

FLIGHT 18 STANDARD OPERATING PROCEDURES (SOP)

A. FLIGHT OFFICERS DUTIES

1. **The Flight Captain:** The Flight Captain will have general supervision over matters pertaining to the Flight. He shall preside at flight meetings, and shall appoint the committees required by the Flight By-Laws, these SOPs, and by the vote of the Flight. In conjunction with the other officers of the Flight, he will schedule the times and places of regular Flight meetings and call special meetings as necessary. He will insure that harmony is preserved and the Bylaws of the Flight and these SOPs are adhered to. He will also perform such other duties as may be required of him by vote of the Flight.

2. **The Vice Flight Captain.** The Vice Flight Captain will take over the duties of the Flight Captain in the absence of the Flight Captain.

3. **The Adjutant:** The Flight Adjutant shall preside at meetings in the absence of the Flight Captain and Vice Flight Captain. He shall keep minutes of all meetings of the Flight, conduct the correspondence of the Flight and maintain records. He is in charge of the records of the Flight and shall promptly deliver such to his successor in office. The Adjutant must submit Quarterly Flight reports to National on a timely basis. He will make all arrangements including notification, reservation, registrations and menus for meetings of the Flight, except for programs which are the province of the Flight Captain and Vice Flight Captain; and perform such other duties as may be required of him by the Flight Captain, Vice Flight Captain or vote of the Flight.

4. **The Treasurer:** The Flight Treasurer shall receive all monies; pay all bills against the Flight for expenditures authorized by Flight action, or by vouchers signed by the Flight Captain or Flight Adjutant. He shall keep account of all receipts and expenditures in accordance with generally accepted bookkeeping practices. He shall give a summary financial status report as the Flight Captain may request in the normal conduct of Flight business. The Treasurer shall be prepared to present a financial statement on the status of flight funds at the Annual Business Meeting and perform such other duties as may be required of him by the Flight Captain or vote of the Flight.

5. **The Provost Marshal:** The Flight Provost Marshal shall be the custodian of all Flight property and equipment. He is responsible for advising the membership of the protocol of Flight meetings. He shall present candidates for induction into the Flight, ensure that only members and their authorized guests attend Flight meetings, and perform such other duties as may be required of him by the Flight.

B. MEMBERSHIP REQUIREMENTS

1. **Hereditary, and Named** eligibles, to be considered for membership must be 18 years of age or older and must be recommended by an active Daedalian and endorsed by three active Daedalian members of Flight 18.

2. **Honorary** eligibles, to be recommended for consideration by the National Order, must receive the affirmative vote of three-fourths of the VOTING active members of the National Order of Daedalians.

3. Applications for membership shall be made on the most recent ORDER OF DAEDALIANS/ FLIGHT 18 APPLICATION FORM. Daedalians transferring in from other flights shall submit a completed FLIGHT 18 BIO FORM. (See Appendix A and B.)

4. A prospective applicant for membership may be invited to attend meetings as a guest prior to his initiating an application.
5. Applications will be submitted to the Flight Adjutant for processing and transmittal to the National Order.
6. The applicant, upon approval of the National Order, will be inducted into Flight 18 at a regular flight meeting when possible. A meeting of at least three active members in good standing is required to conduct and witness an induction.

C. FLIGHT ASSOCIATE REQUIREMENTS

1. Detailed information regarding eligibility, nomination and selection of prospective Flight Associates is contained in a separate document entitled:
"ORDER OF DAEDALIANS MILE HIGH FLIGHT 18 POLICIES AND PROCEDURES REGARDING ASSOCIATES." (See Appendix C.)

D. APPOINTED COMMITTEES AND CHAIRMEN

1. At the discretion of the flight Captain, committees may be formed and chairmen appointed by the Flight Captain to perform various tasks for Flight 18.
2. Committees and chairmen may be either standing or ad hoc and may include but not be limited to the following:

- Scholarship
- Newsletter
- Membership
- Publicity
- Program
- Nomination

E. INDUCTION FEES, DUES AND FUNDS

1. There shall be no induction fees for the Flight
2. The amount of the annual Flight dues shall be determined by majority vote of the Flight based on the recommendation of the Officers.
3. The annual Flight dues for the ensuing year shall be due and payable on or before January 31st.
4. The annual flight dues shall be prorated by quarters to those joining the Flight during the year.
5. No member, who is delinquent in either the Order or Flight dues for more than one full year, may retain affiliation with the Flight.
6. Flight dues shall be used to defray the costs of Flight administration, correspondence, record keeping, etc., and for the social and other activities of the Flight.
7. A financial statement showing the status of all flight funds shall be presented by the Treasurer to the Flight at the Annual Business meeting each year.

8. In the event of the dissolution of the Flight, all funds, property and equipment of the Flight shall be transferred to the Daedalian Foundation, a not for profit organization established by charter under the Law of the State of Texas.

F. REINSTATEMENT TO ACTIVE MEMBERSHIP

1. Within five (5) years: Daedalians who resign or who are dropped from the Daedalian Rolls for nonpayment of annual member dues may be reinstated as members in good standing by requesting reinstatement in writing and paying both one year's past dues and the current year's dues.
2. After five (5) years: Members who have been dropped from the Daedalian rolls longer than five years must reapply for membership in the same manner as a new member.

G. ELECTIONS

1. Election of Flight Officers shall be by voice vote at the Annual Business meeting.
2. On or before October 1st of each year, the Flight Captain shall appoint a Nominating Committee to nominate candidates for election as Flight Officers for the following year. Nominations are permitted from the floor at the Annual Business meeting if those so nominated have agreed to serve if elected.
3. Those elected shall be those receiving a majority of votes for the office for which nominated. They shall assume the duties of the office to which elected at the first meeting in January following the election.
4. In the event of the death or resignation from office of the Flight Captain, the Vice Flight Captain shall assume the office of Flight Captain. If the Flight Adjutant should die or resign, the Flight Captain may appoint his successor. Should one of the other offices become vacant, the remaining officers may appoint a member to complete the unexpired term.

H. ACTIONS DUE TO THE DEATH OF A MEMBER

1. The Flight Captain shall offer condolences and assistance to the family of the deceased. The Flight Treasurer shall make a donation to the Scholarship Fund on behalf of the deceased family. The amount to be donated will determined by the Officers.
2. The Flight Adjutant will promptly notify National Headquarters of the date of the member's death to include full name and address of the spouse or other next of kin, if any. In case of the latter, include the relationship. If there is no next of kin, advise National of that fact.

I. AMENDMENTS

1. These Standard Operating Procedures may be amended from time to time in the best interests of the Flight by vote of the elected Officers.

Approved on _____(date)