

THE JOINT
ARNOLD AIR SOCIETY, ANGEL FLIGHT, AND
SILVER WINGS
ALUMNI ASSOCIATION MANUAL
(JAAM)

OCTOBER 2009

THE JOINT ALUMNI ASSOCIATION MANUAL POLICY AND PROCEDURES

This manual establishes policies and procedures for the operation of Joint Alumni Association (JAA), with emphasis on the national level activities. Its provisions are mandatory for use by all JAA chapters and headquarters. This manual supersedes all previous editions of the “Joint Alumni Association Manual”.

TABLE OF CONTENTS

Chapter 1 – Mission	4
1-1 MISSION.....	4
1-2 VISION STATEMENT	4
1-3 TYPE OF ORGANIZATION.....	4
1-4 OBJECTIVES.....	4
1-5 HISTORY.....	5
Chapter 2 – Membership	6
2-1 ELIGIBILITY	6
2-2 MEMBERSHIP CATEGORIES	6
2-3 NATIONAL DUES	6
2-4 REGION DUES.....	6
2-5 CHAPTER DUES	6
Chapter 3 – Organizational Structure.....	8
3-1 NATIONAL HEADQUARTERS	8
3-2 REGION HEADQUARTERS	8
3-3 STATE HEADQUARTERS	8
3-4 CHAPTERS.....	8
Chapter 4 – National Staff Officer Descriptions	9
4-1 NATIONAL STAFF TERMS OF OFFICE	9
4-2 PRESIDENT.....	9
4-3 PRESIDENT-ELECT	9
4-4 VICE PRESIDENT	9
4-5 SECRETARY	10
4-6 CHIEF FINANCIAL OFFICER.....	10
4-7 DEVELOPMENT OFFICER.....	10
4-8 MARKETING AND COMMUNICATIONS OFFICER	11
4-9 TECHNOLOGY OFFICER.....	11
Chapter 5 – National Staff Officer Nominations	12
5-1 ELIGIBILITY	12
5-2 NOMINATING.....	12
5-3 VOTING ELIGIBILITY.....	12
5-4 VOTING PROCESS.....	12
5-5 VACANCIES/DISMISSALS/IMPEACHMENT.....	12
Chapter 6 – Committees.....	13
6-1 JAA RULES, WAYS, AND MEANS COMMITTEE(RWMC)	13
Chapter 7 – Region Operations.....	15

7-1	PURPOSE	15
7-2	REGION OFFICERS	15
7-3	REGION OFFICER APPLICATIONS/ELECTION PROCEDURES	15
7-4	MEETINGS.....	16
7-5	VACANCIES/DISMISSALS/IMPEACHMENT.....	16
Chapter 8 – State Operations.....		17
8-1	PURPOSE	17
8-2	STATE OFFICERS	17
Chapter 9 – Chapter Operations		19
9-1	PURPOSE	19
9-2	CHAPTER OFFICERS.....	19
9-3	CHAPTER OFFICER APPLICATIONS/ELECTION PROCEDURES	20
9-4	MEETINGS.....	20
9-5	VACANCIES/DISMISSALS/IMPEACHMENT.....	20
Chapter 10 – Manual Changes.....		21
10-1	GENERAL	21
10-2	RESOLUTIONS.....	21
10-3	VOTING	21
Figure 10-1: Sample Resolution.....		22
Chapter 11 – Awards.....		23
11-1	National Awards	23
11-2	Region and Chapter Awards	25
Attachments		27
Joint Alumni Association Information Form		28
Individual Award Nomination Form		29
Unit Award Nomination Form		30
Application for National Office.....		32
National Suspense Calendar		33
Abbreviations and Acronyms.....		35

Chapter 1 – Mission

1-1 MISSION

The Arnold Air Society, Angel Flight, and Silver Wings Joint Alumni Association is to foster a spirit of loyalty and kinship among former AAS/AnF/SW members and to achieve unity of purpose and action in promoting the best interests of the Joint Alumni Association.

1-2 VISION STATEMENT

The Joint Alumni Association believes in preserving the integrity of Arnold Air Society, Angel Flight, and Silver Wings through providing scholarship, mentorship, and networking opportunities to members and serve as an advocate between the organizations and the Air Force Association. Our goal as Joint Alumni is to ensure we represent our alumni sources and the Air Force Association with the utmost integrity.

1-3 TYPE OF ORGANIZATION

- a. Professional – Members conduct business in a serious and effective manner.
- b. Alumni – members are Alumni of the National Arnold Air Society (AAS), Silver Wings (SW), or it's predecessor Angel Flight (AnF).
- c. Service – Members are dedicated to providing information and resources for professional growth to the active members of Arnold Air Society and Silver Wings.
- d. Social – Members utilize Area/Region Conclaves, National Conclaves, Region and Chapter meetings to interact with current AAS-SW members and Alumni.

1-4 OBJECTIVES

- a. To provide an avenue for members of Arnold Air Society, Angel Flight, and Silver Wings in good standing to continue their affiliation past graduation.
- b. To provide a medium of communication between the National Organizations and Alumni.
- c. To contribute in as many ways as possible to the welfare and prestige of Arnold Air Society and Silver Wings.
- d. To foster continuing relationships among Alumni and current members.
- e. To promote and assist the activities of the National Organizations in accordance with their ideals and traditions.
- f. To keep the Alumni informed of the work of the National Organizations.
- g. To provide professional, organizational, and financial assistance to Arnold Air Society and Silver Wings through activities deemed appropriate by the Joint Alumni Association.

- h. To offer, donate, sponsor scholarships and financial aid to Arnold Air Society and Silver Wings National Staffs, Area/Region staffs, and Chapter/Squadrons for the benefit of their members.
- i. To do all such other lawful things as are incidental or conducive to the attainment of the above objectives.

1-5 HISTORY

Prior to 2003, there were separate Alumni groups for the three organizations. In 2003, we completed a merger of the three into one Alumni Association, called the Joint Alumni Association (JAA) for short. We also formed a 5013C corporation named the AAS-SW Scholarship Fund, allowing us to accept tax-deductible donations to provide scholarships to the members of the Arnold Air Society and Silver Wings.

Chapter 2 – Membership

2-1 ELIGIBILITY

- a. Must have completed at least one academic period, after successful completion of candidate or associate training, as an active member in good standing in Arnold Air Society, Angel Flight or Silver Wings.
- b. Left the squadron, flight, or chapter in good standing.
- c. Good standing is defined as having been an active member without punitive or administrative actions to remove the member from the organization.

2-2 MEMBERSHIP CATEGORIES

- a. Active Member: Member must be a paid member in good standing, in accordance with Chapter 2 – Membership, Section 2-1 Eligibility.
- b. Honorary: Awarded to those who are deemed worthy of receiving this lifetime membership for their contributions and involvement with the JAA.

2-3 NATIONAL DUES

- a. Paid members prior to 1 Oct 2009 are Lifetime Members
- b. Yearly membership \$15
- c. 3 Yr membership \$40
- d. Lifetime Membership a one-time payment of \$200
- e. Extended Lifetime Membership for a total of \$215
 - i. \$35 initially
 - ii. \$45 quarterly for 4 payments

2-4 REGION DUES

- a. Region Presidents may require an annual dues payment.
- b. The dues may be used for the following:
 - i. To cover administrative expenses for the region.
 - ii. To offset the cost of region officers' attendance at the AAS-SW Area/Region Conclave (ARCON) and the National Conclave (NATCON).
- c. Any change to the amount of the region dues must be approved by a majority vote of the region's chapters.
- d. Region dues may not exceed \$5/member annually without the unanimous consent of the chapters in the region and the JAA National President.

2-5 CHAPTER DUES

- a. Chapters may require an annual dues payment.
- b. The dues may be used for the following:
 - i. To cover administrative costs for the local chapter.
 - ii. To offset the cost of chapter member's attendance at ARCON and NATCON.

- iii. To provide scholarships and financial aid to an AAS Squadron/SW Chapter.
 - 1. Typically the squadron/chapter that is geographically closest to the JAA Chapter.
 - 2. The JAA Chapter may choose any squadron/chapter if there is not a close chapter/squadron or if there is another chapter/squadron that demonstrates a greater need for financial support.
 - 3. The JAA Chapter should try to choose a squadron/chapter that does not have an associated JAA Chapter.
- c. Any change to the amount of the chapter dues must be approved by a majority vote of the chapter's members.
- d. Chapter dues may not exceed \$10/member annually without the unanimous consent of the members of the chapter and the JAA National President.

Chapter 3 – Organizational Structure

3-1 NATIONAL HEADQUARTERS

- a. Elected annually at NATCON

3-2 REGION HEADQUARTERS

- a. 12 JAA Regions
 - i. 11 JAA Regions will coincide with the 11 AAS-SW Area-Regions in order to sustain relations during ARCON and NATCON.
 - ii. The 12th Region will consist of Chapters in other countries.
- b. Each Region President works with the AAS Area Commander, SW Region President, and AFA Region Presidents.
- c. The Region President elected for each Region shall be its chief executive officer and, in addition, each Region shall have an Executive Committee consisting of the President of each State. Thus shadowing Air Force Association organizational structure.

3-3 STATE HEADQUARTERS

- a. The State President serves as a control unit, and coordinates the activities of its local chapters in accordance with the Region.
- b. The primary responsibility of the State President is to organize an effort in areas interested in forming a chapter, lending assistance to existing chapters, conducting quarterly meetings in conjunction with the ARCON and NATCON, and focusing attention on projects or problems of a statewide nature.
- c. A minimum of two active chapters are required before a state organization may be chartered.

3-4 CHAPTERS

The Chapter is the local unit in JAA's organizational structure. Through chapters JAA members work together as a body to carry out the aforementioned objectives of the Association.

Chapter 4 – National Staff Officer Descriptions

4-1 NATIONAL STAFF TERMS OF OFFICE

- a. National Staff is elected biennial at NATCON by the general assembly.
- b. Term of office is served from the NATCON where member is elected for a two-year period which concludes on an odd numbered year at which NATCON is held.
- c. Shall not serve more than two consecutive years in one position.
- d. Term of office does not apply to appointed positions.

4-2 PRESIDENT

- a. Term of Office
 - i. Non-elected position – the President is succeeded by the President-Elect
- b. Duties
 - i. Serves as Chief Executive Officer of the JAA and shall preside at all national meetings of members and officers meetings.
 - ii. Shall be, ex-officio, a member of all standing committees.
 - iii. Shall enforce observance of the bylaws, decide all questions of order, offer for consideration all motions regularly made and perform such other duties as the office or the bylaws may require.
 - iv. Has the same rights as any officer to offer motions and to vote on any questions that comes before the officers.
 - v. Must have served as the president-elect for one year prior to becoming president.
 - vi. Screening and presenting proposed manual changes that require the approval of the JAA, as well as directing manual revisions as required.
 - vii. Providing leadership for the organization on a national level.
 - viii. Serves as the point of contact for the EMC, AAS National HQ, and SW National HQ.

4-3 PRESIDENT-ELECT

- a. Term of Office
 - i. One year (July 1 – June 30)
 - ii. Elected every odd numbered year.
- b. Duties
 - i. The purpose is to provide the holder of the office an opportunity to become familiar with the responsibilities of the office of President for one year prior to assuming that office. The President shall counsel and advise the President-Elect from time to time with respect to the affairs of JAA and the responsibilities and duties of the President.
 - ii. Shall perform such other duties as may be assigned by the President or the Directors of the AAS-SW Scholarship Fund.

4-4 VICE PRESIDENT

- a. Duties
 - i. Shall perform the duties and exercise the powers of the President in the absence or disability of the President.
 - ii. Planning and coordinating staff activities.
 - iii. Shall serve, ex-officio, as a member of all standing committees of the board and from time to time shall perform such other duties as may be assigned by the President. Therefore, the Vice President shall familiarize him/herself with the operation and management of the JAA in order to exercise the powers of the President as needed.
 - iv. Shall serve as business chair at all meetings, preparing the minutes for all JAA national staff meetings, and providing record of all JAAM changes.
 - v. Organizing and presenting to the rest of the national staff all national award submissions.
 - vi. Actively involve Alumni to help create a dynamic infrastructure of individuals willing to assist in the AAS-SW Scholarship Fun fundraising efforts.

4-5 SECRETARY

- a. Duties
 - i. Prepare and distribute Board Meeting and National Conclave Minutes 48 hours after the conclusion of the meeting.
 - ii. Collect and retain meeting minutes from JAA secretaries.
 - iii. Retain and edit the National HQ Suspense Calendar for distribution to Region, State, and Chapter Presidents by 30 September each year.
 - iv. Update the National, Region, and State leadership roster monthly and distribute to AAS-SW and AFA counterparts when changes have been made.
 - v. Coordinate with National Chief Financial Officer and Development Officer to ensure all members have current JAA membership.

4-6 CHIEF FINANCIAL OFFICER

- a. Duties
 - i. Shall maintain the JAA accounting records and financial statements, as well oversee the maintenance of the system of internal accounting controls.
 - ii. Shall oversee the receipt, safekeeping, investment and disbursement of the JAA funds in accordance with the policies established by the officers and the AAS-SW Scholarship Fund.
 - iii. Shall serve, ex-officio, on all standing committees concerned with the financial affairs of the JAA.
 - iv. Oversee the efforts of the JAA to raise financial support for the organization and the AAS-SW Scholarship Fund.

4-7 DEVELOPMENT OFFICER

- a. Duties
 - i. Recruit new members to the JAA at NATCON.
 - ii. Organize the annual Senior-Alumni mixer at NATCON.
 - iii. Provide JAA information forms to AAS squadrons and SW chapters, at their request.
 - iv. Distribute welcome letters to new members.
 - v. Develop new local JAA chapters and serve as a national POC for Area and Chapter Presidents.
 - vi. Shall serve as membership coordinator insuring there is up to date information on each Alumni member.

4-8 MARKETING AND COMMUNICATIONS OFFICER

- a. Duties
 - i. Publish a quarterly newsletter for Alumni members, including updates on chapter and squadron activities, ARCON and NATCON locations and registration information and ways for Alumni to get involved with local chapters and squadrons.
 - ii. Developing marketing materials that encourage donations to the AAS-SW Scholarship Fund.
 - iii. Promote JAA nationally.

4-9 TECHNOLOGY OFFICER

- a. Term of Office
 - i. Appointed as necessary.
- b. Duties of Office
 - i. Maintain website information.
 - ii. Maintain email list.
 - iii. Keep a backup of officer continuity.

Chapter 5 – National Staff Officer Nominations

5-1 ELIGIBILITY

Must be a paid member of the JAA in good standing.

5-2 NOMINATING

- a. You may nominate yourself or an Alumni member, with their permission, to any open position.
- b. Send JAA Form 4 completed and emailed to the Vice President at jaa.vicepres@gmail.com.
- c. Nominations should be received no later than 1 Mar.
- d. Nominations will be taken from the floor at the General Assembly; however, the nominee will be required to complete JAA Form 4 prior to being a confirmed nominee.

5-3 VOTING ELIGIBILITY

- a. Must be a paid member in good standing with the JAA, in accordance with Chapter 2-Membership, Section 2-1 Eligibility.
- b. Member must be linked to a chapter to receive delegate status on behalf of host chapter.

5-4 VOTING PROCESS

- a. Must be a paid member of the JAA to vote.
- b. Voting will take place at NATCON. Only attending JAA members will be able to vote.

5-5 VACANCIES/DISMISSALS/IMPEACHMENT

- a. Vacancies on the National Headquarters Staff are filled by appointments made by the National President. The National President must inform members of the Executive Board within ten (10) days of such appointments. If the office of president becomes vacant, members of the National Staff succeed to the office in the order listed in JAAM, Chapter 4. The new president then fills any vacancies created by this succession.
- b. The National President may dismiss any member of the staff and must inform the Executive Board of the dismissal and name a replacement within ten (10) days.
- c. Impeachment of the National President is a function of the chapters as a whole. Upon receipt of petitions of NOT LESS THAN ten percent of the active chapters, the AAS-SW EMC conducts a mail poll of impeachment approval. Approval of impeachment requires a two-thirds (2/3) majority vote of all active chapters in good standing.

Chapter 6 – Committees

6-1 JAA RULES, WAYS, AND MEANS COMMITTEE(RWMC)

The RWMC is a special committee which functions only at the National Conclave.

- a. **Membership:** The National President is the chairman of the RWMC, but may delegate this duty to the Vice President. The voting members of the RWMC are three Region, State, and/or Chapter Officers selected by the RWMC Chairman. Non-voting members include the rest of the National JAA Staff.
- b. **Function:** The RWMC functions to review all resolutions submitted for discussion at the National Conclave. The committee may make decisions about specific resolutions in accordance with Para. 6-5c. Its decisions are final unless appealed in accordance with Para. 6-5d. The committee must insure that all resolutions sent to a legislative body for discussion have sufficient detail to be implemented by JAA. This is accomplished by insuring the following:
 - i. Resolutions may not conflict with any higher authority, unless the resolution seeks to change that authority.
 - ii. Resolutions with the potential for significant impact on JAA must be submitted to the General Assembly, unless the JAAM or the JAA National Constitution specifically gives the power to Exec Board.
 - iii. Any resolution involving an inflexible commitment of funds by all chapters or changing the currently approved expenditure plan must have previously undergone an evaluation of its fiscal impact on JAA.
- c. **Powers:** The RWMC may take several actions on a specific resolution:
 - i. It may approve a resolution as written and submit it for delivery to the General Assembly or the Exec Board for decisions.
 - ii. It may return a resolution to the author for revision or clarification.
 - iii. It may revise any resolution and submit the revised resolution to the General Assembly or Exec Board for decision.
 - iv. It may table a resolution for further study. Such resolutions are returned to the author for this study and must be resubmitted at a future conclave to be considered.
 - v. It may reject a resolution based on Para. 6-1.b.iii.
 - vi. It may combine resolutions of similar intent, to conserve the time of the General Assembly or Exec Board.
 - vii. It may table indefinitely resolutions of a frivolous nature.
- d. **Overruling the RWMC:** Sponsors may submit resolutions rejected by the RWMC to the General Assembly if a majority of the NATCON delegates or a majority of the Region Presidents call the resolution from committee. In these cases, the presiding officer must schedule the resolution for debate and disposition at the earliest possible time. Unless a resolution is called from committee, all resolutions must go

through the RWMC before reaching the General Assembly. Resolutions rejected due to financial impact on the organization may not be called from committee.

- e. Bypassing the RWMC: If the RWMC cannot or will not meet to consider a resolution, its sponsors may submit it to the General Assembly by obtaining approval from a majority of the delegates or a majority of the Exec Board as outlined above. The Presiding National Officer should be notified in advance so that copies of the resolution can be made for each delegate.

Chapter 7 – Region Operations

7-1 PURPOSE

- a. JAA Regions will align with the established AAS Areas and SW Regions, and will be numbered accordingly.
- b. Regions should make all possible attempts to provide at least one Alumni to attend ARCON and NATCON in order to provide mentorship to AAS and SW members as well as to meet the stated objectives of the JAA.

7-2 REGION OFFICERS

- a. All Region officers must be in good standing with their host chapter.
- b. President
 - i. Term of Office
 1. One year (July 1 – June 30)
 - ii. Duties
 1. Shall preside at all region meetings. If unable to attend, must appoint a representative to serve in their place.
 2. If a Region Manual exists, oversees changes to the Region Manual and advises the JAA National Staff of any changes. Additionally, the Region President is responsible for insuring that the Region Manual does not conflict with the JAAM.
 3. Coordinates region-wide activities.
 4. Serves as the JAA region representative at the AAS-SW ARCON and NATCON. If the Region President cannot attend, they will appoint another region representative.
 5. Provides leadership for the organization on a regional level.
 6. Oversees the financial management of the region, to include collecting region dues (as applicable) and providing financial assistance for members to attend ARCON and NATCON.
 7. Serves as the point of contact for chapters within the region.
- c. Assistants to the Region President
 - i. Up to 3 officers may be appointed at the discretion of the Region President.
 - ii. Term of office will be from time of appointment until the Region President's term of office ends (June 30).
 - iii. Assistants may take responsibility for any of the Region President's stated duties, as directed.

7-3 REGION OFFICER APPLICATIONS/ELECTION PROCEDURES

- a. Eligibility
 - i. Must be a paid member of JAA.
 - ii. Must be in good standing with their chapter and their chapter must be in good standing also.
- b. Nomination

- i. Send an email to the current Region President briefly listing the candidate's name, AAS-SW background, and qualifications.
- ii. Nominations should be received no later than 1 October; however, nominations will be welcomed from the floor during the JAA meeting at ARCON.
- c. Voting Process
 - i. Region President will be elected at respective JAA meeting at ARCON.
 - ii. They will be elected by a majority vote of members present. Proxy votes will be allowed.

7-4 MEETINGS

- a. All regions should strive to have a delegation and members to attend both ARCON and NATCON in order to conduct region business as well as to remain involved with the AAS and SW.
- b. In order to conduct business, a quorum of active chapters and members in good standing within a state, and region must be present. Additionally, at least 1 region officer (typically the Region President) must be present to conduct the meeting.

7-5 VACANCIES/DISMISSALS/IMPEACHMENT

- a. Vacancies
Vacancies on the Region level (except Assistants to the Region Executive Officer) are filled by appointments of the National President. Notification of such changes must be made to chapters in the region within 10 days.
- b. Dismissals
The Region President may dismiss any assistant, with approval of State Presidents and Chapter Presidents. The National President may dismiss any Region Level Officer.
 - i. Notification of staff changes must be announced to the chapters in the region and to National HQ within 10 days.
 - ii. Removal for any cause may be appealed to JAA National HQ, with copies of the written appeal sent to all National Officers. The National HQ must respond to an appeal within 15 days of receipt.
- c. Impeachment
 - i. Impeachment of the Region President is a function of the chapters in the region. Upon receipt of petitions from at least three (3) of the active chapters in the region, the National President conducts a mail poll of impeachment approval (unless petitions are submitted directly to the Region Conclave in session).
 - ii. Approval of impeachment requires a 2/3-majority vote of the active chapters, in good standing, within the region.
 - iii. Impeachment of the Region President may be appealed to the National President, who is the final authority. The National President must answer all appeals within 15 days.

Chapter 8 – State Operations

8-1 PURPOSE

Serves as a control unit, and coordinates the activities of its local chapters in accordance with the Region.

8-2 STATE OFFICERS

a. President

i. Term of Office – One year (July 1 – June 30)

ii. Duties

1. Organize an effort in areas interested in forming a chapter, lending assistance to existing chapters, conducting meetings in conjunction with the ARCON and NATCON, and focusing attention on projects or problems of a statewide nature.

b. STATE OFFICER APPLICATIONS/ELECTION PROCEDURES

i. Eligibility

1. Must be a paid member of the JAA.
2. Must be in good standing with their chapter and their chapter must also be in good standing.

ii. Nomination

1. You may nominate yourself or an Alumni member, with their permission.
2. Send an email to the current State President briefly listing the person's name, AAS-SW background, and qualifications.
3. Nominations should be sent no later than 1 March.

iii. Voting Process

1. State President will be elected at ARCON.
2. Elected by a majority vote. Proxy votes will be allowed.

c. MEETINGS

Conducted at ARCON and NATCON.

d. VACANCIES/DISMISSALS/IMPEACHMENT

i. Vacancies

1. Vacancies on the State level are filled by appointments of the Region President. Notification of such changes must be made to chapters in the state and National Headquarters within 10 days.

ii. Impeachment

1. Impeachment of the State President is a function of the chapters in the state. Upon receipt of petitions from at least two (2) of the active chapters in the state, the Region President conducts a mail poll of impeachment approval (unless petitions are submitted directly to the Region Conclave in session).
2. Approval of impeachment requires a 2/3-majority vote of the active chapters, in good standing, within the state. Impeachment

of the State President may be appealed to the National President, who is the final authority. The National President must answer all appeals within 15 days.

Chapter 9 – Chapter Operations

9-1 PURPOSE

The purpose of local chapters is three-fold: to provide AAS, AnF, and SW Alumni the opportunity to continue their affiliation after graduation; to provide a social outlet for members to meet; and to provide professional, logistical, and financial aid to AAS Squadrons and SW Chapters.

9-2 CHAPTER OFFICERS

- a. All chapter officers must be in good standing with their host chapter.
- b. President
 - ii. Term of Office – one year (July 1 – June 30)
 - iii. Duties
 1. Shall preside at all chapter meetings.
 2. If a Chapter Manual exists, oversees changes to the Chapter Manual and advises the Region President of any changes. Additionally, the Chapter President is responsible for insuring that the manual does not conflict with the JAAM.
 3. Coordinates chapter activities, including meetings.
 4. Serves as the JAA chapter representative at the AAS-SW ARCON and NATCON, and local AAS Squadron and SW Chapters events.
 5. Providing leadership for the organization on a local level.
- c. Treasurer
 - i. Term of Office – one year (July 1 – June 30)
 - ii. Duties
 1. Shall maintain the chapter's accounting records and financial statements, as well oversee the maintenance of the system of internal accounting controls.
 2. Shall oversee the receipt, safekeeping and disbursement of the chapter's funds in accordance with the policies established by its officers.
 3. Shall collect all dues, as applicable, and forward them to the Region President and the National Chief Financial Officer.
 4. Oversees the efforts to raise financial support for the chapter and the associated AAS Squadron and SW Chapter.
 5. Coordinates travel arrangements for chapter members to planned events (if funded by the chapter).
- d. Development Officer
 - i. Term of Office – one year (July 1 – June 30)
 - ii. Duties
 1. Recruits new members to the JAA.
 2. Submits new member information to the National Development Officer.
 3. Develops and maintains network information regarding occupation, address, AAS Squadron and SW Chapter affiliation.

4. Maintains minutes of chapter meetings.
5. Works closely with chapters-squadrons to ensure that no graduating members are lost.

9-3 CHAPTER OFFICER APPLICATIONS/ELECTION PROCEDURES

- a. Eligibility
 - i. Must be a paid member of JAA.
 - ii. Must be in good standing with Chapter.
- b. Nomination
 - i. You may nominate yourself or an Alumni, with their permission.
 - ii. Send an email to the current Chapter President briefly listing name, AAS-SW background, and qualifications.
 - iii. Nominations should be received no later than 1 March.
- c. Voting Process
 - i. Will be elected at the 3rd quarter meeting.
 - ii. Will be elected by a majority vote of the members present. Proxy votes will be allowed.

9-4 MEETINGS

It is the responsibility of the chapters to hold chapter meetings at least once per quarter.

9-5 VACANCIES/DISMISSALS/IMPEACHMENT

- a. Vacancies

Vacancies on the Chapter Staff are filled by appointments by the Chapter President or by election, as prescribed in the local chapter by-laws. Notification of such changes must be made to the Region President, State President, and National HQ within 10 days.
- b. Dismissals

The Chapter President may dismiss members of the chapter staff, according to the local chapter by-laws.

 - i. Notification of staff changes must be made to the Region President, State President, and National HQ within 10 days.
 - ii. Removal for any cause may be appealed to the respective Region President, who is the final authority. Copies of the appeal should be sent to the Region President, State President, and National President.
- c. Impeachment

Impeachment of the Chapter President is a function of the active membership and must be conducted according to the local chapter by-laws and Robert's Rules of Order Newly Revised. Approval of such impeachment requires a 2/3-majority vote of the active members. Impeachment of the Chapter President may be appealed to the Region President, who is the final authority.

Chapter 10 – Manual Changes

10-1 GENERAL

- a. Changes can be made to any portion of this manual, as long as they do not conflict with the constitution.
- b. To propose a change you must submit a resolution.

10-2 RESOLUTIONS

- a. Resolutions can be proposed by any member in good standing. Resolution format needs to be followed. It is provided in figure 9-1.
- b. Resolutions should be sent to the National Vice President two weeks prior to NATCON to be part of the agenda. Late submissions of resolutions are left up to the National VP's discretion.

10-3 VOTING

- a. Resolutions require a 2/3 majority vote of the members to be passed.
- b. Proxy votes must be confirmed with the National VP before the first business session at NATCON.

SAMPLE RESOLUTION

RESOLUTION # _____ 20xx NATIONAL CONCLAVE

SPONSOR: American Chapter

SUBJECT: Resolution Format

WHEREAS: NATCON is the supreme legislative body for the organization and,

WHEREAS: There are many events that take place at the National Conclave,
and

WHEREAS: More people can benefit from a well run conclave and,

WHEREAS: A standard resolution format would allow the National VP to devote
more time to the smooth operation of the National Conclave, let it
be

RESOLVED: That this be the resolution format adopted by JAA, to be used
henceforth, and let it further be

RESOLVED: That the National VP be in charge of implementing the use of this
specific format for the chapters.

Figure 10-1: Sample Resolution

Chapter 11 – Awards

11-1 National Awards

- a. Application and Selection
 - i. Award of Scholarships
Scholarships will be awarded on an as-available basis. Due to the donation nature of the AAS-SW Scholarship Fund, there is no guarantee that an award will be given. The scholarships that are available for the year will be announced no later than 1 January on the Alumni page of the AAS-SW website
 - ii. Award Application
Award applications are submitted by interested units to the JAA National Staff. Any award application containing materials in excess of those listed in this manual will be disqualified from consideration. An awards application omitting materials listed in this manual will receive a reduction in points
 - iii. Suspense Dates
All application packets must be received by the JAA National Staff NO LATER THAN 1 February. Any application packet received after the deadline will be disqualified
 - iv. Awards Committee
Unless otherwise stated, the Awards Committee is composed of the JAA National Staff. Prior to final selection of all award recipients, the Awards Committee must contact the Executive Management Center to determine if any negative information relevant to the nominees is on file (e.g., bad checks, administrative discrepancies).
 - v. Selection Criteria
The awards committee uses the scale below as a guideline for judging the application packets

CATEGORY	RANGE OF POINTS AWARDED
1. Service (not including JNP/SNP)	0-4 each
2. Professional Development	0-4 each
3. JNP/SNP	0-5 each
4. Joint Activities (AAS/SW/AFA/JAA)	0-3 each

- b. Specification
Awards consist of an engraved plaque for the recipient of the individual award to keep permanently. Award plaques are funded and purchased by the JAA.
- c. Presentation

All national awards are presented/announced at the National Conclave. Recipients are honored at the National Conclave with a formal presentation of the award. The JAA National President or appointed member of the JAA National Staff will present the award.

d. Awards

i. JAA Outstanding Support Award

1. The JAA Outstanding Support Award is awarded to a JAA individual or chapter for their outstanding support of the JAA. It may be awarded only once to an individual or chapter.

a. Nomination. Each squadron or chapter may nominate one member. Application packets should include:

1. Essay written by the nominee, not to exceed one page, explaining the nominee's personal motivation in support of the JAA and the meaning of the JAA to the nominee
2. Endorsement, concerning the nominee's support of the JAA, from the AAS Squadron Commander or the SW Chapter President and the nominee's advisor using JAA Form 2.
3. Endorsement, concerning the nominee's support of the JAA, from JAA member(s) that have worked with nominee using JAA Form 2.
4. Selection. Selected by the JAA National Staff. Criteria for judging include evaluation of the nominee's participation in AAS/SW joint activities and the level of support for the JAA as shown in the endorsement.

ii. JAA Outstanding Joint Relations Award

1. Awarded to the following recipients in each category who best displayed efforts to improve joint relations between AAS, SW, JAA, and AFA:

Category 1: JAA and AFA Chapter

Category 2: JAA / AFA individual member

2. Nomination: JAA and AFA members can nominate chapters or individual members. Application packets must include narrative endorsements from AAS Area Commander, SW Region President, host JAA and AFA Chapter Presidents and include a completed JAA Form 2.

3. Selection: JAA National Staff in conjunction with the following:

Category 1: JAA and AFA Region and State
Leadership

Category 2: Host JAA and AFA Chapter

iii. JAA Outstanding AAS Squadron-SW Chapter Award

1. The Outstanding Squadron-Chapter Award is awarded to the AAS squadron and SW Chapter which worked best to improve joint relations between Arnold Air Society, Silver Wings and the JAA. The award includes a plaque.

- a. Nomination. Each Squadron Commander and/or Area Commander may nominate one squadron and each Chapter President and/or Region President may nominate one chapter. Application packets should include a completed JAA Form 3. All blocks must be completed
- b. Selection. Selected by the JAA National Staff. Criteria for judging includes evaluation of the nominee's participation in AAS/SW joint activities
- iv. JAA Outstanding Silver Wings Chapter Award
 - 1. The Outstanding Chapter Award is awarded to the chapter which best meet the stated missions of their organization and works closely with JAA. The award includes a plaque.
 - a. Nomination. Each Chapter President and/or Region President may nominate one chapter. Application packets should include a completed JAA Form 3. All applicable blocks must be completed (ie, all SW blocks must be completed for chapter nominations. Joint project blocks must be completed)
 - b. Selection. Selected by the JAA National Staff. Selection criteria include: number and quality of service projects(Include SW Forms 7a & 7b), professional development projects, joint relations, and campus involvement
 - v. JAA Outstanding Arnold Air Society Squadron Award
 - 1. The Outstanding Squadron Award is awarded to the squadron which best meet the stated missions of their organization and works closely with the JAA. The award includes a plaque.
 - a. Nomination. Squadron Commanders and/or Area Commander may nominate one. Application packets should include a completed JAA Form 3. All applicable blocks must be completed (ie, all AAS blocks must be completed for squadron nominations. Joint project blocks must be completed)
 - b. Selection. Selected by the JAA National Staff. Selection criteria include: number and quality of service projects, professional development projects, joint relations, and campus involvement
- e. Other Awards

The JAA reserves the right to award educational scholarships, project grants, and other financial aid to members, chapters, and squadrons of the Arnold Air Society and Silver Wings at the discretion of the JAA National Staff and the Directors of the AAS-SW Scholarship Fund

Regions and chapters are encouraged to establish scholarships and awards for the AAS squadrons and SW chapters they support. Region and chapter awards for JAA members are also encouraged.

Attachments

Joint Alumni Association Information Form

Organization: Arnold Air Society Angel Flight Silver Wings
Prefix: Mr. Miss Ms. Mrs. Dr. Military (see Rank, below)
First Name: Initial: Last Name:
Maiden Name: Birthdate:
Home Address:
City: State: ZIP: Country:
Home Phone: Work Phone: Cell Phone:
E-Mail Address 1: E-Mail Address 2: Spouse Name:
Degree/Major: Graduation Date:
Squadron/Flight/Chapter Name: School:
Company/Base: Job Title:
Military Rank (Current or Prior): Active Separated Retired
Hobbies/Future Plans:

Please list any offices you held during your active membership in our organization(s).

Squadron/Flight/Chapter Level:

Area/Region Level:

National Level:

Please check all that apply:

- I am enclosing a check with my membership fee, payable to the "Joint Alumni Association."
- I would like to make a donation to the AAS-SW Scholarship Fund. I am enclosing a separate check for my donation, payable to the "AAS-SW Scholarship Fund."
- I am interested in taking an active leadership role in the Alumni Association.
- I hereby allow the Joint Alumni Association to give my physical and/or e-mail address to AAS or SW members who are interested in my career field, to local detachments of AFROTC, or to my college/university detachment when requested.
- I hereby request that the Joint Alumni Association contact me before giving out my contact information to any third party.

SEND WITH REMITTANCE(S) TO:

Executive Management Center
9 E. Loockerman St., Suite 2B, Dover, DE 19901-7343

JAA Form 1

PREVIOUS EDITIONS OBSOLETE

20 October 2009

Joint Alumni Association Individual Award Nomination Form

Award Name:		Nominee (Name/Rank and Position):	
Nominating Unit (Squadron/Chapter and University):		Nominating Area/Region:	Detachment:
Bullet Statements from Nominee:			
Nominee Name (First, MI, Last):	Nominee Signature:	Date:	
Bullet Statements from Nominee's Squadron Commander/Chapter President (leave blank if the nominee is the CC or Pres):			
Sq/CC or Chapter Pres Name:	Sq/CC or Chapter Pres Signature:	Date:	
Bullet Statements from Nominee's Advisor:			
Advisor Name:	Advisor Signature:	Date:	

Joint Alumni Association Unit Award Nomination Form

Award Name:		Squadron Size:	Chapter Size:
Nominated Unit (Squadron/Chapter and University):		Nominating Area/Region:	Detachment:
Number of Projects:	Project Man-hours: <small>NOTE: Man-hours = Hours worked × Number of people working</small>	Number of Joint Projects:	Joint Project Man-hours: <small>NOTE: Man-hours = Hours worked × Number of people working</small>
Bullet Statements from AAS Squadron Commander: 			
Squadron Commander Name:	Squadron Commander Signature:		Date:
Bullet Statements from Chapter President: 			
Chapter President Name:	Chapter President Signature:		Date:

Bullet Statements from Chapter Advisor:		
Advisor Name:	Advisor Signature:	Date:
Bullet Statements from Squadron Advisor:		
Advisor Name:	Advisor Signature:	Date:
Bullet Statements from Region Executive Officer:		
Region Executive Officer Name:	Region Executive Officer Signature:	Date:
Bullet Statements from Area Commander:		
Area Commander Name:	Area Commander Signature:	Date:

Joint Alumni Association Application for National Office

Prefix: Mr. Miss Ms. Mrs. Dr. Military (see rank below)

First Name: _____ Last Name: _____

Telephone: _____ Secondary Phone: _____

Email: _____ Rank: _____

Position Desired: President Vice President Chief Financial Officer

Development Off. Secretary Marketing/Comm. Off.

Please list any offices you held during your active membership in AAS/AnF/SW.

Squadron/Flight/Chapter Level: _____

Area/Region Level: _____

National Level: _____

Please briefly describe your qualifications for this position.

Please briefly describe the goals you would like to achieve in this position.

SEND TO THE JAA VICE PRESIDENT:

Jaa.vicepres@gmail.com

Due No Later Than 1 March

JAA Form 4

01 Apr 2009

National Suspense Calendar

Due Dates	Title	Due From	Due To
July			
1	Expenditure report/budget (for previous year)	NFO	NP
31	List of goals for the year	All Officers	NP
August			
1	Send out reminder e-mail to all Seniors who signed in at the Social again	JAA Officer that attended Social	Seniors
September			
15	Send out email to all members asking them to update their information	NP	Members
	Newsletter Articles Due	Members	NMCC
30	Make contact with NATCON Staff Protocol to firm up plans for Senior/Alumni Social	NDO	NCOP
	Fall Newsletter Published	NMCC	Members
October			
1 - 31	Prepare NATCON announcement email	NP	n/a
1	Region Offices Nominations Due	Members	RP
15	Contact hotel catering service or bar manager to make plans for Social	NDO	Hotel
	Make sure Alumni Registration website for NATCON is working and easy to find and use	NP	NATCONHQ
November			
15	Email NATCON announcement	NP	Members
December			
1	Newsletter Articles Due	Members	NMCC

15	Winter Newsletter Published	NMCC	Members
January			
15	Follow up with Social location and NATCON staff to ensure Social, announcement, and Alumni registrations are going smoothly	NP	NATCONHQ and Hotel
30	Follow up with a brief email, with a link to the NATCON Registration page, reminding alumni of the registration deadline	NP	Members
	Make sure EMC emails you a copy of the Agenda so you can check to make sure your Alumni Meeting is on there with the correct time and location and that the Senior/Alumni Social is on there with the correct time and location. If you work out the Social well in advance, you'll have a better turn out.	NP	EMC
February			
15	Newsletter Articles Due	Members	NMCC
March			
1	Budget (estimated and actual year-to-date) due for announcing at NATCON Alumni Meeting	NFO	NP
	Spring Newsletter Published	NMCC	Members
	National Offices Nominations Due	Members	NVP
	State President Nominations Due	Members	SP
	Chapter Offices Nominations Due	Members	President
April			
30	Send thank you letters to "hosts" of the Senior-Alumni Social	JAA Officer that attended Social	Hosts
May			
15	Newsletter Articles Due	Members	NMCC
June			
1	Summer Newsletter Published	NMCC	Members

Abbreviations and Acronyms

AAS	Arnold Air Society
AnF	Angel Flight
NCOP	AAS-SW National Chief of Protocol
NDO	National Development Officer
NFO	National Financial Officer
NMCC	National Marketing and Communications Chair
NP	National President
NVP	National Vice President
RP	Region President
RWMC	Rules, Ways, and Means Committee
SP	State President
SW	Silver Wings