

Aviation Student Advisory Committee Constitution

Mission Statement

The goal of ASAC is to regulate and ensure a safe environment for aviation education at RMC. We strive to improve the Aviation Program and help provide the best aviation education possible for the RMC student body. As a student committee, ASAC encourages input and suggestions from the student body for the betterment of itself and the aviation program as a whole.

ARTICLE I: General Definitions and Procedures

Section I: This organization shall be officially known as the Aviation Student Advisory Committee.

Section II: The Aviation Program is defined as: any student who plans to major in Aviation Management, Aeronautical Science, or minor in Aeronautical Science, Unmanned Aerial Systems, or Aircraft Dispatch.

Section III: Representatives are elected by aviation students through popular vote in the beginning of the fall semester. The term of office for all members is one academic year. Members may be reelected for additional terms.

Section IV: There shall be a total of eight Representatives, not including the positions of Vice President and President.

Section V: ASAC shall be guided in accordance with Robert's rules of order, revised.

Section VI: A quorum of the Committee shall be two-thirds of the membership.

Section VII: A simple majority of the Committee shall be fifty percent of the quorum plus one.

Section VIII: The Director of Aviation serves as the Faculty Advisor and is invited to attend all meetings.

Section IX: All Students, Faculty, and Staff are welcome to attend ASAC meetings.

ARTICLE II: Purpose and Organization

Section I: The purpose of ASAC is to:

- 1) Provide a forum through which student concerns and interests can be discussed and communicated with the Director of Aviation, Director of Flight Operations, and other faculty and staff.
- 2) Provide student perspective on purposed changes to the aviation curriculum, policies, and future plans.
- 3) Provide student input to the Safety Program.
- 4) Serve as an active voice of the aviation student body.
- 5) Make recommendations concerning flight student no-show fees.
- 6) Conduct the annual Aviation Program Awards Banquet.

Section II: Meetings will be held biweekly during the school year, and at other times as requested by the president. Meeting minutes will be published within 48 hours following the meeting and made available for all aviation students. Meeting discussions will normally be informal, but Robert's Rules of Order will be followed to conduct business requiring formal action.

Section III: Agenda items may be proposed by any aviation student. The proposed topic should be submitted to the President or Vice President to be put in the agenda for the next meeting.

Section IV: A quorum of two-thirds of all committee members is required to conduct business. A majority of those in attendance are required to pass business. Every committee member gets one vote.

ARTICLE III: President

Section I: The President of ASAC must have served as a member of ASAC in the term prior and be elected by the members of the Committee in the April meeting each year.

Section II: The President of ASAC shall preside over the Committee meetings and shall vote only in the event of a tie. The President is responsible for ensuring that the Committee members fulfill their duties and comply with their responsibilities as outlined in the ASAC Constitution and By-laws.

ARTICLE IV: Vice President

Section I: The Vice President must be an elected member of the Committee and nominated by the Committee following fall elections. The Committee will elect the Vice President by two-thirds majority vote. The Vice president will serve once appointed until the spring election.

Section II: The Vice President shall conduct Committee meetings in the absence of the President.

ARTICLE V: Secretary

Section I: The Secretary shall be a member of the Committee and nominated by the Committee following fall elections. The Committee will elect the Secretary by two-thirds majority vote. The Secretary will serve once appointed until the spring election.

Section II: The Secretary shall be responsible for approving the minutes of all Committee meetings. The Secretary shall transcribe the minutes of all Committee meetings stated here and provide copies of the minutes to the ASAC President.

ARTICLE VI: Duties and Oversight

Section I: The ASAC President and Committee shall be responsible for actively representing the Aviation Program in a professional manner.

Section II: The duties of the Representatives are to solicit the opinions and concerns of the aviation students that they represent, and present those items at Committee meetings.

Section III: The Committee shall be responsible for approving or denying no-show appeals. Students who have submitted an appeal shall be notified of the Committee's decision within 48 hours of the Committee's regularly scheduled meeting.

ARTICLE VII: Amendments to the Constitution

Section I: After the Committee has made the decision to amend the Constitution, the change(s) must be submitted to a vote of the ASAC. To be ratified, the change(s) must receive a simple majority vote in favor of ratification.

Section III: This constitution shall be ratified by a simple majority. Upon ratification, this constitution will replace the current constitution immediately.

ARTICLE VIII: Elections

Section I: Terms of office for all elected and appointed ASAC members shall be one academic year.

Section II: The President and Vice President shall be elected no later than March 31st in order to fill the vacated seat the following academic year. Eight representatives, two from each class, shall be elected by a majority vote no later than October 1st of the year they will hold office. All aviation members, with the exception of freshman, shall be eligible to vote. The process used to elect representatives, excluding freshman, for each academic

year shall be through Google Forms. Freshman will contact the President and arrange for an informal interview.

Section III: Candidacy for elected office:

- A: To be eligible for candidacy a person must be an aviation student (Defined by Article I, Section II of the constitution). The person cannot be on academic probation during the semester in which they are running for office nor placed on probation during his/her term.
- B: All candidates are required to make their interest in ASAC known to the ASAC President to have their name put on the electronic ballot.
- C: Names written on the appropriate spaces of the Google Form document of the electronic election ballot shall be recognized as a candidate providing they meet the criteria for eligibility.
- D: Candidates running for office unopposed shall be considered elected by acclamation and their names and office will not appear on the election ballot.

Section IV: General Election Procedures:

- See ASAC Bylaws Section I

Section V: Freshman Election Procedures:

- A. Freshman entering the Rocky Aviation Program shall be eligible to serve as an ASAC representative given that they meet the terms defined by Article I, Section III of the constitution.
- B. Freshman shall directly contact the ASAC President and express a clear interest in promoting the goals of ASAC.
- C. Freshman will then arrange a time to interview with an ASAC board of representatives.
- D. The board shall consist of the current ASAC President and two other ASAC members who have served for at least one year.
- E. Interviews will be held the week of general elections.
- F. If a freshman is not able to complete his interview within that week he will be ineligible to join, unless circumstances dictated by the President allow it.

ARTICLE IX: Vacancies in office

Section I: If the President's office becomes vacant, the Committee shall nominate and elect a new President by a simple majority vote at any regularly scheduled meeting. At least two-thirds of the Committee must be present to vote.

Section II: If a representative seat becomes vacant, the Committee can nominate an eligible Aviation student to fill the vacancy. The individual must be elected by a simple

majority vote. In the event that more than one ASAC student petitioned for the position in the initial election, a general election of the constituency will be held to fill the vacancy.

ARTICLE X: No-Show Appeals

Section I: No-show appeals may be brought forth by any Committee member at the next available regular meeting following the no-show.

Section II: A majority consensus will determine if student shall have his/her no-show fee repealed after submitting sufficient evidence for a decision to be made.

Section III: In the event a no-show appeal has insufficient evidence, OR is unable to come to a consensus, the Committee has authority to table the appeal and request more information.