

**CONSTITUTION**

**of the**

**Kent State University**

**Air Traffic Control Organization,**

**an Affiliate of the**

**Student Air Traffic Control Association**

**Effective Fall Semester, 2015**

**"COLLABORATION IN AVIATION THROUGH EDUCATION"**

**Chapter 1. Purpose of KAO-SATCA**

**1-1. NAME**

The name of this organization shall be the Kent State University Air Traffic Control Organization, an affiliate of the Student Air Traffic Control Association (SATCA), hereinafter referred to as KAO.

**1-2. PURPOSE**

KAO is an organization designed specifically to facilitate the professional development and educational advancement of Kent State University Air Traffic Control students. Through cooperative collaboration, students will develop an intuitive awareness and thorough understanding of the National Airspace System, as pertaining to the procedures and practices of FAA Air Traffic Control.

**1-3. ELIGIBILITY**

KAO encourages all interested students to participate in this community-driven effort to promote development of skills and to further students’ understanding of the National Airspace System and FAA Air Traffic Control.

**1-4. METHODS**

KAO will achieve its goal by providing a diverse set of resources to all members, including, but not limited to:

1. Extracurricular Academic Development
2. Information pertaining to the ATC Hiring Process
3. Networking and foresight provided by FAA professionals
4. Growth in intuition/familiarity through visits to FAA facilities
5. Advanced ATC Lab Simulation Sessions

**Chapter 2. Membership**

**2-1. INTRODUCTION**

Full membership is encouraged to all Kent State University students interested in developing a better intuition for, and understanding of, the National Airspace System and all topics related to Air Traffic Control.

**2-2. ELIGIBILITY TO ATTEND**

Membership is open to all Kent State students interested in the aforementioned topics. Membership is not required to attend events and meetings, but highly encouraged so as to ensure that individuals can receive pertinent KAO emails and services. Guests are welcome to all meetings.

**2-3. JOINING THE KSU ATC ORGANIZATION**

To become an official member of the KSU ATC Organization, individuals may register on the KAO website, accessible at www.kentstateatc.org, where registration will automatically add them to the KAO roster *and* email list.

1. KAO members can expect leadership to gather at least the following basic contact information upon joining the KSU ATC Organization:
   1. Full Name
   2. Email Address (KSU Email Preferred)
   3. Projected Year of Graduation from KSU
   4. Phone Number
   5. Major(s)/Minor(s)

**2-4. AFFILIATE MEMBERSHIP**

1. Affiliate members are members not associated with a KSU program. Affiliate members are welcome to attend any and all KAO events without restriction. Affiliate members may not apply for executive or leadership positions, as described in 3-2 and Chapter 4, nor may they vote in any *election*. Affiliate members *may* vote in any *non-election* general organization vote.
2. To become an affiliate member of the KSU ATC Organization, individuals may register on the KAO website, accessible at www.kentstateatc.org, where registration will automatically add them to the KAO roster *and* email list.
3. KAO affiliate members can expect leadership to gather at least the following basic contact information upon joining the KSU ATC Organization:
   1. Full Name
   2. Contact Information (Email and/or Cell Phone)
   3. University and Major and/or Occupation
   4. Brief description of why you want to become an affiliate member of the KSU ATC Organization.

**2-5. GRADUATES AND ALUMNI**

Upon graduation, members may still attend and participate, but shall be automatically changed in the KAO roster to “Affiliate Member” status, and will be scheduled for removal from the roster and email list at the end of the spring semester. A courtesy email will be sent, inviting graduates to choose to keep their affiliate membership status and email subscription, if they so choose. Upon conversion to “Affiliate Member” status, graduates will be excluded them only from *electoral* votes, as described in Section 2-4-a. For a full explanation on the limitations of affiliate membership, see Section 2-4.

**2-6. MEMBER REMOVAL**

In the rare occasion that a member would need to be removed for behavioral reasons, this decision shall be made by an anonymous majority vote from the officers and executives. The President will then verbally deliver the result to the member being removed.

**2-7. RESPECT**

There will be no form of discrimination in KAO. Violation of basic values of respect will result in the member’s removal from active member status to “visitor” with no voting rights, and the individual will not be welcomed to attend meetings in person, though they may remain on the email list by request.

**Chapter 3. Leadership**

**3-1. INTRODUCTION**

Leaders of this organization shall operate on basic principles of respect, dedication, cooperation, collaboration and dependability. All leaders are expected to serve in their position for one year, with annual elections held at the end of the spring semester.

**3-2. LEADERS OF KAO**

An “executive” of KAO is a member who is nominated by the Advisor to assume the responsibilities of President and Vice President. An “officer” of KAO is a member who is chosen by the President and Vice President to assume the responsibilities of PR Director, Clerk of Events, and Treasurer. Any non-affiliate member may apply for nomination by completing the KAO Leadership Board Application, which shall be sent to the Advisor and, if applicable, the acting President. The candidate for an executive position will then be either accepted or rejected. If accepted, the candidate will be placed on the ballot for upcoming leadership elections. A candidate may run for both President and Vice President. In the instance that a candidate is voted into both President and Vice President positions, said candidate will choose his preferred position and the next runner-up will take the other position. All KAO members, including leadership, but excluding affiliate members, shall be eligible to vote on these elections.

**3-3. LEADERSHIP MISSION**

Leaders of KAO shall collectively plan and coordinate topics of discussion and agenda for all meetings, while properly utilizing all available leadership and university staff in a manner that maximizes the benefit to KAO members. Leaders shall also collectively plan and coordinate facility tours and/or other such events, with final discretion left to the President.

**3-6. EXECUTIVE POSITIONS**

1. President: The President of the Kent State University Air Traffic Control Organization shall be responsible for the overall operation of the organization. The President will have four main duties:
   1. Work closely with the leaders to develop a big picture direction for the organization.
   2. Plan, approve and oversee all off-campus activities (e.g. facility tours).
   3. Lead regular KAO meetings to provide an all-encompassing experience that will benefit the Kent State Air Traffic Control community.
   4. Assist Treasurer in overseeing KAO funds.
2. Vice President: The Vice President of the Kent State University Air Traffic Control Organization shall assist the President in whatever ways possible. The Vice President shall:
   1. Work closely with the President to develop a big picture direction for the organization.
   2. Search for opportunities for off-campus activities (e.g. facility tours).
   3. Lead regular KAO meetings to provide an all-encompassing experience that will benefit the Kent State Air Traffic Control community.
   4. Act as a utility member who will go above and beyond to take care of miscellaneous tasks required for executive, officer/specialist, member, or coordination tasks.

**3-7. OFFICERS/SPECIALISTS**

**NOTE-**

Further leadership officials may be added with the discretion of the executives. The below is only a suggested personnel structure. Note: According to CSI policy, an organization must have five “officers” to be properly registered as an organization.

1. Officers: These three basic officer positions should be included in leadership for stability and operational reasons of KAO.
   1. Public Relations Director: The PR Director of KAO will hold most of the responsibility for coordinating between the organization and other outside entities (CAEST, KSU, other student organizations, local aviation programs like ACE), for advertising and maintaining a strong KAO presence within the Aeronautics and Technology Building and aeronautical environments, as well as for developing and managing the implementation of KAO's line of apparel.
   2. Clerk of Events: The Clerk of Events of KAO will be similar to a typical historian and event planner. The KAO Clerk will help organize KAO events and keep minor documentation on meetings/events including various photography and video recordings. The Clerk will send a weekly/bi-weekly/monthly newsletter with updates from the Organization. The Clerk will create some sort of brief “year-in-review” presentation for the end of a KAO semester and/or operational year (ending in spring semesters).
   3. Treasurer: Treasurer shall be the officer responsible for custody and disbursement of all Organization funds (e.g. trip costs). Treasurer shall be responsible for complete books and records of account, while the Clerk of Events shall be responsible for all other recorded items. The Treasurer and Clerk of Events shall disburse updated information in a timely manner as requested. The President and the Treasurer must authorize all checks, drafts, and other disbursements in written form. All deposits shall be made within one week of receiving funds.

**3-8. REMOVAL FROM OFFICE**

In the unlikely event that any leader is deemed unfit to continue in their current position, or is unable to contribute to KAO, any leader may first request that the president deliver a verbal recommendation of self-resignation to the leader in question. If said leader does not comply, any leader may go to the advisor of KAO and motion for a discrete anonymous impeachment vote. This vote will be among the existing leaders.

**Chapter 4. Elections**

**4-1. ELECTION PROCESS**

The executives (President, Vice President) shall be selected via a general election by votes of all non-affiliate (“full”) members of KAO. Officers (positions variable, see Sections 3-6 and 3-7) shall be selected by the executives~~.~~

1. Stage 1: Interested members will apply to be placed on the election ballot through the Advisor and current President. This process includes the submission of a brief informational packet for the President’s and advisor’s review, which will be distributed annually, by email, to the member body.
2. Stage 2: General Election will be held in which all non-affiliate members shall have the opportunity to vote upon the executives.
3. Stage 3: Executives will collectively determine their officers and any other positions they wish to add.
4. Stage 4: The winning candidates and officers will be reviewed by Advisors, Lab Instructors, and retiring officers. These individuals reserve the right to reject any winning candidate with a majority vote.

**NOTE-**

1. In the event of a tie vote, members will revote until a decision has been made.

**Chapter 5. Meetings**

**5-1. INTRODUCTION**

General membership meetings shall be scheduled regularly, with fewer or additional meetings as needed. Notice of additional meetings shall be given to all members in the timeliest manner possible.

**5-2. EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee (President, Vice President, optional additional officers) shall meet when called by the President and/or Vice President. If unavailable for the scheduled meeting time, it is expected that the President or Vice President will be notified.

**5-3. NOTICE OF ELECTIONS**

Official notice of the meeting at which the election of KAO officers will take place shall be provided to all KAO members no less than two weeks prior to such meeting. If elections are to be done online in a set time window, the end of that window must be no less than two weeks after members have been notified of the election window.

**Chapter 6. Funding**

**6-1. FUNDRAISERS**

KAO will, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with University policies and procedures. Funds raised positively *must* be used in a manner that benefits all members *equally*.

**6-2. MEMBERSHIP DUES**

KAO executives shall not charge membership dues unless deemed *critical* to the operation of the organization, in a way that could not previously have been anticipated. KAO was formed in September 2012 with the hope that any willing student of Aeronautics may further their education and fine-tune their skills at no personal cost. If dues are to be charged, there *must* remain an option for free membership which entitles students to at least:

* 1. Free meeting attendance
  2. KAO Email Subscription
  3. Facility Tour Invitations (fees will be assessed according to Facility Location)

**Chapter 7. Amendments**

**7-1. INTRODUCTION**

Amendments to this constitution shall be adopted by a two-thirds vote of the active members.

**7-2. RECORD OF AMENDMENTS**

Once approved by the active membership, amendments shall be submitted to the Center of Student Involvement of Kent State University. Amendments shall be implemented into the Constitution, and the changes must be specifically described at the end of the KAO Constitution, including the date of implementation and list executives implementing said amendments.

**Chapter 8. Jurisdiction**

**8-1. INTRODUCTION**

KAO is subject, as a registered student organization, to the rules, regulations, and policies of Kent State University and the laws of the State of Ohio. The rules, regulations, and policies of Kent State University shall hold precedence over any and all rules, regulations, and policies applying to KAO, including those of national organizations with which the KAO is associated.

**Appendix A. Amendments**

Full Amendment List as of 9-4-2015

3-1

added: “All leaders are expected to serve in their position for one year, with annual elections held at the end of the spring semester” because the Constitution never stated how long leaders hold their positions.

3-2

added: “Treasurer”

deleted: “A “representative” is a KAO member who is selected by the President and Vice President who will perform the duties of Class Representative.”

3-6

modified: The President now assists the Treasurer in overseeing KAO funds

3-7

modified: “two” became “three” in part a.

deleted: in a1. “The PR Director will also coordinate with the Class Representatives when necessary and as desired in order to help create a positive appearance of KAO to the student body, college administration, and public.”

added: the position of Treasurer

deleted: the position of Class Representatives

4-1

deleted: “and Class Representatives”

deleted: “with the freshman Class Representative selected at least one month into the fall semester”

6-2

modified: “(separate fees may be assessed as necessary)” became “(fees will be assessed according to Facility Location)”

Full Amendment List as of 1-27-2015

Title Page

added: “Affiliate of SATCA”

modified: changed date effective and leadership names

1-3

deleted: “aeronautics,” changed to “interested”

1-4-e

deleted: (permission and logistics pending, as of July 2013)

2-2

deleted: “Again, guests…” because it was never mentioned in the first place

2-6

modified: grammatical error

3-2

modified: “leaders” became “executives” and “officers”

modified: grammatical errors

modified: KAO officers and representatives are now chosen by the President and Vice President, not voted upon by members

modified: candidates may now run for both President and Vice President, and specified how positions are chosen

3-6-a

modified: three main duties became four main duties

deleted: President will work closely with all leaders, not just VP

modified: grammatical errors

deleted: “ATC specialists” position and duties

added: “Oversee KAO funds” as responsibility

3-6-b

modified: modified formatting

added: added responsibility of leading meetings

3-7

added: CSI requires five “officers” to be a legitimate student organization

3-7-a

added: example of PR Director duties

added: Clerk of Events duties: event planner, email frequency suggestions, newsletter

added: freshman Class Representative will be chosen later in fall semester so students get to know new leader options

modified: formatting

3-8

deleted: Lab Assistant role in removing leader from office

4-1

modified: executives (President and Vice President) now chosen by general vote, officers and class representatives chosen by executives (similar to a cabinet)

modified: current leadership and Advisor both review candidates

modified: winning candidates and officers reviewed by Advisors, Lab Instructors, and retiring officers; majority vote can reject a candidate

modified: candidates will revote until decision is made

5-1

deleted: meetings scheduled “regularly” now, not “weekly”

deleted: members notified in a “timely” manner instead of concrete amount of time

7-1

deleted: “present at two consecutive meetings at which the amendment has been read”

Full Amendment List as of 8-21-2013

2-3

removal: option to register through old email of "kentstateatc@gmail.com"

removal: option to register through President/VP in person

addition: new automated registration process online at www.kentstateatc.org/membership

removal: 2-3-NOTE was completely removed, due to irrelevancy

2-3-a

addition: requirement of "Projected Year of Graduation from KSU" for new KAO membership applicants

2-4

removal: (Old) Section 2-4-b removed; removes option to register through President/VP in person

addition: (New) Section 2-4-b added; new automated registration process online at www.kentstateatc.org/membership

2-5

addition: Upon graduation, KAO members are changed to "affiliate members", and scheduled for removal from the member database and email list at the end of the following year (can opt to remain affiliate)

2-6

removal: result of member removal vote being relayed through the advisor

3-2

addition: Acting President may distribute KAO Leadership Board Application

removal: advisor review process of KAO leadership applicants

3-4

removal: irrelevant section (because of removal of nomination process, removed from para 1-4-a)

addition: Lab Assistants are eligible to run for up to two leadership positions. If both are won, they may elect their desired office.

Chapter 3

removal: (Old) Section 3-5 removed completely, as previously scheduled to be removed.

3-6-b

removal: requirement of VP to work with president to write KAO emails

3-7-a

removal: Treasurer Position removed completely

removal: Secretary Position removed completely

removal: Historian Position removed completely

addition: Public Relations Director Position added

addition: Clerk of Events Position added

3-7

addition: Section 3-7-d added, introduces new Associate Officer Position of "Class Representatives"

4-1-c-NOTE

addition: redefined group to review winning candidates

5-3

addition: requirement of 2 week notice from end of voting period if voting is done online, and not in person