

**THE BYLAWS**  
OF THE  
**GEORGE V. HOLLOMAN SQUADRON**  
OF THE  
**ARNOLD AIR SOCIETY**

REVISED 10 JAN 2007  
SARAH L. BODENHEIMER, C/MAJ, AAS  
GVH SQUADRON COMMANDER  
(Previous Editions Obsolete)

**ARTICLE I – Name**

The name of this organization shall be the "George V. Holloman Squadron of Arnold Air Society."

**ARTICLE II – Objectives**

The George V. Holloman Squadron is dedicated to the enhancement and preservation of the Air Force Reserve Officer Training Corps (AFROTC) program. We promote the positive image of the United States Air Force and AFROTC on campus and within the community. This is achieved by performing service projects to community serving organizations that share our commitment to service.

**ARTICLE III - Candidacy**

Section A. Eligibility

1. In order to be eligible for Arnold Air Society membership, the cadet must have at least a 2.5 GPA, not be in his/her last year of AFROTC, and have passed the AFROTC Physical Fitness Test. Exceptions may be granted by the AAS/CC.
2. Cadets who do not meet the GPA requirement or PFT standards will not be allowed to apply for membership.

Section B. Conduct

1. The Candidate Training Officer (CTO) must be in uniform and will maintain proper military standards at all times while conducting formal AAS business.
2. At all activities, candidates must be in standardized uniforms, which are specified by the CTO or Squadron Commander (CC).
3. The distinction of military customs and courtesies will be governed by AAS rank during all formal AAS functions.
4. Candidates must wear the AAS candidate pin on all combinations of AFROTC uniforms and civilian attire at all times (with the exception of the PTU, and BDU and/or when exercising).

### Section C. Structure and Requirements

1. Candidates are required to plan and execute one service project during their training period. Candidates will also be given one task from each class before theirs. It is the responsibility of the candidate class to complete their projects on time. If the required projects are not completed by the candidates' activation day, their membership will be reviewed by the Executive Staff and may result in the candidates not being activated.
2. The candidate class leader is responsible for briefing the CTO on the status of the team's projects.
3. Active member participation in candidates' projects is highly encouraged and can be deemed mandatory by the CC.
4. All candidates must meet with and obtain the signatures of all active members during the candidate program.
5. Attendance is mandatory of all candidates at candidate class activities (i.e. meetings, projects, fundraisers, etc.) If extenuating circumstances exist, a waiver can be established by the CTO and CC. If the requirement of at least 90% attendance is not met, the candidate will be removed from the candidate program entirely. If membership is still sought, that cadet may re-apply for membership the following rotation.

## **ARTICLE IV - Membership**

### Section A. Non-Discrimination

The George V. Holloman Squadron will not deny membership on the basis of race, creed, ethnic origin, sex, age, political persuasion, handicap status, religion, or marital status.

### Section B. Activation

1. To be activated in the George V. Holloman Squadron, a cadet must meet all of the eligibility requirements as stated in Article III, Section A.
2. A cadet must have successfully completed the prescribed candidate training program.
  - a. If a candidate fails to meet any one of the eligibility requirements, the CTO must first consult with the CC and the Deputy Commander (CV) before eliminating the candidate from the program.
  - b. A candidate may appeal his/her removal from the program by meeting with the CC and CV. The CC will have the final decision on whether or not to accept the appeal and keep the candidate in the program, or to concur with the CTO and remove him/her.
  - c. The CC has the authority, with approval of the Advisor, to waive any activation requirement while remaining in accordance with AASMAN-1.

### Section C. Maintaining Membership

1. Meetings
  - a. Members may have one (1) unexcused absences per semester.
  - b. An 80% meeting attendance must be maintained to remain in good standing.
  - c. Excuses for all meetings must be turned in to the Information Manager (IM) no later than 1 day after a meeting. Excusable absences must be deemed appropriate by the CC.

- d. If the number of allowable absences is exceeded, the CV will notify the cadet of the violation of the attendance policy and probation will be implemented as stated in Article IV, Section D.
  - e. If extenuating circumstances exist, the cadet may appeal to the CV and CC by submitting a Memorandum For Record (MFR) stating the cause of the violation. The cadet will be notified of decisions within one (1) week of submitting the MFR.
  - f. If a member is acting inappropriately during a meeting, as deemed by the CC, the cadet will first be warned and may be ejected from the meeting if inappropriate behavior persists.
  - g. Meeting attendance will be taken and reported by the IM.
2. Service Projects / Fundraisers / Events
- a. An 80% attendance to service projects/fundraisers/events must be maintained to remain in good standing.
  - b. Members who sign up for an event are required to attend.
  - c. If a member has signed up, and is not able to attend an event, he/she is required to submit a reason to the IM no later than one (1) day after a service project.
  - d. In the event of an unexcused absence, the CC will notify the cadet, and discuss further actions with the Executive Staff. If it continues to be a problem, it could result in termination of active status, pending approval by the Advisor.
  - e. Project attendance will be kept by the IM and Director of Operations (DO).

#### Section D. Probation

- 1. Active squadron members on probation will not be allowed to wear the AAS rank pin or the fouragère, but must continue to attend all meetings and mandatory events. The length of time for the probation is at the discretion of the CV.
- 2. Grounds for probation
  - a. Any member who fails to meet the set standards for attendance to required meetings and events without a valid excuse.
  - b. Any member not meeting a set suspense, including monies owed to the Squadron, Area HQ or National HQ.
  - c. Any member not meeting the 80% attendance requirement for the semester will be placed on probation for the entirety of the next semester.
  - d. Any member who fails to meet AFROTC standards for GPA, Physical Fitness, or Weight and Body Fat.
    - i. Any member who remains below a semester GPA of 2.5 for more than one semester will go on academic probation for the entirety of the next semester.
    - ii. Any member who falls below a semester GPA of 2.0 for the semester will go on academic probation for the entirety of the next semester.
    - iii. Any member who fails to pass the PFT during the one month on conditional status will go on fitness probation until the PFT is passed or until the semester ends. If the member still has not passed the PFT at the end of the semester, the member will be under investigation for disenrollment.
    - iv. Any member who does not pass the Weight and Body Fat standards at the beginning of the semester will be put on Fitness Probation. If the member still does not meet the standards at the end of the semester the member will be under investigation for disenrollment.

## Section E. Inactivation

1. Voluntary Inactive Status
  - a. Members seeking voluntary inactive status must write a formal letter addressed to the CC stating the reasons for not wanting to be an active member.
  - b. Upon approval by the Executive Staff, the cadet requesting inactive status will no longer be an active member.
  - c. Once a cadet is inactive, he/she loses the privilege of wearing the AAS insignias (i.e., rank pin and fourragere).
  - d. Inactive members must attend all meetings; however, they do not have to attend fundraisers, socials, and service projects.
2. Involuntary Inactive Status
  - a. Involuntary inactive status is a disciplinary action initiated by the CC. It can be caused by not meeting attendance requirements, not meeting service project requirements, allowing cumulative GPA to fall below a 2.5, not meeting PFT standards, or not meeting professionalism standards as set by the CC.
  - b. Involuntary inactive status results in losing the privilege of wearing the AAS rank pin and fourragere.
  - c. A member subjected to involuntary inactive status will be notified by the CC.
  - d. Inactive members must attend all meetings; however, they do not have to attend fundraisers, socials, and service projects.

## Section F. Termination

1. Termination is the loss of membership status as defined in the AASMAN-1.
2. Any member of George V. Holloman Squadron may seek voluntary termination of their membership at any time. The member must submit a formal letter to the CC stating reasons for wanting termination. Upon approval by a 2/3 vote of the Executive Staff, the cadet's membership will be terminated, and the cadet notified.
3. Involuntary termination of membership is a disciplinary action initiated by the CC for:
  - a. Inactive membership for two (2) consecutive semesters
  - b. Failure to pay dues
  - c. A unanimous vote by the Executive Staff

## **ARTICLE V - EXECUTIVE STAFF**

### Section A. Eligibility

Any POC, active member of the George V. Holloman Squadron may seek the position of Squadron Commander. A GMC active member may run for the position of Commander with approval of the Squadron Commander and AAS Advisor. All active members in good standing are eligible to hold any other position on Executive Staff.

### Section B. Purpose

The purpose of the Executive Staff of George V. Holloman Squadron is to make and implement Squadron policy; to guide and direct the mission and objectives of Arnold Air Society and George V. Holloman Squadron; to enact rules of AASMAN-1 and Squadron

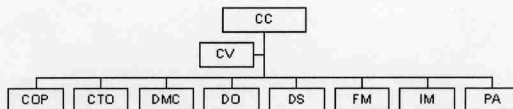
Bylaws; to serve as a review board; and to make decisions concerning disciplinary actions.

### Section C. Elections

Nominations must be made for positions going up for election at least five business days before the election. The elections for the Squadron Commander (CC) will take place before each semester's change of command. The CC will take command immediately after he/she is voted in and hold office until the next election has been completed. The CC has the authorization to choose his or her Executive Staff or can choose to hold elections for some or all other officer positions. These other officer positions must be chosen or elected at least one week after the CC is placed in office. If an officer position comes open (not including CC) during the semester then the commander can choose a new officer or hold new elections. If the CC must resign or is incapable of continuing in the office, the CV will take command until new elections can be held for the CC position. In these circumstances the new elections must be held NLT three weeks after the resignation or incompetence is recognized.

### Section D. Structure

The following is a display of the structural organization of the executive staff:



Arnold Air Society personnel will retain the grade of the highest position held following the completion of a full term in that position.

### Section E. Staff Duties

Staff duties are outlined in Section 4.5 of the AASMAN-1 starting on page 24.

## **ARTICLE VI - Advisor**

### Section A. Expectations

1. The Advisor of George V. Holloman Squadron will act as a liaison between the Squadron and the Detachment 595 Cadre.
2. The Squadron will request the attendance of the Advisor at all formal meetings.
3. The Commander will maintain direct contact with the Advisor. Problems will be dealt with through the Squadron chain of command.

## **ARTICLE VII - Amendments**

### Section A. Purpose

To meet the changing needs of the Arnold Air Society and George V. Holloman Squadron; to

further the AAS mission and Squadron objectives more efficiently.

#### Section B. Procedure

1. A formal letter must be submitted to the CC stating the exact wording of the proposed amendment.
2. One (1) week of deliberation and debate must pass before voting on the amendment may commence

#### Section C. Ratification

1. Two-thirds (2/3) majority vote by the active membership of the Squadron is required for the amendment to be put into effect.
2. All passed amendments are effective immediately.

## GEORGE V HOLLOMAN SQUADRON BYLAWS

### ARTICLE I - General Provisions:

#### **Section 101**

ARTICLES - The following articles for the government of the George V. Holloman Squadron of Arnold Air Society are adopted on the basis of the provisions and spirit of the National Constitution.

#### **Section 102**

AMENDMENTS - These bylaws may be amended by the commander or entirely set aside by a two-thirds vote of all members in good standing at any member meeting. If any amendment is added during a meeting the legislation takes effect immediately and the amendment must be sent to all members with the meeting minutes. Additional legislation may be added to these bylaws. This may be done by the commander or be proposed in a required meeting and passed by the commander. The commander is responsible for ensuring all legislation in the Squadron Constitution does not conflict with the National constitution or disrupt the mission and objectives of the society.

#### **Section 103**

WAIVERS - Any of the bylaws may be waived for one year by a one hundred percent vote of all active members of the squadron who are in good standing. The waiver goes into effect immediately after the unanimous vote. This action must be reported in the meeting minutes and sent out to all members.

#### **Section 104**

LOCAL DUES - Local dues may be decided and collected on a semester by semester basis by the CC and FM after a budget has been created for the semester. It is not required that the commander collect local dues. They will only be collected if the mission of the squadron would be limited without the additional funding.

## **ARTICLE II - Membership**

### **Section 201**

ACTIVE MEMBERSHIP - All members will begin each semester as an active member of the squadron. The commander and deputy commander will create a point system based on required events each semester. This point system will include minimum standards for members' status in the squadron that include conclave-funding minimums, probation minimums, inactive status minimums and disenrollment minimums. The points system only takes into account attendance issues and does not include other standards for probation, inactive and disenrollment status. This information must be presented to the squadron during the first member meeting of the semester.

### **Section 202**

CONCLAVE FUNDING - If student government funding is available for ARCON or NATCON this funding will only be available for those who have met the standards set in the points system mentioned in Section 201.

### **Section 203**

PROBATION - Active squadron members on probation will not be allowed to wear the AAS rank pin or the fouragère but must continue to attend all meetings. The length of time for the probation is at the discretion of the Deputy Commander. Grounds for probation are as follows:

- A) Any member who fails to meet the set standards for attendance to required meetings and events without a valid excuse.
- B) Any member not meeting a set suspense including monies owed to the squadron, Area HQ or National HQ.
- C) Any member who fails to meet AFROTC standards for GPA, Physical Fitness, or Weight and Body Fat.
  - 1) Conditional Status - A member who has fallen below the following standards for the first time.
    - a) Any member who drops below a semester GPA of 2.5 is automatically placed on conditional status for the next semester.
    - b) Any member who fails the PFT is automatically placed on conditional status for one month. The member must pass the PFT during this month to remain in good standing with the squadron and AAS.
  - 2) Academic or Fitness Probation
    - a) Any member who remains below a semester GPA of 2.5 for more than one semester will go on academic probation for the entirety of the next semester.
    - b) Any member who falls below a semester GPA of 2.0 for the semester will go on academic probation for the entirety of the next semester.
    - c) Any member who fails to pass the PFT during the one month on conditional status will go on fitness probation until the PFT is passed or until the semester ends. If the member still has not passed the PFT at the end of the semester the member will be under investigation for disenrollment.
    - d) Any member who does not pass the Weight and Body Fat standards at the beginning of the semester will be put on Fitness Probation. If the member still



does not meet the standards at the end of the semester the member will be under investigation for disenrollment.

#### **Section 204**

INACTIVE STATUS - Any member on inactive status will not wear the AAS rank pin or the fouragère and is not required to attend squadron meetings or events. Inactive status can either be a choice or a disciplinary action. The member must continue to pay national dues if the member wants to be able to regain active membership. No member can remain inactive for more than one consecutive semester. If a member does remain inactive for a second semester the member will be investigated for disenrollment.

A) Inactive by Choice - Any member who feels that active membership in the squadron will negatively affect academics or ROTC duties may ask for inactive membership. The commander and COC must approve this.

B) Disciplinary Inactive Status - Any member who falls below the prescribed points for inactive status will be put on inactive status for the remainder of the semester. The commander or deputy commander may also recommend a member be put on inactive status to the COC for consistently not performing assigned duties.

#### **Section 205**

DISENROLLMENT INVESTIGATION - Disenrollment investigation begins when the standards for active membership are not being met. It is a permanent action that cannot be reversed on the squadron level. All disenrollment investigations must be approved by the COC. Grounds for this investigation are as follows:

A) Any member who fails to pass the PFT during the semester.

B) Any member who fails to pass Weight and Body fat standards by the end of the semester.

C) Any member who consistently fails to complete assigned duties.

## ARTICLE III - Chain of Command

### **Section 301**

#### SQUADRON OFFICERS AND GRADE

- A) Squadron Commander (CC), Grade of Cadet Major, 2-semester term
- B) Deputy Squadron Commander (CD), Grade of Cadet Captain, 1-semester term
- C) Director of Operations (DO), Grade of Cadet Captain, 1-semester term
- D) Financial Management Officer (FM), Grade of Cadet 1<sup>st</sup> Lieutenant, 1 semester term
- E) Information Officer (IM), Grade of Cadet 1<sup>st</sup> Lieutenant, 1 semester term
- F) Public Affairs Officer (PA), Grade of Cadet 1<sup>st</sup> Lieutenant, 1 semester term
- G) Candidate Training Officer (CTO), Grade of Cadet 1<sup>st</sup> Lieutenant, 1 semester term
- H) Director of Support (DS), Grade of Cadet 1<sup>st</sup> Lieutenant, 1 semester term

### **Section 302**

#### SQUADRON CHAIRMEN

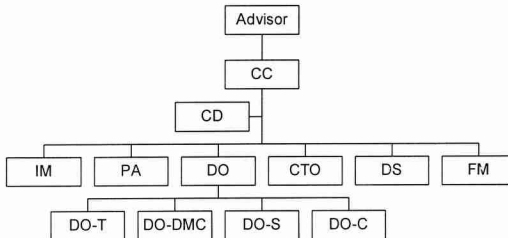
- A) Special Ceremonies Chairman (DO-C), 1-semester term
- B) Drill Meet Coordinator (DO-DMC), 2-semester term
- C) Technology Chairman (DO-T), 1-semester term
- D) Supply Chairman (DO-S), 1-semester term

### **Section 303**

RETENTION OF GRADE - Arnold Air Society personnel will retain the grade of the highest position held following the completion of a full term in that position.

### **Section 304**

#### STRUCTURAL ORGANIZATION



### **Section 305**

#### DUTIES AND RESPONSIBILITIES - OFFICERS

A) SQUADRON COMMANDER - The Squadron Commander commands the squadron as specified by AASMAN-1 Chapter 4. They represent the squadron in transactions with the AFROTC Detachment, the University, and other organizations. They speak officially for the squadron on all matters of policy. They will assure that the squadron is represented at ARCON and NATCON. They will assume a staff position in the cadet organization as outlined by AFMAN 53-1. They will support the mission of the cadet wing by directing and coordinating squadron activities areas prescribed by the Cadet

Wing Commander. The Squadron Commander meets with the Wing CC to discuss Wing and Squadron activities. The Squadron CC also creates the list of required events and updates the point system each semester.

B) DEPUTY COMMANDER – The Deputy Commander acts in place of the commander if the latter is absent and acts as an assistant to the commander in all phases of squadron activities. The CD assigns members to committees, takes charge of reports, and sees that committees function properly. They will be the Air Force Association and Silver Wings liaison. The CD also acts as the disciplinary officer for the squadron.

C) DIRECTOR OF OPERATIONS– The Director of Operations is responsible for developing and implementing the programs, which the commander sees will best accomplish the mission of the squadron. The DO schedules the annual activities of the society, always complying with the university regulations. He or she also works with the Candidate Training Officer and helps to coordinate fundraisers and service projects for the candidate program. The DO is also the direct liaison between the commander and the four committees' chairmen, the DO-T, the DO-DMC, DO-C, and DO-S.

D) INFORMATION MANAGEMENT OFFICER – The Information Officer provides the commander with current administrative information. The IM conducts squadron correspondence, take care of files, and take accurate minutes of all regular meetings that they will then present to the commander. The IM issues administrative orders for the commander and handles reproductions of any documents. Distribution of all correspondence is under the direction of the information officer.

E) FINANCIAL MANAGEMENT OFFICER – The financial manager collects funds, approves payments, and prepares and maintains accurate and detailed records of all money received, spent, and owed. The FM prepares financial reports for the squadron, area, and national headquarters as prescribed. The FM is also responsible for creating and keeping a detailed budget and reporting the status of funds to the AAS Squadron Staff.

F) PUBLIC AFFAIRS OFFICER – The Public Affairs Officer is the public relations liaison, preparing articles and transacting such business as to develop a favorable relation. The PA also prepares publications for submissions to “The Arnold Air Letter”, school publications, the Det Newsletter, local newspapers and the Air Force Magazine. The PA is also responsible for compiling a squadron scrapbook.

G) CANDIDATE TRAINING OFFICER – The Candidate Training Officer will plan and conduct the Candidate Program in accordance with AASMAN-1 and the squadron bylaws. The CTO will work closely with the DO to coordinate the program and will keep the squadron informed of all candidate program activities at regular squadron meetings.

H) DIRECTOR OF SUPPORT – The Director of Support organizes and coordinates the selection of individual and unit awards. The DS tries to bolster morale through motivational events. The DS will track and maintain alumni records at the squadron

level. The DS will also serve as the Quality Control Officer seeking ways to improve squadron efficiency.

### **Section 306**

#### **DUTIES AND RESPONSIBILITIES - CHAIRMEN**

- A) SPECIAL CEREMONIES CHAIRMAN - This chairperson is responsible for organizing the ceremonies that AAS does during the year. Examples are POW/MIA Ceremonies and Veterans Day Vigils.
- B) DRILL MEET COORDINATOR - This chairperson is responsible for the complete coordination of the drill meet. This includes coordination with JROTC units, Det 595, and the Cadre.
- C) TECHNOLOGY CHAIRMAN - This chairperson is responsible for upkeep of the squadron web page.
- D) SUPPLY CHAIRMAN - Maintains AAS supply in Heaven. This must be coordinated with MLSS.

### **Section 307: ELIGIBILITY - Requirements for Officer Positions**

- A) Squadron Commander - Must have completed Field Training and be an Intermediate Cadet Leader (ICL).
- B) Deputy Commander - Must have been an active member of AAS for one semester.
- C) Officer Positions --All active members in good standing are eligible to hold officer positions not mentioned previously.

### **Section 308**

ELECTIONS - Nominations must be made for positions going up for election at least two weeks before the election. The only Officer position that must be elected each year is the Squadron Commander. The election for the next fall and spring Squadron commander must take place before the National Conclave (NATCON). The Squadron CC will take command immediately after NATCON and hold the position for the entirety of the school year. The Squadron commander has the authorization to choose his or her officer staff or can choose to hold elections for some or all other officer positions. These other officer positions must be chosen or elected at least two weeks before the end of each semester. (The DMC is a year long position due to its heavy workload and will be chosen NLT two weeks before the completion of the spring semester.) If an officer position comes open (not including CC) during the semester then the commander can choose a new officer or hold new elections. If the CC must resign or is incapable of continuing in the office the CD will take command until new elections can be held for the CC position. In these circumstances the new elections must be held NLT three weeks after the resignation or incompetence is recognized.

## **ARTICLE IV: Candidate Program**

### **Section 401**

SELECTION OF CANDIDATES - According to AASMAN-1, A2.8 all candidates must meet or exceed AFROTC standards for GPA, PFT and weight and body fat standards. Candidacy for active membership in AAS is limited to the following categories:

- A) Intermediate Cadet Leaders (ICL's)

- B) Field Training Preparatory Cadets (FTP's)
- C) General Military Course Cadets (GMC's)

**Section 402**

CTO COMMITTEE - The CTO will choose a committee to help in observing candidates during the candidate program. They will be responsible for evaluating the candidates' progress through the program. (Further Defining at a later date) These committee chairmen will be the following:

- A) Physical Training Chairman (PTC) - Position to be defined at a later date.
- B) Drill and Ceremony Chairman (D&CC) - Position to be defined at a later date.
- C) Study Hall Chairman (SHC) - Position to be defined at a later date.
- D) General Chairman (GC) - This chairman will act as an assistant to the CTO.

## GEORGE V. HOLLOMAN SQUADRON BYLAWS

### ARTICLE I:            General Provisions

**Section 101:** ARTICLES - The following articles for the government of the George V. Holloman Squadron of Arnold Air Society are adopted on the basis of the provisions and spirit of the National Constitution.

**Section 102:** AMENDMENTS - These bylaws may be amended by the commander or entirely set aside by a two-thirds majority vote of all members in good standing at any regular meeting. Due notice of such action must be given at least one week in advance. Additional legislation can be added to these bylaws. Legislation will be proposed during the required meetings and will pass when it receives a 50 percent vote of the active members present.

**Section 103:** WAIVERS - Any of the bylaws may be waived for one year by a one hundred percent vote of all active members of the squadron who are in good standing. A notice must be given to all active members of such an action at least one week in advance.

**Section 104:** LOCAL DUES - Local dues may be decided by the CC and FM after a budget has been created. The decision must be passed by a fifty percent vote in order for the dues become required for all members.

### ARTICLE II:            Membership

**Section 201:** ACTIVE MEMBERSHIP - All members will begin the semester with 100 points. Cadets will lose points for each required event not attended. Members dropping below 60 points will be put on probation for one week. Members dropping below 45 points will be put on probation for the remainder of the semester. The Squadron CC or CD will deal with members dropping below 30 points on an individual basis. All events and meetings that are required for members to attend will be discussed and scheduled at the first meeting of the semester.

**Section 202:** PROBATION - Active AAS cadets on probation will not be allowed to wear the AAS rank pin or the fourragère but must continue to attend all meetings. Grounds for probation are as follows.

- A) Any member who fails to meet the set standards for attendance at AAS events as prescribed without a valid excuse.
- B) Any member not meeting a set suspense including monies owed to the squadron, Area HQ or National HQ.
- C) Any Officers not meeting suspense.
- D) Any member who fails to meet AFROTC standards for GPA, Physical Fitness, or Weight and Body Fat.
  - 1) Conditional Status - Any member who drops below a semester GPA of 2.50 is automatically placed on conditional status. However, all members on conditional status still retain all privileges of an active member.

- 2) Academic Probation - Any member who remains below a 2.50 semester GPA is automatically placed on academic probation until their GPA rises above a 2.50.

**ARTICLE III: Chain of Command**

**Section 301: SQUADRON OFFICERS AND GRADE -**

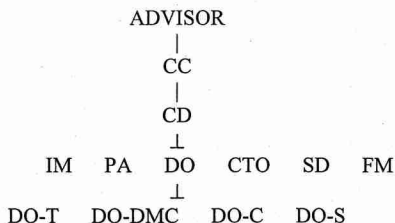
- A) Squadron Commander (CC), Grade of Major, 2-semester term
- B) Deputy Commander (CD), Grade of Captain, 1-semester term
- C) Director of Operations (DO), Grade of 1<sup>st</sup> Lieutenant, 1 semester term
- D) Financial Management Officer (FM), Grade of 1<sup>st</sup> Lieutenant, 1 semester term
- E) Information Officer (IM), Grade of 1<sup>st</sup> Lieutenant, 1 semester term
- F) Public Affairs Officer (PA), Grade of 1<sup>st</sup> Lieutenant, 1 semester term
- G) Candidate Training Officer (CTO), Grade of 1<sup>st</sup> Lieutenant, 1 semester term
- H) Director of Support (DS), Grade of 1<sup>st</sup> Lieutenant, 1 semester term

**Section 302: SQUADRON CHAIRMEN AND GRADE -**

- A) Special Ceremonies Chairman (DO-C), Grade of 2<sup>nd</sup> Lieutenant, 1 semester term
- B) Drill Meet Coordinator (DO-DMC), Grade of 1<sup>st</sup> Lieutenant, 2 semester term
- C) Technology Chairman (DO-T), Grade of 1<sup>st</sup> Lieutenant, 1 semester term
- D) Supply Chairman (DO-S), Grade of 2<sup>nd</sup> Lieutenant, 1 semester term

**Section 303: RETENTION OF GRADE -** Arnold Air Society personnel will retain the grade of the highest position held following completion of a full term in that position.

**Section 304: STRUCTURAL ORGANIZATION**



**Section 305: DUTIES AND RESPONSIBILITIES - OFFICERS**

- A) SQUADRON COMMANDER - The Squadron Commander commands the squadron as specified by AASMAN-1 Chapter 4. They represent the squadron in transactions with the AFROTC Detachment, the University, and other organizations. They speak officially for the squadron on all matters of policy. They will assure that the squadron is represented at ARCON and NATON. They will assume a staff position in the cadet organization as outlined by AFMAN 53-1. They will support the mission of the cadet wing by directing and coordinating squadron activities areas prescribed by the Cadet Wing Commander. The Squadron Commander meets with the Wing CC to discuss Wing

and Squadron activities. The Squadron CC also creates the updated required event list and point system each semester.

- B) DEPUTY COMMANDER – The Deputy Commander acts in place of the commander if the latter is absent and acts as an assistant to the commander in all phases of squadron activities. The CD assigns members to committees, takes charge of reports, and sees that committees function properly. They will be the Air Force Association and Silver Wings liaison. The CD also acts as the disciplinary officer for the squadron.
- C) DIRECTOR OF OPERATIONS– The Operations Officer is responsible for developing and implementing the programs, which the commander sees will best accomplish the mission of the squadron. He schedules the annual activities of the society and arranges facilities for social functions, always complying with the university regulations. He works with the Candidate Training Officer and helps to coordinate fundraisers and service projects of the candidate program. The DO is also the direct liaison between the commander and the three-committee chairmen, the WM, the DMC, and SCC.
- D) INFORMATION MANAGEMENT OFFICER – The Information Officer provides the commander with current administrative information. The IM conducts squadron correspondence, take care of files, and take accurate minutes of all regular meetings that they will then present to the commander. The IM issues administrative orders for the commander and handles reproductions of any documents. Distribution of all correspondence is under the direction of the information officer.
- E) FINANCIAL MANAGEMENT OFFICER – The financial manager collects funds, approves payments, and prepares and maintains accurate and detailed records of all money received, spent, and owed. The FM prepares financial reports for the squadron, area, and national headquarters as prescribed. The FM is also responsible for keeping the budget that was created at the beginning of the semester and reporting the status of funds to the AAS Squadron Staff.
- F) PUBLIC AFFAIRS OFFICER – The Public Affairs Officer is the public relations liaison, preparing articles and transacting such business as to develop a favorable relation. The PA also prepare publications for submissions to “The Arnold Air Letter”, school publications, local newspapers and the Air Force Magazine. The PA is also responsible for compiling a squadron scrapbook.
- G) CANDIDATE TRAINING OFFICER – The Candidate Training Officer will plan and conduct the Candidate Program in accordance with AASMAN-1 and the squadron bylaws. The CTO will work closely with the DO to coordinate the program and will keep the squadron informed of all candidate program activities at regular squadron meetings.
- H) DIRECTOR OF SUPPORT – The Director of Support organizes and coordinates the selection of individual and unit awards. The SD tries to bolster morale through motivational events. The SD will track and maintain alumni records at the squadron level. The SD will also serve as the Quality Control Officer seeking ways to improve squadron efficiency.

**Section 306: DUTIES AND RESPONSIBILITIES - CHAIRMEN**

- A) SPECIAL CEREMONIES CHAIRMAN - Defined Later
- B) DRILL MEET COORDINATOR - Defined Later
- C) TECHNOLOGY CHAIRMAN - Defined Later



D) SUPPLY CHAIRMAN - Maintains AAS supply in Heaven.

**Section 307: ELIGIBILITY - Requirements for Officer Positions**

- A) Squadron Commander - Must have completed Field Training and be an Intermediate Cadet Leader (ICL).
- B) Deputy Commander - Must have been an active member of AAS for one semester.
- C) Officer Positions - All active members in good standing are eligible to hold officer positions not mentioned previously.

**Section 308: ELECTIONS**

- A) Nominations must be made for positions going up for election at least two weeks before the election. The only Officer position that must be elected each year is the Squadron Commander. The election for the next Fall and Spring Squadron commander must take place before the National Conclave (NATCON). The Squadron commander has the authorization to choose his or her officer staff or can choose to hold elections for some or all other officer positions. These other officer positions must be chosen or elected at least two weeks before the end of each semester. (The DMC is a year long position due to its heavy workload and will be chosen NLT two weeks before the completion of the Spring semester.) If an officer position comes open (not including CC) during the semester then the commander can choose a new officer or hold new elections. If the CC must resign or is incapable of continuing in the office the CD will take command until new elections can be held for the CC position. In these circumstances the new elections must be held NLT three weeks after the resignation or incompetence is recognized.

**ARTICLE IV: Candidate Program**

**Section 401: SELECTION OF CANDIDATES** - According to AASMAN-1, A2.8 all candidates must meet or exceed AFROTC standards for GPA, PFT and weight and body fat standards. Candidacy for active membership in AAS is limited to the following categories:

- A) Intermediate Cadet Leaders (ICL's)
- B) Field Training Preparatory Cadets (FTP's)
- C) General Military Course Cadets (GMC's)

**Section 402: CTO COMMITTEE** - The CTO will choose a committee to help in observing candidates during the candidate program. They will be responsible for evaluating the candidates' progress through the program. (Further Defining at a later date) These committee chairmen will be the following:

- A) Physical Training Chairman (PTC) - Position to be defined at a later date.
- B) Drill and Ceremony Chairman (D&CC) - Position to be defined at a later date.
- C) Study Hall Chairman (SHC) - Position to be defined at a later date.
- D) General Chairman (GC) - This chairman will act as an assistant to the CTO.

**Section 403: CANDIDATE PROGRAM PT** - All active members are required to go to every candidate program PT session.

### Attachment 1—Arnold Air Society Constitution

**PREAMBLE.** We, the members of the Arnold Air Society (AAS), in order to aid in the development of Air Force officers, create a more efficient relationship within the Air Force officer training programs, support aerospace in its role in national security, and further the purpose, traditions, and concepts of the United States Air Force, do hereby establish this Constitution.

#### ARTICLE I

**Section 1.** This organization will be known as the Arnold Air Society (AAS).

**Section 2.** This organization is created in the spirit of the preamble and its objectives are stated therein.

**ARTICLE II.** The AAS will have the following insignia: colors; coat of arms; badge; guidon; ribbon; flower; rank pin; and shoulder cord.

#### ARTICLE III

**Section 1.** There will be four classes of membership: active; inactive; associate; and honorary.

##### Section 2.

[1] To be an active or inactive member of the AAS, a person must be enrolled in a college Air Force reserve officer training program or the United States Air Force Academy and have been initiated into a local Arnold Air Society squadron. The criteria for membership will not indicate considerations of sex, race, creed, or national origin.

[2] Active members are those who have paid their national and local dues and fees and are in good standing with their local squadrons.

[3] Inactive membership may be included as a provision of individual squadron by-laws.

[4] Members of Silver Wings (SW) become associate members of the AAS upon payment of national SW dues.

[5] Any local squadron or HQ may, by unanimous vote of its membership, elect to honorary membership any person or persons whose individual merits and contributions to the AAS warrant recognition by initiation.

#### ARTICLE IV

**Section 1.** The national organization will be presided over by a National HQ and divided into areas and squadrons. The chain of command shall be in that order.

**Section 2.** There will be one AAS Executive Management Center maintained to handle the administrative needs of the AAS. There shall be an Executive Director appointed to be in charge of the AAS Executive Management Center. Such office personnel necessary to conduct the administrative activities of the Society may be appointed by the Executive Director, with the approval of the Board of Directors.

## ARTICLE V

**Section 1.** Each headquarters of the AAS will have a commander and staff. All commanders will be elected to their position.

**Section 2.** Squadron staff officers will be titled deputy commander, operations officer, public affairs officer, information management officer, financial management officer, and support officer. Area and national staff officers will be titled vice commander, director of operations, director of public affairs, director of information management, director of financial management, and director of support

**Section 3.** Any AAS commander may be impeached by a two-thirds vote of his or her command for improper conduct, neglect of duty, or failure to carry out the objectives of the AAS. The Executive Director will determine the validity of the impeachment of the National Commander. The National Commander will determine the validity of the impeachment of area commanders. The applicable area commander will determine the validity of the impeachment of squadron commanders.

**Section 4.** A commander may dismiss any staff officer for improper conduct, neglect of duty, or failure to carry out the objectives of AAS.

## ARTICLE VI

**Section 1.** The supreme legislative body of the AAS will be known as the business session of the National Conclave (NATCON) and shall consist of the National Commander and delegates from each of the active squadrons and area HQs.

**Section 2.** The NATCON will be convened once each academic year by the National Commander at a place designated by a majority vote of the NATCON general assemblies of AAS and SW one year in advance, providing a NATCON site and host squadron can be found.

**Section 3.** The delegate from each area HQ and active squadron will have one vote. The National Commander will have one vote in case of a tie. Votes may be delegated (proxied) in writing to other area HQ or squadron delegates. A quorum consists of two-thirds of the authorized votes.

## ARTICLE VII

**Section 1.** There will be a Board of Directors of the AAS which will have the area commanders as voting members. The National Commander will be the chairman and vote only in case of a tie. Non-voting members of the Board of Directors will be the National HQ staff officers, National Business Chairman, National Parliamentarian, NATCON HQ Commander, SW National President, Executive Director, National HQ Advisor, AFROTC-AAS Liaison Officer from HQ AFROTC, chairmen of the national standing committees, National Archives HQ Commander, AASAA National Director, National Chief of Protocol, and the National Administrative Consultants.

**Section 2.** The Board of Directors will meet at the discretion of the National Commander, but not less than twice each year.

**Section 3.** Board of Directors Duties:

[1] Establishing the location of the AAS Executive Management Center by a two-thirds vote.

[2] Establishing the qualifications for hiring and dismissing the Executive Director, all by two-thirds votes.

[3] Aiding and directing the National Commander in executing the legislation of the NATCON and the policies of the national organization.

**Section 4.** The Board of Directors will enact the legislation it deems necessary for the effective operation of AAS.

**Section 5.** The Board of Directors will interpret the AAS Constitution.

**Section 6.** Any action taken by the Board of Directors, except a judicial interpretation of the Constitution, may be overruled by a majority vote of all active squadrons.

#### **ARTICLE VIII**

**Section 1.** To support the operation of the national organization, there will be an initiation fee for new members and annual dues for all members. The amounts will be set by the NATCON.

**Section 2.** The Executive Director will annually compile and publish a financial report of the AAS.

**ARTICLE IX.** The AAS will have national manuals which will be written in the spirit of the AAS Constitution and establish standard operating procedures for AAS. Such manuals will be approved by a majority vote of the NATCON.

#### **ARTICLE X**

**Section 1.** Any three squadrons acting together or any three voting members of the Board of Directors acting together may submit a proposed amendment to this Constitution. The proposed amendment will be submitted to the Executive Director who will, within two months, forward it to all of the active squadrons for their vote. Each squadron must notify the Executive Director of its vote within one month of the date the proposed amendment was mailed. For a squadron's vote to count, two-thirds of the active members of the squadron must vote on the proposed amendment. A two-thirds majority of all active squadrons in favor of the amendment must pass the amendment to have it become part of the AAS Constitution.

**Section 2.** The NATCON general assembly may amend this Constitution with a two-thirds vote of all the active squadrons of the Society.

revised Spring 1989

Arnold Air Society  
Constitutional Bylaws

ARTICLE I GENERAL PROVISIONS

Section 100 This organization shall be known as the George V. Holloman Squadron of the ARNOLD AIR SOCIETY.

Section 101 ARTICLES - The following articles for the government of the George V. Holloman Squadron of the Arnold Air Society are adopted on the basis of the provisions and spirit of the National Constitution.

Section 102 AMENDMENTS

A. - These bylaws may be amended or entirely set aside by a 2/3 affirmative vote of all members in good standing at any regular or special meeting. Due notice of such action must be presented to the squadron in writing at least one week in advance.

B. - Any article of this constitution or part thereof that is in direct violation of the Student Government constitution or by-laws shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the Squadron and the President of Student Government shall be brought before the Legislature, whose decisions shall be final.

Section 103 RULES OF ORDER - The rules contained in Robert's Rules of Order Revised shall govern this organization in all applicable cases.

Section 104 WAIVERS-Any of the constitutional bylaws may be waved for one academic year by a 100% vote of the active membership present that represents a quorum.

ARTICLE II: MEETINGS

Section 201 ATTENDANCE-Attendance at all regularly scheduled meetings and formal functions is mandatory. The appropriate uniform, as designated by the Commander, must be worn.

Section 202 MEETINGS-All formal meetings, formal functions and regular business meetings of this squadron will be scheduled at the first meeting of each semester. The regular business meetings will include the initial planning, nomination of officers, and election of officers.

SECTION 203 LEGISLATIVE AUTHORITY-The entire membership, in meeting shall have the general legislative authority unless provided otherwise herein, and shall at their discretion establish rules and regulations for the government of the squadron. Unless otherwise provided in these articles. a

majority vote of the active membership shall exercise the will of the squadron.

SECTION 204      PASSAGE OF LEGISLATION—Legislation shall pass when it receives 50% of the votes plus one, with the following exceptions: (a) amendments are approved as set forth in Article I, Section 102 (a); (b) AB bids issue and final approval must receive 2/3 affirmation by members present and voting; (c) any waiver of requirements for Apprentice Brothers on these By-laws must receive 100% affirmation of those present and voting.

SECTION 205      SPECIAL MEETING—Special meetings shall be held at the discretion of the Squadron Commander or upon written request of one third of the active members. Squadron officers may call a special meeting of their staffs at their discretion. Request shall state time, place and purpose of the meeting. Due notice of such meeting must be given and no other business shall be transacted during this meeting.

Section 206      VOTING—Voting on all matters shall be by a showing of hands, unless a roll call or secret ballot is directed by the commander or any member from the floor (if seconded and desired by a majority of those active members present).

ARTICLE III:      OFFICERS

Section 301      SQUADRON OFFICERS AND GRADES—SHALL BE CALLED THE EXECUTIVE BOARD".

- a. One Squadron Commander in grade of Major.
- b. One Deputy Commander in grade of Captain.
- c. One Operations Officer in grade of First Lieutenant.
- d. One Administrative Officer in grade of First Lieutenant.
- e. One Comptroller in grade of First Lieutenant.
- f. One Information Officer in grade of First Lieutenant.
- g. One Chaplain in grade of First Lieutenant.
- h. One Special Projects Officer in grade of First Lieutenant.
- i. One Supply Officer in grade of First Lieutenant.
- j. PTO and in grade of First Lieutenant.
- k. Any active member not holding one of the above positions will remain in grade of Second Lieutenant.

Section 302      RETENTION OF GRADE - ARNOLD AIR SOCIETY personnel shall retain the grade of the highest position held following completion of a full term in that position.

Section 303      ASSISTANT OFFICERS - Assistant officers may be appointed by the Squadron Commander as required to assist the squadron officers.

- A. SQUADRON COMMANDER - The Squadron Commander commands the squadron as specified by AAS Manual chapter 4, paragraph 6a. He represents the squadron in transactions with the AFROTC detachment, the University, and other organizations. The commander speaks officially for the squadron on all matters of policy. He will assure that the squadron is represented at Area and National Conclaves. He will assume a staff position in the AFROTC cadet organization as outlined by AFROTC Manual 53-1. He will support the mission of the cadet organization by directing and coordinating squadron activities in areas proscribed by the AFROTC Cadet Commander.
- b. DEPUTY COMMANDER - The Deputy Commander acts in the place of the Commander if the latter is absent and acts as an assistant to him in all phases of squadron activity. He assigns members to committees, takes charge of reports and sees that committees function properly. He will head a standing committee for continuous review and revision of squadron bylaws and procedures.
- c. OPERATIONS OFFICER - The Operations Officer is responsible for developing and implementing the programs which the Commander feels will best accomplish the mission of the squadron. He carries out the training programs by arranging lectures or talks by qualified personnel (as an example). He schedules the annual activities of the squadron and arranges facilities for meetings and social functions, always complying with university regulations. He publishes all official orders for the Commander.

- d. ADMINISTRATION OFFICER - The Administration Officer provides the Commander with current administrative information. He conducts squadron correspondence, takes care of files and takes accurate minutes of all meetings which he presents to the Professor of Aerospace Studies (or to the Advisor) and the squadron. He issues administrative orders for the Commander, maintains personnel records, and handles reproductions. Distribution of all correspondence is under the direction of the Administrative officer.
- e. COMPTROLLER - The Comptroller collects funds, approves payments, and prepares and maintains accurate and detailed records of all monies received, spent and owed. He prepares financial reports for the squadron, area, and national headquarters as prescribed.
- f. PUBLIC AFFAIRS OFFICER -The Public Affairs Officer collects information for the Commander necessary to carry out squadron activities. He is the public liaison, preparing articles and transacting such business as to develop favorable relations. The Information Officer also prepares publications for submission to the "Arnold Air Letter" (a monthly report), school publications, local newspapers, national wire service, and the "Air Force Association" magazine. He is responsible for compiling an annual squadron scrapbook.
- g. CHAPLAIN - The Chaplain will be in charge of carrying out the objectives of the National Chaplain's Program. He will participate in programs at formal meetings and perform advisory activities.
- h. SPECIAL PROJECTS OFFICER - The Special Projects Officer will be in charge of all special service, social and financial projects sponsored by the squadron. His major concern will be naming and suggesting new projects to the squadron.
- i. SUPPLY OFFICER - The Supply Officer is in charge of monitoring the inventory level of squadron supplies basic squadron equipment, plan and purchase new material for social events and projects, and arrange squadron material for all meetings and functions.
- j. PLEDGE TRAINING OFFICER - The Pledge Training Officer is in charge of organizing and implementing the apprentice program.

Section 306 CONCLAVES - The Commander will assure that his squadron is represented at all conclaves.

Section 307 ELIGIBILITY-

- a. Nominees for Squadron Commander and Deputy must serve on Executive Board for one semester. The AFRDTC Cadet Wing Commander and the Vice Commander shall not be eligible for election of these offices.



b. All active members except 400's (in spring elections) shall be eligible for election to these offices.

Section 308 NOMINATIONS- Nominations for election of all officers shall be from the floor at a meeting at least two weeks before the time designated for elections. Only active members in good standing are eligible to nominate such persons. As soon as possible after the nomination for these offices has been held, and, in any event, within one week before the election date, the names of such persons shall be posted and/or sent to each active member.

Section 309 ELECTIONS- Elections shall be held before the National Conclave (spring elections only) and, if possible, before the Area Conclave. A quorum for election of officers will be 2/3 of the active membership.

Section 310 RE-ELECTIONS- Special elections will be held for any positions that fall vacant.

#### ARTICLE IV: APPRENTICE PROGRAM

Section 401 Selection of Candidates- Candidacy for active membership in the ARNOLD AIR SOCIETY is limited to the following categories:

a. Professional Officer Course cadets with an overall GPA of 2.50 and an AFROTC GPA of 3.00.

b. AS222 cadets with an overall GPA of 2.75 and an AFROTC GPA of 3.00.

c. AS221 cadets with an overall GPA of 2.75 and an AFROTC GPA 3.00.

d. AS122 cadets with an overall GPA of 3.00 and an AFROTC GPA of 3.00

e. The Squadron Commander, in coordination with the Professor of Aerospace Studies, shall determine the eligibility of all cadets not covered above.

f. Any GPA of AFROTC averages may be waived for exceptional candidates by a 100% vote of the society present and voting.

Section 402 Apprentice Program- The apprentice program shall be conducted by the PTO, with the approval of the Squadron, Squadron Commander, and the Advisor.

ARTICLE VI: Dues

Section 601 Dues- Dues for membership in the Arnold Air Society shall be as follows: National dues as assessed by National HQ, Area dues as assessed by Area HQ, and the Squadron dues as assessed by Squadron HQ. These dues shall be collected by the second meeting of the semester.

ARTICLE VII Penalties

Section 701 Punishments-

a. Any punishment to be set as penalty for nonfulfillment of duty shall be set by this squadron unless contrary to the letter or spirit of the National Constitution. This punishment shall be carried out by the Squadron Commander after consent has been given by a 2/3 majority vote of active members of the squadron.

b. When a member is on probation, he/she shall restrict his/her AAS activities to those approved by the AAS squadron commander.

c. A member shall be put on probation if any of the following conditions occur:

(1) He/she does not attend 75% of the scheduled meetings and has no valid excuse, as determined by the Commander.

(2) He/she does not participate in 75% of the squadrons service finance projects and has no valid excuse, as determined by the Commander.

b. Anyone delinquent in paying dues will be dropped from the rolls.

SECTION 702 APPEALS - All punishments levied against a member may be appealed first to the Commander, and second to the squadron in meeting.

SECTION 703 REINSTATEMENT - To be reinstated, a member must secure the approval of the Squadron Commander and be accepted by a 3/4 majority vote of members present and voting. Also, he/she must have attended 75% of meetings and 50% of the service/finance projects in the current semester or have a valid excuse as determined by the Commander. Note that planning project may qualify as participation, as determined by the Commander.

## CONSTITUTIONAL BYLAWS

## ARTICLE I: GENERAL PROVISIONS

- Section 101 ARTICLES - The following articles for the government of the GEORGE V. HOLLOWAY SQUADRON of the ARNOLD AIR SOCIETY are adopted on the basis of the provisions and spirit of the National Constitution.
- Section 102 AMENDMENTS - These bylaws may be amended or entirely set aside by a 2/3 affirmative vote of all members in good standing at any regular or special meeting. Due notice of such action must be presented to the squadron in writing at least one week in advance.
- Section 103 RULES OF ORDER - The rules contained in Roberts' Rules of Order Revised shall govern this organization in all applicable cases.

## ARTICLE II: MEETINGS

- Section 201 ATTENDANCE - Attendance at all regularly scheduled meetings and formal functions is mandatory. The appropriate uniform, as designated by the Commander, must be worn.
- Section 202 MEETINGS - All formal meetings, formal functions, and regular business meetings of this squadron will be scheduled at the first meeting of each semester. The regular business meetings will include the initial planning, nomination of officers, and election of officers.
- Section 203 LEGISLATIVE AUTHORITY - The entire membership, in meeting, shall have the general legislative authority, unless provided otherwise herein, and shall at their discretion establish rules and regulations for the government of the squadron. Unless otherwise provided in these articles, a majority vote of the active membership shall exercise the will of the squadron.
- Section 204 PASSAGE OF LEGISLATION - Legislation shall pass when it receives 50% of the votes plus one, with the following exceptions: (a) amendments are approved as set forth in Article I, Section 102; (b) AB bids issue and final approval must receive 2/3 affirmation by members present and voting; (c) any waiver of requirements for Apprentice Brothers on these By-Laws must receive 100% affirmation of those present and voting.

Section 205 SPECIAL MEETING - Special meetings shall be held at the discretion of the Squadron Commander or upon written request of one third of the active members. Squadron officers may call a special meeting of their staffs at their discretion. Request shall state time, place, and purpose of the meeting. Due notice of such meeting must be given, and no other business shall be transacted during this meeting.

Section 206 VOTING - Voting on all matters shall be by a showing of hands, unless a roll call or secret ballot is directed by the commander or any member from the floor (if seconded and desired by a majority of those active members present.

### ARTICLE III: OFFICERS

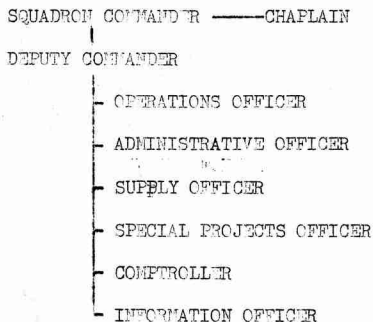
#### Section 301 SQUADRON OFFICERS AND GRADES -

- a. One Squadron Commander in grade of Major
- b. One Deputy Commander in grade of Captain
- c. One Operations Officer in grade of First Lieutenant
- d. One Administrative Officer in grade of First Lieutenant
- e. One Comptroller in grade of First Lieutenant
- f. One Information Officer in grade of First Lieutenant
- g. One Chaplain in grade of First Lieutenant
- h. One Special Projects Officer in grade of First Lieutenant
- i. One Supply Officer in grade of First Lieutenant
- j. Any active member not holding one of the above positions or any appointed position will remain in grade of Second Lieutenant.

Section 302 RETENTION OF GRADE - ARNOLD AIR SOCIETY personnel shall retain the grade of the highest position held following completion of a full term in that position.

Section 303 ASSISTANT OFFICERS - Assistant officers may be appointed by the Squadron Commander as required to assist the squadron officers.

#### Section 304 STRUCTURAL ORGANIZATION -



Section 305 DUTIES AND RESPONSIBILITIES -

- a. SQUADRON COMMANDER - The Squadron Commander commands the squadron as specified by AAS Manual chapter 4, paragraph 6a. He represents the squadron in transactions with the AFROTC detachment, the University, and other organizations. The commander speaks officially for the squadron on all matters of policy. He will assure that the squadron is represented at Area and National Conclaves. He will assume a staff position in the AFROTC cadet organization as outlined by AFROTC Manual 53-1. He will support the mission of the Cadet organization by directing and coordinating squadron activities in areas proscribed by the AFROTC Cadet Commander.
- b. DEPUTY COMMANDER - The Deputy Commander acts in the place of the Commander if the latter is absent and acts as an assistant to him in all phases of squadron activity. He assigns members to committees, takes charge of reports, and sees that committees function properly. He will head a standing committee for continuous review and revision of squadron bylaws and procedures.
- c. OPERATIONS OFFICER - The Operations Officer is responsible for developing and implementing the program which the Commander feels will best accomplish the mission of the squadron. He carries out the training programs by arranging lectures or talks by qualified personnel (as an example). He conducts the apprentice program. He schedules the annual activities of the squadron and arranges facilities for meetings and social functions, always complying with university regulations. He publishes all official orders for the Commander.
- d. ADMINISTRATIVE OFFICER - The Administrative Officer provides the Commander with current administrative information. He conducts squadron correspondence, takes care of files, and takes accurate minutes of all meetings which he presents to the Professor of Aerospace Studies (or to the Advisor) and the squadron. He issues administrative orders for the Commander, maintains personnel records, and handles reproductions. Distribution of all correspondence is under the direction of the Administrative Officer.
- e. COMPTROLLER - The Comptroller collects funds, approves payments, and prepares and maintains accurate and detailed records of all monies received, spent, and owed. He prepares financial reports for the squadron, area, and national headquarters as prescribed.
- f. INFORMATION OFFICER - The Information Officer collects

Section 305 information for the commander necessary to carry out squadron activities. He is the public relations liason, preparing articles and transacting such business as to develop favorable relations. The Information Officer also prepares publications for submission to the "Arnold Air Letter" (a monthly report), school publications, local newspapers, national wire services, and the "Air Force Association" magazine. He is responsible for compiling an annual squadron scrapbook.

g. CHAPLAIN - The Chaplain will be in charge of carrying out the objectives of the National Chaplain's program. He will participate in programs at formal meetings and perform advisory activities.

h. SPECIAL PROJECTS OFFICER - The Special Projects Officer will be in charge of all special service, social, and financial projects sponsored by the squadron. His major concern will be naming and suggesting new projects to the squadron.

i. SUPPLY OFFICER - The Supply Officer is in charge of monitoring the inventory level of squadron supplies and basic squadron equipment, plan and purchase new material for social events and projects, and arrange squadron material for all meetings and functions.

Section 306 CONCLAVES - The Commander will assure that his squadron is represented at all conclaves.

Section 307 ELIGIBILITY -

a. Nominees for Squadron Commander and Deputy Commander must have at least two academic semesters of membership in the squadron and must have served at least one semester as one of the squadron's staff officer positions. The AFRCTC Cadet Corps Commander and the Deputy Commanders shall not be eligible for election to these offices.

b. All active members except seniors (in Spring elections) shall be eligible for the remaining positions.

Section 308 NOMINATIONS - Nominations for election of all officers shall be from the floor at a meeting at least two weeks before the time designated for elections. Only active members in good standing are eligible to nominate such persons. As soon as possible after the nomination for these offices has been held, and, in any event, within one week before the election date, the names of such persons shall be posted and/or sent to each active member.

Section 309 ELECTIONS - Elections shall be held before the National Con-

clave (Spring elections only) and, if possible, before the Area Conclave. A quorum for election of officers will be 2/3 of the active membership.

Section 310 RE-ELECTIONS - Special elections will be held for any positions that fall vacant.

#### ARTICLE IV: APPRENTICE PROGRAM

Section 401 SELECTION OF CANDIDATES - Candidacy for active membership in the ARNOLD AIR SOCIETY is limited to the following categories:

- a. Professional Officer Course cadets with an overall GPA of 2.50 and an AFROTC GPA of 3.00.
- b. AS 222 cadets with an overall GPA of 2.75 and an AFROTC GPA of 3.00.
- c. AS 221 CSP cadets with an overall GPA of 2.75 and an AFROTC GPA of 3.00.
- d. AS 122 CSP cadets with an overall GPA of 3.00 and an AFROTC GPA of 3.00.
- e. The Squadron Commander, in coordination with the Professor of Aerospace Studies, shall determine the eligibility of all cadets not covered above.
- f. Any GPA or AFROTC averages may be waived for exceptional candidates by a 100% vote of the society present and voting.

Section 402 APPRENTICE PROGRAM - The apprentice program shall be conducted by the Operations Officer, with the approval of the Squadron, Squadron Commander, and the Advisor.

#### ARTICLE V: SQUADRON AWARDS

Section 501 ARNOLD AIR SOCIETY AWARD - This squadron shall select an outstanding AS 200 cadet each year to receive the ARNOLD AIR SOCIETY Award. The recipient need not be a member of the Arnold Air Society.

#### ARTICLE VI: DUES

Section 601 DUES - Dues for membership in the Arnold Air Society shall be as follows:  
National dues as assessed by National HQ, Area dues as assessed by Area HQ, and Squadron dues as assessed by Squadron HQ. These dues shall be collected by the second meeting of the semester.

ARTICLE VII: PENALTIES

Section 701 PUNISHMENTS -

a. Any punishment to be set as penalty for nonfulfillment of duty shall be set by this squadron unless contrary to the letter or spirit of the National Constitution. This punishment shall be carried out by the Squadron Commander after consent has been given by a 2/3 majority vote of active members of the squadron.

b. When a member is on probation, he/she is unable to attend any AAS, AAS/AnF, or AnF socials; parties, Formal Initiation, base visits, beach trips, etc.

c. A member shall be put on probation if any of the following conditions occur:

(1) He/she does not attend 75% of the scheduled meetings and has no valid excuse, as determined by the Commander.

(2) He/she does not participate in 50% of the squadron's service/finance projects and has no valid excuse, as determined by the Commander.

d. Anyone delinquent in paying dues will be dropped from the rolls.

Section 702 APPEALS - All punishments levied against a member may be appealed - first to the Commander, and second, to the squadron in meeting.

Section 703 REINSTATEMENT - To be reinstated, a member must secure the approval of the Squadron Commander and be accepted by a 3/4 majority vote of members present and voting. Also, he/she must have attended 75% of meetings and 50% of the service/finance projects in the current semester or have a valid excuse as determined by the Commander. Note that planning projects may qualify as participation, as determined by the Commander.



## CONSTITUTIONAL BYLAWS

## ARTICLE I: GENERAL PROVISIONS

- Section 101 ARTICLES - The following articles for the government of the GEORGE V. HOLLOWAY SQUADRON of the ARNOLD AIR SOCIETY are adopted on the basis of the provisions and spirit of the National Constitution.
- Section 102 AMENDMENTS - These bylaws may be amended or entirely set aside by a two-thirds affirmative vote of all members in good standing at any regular or special meeting. Due notice of such action must be presented to the squadron in writing at least one week in advance.
- Section 103 RULES ON ORDER - The rules contained in Roberts' Rules of Order Revised shall govern this organization in all applicable cases.

## ARTICLE II: MEETINGS

- Section 201 ATTENDANCE - Attendance at all regularly scheduled meetings and formal functions is mandatory. The appropriate uniform, as designated by the Squadron Commander, must be worn.
- Section 202 MEETINGS - All formal meetings, formal activities, and regular business meetings of this squadron will be scheduled at the first meeting of each semester. The regular business meetings will include the initial planning, nomination of officers, and election of officers.
- Section 203 LEGISLATIVE AUTHORITY - The entire membership, in meeting, shall have general legislative authority, unless provided otherwise herein, and shall at their discretion establish rules and regulations for the government of the squadron. Unless otherwise provided in these articles, a majority vote of the active membership shall exercise the will of the squadron.
- Section 204 SPECIAL MEETING - Special meetings shall be held at the discretion of the Squadron Commander or upon written request of one-third of the active members. Squadron officers may call a special meeting of their staffs at their discretion. Request shall state time, place, and purpose of the meeting. Due notice of such meeting must be given, and no other business shall be transacted during this meeting.
- Section 205 VOTING - Voting on all matters shall be by a showing of hands, unless a roll call or secret ballot is directed by the commander or any member from the floor (if seconded and desired by a majority of those active members present).

ARTICLE III: OFFICERS

Section 301 SQUADRON OFFICERS AND GRADES -

- a. One Squadron Commander in grade of Major.
- b. One Deputy Commander in grade of Captain.
- c. One Operations Officer in grade of First Lieutenant.
- d. One Administrative Officer in grade of First Lieutenant.
- e. One Comptroller in grade of First Lieutenant.
- f. One Information Officer in grade of First Lieutenant.
- g. One Chaplain in grade of First Lieutenant.
- h. One Special Projects Officer in grade of First Lieutenant.
- i. One Supply Officer in grade of First Lieutenant.
- j. Any active member not holding one of the above positions or any appointed position will remain in grade of Second Lieutenant.

Section 302 RETENTION OF GRADE - ARNOLD AIR SOCIETY personnel shall retain the grade of the highest position held following completion of a full term in that position.

Section 303 ASSISTANT OFFICERS - Assistant officers may be appointed by the Squadron Commander as required to assist the squadron officers.

Section 304 STRUCTURAL ORGANIZATION -

SQUADRON COMMANDER ----- CHAPLAIN

DEPUTY COMMANDER

- OPERATIONS OFFICER
- ADMINISTRATIVE OFFICER
- SUPPLY OFFICER
- SPECIAL PROJECTS OFFICER
- COMPTROLLER
- INFORMATION OFFICER

Section 305 DUTIES AND RESPONSIBILITIES -

- a. SQUADRON COMMANDER - The Squadron Commander commands the squadron as specified by AAS Manual chapter 4, paragraph 6a.

He represents the Squadron in transactions with the AFROTC Detachment, the University, and other organizations. The Commander speaks officially for the squadron on all matters of policy, representing and voting for the Squadron at Area and National Conclaves. He will assume a staff position in the AFROTC Cadet organization as outlined by AFROTC Manual 53-1. He will support the mission of the Cadet organization by directing and coordinating squadron activities in the areas prescribed by the AFROTC Cadet Commander.

b. DEPUTY COMMANDER - The Commander acts in the place of the Commander if the latter is absent and acts as an assistant to him in all phases of squadron activity. He assigns members to committees, takes charge of reports, and sees that committees function properly. He will head a standing committee for continuous review and revision of squadron bylaws and procedures.

c. OPERATIONS OFFICER - The Operation Officer is responsible for developing and implementing the program which the Commander feels will best accomplish the mission of the squadron. He carries out the training programs by arranging lectures or talks by qualified personnel (as an example). He conducts the apprentice program. He schedules the annual activities of the squadron and arranges facilities for meetings and social functions, always complying with university regulations. He publishes all official orders for the Commander.

d. ADMINISTRATIVE OFFICER - The Administrative Officer provides the Commander with current administrative information. He conducts squadron correspondence, takes care of files and records, and takes accurate minutes of all meetings which he presents to the Professor of Aerospace Studies (or to the Advisor) and the squadron. He issues administrative orders for the Commander, maintains personnel records, and handles reproductions. Distribution of all correspondence is under the direction of the Administrative Officer.

e. COMPTROLLER - The Comptroller collects funds, approves payments, and prepares and maintains accurate and detailed records of all monies received, spent, and owed. He prepares financial reports for the squadron, area, and national headquarters as prescribed.

f. INFORMATION OFFICER - The Information Officer collects information for the Commander necessary to carry out squadron activities. He is the public relations liaison, preparing articles and transacting such business as to develop favorable relations. The Information Officer also prepares publications for submission to the "Arnold Air Letter" (a monthly report), school publications, local newspapers, national wire services, and the Air Force Association" magazine. He is responsible for compiling an annual squadron scrapbook.

Section 305 **G. CHAPLAIN** - The Chaplain will be in charge of carrying out the objectives of the National Chaplain's program. He will participate in programs at formal meetings and perform advisory activities.

**H. SPECIAL PROJECTS OFFICER** - The Special Projects Officer will be in charge of all special service, social, and financial projects sponsored by the squadron. His major concern will be training and suggesting new projects to the squadron.

**I. SUPPLY OFFICER** - The Supply Officer is in charge of monitoring the inventory level of squadron supplies and basic squadron equipment, plan and purchase new material for social events and projects, and arrange squadron material for all meetings and functions.

Section 306 **CONCLAVES** - The Conclaver will assure that his squadron is represented at all conclaves.

Section 307 **ELIGIBILITY** -

a. Nominees for Squadron Commander and Deputy Commander must be regularly enrolled rising seniors or current seniors. The AFROTC Cadet Corps Commander and the Deputy Commander shall not be eligible for election to these offices.

b. All active members except seniors (in spring elections) shall be eligible for the remaining positions.

Section 308 **NOMINATIONS** - Nominations for election of all officers shall be from the floor at a meeting at least two weeks before the time designated for election. Only active members in good standing are eligible to nominate such positions. As soon as possible after the nomination for these offices has been held, and in any event within one week before the election date, the names of such persons shall be posted and/or sent to each active member.

Section 309 **ELECTIONS** - Elections shall be held before the National Conclave (spring elections only) and, if possible, before the Area Conclave. A quorum for election of officers will be two-thirds of the active membership.

Section 310 **RE-ELECTIONS** - Special elections will be held for any positions that fall vacant.

ARTICLE IV: APPRENTICE PROGRAM

Section IV: SELECTION OF CANDIDATES - Candidacy for active membership in the ARNOLD AIR SOCIETY is limited to the following categories:

- a. Professional Officer Course cadets with an overall QPA of 2.0 and an AFROTC QPA of 3.0.
- b. AS 222 cadets with an overall QPA of 2.25 and an AFROTC QPA 3.0.
- c. AS 221 with a 2.5 QPA and AS 221 CSP cadets with a 2.25 QPA. Each must have an AFROTC QPA of 3.0.
- d. AS 122<sup>CSE</sup> cadets with an overall QPA of 2.5 and an AFROTC QPA of 3.0.
- e. The Squadron Commander, in coordination with the Professor of Aerospace Studies, shall determine the eligibility of all cadets not covered above.
- f. Any QPA or AFROTC averages may be waived for exceptional candidates by two-thirds vote of the society.

Section 402 APPRENTICE PROGRAM - The apprentice program shall be conducted by the Operations Officer, with the approval of the Squadron, Squadron Commander, and the Advisor.

ARTICLE V: SQUADRON AWARDS

Section 501 ARNOLD AIR SOCIETY AWARD- This squadron shall select an outstanding AS 200 cadet each year to receive the ARNOLD AIR SOCIETY Award. The recipient need not be a member of the Arnold Air Society.

ARTICLE VI: DUES

Section 601 DUES - Dues for membership in the Arnold Air Society shall be as follows:  
National dues as assessed by National Headquarters.  
Area dues as assessed by Area Headquarters.  
Squadron dues as assessed by Squadron Headquarters.  
These dues shall be collected by the second meeting of the semester.

ARTICLE VII: PENALTIES

Section 701 FINES -

Section 701

a. A fine of two dollars shall be levied against any member absent from any scheduled meeting or formal function without a legitimate excuse. Examples of legitimate excuses are: sickness or scheduled institutional activities. Other excuses will be reviewed and accepted or rejected by the Squadron Commander within one week of submitting. All excuses will be submitted within one week of the absence.

b. Any absences over two during one month will incur an additional three dollar fine per absence, making the total fine per absence five dollars.

c. All meetings will be conducted in a manner which is becoming to the ARNOLD AIR SOCIETY. The Commander will maintain order. When a member is not conducting himself properly, he will be warned once and then fined fifty cents per additional warning. The Comptroller will administer the fine.

Section 702

PUNISHMENTS

a. Any punishment to be set as penalty for non-fulfillment of duty shall be set by this squadron unless contrary to the letter or spirit of the National Constitution. This punishment shall be carried out by the Squadron Commander after consent has been given by a two-thirds majority vote of active members of the squadron.

b. All fines must be paid by the meeting following the one at which they were incurred. Anyone delinquent in paying fines will be subject to review by the Squadron Commander.

c. Anyone delinquent in paying dues will be dropped from the rolls.

Section 705

APPEALS - All fines and punishments levied against a member may be appealed; first, to the Squadron Commander, and second, to the Squadron in meeting.

Section 704

REINSTATEMENT - To be reinstated, a member must be accepted by a three-fourths majority vote of the active members and pay in delinquent fines and/or dues.

ATTACHMENT 1

ARNOLD AIR SOCIETY  
NATIONAL CONSTITUTION

PREAMBLE

We, the members of the ARNOLD AIR SOCIETY, in order to aid in the development of Air Force officers; create a closer and more efficient relationship within the Air Force officer training program; support airpower in its role in national security; advance air and space age citizenship; further the purpose, tradition, and concept of the United States Air Force, do hereby establish this Constitution.

ARTICLE I

Section 101 This organization shall be known as the ARNOLD AIR SOCIETY.

Section 102 OBJECT - This organization is created in the spirit of the PREAMBLE and its objects are stated therein.

ARTICLE II  
INSIGNIA

Section 201 INSIGNIA - The ARNOLD AIR SOCIETY shall have the following insignia: colors, coat of arms, badge, guidon, ribbon, flower, rank pin, and shoulder cord.

ARTICLE III  
MEMBERSHIP

Section 301 CLASSES OF MEMBERSHIP - There shall be five (5) classes of membership: Active, Inactive, Alumni, Associate, and Honorary.

Section 302 MEMBERSHIP REQUIREMENTS -

- a. ACTIVE AND INACTIVE MEMBERSHIP - To be an Active or Inactive Member of the ARNOLD AIR SOCIETY a person must be enrolled in a college Air Force reserve officer training program or the Air Force Academy and have been initiated into a local ARNOLD AIR SOCIETY Squadron. The criteria for membership shall not indicate considerations of sex, race, creed, or national origin.

1. Active - Active Members are those who have paid their current national and local dues and fees and are in good standing with their local Squadrons.
  2. Inactive - Local Squadrons may include in their By-laws provisions for inactive membership.
- b. ALUMNI MEMBERSHIP - An Active Member, upon receipt of his commission in the Air Force, shall become an alumnus of the ARNOLD AIR SOCIETY upon payment of Air Force Association dues.
  - c. ASSOCIATE MEMBERSHIP - Members of Angel Flight become Associate Members of the AAS upon payment of national Angel Flight dues.
  - d. HONORARY MEMBERSHIP - Any local Squadron, Area Headquarters, National Conclave or the National Headquarters may, by unanimous vote of its membership, elect to Honorary Membership any person or persons whose individual merits and contributions to the ARNOLD AIR SOCIETY warrant recognition by initiation.

#### ARTICLE IV ORGANIZATION

Section 401 THE NATIONAL ORGANIZATION shall be presided over by a National Headquarters and divided into Areas, Wings (or Liaison Regions) and Squadrons. There shall be a chain of command in that order. Wings (or Liaison Regions) are optional to the Areas.

Section 402 NATIONAL ADMINISTRATIVE HEADQUARTERS - There shall be one National Administrative Headquarters maintained to handle the administrative needs of the ARNOLD AIR SOCIETY. There shall be an Executive Administrator appointed to be in charge of the National Administrative Headquarters. Such office personnel as necessary to conduct the administrative activities of the Society may be appointed by the Executive Administrator with the approval of the Executive Board of Directors.



Section 403 NATIONAL PUBLICATIONS HEADQUARTERS - There shall be one permanent National Publications Headquarters maintained for the purpose of publishing the official paper of the ARNOLD AIR SOCIETY.

ARTICLE V  
OFFICERS

- Section 501 COMMANDERS - Each headquarters of the ARNOLD AIR SOCIETY shall have a Commander and a Staff. All commanders shall be elected.
- Section 502 STAFF OFFICERS - Staff Officers at each headquarters of the ARNOLD AIR SOCIETY shall normally be: Deputy Commander at the Squadron level and Vice Commander at the Wing level and above, Operations Officer, Information Officer, Administrative Officer, Comptroller, and Chaplain. Any Commander may create new officers and positions as he deems necessary.
- Section 503 IMPEACHMENT - Any ARNOLD AIR SOCIETY Commander may be impeached by a two-thirds (2/3) vote of his command for improper conduct, neglect of duty, or failure to carry out the objectives of the ARNOLD AIR SOCIETY. The validity of the impeachment of Area Commanders and Wing Commanders will be determined by the National Commander. The validity of the impeachment of Squadron Commanders will be determined by the applicable Area Commander. The validity of the impeachment of the National Commander will be determined by the Executive Administrator.
- Section 504 DISMISSAL - Any Staff Officer may be dismissed by his Commander for improper conduct, neglect of duty, or failure to carry out the objectives of the ARNOLD AIR SOCIETY.

ARTICLE VI  
NATIONAL CONCLAVE

- Section 601 BUSINESS SESSION - The supreme legislative body of the ARNOLD AIR SOCIETY shall be known as the Business Session of the National Conclave and shall consist of National Commander and Delegates from each of the active Squadrons and Area Headquarters.

Section 602 CONVENING - The National Conclave shall be convened once each academic year by the National Commander at a place designated by a majority vote of the National Conclaves of ARNOLD AIR SOCIETY and ANGEL FLIGHT one year in advance, providing a Conclave site can be found.

Section 603 VOTING - The delegate from each Area Headquarters and from each of the active Squadrons shall have one (1) vote. The National Commander shall have one (1) vote in case of a tie. Votes may be delegated in writing to other Area Headquarters or Squadron Delegates. A quorum shall consist of two-thirds (2/3) of the authorized votes.

ARTICLE VII  
EXECUTIVE BOARD OF DIRECTORS

Section 701 COMPOSITION - There shall be an Executive Board of Directors of the ARNOLD AIR SOCIETY, the voting members of which shall be the Area Commanders. The National Commander shall be Chairman and shall vote only in the case of a tie. The following shall be Ex-officio Members: the National Staff, the National Publications Officer, the General Chairman of the National Conclave, the Commander of the Hap Arnold Squadron of the University of Cincinnati, the National Commander of Angel Flight, the Executive Administrator, the National Advisor, the APROTC AAS Project Officer, the Chairmen of National Standing Committees, the AAS Alumni Association Advisory Council President, the National Archives Officer, the Little General of the AAS, and the National Administrative Consultants.

Section 702 MEETINGS - The Executive Board of Directors shall meet at the discretion of the National Commander, but not less than twice each academic year.

Section 703 EXECUTIVE RESPONSIBILITIES - The Executive Board of Directors shall:

- a. Establish the location of National Administrative Headquarters and National Publications Headquarters by a two-thirds (2/3) vote.

- b. Establish the qualifications for, employ, and dismiss the Executive Administrator, by a two-thirds (2/3) vote.
- c. Aid and direct the National Commander in executing the legislation of the National Conclave and the policies of the national organization.

- Section 704 LEGISLATIVE RESPONSIBILITY - The Executive Board of Directors shall enact such legislation as it deems necessary for the efficient operation of the ARNOLD AIR SOCIETY.
- Section 705 JUDICIAL RESPONSIBILITY - The Executive Board of Directors shall interpret the CONSTITUTION.
- Section 706 CHECK UPON EXECUTIVE AND LEGISLATIVE POWERS - Any action taken by the Executive Board of Directors, except a judicial interpretation of the CONSTITUTION, may be overruled by a majority negative vote of all active Squadrons.

#### ARTICLE VIII FINANCES

- Section 801 FEES, DUES, AND ASSESSMENTS - To aid in the operation of the national organization there shall be an initiation fee for new members and annual dues for members. The amounts shall be set by the National Conclave. In addition, the National Conclave may assess the Squadrons on a per-capita basis.
- Section 802 NATIONAL FINANCIAL REPORT - The Executive Administrator shall annually compile and publish a financial report of the ARNOLD AIR SOCIETY.

#### ARTICLE IX MANUAL

- Section 901 Provisions are hereby made for an ARNOLD AIR SOCIETY National Manual which should be in the spirit of this CONSTITUTION and establish the standard operating procedures for the ARNOLD AIR SOCIETY. Such manual shall be approved by a majority vote of the National Conclave.

ARTICLE X  
AMENDMENT

Section 1001 AMENDMENT BY MAIL - Any three Squadrons acting together or any three voting members of the Executive Board of Directors acting together may submit a proposed amendment to this CONSTITUTION. Said proposed amendment shall be submitted to the Executive Administrator who shall within two months forward it to all of the active Squadrons for their vote. Each Squadron shall notify the Executive Administrator of its vote within one month of the date the proposed amendment was mailed. Two-thirds (2/3) of the Active Members of each Squadron must vote on the proposed amendment for the Squadron's vote to count. A two-thirds (2/3) majority of all active Squadrons shall make the proposed amendment a part of this CONSTITUTION.

Section 1002 AMENDMENT BY NATIONAL CONCLAVE - The National Conclave shall be empowered to amend this CONSTITUTION upon two-thirds (2/3) vote of all active Squadrons in the ARNOLD AIR SOCIETY.

Rec'd 5/3/76

CONSTITUTIONAL BYLAWS

Revised January 1975

ARTICLE I: GENERAL PROVISIONS

Section 101 ARTICLES - The following articles for the government of the GEORGE V. HOLLOMAN SQUADRON of the ARNOLD AIR SOCIETY are adopted on the basis of the provisions and spirit of the National Constitution.

Section 102 AMENDMENTS - These bylaws may be amended or entirely set aside by a two-thirds affirmative vote of all members in good standing at any regular or special meeting. Due notice of such action must be presented to the squadron in writing at least one week in advance.

Section 103 RULES OR ORDER - The rules contained in Roberts' Rules of Order Revised shall govern this organization in all applicable cases.

ARTICLE II: MEETINGS

Section 201 ATTENDANCE - Attendance at all regularly scheduled meetings and formal functions is mandatory. The appropriate uniform, as designated by the Squadron Commander, must be worn.

Section 202 MEETINGS - All formal meetings, formal activities, and regular business meetings of this squadron will be scheduled at the first meeting of each semester. The regular business meetings will include the initial planning, nomination of officers, and election of officers.

Section 203 LEGISLATIVE AUTHORITY - The entire membership, in meeting, shall have general legislative authority, unless provided otherwise herein, and shall at their discretion establish rules and regulations for the government of the squadron. Unless otherwise provided in these articles, a majority vote of the active membership shall exercise the will of the squadron.

Section 204 SPECIAL MEETING - Special meetings shall be held at the discretion of the Squadron Commander or upon written request of one-third of the active members. Squadron officers may call a special meeting of their staffs at their discretion. Request shall state time, place, and purpose of the meeting. Due notice of such meeting must be given, and no other business shall be transacted during this meeting.

Section 205 VOTING - Voting on all matters shall be by a showing of hands, unless a roll call or secret ballot is directed by the commander or any member from the floor (if seconded and desired by a majority of those active members present).

ARTICLE III: OFFICERS

Section 301 SQUADRON OFFICERS AND GRADES -

- a. One Squadron Commander in grade of Major.
- b. One Deputy Commander in grade of Captain.
- c. One Operations Officer in grade of First Lieutenant.
- d. One Administrative Officer in grade of First Lieutenant.
- e. One Comptroller in grade of First Lieutenant.
- f. One Information Officer in grade of First Lieutenant.
- g. One Chaplain in grade of First Lieutenant.
- h. One Special Projects Officer in grade of First Lieutenant.
- i. One Supply Officer in grade of First Lieutenant.
- j. Any active member not holding one of the above positions or any appointed position will remain in grade of Second Lieutenant.

Section 302 RETENTION OF GRADE - ARNOLD AIR SOCIETY personnel shall retain the grade of the highest position held following completion of a full term in that position.

Section 303 ASSISTANT OFFICERS-- Assistant officers may be appointed by the Squadron Commander as required to assist the squadron officers.

Section 304 STRUCTURAL ORGANIZATION -

SQUADRON COMMANDER ----- CHAPLAIN

DEPUTY COMMANDER

- OPERATIONS OFFICER
- ADMINISTRATIVE OFFICER
- SUPPLY OFFICER
- SPECIAL PROJECTS OFFICER
- COMPTROLLER
- INFORMATION OFFICER

Section 305 DUTIES AND RESPONSIBILITIES -

- a. SQUADRON COMMANDER - The Squadron Commander commands the squadron as specified by AAS Manual chapter 4, paragraph 6a.

He represents the Squadron in transactions with the AFROTC Detachment, the University, and other organizations. The Commander speaks officially for the squadron on all matters of policy, representing and voting for the Squadron at Area and National Conclaves. He will assume a staff position in the AFROTC Cadet organization as outlined by AFROTC Manual 53-1. He will support the mission of the Cadet organization by directing and coordinating squadron activities in the areas prescribed by the AFROTC Cadet Commander.

b. DEPUTY COMMANDER - The Commander acts in the place of the Commander if the latter is absent and acts as an assistant to him in all phases of squadron activity. He assigns members to committees, takes charge of reports, and sees that committees function properly. He will head a standing committee for continuous review and revision of squadron bylaws and procedures.

c. OPERATIONS OFFICER - The Operation Officer is responsible for developing and implementing the program which the Commander feels will best accomplish the mission of the squadron. He carries out the training programs by arranging lectures or talks by qualified personnel (as an example). He conducts the apprentice program. He schedules the annual activities of the squadron and arranges facilities for meetings and social functions, always complying with university regulations. He publishes all official orders for the Commander.

d. ADMINISTRATIVE OFFICER - The Administrative Officer provides the Commander with current administrative information. He conducts squadron correspondence, takes care of files and records, and takes accurate minutes of all meetings which he presents to the Professor of Aerospace Studies (or to the Advisor) and the squadron. He issues administrative orders for the Commander, maintains personnel records, and handles reproductions. Distribution of all correspondence is under the direction of the Administrative Officer.

e. COMPTROLLER - The Comptroller collects funds, approves payments, and prepares and maintains accurate and detailed records of all monies received, spent, and owed. He prepares financial reports for the squadron, area, and national headquarters as prescribed.

f. INFORMATION OFFICER - The Information Officer collects information for the Commander necessary to carry out squadron activities. He is the public relations liaison, preparing articles and transacting such business as to develop favorable relations. The Information Officer also prepares publications for submission to the "Arnold Air Letter" (a monthly report), school publications, local newspapers, national wire services, and the Air Force Association" magazine. He is responsible for compiling an annual squadron scrapbook.

Section 305 **G. CAPTAIN** - The Captain will be in charge of carrying out the objectives of the National Captain's program. He will participate in programs at formal meetings and perform advisory activities.

**H. SPECIAL PROJECTS OFFICER** - The Special Projects Officer will be in charge of all special service, social, and financial projects sponsored by the squadron. His major concern will be planning and suggesting new projects to the squadron.

**I. SUPPLY OFFICER** - The Supply Officer is in charge of monitoring the inventory level of squadron supplies and basic squadron equipment, plan and purchase new material for social events and projects, and arrange squadron material for all meetings and functions.

Section 306 **CONCLAVES** - The Commander will assure that his squadron is represented at all conclaves.

Section 307 **ELIGIBILITY** -

a. Nominees for Squadron Commander and Deputy Commander must be regularly enrolled rising seniors or current seniors. The AFROTC Cadet Corps Commander and the Deputy Commanders shall not be eligible for election to these offices.

b. All active members except seniors (in spring elections) shall be eligible for the remaining positions.

Section 308 **NOMINATIONS** - Nominations for election of all officers shall be from the floor at a meeting at least two weeks before the time designated for elections. Only active members in good standing are eligible to nominate such persons. As soon as possible after the nomination for these offices has been filed, and in any event within one week before the election date, the names of such persons shall be posted and/or sent to each active member.

Section 309 **ELECTIONS** - Elections shall be held before the National Conclave (spring elections only) and, if possible, before the area Conclave. A quorum for election of officers will be two-thirds of the active membership.

Section 310 **RE-ELECTIONS** - Special elections will be held for any positions that fall vacant.



ARTICLE IV: APPRENTICE PROGRAM

Section IV: SELECTION OF CANDIDATES - Candidacy for active membership in the ARNOLD AIR SOCIETY is limited to the following categories:

- a. Professional Officer Course cadets with an overall QPA of 2.0 and an AFROTC QPA of 3.0.
- b. AS 222 cadets with an overall QPA of 2.25 and an AFROTC QPA 3.0.
- c. AS 221 with a 2.5 QPA and AS 221 CSP cadets with a 2.25 QPA. Each must have an AFROTC QPA of 3.0.
- d. AS 122<sup>CSP</sup> cadets with an overall QPA of 2.5 and an AFROTC QPA of 3.0.
- e. The Squadron Commander, in coordination with the Professor of Aerospace Studies, shall determine the eligibility of all cadets not covered above.
- f. Any QPA or AFROTC averages may be waived for exceptional candidates by two-thirds vote of the society.

Section 402 APPRENTICE PROGRAM - The apprentice program shall be conducted by the Operations Officer, with the approval of the Squadron, Squadron Commander, and the Advisor.

ARTICLE V: SQUADRON AWARDS

Section 501 ARNOLD AIR SOCIETY AWARD- This squadron shall select an outstanding AS 200 cadet each year to receive the ARNOLD AIR SOCIETY Award. The recipient need not be a member of the Arnold Air Society.

ARTICLE VI: DUES

Section 601 DUES - Dues for membership in the Arnold Air Society shall be as follows:  
National dues as assessed by National Headquarters.  
Area dues as assessed by Area Headquarters.  
Squadron dues as assessed by Squadron Headquarters.  
These dues shall be collected by the second meeting of the semester.

ARTICLE VII: PENALTIES

Section 701 FINES -

Section 701 a. A fine of two dollars shall be levied against any member absent from any scheduled meeting or formal function without a legitimate excuse. Examples of a legitimate excuse are sickness or scheduled institutional activities. Other excuses will be reviewed and accepted or rejected by the Squadron Commander within one week of submitting. All excuses will be submitted within one week of the absence.

b. Any absences over two during one semester will incur an additional three dollar fine per absence, making the total fine per absence five dollars.

c. All meetings will be conducted in a manner which is becoming to the ARNOLD AIR SOCIETY. The Commander will maintain order. If a member is not conducting himself properly, he will be warned once and then fined thirty cents per additional warning. The Comptroller will administer the fine.

Section 702 PUNISHMENTS -

a. Any punishment to be set as penalty for non-fulfillment of duty shall be set by this squadron unless contrary to the letter or spirit of the National Constitution. This punishment shall be carried out by the Squadron Commander after consent has been given by a two-thirds majority vote of active members of the squadron.

b. All fines must be paid by the meeting following the one at which they were incurred. Anyone delinquent in paying fines will be subject to review by the Squadron Commander.

c. Anyone delinquent in paying dues will be dropped from the rolls.

Section 705 APPEALS - All fines and punishments levied against a member may be appealed; first, to the Squadron Commander, and second, to the Squadron in meeting.

Section 704 REINSTATEMENT - To be reinstated, a member must be accepted by a three-fourths majority vote of the active membership and pay his delinquent fines and/or dues.