

THE ARMY CADET LEAGUE OF CANADA
(NEWFOUNDLAND AND LABRADOR)
BY-LAWS and
RULES OF PROCEDURE

(Approved at the AGM in Sept 2013)

1. This By-law shall replace By-law #2 (2003) adopted at the Annual General Meeting of the Newfoundland and Labrador Branch of the Army Cadet League of Canada.

2. **Regions**

The Province of Newfoundland and Labrador shall, for the purposes of the Army Cadet League of Canada (Newfoundland and Labrador), (hereinafter called the “League” or “Branch”), be divided into four regions which shall include:

- St. John’s Region
- Avalon Region
- Central Region
- Western and Labrador Region

As of the AGM 2008, there were no persons available to fill the positions of Vice President Western, Vice President Labrador, Director (Civilian) Western and Director (Civilian) Labrador. The two regions are thus combined in 2009. In the event that a full slate of individuals should become available to fill these four positions, the Provincial Executive Committee may reinstate these regions individually at anytime during the year, with ratification to be tabled at the next AGM. The applicable Corps/Branches will also be realigned should this reinstatement occur.

Each Region shall contain one or more Cadet Corps, as listed below, and new Cadet Corps shall be assigned to a Region upon formation.

St. John’s Region

- ❖ 2007 Mobile High School RCACC
- ❖ 2355 Church Lads Brigade RCACC
- ❖ 2410 Bell Island RCACC
- ❖ 2415 Gonzaga High School RCACC
- ❖ 2515 St. John’s Army RCACC
- ❖ 2562 Queen Elizabeth RCACC

Avalon Region

- ❖ 2372 Avalon North RCACC (formerly 2565 Spaniard's Bay & 2880 Clarke's Beach)
- ❖ 2558 Placentia RCACC
- ❖ 2584 Whitbourne RCACC
- ❖ 2615 Victoria Lions RCACC
- ❖ 2797 Upper Island Cove RCACC
- ❖ 2863 Dunne Memorial RCACC
- ❖ 2903 Norman's Cove-Long Cove RCACC
- ❖ 2978 Hibernia RCACC
- ❖ 2997 Southwest Arm RCACC
- ❖ 3038 Southern Shore RCACC

Central Region

- ❖ 1916 Beaumont Hamel RCACC
- ❖ 2910 Badger's Quay Lions RCACC
- ❖ 2922 Vimy Ridge RCACC
- ❖ 3057 Harbour Breton RCACC
- ❖ 3065 English Harbour West RCACC

Western & Labrador Region

- ❖ 2357 St. James RCACC
- ❖ 2590 Herdman Collegiate RCACC
- ❖ 2840 Templeton Collegiate RCACC
- ❖ 2904 Cambrai RCACC
- ❖ 2959 Pasadena Lions RCACC
- ❖ 3012 Lynx RCACC
- ❖ 3023 Codroy Valley RCACC
- ❖ 2945 Goose Bay RCACC
- ❖ 2977 Labrador City RCACC

3. Branches

The League shall be organized into Branches as follows:

- a) Every Cadet Corps shall constitute a Branch of the League and the Commanding Officer, or a delegate as appointed by the Commanding Officer, shall be entitled to vote at the Annual General Meeting of the League. The sponsoring Committee Chairperson, or a delegate from the Sponsoring Committee as appointed by the Chairperson, shall be entitled to vote at the Annual General Meeting of the League.

b) There shall be a Provincial Branch of the League and every person who has been admitted to membership of the League, in accordance with this By-Law, and who is not a member of a Cadet Corps Branch, shall be a member of the Provincial Branch and shall be entitled to vote at the Annual General Meeting of the League.

4. **Membership**

Ordinary membership in each Cadet Corps Branch of the League shall be comprised of:

- All Members of the Sponsoring Committee of each Cadet Corps.
- All Cadet Instructor Cadre Officers whose names appear on the Corps strength.
- Active supporters of the Cadet Corps, recommended by the Branch and approved and admitted to membership by the Provincial Executive Committee.
- Honourary Life Members and Life Members shall be recommended by the Provincial Executive Committee and approved and admitted to membership at a General Meeting of the League.
- Ordinary Members and Honourary Members (ex-Officio) shall be approved and admitted to membership by the Provincial Executive Committee.

5. **Provincial Executive Committee**

A Provincial Executive Committee shall be established to manage the affairs of the League. The Provincial Executive Committee shall be comprised of the following Officers of the League who are elected at the Annual General Meeting:

- ❖ The President, who shall be the Chairperson;
- ❖ The Senior Vice President
- ❖ The Immediate Past President;
- ❖ Four (4) Regional Vice-Presidents (Civilian);
- ❖ The Vice-President (CIC);
- ❖ The Secretary;
- ❖ The Treasurer;
- ❖ Four (4) Regional Directors (CIC); and
- ❖ Four (4) Regional Directors (Civilian)

Other members appointed by the President not to exceed three, from among persons admitted to the league membership.

6. **Special Committees**

The Provincial Executive Committee shall appoint annually such Special Committees as it deems necessary to advance the objectives of the League and may establish terms of reference for each Committee.

7. **Regional Committees**

Regional Committees shall be established to coordinate the activities of the Branches within the Region and to promote the objectives of the League. Each Regional Committee shall be comprised of:

- The Chairperson, who shall be the Regional Vice-President (Civilian) elected at the Annual General Meeting of the League;
- The two Regional Directors elected at the Annual General Meeting of the League;
- A representative of a Local Sponsoring Committee from within the Region will be appointed by the elected members of the Committee; and
- Such other members of the League as may be appointed by the elected members of the Committee.

8. **Amendments to this Document**

This document may be amended at the Annual General meeting by a majority vote.

9. **Policy Directives and Terms of Reference**

The League may from time to time publish Policy Directives and Terms of Reference for members which detail specific steps and protocols to be observed in certain circumstances as required.

RULES OF PROCEDURE

1. The Officers of the League and the Regional Officials of the League shall be elected annually from among the members of the League.
2. The Nominating Committee, appointed annually by the Provincial Executive Committee, shall submit nominations for the Officers of the League and the Regional Officials as follows:

The Officers of the League

- The President
- The Senior Vice President
- Regional Vice-Presidents (Civilian) for each Region: Who shall not be an active Cadet Instructor Cadre Officer
- Regional Vice-President (CIC): Who shall be an active Cadet Instructor Cadre Officer
- The Secretary
- The Treasurer

The Regional Officials

- Regional Directors
(Civilian) for each Region: Who shall not be an active Cadet Instructor Cadre Officer

- Regional Directors
(CIC) for each Region: Who shall be an active Cadet Instructor Cadre Officer

Terms of Reference

DUTIES OF THE OFFICERS

The President

He/she is responsible for the supervision and administration of the affairs of the League as follows:

- ❖ Ensure policies decided by the League are carried out;
- ❖ Preside over all meetings of the League and Executive Committee;
- ❖ Represent the League at National Meetings and any other functions as required by the members; and
- ❖ Visit Corps and Sponsoring Committees.

The Senior Vice President

He/she will represent the League as Senior Member (Leader) in all activities when the President is not in attendance and assume the roll as President in the absence of the President.

The Vice-Presidents

- ❖ They are responsible for their respective areas;
- ❖ Shall ensure policies of the League are implemented;
- ❖ Shall perform such duties or exercise such powers as may from time to time be prescribed by the League;
- ❖ Shall be available to represent the president in his absence; and
- ❖ Report on activities of their region at meetings.

The Secretary

- ❖ Record, copy and distribute minutes of all Executive Meetings and other meetings as required;
- ❖ Maintain a file system;
- ❖ Maintain up-to-date list of League members' contact information;
- ❖ Assist the president in preparing the agenda and reports;

- ❖ Draft correspondence for distribution as required;
- ❖ Prepare paperwork and agenda for AGM; and
- ❖ Any other duties as required.

The Treasurer

- ❖ Maintain an accurate ledger of all financial transactions of the League;
- ❖ Maintain a bank account where all League income is deposited and issue cheques for all approved expenditures; (require two signatures);
- ❖ The fiscal year of the Branch shall commence 01 September and end 31 August each year or such other period of time that is determined by the Branch;
- ❖ At the end of year prepare an audited financial statement for League and AGM; and
- ❖ Carry out such other duties as are prescribed by the executive committee from time to time.

LEAGUE REGIONAL CIVILIAN POSITIONS

INTRODUCTION

The Army Cadet League of Canada (Newfoundland and Labrador) organizational structure and its by-laws are designed to reinforce the relationship between the four Regions and the Provincial Executive Committee. The Regional Vice Presidents' and Directors' participation and interest in local affairs of the Army Cadet Program should be reflected in the decision-making process and policy development at the Provincial level.

Regional Vice-Presidents (Civilian)

The Regional Vice Presidents are members of the League's Executive Committee and they participate in the management, decision-making and policy development of the League. Their responsibilities are:

- Actively serve as a member of the Branch Executive Committee through the usual forms of communication with the President and with the Cadet Corps Commanding Officers in the regions they represent;
- Consult regularly with the Branch President on matters concerning the administration of the Army Cadet Program and League;
- Represent the Branch President at local events, Annual Ceremonial Reviews and competitions involving the Army Cadets Program;
- Consult with the Branch President on policy development for army cadet or League activities within their Region;
- Participate in Branch Standing and Special Committees;
- Assist the Branch President in investigating and solving problems that may occur in their respective regions. Assist when conflicts occur or provide counseling and advice when requested;

- Maintain channels of communication between the Branch President, Sponsoring Committee, Corps Commanding Officers and the Area Cadet Officer (L);
- Assist Branch President when required in the selection of army cadets for special awards, exchanges and special training; and
- Work with the Branch President on policies affecting the conduct of army cadet training, i.e. CHAPS, insurance programs, etc.

Regional Directors (Civilian)

The Branch Executive Committee includes those elected to positions as Directors, Civilian and Cadet Instructor Cadre Officer. The main area of responsibility for individuals who serve in these capacities is to assist the Regional Vice Presidents in carrying out their duties under the Terms of Reference for their position. They include:

- Consult regularly with Regional Vice-Presidents on matters concerning the administration of the Army Cadet Program and the Army Cadet league of Canada;
- Attend meetings called by the Regional Vice-President;
- Provide advice to the Regional Vice-President on the matter of army cadet training and administration policy; and
- Represent the Regional Vice-President or Branch President when necessary at Cadet functions, Annual Ceremonial Reviews, local meetings with Sponsoring Committee or other activities where a representative of the Army Cadet League of Canada (Newfoundland and Labrador) is required.

LEAGUE CADET INSTRUCTOR CADRE (CIC) POSITIONS

Vice-President - Cadet Instructor Cadre Officers

**CIC Directors - St. John's
Avalon
Central
Western & Labrador**

INTRODUCTION

The Newfoundland and Labrador Branch of the Army Cadet League of Canada is somewhat unique within the National framework of the Army Cadet League. This Branch has, since its establishment in 1971, offered membership on its Board of Directors to Cadet Instructor Cadre personnel actively serving in Army Cadet Corps in the Province.

The initial purpose of having CIC members serve on the Board of Directors was to recognize the partnership that exists between the Department of National Defence and the Army Cadet League. This partnership is manifested in the advice and guidance offered to the League by those serving

within the army cadet program. Such contact assists the Army Cadet League to develop policy on general matters concerning the army cadet program in dealings with its partner, the Department of National Defence. CIC personnel serving with the Army Cadet League provide a valuable resource and keep League members up to date on the most recent developments in activities and events for army cadets both at the local HQ and summer training levels.

This membership in the Army Cadet League, however, is not intended to place serving CIC personnel in any conflict with the Department of National Defence in matters pertaining to the administration and training of army cadets in the Branch or their employment within the military system. The League cannot and will not bring matters raised by CIC Branch members on personal concerns they may have with their own corps or the Army Cadet Program. The military chain of command will be respected and the League will insist that such issues be dealt with through the Area Cadet Officer (L) and the Cadet Detachment Commander.

Vice President (CIC)

Following election at the Annual General Meeting of the Army Cadet League of Canada (Newfoundland & Labrador Branch), or through appointment to a vacant position on an acting basis by the President and the Executive Committee until the next Annual General Meeting, the Vice-President CIC may:

- Attend regular Executive Committee meetings of the League;
- Consult, assist and provide advice to CIC Directors serving on the League's Executive Committee;
- Advise, recommend or provide guidance to the League on general matters concerning the Army Cadet Program;
- Assist the League in the development and administration of cadet award programs;
- Chair special interest committees which may be established by the Executive Committee from time to time;
- Help maintain a channel of communication among army cadet corps commanding officers and sponsoring committees, the Cadet Detachment Commander, Area Cadet Officer and the Executive Committee;
- Represent the President at Army Cadet functions, e.g., annual ceremonial reviews, special parades, parent/cadet banquets, make presentations of awards, speak on behalf of the League and army cadet program, etc, and
- Perform any other such duties as the President and Executive Committee may feel are appropriate for the Vice-President CIC to deal with within the framework and responsibilities of the Army Cadet League.

Directors (CIC)

Following election at the Annual General Meeting of the Army Cadet League of Canada (Newfoundland & Labrador), or through appointment on an acting basis until the next AGM by the President and the Executive Committee to a vacant position, the Director (CIC) may:

- Attend regular Executive Committee meetings of the League;
- Advise, recommend or provide guidance to the League on general matters concerning the army cadet program;
- Assist the League in development of its cadet award programs;
- Represent the President at Army Cadet functions, e.g., annual ceremonial reviews, special parades, parent/cadet banquets, make presentations of awards, speak on behalf of League, etc.; and
- Perform any other such duties as the President may feel are appropriate for the CIC Director to deal with within the framework and responsibilities of the Army Cadet League.

Amended September 2013 – DGT
Revisée septembre 2013