

Sigma Gamma Tau Aerospace Engineering Honorary

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Sigma Gamma Tau Aerospace Engineering Honorary at The Ohio State University

ARTICLE II. ORGANIZATION PURPOSE

The Sigma Gamma Tau Society is established to recognize and honor those individuals in the field of aeronautics and astronautics who have through scholarship, integrity, and outstanding achievement been a credit to their profession. The Society seeks to foster a high standard of ethics and professional practices and to create a spirit of loyalty and fellowship, particularly among students of Aerospace Engineering.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Sigma Gamma Tau agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 the Student Organization Registration Guidelines.

Section B. Hazing

Sigma Gamma Tau agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

Sigma Gamma Tau retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

- i. Students directly associated with aerospace engineering who are degree candidates and who are eligible for membership (with approval of the Executive Council in questionable cases) as prescribed in Article IV Section B i & ii and who are elected by the student chapter.
- ii. Individuals in the aerospace engineering profession using procedures as prescribed in Article IV Section B iii. An individual, to be considered eligible for membership, must either 1) have made worthy contributions toward the advancement of the aerospace engineering profession, 2) be a teacher of aerospace or related subjects, or 3) have made such a significant contribution to science that he or she may be deemed worthy of membership in the Society.

Section B. Member Selection

i. Undergraduate Students

- 1. To be considered for membership, students must have completed at least five quarters or three semesters of their college work and have been a resident for a minimum of two semesters or three quarters at the time of their candidacy for membership.
- 2. Students must be in the upper one-third of their senior or upper one-fourth of their junior aerospace engineering class. Sophomores who have shown outstanding achievement and are in the upper one-fifth of their class are also eligible for membership. Individuals who have a scholastic standing slightly below that specified, but who are exceptionally qualified in other respects, may be elected by the unanimous vote of the active undergraduate members.
- 3. A chapter may establish higher scholastic standards than those specified, with the unanimous consent of active members. The standards can never be lower than those specified in this Constitution.
- 4. Candidates for membership must have shown, in addition to scholarship, qualities of high moral character, an active interest in aeronautics and astronautics, and an interest in the Society.
- 5. Students enrolled in night schools may be considered eligible under the same requirements.
- 6. Elections will be held by the president of the chapter. All votes will remain secret, unless agreed upon via a unanimous vote. A quorum of active undergraduate members will vote on candidates for membership. The voting may be conducted in up to three ballots with one ballot being cast for each candidate before a second ballot on any candidate may be taken. A second ballot will be taken only on those individuals who fail to receive a majority number of votes. The third ballot will be taken only after all second ballots are completed and then only on those candidates who fail to receive a majority number of votes in the second balloting. The voting on the first two ballots may be yes, no or undecided, but on the final ballot there will be no undecided votes or abstentions. Discussions should precede each ballot.

ii. Graduate Aerospace Engineering Students

- 1. Graduate students must maintain graduate standing satisfactory to the institution. They must have been residents for a minimum of one semester or two quarters at the school and

have completed at least two-fifths of the credits required for the graduate degree toward which they are working at the time of their candidacy for membership.

2. The procedure for voting on graduate student candidates is the same as outlined in Article IV Section B i, except that both undergraduate and graduate members will participate in the voting. A three-fourths vote is required.

iii. Individuals covered by Article IV Section A ii.

1. Nomination shall be made by a member who is not an undergraduate student.

2. Nomination will be submitted to the Executive Council on a form prescribed by the Executive Council.

3. The Executive Council will act on the nomination and notify the nominator of the action taken.

4. After approval of nomination, membership in the Society will be contingent upon the nominee accepting the nomination. Individuals so selected will not acquire membership in any specific chapter.

Section C. Membership Timeline

i. Undergraduate Students

1. Online applications will open for junior and senior students in October. Applications will be reviewed and voted on during the November executive board meeting. The induction ceremony will be held at the November general body meeting.

2. Online applications will open for sophomore students in January. Applications will be reviewed and voted on during the February executive board meeting. The induction ceremony will be held at the end-of-year banquet, or at the March general body meeting.

ii. Graduate Students: Graduate students can apply year-round by emailing the sitting president, or recruiting chair if available. The application will be reviewed at the subsequent executive board meeting. The induction ceremony will be held with the fall or spring cohort.

Once accepted into the chapter, the executive board will prepare and submit dues for registration in the national organization. Membership is not official until registration is confirmed.

Section D. Member Removal

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

i. Members may be disciplined by the chapter for continuous and un-excused absence from meetings, failure to carry out assigned duties, behavior unbefitting a member of the Society, or any act considered warranting such action.

ii. Any disciplinary action taken against a member by a chapter may be appealed by the member to the Executive Council.

iii. Suspension or expulsion of a member from the Society may be initiated, at the request of a chapter, for approval of the Executive Council and the regional coordinators, but may occur only with the vote of two-thirds of the Executive Council and regional coordinators. If the ballot is not returned within thirty days, the vote will be considered against expulsion.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an

investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

A faculty advisor who is a member of the Society will be approved by the chapter. It will be the responsibility of the chapter to notify the National Office of any changes in their faculty advisor.

Section B. Advisor Term

The term of office for the advisor is established by the chapter and reappointment is permissible.

Section C. Advisor Selection

The faculty advisor must be a full-time member of the University faculty or Administrative & Professional staff. A co-advisor must be chosen if the current advisor is not a member of the above classifications.

The faculty advisor should exhibit the qualities and standards defined in the organization's purpose statement, and be a figure of inspiration and guidance for members of the chapter.

A unanimous vote from the sitting leadership board and majority vote from the current members are required for the election of a new faculty advisor.

Section D. Advisor Replacement

A replacement faculty advisor will be selected if the current advisor steps down or is removed from their office. A unanimous vote from the sitting leadership board and majority vote from the current members are required to remove a sitting faculty advisor from their office.

Upon removal, a new faculty advisor is selected using the aforementioned selection process.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The core chapter officers will be the President, Vice-President, Secretary, and Treasurer; and these officers may be any active member of the chapter in good standing. Additional offices may be established by a majority vote of the active members.

- i.** The President will be the responsible agent of the chapter and will be responsible for providing information on the Chapter's operation, finances or membership to the National office if requested in the form requested.
- ii.** The Vice-President will have as special duties the filing of current chapter news, the maintenance of a chapter history, and the preparation of candidates for initiation into the Society.
- iii.** The Secretary will keep the roll and record book of the chapter, keep the minutes of chapter meetings up-to-date, and see that all necessary correspondence is prepared.
- iv.** The Treasurer will keep an accurate and understandable account of chapter funds

Officers will perform duties and maintain records in accordance with instructions prepared by the Executive Council. These records will include minutes of the meetings of the chapter, Treasurer's account, the Secretary's files, the list of active and alumni members of the chapter, a correct and itemized account of chapter properties, and officer instructions.

Section B. Officer Eligibility

Any current member can apply using the application provided by the current leadership.

Section C. Officer Selection Process

Student organization leadership is transitioned each year in the spring semester for the following academic year. Any member can apply using the application provided by the current leadership. Additional applications can be provided throughout the year for additional or replacement officers.

The current leadership reviews and assesses applicants based on their involvement in the organization, interest in the position, and experience needed for the position. Each officer then selects candidates for their office's successor.

To be approved by the board, the current leadership must reach a unanimous decision on their selection for a core office. Any additional officers selections will be approved by the succeeding core board.

Section D. Officer Removal

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

If the organization falls below the required five members defined in Article III Section 1 of the national constitution, a move for dissolution achieves a four-fifths vote of the general meeting body, or the organization is in extreme financial risk, the organization may be dissolved with approval of the faculty advisor and in compliance with the national society.

Section B. Dissolution Procedures, including Assets and Debts

Upon the dissolution of this organization, any financial burden, including assets and debts, must be paid in full with excess funds in the operating treasury, or the Reserve Fund defined in Article V of the chapter bylaws. The national society must be notified by the faculty advisor, defined in Article VII Section A. Additionally, the Ohio State University Student Activities staff must be contacted to remove organization information from the website.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. See Article XI of the chapter bylaws for more details.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

The constitution should be reviewed each year by the succeeding executive board.

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 an executive board meeting, then read again at a specified number of subsequent executive board meetings and the executive board 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 executive board, present or not. The final copy must be reviewed by the faculty advisor. The constitution should not be amended easily or frequently.