

LOUISIANA WING CADET ADVISORY COUNCIL



Constitution and Bylaws

PUBLISHED BY LOUISIANA WING, CAC
CIVIL AIR PATROL

ARTICLE I - GENERAL

1. The name of this organization shall be the Louisiana Wing Cadet Advisory Council, hereafter referred to as the LAWG CAC. This document will hereafter be referred to as the Constitution.
2. The objects and purposes of the Wing CAC shall be:
 - a. Provide an organization where cadets gain leadership experience at higher organizational levels.
 - b. Aid LAWG CAP, the Wing Director of Cadet Programs, and the Wing Commander in monitoring and implementing the Wing Cadet Program and Louisiana Wing's mission.
 - c. Make recommendations for improving and management of the Cadet Programs for LAWG Cadet Programs.
3. The Constitution and attached bylaws shall be in compliance with the Council's governing regulation, CAPR 52-16.
4. The LAWG CAC reports directly to the Wing Commander through the Wing DCP.
5. One term of the CAC shall be defined as a year that begins April and ends May of the following year. If Wing conference is held in May, the new officers may be voted and announced at that time.
6. The membership of the LAWG CAC shall be as follows:
 - a. The Council will have a Chairperson, Vice-Chairperson, and/or Recorder. The Chairperson is the only member of the Committee who does not also serve as a representative and who only votes in the event of a tie.
 - b. The Council will consist of two cadets representatives from each Squadron, one Primary and one alternate, as appointed by their Squadron Commander. Alternates shall be considered members of the Council but may only vote when primary is not present.
 - c. The Council will also have a Senior Officer that will serve as an advisor only with no voting rights. Advisor will only provide when asked by Chairperson and help clarify regulations. Advisor will be involved with agenda items nor influence voting in any many. .
 - d. Each member's status will be designated on a CAPF 2a and forwarded to the Wing DCP.

ARTICLE II - OFFICERS

1. Elections and Terms
 - a. The Chairperson shall be selected from the representatives prior to 1 May. His or her term of office will not commence until the end of the term of predecessor. The Vice-Chairperson and Recorder will be elected from the representatives at the first meeting of the new term. All officers are limited to one term that will coincide with that of the Council's.
 - b. The Vice-Chairperson and Recorder may continue to serve as the representative for their respective Squadron.
2. The Chairperson's duties are as follows:
 - a. Insures that all aspects of this Constitution and Bylaws are properly observed;
 - b. Draws up and distributes the agenda for each meeting no later then ten days prior to the meeting;

- c. Serves as presiding Officer at all LAWG CAC meetings;
 - d. Submits recommendations, in writing, to the appropriate authority;
 - e. Will be the final word on all questions of parliamentary meeting procedures with in the guidelines of the Constitution and Bylaws / Roberts Rules of Order. .
 - f. Will compile all of the terms agendas, proposals, minutes, rosters, and any other pertinent documentation into the LAWGCAC Chairperson Continuity binder. Will maintain and pass on to the next term's Chairperson. Copy of minutes shall be posted in the LAWG CP webpage after DCP review
3. The Vice-Chairperson's duties are as follows:
- a. Will perform all duties of the Chairperson if he or she is absent or unable;
 - b. Will coordinate and direct all committees in their actions and responsibilities;
 - c. Will act as an assistant to the Chairperson by performing duties as directed;
 - d. Will act as Recorder in the absence of the Recorder;
 - e. Will assist the Recorder in publishing the all report/minutes.
4. The Recorder's duties are as follows:
- a. Will perform all the duties of the Vice-Chairperson if he or she is absent or unable;
 - b. Will perform all the duties of the Chairperson if both the Chairperson and Vice-Chairperson are absent or unable;
 - c. Will draw up a roster of the LAWG CAC members and distribute it appropriately;
 - d. Will maintain all records of the Comittee including actions and proposals;
 - e. Will compile the minutes of each meeting and distribute them to the council and advisor no later then 15 days after a meeting;
 - f. Will compile all records of the Council prior to each Regional CAC meeting and publish them as a Semi-Annual or annual report and distribute to the appropriate personnel.

ARTICLE III – Representatives

1. The Primary Representative's duties are as follows:
 - a. Will represent the interests of the cadets within their Squadron and/or Group CAC;
 - b. Will attend and participate actively in all LAWG CAC meetings and functions;
 - c. Will maintain an active line of communication between the Wing and Squadronl level.
 - d. Will have one vote to use in accordance with the interests of their Squadron.
2. The Alternate Representative's duties are as follows:
 - a. Will carry out all duties and responsibilities of their Squadron's Primary Representative in the absence of the Primary Representative;
 - b. Will represent the interest of the cadets within their Squadron cadets.
 - c. Will attend and participate actively in all LAWG CAC meetings and functions;
 - d. Will maintain an active line of communication between the Wing and Squadron.
 - e. May not vote unless the primary representative is absent or is designated to do so.
3. **Region CAC Primary and Alternates** will be voted on must be approved by Wing DCP. C/Officer recommended for this position.

ARTICLE IV – Advisors

1. At each official meeting of the LAWG CAC, A Senior Advisor will be present or their designated representative will be present. Appointment to be made by the Wing DCP.
2. The Senior Advisor's duties are as follows:

- a. Will provide advise and guidance on Regulations to the LAWG CAC;
- b. Will serve as the sponsor to the LAWG CAC and assist the council with personnel and logistics;
- c. Advisor will not influence agenda items. Advisor may not vote in any way.
- d. Will coordinate conference calls and insure appropriate meeting facilities;
- e. Will act as liaison between LAWG CAC and Wing Director of Cadet Programs;
- f. Will assist in directing the proposals through the appropriate channels;
- g. Will maintain LAWG CAC cadet records for the Wing DCP;
- h. May appoint assistants to help with duties and responsibilities with DCP approval.
- i. Due to the duties of the Advisor as outlined by CAP, the LAWG CAC may alter this section.

ARTICLE V – Meetings

1. Regular Bi-Monthly meetings will occur via teleconference o inperson in conjunction with Wing Commanders call and will be scheduled by the Advisor or Chairperson. It is strongly encouraged that both the Primary Representative and Alternate Representative from each squadron attend every LAWG CAC meeting; however, each squadron is expected to at least have one representative present. Lack of attendance will be reported to the Wing Commander and DCP.
2. Special / Emergency meetings may be called by the Chairperson or Advisor
3. At least half of all voting members must be present to hold a meeting. A majority of voting members must be present. A vote may be held if the Chairperson deems it necessary or advised Advisor.
4. Each Squadron is granted one vote in all matters.

ARTICLE VI – Committees

1. Committees may be created at the discretion of the Council in order to best achieve its goals.
2. Unless specified otherwise, committees will be dissolved once their objective is reached or purpose fulfilled.
3. All committees will have a chairperson as selected by the Council.
4. All committees will be coordinated by the Vice-Chairperson and will report to the Council.

ARTICLE VII – Ratification, Reorganization, and Amendments

1. All amendments shall be properly documented.
2. The cover page will note the ratification date and the most recent revision.

- a. Upon ratification or approval of the most recent version, this Constitution will make null and void any pervious LAWG CAC Constitution and/or Bylaws.
3. Amendments may be proposed and voted upon during any meeting and will be passed by a two-thirds vote of voting members.
 - a. Amendments that are enacted are to be immediately and properly designated within their respective article(s). If a new article is added it will be numbered and placed accordingly.
 - b. Any deletions made during the year will be properly documented.
4. Copies of the new Constitution and/or Bylaws will be made and distributed to the representatives at the first meeting of the term by the Chairperson.

ARTICLE VIII – Bylaws

1. The LAWG CAC may draft a set of bylaws to establish specific procedures within the framework of this Constitution. Proposal must be distributed 30 days before a vote is taken.
2. Bylaws may be proposed by any LAWG CAC member.
3. A 2/3 vote will enact or rescind bylaws.
4. Nominations
 - a. Council members may nominated for any position by other LAWG CAC members.
 - b. Procedures for nomination will be:
 - i. The nominee/person nominating must address the chairperson and request the floor.
 - ii. They will state: “I nominate (persons name) for (position)”
 - iii. The Chairperson will then ask the nominee if they accept the nomination.
 - iv. If the nominee accepts, they will be put on the ballot. If the nominee declines, they will not be added on the ballot.
5. Election Procedures
 - a. Nominees running may give a speech on why they should be elected after being recognized by the chairperson. The time limit for the speech will be agreed upon by the council prior to the speech.
 - b. The Chairperson will alert a nominee when they have thirty seconds remaining in their speech.
 - c. After the time has elapsed the nominee must end their speech.
 - d. After each nominee has spoken the floor will be open for questions directed to that nominee. The chairperson will allow for a fair amount of time spent on questions.
 - e. After every nominee has spoken and answered questions the election will take place.
6. Motions
 - a. Any member of the council may make a motion. Any member of the council may second that motion as long as the second does not come from the same Squadron of the original motion.
 - b. The council will adopt the preliminary procedures in the current edition of Robert’s Rules of Order that do not contradict with this Constitution and/or Bylaws.