



Colorado Wing Cadet Advisory Council Constitution

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ARTICLE I- GENERAL

1.1 Purpose

The purpose of the Colorado Wing Cadet Advisory Council (COWG CAC) is to act as an advisory board to the COWG Commander and the Director of Cadet Programs. The COWG CAC makes recommendations for improving or running the Cadet Program. It also serves as an intermediary body underneath the Rocky Mountain Region CAC.

1.2 Terms

Each CAC term begins on October 1st of every year and then concludes on September 30th of the following year. All Officers, Senior Member Advisors, and Squadron Representatives are expected to fulfill their roles for the entirety of the term.

1.3 Regulation

The entirety of the constitution and Cadet Advisory Council shall be implemented in compliance with CAPP 52-19 and CAPR 60-1.

ARTICLE II- CAC MEMBERS

2.1 Officers

There will be three CAC officers who serve as the executive staff and facilitate the planning and implementation of CAC functions (see 5.1). These officers will consist of the Chair, Vice-Chair, and Recorder.

2.2 Squadron Representatives

It is expected that each Squadron within the Colorado Wing has a Primary and Assistant CAC Representative. Although only the primary representative is required for voting, both the primary and assistant representatives should be present at every CAC meeting.

2.3 Senior Member Advisors

The COWG CAC should have one Senior SM Advisor and at least one Assistant SM Advisor. These Senior Members are expected to be present at all CAC meetings to monitor the meetings and provide any valuable insight when requested.

ARTICLE III- MEETING STRUCTURE

3.1 Meetings

The CAC is expected to have a meeting over Microsoft Teams every month. It is up to the CAC Officers and Senior Member Advisors' discretion when determining the date and time of these meetings. If possible, it is recommended to have at least one in-person CAC event or meeting where there can be more extensive planning or discussion of any needs. Only Squadron CAC Representatives may participate in the meetings; while guests are welcome, they cannot contribute to the meeting. All matters from squadrons should be brought up to the CAC through their representatives.

3.2 Parliamentary Procedure

All CAC meetings are expected to be conducted with the usage of Parliamentary Procedure to ensure the meetings are well-organized and run fairly, they are outlined below:

3.2.1 Motions

To move from topics, vote, table a subject, or other functions that require a decision from the CAC, a motion must occur. A CAC Officer should not start this motion, and only provide guidance if necessary, when a motion is needed. One representative must make a motion and then another representative must second it. An example of what this may look like is:

Squadron Representative: "I move to ____"

Other Squadron Representative: "I second."

3.2.2 Voting

All memorandums, documents, or other items deemed necessary must be voted on by the CAC members. Voting can be done by those in favor or by those who oppose it. Nays are for those who oppose the proposition and ayes are for those who are in favor of the proposition. There must be a quorum, at least 1/2 of the COWG squadrons represented, to vote on propositions. The quorum can be overruled by 2/3 or more votes by the represented squadrons. Propositions can be passed by a majority vote of at least 1/2 of the representatives in favor.

3.2.3 Meeting Structure

Each meeting should consist of Opening Business, Old Business, New Business, and Closing Business. To move from each section of the meeting, there should be motions to do so.

3.2.4 Contacting Outside Parties

If a member or committee would like to get in contact with an outside organization, Senior Advisor and CAC officers must be included and should either approve or deny the request before any further action is taken.

3.2.5 Attendance

If a member of the CAC is not able to be present in a meeting, they must notify a CAC officer and/or Senior Advisor 24 hours in advance of the meeting time for the absence to be marked as “excused”.

ARTICLE IV- COMMITTEES

4.1 Committee Purpose

The Cadet Advisory Council has the power to create committees to work on more specific projects or subjects. Committees are created under the discretion of the CAC and dictated based on need. To institute the creation of a new committee or table a committee, there must be a vote. Each committee is expected to report their progress during Old Business at every CAC meeting.

4.2 Standing Committees

Standing committees are those that are consistently present and carried over CAC terms. They include the Programs Committee and Membership Committee in the COWG CAC. Each COWG CAC Primary Representative is required to participate on at least one of the standing committees.

4.2.1 Programs Committee

The Programs Committee can be chaired by the CAC Vice Chair, CAC Recorder, or any other fit cadet representative. The Programs Committee works explicitly on the improvement of the Cadet Program across the wing or higher levels as well. The programs committee reports Cadet Programs events happening within the wing and compiles these into a program report each month for the council. It focuses on specific aspects of the Cadet Program that the members wish to improve upon or provide more opportunities for.

4.2.2 Membership Committee

The Membership Committee can be chaired by the CAC Vice Chair, CAC Recorder, or any other fit cadet representative. The Membership Committee works to create biographies for all the COWG CAC Representatives to be published on the wing website if possible. It is also the Membership Committee’s responsibility to track the attendance of Squadron CAC Representatives and contact them if there has been a prolonged absence. The Membership Committee works to spread awareness of the CAC to the wing and works to make sure every squadron has representatives assigned.

4.3 Committee Members

Each committee will be assigned a chair who will plan the meetings and lead the committee members to reach their goals. The committee chair will then report to the COWG CAC Vice Chair periodically or based on need. Committee members will be those who either volunteer or are assigned to participate in the committee if they are the primary representative.

4.4 Committee Meetings

Committee meetings will be held via Microsoft Teams and be held outside of regularly scheduled CAC meetings. It is the responsibility of the committee chair to plan and implement these meetings. It is encouraged that the committee chair communicates the plans of each meeting by providing an agenda. All committee meetings should be recorded for absent members to watch later and to ensure all meetings are being run in a professional manner. To schedule a required meeting for the committee members, there must be two CAC Senior Member Advisors present. Optional or work meetings, where no items are being voted on, can be held without the presence of the CAC Senior Member Advisors present.

ARTICLE V- CONTINUITY

5.1 Officer Selection

Recommendations for incoming CAC Officers will be determined by the current CAC Officers if they are not applying to be a CAC Officer again, and the current Senior Advisor. The final selection of the incoming CAC Officers will be determined after the CAC Officers and Senior Advisor discuss their recommendations with the current COWG Director of Cadet Programs:

5.1.1 Chair

If possible, the COWG CAC Chair should be in Phase IV. The CAC Chair must have experience in CAC. The responsibilities of the COWG CAC Chair in accordance with CAPP 52-19 are as follows:

- Presides over meetings; ensures they are run fairly, consistent with any parliamentary procedures that have been adopted, and begins and ends all meetings on-time
- In consultation with Senior Member Advisor, helps set the overall meeting schedule for the term
- Sets agenda, with the consultation of the council and Senior Member Advisor; distributes it at least 10-days in advance of the meeting
- Represents the council before the commander
- Officially submits recommendations to the commander, through the Director of Cadet Programs

5.1.2 Vice-Chair

The COWG CAC Vice-Chair is preferred to be in Phase IV. The CAC Vice-Chair must have experience in CAC. The responsibilities of the COWG CAC Vice-Chair in accordance with CAPP 52-19 are as follows:

- Acts as Chair in the Chair's absence
- Supervises and coordinates work among committees
- Acts as the Recorder in the Recorder's absence

5.1.3 Recorder

The COWG CAC Recorder is preferred to be in Phase IV or Phase III of the cadet program. The CAC Recorder must have experience in CAC. The responsibilities of the COWG CAC Recorder in accordance with CAPP 52-19 are as follows:

- Acts as Chair if the Vice-Chair and Chair are absent
- Acts as Vice-Chair in the Vice Chair's absence
- Takes notes during meetings; publishes and distributes meeting minutes prior to the next CAC meeting, per CAPR 52-16
- Determines if there is a quorum at each CAC meeting
- Compiles and distributes a roster of CAC members and their contact information

5.2 Squadron Representatives

Each squadron in the Colorado Wing determines their CAC Representatives based on their discretion. It is recommended they have the Primary and Assistant Squadron CAC Representatives are chosen by mid-September prior to the new term. All representatives must be assigned in eservices by October 1st of each year.

5.2.1 Primary Representatives

Primary representatives have the following expectations per CAPP 52-19 and COWG CAC:

- Represents the perspective and best interests of the cadets in their home echelon
- Regularly attends all CAC meetings; if unable to attend, coordinates with the assistant representative and the chair
- Keeps cadets in-home echelon informed of CAC activities
- Participate in either the Programs Committee or the Membership Committee

5.2.2 Assistant Representatives

Assistant representatives have the following expectations per CAPP 52-19 and COWG CAC:

- Same as primary representative; attends as many CAC meetings as logistically feasible
- Participates in votes when the primary representative is absent

5.3 Constitution

The constitution should be reviewed at the beginning of each new term at a minimum. If there is a need for change, amendments can be made, or a committee can be assigned to make any of the necessary alterations.

5.3.1 Highlights Email

A CAC officer and/or senior member should send out a highlights email twice every term, detailing what the CAC has accomplished during that term, what they are working on now, and what the standing committees are planning to accomplish.

5.3.2 Changes

Changes should be reviewed and approved by the CAC Officers and/or the Senior SM Advisor.