

**BYLAWS**  
**ASSOCIATION OF AVIATION ORDNANCEMEN**  
**ORIGINAL ADOPTED 1976**  
**AMENDED 8/3/2024**

**ARTICLE I        THE ASSOCIATION OF AVIATION ORDNANCEMEN**

The name of this Association is The Association of Aviation Ordnancemen, herein called "The Association".

**ARTICLE II        OBJECTIVES**

Section 1.

The objectives of The Association 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 the Aviation Ordnancemen in the Fleet.

Section 2.

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

Section 3.

To continually improve and encourage proper supervision of ordnance evolutions.

Section 4.

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

Section 5.

To recognize, annually, the most outstanding Aviation Ordnanceman. That recognition is called the "John W. Finn Aviation Ordnanceman of the Year" Award.

Section 6.

To recognize outstanding individual contributions to the field of Aviation Ordnance. This recognition shall be by selection to the "Aviation Ordnancemen Hall of Fame."

**ARTICLE III        BASIC POLICIES**

Section 1.

The Association shall be governed by the basic policies set forth in The

Association Charter and these Bylaws. Events not covered in these Bylaws shall be governed by Robert's Rules of Order or a quorum of the Board of Directors.

Section 2.

The policies and procedures required for the administration of the awards and recognition programs, accounting (budget and spending), Association general and Board of Directors meetings, and day to day business responsibilities shall be promulgated as Appendix A of these Bylaws. The President shall appoint appropriate committees and officers as agents for review and update of these policies and procedures. The Bylaws committee shall review policies and procedures and format of Appendix A. The Board of Directors shall approve all administrative policies and procedures.

Section 3.

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

Section 4.

The objectives of The Association shall be promoted through personal contacts, conferences, committees and annual general membership conventions.

Section 5.

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

Section 6.

The Association 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 that will entitle him/her to any greater vote, voice, authority or interest in The Association than any other regular member.

**ARTICLE IV            MEMBERSHIP AND DUES**

Section 1.

Membership in The Association shall be acquired by the recommendation of a bonafide regular member, the payment of the dues and shall meet the following eligibility criteria:

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

**ASSOCIATE MEMBER:** Any person who believes in and supports the objective

of The Association and is sponsored by a regular member.

**HONORARY MEMBER:** Any person who has made a significant personal contribution in the field of Aviation Ordnance or to The Association. Honorary membership shall be by recommendation of any regular or associate member and approved by the Board of Directors or the general membership. Spouses of deceased members in good standing at the time of death, will become Honorary members in The Association. Presentation of Honorary memberships shall be conducted at the annual convention/symposium banquet.

Section 2.

Dues shall become due on the anniversary of entrance into The Association. Honorary members pay no dues. Lifetime memberships are available to all members.

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 dues.

## **ARTICLE V            OFFICERS AND THEIR ELECTION**

Section 1.

The Officers of The Association shall be President, Vice-President, Secretary, Treasurer, Board of Directors and Chaplain (non-elected).

Section 2.

These officers shall be elected officials. All must be regular members of The Association. All officers' dues must be current.

Section 3.

A minimum of two officers must be active-duty personnel, one of which must be on the Board of Directors.

Section 4.

The President shall serve for three years.

Section 5.

The Vice-President shall serve for three years.

Section 6.

The Secretary shall serve for three years.

Section 7.

The Treasurer shall serve for three years.

Section 8.

The Chaplain shall be appointed by the President, with ratification of the Board of Directors. He shall serve at the will of the President and Board of Directors.

Section 9.

The Board of Directors will consist of six members who shall serve terms of three years. Two of these members shall be elected annually.

Section 10.

The election of officers shall be held by balloting at the annual general business meeting. Officers will be elected by plurality vote. If there is but one candidate for any office, the ballot for the office may be dispensed with and the election held by voice. Absentee voting procedures will be provided for the election of officers.

Section 11.

Nominations for officers shall be made to the Elections Chair. The consent of each candidate must be obtained before the name is placed in nomination. To ensure an orderly transition of office, candidates must be present at the annual general business meeting. Absence of a candidate from the annual general business meeting requires the approval of the Board of Directors. To qualify for absentee ballot, nominations must be received by the Elections Chair on or before the date set by the Board of Directors at its annual meeting. The date will be published in the newsletter issue that immediately follows the convention and subsequent issues. Additional nominations may be made from the floor at the general business meeting.

Section 12.

Newly elected officers will be sworn in and the oath of Office will be given at the end of the Board of Directors meeting following the Annual General Business meeting. Installation of officers shall be effective at the end of the Convention Banquet.

Section 13.

Vacancy in office shall be filled by a Presidential Appointment with ratification of The Board of Directors.

## **ARTICLE VI        DUTIES OF OFFICERS**

Section 1.

The President shall preside at all general business meetings, meetings of the Board of Directors and all official functions of The Association. The President shall appoint the Chairperson of all committees, with ratification of the Board of Directors. The President shall represent The Association in all matters concerning the good of the order. The President is considered a member in good standing of all Chapters of 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. The Vice-President is the Chairperson of the Elections Committee.

#### Section 3.

The Secretary shall keep accurate records of the proceedings of all general business meetings and the meetings of the Board of Directors. 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 Association. The Secretary as Historian shall compile and maintain all historical data of the Association.

#### Section 4.

The Treasurer shall receive all monies for The Association and shall deposit them in the name of The Association, in bank accounts (savings/checking) approved by the Board of Directors. The Treasurer will submit, for Board of Directors approval, an annual budget. The Association's fiscal year ends May 31st. The Treasurer shall pay out sums as authorized by the Board of Directors. The Treasurer shall submit the Annual Financial Records and Financial Reports of the Association to an independent financial professional for audit. Upon completion of the audit, the Treasurer shall prepare a comprehensive report, including audit results, Financial Reports and a Statement of Accounts to be presented to the AAO Board of Directors for review and approval. The Financial Report shall be available for review by the general membership at the annual business meeting. The Treasurer shall also maintain the membership files and present a report at the general business meeting. Candidates for the Office of Treasurer shall undergo a background investigation conducted by the Elections Committee to determine suitability, fiscal responsibility, and satisfactory background to meet standard bonding criteria. The certification of candidates by the Elections Chair shall satisfy any bonding requirement.

#### Section 5.

The Board of Directors shall conduct necessary business between regular business meetings and such other business as may be referred to it by The Association. The Board of Directors will approve the annual budget. It will authorize the Treasurer to expend funds as budgeted. Emergency/unbudgeted expenditures exceeding 5 percent of the approved budget will require approval of the Board of Directors. The Board shall create committees, standing and otherwise, as are deemed necessary to support the Charter of the Association. None of the Boards' acts shall conflict with action taken by The Association. It shall present to The Association a complete written report of all action taken in Board of Directors meetings during the year. Funds bequeathed to The Association and not designated for a program, i.e., Convention, Scholarship, etc., shall be distributed by the Board to Association accounts in the best interest of The Association.

Section 6.

The Chaplain shall perform nonsectarian devotional services at The Association General Business Meetings and such other duties as the President shall prescribe. The Chaplain is an appointed officer but not a member of the Board of Directors and is a non-voting officer of the Board of Directors.

Section 7.

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. Outgoing officers shall attend the final board meeting of the convention/installation of officers to ensure an orderly transfer of responsibilities.

**ARTICLE VII MEETINGS**

Section 1.

General meetings of The Association shall be held at a time and location decided by the Board of Directors. The Board of Directors will select a suitable convention site at least two years before the convention. The Board will announce the selected site before or during the general business meeting one year before the subject convention.

Section 2.

During the General Business Meeting the privilege of nominating, making motions, debating and voting shall be limited to Regular Members of The Association.

Section 3.

The Board of Directors shall meet before the annual General Business Meeting of The Association and again following the close of the annual General Business Meeting. The time and place will be announced to the Membership and published in the agenda of the convention. Special meetings may be called by the President and must be called upon written request of at least three Members of the Board of Directors. Due to the possibility of wide geographical separation of the Members, 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 of the next annual meeting of the Board.

Section 4.

Four members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors. During the Board of Directors Meeting the privilege of making motions, debating, and voting is reserved for the elected Officers of The Association. The President shall withhold his vote in order to break or cause a tie, whichever is in the best interest of The Association.

## **ARTICLE VIII COMMITTEES**

### **Section 1.**

The chairpersons of committees, except the Elections Committee shall be appointed by the President subject to the approval of the Board of Directors.

### **Section 2.**

Reports of committees are due and shall be reported at the annual general business meeting. Periodic reports may be required by the President.

### **Section 3.**

The following standing committees are established:

- A. Safety
- B. Bylaws
- C. John W. Finn Aviation Ordnanceman of the Year Award
- D. Convention
- E. Hall of Fame
- F. Elections
- G. CDR Robert L. Crow Scholarship

## **ARTICLE IX ESTABLISHMENT OF CHAPTERS**

### **Section 1.**

Any member may submit a letter of intent and request permission to establish a Chapter of The Association. The Chapter must have at least ten regular members of the Association. All members must be members (regular or associate) of The Association.

### **Section 2.**

A copy of the proposed Bylaws, a table of organization, a chapter membership list and the letter of intent shall be submitted to the Board of Directors via the Secretary for approval. A majority vote of approval is required from the Board of Directors.

### **Section 3.**

The Chapter shall be organized along the guidelines of The Association and shall have as its minimum the objectives of The Association as described in Article II, Sections 1, 2 and 3 of the Bylaws.

### **Section 4.**

Membership in the Chapter shall be as described in Article IV of these Bylaws.

### **Section 5.**

The Chapter will, at The Association's annual general business meeting, report its goals, functions, and progress to the general membership. If no Chapter member can attend the meeting, they shall submit a written report to The Association Secretary, to be read at the general business meeting."

## Section 6.

The Chapter shall submit timely items of interest for inclusion in the Redshirt. Items to include but not limited to, points of contact, scheduled events and editorial comments.

## Section 7.

Each Chapter shall be responsible for its own financial assets/liabilities. Each will submit all reports, minutes and transactions/information requested by The Association.

## Section 8.

If a Chapter remains inactive for one year, the Chapter will receive a letter from the Secretary, with copies to the President, Vice-President, and Board of Directors, warning said Chapter of its inactivity and giving ninety (90) days to take appropriate corrective action to get the Chapter functioning properly. Inactivity includes failure to submit all reports, minutes and transactions/information deemed necessary by The Association and failure to conduct bi-monthly meetings. The Chapter will be required to submit a written report to the Secretary on appropriate action taken to correct deficiencies. If no appropriate action has been taken at the end of this ninety (90) day period, the President, Vice-President and the Board of Directors will take action to disestablish that Chapter. Upon approval from the Board of Directors, the Secretary will give that Chapter written notification of its disestablishment. That Chapter may resubmit a request after one (1) year to re-established, provided all requirements outlined in The Association Bylaws are met. The exception to this rule will be allowed by aircraft carriers established as a chapter during overhaul periods. The chapter will be required to submit a letter of intent to down size during this period of overhaul to include a proposed conclusion date. For administrative purposes, the one year inactivity starts, once the overhaul period ends for disestablishment proceedings.

## **ARTICLE X        AUXILIARY**

### Section 1.

The Association of Aviation Ordnancemen authorizes an Auxiliary, known as The Auxiliary to the Association of Aviation Ordnancemen (AAAO).

### Section 2.

The Auxiliary shall conform to the Bylaws of the Association.

## **ARTICLE XI        AMENDMENTS**

### Section 1.

Proposals for amendments to these Bylaws will be submitted to the Board of Directors by January 1<sup>st</sup> in order to allow time to meet all administrative requirements for inclusion on the absentee voting ballot. Proposals submitted after that date will be

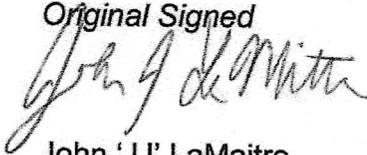
accepted but are not guaranteed to be completed in time to meet voting requirements for that year.

Section 2.

These Bylaws may be amended by a two-thirds (2/3) vote of the attending voting members at the annual general business meeting and verified eligible absentee ballots. Notice of intent to change must be given in time to be put on the absentee ballot and the intent to change must be published as an agenda item prior to being voted upon.

Prepared by Bylaws Committee  
Kirk L. Brado, Chairman

Submitted  
Original Signed



John 'JJ' LaMaitre  
Secretary

Approved  
Original Signed



Matthew Arnold  
President