



## **PROCEDURES FOR THE CLASS ADVISORY SENATE June 2019**

### MISSION

The mission of the Association of Graduates (AOG) Class Advisory Senate (CAS) is to serve graduates of the United States Air Force Academy by providing a conduit for expanded two-way communications with the AOG Board. As an outreach arm of the AOG leadership, the CAS will seek graduates' views on relevant issues and attempt to resolve differences among those views. The CAS will be advisory to the Board of Directors (Board) and will inform the Board on relevant issues. This does not limit graduates from communicating directly with the Board or AOG staff.

A secondary mission of the CAS is to stimulate greater participation in the AOG by providing an additional channel of communication between the AOG leadership and the graduate community.

### ORGANIZATION

In accordance with Article VII of the bylaws, the CAS will consist of one graduate member selected by each graduated class. Members serve at the pleasure of their class. Classes may also appoint a backup or alternate in the event that the principal is not available. One must be a senator, or a backup/alternate to vote. (One vote per class when votes are taken.)

CAS officers will consist of a President, Vice President, and Secretary. There will also be an Executive Committee of 6-10 members (including the President, Vice President and Secretary). Executive committee members may be elected by the CAS members with additional committee members appointed by the CAS President to reach the desired number of active participants. Should an elected officer leave office early, the CAS President will appoint a temporary replacement to serve the remainder of the current term. Other ad-hoc or temporary committees may be established as needed.

The CAS will meet quarterly, in the month prior to the Board meeting. The Executive Committee will meet quarterly, in the month following the Board meeting and at other times as needed. The Executive Committee will act on behalf of the CAS between meetings of the full CAS. All recommendations of the Executive Committee will be subject to confirmation by the full CAS.

The CAS, by majority vote, will elect the President, Vice President, Secretary and most members of the Executive Committee. These officers will serve for a two-year term and will be eligible for re-election.

Members of the CAS may not serve simultaneously as members of the AOG Board with the exception of the CAS President who is an ex-officio member of the Board.

# ASSOCIATION OF GRADUATES

## DUTIES OF CAS OFFICERS

The CAS President will preside over meetings of the Executive Committee and the full CAS. The CAS President will coordinate with the Board/AOG staff on scheduling meeting times, places and administrative support. The CAS President, in coordination with the CAS Secretary, will prepare meeting agendas and distribute them prior to any meeting of the Executive Committee or full CAS. Any member of the CAS may submit an item to be included in the agenda. Items for the agenda should be submitted to the CAS President at least three weeks prior to any meeting. The President is also responsible for keeping the roster current and posting it to the website quarterly.

The CAS Vice President will assist the CAS President as necessary and act as President in the absence of the President. The CAS Vice President will also establish and execute a process to ensure each class names a senator, ensure that vacancies are promptly filled, and ensure that senators are qualified to fill their positions. (Qualified means the graduate was selected by their class.) Normally this is an appointment by the Class President but some classes have their own process.

The CAS Secretary will maintain minutes of meetings for the full CAS. Minutes will consist of a list of attendees, a summary of issues discussed and recommendations reached. The minutes will include a record of each vote taken. Copies of the minutes will be distributed to all members of the CAS as soon as possible after the meeting. The CAS Secretary will also be responsible for handling correspondence of the CAS and maintaining a current list of attendance and a voting record of CAS members.

## VOTING

Each member of the CAS will solicit views from their respective classes and will report CAS actions to their classes. Recommendations of the CAS will be determined by majority vote of those members present in person, by conference call or logged-in on line. A quorum will consist of the members in attendance in person, by conference call or logged-in on line.

## CAS MEETINGS

At the quarterly CAS meetings, senators may attend in person or call in on the conference line. Any other AOG members may attend in person or utilize the call-in procedures; however, only senators will be allowed to participate in Senate discussions or votes. Visitors must mute their phones during the entire meeting. Anyone who violates this provision will be asked to sign off. Telephonic visitors must identify themselves as visitors and give their class when they initially check into the meeting.

# ASSOCIATION OF GRADUATES

## SUPPORT

Administrative support for the CAS will be provided by the AOG staff.

Travel to and from meetings will be at the member's expense. If a meeting is held at a location other than the Academy, the hosting member is responsible for making necessary arrangements for a meeting place and administrative support.

The CAS president will send out an agenda for the CAS. One week out, the AOG Executive Assistant will send out agenda (maybe modified) and log in/call in information.

The roster is maintained by the President with updates to VP and AOG Executive Assistant. Every quarter, when CAS minutes are posted, the roster update will be uploaded to the website. All documents will be uploaded via the President.

Each class senator must be an AOG member.