



872 Squadron Sponsoring Committee

CHARTER

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

DEFINITIONS Air Cadet League of Canada (ACL)

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

http://www.aircadetleague.com/common/documents/images/ppm/ppm_2011_may.pdf

872 Squadron Sponsoring Committee (872 SSC)

3. The 872 SSC consists of up to 11 elected Directors. The purpose and conduct of the 872 SSC are defined by the ACL. All members of the 872 SSC are required to possess a valid and current City of Ottawa “Reliability Check”.

872 Squadron Sponsoring Committee Executive (872 SSC Exec)

4. The 872 SSC Exec shall consist of 5 Directors elected from members of the 872 SSC. The 872 SSC Exec consists of the following ACL defined positions:

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

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

872 SSC Voting Members

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

Quorum

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

Spending Authority

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

Expenditure Authority

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

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

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

Signing Authority

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

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

Fiscal Year

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

Active Cadet Season

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

ELECTIONS Timings

15. 872 SSC elections will normally take place in May so that the new slate of Directors are in place for the following Fiscal Year, to be effective 1 July.

Election Procedures – SSC Directors

16. Any cadet parent or volunteer may participate in SSC elections. A representative of the ACL will oversee the election of the next year's slate of Directors. Nominations for the 11 Director positions will take place with each nomination requiring a seconder. Thereafter, each nomination shall be voted on by those present with a simple majority being required to approve the nomination. If someone wishes to discuss a particular nomination, then the nominee shall be asked to vacate the room, where after a discussion will take place. After discussion, a vote will be taken to decide the nomination. If more than one nomination exists for the last Director position, then a secret ballot will decide the last position.

Election Procedures – SSC Executive

17. Once the 11 SSC Directors have been chosen, elected Directors may then be nominated to one of the five positions in the SSC Executive. Any nominations to a specific 872 SSC Exec position require a seconder. A vote requiring a simple majority will take place to approve the nomination. If more than one Director is nominated to a specific position, a secret ballot will take place to determine who will fill that position.

Reliability Checks

18. City of Ottawa Reliability Checks are required for all members of the 872 SSC and any other 872 Squadron volunteers who will be in direct contact with 872 Squadron Air Cadets. Reliability Checks can take up to 8 weeks to process, and so it is expected that anyone requiring a Reliability Check will commence the process immediately upon being informed that they have:

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

19. Until a valid Reliability Check is fully processed, the individual will not be included in activities involving contact with Air Cadets. These activities shall include but not be limited to:

- a. Field Training Exercises (FTXs);
- b. Glider and Power days;
- c. Walk-a-thons; and
- d. Any other activities that involve the presence of Air Cadets.

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

20. Given that Reliability Checks may take 8 weeks for the City of Ottawa Police Service to complete, the affected Director has 3 months following their election to present a completed Police Service Reliability Check to the 872 SSC Chair for ACL processing. Failure to do so will result in the suspension of the Director / volunteer from all 872 SSC activities. If no Reliability Check has been submitted to the Chair after a 4 month period following election, then the Director will be removed from the SSC.

Term Limits

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

Removal From the 872 SSC

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

- a. The Chair is to advise all Directors that he/she intends to proceed with a “vote for removal” and that their presence is expected on an agreed upon date and location. Although preferable, the presence of the subject individual is not required;
- b. On that date, a discussion consisting of a quorum of 872 SSC Directors will take place. If a majority of Directors present support removal, then either the affected member will be asked to resign, or a secret ballot will be conducted;
- c. For a “vote for removal” to be successful, a two thirds majority is required from this quorum of Directors; and
- d. Following the vote, the subject individual will be informed by the Chair of the result. If removal is approved, the Chair will inform the ACL of the removal with a summary of the circumstances.

FINANCIAL 23. Part 3 Section 3.7 of the ACL PPM provides the policies and procedures for the management and control of financial resources that ensure the effectiveness and protection of 872 SSC financial assets. To assist in this, the financial affairs of 872 SSC shall be conducted in a fully transparent and open manner.

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

Budgetary Process - Planning

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

26. The aim of this meeting is to build a budget for the current Fiscal Year to be presented to the 872 SSC for approval during the first 872 SSC meeting of the

year. The basis for this budget will be the prior year's budget. Once approved, it will become the current 872 SSC Budget.

Budgetary Process – Ongoing

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

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

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

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

Spending Approval

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

Chair Short-Notice Spending Authority

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

- a. Upon realizing that a short-notice need has arisen, the Chair must attempt to discuss the expenditure (verbally or through email) with the Treasurer and as many members of the 872 SSC Exec as possible;
- b. Thereafter, the Chair is authorized to spend up to \$300 in order to address the short-notice requirement; and

- c. As soon as possible following this expenditure, the Chair is to submit the normally required documentation for approval and processing.

Treasurer Short-Notice Spending Authority

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

WEBSITE 32. 872 Squadron will maintain a website in support of 872 Squadron cadet and SSC activities. There shall be two persons with complete administrative rights over the website. As a minimum, two other persons will have limited access rights for a specific range of subjects.

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

Among the responsibilities of the 872 SSC are the following:

1. Assisting in the recruitment of suitable youth to be 872 Squadron Air Cadets;
2. Making recommendations through the Provincial Committee to the Region Commander regarding the enrolment, appointment, promotion, transfer or release of 872 Squadron Cadet Instructor Cadre (CIC) Officers;
3. Assisting in providing names of possible candidates for replacement 872 Squadron Officers and for positions as Civilian Instructors or volunteers;
4. Inviting suitable individuals to be members of the 872 SSC;
5. Interacting with the Commanding Officer 872 Squadron and 872 Squadron Cadet Instructors, Officers, Civilian Instructors and Air Cadets;
6. Liaising with other Cadet unit SSCs;
7. Providing appropriate facilities for 872 Squadron training, administration and stores when they are not provided by DND;
8. Providing training aids and equipment, including band instruments, not supplied by DND;

9. Assisting the Provincial Committee with fundraising activities, and pay assessments levied for the purpose of carrying out the mandate of the Provincial Committee. It is the responsibility of the SSC to conduct fundraising efforts as necessary to raise such funds and may seek the cooperation of the Commanding Officer when Air Cadets may be used in such efforts;
10. The 872 SSC shall be registered as a non-profit society with the Canada Revenue Agency. Charitable registration status with CRA will authorize the SSC to issue tax receipts for donations received;
11. The 872 SSC shall submit annual financial statements to ACL Headquarters through the Provincial Committee using the ACL Form ACC9;
12. Making Air Cadets aware of the various benefits available to them as a result of the various ACL Partnership Agreements;
13. Arranging 872 squadron Air Cadet recreational programs;
14. Providing transport when not available from DND for local training exercises;
15. Providing for the financial and administrative needs of 872 Squadron;
16. Supporting our Provincial Committee activities;
17. Supporting 872 Squadron Air Cadets' applications for summer training;
18. Providing such other facilities or assistance as may be mutually agreed between the 872 Squadron Sponsor and/or the SSC and/or DND;
19. Providing honours and awards and recognition as appropriate;
20. Providing or securing such community support as necessary; and
21. Screening and registering all volunteers in accordance with ACL policies.

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

psc@872-squadron-rcac.ca
