



National Gay Pilots Association
The Ohio State University Chapter

CONSTITUTION

PREAMBLE

The Ohio State University (“OSU”) chapter of the National Gay Pilots Association (“NGPA”) serves as a safe environment for pilots and aviation enthusiasts of the Lesbian, Gay, Bisexual, and Transgender (“LGBT+”) community and its allies. In addition, this chapter will also promote safety and professionalism in the aviation community. The NGPA-OSU will also enhance the mission of OSU by generally promoting diversity and inclusion on campus.

ARTICLE I

Name

The name of the organization shall be National Gay Pilots Association (“NGPA”). For organizational purposes at the NGPA national level, this chapter shall be identified as the The Ohio State University (“OSU”) Chapter and hereinafter be referred to as the “Chapter.”

ARTICLE II

Membership

Section A. Types of Membership

1. **Active** – Chapter members must hold membership with the National Gay Pilots Association at the national level. Members of the chapter may include students, employees and faculty members of The Ohio State University.
2. **Inactive** – a Chapter member shall be considered inactive if their membership with NGPA is not current or paid. Inactive Chapter members will not be eligible to vote, run for office, or receive Chapter-raised funding for events or activities.

Section B. Membership Qualifications

1. Members of the Chapter must meet the membership requirements outlined in the by-laws of the NGPA. Therefore, members of the Chapter must be members of the NGPA national organization.
2. Members of the Chapter must be actively associated with The Ohio State University.



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Section B. Non-Discrimination Policy

1. This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Section C. Selection of Members

1. A member may be considered a part of the Chapter if they meet the qualification of Section B and make a verbal request to an officer of the chapter to be considered a part of the Chapter roster.
2. New members may join the Chapter at any time during the semester.
3. If a new member requests, they may be notified of their membership within the chapter in writing from one of the chapter officers.
4. The president of the Chapter shall provide a roster of chapter membership to the NGPA Board of Directors or their designee at the beginning of every semester or when a new member joins, if requested.

Section D. Voting Privileges

1. Active Chapter members may vote on any issue or decision presented to the Chapter membership by the officers.

Section E. Termination of Membership

1. Members of the Chapter may be terminated for violations of the NGPA by-laws as determined by the Board of Directors of the NGPA or its designee.
2. Members of the Chapter may be terminated for a violation of OSU Student Codes.
3. A Chapter member may elect to end their membership voluntarily. Should a member elect to end their membership with the Chapter, they shall notify the President.



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ARTICLE III
Officers

Section A. Elected Officers

1. The elected officers of the Chapter will compose an Executive Board. The Board will hold meetings separate from general membership meetings to discuss administrative items related to the Chapter including but not limited to financial status, important decisions, upcoming events, and general membership. The Board will be composed of the President, Vice President, and Treasurer.
 - a. **President** – The President shall oversee the Executive Board and is responsible for the orderly operation of the Chapter. The President must notify the Board of any decisions made on behalf of the Chapter. The President may call a meeting at any time to allow for the orderly operation of the Chapter, act as the head of a special committee to handle any judicial manner as approved by the Board and may solely make reasonable decisions and commitments for the Chapter. The President shall call times of Board meetings as he/she sees fit.
 - b. **Vice President** – The Vice President shall assume the duties of the office of the President if at any time the President must be absent or is unable to complete a term of office. The Vice President shall assist the President in any way necessary so as to allow for the smooth operation of the Chapter. The Vice President may make reasonable decisions and commitments for the Chapter with the approval of the President.
 - c. **Treasurer** – The Treasurer shall maintain financial records and funds. The Treasurer is responsible for the notification of the Board of the financial status of the chapter, collecting dues or payment for Chapter activities or events, and responsibly maintaining the financial status of the Chapter. The Treasurer may make reasonable decisions and commitments for the Chapter with approval of the President. In the event that the Chapter becomes inactive, it shall be the responsibility of the President and designated faculty member to ensure the preservation of the remaining funds in the Chapter’s possession in the event that the Chapter becomes active again.

Section B. Qualifications for Holding Office

1. Officers of the Chapter must be currently enrolled OSU students. Faculty and staff who are members of the Chapter are not eligible to hold a position as an officer on the Executive Board.



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2. Officers must meet the Membership Qualifications outlined in **Article II, Section B** of this Constitution.
3. In order to run for the office of the President, nominees must be approved to run by the current Executive Board and Faculty advisor.

Section C. Selection of Officers

1. Nominations for Executive Board positions for the following term shall be taken at a general membership meeting at the end of each autumn semester. The date for the nomination process shall be reasonably set in advance by the Chapter's Executive Board.
2. Nominations may be accepted or denied by the nominee at the time of nomination and the nominee must be present at the time of nomination.
3. A candidate may run for only one Executive Board position.
4. A vote for the Chapter's Executive Board positions shall be held at a scheduled meeting following the meeting at which position nominations were made.
5. During the meeting at which a vote for the Executive Board positions will be held, each nominee shall be given the chance to speak to the Chapter membership if they desire to do so.
6. The voting process will be by secret ballot, and the results will be tallied by the outgoing Executive Board.
7. The individual with the most votes will be elected to the Board position for which they were nominated.
8. The results of the vote shall be released to the members upon completion of the tally by the Secretary in a method that seems fit to the Executive Board.
9. Terms for Executive Board officers will begin the last day of the spring semester and shall last until the last day in the spring semester of the following year.

Section D. Filling Vacancies

1. If the President must leave office at any point prior to the end of the term, it will be the responsibility of the Vice President to assume the title and duties of the President.



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2. If the Vice President must assume the responsibilities of the President, the Executive Board shall vote to fill the vacant Vice President office.

Section E. Recall of Officers

1. In the event an active Chapter member, the Executive Board, or University official finds that a member of the Executive Board has failed to perform his/her duties, violated the constitution of the Chapter, or negatively represented the Chapter or the NGPA, they shall be subject to removal and impeachment.
2. A member of the Executive Board can only be impeached by popular vote of the members of the entire Chapter.
3. The simple majority shall carry the vote.
4. A motion to impeach an Executive Board member must be stated at a regularly scheduled Chapter membership meeting and the motion must be seconded.
5. The member making the motion must be an active member with dues paid and support the motion, if seconded, with arguments supporting the impeachment of the officer at that meeting.
6. The member facing impeachment has the right to make arguments defending their actions and position before a vote is cast by the membership.

ARTICLE IV
Finances

Section A. On-campus Accounts

1. The Chapter will follow and be subject to all OSU policies, procedures, and practices regarding the Chapter's accounts and finances.

Section B. Off-campus Accounts

1. The Chapter shall not establish or maintain off-campus bank accounts independent of the NGPA. In the event that on-campus student organization accounts are not available to the Chapter, then the NGPA will manage the Chapter's finances directly.

Section C. Dues, Assessments, or Initiation Fees

1. Dues shall not be required of members of the Chapter.



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2. In accordance with NGPA by-laws and **Article II, Section B** of this document, the only dues required of a member of the Chapter are those dues required to be a member of NGPA.

Section D. Financial Policy

1. The current Executive Board Treasurer will audit the financial books and records at least once a year.
2. The Treasurer will attend OSU financial workshops as required.
3. The Chapter Treasurer shall provide records of all Chapter financial transactions, including a comprehensive record of all deposits to and withdraws from the Chapter's on-campus account to the NGPA immediately upon request.

Section E. Disposition of Non-University Funds in the Case of Inactivation

1. If the Chapter becomes inactive or ceases to exist permanently, the remaining monies will be reverted to the NGPA.

ARTICLE V
Statement of Compliance

The Chapter will comply with all Ohio State University Office of Student Life (OSUSL) and University policies, procedures, and practices; and all applicable local, state, and federal laws.

Section A. Registration/Reactivation

1. The Chapter Founder will be designated to complete and follow-through on the requirements for the registration process as set forth by the Ohio State University Office of Student Life.
2. The Executive Board will be designated to complete and follow-through on the annual reactivation process as set forth by the Ohio State University Office of Student Life.



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ARTICLE VI
Meetings

Section A. Frequency of Meetings

1. Regularly scheduled Chapter meetings will be held at a time and location per Executive Board rulings.
2. The Chapter shall have a meeting at a frequency of no less than one per month, but may elect to have meetings more frequently.

Section B. Quorum

1. Quorum is the total number of Chapter members in attendance at a meeting in order to conduct official organization business.
2. The required quorum for general Chapter meetings is at least half of the total Chapter members.

ARTICLE VII
Advisors

Section A. Advisors

1. Advisors shall be OSU faculty chosen by the Chapter who are actively involved in diversity in aviation. They shall be selected on the basis of their interest and activity in diversity in aviation. There shall be no limit to the number of advisors for this chapter.
2. Advisors shall represent the Chapter and its members to the administration of OSU and the Center for Aviation Studies. Advisors are encouraged to participate in events related to the Chapter and Chapter meetings. Advisors have the right to speak during any meeting.

ARTICLE VIII
Amendments

Section A. Constitution

1. The Chapter or NGPA may choose to amend this Constitution at any time should they find that it is in violation of NGPA by-laws, existing local, state, or federal laws, or any OSU regulation.



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2. To make an amendment to this Constitution, any Chapter member may present an issue to the Executive Board for consideration to amend the Constitution. The Executive Board may originate an issue for consideration to amend the Constitution and shall decide if that issue should be brought to a vote to amend the Constitution. The proposed amendment must be discussed at a general Chapter membership meeting. The proposed amendment to the Constitution must be presented to the Chapter members one meeting prior to voting.
3. The adoption of all amendments to the Constitution will require a popular majority vote (at least 2/3 of Chapter members voting in favor).
4. A copy of the amended constitution must be provided to the Board of Directors of the NGPA or its designee.

ARTICLE IX
Bylaws

Section A: Adherence to NGPA Policies

1. The Chapter shall abide by the by-laws created and maintained by NGPA.
2. The Chapter shall reference and abide by the Letter of Authorization provided by the Board of Directors of the NGPA in authorizing the creation of this chapter in its name.

Section B: OSU Sexual Misconduct Policy.

1. As a student organization at The Ohio State University, The National Gay Pilots Association at the Ohio State University expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:
<https://hr.osu.edu/public/documents/policy/policy115.pdf>