

**BYLAWS**  
**ASSOCIATION OF AVIATION ORDNANCEMEN**  
**CHAPTER NINE, JACKSONVILLE, FLORIDA**

**ORIGINAL ADOPTED October 1984**

REVISED: July 2007, September 2009

**ARTICLE I ASSOCIATION OF AVIATION ORDNANCEMEN CHAPTER NINE**

The name of this organization shall be The Association of Aviation Ordnancemen, Chapter Nine, Jacksonville, Florida herein referred to as "the Chapter", and the Association of Aviation Ordnancemen shall herein be referred to as "the Association".

**ARTICLE II OBJECTIVES**

Section 1.

The objectives of the Chapter shall be to promote the professionalism and safety of the Aviation Ordnance Rating within the United States Navy, Marine Corps, and Department of Defense. To provide technical and professional support whenever possible to Aviation Ordnancemen in the Fleet.

Section 2.

To cause improved communications and increase cooperation between Aviation Ordnancemen and personnel responsible for the design and procurement of weapons systems, components and associated hardware.

Section 3.

To continually improve safety and foster proper supervision of ordnance evolutions.

Section 4.

To support The Association of Aviation Ordnancemen Educational Foundation in its efforts to raise funds to support scholarships. The scholarship or scholarships shall be dedicated to the memory of CDR Robert L. Crow and shall bear his name.

Section 5.

To support an Aviation Ordnance Museum for preserving memorabilia associated with the Aviation Ordnance Rating and documenting historical significant events within the Rating.

Section 6.

Actively encourage participation in the "John W. Finn Aviation Ordnanceman of the Year" award program.

Section 7.

Actively promote the Aviation Ordnancemen Hall of Fame program.

**ARTICLE III BASIC POLICIES**

Section 1.

The Chapter shall be governed by basic policies set forth in these Bylaws. The Association's Charter, Bylaws, Robert's Rules of Order<sup>1</sup>, or a quorum of the Chapter's Board of Directors, in that order, shall govern procedures or events not covered herein.

Section 2.

The Chapter shall be nonprofit, noncommercial, nonsectarian and nonpartisan. The names of the Chapter and the Association or the names of their members in their official capacities shall not be used in connection with a commercial concern or partisan interest.

Section 3.

The objectives of the Chapter shall be promoted through personal contacts, conferences, committees and Chapter General Business Meetings.

Section 4.

The Chapter may cooperate with other organizations and agencies active in the support and welfare of the Armed Forces/Services of the United States, if no commitment is made or binding the Chapter or Association without the express written approval of the Board of Directors of both organizations.

Section 5.<sup>2</sup>

The Chapter is fully autonomous and the interest of each regular member shall be equal to the interest of every other regular member. No regular member can acquire any interest entitling him/her to any greater vote, voice, authority or interest in the Chapter greater than any other regular member.

**ARTICLE IV MEMBERSHIP AND DUES<sup>3</sup>**

Section 1.

Membership in the Chapter shall be acquired by the recommendation of a current Chapter member, the payment of established Association and Chapter dues, and shall meet the following eligibility criteria:

**REGULAR MEMBER:** Any person who served or is serving within the Aviation Ordnance Rating (enlisted) or Aviation Ordnance Specialist Designator (Officer, Warrant Officer) in the United States Navy or United States Marine Corps (active or reserve).

**ASSOCIATE MEMBER:** Non-voting member. Any person who believes in and supports the objectives of the Association and is sponsored by a regular member.

Section 2.

Dues shall be paid on the anniversary of entrance into the Association.

Section 3.

The amount of dues to be collected shall be established by the Board of Directors and presented to the general membership.

Section 4.

A member shall be dropped from the active rolls after one year of nonpayment of Association and/or Chapter dues.

**ARTICLE V            OFFICERS AND THEIR ELECTION <sup>4</sup>**

Section 1.

The Officers of the Chapter shall be President, Vice-President, Secretary, Treasurer, and Board of Directors (8). <sup>5</sup>

Section 2.

These officers shall be elected officials. All must be members of the Association and the Chapter and all officers' dues must be current. <sup>6</sup>

Section 3.

A minimum of one officer must be active duty personnel, one of which may be on the Board of Directors.

Section 4.

The terms of office shall be as follows: <sup>7</sup>

- a. The President shall serve for a minimum of one year.
- b. The Vice President shall serve for a minimum of one year.
- c. The Secretary shall serve for a minimum of two years; initial term expires during odd years.
- d. The Treasurer shall serve for a minimum of two years; initial term expires during even years.
- e. The Board of Directors, each shall serve a minimum term of two years, the initial term for four expires during odd years, and the initial term for the remaining four expires during even years.

Section 5. <sup>8</sup>

Nomination for officers shall be made from the floor at the March and April General Business Meeting. The consent of each candidate must be obtained before his or her name is placed in nomination.

Section 6.

The election of officers shall be held by balloting at the April General Business Meeting. If there is but one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.

Section 7.

Vacancies in office shall be filled without delay, by Presidential appointment with ratification by the Board of Directors.<sup>9</sup> The appointed officer will serve out the remaining term for that office.

**ARTICLE VI DUTIES OF OFFICERS<sup>10</sup>**

Section 1.

The President shall preside at all General Business Meetings, meetings of the Board of Directors and all official functions of the Chapter. The President shall appoint the Chairperson of all standing committees with ratification of the Board of Directors. The President shall represent the Chapter in all matters concerning the good of the order. The President shall ensure all reports are submitted in a timely manner, including those required by the Association.

Section 2.

The Vice-President shall act as an aide and advisor to the President, shall be kept informed on all matters concerning the office of the President and shall perform the duties of the President in the absence of that officer.

Section 3.

The Secretary shall keep accurate records of the proceedings of all General Business and Board of Directors Meetings. The Secretary shall be prepared to refer to minutes of previous meetings, prepare a summary of all unfinished business for the President and conduct all the necessary correspondence of the Chapter. The Secretary shall forward a copy of the General Business Meeting Minutes and the Chapter's Annual Report to the Association's President, Vice President, and Secretary. The Chapter's Annual Report must be received prior to the Association's General Business Meeting or be presented, in person, at the meeting.

Section 4.

The Treasurer shall receive all monies for the Chapter and shall deposit them in an account (checking/savings) in the name of the Chapter, in a bank approved by the Board of Directors; and shall pay out sums as authorized by the Board of Directors; and prepare a statement of account, to be presented at each General Business Meeting, and upon request of the Board of Directors. The Chapter's financial records and reports shall be audited at least once each year and before the May General Business Meeting. Audits shall be performed by at least two Chapter Members who are not Officers of the Chapter or by a "qualified" auditor approved by the Board of Directors. The completed audit report shall be presented to the Board without delay. The only individuals authorized to sign or counter sign are the President, and Treasurer<sup>11</sup>. When called for by the Association's Treasurer, the Treasurer shall prepare and forward the Chapter's end of year Financial Report in the format requested. The reporting period starts June 1<sup>st</sup> and ends May 31<sup>st</sup>.

Section 5.

The Board of Directors shall transact necessary business between General Business Meetings and other business referred to it by the Chapter. It shall create such standing committees as are decreed necessary to support the Chapter. It shall authorize all expenditures from Chapter accounts. It shall present a complete report of all actions taken at the next scheduled General Business Meeting. None of its acts shall conflict with actions taken by the Association.

Section 6.

Each officer, upon the expiration of the term of office or in case of resignation, shall release to the President without delay, all records and other material concerning the office. The responsibility for the officers expires upon swearing in of newly elected officers or acceptance of resignation.

**ARTICLE VII MEETINGS**

Section 1.

General Business Meetings of the Chapter shall be held at least monthly<sup>12</sup> at a time and location to be determined by the Board of Directors and announced via widest dissemination means possible.

Section 2.

There must be at least five Chapter Members present to conduct a General Business Meeting<sup>13</sup>.

Section 3.

During the General Business Meeting the privilege of nominating, making motions, debating and voting shall be limited to Regular Members of the Chapter.<sup>14</sup>

Section 4.

The Board of Directors shall meet prior to, and if required, following the General Business Meeting. Special meetings may be called by the President and must be called upon written request of at least four<sup>15</sup> Members of the Board of Directors. Five<sup>16</sup> Members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors. Meetings and votes may be conducted by phone or other electronic means as long as a quorum of the Board is present. A written record of each Member's concerns and/or vote must be maintained and read into the minutes at the next meeting of the Board.

Section 5.

During the Board of Directors Meeting the privilege of nominating, making motions, debating, and voting shall be limited to the elected Officers of the Chapter<sup>17</sup>. The President shall withhold his vote in order to break or cause a tie, whichever is in the best interest of the Chapter<sup>18</sup>.

**ARTICLE VIII COMMITTEES**

Section 1.

There shall be standing committees created by the Board of Directors as may be required to carry out the objectives of the Chapter and of the Association.

Section 2.

The Chairpersons of committees shall be appointed by the President subject to the consent of the individual and approval of the Board of Directors.

Section 3.

Committee reports are due as the President and/or the Board of Directors may require.

**ARTICLE IX AMENDMENTS**

Section 1.

Proposals for amendments to these Bylaws shall be submitted in writing to the Chapter Secretary. Proposals shall be forwarded to the Bylaws Committee for their review and action. The Committee will provide their written recommendations to the Board of Directors within 30 days. The Board of Directors then has 30 days to provide their written recommendations on acceptance or non-acceptance to the Chapter Membership for their consideration and vote.

Section 2.

These Bylaws may be amended by a two thirds (2/3) vote of attending members at the General Business Meeting, provided thirty (30) days prior written notice has been given and the intent to change is published as an agenda item.<sup>19</sup>

Prepared by Bylaws Committee

H. Steve Cashat, Chairman

Submitted by

Ed Scott  
Secretary

Approved by

Daniel Pratt  
President

## ENDNOTES

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<sup>1</sup> When referring to Robert's Rules of Order you must use the current edition. If you desire to use a specific edition you must list the edition number.

<sup>2</sup> May be changed from "regular member" to each member if you allow all members of the chapter to have equal rights, like the right to vote etc.

<sup>3</sup> Honorary Memberships and Life Memberships at the Chapter level are not recommended.

<sup>4</sup> The officers listed in this ARTICLE are the minimum required. Additional officers may be added. It is highly recommended if additional officers are added they be appointed and not elected officers. If additional officers are desired and they are to be filled by appointment, list them in a new Section 8, under this ARTICLE, stating "The following officers will be appointed by the President and approved by the Board of Directors": be sure to include their term length and initial term expiration date. If additional officers are desired and they are to be filled by election, list each in ARTICLE V, Section 1 and add the appropriate information to Section 4.

<sup>5</sup> Secretary and Treasurer may be combined into one office. A minimum of four Board of Directors is required, but that number may be increased. The actual number is your decision. List the number of directors following the word Directors.

<sup>6</sup> The Association's Board has ruled Associate Members may serve as officers at the Chapter level. Wording this section in this manner takes advantage of that ruling. If you want to limit officers to Regular Members state so. It is strongly recommended the President be a Regular Member since Associate Members privileges are limited at the National level.

<sup>7</sup> Term lengths for each office are up to you. The goal in assigning term lengths is to have no more than ½ of the officers elected in any given year. Furthermore you want to ensure no more than ½ of the Board is elected in any given year. To help meet the goal you can adjust the initial term expiration up or down.

<sup>8</sup> To ensure you have enough individuals nominated for the offices open for election, it is suggested you allow nominations in the two months preceding the election.

<sup>9</sup> This is the most efficient method. If desired, you can do it by election. In this case, change the first sentence to read "Vacancies in office shall be filled without delay, by nomination and election at the next regularly scheduled General Business Meeting".

<sup>10</sup> If additional officers were added in ARTICLE V add a new Section for each stating their job/responsibilities.

<sup>11</sup> List only those Officers authorized to sign. List by office not name.

<sup>12</sup> As a minimum, bi-monthly meetings are required.

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<sup>13</sup> This Section is not required, but it is highly recommended a minimum number of members be identified to conduct a meeting.

<sup>14</sup> If the Chapter does not extend these privileges to Associate Members, then change to read “Regular Members”.

<sup>15</sup> This number must be half of the Members of the Board of Directors.

<sup>16</sup> This number must be one more than half of the Members of the Board of Directors.

<sup>17</sup> The Association’s Charter gives these privileges to the Board. If other Officers are to be given them, they must be identified in the Bylaws as this sentence does. Simply stating, all Officers are considered to be members of the Board is not sufficient. If you desire to reserve the privileges for the Board, change it to read “During the Board of Directors Meeting the privilege of nominating, making motions, debating, and voting shall be limited to the Board of Directors”.

<sup>18</sup> As the presiding Officer, the President is a voting member.

<sup>19</sup> Prepared by and signature entries, with the exception of the President, may be changed to reflect who performs these functions in the Chapter. As a minimum the Bylaws must contain the signature of the Chapter President, as the approving authority, after they have been voted on and accepted by the Membership