



ARNOLD AIR SOCIETY
THE O'NEIL SQUADRON
AFROTC DETACHMENT 250
IOWA STATE UNIVERSITY
2519 OSBORN DRIVE ♦ AMES, IA 50011



Constitution of Arnold Air Society: The O'Neil Squadron

Article I – Name

The name of this organization shall be Arnold Air Society: The O'Neil Squadron at Iowa State University.

Article II – Purpose

The purpose of Arnold Air Society: The O'Neil Squadron is primarily a professional, honorary, service organization advocating the support of aerospace power within Air Force ROTC (AFROTC). The goals of this organization are to aid in the development of Air Force officers, create a closer and more efficient relationship within AFROTC, support airpower in its role in national security, advance air, and space-age citizenship, and further the purpose, tradition, and concept of the United States Air Force into society. To achieve these goals, Arnold Air Society: The O'Neil Squadron will participate in community service activities, professional development training, and fundraising events.

Article III – Statement of Compliance

Arnold Air Society: The O'Neil Squadron abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Arnold Air Society: The O'Neil Squadron agrees to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Statement

Iowa State University and Arnold Air Society: The O'Neil Squadron do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

ARTICLE V - Insignia

Authorized Arnold Air Society insignia, fourragere, and ribbon are to be worn by members in good standing. Any member of Arnold Air Society, who shall at any time submit a letter of resignation or be voted out of the organization shall surrender the Arnold Air Society's insignia, fourragere and ribbon. Thus, barring them from wearing such insignia unless otherwise reinstated within the squadron.

Article VI – Membership

Section 1: Classes of Membership

There shall be five (5) classes of membership: active, inactive, alumni, associate, and honorary.

Section 2: Requirements

- a. GENERAL – Membership is open to any student registered at Iowa State University and who is also a member of Air Force ROTC Detachment 250. To become an active member of The O'Neil Squadron a person must:
 1. Be an Air Force ROTC cadet in good standing. The term “in good standing” means:
 - a. Dues and AAS debts paid, and
 - b. A cumulative grade point average of at least 2.3 and a grade point average of 2.0 or better the previous semester.
 2. Have been initiated into an Arnold Air Society Squadron following the completion of the candidate training program, “Tiger Flight”.
- b. ACTIVE MEMBER – Active members are those who have paid their current dues and who are in good standing with the squadron. Only active members will be allowed to vote.
- c. INACTIVE MEMBER – Inactive members fall into two categories: voluntary and compulsory:
 1. Voluntary – Active members who wish to go inactive for a semester must submit a letter in military format to the Squadron Staff stating their reasons for requesting inactive status. This letter must be received by the Squadron Staff no later than one month after classes have begun for the semester.
 2. Compulsory – Active members may be put on inactive status for failing to meet the minimum GPA requirements (either for cumulative GPA, 2.3, or for semester GPA, 2.0) or as decided by the Squadron Staff.
 3. A member cannot go on voluntary inactive status for two or more consecutive semesters. However, a member on compulsory inactive status one semester may go on voluntary inactive status the following semester (or vice versa).
 4. Inactive members must pay regular dues and are welcome to attend regular meetings and functions.
- d. ALUMNI MEMBER – An active member, upon graduation or receipt of his commission, shall become an alumnus of Arnold Air Society.
- e. ASSOCIATE MEMBER – The members of O'Neil Tiger Flight become associate members of The O'Neil Squadron upon initiation into Tiger Flight.
- f. HONORARY MEMBERSHIP – The O'Neil Squadron may, by unanimous vote of its membership, elect Honorary Membership to any person or persons whose individual merits and contributions to the Arnold Air Society warrant recognition by initiation.

Section 3: Removal

- a. Reasons for removal may include but are not limited to, the use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

- b. The removal process may be initiated by any member of the organization.
 - A formal call for removal must first be brought to the officers of the organization. A member may call for the removal of another member by emailing the President/Squadron Commander of the organization and requesting to discuss their concerns at the nearest officer meeting.
 - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club members present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i. Member in question may request reinstatement 365 days after removal.
 - Member must submit a written request for reinstatement to officers.
 - Officers must reach a unanimous vote through a show of hands to reinstate members.

Article VII – Officers

Section I: Officer Positions and Duties

- a. The **President/Squadron Commander (SQ/CC)*** is responsible for making sure the Squadron effectively and efficiently pursues the mission of the society. The commander will additionally communicate with Region VII staff frequently, sharing necessary information with the Squadron members. In short, the commander is responsible for everything that happens at the Squadron level and for communicating with the region staff.
- b. The **Vice President/Deputy Squadron Commander (SQ/CD)*** is the second in command and assumes command in the absence of the commander. The CD is also responsible for the group staff positions' activities. The CD will additionally track attendance at meetings, service events, and fundraising events. The CD will finally serve as the liaison between The O'Neil Squadron and the Office of Risk Management by carrying out the following tasks: Help minimize potential risks for club activities, recommend risk management policies or procedures to Arnold Air Society: The O'Neil Squadron, submit documentation to ISU's Risk Management Office and finally, ensure that proper waivers and background checks are on file with Risk Management for events, when applicable.

- c. The **Joint Relations Officer (SQ/JRO)*** is responsible for securing the connection between the Silver Wings Chapter and the Arnold Air Society Squadron. The JRO will attend SW meetings and report directly to the Squadron Commander. The JRO will additionally assist the SW Chapter with the planning and execution of joint events.
- d. The **Operations Officer (DO/CC)*** is responsible for ensuring the completion of the candidate training program “Tiger Flight” in accordance with the National Candidate Training Manual for the Fall and potential Spring semester. Following the introduction of new Squadron members, the DO will assist in their continued professional development. The DO will also be responsible for the submission of a monthly report to Region Staff regarding squadron operations.
- e. The **Support Officer (DS/CC)*** is responsible for helping other staff members in the functioning of the day-to-day activities of the society. The DS will serve as a central point when it comes to the procurement of equipment for operations or communications. Additionally, the DS will manage the FMO and AO, ensuring objectives are met efficiently and effectively.
- f. The **Treasurer/Financial Management Officer (DS/FMO)** is responsible for the budgeting process, collecting dues, keeping financial records, and handling transactions. They will additionally assist Squadron members in the planning and execution of fundraising events. The FMO will also be responsible for the submission of a monthly report to Region Staff regarding fundraising totals.
- g. The **Information Management Officer (IMO/CC)*** is responsible for creating and maintaining a Squadron Information Hub, which will house member information, documents, and whatever else is needed within the Squadron. The IMO is also responsible for taking minutes/notes at all meetings.
- h. Additionally, positions can be created or removed at the discretion of the President/Squadron Commander or Advisor.
- i. Officers – All squadron officers shall be responsible to the President/Squadron Commander for the effective and efficient management of The O’Neil Squadron for the membership.

Section 2: Elections

- a. Elections will occur annually during the month of MAY.
- b. The President/Squadron Commander will be elected. Nominations for election of the Squadron Commander shall be made from the floor at a meeting at least two (2) weeks before the date designated for the election. Only active members are eligible to make nominations. The names of those nominated shall be posted on the Squadron Bulletin Board for a minimum of one (1) week prior to the election date. Elections shall be held the week before the new 250th Wing Commander assumes command, or as vacancy may require.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
- d. At the voting meeting, each candidate will have 2 minutes to speak in front of the general membership.
- e. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.

- In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President/Squadron Commander.
- f. The term of office for all officer positions shall be one year, beginning the 1st of June and ending the 31st of May.

Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club members present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commence. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: Officer Replacement

- a. In the case of an officer vacancy, the President/Squadron Commander must fill the position within one week of the position being vacated.
- b. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

Article VIII – Advisor

Section 1: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

- a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
- b. A candidate may be elected through a majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
- c. Once a candidate is selected, the President/Squadron Commander will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
 - Grounds for removal include but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given a reason for removal at least one week prior to voting.
- c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes; then they must leave the room while voting and deliberation occur.

- d. The Advisor will be notified of the decision via email.

Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

Article IX – Finances

- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- b. Upon disbandment of Arnold Air Society: The O'Neil Squadron, all funds, and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. The initiation dues will be paid prior to initiation into The O'Neil Squadron. The initiation fee shall pay for a certificate and card, national dues, an Associate Air Force Association Membership, and the Arnold Air Society ribbon. Dues include receiving \$47 for new members and \$37 for current members. Membership dues include Air Force Magazine. Funds are sent to regional and national headquarters.
- d. The Treasurer/Finance Management Officer is required to complete and get squadron approval for a budget each term. The budget must be presented to the squadron for approval no later than the second regular meeting of each term. The budget format must comply with Arnold Air Society's policy.
- e. The O'Neil Squadron will allocate monies to the President/Squadron Commander or his or her delegate to pay for mileage, room, and pre-registration costs for Commander's Call. The pre-registration costs for RCON and NATCON for the President/Squadron Commander or delegate will also be paid for by the squadron. Monies for food or other expenditures will not be paid by The O'Neil Squadron for the President/Squadron Commander unless The O'Neil Squadron covers expenses for the rest of the membership attending.

ARTICLE X - Punitive Actions

Any punishment to be set as a penalty for nonfulfillment of duty, improper conduct, or failure to carry out the objectives of Arnold Air Society for a member and/or staff officer shall be set by the President/Squadron Commander. This punishment shall be carried out by the Squadron Staff as soon as possible. If the penalized person wishes, he or she may bring his or her case up before the Squadron Staff upholds the President/Squadron Commander's decision; the penalized person has the option of bringing his case before the active membership at either a regular or a special meeting. A 3/4 vote of the membership is needed to overturn the decision of the Squadron Staff. The decision of the active membership is final. There will be no appeals.

Section 1: Attendance Policy

- a. The attendance policy is such that for every semester an active member must attend 80% of all squadron meetings and participate in a minimum of 50% of squadron community outreach events. Additionally, for the Fall Semester, each member will be expected to assist in the planning or execution of at least 2 Tiger Flight activities.
- b. A member of Squadron Staff must be notified prior to missing any squadron-related event. Failure to do so will result in disciplinary action.
- c. Any active member who is failing to meet the attendance requirements at any time following the middle point of the semester, the member in question will be informed by the Information Management Officer and Deputy Squadron Commander. If the member continues to fail the attendance requirements, they will be subject to disciplinary action.
- d. Any member who fails to meet the set attendance requirements will be ineligible for squadron financial assistance when it comes to purchasing uniform equipment, registration fees to attend RCON or NATCON, or internship/scholarship opportunities Arnold Air Society provides.
- e. Given our close relationship with Silver Wings, attending their community service events will count towards member attendance requirements. However, the member will need documentation from Silver Wings Leadership (President).

Article XI – Amendments and Ratification

- a. The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club officers
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.
- b. The proposed amendment must be presented to the general membership at least one week before the vote.
- c. The constitution may be amended by a majority vote of club members present at the meeting.
 - Voting will take place at a club meeting.
 - Voting will be conducted by a show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President/Squadron Commander, Treasurer/Financial Management Officer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.

ARTICLE XI - Constitution

The National Constitution and the National Manual are the supreme law of Arnold Air Society and as such shall override any provisions set forth in this constitution.