



# **Marshalling Detachment By-Laws**

Approved by Headquarters October 19, 2002  
Updated: May 2020

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**BY-LAWS OF THE  
MARSHALLING DETACHMENT  
COMMEMORATIVE AIR FORCE**

**ADOPTED OCTOBER 19, 2002 (Updated May 2020)**

**ARTICLE I  
Aims and purposes**

1. The Marshalling Detachment shall at all times endeavor to perpetuate the aims and objectives of the Commemorative Air Force and all activities and actions shall be thus directed.
2. The Marshalling Detachment shall act as a specialized support unit of the Commemorative Air Force during airshow activities sponsored by or authorized by the Commemorative Air Force.
3. The Marshalling Detachment shall be directly under the command of Headquarters, Commemorative Air Force.
4. The Marshalling Detachment shall insure that its membership is adequately trained and maintains the highest standards of preparedness in the safe ground operations of aircraft of all types and sizes which may be encountered at air shows. These shall include propeller-driven, rotor-craft and jet aircraft.

**ARTICLE II  
Membership**

Requirements for membership in the Marshalling Detachment shall be stringent due the inherent dangers and responsibilities involved during routine airshow operations.

1. Marshalling Detachment members shall be members in good standing of the Commemorative Air Force.
2. All Detachment members shall maintain his/her annual membership dues in the Marshalling Detachment.
3. New members shall be admitted into the Marshalling Detachment under the following conditions:
  - a. The Marshalling Detachment has an operational requirement for additional manpower.
  - b. Upon acceptance and receipt of candidates' Marshalling Detachment application forms and dues, the candidate may be admitted into the Detachment on a trial basis for on-the-job training, to be conducted by the Marshalling Detachment Training Officer or his/her designated alternate.

- c. A trainee must attend a minimum of six (6) wavered air shows, Tora practice or Traron clinics before he/she is eligible to be considered for qualification as outlined in Article VI-3. Notification of such training events shall be sent to all Detachment members.
  - d. At the end of calendar each year Detachment Training Officer shall review the progress of all trainees as outlined in Article III-11. Based on critiques and observations, trainees will either be recommended for qualification, carry over, or disqualification.
  - e. Upon being declared qualified, the approved Detachment uniform as described in Article VIII must be acquired.
  - f. A Marshaller is not considered current if he/she has not worked three wavered air shows, Tora practice or Traron clinics in the previous 12 months. A Marshaller in such case will be required to work with a currently qualified Marshaller until observed and approved by the Detachment Training Officer or his/her appointee.
4. The performance of each member of the Marshalling Detachment shall be reviewed annually by the Marshalling Detachment Training Officer.
  5. A member of the Marshalling Detachment may be removed from the Detachment roster by a 2/3 vote of the Detachment Staff and a representative from the CAF National Headquarters staff or by a directive from Commemorative Air Force Headquarters, if:
    - a. A member demonstrates unsafe habits.
    - b. Members' activities casts discredit upon the Detachment and/or the Commemorative Air Force.
  6. A member of the Marshalling Detachment may be disciplined (short of removal from the Detachment roster) for reasons stated in Article II-5a/5b by a 2/3 vote of the Detachment Staff or by a directive from Commemorative Air Force Headquarters.
  7. Members who are delinquent in their Commemorative Air Force membership dues shall be suspended from all Detachment activities until CAF membership is made current.
  8. Members who are 60 days delinquent in their Marshalling Detachment dues shall be suspended from Detachment activities until Detachment dues are made current.
  9. Members who are dismissed and removed from the roster or disciplined for reasons stated in Article II-5a/5b shall be notified in writing by the Marshalling Detachment Staff.
  10. Members who have been dismissed and removed from the Detachment roster or disciplined under Article II-5a/5b may appeal their dismissal or disciplinary action to the Commemorative Air Force by following the procedures outlined in the CAF Unit Manual.

11. Members who have been dismissed and removed from the Detachment roster under Article II-5a may petition the Detachment Staff for a special review after a 90-day waiting period.
12. Members who have been dismissed and removed from the Detachment roster under Article II-5b are ineligible to apply for reinstatement.
13. Members who have been dismissed and removed from the Detachment roster under Article II-7 or Article II-8 may petition the Detachment Staff for reinstatement upon proof of correction of their delinquencies.

### **ARTICLE III Organization**

1. The National Marshalling Detachment (hereafter referred to as the “Marshalling Detachment”) shall be a sub-unit of the Commemorative Air Force.
2. The Marshalling Detachment shall have three (3) elected officers:
  - a. Detachment Leader: Shall be responsible for the overall leadership and organization of the Marshalling Detachment into a coherent and fully trained operational unit of the Commemorative Air Force. Shall be the primary liason with Headquarters and other CAF Units. Shall be responsible for the dissemination of Detachment news at least six times per year by way of newsletter or electronic medium, (or any other medium deemed appropriate by the Staff).
  - b. Adjutant/Finance Officer: Shall be responsible for maintaining a current roster of all Detachment members in good standing, and shall submit this roster to Headquarters semi-annually or as otherwise directed by Headquarters. Shall handle all Detachment matters of a financial nature. Shall countersign, along with at least one other Staff officer, all checks written against the Detachment account(s). Shall keep Detachment bank account(s) balanced at all times, and shall disseminate this financial data to the membership through the regularly published newsletter. Shall make all Detachment financial data available to any Detachment member in good standing upon request. Shall submit all Headquarters required financial reports in a timely manner. Shall certify that election ballots are sent only to those CAF and Detachment members in good standing as of 30 days prior to a Detachment election. Shall assume the duties of the Detachment Leader in his/her absence.
  - c. Training Officer: Shall oversee the training of all Marshalling Detachment members and shall insure that uniform training standards are being consistently and universally applied. Shall be responsible for preparing, updating, amending and distributing all training materials. Shall observe all trainees at the annual CAF Headquarters air show and shall officially “qualify” those who have exhibited safe working habits and been recommended for such status by the Detachment staff. Shall appoint (non-voting) Assistant Training Officers as needed.
3. All Detachment Officers must be qualified members of the Marshalling Detachment.

4. The Marshalling Detachment Staff shall have the following non-voting member(s) in an advisory capacity:
  - a. Immediate-past Detachment Leader
  - b. PIO, Cadet Coordinator and Education officer(s)
5. The Marshalling Detachment may establish regional Sub-Units in the future if:
  - a. Sufficient manpower resources exist in an area to support an additional Sub-Unit, and,
  - b. The establishment of the new Sub-Unit does not substantially weaken the ability of an existing Sub-Unit to carry out its mission.
6. The Marshalling Detachment may dissolve a regional Sub-Unit if its manpower resources decline to the point it is deemed incapable of safely carrying out its mission. In such case, the members of the defunct Sub-Unit would be reassigned to another established Sub-Unit at the discretion of the Detachment Staff.
7. Detachment members who wish to align themselves with a Sub-Unit other than the one established in the area of their home address may do so by making their intentions known at the time their dues are paid each year.
8. Any member found to be qualified by the Marshalling Detachment shall be considered qualified in all regions.
9. Each regional Sub-Unit shall have three (3) elected officers:
  - a. Regional Leader: Shall appoint one person each year to a three (3) year term on the Regional Qualifying Board (outlined in Article III-11) and appoint members to fill any vacancies that may exist on the Qualifying Board. Shall report regional activities to the Detachment Leader. Shall be the contact person for airshow requests for assistance in his/her region. Shall be responsible for the overall activities of his/her Sub-Unit.
  - b. Regional Training Officer: Shall conduct training seminars and otherwise oversee training in his/her region. Shall Chair the Qualifying Board. Shall certify that his/her regions' training syllabus was in compliance with Marshalling Detachment standards.
  - c. Regional Communications Officer: Shall coordinate the Units' efforts to accommodate requests for airshow assistance in his/her region.
10. Each Sub-Unit shall establish a "Qualifying Board" composed of three (3) appointed members and Chaired by the Regional Training Officer. Its primary purpose is to observe and critique trainees, and recommend to the Detachment Training Officer trainees who are properly prepared and ready to be considered for qualification. Its secondary purpose is to observe and report unsafe practices to the regional Staff and the Marshalling Detachment Staff.

- a. In January of each year, the Regional Leader shall appoint one new member to the Qualifying Board for a term of three (3) years.
- b. Qualifying Board members must themselves be current and qualified and have a minimum of two (2) years tenure in the Marshalling Detachment.
- c. Each year prior to the CAF Headquarters air show each regional Qualifying Board shall review the progress of all trainees. Based on their observations and critiques, trainees will be recommended to the Detachment Training Officer for qualification, carry-over, or disqualification.
- d. A minimum of  $\frac{3}{4}$  of the members of the Qualifying Board must vote affirmative before a recommendation to qualify may be sent to the Detachment Training Officer.
- e. A sitting Sub-Unit officer may not serve as a Qualifying Board member.

## **ARTICLE IV**

### **Elections**

1. Only qualified members of the Marshalling Detachment in good standing with the Commemorative Air Force and the Detachment may be elected to Office.
2. All members in good standing with both the Marshalling Detachment and the Commemorative Air Force may vote in Detachment elections.
3. Each officer shall be elected for a period of two (2) years. Elections shall be held in the fourth quarter of each year, with newly elected officers taking office January 1<sup>st</sup>.
4. No member may serve as the Marshalling Detachment Leader for more than four (4) consecutive years. All other elected positions are not subject to term limitations.
5. The Detachment Leader shall be open for election in even numbered years. The Detachment Training Officer and Detachment Adjutant/Finance Officer shall be open for election in odd numbered years.
6. Each year each sitting Detachment officer may appoint one (1) person to serve on a Nominating Committee. The Detachment Leaders' nominee shall serve as Committee Chair. The nominating Committee shall consist of no less than two members. This Committee shall recommend by majority vote the member(s) most qualified to run for Detachment Office(s). A sitting Detachment Officer may serve on the Nominating Committee. In addition, any Detachment member who presents the written recommendation of three (3) other members may have his/her name included on the official ballot. Nomination by electronic means is permitted (i.e. email or website)
7. Each year after the CAF Headquarters air show, ballots will be sent to all eligible members (as determined by the Detachment Adjutant/Finance Officer). The Detachment Nominating Committee shall be responsible for the preparation and mailing or emailing of ballots for all positions open for election. A minimum of thirty (30) days after mailing

or emailing must be allowed for the return of ballots. Ballots must be returned to the Nominating Committee Chair who shall open and count the ballots in the presence of at least one other CAF member who is not affiliated with the Marshalling Detachment. The Chair must make returned ballots available for inspection by any member in good standing for a period of thirty (30) days after an election.

## **ARTICLE V**

### **Vacancies**

1. In the event of a vacancy on the Marshalling Detachment Staff, a replacement may be appointed by the Detachment Leader if less than one (1) year remains to be served by the vacating officer.
2. In the event of a vacancy on the Marshalling Detachment Staff where more than one year remained to be served by the vacating officer, the Marshalling Detachment Leader shall call for and oversee a special election.
  - a. In such cases, the remaining Marshalling Detachment officers, plus the immediate-past Detachment Leader, shall serve as the Nominating Committee, and shall by majority vote recommend the most qualified member to run for the vacated office.
  - b. In addition, any member who presents the written recommendations of three (3) other members may also have his/her name included on the official special election ballot.
  - c. The Detachment Leader may appoint a member to perform the duties of the vacating officer on an interim basis pending the results of the special election.
3. A letter of resignation is required for the record from all officers resigning from office.
4. In the event of a vacancy in the position of Detachment Leader, the Detachment Adjutant/Finance Officer shall automatically assume the office of Detachment Leader. The position of Adjutant/Finance Officer would then be filled by either appointment or special election, depending on the length of term remaining to be served, following guidelines described above.

## **ARTICLE VI**

### **Training and Qualifying**

1. All Marshalling Detachment members shall receive adequate training and refresher courses necessary to ensure safe handling of all aircraft types, and shall be responsible for maintaining his/her highest level of proficiency.
2. The most current version of the approved Marshalling Detachment Training Manual shall be made available to each member of the Detachment.
3. New Detachment members, regardless of prior experience, shall be considered trainees and shall undergo extensive on-the-job training under the supervision of the Detachment



Training/Safety Officer (or his/her designated alternate) or other qualified experienced Marshallers.

- a. Before being eligible to be considered for qualification, a trainee must attend a minimum of six (6) wavered air shows, Tora practice or Traron clinics before he/she is eligible to be considered for qualification. In addition, a trainee must show proficiency working safe ground operations of aircraft of all types and sizes which may be encountered at air shows. These shall include propeller-driven, rotor-craft and jet aircraft.
- b. Candidates for qualification are strongly encouraged to attend the CAF Headquarters air show, where they shall be observed by the Marshalling Detachment Training/Safety Officer or his/her designated alternate. Based on critiques and observations, trainees will either be recommended for qualification, carry over, or disqualification. If the candidate performs his/her duties in a safe and responsible manner, the Training/Safety Officer or his/her designated alternate shall make the final recommendation to the Detachment staff that the candidate is ready to be officially declared qualified.
- c. The Marshalling Detachment Staff may deny qualification to a candidate only if unsafe behavior or insubordination is observed and documented. Such documentation must be presented to both the candidate and the Marshalling Detachment Staff. If the documentation is challenged, the Detachment Staff shall be the final arbiter.
- d. The Marshalling Detachment Staff may allow qualification to be finalized at a location other than the CAF Headquarters air show if unusual situations demand. These situations will be considered on a case-by-case basis.

## **ARTICLE VII**

### **Finance**

1. Annual dues shall be assessed each Detachment member every January 1<sup>st</sup>. Dues, a properly completed application and Hold Harmless form must be received by the Adjutant/Finance Officer no later than March 1<sup>st</sup>.
2. Annual dues shall be \$25 per calendar year. The dues amount may be changed if the Marshalling Detachment Staff so recommends.
3. The Marshalling Detachment Adjutant/Finance Officer shall be responsible for all Detachment funds and financial records. This information shall be made available to any member in good standing within fifteen (15) days of receipt of request.
4. The Marshalling Detachment Adjutant/Finance Officer shall respond to all requests from CAF Headquarters regarding membership and financial records within fifteen (15) days of receipt of request.
5. The Marshalling Detachment Adjutant/Finance Officer's signature and at least one other Detachment Officer's signature shall be required on all checks drawn against Detachment account(s).

6. All funds received by the Marshalling Detachment shall be deposited in the Detachment account(s).
7. Requests for the expenditure of Detachment funds shall be presented to all Marshalling Detachment officers for approval. Only after a vote has been called for and approved by a majority of the Detachment Staff can a check be drawn against the Detachment account(s).
  - a. Approval shall be requested and received through a group email (Reply All).

## **ARTICLE VIII**

### **Uniform Regulations**

1. All Marshalling Detachment members should remember that they are representing the Commemorative Air Force, and are highly visible due to their bright orange uniforms. Care should be taken to be properly groomed, and to present themselves in a professional manner at all times. To maintain consistency and uniformity, all uniform items except belt, pants and shoes must be ordered through the Detachment.
2. The Marshalling Detachment patch and crest(s) shall be worn only by qualified members in good standing.
3. A qualified Detachment members' flight line uniform shall consist of a bright orange button down style shirt and in good repair, an orange baseball cap or an orange boonie hat (optional) with black "CAF" on the front. Due to safety concerns shoes or boots must be black closed toed leather. Black cargo pants or black cargo shorts with black belt. As an option, a qualified Detachment members' flight line uniform may consist of a bright orange jumpsuit of uniform style and in good repair, an orange baseball cap or an orange boonie hat (optional) with black "CAF" on the front. Due to safety concerns shoes or boots must be black closed toed leather.
  - a. Either approved uniform style shall be adorned with an official CAF Ghost Squadron patch on the right shoulder, a CAF issue American flag on the left shoulder, your name embroidered above the right breast pocket with an official Marshalling Detachment patch above your name, and the official CAF wings logo above the left breast pocket. In addition, the back of the shirt or jumpsuit shall have embroidered in bold, black, block letters, CAF on one line, and FLIGHTLINE on a second line.
  - b. No more than two (2) CAF Wing or Squadron patches may be worn on the marshaller's uniform. These patches shall go only on the breast pockets.
4. Trainees shall wear a bright orange safety vest over a gray shirt, an orange baseball cap or an orange boonie hat (optional) with black CAF on the front. Due to safety concerns shoes or boots must be black closed toed leather. Black cargo pants or black cargo shorts with black belt. Trainees wear the same uniform as a qualified Marshaller with the exception of a gray shirt under an orange safety vest.