI air cadets in any regional or national competitions that may be undertaken.

7.8 The Publicity and Public Relations Committee shall be chaired by a member of the Executive Committee and include other members as approved by the Executive Committee. The Publicity and Public Relations Committee shall be responsible for the coordination of publicity for the Provincial Committee and for providing assistance to PEI air cadet squadrons in the field of public relations.

7.9 The Finance Committee shall be chaired by a member of the Executive Committee and include other members as approved by the Executive Committee. The Finance Committee shall be responsible for ways and means and such fund raising activities as the Provincial Committee might undertake.

7.10 The Selection Board Committee shall be chaired by a member of the Executive Committee and include other members as approved by the Executive Committee. The Selection Board Committee shall be responsible for the conduct of cadet selection processes in Prince Edward Island that are undertaken by the Air Cadet League of Canada and the Canadian Forces. The Selection Board Committee shall make recommendations to the Provincial Committee and the Provincial Committee in turn shall make appropriate recommendations to the League.

7.11 The Provincial Chairman shall be an ex-officio member of all committees.

Article 8: Meetings

8.1 Annual General Meeting – The AGM of the PEI Provincial Committee shall be held at such time and place as the Chair of the Provincial Committee shall designate but shall be held before October 31 each year. It shall be for the purpose of electing officers and members of the Provincial Committee, receiving reports, appointing auditors and transacting such other business as is appropriate. It will be the responsibility of the Secretary to inform members of the Provincial Committee of the meeting either in writing, by telephone or by email. Such notice shall be provided at least 30 days prior to the meeting and shall be accompanied by an Agenda. It will be the responsibility of the Chairman of each Squadron Sponsoring Committee to notify other members of the Sponsoring Committee.

8.2 Semi-Annual Meeting – The SAM of the PEI Provincial Committee shall be held at such a time and place as the Chair of the Provincial Committee shall designate but shall be held before April 30 each year. It shall be for the purpose of receiving reports, appointing auditors and transacting such other business as is appropriate. It will be the responsibility of the Secretary to inform members of the Provincial Committee of the meeting either in writing, by telephone or by email. Such notice shall be provided at least 30 days prior to the meeting and shall be accompanied by an Agenda. It will be the responsibility of the Chairman of each Squadron Sponsoring Committee to notify other members of the Sponsoring Committee.

8.3 Executive Meeting – The Executive Committee shall meet at such times and place as may be determined by the Provincial Chairman.

Article 9: Quorums

The Quorum for any meeting of the PEI Provincial Committee or its Executive Committee shall be a simple majority of the members of the committee concerned, but in the case of a meeting of the entire Provincial Committee, must include representation from not less than fifty percent of the squadrons under the jurisdiction of the Provincial Committee.

Article 10: Voting

10.1 Those entitled to vote at annual or semi-annual meetings of the PEI Provincial Committee are the members, as defined in Article 4.1.

10.2 Each member shall be entitled to one vote, regardless of the number of positions held by that member in the Provincial Committee.

10.3 Voting upon all matters brought before a meeting of the PEI Provincial Committee, Executive Committee or a sub-committee of the Executive Committee shall be by a show of hands of the members present. However, the Chairman of the committee or sub-committee shall direct that a vote be taken by ballot, if such is requested by any member. A majority of the votes cast shall decide any matter voted upon.

10.4 In the event of a tie vote on any question, the chairman of the committee shall have a deciding vote.

10.5 Notwithstanding anything said in the preceding paragraphs, where it is deemed to be in the interest of obtaining a broader consensus, the chairman of a committee shall call for a “show of hands” of all persons present at a meeting.

10.6 In circumstances where it is not possible to call a meeting of the members, the Provincial Chairman may conduct a vote by mail, email or telephone on a specific matter of urgent concern. Any decision taken must be ratified at the next meeting of the Executive Committee or Provincial Committee.

Article 11: Banking

11.1 All monies received by the PEI Provincial Committee shall be deposited in a chartered bank designated by the Executive Committee, in a separate bank account maintained in the name of the Air Cadet League of PEI.

11.2 All monies received by the PEI Provincial Committee that is directed to the support of flying activities shall be deposited in a chartered bank designated by the Executive Committee, in a separate bank account maintained in the name of the Flying Program. It shall be kept separate from the general funds account.

11.3 The signing officers for the Provincial Committee shall be any two (2) of the Provincial Chairman, the Vice-Chairman or the Secretary-Treasurer.

Article 12: Assessments

Any assessments levied against Squadron Sponsoring Committees shall be under Provincial Committee authority.

Article 13: Amendments

13.1 Proposed amendments to these Bylaws require a Notice of Motion circulated to the members at least sixty (60) days in advance of the Annual Meeting.

13.2 Notwithstanding Article 10, amendments to these Bylaws require a two-thirds majority vote of the members present at an annual or Semi-annual Meeting of the Provincial Committee.

13.3 No amendment to these Bylaws shall be effective until it has been approved by the National Executive Committee of the Air Cadet League of Canada.

Article 14: Definitions

14.1 “Chairman” means the Chairman of the Provincial Committee, unless specifically identified as the Chairman of a Squadron Sponsoring Committee or a sub-committee of the Executive Committee, but in every instance shall be considered in a non-gender specific tradition.

14.2 “League” means the Air Cadet League of Canada.

14.3 “Squadron Sponsoring Committee” means a committee established by a squadron sponsoring body for the purpose of discharging the responsibilities of sponsoring an air cadet squadron. Where practical, a Squadron Sponsoring Committee should be comprised of five (5) persons.

14.4 “Squadron Sponsoring Body” means a local organization, approved by the League, that assumes responsibility for the sponsorship of an air cadet squadron; but where more than one organization is approved by the League to co-sponsor an air cadet squadron, the term shall include all of the organizations as a single entity.