**Constitution**

**Article I: Name**

1. The name of This Organization shall be the American Institute of Aeronautics and Astronautics at the Ohio State University (AIAA – OSU), hence forth in this document referred to as “This Organization.”

**Article II: Objective and Non-disclosure Policy**

1. The objective of This Organization to promote education and advancement in aerospace related fields. This Organization aids in the advancement of students through programs, events, and publications. This Organization encourages student research, promotes engineering diversity, and works to increase communication and collaboration between students, faculty, industry, and other student organizations.
2. 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 III: Membership**

1. Any graduate or undergraduate student at The Ohio State University is eligible to become a member of This Organization. General body membership is contingent upon an individual's presence in at least three meetings per year. Additional forms of membership may be evaluated via two-thirds majority Executive Board vote and could be contingent upon National Organization membership (ie. a paid AIAA Student Membership), event attendance, and/or volunteering.
2. Each member shall either be a national member of the American Institute of Aeronautics or Aeronautics (AIAA) or pay into the AIAA – OSU treasury $10 per year. Dues shall preferable be paid at the first general meeting during the fall quarter, although anytime during the school year (beginning of fall quarter to the end of summer quarter) is acceptable.
   1. Due requirements may be re-evaluated on a yearly basis via two-thirds affirmative executive committee vote.

**Article IV: Officers**

1. The officers of This Organization shall be chosen from among the student members. All officers are required to maintain a minimum GPA of 2.0 for undergraduate students or 3.0 for graduate students.
2. The officers of This Organization shall consist of a President, Vice-President, Secretary, Treasurer, and any other officers deemed necessary for the operation and activities of This Organization.
3. All officers shall be elected prior to the end of spring quarter for a term of four quarters or three semesters and shall take officer at the beginning of the following summer term.
4. Officers shall be elected in the following manner:
   1. Nominations shall be made, from the members, at least one meeting in advance of the meeting in which the elections are to be held. A minimum of one candidate must be nominated for each office
   2. At the meeting in which elections are the be held, should the nominees accept nomination, they shall give a brief presentation, with any other candidates nominated for that office absent, about their interest in and qualification for that office.
   3. A ballot shall be presented to the members for a vote.
5. The duties of the President shall be to preside all regular and special meetings of This Organization and to serve as ex officio member of any other committees. At the end of the academic year, the President shall submit to AIAA headquarters a report of activates of This Organization for the year.
6. The duties of the Vice-President shall be to assume the duties of President in his/her/their absence and shall perform such duties as are assigned by the President. The Vice-President shall also oversee the internal affairs of This Organization, including but not limited to: event planning, promotional and online content, and organizational documentation. Additionally, the Vice-President shall serve as the default "Mediator" for the mediation and removal process for members of This Organization.
7. The duties of the Treasurer shall be to have charge of all the funds of This Organization. He/she/they shall make all required financial reports and such expenditures as may be authorized by the membership of This Organization.
8. The duties of the Secretary shall be to maintain the minutes of the regular meetings of This Organization. He/she/they shall be custodian of all the records of This Organization not specifically assigned to others. He/she/they shall conduct the correspondence of This Organization and send out notices of the meetings. He/she/they shall keep a full and correct list of the members and their email addresses.
9. If an officer, other than the President, is unable to perform his/her/their duties, the President may appoint a member (with that member’s consent) to serve in the officer’s seat for the remainder of the term of office, or until the original officer is able to return to fulfill his/her/their duties. A vacancy in the office of President is filled by the Vice-President.

**Article V: Executive and Other Committees**

1. The Executive Committee shall consist of all officers and the chairmen of any other committees. The Faculty Advisor shall be an ex officio member of the Executive Committee.
2. There shall be as many other committees, with as many members each, as deemed necessary by the membership to carry on the work of This Organization. Committee chairmen are appointed by the President with the approval of at least two other officers.

**Article VI: Executive and General Body Member Removal**

1. All Executive Board Members are subject to a two-step mediation and removal process. Behavior that can initiate mediation includes, but is not limited to:
   1. Mishandling of the funds and/or assets of This Organization.
   2. Failing to complete assigned duties (as outlined in "Article IV: Officers") as well as any additional responsibilities, or failing to promptly communicate when responsibilities cannot be completed.
   3. Excessive unexcused absences.
   4. Failing to comply with the University's Student Code of Conduct or Non-discrimination Policy (as outlined in "Article II, Section 2").
   5. Engaging in behavior that is detrimental to This Organization or contrarian to its mission and values.
2. At the discretion of the "Mediator", all General Body Members are subject to either a two-step mediation and removal process, or a direct removal process via two-thirds majority vote of the Executive Board. Behavior that can initiate mediation includes, but is not limited to:
   1. Failing to comply with the University's Student Code of Conduct or Non-discrimination Policy (as outlined in "Article II, Section 2").
   2. Engaging in behavior that is detrimental to This Organization or contrarian to its mission and values.
3. The mediation process will be directed toward a "Subject" (the Member under mediation) and led by a "Mediator," the role of which is filled by the Vice President by default, or by the President if the Vice President is already the Subject. The mediation process will include two steps, as follows:
   1. Step 1: The Mediator will send a letter to the Subject outlining the identified behavior, and signed by the Mediator, President (if the President is not the Subject), and optionally the Advisor(s). This letter will also notify a deadline of 15 days to meet with a Student Org Success Coach and the Mediator, as well as optionally the President and/or Advisor(s). Failure of the Subject to schedule a meeting within this 15-day period without prompt explanation of circumstances will result in removal or temporary suspension, at the discretion of the Mediator.
   2. Step 2: Should another repeated incident occur, the Mediator may send a letter to the Subject notifying them of either their removal or temporary suspension. This letter must be signed by the Mediator, President (if the President is not the Subject), and any/all Advisor(s).

**Article VII: Faculty Sponsorship and Liaison with AIAA Headquarters**

1. This Organization shall show to the Board of Directors of AIAA evidence of faculty sponsorship in order to assure continuity of purpose and activities and to conform to the rules and regulations governing student activates at the Ohio State University. To this end AIAA headquarters:
2. Requires that the initial step in This Organization be the agreement of at least one AIAA faculty member to serve as sponsor.
3. Requests announcement of new officers and coverage of special programs for the release to the AIAA publications.

**Article VIII: Meetings, Procedures, and Quorums**

1. A minimum of at least four regular meetings per school year (beginning of fall quarter to the end of summer quarter) shall be held. Special meetings of This Organization shall be held at the call of the President or upon written request of one-fifth of its membership.
2. A quorum at any regular or special meeting shall be one-fourth of the members present.
3. A quorum of the Executive Committee shall be two-thirds of the members present.

**Article IX: Financial Affairs**

1. The fiscal year of This Organization shall coincide with the AIAA fiscal year (October 1st to September 30th).
2. This Organization shall not incur any obligations in excess of $10.00 over the funds on hand.

**Article X: Amendments and Limitations**

1. The members of This Organization shall in all respects be governed by this constitution, which is in turn subject to the provisions of the constitution and the by-laws of the AIAA
2. Amendments to this constitution may be made by a two-thirds affirmative vote of those members present at a special meeting call for the express purpose of changing this constitution. Such a meeting must be announced at least 10 days in advance. In the event of a necessary change needing to be made for the purposes of The Ohio State University or the AIAA, only a unanimous vote of all the officers is required.
3. An amendment may be proposed by the Executive Committee or by a member petition to the Secretary. At least 10% of the membership must endorse such a petition. No less than five members can offer such a petition when 10% of the membership is less than five individuals.
4. No amendment that is inconsistent with the by-laws or the constitution of AIAA or The Ohio State University shall be submitted to vote.

**Article XI: Dissolution of This Organization**

1. Dissolution of This Organization may be achieved by a two-thirds affirmative vote of those members present at a special meeting called for the express purpose of dissolving This Organization. Such a meeting must be announced at least 10 days in advance.
2. Should any assets exist at the time of dissolutions, they shall, in order:
   1. Be used to cover any remaining obligations of This Organization
   2. Be transferred or paid to AIAA if required
   3. Be transferred or paid to the Department of Mechanical and Aerospace Engineering of the College of Engineering of The Ohio State University
3. Should any remaining obligations be greater than the assets on hand at the time of dissolution, the debt incurred shall be covered in equal portions by all current officers.

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Current President – Henry Kitchen Date

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Current Vice President – Krish Mehta Date

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Current Treasurer – Cam Holmes Date

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Current Secretary – Nicholas Yakubu Date

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Current Event Coordinator – Evan Kneer Date

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Current Social Chair – Willow Shannon Date

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Current E-Council Representative – Andrew Winters Date

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Current Advisor – Dr. Ali Jhemi Date