

# **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 2.5 cumulative GPA, pass a Review Board, maintain retention standards for ROTC and any additional requirements set forth by the CTO. This Review Board shall be at the discretion of the CTO and 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 semester GPA, maintain a 40% raw attendance rate, a 65% attendance rate with excused absences accounted for and be in good standing with the squadron. Valid excused absences are only include university class scheduling conflict and documented work. Emergencies will be handled on a case by case basis at the discretion of the CD and the CC.

### *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 fifth week of the semester, and pending approval the inactive status will last for a period of one semester. Upon completion of the time outlined in the petition, the member will return to active status. Inactive members are still responsible for all fees and duties, they will however forfeit all voting and conclave privileges, are not permitted to wear society insignia of all forms, or to hold inactive status for more than one semester. Inactive status may be extended in special cases subject to the CD and CC discretion.

### *Section 5:*

Probationary membership is used by the squadron as a disciplinary action for members failing to meet the standards of active membership outlined in *Section 3*. Members 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 semester to meet the standards for active membership. Members on probation, will 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 semester 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 semester of probationary status by a unanimous vote of the board. If the appeal fails to pass the member will be dismissed with no financial reimbursements.

*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 any time 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 member will be treated as innocent of any wrongdoing until proven guilty of charges brought forth. The Disciplinary Board will review the charges against the member, which requires a unanimous vote 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.

*Section 9:*

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

### **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, management of the squadron inspector general box, the settlement any disputed absences, 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 personnel 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, managing all archive type materials 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 national news media, for all squadron events. He/She is responsible for publishing a minimum of one semesterly 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 in conjunction with the IM. The PA is also responsible for managing any social media outlets utilized by the squadron or higher HQ's. 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, who's responsibilities are outlined in *Section 16*, as desired for the training of candidates. CTO will ensure all squadron members 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 Semester, 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. If special case inactive status is granted as per *Section 4*, the member will automatically forfeit their office.

*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 Executive Board. The Executive Board will appoint another qualified member to fill the position, subject to that member's acceptance, at the earliest possible convenience.

*Section 13:*

An officer may be impeached from office for failing to complete the duties of their office or grievous offenses. Any active member may call for an investigation. The officer will be assumed innocent until proven guilty of the charges brought forth. The Executive Board minus the officer in question, will review the charges against the officer, which requires a unanimous vote 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. If the offense is grievous enough to call membership into question, the member will face charges in accordance with *Section 8*.

*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: Assistant Operations Officer, Assistant Candidate Training Officer, Webmaster and Snack Officer.

*Section 15:*

The Squadron Assistant Operations Officer (ADO) works in conjunction and is under the supervision of the DO. The ADO assists the DO in the execution of his/her duties and shall have all said authority in his/her absence. The ADO 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 Candidate Training Officer (ACTO) works in conjunction and is under the supervision of the CTO. The ACTO assists the CTO in the execution of his/her duties and shall have all said authority in his/her absence. The ACTO will not be a member of the Exec Board, and shall not hold rank less than that of AAS First Lieutenant.

*Section 17:*

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 semester. The WM must have experience creating and maintaining websites or complete training necessary to comprehend the necessary duties. 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 18:*

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

*Section 19:*

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 member will be assumed innocent until proven guilty of the charges brought forth. 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 unanimous 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 semester.

*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. Contact must be made with the IM of squadron officer in charge no later than three hours prior to the meeting or in the case of emergency no later than twenty-four hours after. Excuses 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 notify the IM or squadron officer in charge and the project chair no later than forty-eight hours prior to the project. In the case of an emergency contact must be made no later than twenty-four hours after. Excuses are subject to the approval of the CC.

*Section 3:*

For consequences of missed attendance, please see Article II, Section3.

## **Article VI: Dues**

*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.

## **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   12   yea and   0   nay vote of all active squadron members on  25 August 2022  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 Commander

\_\_\_\_\_ Squadron Advisor