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22 October 2007

FROM: Region IX Executive Officer

SUBJ: Silver Wings Chapter at University of Texas at San Antonio

TO: General John D. Ryan Squadron of Arnold Air Society

My name is Kristalynn N. Kindschuh. I am the Region IX Executive Officer. I am the equivalent of the Area Commander but for the Silver Wings. I am writing to give you information about starting a chapter.

I understand that there is currently no Silver Wings chapter at the University of Texas at San Antonio. One of my goals this year is to get closer to having a Silver Wings chapter at every school where an Arnold Air Squadron exists. I would really like to start a chapter at your school. I do not know if there is interest. This is where I need your help.

I need to know if there is interest with your Squadron, detachment, and campus to have a Silver Wings Chapter. If there is I can start working with the interested members to form a chapter. If there is not, I will file this away for next year's REO.

Having a Silver Wings Chapter is beneficial to the campus, detachment, and Squadron. I have included letters from previous Squadron commanders. In the letters you will find reasons from the commanders of how their Silver Wings Chapter has been beneficial to them.

Thanks,
Kristalynn Kindschuh
Region IX Executive Officer

Silver Wings Region IX Information Packet



Created September 2007

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15 April 2007

FROM: Region IX Executive Officer

SUBJ: Region Executive Officer Introduction Letter

TO: Region IX Silver Wings Chapters

My name is Kristalynn Kindschuh. I am a member of the Captain Frank S. Hagan Chapter at LSU. I am your new Region IX Executive Officer for 2007 – 2008.

For those that were not at ARCON or NATCON, here is a little background information on me. I am originally from Denham Springs, Louisiana, about 10 miles east of Baton Rouge. I now reside in Baton Rouge. Next year I will be a senior at LSU majoring in accounting with a minor in German. I have been a member of the Captain Frank S. Hagan Chapter since the spring of 2006. I am involved in other organization on campus including Kappa Kappa Psi (National Honorary Band Fraternity), Sigma Alpha Iota (National Professional Music Sorority), National Society for Collegiate Scholars, and Deutscher Klub (German Club). I have stepped down from all officer positions in the organizations next year in order to focus my attention on REO.

I have tons of goals for next year as REO. My whole reason for being REO is to get more involved on a regional level to help this organization continue to stay strong and grow over the next year. We are a very strong region and I want to make sure we stay strong. I would like to add a few more chapters and increase the numbers in the active chapters. My staff and I are working on some ideas to help promote our region and continue the tradition of being an incredible region. This includes increasing the public awareness of Silver Wings by getting more articles published about events in the local papers. A Separate Region Project is in the works. We are hoping to create the SRP since we do not have a Separate National Project this year. Overall, we are here to serve you and we plan to have a great year.

Please feel free to contact me at any time if you have questions or concerns. I am here to serve you and am available at all times to help you. I can be reached via e-mail at kkinds1@lsu.edu or region09-exec@silver-wings.org. I would prefer e-mails be sent to kkinds1@lsu.edu because the region09-exec@silver-wings.org does not always work. I can also be reached via cell phone at (225) 978-4935. I check my e-mail constantly so that is the best way but I am still available via cell phone.

Sincerely,
Kristalynn N. Kindschuh
Region IX Executive Officer



Kathryn (Katie) Breaux
Silver Wings Region IX Vice Executive Officer
Louisiana State University
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105 Military Science Building
Baton Rouge, LA 70803
(337)519-9797
kbreau8@lsu.edu

27 April 2007

FROM: Region IX Vice Executive Officer

SUBJ: Vice Region Executive Officer Introduction Letter

TO: Region IX Silver Wings Chapters

Hello, my name is Kathryn Breaux and I am your Region IX Vice Executive Officer. Most people call me Katie, so I invite you to as well.

I would like to tell you a little about myself so that all of you can get to know me a little better. I am originally from New Iberia, Louisiana deep in the heart of Cajun Country. I have a huge extended family, which includes an uncle that served in the Air Force and a grandfather that was in the Army. I am a Biological Sciences and Nutritional Sciences major, which means I will be in school for a very long time. My other extracurricular include Sigma Alpha Sorority and Phi Sigma Pi Honor Fraternity. I consider myself very friendly and outgoing, and I love to talk to people. I can also be silly, so I hope this upcoming year will be lots of fun.

My focus this year as Vice-REO is to focus on chapter development. My goal is to have a Silver Wings chapter to compliment every AAS Squadron. I also want to work with our existing chapters to help keep member number high and increase retention of members. I'm very excited to get to work with all of the wonderful chapter and members in our region!

Please feel free to contact me at any time. I want to provide any advice, encouragement, or anything else you might need. I am always available via e-mail at kbreau8@lsu.edu. I can also be reached immediately by phone at (337)-519-9797. I hope that all of you are excited and ready for the upcoming year; I think it's going to be great!

Sincerely,
Kathryn Breaux
Region IX Vice Executive Officer



Christopher C. Mallett
Silver Wings Region IX Parliamentarian
Louisiana State University
AFROTC DET 310
105 Military Science Building
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(337)764-5745
cmalle11@lsu.edu

3 May 2007

FROM: Region IX Parliamentarian

SUBJ: Region Parliamentarian Introduction Letter

TO: Region IX Silver Wings Chapters

My name is Christopher Mallett. I am a member of the Captain Frank S. Hagan Chapter at LSU, and I am your new Region IX Parliamentarian for 2007 – 2008.

For those who I did not meet at ARCON or NATCON, let me take this opportunity to provide you with some of my personal background information. I am originally from the very small town of Welsh, Louisiana. Located in southwest Louisiana, Welsh is 25 miles east of Lake Charles, Louisiana. I currently live on campus at Louisiana State University (LSU) in Baton Rouge. Next year, I will be a junior at LSU majoring in nutritional sciences. I am a pre-medical student, and I would like to become either a pediatrician or a general physician in the future. I have been a member of the Captain Frank S. Hagan Chapter since the fall of 2006, and I will serve as chapter Vice President for 2007 – 2008. My other campus involvement includes LSU Residence Hall Association (RHA), Student Affiliates of the American Chemical Society (SAACS), and Alternative Service Break (ASB).

I have several goals as RPar for the upcoming year. I applied for my position because of my love for Silver Wings, and I want to contribute as much as I personally can to helping each member and chapter in our wonderful region! There is no question that our region is the best region in the nation, but there is always room for improvement and change. My fellow region staff members and I are already hard at work to ensure that our region continues its success in every area of operation. Personally, I am working on improving chapter business operations via the correct and efficient usage of parliamentary procedure. It is my goal to help each chapter further its professional development by learning, using, and even enjoying Robert's Rules of Order. I will be in touch with the chapter vice president regarding this matter as part of the vice president's duty is to serve as the chapter's parliamentarian. In addition, I will be revising the Region IX Manual. I encourage each member—possibly chapter's as a whole—to review the manual and submit any desired changes to the Region IX Executive Officer, Kristalynn Kindschuh, as resolutions to be reviewed and voted on at ARCON in the fall. I know this is a great deal of information, but these goals are attainable with every member's cooperation.

Please feel free to contact me at any time if you have questions or concerns. I am here to serve you and I will be glad to assist any member in any way that I possibly can. I can be reached via e-mail at cmalle1@lsu.edu. I can also be reached via cell phone at (337) 764-5745. I prefer to be reached via e-mail since I check my e-mail very frequently throughout the day, but I am still available via cell phone.

Best wishes to all of you in your upcoming endeavors in Silver Wings, and have a safe and happy summer!

Sincerely,
Christopher C. Mallett
Region IX Parliamentarian



Audrey E. Zemo
Silver Wings Region IX Public Affairs
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105 Military Science Building
Baton Rouge, LA 70803
973-713-3273
Azemo1@lsu.edu

5 May 2007

FROM: Region IX Public Affairs Officer

SUBJ: Region Public Affairs Officer Introduction Letter

TO: Region IX Silver Wings Chapters

So, who is your new Region IX Public Affairs Officer? I am Audrey E. Zemo, a member of the Captain Frank S. Hagan Chapter, and I will be serving you for 2007-2008.

I have been a member of Silver Wings since the fall of 2006, and since the beginning, I have truly hit the ground running. I became the fundraising chair for my pledge class, and then undertook the position of shadow to activities. Currently, I am one of the new 2007-2008 Activities Executive Officers, in addition to being your Public Affairs Officer. These are only a few of the many wonderful opportunities that Silver Wings has provided for me. One of the most memorable experiences thus far, that I recently had, was attending SALTCON. I learned that Silver Wings and Arnold Air Society are not only service and military organizations; they are both a system that strives to continually excel in the best interest of all members, which will aid us all professionally in the future.

In addition to Silver Wings, I am also a member of other organizations and charities as well. During my freshman year of college I became a member of Zeta Tau Alpha, supporting breast cancer research and awareness. Due to the fact that many women in my family have had breast cancer, I dedicate a good portion of my time to this cause. Another activity that has consumed my life is running. I compete in marathon races and triathlons. Many would say that I push myself excessively hard, but it in fact helps to motivate me in other aspects of my life. I am able to balance everything in a more efficient way.

"Go Hard, or Go home", is a phrase that I continually use in my own personal life as motivation. I believe that I should do the best that I can in any area, which is why I am so excited to be your new Region IX Public Affairs Officer. I have many goals for our region, such as developing stronger relationships between all of our chapters and also to have the best newsletter in the country that is fun, upbeat and exciting for all of you. I know that we can continually grow as a team and develop even greater as individuals.

I am here to serve you and am available at all times. I can be reached via e-mail at azemo1@lsu.edu. I can also be reached via cell phone at 973-713-3273.

Sincerely,
Audrey E. Zemo
Region IX Public Affairs Officer

Starting a Silver Wings Chapter

Congratulations! You are either starting a brand new Silver Wings chapter or re-activating an inactive chapter. This may seem like a very daunting task, but the Region IX staff is here to help you every step of the way. This section has all the information you need to begin a Silver Wings chapter. On the next page, you will find a checklist of all the activities, paperwork, and projects that need to be completed in order to be fully activated. Please contact Region Executive Officer (REO) if you have any questions about these items.

Also included in this packet are samples of bylaws and constitution, cornerstones of your new SW chapter. Use them as guidelines for writing your own bylaws and constitution.

As you work hard in developing your new chapter, reference the pages on recruitment and development in this booklet. They may have ideas you can use in creating your chapter's events. They may inspire you do other similar projects. Don't feel like you are limited to the ideas and suggestions listed; you can always come up with your own projects.

Lastly, get the Arnold Air Society (AAS) Squadron at your school to help you. If they show resistance, give them the two letters in the appendix of this document. These letters were written by former AAS Commanders and Detachment Wing Commanders. They explain why Silver Wings is a good resource for AFROTC and AAS. Any further problems should be referred to Region Executive Officer.

Good luck in your process to become a chapter. Silver Wings has a noble mission, and we know that you will bring that mission to fruition in your new chapter!

Activation/Re-Activation Check List

| <u>Requirements:</u> | <u>Completed</u> |
|--|--------------------------|
| 1. Receive Manuals and Info Packet from EMC | <input type="checkbox"/> |
| 2. Recruit Officer Staff and members (At least Eight Members with six returning next year) | <input type="checkbox"/> |
| 3. Get letter from school approving/recognizing chapter* (Send a copy of the letter to EMC and National HQ) | <input type="checkbox"/> |
| 4. Send a recommendation letter from your advisor/PAS that the chapter is eligible for re-activation/activation. (Send a copy of the letter to EMC and National HQ) *“A letter of recommendation from the local detachment PAS or chapter advisor. This letter must include a statement indicating that the university/college has approved establishment of a Silver Wings chapter on the campus. Otherwise, a separate letter of approval from a university/college official is required.” | <input type="checkbox"/> |
| 5. Complete one fundraiser | <input type="checkbox"/> |
| 6. Complete one project for all three objectives. | <input type="checkbox"/> |
| <input type="checkbox"/> Personal Development of Individual Members: Local chapter activities and projects provide character growth through service to the community, which enables the individual member to develop a sense of purpose within and a responsibility to the local community. | |
| <input type="checkbox"/> Professional Development of Individual Members: Local chapter activities and the national organizational structure provide members with leadership opportunities and the chance to develop professional skills. These include, but are not limited to oral/written communication, public speaking, and project planning and execution. | |
| <input type="checkbox"/> Civic Awareness: Exposure to Air Force issues and personnel enables members to develop a personal awareness of aerospace power and the role that it plays in the national defense. The leadership and skills development objectives are enhanced by opportunities for members to actively promote aerospace issues in the community through educational programs, seminars, public relations activities, and voter awareness projects. | |

7. **Draft By-laws**
(submit to National Development Officer for approval
before sending in activation paperwork)

8. **Make sure each member has met all individual member
activation requirements.**

Active Member in Good Standing: An active member in good standing must have completed the following national membership requirements:

- completion of a membership orientation workshop or training program,
- participation in a military education workshop,
- passing the national associate membership test with a minimum score of 70%,
- service on a project planning committee, and
- participation in a least one project for which the member was not on the planning committee.

Additionally, active members in good standing must meet local chapter requirements for active status. Finally, national, regional, and chapter dues payment **must** be current. (Reference Para. 11-5 and Para. 11-6 for the chapter's failure to submit national dues.) Individual members of SW who fail to submit national dues are no longer members of Silver Wings. Active members in good standing have both voice and vote in chapter meetings, may hold office, and are entitled to wear the membership badge.

9. **Complete Forms:**

- Complete the Report of Officer Form (SW Form 2),**
 - New Membership Form (SW Form 1),**
 - Chapter Activation Form (SWAct Form)**
- (Mail all three forms and approved by-laws to EMC,
National HQ, and REO.)

THE BY-LAWS OF THE COLONEL JOHN DOE CHAPTER OF SILVER WINGS

ARTICLE I – GENERAL PROVISIONS

Section 1: NAME: The name of this organization shall be the Colonel John Doe Chapter of Silver Wings, (SW).

Section 2: PURPOSE OF BY-LAWS: The purpose of these by-laws is to supplement the national Manual of Silver Wings. These by-laws establish specific policies and procedures for this chapter. Any section of these by-laws can be amended by a two-thirds majority vote of the active members. This must be done at regular intervals to allow for any changes the organization has incurred.

Section 3: MISSION: Silver Wings is a national, co-ed, professional organization dedicated to creating proactive, knowledgeable, and effective civic leaders through community service and education about national defense. The mission of Silver Wings is carried out through the following objectives:

- a.) Personal Development – Local chapter activities and projects provide character growth through service to the community enabling the individual member to develop a sense of purpose within and a responsibility to the community.
- b.) Professional Development – Local chapter activities and the organizational structure provide members with leadership opportunities and the chance to develop professional skills such as oral and written communication through the use of workshops, guest speakers, seminars, project planning, and committee membership.
- c.) Civic Awareness – Exposure to Air Force issues and personnel enables SW members to develop a personal awareness of aerospace power and the role it plays in national defense. The leadership and skills development objectives are enhanced by opportunities for members to actively promote issues in the community through programs, seminars, public relations activities and voter awareness projects.
- d.) Support – To advance and promote interest in the AFROTC, Arnold Air Society and the Air Force Association.

ARTICLE II – MEMBERSHIP

Section 1: QUALIFICATIONS FOR INCOMING MEMBERS: SW is open to all people providing they meet the membership requirements. These requirements are:

- a.) The proposed member must have completed the Associate Member period.
- b.) The proposed member must have participated in a formal initiation into the Colonel John Doe Chapter of Silver Wings, except under specific circumstances deemed so by the executive board of the chapter.
- c.) The proposed member must pay the initiation fees, regional dues and national dues before the proposed member may participate in initiation.

Section 2: ASSOCIATE MEMBER: Prospective members of SW will be known as associate members. Associate members receive voice, but no vote, in chapter decisions and have one semester to achieve active member status. Active member status is achieved by completing the following:

- a.) A new member orientation workshop.
- b.) Participate in a military education workshop.
- c.) Serve as a non-voting member on one project committee.
- d.) Participate in at least one project for which the associate member was not a member of the planning committee.
- e.) Participate in the formal Initiation Ceremony at the end of the semester. If an associate member is on probation the individual must be re-instated to good standing to be initiated.

Section 3: ACTIVE MEMBER: A member in good standing must pay regional, national and chapter dues. An active member shall also attend regular scheduled meetings and participate in functions and projects that are determined by the chapter membership.

Section 4: SELECTION: Membership in the chapter shall be attained by the approval of the chapter.

Section 5: ELECTION TO MEMBERSHIP: Prospective members shall petition to the chapter by filling out standard application forms. The chapter shall act as a screening board for these applications.

Section 6: ATTENDANCE:

- a.) All SW meetings are mandatory. If you are going to be absent from a meeting, you must notify the Vice-President prior to or immediately after (within 24 hours, or up to and no longer than one week) the meeting. Excused absences will be given for, but limited to, work, class, illness, or special circumstances deemed so by the President and/or Executive Board
- b.) All members are expected to attend and participate in all mandatory events, projects, and activities.
- c.) If you fail to give notification of your second absence, you will be placed on probation.
- d.) If you are on probation and fail to notify the Vice-President of an additional absence, you will be called before the Judicial Board to discuss your membership status.

Section 7: PROBATION: If for any reason, disinterest, or negligence is shown by any member of the chapter, the member will be placed on probation. The Judicial Board will decide this.

- a.) SW members that are delinquent and not in good standing will automatically be put on probation.
- b.) SW members not fulfilling attendance requirements are automatically on probation.

- Requirements to be removed from probation are:
 - 1.) Perform additional service activities or functions deemed by the Judicial Board to regain good standing.
 - 2.) A member (associate member) may only be placed on probation twice in one school year. Upon the third probation, the member will be called in front of the Executive Board for discussion of membership status.

Section 8: DISMISSAL: If for any reason, disinterest, or negligence is shown by any member of the chapter, the member shall be called before the Judicial Board of SW which shall consider the member for dismissal. If the required meetings are not attended the Judicial Board will review the membership status. The member will be dropped from the roll, with the approval of the SW advisor.

Section 9: RESIGNATION: When an active member or an associate member deems it necessary to leave the chapter or office they were elected to permanently, the member or associate member must submit a form of resignation to the Executive Board who will, in turn, inform the chapter of the resignation of the officer, member or associate member in good standing. Failure to comply with this section will result in a member's status of bad standing.

ARTICLE III – ORGANIZATIONAL STRUCTURE

Section 1: CHAPTER OFFICERS: The officers for the chapter shall be as follows:

- a.) President
- b.) Vice-President
- c.) Secretary
- d.) Treasurer
- e.) Chapter Development Officer
- f.) Activities Officer
- g.) Public Affairs Officer
- h.) Webmaster
- i.) Liaison
- j.) Archives Officer

Section 2: ELECTION OF OFFICERS: Election of officers of the chapter shall be held before the National Conclave meeting. The President must be elected by a 2/3 majority and the other officers by a simple majority. All continuity information and training of the incoming officers by the outgoing officers must be completed by the beginning of the fall semester. No member that is on probation can be nominated for officer positions. Officers on probation will lose their office.

Section 3: PRESIDENT: The President's duties encompass a leadership and external liaison position.

- a.) Provide leadership for the chapter.

- b.) Communication with the AAS squadron, corps, campus affiliate organizations, point of contact within the community and the AFA.
- c.) Communication with the Region Executive Officer on a monthly basis.
- d.) Submitting a quarterly Chapter President's Report to the Region Executive Officer.
- e.) Plan and conduct chapter and executive meetings.
- f.) Carry out legislation and decisions of the Executive Board, and assume general responsibility for the organization, procedures and policies.
- g.) Appoint special committees as necessary.

Section 4: VICE-PRESIDENT: The Vice-President is responsible for the internal development of the chapter and staff.

- a.) Ensure each staff member carries out his/her duties.
- b.) Serves as Chapter Parliamentarian and ensures that meetings are conducted by chapter guidelines.
- c.) Assumes leadership at the request or during the absence of the President.
- d.) Handles alumni affairs.

Section 5: SECRETARY: The Secretary is responsible for the keeping of records, continuity, and correspondences.

- a.) Maintain files, records and written correspondence.
- b.) Produce weekly minutes of the meeting.
- c.) Provide a semester roster of chapter members/officers each semester.

Section 6: TREASURER: The Treasurer is responsible for all the financial aspects of the organization.

- a.) Lead development of the chapter budget and manages the finances.
 - b.) Provide monthly financial reports to the chapter and president.
 - c.) Chair the fund-raising committee.
 - d.) May have one or two subordinates to Chair fund-raising committee(s).
- Oversees all meetings pertaining to fundraising, money, or finances of chapter.

Section 7: CHAPTER DEVELOPMENT OFFICER: The Chapter Development Officer is in charge of publicity and recruitment and education of members.

- a.) Conduct membership drive.
- b.) Conduct a membership training program.
- c.) Ensuring qualified candidates are presented to the chapter for membership.
- d.) Keeping the membership informed about activities of associate members.
- e.) Ensure accurate completion of Initiation Roster.
- f.) Conduct a proper initiation ceremony.

Section 8: ACTIVITIES OFFICER: The Activities Director is responsible for all chapter projects.

- a.) Oversees the project committee(s).
- b.) Responsible for overseeing all joint and separate activities.
- c.) Act as a point of contact for AAS regarding joint activities.

- d.) Ensure that project evaluations are completed for continuity and award nominations.
- e.) Submit weekly reports on the activities of the project committees.

Section 9: PUBLIC AFFAIRS OFFICER: The Public Affairs Officer is responsible for maintaining the chapter history and public relations.

- a.) Promote SW projects, goals, and image of the organization at the chapter level.
- b.) Furnishes all news items for the unit, issues press releases, and handles all publications and public relations.
- c.) Submits or insures submittance of articles to higher headquarters for regional and national publications.
- d.) Maintains a list of local and area contacts for the chapter.

Section 10: WEBMASTER: The Webmaster is responsible for the creation and upkeep of the chapter web-site.

Section 11: LIAISON: The liaison will serve as a contact for both Arnold Air Society and the Air Force Association in all activities.

- a.) Keeps relations with AAS and the AFA.
- b.) Attends all AAS meetings.
- c.) Informs chapter of AAS activities and events.
- d.) Attends AFA meetings if their chapter is within decent driving distance. If not, the liaison shall keep good relations with the closest chapter.
- e.) Informs chapter of AFA activities and events.

Section 12: ARCHIVES OFFICER: The Archives Officer is responsible for maintaining a scrapbook and is in charge of all display boards.

- a.) Maintain a scrapbook yearly.
- b.) Keep on file the history of the chapter.
- c.) Responsible for decorations at all Military Balls, Initiation Ceremonies, etc.
- d.) Update contact lists.
- e.) Keep record of past correspondences on the Chapter, Regional, and National level.

Section 13: IMPEACHMENT: The President of the chapter may be impeached by a 2/3 's vote of the chapter. This vote must be done by a secret ballot at a meeting attended by the advisor. Notification to the National Headquarters and Region Executive Officer is necessary within ten days after the event occurs.

Section 14: EXECUTIVE BOARD: The Executive Board shall consist of all the officers of the chapter. All meetings of the Board will be mandatory. Three unexcused absences will be allowed, unless otherwise deemed by the President or Vice President.

Section 15: JUDICIAL BOARD: The Judicial Board shall consist of the Advisor, the President and the Vice-President.

Section 16: DISMISSAL OF AN OFFICER: Any member can voice a complaint to the Executive Board about the performance of any officer. If performance does not improve, then the President and Vice-President review the officer's term. If events do not improve, then the matter will fall to the Judicial Board. If none of these measures succeed, then the officer is then subject to dismissal from the position. Once dismissed, an officer is not eligible for re-election, unless voted upon and approved by a 2/3's majority of the chapter. The National President may override the stipulation in questionable cases.

Section 17: COMMITTEES: A committee system will be used by the chapter to plan and carry out the projects of the chapter. The President shall set up the committees. The Activities Officer shall oversee and supervise all of the committee's activities. The committees shall complete evaluation reports after each completed project to ensure good continuity. The committees shall also give weekly progress reports to the Activities Officer.

ARTICLE IV – UNIFORM

Section 1: FORMAL: Professional attire shall be worn at all formal SW events. The minimum guidelines for professional attire shall be as stated in the SW National Manual.

Section 2: BADGE: The official SW membership Badge shall be worn by any active member in good standing. The Badge should be worn at any SW events excluding regular meetings. Forges, ribbons, and badge shall be worn in concordance to AFROTC regulations. (Cadets) When wear of these items fall under local jurisdiction, the matter is under the approval and decision of the Commandant of Cadets (COC) at Detachment _____. (Insert your detachment number if this section applies)

ARTICLE V – FINANCES

Section 1: DUES: Each initiate is required to pay dues for active membership in the organization. Dues are payable through the chapter Treasurer to the National Headquarters, Executive Management Center, Regional Executive Officer and Chapter Account. Dues are set at thirty-five dollars a semester to cover chapter, regional, and national dues.

National dues are set at fifteen dollars and a one time initiation fee is set at ten dollars. Region dues will vary according to the Regional Executive Officer. Chapter dues are included into the thirty-five dollars per semester.

Section 2: ANNUAL NATIONAL DUES: The annual national dues shall be payable through the Treasurer to the National Headquarters. The cost of National dues is thirty dollars annually, a portion of which is distributed to the Region Executive Officer.

Section 3: CHAPTER DUES: Each active member and associate member of the chapter shall pay their semester dues at the beginning of each semester, but by the mid-term of the semester. The dues set up by the chapter shall be seventy dollars annually.

Section 4: The total of seventy dollars per year shall be divided into thirty-five dollars per semester for each active member. All inactive members will pay fifteen dollars per semester to maintain good standing.

Section 5: CHANGING OF DUES: Dues can be changed and are subject to change by a 2/3rd's vote of the organization. National Dues, initiation fees, regional dues are to be paid and are not subject to change by the chapter. Quorum must be met on any meeting called to change chapter dues.

Section 6: RESULT OF NONPAYMENT: Result of nonpayment of money owed will result in a fine according to the following:

- a.) Fines will be two dollars per day, up to fifteen dollars.
- b.) Fines will not be assessed on weekends, breaks, and holidays.
- c.) After three weeks of nonpayment, the member will be called before the Judicial Board.
- d.) Exemptions are given at the discretion of the Treasurer with the approval of the President.

ARTICLE VI – MEETINGS

Section 1: MEETING DECORUM: Members shall maintain professional decorum at all meetings and official SW projects. This includes, but is not limited to, service projects, socials, and fund-raisers.

Section 2: SPECIAL MEETINGS: Special meetings can be held at the discretion of the chapter staff. The chapter members should be notified of the meeting within a reasonable amount of time.

Section 3: QUORUM: When voting on business, a quorum of 2/3's of the chapter's active members must be present.

Section 4: MINUTES AND ROLL: the Secretary shall take the minutes and the Vice-President shall take the roll during each meeting.

ARTICLE VII – AMENDMENTS

Section 1: AMENDMENTS TO THE BY-LAWS: The Chapter by-laws may be amended through a 2/3 vote of a quorum.

SILVER WINGS
Col John Doe Chapter
Your State University
Any town, U.S.A. 92182

CHAPTER CONSTITUTION

PREAMBLE

We, the members of Silver Wings, in order to aid the progress and mission of the Arnold Air Society, to advance and promote interest in the Air Force Reserve Officer's Training Corps, to support the progresses, traditions, and concepts of the United States Air Force, to support Aerospace Power and its role in national security, and to advance the professionalism of its membership through service to the University and the Community, do hereby establish this constitution.

ARTICLE I

Name

Section 1 This organization shall be known as the Col John Doe Chapter.

ARTICLE II

Purpose

Section 2 This organization is created in order to aid the progress and mission of the Arnold Air Society and in the spirit of the Preamble to the National Constitution whose objectives are stated therein.

ARTICLE III

Membership

Section 3 Classes of membership: There shall be five classes of membership: Active, Inactive, Associate, Alumni, and Honorary.

Section 3 Associate Requirements:

1. Graduate or Undergraduate students of Your State University desiring to attain membership into Silver Wings.
2. Persons closely involved with Air Force ROTC Detachment 000 who are students of Your State University desiring to attain membership into Silver Wings.

3. Students are required to maintain a 2.0 cumulative grade point average in order to become initiated.

Section 4 Requirements and Privileges:

A. Active membership:

1. Must participate in rush procedures as formatted by active members.
2. Must have and maintain at least a 2.0 cumulative grade point average.
3. Must not be an Arnold Air Society member.
4. Must pay local, regional, and national dues.
5. A voting member.
6. Can hold a position.

B. Inactive Membership:

1. Any active or associative member not able to maintain a 2.0 grade point average.
2. Any active or associative member who is not in good standing for more than one calendar month.
3. Must pay region and national dues.
4. Has a voice but no vote.
5. Can not hold any position

C. Associative Membership:

1. Any person who wishes to be a member who is a full time student of Your State University.
2. Must participate in rush procedures as formatted by active members.
3. Must pay local, regional, and national dues.

4. Has a voice but no vote.

5. Can hold a position.

D. Alumni Membership:

1. Must be a member of the National Silver Wings Alumni Association in good standing.

2. Attempt to attend all conclaves.

3. Not required to pay local, region, or national dues.

E. Honorary Membership:

1. Conferred by a unanimous vote of all active and associate membership.

2. Non voting member.

3. Not able to hold an office.

4. Not required to pay local, regional, or national dues.

ARTICLE IV

Offices

Section 5 Officer Positions shall include: President, Vice President, Treasurer, Secretary, Activities Officer and Development Officer. Other offices may be added to the Chapter as needed.

Section 6 Nominations and elections for the President and the Vice President will be held at the end of each semester. Nominations will be made at least one week prior to elections. Nominations and elections procedure will follow Robert's Rules of Order Newly Revised. The balance of the staff will be nominated at the beginning of each new semester.

Section 7 The Term of Office will be one semester. An exception to this rule will be during the charting semester or any other time with a three-fourths (3/4) vote of the active and associative membership.

Section 8 member. The advisor should be an active duty Air Force Detachment Cadre

ARTICLE V
Meetings

- Section 9* Regular meetings will be held at least once a month.
- Section 10* Special meetings will be held as needed.
- Section 11* The quorum required to transact business will be 51%. All business will be conducted in accordance with Robert's Rules of Order Newly Revised.

ARTICLE VI
Amendments

- Section 12* Amendments to this constitution and the Chapter by-laws requires a two thirds (2/3) vote of all active and associative members at a regular business meeting.

President

Advisor

Date of Adoption

Recruitment

The first part of increasing the number of chapter members you have is attracting new associate members to your chapter. Recruitment of new members is not always fun and definitively not easy. Listed below are some ideas to introduce Silver Wings to your fellow student so that they may be interested in joining Silver Wings.

Use University Resources: Many universities have specific programs to show student organizations to the general study body. Often the governing body of student organizations is under the Dean of Students, making it a good place to start finding information. The university may offer programs such as Student Organization Fairs that would be a good place to recruitment. You make also be able to advertise on University bulletin board, computer screen savers, or even the Student Union through the Dean of Students. Also try advertising in the University newspaper.

Flyer Handout: Most universities have common areas that students pass through many times through out the day. Have member set up a table or area in these common areas to hand out fliers about Silver Wings. Students might be more receptive to receiving flyers if you give them candy or a glass of cold lemonade with a flyer. This is often called a table sit.

Prospective Member Social: It can be hard to explain to a prospective member exactly what Silver Wings is all about. A prospective member social can be a good way to introduce prospective members to Silver Wings and your chapter, while still having fun. The main event at this social is a briefing that would give the mission of Silver Wings, the type of events that members are required to do, the organizations that we work with, and the overall spirit of Silver Wings. Another topic to discuss is your Associate Member Orientation Workshop/ Program. This briefing is often given by the Development Officers, Public Affairs Officer, or president. Other chapter members could present the briefing if your chapter decided that it was appropriate. After the briefing would be a good time to meet with the prospective, answering any of their questions. This event should not last too long, perhaps no longer than 1 and ½ hours, to ensure prospective aren't overwhelmed. Refreshment often entice prospective member to attend. Pizza, burgers, cookies, and other food would probably work well.

Bring-A-Friend Social/ Service Project: Your current chapter members could have friends that are interested in Silver Wings. One way to encourage that is to have either a social or service event and invite these interested friends. This allows perspective members to see first hand what Silver Wings does. This type of event is usually good to use when not actively recruiting, though it may be used at that time as well. The even will pique interest and encourage those prospective members to join next time the chapter is recruiting.

Remember, these are just suggestion to get the ball rolling. Please use whatever new ideas your chapter may come up with. Use the events and processes that work best for your chapter!

Development and Retention:

A prospective member becomes an Associate; the Associate becomes an active; and then what? It is very important to keep members in the organization, and not let them drift apart from the chapter or their fellow members. Below are a few suggestions on keeping chapter morale high and members tuned into your chapter.

Ice Breakers: All members should feel comfortable around each other. Newer members can often feel shy when they first join the chapter. Use ice breakers before or after meeting so that members are able to interact with each other in a fun way.

Social Events: Chapters need a balance between doing service and professional events and also having fun. If you have enough people, appoint a social chair to organize purely social events. You could have BBQ's, make your own sundae parties, and attend school sporting events together. It may also be good to incorporate a social with a service or wing activity. Example: If the chapter goes in the morning to support cadet taking the PFT, they can all have breakfast afterwards. Be creative and have fun!

Bonding Exercises: A retreat or bonding night could help the chapter come together to remember why they are all members. Have members talk to each other about why they joined Silver Wings and what Silver Wings means to them. Trust activities could also be used to further develop the bonds between members. A retreat might also be a good chance to have senior or older members impart wisdom to newer members.

Member Recognition: ARCON and NATCON are the only place for awards. Make your member feel special throughout the semester. There are all kinds of things that you can recognize people for: member of the month, unsung hero, and best service worker of the week. You could also have a "snap" cup or a cup that member fill with recognitions of one another. A grades-recognition program could also help recognize academic achievers. Any way to make chapter members feel appreciated will work! If they feel appreciated they will stay dedicated to the chapter.

Service Project Ideas

SW places great importance on service to the community. Each chapter should work hard to participate in and host service project through out the year. Listed below are some ideas for service projects.

Campus Clean Up: Many universities will have their own time to improve the campus by inviting students and student organizations to a campus-wide clean up day. This is a good way to improve the community closest to you and get your chapter's name out in the university.

Veteran's Homes: Members often like to visit the elderly in the surrounding community. One group of the elderly that are often overlooked is the elderly veterans. Many of them stay in veteran's homes that are far from their families. They have big hearts and love to tell stories of their former exploits. Look to your city or state department of veterans' affairs for more information about veterans' homes.

Food Banks and Soup Kitchens: Almost every community has either a food bank or soup kitchen for helping the needy have a good meal. Project with these organizations can vary from organizing food into packs to actually serving food on a given night. Food bank sometimes allows you to do a project later in the evening, if your chapter has bad day time availability

Tutoring and Mentoring: There are many different programs to work with at risk children. Junior achievement teaches kids life lesson. They often need teachers. Boys and Girls Clubs usually need after school volunteers to tutor or even just spend time with kids. Big Brother/ Big Sisters is another good organization to work with.

Active Duty Military Support: There is always a group sending supplies to troops deployed oversea and in combat zones. Try to find a local military support group (i.e. Blue Star Moms, Red Cross, etc.) and work with them on supply drive or other projects.

Helping Families of Deployed Troops: As with above, the Red Cross or other groups of that nature would be good to work with. Families with a mother or father deployed might need help with baby-sitting, yard work, or other chores. If your chapter is close to a base, you might be able to directly find families in need.

Collecting Supplies and Money: Supply or money drive can give many benefits to organizations. Find out if you have members that have a cause close to their heart. The whole chapter might want to work together for that cause. Some popular causes are American Cancer Society, National Alzheimer's Association, and Breast Cancer Awareness.

Remember, these are suggestions, not requirements. Adapt and add projects to work for your chapter.

Joint Relations

Silver Wings does not stand alone. We should be working very closely with 3 other main organizations: Air Force ROTC, Arnold Air Society, and Air Force Association.

AFROTC: Support the cadets as they strive to become better cadets and thus better future officers. Chapters can cheer cadets as they take the PFT or participate in leadership labs. Have chapter members get to know as many of the cadet corps as they can. Always be respectful of Detachment Cadre members. These are prestigious members of the USAF and deserve your respect. If any issues come up with cadre or members of the detachment, you should refer to your Region Executive Officer.

AAS: This is our brother organization. Get to know them and work with them on projects. Chapters and squadrons should have a mutual respect for either other's mission. A sense of fellowship can be developed between the two organizations by working together on service and social events. Including AAS in projects can help raise your number of participants, and thus improve the impact you can make.

AFA: These veterans of the USAF and their families are a good resource for Silver Wings. Attend AFA meetings if you can, and encourage your members to become members of the AFA. Create a sense of community between the AFA, SW, and AAS. While AFA can be a good financial resource, don't just beg your AFA chapters for money. Include them in events for Veteran's Day or invite them to service projects. Listen to their stories of past battles fought or dogfights they barely survived. They love to tell these stories, and you might even learn something.

AFROTC Detachment 310
Louisiana State University
Home of the Flying Tigers

01 MAY 2007

Arnies,

I am writing this letter to inform you of the benefits of starting a Silver Wings Chapter at your university. I am the current Wing Commander at Det. 310, Louisiana State University. I have also served as the Squadron Commander and Deputy Commander of the Captain Frank S. Hagan Squadron.

The following prayer is the start of all LSU Silver Wing meetings. I believe this is the perfect way of summing up what the Silver Wings do...

Heavenly Father, bless thou our purposes and intents as we gather here as ever in your name. Help us to forget our selfish personal ambitions as we strive together in the best interest of the Flight, the Arnold Air Society, the Air Force ROTC, our university, and our country. We have received much from your hands; now help us to give of ourselves to others. Amen.

Having a Silver Wings Chapter is beneficial for many reasons. First, and of foremost interest to you, they support the Arnold Air Society. The Hagan Squadron spends countless hours per semester interacting with the Silver Wings. Our Silver Wings have at least one representative at virtually all AAS activities. They attend our active meetings, our service projects, our candidate training program, and every other thing we do. Our Chapter/Squadron relations are further reinforced with joint initiation ceremonies and social events.

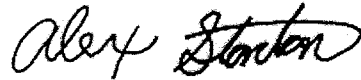
Secondly, Silver Wings can also serve a small but important part in your Cadet Wing. Our Silver Wings attend our 0600 PT sessions with fruit and Gatorade, often with better attendance, and definitely with a more cheerful attitude than cadets. They attend all PFTs. The Silver Wings provide water and Gatorade for the cadets during Leadership Lab when we are doing parades and other ceremonies. While this may not seem like a huge contribution, it lets the cadets who aren't affiliated with Arnold Air know that they are a part of our organization and that they care for us (cadets). With a shrinking Air Force comes a shrinking ROTC. As leaders in our detachments, we are expected to get our jobs done. Having your Mission Support Group Commander coordinate with the Silver Wings can make the Silver Wings a valuable resource. Our Detachment Commander is in love with our Silver Wings and always speaks to the importance of what they do.

Finally, the Silver Wings bring much to the university and to the community. The spirit of service follows them wherever they go. Through their countless hours of

service per semester, they greatly impact your campus community and shine positive light on the Arnold Air Society as well as the Air Force ROTC.

Starting a Silver Wings Chapter to compliment your Squadron is a great start to improving your Squadron as well as your Detachment and surrounding community. If you have any questions, feel free to contact me at ASTANT1@LSU.EDU.

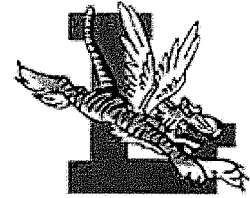
Sincerely,

A handwritten signature in black ink that reads "Alex Stanton". The signature is written in a cursive, flowing style.

C/Colonel Alex Stanton, AFROTC
Commander
310th Cadet Wing
Louisiana State University



**ARNOLD AIR SOCIETY
OFFICE OF THE COMMANDER**



15 Jul 07

MEMORANDUM FOR ARNOLD AIR SOCIETY

FROM: CAPTAIN FRANK S. HAGAN SQUADRON COMMANDER

SUBJECT: Benefits of a Silver Wings sister organization

1. Silver Wings can act as a force multiplier for Arnold Air Society. Silver Wings serves as a way for people who want to support the military in a more active way but who cannot, or does not want to enter into service. The things can they do for Arnold Air Society and Air Force ROTC is unmatched by any other organization. Silver Wings can act as a friendly face and some words of encouragement for the candidate training process, filling such roles as big sister/big brother to the candidates. There can be a symbiotic relationship when it comes to recruiting new members. You can help them attract new members and they can help encourage cadets to join AAS or encourage students to join Air Force ROTC.
2. Service is a big part of both organizations; however Silver Wings can excel at this part. Because there can be a lot of responsibilities with ROTC, Silver Wings can usually do more service projects than Arnold Air Society. Also the Joint National Project encourages both organizations to work together toward service doubling your efforts to the community. They also help get that positive image out in the community. Working together with Silver Wings on service projects can also make them more enjoyable.
3. Silver Wings is a great sister organization to have which greatly enhances our organization. You must be careful to remember they are a stand alone organization which cooperates closely with AAS as opposed to an organization which serves AAS. Having social events between the two organizations helps enhance this relationship and it allows both organizations to have some fun outside of all the work. There are many things that our squadron has accomplished that we would not have been able to do without the help and support of our Silver Wings organization.

//Signed//

BRANDON SUAREZ, C/Major, AAS
Captain Frank S. Hagan Squadron Commander