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National Cadet Advisory Council

Constitution and Bylaws



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CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA**

Supersedes previous NCAC Constitution and Bylaws
OPR: NCAC



CONSTITUTION

PREAMBLE

WHEREAS, it is necessary to provide an organization where cadets gain leadership experience at higher organizational levels for the purpose that they may later use said experience to benefit the Civil Air Patrol or any other organizations they become associated with throughout their careers of selfless service; and,

WHEREAS, it is also necessary that commanders be aided in monitoring and implementing the Cadet Program by a body of representatives to the membership most directly impacted so that they might make more well informed decisions regarding the concerned program; and,

WHEREAS, a forum from which such a body of representatives may make recommendations for improving and running the Cadet Program is provided for in CAPM 52-16.

NOW THEREFORE, be it resolved by the National Cadet Advisory Council of the Civil Air Patrol that the following is adopted as the Constitution and Bylaws of the Council.

ARTICLE I General

1. The name of this organization shall be the National Cadet Advisory Council, hereafter referred to as the NCAC. This document will hereafter be referred to as the Constitution.

2. Purpose

a. Provide an organization where cadets gain leadership experience at higher organizational levels.

b. Aid the commanders in monitoring and implementing the Cadet Program.

c. Make recommendations for improving and running the Cadet Program.

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

4. The NCAC reports directly to the National Director of **Membership Development**

5. One term of the Council shall be defined as a year that begins and ends with the annual fall National Board meeting.

6. Membership

a. The Council will have a Chair, Vice Chair, and Recorder. The Chair is the only member of the Council who does not serve as a representative and does not vote except in the event of a tie.

b. The Council will consist of two cadet representatives from each region, one primary and one assistant, as appointed by their commander. Assistants shall be considered members of the Council but may only vote when the primary is not present.

c. The Council will also have a Senior and an NHQ Advisor. Neither advisor is a voting member but is to provide support and guidance.

d. Each member's status will be designated on a CAPF 2a forwarded to NHQ.

ARTICLE II Officers

1. Elections and Terms

a. The Chairperson shall be selected from the primary representatives prior to 1 July. His term of office will not commence until the beginning of the fall National Board meeting. The Vice-Chairperson and Recorder will be elected from the primary representatives at the fall National Board Meeting. All officers are limited to one term that will coincide with that of the Council's.

b. The Vice Chairperson and Recorder will continue to serve as the primary representatives for their respective regions.

2. Chairperson

a. Insure that all aspects of this Constitution and Bylaws are properly observed;

b. Draw up and distribute the agenda for each meeting;

c. Serve as presiding officer at all NCAC meetings;

d. Submit recommendations, in writing, to the appropriate authority;

e. Will be the final word on all questions of parliamentary meeting procedure within the guidelines of this Constitution and Bylaws.

3. Vice Chairperson

a. Will perform all the duties of the Chairperson if he or she is absent or unable;

b. Will coordinate all committees in their actions;

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;

f. Will assist the Recorder in publishing the Annual Report.

4. Recorder

a. Will perform all the duties of the Vice Chairperson if he or she is absent or unable;

b. Will compile the minutes of each meeting and distribute them to the council and advisors;

c. Will draw up a roster of NCAC members and distribute it appropriately;

- e. Will maintain all records of the Council including actions and proposals;
- f. Will compile all records of the Council at the end of each term and publish them as an Annual Report distributed to the appropriate personnel.

ARTICLE III Representatives

1. Primary Representatives

- a. Will represent the interest of the cadets within their region and their Region CAC;
- b. Will attend or participate in all NCAC meetings;
- c. Will maintain an active line of communication between the Region and National CAC.

2. Assistant Representative

- a. Will carry out all duties and responsibilities of the primary representative in their absence;
- b. Will attend NCAC meetings whenever possible;
- c. May not vote unless the primary representative is absent.

ARTICLE IV Advisors

1. At each official meeting of the NCAC, the Advisors to the NCAC or their designated representative will be present.

2. Senior Advisor

- a. Will provide support and guidance to the NCAC;
- b. Will serve as sponsor to the NCAC and assist the council with personnel and logistics.

3. NHQ Advisor

- a. Will distribute minutes to the Region Commanders, and Region Directors' of Cadet Programs;
- b. Will coordinate conference calls and insure appropriate meeting facilities;
- c. Will be in charge of disseminating the NCAC budget from NHQ;
- d. Will act as liaison between NCAC and National Cadet Programs;
- e. Will assist in directing the proposals through the appropriate channels;

- f. Will maintain NCAC cadet records.
- 4. When the Senior Advisor positions become vacant, recommendations should be forwarded to HQ CAP/CP. From the recommendations of the NCAC and HQ CAP/CP, the National Commander will choose the most qualified individual.

ARTICLE V Meetings

- 1. Regular meetings will occur via teleconference at a standard date and time as reserved by the NHQ Advisor. It is strongly encouraged that both the primary and assistant from each region attend every regular meeting; however, each wing is expected to at least have one representative present. A minimum of two meetings will be held each year.
- 2. Two special meetings will occur each term coinciding with the fall and winter National Board meetings during which time Council members travel to a common physical location.
- 3. At least half of all voting members must be present to hold a meeting. A majority of voting members must be present to hold any votes.
- 4. Each region is granted one vote in all matters.

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.

ARTICLE VII Amendments

- 1. All amendments shall be properly documented.
- 2. The cover page will note the ratification date and the most recent revision.
- 3. Amendments may be proposed and voted upon during any meeting and will be passed by a two-thirds vote.

ARTICLE VIII Bylaws

- 1. The NCAC may draft a set of bylaws to establish specific procedures within the framework of this Constitution.

2. Bylaws may be proposed by any NCAC member.

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

ATTACHMENT 1:
CAPR 39-1 Issues

Insignia, Badges, and Devices

1. Chapter 5 “Badges and Devices,” Sec B, Paragraph 3 refers to Table 5-1. However, Table 5-1 covers grade insignia for Senior Members and Cadet Officers rather than badges and devices which it is supposed to. The Paragraph ought to be referencing Table 5-2.

Recommendation: Edit Chapter 5 “Badges and Devices,” Sec B, Paragraph 3 to refer to Table 5-2.

2. The same paragraph mentions devices worn by senior members on shirts/blouses worn as outer garments but neglects to include cadets in the description while a cadet may be wearing the same badge as a senior member. Cadets ought to be included in this description.

Recommendation: Edit Chapter 5 “Badges and Devices,” Sec B, Paragraph 3 to refer also to cadets in the description of device wear on shirts/blouses worn as outer garments.

3. How much blue fabric is to be left around the white embroidered part of cloth grade insignia and badges?

Recommendation: 1/8th inch, clarify as a Note following Table 5-3, “Wear of Badges, Patches, and Devices on Utility Uniforms.”

4. The placement of items on the new service coat must be incorporated. The model rocketry and marksmanship badges, for example, are described as only being placed on the old style service coat which has a different style breast pocket than the new style service coat, effecting how these two badges are worn.

Recommendation: Update Table 5-2, “Authorized Badges and Devices, and Proper Placement on the Uniform,” to consider placement on the new style service coat of all badges and devices.

5. Wear of the individual first sergeant diamond by cadet staff sergeants and technical sergeants is not discussed.

Recommendation: Placement of the individual first sergeant diamond for C/SSgts and C/TSgts should be incorporated into Chapter 5, Section A

Ribbons

1. Shall JROTC Ribbons follow the same precedence and rules as ROTC Ribbons? If this is the case than it must be clarified that wear of ROTC ribbons is limited to three and JROTC ribbons must be removed when participation in the program ends.

Recommendation: JROTC and ROTC ribbons should follow the same precedence and rules.

2. Placement of ribbons and medals from organizations such as the AFA and the American Legion is not discussed while according to CAPR 39-3 they are authorized.

Recommendation: Incorporate wear of these ribbons and medals into Chapter 4.

Hats and Hat Devices

1. Note 4 to Table 5-2, "Authorized Badges and Devices, and Proper Placement on the Uniform," states that the flight cap insignia is worn on the AF-style beret. Does this note intend that the beret wearer place whatever insignia on the beret that the wearer would normally place on his or her flight cap? For example, cadet officers wear their grade insignia rather than the cadet flight cap insignia on flight caps. Is it intended then that they continue to wear their grade insignia on the beret or shall they wear the enlisted cadet flight cap insignia?

Recommendation: Note 4 should be edited to clarify whether cadet officers and enlisted grade cadets both wear the flight cap insignia on the beret or whether cadet officers continue to wear their grade insignia while enlisted grade cadets wear the flight cap insignia on the beret.

2. Paragraphs 3-8 and 3-9 of Chapter 3, "Sweaters, Outer garments, and Headgear," does not specifically prohibit "ranger rolling" of the BDU cap. This leaves the practice open in the field.

Recommendation: Paragraphs 3-8 and 3-9 should be edited to specifically prohibit placing a "ranger roll" in the BDU cap.

Misc.

1. Are Gortex field jackets authorized? If so, how should insignia, badges, and devices be placed on the jacket?

Recommendation: Chapter 3 should be edited to include clarification on this issue.

2. Table 2-5, "Clothing/Accessory Standards" discusses earring wear but does not discuss piercings elsewhere on the body such as the tongue or belly.

Recommendation: Table 2-5 should be edited to include clarification on wear of all bodily piercings.

3. When ironing blouses or shirts having shoulder patches, is the patch ironed with the sleeve or not?

Recommendation: The shoulder patch should not be ironed and clarification should be made in Paragraph 1-11.

4. Are whistles and Ranger Beads authorized for attachment to the BDU uniform?

Recommendation: They should be authorized for only specific activities or types of activities and should be incorporated into Table 2-5, "Clothing/Accessory Standards."

5. As for the new style service coat, shall enlisted grade cadets wear the enlisted version of this coat while cadet officers wear the officer version or shall both wear the same version?

Recommendation: Both cadets should wear the officer version of the new style service coat to ease financial burden. Portions of the entire manual should be updated to reflect this.