

## **Constitution of Aero Assist**

The graduate student organization of the School of Aeronautics and Astronautics

1. All students enrolled in the graduate program of the School of Aeronautics and Astronautics at Purdue University are members of Aero Assist.
  - a. Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.
  - b. The AAE grad chair, or another AAE faculty member, will serve as the Faculty Advisor for Aero Assist. He/She will have all the rights of other members except for the right to vote or hold office.
2. The Aero Assist Executive Board Committee
  - a. This committee serves as the leadership team of Aero Assist.
  - b. This committee will comprise ten members.
  - c. Eight of the ten members will be directly elected by the members of Aero Assist.
    - i. Elections will be held prior to May 1 of each year
    - ii. Candidates will be self-nominated or nominated by other members
    - iii. Each member of Aero Assist may vote once for up to five nominees
  - d. One member will be nominated by the outgoing committee after the election for the upcoming year has been completed.
  - e. One member will be nominated by the Faculty Advisor based on the recommendation of the new committee.
  - f. All ten members will have equal rights.
  - g. From among the ten committee members, the new committee will elect the following persons (committee members may hold more than one position, however, the positions of Aero Assist President and Treasurer must be held by different people).
    - i. Aero Assist President – responsible for organizing regular meetings and overseeing activities of the committee
    - ii. Treasurer/ Administrative liaison – responsible for funds and liaison with the school and University. The treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.
    - iii. Purdue Graduate Student Government (PGSG) Senator – represents the members of Aero Assist at PGSG meetings
    - iv. Outreach and Development Chair – responsible for communicating important information to the AAE graduate students via a weekly e-mail, and outreach and development seminars
    - v. Social Chair – responsible for social events and athletic programs
    - vi. College of Engineering Graduate Student Advisory Council (GSAC) Representative
    - vii. Graduate Student Mentorship Program Leader – responsible for running the new graduate student mentorship program and for communicating with prospective students
    - viii. Fundraising Chair – responsible for securing funding for the activities of Aero Assist
    - ix. Webmaster – operates the Aero Assist web site
  - h. Committee assignments (with the exception of the President and Treasurer) may be changed with a majority vote of the committee
  - i. The term of the committee will begin no later than May 1 prior to the new school year. The outgoing committee will run elections for the incoming committee.
  - j. Vacancies on the committee will be filled and approved by a 6-3 majority of the remaining committee members.
3. Duties of Aero Assist Executive Committee will include the following
  - a. Represent the members of Aero Assist to the department and the University.
  - b. Hold monthly meetings, to be organized by the President.
  - c. Prepare annual budget to be submitted to the Head of the School. This budget will include the budget requests from Aero Assist sponsored programs.
  - d. Pursue programs that will improve the scholarly, professional, and social quality of the members of Aero Assist.
  - e. At the discretion of the committee, encourage and support independent projects by non-committee members of Aero Assist (such as the Research Symposium Series)

4. Bylaws of the Aero Assist
  - a. Bylaws shall be ratified by an assenting 7-3 majority vote.
  - b. Bylaws shall govern the specific duties of the executive board and committees.
  - c. Bylaws shall amplify and clarify other specific necessities as may be required.
  - d. Amendments to the Bylaws shall be ratified by an assenting 7-3 majority vote.
  - e. Rescinding and replacement of the Bylaws shall be carried by a 7-3 assenting vote for each question.
    - i. Rescinding of the Bylaws must be put to the question first.
    - ii. Replacement Bylaws must be ready to emplace in final draft form.
    - iii. A verbatim copy of the proposed replacement Bylaws shall be distributed to the Executive Board Members two weeks prior to the intended time of voting on the rescinding of the current Bylaws.
5. Committees
  - a. Standing Committees
    - i. Standing committees include the Mentorship Committee, the Academic and Professional Development Committee, the Social and Sports Committee, and the Fundraising and Promotions Committee.
    - ii. Standing committees may be established or dissolved by a 7-3 vote of the Aero Assist Executive Board for any legitimate reason.
    - iii. Any AAE graduate student may serve on a standing committee(s).
    - iv. Eligible candidates for the position of committee chair must be a current member of Aero Assist Executive Board and will serve in an appropriate role as defined in Section 2.g.
  - b. Ad Hoc Committees
    - i. Ad hoc committees may be formed and dissolved by the Aero Assist Executive Board for any legitimate reason by a 7-3 majority.
    - ii. No time limit applies to the duration of these committees.
    - iii. The reasons for the existence of each ad hoc committee shall be reviewed annually by the Aero Assist Executive Board at the September Meeting.
    - iv. Any AAE graduate student may serve as a member of an ad hoc committee.
    - v. The chair of the ad hoc committee reports to the Aero Assist Executive Board, but does not have to be a member of the Aero Assist Executive Board.
6. This constitution can be amended by the full Aero Assist Executive Board by a minimum of 7-3 majority. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

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Date of Adoption

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Date of Recognition

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President's signature

\_\_\_\_\_  
Office of the Dean of Students

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Advisor's signature