

## **AVIATION SOCIETY CONSTITUTION**

### **CLUB NAME**

The name of the club will be the Aviation Society. We are not an agent or representative of the Federation of Students (Feds), and our views and actions in no way represent the Feds.

### **GOVERNANCE**

The club will uphold the values, mission, and purpose of both the University of Waterloo (UWaterloo) and Feds through following the directives outlined in the Feds Clubs Manual, all Feds By-Laws, Policies, and Procedures, as well as all policies and procedures outlined by the UW Secretariat. Furthermore, the club will abide by all laws of the Region of Waterloo, Province of Ontario, and Government of Canada. All club matters will ultimately be governed by the Feds Internal Administration Committee (IAC), by virtue of the office of the Feds Vice President Internal, via the Clubs Manager and Clubs Manager Delegate.

### **PURPOSE**

The purpose of the club is to gather University of Waterloo students, staff, faculty, and members of the UWaterloo community at large to represent and provide opportunities for University of Waterloo aviation students, as well as foster a community for people interested in aviation.

Club events, activities, and/or initiatives will include:

- The annual Aviation Gala
- The annual Career Day
- Networking sessions (i.e. At least one major annual networking event, smaller industry networking sessions, etc.)
- Education Sessions (i.e. guest speakers, pilot career advancement workshops, etc.)
- Airport, or other aviation related, facility tours;
- Various social events throughout the year;
- Mentorship initiatives (i.e. aviation first year guidance program); and
- Collaborations with the faculties (Faculty of Environment and Faculty of Science).

### **MEMBERSHIP STRUCTURE**

Unless detrimental to the club purpose (of which IAC would determine), the club will be fully inclusive and welcoming to both its current and potential membership. New membership is welcome and accepted at any time during a club's active term. Eligible club members may be current: Feds Members, as outlined by the Feds By-Laws; UWaterloo graduate students; UWaterloo staff or faculty; and/or members of the UWaterloo community at large, as defined in the Clubs Manual.

Only current UWaterloo students (graduate or undergraduate) may hold voting membership within the club. UWaterloo Staff, faculty, and members of the UWaterloo community at large may hold non-voting membership within the club. At least two thirds of the club's membership

must be current UWaterloo students (graduate or undergraduate). The majority of total membership must be UWaterloo undergraduate students.

(If Applicable) UWaterloo undergrad students who are eligible to obtain voting membership in the club who, due to financial reasons, do not wish to pay the club membership fee at the time of joining may hold non-voting membership within the club. Voting membership can be obtained for said members by paying the membership fee.

### **MEMBERSHIP FEE**

The non-refundable membership fee is \$4 cash per academic term payable to the VP Finance & Administration no later than one month after the first day of class. If joining after the first month, membership is due at the beginning of their first club function. Membership fees will be used to ensure funding for major events, marketing, and other club initiatives throughout the year.

### **EXECUTIVE OFFICERS**

The majority of executives will be current UWaterloo students (graduate or undergraduate). The club president will be a current UWaterloo undergraduate student. All club executives will be elected, not hired or appointed. The term of office for all executive positions is three consecutive academic terms, as outlined by UWaterloo's Registrar's Office. A President can only hold office as President for up to three consecutive terms of office. All club decisions will be determined by executive vote, as no executive officer (not even the President) holds decision making power for the collective.

The **President** ensures that:

- The club operates according to the guidelines of its constitution, and some agreed upon guidelines for running a meeting, such as Robert's Rules of Order;
- The club works towards its objectives as agreed upon by the membership;
- The executive team is fulfilling the roles, as detailed;
- Each executive is assigned tasks and meets deadlines to complete the tasks, as required;
- Operational procedures and policies are instituted, as needed, to help achieve the society's goals;
- The representation committee is functioning, the associated representative positions are filled, and concerns brought forward by the committee are addressed;
- The council offered by those in advisory roles is understood and acted upon, as required.
- New temporary support positions are created and filled to maintain and run club activities and initiatives, as necessary:
  - The President may create or remove these temporary roles for shorter term tasks (including, but not limited to: Website Designer, Social Media Coordinator, Merchandise Coordinator, etc.) and appoint a group member to fulfill the role, as necessary (any decision regarding this made by the President may be overruled)

- by council vote); and
- The next President is trained.

The **Vice-President, Finance and Administration** (VP Finance & Admin) ensures that:

- The club's Feds bank account and all financial transactions for the club are monitored and verified;
- All club revenues are collected, deposited into the club's Feds bank account, and reconciled correctly and within a timely manner;
- A suitable annual budget is created and presented to the executives and revised throughout year, as necessary;
- Club cheque requests are submitted correctly and in a timely manner;
- Meeting minutes are recorded by the VP Finance & Admin, or delegate, and made available to all voting members;
- Records of what the group has done are maintained, distributed, and are accessible to all the members;
- All club correspondence is monitored and brought to the attention of the appropriate person(s);
- The duties of the President are undertaken in his/her absence; and
- The next VP Finance & Admin is trained.

The **Vice-President, Marketing** (VP Marketing) ensures that:

- A website is created, maintained, updated regularly with pertinent news and content, as necessary;
- Social media channels are created, maintained and updated regularly with pertinent news and content, as necessary;
- All other marketing initiatives are organized and undertaken, as required;
- The next VP Marketing is trained.

The **Vice-President, Outreach** (VP Outreach) ensures that:

- Outreach initiatives to other aviation organizations are completed in coordination with the President;
- Sponsorship initiatives are completed in coordination with the VP Finance & Admin and the President;
- Outreach to alumni involved in the aviation industry; and
- The next VP Outreach is trained.

The **Vice-President, Events** (VP Events) ensures that:

- The Aviation Society's Networking and Social events are effectively run throughout the year;

- Ideas and proposals for new events are considered;
- Budgeting for events is coordinated with the VP Finance & Admin and the President; and
- The next VP Events is trained.

The three signing authorities for the club will be the President, VP Finance & Admin, and VP Outreach.

It is important to assure that the person with the most information and/or knowledge in the club is not the full-time chairperson. Therefore, the club will occasionally rotate the role of chairperson among voting members

### **EXECUTIVE SUPPORT STRUCTURE**

The support positions do not hold an executive vote. Rather they assist in achieving an executive's specified duty or an overall club purpose.

Advisory Roles may provide members of the society with council with regards to achieving the society's function. Those in Advisory Roles are:

- The former Aviation Society President
- Representative(s) from the following organizations, associations, or groups, at the University of Waterloo:
  - o The Faculty of Environment
  - o The Faculty of Science
  - o The Waterloo Undergraduate Student Association (formerly, the Federation of Students)
  - o Aviation Alumni
  - o Science Society
  - o Environment Students' Society

Those in Advisory Roles shall be permitted to attend and to voice their opinions during any Aviation Society meetings.

The Representation Committee is formed of four representatives from each year of study at the University of Waterloo, in addition, two program representatives representing students in Geography and Aviation and Science and Aviation. These aviation society representatives will ensure:

- The views, opinions, and concerns of the students in their respective year/program are represented and brought forward to the Aviation Society;
- They provide assistance to the executive members with society initiatives, as necessary;
- The Representation Committee reports to the President; and
- The next representative for their respective year/program are trained.

Support Committee is formed of the following positions:

- Marketing Coordinator
- Mentorship Coordinator
- Website Coordinator
- Social Media Coordinator
- Events Coordinator
- Finance Coordinator
- Administrative Coordinator
- Outreach Coordinator
- Sponsorship Coordinator
- Alumni Coordinator

Support Committee positions may be assigned, re-assigned, removed, or added, as needed through a vote of the executive officers. The role of each position will be determined by the executive officers. All positions in the support committee report to the President, unless otherwise delegated.

### **FINANCIAL POLICIES**

All Society members incurring expenses for society operations shall notify the President and the VP Finance and Admin in advance of the specific item(s) being purchased and shall retain the receipt(s) for all items purchased. All Society members shall complete a Federation of Students cheque request form and submit this, along with the appropriate receipts, to the VP Finance and Admin or the President of the Society for further processing.

### **MEETINGS**

#### General Meetings

The club will hold monthly general meetings. Quorum for general meetings will be 10 voting members or 20% of voting membership (whichever is more). The club must hold at least one general meeting per term to be considered active.

#### Executive Meetings

The club will hold weekly executive meetings. Quorum for executive meetings will be 2 executives or at least 51% of the executive body (whichever is more).

The first meetings (both general and executive) of the following term will be arranged by the outgoing executive. At said meetings, subsequent meeting dates and locations will be set. Meeting dates and times will be forwarded to voting members via email. Emergency meetings can be called by any executive via email and must be sent to the appropriate members at least 48 hours prior to the meeting time.

### **ELECTION PROCESS**

Elections shall take place at the end of each academic year for the following academic year. Only voting members of the club may vote. Club members must be notified, by email, two weeks in advance of the meeting (or online voting link) where executive elections will take

place.

Nominations for executives can be made from any club member. The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.

### **IMPEACHMENT AND DISCIPLINARY PROCEDURES**

A movement to impeach an executive officer may be made by any executive officer or by petition of at least five voting members. When the motion is made, the Clubs Manager will be informed. An emergency general meeting will be called as soon as is reasonably possible. If the initiators of the movement feel a general meeting to be an inappropriate avenue for the impeachment meeting, then a motion can be to IAC via the Clubs Manager to request the impeachment meeting be changed to an executive meeting.

No club funds will be spent until the issue is resolved.

At the impeachment meeting, the individual(s) who initiated the process will state their case. Afterwards, the officer(s) under impeachment will have an opportunity to defend their position(s) on the matter.

There will then be a question and answer period followed by the selection process for a Chief Returning Officer (CRO) who will oversee the voting process to ensure the decision is fair and democratic. Any executive officer who is neither the initiator nor subject of the impeachment may volunteer as CRO. If there is no such officer, then any voting member of the club present at the meeting may volunteer. If there are multiple volunteers, then the CRO will be selected based on a simple majority vote cast by secret ballot and tallied publically by the chairperson of the meeting. If there is no such volunteer for CRO, then the meeting will be at a standstill until either an eligible executive officer or voting member volunteers.

The vote will be by a "YES/NO" secret ballot, tallied publically by the CRO. If at least two thirds of the votes are for impeachment, then said officer will immediately be stripped of their position. The remaining executive may choose to call an immediate by-election to replace the newly vacant executive officer position.

### **CONFLICT OF INTEREST**

A claim against any executive officer or club member regarding a potential conflict of interest can be made by any executive officer or by petition of at least five voting members. If such a claim arises, then said individual(s) under suspicion have the opportunity to remove them self (or themselves) from said potential conflict without acknowledging intention of wrongdoing. In the event the claim is contested, then the Clubs Manager will be informed and an emergency executive meeting will be called to determine the validity of the claim. Executive officers who have a claim against them cannot vote to determine the validity of said claim. If executive quorum is not possible due to the removal of said vote(s), then an emergency general meeting

will be called and the same proceedings described for impeachment will be used to determine the validity of the claim.

If the claim is validated and there is suspicion of intentional wrongdoing, an immediate impeachment proceeding may be called by any executive officer or by petition of at least five voting members, of whom are not named in the claim. If it is determined that a club member is involved in intentional wrongdoing, the impeachment proceeding will be called to determine said member's club status.

### **AMENDMENTS**

Constitutional amendments may be proposed by any executive officer or by petition of at least five voting members. The amendment will then be voted on by referendum. The voting procedure will be the same as for the impeachment process. If the vote passes, the amendment and the vote will be forwarded to the Clubs Manager for final approval from IAC. If IAC approves, then the constitution will be amended and any changes will be inserted into the constitution.

A motion to officially close the club will follow the same procedure as a constitutional amendment. If such a motion passes, then the club will be purged from the clubs system.

### **AFFILIATIONS**

The club may choose to affiliate with another organization at any time given that the affiliation both aligns with the club purpose and will significantly benefit the club's ability to carry out said purpose. As outlined in the Feds Clubs Manual, any external affiliation must comply with the requirements of Procedure 3, section 3, subsection 3, 4 in the Students' Council Procedure document, which specifically outlines the recognition of clubs. Any potential affiliations in the future must be decided by referendum as described in the above amendment process. If approved, the new affiliation outlining the terms and conditions of the affiliation will be added to the Affiliation section. A letter confirming the affiliation from the affiliated organization itself is also required and will be attached to the club's constitution.

The club is affiliated with University of Waterloo Aviation Programs (inclusive of the Bachelor of Environmental Studies in Geography and Aviation and the Bachelor of Science in Science and Aviation Programs); as well as the Environment Students' Society (through a Memorandum of Understanding) and the Science Society (through a Memorandum of Understanding) at the University of Waterloo.

The club itself is internally responsible for ensuring adherence to any applicable By-Laws, policies, conditions, etc. outlined by the external affiliation. However, all policies, procedures, By-Laws, etc. of both UW and Feds supersede any By-Laws, policies, conditions, etc. outlined by the external affiliation. IAC, not the external organization, is the final authority on all club business. Other than the authority to end the affiliation, the external organization has no authority over the club whatsoever. Furthermore, IAC is not responsible for ensuring the club

abides by any additional stipulations between the club and the external organization. The club may choose by general vote to sever the affiliation, with notice given to the Clubs Manager.