

ORGANIZATION
and
PROCEDURE MANUAL
of the

GOLDEN BEAR



COUNCIL

INTRODUCTION

When the newly established Planning & Budget Committee first met in February 1983, it began its work of evaluating the complete operation and function of the Golden Bear Council.

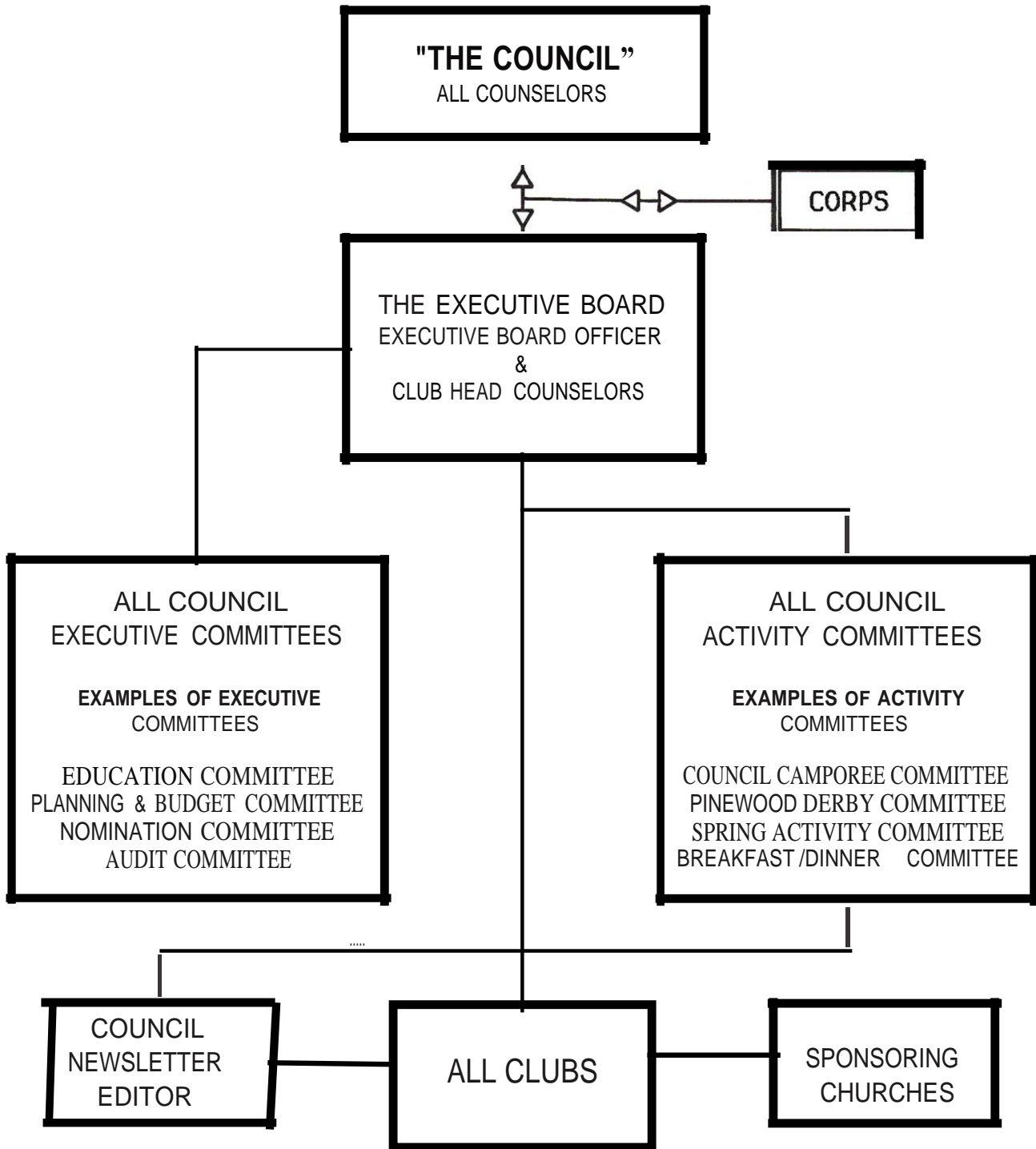
This evaluation process took many months. In general, we found that the leadership of our Council was strong and effective and that the work done by its committees was providing effective support for its membership. But areas needing improvement were also observed.

The Planning & Budget Committee submitted a number of recommendations for procedural changes in committee operations. proposed the formation of several new committees and proposed a complete revision of the Constitution and By-Laws.

One of the proposals made by this committee was to publish this Organization and Procedure Manual which outlines the preferred policies and procedures for conducting Council business. We hope that you will find this reference guide helpful to you as you serve to promote Cadeting in the Golden Bear Council.

Larry Davidse,
Planning & Budget Committee Chairman

ORGANIZATIONAL FLOW CHART OF THE GOLDEN BEAR COUNCIL



**ORGANIZATION AND PROCEDURE MANUAL
OF THE
GOLDEN BEAR CADET COUNCIL**

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CONSTITUTION AND BY-LAWS OF THE GOLDEN BEAR COUNCIL

PREAMBLE

We, the Calvinist Cadet Clubs of California's Central Valley, do hereby form ourselves into a Council to further the betterment of our individual Clubs, Counselors, and Cadets.

ARTICLE I - NAME

The name of this Council shall be "Golden Bear Council".

ARTICLE II - AFFILIATION

This Council shall be affiliated with the Calvinist Cadet Corps, incorporated under the laws of the State of Michigan and approved by the Synod of the Christian Reformed Church of America.

ARTICLE III - BASIS

This Council is founded on the Word of God (the Bible) and the Reformed principles as expressed in the three Forms of Unity of the Christian Reformed Church, i.e., The Heidelberg Catechism, The Canons of Dort, and The Belgic Confession.

ARTICLE IV - PURPOSE

This Council is organized to provide Christian Cadet Counselors a structured training program, materials and special activities that are designed to help them help boys grow in all areas of life - spiritual, devotional, mental, physical, and social.

ARTICLE V - MEMBERSHIP

Subject to approval by the Executive Board of this Council, any Calvinist Cadet Club approved by the Executive Committee of the Calvinist Cadet Corps, who expresses its agreement with this Constitution, and who assumes the duties or membership as stated in the By-Laws, is eligible for membership.

A Club's membership shall be subject to cancellation by the Executive Board if it intentionally violates the provisions of this Constitution and By-Laws.

Written notice shall be given to any Club whose membership is cancelled. Any Club receiving a notice of cancellation shall be entitled to register a written request (within 60 days of notice date) for an open hearing before the Executive Board before the cancellation of membership become effective.

ARTICLE VI - OFFICERS

The Officers of the Council shall be President, President-Elect, Secretary, Treasurer, Quartermaster and Congressman. These Officers must be members in full communion in their respective churches.

The President-Elect, Secretary, Treasurer and Quartermaster shall be elected for a term of two years. The Congressman shall be elected for a term of three years.

Each year a President-Elect shall be elected who shall then advance to the office of President, serving a one-year term in each office.

The afore mentioned Officers, along with the Head counselors of the various Clubs shall constitute the Executive Board. In the event that a Club Head Counselor holds the Office of President, his Club may, if not otherwise represented on the Board, name a Counselor to be their Club's official representative on the Executive Board in place of their Head Counselor.

ARTICLE VII - ELECTION OF OFFICERS

The annual election of Officers shall be held at the November Council meeting. Nominations for Officers are to be submitted to the Executive Board at its October meeting by a Nomination Committee appointed by the President. One half or the Officers shall be elected each year. Election shall be by ballot. A simple majority vote elects.

Officers elected in November take office at the Council Meeting in January.

ARTICLE VIII - DUTIES OF OFFICERS

The President shall preside at all meetings, appoint all committees, and have a general oversight of the work and activities of the Council. The President shall be a member ex-officio of all committees. He shall have a deciding vote in case of a tie.

The President-Elect shall perform all the duties of the President during his absence.

The Secretary shall keep an accurate record of all meetings and shall preserve all valuable papers belonging to the Council and shall record the attendance at each meeting. He shall notify each Club Head Counselor (by mail) of forthcoming Executive Board and Council meetings.

The Treasurer shall keep a systematic and accurate record of all money collected or disbursed., together with all invoices, receipts, and other papers related thereto. He shall submit to the President at each Executive Board meeting, a written end-of-period financial statement. He shall submit to the Executive Board a written annual financial report at the end of each fiscal year.

The Quartermaster shall purchase and maintain a store of supplies and educational aids produced and/or sold by Corps., in sufficient quantities to meet the demands of the Clubs for such material. He shall inform the Council of the availability of new supplies and materials from Corps.

The Congressman shall promote the purpose and goals of this Council and Corps by representing this Councils' interest at all meetings of Congress and representing Corps in the Golden Bear Council area. He shall assist Corps representatives when they are working in the Golden Bear Council area. He shall advise and inform Corps of all special activities conducted by this Council and its member Clubs. He shall report to the Executive Board and the Council on a regular basis.

ARTICLE IX - DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall meet in February, April, August, October, and December of each year, or as the need arises, to make executive decisions that promote the smooth functioning

of the Council. Decisions of the Board shall be binding. The Board shall report its actions to the Council at regularly scheduled meetings.

ARTICLE X - COUNCIL MEETINGS

Council meetings shall be held In January. March. May. September and November of each year for the purpose of providing training for Counselors and to promote Christian fellowship among Counselors.

ARTICLE XI - COMMITTEES

All committees are appointed by the President and shall report to the Executive Board. Committees are formed to carry out specific Council functions or activities and shall organize, conduct assigned business, and report as prescribed in the latest edition of the Organization and Procedure Manual of The Golden Bear Council.

ARTICLE XII - AMENDMENTS

Proposed amendments to this Constitution shall be submitted in writing at a regular meeting of the Council. Proposed amendments shall become part of this Constitution when approved by two-thirds of those present at any regularly scheduled Council meeting.

ARTICLE XIII - DISSOLUTION

In case of dissolution of this Council, all property and monies shall be divided among its member Clubs on a pro-rated basis. based on the size of the Club. Cadet enrollment at the time of dissolution shall be the measurement of Club size.

BY-LAWS

SECTION 1

MEMBERSHIP: If a member Club is not represented at three (3) consecutive Council meetings., at the discretion of the Executive Board said Club's membership may be cancelled.

SECTION 2

RESIGNATIONS: If at any time a Club wishes to resign from this Council, written notice of resignation shall be given to the Executive Board.

SECTION 3

CLUB MEETINGS: All member Clubs must hold at least two meetings monthly during their Club season. Club meetings must follow the program pattern established by the Calvinist Cadet Corps.

SECTION 4

PARLIMENTARY AUTHORITY: Robert's Rules Of Order shall be the authority on all questions of parliamentary law and procedure.

SECTION 5

QUORUM: Three-fourths of all Executive Board members (to the nearest whole number) must be present at any Executive Board meeting to constitute a quorum.

At least one representative from three-fourths of all member Clubs (to the nearest whole number) must be present at any Council meeting to constitute a quorum.

SECTION 6

COUNCIL BUDGET: A Council budget shall be submitted by the Executive Board to the membership for approval each year at the

Council meeting in January. This budget will become effective when approved by two-thirds of those present.

All expenditures against the budget shall be made under the direction of the Executive Board.

Revenue to meet necessary budget expenses shall be raised by the Council as directed by the Executive Board.

SECTION 7

ORGANIZATION AND PROCEDURE MANUAL: The Executive Board shall publish and make available to all Counselors an Organization and Procedure Manual of The Golden Bear Council. This manual shall give detailed job descriptions for all elected and appointed Council Officers and committee chairmen and shall outline the preferred policies and procedures for conducting Council business.

SECTION 8

FINANCIAL AUDIT: The books of the Treasurer shall be audited at the end of each fiscal year by a committee of two, appointed by the President.

SECTION 9

FISCAL YEAR: The fiscal year of this Council commences January 1 and ends December 31.

SECTION 10

COUNCIL EQUIPMENT: A current inventory of all Council owned equipment shall be maintained by the Council Property-master as directed by the Executive Board. All Council owned equipment shall be stored in such location, or locations, approved by the Executive Board, and may be used by any member Club according to the regulations for use established by the Executive Board.

SECTION 11

GIFTS: Unless specifically budgeted, no gift from this Council's funds may be given unless approved by the Council.

SECTION 12

ARCHIVES: There shall be established at a central location a repository for historical materials and the permanent records of the Golden Bear Council. These records shall be maintained in a safe and retrievable condition.

(Latest Revision Dated January 12, 1984)

THE EXECUTIVE BOARD

The Executive Board is that group of elected officers and Club representatives appointed to administer and manage the business of the Golden Bear Council.

The Board is made up of the following voting members: The President, President-Elect, Secretary, Treasurer, Quarter-master, Congressman, and the Head Counselors of each Club. Also represented on the Board are the following non-voting members: The Director of Education, Propertymaster and the Editor of the Council Newsletter.

The term of office and duties of each Executive Board member are described below.

PRESIDENT

The President is elected by the Council to the office of President-Elect. He advances to the office of President, serving a one-year term in each office.

The President will perform the following duties:

1. He presides over all Council and Executive Board meetings.
2. He shall maintain a general oversight of the work and activities of the Council.
3. He is responsible for appointing all committees and shall be a member ex-officio of all committees. He has the deciding vote in case of a tie.
4. At the beginning of each Cadet season, he establishes a calendar of Council and Executive Board meeting dates.
5. He prepares a written agenda for all Executive Board and Council meetings. (It is recommended that agendas be mailed to all Executive Board members one week prior to all regularly scheduled meetings.)

PRESIDENT-ELECT

The President-Elect is elected by the Council. He serves in this office for one year and then advances to the office of President.

The President-Elect will perform the following duties:

1. He shall maintain a general oversight of the work and activities of the Council as directed by the President.

Duties of the President-Elect (cont'd.)

2. He will attend all Council and Executive Board meetings and preside over these meetings in the absence of the President.
3. He will be the Chairman of the Planning and Budget Committee.

SECRETARY

The Secretary is elected by the Council and shall serve a term of two years.

The Secretary will perform the following duties:

1. He will notify all Executive Board members, by mail, of all Council and Executive Board meetings.
2. He will attend all Council and Executive Board meetings and keep an accurate written record of all proceedings.
3. He will take and record attendance at all Council meetings, recording the number of members present from each club and their guests.
4. He will take and record attendance at all Executive Board meetings, recording members and guests present.
5. He will record all motions from the floor as they are stated or written, and shall read the motions, as recorded, before a vote is taken.
6. He will read a record of the concept minutes at the end of each meeting.
7. He will be responsible for the safe keeping of all official written records of the Council.

TREASURER

The Treasurer is elected by the Council and shall serve a term of two years.

The Treasurer will perform the following duties:

1. He will attend all Council and Executive Board meetings and be prepared to answer questions regarding Council finances.
2. He will submit a complete and accurate written financial report at each Executive Board meeting. After review by the Board, this written report will be submitted to the Editor of the Council Newsletter for publication.
3. He will pay all authorized requests for monies.
4. He will receive and keep an accurate record of all monies received.

Duties of the Treasurer (cont'd.)

5. He will deposit into Council checking and/or saving accounts all monies received.
6. He will invoice all Clubs for supplies ordered and activity fees owed.
7. He will submit to the Executive Board a written financial summary of all special Council activities upon the completion of the activities.
8. He will provide an end of the fiscal year financial report at the February Executive Board meeting.
9. He will assist the Planning & Budget Committee in the preparation of a Council Budget at the beginning of each fiscal year.
10. He will assist the Audit Committee in providing a complete audit of all financial records at the end of each fiscal year.

QUARTERMASTER

The Quartermaster is elected by the Council and shall serve a term of two years.

The Quartermaster will perform the following duties:

1. He will attend all Council and Executive Board meetings.
2. He will procure and maintain an adequate supply of educational and program supplies, sold by Corps, to meet the needs of individual Clubs.
3. He will keep all Council members informed about the availability of new supplies and materials from Corps.
4. He will supervise the work of the Propertymaster to ensure the good order and disposition of all Council owned equipment.

CONGRESSMAN

The Congressman is elected by the Council and shall serve a term of three years.

The Congressman will perform the following duties:

1. He will attend all Council and Executive Board meetings and report on the actions of (The Calvinist Cadet) Corps.
2. He will promote the purposes and goals of the Golden Bear Council and (The Calvinist Cadet) Corps by:
 - a. Considering the suggestions of Council members.
 - b. Being responsible for approving a budget submitted by the Budget Committee of Corps.

Duties of the Congressman (cont'd.)

2. c. Representing his Council's interests at all meetings of Congress and periodically reporting his activities to the Council.
- d. Representing Corps in his home Council area.
- e. Assisting the Corps Director in his arrangement of work in his Council area.
- f. Advising and informing Corps of special activities of the Council or individual Clubs.

CLUB HEAD COUNSELORS

Club Head Counselors are appointed by their sponsoring churches. All Club Head Counselors serve on the Executive Board as their respective Club's official representative.

There being no specific term of representation, their position on the Executive Board will be held throughout their tenure as Head Counselor.

Club Head Counselors will perform the following duties:

1. Represent the interests of their respective Clubs at all Executive Board and Council meetings.

DIRECTOR OF EDUCATION

The Director of Education is appointed by the Executive Board. He shall be a non-voting representative on the Executive Board and shall serve a one-year term but may be reappointed to serve any number of consecutive terms.

This position is not limited to Cadet Counselors. At the discretion of the Executive Board, this position may be filled by any person who is capable of, and willing to carry out the required duties.

The Director of Education will perform the following duties:

1. He will attend all Council and Executive Board meetings.
2. He will chair the Education Committee.
3. He will be responsible for planning, coordinating and conducting all Counselor training and education for bimonthly Council meetings.
4. He will prepare a general topic outline for five educational programs. This outline is to be submitted to the Executive Board at the August meeting for review and comment.

Duties of the Director of Education (cont'd.)

5. He will prepare detailed outlines for each proposed education program. These outlines are to be submitted to the Executive Board for review before programs are presented at Council meetings.

PROPERTYMASTER

The Propertymaster is appointed by the Executive Board. He shall be a non-voting representative on the Executive Board and shall serve a one-year term but may be reappointed to serve any number of consecutive terms.

The Propertymaster will perform the following duties:

1. He will report to the Quartermaster on his activities.
2. He will be responsible for the storage and maintenance of all Council owned equipment.
3. He will maintain an inventory listing of all Council owned equipment. This inventory will list the following information:
 - a. The quantity and type of each item of equipment.
 - b. The location at which each item of equipment is stored
 - c. The name and telephone number of the person to contact regarding the checking out of equipment.
4. He will maintain a system for checking out and returning borrowed equipment.
5. He will maintain the equipment to co-inside with the approved Inventory List and purchase new and/or replacement equipment when so directed by the Executive Board.
6. As directed by the Executive Board, he will submit a proposed budget for funding of required maintenance costs and/or new equipment purchases.

EDITOR OF THE COUNCIL NEWSLETTER

The Council Newsletter Editor is appointed by the Executive Board. He shall be a non-voting representative on the Executive Board and shall serve a one-year term but may be reappointed to serve any number of consecutive terms.

The Newsletter Editor will perform the following duties:

1. He will report to the Executive Board.
2. He will edit, publish and distribute six issues (bi-monthly) of The Golden Bear Council Newsletter. These newsletters are to be mailed to all Counselors, sponsoring

Duties of the Council Newsletter Editor (cont'd.)

churches, Corps, and other mailings as directed by the President. Newsletters are to be mailed the week prior to regularly scheduled Council meetings.

3. He will be responsible for publishing only articles from known sources. Articles judged to contain inappropriate material are to be cleared for publication through an Editorial Committee consisting of the President, President-Elect, and Newsletter Editor.
4. He will submit a proposed budget for required funding each year.

COUNCIL COMMITTEES

COUNCIL EXECUTIVE COMMITTEES

Executive committees are appointed by the President to conduct specific Council business. The membership, makeup, and term of service of these committees is determined by the Executive Board.

The following are established and on-going Executive Committees:

1. Education Committee.
2. Planning and Budget Committee.

The following Executive Committees are formed by the President at such time and for such term as required.

1. Nomination Committee.
2. Blue Star Awards Nomination Committee.
3. Audit Committee.
4. Promotion Committee.

Executive Committees shall observe the following procedures when conducting Council business:

1. Maintain a written record of all committee business.
2. Submit to the President. written reports of all business acted on by the committee. (Special Report Forms are provided by Planning & Budget.) These reports will be used by the President in preparing agendas for Executive Board and Council business meetings. Reports may also be used to provide background information for articles to be published in the Council Newsletter.
3. Submit a proposed committee budget if funding is needed.

The following are special functions of the Education Committee.

1. Membership of the Education Committee shall consist of the Director of Education (Chairman), one active Head Counselor (min.), and one active Cadre Counselor (min.).
2. Under the direction of the chairman, this committee is to plan and carry out all Counselor training and education for bi-monthly Council meetings.
3. Submit a proposed budget for the fiscal year.

The following are special functions of the Planning & Budget Committee:

1. Membership of the Planning & Budget Committee shall consist of the President-Elect (Chairman) and the Head Counselor (or designated representative) of each Club.
2. As directed by the Executive Board. this committee shall evaluate the on-going operations and functions of the Council. and make recommendations regarding any changes in procedures that may improve Council operations.
3. Compile and evaluate financial data provided by the Treasurer and the "Budget Work Sheet" provided by all executive and activity committees. and prepare a budget recommendation for Executive Board and Council approval.

COUNCIL ACTIVITY COMMITTEES

Council Activity Committees are appointed by the President to plan and conduct Council sponsored activities such as: the

Council Camporee, Pinewood Derby, Spring Activity, Fund Raising Breakfast / Dinner.

The membership of all Activity Committees shall consist of one Counselor representative from each Club. The appointment of the committee chairman is subject to the approval of the Executive Board.

Council Activity Committees shall follow the general procedures noted below when conducting Council business.

1. Each committee chairman shall publish a schedule of committee meeting dates and remind members of upcoming meetings.
2. Maintain a written record of all committee business.
3. Submit to the President, after each meeting, written reports of all business acted on by the committee. (Special "Report Forms" are provided by Planning & Budget.) These reports will be used by the President in preparing agendas for Executive and Council business meetings. These reports may also be used to provide background information for articles to be published in the Newsletter.
4. Submit a proposed budget for all planned activities.
5. Submit to the Executive Board, a final written report following the completion of their activities.
6. Before the completion of their activities, each committee shall designate, or elect, one of its members to become the chairman of the committee for the following year. The appointment of this Chairman-Elect is subject to the approval of the Executive Board.