

# **Constitution of the Iowa State Flying Cyclones**

## **Article I: Name**

The name of this organization shall be the Iowa State Flying Cyclones.

## **Article II: Purpose and Goals**

The Iowa State Flying Cyclones will be a club whose goal is to increase interest in aviation amongst Iowa State University students and the aviation community of Iowa. 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 Flying Cyclones will also bring in aviation related speakers from around Iowa to encourage the development of aviation activities at Iowa State University. Each year, the Flying Cyclones will plan a Fly-In, where people from all over Iowa will come to the Ames airport. This event will be a fundraiser for the club as well as inform the aviation community what the Flying Cyclones and other ISU clubs and organizations are doing in relation to aviation.

## **Article III: Compliance**

### **University Non-Discrimination Statement:**

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, 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](mailto:eooffice@iastate.edu).

### **Training and Regulations**

The Iowa State Flying Cyclones abide by and support State and Federal laws, local ordinances and regulations, established Iowa State University policies. The Flying Cyclones adhere to FAA regulations and policies and will ensure that pilots of club flights are current and legally able to fly. For club flights the Flying Cyclones agree to report all issues or concerns to the club Adviser and to [stuorgs@iastate.edu](mailto:stuorgs@iastate.edu) and [orm@iastate.edu](mailto:orm@iastate.edu). The Flying Cyclones agree to annually complete President's Training, Treasurer's Training and Adviser Training.

### **Safety Protocols**

The Flying Cyclones agree that the club Adviser must have a private pilot certificate or higher. The Flying Cyclones agree to follow all safety protocols contained in its Flight Operations Policy and Procedure Handbook that is uploaded to the Student Organization Database. The Flying Cyclones understand that any club members who fail to comply with the provisions set forth in the Flying Cyclones Constitution or the Flying Cyclones 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 The Flying Cyclones 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**

The Flying Cyclones agree to submit all flights for approval in the Cyfly Travel Authorization System. Prior to takeoff each flight must have received an administrative and safety approval. Only the President, Vice President or Treasurer may provide the administrative approval. Only the Adviser, 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 Cyfly Travel Authorization System. The Flying Cyclones agree to submit all overnight travel requests to the Student Organization Travel Authorization System. The Flying Cyclones agree that the club Adviser and airport personnel have final authority to determine whether a club flight will take place. The Flying Cyclones agree to avoid flying in inclement weather conditions according to limits set inside the Flight Operations Policy and Procedure Handbook (if possible). The Flying Cyclones agree that Hap's Air Service, or any other FBO leasing planes to The Flying Cyclones, has veto authority over any planned flight and has the ability to use their discretion to unilaterally cancel a flight. The Flying Cyclones 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**

The Flying Cyclones is open to individuals of the Iowa State University. Per University policies, the membership of the Flying Cyclones 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 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.

- Inhibiting a pilot's ability to safely operate an airplane
- Inappropriate behavior that reflects negatively on the Flying Cyclones or Iowa State University
- Violating federal, state or local laws and/or University policies while participating in Flying Cyclones club activities

## **Article V: Officers, Adviser 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 Adviser 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.

- 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 decision

### **Requirements for Being an Officer**

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

(a) Have a minimum cumulative grade point ratio (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 with the University and enrolled: 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.

### **Officer Positions and Duties**

The officer assignments below will make up the leaders of the Iowa State Flying Cyclones.

#### 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 Activities Center
- Maintains communication with organization adviser
- Verifies that the club follows all University and airport policies and procedures
- Ensures that the club maintains a professional working relationship with Hap's Air Service, or any other FBO that is leasing planes to the Flying Cyclones
- Verifies that the club pilots follow all FAA rules and rental agreement terms and conditions

#### Vice President

- Presides over meetings in the absence of the President
- Schedules meetings/events with appropriate University offices

- Coordinates organization promotion and publicity of events

#### Treasurer

- Maintains accurate record of organization transactions
- Collects dues if required
- Develops organization budget and present to membership
- Arranges fundraising opportunities for the organization
- Solicits additional funding if needed from the Student Government
- Ensures that the club does not have an outstanding balance greater than \$1,500 with Hap's Air Service, or any other FBO leasing planes to the Flying Cyclones
- Uses an accounting spreadsheet/system that is accessible by the club Adviser
- 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 their fractional share of each flight per FAA rules

#### Secretary

- Maintains an accurate record of all organization meetings and post for members
- Maintains membership directory
- Corresponds when necessary with University administration and other recognized organizations

#### Webmaster

- Maintains the website
- Adds and deletes members from the email list as necessary
- Seeks to improve the club's website and website attendance
- Verifies monthly the functionality of Cyfly 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.
- Represents and presides over the Safety Committee and Judicial Committee.
- Maintains at least a Private Pilot certificate (preferably a CFI)
- Cannot be the President, Vice-President, or Treasurer
- Nominates Safety Committee members
- Verifies that the club follows all University and airport policies and procedures
- Ensures that the club has adviser approval for all flights
- Immediately alerts the adviser of any problems with scheduled flights, issues with aircrafts or concerns regarding inclement weather
- Maintains a professional working relationship with Hap's Air Service, or any other FBO that is leasing planes to the Flying Cyclones
- Serves as 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
- Ensure that proper waivers and background checks are on file with Office Risk Management for events (if applicable)

### **Adviser**

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 Adviser filled. Per University policies, the Adviser must be employed at Iowa State University on at least a halftime continuous basis, the Adviser is subject to the appropriate University office's approval, the advisor must be able to complete the Adviser Training Program and annually sign the Adviser Agreement. The Adviser must have a private pilot certificate or higher.

### **Adviser Appointment and Removal Procedures**

Nomination for appointment of an Adviser to the appropriate University offices shall be determined by a 2/3rds majority vote of the Executive Committee, not including the preceding Adviser or the Adviser candidate. Removal of the Adviser from their position shall require a 2/3rds majority vote by the Executive Committee, not including the Adviser. The Adviser under consideration for removal may speak to the officers concerning the actions responsible for their proposed removal, however the Adviser may not participate in any votes or deliberation regarding the matter.

### **Adviser Duties**

- Maintain communication and meet with officers regularly
- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- Awareness and approval of all flights
- Available to be contacted during all flights
- Has the final authority to determine whether a flight should be canceled, delayed or postponed
- May temporarily suspend a club member or officer from club activities for up to three weeks pending reinstatement or an impeachment hearing
- Annually checks the functionality of Cyfly and ensures that it is accurately recording all flights and updating waivers from the Student Organization Database

### **Coordinators**

Coordinators shall be elected and removed in the same manner as club officers detailed in the previous section. Coordinators will be invited to attend and participate in all Executive Committee meetings, but they may not cast a vote. Coordinators do not have to meet the eligibility requirements of an officer.

#### **Trip Coordinator**

- Plans trips for the club
- E-mails itineraries to the right people
- Coordinates events benefitting 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

#### **Social Coordinator**

- Organizes and coordinates local events that benefit the club that do not include air transportation

#### Fly-In Coordinator

- Organizes and coordinates the club's Fly-In

### **Article VI: Finances**

The Treasurer as defined in Article IV 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 Adviser 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 Adviser approved travel delays. Someone holding a Flying Cyclones P-Card must attend every overnight trip.

### **Article VII: Committees**

#### **Executive Committee**

##### Members

President, Vice President, Treasurer, Secretary, Webmaster, Safety Officer and Adviser

##### Duties

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

#### **Judicial Committee**

##### Members

President, Vice President, Treasurer, Safety Officer and Adviser

##### 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**

##### Members

Safety Officer, Adviser, and pilots nominated by the Safety Officer and receive a majority approval from the Executive Committee

##### Duties

- Ensure safety of club operations
- Propose safety related changes or improvements to club flight policies
- Provide a safety approval to club flights in Cyfly

### **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 Activities Center 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 Student Activities Center for approval.