(By-Laws Template)

BY-LAWS

Alpha Eta Rho _____ Chapter at

(School)

(Location)

ARTICLE I NAME

The name of this is Alpha Eta Rho International Aviation Fraternity, _____ Chapter at (School).

ARTICLE II PURPOSE

The purpose of this organization is to bring together those students having a common Interest in the field of aviation.

ARTICLE III AUTHORITY

Section 1 This organization is a recognized student organization at (School) and adheres to all campus policies as set forth in (Name of Student Code of Conduct Book).

Section 2 This organization is affiliated with Alpha Eta Rho International Aviation Fraternity And adheres to the National Bylaws and Governing Documents.

Section 3 These Bylaws establish governing and administrative procedures (such as time and location of meetings, dues, and code of conduct). They will not be in conflict with school authority or the National Office of Alpha Eta Rho.

ARTICLE IV MEMBERSHIP

Section 1 Membership in the organization shall be open to those regularly enrolled in aviation courses, and to all collegiate men and women who have a strong passion or interest in any career within the aviation and aerospace industry. Membership is not limited to those only enrolled in aviation courses.

Section 2 Eligibility for membership or appointed or elected student officer positions will not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

ARTICLE V POWERS AND DUTIES OF OFFICERS

Section 1 There will always be in place a Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer and Chapter Historian.

Chapter President

The Chapter President will preside over all Chapter meetings, form committees and oversee the Chapter's officers to ensure all rules and guidelines are followed.

Chapter Vice President

The Chapter Vice President will assist the President whenever needed and will perform all duties of the President in his/her absence.

Chapter Secretary

The Chapter Secretary will maintain records of all meetings and is responsible for the official membership rolls, archives, and Bylaws of the Chapter.

Chapter Treasurer

The Chapter Treasurer is responsible for collecting dues each semester and Report the names of the new members and active members to the National Office via **Chapter Membership Registration** located on the Alpha Eta Rho website.

Chapter Historian

The Chapter Historian is responsible for keeping all historical documentation organized and in a safe location.

Section 2 Qualifications for Holding Office

- Nominations must be in good academic and disciplinary standing
- Enrolled in classes. Nominations must have at least a (2.5?) GPA.
- No member can hold more than one office.
- No member may serve more than _____ in the same office.
- In case of resignation or removal of any officer, an interim acting officer shall be appointed, and the National Office will be notified of change. A special election will be held as soon as possible to fill the vacancy.

Section 3 Elections

Elections will be held every (you may hold elections every semester or once a Year) at a regularly scheduled meeting. Nominations for officers will be made at the regular meeting immediately preceding the election. The National Office will be notified of new officers with contact information.

Section 4 Advisor

- The advisor shall fulfill the responsibilities specified in the (School) Student Organization Handbook.
- Advisor shall actively participate in the workings of the organization.

ARTICLE V MEETINGS AND VOTING

- Regular meetings shall be scheduled during the academic year.
- Special meetings may be called by the President or majority of the membership. All members must be given 24 hours notice prior to the meeting time. Business cannot be conducted unless a quorum of the membership is present. A quorum is defined as a majority of the voting membership.
- Members must be present to vote.
- Members must be in good standing to attend meetings and/or to vote. A member in “good standing” has met all financial obligations, to include payment of dues and fees and meets the academic requirement as set by the University to participate in clubs or organizations.

ARTICLE VI FINANCES

- Members must meet the Alpha Eta Rho national financial obligations and timelines as set out in Alpha Eta Rho National Bylaws ARTICLE VIII.
- Chapters dues will be set for each semester and presented to the membership for majority approval at the first meeting of each semester or school year.
- Chapter dues shall be paid by _____ of each semester.
- Members who have not paid their dues or special assessments by the due date will be considered as not being in good standing and shall lose membership privileges, including attending all functions and meetings, until the dues are paid.
- Any money needed for special events shall be determined by the majority of the membership at a regularly scheduled meeting.
- Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE VII DISCIPLINE

- When a charge is brought against a member for misconduct, the matter will be handled in accordance with the school's policies and procedures.
- The fraternity will not allow any of its alumni, associates, potential new members, members, or others to participate in any form of hazing. Hazing is defined as any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; calculated to produce subjection by physical or psychological means which impairs or destroys an individual's freedom of thought, or in any way threatens or endangers the health or safety of an individual. Such activities may include, but are not limited to:
    - Any form of paddling
    - Any activity which causes physical discomfort, pain, or excessive fatigue
    - Any morally demeaning, embarrassing, or humiliating experience
    - Activities which produce physical, psychological, or emotional duress
    - Any unnecessary, mandatory activities that interfere with academic class schedules or other scholastic activities.

ARTICLE VIII AMENDMENTS

- Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.
- Amendments require approval of (percentage) of the voting members present at the regular meeting.

These Bylaws were adopted on _____.