

The Constitution of the MIT Flying Club

Version 2.0: May 2, 2006

I. Purpose

The primary mission of the MIT Flying Club is to motivate, encourage, and facilitate affordable, hands-on experience in flying by the MIT community.

II. Membership

1. Any member of the MIT community is eligible to become a member of this organization. One becomes an active member of this organization if she joins the mailing list flying@mit.edu and attends an event. An active member loses active membership status if she has not attended any event for an entire academic semester. Committee members, however, are always considered to be active members (see Article III Section 6).
2. The membership of this organization will, at all times, contain at least 5 MIT students and be more than half MIT students.
3. This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.
4. If this organization charges any monetary dues, there will be exceptions made for students that cannot afford these dues.

III. Executive Board

1. The Executive Board of the MIT Flying Club is composed of *officers* and *committee leaders*.
2. All members of the executive board should be members of the Athena mailing list flying-exec@mit.edu. This email list should contain no other members apart from members of the Executive Board and faculty advisors.
3. All members of this organization's Executive Board must be distinct persons and MIT students, faculty, staff, or alumni/alumnae.
4. The president and treasurer of this organization must be MIT students.
5. This organization will have two officers. Both officers assume joint responsibility for managing the group mailing list flying@mit.edu. Both officers shall also obtain and retain reservation signatory and financial signatory status.

1. President

1. The president shall be the official representative of the group to MIT and any other organization.
2. The president shall communicate all changes of the Executive Board membership to the Association of Student Activities and the Associate Dean of Student Activities in a timely manner.
3. The president will preside over all meetings, if possible. If the president cannot attend a meeting, the president shall select a member of the Executive Board to preside over that meeting.
4. The president is responsible for determining when planning meetings are and publicizing this to the Executive Board.
5. **“Email white ballot:”** If the president must make a decision outside of a planning meeting, the president must email flying-exec@mit.edu for any objections. If no objections are received within 3 days, the president may make the decision.

2. Treasurer

1. The treasurer shall be responsible for the finances of the group.
 2. The treasurer may request other member of the Executive Board to become financial signatories via the treasurer training process established by the Student Activities Finance Office.
 3. The treasurer is required to sign all checks/vouchers of the group or request that another financial signatory of the group sign a check/voucher.
6. This organization will have five committees, each with a committee leader. The leader shall form, lead, and mentor a committee of active group members to assist the leader and facilitate group sustainability. Each leader shall request additional help from other members of the Executive Board or other non-executive active group members if necessary. All committee leaders are elected and are considered members of the Executive Board.

1. Law and Liability

1. The Law and Liability committee shall communicate with MIT to understand MIT's legal and liability requirements for group operation.
2. The Law and Liability committee leader must inform MIT's Insurance Office of any changes in flying-related operations (number of shares, purchase of an aircraft, etc.).
3. The committee shall notify MIT of any legal and liability questions or problems the group may have.
4. The committee shall be responsible for procuring liability waivers and making them available to group members.

5. The Law and Liability committee leader must coordinate with the Archives and Records committee leader to keep and maintain copies of all liability waivers.
2. **Books and Supplies**
 1. The Books and Supplies committee shall maintain a repository of books and supplies owned by the MIT Flying Club.
 2. The committee shall manage the loaning and receiving of books and supplies by group members.
3. **Events and Trip Planning**
 1. The Events and Trip Planning committee shall determine the relevant contacts involved with group events and trips; these contacts may be speakers for a lecture, local restaurants for a social event, fixed-base operators (FBOs) and accommodation facilities for a trip, etc.
 2. The committee shall communicate with the relevant contacts to make confirmed arrangements for all events the group will participate in.
 3. The leader of the Events and Trip Planning committee shall be a reservation signatory.
4. **Publicity and Relations**
 1. The Publicity and Relations committee shall make advertisements, both material and electronic, for group events and shall assist in relations with external parties (including alumni/alumnae, the media, etc.).
 2. The committee shall contact the necessary parties to make distribution of advertisements possible.
 3. The committee shall maintain and update the group website.
 4. The leader of the Publicity committee shall have “write” access to the group mailing list flying@mit.edu and is also the list maintainer of the Athena mailing list flying-web@mit.edu, which contains club members with “write” access to the organization’s website.
5. **Archives and Records**
 1. The Archives and Records committee shall make a record of each group meeting and event. These records may include, but shall not be limited to, writings, photographs, and audio-visual recordings.
 2. The committee shall maintain records in safe locations so that they may be accessed when needed over the lifetime of the group.
 3. The committee shall communicate with the Publicity and Relations committee to post archives and records to the group website and mailing lists when appropriate.
 4. The Archives and Records committee leader must coordinate with the Law and Liability committee leader to

archive all current and past waivers and emergency contact information.

7. Elections:

1. Elections of the Executive Board shall occur near the end of each academic year.
2. Any active member of this organization is eligible to run for positions on the Executive Board.
3. Quorum for elections is one-fifth of active membership.
4. Any active member is elected if he or she wins the most votes out of all candidates. If there is a tie between two members with the most votes, all other candidates are eliminated and another election is held between the top two candidates.
5. The position's term runs from the election date until the next election date.
6. To facilitate a successful transition, the former holder of a position shall mentor and transfer knowledge to the new holder of the same position, if possible. If this is not possible, other members of the Executive Board shall provide guidance to the new holder.
8. Involuntary Removal: Members of the Executive Board may be involuntarily removed by a two-thirds vote of the active members. An election shall be called within the next two weeks to elect a replacement. The election shall operate according to Section 7 in Executive Board (except for Section 7.1).
9. Resignation: Members of the Executive Board may resign at any time; an election shall be called within the next two weeks to elect a replacement. The election shall operate according to Section 7 in Executive Board (except for Section 7.1).

IV. Faculty Advisor

1. This organization shall at all times have at least one faculty advisor, whose role is to provide guidance to the members of the group.
2. The faculty advisor must be an MIT faculty member and a certified pilot.
3. The faculty advisor must send a signed letter to MIT's Insurance Office and the Associate Dean of Student Activities every September 1st to inform MIT of his/her faculty advisor position.
4. The faculty advisor shall be chosen by the organization.

V. Planning Meetings

1. Planning meetings shall be held at least once every month. This rule does not apply to the Independent Activities Period or the academic summer months, although the Executive Board is strongly encouraged to meet during these periods.

2. All decisions shall be made by a majority vote of all active members present unless specified otherwise in this Constitution.
3. The president's vote counts as two votes during planning meetings.

VI. Procedure for Amending the Constitution

1. Any active member of the organization shall present amendments to the group constitution.
2. Quorum for amending this constitution shall be one fifth of all active members of the organization.
3. Amendments shall be passed by a two-thirds vote of the active members present.
4. In cases where quorum has not been met, the constitution can be amended by a unanimous vote of the Executive Board.
5. The constitution must at all times conform to the Full Constitution Recognition Requirements set forth by the Association of Student Activities as well as any additional regulations set forth by the Association of Student Activities, the Associate Dean for Student Activities, and the MIT Insurance Office.

VII. ASA Governance Clause

The MIT Flying Club agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.

VIII. Additional Rules

Additional, specific rules governing club activities are contained in the following separate documents:

1. **MIT Flying Club Aircraft Operating Rules:** This document describes aircraft operating rules aimed at safe aircraft operation by MITFC members. The rules are intended to serve as a guide for MITFC operations and to supplement the Federal Aviation Regulations (FAR).
2. **Guidelines for Hawk Flying Club sponsorship**
3. **Application for Hawk Flying Club subsidized membership**
4. **Liability Release, Waiver, Discharge, and Covenant Not to Sue**

MIT Flying Club and ASA will agree upon these documents by the end of the Spring Semester of 2006. After this agreement, substantial changes to these documents must be passed by a majority in a general meeting or a unanimous vote by the executive committee in a planning meeting. Changes to the

constitution, operating rules (#1), or the waiver (#4) or significant changes to the rest of these documents that seriously impact Club operations, membership or finances must also be passed by ASA.