

**Aviation Student Advocacy & Peer Support Organization
at The Ohio State University**

By Laws

ARTICLE 1 - Name, Purpose, University Policies & Non-Discrimination Policy of the Organization**➤ Section 1: Name**

- The name of the organization shall be the Aviation Student Advocacy & Peer Support Organization at The Ohio State University. The shorthand name of the organization is ASAPS.

➤ Section 2: Purpose

- The Aviation Student Advocacy & Peer Support Organization at The Ohio State University is committed to helping students navigate Ohio State's FlightEd structure as well as resolving issues that they encounter throughout the flight education process. The organization provides a community for Ohio State aviation students. The organization will also provide aviation mental health resources to students, as well as inform students of the inner workings of the FlightEd program.

➤ Section 3: University Policies

- As a student organization at The Ohio State University, Aviation Student Advocacy & Peer Support Organization 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>.
- If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

➤ **Section 4: Non-Discrimination Policy**

- The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.
- The Aviation Student Advocacy and Peer Support Organization at The Ohio State University 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 basis under the law, in its activities, programs, admission, and employment.

ARTICLE 2 - Membership

➤ **Section 1:**

- The membership of the ASAPS shall be open to all Ohio State University students, regardless 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 Student Organization Registration and Funding Guidelines, who are eligible for any one of the classes or membership defined in this article.

➤ **Section 2:**

- The ASAPS shall comprise the following membership classes:
 - (a) Academic Member- Any student enrolled at Ohio State University, undergraduate or graduate, and have an interest in Aviation. They are eligible to run for elected offices, head working committees, and vote on official ASAPS matters.

- (b) Local Member- Faculty or staff member who have an interest in Aviation. They may vote, but are not eligible to hold office in the student ASAPS.

- **Section 3:** The ASAPS Secretary shall maintain a current list of all members by classification.
- **Section 4:** The dues for each class of membership shall be in accordance with a schedule of dues established and amended by a majority vote of the entire ASAPS membership. The dues shall be fifteen (15) dollars per semester for all academic members. New members are not required to pay dues for the first semester in which they join the organization.
- **Section 5:** ASAPS dues shall be paid every semester by the third ASAPS meeting of that semester. Any member failing to pay dues by the established deadline shall forfeit membership in the Ohio State ASAPS and be rendered inactive from the membership list.
- **Section 6:** Any local or academic member who attends at least 75% of the scheduled functions throughout the semester is classified as a member in good standing.
- **Section 7:** If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

ARTICLE 3 - Officers, Committees & Their Duties

- **Section 1: OFFICERS** - The officers shall consist of the President, Vice-President, Secretary, and Treasurer. No person shall be an officer who, at the time of election, is not an Academic Member. No student shall be elected to an office while serving a school suspension. The student must be able to fulfill the entire academic year as the elected official.
 - (a) President shall
 - (i) Preside over all meetings
 - (ii) Have authorization to sign all legal documents
 - (iii) Call special meetings
 - (iv) Serve as an ex-officio member of all committees

- (v) Must be an Air Transportation or Aviation Engineering major

- (vi) Meet with faculty advisor monthly

(b) Vice-President shall

- (i) Carry out the duties of the president in the absence of the President

- (ii) Coordinate the work of the committees

- (iii) Act as parliamentarian

- (iv) Carry out any other duties the President may request

- (v) Must be an Air Transportation or Aviation Engineering major

- (vi) Meet with faculty advisor monthly

(c) Secretary shall

- (i) Keep records, prepare reports and minutes of all meetings

- (ii) Distribute minutes of all meetings as necessary

- (iii) Make corrections in minutes after membership review

- (iv) Administer and collect ballots during elections under the supervision of the faculty advisor

- (v) Keep print and pictures of events and ASAPS activities

- (vi) Maintain records of alumni

(d) Treasurer shall

- (i) Be in charge of membership files

- (ii) Collect all money due to the organization and disperse money as needed

- (iii) Keep accurate, up-to-date records of all the organizations financial assets and transactions
- (iv) See that all financial obligations are met
- (v) Have authorization to sign monetary transactions

➤ **Section 2: COMMITTEES and CHAIRPERSONS** - Chairpersons are the primary leaders for their respective committees. Each chairperson will be elected in the same manner as officers (Article V), aside from the Advocacy Chair. Chairpersons may recruit academic or local members to serve on his/her committee. No student shall serve on a committee while serving a school suspension. Chairpersons will report to the President and other Officers.

- (a) Executive Committee - Shall consist of each Officer, committee chairpersons, and faculty advisor. They shall perform their assigned officer duties, and any other duties assigned by the President.
- (b) Fundraising Chair- Responsible for organizing and maintaining professional contacts to support the professional development activities of the general membership. These contacts should be made available for all members.
- (c) Professional Development Committee- Headed by the Vice President, Responsible for organizing and maintaining professional contacts to support the professional development activities of the general membership. These contacts should be made available for all members.
- (d) Recruitment Chair- Responsible for recruitment and outreach of new members.
- (e) Social Chair- Responsible for organizing social and team-building activities throughout the semester.
- (f) Advocacy Committee- Shall consist of the President, Vice-President and three other appointed members. Members of the committee must be Air

Transportation or Aviation Engineering majors. Committee members will be appointed by the President, Vice-President and faculty advisor.

Responsible for meeting with the faculty advisor monthly to discuss ways to advocate for student members.

(g) Advocacy Chair- Responsible for organizing meetings with the faculty advisor. The advocacy chair shall be the President of the organization.

- **Section 3: ADVISOR** - The advisor shall be the program manager at the Ohio State University Airport or another FlightEd employee. The advisor shall be subject to all rules set forth in the University regulations and is not eligible to vote or hold office. The advisor shall supervise elections and ensure that candidates are eligible to hold office in the ASAPS.
- **Section 4: REMOVAL FROM OFFICE** - Any officer elected by the membership may be removed from the office by a majority membership vote. Any member in an appointed position may be removed by a majority vote of the Executive Committee.

ARTICLE 4 - Elections

- **Section 1:** Nominations shall be made on the next to last meeting of each academic year under the supervision of the faculty advisor. The faculty advisor shall ensure that all candidates are eligible to hold office.
- **Section 2:** One-half of the membership shall constitute a quorum for elections.
- **Section 3:** Elections shall be by secret ballot. Installation of officers shall be at the last meeting of every academic year upon conclusion of elections.
- **Section 4:** Should a vacancy occur in a position before the completion of the term in office, the Executive Committee shall call a special election at the next scheduled meeting. The same procedures for a normal election will apply for a special election.
- **Section 5:** Term of office for all officers shall be one academic year with no limit on the number of terms served at the good pleasure of the general membership.

ARTICLE 5 - Meetings

- **Section 1:** Meetings shall be held twice a month.
- **Section 2:** Authority to call special meetings is vested in the Executive Committee.
- **Section 3:** The types of meeting shall be:
 - (a) Orientation Meetings - The first business meeting of the semester, held to inform new members about the ASAPS. This meeting is open to all students, staff, faculty, and guests.
 - (b) Business Meetings - A meeting for the purpose of elections, announcements, voting on proposals, and other business activities. This meeting is open to all ASAPS members and prospective members.
 - (c) Special Meetings - Special gatherings and events for the purpose of socializing and/or presenting guest speakers or VIPs in a more social environment. These events are open to ASAPS members in good standing.
 - (d) Executive Meetings - A meeting of the Executive Committee for the purpose of carrying out operations of the ASAPS. The meeting is confidential and open only to officers, committee chairpersons, and the advisor.
 - (e) Committee Meetings- Conducted for the purpose of carrying out committee responsibilities. These meetings shall be held at the discretion of the chairperson.

ARTICLE 6 - Dues

- **Section 1:** Local dues shall be fifteen (15) dollars a semester.
- **Section 2:** All dues are payable on or before the deadline established by the Executive Committee.
- **Section 3:** New members in their first semester joining the organization are not required to pay dues

ARTICLE 7 - Parliamentary Authority

- **Section 1:** Kathryn Federer-Karst shall govern the conduct of all meetings and prevail over all cases not covered by the Bylaws.

ARTICLE 8 - Amendments

- **Section 1:** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.