



Bylaws

**Embry-Riddle Aeronautical University
Daytona Beach, Florida**

**Amended
1 September 2024**

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Article I. Name

The name of this organization shall be “Alpha Omicron Alpha Aeronautical Honor Society” at Embry-Riddle Aeronautical University, Daytona Beach. The organization is referred to as “Alpha Omicron Alpha,” “AOA,” or “the organization” within these bylaws.

Article II. Purpose

- A. To promote excellence, leadership, professionalism, and safety in aviation
- B. To provide opportunities to assist in the professional growth for all those aspiring for careers in aviation
- C. To participate in the Embry-Riddle Aeronautical University (ERAU) campus by promoting its values and attending to the needs of its community.

Article III. Authority

- 1. This organization is a recognized student organization at Embry-Riddle Aeronautical University, Daytona Beach and adheres to all campus policies as set forth by Student Activities & Campus Events.

Article IV. Membership

A. Eligibility

- 1) Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color,

age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

- 2) Membership in the organization shall be open to those regularly-enrolled Embry-Riddle Aeronautical University, Daytona Beach students.

B. Size

The sum of all Executive Members, General Members, Associate Members, and Inactive Members shall not exceed 3% of the overall ERAU Daytona Beach Bachelor of Science in Aeronautical Science student body in any single semester.

C. Roster

1. The roster shall be updated as soon as possible, whenever a change occurs, in both in all members' AOA binders and on ERAU Connection
2. It shall include all Executive Members, General Members, Associate Members, Honorary Members, and Inactive Members
3. It shall be the official count of the size of the organization and shall be used to determine that the maximum size is not exceeded in any single semester
4. Honorary Members shall not count toward the maximum size of the organization

Article V. Executive Members

A. Definition

Executive Members (Officers and Chairs) are members of the Organization who are currently holding a position on the Executive Board.

B. Eligibility

1. At the beginning of his or her term of office, each Executive Member must have completed one semester as a General Member
2. Must have fulfilled all the duties and responsibilities of a General Member
3. Must possess a strong desire to be an Executive Member of AOA
4. The President and Vice President shall have served a minimum of one semester as an Executive Member before serving as President or Vice-President
5. BSAS members must maintain an ERAU minimum cumulative GPA of 3.2
6. BSAS members must maintain an Aeronautical Science core curriculum ("AS" and "FA" classes, WX 201, and WX 301) GPA of 3.2 in those classes
7. Masters members must maintain a 3.2 GPA in ERAU Master's Degree classes
8. Must be enrolled as at least a part-time student (6 credit hours)

C. Privileges and Limitations

1. May vote in Executive Board meetings
2. May not vote in General Board meetings, except for Executive Board elections
3. May nominate members for Executive Board positions
4. May run for an Executive Board position
5. May hold an Executive Board position
6. May call for an Executive Board member to be impeached
7. May present a proposal to amend the bylaws

D. Duties and Responsibilities

1. General Requirements

- a. Constantly maintain Associate Member eligibility requirements
- b. Uphold the values and ethics of the organization

- c. Assist in growth of the organization
- d. Must have three-fourths attendance at all mandatory meetings and events, not including Executive Board meetings
- e. Participate in as many other non-mandatory events as practically possible

2. President

- a. Shall be directly responsible for actions of the Organization
- b. Shall preside and chair all meetings
- c. Shall register the organization with the University at the start of each semester
- d. Shall diligently work towards obtaining Gold Wings Status for the Organization
- e. Shall only use his or her power to better the Organization
- f. Shall not vote at Executive Board or General Board meetings, but shall cast the deciding vote if a tie occurs
- g. Shall co-sign all financial transactions
- h. Shall ensure all old Officers properly prepare new Officers for their duties and responsibilities
- i. Shall publish an agenda for each General Board meeting
- j. Shall fulfill all other duties associated with the office

3. Vice President

- a. Shall perform any duties asked of by the President
- b. Shall monitor and maintain a record of all the members' grades to determine member standing
- c. Collect academic transcripts at the beginning of each semester
- d. Calculate all applicable GPA's for each member
- e. Report any member in poor academic standing to the Executive Board
- f. Shall create presentations for the organization on important topics to expand on areas that are discussed in Aeronautical Science classes.

4. Secretary

- a. Shall keep the roster current in each members' AOA binders and on ERAU Connection
- b. Shall keep detailed minutes of each General Board and Executive Board meetings
- c. Shall upload copies of the General Board and Executive Board meeting minutes to ERAU Connection
- d. Shall keep an accurate set of attendance records
- e. Shall provide a list of graduating seniors to the appropriate departments
- f. Shall ensure that the bylaws are being upheld by every member of the organization
- g. Shall ensure that the bylaws are up to date in each members' AOA binder and on ERAU Connection
- h. Shall create AOA binders for all Associate Members

- i. Shall provide an introductory presentation to the Associate Members regarding the bylaws within the first three weeks of the first General Board meeting with new Associate Members
- j. Shall keep a record of the actions and the performance of the Associate Members for use in determining if an Associate Member will become a General Member
- k. Shall perform any other duties assigned by the President

5. Treasurer

- a. Shall keep accurate records of the Organization's financial transactions
- b. Shall collect all monies and issue receipts if needed
- c. Shall disperse funds from checking account as needed
- d. Shall give a financial status brief at General Board and Executive Board meetings when appropriate
- e. Shall complete the SGA Budget Proposal
- f. Shall organize fundraisers that will financially benefit the organization.
- g. Shall supply a list to the Secretary of those members that participated in the event and those members that signed up to participate and failed to do so.
- h. Shall perform any other duties assigned by the President

6. Growth

- a. Shall brief the organization in the preparations needed for fall or spring semester recruitment.
- b. Shall follow all the duties and responsibilities set forth in the Membership Induction process in these bylaws
- c. Shall contact other universities with a similar Aeronautical Science program to set up new chapters, when appropriate.
- d. Shall conduct elections in accordance with these bylaws.
- e. Shall maintain an updated list of all alumni of the organization.
- f. Shall publish newsletters to the alumni each semester
- g. Shall supply a list to the Secretary of those members that participated in the event and those members that signed up to participate and failed to do so.
- h. Shall perform any other duties assigned by the President or Vice-President.

7. Aviation Safety

- a. Shall be responsible for the promotion of Aviation Safety in the organization, the Aeronautical Science department and Flight Department.
- b. Shall give regular updates that pertain to the Flight Department and the Aviation Safety Department
- c. Shall organize events on behalf of the organization to promote aviation safety.

- d. Shall supply a list to the Secretary of those members that participated in the event and those members that signed up to participate and failed to do so.
- e. Shall perform any other duties assigned by the President or Vice-President.

8. Philanthropy

- a. Shall organize, plan, and oversee all of the philanthropic events in which the organization participates on and off campus.
- b. Shall supply a list to the Secretary of those members that participated in the event and those members that signed up to participate and failed to do so.
- c. Shall perform any other duties assigned by the President or Vice-President.

9. Public Relations

- a. Shall be responsible for communicating information about the organization to the Embry-Riddle community.
- b. Shall be responsible for advertising the events of the organization to the Embry-Riddle community.
- c. Shall update and maintain the organization's website.
- d. Shall supply a list to the Secretary of those members that participated in the event and those members that signed up to participate and failed to do so.
- e. Shall perform any other duties assigned by the President or Vice-President.

10. Social

- a. Shall organize and coordinate social events for the organization.
- b. Shall supply a list to the Secretary of those members that participated in the event and those members that signed up to participate and failed to do so.
- c. Shall perform any other duties assigned by the President or Vice-President.

Article VI. General Members

A. Definition

General Members are members of the Organization who, upon completion of one semester as an Associate Member, were determined to be worthy members of the organization with a long-term goal of involvement in, and betterment of, the Organization

B. Eligibility

1. Must have completed one semester as an Associate Member
2. Must have fulfilled all the duties and responsibilities of an Associate Member
3. Must have been found to be deserving of General Member status by the Debrief Committee
4. Must possess a strong desire to be a General Member of AOA
5. BSAS members must maintain an ERAU minimum cumulative GPA of 3.2

6. BSAS members must maintain an Aeronautical Science core curriculum (“AS” and “FA” classes, WX 201, and WX 301) GPA of 3.2 in those classes
7. Masters members must maintain a 3.2 GPA in ERAU Master’s Degree classes
8. Must be enrolled as at least a part-time student (6 credit hours)

C. Privileges and Limitations

1. May not vote in Executive Board meetings
2. May vote in General Board meetings
3. May nominate members for Executive Board positions
4. May run for an Executive Board position
5. May hold an Executive Board position
6. May call for an Executive Board member to be impeached
7. May present a proposal to amend the bylaws

D. Duties and Responsibilities

1. Constantly maintain Associate Member eligibility requirements
2. Uphold the values and ethics of the organization
3. Assist in growth of the organization
4. Participate in at least one committee as asked to by the respective committee chair
5. Must attend at least one Executive Board meeting with their respective committee chair
6. Must have three-fourths attendance at all mandatory meetings.
7. Must attend all mandatory events as specified by respective chair (unless absentee ballot received and approved by executive board members).
8. Participation in at least two philanthropy and two fundraising events after achieving General Board Member status.
9. Participate in as many other non-mandatory events as practically possible.

Article VII. Associate Members

A. Definition

Associate Members are members of the organization in their first semester being evaluated to determine if they should go on to be General Members.

B. Eligibility

1. All applicants must be a declared Bachelor of Science in Aeronautical Science (BSAS) student or Masters candidate with a BSAS degree
2. All applicants must have an expected graduation date that would allow for at least two semesters as an AOA member
3. All applicants must have completed one semester of post-secondary education at ERAU*
4. BSAS students must have completed 12 credits at ERAU.* Transfer credits do not count.
5. BSAS students must have an ERAU minimum cumulative GPA of 3.2
6. Upon completing 12 credits in ERAU* Aeronautical Science core curriculum (“AS” classes, WX 201, and WX 301), BSAS students must have a minimum GPA of 3.2 in those classes
7. Masters candidates must have a 3.2 GPA in ERAU Master’s Degree classes

C. Privileges and Limitations

1. May not vote in Executive Board meetings
2. May not vote in General Board meetings
3. May not nominate members for Executive Board positions
4. May not run for an Executive Board position
5. May not hold an Executive Board position
6. May not call for an Executive Board member to be impeached
7. May present a proposal to amend the bylaws

D. Duties and Responsibilities

1. Uphold the values and ethics of the organization
2. Assist in growth of the organization
3. Participate in at least one committee as asked to by the respective committee chair
4. Must attend at least one Executive Board meeting with their respective committee chair
5. Must attend all mandatory events as specified by respective chair (unless absentee ballot received and approved by executive board members).
6. Participation in at least two philanthropy and two fundraising events after achieving Associate Member status.
7. Participate in as many other non-mandatory events as practically possible

* = ERAU refers to the Daytona Beach, FL campus; the Prescott, AZ campus; and the Worldwide campus

Article VIII. Inactive Members

A. Definition

Inactive Members are members of the Organization who have earned General Member status, but are incapable of fulfilling the duties and responsibilities of General Members, because of other obligations.

B. Eligibility

1. Must meet the definition of Inactive Member
2. Must be unable to fulfill the duties of a General member due to internships, cooperative education programs, extended leave, etc.
3. Must be planning on returning to General Member status or completing their degree within one semester
4. Must have Inactive Member status must be approved by the Executive Board

C. Privileges and Limitations

1. May not vote in Executive Board meetings
2. May not vote in General Board meetings, except for Executive Board elections
3. May not nominate members for Executive Board positions
4. May not run for an Executive Board position
5. May not hold an Executive Board position
6. May not call for an Executive Board member to be impeached
7. May present a proposal to amend the bylaws

Article IX. Honorary Members

A. Definition

Honorary Members shall be persons who have unselfishly benefited the organization, have dedicated themselves towards Alpha Omicron Alpha, and will continue to further the organization in the future, but are not eligible for General Member status.

B. Eligibility

1. Must meet the definition of Honorary Member
2. Must have never been in poor member standing with the organization
3. Must have Honorary Member status must be approved by the Executive Board

C. Privileges and Limitations

1. May not vote in Executive Board meetings
2. May not vote in General Board meetings
3. May not nominate members for Executive Board positions
4. May not run for an Executive Board position
5. May not hold an Executive Board position
6. May not call for an Executive Board member to be impeached
7. May present a proposal to amend the bylaws

Article X. Advisor

A. Definition

The organization shall appoint a full-time faculty or staff member employed by Embry-Riddle Aeronautical University, Daytona Beach to serve as the university advisor to this organization as required by the University. Auxiliary staff, part time staff, and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Advisor Agreement Form. Advisors shall serve on an academic year basis or until their successor has been selected.

Article XI. Executive Board

A. Composition

1. Officers

The Executive Board shall consist of the nine Executive Members. Four of these members shall be considered “Officers” of the Organization:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer

2. Committee Chairs

The remaining five Executive Board members shall be considered “Committee Chairs” of the Organization:

- 1) Growth
- 2) Aviation Safety
- 3) Philanthropy
- 4) Public Relations
- 5) Social

B. Authority

The Executive Board has the authority to run the Organization as it sees fit, within the limits set forth in these bylaws. To do this, the chain of command listed below shall be used. All members shall respect the authority of the Executive Members that have been elected.

C. Chain of Command

When not utilizing the Executive Board voting procedure, the Executive Board shall function under a chain of command as follows, so as to maximize efficiency and minimize delays in making organizational decisions:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) All Committee Chairs

D. Executive Board Meetings

1. Time and Location

- a. The President shall determine the time and location of all Executive Board meetings.
- b. Executive Board meetings will be held every week while the organization is active.
- c. Any members may attend Executive Board meetings, but can be asked to leave meetings, if the Executive Board deems it necessary.

2. Attendance

- a. Attendance at Executive Board meetings shall be considered mandatory for all Executive Board members.
- b. If an Executive Board member cannot attend an Executive Board meeting they shall notify the President prior to the meeting, in a timely manner
- c. The Executive Board member who will miss the Executive Board meeting shall designate a replacement to attend the meeting, at the direction of the President
- d. The replacement may not be an Executive Member
- e. If the replacement fails to attend the Executive Board meeting, the respective Officer or Committee Chair will receive an unexcused absence
- f. Any Executive Board member that receives three or more unexcused absences to Executive Board meetings in one semester shall be removed from his or her position on the Executive Board and returned to General Member status

E. Voting Procedure

1. Any Executive Board member may bring any issue to a vote
2. To conduct any vote at an Executive Board meeting a quorum must be present.
3. A quorum shall consist of six Executive Board members that are eligible to vote. This does not include the President.

4. The President shall not vote, except to cast a deciding vote in a tie.
5. The President shall vote when a unanimous vote is required
6. Each member of the Executive Board will have one vote in all matters voted on by the Executive Board.
7. All Executive Members present will vote, but may abstain if they wish
8. A replacement is not eligible to vote under any circumstances.
9. A simple majority of the total vote wins

Article XII. General Board

A. Composition

The General Board shall consist of all General Members and Associate Members

B. General Board Meetings

1. Time and Location

- a. The President shall determine the time and location of all General Board meetings.
- b. General Board meetings shall be held every week during the semester.
- c. The first meeting should be held no later than the third academic week of each semester.
- d. Additional meetings may be called throughout the year as deemed necessary by the President.

2. Attendance

- a. Attendance at General Board meetings shall be considered mandatory for all Executive Members, General Members, and Associate Members.
- b. If a member cannot attend a General Board meeting he or she shall follow the Attendance Policy set for the in the Attendance section of these bylaws.

C. Voting Procedure

1. General Members shall only vote on issues approved to be voted on by the Executive Board.
2. To conduct any vote at a General Board meeting a quorum must be present.
3. A quorum shall consist of three-fourths of the total number of General Members.
4. Each General Member will have one vote in all matters voted on by the Executive Board.
5. All General members present will vote but may abstain if they wish.
6. Except in Executive Board election meetings, General Members must be present for their vote to count .
7. Associate Members may not vote.
8. Executive Members may not vote.
9. A simple majority of the total vote wins.

Article XIII. Interviews, Debriefs, Members in Poor Standing, and Member Expulsion

A. Interviews

1. Interview Committee

The Growth Chair shall convene an Interview Committee of five members. The President, Vice President, Secretary, and Growth Chair shall be on the Interview Committee. The selection of the remaining position, as well as any vacancies that might arise, shall be at the discretion of the Growth Chair.

2. Process

- a. The Growth Chair shall be responsible for the prospective member application, interview, and acceptance process
- b. The Growth Chair shall collect all applications and determine which applicants will receive an interview based on the Associate Member eligibility requirements
- c. The Growth Chair shall notify all applicants as to whether or not they received an interview in a timely fashion
- d. A majority vote of the five-member Interview Committee will decide if a prospective member will be accepted as an Associate Member
- e. The Growth Chair shall notify all interviewees as to whether or not they were accepted as Associate Members in a timely fashion
- f. The meeting for the initiation of new members shall be held every semester, when appropriate, at the first General Board meeting after the prospective member interviews

B. Debriefs

1. Debrief Committee

- a. The Mid-Semester Debrief Committee shall consist of the President, Vice President, Secretary, and any other members of the Executive Board.
- b. The End of Semester Debrief Committee shall be the President, Vice President, Secretary, and the President elect (if applicable).

2. Post-Interview Debriefs

- a. The purpose of Post-Interview Debriefs is to assist the new members in further understanding the interview process by providing feedback based on the new members' interviews.
- b. The Post-Interview Debriefs shall be held by the interview committee specified in Art. XIII A.1
- c. The Post Interview Debriefs will be completed no later than 1 month after completing interviews for the corresponding semester.

3. Mid-Semester Debriefs

- a. The purpose of Mid-Semester Debriefs is to ensure that Associate Members are on track to fulfil the requirements to be considered for General Board Member Status.
- b. The Executive Board may require any Member to appear for a Mid-Semester Debrief.
- c. The Executive Board shall hold Mid-Semester Debriefs for Associate Members no later than one month prior to the end of the semester, if determined to be necessary by the Board.

4. End of Semester Debrief Process

- a. End of Semester Debriefs shall be held as soon as possible after the end of classes for each semester.
- b. The Debrief Committee will debrief each Executive Member, General Member, and Associate Member on the member's performance over the last semester.
- c. The Debrief Committee will also hear members' comments about personal performance, the performance of AOA, and the performance of the Executive Board
- d. The Debrief Committee will decide if each Associate member should become a General Member or be expelled from the Organization.
- e. The performance of each Associate Member shall be discussed at the last Executive Board meeting before End of Semester Debriefs. However, if an Associate Member meets all of the minimum requirements set forth in these bylaws, the final decision to expel or retain the Associate Member will be made by the Debrief Committee

5. Associate Member Monitoring Program

- a. Upon induction into the organization, a list of the Associate Members will be created by the Secretary and kept within the Executive Board for the purpose of monitoring the performance of the Associate Members.
- b. The list will assist the debrief committee in the process of determining if an Associate Member will become a General Member.

C. Members in Poor Standing

1. Executive Members

- a. Any Executive Member found not to be maintaining his or her eligibility requirements, including GPA requirements, shall be removed from his or her Executive Board position and shall return to General Member status as a member in poor standing with the Organization
- b. Any Executive Member found not to be fulfilling his or her duties or responsibilities must first be removed from his or her Executive Board position, by the process outlined in these bylaws, and therefore, return to General Member status, before he or she can be placed on poor member standing
- c. Any Executive Member that receives three or more unexcused absences for meetings or events in one semester will be placed in poor member standing immediately

2. General Members

- a. Any General Member found not to be maintaining his or her eligibility requirements, including GPA requirements, shall be placed in poor standing with the Organization immediately
- b. Any General Member found not to be fulfilling his or her duties or responsibilities may be placed in poor member standing at any time by a vote of the Executive Board, or may be placed in poor member standing by the Debrief Committee while conducting End of Semester Debriefs

- c. Any General Member that receives three or more unexcused absences for meetings or events in one semester will be placed in poor member standing immediately
- d. Any General Member in poor standing with the Organization shall have all membership privileges suspended.

3. Restoration from Poor Member Standing

- a. Any member placed in poor standing with the Organization has the remainder of the semester in which they were placed in poor standing, plus one additional semester, to earn restoration from poor member standing.
- b. Any member in poor standing with the Organization may be restored from poor member standing at any time by a vote of the Executive Board or by a Debrief Committee while conducting End of Semester Debriefs.

4. Member Expulsion after Poor Member Standing

- a. Any member who ends the allotted time still in poor standing shall be expelled from the Organization

D. Member Expulsion

1. Process

- a. For any member expulsion to take place it must be in the best interest of the Organization
- b. The Executive Board may expel a member at any time with a unanimous vote
- c. The President must be present
- c. If the member in question is on the Executive Board, they must first be removed from his or her Executive Board position by the process outlined in these bylaws, before they can be expelled from the Organization
- d. The Executive Board must notify the expelled member, in writing, a minimum of one week before the expulsion is to become effective
- e. If the member in question is on the Executive Board, there must be a unanimous vote of the Executive Board for expulsion to occur

2. Petition Process

- a. A member who has received a letter of expulsion may petition the action in writing before the expulsion becomes effective.
- b. The Executive Board shall make a unanimous vote to decide the fate of the member in question or deliberate until a vote is unanimous
- c. The Executive Board's decision will be final

Article XIV. Executive Board Elections and Impeachment

A. Time and Location

- 1. The President shall determine the time and location of all election meetings.
- 2. An election meeting will be held no later than the third to last General Board meeting of any semester when new Executive Board members must be elected.

B. Nomination Procedure

1. The motion to nominate an Officer or Committee Chair will be given orally by an Executive Member or a General Member present at the General Board meeting before the Election meeting.
2. Members may not nominate themselves.
3. It must then be seconded by another Executive Member or a General Member
4. It must then be accepted by the member in question
5. Once a nomination is accepted it may not be turned down.
6. If there are not enough members who are eligible for any Executive Board position, the President has the authority to open nominations as he or she sees fit.
7. If a nomination for a single position closes with a single nominee, that position shall have a second nomination period. The second nomination period shall take place after all other remaining nominations have been completed.

C. Voting Procedure

1. Voting will be conducted by secret ballot.
2. Associate Members and Honorary members may not vote
3. Executive Members, General Members, and Inactive Members may vote
4. Absentee ballots collected prior to the election meeting will count towards the total vote.
5. Votes shall be tabulated by a committee designated by the Secretary
6. A simple majority of the total vote wins
7. Abstentions do not count as votes during the tabulation of a majority.
8. A vote shall not be taken if there is only one nominee for a position. That nominee shall be automatically elected to their position.

D. Terms of Office

1. All Executive Board terms of office begin at the conclusion of End of Semester Debriefs
2. Executive Board terms of office end at the conclusion of spring semester End of Semester Debriefs
3. All Executive Board members have the option to run for office multiple times

E. Executive Board Vacancies and Emergency Elections

1. The President will appoint someone to fill any Executive Board vacancies until an emergency election meeting can be held to elect someone to fill the position in question
2. There is no emergency election process.
3. The President will preside over all emergency elections and decided on a process that will allow for a fair and efficient election

F. Executive Board Impeachment

1. If an Executive Board member fails to fulfill his or her duties, he or she may be relieved of his or her position on the Executive Board
2. Any Executive Member or General Member may call for an Executive Board member to be impeached
3. There must first be a vote of the Executive Board to determine if the impeachment is in the best interest of the organization.
4. The member being impeached may not vote and may not count towards the quorum.

5. If the impeachment is found to be in the best interest of the organization there will be a determining vote at the next General Board meeting.
6. Each Executive Board member, including the one being impeached, will make his or her case for or against impeachment.
7. All General Members will then make vote (or abstain) to determine if the Executive Board member in question will be relieved of his or her position. The vote will be final.

Article XV. Events, Attendance, Dues, Transcripts, and Uniform Requirements

A. Events

1. Time and Location

The Executive Board shall determine the type, time, and location of all official events for each semester

2. Mandatory Events

The Executive Board shall determine what events will be considered mandatory

B. Attendance

1. All Executive Members, General Members, and Associate Members must notify the President, Vice President, or the Secretary of an impending absence from a required event or meeting prior to the event or meeting, according to the following timeline.
 - a. If the responsible chair provides a timeline, that shall hold precedent; if a timeline is not provided:
 - b. For scheduled events: notification must be received 48 hours before the event.
 - c. For events in which the time or location is changed within 48 hours, notification may be accepted late.
2. If notification is not given in an acceptable manner, that member has an unexcused absence for that event or meeting and may not petition the Executive Board to excuse the absence.
 - a. The Executive Board may vote, in *extenuating circumstances*, to waive the requirement for prior notification of an impending absence.
3. Any eligible absence may be submitted for review by submitting an absentee ballot, with evidence if applicable, within two weeks of the absence date. The absentee ballot will be voted upon by the Executive Board to determine if that absence will be excused based on the following criteria:
 - a. Academic Commitments: Encompassing scholastic obligations, directly affiliated with ERAU, inclusive of but not limited to academic sessions, scheduled examinations, and scholastic engagements shall be excused with evidence.
 - b. Student-Athletes: Members partaking in ERAU Athletic responsibilities within NCAA divisions and other recognized sports will be excused.
 - c. Professional Obligations: Comprising employment duties pertinent to financial sustenance or vocational advancement, provided they are not planned with the intention to skip an AOA meeting these shall be

excused. Shifts that are “picked up” and non-mandatory will be reviewed on a case-by-case basis

d. Extracurricular Engagements: Embracing involvement in other accredited student societies, associations, or recreational/intramural sports within ERAU conducive to personal or vocational growth shall be determined case-by-case.

e. Recreational Pursuits: Encompassing leisure, social endeavors, or related shall be determined on a case-by-case basis.

f. Flight Students: Flight students are expected to not schedule flight blocks that conflict with AOA meeting times. In the event that a student must undertake activities during an AOA meeting, such engagements shall be excused, such as Commercial Night Solo flights.

g. Flight Instructors: Flight instructors engaged in providing instruction to their students during the students' regularly scheduled blocks shall be granted exemption. However, flight instructors who “pick-up” activities during AOA meeting times shall not be granted an exemption.

h. Extenuating Circumstances: Encompassing all other circumstances reasons shall be determined on a case-by-case basis.

4. Upon a member’s third unexcused absence, that member shall be immediately put into poor member standing.

5. A single absentee ballot may be submitted if a recurring event conflicts with multiple required meetings or events.

6. Presence at an Executive Board meeting may count as attendance for the following General Board meeting if prior approval from the President has been obtained. In that case, an absentee ballot for the General Board meeting missed need not be submitted

7. If a member signs up to participate in an event, but later finds that he or she cannot attend, he or she must notify the President, Vice-President, Secretary, or the Committee Chair in charge of the event, prior to the event, in a timely manner.

8. If a member fails to participate in an event that he or she signed up for, and does not give a valid reason prior to the event, in a timely manner, it will be considered an unexcused absence. In that case, it may not be petitioned.

9. An unexcused absence at a mandatory financial event shall be considered three unexcused absences, and the offending member will be immediately placed into poor member standing.

C. Dues

1. Dues shall be non-refundable

2. All Executive Members and General Members will pay \$35 every semester

3. All Associate Members will pay \$150 their first semester

4. Executive Members and General Members shall pay dues before the end of the third General Board meeting of each semester

5. Associate Members shall pay dues before the end of their third General Board meeting as Associate Members

D. Transcripts

1. ERAU unofficial transcripts shall be the official way the Organization enforces its GPA requirements
2. All Executive Members and General Members shall give a copy of his or her ERAU unofficial transcript to the Vice President before the end of the third General Board meeting of each semester
3. No other transcripts or reports from any other non-ERAU institution will be accepted nor used to tabulate each members' GPA

E. Uniform Requirements

1. All Executive Members, General Members, and Associate Members must wear the most current official AOA uniform on days of General Board meetings and for events that the President deem necessary.
2. The official uniform will consist of the AOA burgundy polo, dress pants, either a brown belt with brown shoes or a black belt with black shoes, the AOA name tag, and the AOA wings if applicable
3. Dress pants are defined as pants that are both a color and material that would be considered professional business attire, i.e.: no denim or corduroy material
4. Hats shall not be worn with the uniform
5. For men, only the first one or two bottom buttons on the AOA polo shall be buttoned at all times.
6. Facial hair, makeup, hairstyle, and jewelry should all be worn professionally.
7. If a member is required to be in attire other than what is outlined in this section, he or she must notify the President, Vice President, or Secretary in timely manner

Article XVI. Amending or Suspending the Bylaws

A. Bylaw Amending Procedure

1. A proposal to amend the bylaws may be presented by any member at any Executive Board meeting or General Board meeting as follows:
 - a. The Member proposing the by-law amendment must provide a written document containing the following:
 - i. One of the following dependent on the type of proposal:
 1. Proposed Bylaw to be amended
 2. Proposed Bylaw to be added
 3. Proposed Bylaw to be removed
 - b. The justification for the amendment, addition, or removal
 - c. The proposed amendment and or addition in the proponents own words
 - i. Note: If the proposal is a by-law removal is proposed, the proponent needs to specify which by-law verbiage is to be removed
 - d. Additional information the proponent deems relevant to the proposal
2. The proposal will be discussed at the following General Board Meeting.
 - a. The discussion is used to gauge interest towards the proposal as well as allow advantages and disadvantages to surface in an attempt to best inform all Executive, General, and Associate members on the proposal.

3. Following the discussion, the Executive Board will discuss and vote on the proposed bylaw.
4. Should the proposed bylaw pass, the new bylaws will be given to the General Board for final consideration and vote to determine if the bylaw will be accepted or rejected
 - a. While only General and Executive Members may vote, all members may comment on the bylaws
5. A copy of any amendments to these bylaws must be submitted to the Student Activities & Campus Events office at Embry-Riddle Aeronautical University within two weeks after adoption. In addition, a current copy of these bylaws will be found on the organization's Campus Groups page.

B. Bylaw Suspending Procedure

Any part of the bylaws may be suspended by a vote of the Executive Board

C. Emergency Protocol

1. In the case of an emergency, the President may call an emergency Executive Board meeting for the purpose of amending or suspending bylaws.
2. The decision to amend or suspend the bylaws will be made by a three-fourths vote of the Executive Board members present, not including the President. A quorum need not exist.

Article XVII. COVID Protocol

A. This section will be instituted effective immediately upon voted by General Board Members

B. Meetings

1. General Board Meetings will be conducted via Zoom every other week until further notice
2. Executive Board Meetings will be conducted via Zoom every week

C. Attendance, Duties, and Responsibilities

1. Attendance for General Board Meetings will be mandatory for all members
2. Executive Board Members, General Board Members, and Associate Members must participate in one philanthropy event and one fundraiser event
3. Executive Board Members, General Board Members, and Associate Members must attend one Executive Board Meeting
4. The requirement of one Committee participation for General Board Members and Associate Members will be suspended until further notice

D. If a member feels uncomfortable participating in the required events, that member shall inform Executive Board Members within one month after the semester starts to become an Inactive Member for the semester

E. If the semester is to go online, the Associate Members who started in Spring 2020 will be automatically put into General Board Member status

These bylaws were adopted on 04/23/24 and most recently revised on 08/31/24.