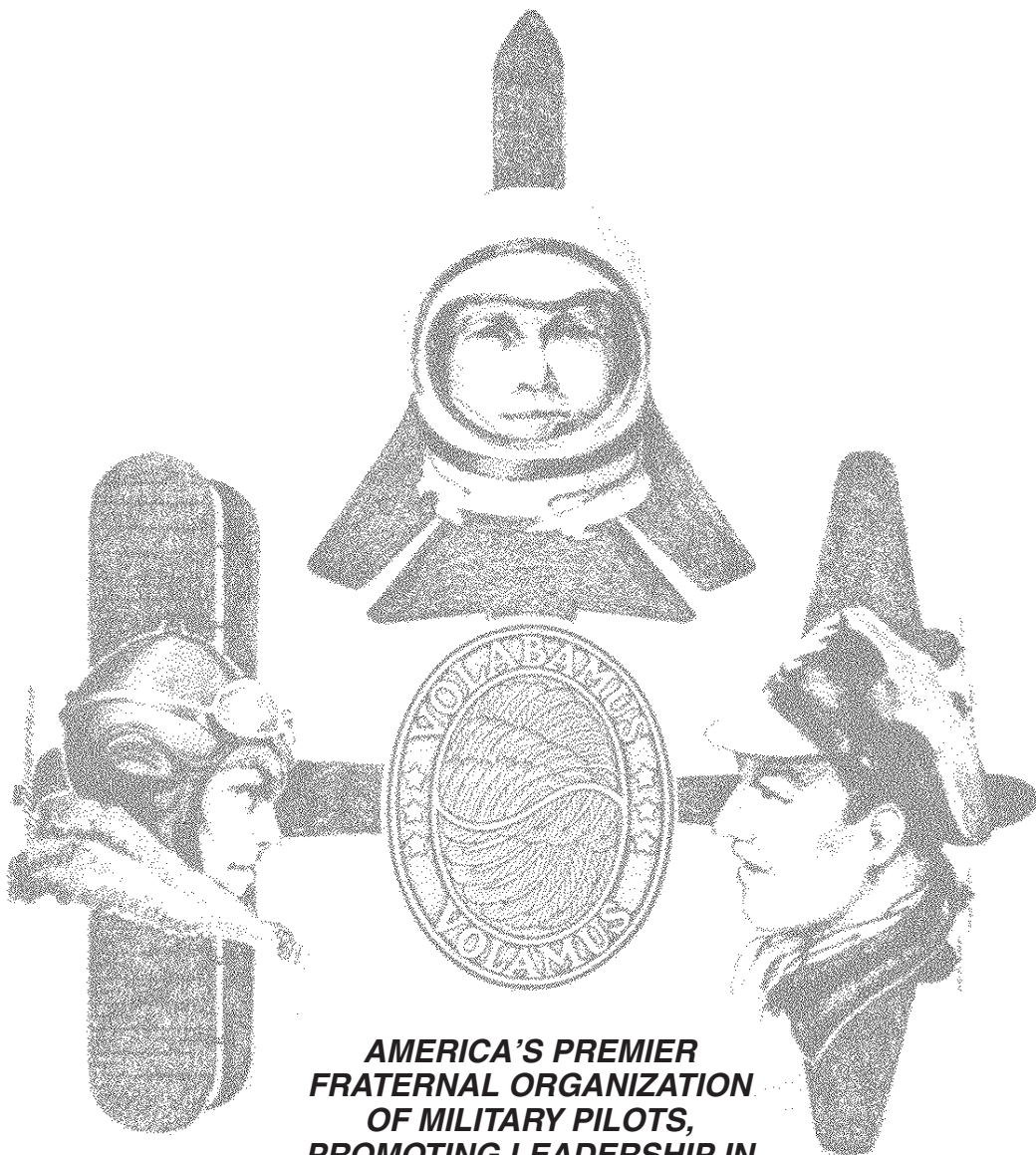


# Order of Daedalians



**AMERICA'S PREMIER  
FRATERNAL ORGANIZATION  
OF MILITARY PILOTS,  
PROMOTING LEADERSHIP IN  
AIR AND SPACE POWER.**

## Flight Manual

2004

# The Tenets of the Order of Daedalians

- First: To Place Nation Above Self (Patriotism)
- Second: To Be Worthy of the Trust and Confidence of Fellow Daedalians (Personal Integrity and Character)

# The Objectives of the Order of Daedalians

- 1) Promote Air & Space Power in support of National Defense.
- 2) Educate Americans to the advantages of Air & Space Power.
- 3) Promote the rewards of a career in military aviation to young Americans.
- 4) Honor the legacy of our Founder Members and all who have flown in defense of our nation.
- 5) Encourage and recognize improvements in Flight Safety, Weapons Development, Combat Support and the overall effectiveness of Air & Space Power.
- 6) Recognize exceptional performance by military pilots.

OFFICIAL  
**Flight Manual**  
OF THE  
**Order Of Daedalians**

**AMERICA'S PREMIER FRATERNAL ORGANIZATION  
OF MILITARY PILOTS, PROMOTING LEADERSHIP  
IN AIR AND SPACE POWER.**

Published by National Headquarters  
Order of Daedalians

**2004**

## PREFACE

The Order of Daedalians, whose headquarters is located at Randolph AFB, Texas, is a nonprofit organization incorporated under the laws of Texas and governed by a Board of Directors consisting of fifteen members. The Order is exempt from taxes under Section 501 (c) 4. of the Internal Revenue Code. However, this tax exemption does not extend to Flights (see the discussion in paragraph 16 on tax exemption).

The Order of Daedalians authorized and sponsored the Daedalian Foundation to promote safety of flight and to encourage educational, scientific and charitable pursuits that advance the Objectives of the Order. Chartered in the State of Texas in 1959, the Daedalian Foundation is governed by a Board of Trustees consisting of between three and fifteen members. The Daedalian Foundation is tax exempt under Section 501 (c) 3; therefore, contributions to the Foundation are normally deductible by donors in computing their income tax.

The Order's Bylaws provide for the chartering of Flights when requested by members in a given area. The terms of affiliation between the local Flight and the Order of Daedalians are as follows:

1. The Order's Board of Directors must approve all petitions for the chartering of new Flights.
2. Such affiliation is for the purpose of cooperation in the furtherance of the Tenets and Objectives of the Order.
3. Flight officers are neither agents nor employees of the Order and, unless otherwise provided, have no authority to act for the Order.

Flights enjoy a great deal of autonomy, but close communication with National Headquarters is both necessary and vital. This Flight Manual is intended to provide answers to most of the questions about the handling of Flight affairs.

**Volabamus**

**Volamus**



M. Staser Holcomb  
VADM, USN (Ret)  
National Commander

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# FLIGHT PUBLICATIONS

## I. GENERAL

- A. The Order's Bylaws provides guidance applicable to the organization and operation of Daedalian Flights. If conflicts or inconsistencies arise between the materials contained in this Flight Manual and the Bylaws, the provisions of the Bylaws take precedence. When chartered, a new Flight will receive a set of Flight Publications. Publications will consist of this Flight Manual, the Flight Manual Supplement and its numbered amendments, a copy of the current Introduction brochure, Bylaws, and copies of any Memoranda for Flight Captains. The Bylaws are printed when required.
- B. Care should be exercised to prevent the loss of Daedalian publications. They should be kept up-to-date and transferred, intact, to the newly elected Flight Officers. A meeting between incoming and outgoing Flight officers to transfer Flight records and discuss problems can be most productive.

## II. FLIGHT MANUAL

This manual contains information, procedures, instructions and formats that are both traditional and pertinent to the operation of a Daedalian Flight. The contents are of a more permanent nature and are not generally subject to changes. Information of a more transitory nature is published in the Flight Manual Supplement.

## III. FLIGHT MANUAL SUPPLEMENT (Formerly Memo No. 1)

- A. The Flight Manual Supplement is issued annually or as required to revise, supplement or update the Flight Manual. When it is issued, it is also a consolidation of all previous memoranda supplementing or otherwise changing the Flight Manual.
- B. Instructions or additional information to the Flight Manual not warranting the issuance of a new Flight Manual Supplement will be issued in consecutively numbered supplements, as No. 2, No. 3, etc.

## IV. MEMORANDA FOR FLIGHT CAPTAINS

Memoranda for Flight Captains are issued as required to bring pertinent information, administrative instructions, or announcements to the attention of Flight Captains.

# FLIGHT ORGANIZATION

## V. HOW TO ORGANIZE A FLIGHT

- A. Active Daedalians interested in forming a Flight should first determine the number of members in the area sharing the same interest. Experience has shown it generally takes 20 - 30 active Daedalians to organize and sustain a Flight. A new Flight should be a minimum of 100 miles from the location of an existing Flight, providing each a 50 mile radius of action. National Headquarters can provide a roster of Daedalians listed alphabetically by ZIP code in any locale. ZIP rosters are also sent automatically every year to each existing Flight covering those ZIP codes within the Flight's area of operation.
- B. The Petition for Flight Charter (see Appendix A), containing the printed names and signatures of a minimum of ten Daedalians in good standing, should be forwarded to National Headquarters under cover of a letter indicating the proposed name of the Flight. (No Daedalian Flight will be named in honor of a living person.) Also indicate the number of active members in the Flight area, availability

of new member sources and military facilities, and other relevant information conducive to the successful operation of a Flight. Include the name and address of the project officer to whom further correspondence will be addressed.

NOTE: In filling out the petition for Flight charter, remember the names that appear on it will also appear on the charter. For that reason, we need a name typed or clearly printed for each signature so they will be spelled correctly on the charter.

- C. The petition will be reviewed and additional information requested if necessary. When completed, it will be presented to the Order's Board of Directors for final action. If approved, a Flight will receive an approved Charter, necessary publications and a check for \$300.00 to assist in establishing the functions of the Flight.
- D. Once chartered, the Flight will:
  - 1. Elect or confirm Flight Officers.
  - 2. Establish Flight dues and ensure they are adequate to cover clerical and mailing requirements.
  - 3. Ensure that proper accounting records are maintained.
  - 4. Ensure that members understand they have both National member dues and Flight dues to pay.
  - 5. Establish a bank account.
  - 6. Decide on a Flight mailing address, preferably a post office box, or another address that is not subject to change.
  - 7. Schedule meetings that are so spaced and with such programs as to stimulate and retain member interest.
  - 8. Establish a notification procedure for all Flight activities. We suggest a periodic publication, such as a Flight Bulletin, be used.
  - 9. Provide National Headquarters with rank, FULL name (avoid nicknames), position and telephone numbers of Flight Officers and the approved mailing address. Indicate officers' branch of service and status (active duty, retired, separated, or WASP).
- E. Flight Officers manage the Flight and constitute the governing body for the resolution of current Flight problems and the initiation of necessary programs. Using activity committees such as membership, programs, and scholarship can yield helpful results.
- F. National encourages Flights to offer suggestions and comments to Headquarters for the betterment of the Order and its functions.
- G. Flight Captains comprise the Advisory Council for the Board of Directors at National Headquarters. A Flight Captains' meeting is normally scheduled as part of the annual Daedalian convention. This meeting is designed to allow the National Officers and Directors to report to the Flight Captains and to receive their comments.
- H. Flight Elements may be formed in areas contiguous to the Flight location (with due consideration taken of the Flight's radius of operations if near another Flight). Organization and functions of these Elements will be prescribed by the Flights in consonance with the Order's Bylaws.

## VI. FLIGHT OFFICERS AND THEIR DUTIES

- A. General: The officers of each Flight shall consist of a Flight Captain, a Flight Adjutant, a Flight Treasurer, a Flight Scholarship Chairman and a Flight Provost Marshal. These officers are elected by the members of the Flight. A Vice Flight Captain and assistants may also be elected or appointed.
- B. Flight Captain: Flight Captains preside at Flight meetings. They appoint the committees required

by the Bylaws of the Order and by the vote of the Flight. In conjunction with the other officers of the Flight, they schedule the times and places of regular Flight meetings and call special meetings as necessary. They have general supervision over all matters pertaining to the Flight. They ensure that harmony is preserved and the Bylaws of the Order are enforced. They also perform such other duties as may be required by the Bylaws of the Order and the members of the Flight.

- C. Flight Adjutant: Flight Adjutants preside at meetings in the absence of the Flight Captain and the Vice Flight Captain. They keep minutes of all meetings of the Flight, conduct the correspondence of the Flight and maintain Flight records. They are in charge of the seal, books, papers and records of the Flight and must be prepared to immediately deliver such to their successors. They perform such other duties as may be required by the Flight.
- D. Flight Treasurer: Flight Treasurers receive all Flight monies. They also pay all bills against the Flight for expenditures authorized by Flight action or by vouchers signed by the Flight Captain or Flight Adjutant. They keep account of all receipts and expenditures in accordance with generally accepted bookkeeping practices. They must be prepared at each Flight meeting to give a summary report of the status of Flight funds. At such time as the Flight may require or the Flight Captain may direct, they must present all records and vouchers as may be necessary to permit a proper audit of all accounts. They will also perform such other duties as may be required by the Flight.
- E. Flight Scholarship Chairman: Flight Scholarship Chairmen chair a committee of Flight members who screen and select deserving candidates for Flight and/or matching scholarships submitted to National Headquarters for approval.
- F. Flight Provost Marshal: Flight Provost Marshals will be responsible for advising the Flight membership on matters of protocol at Flight meetings and the induction of members into the Order. They also will be responsible to ensure that only members and their authorized guests attend Flight meetings, and they will perform such other duties as may be required by the Flight.
- G. Election of Flight Officers: Flight Officers will be elected and replaced in a manner established by the Flight. Elections should be scheduled in sufficient time to enable the new officers to assume Flight responsibilities at the first meeting following the election. Immediately upon their election, the new officers will be identified to National Headquarters with their ranks, FULL names, Flight positions and business/home telephone numbers. Indicate service and status (active duty, retired, separated, or WASP).
- H. Appointed Officers:
  - 1. Membership Chairman: Since most new members of the Order of Daedalians come from the Flights, the Membership Chairman should be familiar with membership requirements and procedures and should review all applications for membership prior to submission to National Headquarters.
  - 2. Publicity Chairman: Our Flights are involved in some very worthy projects and area personnel and Daedalians all over the world should be aware of them. This Chairman should arrange for photography and full story coverage of all newsworthy Flight activities. Publicity Chairmen should contact the Editor of the *Daedalus Flyer* for an Author's Guide, or view the one on the web site.
- I. Flight Funds: National Headquarters suggests Flights organize funds into (at least) two separate accounts, "A" and "B". "A" would consist of funds collected for meal payments, Flight operations and other Flight administrative costs. "B" would hold monies raised from fund raisers, bequests, donations, etc., and would be intended for scholarships and other charitable Flight activities. The funds should not be intermingled. "A" funds could augment those in "B", but never the reverse. Other accounts could consist of CDs, savings accounts, investments etc., but each should be plainly labeled as to purpose. Such a system should help provide an acceptable audit trail.

# MEMBERSHIP

## VII. MEMBERSHIP CATEGORIES

The membership consists of the following categories:

- Founder Members
- Named Members
- Hereditary Members
- Honorary Members

- A. Founder Member: A person who, no later than the Armistice on 11 November 1918, as a commissioned officer in any component of the United States Armed Forces, held a rating as a military pilot of heavier-than-air powered aircraft. The names of over 14,000 Founder Members have been identified, and each has a Founder Membership in the Order of Daedalians. Named and Hereditary Members, when accepted into the Order, are assigned to Founder Memberships to perpetuate the names of our Founder Members who were the first to fly our country's airplanes in time of war. Due to the ravages of time there are no living Founder Members.
- B. Named Member: A military pilot, of heavier-than-air powered aircraft in any component of the United States Armed Forces, *who is or has been a commissioned or warrant/flight officer or WASP and* who is accepted as a member to perpetuate the membership of a Founder Member. Only two Named Members are authorized for any one Founder Member.
- C. Hereditary Member: A direct descendant, real or adopted of a Founder Member. There is no limit to the number of Hereditary Members authorized for any one Founder Membership.
- D. Honorary Member: A distinguished person who is not otherwise eligible for membership in the Order. The National Board of Directors screens recommendations and selects the nominee to be submitted to the vote of the active membership. At least three-quarters of the votes cast must be in favor of the nominee's designation as an Honorary Member. The number of Honorary Members shall not exceed fifteen at any one time. Past selections by the Board of Directors have been limited to those individuals who were nationally known for their contributions to air power, air safety or air transportation.
- E. Active Members: Active members shall consist of the following dues paying or Life Members:
  - Named Members
  - Hereditary Members
- F. Member Numbers:
  1. Each of the 14,000+ Founder Members was assigned a member number. Named and Hereditary Members accepted into the Order are given the member number of the Founder Member whose membership they are assigned to perpetuate.
  2. Honorary Members are numbered separately.

## VIII. NAMED MEMBERSHIP APPLICATION PROCEDURES

- A. General: Daedalians nominate and endorse eligibles for named membership. They ensure that prospective members are commissioned or warrant/flight officer, or WASP who are familiar with the Order's Tenets and Objectives and who are committed to supporting them. When Daedalians nominate applicants for membership or endorse their applications, it is assumed they have carefully considered not only eligibility but also the applicants integrity and character. Daedalians alone can ensure the quality of our membership.
- B. Applications: Eligibles apply on membership forms prescribed by the National Staff. All of the

information along with the proper documentation is required by the Bylaws. Instructions for filling out the form are on the reverse of the preprinted application or on a separate instruction sheet on the web page. All items, including the Personal Data Form, date, and signature, have a reason for being included and if they are not completed the application will be returned. Incomplete application submission packages are a waste of time and money for all concerned.

- C. Documentation: Application forms will be accompanied by a check for applicable dues and fees and a copy of the orders rating the applicant a military pilot or a suitable substitute order. (Copies of orders indicating advanced pilot rating[s] are acceptable.)

Note: Dues amounts change occasionally. If not sure of the current amount, check the web site ([www.daedalians.org](http://www.daedalians.org)) under “Application”, then “Instructions” or call National Headquarters.

- D. Membership Committee: The Membership Committee should process all applications generated by the Flight. The Committee should check that:

1. The Flight name, Flight number and location as well as the date are entered on the top line of the form.
2. The name and signature of the nominator are in Part I.
3. All information asked for in Part II is completed.
4. The Part III endorsements include the names/signatures of three additional Daedalians in good standing (not including the nominator).
5. Pilot rating orders are included. Any official order in which the applicant is clearly identified as a pilot of a heavier-than-air powered aircraft is a suitable substitute.
6. Payment of dues and fees are included in the proper amount. (New members dues for those accepted into the Order during the period 1 October – 31 December are credited to the following year’s annual dues.
7. The Personal Data Form is complete and included. This form contains a permanent address that is often used to locate Daedalians otherwise lost. It is important!

If the application is complete and the applicant is acceptable, the Chairman of the Membership Committee, the Flight Captain, or the Flight Adjutant should forward it to National Headquarters for approval.

NOTE : The applicant should not be made a member of the Flight until after the application is approved by National Headquarters and the Flight is so notified. It is embarrassing to take a member into the Flight prematurely only to discover that National has disapproved the membership. Only members of the Order in good standing may belong to a Flight.

- E. The National Commander will require the eligibility and acceptability of each applicant be checked. If in order, the application will be approved. Immediately upon approval of the application, National Headquarters will send an approval letter to the new member, enclosing a membership card indicating his/her membership number. An information copy of the approval letter will be sent to the Flight at the end of the month. The candidate is now ready for induction. When prepared, a membership certificate will be mailed to the new member.
- F. Nominees from the Reserve Components: Article 4.02 of the Bylaws states who may be nominated for membership. Any military pilot in the Ready Reserve (assigned and performing duty leading to eligibility for military retirement) is eligible for membership in the same manner as eligibles on active duty. Commissioned military pilots in the Retired Reserve who are drawing military retired pay under Title 10, USC or who are on orders to receive such military retired pay at age 60 (whether or not they have attained the age of 60) also are eligible for membership. Application should include documentation to indicate and support these requirements.

## IX. REINSTATEMENT TO MEMBERSHIP

- A. Within five (5) years: Daedalians who resign or who are dropped from the Daedalian Rolls for nonpayment of annual member dues may, within five (5) years, 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. The request for reinstatement must also indicate current assignment, if still on active duty, and a current home address. In addition, those who retired after being dropped from the Daedalian Rolls should include a copy of the retirement order. No new application forms or other documents are required since those documents are still on file at National Headquarters.
- B. 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, including re-establishing eligibility and providing all required documentation, since all old member records will have been destroyed.

## X. LIFE MEMBERSHIPS

- A. Life Memberships are available to active Daedalians at the rates shown in the Flight Manual Supplement. In considering the member's appropriate age bracket, we have found the birth date to be the least controversial determinant. If a new member wishes to buy a Life Membership at the time of joining, the current registration fee must be added to the cost. If a member buys a Life Membership before 1 October the current year's dues may be applied toward the cost.
- B. All Honorary Members are Life Members in the order of Daedalians and pay no dues. We recommend that they also not be charged Flight dues.
- C. Installment Life Membership: Life Memberships also may be purchased with installment payments over a period of three years. A minimum initial payment of \$100.00 is required. The member's age determines the cost of the Life Membership when it is purchased or when the minimum initial payment is received. While the purchaser decides the amount and frequency of the payments; we recommend following a schedule. National Headquarters will send yearly reminders. It is the purchaser's responsibility to ensure that payment of the full cost of the Life Membership is completed within three years of the initial payment. Those not completing payment within the three year period will receive a refund of the initial deposit and all additional payments less the amount due for annual dues.

## XI. FLIGHT MEMBERSHIP

- A. Daedalian Flights establish application procedures for Flight membership to conform with the provisions of the Order's Bylaws. Only members in good standing in the Order of Daedalians may become members of a Flight.
- B. If a Flight offers special status to deserving local persons who are not eligible for membership in the Order of Daedalians, care should be taken not to identify them with the terms "Member" or "Honorary." Only Daedalians may be members of a Flight, and the term "Honorary" describes a special category of membership in the Order of Daedalians requiring the favorable vote of its membership at large. See paragraph C following.
- C. Friends of the Flight Program.
  - 1. General: The Friends of the Flight program is a Flight level program Intended to permit Flights to confer adjunct status on individuals that the Flight would like to have affiliate with the Flight, but who do not otherwise meet Daedalian membership criteria. Conferring the status of Friend of the Flight does not qualify the individual for membership in the National Order.

2. Eligibility: Individuals who are interested in the Order and who support its Tenets and Objectives, but are not eligible for regular membership. This program is intended for individuals only, not groups, organizations, companies, etc.
3. Selection: Flights must establish a process for nominating and approving prospective Friends. Flights may establish a “cap” on the number of Friends (e.g., 5%, 10%, or some other percentage of active Flight members) to preserve the basic Flight’s core majority as fully qualified Daedalians.
4. Activities: Friends may attend National Order events, such as the National Convention as guests of members. Friends are encouraged to participate in Flight meetings and other activities.
5. Administrative Procedures:
  - a. Flights should maintain a listing of friends.
  - b. Friends’ names will not be listed with the National Order.
  - c. Friends will have a distinctive name tag which includes the phrase “Friend of the Flight.”
  - d. Friends may be provided Daedalian materials such as the *Daedalus* Flyer upon request by the flight.
  - e. Flights may charge dues to Friends (full or partial).
  - f. Flights will include participation in the Friends program as part of their quarterly report to the Order.
  - g. Friends may not represent Flights and may not vote in Flight or National elections or events.
- D. Some members choose to belong to more than one Flight. This is acceptable. However, National advises that no member should occupy a position of leadership in more than one Flight in order to preclude possible conflicts of interest.

## XII. ACTION BY FLIGHT ON DEATH OF A MEMBER

- A. The Flight Captain or designated representative of the local Flight offers condolences and assistance to the family of the deceased.
- B. The Flight Adjutant or other designated officer of the local Flight promptly notifies National Headquarters (e-mail, fax, telephone, or regular mail) 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, please advise National of that fact. National Headquarters will always acknowledge receipt. The National Commander will express the sympathy of the Order to the family of the deceased provided notification to National Headquarters was done within a reasonable time frame. The initial report to National Headquarters should be made immediately and the information should also be included in the next Flight Quarterly Activity Report. For obvious reasons, initial data should be confirmed and verified before notifying National Headquarters. It is extremely embarrassing for all concerned to attempt to reverse the publicizing of the obituary of a living person.

## XIII. INDUCTION OF NEW MEMBERS

- A. Upon approval of the application for membership in the Order of Daedalians by the National Headquarters, the new member will be formally inducted at a Flight meeting when possible. A meeting of at least three active members in good standing is required to conduct and witness an induction.
- B. A National Officer, the Flight Captain or a selected senior Daedalian should perform as the Inducting Officer.

- C. The induction procedures outlined in Appendix B are recommended. Slight variations are permitted so long as the Tenets and Objectives of the Order are thoroughly explained to the new members and they give and understand the “Promise of a Daedalian” as their personal and solemn commitment as a Daedalian. The promise should be the highlight of the ceremony.

## **FLIGHT ADMINISTRATIVE PROCEDURES**

### **XIV. INCORPORATING**

- A. The Order of Daedalians and the Daedalian Foundation are both incorporated under Texas law. The Foundation has no members. Individual Daedalians are members of the Order; however, the Flights as entities are not part of the corporate structure of either the Foundation or the Order. Therefore, a Flight may be incorporated as a legal entity.
- B. The Order (National Headquarters) has no policy regarding Flight incorporation. Thus the issue is essentially a matter to be governed by the desires of the Flight members. In considering the matter, Flight members should obtain a full legal explanation and advice from an attorney licensed to practice law in the state in which the Flight is located. Thus the most important thing is not which way the issue is decided, but that the issue be fully considered and that a well-informed decision be made.
- C. There are many advantages to be gained by incorporating. The most important are:
  - 1. The creation of the Flight as a legal entity or “person” which can operate, act, contract, own and dispose of real and personal property, sue and be sued all in its corporate name for a period of years, or theoretically, forever; and
  - 2. The creation of a legal entity that generally shields the individual members from personal financial liability arising out of corporate activities. Further, the use of the corporate status may facilitate obtaining tax exemptions and other benefits.

### **XV. NONPROFIT STATUS**

Creation of “nonprofit” status is normally a matter of state law, and it may be by a specialized form of incorporation or through some other specialized form of doing business acceptable to the state. Most states provide for the creation of “nonprofit corporations” as well as “commercial,” “business” and other forms of corporate structure; and most states provide forms and instructions for obtaining and maintaining legal “nonprofit” status. A Flight should obtain “nonprofit” status, either corporate or otherwise, since this status is normally a prerequisite to obtaining various beneficial rights and exemptions, e.g. exemption from state and federal income tax.

NOTE: When a corporation requests exemption from federal income tax, the IRS will require that the Articles of Incorporation or Charter contain certain specific provisions (not normally required by the state) before any exemption will be granted. A thorough review of appropriate IRS Articles/Charter requirements prior to incorporating helps to preclude the necessity for amendments at the time request for federal tax exemption is made. See Paragraph 16 and reference to IRS Publication 557.

### **XVI. TAX EXEMPTIONS AND OTHER ISSUES**

- A. Formation of a “nonprofit” corporation or other “nonprofit” entity under state law may, but does not automatically, exempt a Flight from paying federal or state income taxes. Such tax exemption must be formally requested and a specific ruling must be made in each instance. Flights are

encouraged to seek income tax exemption from the Internal Revenue Service and, where applicable, from state income tax authorities. Application for federal income tax exemption must be made to the Internal Revenue Service on IRS Form 1023 or 1024, as applicable, and filed with the local District Director of the IRS (See IRS Publication 557, "Tax-Exempt Status for your Organization.") Again, the use of competent legal counsel can prove invaluable in the preparation of this and other tax exemption forms.

- B. Using the "nonprofit" status as a basis, application may be made for exemption from other forms of state taxes (e.g., state franchise and state sales taxes) and other state and federal benefits (e.g., federal bulk mailing permit).
- C. In addition to exemption from federal income tax (26 USC 501 (c)), the Flight will be fortunate if it can obtain a status that will permit donors to deduct from their individual income taxes the value of gifts made to the Flight (26 USC 170). This is the prime consideration in fund raising endeavors. These two matters, income tax exemption and deductibility of gifts are controlled by two different sections of Title 26 of the US. Code and are not reciprocal. In general, the Flight cannot qualify for deductibility of gifts unless it is also qualified for federal income tax exemption, but the fact that the Flight is qualified for income tax exemption does not mean that it necessarily qualifies for deductibility of gifts. These are two separate determinations. As with other technical legal matters, the Flight should consult a competent tax attorney on this issue. In the absence of a specific ruling by the IRS, the Flight should never advise a donor on the deductibility of his gift. That is a matter between the donor and the IRS. In the event of an IRS ruling, the donor may be advised of the ruling.
- D. State Sales Taxes: Nonprofit organizations that receive a general exemption from state sales taxes should examine the individual state sales tax laws to determine the limits of that exemption. Most nonprofit organizations engage in various forms of fund raising in addition to donations and membership dues, e.g., dinners, auctions, sales of goods and services, and other activities designed to support their nonprofit goals. Many of these fund raising activities may be sales taxable. Basically, the subject is divided into two elements,
  - 1. Whether the organization must pay sales tax to the sellers on items which it buys, and
  - 2. Whether the organization must report and pay sales tax to the state on its fund raising activities.As a general rule, nonprofit corporations are not required to pay sales tax to a vendor when buying items for corporate use, but must pay sales tax to the vendor when buying items for use of the individual members. The other general rule is that nonprofit corporations are normally required to report and pay sales tax to the state on items which are in fact sold by the corporation for fund raising purposes - and this is particularly true if the sales are to members of the public generally. Between these general concepts there are many different rules and exemptions among the various states. It is advisable to know your state's rules, since most states have substantial civil and criminal penalty provisions (including directors and officers) for violation of sales tax rules. Have a competent attorney assist you in determining your sales tax liabilities, if any, and report and pay your sales taxes where required.

## XVII. SPECIAL POSTAGE RATES

Postage for first class mail is expensive. Flights with mailings that exceed 200 pieces should investigate the desirability of purchasing a bulk rate third class mail permit for mailing Flight bulletins, rosters, etc. An annual fee is required, but the rates are significantly less than first class rates, thus reducing mailing costs considerably. Some disadvantages of bulk mailing are the mail is neither forwarded nor returnable, and the mail-outs must be sorted and bundled according to ZIP codes. Your contact for more detailed information is the Customer Service Officer of your United States Post Office.

## XVIII. PERSONAL LIABILITY AND PROPERTY DAMAGE INSURANCE

The Order purchases liability and property damage insurance to cover the Annual Convention and Flight meetings in the fifty states and the District of Columbia.

## XIX. FLIGHT MEETING ATTENDANCE

- A. Attendance at Flight meetings should be limited to Daedalians and invited guests to include potential members. Flights should have at least one meeting a year to which spouses/guests are invited. Some Flights have had great success with a formal affair once a year.
- B. The Flight Adjutant will be responsible for keeping appropriate minutes of the meetings to include the total attendance, the number of Flight members present and the percentage\* of the Flight's total members present. This will make it easier to prepare the **MANDATORY** Quarterly Flight Activity Report. (\*Based on total membership reported for the quarter.)

## XXI. FLIGHT MEETING PROGRAMS

- A. The Flight meeting procedure is included at Appendix C. Slight variations may be made as needed, but the overall format should be followed as closely as possible.
- B. There are many sources and many subjects for interesting programs for Flight meetings. Almost every Flight has several members who can relate interesting flying experiences. Active duty personnel who are in key positions in various Air Force, Army Navy, Marine or Coast Guard programs are usually very pleased with the opportunity to speak about their programs. Local film libraries are an excellent source for documentary or operational films for program use. The Daedalian video tape might be shown on occasion.

## XXI. FLIGHT ACTIVITY PROGRAMS

Many Flights are involved in awards and activity programs for military personnel, Reserves, National Guard, Civil Air Patrol, etc. Such programs are encouraged by National Headquarters. The Order and Foundation offer or support very rewarding programs for Flight involvement. These programs are all designed to help guide young people toward a career in military aviation and to help to perpetuate the spirit of patriotism and love of country. These programs are:

- The Daedalian Junior ROTC Achievement Award
- The Wright Flight Program
- Civil Air Patrol support, and
- The Matching, Descendant's, Egan, and other named Scholarship Funds Programs
- Cadet Flight Indoctrination Program

Details and procedures on all of these programs can be found in the most recent Flight Manual Supplement Number 1, Part II.

## XXII. POLITICAL ACTIVITIES

In general, the Order of Daedalians and its member organizations are not organized for the purpose of engaging in political activities either to lobby for legislation or to support particular political candidates; and as a basic proposition such activities generally should be avoided. Of course, individual Daedalians, as private citizens, are free to participate in both local and national political activities including participation in political election campaigns if they so desire - so long as they do so solely as a private citizen. However, this same freedom of political participation does not extend to Daedalian Flights, particularly where some type of income tax or other tax exemption has

been granted by federal or state authorities. The following general statement supplied by a legal counsel is illustrative of the complexities of the rules:

- A. A basic rule exists that an exempt organization may not engage in certain activities or attempt to influence legislation as a substantial part of its total activities. Forbidden political activities include direct or indirect intervention in any political campaign on behalf of, or in opposition to, any political candidate. Attempts to influence legislation include contacting legislators in order to support, propose or oppose legislation or advocating the adoption or rejection of legislation.
- B. It is clear that participation in election campaigns is prohibited for organizations having tax exemptions of the types normally possessed by Daedalian entities. The remainder of the rules are somewhat more complex. Generally, however, permitted political activities will depend on, among other things, the type of tax exemption held by the organization, the amount of political activity as compared to the organization's overall activities, the subject matter of the political activity and its relation to the overall purposes of the Daedalian organization, e.g., the advancement and development of flight and flight safety. Permitted political activity also depends on its purpose, i.e., to educate the public on the pros and cons of a given issue within the Daedalians interests or to actually procure the enactment of legislation which in itself may or may not be within Daedalian interests. Because of the complexities of this subject matter, it is strongly recommend that BEFORE ENGAGING IN ANY TYPE OF POLITICAL ACTIVITY the Flight submit the matter to the National Headquarters for review, analysis and advice.

### XXIII. QUARTERLY FLIGHT ACTIVITY REPORTS

- A. Flights enjoy a great deal of autonomy, but lines of communication between them and National Headquarters are both vital and necessary. One very important link is the **MANDATORY** Quarterly Flight Activity Report.
- B. Format and details for preparing the Quarterly Flight Activity Report can be found in the Flight Manual Supplement. Recommendations for improvements are welcome. In order to qualify for either the Jimmy Doolittle Distinguished Flight Award or the Flight Rebate Program, Flights *must submit all four* quarterly reports and each must be post-marked WITHIN 90 DAYS OF THE LAST DAY OF THE QUARTER BEING REPORTED UPON. Faxed reports are acceptable as are emailed submissions. If an e-mail report is submitted, the Flight automatically attests that it is the official report, even though it will have no signature (a follow-up mailed report is suggested, although credit will be given for the earlier email submission date).

### XXIV. JIMMY DOOLITTLE DISTINGUISHED FLIGHT AWARDS

The Daedalian Board of Directors established the Jimmy Doolittle Distinguished Flight Award Program to reward those Flights judged to have conducted, during the previous calendar year, the most effective program of activities advancing the Tenets and Objectives of the Order. The awards are presented to the winning Flights at the Member Meeting during the annual Daedalian convention. The Flight Manual Supplement contains detailed information and instructions on the Jimmy Doolittle Distinguished Flight Awards.

### XXV. FLIGHT REBATE PROGRAM

This program was designed to encourage growth in Flight membership and greater member participation in Flight programs and activities. Under this program, National Headquarters will rebate a portion of each member's annual dues to his Flight. The Flight Manual Supplement contains details about this program and how a Flight may qualify.

## XXVI. DAEDALIAN DISTINGUISHED ACHIEVEMENT AWARD

- A. This award is established to recognize outstanding feats of airmanship or other aviation related achievements by active Daedalians in good standing. It will be awarded when and as often as circumstances warrant its presentation. This award is not intended to reward Daedalians for exceptional service to the Daedalian organization.
- B. The award is a pendant, attached to a ribbon and may be worn around the neck at official Daedalian or other appropriate functions.
- C. Nominees must be living and agree to accept the award. The presentation normally will be made at the annual Daedalian Convention. If the recipient is not able to attend the convention, other suitable arrangements will be made for the presentation.
- D. Procedures for nomination:
  - 1. Only active Daedalians in good standing may submit nominations for this award.
  - 2. The nomination, limited to 200 words or less, will be submitted to the National Headquarters of the Order of Daedalians accompanied by the following:
    - a. The nominee's agreement in writing to accept his award if presented.
    - b. Supporting attachments, if necessary, but not to exceed three pages.
    - c. Complete biographical information on the nominee.
    - d. Nominee's photograph 3 x 5 or larger (in color).
- E. The Awards Committee will review all nominations and submit their recommendations to the Board of Directors. Selection of a nominee to receive the Daedalian Distinguished Achievement Award requires the favorable vote from a majority of the members of the Board of Directors.

## XXVII. MEMBERSHIP DUES

- A. Annual member dues cover a calendar year and become due and payable to the National Headquarters on 1 January. Nonpayment of dues will result in the member being dropped from the Rolls. Dues of new members accepted into the Order during the period 1 October through 31 December are credited to the following year's annual dues. Flights should remind members to pay both member and Flight dues and that member dues are paid separately to National Headquarters. National drops hundreds of members every year who fail to pay National dues. In addition to no longer being members of the Order of Daedalians, those so dropped also can no longer be Flight members. Life Members (which includes all Honorary Members) and Installment Life Members DO NOT pay annual dues. Flights are encouraged to exempt all Honorary Members from payment of Flight dues.
- B. Members who are dropped from the Daedalian Rolls may be reinstated by following instructions in Paragraph IX.

## XXVIII. COMPUTER MEMBERSHIP PRINTOUT

In the autumn of each year, National Headquarters will send to all Flights a computer listing of all Daedalians residing in their local Flight areas. These will be alphabetical listings by ZIP codes, and they serve as an effective tool in identifying local Daedalians who may not be members of the Flight. Errors, omissions and address changes should be reported to National Headquarters immediately.

## XXIX. DAEDALIAN ROOM

Flights located at or near a military installation are encouraged to arrange with the local commander for the designation of a Daedalian Room (or Wall if a Room is not possible) in the Officers' Open Mess or Consolidated Mess, if such exists. There is also a vast amount of aviation art that can be obtained to complete the decorations. A Daedalian Room or Wall will also provide a place to display Flight awards. In some locations, Flights have successfully created a Daedalian motif in a hotel or motel meeting room if a local military installation no longer exists. National Headquarters also has a Daedalian Crest for sale to Flights for \$60.00. It is pressed polyurethane in the approved colors of gold and green and is very durable.

## XXX. ANNUAL DAEDALIAN CONVENTIONS

- A. Normally held on Thursday through Saturday, usually in early June. Article 4.07 of the Bylaws requires the Annual Member Meeting to be held between 1 May and 30 September. This meeting is held as a part of the annual Daedalian Convention. Members are encouraged to attend Daedalian Conventions and should try if a convention is being held within a reasonable distance of where they live.
- B. In the past the convention site has been rotated as nearly as possible between east, west and central United States locations. However empirical data has shown that the central Flights have, by far, the largest member turnouts. We have contracted a reunion/convention management company to handle the 2005 Convention in San Antonio and will determine future convention plans based on that outcome.
- C. In the meantime, Flights wishing to host a convention are urged to write to the National Adjutant three 3 or more years in advance. While not a project to be taken lightly, hosting a Daedalian convention can be a rewarding experience. Except for funds voluntarily made available by the Flight, most expenses are borne by attendees and supplemented by National Headquarters. Flight members are needed on committees for the various convention activities and as Escort Officers for dignitaries. Special activities/tours should be considered. See Appendix D for how to submit a bid to host a national convention and a breakout of the division of responsibilities.
- D. Flight personnel will be involved in the initial survey and selection of the hotel site. Average maximum room requirements have ranged between 250 and 350. One objective is to attempt to hold all convention activities under one roof except for the golf tournament and tours. Listed below are typical convention requirements to be included in all planning:
  1. Flight Captains' Meeting: Room to seat 80 -100 people facing a head table seating approximately twelve class-room style (or a single-microphone podium without a head table). Also, one wireless microphone.
  2. Annual Member Meeting: Room to seat 200-300 people, theater style, facing a head table seating approximately twelve. Podium and microphone.
  3. Member Luncheon: Serves as the monthly Flight meeting for the host Flight. Follows Annual Member Meeting and requires banquet seating for 300-400 people facing a head table seating approximately 8. The Flight Captain of the host Flight conducts this activity. Open to spouses; sometimes a separate spouse luncheon is held. Guest speaker.
  4. Airpower Symposium: Requires seating for 250-300 people. Facing a head table of five to seven people. Daedalian Foundation organizes this activity with assistance from the Flight. Audio-Visual support will be varied and will be coordinated on a case-by-case with the Flight. Open to spouses and guests.

5. Awards Dinner: Banquet style dinner for 400-600 seated at round tables of ten with elevated head table seating approximately twelve. No guest speaker.
6. Activities/Tours: Usually one or two on Friday and Saturday. Planned by host Flight. Expect 100-200 persons at each.
7. Annual Daedalus Golf Classic: Shotgun start for as many golfers as the golf course can accommodate. Military courses are preferred for cost considerations. While the event is normally open to Daedalians only, circumstances may require review and changes may result.

### XXXI. STAFF VISITS

The National Commander as well as other National Officers generally are available to make pre-planned visits to Flight meetings with approximately ninety days advance notice. Requests should be sent to the National Adjutant with information on primary and alternate dates. Also include the time and place of the meeting(s), expected attendance and whether spouses/guests are invited. Information should also include the dress, the nature of the program(s) and details of what is expected of the visitor. Advise if the Flight can assist with local transportation. Travel expenses are borne by National Headquarters.

### XXXII. NEWS ITEMS FOR THE *DAEDALUS FLYER*

- A. The *Daedalus Flyer* is the official journal of the Order of Daedalians and is published quarterly. It is not only the primary source of information about the Order, it is also the basic source of information about those activities and experiences that bind us together as Daedalians. Flight and Member contributions to the *Daedalus Flyer* are important and are of interest to all fellow Daedalians. The activities and accomplishments of Flights are not only interesting, but provide useful information to other Flights as they attempt to emulate and develop stimulating fraternal activities.
- B. Our extensive Awards and Scholarship program represents your contributions at work. Your Flight may be asked to participate in the presentation ceremony of an Award or a Scholarship. It is vitally important that such a ceremony be properly photographed and reported to the Editor for publication in the *Daedalus Flyer*.
- C. All information for the *Daedalus Flyer* together with color photographs should be received at National Headquarters by: 1 February - Spring issue; 1 May - Summer issue; 1 August - Fall issue; and 1 November - Winter issue. Each individual in each photograph should be identified by full name, title and rank.
- D. An Author's Guide for the *Daedalus Flyer* is available for reference. Please contact the Editor, *Daedalus Flyer*, for a copy, or you may view one on or download one from the web site.

### XXXIII. DEACTIVATION OF A FLIGHT

With the movement of units and changes in mission of units, it is sometimes necessary to deactivate a Flight. In case this becomes necessary the Flight Captain should warn National Headquarters of the possibility as soon as possible. When it actually happens, the Flight records should be returned to National along with any Flight funds in the treasury. Take out of the Flight funds the cost of shipping the records, close the account and send a check for the balance to "Order of Daedalians".



## APPENDIX B

### INDUCTION

Inducting Officer:

BEFORE PROCEEDING WITH THE INDUCTION OF THE NEW MEMBER(S), I WOULD LIKE TO INVITE ANY MEMBER WHO WAS NEVER FORMALLY INDUCTED TO PARTICIPATE IN THIS INDUCTION.

(Pause to permit others to join group being inducted.)

I AM CONFIDENT THAT BY THIS TIME YOU ARE FAMILIAR WITH THE LEGEND OF DAEDALUS AND ICARUS - THEIR ESCAPE FROM THE ISLAND OF CRETE BY FABRICATING WINGS OF FEATHERS, WAX AND STRING; DAEDALUS FLYING SAFELY WHILE ICARUS, DISREGARDING THE ADMONISHMENT OF HIS FATHER, FLEW TOO HIGH. NEAR THE SUN, THE WAX OF HIS WINGS MELTED, AND HE FELL INTO THE SEA THAT NOW BEARS HIS NAME. POSSIBLY YOU ARE LESS FAMILIAR WITH THE GENESIS OF THE ORDER WHICH HAS TAKEN ITS NAME FROM THE SUCCESSFUL LEGENDARY GREEK FLYER.

THE ORDER OF DAEDALIANS WAS FOUNDED AT A TIME NOT TOO DISSIMILAR FROM TODAY WITH RESPECT TO SOCIAL UNREST AND THE POWER STRUGGLES BETWEEN NATIONS OF THIS EARTH.

IN OCTOBER 1933, A REPRESENTATIVE GROUP OF CAREER OFFICERS IN THE ARMY AIR CORPS, STATIONED AT MAXWELL FIELD, MONTGOMERY, ALABAMA, CONSOLIDATED THE IDEAS WHICH HAD LONG BEEN DEVELOPING WITH REGARD TO THE FORMATION OF A FRATERNITY OF MILITARY PILOTS. ON MARCH 26, 1934, THERE WAS FORMALLY INSTITUTED THE ORDER OF DAEDALIANS, COMPOSED OF THOSE WHO, NO LATER THAN THE ARMISTICE OF 1918, HELD RATINGS OF PILOTS OF HEAVIER-THAN-AIR POWERED AIRCRAFT.

THE ORDER OF DAEDALIANS WAS CONSTITUTED AS A MILITARY FRATERNAL ASSOCIATION, MEMBERSHIP BEING FULLY CONSUMMATED ONLY BY GIVING "THE PROMISE OF A DAEDALIAN." BEFORE YOU GIVE YOUR "PROMISE" IT WOULD BE APPROPRIATE TO CONSIDER THE PREAMBLE TO THE ORIGINAL CONSTITUTION AND STILL THE PREAMBLE TO OUR PRESENT BYLAWS WHICH SAYS:

"WE, A REPRESENTATIVE GROUP OF AMERICAN WORLD WAR I PILOTS, NOW COMMISSIONED OFFICERS IN THE AIR CORPS, UNITED STATES ARMY, IN FULL REALIZATION OF THE CONSTANT LESSENING OF OUR NUMBERS DUE TO THE CONTINUED HAZARDS OF OUR CALLING AND THE ADVANCE OF YEARS; AND IN ORDER TO PERPETUATE THE SPIRIT OF PATRIOTISM, THE LOVE OF COUNTRY, THE MEMORIES, SAD AND PLEASANT, OF OUR SERVICE DURING THAT PERIOD, AND THE HIGH IDEALS OF SELF-SACRIFICE WHICH PLACED SERVICE TO THE NATION ABOVE PERSONAL SAFETY OR POSITION; AND TO FURTHER CEMENT THE TIES OF COMRADESHIP WHICH BOUND US TOGETHER AT THAT CRITICAL HOUR OF OUR NATION'S NEED, DO ORDAIN AND ESTABLISH, WHILE INVOKING THE BLESSINGS OF ALMIGHTY GOD, THE ORDER OF DAEDALIANS."

IN KEEPING WITH THE SPIRIT OF THIS PREAMBLE, THE TENETS OF THIS ORDER, TO WHICH ALL MEMBERS HAVE GIVEN THEIR PROMISE, ARE:

FIRST: TO PLACE NATION ABOVE SELF. THIS MEANS YOU WILL FOREVER KEEP UPPERMOST IN YOUR HEART THOSE HIGH IDEALS OF PATRIOTISM AND SELF-SACRIFICE WHICH PLACE SERVICE TO THE NATION ABOVE PERSONAL SAFETY OR POSITION.

SECOND: TO BE WORTHY OF THE TRUST AND CONFIDENCE OF FELLOW DAEDALIANS. YOUR CONDUCT IN YOUR RELATIONS WITH OTHER MEMBERS OF THIS ORDER SHALL BE IRREPROACHABLE.

Inducting Officer:

ARE YOU NOW READY TO GIVE THE "PROMISE OF A DAEDALIAN?"

Candidates:

I AM.

Inducting Officer (after having ALL in room stand):

PLEASE RAISE YOUR RIGHT HAND(S) AND REPEAT AFTER ME:

"I, (STATE YOUR NAME),

IN THE PRESENCE OF ALMIGHTY GOD AND THESE WITNESSES,

DO PROMISE THAT I WILL FOREVER ABIDE

BY THE TENETS OF THE ORDER OF DAEDALIANS:

FIRST, TO PLACE NATION ABOVE SELF;

SECOND, TO BE WORTHY OF THE TRUST AND CONFIDENCE OF FELLOW DAEDALIANS.

I MAKE THESE PROMISES

WITH NO EQUIVOCATION OR MENTAL RESERVATIONS,

AND ASK THE AID OF ALMIGHTY GOD TO ASSIST ME

IN UNWAVERING ADHERENCE

TO THE SPIRIT AND PROVISIONS OF THIS PROMISE.

SO HELP ME GOD AND KEEP ME STEADFAST."

PLEASE LOWER YOUR HAND(S).

(All but new members may be seated.)

Inducting Officer:

IN CHARGING YOU WITH YOUR RESPONSIBILITIES AS DAEDALIANS, I WILL READ THE STATED OBJECTIVES OF THE ORDER:

- 1) PROMOTE AIR & SPACE POWER IN SUPPORT OF NATIONAL DEFENSE.
- 2) EDUCATE AMERICANS TO THE ADVANTAGES OF AIR & SPACE POWER.
- 3) PROMOTE THE REWARDS OF A CAREER IN MILITARY AVIATION TO YOUNG AMERICANS.
- 4) HONOR THE LEGACY OF OUR FOUNDER MEMBERS AND ALL WHO HAVE FLOWN IN DEFENSE OF OUR NATION.

- 5) ENCOURAGE AND RECOGNIZE IMPROVEMENTS IN FLIGHT SAFETY, WEAPONS DEVELOPMENT, COMBAT SUPPORT AND THE OVERALL EFFECTIVENESS OF AIR & SPACE POWER.
- 6) RECOGNIZE EXCEPTIONAL PERFORMANCE BY MILITARY PILOTS.

Inducting Officer welcomes each new member into the Order. Other Daedalians may be encouraged to come forward to welcome them at the same time.

## APPENDIX C

### FLIGHT MEETING PROCEDURE

#### OFFICERS CALL

The Provost Marshal announces:

“Please take your seats.”

#### CALL TO ORDER

The Flight Captain formally calls the meeting to order.

“The \_\_\_\_\_ Flight, Order of Daedalians, will please come to order.”

#### INVOCATION

The Flight Captain will call upon a selected individual for the invocation.

“We will now have the invocation by \_\_\_\_\_”

#### PLEDGE OF ALLEGIANCE

The Flight Captain will call upon a selected individual to lead the Flight in the Pledge of Allegiance.

“We will be led in the Pledge of Allegiance by \_\_\_\_\_”

#### TOASTS

Provost Marshal:

“Mr. Flight Captain”

Flight Captain:

“Mr. Provost Marshal”

Provost Marshal:

“Sir, I propose a toast in water to those who have gone before.”

Members Respond:

“To our departed brothers and sisters.”

Provost Marshal:

“Mr. Flight Captain”

Flight Captain:

“Mr. Provost Marshal”

Provost Marshal:

“Sir, I propose a toast to the Commander-in-Chief, the President of the United States.”

Members Respond:

“To the President”

DINNER IS SERVED

WELCOME AND ANNOUNCEMENTS / INTRODUCTION OF GUEST SPEAKER

Flight Captain:

“On behalf of the \_\_\_\_\_ Flight, Order of Daedalians, it is my privilege to welcome each member and guest to this meeting.”

INTRODUCTION OF GUESTS

Flight Captain:

“Members will please introduce their guest starting with the table \_\_\_\_\_”

TOAST

Provost Marshal:

“Mr. Flight Captain”

Flight Captain:

“Mr. Provost Marshal”

Provost Marshal:

“Sir, I propose a toast ----- To our honored guest(s).”

Members Respond:

“Hear! Hear!”

BREAK

Flight Captain:

“Ladies and Gentlemen, this meeting will adjourn temporarily and be reconvened in \_\_\_\_\_ minutes.”

READING OF MINUTES

Flight Captain:

“The Adjutant will read the minutes of the last meeting.”

(With a motion, duly seconded and carried, the reading of the minutes may be omitted.)

BUSINESS MEETING

Flight Captain:

“The meeting is now open for such old or new business as may be brought before it.”

(Meeting continues in accordance with standard parliamentary procedures.)

#### FLIGHT INDUCTION OF NEW MEMBERS

If there are candidates for induction the Flight Captain will ask:

“Mr. Provost Marshal, are there any candidates present for induction?”

Provost Marshal:

“Sir, (name or names) is/are present for induction into the Order of Daedalians. His/Her (their) qualifications for admission have been fully examined and he/she (they) has/have been found worthy. I therefore present him/her (them) to you for induction.”

(The Inducting Official proceeds with the ceremony set forth in Appendix B of this Manual.)

#### PROGRAM

Flight Captain will announce the program or introduce the speaker. Upon completion of the program, the Flight Captain will thank those responsible, make any pertinent announcements and entertain a motion for adjournment. A toast to the speaker and the presentation of a memento are customary.

## APPENDIX D

### OUTLINE FOR SUBMITTING BID TO HOST ANNUAL DAEDALIAN CONVENTION

Introductory letter from Flight Captain should include:

- Itinerary to include brief description of each proposed event.
- Proposed convention schedule and estimated costs.
- City information.
- Recommended host hotel and host hotel information (we suggest two or three).
- Host hotel food and beverage guide.
- Tour information.

Listed above are the minimum requirements for submitting a convention bid.

Including letters of invitation from local dignitaries and the local convention and visitors bureau indicates the degree of community interest in hosting the convention. In estimating convention costs, assume that 300 members will register and 200 will be accompanied by spouses.

#### **DIVISION OF RESPONSIBILITIES:**

##### **National:**

- Provides initial schedule of required events. These are normally held at all Daedalian Conventions.
- Approves all contractual arrangements. Do not commit the Order to any contract. The Order must sign all contracts.
- Approves *all expenditures and charges* in advance.
- Pays all expenditures and charges that are approved in advance. (Exception: Hospitality Suite/Golf which are Flight responsibilities.)
- Receives and processes all reservations for ticketed events.
- Supervises and operates the Registration Desk. Conducts all meetings except Member Luncheon.
- Selects and invites all non-Daedalian guests including the guest speakers.
- Local Flight encouraged to provide listing of recommended non-Daedalian (military and civilian) guests and names of recommended guest speakers.
- Identifies and/or selects and invites all award recipients and presenters to the Awards Dinner.
- Determines and approves all reserved seating requirements at the Awards Dinner.
- Determines all head table seating arrangements except Member Luncheon, which will be handled by the local Flight. The National Commander and the Chairman of the Daedalian Foundation will be seated at the head table of all events including the Member Luncheon.

## **Flight:**

- Makes all arrangements and necessary plans to support and complement the schedule of required events provided by National.
- Negotiates final room charges.
- Plans and negotiates all catering needs to include table decorations.
- Arranges, mans and operates complimentary Hospitality Room provided by hotel. Any profit from the operation accrues to the Flight.
- Plans and arranges luncheon or other activities for spouses, one evening of activity for members, spouses, guests, and one or two tours and/or briefings for members.
- Organizes and mans a Command Post at hotel during periods of activity. Should be located near the Registration Desk and be operational the same hours.
- Provides local member support to include escorts for distinguished guests and event project officers responsible for supervising arrangements for each scheduled event.
- Plans and conducts Member Luncheon. Selection of luncheon speaker is to be coordinated with National Commander. This meeting is, in effect, a monthly Flight meeting. Spouses may attend if the Flight concurs. If they do not, a separate spouses' function may be scheduled. Memento, if any, for speaker is Flight's responsibility.
- Ensures any billings for Convention charges the Flight receives are sent to National as soon as possible after the convention ends. Flights need to understand the National convention budget is set early in the year and it is based on data sent to National o/a 15 January. Any post-January 15th expenses generated by the Flight are unbudgeted and will therefore be borne by the Flight, not National. ***Pre-planning is required!***



## ODE TO A DECEASED DAEDALIAN

*The flag is furled at halfmast  
And when the breezes blow,  
A throbbing with emotion.  
Each star and stripe droops low.  
Its folds are sadly rustling  
As it quivers in the breeze,  
And all is deathly silence  
Save the sobbing of the trees.*

*The drum's sad roll 'tis muffled,  
Hushed weirdly as in death  
And sounding like the dying  
Are gasping for each breath;  
Disconsonant across the field,  
The muffled tone that chills,  
And o'er the silent river,  
It is echoed by the hills.*

*The roll is called, One absent.  
One absent from our midst.  
With anguished gloom o'er-shadowed,  
We mourn for one who's missed.  
That noble, manly, loving face,  
That body straight and tall,  
Among us and at flying,  
Has answered the last call.*

*And when the last roll sounded,  
With accents firm and clear,  
Smiling, stepping to the front,  
He bravely answered "Here."  
Ready, aim, three volleys  
Over a flowered bier  
While many a Daedalian  
Must shed a silent tear.*

*The bugle's notes are calling  
"Sleep on, thou soul so brave,  
Your last tap silently sounding  
Above your airman's grave."*

