



**HEADQUARTERS  
CIVIL AIR PATROL BOWIE SQUADRON  
UNITED STATES AIRFORCE AUXILIARY  
12409 SEABURY LANE  
BOWIE, MD 20715**

26 October 2006

MEMORANDUM FOR ALL SQUADRON PERSONNEL

FROM: Commander/Bowie Composite Squadron

SUBJECT: SQUADRON MEETINGS

The Bowie Composite Squadron will hold regular meetings on each Thursday of each month, year round. The start time will be 1900 hours with Opening Ceremonies. Opening Ceremonies shall consist of a military formation of all Cadets and Senior Officers, a report to the Commander of those present, not present, and any known reasons.

The Squadron will recite the Pledge of Allegiance to the Flag and the CAP Safety Pledge at the start of each meeting. These recitations will be lead by a cadet, assigned by the Cadet Commander before each Opening Ceremony. Any promotions will be made at this time. Promotions may also be performed at a closing ceremony if sufficient warning is given to the Command Staff. Any required meeting information will be announced and the squadron released for its meeting activities. If a staff member has information to pass on to the membership, the Commander should be notified prior to the Opening Ceremony so time can be granted accordingly.

**Meeting Agendas**

The meetings will follow an agenda set by the Command Staff and published on the Squadron website ([www.BowieCAP.org](http://www.BowieCAP.org)) and posted to the Bowie general email list with the content of the schedule or a link to the online agenda. All agendas posted on the website have a meeting location and time designated, and should be checked to verify that a change has not been made from the normal meeting time or location. Unless otherwise posted, regular meetings will end at 2100 after a short informal closing session to pass on necessary information. A formal closing will be used if promotions are necessary.

## **Meeting Attendance**

All Bowie Squadron members are expected to attend meetings unless excused in advance. If any member is not able to attend, they should contact their respective reporting person by 1200 the day of the meeting. Cadets should contact either the 1<sup>st</sup> Sergeant (or if unable to contact the 1<sup>st</sup> Sergeant the Cadet Commander) should be contacted by phone or email with an explanation. Senior Members should contact the Operations Officer (or if unable to contact the Operations Officer, the Professional Development Officer) should be contacted by phone or email with an explanation. The contact information can be found on [www.BowieCAP.org](http://www.BowieCAP.org) on the Org Chart (requires a login to see the contact details). When in doubt who to notify, send a general message to Bowie List to be sure someone sees the message.

## **Squadron Visitors**

It shall be the policy of the Bowie Squadron to allow visitors at any time. Non-member visitors will be escorted by a member so that any questions regarding the Squadron, the Civil Air Patrol, or the current activities may be readily answered. V.I.P. visitors will be formally escorted by an executive staff member. Any other members of CAP may attend a Bowie Squadron meeting at any time. CAP Members from outside the Bowie Squadron attending a regular meeting or other function will be considered special guests and treated accordingly. If ANY squadron member notices an unescorted guest at any time, please introduce yourself to the visitor and escort them to a senior staff member immediately.

## **Meeting Cancellation**

Meetings may be cancelled for the following reason:

- Any weather or disaster related closing of all schools in Prince George's County, Maryland is an automatic cancellation of a Squadron Meeting for the same day.

All other cancellations will be for cause and must be made only by the following Senior Staff members in the following order:

1. Squadron Commander
2. Deputy Commander for Seniors or Cadets (in the absence of the Commander)
3. Operations Officer (in the absence of the Commander and Deputy Commanders)

All cancellations will be posted to the Bowie general email list. All closings other than those due to school closings (which will be aired on all local radio stations) will require that a call down be conducted to the membership following the chain of command beginning with the Commander.

*//signed//*

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1Lt Jeffrey M Welch  
Commander  
Bowie Composite Squadron