**Aviation Management Organization, AAAE Student Chapter at The Ohio State University**

**Bylaws**

Last Modified on: February 13, 2024

# The name of the organization shall be the Aviation Management Organization, AAAE Student Chapter at The Ohio State University. The official abbreviation of the American Association of Airport Executives, Inc., is AAAE. The shorthand name of the organization is: AMO and/or Aviation Management Organization

# PURPOSE

## The purpose of the AMO shall be:

### To encourage professionalism in the administration of aviation through acquisition and exchange of knowledge and experience among The Ohio State University students and alumni.

### To establish and develop an interchange of information and expertise in the development, maintenance, and operation of airports, aviation facilities, and airlines with the national organization and with other Student AAAE chapters.

### To represent the aviation management profession and to cooperate with other on-campus organizations for the general benefit of aviation and AAAE members at The Ohio State University.

### To establish both social and business relationships with people in the field of aviation management and its allied professions.

### To aid organizational members in furthering their careers and to prepare students to make effective contributions to professional aviation education through internships, professional development events, airport tours, guest speakers, and other activities

### To create a friendly and inclusive environment for students to learn, grow, and connect with peers.

# MEMBERSHIP

## The membership of the AMO shall be open to all Ohio State University students, regardless of age, race, religion, gender, disabilities, or national origin, who are eligible for any one of the classes or membership defined in this article.

## The AMO shall comprise the following membership classes:

### Academic Member- Any student enrolled at Ohio State University, undergraduate or graduate, who is a national member of AAAE. They are eligible to run for elected offices, head working committees, and vote on official AMO business.

### Local Member- Any student, faculty, or staff member who is not a national AAAE member. They may vote but are not eligible to hold office in the student AMO.

### Other Members- Members of the national organization of AAAE who do not qualify for academic membership. These members are not eligible to vote or hold office, except that they may hold the position of Faculty Advisor.

## The AMO Secretary shall maintain a current list of all members by classification.

## 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 executive team. 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.

## AMO dues shall be paid every semester to stay as active members and a deadline shall be established by the Treasurer for dues to be paid.

## Any local or academic member who pays dues is classified as an active member.

**Section 3.07 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 executive team, with the consultation of the advisor.**

**Section 3.08 In order to attend any AMO tour, you must be an active member.**

# OFFICERS, COMMITTEES, ADVISORS

## OFFICERS- the officers shall consist of the President, Vice-President, Secretary, Treasurer, Director of Fundraising, Director of Marketing, Director of Outreach & Retention, and Director of Tours (Section 4.02). 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. No student shall be on academic or disciplinary probation while serving as an officer. The student must be able to fulfill the entire academic year as the elected official.

### President shall:

Preside over all general and executive team meetings

Make and present a slideshow for each meeting

Have authorization to sign all legal documents

Call special meetings

Reserve meeting spaces for meetings

Plan and oversee elections with Vice President

Communicate with other OSU aviation student groups

Serve as an ex-officio member of all committees

Attend Monthly Fisher Council of President Meetings

Complete and submit a Student AMO annual report to AAAE by March 31st of each year.

### Vice-President shall:

Carry out the duties of the president in the absence of the President

Assume Presidency if President is removed or leaves office

Attend Fisher Council of Presidents meetings with President

Aid in organizing meetings with President

Plan and oversee elections with President

Coordinate the work of the committees

Carry out any other duties the President may request

### Secretary shall:

Keep records, prepare reports and minutes, and take attendance of all meetings

Distribute minutes of all meetings as necessary

Make corrections in minutes after membership review

Administer and collect ballots during elections under the supervision of the faculty advisor.

Keep print and pictures of events and AMO activities

Send out post-meeting emails with pertinent information

Maintain records of alumni.

### Treasurer shall:

Be in charge of membership files

Collect all money due to the organization and disperse money as needed

Keep accurate, up-to-date records of all the organizations financial assets and transactions

See that all financial obligations are met

Request funds for the organization from other OSU sources

Have authorization to sign monetary transactions

## COMMITTEES and COMMITTEE DIRECTORS- Chairpersons are the primary leaders for their respective committees. Each chairperson will be elected via interview and selection from newly elected President, Vice President, Treasurer, and Secretary. (Article V). The Committee Chairpersons shall not be on academic or disciplinary probation. Chairpersons may recruit academic or local members to serve on their committees. No student shall serve on a committee while serving a school suspension. Committee Directors will report to the President and other Officers.

### Director of Tours-

#### Contact different aviation companies and airports for tours

*Organize all aspects of tours*

*Communicate times and tour details with the President, VP, and Director of Marketing*

*Create sign ups and communicate with AMO members on tour logistics*

*Organize any drivers or rides needed*

*Lead the Tours Committee*

### Director of Fundraising-

#### Responsible for organizing and maintaining professional contacts to support the professional development activities of the general membership.

*Coordinate with President and Treasurer for fundraising events.*

*Prepare detailed fundraising plans to share with the executive team*

*Host a minimum of 1 fundraising event each semester*

*Facilitates ordering AMO merchandise*

*Lead the Fundraising Committee*

### Director of Outreach & Retention-

#### Responsible for recruitment and outreach of new members.

#### Create at least 3 events per semester that focuses on creating a community in AMO

*Run and organize the AMO table at the involvement fair at the beginning of fall semester/spring semester*

*Create and update the AMO poster*

*Work on initiatives that promote inclusivity and expand AMO*

*Observe retention and create plans to increase AMO’s retention rate*

*Lead the Outreach Committee*

### Director of Marketing-

#### Create posts for all meeting and events

*Run all social media channels and update them regularly*

*Work with VP for graphics for the monthly email*

*Gain information from Director of External Communications and President for meetings, and meeting itineraries*

*Take photos of members, meetings, and events*

*Update and control the AMO website*

*Lead the Marketing Committee*

### ~~Constitution Committee- Shall meet at least once a quarter to review the AMO’s constitution and bylaws and recommend all necessary changes to the Executive Committee and subsequently the general membership for approval. The committee may meet as often as necessary but must meet at least once a quarter.~~

## EXECUTIVE TEAM RESPONSIBILITIES- Each Executive Team member will be placed with equal responsibility and should see all members as equivalent. Executive Team Members are required to be at a majority of Executive Team and AMO Meetings, which are held prior to AMO meetings. Any absence must be relayed to the President ahead of the meeting and missing Executive Team member should read meeting minutes. Each Executive Team member should have a transition report detailing their role, experience with the role over their elected term, and advice for their successor. Each Executive Team member should work with the entire team with an open mind and should respect each member's voice and ideas. The Executive Team should meet twice a month.

## ADVISOR- The advisor shall be a member of the national AAAE organization and also on faculty at Ohio State University. 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 AMO. There can be a maximum of 2 advisors.

## REMOVAL FROM OFFICE- Any officer elected by the membership may be removed from the office through the following process.

1. *Petition to discuss removing an Executive Team member must be accompanied by another Executive Team member and with Advisor support*
2. *There must be substantial reason, in writing, with proof of any reason for this to move forward*
3. *Discussion will be held with the entire Executive Team, excluding the Executive Team member in question*
4. *The Executive Team member will get an opportunity to respond to charges via prerecorded video or in person*
5. *A majority vote of at least 4/7 of Executive Team members must occur to have an Executive Team member removed*
6. *If removed, a special election should occur as soon as possible*
7. *If not removed, The Executive Team member will remain on the team and will not be able to be removed for the same reasoning or charges again*
8. *The advisor will moderate the discussion and ultimately has the final say as to whether this is an appropriate response*

# ELECTIONS

## Nominations and elections shall be made before the last meeting of each academic year under the supervision of the faculty advisor at the discretion of the President. The faculty advisor or President shall ensure that all candidates are eligible to hold office.

## One-half of the membership shall constitute a quorum for elections.

## Elections shall be by secret ballot. Installation of officers shall be at the end of the last meeting of every academic year upon conclusion of elections.

## Should a vacancy occur in an elected position, including President, Vice President, Treasurer, or Secretary, before the completion of the term in office, the President shall call a special election at the next scheduled meeting. The same procedures for a normal election will apply for a special election.

## 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. Candidates not able to complete a full academic year are ineligible to run for the executive team.

## The newly elected President, Vice President, Treasurer, and Secretary interview and nominate members for the Director of Tours, Director of Fundraising, Director of Marketing, Director of Outreach & Retention positions.

## The nominated members including the Director of Tours, Director of Fundraising, Director of Marketing, Director of Outreach & Retention, shall be approved by the graduating executive team members and incoming President, Vice President, Treasurer, and Secretary by a 3/4th vote.

# MEETINGS

## Meetings shall be held at a minimum of twice a month.

## Authority to call all meetings is vested in the President.

## The types of meeting shall be:

### Orientation Meetings- The first business meeting of the semester, held to inform new members about the AMO and about AAAE. This meeting is open to all students, staff, faculty, and guests.

### Business Meetings- A meeting for the purpose of elections, announcements, voting on proposals, and other business activities. This meeting is open to all AMO members and prospective members.

### Special Meetings- Special gatherings and events for the purpose of socializing, professional development activities, tours and/or presenting guest speakers or VIPs in a more social environment. These events are open to all students.

### Executive Meetings- A meeting of the Executive Committee for the purpose of carrying out operations of the AMO. The meeting is confidential and open only to officers and the advisors.

### Committee Meetings- Conducted for the purpose of carrying out committee responsibilities. These meetings shall be held at the discretion of the Committee Director.

# DUES

## Local dues shall be fifteen (15) dollars a semester.

## All dues are payable on or before the deadline established by the Executive Team.

**Section 7.03** **New members in their first semester joining the organization are not required to pay dues.**

## Section 7.04 Members have the option to continue their academic membership with AAAE.

# PARLIAMENTARY AUTHORITY

## Robert’s rules of order shall govern the conduct of all meetings and prevail over all cases not covered by the Bylaws.

**ARTICLE IX.**  **OSU NON-DISCRIMINATION POLICY**

**Section 9.01 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.**

# ARTICLE X. AMENDMENTS

## Section 10.01 Recommendations for amendments will be brought forward through the executive team and processed for review, proper formation, and presentation. Amendments will be voted on by a 3/4th majority vote of the executive team.