CLUB CONSTITUTION

University at Buffalo’s Pilots Association

CONSTITUTION

Last Updated 10/21

ARTICLE I: NAME

University at Buffalo’s Pilots Association

ARTICLE II: PURPOSE

To bring fellow aviation enthusiasts together and share our passion of flight in the form of training, sharing experiences and flying, be it in a flight simulator or a real aircraft, as well as open the opportunity to those merely curious and/or interested in the ways of the aviation pilot.

ARTICLE III: QUALIFICATION OF MEMBERSHIP

Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

A. Voting Member

- Only undergraduates of the University at Buffalo may be a voting member of the club.
- Members who attend at least 50% of club meetings, community service, fundraising and other events are qualified to vote.

B. Non-Voting Members

- Those who are graduates, alumni, outside institution advisor and/or faculty staff are not eligible to vote.

ARTICLE IV: OFFICERS

Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in good academic standing according to the University at Buffalo to become and stay officers of this club.

A. President

- The President of the club is responsible for proposal, approval & denial, and execution of club events.
• Responsible for final decision making of decisions as long as it is for the greatest interest and better good of the club.

• The president will be responsible for contacting people who are experienced in the aviation industry, to give seminars, ground lessons, experience sharing and Q&A sessions.

• Host club meetings.

• Host Officer meetings.

B. Vice President

• Assist the President in the execution of proposed events.

• In the absence of the President, will assume full responsibility of his/her position when and only when previously stated in a written and oral statement by the President and other Officers.

• Attend club meetings.

• Attend Officer meetings

C. Treasurer

• Maintain a club budget for necessary study and training equipment.

• Expose financial information to the rest of the officers when asked to do so.

• Attend Officer meetings.

• Attend Club meetings.

D. Secretary

• The secretary is to assist the President, Vice-President and Treasurer in their responsibilities stated previously when asked to do so.

• Attend Officer meetings.

• Attend Club meetings.

• Record in a written manner subjects spoken of in Officer meetings.

• Input in the decision-making of club affairs.
ARTICLE V: Government

A. Meetings

• There will be three types of meetings: Officer Meetings, Club Meetings, and Election Meetings.

• Officer rank from highest ranking to lowest is President, Vice President, Treasurer and Secretary.

• Meetings will always start with the highest ranking officer to the lowest ranking and must be in an open door fashion for club members to attend. Once the lowest ranking officer is finished with what need to be said, the floor will be open to the members of the club to express ideas, concerns, comments, and proposals.

• Frequency of meetings will be two hours, once a week and any extra meeting time will need a vote in order to take place.

B. Elections

• Officers of the current term may not vote for the upcoming term.

• Elections will be made the week after Spring break, exact date will be determined by a poll of voting-members and officers only.

• Elections will be held in the simplest fashion, where everyone is physically present in one room, and cast "ballots" (one name on one paper) into a box. Votes are to be counted by the current officers of the club.

• If a current officer of the club is running for a higher position, he or she may not be a part of the ballot count and must join his or her running-mates on the floor.

• An officer is allowed to run for the same position he/she currently has.

• An officer is allowed to run for a higher rank position.

• Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period beginning.

• If a current officer is not re-running or running for a higher rank position, then he/she may join the rest of the club members in electing new officers.

• Newly elected officers will take office the week after commencement of the term in May.
• The election will preside in this order:
  a. President
  b. Vice President
  c. Treasurer
  d. Secretary

• The Candidate will be elected based on most votes received. Therefore, there will be no run-off votes.

C. Impeachment/Removal Process

1. **Grounds for removal of an officer are as follows:**

• Officer is not complying with his/her duties.

• Has violated Student Association(SA) policies

• Has violated the rules and regulation of set forth in the current University student rules and regulations.

• Has violated a non-discriminatory regulation.

• Disrespectful to other fellow club members.

• Failure to uphold the provisions of this constitution and bylaws.

2. **The procedure to call for removal are as follows:**

• A two-time warning must be expressed by the other officers in both oral and written fashion to the officer in risk of being impeached. A reasonable time period for the offending officer to address violations will be determined in writing.

• If the officer at risk of impeachment does not address his/her violations, a petition with at least twenty percent of the clubs voting membership signatures must be submitted to an executive board officer.

• The Club must notify their Council Coordinator as well as the Student Association Elections and Credential Chair.

• The officer will call a special meeting which will occur one week after the petition has been submitted.

• At this meeting the changes against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.

• At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer.
- The next lowest ranking officer will decide if they will take the vacancy. If they refuse the position, another club member vote will take place to elect a replacement officer.

- All documentation regarding the removal of the offending officer must be submitted to the Student Association for further review.

**3. Officer Vacancy**

- In the event of a vacant position of the President, the vice president must take the President position.

- The option will be given to the rest of the officers to move up one rank, or stay in their current rank position.

- A club vote must take place to fill in the new vacant officer position.

- A current officer may run for the multiple position, but must be approved by a club vote if challenged.

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**C. Flights**

- Actual flight training with a Certified Flight Instructor will take place outside of this club in association with an existing flight school who can provide insurance, and any necessary background checks before flying.

- Finances involving flight training will not be covered under the club.

- This club does not insure or cover any flight costs.

- This club is not responsible for any events that take place inside an aircraft, flight, flight school, or airport.

- Any person who is considered dangerous around aircraft, determined by the flight school, or has dangerous intentions for use of aircraft and simulators may not form part of this club and will be banned from any simulator. Flight schools may take any necessary action to maintain airport and aircraft security.

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**D. Flight Simulation**

This club will make most of its time and events spent in the simulators.
• Simulators will be used for flight training and Airline mock-flights and mock-trainings.

• A minimum of two people are required to operate the simulators unless qualified to do so alone, as well as one officer being present in the simulator room.

• Flight Simulators are to be used for aircraft control familiarization, maneuver practice and IFR training and is NOT for navigation use in the real world.

• Time in the simulator will NOT be eligible for logbook logging time.

E. Ground School Studies/Theory

• Theoretical studies are to be taken place when determined in Club Meetings.

• Theoretical studies are merely an aid to understanding. Every pilot/aviation enthusiast is required to double check any information learned on their own or with their Certified Flight Instructor for accuracy.

F. Disclaimer

ANYTHING LEARNED, PRACTICED, SAID OR PROPOSED IN THIS CLUB SHALL NOT BE USED FOR REAL FLIGHTS OR FLIGHT TRAINING UNLESS CONSULTED BY A CERTIFIED FLIGHT INSTRUCTOR BEFOREHAND. ANY OFFICIAL LOGGING OF HOURS MUST BE DONE AT A FLIGHT SCHOOL AND WITH A CFI. PILOTS IN THE CLUB ARE TO SHARE EXPERIENCES ONLY AND NOT ENCOURAGE ANY RECKLESS FLYING.

A STUDENT ASSOCIATION APPROVED WAIVER WILL HAVE TO BE SIGNED

ANY PERSON WHO REFUSES TO SIGN THE WAIVER MAY NOT FORM PART OF THIS CLUB

ARTICLE VI: Amendments
- Amendments are proposed by an oral and written statement in club meetings. The written portion of the proposed amendment can be via email, or a printed letter to one of the officers.

- There must be a club vote in order for an amendment to take place.

- Three out of four officers must vote for the amendment in order for it to take place.

- Amendments can only take effect after S.A approves them.

- Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.

- Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.