



PROCEDURES FOR THE CLASS ADVISORY SENATE July 2024

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 pass those views on to AOG Board and AOG leadership. 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 if the principal is not available. One must be a senator, or a backup 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 10-15 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, typically in the month prior to the AOG Board meeting. The Executive Committee will meet quarterly, in the month prior to the CAS 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.

ELECTION OF CAS OFFICERS AND EXECUTIVE COMMITTEE

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. The CAS President will not exceed four two-year terms (eight years total) in a row. This eight-year term limit will align with AOG Board Directors max eight years' service. There are no limitations on CAS Vice President or Secretary terms.

ASSOCIATION OF GRADUATES

The CAS officer and Executive Committee elections will be conducted in November of the even year after the CAS fall meeting. The AOG staff will run the election (one vote per class when votes are taken.) The new officers and Executive Committee members will be inducted at the beginning of the January (or first) CAS meeting of the new year.

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

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 AOG 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 online. A quorum will consist of the members in attendance in person, by conference call or logged-in online.

CAS MEETINGS

At the quarterly CAS meetings, senators may attend in person or zoom/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.

SUPPORT

Administrative support for the CAS will be provided by the AOG Alumni Relations Department 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 and log in/call in information provided by the AOG staff for the CAS.

The roster is maintained by the President with updates to VP, Secretary, and AOG staff member. 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.