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2.1 THE AIR CADET MOVEMENT

2.1.1 THE HISTORY OF THE AIR CADET MOVEMENT

The Air Cadets Movement in Canada was started in British Columbia circa 1938 by *111 Pegasus Squadron* while the Air Cadet League of Canada was not chartered until April, 1941. The purpose of the League in its formative years was military, but its founders were also thinking in terms of the long-range benefits of Air Cadet Training. They realized that through voluntary study, cadets could improve their knowledge of aviation and increase their usefulness to the community. Through participation in supervised squadron activities, they would find opportunities to develop those qualities usually associated with good citizenship.

It was this character-building aspect of Air Cadet training which appealed most strongly to the youth leaders of the country. Service Clubs, Educators, Boards of Trade and Veterans groups offered their services to the League, not only as a contribution to the war effort, but also as a means of assisting the youth of the country along the road to good citizenship. Commencing in 1944, the League planned and carried out its wartime conversion with the same vigour that it tackled its wartime responsibilities.

The challenge faced by the Air Cadet leaders of the sixties was to revitalize the Movement and establish its credibility with a new and very aware generation of young Canadians. In the summer of 1965, the League's western members launched an experimental gliding program in conjunction with the Air Cadet Summer camp at Penhold, Alberta. From that small beginning, gliding has developed into a major project and has built up to the point where the Air Cadet Movement carries out more than 60,000 glider flights and graduates 320 licenced Air Cadet glider pilots annually.

Past figures received from Transport Canada and the Airline Pilots Association, reveal that one out of every five Private Pilots in Canada at the present time is an ex-Air Cadet and 67% of the Commercial Airline Pilots flying today got their start in Air Cadets. It is also estimated that 28% of the flying, technical and administrative members serving in the Air Force today had some form of Air Cadet training. Even more important, the failure rate among ex-Air Cadets joining the service is almost nil.

2.1.2 THE AIR CADET LEAGUE OF CANADA

The Air Cadet League of Canada works at three levels throughout the country: The National organization, the Provincial Committees, and the Squadron Sponsoring Committees. As part of the “Air Cadet Partnership”, the Air Cadet League is responsible for:

- (a) Making recommendations to the Chief of the Defence Staff for the formation, organization or disbandment of a cadet squadron;
- (b) Recommending suitable persons for enrolment in the Canadian Forces as CIC Officers, or for employment as Civilian Instructors;
- (c) Making recommendations to the appropriate Regional Commander regarding the appointment, promotion, transfer or release of CIC officers and civilian instructors;
- (d) Providing financial support as required;
- (e) Ownership and maintenance of the fleet of tow aircraft and gliders;
- (f) Providing advice, training, and assistance to Squadron Sponsoring Committees;
- (g) Overseeing, in co-operation with the Canadian Forces, the effective operation of Air Cadet Squadrons and their Squadron Sponsoring Committees;
- (h) Administering trust accounts set up for awards to outstanding cadets;
- (i) Identifying and providing other appropriate awards to recognize commendable cadet's and volunteers' performances; and,
- (j) Participating in the cadet selection process for national courses and exchange programs.

The Air Cadet League is a very large organization which assists the Department of National Defence in administering Air Cadet training on all three levels throughout the country.

Apart from the financial considerations, however, are the efforts of the thousands of Air Cadet League personnel who volunteer across the country to assist Squadrons in meeting their objectives.

The Air Cadet League of Canada provides a voice in Canada for the Air Cadet Movement as a whole so that the Canadian public is kept aware of the accomplishments and capabilities of the Movement and of its ability to fulfil its aims.

2.1.3 THE AIR CADET LEAGUE IN BRITISH COLUMBIA

The British Columbia Provincial Committee, hereinafter referred to as BCPC, comprises of unpaid volunteers (plus a full time paid Chief Administrative Officer), who administer the B.C. Squadron Sponsoring Committees from the provincial office located at Boundary Bay Airport at #2 – 7630 Montreal Street, Delta, BC V4K 0A7 . The main areas of responsibility for the BCPC are:

Formation of Units

The BCPC identifies areas of interest and assists local groups in starting new Air Cadet Squadrons. The BCPC also recommends the disbandment of unsuccessful units.

Personnel

It is the responsibility of the BCPC to recruit officers into the program and to recommend their enrolment, promotion or transfer, to the Commanding Officer of the Regional Cadet Support Unit.

Recruiting

The Air Cadet League of Canada is also responsible for cadet recruiting, and a considerable effort is undertaken at the provincial level advertising at various activities.

Flying

BC's fleet of tow planes and gliders are owned by the BCPC. The aircraft are operated and maintained by the Canadian Air Force under a formal agreement (called The Memorandum of Agreement) while the costs of insurance, parts, overhauls and replacements are paid for by the BCPC.

Competitions

The BCPC contributes to or wholly underwrites a number of events throughout the province, including the Effective Speaking program as well as Band, Drill, First Aid and Range competitions.

Awards and Trophies

The majority of the provincial trophies awarded throughout the training year are purchased and maintained by the BCPC.

Scholarship Review Boards

The BCPC organizes and administers scholarship boards throughout the province for award courses. Each year, these boards are held in various locations where the cadets will be interviewed.

Squadron Sponsoring Committee Evaluations

The BCPC assigns a member to each Squadron's Annual Ceremonial Review, where the Squadron Sponsoring Committee is evaluated on their performance throughout the year. These marks are ranked throughout each Wing and the

Province and the top Squadron Sponsoring committee, both rural and urban, are identified and awarded.

Sponsoring Committee Administration

The Provincial Squadron Sponsoring Committees report to the BCPC who administers them through the following Wings: Lower Mainland, Fraser Valley, Metro Vancouver, Greater Vancouver, Vancouver Island, Okanagan, Kootenay, and Northern Wings. The League sponsors Wing meetings and training sessions in each area at least once a year. In rare instances where the Squadron Sponsoring Committees require assistance or become ineffective, the BCPC may step in and place the unit under trusteeship.

2.1.4 THE SQUADRON SPONSORING COMMITTEE

Each Squadron has a Squadron Sponsoring Committee formed by the parents of the cadets in that unit, or by members of Service Clubs such as the Legion or Air Force Association. Squadron Sponsoring Committee members usually attend each parade and in many instances, most of the cadet activities as well.

Refer to Section 3 of this manual for the Squadron Sponsoring Committee's specific responsibilities.

2.2 BCPC ORGANIZATION

2.2.1 STRUCTURE AND INCORPORATION

During the year 2000, the Board carried out an in depth review of the structure of the National, Provincial and Local Committees. This review included authorities, responsibilities, vehicle ownership, real estate ownership and the various insurance coverage's that were in place along with future insurance requirements.

As a result of this review and in accordance with legal advice, the Board determined that it was necessary to register the Provincial Committee as an Incorporated Society. In addition, it was determined that the Squadron Sponsoring Committees of each squadron should also become Incorporated Societies.

On March 5, 2001, The Registrar of Companies granted a Certificate of Incorporation to the B.C. Provincial Committee which is officially known as:

The Air Cadet League of Canada

British Columbia Provincial Committee

Once incorporated, the Board held numerous meetings to restructure the Incorporated Society. The following page shows an organization chart of the newly formed organization, which is followed by a copy of the Constitution and By Laws.

While this manual is provided as a guide by the British Columbia Provincial Committee there are other organizations and departments that Squadron Sponsoring Committees may wish to contact in the course of administering their affairs and those of their Squadron.

A current contact and link list can be found on the BCPC web site at:

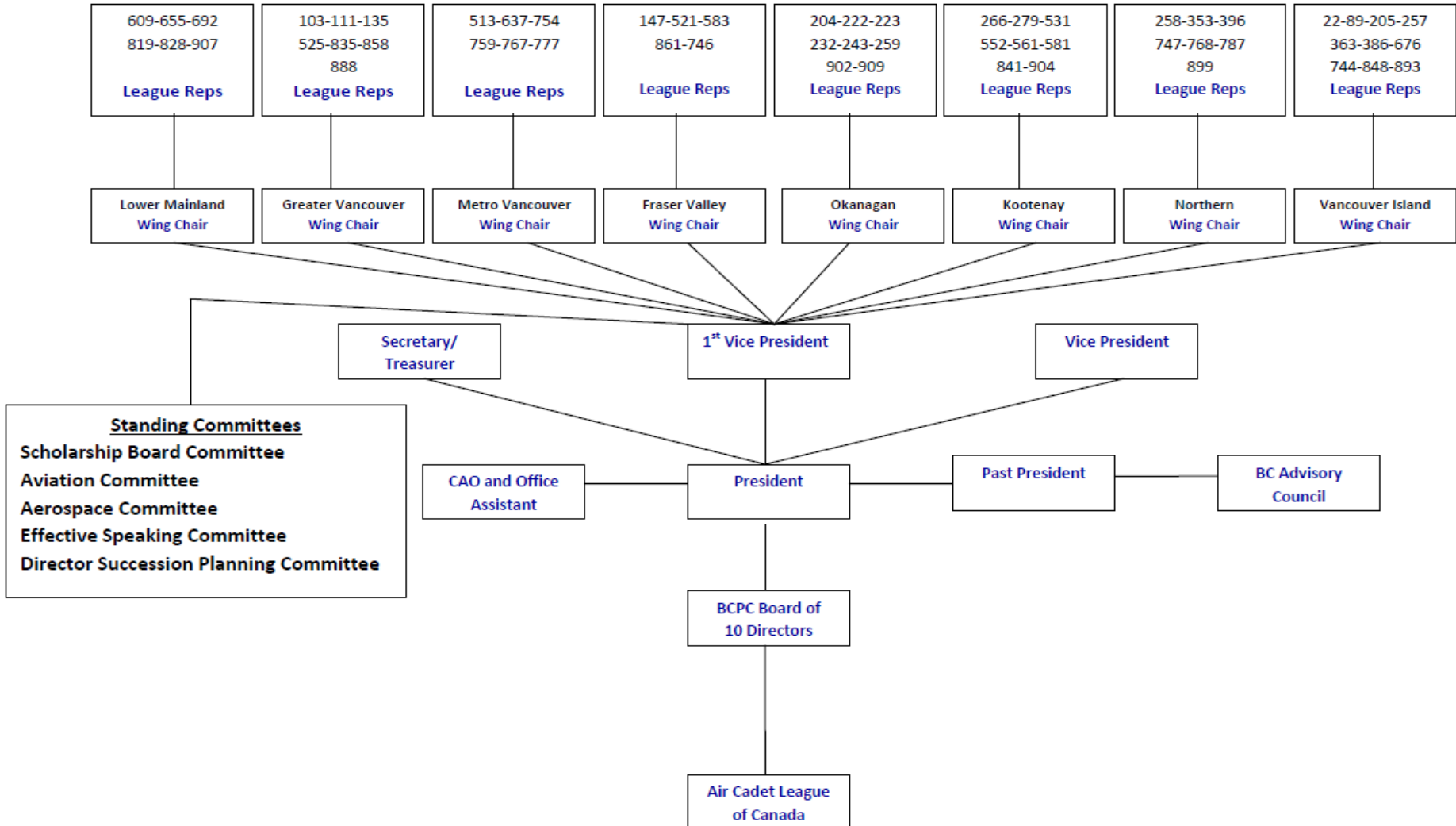
<http://www.bc.aircadetleagueofcanada.bc.ca>



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL
COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 2
BCPC
Background
& Organization**

**ADMINISTRATIVE MANUAL
SECTION 2.2.2
ORGANIZATION CHART (BC)**





**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL
COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 2
BCPC
Background
& Organization**

CONSTITUTION AND BYLAWS

2.3.1 CONSTITUTION

FORM 3 SOCIETY ACT

CONSTITUTION

1. The name of the society is:
The Air Cadet League of Canada, British Columbia Provincial Committee.
2. The purposes of the Society are:
 - (a) to facilitate, support, promote and carry out the activities and programs of The Air Cadet League of Canada - La Ligue des Cadets de l'Air du Canada, within the province of British Columbia, as well as to fund and supply equipment and facilities which are necessary to such activities and programs, all with the intent to promote national, patriotic, charitable and educational purposes;
 - (a) to receive bequests, trusts, funds and property, and to hold, invest, administer and distribute funds and property for the purposes of the Society as presently set out and for such other purposes and activities which are authorized for registered charities under the provisions of the Income Tax Act. The directors in their sole and absolute discretion may refuse to accept any bequests, trusts, funds or property; and
 - (a) to exercise all powers as are necessarily ancillary to the fulfilment of the purposes of the Society.
3. The Society shall have perpetual succession and has power to acquire by purchase, gift, devise, bequest, trust agreement, contract or otherwise, real and personal property within and without the province, and may hold, sell, dispose of, exchange, mortgage, lease, let, improve and develop any such property, and without restriction the generality of the foregoing, may acquire in any way or ways real and personal property for the purpose of funding the purposes of the Society and deal with any and all such property as is empowered by this section. This paragraph is unalterable.
4. The activities of the Society shall be carried on without purpose of gain for its members and any income, profits or other accretions to the Society shall be used in promoting the purposes of the Society. This paragraph is unalterable.

5. Upon winding-up or dissolution of the Society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the winding-up, including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries, or wages, and after the payment of any debts of the Society, shall be distributed to The Air Cadet League of Canada - La Ligue des Cadets de l'Air du Canada is then registered as a charity under the provisions of the Income Tax Act, or if not so registered, to such charities designated by the Board of Directors as are registered under the Income Tax Act and, wherever possible, are carrying on work of a similar nature to the Society. This paragraph is unalterable.

2.3.2 BYLAWS

PART 1 - INTERPRETATION

- 1.1 In these bylaws and the constitution of the Society, unless the context otherwise requires:

“Address of the Society” means the address of the Society as filed from time to time with the Registrar in the Notice of Address;

“Advisory Council” means the council appointed by the Board in accordance with these bylaws;

“Appointed director” means a person appointed in accordance with these bylaws as an appointed director or appointed as a replacement director for an appointed director;

“Board” means the directors’ acting as authorized by the constitution and these bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;

“Board resolution” means:

- (a) a resolution passed at a meeting of the Board by a simple majority of the votes cast by those directors present and entitled to vote at such meeting; or
- (b) a resolution that has been submitted to all of the directors and consented to in writing by all of the directors who would have been entitled to vote on it in person at a meeting of the Board;

“Bylaws” means the bylaws of the Society as filed in the Office of the Registrar;

“Constitution” means the constitution of the Society as filed in the Office of the Registrar;

“Directors” means only those persons who have become either appointed, elected, founding or replacement directors in accordance with these bylaws and have not ceased to be directors, and a “director” means any one of them;

“Elected director” means a person elected as an elected director in accordance with these bylaws or elected or appointed as a replacement director for an elected director;

“Founding director” means a person whose name is included in the List of First Directors filed with the Registrar at the time of incorporation;

“*Income Tax Act*” means the *Income Tax Act* R.S.C. 1985 (5th Supp.) C. 1 as amended from time to time;

“Members” means the applicants for incorporation of the Society and those persons who have subsequently become members in accordance with these bylaws and, in either case, have not ceased to be members, and a “member” means any one of them;

“Ordinary resolution” means:

- (a) a resolution passed at a general meeting of the Society by a simple majority of the votes cast by those members present in person or by proxy and who are entitled to vote in person or by proxy at such meeting; or
- (b) a resolution that has been submitted to all of the members and consented to in writing by 75% of the members who would have been entitled to vote in person or by proxy at a general meeting of the Society;

“President” means a person elected to the office of President in accordance with these bylaws;

“Registered address” of a member or director means the address of that person as recorded in the register of members or the register of directors;

“Registrar” means the Registrar of Companies of the Province of British Columbia;

“Secretary/Treasurer” means a person elected to the office of Secretary/Treasurer in accordance with these bylaws;

“Society” means The Air Cadet League of Canada, British Columbia Provincial Committee;

“*Society Act*” means the *Society Act*, R.S.B.C. 1996, Chap. 433, as amended from time to time;

“Special resolution” means:

- (a) a resolution passed at a general meeting of the Society by a majority of not less than 75% of the votes cast by those members present in person or by proxy and who are entitled to vote in person or by proxy at such meeting; or
- (b) a resolution consented to in writing by every member who would have been entitled to vote in person or by proxy at a general meeting of the Society;

- 1.2 The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws and the constitution.

PART 2 - MEMBERSHIP

- 2.1 Membership in the Society shall be restricted to the applicants for incorporation and to those persons, including societies with the same purposes as the Society, of full legal capacity whose application for admission as a member of the Society has been approved by a Board resolution.
- 2.2 The amount of the membership dues, if any, shall be determined by the Board. In the absence of any determination of membership dues it shall be deemed that there are no annual or other membership dues. Once the amount of any membership dues has been determined, that amount shall be deemed to be the annual membership dues in each succeeding membership year until such amount is changed.
- 2.3 A member may withdraw from the Society by delivering his or her resignation in writing to the Secretary of the Society or delivering it to the address of the Society.
- 2.4 A person shall immediately cease to be a member of the Society:
 - (a) Upon the date which is the later of the date of delivering his or her resignation in writing to the Secretary of the Society or to the address of the Society and the effective date of the resignation stated therein; or
 - (b) Upon his or her death; or

- (c) In the case of a society upon dissolution, bankruptcy or receivership; or
 - (d) Upon the expiration of the term currently determined stipulating the length of time for which he or she is to be a member; or
 - (e) Upon being removed; or
 - (f) Upon failing to attend the annual general meeting of the Society for two consecutive years unless the Board, by Board resolution, waives this condition for the named member.
- 2.5 A member may be removed by an ordinary resolution or by a Board resolution;
- 2.6 The membership of a person in the Society is not transferable.
- 2.7 All members shall be in good standing except a member who has failed to pay his or her current membership dues, or any other subscription or any debt due and owing by such member to the Society, and such member is not in good standing as long as the debt remains unpaid.

PART 3 - MEETINGS OF MEMBERS

- 3.1 The Secretary shall be responsible for making the necessary arrangements for:
- (a) The issuance of notices of meetings of members;
 - (b) The keeping of minutes of all meetings of members; and
 - (c) The maintenance of the register of members.
- 3.2 The general meetings of the Society shall be held at such time and place, in accordance with the *Society Act*, as the Secretary shall decide.
- 3.3 The Secretary shall give not less than 14 days' written notice of a general meeting to its members entitled to receive notice; but those members may waive or reduce the period of notice for a particular meeting by unanimous consent in writing.
- 3.4 Notice of a general meeting shall specify the place, the day and the hour of the meeting.
- 3.5 The accidental omission to give notice of a general meeting to, or the non-receipt of notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

- 3.6 The first annual general meeting of the Society shall be held not more than 15 months after the date of incorporation, and thereafter an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
- 3.7 Every general meeting other than an annual general meeting is an extraordinary general meeting.
- 3.8 The Secretary may, whenever he or she thinks fit, convene an extraordinary general meeting.

PART 4 - PROCEEDINGS AT GENERAL MEETINGS

- 4.1 Special business is:
- (a) All business at an extraordinary general meeting except the adoption of rules of order; and
 - (b) All business that is transacted at an annual general meeting, except:
 - (i) The adoption of rules or order;
 - (ii) Consideration of the financial statements;
 - (iii) Consideration of the report of the directors;
 - (iv) Consideration of the report of the auditor;
 - (v) The election or appointment of directors;
 - (vi) the appointment of the auditor; and
 - (vii) such other business that, under these bylaws or any governing statutes, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors if the report was issued with the notice of the meeting.
- 4.2 A quorum at a general meeting is 25% of the members entitled to vote being present.
- 4.3 No business, other than the election of a person to chair the meeting and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

- 4.4 If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 4.5 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated, but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present shall constitute a quorum.
- 4.6 The President shall chair all general meetings, but if at any general meeting the President is not present within 15 minutes after the time appointed for the general meeting, or requests that he or she not chair that meeting, the members present may choose one of their Directors to chair that general meeting.
- 4.7 If a person presiding as chair of a general meeting wants to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the members present at such meeting, he or she may preside as chair.
- 4.8 A general meeting may be adjourned from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 4.9 It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than 14 days, in which case notice of the adjourned meeting shall be given as in the case of the original meeting.
- 4.10 Any issue at a general meeting which is not required by these bylaws or the *Society Act* to be decided by a special resolution shall be decided by an ordinary resolution.
- 4.11 A member in good standing is entitled to one vote.
- 4.12 A society which is a member may vote by its duly authorized representative who is entitled to speak and vote and in all other respects exercise the rights of a member and that representative shall be recognized as a member for all purposes in connection with any meeting of the Society. The chairman of a meeting shall be entitled to require any such representative to first produce a certified copy of a resolution of the board of directors of the society appointing him as its representative.

- 4.13 A member chairing a general meeting may vote but, if he or she does so and the result is a tie, he or she shall not be permitted to vote again to break the tie and the resolution being voted on shall be deemed to have failed.
- 4.14 Voting shall be by show of hands or voice vote recorded by the secretary of the meeting, unless proxy votes are to be recorded, or if, any member present at the meeting makes a request for a secret vote and a simple majority of those present in person or by proxy, vote in favour of a secret vote, then a secret vote by written ballot shall be required.
- 4.15 Voting by proxy is permitted provided that the proxy has previously been appointed in writing signed by the member appointing the proxy. A permanent proxy entitling a person or member to vote at other than one meeting and any adjournment of that meeting is void.
- 4.16 No resolution proposed at a general meeting need be seconded and the person chairing such a meeting may move or propose a resolution.
- 4.17 A resolution in writing which is identified as an ordinary resolution and has been submitted to all the members and signed by a minimum of 75% of the members who would have been entitled to vote on it in person or by proxy at a general meeting of the Society is as valid and effectual as an ordinary resolution as if it had been passed at a meeting of members duly called and constituted and shall be deemed to be an ordinary resolution. Such a resolution may be in two or more counterparts which together shall be deemed to constitute one ordinary resolution in writing. Such ordinary resolution shall be filed with minutes of the proceedings of the members and shall be effective on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.
- 4.18 A resolution in writing which is identified as a special resolution and has been signed by all the members who would have been entitled to vote on it in person or by proxy at a general meeting of the Society is as valid and effectual as a special resolution as if it had been passed at a meeting of members duly called and constituted. Such a resolution may be in two or more counterparts which together shall be deemed to constitute one special resolution in writing. Such special resolution shall be filed with minutes of the proceedings of the members and filed with the Registrar and shall be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart and shall take effect on the date it is accepted by the Registrar

PART 5 - DIRECTORS

- 5.1 The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the members in general meeting, but subject, nevertheless, to the provisions of:
- (a) all laws affecting the Society;
 - (b) these bylaws; and
 - (c) rules, not being inconsistent with these bylaws, which are made from time to time by the Society in general meeting.
- 5.2 No rule made by the Society in general meeting invalidates a prior act of the Board that would have been valid if that rule had not been made.
- 5.3 The property and the affairs of the Society shall be managed by the Board.
- 5.4 Every director shall subscribe to and support the purposes of the Society. No person shall be a director of the Society unless duly elected or appointed a director in accordance with these bylaws and shall cease to be a director if notice of a change in directors is not filed with the Registrar of Companies in compliance with the *Society Act* within 60 days of such election or appointment.
- 5.5 The number of directors shall be five, or such other number, not being less than three, as may be determined from time to time by ordinary resolution.
- 5.6 The persons whose names are listed in the List of First Directors filed with the Registrar at the time of incorporation shall be the founding directors and the terms of each such founding director shall be deemed to terminate at the close of the first annual general meeting of the Society.
- 5.7 Elected directors shall be elected by the members at a general meeting and shall take office commencing at the close of such meeting.
- 5.8 The term of office of elected directors shall normally be two (2) years. However the Board may determine that some or all vacant elected directors' positions shall have a term of a period less than two years, the length of such term to be determined by the Board in its discretion. For purposes of calculating the duration of an elected director's term of office, the term shall be deemed to commence at the close of the annual general meeting in which such director

was elected. If the director was elected at an extraordinary general meeting, for purposes of calculating the term of office, such term shall be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting.

- 5.9 In elections where there are more candidates than vacant positions for directors, election shall be by secret ballot with the name of each duly nominated candidate being added to the ballot. Candidates shall be deemed to be elected in order of those candidates receiving the most votes.
- 5.10 No member shall vote for more directors than the number of vacant positions for elected directors. Any ballot on which more names are voted for than there are vacant positions shall be deemed to be void.
- 5.11 The members may, from time to time, appoint such additional directors, to be known as appointed directors, for such terms of office as determined by the members.
- 5.12 A person need not be a member of the Society to be eligible to be a director of the Society.
- 5.13 Every director shall retire from office at the close of the annual general meeting in the year in which his or her term expires.
- 5.14 The members may by ordinary resolution remove a director before the expiration of such director's term of office and may elect or appoint a person as a replacement director and determine the term of such replacement director.
- 5.15 Notwithstanding the foregoing bylaws, if a director ceases to hold office during his or her term for any reason other than removal as aforesaid, the Board may appoint a person as a replacement director to take the place of such director until the next annual general meeting.
- 5.16 No act or proceeding of the Board is invalid by reason only of there being less than the prescribed number of directors in office.
- 5.17 A person shall immediately cease to be a director of the Society:
 - (a) upon delivering his or her resignation in writing to the Secretary of the Society or to the address of the Society; or
 - (b) upon his or her death; or
 - (c) upon the expiration of the term currently determined stipulating the length of time for which he or she is to serve as a director; or
 - (d) upon being removed as a director by the members;

- (e) upon failing to attend or participate in three consecutive meetings of the directors, unless this provision is specifically waived for a named director in a Board resolution evidenced in writing and upon which the named director is not entitled to vote.
- 5.18 Notwithstanding the foregoing bylaws, if no successor is elected or appointed to replace the person who otherwise would cease to be a director and the result is that the number of directors would fall below three, the person previously elected or appointed as director continues to hold office until such time as a successor director is elected or appointed.
- 5.19 A director may not be remunerated for services rendered in his or her capacity as a director, although a director may, as determined by a Board resolution, be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged on the affairs of the Society.
- 5.20 A director may hold any office or place of profit in the Society (other than Auditor) in conjunction with his or her office of director for the period and on Such terms as the Board determines. Subject to the *Society Act*, no director shall be disqualified by such office from contracting with the Society.
- 5.21 The Society shall have the power to make expenditures and loans whether or not secured or interest bearing for the purpose of furthering the purposes of the Society. The Society shall also have the power to enter into trust arrangements or contracts for the purpose of discharging obligations or conditions either imposed by a person donating, bequeathing, advancing or lending funds or property to the Society, or assumed by the Society in expectation of such donations, bequests, advances or loans. Such arrangements or contracts shall be in accordance with the terms and conditions that the Board may prescribe.
- 5.22 The Board shall take such steps as it deems necessary to enable the Society to receive donations, bequests, funds, property, trusts, contracts, agreements and benefits for the purpose of furthering the purposes of the Society. The Board in its sole and absolute discretion may refuse to accept any donation, bequest, trust, loan, contract or property.
- 5.23 In investing the funds of the Society, the Board shall not be limited to securities and investments in which trustees are authorized by law to invest, but may make any investments which in its opinion are prudent. In determining whether an investment is prudent, the Board may consider the extent to which an investment furthers purposes and funding of the Society in addition to issues of pure economic return. Subject to the provisions of the *Society Act*, a director shall not be liable for any loss which may result from any such investment.

PART 6- PROCEEDINGS OF THE BOARD

- 6.1 A meeting of the Board may be held at any time and place determined by the Board, provided that five days' notice of such meeting shall be sent in writing to each director. However, no written notice shall be necessary if all directors were present at the preceding meeting when the time and place of the meeting were determined or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the Secretary of the Society.
- 6.2 For the purposes of the first meeting of the Board held immediately following the appointment or election of a director or directors at a general meeting, or for the purposes of a meeting of the Board at which a director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be properly constituted.
- 6.3 The President may at any time, and the Secretary, on the request of any two directors shall, convene a meeting of the Board.
- 6.4 The Board may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors in office at the time when the meeting convenes; but in no instance may the number necessary for a quorum be less than two.
- 6.5 The President shall chair all meetings of the Board; but if at any meeting the President is not present within 15 minutes after the time appointed for the meeting, or the President requests that he or she not chair that meeting, the directors present may choose one of their members to chair that meeting.
- 6.6 If the person presiding as chair of a meeting of the Board wants to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the directors present at such meeting, he or she may preside as chair.
- 6.7 No resolution proposed at a meeting of the Board must be seconded. The person chairing a meeting may move or propose a resolution.
- 6.8 Any issue at a meeting of the Board which is not required by these bylaws or the *Society Act* to be decided by a resolution requiring more than a simple majority shall be decided by a Board resolution.

- 6.9 A director chairing a meeting may vote but, if he or she does so and the result is a tie, he or she shall not be permitted to vote again to break the tie and the resolution being voted on shall be deemed to have failed.
- 6.10 Voting shall be by show of hands or voice vote recorded by the secretary of the meeting except that, at the request of any one director, a secret vote by written ballot shall be required.
- 6.11 A Board resolution in writing which has been deposited with the Secretary is as valid and effectual as if it had been passed at a meeting of the Board duly called and constituted. Such Board resolution may be in two or more counterparts which together shall be deemed to constitute one resolution in writing. Such resolution shall be filed with minutes of the proceedings of the Board and shall be effective on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.
- 6.12 A director who contemplates being or is temporarily absent from Canada may, by letter, facsimile, telegram or telex, send or deliver to the address of the Society a waiver of notice of any meeting of the Board for a period not longer than one year and may, at any time, withdraw the waiver in like manner. Until the waiver is withdrawn:
- (a) no notice of meetings of the Board need be sent to that director; and
 - (b) any and all meetings of the Board, notice of which has not been given to that director shall, if a quorum is present, be valid and effective.

PART 7 - PATRONS

- 7.1 The Board may appoint prominent persons and office holders to be Patrons of the Society.
- 7.2 The function and number of Patrons and the terms of each appointment shall be determined by the Board.

PART 8 - ADVISORY COUNCIL

- 8.1 The Board may constitute an Advisory Council to provide advice and counsel to the Board on broad issues of policy and profile and may appoint worthy persons to it and determine the terms of each appointment.
- 8.2 The Board shall determine the size and composition and specific functions of the Advisory Council.

- 8.3 The Advisory Council shall not have the legal powers to direct the acts and operations of the Society and its members shall not be Directors of the Society.
- 8.4 The Advisory Council may hold meetings at such time and place as is determined by the Board and shall conform to any rules that may from time to time be imposed on it by the Board.

PART 9 - COMMITTEES

- 9.1 The Board may create such standing and special committees as may from time to time be required which may be in whole or in part composed of directors as the Board thinks fit. The Board may delegate any, but not all, of its power to such committees and any such committee shall limit its activities to the purpose or purposes for which it is appointed, and shall have no powers except those specifically conferred by the Board. Unless specifically designated as a standing committee, any special committee so created must be created for a specific time period only. Upon completion of the earlier of the specified time period or the task for which it was appointed, a special committee shall automatically be dissolved.
- 9.2 A committee, in the exercise of the powers delegated to it, shall conform to any rules that may from time to time be imposed by the Board, and shall report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board directs.
- 9.3 The members of a committee may meet and adjourn as they think proper and meetings of committees shall be governed mutatis mutandis by the rules set out in these bylaws governing proceedings of the Board.

PART 10 - DUTIES OF OFFICERS

- 10.1 At the first meeting of the Board held after an annual general meeting, the Board shall elect from among the directors a President who shall hold office until the first meeting of the Board held after the next following annual general meeting. The President shall be responsible for chairing general meetings of the Board.
- 10.2 The Board shall appoint a Secretary/Treasurer, two Vice-Presidents, and a Chair for each Wing, and may, subject to Bylaw 10.3, appoint and remove such other officers of the Society as it deems necessary and determine the duties, responsibilities and terms of all officers.
- 10.3 A person may be removed as an officer by a Board resolution.
- 10.4 Should the President or any other officer for any reason not be able to complete his or her term, the Board shall elect or appoint a replacement without delay.
- 10.5 The Secretary/Treasurer shall be responsible for making the necessary arrangements for:
- (a) the issuance of notices of meetings of the Board and Advisory Council;
 - (b) the keeping of minutes of all meetings of the Board and Advisory Council;
 - (c) the custody of all records and documents of the Society except those required to be kept by the Treasurer;
 - (d) the custody of the common seal of the Society;
 - (e) the maintenance of the register of members and directors;
 - (f) the conduct of the correspondence of the Society;
 - (g) the keeping of such financial records, including books of account, as are necessary to comply with the *Society Act*; and
 - (h) the rendering of financial statements to the directors, members and others when required.
- 10.6 If the Secretary is absent from any meeting of the Board, the directors present shall appoint another person to act as secretary at that meeting.
- 10.7 A person may be appointed to two or more of the offices of the Society at any one time.

- 10.8 Notwithstanding the foregoing bylaws, the Board may appoint a secretary of the Board to be responsible for the preparation and custody of minutes of meetings of the Board and the correspondence of the Board.
- 10.9 An officer may not be remunerated for services rendered in his or her capacity as an officer, although an officer may, as determined by a Board resolution, be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged on the affairs of the Society.

PART 11 - SEAL

- 11.1 The Board may provide a common seal for the Society and it shall have power from time to time to destroy a seal and substitute a new seal in its place.
- 11.2 The common seal shall be affixed only when authorized by a resolution of the Board, and then only in the presence of the persons prescribed in the resolution or, if no persons are prescribed, in the presence of either any two directors or one director and one officer, not being the same person.
- 11.3 Should the Society not have a common seal, execution by the Society shall be as authorized by a resolution of the Board provided always that such resolution shall require the signatures of either any two directors or one director and one officer, not being the same person.

PART 12 - BORROWING AND INVESTMENTS

- 12.1 In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.
- 12.2 No debenture shall be issued without the authorization of a special resolution.
- 12.3 The members may restrict the borrowing powers of the Board.

PART 13 - AUDITOR

- 13.1 This Part applies only where the Society is required or has resolved to have an auditor.
- 13.2 The first auditor shall be appointed by the Board, which shall also fill any vacancy occurring in the office of auditor.
- 13.3 At each annual general meeting, the Society shall appoint an auditor to hold office until he or she is re-appointed or his or her successor is appointed at the next following annual general meeting.

- 13.4 An auditor may be removed by ordinary resolution.
- 13.5 An auditor shall be promptly informed in writing of his appointment or removal.
- 13.6 The auditor may attend general meetings.

PART 14 - NOTICES

- 14.1 Notice of a general meeting shall be given to:
 - (a) every person shown on the register of members as a member on the day the notice is given; and
 - (b) the auditor.

No other person is entitled to be given notice of a general meeting.

- 14.2 A notice may be given to a member or a director either personally (by delivery, facsimile, telegram, email or telex) or by first class mail posted to such person's registered address.
- 14.3 A notice sent by mail shall be deemed to have been given on the fifth day following that on which the notice was posted. In proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if there shall be, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails, then such notice shall only be effective when actually received. Any notice delivered by hand or sent by facsimile, telegram, email or telex shall be deemed to have been given on the day it was so delivered or sent.
- 14.4 If a number of days notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given shall not, but the day on which the event for which notice is given shall, be counted in the number of days required.

PART 15 - MISCELLANEOUS

- 15.1 The Board shall from time to time determine to what reasonable extent and at what reasonable times and places and under what reasonable conditions or regulations the documents, including the books of account, of the Society and minutes of meetings of the Board and Advisory Council shall be open to the inspection of members of the Society not being directors.

- 15.2 Any meeting of the Society, the Board, the Advisory Council or any committee or group may also be held, or any members, directors or committee member may participate in any meeting of the Society, Board, Advisory Council or any committee in which he or she is entitled to participate, by conference call or similar communication equipment or device so long as all the members, directors, council or committee members or other persons participating in the meeting can hear and respond to one another. All such members, directors, council or committee members or other persons so participating in any such meeting shall be deemed to be present in person at the stated location of such meeting and, notwithstanding the foregoing bylaws, shall be entitled to vote by a voice vote recorded by the secretary of such meeting.
- 15.3 The rules governing when notice is deemed to have been given set out in these bylaws shall apply mutatis mutandis to determine when a Board resolution shall be deemed to have been submitted to all of the directors and when an ordinary or special resolution shall be deemed to have been submitted to all of the members.
- 15.4 The Society shall have the right to subscribe to, become a member of and cooperate with any other society, foundation, corporation or association whose purposes or objectives are in whole or in part similar to the Society's purposes.
- 15.5 Subject to an order of the Registrar pursuant to the *Society Act* stating that the Society is a "reporting society" as defined under the *Society Act*, the Society shall be deemed not to be a "reporting society".
- 15.6 The Society may establish and maintain one or more branch societies with the powers, not exceeding the powers of the Society, which the Society confers.
- 15.7 The Society shall be deemed not to be a subsidiary of any other society or corporation.

PART 16 - INDEMNIFICATION

- 16.1 Subject to the provisions of the *Society Act*, each director or officer of the Society shall be indemnified by the Society against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a party by reason of his or her being or having been an officer or director of the Society, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to have been derelict in the performance of his or her duty as an officer or director. "Derelict" shall mean grossly negligent, criminally negligent or intentionally engaged in tortious conduct with the intent to defraud, deceive, misrepresent or take advantage improperly of an opportunity available to the Society.

- 16.2 Subject to the provisions of the *Society Act*, the Board is authorized from time to time to give indemnities to any director or other person who has undertaken or is about to undertake any liability on behalf of the Society or any foundation or corporation controlled by it, and to secure such director or other person against loss by mortgage and charge on the whole or any part of the real and personal property of the Society by way of security, and any action from time to time taken by the directors under this paragraph shall not require approval or confirmation by the members.
- 16.3 The Board in its discretion may submit any contract, act or transaction for approval, ratification or confirmation at any annual general meeting or at any extraordinary general meeting of the members called for the purpose of considering the same and any contract, act or transaction that may be approved, ratified or confirmed by a resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the *Society Act* or these bylaws) shall be as valid and as binding upon the Society and upon all the members as though it had been approved, ratified and confirmed by every member of the Society.
- 16.4 Subject to the provisions of the *Society Act*, no director or officer for the time being of the Society shall be liable for the acts, neglects or defaults of any other director or officer of the Society or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Society through the insufficiency or deficiency of title to any property acquired by order of the directors for or on behalf of the Society, or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Society shall be placed out or invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any funds or property of the Society shall be lodged or deposited, or for any other loss, damage or misfortune whatsoever which may happen in the execution of the duties of his or her respective office or trust or in relation thereto, unless all or any of the same shall happen by or through the wilful act, default or neglect of such director or officer.
- 16.5 The Society shall, to the full extent permitted by the *Society Act*, indemnify and hold harmless, every person heretofore, now or hereafter serving as a director or officer of the Society and his or her heirs and legal representatives.
- 16.6 Expenses incurred with respect to any claim, action, suit or proceeding may be advanced by the Society prior to the final disposition thereof in the discretion of the Board and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the recipient to repay such amount unless it is ultimately determined that he or she is entitled to indemnification hereunder.
- 16.7 The Society shall apply to the Court for any approval of the Court which may be required to make the indemnities herein effective and enforceable. Each director and officer of the Society on being elected or appointed shall be

deemed to have contracted with the Society upon the terms of the foregoing indemnities. Such indemnities shall continue in effect with regard to actions arising out of the term each director or officer held such office notwithstanding that he or she no longer continues to hold such office.

- 16.8 The failure of a director or officer of the Society to comply with the provisions of the *Society Act* or of the constitution or these bylaws shall not invalidate any indemnity to which he or she is entitled under this Part.
- 16.9 The Society may purchase and maintain insurance for the benefit of any or all directors or officers against personal liability incurred by any such person as a director or officer.

PART 17 - BYLAWS

- 17.1 On being admitted to membership, each member is entitled to and upon request, the Society shall provide him or her with a copy of the constitution and bylaws of the Society.
- 17.2 These bylaws shall not be altered or added to except by special resolution.
- 17.3 “The number of non-voting members of the Society shall not exceed the number of voting members of the Society.”

PART 18 – ASSOCIATE MEMBERS

- 18.1 Associate Member of the Society shall be a non-voting member of the Society who has applied for admission to the Society as an Associate Member and has been approved as such by a Board resolution.
- 18.2 Associate Members shall be persons who have had an active association with the Society, whether as a member, a volunteer or through other service, they are not currently actively associated with the Society but they may in the future become actively associated with the Society.
- 18.3 An Associate Member may withdraw from the Society by delivering his or her resignation in writing to the Secretary of the Society or to the address of the Society.
- 18.4 A person shall immediately cease to be an Associate Member of the Society:
- (a) upon the date of delivering his or her resignation in writing to the Secretary of the Society or to the address of the Society;
 - (b) upon his or her death;

(c) upon the expiration of the term currently determined by the Board as the length of time for which he or she is to be an Associate Member; or upon being removed by a Board resolution.

- 18.5 The Associate Membership is not transferable.
Associate Members shall be entitled to attend general meetings if a written notice to attend is sent by the Secretary to the Associate Member.
- 18.6 Associate Members shall be a special class of member to which Parts 2, 3 and 4 of the bylaws do not apply.
- 18.7 Except as stated in this Part 18 all rights and obligations of Associate Members shall be as determined by the Board.”

AND

PART 19 – HONORARY LIFETIME MEMBERS

- 19.1 Honorary Lifetime Member of the Society shall be a non-voting member of the Society who has applied for admission to the Society as an Honorary Lifetime member and has been approved as such by a Board resolution.
- 19.2 Honorary Lifetime Members shall be persons who have had a long and active association with the Society, whether as a member, a volunteer or through other service.
- 19.3 An Honorary Lifetime Member may withdraw from the Society by delivering his or her resignation in writing to the Secretary of the Society or to the address of the Society.
- 19.4 A person shall immediately cease to be an Honorary Lifetime Member of the Society:
- (a) Upon the date of delivering his or her resignation in writing to the Secretary of the Society or to the address of the Society;
 - (b) Upon his or her death
 - (c) Upon the expiration of the term currently determined by the Board as the length of time for which he or she is to be an Honorary Lifetime Member; or
 - (d) Upon being removed by a Board resolution.
- 19.5 The Honorary Lifetime Membership is not transferable.
- 19.6 Honorary Lifetime Members shall be entitled to attend general meetings if A written notice to attend is sent by the Secretary to the Honorary Lifetime Member.

- 19.7 Honorary Lifetime Members shall be a special class of member to which Parts 2, 3 and 4 of the Bylaws do not apply.
- 19.8 Except as stated in this Part 19 all rights and obligations of Honorary Lifetime Members shall be as determined by the Board.

2.4 TERMS OF REFERENCE

2.4.1 EXECUTIVE COMMITTEE TERMS & CONDITIONS

President

- Term- minimum 2 years, normally 3 years
- reconfirmed by the new Board of Directors at each AMG
- Condition – must retain the confidence of the Board of Directors

1st Vice President

- Term – normally 2 years or as required
- reconfirmed by new Board of Directors at each AGM
- Condition - immediate successor to President
- must be willing to assume the responsibilities of the President.
 - must retain the confidence of the Board of Directors

Vice President(s)

- Term – normally 2 years or as required
- reconfirmed by new Board of Directors at each AGM
- Condition – must retain the confidence of the Board of Directors

Past President

- Term – as required
- Conditions - normally filled by immediate Past President however, can be filled by any former member of the Executive Committee
- must retain confidence of the Executive Committee.

Secretary /Treasurer

- Term – as required
- Condition – must be a Director
- must retain confidence of the Executive Committee

Director

- Term – 2 years
- Condition – elected by the League Members at the AGM
- must retain the confidence of the membership/ the Board of Directors

2.4.2 EXECUTIVE & ADVISORY COMMITTEES

Board of Directors

Chairperson – President

Composition – all Directors

Purpose – discharge the Air Cadet League BCPC responsibilities for the conduct of the Air Cadet Movement in BC

Executive Committee

Chairperson – President

Composition – Past President, Secretary/Treasurer, all Vice Presidents, SSO Air, and any temporary member as agreed by committee members

Purpose – oversee and manage the responsibilities of the Board of Directors on a daily basis.

Advisory Council

Chairperson – Past President

Composition – past member of the executive committee and associate members

Purpose – to support to the executive committee by undertaking special initiatives and activities

2.4.3 STANDING COMMITTEES

Review Boards

Chairperson – League Member

Composition – CAO, RCSU Rep and Wing Chairs

Purpose – Organize, coordinate and conduct all Scholarship Review Boards throughout the province

Effective Speaking Committee

Chairperson – League Member

Composition – CAO, RCSU Rep, Wing Chairs, Squadron Coordinators

Purpose – Promote and provide guidance for Squadron effective speaking program. Organize and conduct Wing and Regional Effective Speaking Competitions

Aviation Committee

Chairperson – League Member

Composition – League Members with general, military or RGS aviation experience

Purpose – manage and coordinate the BCPC aircraft fleet responsibilities with the Regional Air Operations Officer

Aerospace Committee

Chairperson – League Member with a background in the either the aerospace or education sector

Composition – CAO, Wing Chairs,

Purpose – to establish partnerships with Aerospace Industries. Promote, coordinate and manage Cadet Work Experience Program

BC Directors Succession Planning Committee

Chairperson – League Member

Composition – 3 to 5 members

Purpose – to identify potential directors and to develop and maintain a 3 year succession plan for each position of the Executive Committee.

2.4 TERMS OF REFERENCE

2.4.4 WING CHAIR

Reports to: Vice President

General:

The Wing Chair is responsible for ensuring that the Squadron Sponsoring Committees within the Wing adhere to the Policies and Procedure of the Air Cadet League of Canada. The Wing Chair accomplishes that by assigning a representative (League Rep) to each Squadron Sponsoring Committee.

Duties and Responsibilities:

1. Be fully conversant with BCPC Administrative Manual and Air Cadet League Policy and Procedure Manual.
2. Responsible for the resolution of disputes which cannot be resolved at the Squadron Sponsoring Committee level. If the assistance of the military is required to resolve the dispute, the Wing Chair will contact the respective Air Cadet Instructor Cadre Officer (ACICO). If further action is required, the matter shall be referred to the Vice President.
3. Represent the Wing at the Annual General Meeting of the BCPC
4. Recruitment, appointment and/or removal of League Reps.
5. Convene training sessions and meetings for League Reps as often as required.
6. Ensure that the League Reps are made aware of their duties and responsibilities.
7. Convene Wing Meetings as required.
8. Organize the Annual Wing Effective Speaking Competition in accordance with rules and procedure provided by the Air Cadet League through the BCPC.
9. Nominate League Personnel to act as Air Cadet League Inspectors for Annual Ceremonial Reviews. Attend and carry out Annual Reviews of Wing Squadrons as required.
10. Attend special functions, either as an invited representative of the Air Cadet League, or as an invited guest speaker, as may be applicable.
11. Provide a written monthly Wing Squadron status report to the BCPC.
12. Plan and administer the Wing operating budget.
13. Recruit and train a successor.

2.4.5 LEAGUE REPRESENTATIVE

Reports To: Wing Chair

Authority: Delegated from Wing Chair

General:

A League Rep is appointed by the Wing Chair and provides the means by which liaison is maintained with a Squadron Sponsoring Committee. While most liaison duties deal with routine squadron sponsoring committee activities, from time to time a sensitive situation or one of potential long-term importance will develop. The League Reps, therefore, should have a thorough knowledge of the current BCPC Administrative Manual. Matters of concern that are not readily resolved are to be discussed with the Wing Chair.

Duties and Responsibilities:

1. Represent the BCPC for matters affecting an assigned Squadron Sponsoring Committee including attending the executive meetings of that Committee as required.
2. Assist the assigned Squadron Sponsoring Committee Chair in implementing Air Cadet League BCPC policies and procedure and regulations. In particular:
 - The BCPC Administrative Manual, and;
 - The Air Cadet League Policy and Procedure Manual
3. The chain of command for the League Rep is to the Wing Chair who will initiate any military assistance, if required.
4. Liaise regularly with the Squadron Sponsoring Committee Chair to ensure all matters have been dealt with appropriately and in a timely manner: This includes:
 - Screening has been completed
 - ACC9 has been filed
 - Annual Information Sheet has been filed, a Budget has been prepared and approved by the Squadron Sponsoring Committee and the CO and a copy filed with the BCPC
 - Squadron assessment has been paid
 - Special Awards (medals, bravery, appreciation certificates)
5. Assist the Wing Chair in finding suitable candidates to serve as Chair or members of the Squadron Sponsoring Committee.
6. Training Squadron Sponsoring Committee Chairs and members as required.
7. Assist the Wing Chair in organizing:
 - Annual Wing Meetings
 - Effective Speaking Competition

8. Liaise with Squadron Sponsoring Committee Chair prior to the Squadron Annual Ceremonial Review to review Squadron Performance Evaluation policies and procedure requirements in accordance with the BCPC Administrative Manual.
9. Advise the Wing Chair of any problems with assigned Squadron Sponsoring Committee that might have a negative impact on the BCPC, Air Cadet League or Air Cadet Program.
10. Carry out and submit to BCPC office Squadron "Visit Reports" as prescribed by the BCPC Administrative manual.

2.4.6 League Rep Calendar of Responsibilities

Ongoing: Schedule training sessions for New SSC members as and when needed.

September:

- Meet with Executive and introduce each other.
- Discuss ACC9, Squadron Information Sheet, Screening Forms and ACL/BCPC expectations for the coming year. (e.g. Copy of minutes and newsletters sent to League office)
- PROMOTE: Effective Speaking program with SSC/CO

October:

- Attend the BCPC AGM (Kamloops)
- Attend a Parade Night and introduce self to CO /SSC
- Attend and sit in on the SSC's AGM. Ensure that the Form 11 is completed and forwarded to the Lawyer's office with a copy of the AGM Minutes.
- Promote "MOCK" Review Boards for completion by mid January
- Verify that the ACC9 has *been or is being* completed for submission by Oct 31
- PROMOTE: Effective Speaking program with SSC/CO

November:

- Start preparing to complete the League Representative ANNUAL Visit report Due APRIL 30.
- Verify that the BCPC Assessment or at least the first installment was paid.
- PROMOTE: Effective Speaking program with SSC/CO
- Promote "MOCK" Review Boards for completion by mid January

December:

- Attend squadron on a Parade Night. Visit with CO
- Promote "MOCK" Review Boards for completion by mid January
- Attend the Xmas dinner if invited.

January:

- Attend Parade Night.

- Promote Effective Speaking to everyone.

February:

- Meet with Executive.
- Ensure Screening is in place for everyone.
- Ensure ACC9 was fully completed and submitted
- Ensure Revenue Canada T3010 forms are completed where necessary
- Participate in Wing Review Boards if requested to do so
- Attend Wing Meetings and Training workshops

March:

- Complete the League Representative's ANNUAL Visit Report. Send the completed report to the BCPC Office and a copy to the Wing Chair by APRIL 30.
- Verify that the second installment of the BCPC Assessment was paid.
- Discuss Annual Ceremonial Review requirements

April:

- Attend Parade Night
- Visit with CO
- League Representative's Annual Report DUE 30 April

May:

- Attend Squadron Sponsoring Committee Executive Meeting.
- Check All Screening Cards.
- Check Financial Records.
- Be available to serve as a League Inspector if requested to do so

June:

- Attend the squadron Annual Ceremonial Review.
- Attend Executive Meeting Wrap Up.
- Provide guidance to the SSC on preparing the budget for the upcoming training year.

2.5 BCPC ASSESSMENTS

2.5.1 Sponsoring Committee Assessments

In addition to providing financial support for the squadrons, Squadron Sponsoring Committees contribute to the operating cost of the BCPC. The total operating budget is determined by means of discussion and subsequent vote at the Annual General Meeting. That operating budget is based on the registered unit average strength provided by Fortress

The Provincial Assessment is an obligation of the individual Squadron Sponsoring Committees. While many Sponsoring Committees ask parents for donations to assist in fund raising each year, and while many parents are pleased to do so, such donations cannot become compulsory and should not be collected through any participation by the cadets or officers.

2.6 INSURANCE

2.6.1 National Insurance

The National Office administers the Insurance Program on behalf of The Air Cadet League of Canada, the Provincial Committees and the Sponsoring Committees. It is incumbent on the Provincial Committees and Sponsoring Committees to keep the Air Cadet League National Office informed of any plans that may require a material change to the insurance policies such as the purchase of aircraft, gliders, vehicles or real estate.

The National Office maintains the following policies:

- Accident Insurance
- Commercial General Liability Insurance
- Director's and Officers Liability Insurance – National, Provincial and Squadron Sponsoring committees
- General Aviation Liability Insurance
- Non owned Automobile Insurance
- Non owned Aviation Liability Insurance
- Aviation Insurance
- Fidelity Insurance – National Office only
- Property Insurance – National Office only

NOTE: If making a claim under any of the above policies, a claim must be filed **within 30 days of the occurrence.**

The insurance coverages provided by the above policies are complex and the details of the coverage can be found in the National Policy and Procedure Manual.

Alternatively, refer to the National Website: www.aircadetleague.com for details and the various claim forms. If a Sponsor or Squadron Sponsoring Committee owns or leases premises, it will be necessary to maintain appropriate coverage on the building. In addition, as most Squadron Sponsoring Committees accumulate various pieces of equipment, it is prudent to maintain specific insurance coverage on contents.

2.6.2 LIABILITY FOR SQUADRON FUNCTIONS

Liability coverage for Businesses and Malls for Squadron Functions:

Refer to Section 3.10.5.4 of the National Policy and Procedure Manual for the procedure and Form (ACC20) to be used when applying for Liability Coverage for Malls and Businesses.

<http://www.aircadetleague.com/en/documents/acc20en.pdf>