

Constitution of The General Curtis E. LeMay Squadron of the Arnold Air Society

Article I: Name

Section 1:

Under the provisions of the Constitution of the Arnold Air Society, and AASMAN-1 there is hereby established a squadron of the Arnold Air Society at the 645th Air Force Reserve Officer Training Corps Detachment, The Ohio State University, Columbus, Ohio.

Section 2:

The name of this squadron shall be the General Curtis Emerson LeMay Squadron of the Arnold Air Society in honor of General Curtis Emerson LeMay, fifth Chief of Staff of the United States Air Force and distinguished graduate of The Ohio State University.

Article II: Membership

Section 1:

To become a member of the General Curtis E. LeMay Squadron a cadet must meet all standards for candidates set forth in AASMAN-1 in addition to maintaining a 2.3 cumulative GPA or 2.5 for first quarter freshman, pass a Review Board, meet height and weight standards, pass the PFT and any additional requirements set forth by the CTO. This Review Board shall consist of the Executive Board, at the discretion of the CC. Probationary membership may be granted to candidates not meeting all standards if the Review Board unanimously approves the application. Applications for probationary membership must be evaluated on an individual basis.

Section 2:

There are six classes membership within the squadron: active, inactive, probationary, associate, honorary, and alumni.

Section 3:

To maintain active membership a member must continue to meet all standards set forth in AASMAN-1 in addition to maintaining a 2.3 cumulative GPA, 2.0 quarter GPA, complete at a minimum 2 hours of service per quarter, meet height and weight standards, pass the PFT and be in good standing with the squadron.

Section 4:

Inactive membership is given to members who desire to not participate in squadron activities but wish to remain a member of the squadron. The member must petition the CC by the third week of the quarter and the inactive status will last for a period of one quarter, after which the member will return to active status. Inactive members are still responsible for all fees and duties including initialing meeting minutes, but forfeit all voting and conclave privileges, are not permitted to wear society insignia, or to hold inactive status for more than one quarter. Inactive status may be extended in special cases subject to unanimous approval of the Exec Board.

Section 5:

Probationary membership is used by the squadron as a disciplinary action for members failing to meet the standards of active membership. Members suspected of failing to meet standards are subject to a Disciplinary Review Board consisting of the Executive Board. All charges and evidence will be brought forth and the suspected member will have time answer the charges. A majority vote is required to place the member on probation, which the member has one quarter to meet the standards for active membership. Members on probation will face appropriate restrictions as deemed necessary by the Disciplinary Board but at a minimum forfeit all rights to participate in conclaves, cannot wear society insignia, and must make every effort to regain active status. After one quarter of probationary status if

a member fails to meet the requirements for active status, that member will be dismissed from the squadron. This dismissal may be appealed by the member to the Disciplinary Review Board that may grant an additional quarter of probationary status by a unanimous vote of the board.

Section 6:

Associate, honorary and alumni membership are granted in accordance with AASMAN-1.

Section 7:

Any member may resign membership in the squadron at anytime for any reason by petitioning the CC. No refunds of fees will be issued and all fines and other duties must be settled before a member resigns.

Section 8:

A member may be dismissed from the squadron for especially grievous actions without prior probation. Any active member may ask for an investigation. The Disciplinary Board will review the charges against the member, which requires a simple majority to take the vote of dismissal in front of the entire squadron, where the member shall have time to answer any charges. A two-thirds vote of all active members is required to dismiss a member without prior probation.

Article III: The Executive Board

Section 1:

The governing body of the squadron will be the Executive Board, which is responsible for the efficient operation of the squadron, and implementation of all squadron and society policies. The Exec Board shall consist of eight positions: Commander, Deputy Commander, Operations Officer, Information Management Officer, Financial Management Officer, Public Affairs Officer, Candidate Training Officer and Support Officer. All active members are eligible to run for any position, but may not hold more than one at a time. In the case of vacancy in the position of Commander, the officers accede command in the order listed.

Section 2:

The Squadron Commander (CC) is ultimately responsible for all affairs concerning the squadron, and has the responsibility and authority to execute any legislation lawfully enacted by the legislative body of the unit or higher HQ's. He/She will preside at all meetings, and perform all duties delegated to him/her by higher HQ's and the squadron advisor. He/She will also carry out any action deemed necessary to further the mission of AAS and the operation of the squadron provided they do not conflict with the AAS constitution, AASMAN-1, the squadron constitution and the interests of the squadron. The CC will serve as official representative of the squadron at all activities and conclaves, but may delegate this responsibility where appropriate. The CC shall not hold rank less than that of AAS Major.

Section 3:

The Squadron Deputy Commander (CD) assists the CC in the execution of his/her duties and shall have all said authority in his/her absence. The CD is responsible for staff coordination, preparation of the squadron for area inspection, implementation and monitoring of squadron adherence to the national protocol program, and the implementation of squadron disciplinary policy. The CD will call and chair all disciplinary review boards, serve as delegate to the Area AFROTC Affairs Committee, and serve as liaison for the squadron to the Air Force Association and Silver Wings. The CD shall not hold rank less than that of AAS Captain.

Section 4:

The Squadron Operations Officer (DO) is directly responsible for all squadron projects and/or project chairmen, at the discretion of the CC. He/She shall ensure that the quantity and quality of projects is high enough to keep the squadron working effectively and morale high. The DO shall be responsible for coordinating and compiling an after action report for each project completed. In the absence of the area chief of protocol, the DO is in charge of

protocol at all squadron functions and will include protocol instruction in the squadrons training program. The DO shall not hold rank less than that of AAS First Lieutenant.

Section 5:

The Squadron Information Management Officer (IM) shall be responsible for recording minutes of all squadron meetings and boards, and maintaining the active master file of the squadron. The active master file of the squadron shall include all minutes, current membership roster and personal files of all members, the squadron constitution, all forms and squadron correspondence. In addition the IM will prepare and distribute all written communications required to conduct the mission of the squadron, except communications specifically assigned to other Exec Board members. He/She shall also be responsible for managing membership accounting, reporting and renewal, and tracking compliance of the standards of active membership in conjunction with the Squadron Advisor. The IM shall not hold rank less than that of AAS First Lieutenant.

Section 6:

The Squadron Financial Management Officer (FM) shall be responsible for all squadron funds and fundraisers, collection of dues, payment of bills, and preparation of all financial reports. He/She shall maintain all financial records in a satisfactory manner according to Ohio State, all higher HQ's, the Squadron Advisor and the squadron. The FM or the CC's signature must be on all checks involving squadron funds. Annually no more than a month after NATCON the FM must work with the CC to prepare a squadron budget for submission to the Squadron Advisor. The IM shall not hold rank less than that of AAS First Lieutenant.

Section 7:

The Squadron Public Affairs Officer (PA) manages all publications, taking photos, and public relations, including issuing press releases to local and hometown news media, for all squadron events. He/She is responsible for publishing the quarterly squadron newsletter for the squadron and cadet wing, writing and submitting articles for area and national newsletters, and assisting the CTO with creating publications for candidate recruitment. The PA is also responsible for maintaining the squadron archives and the history of the squadron. The PA shall not hold rank less than that of AAS First Lieutenant.

Section 8:

The Squadron Candidate Training Officer (CTO) is responsible for recruiting, training and initiating new members into the squadron and Arnold Air Society. The CTO must plan and hold at a minimum one candidate period per year, which must meet the standards and restrictions for candidate training in AASMAN-1, and have the approval of the CC and Squadron Advisor. The CTO may have assistants as desired for the training of candidates, but all squadron members must play an active role in the training and development of candidates. The CTO shall not hold rank less than that of AAS First Lieutenant.

Section 9:

The Squadron Support Officer (DS) is responsible for organizing and coordinating the selection of individual and squadron awards including but not limited to Squadron Arnie of the Month, Squadron Level Award for Superior Performance, and the national awards packet to be submitted prior to NATCON. He/She shall chair all awards boards, plan all squadron MWR events and activities, coordinate all transportation for squadron events and activities, in conjunction with the PA tracks and maintains squadron alumni records and is the squadron liaison to the AASAA. The DS shall not hold rank less than that of AAS First Lieutenant.

Section 10:

In addition to the above responsibilities officers are responsible for meeting any suspense set by their corresponding Area Staff Officer.

Section 11:

Exec Board elections will be held no earlier than one month prior to NATCON and all terms will last for a one-year period starting at NATCON. Officers are not permitted to go inactive during their term.

Section 12:

An officer may resign their position at any time during their term and remain in good standing only with the approval of the Exec Board. Elections to fill the position must be held at the earliest possible convince.

Section 13:

An officer may be impeached from office for failing to complete the duties of their office or grievous offenses. Any active may call for an investigation. The Exec Board will review the charges against the officer, which requires a simple majority to take the vote of impeachment in front of the entire squadron, where the officer shall have time to answer any charges. A two-thirds vote of all active members is required to impeach. Any member who has been impeached is forbidden from holding office again.

Section 14:

The Exec Board may create special staff positions and it is their responsibility to create new positions as the need arises. Elections to a staff position will happen only if more than one member desires the position. Two staff positions permanently exist: Webmaster and Fridge Officer.

Section 15:

The Squadron Webmaster (WM) works in conjunction with the PA to create and maintain the squadron website. The website must be kept current with a minimum of one update per quarter. The WM must have experience creating and maintaining websites. The PA will take on the duties of the WM if the position is not filled. The WM will not be a member of the Exec Board, and shall not hold rank less than that of AAS First Lieutenant.

Section 16:

The Squadron Fridge Officer (FridgO) works in conjunction with the FM to run and maintain the squadron's fridge. The FridgO is responsible for shopping, stocking, tabulating and collecting bills and all other related duties to ensure the efficient and continuous operation of the fridge. The FM will take on the duties of the FridgO if the position is not filled. The FridgO will not be a member of the Exec Board, and shall not hold the rank less than that of AAS First Lieutenant.

Section 17:

Members in staff positions may resign at any time and remain in good standing only with the approval of the Exec Board. Any active member may call for the removal of a member in a staff position. The Exec Board will review the charges against the member where he/she shall have time to answer the charges. The member shall be removed by a two-thirds vote of the Exec Board, and all higher rank will be forfeited.

Article IV: Meetings

Section 1:

The squadron shall hold meetings on a regular basis as deemed necessary by the CC. The time and day of the meetings shall be determined by the IM who shall collect schedules from all members each quarter.

Section 2:

Special squadron meetings may be called by the CC at any time, with at least two days prior notice.

Section 3:

A quorum is required to conduct all official business and elections. A quorum shall be defined as two-thirds of all active members. A simple majority shall be required for all business and elections except where said otherwise in this constitution or AASMAN-1. All members shall have one voice one vote.

Section 4:

The Exec Board shall meet at the convenience of the CC, with at least two days prior notice. All Exec Board members shall have one voice one vote. In the case of a tie, the Squadron Advisor shall cast the breaking vote.

Article V: Attendance

Section 1:

Members are required to attend all meetings. Excuse memos must be submitted to the IM no later than three hours prior to the meeting or in the case of emergency no later than twenty-four hours after. Excuse memos are subject to the approval of the CC.

Section 2:

If a member becomes unable to attend a project for which they have signed up for, that member must submit an excuse memo to the IM and the project chair no later than forty-eight hours prior to the project. In the case of an emergency excuse memos must be turned in no later than twenty-four hours after. Excuse memo's are subject to the approval of the CC.

Section 3:

A member shall fall out of good standing with the squadron if the member:

- a.) has more than one unexcused absence from a meeting.
- b.) has more than two excused absences from a meeting, excluding conflicts with classes or work.
- c.) has one unexcused absence from an activity, which the member signed up for.
- d.) has more than one excused absence from an activity, which the member signed up for.
- e.) Failed to initial the minutes of any missed meeting.

Article VI: Dues and Fines

Section 1:

The FM shall set the date of collection and amount of dues and fees each year as per AASMAN-1, higher HQ's and the needs of the squadron. Squadron dues are subject to the approval of the Exec Board.

Section 2:

Failure to pay by the date set buy the FM shall result in a \$5.00 fine per week overdue. Failure to pay by the third week overdue will result in a Disciplinary Review Board. Extensions may be granted by the FM following a request memo detailing the reason for the request and a suggested payment plan.

Article VII: Awards and Promotions

Section 1:

The Squadron Arnie of the Month award is awarded to the squadron member who has best supported the mission of the squadron for a one-month period. The DS shall collect award nominations and call an Awards Board consisting of the CV, DS and a Non-Exec Board member who shall select the Arnie of the Month.

Section 2:

The Squadron Level Award for Superior Performance is awarded to the squadron member who has performed in a superior manner throughout the year. The DS will collect awards nominations and call an Awards Board consisting of the CV, DS, and three additional Exec Board members who shall review each nomination and select from the nominated a number not to exceed a representative of 25% of the members of the squadron. Those 25% shall go in front of the squadron for a vote of all active members. Each member shall have the number of votes representative to 10% of the squadron, and each of the 25% shall be voted on. The DS will tabulate the votes and the members with the highest score shall receive the award. The award is given annually before NATCON and shall not be given to more than 10% of the squadron.

Section 3:

Exec Board members holding office for the second time is eligible for promotion to higher rank. The CC will evaluate each member's fitness for promotion and promote accordingly. No member may be promoted past AAS Captain by this method.

Article VIII: Ratification

Section 1:

This constitution may be amended or entirely set aside by a two-thirds vote of all active squadron members and the approval of the squadron advisor.

Section 2:

The ratification and establishment of this constitution as the operating procedure for the squadron shall be effective by a two-thirds vote by all active squadron members.

*By a _____ yea and _____ nay vote of all active squadron members on 10 March 2004
we ratify and establish this constitution as the operating procedure of the General
Curtis E. LeMay Squadron and hereunto the Exec Board signs their names,*

Squadron Advisor

Squadron Commander

Squadron Deputy Commander

Squadron Operations Officer

Squadron Information Management Officer

Squadron Financial Management Officer

Squadron Public Affairs Officer

Squadron Candidate Training Officer

Squadron Support Officer