

Constitution of Ames Flyers

Article I: Name

The Name of this organization shall be referenced as Ames Flyers.

Article II: Purpose and Goals

Ames Flyers will be a club whose goal is to increase interest in aviation amongst Iowa State University students and the aviation community of Ames, IA and the surrounding area. For its members, the club will offer resources to help with the attainment of pilot's certificates, as well as equipment to assist with flying. The club will also offer activities throughout the year that are catered to all members, pilots and non-pilots such as bringing in aviation related speakers from around Iowa to encourage the development of aviation activities at Iowa State University. Each year, Ames will plan a Fly-In, where people from all over Iowa will come to the Ames airport as a gathering of aviation enthusiasts. This event will be a fundraiser for the club as well as inform the aviation community what Ames Flyers and other ISU clubs and organizations are doing in relation to aviation.

Article II: Compliance

Constitution Amendments:

In the event that a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor
- Notification of these changes must be communicated at the next full organizational meeting

Any amendments made to the constitution brought up by a club member can be voted in using the same process as above.

University Non-Discrimination Statement:

Iowa State University and Ames Flyers do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3350 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515 294-7612, email eooffice@iastate.edu.

Training and Regulations

Ames Flyers abide by and support State and Federal laws, local ordinances and regulations, established Iowa State University policies. Ames Flyers adhere to FAA regulations and policies and will ensure that pilots of club flights are current and legally able to fly. For club flights, Ames Flyers agree to report all issues or concerns to the club Advisor and to stuorgs@iastate.edu and orm@iastate.edu. Ames Flyers agree to annually complete President's Training, Treasurer's Training and Advisor Training.

Safety Protocols

Ames Flyers agree that the club Advisor must have a private pilot certificate or higher. Ames flyers agree to follow all safety protocols contained in its Flight Operations Policy and Procedure Handbook that is uploaded to the Student Organization Database. Ames Flyers understand that any club members who fail to comply with the provisions set forth in the Ames Flyers Constitution or the Ames Flyers Flight Operations Policy and Procedure Handbook may be subject to internal University discipline. Discipline may include a suspension from club activities or suspending operations and activities of the club. Because Ames Flyers activities are of a higher risk in nature, club members should not expect to receive any type of warning prior to being disciplined.

Travel Authorization

Ames flyers agree to submit all flights for approval in the Club's Travel Authorization System. Prior to takeoff each flight must have received administrative and safety approval. Only the President, Vice President or Treasurer may provide the administrative approval. Only the FBO, Advisor, Safety Officer or members of the Safety Committee may provide the safety approval. A representative from the ISU Office of Risk Management will have access to the Club's Travel Authorization System. Ames Flyers agree to submit all overnight travel requests to the Student Organization Travel Authorization System. Ames Flyers agree that the club Advisor and Airport FBO have final authority to determine whether a club flight will take place. Ames Flyers agree to avoid flying in inclement weather conditions according to limits set inside the Flight Operations Policy and Procedure Handbook (if possible). Ames Flyers agree that any FBO leasing planes to Ames Flyers or 3rd Party Aircraft Owners participating with their own aircraft, has veto authority over any planned flight and has the ability to use their discretion to unilaterally cancel a flight. Ames Flyers understand that violating said Statement of Compliance could result in a loss of privileges including any of those consequences mentioned above.

Article IV: Membership

Membership Requirements

Ames Flyers is open to individuals of the Iowa State University or surrounding community. Per University policies, the membership of Ames Flyers shall be composed primarily of students (minimum 80% student membership) and be controlled and directed by students. Membership is not open to children under the age of 18 who are not enrolled ISU students. A club member must have paid their membership dues and signed the Student Organization Participation Agreement and Safety Waiver to participate in a club activity, with the exception of general club meetings.

Membership Revocation

Membership may be revoked, by a 2/3rds majority vote by the Executive Committee and majority vote from the dues-paid members that are present at the vote, if actions are deemed inappropriate by the membership. Those actions include but are not limited to:

- Inhibiting a pilot's ability to safely operate an airplane
- Inappropriate behavior that reflects negatively on Ames Flyers or Iowa State University
- Violating Federal, State, or Local Laws and/or Ames Flyers, or University Policies while participating in Ames Flyers club activities

Article V: Officers, Advisor(s), and Coordinators

Officer Elections

The term of office for officers will be one year beginning at the start of the academic year (the fall semester). Elections for these positions will be held in February, March or April at a date determined at the outgoing Executive Committee's discretion. The date of elections must be communicated to members at least 24 hours in advance. Any member in good standing, and eligible to serve as an officer, may be nominated. Nominations may be accepted immediately prior to the election. After nominations are complete, officers will be elected by a majority hand vote of the members present. If there are still open positions after the initial election, elections for the remaining positions may be held again until all positions are filled.

Removal of Individual From Officer Position and Replacement Procedures

An officer may only be removed by a majority vote of all of the Executive Committee, not including the one under consideration for removal. The officer under consideration for removal may speak to the officers concerning the actions responsible for their proposed removal, however this person may not participate in any votes or deliberation. If an officer or advisor is removed, the position shall be filled by a special election to take place within 2 meetings following the removal of the previous officer. The special election will follow the timing and voting procedures detailed above for regular officer elections. A special election will not be held to fill the open position if an incumbent officer has already been decided by a regular general election. If this is the case, the incumbent's term will begin immediately after the removal of their predecessor and last until the remainder of the physical term. Eligible actions that qualify an officer or advisor for removal include but are not limited to:

- Inappropriate use of club funds
- Inability or unwillingness to perform required duties
- Using position authority to force a club member to compromise their ability to safely make a safe decision

General Requirements for Being an Officer

The officers of this organization must both of the following requirements:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for

this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing and enrolled with the University: at least half time (six or more credit hours) if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits) if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

Other position-specific requirements may be put in place (See 'Officer Positions and Duties' below)

Officer Positions and Duties

The officer assignments below will make up the Executive Board of Ames Flyers.

President:

- Presides over all meetings
- Represents organization on campus
- Ensures that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement
- Maintain communication with organization advisor and other Executive Board members
- Verifies that the club follows all University and Airport/FBO policies and procedures
- Ensures that the club maintains a professional working relationship with any FBO that is leasing planes to Ames Flyers
- Verifies that the club pilots follow all FAA rules and rental agreement terms and conditions to the best of their ability

Vice President:

- Presides over meetings in the absence of the appointed President
- Schedules meetings/events with the appropriate University offices
- Coordinates organization promotion and publicity of events

Treasurer

- Maintains current, accurate record of organization transactions
- Collects dues if required
- Develops organization budget and presents the budget to club membership
- Arranges fundraising opportunities for the club along with the Event Coordinator
- Solicits additional funding if needed from the Student Government
- Ensures that the club does not have an outstanding balance greater than \$1,500 with an FBO leasing planes to Ames Flyers
- Uses an accounting spreadsheet/system that is accessible by the club advisor
- Provides a financial update at all club and Executive Committee Meetings
- Provides a detailed financial report upon request
- Deposits all payments within 48 hours or two business days of receipt
- Maintains accurate records of balance owed to club by pilots

- **Ensures that Pilots reimburse their fractional share of each flight per FAA rules**

Secretary

- Maintains a current, accurate record of all organization meetings and post for members to access
- Maintains membership directory
- Corresponds with University administration and other recognized organizations when necessary
- Ensure the accuracy of the Club's Travel Authorization System

Webmaster

- Maintains the club website
- Update Microsoft Team's membership list and email list at the end of each semester
- Seeks to improve the club's website and website attendance
- Verified monthly the functionality of the Club's Tavel Authorization System to ensure that it is accurately recording all flight information and updating waivers from the Student Organization Database

Safety Officer*

- Ensures awareness of club rules outlined in the Flight Operations Policy and Procedures Handbook
- Maintain pilot information roster, waivers, forms, ground tests, previous flight information, risk management forms, violation reports, and related documents
 - The responsibilities listed above can be shared with a Safety Officer Board if deemed necessary by the Executive Board and/or club advisor.
 - Elections for the Safety Officer Board will follow election guidelines listed above
- Represents and Presides over the Safety Officer Board and Judicial Committee
- Maintains at least a Private Pilot Certificate (Preferably a CFI if able)
- Nominates Safety Officer Board members
 - Elections for the board will follow the previously listed election guidelines
- Verifies that the club follows all University and Airport/FBO policies and procedures
- Ensures that the club has advisor approval for all flights
- Immediately alerts the advisor of any problems with scheduled flights, issues with aircrafts, or concerns regarding inclement weather
- Maintains a professional working relationship with and FBO leasing planes to Ames Flyers
- Serves as the club's Risk Management Officer
 - Help minimize potential risks for club activities
 - Recommend changes or improvements to club risk management policies or procedures
 - Submit any necessary documentation to ISU's Risk Management Office
 - Ensure that Iowa State University policies are followed at all of the organization's events to the best of their ability
 - Ensure that proper waivers and background checks are on file with ISU's Risk Management Office for events (if applicable)

* Safety officer can be combined any other position if deemed reasonable and they meet the requirements for the safety officer and the other roll that it would be combined with.

Coordinators

Coordinators shall be elected and removed in the same manner as club officers detailed above. Coordinators will be invited to attend and participate in all Executive Board meetings but may not cast a vote. Coordinators do not have to meet the eligibility requirements to be an officer but may have position specific requirements that must be met. The Coordinator positions are as follows:

Trip Coordinator

- Must hold at a minimum a Student Pilot's License, preferably a Private Pilot's License or higher
- Plan's trips for the club
- E-mails the trip itineraries to the necessary people
- Coordinates events benefitting the club members aligned with the mission of the club
- Enters overnight travel into the Student Organization Travel Authorization System
- Submits events for review by University's Event Authorization System
- Follows the Club's Flight Operations Policy and Procedure Handbook for each club trip

Event Coordinator

- Organizes and Coordinates the Club's annual Fly-in
 - Organizes and coordinates local events that benefit the club that do not include air transportation
 - Works with the Treasurer to plan fundraisers for the club
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Advisor

In an effort to maintain the status of being in good standing with the University, the club will strive to always have the position of Advisor filled. Per University policies, the Advisor must be employed at Iowa State University on at least a halftime continuous basis, the Advisor is subject to the appropriate University office's approval, the advisor must be able to complete the Advisor Training Program and annually sign the Advisor Agreement. The Advisor must also have a private pilot certificate or higher.

Advisor Appointment and Removal Procedures

The acting club president will be responsible for searching for potential candidates to be the club faculty advisor. Nomination for appointment of an Advisor to the appropriate University offices shall be determined by a 2/3rds majority vote of the Executive Committee, not including the preceding Advisor or the Advisor candidate. Removal of the Advisor from their position shall require a 2/3rds majority vote by the Executive Committee, not including the Advisor. The Advisor under consideration for removal may speak to the officers concerning the actions responsible for their proposed removal, however the Advisor may not participate in any votes or deliberation regarding the matter. In the event of the impeachment of an advisor, the active club president will be responsible for searching for a new club advisor. The voting process stated above will be repeated for the appointing of a new advisor.

Advisor Duties

The active Advisor shall provide general oversight to the group and ensure that Ames Flyers is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement to the best of his or her ability. The Advisor shall also attend club meetings to the best of his or her ability.

Advisor Terms of Service

The Advisor of Ames Flyers shall serve at their leisure.

Article VI: Finances

The Treasurer as defined in Article V shall be responsible for the financial standing of the club. A ledger will be kept up to date with the expenditures and income of the organization. All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor must approve each expenditure. Membership dues will be determined at the beginning of the academic year by the Executive Committee and is not to exceed \$150 per academic year. The Treasurer may not withhold club funds for reimbursing club members on Advisor approved travel delays. Someone holding a Flying Cyclones P-Card must attend every overnight trip.

Article VII: Committees

Executive Board

Members:

- President
- Vice President
- Treasurer
- Secretary
- Webmaster
- Safety Officer
- Advisor(s)

Duties

- Maintain the Flight Operations Policy and Procedure Handbook
- Propose changes or improvements to the Constitution if deemed necessary

Judicial Committee (Formed as needed)

Members

- President

- Vice President,
- Treasurer
- Safety Officer
- Advisor(s)

Duties

- Review any infractions of club rules or University Policies
- Determine and enforce punishment for infractions if applicable
- If reviewing action of a pilot, the Judicial Committee shall follow the judicial procedures of the Flight Operations Policy and Procedure Handbook

Safety Committee (This committee must be formed before any club flights may take place)

Members

- Safety Officer
- Advisor(s)
- Chief CFI or other Executive Member of the FBO leasing aircraft to Ames Flyers
- Pilots nominated by Safety Officer who receive a majority approval from the Executive Board

Duties

- Ensure Safety of Club Operations
- Propose safety related changes or improvements to club flight policies
- Provide a safety approval to club flights in the Club's Travel Authorization System

Article VIII: Amendments and Ratification

To vote to ratify this constitution, the membership must be notified by email that a vote on the constitution is going to take place at least 12 hours in advance of the vote. The requirements for ratifying this constitution are a 2/3rds majority vote of the dues-paid members that are present at the determined meeting. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval. Proposed amendments to this constitution must be submitted in writing to the club at a general meeting. Amendments can be voted on at the meeting they are proposed in or may be tabled for one meeting by a majority vote if it is determined more time is necessary to consider the proposal. Constitutional amendments can be enacted by a 2/3rds majority vote of the dues-paid members that are present for the vote. An amended constitution will be submitted within 10 days to the Student Engagement for approval.