

10 April 2005



## *POLICIES AND PROCEDURES*

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This manual establishes the policies and procedures which guide the operation of the General Samuel C. Phillips Squadron, Area VIII, Arnold Air Society.

### **SUMMARY OF CHANGES**

This manual was revised to clarify procedures and to be consistent with the AASMAN-1 as of 10 April 2005

# **GENERAL SAMUEL C. PHILLIPS SQUADRON**

## **ARNOLD AIR SOCIETY**

### **BY-LAWS**

#### **ARTICLE I TITLES AND INSIGNIA**

- 1.1 – This squadron of the Arnold Air Society shall be officially chartered The Lieutenant General Samuel C. Phillips Squadron. The squadron will be referred to as the General Samuel C. Phillips Squadron.<sup>1</sup>
- 1.2 – The colors, badge, crest, coat of arms, guidon, and ribbon shall conform to the specifications as defined in AASMAN-1.

#### **ARTICLE II MEETINGS**

- 2.1 – Regular meetings for the transaction of business shall be held once a week, or at the commander's discretion.
- 2.2 – A quorum shall consist of 2/3 of the active members eligible to vote in accordance with paragraph 8.1. Voting members shall be present or have cast their vote prior to the assembly of the quorum
- 2.3 – An absence will be considered excused if and only if the commander or designated staff member is notified of the absence beforehand. Two unexcused absences will be cause for investigation by the commander. After a third absence, the commander may recommend dismissal from the squadron or any other corrective action consistent with AASMAN-1.
- 2.4 – Staff meetings will be held at the commander's discretion. The staff meeting will consist of the commander and the staff along with any interested squadron member. The meeting shall be held for the purpose of planning the regularly scheduled meeting.
  - 2.4.1 – The commander may convene additional staff meetings for the purpose of discussing pertinent squadron issues.

#### **ARTICLE III OFFICERS**

- 3.1 – The officers of the squadron shall be provided for in AASMAN-1.
- 3.2 – The election of the new commander shall take place four weeks prior to the Arnold Air Society National Conclave each year. The elected commander shall assume duties one week prior to the National Conclave.
- 3.3 – Any eligible active member may, at the time of elections, compete for the position of commander. Everyone who competes for this position must submit a letter of proposal to the current commander. Eligibility rules, as listed in AASMAN-1, shall be recognized.
- 3.4 – The commander of the squadron shall be elected by any preferred polling method, and must obtain a simple majority of the constituent bodies' votes. The remaining offices shall

be filled by appointment of the commander. Any other staff positions may be created or eliminated at the discretion of the commander.

- 3.5 – Any member or candidate may apply for a staff office position to the commander.
- 3.6 – The officer's duties shall be those mandated AASMAN-1 and standard operating procedures of the squadron.
- 3.7 – Any person recommended for a position may decline by notifying the commander.
- 3.8 – Any member applying for the position of commander or candidate training officer shall be required to review the squadron By-Laws and pertinent applicable sections of AASMAN-1 before election or appointment.

#### **ARTICLE IV HIGHER HEADQUARTERS & COMMITTEES**

- 4.1 – The squadron may only bid and/or accept the responsibility of maintaining a higher headquarters (ARCON, Area HQ, NATCON, National HQ) with a 2/3 majority vote of the squadron's active members.
- 4.2 – Upon receiving a higher headquarters responsibility, the squadron shall be obligated to, financially and otherwise, support the higher headquarters staff.
- 4.3 – The squadron commander shall be authorized to appoint all committees.

#### **ARTICLE V MEMBERSHIP**

- 5.1 – Membership Candidacy Classes must begin and end in the same semester. The class will last between six and eleven weeks, at the discretion of the Candidate Training Officer.
  - 5.1.1 – A Candidate Class shall consist of no less than six candidates to begin training
    - 5.1.1.1 – After candidate training has begun, a Candidate Class may consist of less than six members.
- 5.2 – Candidates shall be encouraged to attend an active member meeting, however they will not be allowed to vote.
- 5.3 – Any candidate that attends less than 90% of all candidate class functions (including, but not limited to meetings, service projects, and fundraisers) is subject to immediate disqualification from candidate class graduation.
- 5.4 – After an investigation by the squadron commander and an appeal by the dismissed to the squadron, any member dismissed from Gen. Samuel C. Phillips Squadron may be reinstated by a 2/3 majority of the current constituent body.
- 5.5 – Any active member may be placed on probation at the discretion of the commander and the squadron staff. The commander and squadron staff must show good cause for their actions and issue a report to the squadron.
- 5.6 – Any member who becomes inactive shall be entitled to wear the Arnold Air Society ribbon, but shall not be entitled to wear the fourragere or rank pin, as stated in AASMAN-1.

## **ARTICLE VI FISCAL POLICIES**

- 6.1 – Funds required for General Samuel C. Phillips Squadron activities and projects will be distributed by the AAS Squadron Financial Manager. Requests for funds can be given in any form (written or verbal) but are subject to approval. Any expenditure over \$20 will be approved by either the commander or the vice commander.
- 6.2 – All candidates must pay required dues and fees (including, but not limited to national dues, national initiation fees, area dues, and squadron dues) upon initiation. Funds may be collected in advance for purchase of active member insignia.
- 6.3 – The national dues for active members of the Arnold Air Society shall be assessed as outlined in AASMAN-1. National dues shall be paid once a year by all active members.
- 6.4 – All active members shall be subject to a special assessment if, and only if, such an assessment is voted on and passed by a 2/3 majority vote of the active members.

## **ARTICLE VII EXPULSION OF MEMBERS OR WITHDRAWAL OF MEMBERS**

- 7.1 – A member may be expelled from the squadron by a 2/3 majority vote of the squadron's active members. If it is necessary to legitimize expulsion, an impartial investigation will be conducted by the Squadron Advisor.
- 7.2 – An active member may resign or inactivate from the squadron in good standing, only after a conference with the squadron commander and written notification to the squadron is submitted and approved by the squadron staff, stating the reasons for withdrawal.
- 7.3 – If for any reason a person shall be dismissed from AFROTC, their membership in the squadron shall be terminated. The dismissed will be allowed to retain honorary membership until the end of the semester, if desired.
- 7.4 – If a cadet is re-admitted to AFROTC, whereas termination in paragraph 7.3 applied, the member will be returned to their previously attained rank and membership status. Re-instatement must comply with regulations as set forth in AASMAN-1.

## **ARTICLE VIII SUSPENSION OF VOTING PRIVILEGES**

- 8.1 – Any active member of Gen. Samuel C. Phillips Squadron who has been absent for two consecutive meetings without written excuse accepted by the commander or designated staff member shall be denied the privilege of voting in any subsequent meeting, until the said member has attended two consecutive meetings thereafter. Furthermore, the member shall not be counted in a quorum while the member's voting privileges are revoked.

## **ARTICLE IX AMENDMENTS OF BY-LAWS**

- 9.1 – The Squadron By-Laws may be amended by a 3/4 vote of a quorum.
- 9.2 – A special meeting may be called, but is not required, for the purpose of amendments to the Squadron By-Laws. All active members must be notified beforehand of the possibility of amendments to the Squadron By-Laws at the given meeting.
- 9.3 – The commander shall appoint a committee to revise the Squadron By-Laws immediately following the Arnold Air Society National Conclave every odd-numbered year. The committee shall consist of no less than two active squadron members. Members of this committee must have at least one full year of experience as an active member of the General Samuel C. Phillips Squadron and Arnold Air Society. At least one of the committee members must have attended the most recent Arnold Air Society National Conclave.

<sup>1</sup> Samuel C. Phillips obtained the rank of General before retirement. The squadron was chartered as the Lt. Gen. Samuel C. Phillips Squadron prior to his promotion. With respect to General Samuel C. Phillips, it was decided to change the referenced name of the squadron. The chartered name shall remain to preserve the history of the squadron under the title of which it was originally chartered. (April 2002)