

The  
Constitution  
Of  
The Joint Arnold Air Society, Angel Flight, and Silver Wings Alumni Association

**ARTICLE I – NAME**

The name of this organization shall be the Joint Arnold Air Society, Angel Flight, and Silver Wings Alumni Association, hereinafter referred to as “JAA”.

**ARTICLE II – PURPOSE**

The purpose of the JAA is to communicate with and bring value to the Alumni Body and to support actively and financially, the goals of Arnold Air Society and Silver Wings as detailed in their mission and vision statements. It shall be the further purpose of the organization to foster a spirit of loyalty and kinship among former Arnold Air Society, Angel Flight, and Silver Wings members and to achieve unity of purpose and action in promoting the best interests of the active associations and the JAA.

**ARTICLE III – MEMBERSHIP**

Section 1 - Regular Members

- 1.1 Any individual who 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, who left their squadron, flight, or chapter in good standing, and who has paid their membership dues is entitled to all rights, privileges, and obligations of membership as defined by the JAA Bylaws, Article I, Section 1.
- 1.2 Good standing is defined as having been an active member without punitive or administrative actions to remove the member from the organization.

Section 2 - Honorary Members

Any individual deemed worthy of receiving a lifetime membership to The JAA for their contributions and involvement with the Arnold Air Society, Angel Flight, Silver Wings, or the JAA.

**ARTICLE IV - JAA BOARD OF DIRECTORS**

Section 1 – Composition

The composition of the JAA Board of Directors shall consist of 12 members, 9 of whom will have voting privileges.

1.1 - Elected members with voting privileges –

President  
Vice President  
Development Officer  
Secretary  
Chief Financial Officer  
Director of Public Affairs

The aforementioned members will be elected from regular membership, and serve as required under the JAA Bylaws, Article II.

1.2 - Ex-Officio members with voting privileges –

Technology Officer, appointed in accordance with Bylaws, Article III, Section 1  
Two Year Alumni Trustee appointed in accordance with Bylaws, Article III, Section 2

One Year Alumni Trustee appointed in accordance with Bylaws, Article III, Section 2  
1.3 - Ex-Officio members without voting privileges –

Immediate Past President

The Executive Director of Arnold Air Society and Silver Wings

The Arnold Air Society and Silver Wings National Administrative Consultants

#### Section 2 - Cabinet Members

The Cabinet is made up of the following members of The JAA Board of Directors –

President

Vice President

Development Officer

Secretary

Chief Financial Officer

Director of Public Affairs

Technology Officer

Two Year Trustee

### ARTICLE V - JAA BOARD OF DIRECTORS AND CABINET

The JAA Board of Directors shall be responsible for developing and implementing the operating plan necessary to serve the JAA as indicated in the JAA Bylaws, Article IV, and to administer those subcommittees as indicated in the JAA Bylaws, Article V. The Cabinet will direct and implement issues affecting the JAA.

### ARTICLE VI – SUBCOMMITTEES

#### Section 1 – Committees

The President may appoint and dismantle subcommittees of the JAA Board of Directors as needed. Currently there is one subcommittee of the JAA: fundraising. As subcommittees are created and dismantled, this living constitution shall be updated to reflect their current state.

#### Section 2 - Ad hoc Committees

As the need arises, the JAA Board of Directors may establish ad hoc committees to achieve specific goals in accordance with the JAA purposes as indicated in Article II of the Constitution.

#### Section 3 – Responsibilities

Each subcommittee shall be responsible as indicated in the JAA Bylaws, Article V, and its recommendations shall be subject to the approval of the JAA Board of Directors.

### ARTICLE VII – MEETINGS

#### Section 1 - Annual Meeting

An annual meeting of the JAA will be held during each operating year. Advance notice must be given to all JAA members at least thirty days prior to such meeting.

#### Section 2 - Special Meeting

Special meetings of the JAA may be called by the President of the JAA.

### ARTICLE VIII – BYLAWS

#### Section 1 – Authority

The JAA has the authority and responsibility to create and maintain bylaws governing the business, administration, and responsibilities of the JAA in accordance with its purposes as stated in Article II of the Constitution.

#### Section 2 - Bylaw Changes

Any changes to, or deletion of, existing bylaws, or creating of new bylaws must be approved by a two-thirds vote of the JAA Board of Directors and a majority, of the votes received, of the members of the JAA.

#### ARTICLE IX – AMENDMENTS

This constitution may be amended by a vote of two-thirds of the JAA Board of Directors (as defined in Article X, Section 1 of the Constitution) present at any meeting, provided any proposed amendment has been stated in the notice calling such meeting, and is further subject to the approval of a majority, of the votes received, vote of the members of the JAA.

The  
BYLAWS  
Of

The Joint Arnold Air Society, Angel Flight, and Silver Wings Alumni Association

**ARTICLE I – MEMBERSHIP**

**Section 1 – Regular Membership**

Any individual qualified as a regular member as defined in Article III, Section 1 of the Constitution shall be entitled to the following: voting rights at all general meetings of the JAA; the right to attend all meetings of the JAA's Board of Directors without vote; the right to address the JAA Board of Directors, provided written notice is received by the JAA President not less than fifteen days prior to such announced meeting; the right to serve on any subcommittee of the JAA; the right to hold office; and the right to participate in all programs of the JAA.

**Section 2 – Honorary Membership**

Honorary members as defined by Article III, Section 2, of the Constitution are entitled to participate in all programs and services of the JAA with all privileges of regular membership (including voting rights at all general meetings of the JAA), excluding the right to serve as an officer.

**Section 3 – Revocation of Membership**

All JAA members in carrying out JAA business are expected to conduct themselves at all times in accordance with Arnold Air Society, Silver Wings, and/or the JAA policies, procedures, and code of conduct, and local, state, and federal legislation. The JAA reserves the right to revoke the membership of any member who does not so comply.

**Section 4 – Reinstatement of Membership**

Any Alumnus/Alumna who has had their JAA membership revoked, may petition for a reinstatement of their membership in writing to the Cabinet of the JAA. Upon reviewing the written request for reinstatement, the Cabinet will determine if the petition is to be presented to the JAA Board of Directors for a vote at a regular meeting of the Board in accordance with JAA Board voting practice and procedures. A majority vote of the JAA Board of Directors is required to reinstate a membership.

**ARTICLE II – JAA BOARD OF DIRECTORS AND THEIR RESPONSIBILITIES**

**Section 1 – President**

The President shall:

- Provide the necessary leadership and guidance required to accomplish the JAA's mission within the guidelines of the JAA's purpose as defined in Article II of the Constitution.
- Preside at all general, Board, and Cabinet meetings of the JAA.
- Shall be, ex-officio, a member of all committees.
- Be responsible for coordinating the planning objectives for the following fiscal year.
- 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.
- Screen and present proposed changes to the JAA's Constitution or Bylaws.
- Be excluded from voting at any general, Board, and Cabinet meeting of the JAA unless a vote is tied, in which instance the President shall cast the deciding vote.

- Serve as the point of contact for the Arnold Air Society and Silver Wings Executive Management Center, Arnold Air Society National Headquarters, and Silver Wings National Headquarters.

The President is elected biennially, via an email vote held concurrent with NATCON, by the JAA's membership. The term of office is served from NATCON where the member is elected for a two year period, which concludes on an odd numbered year at which NATCON is held. The President must be a paid member throughout the tenure of their term of office.

#### Section 2 – Vice President

The Vice President shall:

- Be responsible for assisting the President as deemed appropriate.
- Serve in the capacity of the President in the absence or disability of the President.
- Be responsible for planning and coordinating staff activities.
- Serve, ex-officio, as a member of all committees of the board.
- From time to time shall perform such other duties as may be assigned by the President, therefore, the Vice President shall familiarize themselves with the operation and management of the JAA in order to exercise the powers of the President as needed.
- Serve as business chair at all meetings, and providing records of all Constitution and/or Bylaw changes.
- Organize and present to the rest of the JAA's Board all national award submissions.
- Actively involve Alumni to help create a dynamic infrastructure of individuals willing to assist in the Scholarship Fund fundraising efforts.

The Vice President is elected biennially, via an email vote held concurrent with NATCON, by the JAA's membership. The term of office is served from NATCON where the member is elected for a two year period, which concludes on an odd numbered year at which NATCON is held. The Vice President must be a paid member throughout the tenure of their term of office.

#### Section 3 – Development Officer

The Development Officer shall:

- Recruit new members to the JAA at NATCON each year.
- Organize the annual Senior-Alumni mixer at NATCON.
- Provide the JAA information forms to Arnold Air Society squadrons and Silver Wings Chapters, at their request.
- Distribute welcome letters to new members.
- Develop new local JAA Chapters and serve as a national point of contact for Area and Chapter Presidents.
- Shall serve as membership coordinator insuring there is up to date information on each Alumni member.

The Development Officer is elected biennially, via an email vote held concurrent with NATCON, by the JAA's membership. The term of office is served from NATCON where the member is elected for a two year period, which concludes on an odd numbered year at which NATCON is held. The Development Officer must be a paid member throughout the tenure of their term of office.

#### Section 4 – Secretary

The Secretary shall:

- Serve in the capacity of Recording Secretary at all meetings of the JAA to record voting records and business transacted.
- Shall be responsible for giving notice of general, Board, and Cabinet meetings.
- Prepare and distribute Board Meeting and National Conclave Minutes 48 hours after the conclusion of the meeting.
- Retain and edit the National Headquarters Suspense Calendar for distribution to Region, State, and Chapter Presidents by 30 September each year.
- Update the National, Region, and State leadership roster monthly and distribute to Arnold Air Society and Silver Wings counterparts when changes have been made.
- Coordinate with National Chief Financial Officer and Development Officer to ensure all members have current JAA membership.

The Secretary is elected biennially, via an email vote held concurrent with NATCON, by the JAA's membership. The term of office is served from NATCON where the member is elected for a two year period, which concludes on an odd numbered year at which NATCON is held. The Secretary must be a paid member throughout the tenure of their term of office.

#### Section 5 – Chief Financial Officer

The Chief Financial Officer shall:

- Shall maintain the JAA accounting records and financial statements.
- Oversee the maintenance of the system of internal accounting controls.
- Oversee the receipt, safekeeping, investment and disbursement of the JAA funds in accordance with the policies established by the officers and the Scholarship Fund.
- Serve, ex-officio, on all standing committees concerned with the financial affairs of the JAA.
- Oversee the efforts of the JAA to raise financial support for the organization and the Scholarship Fund.

The Chief Financial Officer is elected biennially, via an email vote held concurrent with NATCON, by the JAA's membership. The term of office is served from NATCON where the member is elected for a two year period, which concludes on an odd numbered year at which NATCON is held. The Chief Financial Officer must be a paid member throughout the tenure of their term of office.

#### Section 6 – Director of Public Affairs

The Director of Public Affairs shall:

- 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.
- Develop marketing materials that encourage donations to the Scholarship Fund.
- Promote the JAA nationally.

The Director of Public Affairs is elected biennially, via an email vote held concurrent with NATCON, by the JAA's membership. The term of office is served from NATCON where the member is elected for a two year period, which concludes on an odd numbered year at which NATCON is held. The Director of Public Affairs must be a paid member throughout the tenure of their term of office.

### ARTICLE III – EX-OFFICIO MEMBERS

#### Section 1 – Technology Officer

The Technology Officer shall:

- Maintain website information
- Maintain email list
- Keep a backup of officer continuity.

The Technology Officer is appointed as needed and serves at the pleasure of the JAA President. The Technology Officer must be a paid member throughout the tenure of their term of office.

#### Section 2 – Alumni Trustee

In even numbered years, the President of the JAA shall present one member of the general membership to the JAA Board of Directors for approval, and then present that candidate to the general membership to be elected to a two-year term on the Board of Directors. A second Alumni Trustee shall be annually selected from five members of the most recent undergraduate class who are self-nominated and endorsed by classmates, to be elected to a one-year term. Both Trustees shall serve non-renewable, fixed terms. The Alumni Trustees must be a paid member throughout the tenure of their term of office.

#### Section 3 – Immediate Past President

The Immediate Past President shall be responsible to provide advice and counsel to the JAA Board of Directors and to serve in any capacity that the President deems necessary for the accomplishment of the JAA's mission.

#### Section 4 – The Executive Director of Arnold Air Society and Silver Wings

The Executive Director of Arnold Air Society and Silver Wings shall provide advice and counsel to the JAA Board of Directors.

#### Section 5 – The Arnold Air Society and Silver Wings National Administrative Consultants

The Arnold Air Society and Silver Wings National Administrative Consultants shall provide advice and counsel to the JAA Board of Directors.

### ARTICLE IV – JAA BOARD OF DIRECTORS MEMBERS

#### Section 1 – Purpose

The JAA Board of Directors shall be responsible for the general leadership of The JAA, the establishment of JAA objectives, the promotion of its services and programs, the promotion of the JAA's public image, and other activities deemed appropriate within the prescribed definition of purpose in Article II of the Constitution.

#### Section 2 – Responsibilities

The JAA Board of Directors shall be responsible for developing and presenting an annual operating plan for the JAA. The operating plan must be in agreement with the purpose of the JAA as defined within Article II of the Constitution.

#### Section 3 – Attendance

Any member, as defined in Article III of the Constitution, may attend a regular JAA Board of Directors meeting without voting privileges and may address the Board of Directors,

provided that advance written notice has been given to the President not fewer than 15 days prior to said meeting or by majority vote of the JAA Board of Directors.

#### Section 4 – Quorum

A quorum is necessary to conduct business of the JAA Board of Directors. A quorum shall consist of a simple majority of the members of the Board.

#### Section 5 – Nomination and Election of JAA Board of Directors

A call for nominations to fill vacancies in the JAA Board of Directors shall be issued to the membership. Candidates for each opening shall be submitted to the membership for a vote by proxy ballot. Candidates shall be apprised of the results and successful candidates shall be presented to the membership.

All JAA Board of Directors members, with the exception of the Technology Officer, are elected biennially, via an email vote held concurrent with NATCON, by the JAA's membership. The term of office is served from NATCON where the member is elected for a two year period, which concludes on an odd numbered year at which NATCON is held. In the event of a tied vote, inquiries, or disputed election results, the JAA Board of Directors shall meet in executive session, and, by majority vote, decide the issue, and such decision shall be final. All JAA Board of Directors must be paid members for the tenure of their office.

#### Section 6 – Required Meetings

The JAA Board of Directors shall meet no less than three times annually between July 1 and June 30, with advance notice to the JAA Board of Directors members and general members.

### ARTICLE V – SUBCOMMITTEES

The President may appoint and dismantle subcommittees of the JAA Board of Directors as needed. Currently there is one subcommittee of the JAA: fundraising. As subcommittees are created and dismantled, this living constitution shall be updated to reflect their current state.

### ARTICLE VI – DUES

#### Section 1 – National Dues

##### 6.1.1 Yearly Membership

\$15.00

##### 6.1.2 Three Year Membership

\$40.00

##### 6.1.3 Lifetime Membership

Onetime payment of \$200

##### 6.1.4 Extended Lifetime Membership

\$215.00 – payable as in initial payment of \$35.00 followed by 4 quarterly payments of \$45.00.

##### 6.1.5 Members prior to 1 October 2009

Prior to 2003, there were three separate Alumni groups; the Arnold Air Society Alumni Association, the Angel Flight Alumni Association, and the Silver Wings Alumni Association. As a result of the merger of these three groups and their membership policies, those members paid prior to 1 October 2009 are automatically Lifetime Members.

#### Section 2 – Regional Dues

Region Presidents may require an annual dues payment. These dues may be used for the following:

- To cover administrative expenses for the region.
- To offset the cost of region officers' attendance at the Arnold Air Society-Silver Wings Area-Region Conclave (ARCON) and the National Conclave (NATCON).

These dues and any change to the amount of the region dues must be approved by a majority vote of the region's members. Additionally these dues may not exceed \$5.00 per member annually without a majority vote of the members in the region and the approval of the JAA President.

### Section 3 – Chapter Dues

Individual Alumni Chapters may require an annual dues payment. The dues may be used for the following:

- To cover administrative costs for the chapter.
- To offset the cost of Chapter members' attendance at the Arnold Air Society-Silver Wings Area-Region Conclave (ARCON) and the National Conclave (NATCON).
- To provide scholarships and financial aid to an Arnold Air Society and/or Silver Wings Chapter.
  1. Typically the Squadron-Chapter that is geographically closest to the Alumni Chapter.
  2. The Alumni 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 Alumni Chapter should try to choose a Squadron-Chapter that does not have an associated Alumni Chapter.

These dues and any change to the amount of the chapter dues must be approved by a majority vote of the chapter's members. Additionally these dues may not exceed \$10.00 per member annually without the unanimous consent of the members of the Chapter and the approval of the JAA President.

## ARTICLE VII – ORGANIZATIONAL STRUCTURE

### Section 1 – The JAA Board of Directors

The structure of the JAA's Board of Directors should follow Article II to IV of the JAA's Bylaws.

### Section 2 – Regional Headquarters

There should be 12 JAA Regions. 11 of the JAA's Regions should coincide with the 11 Arnold Air Society – Silver Wings Area-Regions in order to sustain relations during ARCONs and NATCON. The 12<sup>th</sup> region will consist of those Chapters in other countries. Each Region President should work with the Arnold Air Society Area Commander and Silver Wings Region President.

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. The Region President shall be elected in the same manner and time as the Board of Directors is elected. The Region President must be a paid member throughout the tenure of their term of office.

### Section 3 – State Headquarters

The State President serves as a control unit, and coordinates the activities of its local Chapters in accordance with the Region. The primary responsibility of the State President is to organize an effort in areas interested in forming a Chapter, lend assistance to existing Chapters, conduct quarterly meetings in conjunction with ARCONs

and NATCON, and focus attention on projects of problems of a statewide nature. A minimum of two active Chapters are required before a state organization may be chartered.

The State President elected for each State shall be its chief executive officer and, in addition, each State shall have an Executive Committee consisting of the President of each active Chapter. The State President should be elected in the same manner and time as the Board of Directors is elected. The State President must be a paid member throughout the tenure of their term of office.

#### Section 4 – Chapters

The Chapter is the local unit in the JAA's organizational structure. Through Chapters, the JAA members work together as a body to carry out the aforementioned objectives of the JAA. The Chapter President elected for each Chapter shall be its chief executive officer and, in addition, each Chapter shall have an Executive Committee consisting of no less than a Vice-President, Development Officer, Secretary, Chief Financial Officer, and Director of Public Affairs. The Chapter President should be elected in the same manner and time as the Board of Directors is elected. The Chapter Officers must be paid members throughout the tenure of their term of office.

### ARTICLE VIII – MEMBER VOTING ELIGIBILITY AND PROCESS

#### Section 1 – Member Voting Eligibility

Members must be paid members in good standing with the JAA to be eligible to cast a vote in any JAA matter.

#### Section 2 – Member Voting Process

Members must be a paid member of the JAA to vote. Members will be advised of any matter requiring their vote no less than 15 days prior to the voting deadline, and will cast their vote via email, or in the matter described in the announcement concerning the vote. Any member not submitting a vote before the voting deadline will be assumed to have abstained from the voting process.

### ARTICLE IX – AWARDS

#### Section 1 – National Awards

##### 9.1.1 – Application and Selection

###### (a) Award of Scholarship

Scholarships will be awarded on an as-available basis. Due to the donation nature of the 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 Arnold Air Society-Silver Wings and/or the JAA website.

###### (b) Award Application

Award applications are submitted by interested units to the JAA Board of Directors.

###### (c) Suspense Dates

All application packets must be received by the JAA Board of Directors no later than 1 February. Any application packet received after the deadline will be disqualified.

###### (d) Awards Committee

Unless otherwise stated, the Awards Committee is composed of the JAA Board of Directors. 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).

(e) Selection Criteria

The awards committee uses the scale below as a guideline for judging the application packets.

<u>CATEGORY</u>	<u>RANGE OF POINTS AWARDED</u>
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

9.1.2 – Specification

Awards consist of either a certificate in a certificate cover or an engraved plaque for the recipient of the individual award to keep permanently. Awards funded and purchased by the JAA.

9.1.3 – 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's President or appointed member of the JAA Board of Directors will present the award.

9.1.4 – Awards

(a) JAA Outstanding Support Award

1. Award. 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.
2. Nomination. Each squadron or Chapter may nominate one member.
3. Application packets should include:
  - 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.
  - 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.
  - 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 Board of Director. Criteria for judging include evaluation of the nominee's participation in Arnold Air Society-Silver Wings joint activities and the level of support for the JAA as shown in the endorsement.

(b) JAA Outstanding AAS Squadron – SW Chapter Award

1. Award. The Outstanding Squadron-Chapter Award is awarded to the Arnold Air Society Squadron and Silver Wings Chapter which worked best to improve joint relations between Arnold Air Society, Silver Wings and the JAA.
2. Nomination. Each Squadron Commander and/or Area Commander may nominate one squadron and each Chapter President and/or Region President may nominate one Chapter.

3. Application. Application packets should include a completed JAA Form 3. All blocks must be completed.

4. Selection. Selected by the JAA Board of Directors. Criteria for judging includes evaluation of the nominee's participation in Arnold Air Society-Silver Wings joint activities.

(c) JAA Outstanding Silver Wings Chapter Award

1. Award. The Outstanding Chapter Award is awarded to the Chapter which best meets the stated missions of their organization and works closely with the JAA.

2. Nomination. Each Chapter President and/or Region President may nominate one Chapter.

3. Application. Application packets should include a completed JAA Form 3. All applicable blocks must be completed (i.e., all SW blocks must be completed for Chapter nominations. Joint project blocks must be completed).

4. Selection. Selected by the JAA Board of Directors. Selection criteria include: number and quality of service projects(Include SW Forms 7a & 7b), professional development projects, joint relations, and campus involvement.

(d) JAA Outstanding AAS Squadron Award

1. Award. The Outstanding Squadron Award is awarded to the squadron which best meet the stated missions of their organization and works closely with the JAA.

2. Nomination. Squadron Commanders and/or Area Commander may nominate one.

3. Application. 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).

4. Selection. Selected by the JAA Board of Directors. Selection criteria include: number and quality of service projects, professional development projects, joint relations, and campus involvement.

9.1.5 – 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 Board of Directors.

Section 2 – Region and Chapter Awards

Regions and Chapters are encouraged to establish scholarships and awards for the Arnold Air Society squadrons and Silver Wings Chapters they support. Region and Chapter awards for JAA members are also encouraged.

**ARTICLE X – BYLAW AMENDMENTS**

Section 1

The Bylaws may be amended by a two-thirds vote of the JAA Board of Directors and a majority, of the votes received, vote of the members of the JAA.