

BYLAWS of Aero Assist Graduate Student Organization
School of Aeronautics and Astronautics,
Purdue University, West Lafayette, IN
Last Modified: March 19th, 2012

Introduction

The Bylaws of any organization outline the day-to-day operational procedures for the conduct of that organization's business, with respect to the constitutional authority for that organization. Definitions and abbreviations in these Bylaws shall be the same as in the Aero Assist Constitution.

Section 1 Bylaws of the Aero Assist

1.1 The following sections comprise the Bylaws and operational guidelines for the Aero Assist as authorized in the Aero Assist Constitution, Section 4.

Section 2 Executive Board

2.1 Composition

a) Executive Board is defined in the Constitution, Section 2.

2.2 Duties

- a) Duties are authorized by Constitution, Section 3.
- b) The Executive Board shall meet at least once per month.
- c) The President shall oversee initial appointments to committees.

2.3 Aero Assist Committees

a) The appointments to Aero Assist Committees will be carried out by the Executive Board.

Section 3 Committees

3.1 Committee officers

- a) Officer of the committee is the Chair.
- b) Officer of each committee shall be elected by the Executive Board.

3.2 Meeting Requirements

- a) Committees shall have at least two regular meetings per semester.
- b) The committee chair shall be responsible to set and communicate the date of the next committee meeting at least two days in advance.
- c) If the committee chair fails to schedule the regular committee meeting in accordance with 3.2.b, then remaining committee members should contact and coordinate with the President to schedule a meeting.
- d) Committee chair shall submit reports to the President at the next executive committee meeting.

3.3 Procedure to change committee service

a) The request should be filed to the Executive Board.

3.4 Duties of Standing Committees

3.4.1 Mentorship Committee

- a) To be responsible for running the new graduate student mentorship program and for communicating with prospective students.
- b) To evaluate and modify graduate-undergraduate mentorship programs.
- c) Detailed operational procedures for this committee shall be maintained by the Chair.

3.4.2 Outreach and Development Committee

- a) To be committed to the continual professional growth of Purdue AAE graduate students within and beyond the classroom.
- b) To design and implement programs/resources to address professional needs of AAE graduate students.
- c) Detailed operational procedures for this committee shall be maintained by the Chair.

3.4.3 Social and Sports Committee

- a) To encourage social interaction among the AAE graduate student community through social, sporting and cultural events.
- b) Detailed operational procedures for this committee shall be maintained by the Chair.

3.4.4 Fundraising Committee

- a) To raise awareness of professional development services and events already available to graduate students on campus.
- b) To organize fundraising events for Aero Assist.
- c) Detailed operational procedures for this committee shall be maintained by the Chair.

3.5 Ad Hoc committees

- a) Ad Hoc committees will follow the general format of Aero Assist Committees.

Date of Adoption

Date of Recognition

President's signature

Office of the Dean of Students

Advisor's signature