

# **Student Air Traffic Controller Association**

## **Constitution**

Last Revision: September 2007

**Preamble:** As students of air traffic control, we seek to create an organization where fellow students may feel welcomed and encouraged to bring their thoughts, experiences and expertise to share with others. Our hope is that though educating others, we can become and continue to be informed of changes in the industry, including hiring situations. By bringing students together in a non-discriminatory environment, we can promote the communication and connection that helps form the heart of air traffic controllers.

### **ARTICLE I. Name and Purpose**

**Section 1.** This organization shall be referred to as the Student Air Traffic Controller Association. It may be abbreviated as SATCA.

**Section 2.** The purpose of SATCA shall be:

- (a) To keep students informed of changes within the air traffic control industry that will and/or may effect their career in the field;
- (b) To provide a forum in which students may voice their opinions and concerns regarding air traffic control;
- (c) To promote communication between students, faculty and administration;
- (d) To provide a gathering place in which students and faculty may convene.

**Section 3.** This organization is not affiliated with any local, state or national group.

### **ARTICLE II. Non-Discrimination Policy**

**Section 1.** Membership in this organization shall and will be regarded without notice to race, color, gender, disability, marital status, veteran status, political belief or affiliation, creed, age, sexual orientation, or national origin.

### **ARTICLE III. Membership**

**Section 1.** Requirements for Membership:

- (a) Anyone may become a member who:
  1. Is a student at the University of North Dakota.
  2. Is a faculty/staff member at the University of North Dakota.
  3. Is an interested community member.
  4. Is a former graduate of the University of North Dakota.
  5. Has paid the required dues.
- (b) Voting members shall consist of any member who:
  1. Is a student at the University of North Dakota.
  2. Have paid the required dues.

- (c) Non-students cannot vote on the following:
  - 1. Election or removal of officers.
  - 2. Removal of members.
  - 3. Amendments to the constitution or bylaws.
  - 4. Financial matters.
- (d) No academic credit shall be offered for participation and/or membership in this organization.

## **Section 2.**

### Removal of Members:

- (a) Grounds for removal may be based upon:
  - 1. Violation of University Policy.
  - 2. Violation of the UND Code of Student Life.
  - 3. Non-payment of dues.
  - 4. Violation of SATCA policy and rules.
- (b) A member may be removed by the following process:
  - 1. A petition for removal of a member will be submitted to the officers in writing or through verbal discussion.
  - 2. The member up for removal will meet with the officers.
  - 3. If a decision cannot be made, a second meeting will be held with the officers, the member up for removal and the advisor to SATCA.
  - 4. At either meeting, the member up for removal may present their defense, either in person or in writing.
  - 5. If the decision to remove the member is reversed, then that member shall be given a probationary membership for a specified period of time, with specified privileges.
  - 6. SATCA will allow only one appeal of an order of removal.
- (c) Appeal of Removal of a Member:
  - 1. A petition of appeal of removal of a member will be submitted to the officers in writing or through verbal discussion.
  - 2. The member will have a meeting with the officers and advisor.
  - 3. The decision shall be decided amongst officers and advisor to reinstate the member not later than one week after the meeting with the member in question.
  - 4. The decision to reinstate the member will require a simple majority (more than half) of the officers and require the signature of the advisor.

## **ARTICLE IV. Officers**

### **Section 1.**

The officers of this organization will be:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Events Coordinator

**Section 2.**

Qualification for holding office:

In order to be eligible to hold an officer position in SATCA, the following qualification shall be met:

- (a) The candidate must be a student member of the organization.
- (b) The candidate must have been a member for at least one semester prior to holding office.
- (c) The candidate must have been an active and participating member in the semester(s) prior to holding office.

**Section 3.**

Elections:

- (a) The officers of SATCA will be elected for a term of one academic school year.
- (b) There will be no restrictions placed on the number of terms of office a member may hold.
- (c) Elections for the following term will be held at the last meeting of the preceding term.
- (d) The procedures for election of an officers will go as follows:
  1. Any member of the organization may submit a nomination.
  2. Nominations will be announced two weeks prior to the last meeting.
  3. All nominees will have the option of accepting or declining the nomination.
  4. Nominees must notify the Secretary if they Accept or Decline the nomination.
  5. On the last meeting, nominees will present a brief campaign speech.
  6. Following the speeches, the members will vote for the new officers.
- (e) Election to office will be by simple majority (more than half).
- (f) All officers elect will assume their assigned office at the end of the current semester.

**Section 4.**

Duties of the Officers:

- (a) The President shall be the principal executive officer and shall have the following duties:
  1. To preside at all meetings of the organization.
  2. To call special meetings of the organization, if and when required.
  3. To submit an Officer Roster Card at the beginning of each semester to the Coordinator of Student Organizations.
  4. To prepare and file any report required by the University of North Dakota.
  5. To perform other duties as specified in the bylaws.
  6. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming President prior to giving up the office.
  7. (Other duties.)

- (b) The Vice President shall assume the duties of the President in the event of absence or vacancy of the President. In addition, the Vice President shall have the following duties:
1. To assume the duties of the President (until a replacement can be found) in the event of a vacancy of the office.
  2. To perform other duties as assigned by the President or as specified in the bylaws.
  3. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Vice President prior to giving up the office.
  4. (Other duties.)
- (c) The Secretary shall have the following duties:
1. To keep a record of all members of the organization
  2. To keep a record of all activities of the organization.
  3. To record and post the minutes of each meeting of the organization.
  4. To notify all members of meeting dates and times.
  5. To perform other duties as assigned by the President or Vice President or as specified in the bylaws.
  6. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Vice President prior to giving up the office.
  7. (Other duties.)
- (d) The Treasurer shall have the following duties:
1. To keep all financial record of the organization.
  2. To prepare and submit financial reports to the officers.
  3. To prepare the annual budget and all budget requests for funds.
  4. To submit financial records for an annual audit to the Coordinator of Student Organization at the end of the Spring Semester.
  5. To become familiar with the university accounting procedures and policies.
  6. To perform other duties as assigned by the President or Vice President or as specified in the bylaws.
  7. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Vice President prior to giving up the office.
  8. (Other duties.)
- (e) The Events Coordinator shall have the following duties:
1. To keep a record of contact people for organizing events.
  2. To find and develop activities and methods for fundraising.
  3. To coordinate all activities and obtain needed permission permits, etc.
  4. To take pictures of group activities and compile a presentation of the SATCA trips as well as compile a final end of the year presentation of the many SATCA activities.
  5. To perform other duties as assigned by the President or Vice President or as specified in the bylaws.

6. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Vice President prior to giving up the office.
7. (Other duties.)

(f) The Webmaster shall have the following duties:

1. To update and maintain the SATCA website.
2. To update and maintain the SATCA HTML site.
3. To perform other duties as assigned by the President or Vice President or as specified in the bylaws.
4. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Webmaster prior to giving up the office.
5. (Other duties.)

### **Section 5.**

Vacancy of an Office:

- (a) In the event of a vacancy in an office other than the President before the expiration of a full term, a special election shall be called by the president within two weeks to fill the vacancy.
- (b) In the event of a vacancy in the office of the President, the Vice President will fill the position until a special election can be held.

### **Section 6.**

Removal of Officers:

- (a) Grounds for removal of an officer include:
  1. Violation of University Policy.
  2. Violation of UND Code of Student Life.
  3. Failure to perform the duties of the office as set forth in the constitution and bylaws of this constitution and the organization.
  4. (Other causes)
- (b) An officer may be removed by the following process:
  1. A petition to remove the officer in question will be submitted to another officer in writing or through verbal discussion.
  2. The officer in question shall be notified of the petition to have them removed (preserving confidentiality). The officer in question shall have no less than one week to prepare their defense.
  3. The officers and advisor shall hold a confidential meeting with the petitioner (should they wish to make themselves known) without the officer in question present at the meeting.
  4. The officers and advisor shall next hold a meeting with the officer in question. At this meeting, the officer in question shall present their defense.
  5. The remaining officers and advisor will have 24 hours to make a decision.
  6. In order to remove the officer in question from office, there must be a unanimous decision amongst remaining officers and advisor.
  7. If the decision to remove the officer in question is reversed, than the officer in question shall be given probationary privileges for a specified period of time.
  8. SATCA will allow only one appeal of an order of removal.

(c) Appeal of Removal of an Officer

1. A petition of appeal of removal of an officer will be submitted to the officers in writing or through verbal discussion.
2. The petitioner(s) will meet with the officers and advisor and present their defense of removed officer, who has the option to be present at this meeting.
3. The decision shall be decided amongst officers and advisor to reinstate the officer not later than one week after the meeting with the petitioner(s) and officer in question (optional).
4. The decision to reinstate the officer will require a unanimous decision of the officers and require the signature of the advisor.
5. If the removed officer is reinstated, then the officer in question shall be granted probationary privileges for a specified amount of time as determined by the officers and advisor.

**Section 8.** Changes in Officers:

All changes in officers or mailing address shall be submitted to the Coordinator of Student Organization within two weeks of such a change.

**ARTICLE V. Advisor**

**Section 1.** In order to be an advisor for the organization, the following requirements must be met:

- (a) The Advisor to this organization must be a member of the University of North Dakota faculty or staff.
- (b) The organization Advisor shall be appointed by the officers of SATCA.
- (c) The Advisor may be the Director of the ATC program at UND.
- (d) The organization may have more than one Advisor.

**Section 2.** The role of the Advisor is as follows:

- (a) Must co-sign all financial transactions of the organization.
- (b) Shall assist the officers and members in accomplishing the purpose of the organization.
- (c) Shall regularly review the financial records of the organization and forward mailings to the appropriate officers.
- (d) Shall assist as needed by the officers.

**ARTICLE VI. Meetings**

**Section 1.** Meetings:

- (a) The officers shall meet as needed to conduct the business as required by the organization. The Advisor should be present at the business meetings,
- (b) Regular meetings for the purpose of instruction, practice, or other activities shall be held once a week or as specified in the bylaws.

- Section 2.** Special Meetings:
- (a) Special meetings may be called by the President or Vice President. These meetings may be solely for the purpose of officer or for the organization as a whole.
  - (b) The President shall call a special meeting when requested by members and approved by the officers.

- Section 3.** Quorum:
- (a) A quorum at any meetings shall consist of a simple majority (more than half).
  - (b) A quorum is required as dictated by the officers per event.

**Section 4.** The Parliamentary Authority for this organization shall be General Consensus.

## **ARTICLE VII. Executive Committee**

**Section 1.** Management of this organization shall be vested in an Executive Committee responsible for the entire membership to uphold this constitution.

**Section 2.** Membership shall consist of the President, Vice President, Secretary, Treasurer, Events Coordinator and the Advisor.

**Section 3.** The Executive Committee shall meet once a week or as needed to organize and plan future activities and agenda items for regular meetings.

**Section 4.** A quorum of the Executive Committee shall consist of a simple majority (more than half).

## **ARTICLE VIII. Committees**

**Section 1.** The President or Vice President shall have the authority to appoint any special committees, with the approval of the Executive Committee, as well as meet the needs of the organization.

**Section 2.** The Events Coordinator shall have the authority to appoint a special events committee, with the approval of the Executive Committee, which meets the needs of the Events Coordinator and meets the need of the organization. These special committees may include but are not limited to:

- (a) Program Committee – building and organizing activities.
- (b) Publicity Committee – Advertises the organization.
- (c) Fund-raising Committee – find and implement sources of funding.

## **ARTICLE IX. Financial Structure**

**Section 1.** University Account:

- (a) All funds from the University of North Dakota sources must be deposited and maintained in a University of North Dakota account.
- (b) The President, Vice President, Secretary, Treasurer, and Events Coordinator shall be authorized to sign all financial transactions dealing with organization funds.

- (c) The Advisor of the organization must co-sign all financial transactions of the organization.
- (d) The financial records/ledger of the on-campus account must be submitted for an annual audit to the Coordinator of Student Organizations at the end of the Spring Semester.

**Section 2.** Dues for this organization shall be approved by a simple majority (more than half) vote of the officers at the first meeting of each school year.

**Section 3.** All financial matters concerning Women in SATCA, refer to Article XII.

## **ARTICLE X. Bylaws**

**Section 1.** Provision for Bylaws:

- (a) The organization may approve bylaws for the specific operation of the organization.
- (b) No bylaw shall be adopted that is contrary to the provisions of this constitution.

**Section 2.** Vote Required:

- (a) The organization may adopt, amend, or rescind any bylaw by a majority (a 2/3) vote of the voting members.
- (b) Any proposed bylaw must be publicized to the members at least one week prior to the meeting at which it will be voted upon.

## **ARTICLE XI. Amendments**

**Section 1.** Ratification

- (a) Ratification of an amendment to this constitution shall require a majority (a 2/3) vote of the voting members.
- (b) Any proposed amendment to this constitution shall be presented to the members at least one week prior to the meeting at which it will be voted upon.
- (c) All amendments to this constitution shall be approved by the Student Policy Committee before they take effect.

## **ARTICLE XII. Women In SATCA**

**Section 1.** Association

Women In SATCA will be a subsidiary group of SATCA. It shall compose of SATCA members who have an expressed interest in topics concerning women in air traffic control. Women In SATCA will be referred to as "WISATCA" throughout this document.

Members of WISTACA may or may not be members of SATCA. Membership in WISATCA does not guarantee membership in SATCA. Likewise, membership in SATCA does not guarantee membership in WISATCA.

**Section 2.**

Non-Discrimination Policy.

- (a) WISATCA shall abide by the rules and regulations set forth by SATCA and UND as stated in *ARTICLE II, Section 1*.
- (b) While WISATCA does not discriminate against any persons based upon *ARTICLE II, Section 1*, WISATCA may discuss topics that may be of more concern to women. However, all persons are invited to participate in the organization.

**Section 3.**

Officers.

- (a) Officers shall be
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Activities Director
- (b) The Duties of the President shall include:
  1. The title of Liaison to SATCA and shall have one (1) vote, as an officer concerning matters directly related to WISATCA.
  2. Being part of the SATCA Executive Committee.
  3. The same voting rights as an officer of SATCA but shall not include the ability to vote on financial matters concerning SATCA funds.

**Section 4.**

Advisor.

- (a) WISATCA shall abide by the rules and regulations set forth by SATCA and UND as stated in *ARTICLE V, Section 1, §a & d*, regarding the requirements of the advisor.
- (b) WISATCA shall abide by the rules and regulations set forth by SATCA and UND as stated in *ARTICLE V, Section 2*, regarding the role of the advisor.

**Section 5.**

Meetings.

- (a) Meetings:
  1. The officers shall meet as needed to conduct the business as required by the organization. The Advisor should be present at the business meetings,
  2. Regular meetings for the purpose of instruction, practice, or other activities shall be held once a week or as specified in the bylaws.
- (b) Special Meetings:
  1. Special meetings may be called by the President or Vice President. These meetings may be solely for the purpose of officer or for the organization as a whole.
  2. The President shall call a special meeting when requested by members and approved by the officers.
- (c) Quorum:
  1. A quorum at any meetings shall consist of a simple majority (more than half).
  2. A quorum is required as dictated by the officers per event.
- (d) The Parliamentary Authority for this organization shall be General Consensus.

## **Section 6.**

### Financial Structure

#### (a) Dues:

1. Dues of SATCA and WISATCA will be collected in accordance with *ARTICLE IX, section 2.*
2. Equality of Dues:
  - a. If the Member in question will solely be a SATCA member, SATCA shall receive 100% of the dues collected.
  - b. If the Member in question will belong to both SATCA and WISATCA equally, than the dues shall be split evenly.
  - c. If the Member in question will solely be a WISACA member, WISATCA shall receive 100% of the dues collected.
3. Extra dues collected are at the discretion of WISATCA.

#### (b) Fundraising:

1. All

We, the officers and advisors of the Student Air Traffic Controller Association have reviewed the constitution and it has met our approval. We shall, from his date forth, hold this constitution to be true and follow it in the purpose it was intended.

This constitution was approved by SATCA's members on \_\_\_\_\_.

\_\_\_\_\_  
Joey Zeller – President

\_\_\_\_\_  
Rick Meyers – Secretary

\_\_\_\_\_  
Lydia Bretthauer – Vice President

\_\_\_\_\_  
Jared Mike – Events Coordinator

\_\_\_\_\_  
Chris Hoag – Treasurer

\_\_\_\_\_  
Paul Drechsel – Advisor

\_\_\_\_\_  
Craig Carlson – Advisor

\_\_\_\_\_  
Coordinator of Student Organizations

\_\_\_\_\_  
Date of approval by Student Policy Committee