

BYLAWS OF THE OMICRON SIGMA UPSILON HANGAR OF ALPHA ETA RHO INTERNATIONAL AVIATION FRATERNITY

PREAMBLE

The Omicron Sigma Upsilon Hangar of Alpha Eta Rho was founded on February 15, 1983. Since the founding of AHP at OSU, members have gone to work in various aspects of the Aviation Industry. AHP seeks to connect interested students with these esteemed members of the Aviation Industry. These bylaws seek to set forth a system of governance to ensure the longevity of the Omicron Sigma Upsilon Hangar.

Meaning of Brotherhood

A fraternity is a group of individuals bound together in trust, in true brotherhood, who aid each other at all times regardless of cost to oneself.

ARTICLE I: JURISDICTION

The provisions contained herein shall be applicable to all members of the Omicron Sigma Upsilon Hangar, Alpha Eta Rho, Inc., and are to be reviewed for changes annually.

ARTICLE II: MEETINGS

Section 1: Conduct of Business

- A. All chapter business meetings and any business meeting conducted in duly appointed committees shall be governed by "Robert's Rules of Order."
- B. Members shall not be called to order more than three (3) times by the President or presiding senior officer.
- C. Should a member not come to order in three (3) calls, the presiding officer may suspend the membership rights of the said member for up to 24 hours and they will be required to leave the meeting.

- D. If a member is removed from a meeting two (2) times throughout the semester, they will be subject to penalty.
 - i. Permissible punishments are: Fines, Suspension of membership (limited or permanently), community service hours, loss of Little Brother, loss of Committee chair.
- E. Voting will be completed publicly (with the exception of elections) with the Secretary counting and recording each vote.

Section 2: Quorum

- A. At least 51% of active, regular associate, and probationary members must be present to conduct business meetings.
- B. All votes shall be determined by a simple majority of those present and voting, unless a specific percentage is otherwise stated in these bylaws.

Section 3: Frequency

- A. All business meetings will be held at a time agreed upon by the members at the beginning of each semester.
- B. The meeting location shall be determined by the Executive Board prior to the semester and arranged by the Secretary.
- C. Special and/or emergency meetings may be called by the Executive Board as necessary.
- D. Members will be given at least 24 hours prior notice to any special/emergency meeting.
- E. There will be an Executive Board meeting scheduled at least on a monthly basis.
- F. Executive Board meetings shall be open to the necessary staff of the Fraternity (i.e. officers).
- G. Anyone wishing to appear before the Executive Board must request so in writing at least 24 hours before the scheduled meeting to the President.
- H. Meetings shall be open to the public unless stated as a closed meeting, during which only members shall be permitted in the meeting room.

Section 4: Time Limit

- A. Any issue brought to the floor for which a reasonable solution is not found by the members within twenty minutes shall then be referred to the Executive Board for final resolution and presented back to the membership.

ARTICLE III: MEMBERSHIP

Section 1: Requirements

- A. Conduct
 - i. All Members are required to exhibit brotherhood at all times

- ii. Members are expected to be courteous and observe parliamentary procedures during business meetings.
- iii. All members are expected to display good moral judgment and good moral character at all times.
- iv. Members must be in good academic standing with the University and maintain a minimum of a 2.0 GPA.
- v. All members are expected to maintain at all times a stance which is non-discriminatory in nature. This includes discrimination against any individual(s) for reasons of race, sex, age, creed, religion, sexual orientation, national origin, handicap, or veteran status.
- vi. Each member is expected to maintain a sincere interest in aviation as well as the Fraternity.
- vii. Each member must abide by all National and Chapter by-laws and policies.
- viii. Anyone recognized as a member of Alpha Eta Rho Omicron Sigma Upsilon Hangar shall not be eligible for membership into another professional Fraternity chartered under the same Inter-Greek Council.

Section 2: Member Levels

A. Active Membership

- i. Requirements
 - a. Follow all requirements set forth in Article III, Section 1.
 - b. Have been duly initiated into AHP and in good standing with Nationals.
 - c. Have completed a minimum of one probationary period in OSU hangar of AHP and voted in by 75% of voting active and regular associate membership.
- ii. Rights
 - a. May attend all fraternity functions
 - b. Can vote on all fraternity issues
 - c. May hold a position on the Executive Board
 - d. May serve as a Committee Chair
 - e. May have a Little Brother
- iii. Duties
 - a. Attend 75% of all regularly scheduled business meetings.
 - b. Attend 80% of mandatory fraternity events.
 - c. Pay \$25.00 National AHP dues each semester by third business meeting of semester.
 - d. Pay \$35.00 Chapter dues each semester by third business meeting of semester.

- e. Must notify Secretary within 24 hours before not attending a meeting or mandatory event.

B. Probationary Membership

i. Requirements

- a. Follow all requirements set forth in Article III, Section 1.
- b. Have been duly initiated into AHP and in good standing with Nationals.

ii. Rights

- a. May attend all fraternity functions
- b. Can vote on any issue NOT pertaining to membership
- c. May run for a position on Executive Board, but may not hold a position on Executive Board.
- d. May serve as a Committee Chair
- e. May have a Little Brother only if there are not enough fit Active members and Executive Board approves.

iii. Duties

- a. Attend 80% of all regularly scheduled business meetings.
- b. Attend 80% of mandatory fraternity events.
- c. Pay \$50.00 New Member National AHP dues by third business meeting of semester.
- d. Pay \$35.00 Chapter dues each semester by third business meeting of semester.
- e. Must notify Secretary within 24 hours before not attending a meeting or mandatory event.

C. Pledge Membership

i. Requirements

- a. Follow all requirements set forth in Article III, Section 1.
- b. Pledge Membership is confirmed by a 75% vote of active members following First Interview.
- c. The member then is voted in as a Probationary Member by a 75% vote of active members following Second Interview.

ii. Rights

- a. May vote on issues pertaining only to Pledge class and Pledge requirements.

iii. Duties

- a. Attend a minimum of one Pledge week event.
- b. Attend 100% unless excused by Pledgemaster.
- c. Attend 80% of mandatory fraternity events.
- d. Pay \$35.00 National Initiation Dues on or before Second Interview.

1. The dues shall be refunded to the Pledge if they are not initiated into the fraternity.
- e. Meet with Big Brother weekly
- f. Prepare for and take weekly Pledge Quizzes.
- g. Interview the number of active members agreed to by the Pledgemaster and Pledge class at the beginning of the Pledge process.
- h. As a Pledge class, interview the AHP Chapter Advisor.
- i. Complete a First Interview prior to starting the pledge process and a Second Interview prior to initiation.
- j. Organize and complete two service projects to benefit any of the following:
 1. University
 2. Community
 3. Aviation Industry
 4. Fraternity
- k. Must notify Secretary and Pledgemaster within 24 hours before not attending a meeting or mandatory event.
- l. Any inability to meet the above duties with the exception of d, shall be evaluated on a case by case basis by the Pledgemaster and the Executive Board.

D. Inactive Membership

- i. Requirements
 - a. Follow all requirements set forth in Article III, Section 1.
 - b. Have been duly initiated into AHP and in good standing with Nationals.
 - c. Must submit in writing a request to the Executive Board to go inactive status by the second scheduled business meeting of the semester.
 - d. Status is approved by a 60% vote of Executive Board.
- ii. Rights
 - a. May attend all regularly scheduled business meetings.
 - b. May attend UP TO four fraternity sponsored events. This includes both mandatory and non-mandatory events.
 - c. Can vote on any issue NOT pertaining to membership.
 - d. Cannot have a Little Brother.
 - e. Cannot hold a position on Executive Board.
 - f. May not serve as a Committee Chair
- iii. Duties
 - a. Attend a minimum of one mandatory fraternity event.

- b. Pay \$25.00 National AHP dues each semester by third business meeting of semester.
- c. Pay \$10.00 Inactive Chapter dues each semester by third business meeting of semester.
- d. Must notify Secretary within 24 hours before attending a meeting or mandatory event.

E. Suspended Membership

i. Requirements

- a. Suspended Members are not in good standing with the fraternity and are in risk of losing membership in AHP.
- b. As members, expected to follow all requirements set forth in Article III, Section 1 before regaining membership status.
- c. If reinitiated, suspended member will be a probationary member upon initiation

ii. Rights

- a. May attend regularly scheduled business meetings with Presidential approval
- b. May not attend fraternity sponsored events (mandatory and non-mandatory)
- c. May not vote on any issue.
- d. May not hold an Executive Board position
- e. May not serve as a Committee Chair
- f. May not have a Little Brother

F. Regular Associate Membership

i. Requirements

- a. For individuals not pursuing regular courses at the University and who are in pursuit of an aviation career or are engaged in the profession of aviation.
- b. Follow all requirements set forth in Article III, Section 1.
- c. Have been duly initiated into AHP and in good standing with Nationals.
- d. Have completed a minimum of one probationary period in OSU hangar of AHP and voted in by 75% of voting active and regular associate membership.

ii. Rights

- a. May attend all fraternity functions
- b. Can vote on all fraternity issues
- c. May hold a position on the Executive Board
- d. May serve as a Committee Chair
- e. May have a Little Brother

iii. Duties

- a. Attend 75% of all regularly scheduled business meetings.
 - b. Attend 80% of mandatory fraternity events.
 - c. Pay \$25.00 National AHP dues each semester by third business meeting of semester.
 - d. Pay \$35.00 Chapter dues each semester by third business meeting of semester.
 - e. Must notify Secretary within 24 hours before not attending a meeting or mandatory event.
- G. Honorary Associate Membership
 - i. Requirements
 - a. Must be a distinguished member of the aviation community.
 - b. Must be chosen for initiation by an 80% vote of all present active and regular associate members.
 - c. Must be duly initiated.
 - ii. Rights
 - a. Non-voting members of this chapter
- H. Alumnus Membership
 - i. Requirements
 - a. Alumnus members are those active and probationary members in good standing of this chapter who have graduated from or ceased to pursue regular courses at the University.
 - ii. Rights
 - a. May vote on any issue considered by the chapter except elections and questions of membership.

Section 3: Member Removal Process

- A. Member Removal process
 - a. In the case a member should be suspended, they will be removed.
 - b. If the member does not follow all requirements set forth in Article III, Section 1, the leadership group shall hold a meeting to discuss the cause and allow the suspended member to be heard.
 - c. After the suspended member is heard, the fraternity should vote on the suspended members cause of removal and vote.
 - d. The vote shall determine if the member is removed or granted membership.
 - e. A removed member shall follow all expectations of Article III, Section 1 suspended membership status. They shall no longer continue the privilege of being associate with the fraternity.
 - f. A member shall not be removed 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 basis in accordance with these guidelines

ARTICLE IV: SAFETY POLICY

Section 1: Statement of Policy

The Omicron Sigma Upsilon Hanger of Alpha Eta Rho International Aviation Fraternity considers the safety and well-being of its members, guests, and peers; the protection of property; and its good public image and reputation of utmost importance to its existence.

Section 2: Objectives

The objectives of the Chapter's Safety Program are:

- To prevent any accident or incident that might cause injury to any member and guest.
- To promote safe and friendly interactions in all activities and relationships within and outside the Chapter.
- To promote the participation of all members regardless of status in this program.
- To provide all members with a solid and well-defined basis of safety understanding.
- To reduce injuries to a minimum and prevent damage to Chapter, member or private property.

Section 3: Rules and Standards

- A. Chapter events will be reviewed to ensure a safe and enjoyable experience by all participants.
- B. Fraternity organized events where alcohol is present will have University mandated planning and control measures provided.
- C. Accidents will be investigated promptly and reviewed by the Executive Board to determine the cause and responsibility, if any, in order to prevent similar accidents in the future.
- D. The University and the Fraternity do not condone hazing in any form whatsoever. Should a member ever feel uncomfortable, they are to notify someone on Executive Board and the issue is to be immediately handled by the Executive Board.

Section 4: Accountability

- A. All Chapter members, regardless of status, are responsible to ensure their personal safety and health, and the personal health and safety of each other, any guest(s) and the general population.
- B. Chapter members are responsible for acting safely in their practices to ensure safe academic and fraternal conditions.
- C. Any damage(s) or financial charges which are the result of one individual within the fraternity, they shall be responsible for that charge.

Section 5: Illegal Substances

- A. Any person or persons discovered to be illegally under the influence, possession or use of any illegal or controlled substance will have their membership terminated.
- B. The chapter is under no financial obligation to the person(s), but has a moral obligation to help the person(s) in any way as deemed appropriate by the chapter.

ARTICLE V: FINANCE

Section 1: Dues

- A. All National and Chapter dues are to be turned in to the Treasurer by cash or check on or before the third business meeting of the semester.
- B. Should a member experience financial difficulty:
 - i. The member will, before the date of the third regular business meeting, submit a written request to the Treasurer to meet with the Executive Board to discuss the issue.
 - ii. If extenuating financial circumstances do exist, the member is now obligated to follow a payment schedule in accordance with a Promissory Note as described in Article III, Section 3, Paragraph (C).
- C. A Promissory Note is a written contract between the member and the Fraternity, which outlines specific instructions as agreed between the member and the Treasurer to pay dues.

Section 2: Budget

- A. The Treasurer shall submit a semester budget to the Executive Board for approval by the 2nd business meeting of the semester.
- B. Upon approval by the Executive Board, the budget shall be presented to the fraternity by the 4th business meeting of the semester.
- C. Cost incurred by the Fraternity above and beyond the money allocated for a particular function will be paid by the members

- participating in that function or activity prior to their participation or they will be denied the privilege to partake in the activity or function.
- D. Members shall not obligate any Fraternity funds for any reason without a majority vote of the members and approval by the chapter's President and Treasurer prior to the expenditure.
 - E. The Executive Board will audit the fraternity at the end of each semester to ensure all records have been properly kept.

ARTICLE VI: EXECUTIVE BOARD

SECTION 1: EXECUTIVE BOARD

- A. The Executive Board will consist of, according to rank:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. Pledge Master
 - vi. Historian
- B. A semester review/internal audit of the books shall be performed by the Executive Board.

SECTION 2: QUALIFICATIONS

- A. Must be an active member in good standing with the Omicron Sigma Upsilon Chapter of Alpha Eta Rho and a full time student at The Ohio State University.

SECTION 3: TERM OF OFFICE

- A. Officers must be able to serve in office for at least one academic year.

SECTION 4: ELECTIONS

- A. Nominations will be held at least 6 meetings before the end of spring semester or when deemed necessary by the Executive Board in the event of a vacancy as noted in Section 6 of this Article.
- B. Elections will take place during spring semester at the discretion of the standing President, or
- C. As the situation arises after nominations have been held wherein the current officer is being replaced, as noted in Sections 6 of this Article.
- D. At least 60% of all active and regular associate members must be present to hold elections.
- E. At least five members of the Executive Board must be present for elections to be held at the business meeting. The officer of the highest rank will preside over the elections.

- F. The Executive Board elect will serve in an observatory position until the last meeting of the spring semester, at which time they shall be installed into office.
- G. No proxy votes shall be allowed whether written or verbal.

SECTION 5: RESPONSIBILITIES

- A. The duties of each officer will be carried out as stated in the National and Chapter by-laws.
 - i. The President shall:
 - a. Serve as leader of the Chapter;
 - b. Preside at all Chapter functions;
 - c. Appoint all committees;
 - d. Act as an ex-officio member of each committee;
 - e. Vote when necessary to break a tie.
 - f. Attend all CASSA meetings
 - ii. The Vice-President shall:
 - a. Serve as social chairman of the Chapter;
 - b. Serve in the capacity of the President in his/her absence;
 - c. Attend all CASSA meetings
 - iii. The Secretary shall:
 - a. Maintain records of the time and place of meetings;
 - b. Keep the minutes of the Chapter's meetings;
 - c. Record major events of the Chapter;
 - d. Send out weekly notices to members via the University newspaper or other appropriate means;
 - e. Prepare all letters and reports presented by the officers and dispatch said material to the proper destination;
 - f. Record and enforce active member attendance and participation according to the bylaws.
 - g. Maintain the administrative and academic assistance files of the Fraternity.
 - iv. The Treasurer shall:
 - a. Collect all fee and dues;
 - b. Maintain financial reports of the Chapter;
 - c. Discharge moneys as desired by the Chapter;
 - d. Ensure dues are paid in full by the specific time and all promissory notes are fulfilled;
 - e. Notify the President of financial situations concerning members;
 - f. Assist with the semesterly review/internal audit of the books during the end of each semester.
 - v. The Pledge Master shall:
 - a. Serve as the coordinator of the pledge class members

- b. See that all pledge class projects are completed
 - c. Serve as a communications link between the officers and the pledge class
 - d. Construct a pledge class syllabus, subject to approval from the Fraternity
 - e. Make periodic reports to the active membership concerning the pledge class's progress
 - f. Be responsible for the planning, organizing, and control of all activities related to 'RUSH'.
- vi. The Historian shall:
- a. Act as publicity director of the Chapter;
 - b. Keep a complete record of all social activities and other events;
 - c. Maintain a scrapbook, publicity and photographic record of the Chapter.

SECTION 6: REPLACEMENT OF OFFICERS

- A. In the event of a vacancy other than the President, the President shall appoint an individual to that office for the duration of the term with the majority approval of the Executive Board.
- B. The Vice-President shall automatically replace the President for the remaining duration of his/her term should the President vacate his/her office.
- C. If the President chooses not to select an individual for replacement, nominations for a replacement will be taken and voted upon by all present active and regular associate members.

SECTION 7: DISMISSAL OF OFFICERS

- A. At least 75% of all active members must be present to initiate and vote on dismissal proceedings.
- B. The officer in question shall be notified by the Executive Board in writing 48 hours before the proceedings.
- C. At dismissal proceedings, 75% of present active members must vote to dismiss an officer in order for the officer to be dismissed.

ARTICLE VII: VIOLATIONS OF BYLAWS

Section 1: Conduct

- A. For In Meeting conduct, reference Article II, Section 1
- B. At Fraternity Sponsored Events
 - i. Should a member violate any bylaws at a fraternity sponsored event (mandatory or non-mandatory), the Executive Board shall:

- a. Issue a letter to member stating violation.
 - b. Hold a hearing within one week of violation between the member and Executive Board to discuss violation and any details surrounding the violation.
 - c. Should the member be found guilty by an 80% vote of the executive board, a punishment decided by the Executive Board shall be enacted.
 - 1. Permissible punishments are: Fines, Suspension of membership (limited or permanently), community service hours, loss of Little Brother, loss of Committee chair.
- C. Outside of Meetings and Fraternity Events
 - i. Members are expected to follow all Federal, State, County, and Local laws along with Article III, Section 1.
 - ii. Should a member be found in violation, the Executive board shall:
 - a. Issue a letter to member stating violation.
 - b. Hold a hearing within one week of violation between the member and Executive Board to discuss violation and any details surrounding the violation.
 - c. Should the member be found guilty by an 80% vote of the executive board, a punishment decided by the Executive Board shall be enacted.
 - 1. Permissible punishments are: Fines, Suspension of membership (limited or permanently), community service hours, loss of Little Brother, loss of Committee chair.

Section 2: Attendance

- A. Members are expected to notify the Secretary at least 24 hours before missing a meeting or a mandatory event.
 - i. Each member is allowed to miss at most a combination of two meetings/events a semester without giving 24 hour notice.
 - ii. Once a member has passed this limit, the following shall be enforced:
 - 1st Offense (3rd no notification):** Written Warning
 - 2nd Offense:** Loss of Little Brother, Suspension of all voting rights for next meeting
 - 3rd Offense:** Banned from next fraternity sponsored event
 - 4th Offense:** Membership status moved to suspended
- B. If members do not meet the necessary attendance rate by the end of the semester:
 - i. Active members will move to Probationary Status for the next semester.
 - ii. Probationary members will move to Suspended Status for the next semester.

Section 3: Finance

- A. Any member failing to meet their financial obligations with the Fraternity by the due date prescribed in this section shall be subject to the following fines:
 - i. Effective **7 days** after the due date: \$20.00 fine.
 - ii. Effective **14 days** after the due date: One semester's suspension of voting privileges.
 - iii. Effective **21 days** after the due date: Loss of voting privileges for one academic year and ineligibility for holding a little brother the following semester.
 - iv. Effective **28 days** after the due date: Automatic reduction of membership to suspended status.
- B. If any member has not paid dues in full by the end of the semester, owes \$50.00 or more, or has failed to uphold the agreement specified in a Promissory Note, the member will then be subject to automatic suspended membership for the following semester.

ARTICLE VIII: AWARDS & SCHOLARSHIPS

Section 1: Scholastic Key

An official Alpha Eta Rho scholastic key will be awarded to an outstanding graduating senior member of the Chapter at the end of each academic year.

- A. The nominating committee will nominate members and vote, by secret ballot, on the outstanding senior member one meeting prior to the ritual dinner.
- B. The award will be presented to the member at the ritual dinner.

Section 2: Scholarship and Academic Excellence Award

- A. Shall be presented each semester to the brother who has shown the most initiative in promoting academic excellence and scholarship within the Fraternity.
- B. The winner of the award shall be chosen by open nomination and majority vote.
- C. The award will be presented to the member at the ritual dinner.

ARTICLE IX: TRUST FUND

****Note:** Article IX is currently not used. This Article is to be left in the by-laws as a guideline for future members in the event that a Trust Fund is to be created.

SECTION 1: MONEY TO BE PLACED IN THE FUND

SECTION 2: EXECUTORS OF THE TRUST FUND

SECTION 3: DETERMINATION OF EXECUTORS

SECTION 4: DISPERSING OF THE FUND

ARTICLE X: EQUIPMENT

SECTION 1: RECREATIONAL EQUIPMENT

- A. All recreational equipment is property of Alpha Eta Rho Omicron Sigma Upsilon Chapter and is not for use without prior consent of the Faculty Advisor or of an appointed member of the Executive Board.
- B. Equipment shall be safely stored under the supervision of either the Faculty Advisor or an appointed member of the Executive Board.

SECTION 2: CAMERAS AND ACCESSORIES

- A. Camera(s) and accessories are to be properly secured and maintained by the Historian.
- B. Cameras and other recording devices may not be present during interviews or other closed fraternal functions.

SECTION 3: EQUIPMENT USAGE AND PROCEDURES

- A. Equipment shall be used only in ways for which it is intended and is not to be misused in any way.
- B. All equipment is to be returned in the condition in which it was taken. If the equipment used is returned in any state which is deemed unacceptable by majority vote of the Board, appropriate fines will be assessed to the member(s) in question.
- C. A sign-out sheet will be maintained for all equipment and shall contain the following:
 - i. Member name
 - ii. Equipment being used
 - iii. Sign-out date/time
 - iv. Return date/time
 - v. Member signature
 - vi. Upon returning equipment to its proper location, a signature is required from both said member and the individual responsible for maintaining and securing the equipment.

ARTICLE XI: ANNULMENT OF CONFLICTING BYLAWS

All by-laws or parts of by-laws, heretofore in effect in this Fraternity in conflict herewith, are hereby annulled and repealed.

ARTICLE XII: AMENDMENTS

- A. Amendments to these bylaws may be recommended by active, regular associate, probationary, pledge, and inactive members.
- B. In order to amend these bylaws:
 - i. The requesting member(s) shall submit a request in writing to the President for an amendment.
 - ii. The Executive Board will meet with member(s) to discuss the purpose of said amendment.
 - iii. Upon approval of a simple majority of Executive Board, the amendment shall be presented to the fraternity.
 - a. Should there be a tie, the amendment shall be presented to the fraternity.
 - iv. There will be a vote two weeks following the presentation of the amendment to the fraternity.
 - v. The amendment will pass with a 75% vote of present active, regular associate, probationary, and inactive members.
- C. The bylaws shall be reviewed annually at a special meeting by any member wishing to attend.

ARTICLE XIII: RATIFICATION

A 75% vote of present active, regular associate, and probationary members is required for ratification of these by-laws.

We, the active, regular associate, and probationary members of the Omicron Sigma Upsilon Hanger of Alpha Eta Rho hereby adopt these bylaws on

¹
These bylaws will go into effect starting January 1, 2016 and replace any other bylaws.

Executive Board

President

Vice President

Secretary

Treasurer

Pledgemaster

Historian

Active Membership

Probationary Membership