

AERO ASSIST

Date prepared: 19 Mar 2012

Date(s) Amended: 06 Sep 2019; 12 Oct 2019; 29 Nov 2019

PREAMBLE

This Constitution establishes the fundamental rules that govern the operation of Aero Assist. It is the primary reference upon which decisions and bylaws that enable our organization to successfully carry out its mission, and/or resolve matters of contention, are based.

ARTICLE I – NAME

Aero Assist is the official name of the graduate student organization within the Gambaro Graduate School of Aeronautics and Astronautics (AAE) department at Purdue University. No acronyms currently exist for Aero Assist.

ARTICLE II – PURPOSE OF ORGANIZATION

Aero Assist's primary mission is to enhance the experience of graduate students in the AAE department by (1) providing social, athletic, academic, and professional development opportunities, and (2) representing the interests of the organization's members to the AAE department and the University.

ARTICLE III – MEMBERSHIP

Section A. Membership Eligibility

All students enrolled in the graduate program at the Gambaro Graduate School of Aeronautics and Astronautics at Purdue University are members of Aero Assist. All members of Aero Assist will have equal rights.

ANTI-HAZING STATEMENT

This organization complies with all State and Federal laws and Purdue University Hazing Policy (see University Regulations). Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action by the Office of the Dean of Students.

NON-DISCRIMINATION STATEMENT

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.

ARTICLE IV – Organization Officers and Election Procedure

Section A. Executive Board Committee Officers

The Aero Assist Executive Board Committee (also referred to as the Committee) serves as the leadership of the organization and is comprised of the following officer positions:

1. President
2. Treasurer
3. Purdue Graduate Student Government (PGSG) Senator
4. Professional Development Committee Chair
5. Social Committee Chair
6. Outreach Committee Chair
7. Graduate Student Mentorship Program Leader
8. College of Engineering Graduate Student Advisory Council (GSAC) Representative
9. Social Media Chair and Webmaster
10. Fundraising Committee Chair

The incoming President may expand the number of board members, as needed.

Section B. Eligibility

1. All members of Aero Assist are eligible for a position on the Committee.

Section C. Length of Officer Terms

1. The term of the newly elected Committee officers will begin no later than May 1 prior to the new school year.

Section D. Election Procedure

1. The outgoing Committee will run elections for the incoming Committee.
2. From among the committee members, the new committee will elect the positions in Article IV, Section A (committee members may hold more than one position; however, the positions of President and Treasurer must be held by different people).
3. Eight of the ten members will be directly elected by the members of Aero Assist.
 - a. One member will be nominated by the outgoing Committee after the election for the upcoming year has been completed.
 - b. One member will be nominated by the Faculty Advisor based on the recommendation of the new Committee.
4. Elections will be held prior to May 1 of each year. If there is any delay in the elections, at least the President must be elected prior to May 1.
5. Candidates will be self-nominated or nominated by other members of Aero Assist.
6. Each member of Aero Assist may vote once for up to five nominees.

7. Committee assignments (with the exception of the President and Treasurer) may be changed with a majority vote by the Committee

Section E. Officer Vacancy

1. Vacancies on the Committee will be filled and approved by a 67% majority of the remaining committee members.

ARTICLE V – Advisor

The AAE Graduate 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.

ADVISOR CLAUSE

This organization will select and secure an advisor from the active faculty or staff of Purdue University and will register their name with the Student Activities and Organizations annually. The advisor will be informed of all meetings and activities of the organization and may call a special meeting of the organization to discuss concerns for the ongoing nature of the organization. Advisors may not vote or hold office in the organization.

ARTICLE VI – Officers and Duties

The Executive Board Committee positions, and their responsibilities, are:

1. President – responsible for organizing regular meetings and overseeing activities of the Executive Board
2. Treasurer/Administrative Liaison – responsible for funds and liaison with the AAE department 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.
3. Purdue Graduate Student Government (PGSG) Senator – represents the members of Aero Assist at PGSG Senate meetings
4. Professional Development Committee Chair – organizer of the annual AAE Research Symposium Series and other professional development opportunities
5. Social Committee Chair – responsible for organizing social events and athletic programs
6. Outreach Committee Chair – responsible for communicating important information to the AAE graduate students via a weekly e-mail; also responsible for organizing committee outreach and development seminars
7. Graduate Student Mentorship Program Leader – responsible for running the new graduate student mentorship program and for communicating with prospective students
8. College of Engineering Graduate Student Advisory Council (GSAC) Representative – attends GSAC meetings to bring the concerns of the AAE graduate student body to the College of Engineering
9. Social Media Chair and Webmaster – operates the Aero Assist web site and handles the social media presence of the organization

10. Fundraising Committee Chair – responsible for securing funding for the activities of Aero Assist

The Executive Board Committee represents the members of Aero Assist to the AAE department and the University. It will hold monthly meetings, to be organized by the President. The frequency of these meetings can also be changed depending on the requirement of the Committee. The Committee must also prepare an annual budget to be submitted to the Head of the School. This budget will include the budget requests from Aero Assist sponsored programs. The Committee will pursue programs that will improve the scholarly, professional, and social quality of the members of Aero Assist. At the discretion of the Committee, it will encourage and support independent projects by non-Committee members of Aero Assist (such as the Research Symposium Series).

ARTICLE VII – Bylaws

1. Bylaws shall be ratified by an assenting 66% majority vote.
2. Bylaws shall govern the specific duties of the executive board and committees.
3. Bylaws shall amplify and clarify other specific necessities as may be required.
4. Amendments to the Bylaws shall be ratified by an assenting 66% majority vote.
5. Rescinding and replacement of the Bylaws shall be carried by a 66% assenting vote for each question.
 - a. Rescinding of the Bylaws must be put to the question first.
 - b. Replacement Bylaws must be ready to emplace in final draft form.
 - c. A verbatim copy of the proposed replacement Bylaws shall be distributed to the Executive Board Committee members two weeks prior to the intended time of voting on the rescinding of the current Bylaws.

ARTICLE VIII – Committees

Section A. Standing Committees

1. Standing committees include the Mentorship Committee, the Academic and Professional Development Committee, the Social and Sports Committee, and the Fundraising and Promotions Committee.
2. Standing committees may be established or dissolved by a 66% vote of the Aero Assist Executive Board for any legitimate reason.
3. Any AAE graduate student may serve on a standing committee(s).
4. Eligible candidates for the position of committee chair must be a current member of the Executive Board Committee and will serve in an appropriate role as defined in Article VI.

Section B. Ad Hoc Committees

1. Ad hoc committees may be formed and dissolved by the Aero Assist Executive Board for any legitimate reason by a 66% majority.

2. No time limit applies to the duration of these committees.
3. The reasons for the existence of each ad hoc committee shall be reviewed annually by the Aero Assist Executive Board at the September Meeting.
4. Any AAE graduate student may serve as a member of an ad hoc committee.
5. The chair of the ad hoc committee reports to the Executive Board Committee but does not have to be a member of the Executive Board Committee.

ARTICLE IX – Constitutional Amendments

This constitution can be amended by the full Aero Assist Executive Board by a minimum of 67% majority.

AMENDMENT CLAUSE

All amendments to the constitution and bylaws are subject to the approval of the Office of Student Activities and Organizations. They MAY NOT take effect until they have been Approved.

ARTICLE IX – Dissolution

1. The advisor may call for the dissolution of the organization
 - a. If the executive board agrees by a 67% majority vote, then there will be a referendum process in which the rest of the AAE grad student body can vote on the dissolution. If 51% of the student body agrees with dissolution, then Aero Assist is dissolved. Otherwise, a new executive board is to be elected into office by the AAE grad student body.
 - i. At a minimum, a President and Treasurer must be voted in (per Student Activities and Organizations (SAO) guidelines).
 - ii. The newly elected executive board must then collaborate with the current AAE Department Head to find a new advisor who can support the vision and needs of Aero Assist.
 - b. If the executive board disagrees with the advisor's motion, the advisor must step down in favor of a replacement. The executive board will discuss and work with the AAE Department Head to find a suitable replacement faculty advisor.
2. The executive board may call for the dissolution of the organization
 - a. If the advisor agrees, then a referendum will be called. The students can vote yes or no to dissolution and majority rules (per above description)
 - b. If the advisor disagrees, then the current executive board members must be replaced. Before stepping down, the current executive board together with the faculty advisor

are to formulate a platform (e.g., a survey tool) where AAE graduate students can express their interest in becoming part of the new executive board.


3. The general AAE grad student body may call for a referendum to vote on replacing the current executive board or to vote on dissolving Aero Assist as a whole
 - a. A minimum of 50 AAE grad students is required to call a referendum regarding the dismissal of the current executive board, or the dissolution of the organization
 - b. The referendum must be administered through an online Purdue Qualtrics survey so that the results can be accurately recorded and reported
 - c. A minimum of 100 AAE grad student voters is required to legitimize the referendum's results
 - i. A 67% majority is required to reach a decision
 - ii. No action will be taken if a 67% majority is not achieved
 - d. If a 67% majority votes in favor of dismissing the current executive board, the advisor must work with the outgoing executive board to find replacement officers, as discussed in Sec. 2.b above.
 - e. If a 67% majority votes in favor of dissolving Aero Assist, the results must be brought to the attention of the AAE Department Head for consideration and enactment.
4. If Aero Assist is dissolved, any unspent funds will be returned (in the proper proportion) to the donating entities.

Date of Adoption 03 DEC 2019



President's signature

Date of Recognition 12/18/2019

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Student Activities and Organizations Office



Advisor's signature