CONSTITUTION AND BYLAWS

PUBLISHED BY MICHIGAN WING, CAC
CIVIL AIR PATROL
Ratified - 27 APRIL 2014
ARTICLE I - GENERAL

1. The name of this organization shall be the Michigan Wing Cadet Advisory Council, hereafter referred to as the MIWG CAC. This document will hereafter be referred to as the Constitution.

2. The objects and purposes of the MIWG CAC shall be:
   a. Provide an organization where cadets gain leadership experience at higher organizational levels.
   b. Aid Michigan Wing, the Wing Director of Cadet Programs, and the Wing Commander in monitoring and implementing the Wing Cadet Program and Michigan Wing’s missions.
   c. Make recommendations for improving and management of the Cadet Program and Michigan Wing’s missions.

3. The Constitution and attached bylaws shall be in compliance with the Council’s governing regulation, CAPR 52-16.

4. The MIWG CAC reports directly to the Wing Commander through the MIWG CAC Senior Advisor and MIWG Director of Cadet Programs.

5. One term of the CAC shall be defined as a year that begins April and ends May of the following year. If Wing conference is held in March, the new officers may be voted and announced at that time.

6. The membership of the MIWG CAC shall be as follows:
   a. The Council will have a Chairperson, Vice-Chairperson, and/or Recorder. The Chairperson is the only member of the Council who does not also serve as a representative and who only votes in the event of a tie.
   b. The Council will consist of two cadet representatives from each Group, one Primary and one Alternate, as appointed by their Group Cadet Programs Officer. When practical, these representatives will also serve as the Chairperson and Vice-Chairperson of their respective Groups. Alternates shall be considered members of the Council but may only vote when the Primary is not present.
   c. In the event that a Group does not have a Group CAC, squadrons may appoint one Primary and one Alternate Representative to represent them in the MIWG CAC. If a Group does not have enough members to fill a Group CAC, one Primary and one Alternate Representative may be appointed by the Group DCP to represent their respective Group.
   d. The Council will also have a Senior Officer that will serve as an advisor only, with no voting rights. The Advisor will only provide input when asked by Chairperson and help clarify regulations. Advisor will be not involved with agenda items nor influence voting in any way.
   e. Each member’s status will be designated on a CAPF 2a, forwarded to the Wing DCP, and will be appointed to their respective positions in eServices using the Duty Assignment module.
ARTICLE II - OFFICERS

1. Elections and Terms:
   a. The Chairperson shall be selected from the representatives prior to 01 May. His or her term of office will not commence until the end of the term of predecessor. The Vice-Chairperson and Recorder will be elected from the representatives at the first meeting of the new term. All officers are limited to two terms that will coincide with that of the Council’s.
   b. The Vice-Chairperson and Recorder may continue to serve as the representative for their respective Squadrons.

2. The Chairperson’s duties are as follows:
   a. Insures that all aspects of this Constitution and Bylaws are properly observed;
   b. Draws up and distributes the agenda for each meeting no later than ten days prior to the meeting;
   c. Serves as Presiding Officer at all MIWG CAC meetings;
   d. Submits recommendations, in writing, to the appropriate authority;
   e. Will be the final word on all questions of parliamentary meeting procedures within the guidelines of the Constitution and Bylaws / Roberts Rules of Order;
   f. Will compile all of the terms agendas, proposals, minutes, rosters, and any other pertinent documentation into the MIWG CAC Chairperson Continuity binder. Will maintain and pass on to the next term’s Chairperson. Copy of minutes shall be posted in the MIWG CAC webpage after DCP review.

3. The Vice-Chairperson’s duties are as follows:
   a. Will perform all duties of the Chairperson if he or she is absent or unable;
   b. Will coordinate and direct all committees in their actions and responsibilities;
   c. Will act as an assistant to the Chairperson by performing duties as directed;
   d. Will act as Recorder in the absence of the Recorder;
   e. Will assist the Recorder in publishing the all report/minutes.
4. The Recorder’s duties are as follows:
   a. Will perform all the duties of the Vice-Chairperson if he or she is absent or unable;
   b. Will perform all the duties of the Chairperson if both the Chairperson and Vice-Chairperson are absent or unable;
   c. Will draw up a roster of the MIWG CAC members and distribute it appropriately;
   d. Will maintain all records of the Council including actions and proposals;
   e. Will compile the minutes of each meeting and distribute them to the Council members and Senior Advisor no later than 10 days after a meeting;
   f. Will compile all records of the Council prior to each Regional CAC meeting and publish them as a Semi-Annual or annual report and distribute to the appropriate personnel.

ARTICLE III – REPRESENTATIVES

1. The Primary Representative’s duties are as follows:
   a. Will represent the interests of the cadets within their Group CAC;
   b. Will attend and participate actively in all MIWG CAC meetings and functions;
   c. Will maintain an active line of communication between the Wing and Group level;
   d. Will have one vote to use in accordance with the interests of their Group;
   e. Will submit monthly status reports of their respective units via the MIWG Form 322 by no later than the tenth day of each month for the previous month.

2. The Alternate Representative’s duties are as follows:
   a. Will carry out all duties and responsibilities of their Group’s Primary Representative in the absence of the Primary Representative;
   b. Will represent the interest of the cadets within their Group;
   c. Will attend and participate actively in all MIWG CAC meetings and functions;
   d. Will maintain an active line of communication between the Wing and Group;
   e. May not vote unless the primary representative is absent or is designated to do so.

3. Region CAC Primary and Alternates will be voted on must be approved by the Wing DCP.
ARTICLE IV – ADVISORS

1. At each official meeting of the MIWG CAC, a Senior Advisor will be present or their designated representative will be present. Appointment to be made by the Wing DCP.

2. The Senior Advisor’s duties are as follows:
   a. Will provide advice and guidance on Regulations to the MIWG CAC;
   b. Will serve as the sponsor to the MIWG CAC and assist the council with personnel and logistics;
   c. Advisor will not influence agenda items. Advisor may not vote or influence voting in any way;
   d. Will coordinate conference calls and insure appropriate meeting facilities;
   e. Will act as liaison between MIWG CAC and Wing Director of Cadet Programs;
   f. Will assist in directing the proposals through the appropriate channels;
   g. Will maintain MIWG CAC cadet records for the Wing DCP;
   h. May appoint assistants to help with duties and responsibilities with DCP approval.

ARTICLE V – MEETINGS

1. Regular Monthly meetings will occur via teleconference or in person in conjunction with Wing Commanders call and will be scheduled by the Advisor or Chairperson. It is strongly encouraged that both the Primary Representative and Alternate Representative from each group/squadron attend every MIWG CAC meeting; however, each group/squadron is expected to at least have one representative present. Lack of attendance will be reported to the Wing Commander and DCP.

2. The MIWG CAC will have at least two in person meetings per term or more as deemed necessary by the Chairperson and Senior Advisor.

3. Special / Emergency meetings may be called by the Chairperson or Senior Advisor.

4. At least half of all voting members, a Quorum, must be present to hold a meeting. A majority of voting members must be present to hold any votes. A vote may be held if the Chairperson and the Advisor deem it necessary.

5. Each Group is granted one vote in all matters, while squadron representatives may not vote at the MIWG CAC level as it would disproportionately represent the interest of individual squadrons. Squadrons in Groups without Group CACs will still have their interests represented by Primary and Alternate appointed by their Group DCP per Article I, Section 6 c of this Constitution.
ARTICLE VI – COMMITTEES

1. Committees may be created at the discretion of the Council in order to best achieve its goals.

2. Unless specified otherwise, committees will be dissolved once their objective is reached or purpose fulfilled.

3. All committees will have a chairperson as selected by the Council.

4. All committees will be coordinated by the Vice-Chairperson and will report to the Council.

ARTICLE VII – RATIFICATION, RECOGNITION, AND AMMENDMENTS

1. All amendments shall be properly documented.

2. The cover page will note the ratification date and the most recent revision. Upon ratification or approval of the most recent version, this Constitution will make null and void any previous MIWG CAC Constitution and/or Bylaws.

3. Amendments may be proposed and voted upon during any meeting and will be passed by a two-thirds vote of voting members.

   a. Amendments that are enacted are to be immediately and properly designated within their respective article(s). If a new article is added, it will be numbered and placed accordingly.

   b. Any deletions made during the year will be properly documented.

4. Copies of the new Constitution and/or Bylaws will be made and distributed to the representatives at the first meeting of the term by the Chairperson.
ARTICLE VIII - BYLAWS

1. The MIWG CAC may draft a set of bylaws to establish specific procedures within the framework of this Constitution. Proposal must be distributed 15 days before a vote is taken.

2. Bylaws may be proposed by any MIWG CAC member.

3. A 2/3 vote will enact or rescind bylaws.

4. Nominations:
   a. Council members may be nominated for any position by other MIWG CAC members.
   b. Procedures for nomination will be:
      i. The nominee/person nominating must address the chairperson and request the floor.
      ii. They will state: “I nominate (person’s name) for (position)”
      iii. The Chairperson will then ask the nominee if they accept the nomination.
      iv. If the nominee accepts, they will be put on the ballot. If the nominee declines, they will not be added on the ballot.

5. Election Procedures:
   a. Nominees running may give a speech on why they should be elected after being recognized by the chairperson. The time limit for the speech will be agreed upon by the council prior to the speech.
   b. The Chairperson will alert a nominee when they have thirty seconds remaining in their speech.
   c. After the time has elapsed the nominee must end their speech.
   d. After each nominee has spoken the floor will be open for questions directed to that nominee. The chairperson will allow for a fair amount of time spent on questions.
   e. After every nominee has spoken and answered questions the election will take place.

6. Motions:
   a. Any member of the council may make a motion. Any member of the council may second that motion as long as the second does not come from the same unit of the original motion.
   b. The council will adopt the preliminary procedures in the current edition of Robert’s Rules of Order that do not contradict with this Constitution and/or Bylaws.