

Constitution of
The Flying Club
@ Carnegie Mellon

I. ORGANIZATION NAME

1. The name of the organization is ‘**The Flying Club.**’ It may also be referred to as ‘*TFC*’ and ‘Carnegie Mellon Flying Club’ in the organization’s documents and publications.

II. MISSION AND GOALS

1. The Flying Club is a platform to promote flying and aviation at Carnegie Mellon University and the Pittsburgh area. It is intended to be a space at Carnegie Mellon University where those interested in flying and aviation can congregate, share experiences, promote flying, and help others reach their goals in aviation and flying.
2. The purpose of the organization includes, but is not limited to:
 - a. Promote aviation at Carnegie Mellon University and Pittsburgh area.
 - b. Provide resources for all types of current and prospective pilots and those interested in other aviation-related roles.
 - c. Promote diversity within the aviation community at Carnegie Mellon University and Pittsburgh area.
 - d. Reduce the costs of getting new pilot and aviation-related licenses and ratings.
 - e. Provide resources to current and potential aircraft and UAV mechanics and designers.
 - f. Make connections with the local and global aviation community.
 - g. Provide a forum to share experiences and information.
 - h. Create a community that allows heightened interaction between all members.

- i. Encourage members to pursue aviation-related careers and facilitate connecting with the industry.
 - j. Contribute to the aviation community and industry by creating and supporting new technology and research.
 - k. Highlight ongoing aviation-related research at Carnegie Mellon University.
 - l. Support aviation-related research at Carnegie Mellon University (e.g., helping with collecting data).
 - m. Provide aviation-related services to the Carnegie Mellon University and Pittsburgh community (e.g., drone filming, providing pilots).
 - n. Advocating aviation and flying at University, local, state, national, and international levels.
 - o. Pushing Carnegie Mellon University to provide aviation and flying resources, including creating new courses, a new department, facilitating taking classes at local aviation colleges, purchasing devices and aircraft, and building facilities.
3. The organization's activities and functions must be legal under University, local, state, and federal laws and regulations.

III. MEMBERSHIP

1. Membership is open to everyone subject to filling the appropriate registration forms, joining the organization on The Bridge (if feasible), and paying the set membership dues.
2. Categories of membership are student, staff, faculty, alumni, and affiliate. Each category can have active or inactive status. Active members are those who have attended at least one executive or General Body meeting in the past four months, excluding the meetings on the present day, and have helped in the organization of at least one club event or program.
 - a. The executive member supervising a member's activities can grant the active status to the member. The supervising executive member's decision on granting or not granting the status can be overruled by the majority vote of the executive committee.
 - b. The executive committee can pass additional rules for granting the active status. The process can be streamlined further using an automated system, so all the members can track their status.

- c. Alumni members are those who have been a part of the Carnegie Mellon University community in the past but are not currently affiliated with the University in any capacity.
3. Only students, faculty, staff, and alumni members who are active and in good standing are eligible to vote during General Body meetings. Affiliate members may not vote unless they are active and acting as a member of the executive committee.
4. Membership is open throughout the year, with active recruitment taking place at least once every semester and at Spring Carnival.
5. Joining the organization implies that the member has accepted and will comply with all the requirements and limitations of this constitution, abide by all the organization's regulations, and have professional conduct at all organization-related events, interactions and premises.
6. Student, staff, faculty, and alumni members joining the organization will be permanent members.
7. Non-affiliate members are admitted for membership until December 31st of the same year if joined before October 1st and are admitted for membership until December 31st of the following year if joined after October 1st.
8. There is no limit on the number of student, staff, faculty, and alumni members. General Body can limit the number of affiliate members admitted each year. However, active affiliate members are exempt from the imposed limit for the following year.
9. Members can withdraw of their own volition.
10. Members may lose some or all membership privileges temporarily or permanently due to inactivity, inability to fulfill the accepted executive role, or noncompliance with the organization's, University's, local, state, or federal laws and regulations.
 - a. Any executive or watch committee member can request the vote on a temporary or permanent halt on some or all of a member's privileges by openly making a case in the executive meetings (open to the public). Examples of membership privileges include but are not limited to holding an elected or appointed position in the organization, attending specific activities, borrowing from the library, or losing membership. The attending executive members will have an anonymous vote to decide if the member's privileges should be rescinded. If confirmed, a separate anonymous vote should be taken to determine if the member's privileges should be temporarily kept or halted until the next General Body meeting.

- b. Subjected members or any organization member present in the General Body Meeting can appeal to the General Body, where they can defend their case; the voting members in the General Body can decide if the membership privileges should be reinstated, the duration modified, or the executive committee's decision confirmed by an anonymous vote. The subjected member cannot vote on their own removal.
 - c. The subject member can request reconsideration, but not until after the next General Body meeting.
11. Membership in The Flying Club is voluntary, and all risks of personal injury, property damage, or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s). Accordingly, Carnegie Mellon University, its officers, and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by The Flying Club are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual. In regard to the organization member or non-member participant Assumption of Risk, The Flying Club acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed.
12. No hazing or illegal discriminatory criteria for membership, including those listed in Carnegie Mellon's non-discrimination policy, will be used as a condition for membership in the organization. These factors include race, color, religion (except for religious organizations, which may restrict membership to those who share their faith-based beliefs), national origin, ancestry, sex (except same-sex organizations permitted under Title IX), age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran. This non-discriminatory policy will be applied in a manner consistent with the requirements of the First Amendment of the United States Constitution and other laws applicable to student organizations.

IV. EXECUTIVE COMMITTEE

1. There are ten officer positions in the organization, as described below, serving in the executive committee:

- a. President and two Co-Presidents**

The President and two Co-Presidents are referred to as the presidential officers, and the committee composed of the presidential officers is referred to as the presidential committee in this document. They are co-chairs in all executive and General Body meetings and are responsible for ensuring that the organization runs smoothly, all tasks are delegated and filled in for the organization's events and activities, and provide the final decision when necessary. Any decision made by the presidential officers should receive the votes of at least two out of the three officers. The presidential officers have final responsibility for the organization's finances and activities.

Only the President is an authorized signer and represents the organization to external entities such as other organizations. Responsible for obtaining a space for the organization's office and keeping the office space by filing the appropriate paperwork. However, they can delegate these duties to other organization members, including the co-presidents or other officers.

The presidential committee is the final authority in all disputes, not including the presidential officers. If any presidential officers are implicated in the dispute, the whole executive committee, barring the involved members, is the final authority.

- b. Chair of Diversity, Equity, and Inclusion**

Provides plans to promote diversity, equality, and inclusion in the organization's membership, activities, and benefits. Identifies underrepresented groups in flying and aviation and puts effort into creating opportunities, benefits, and activities targeted at these groups.

- c. Chair of Human Resources**

Responsible for increasing the membership base (students, faculty, staff, alumni, and affiliates) and members' participation in the organization's activities. Responsible for membership drives and reaching out to the alumni and other University and outside communities to join the organization. Responsible for keeping the list of all members and updating each member's status and current information. The main point of contact for the members to reach the organization about their concerns, suggestions, and issues.

d. Chair of Public Relations and Communications

Responsible for promoting the organization and its activities and enhancing the prestige of the club. Manages the social media, website, and all other publicity.

e. Chair of External Affairs

Responsible for outreach to the larger aviation and flying community and industry for new funding opportunities from outside of the University, new arrangements and advocacy with the city, state, clubs and companies, and obtaining new member benefits provided by external entities, such as discounts for software, tools, flights, and courses.

f. Chair of Treasury

Responsible for managing and advising on finances, keeping the financial record, preparing the budget and applying for JFC and other regular fundings, managing the library, inventory and subscriptions. Responsible for purchasing new items for the inventory and library, handling the reimbursements, allocating funds for activities, services, and programs, collecting the membership dues, and tracking the organization finances, including the events and activities expenses. Must be a student member and the University-recognized authorized signer for the organization.

g. Chair of Internal Affairs

Responsible for facilitating the workflow by organizing and managing the meetings, monitoring the ongoing plans and projects, aiding other subcommittees with internal work. Responsible for ensuring that all the meetings and activities are added to the calendar, all meetings have the proposed agenda before the meeting, and minutes are taken and published. Responsible for designating the person writing the activity/event report and following up to receive and publish the reports in a timely manner. Responsible for collecting and counting the votes during the meetings. Sends out all communication to members.

h. Chair of Social Activities and Events

Responsible for organizing the events and activities of the club. May delegate the responsibilities for each activity or event to other members. However, ultimately responsible for facilitating the flow and ensuring compliance of the events and activities with this constitution and all regulations and laws.

2. The **Faculty Advisor** is not an officer but is on the executive committee. They are responsible for advising the organization and have a supervisory role. Faculty Advisor is not an elected role, and in case of vacancy, the executive committee can create a search group to fill the position by a University faculty member. The Faculty Advisor is always considered to have active member status even if absent from meetings and activities and can cast the tie-breaking vote on all executive member decisions within 3 days after being notified about the tie in the vote on a decision, and at maximum within 10 days after the meeting.
3. A **Watch Committee** with at least three members, designated or elected by the General Body, is responsible for closely monitoring the organization's activities to ensure compliance with the organization's, University's, local, state, and federal laws and regulations. They cannot vote in the executive meetings and are not formally the executive committee members; however, they have to be notified of all internal meetings, and can attend any meetings unannounced, and request the reports, financial records, and other relevant documents necessary for their task. In case of finding mistakes, issues, or violations of any member or part of the organization, they can bring the subject up in any executive meeting and require a vote on a suggested action after the discussion. If the issue is not resolved in the executive meeting, they can bring the subject up in the next General Body meeting. Finally, if the problem persists, they can report it to the appropriate office in the University.
4. Other executive committee roles can be created or removed by the General Body by a supermajority ($\frac{2}{3}$) vote and without the constitutional amendment process. The new officers will also be a part of the executive committee.
5. Any member is eligible to nominate themselves to become a member of the executive committee.
6. Each member can only hold one executive position. If there are no candidates to fill the position, the presidential committee can appoint any volunteer member, including the current executive members, for taking over all or a portion of the responsibilities of the vacant role until the next elections. If a member is appointed for a position between two General Body meetings, they can become the acting officer until the next General Body meeting when the election for the new position is held.
7. Each member in the executive committee can vote only once in the executive meetings, independent of the number of roles they have accepted. Faculty Advisor can vote in the event of a tie within 3 days after being notified about the tie in the vote on a decision, and at maximum within 10 days after the meeting.
8. Office terms are for a single year for the roles filled in December's General Body meeting, starting in January. For the roles filled at other times, the term is until the

end of the year (December 31st). The Faculty Advisor role is not elected and holds until resignation.

9. The two authorized signers of the organization must be student members who have taken the required University training courses and have notified the University of their role as the organization's authorized signer. One authorized signer is the Chair of Treasury, and the other can be the President or the member designated by the President.

V. SELECTION OF EXECUTIVE AND WATCH COMMITTEES

1. Executive and watch committee member selection takes place once every year in the last General Body Meeting of the year (generally in December). Nominations are self-nominations. The candidates provide written statements prior to the meeting to be read to the General Body by the candidates or the meeting organizers. Additional nominations can be made on the election day at the General Body Meeting before voting for each position. Equal time is given to all candidates to state their case and answer other members' questions during the meeting.
2. Elections and the vacant positions should be clearly communicated at least 7 days prior to the General Body Meeting through email and possibly other means to all the members.
3. All elected positions of this organization shall be elected by a majority vote (greater than 50%) of the active non-affiliate members attending the meeting. The nominated candidates can make a timed speech on election day before the vote and are allowed to distribute flyers, letters, and posters only during the meeting. The self-nominated candidates can be absent from the meeting subject to sending the prior notification to the presidential committee or an officer appointed by the presidential committee. Their written statement (if provided) will be shown as a slide, and they can provide a recorded timed speech, which will be played along with their statement slide. In case there are multiple nominations with no single nomination reaching the required 51% minimum, the choice-ranking system needs to be implemented to determine the selected candidate. In the case of a tie for the selection, a new anonymous vote will be held with only the tied candidates.
4. Current executive members are not allowed to vote in General Body meetings unless in anonymous voting. They are not allowed to show any favoritism for any candidate or try to influence the voting process.
5. The elected candidates during December's General Body meetings will assume the position starting January. The candidates elected during the current vacancy in the role can immediately assume the position. The start date of all positions where an

election is held during other General Body meetings must be clearly communicated in all announcements before the election for the position.

6. Only non-affiliate active members are eligible to vote during General Body meetings. Affiliate members may not vote unless they are serving as a current member of the executive committee, where they can only participate in anonymous votes.

VI. OFFICER VACANCIES

1. Executive and watch committee members can be re-elected but will follow the same procedure as other members.
2. Any executive and watch committee member can resign at any time with a two-week prior notice to the presidential committee.
3. Any executive or watch committee member's removal process follows the same procedure as other members, except that the subjected member cannot vote on removal in either of the executive or General Body meetings.
4. The candidates elected in General Body meetings during the current vacancy in the role can immediately assume the position.
5. For the duration of vacancy in a position, until the election is held, the presidential committee is responsible for filling the vacancy by either appointing a volunteer member or spreading the tasks among several members.

VII. MEETINGS

1. Any meeting held at the organization must be open to all members and the public. All meetings should be announced to the members along with the agenda before the meeting. Each meeting's minutes should be published and permanently accessible to all members within 7 days of the meeting. The Chair of Internal Affairs is responsible for all communications, announcements, and setting the agenda.
2. Each year, there are four General Body meetings, held in late February, early May, early September, and early December. Only non-affiliate active members are allowed to vote. Current executive members, including affiliate members, can only participate in anonymous votes. Each General Body meeting should be communicated to the members around 14 days before the meeting with a reminder within 48 hours and not less than 24 hours before the meeting. All decisions made in the meeting require a simple majority, except the changes made in the constitution. Voting can be through unanimous consent or conducted through a verbal or anonymous poll.

3. Executive committee meetings can be scheduled by agreement between the executive committee members but no less frequently than once every month. The location must be open to members and the public, and the exact time and place along with the agenda must be easily accessible to interested members at least 48 hours in advance (e.g., through an online calendar on the website). Decisions made in the executive meeting can pass either with unanimous consent or by explicit voting requested by any present member of the committee. Votes will be verbal unless an anonymous vote is requested by any present committee member or when deciding the revokement of a member's privileges.
4. Any additional meeting related to a specific activity, event, or subcommittee must follow the rules set for the executive committee meetings. However, the chairperson of the meeting is responsible for making sure that the meeting information and agenda are accessible to the public in advance and the minutes are published on time.

VIII. FINANCES

1. The membership dues for the new year will be determined by the General Body meeting in December. Current Carnegie Mellon University students, faculty, and staff joining the organization can only be subject to a one-time initiation fee. Alumni members are exempt from any dues. Non-affiliate members can be subject to annual membership dues. However, every year that they keep an active status for over 8 months, they will be exempt from the following year's dues.
2. All withdrawals and expenses from the organization's account should be first confirmed by the executive committee members. The Chair of Treasury and the President (or the authorized signer member designated by the President) are the only members allowed to withdraw funds for reimbursements, purchases, and any other expenses and are responsible for compliance with the expenses confirmed by the executive committee and the General Body.
3. The funding for the organization's activities can be provided from JFC or other University funds, fundraising, membership dues, sponsorship, donations, tickets for the events, charging for services, or any other means, as long as it complies with the University, local, state and federal laws and regulations.
4. The Chair of Treasury is responsible for preparing the budget for the next year and presenting it to the executive committee no later than October 31st. After the executive committee approves the proposed budget, it will be presented to the General Body for approval in the December meeting. The final budget should be permanently accessible to all members.

IX. RATIFICATION AND EMPOWERMENT

1. The Carnegie Mellon University Student Body should approve the constitution for it to take effect.
2. The constitution will take full effect when the first General Body meeting happens in September 2021. The executive roles will be carried out by the founders and their appointees until the first General Body meeting.

X. AMENDMENTS AND OTHER REGULATIONS

1. Any member can propose any change or amendment to the constitution. The proposal should be in writing, signed by at least two other members, and submitted to the executive committee.
2. If the executive committee approves the change (by a simple majority), it will be brought up in the next General Body meeting. If the General Body adopts the substance of the matter by a simple majority, the final version of the change or amendment will be subject to vote on the second General Body meeting. To amend the change, the supermajority ($\frac{2}{3}$) of the present active non-affiliate members should vote in favor of the change. The amendment can take effect immediately or after a transition period suggested by the text of the amendment. All the proposed changes should be announced along with the communications for the General Body meeting.
3. In emergency cases, the proposed amendment can temporarily take effect if the executive committee passes the amendment without any opposition from any of the executive or watch committee members, whether they are present in the meeting or not. The failure to receive the simple majority of votes in the first General Body, or the failure to obtain the supermajority ($\frac{2}{3}$) of votes in the second General Body, or any opposition from any member of the executive or watch committee halts the temporary execution of the proposed amendment until it is fully ratified.
4. The executive committee can propose and pass additional rules and policies for specific operation areas (e.g., the use of the organization's properties, sub-committee operations, or organizing the activities). These rules must be compatible with the constitution and do not require General Body's approval. All the passed rules should be announced along with the minutes of the meeting where they have passed, and they should be permanently available to all members in the form of a publication. Any member can ask for the revokement or change of a single, multiple, or all provisions of the guidelines and regulations from the General Body at any General Body meeting.

XI. DOCUMENT HISTORY

1. 03/16/2021: Initial draft created by Azarakhsh Keipour
2. 03/26/2021: Final version confirmed by the founding members (Sebastian Scherer, Jay Patrikar, Azarakhsh Keipour)