

***THE CARIBBEAN  
CADET  
ASSOCIATION***

***CONSTITUTION  
AND BY-LAWS***

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**ARTICLE 1**  
**NAME**

**Section 1**

- a) This Organisation shall be known as The Caribbean Cadet Association hereinafter referred to as the CCA.
- b) Members shall consist of Caribbean National Cadet Forces/Corps which have been established with the consent of some relevant Government authority.

**ARTICLE 11**  
**AIM AND OBJECTS**

**Section 1 – Aims**

The Aims of the Association are to promote integration and friendship, the qualities of leadership and good citizenship, and the exchange and interaction of youth within the Caribbean region and beyond.

**Section II – Objectives**

The Objectives of the Association shall be to:

- a) Promote closer Caribbean integration through exchange of Members of the Cadet Corps/Forces within the region.
- b) Facilitate the exchange of youth of the Caribbean Cadet Corps/Forces with youths of similar organizations outside the region.
- c) Consider the staging of the Annual Caribbean Cadet Camp.
- d) Plan and implement regional training programmes for the benefit of Officers and Cadets of the Corps/Forces.

- e) Standardise and update Cadet training within the region.
- f) Promote the formation of Cadet Corps/Forces within the territories of the Caribbean.
- g) Negotiate air/sea transport for regional and international Cadet activities.
- h) Assist Member Corps/Forces with personnel, equipment, training and other resources where necessary.
- i) Negotiate bulk purchases of training aids where necessary.
- j) Produce a regional newsletter and other publications for information of Member Corps/Forces.
- k) Make recommendations to appropriate authorities in individual territories of the Caribbean as to such matters as will promote the aims and objectives of the Association.
- l) Provide an administrative structure with which to advance the Purposes and Objects of the Cadet Movement throughout the English Speaking Caribbean Community States.
- m) Bring greater strength to the Cadet Corps/Forces through a unity of effort.
- n) Hold, manage and control an Annual Conference of Commandants of the CCA.
- o) To select and determine the venue of the Headquarters of the CCA from time to time.

### **ARTICLE III** **MEMBERSHIP**

a) There shall be two categories of membership, namely Ordinary members (hereinafter referred to as “Members”) and Associate Members.

(1) Ordinary Membership of the Association shall be open to one Representative Cadet Corps/Forces of all Member states of the Caribbean Community and Associate member territories.

(a) Any other Corps/Force of the Caribbean region which is committed to supporting and furthering the aims and objectives of the Association, and which has been admitted to Ordinary Membership by the Commandants’ Conference.

(2) Associate members shall be such Cadet/Forces, Organisations, Corporations, Firms or other bodies interested in supporting and furthering the aims and objectives of the Association, and which have been admitted to Associate membership by the Commandants’ Conference.

(a) Associate members shall be elected to membership by the Commandants’ Conference for a fixed period or indefinitely, and on such conditions including membership dues as the Commandants’ Conference may prescribe.

(b) All Associate members shall have the right to attend General Meetings and to take part in any discussions but shall not have any right to vote thereat.

b) Applications for Ordinary and Associate Membership shall be made to the Council in writing in such form as the Council may from time to time determine.

c) The Council may refuse any such application if they consider that it is not desirable that the applicant be admitted to membership and shall not be under any obligation to disclose to the applicant any reasons for their refusal.

d) Every member shall be bound to further to the best of his ability the objects and interests of the Association.

## **ARTICLE IV**

### **FORFEITURE OF MEMBERSHIP AND WITHDRAWAL**

#### **Section 1**

The Administrative Officer shall submit to the Council the name of any National Corps/Force which fails to settle any indebtedness due to this Association within 60 days after receipt from the Administrative Officers of written notice thereof. The Council shall meet thereafter to decide whether the Corps/Force shall be dropped from or retained on the roster.

#### **Section 2**

Any member may be expelled from the Council for cause by a two-third's vote of the entire C.C.A.

#### **Section 3**

Any Member Corps/Force may withdraw from the Association, and said withdrawal shall become effective upon acceptance thereof by the Council. The Council may withhold acceptance, however, until all indebtedness has been paid, all Association funds and property have been returned and all rights to the use of the name "Caribbean Cadet Association" have been surrendered.

## **ARTICLE V** **MANAGEMENT**

### **Section 1**

The business of the CCA shall be directed and administered by the following:

- (i) The Commandant's Conference
- (ii) The Council
- (iii) The Association in General Meeting
- (iv) Standing Committees
- (v) Headquarters

### **Section 2**

- a) The Commandants' Conference shall be the legislative body of the CCA and as such the supreme authority.
- b) The Annual Commandants' Conference shall be held before the 31<sup>st</sup> August in each year.

### **Section 3**

- a) The Management of the CCA during the interval between the Annual Commandants' Conferences shall be exercised by the Council whose tenure shall be for a period of one (1) years. The Council shall consist of the following officers:
  - Chairman
  - Immediate Past Chairman
  - Deputy Chairman
  - Administrative Officer (Non-Voting.)
- b) The Council shall meet semi-annually, the first meeting to be held before the end of February and the second will be held towards the

closing of the Caribbean Cadet Camp prior to the Annual Conference of Commandants, but not earlier than five months after the first meeting.

c) The personal presence of a majority of Voting Members of the Council shall constitute a quorum at any meeting thereof and except where otherwise provided in this Constitution or By-Laws, the majority vote of a quorum present shall constitute the Official action of the C.C.A. Council.

#### **Section 4**

a) The Chairman of the Council shall be elected by the Commandants present or their representatives at the Annual Commandants Conference immediately preceding their year of office. Such Chairman would as far as possible be the Commandant of the Force/Corps in the Territory hosting the forthcoming Caribbean Cadet Camp and the Deputy Chairman is to be the Commandant whose country will be next in line to host.

b) The outgoing Chairman of the Council shall demit office at the end of the Conference and shall be replaced by the incoming Chairman.

c) The Chairman in consultation with the other members of the Council shall appoint and admit to membership of the Council someone who shall carry out the functions of Administrative Officer. The person so appointed shall hold office at the pleasure of the Council.

#### **Section 5**

##### **Duties of officers**

##### **Section 5.1 – Chairman**

His/Her specific responsibilities are to:

1. Further the purposes and objects of this Association.

2. Preside when present, over the Council Meetings and the Annual Commandants' Conference.

3. Be the chief spokesperson for the C.C.A. on matters of information, public relations and to be the official representative of the Association.

### **Section 5.2 – Immediate Past Chairman**

His responsibilities are to:

1. Further the aims and objects of the Association.

2. Advise and guide the Chairman and Council on matters relating to decisions of the previous administration.

### **Section 5.3 – Deputy Chairman**

His specific duties are to:

1. Further the aims and objectives of the Association

2. Occupy the position of the Chairman if he is unable to perform the duties of his office for any reason or in his absence.

### **Section 5.4 – Administrative Officer**

The Administrative Officer shall act under the supervision of the Chairman, with the following specific responsibilities which shall be to:

1. Further the aims and objects of this Association.

2. Manage and control the affairs of the Association on a day-to-day basis and to communicate with the various members of the Association.

3. Co-ordinate activities relating to the Meetings of the Council, General Meetings and the Annual Commandants' Conference such as the preparation of Notices, Agendas, Minutes and facilities including housing and travel arrangements.

4. Perform such other functions and acts as may be required by the Council.

## **Section 6**

a) General Meetings shall be convened as deemed necessary by the Council provided that at least twenty-one (21) days' notice in writing is sent to every member, stating the time when and the place where it will be held and the business to be conducted. Those eligible to attend includes:

i) Ordinary members;

(ii) Associate members;

(iii) Such observers as may be agreed to by the Council.

b) Debates and discussions at General meetings shall be open to all present, but only ordinary members would be allow to vote on any question.

c) The Ordinary Members who are present and entitled to vote plus two (2) Officers shall be the quorum for General Meetings.

**ARTICLE VI**  
**POWERS OF THE COUNCIL**

**Section 1**

The Council shall:

- a) Have jurisdiction and control over all Officers, Trustees and Agents when acting as such on behalf of the C.C.A.
- b) Have authority to entrust management and control over the property, business and funds of the C.C.A. to trustees.
- c) Have authority to source funding and seek corporate and other sponsorships and assistance for the financing of the programmes of the CCA;
- d) Have authority to invest any of the moneys of the C.C.A. not immediately required in such securities and in such manner as the C.C.A. Council shall think fit and from time to time to vary or realize any such investments.
- e) Have authority to duly authorize the Chairman and the Administrative Officer of the Council for the time being as the persons to execute all legal documents on behalf of such Council and they who have executed any legal documents on behalf of such Council with its authority are and shall be indemnified by the C.C.A. against all loss, damage and expenses whatsoever in regard to any matter or thing lawfully done by them on behalf of such Council.
- f) Have jurisdiction, control and supervision over all phases of the C.C.A. Annual Commandants' Conference and all other meetings of the C.C.A.

g) Have control and management of all budgetary matters of the C.C.A. and Committees of the C.C.A. No obligation may be approved or made which shall affect an unbalanced budget or deficit in any fiscal year.

h) Have authority to do all such other things as are incidental to or conducive to the attainment of the objects of the CCA.

## **Section 2**

The Council shall keep proper records and books of accounts which shall be audited at least annually by the approved auditors for presentation at the Annual Commandants' Conference.

## **Section 3**

The Council at its discretion may approve and pay out of funds administered by it such authorized expenditure, disbursements and honoraria as it shall think fit.

## **Section 4**

a. A budget showing anticipated income and expenditure for the current year shall be ratified by the Council at its first meeting and except in the case of emergency of necessity shall not incur expenditure beyond such budget provision.

b. An estimate will however be submitted for consideration at the Commandants' Conference for the ensuing year.

**ARTICLE VII**  
**ANNUAL COMMANDANTS' CONFERENCE AND CAMP**

**Section 1**

- a) An Annual Commandants Conference of the C.C.A. shall be held in each year.
- b) The country for the holding of the Annual Commandants' Conference shall be determined by the Commandants during the preceding Annual Commandants' Conference.
- c) The date and time of the Annual Commandants' Conference shall be fixed by the Council after consultation with the host Corps/Force.

**Section 2**

- a) Any Corps/Force desiring to host a C.C.A Annual Commandants' Conference and or Caribbean Cadet Camp shall make application to the Council or otherwise indicate to the Commandants' Conference its desire so to do.
- b) All such applications will be ratified by the Annual Commandants' Conference at which the site is to be selected for three years hence and the prospective host countries shall state what housing and other facilities will be available.
- c) The Council shall retain and have the absolute power to change at any time for good and sufficient reason, without the Council or C.C.A. incurring any liability whatsoever, the Country, date and place of holding the Annual Commandants' Conference and Camp.

**Section 3**

- a) The Annual Commandants' Conference shall be presided over by the Chairman of the Council unless he shall for any reason be unable to

attend or perform his duties, in which case the Deputy Chairman shall preside.

b) The members of the Conference shall be the Commandant or Representatives at the Annual Commandants' Conference.

#### **Section 4**

a) Each Member Cadet Corps/Force in good standing with the C.C.A. shall be represented by one delegate at the Annual Commandants' Conference and shall be entitled in each such Conference to one voting delegate. Each delegate present in person may cast one vote only on each issue to be voted on by the members of the Conference. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Conference.

b) A majority of the delegates in attendance at any session of the Annual Commandants' Conference shall constitute a quorum.

### **ARTICLE VIII** **FINANCE**

#### **Section 1**

a) In order to meet the expenses involved in conducting the business of the CCA and in furthering its objectives, the CCA through its own endeavours and that of its membership shall raise funds by the following means:

1. Grants from creditable funding agencies;
2. Regional governments through member Cadet Corps/Forces;
3. Sponsorship from responsible agencies;
4. Endowments from worthy individuals and organisations.

b) The Administrative Officer shall deposit all funds so obtained in a bank or other depository chosen by the Council.

c) The funds so obtained shall be used exclusively for defraying expenses only for such items of expenditure as are approved by the C.C.A. Council and only by the C.C.A. cheques drawn and signed by the Administrative Officer and countersigned by the Chairman or other duly authorized member of the Council.

## **Section 2**

The CCA Council shall cause proper books of account or accounts to be kept in such manner as to give a true and correct statement of the finance of the CCA.

## **Section 3**

The Administrative Officer shall be bonded in such amount and with such Surety Company as shall be approved by the C.C.A. Council and the cost of same shall be an administrative expense.

## **Section 4**

The Council shall provide for an annual or more frequent audit of the books and accounts of Council by a competent auditor.

## **Section 5**

Within sixty (60) days after the close of the Annual Conference, the annual financial report shall be prepared and mailed by the Administrative Officer to the members of the Council.

**ARTICLE IX**  
**FISCAL YEAR**

The fiscal year of this Association shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.

**ARTICLE X**  
**COMMITTEES**

**Section 1**

The following Standing Committees shall be appointed by the Council:

- i) Finance
- ii) Constitution and By-Laws
- iii) Training

**Section 2 – Special Committees**

2.1. From time to time, the Chairman may appoint, with the approval of the Council, such Committees as may be necessary in his judgment or judgment of the Council. All Committees so appointed shall consist of a chairman and as many members as shall be considered necessary.

**Section 3**

The Council shall appoint the Chairman of, and fill any vacancies occurring in Committees.

**Section 4**

The Chairman and Administrative Officer shall be ex-officio members of all Committees.

## **Section 5**

Each Committee, through its Chairman, shall report in writing to the Council.

## **Section 6**

All problems pertaining to either administrative or general matters shall be referred to the corresponding Committee for study and recommendation to the Council.

## **ARTICLE XI** **HEADQUARTERS**

The Headquarters which is the operational secretariat of the Association shall be located in the country where the Chairman resides or at such place as may be decided by the Commandants' Conference.

## **ARTICLE XII** **TRUSTEES**

### **Section 1**

- a) The Council is empowered as it deems fit to appoint trustees provided that the individuals or entities so pointed do not exceed two in number.
- b) The retention of trustees shall be at the pleasure of the Council provided that the Council must consult and obtain the consent of the Commandants' Conference to terminate the appointment of any trustee.

## **Section 2**

Trustees shall assist the Council on matters of sectional interest such as administration, finance, regional and international relations and diplomacy.

## **Section 3**

The Council with the approval of the Commandants' Conference may accord to trustees such rights, privileges and obligations including that of custodians and internal auditors.

# **AMENDMENTS**

## **ARTICLE XIII**

## **Section 1**

This Constitution may be amended only at an Annual Conference by resolution reported by the Standing Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds of the votes cast on a motion for its adoption.

## **Section 2**

- a) Any amendments proposed to the Constitution shall be moved by an ordinary member in good standing and shall first be approved by the National Corps/Force in which the proposal originated and shall be submitted in writing to the Administrative Officer of the C.C.A. not later than ninety (90) days prior to the day scheduled for the Annual Commandant's Conference.
- b) The proposed amendment shall be promptly referred by the Administrative Officer to the Constitution and By-Laws Committee for consideration.

c) Amendments may also originate with the Council or the Constitution and By-Laws Committee.

d) After its consideration, the Constitution and By-Laws Committee shall report its recommendations on the proposed amendment to the Administrative Officer not later than thirty (30) days prior to the scheduled date of the Annual Conference and the Administrative Officer shall be responsible for mailing copies of the proposed amendment together with the recommendations of the Committee to each National Corps/Force in the Association at least fifteen (15) days prior to the scheduled date of the Annual Conference.

### **Section 3**

Any proposed constitutional amendment presented, considered and mailed to the National Corps/Force as provided for in the preceding Section may be considered upon by Annual Conference in any modified, altered or changed form that may result from discussion of the matter on the Conference floor.

### **Section 4**

Each amendment adopted as per Section 1 shall take effect at the close of the Conference at which adopted unless otherwise adopted in the motion.

## **ARTICLE XIV** **BY-LAWS**

### **Section 1**

The Council shall arrange the Order of Business for the Annual Commandant's Conference.

## **Section 2**

Except as otherwise specifically provided in this Constitution and By-laws, any meeting of the Council or Committee or the Annual Commandants' Conference, shall be determined by Robert's Rule of Order Newly Revised.

## **Section 3**

The term in good standing means that a National Cadet Corps/Force must have no debts owing to the C.C.A.

## **Section 4 – Amendments to By-Laws**

- a) These By-Laws may be amended only at an Annual Commandants' Conference by resolution reported by the Constitution and By-Laws Committee and adopted by a majority of the votes cast.
- b) No amendment shall be so reported or voted upon lest the same have been furnished in writing to each Corps/Force by the Administrative Officer no less than fifteen (15) days prior to scheduled date of the Annual Commandants' Conference.
- c) Each amendment shall take effect at the close of the Conference at which adopted unless otherwise specified in the amendment.

## **ARTICLE XV** **EFFECTIVE DATE**

This Constitution and By-Laws shall take effect at the close of the Annual Cadet Commandants' Conference at which the same is adopted by the affirmative vote of two-thirds of the votes cast.