

Women in Flight at The Ohio State University

Constitution

Article I- Name, Purpose, Non-Discrimination Policy

Section 1: Name:

Women in Flight at The Ohio State University

Can be abbreviated to: Women in Flight, WIF

Section 2: Purpose

Women in Flight at The Ohio State University is a student organization dedicated to the encouragement and advancement of women in all aviation careers and interests. The organization's goal is to provide networking, education, mentoring, and scholarship opportunities for women and men who are striving for challenging and fulfilling careers in the aviation and aerospace industries.

Section 3: Non-Discrimination Policy

This organization and its members shall 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.

Article II- Qualifications and Categories of Membership

Section 1: Definition of Membership as it pertains to: Women in Aviation International.

A member is an individual that regularly attends the organization's meetings, activities and sponsored events.

Section 2: Categories of Membership

There are three types of membership within Women in Flight at the Ohio State University.

- A. **Officer:** an individual required to attend all organization meetings, activities and sponsored events. Additionally, an officer must be a member of Women in Aviation International.¹
 - a. President, Vice-President, Treasurer, Secretary, Membership Chair and Outreach Chair.
- B. **Voting Members:** To qualify to be a voting member, the individual must be an undergraduate student at The Ohio State University. Students may either be full time or part time to qualify.
- C. **Honorary Members:** Honorary members are those who are not permitted to vote. We encourage honorary members (faculty, alumni, professionals, etc.) to actively participate in the activities that take place within the student organization.

¹ (- please refer to the appendix on page 5 of the chapters charter for further specification)

Article III: Organization Leadership

Section 1: General

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Organization leaders represent and form the Executive Committee while also maintaining general membership to the organization's body. They are elected or appointed from the ranks of the organization's voting membership.

Section 2: Officer Positions

Members of Women in Flight will elect individuals to leadership positions to sit on the Executive Council. The positions and their descriptions are as follows:

- A. President -Executive Council Member
 - a. Responsible for the functionality of the student organization.
 - b. Manage meetings, committees, delegate duties as necessary, and keep relations with faculty member.
 - c. Must complete and pass OSU activities training annually both in-person and online.
 - d. Must be a current member of WAI
- B. Vice President – Executive Council Member
 - a. Assume the duties of the President in their absence.
 - b. Assist the President in performing/completing tasks when asked and help maintain discipline during organization meetings.
 - c. Assists with correspondence when needed.
 - d. Must be a current member of WAI
- C. Treasurer _Executive Council Member
 - a. Responsible for keeping record of the organization's funds and spending.
 - b. Responsible for communicating financial status to the President and faculty advisor as well as estimating and delegating funds for activities.
 - c. Must complete and pass OSU activities training annually both in-person and online.
 - d. Must be a current member of WAI
- D. Secretary*- Executive Council Member
 - a. Responsible for recording meeting and activity proceedings, being familiar with meeting agendas before the meeting, and taking attendance at said proceedings.
 - b. Responsible for maintaining communication with organization members and keeping the Center for Aviation Studies (CAS) updated as to provide them with necessary information for the CAS board.
- E. Membership Chair
 - a. Responsible for keeping track of WAI membership numbers.
- F. Activities Chair
 - a. Responsible for new member recruitment.
 - b. Responsible for assisting with the coordination of chapter activities
- G. Outreach Chair
 - a. Responsible for coordinating chapter activities.
 - b. Responsible for new member recruitment

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* Position void unless membership reaches 45 active members. If membership reaches 45 active members, the President can make a motion to hold a vote to move in this position and make it active again

Article IV: Method of Selecting and/or Removing Officers and Members

Section 1: Selecting Officers and Members: All members are expected to present themselves in a manner that reflects positively on the organization.

A. Voting Members

- a. Voting members will be allowed to freely join the organization.
- b. Voting members must attend all organizational functions unless there is a university mandated conflict with an individual.
- c. If a member cannot attend a function, the reasoning must be discussed with the President 24 hours in advance.

B. Officers

- a. Officers will be elected by the voting members of the current Women in Flight members.
- b. Elections will be held in March every spring semester to elect the officers for the next academic year.
- c. Officers will be elected to their position by a majority vote of the members using a ballot system. The standing president will be the deciding vote in the event of a tie.

Section 2: Removing Officers and Members

A. Members

- a. If a member has shown inappropriate conduct, the issue must be discussed with the individual and executive board.
- b. If consequence is found necessary as determined by the executive board or academic advisor, the person's membership can be put to a vote.
- c. The member will be dismissed from the organization if a 2/3 vote by the executive council is counted and passed.

B. Officers

- a. If an officer shows inappropriate conduct, the issue must be discussed with the President and Vice President in the presence of the Academic Advisor.
- b. If consequence is found necessary by the President, Vice President and the Advisor, they may put the officer's position to vote as well as the officer's membership (depending on the severity of the issue).
 - i. Inappropriate conduct concerns may be brought up by:
 1. A general members' concern of an officer's inappropriate behavior or conduct brought to the attention of the current chapter's academic advisor or standing chapter president.
 2. Another office member's concern of their peers' inappropriate behavior or conduct brought to the

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attention of the current chapter's academic advisor or standing chapter president.

Section 3: Terms of Office

- A. Persons elected to the Executive Board will serve in the position for a period of one academic year.
- B. Voting members will serve Women in Flight for the period of their college career but will lose voting privileges upon graduation. At that time, they will have the option of becoming an honorary member of Women in Flight at Ohio State.

Article V: Advisor(s) or Advisory Board: Qualification Criteria

Section 1: The Ohio State University

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. Advisors must complete and pass OSU activities training every two years.

Section 2: Women in Aviation

The Women in Flight advisor must have an aviation background and be a member of Women in Aviation International.

Article VI: Meetings of the Organization: Required meetings and their frequency.

Section 1: General Meetings and Events

- A. Women in Flight meetings will be held every other week (biweekly) unless specified differently.
- B. Attendance for members is required unless a reason for absence has been discussed with the President within 24 hours of the scheduled meeting.¹
- C. Women in Flight events outside of meetings are mandatory unless specified differently.¹

(¹ - please refer to the appendix on page 5 of the chapters charter for further specification)

Section 2: Executive Board Meetings

- A. An executive board meeting will be held once a month for the officers that meet the executive board requirements.
- B. All other officers that fall under the Women in Flight officer party have the option of attending these monthly meetings.

Article VII: Amendments to the Constitution

Section 1: Applicability of Amendment

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This constitution may be amended or suspended in part or in whole by a two-thirds vote of voting members. Amending or suspending the constitution shall be completed through a ballot process.

Section 2: Proposal of Amendment

Any amendment proposal must be submitted to the President fourteen days prior to a scheduled meeting. The proposed amendment shall be presented to members during the scheduled meeting closest to date.

Article VIII. Amending By-Laws

Any issue with a by-law that may be in conflict with the organization may be amended, annulled, or appealed. Any by-law change is to be proposed in writing and reading at a general meeting. The proposed change shall be voted on and requires a two-thirds majority vote to pass.

Article IX. Conference, Paid Chapter Activities, Air Race Classic, and Travel

Section 1: Conference—^{III}

Every spring Women in Flight sends several of its members to the WAI Conference at the location chosen by headquarters. The conference is a professional development and educational opportunity deemed a privilege to attend. Permanent Attending Members: The President, Vice-President and Treasurer will always stand as representatives of the Ohio State University at the WAI conference (funding permitted).

- A. The Application Process for General Members: General members will go through a written application process for the selection of additional conference attendees going on the trip alongside the Permanent Attending Members (funding permitted). Applicants will be selected by the President and Vice-President with the help of the Academic Advisor based on seniority and performance .^{II}
- B. The allowed number of applicants able to attend the conference will be a joint decision between the chapter's President, Vice President, and the Academic Advisor; The Center for Aviation Studies will become a joint decider when they are providing part or all conference funds.
- C. All members attending the conference MUST be members of Women in Aviation International.
- D. If a member- General Member or Executive Council- has attended two years in a row and would like to attend again (2+), approval from the Chapter Advisor must be given prior to the member submitting the conference application through the General Member Process.

Section 2: Paid Chapter Activities

- A. Women in Flight will hold activities throughout the semester that are paid for by the Chapter with Chapter funds for its current members .^{III}
 - a. To be eligible you must:
 - i. Be a member of Women in Flight at the Ohio State University

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- ii. Be in good standing with Women in Flight

Section 3: Air Race Classic

- A. Women in Flight will send up to three female pilots each year to the Air Race Classic as representatives of OSU and the Chapter.
 - a. To be eligible you must:
 - i. Meet all Air Race Classic competitor requirements by the start of the race
 - ii. Be a member of Women in Flight at the Ohio State University
 - iii. Be in good standing with Women in Flight
 - iv. Aid in the fundraising and corporate sponsorship endeavors to earn the necessary required funding

Section 4: Travel

- A. Women in Flight allows and often requests that participating members travel via car to activities that are not held on the OSU Main Campus (*With the exception of the yearly Conference)
 - a. When this occurs, Members who opt to drive on their own to chapter hosted activities will not hold the chapter liable for any type of accidents or incidents that occur on the road regardless of who was at fault.
 - b. Members who drive other members to the elected activity will be responsible for other members in their vehicle
 - i. The driver must have a valid driver's license as well as driver's insurance
 - c. Occupants being transported in a vehicle must recognize that they are traveling at their own risk and will accept the vehicle and individual driver assigned to them.

^{II} (please refer to the appendix on page 5 for further specifications)

^{III} (please refer to the appendix on page 5 for further specifications)

Article X. Operations With Restricted In-Person Meetings

During times when The Ohio State University has restricted in-person meetings for student organizations, all Women in Flight meetings will be conducted virtually. All university guidelines must be followed.

- A. As with in-person meetings, attendance is required and will be taken into account when applying to attend the Women in Aviation International Conference and to participate in the Air Race Classic.
- B. When allowed by the Ohio State University, the decision to return to in-person meetings will be voted on by the voting members of Women in Flight, and will require a two-thirds majority vote to pass.
- C. When allowed by the Ohio State University for in-person meetings with limited capacity, the decision to return to in-person meetings will be voted on by the voting members of Women in Flight, and will require a two-thirds majority vote to pass. It will be required that members indicate if and how they will attend

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before each meeting, to ensure the capacity limit will not be exceeded. If more members attend the meeting than is allowed, the meeting will be held virtually.

Appendix

–^I In the event that an individual has a conflicting University course that is scheduled during the time that scheduled organization meetings, activities and sponsored events take place, they will be excused. Proof of class schedule must be produced at the beginning of the semester to the Executive board

–^{II} For a member to be considered for conference travel after the initial set of applicants have been chosen, consent must be given by (in this order):

- i. The Executive Board
- ii. The Academic Advisor
- iii. The Center for Aviation Studies

Failure to meet this requirement will result in immediate consequences determined by the President and the Academic Advisor. See Section 2.B.b.

–^{III} Failure to show up to one or more paid chapter activities will result in suspension from paid chapter activities for the remainder of the current semester and into the following semester as it seems fit. This restriction is to be determined by the President and Academic Advisor. A notice of 72 hours before the event must be given to the Chapter President before all paid events if commitment is surrendered. Acceptations to no shows: Family emergencies, Medical Emergencies or similar circumstances. The President may request proof as they see fit.