

**THE SILVER WINGS REGION III MANUAL
POLICY AND PROCEDURES**

This manual establishes supplemental policies and procedures for the operation of Silver Wings (SW) chapters within Region III. It is intended for use in conjunction with the Silver Wings National Manual (SWM). Its provisions are mandatory for use by all chapters within Region III for all chapter activities.

CHAPTER ONE – ORGANIZATIONAL STRUCTURE

1-1 GENERAL

This chapter explains the concept and duties of Region III within the National Silver Wings organization.

1-2 REGION III

Region III is one of eleven (11) regions within the National Silver Wings structure. Region III consists of chapters in Georgia, North Carolina, and South Carolina.

1-3 REGION III HEADQUARTERS

The intermediate command level of the National Silver Wings structure is the Region Headquarters.

- a. Region III Headquarters acts to coordinate and monitor the activities of the chapters within the region.
- b. Region III Headquarters consists of Region Executive Officer (REO), Region Public Affairs Officer (RPAO), Region Parliamentarian (RPAR), Area/Region Chief of Protocol (ARCOP). As the SWM states, the REO is allowed to create up to three additional officers when deemed necessary.
- c. It is not necessary for all region headquarters officers to reside in the same chapter.
- d. Refer to SWM for full officer descriptions.

1-4 CHAPTERS

Chapters are the basic command level of Silver Wings and are located on the local university/college campuses. All chapters endeavor to meet the regional and national goals each year. They are responsible for reporting to both regional and national headquarters. Required reports and communications are covered in Chapter 2 of this manual and the SWM.

CHAPTER 2 - REPORTS

2-1 GENERAL

- a. Reports are due according to the National Permanent Suspense Calendar, Regional Permanent Suspense Calendar, and dates set by the REO.
- b. Reports should be received on time, and in proper form. If there are any problems, questions, or concerns, please contact the REO.

2-2 STATUS REPORTS

Submitted by the Chapter President to NHQ and REO twice a year. This report informs Regional and National Headquarters of your member status and if you are receiving adequate correspondence from headquarters.

2-3 ACTIVITY REPORTS

Project forms are to be filled out for any projects, workshops, or other activities that are listed on Form 7A. These project forms (activity reports) are to be turned in to NHQ and REO according to the Permanent Suspense Calendar.

2-4 MONTHLY OFFICER REPORTS

- a. Submitted by all chapter officers.
- b. Form is located off of the region homepage.
- c. The monthly officer reports are due so that the REO is kept up to date with chapter activities, progress, and areas that your chapter needs help in.
- d. They are to be submitted by the last day of every month.
- e. This report is not required to be done during summer break, or the months when Fall and Spring Reports are due.

2-5 MEMBERSHIP REPORT

- a. Chapters will receive a renewal roster from EMC at the beginning of fall semester.
- b. To be sent within 15 days of recruiting associate members.
- c. Send one copy to the EMC and one to the REO.

2-6 OFFICER ROSTER

- a. Form distributed by EMC in Fall Packet.
- b. Send appropriate copies to the EMC, NHQ, and REO no later than 10 days following change of command.

2-7 OFFICER GOALS FOR THE YEAR

Each chapter officer is to come up with a list of goals for the year for their chapter in the fall, and a revised list in the spring. Chapter officers are to have this list of goals in to the REO by NLT the dates listed on the Region Permanent Suspense Calendar.

2-8 FALL AND SPRING REPORTS

- a. Refer to Region Permanent Suspense Calendar for due dates.
- b. Refer to Officer Report Title Page for layout of report. Each section of the report should be written in paragraph format.

2-9 INTERIM REPORTS

- a. The interim report is due twice a yr (refer to Region Permanent Suspense Calendar).
- b. Chapter Treasurer submits report.
- c. Refer to SWM, Fig#13-2 for proper format.

CHAPTER 3 - REGION MANUAL CHANGES

3-1 GENERAL

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

3-2 RESOLUTIONS

- a. Resolutions can be proposed by the REO, chapter, or an individual. Resolution format needs to be followed. It is provided in figure 9-1 in the SWM.
- b. Resolutions should be sent to the REO two weeks prior to ARCON to be part of the agenda at ARCON, and two weeks prior to NATCON to be part of the agenda for Region Caucus at NATCON. Late submissions of resolutions are left up to the REO's discretion.

3-4 VOTING

- a. Resolutions require a 2/3 majority vote of the chapters to be passed.
- b. Each chapter is allowed one vote. This vote is normally the chapter president.
- c. Proxy votes must be confirmed with the REO before the first business meeting at ARCON or before the first caucus meeting at NATCON.
- d. The REO does not have a vote unless there is a tie.

CHAPTER 4 – INSPECTION AND DISCIPLINE OF CHAPTERS

4-1 GENERAL

This chapter explains disciplinary actions to chapters that do not complete reports in accordance of the suspense dates , and chapter inspections by region officers.

4-2 REGION INSPECTION OF CHAPTERS

- a. The purpose of the inspection is to provide the Region Headquarters with needed information about a particular chapter. This information is used to assess the chapter's effectiveness in fulfilling Silver Wing's mission and objectives, and the chapter's continuity for future members. Region Headquarters will also be able to use inspection information toward the improvement of the Region management and operations.
- b. Inspection Reports are completed by Region III Headquarters within thirty (30) days of the inspection. The Inspection should include a report on the chapter's files and the officer's continuity notebooks. The chapter receives one complete copy of the results of the inspection. The Chapter Advisor receives a copy of the overall rating of the chapter. The continuity inspection criteria are detailed in this manual.
- c. Region HQ sets a date and time for each chapter's inspection. All inspections must be completed on or before the first day of the Area/Region Conclave.

4-3 REGION DISCIPLINE OF CHAPTERS

Region III Headquarters is authorized to establish a schedule of fines for chapters failing to submit required materials by the published suspense date.

- a. A fine is imposed for each delinquent item listed on the Region III Suspense Calendar. Exceptions may be made by the REO before the deadline with a reasonable excuse. The REO should use discretion when imposing fines, and disagreements with chapters about late items are settled by a vote of the Region Headquarters Personnel.
- b. Fines for overdue/late items may not exceed \$2.00 per day or \$10.00 per item.
- c. Any chapter with an outstanding debt to Region Headquarters at the time of the Area/Region Conclave will not be allowed to vote. Chapters with outstanding reports and debts may also be disqualified from award consideration. Chapters with outstanding debts at the time of the National Conclave will be reported to Silver Wings NHQ as being in "bad standing" with the Region III Headquarters and will be subject to the loss of vote at all NATCON business sessions. Dues and reports will be accepted until roll call of the first Joint Business Session. After this time, submission of late reports or dues will not restore the chapter vote.

CHAPTER 5 – AREA/REGION CONCLAVE

5-1 GENERAL ASSEMBLY

The general assembly of the Area/Region Conclave is the legislative body of the Region. Each chapter is entitled to one vote. Voting is by simple majority except when specified otherwise by this manual or SWM. A quorum consists of two-thirds (2/3) of the chapters in good standing within the region. The REO may vote in the case of a tie.

5-2 DELEGATES

Each chapter is represented by one delegate and one alternate (usually the Chapter President and Vice President). There is no limit on the number of chapter members attending, unless so specified by the ARCON HQ Commander at least 30 days in advance.

5-3 TIME

There will be an Area/Region III Conclave during the fall semester. The exact time and place of the ARCON is decided by a majority vote of the Squadron and Chapter delegates represented at the previous ARCON based on the bids submitted by chapters and squadrons desiring to host ARCON.

5-4 BIDS FOR AREA/REGION CONCLAVE HEADQUARTERS

Any chapter/squadron wishing to host the Area/Region Conclave must submit a written bid no later than thirty days prior to the Area/Region Conclave at which they plan to bid. The bid must include the ARCON Planning Packet from the AAS National Manual and a proposed budget and staff. Copies of the bid must be submitted to both Area/Region III Headquarters. The ARCON Planning Packet should have been previously approved by the Executive Director.

5-5 ABSENCES

If both the delegate and alternate from a chapter miss a roll call of the first Joint Business Session of ARCON, the chapter forfeits its right to vote at all Conclave Business Sessions. The chapter vote may be restored by the REO in unusual circumstances. If both the delegate and the alternate miss roll call of subsequent business sessions, the right to vote will be lost for that session only.

5-6 PROXY VOTES

A chapter not represented at ARCON may delegate in writing a proxy vote to the chapter of another chapter or to Region Headquarters. A copy of the proxy vote form must be submitted to the REO no later than two (2) weeks prior to the conclave. One copy of the form should be retained in the Chapter Files.

CHAPTER 6 - AWARDS

SECTION A: NATIONAL AWARDS

6-1 GENERAL

- a. National awards are covered in Chapter 14 of the SWM.
- b. Award packets from chapters are to be turned in to the REO. Due date for the packet is listed on the Permanent Suspense Calendar.

SECTION B: REGION AWARDS

6-2 GENERAL

- a. Nominees for Region Awards come from the National Award Packets.
- b. Award winners will be chosen by the REO.
- c. No award is given by default. A nomination form must be submitted.
- d. Region Award winners will then be sent off for the corresponding award for National Awards.
- e. Awards will be distributed at NATCON during the Area/Region Caucus.

6-3 OUTSTANDING CHAPTER AWARD

This award is selected based on the overall performance of a chapter. Listed below are the areas that are evaluated.

- a. Chapter has turned in all their reports and other paperwork to the REO.
- b. Quality and quantity of service projects.
- c. Recruitment and Retention.
- d. Keeps in touch with the REO.

6-4 OUTSTANDING CHAPTER PRESIDENT AWARD

The Outstanding Chapter President award will be awarded to the Chapter President who does an outstanding job. Areas for judgment are:

- a. Turns in all reports and other paperwork in compliance with the Permanent Suspense Calendar.
- b. President keeps good correspondence with the REO.
- c. Chapter Activities.

6-5 OUTSTANDING MEMBER AWARD

The Outstanding Member Award is awarded to chapter member who has contributed greatly to the mission of Silver Wings. A member that displays excellent leadership ability, and is an inspiration to their chapter.

6-6 OUTSTANDING AAS MEMBER AWARD

This award is presented to an AAS member that is supportive of their Silver Wings chapter.

6-7 OUTSTANDING CHAPTER ADVISOR AWARD

This award goes to a SW advisor for outstanding guidance and counsel given to the local chapter.

6-8 OUTSTANDING SERVICE PROJECT AWARD

The award for Best Service Project will go to a single chapter that performs a service project that has a strong impact either on their school or community. This will also be judged on number of hours worked, and number of people involved.

6-9 AREA/REGION OUTSTANDING JOINT OPERATIONS AWARD

This award goes to a Silver Wings Chapter and Arnold Air Society Squadron for an outstanding job on joint operations.

6-10 OUTSTANDING AAS SQUADRON AWARD

This award goes to an AAS squadron that is supportive of their silver wings chapter, or is doing an outstanding job on starting up a silver wings chapter.

SW REGION III PERMANENT SUSPENSE CALENDAR

<u>Date</u>	<u>Item</u>	<u>Send To</u>	<u>Send From</u>	<u>Form/Fig#</u>
September 30	-Officer Goals	REO	All chapter officers	
December 15	-Fall Report -Interim Report #1	REO REO	All chapter officers Treasurer	SWM Fig 13-2
January 15	-Revised Goals	REO	All chapter officers	
May 31	-Spring Report -Interim Report #2	REO REO	All chapter officers Treasurer	SWM Fig 13-2

OFFICER REPORT TITLE PAGE

Complete Return Address Here

FROM: (Name, Office Position)
DATE

SUBJ: (Spring or Fall) Officer Report

TO: Region III Executive Officer

1. (Chapter Name Office Position) hereby submits the (Fall or Spring) Officer's Report in accordance with the Region III Manual, 2-8.
2. The purpose of this report is to review the operations and activities of my chapter since the last report. Inclusive dates are _____.
3. This report is divided into the following sections:
 - a. Section I – Original Goals.
 - b. Section II – Accomplished Goals (how/why they got accomplished).
 - c. Section III – Goals Not Accomplished (how/why they weren't accomplished).
 - d. Section IV – Accomplishments Originally Not Planned.
 - e. Section V – Closing Comments.

YOUR NAME
Office Position