

Constitution

Article I: Name

Section 1: Current Name

The organization shall be named: Virtual Flight Simulation Club.
The organization initial abbreviation shall be: VFSC

Article II: Purpose

Section 1: Purpose and Mission Statement

The purpose of this organization is to provide the Daniel Webster community a recreational opportunity to work together combining simulated flight with live Air Traffic Control services.

Article III: Definitions

Semester:

Daniel Webster defines a semester as the time period beginning with the last day of add/drop to the last day of classes beginning in both the Spring and the Fall of a given calendar year. A VFSC membership semester begins no later than the Monday beginning midterm week and ends at the last day of classes during a Daniel Webster academic semester. Any member who joins during or after midterm week will count a full membership semester only after the completion of his or her next VFSC membership semester.

Member:

Any person listed as a member on both the VFSC website (<http://students.dwc.edu/vfsc>) and Daniel Webster's Clubs and Organizations "DWLife" website (<http://dwc.collegiatelink.net>) as a result of voluntary submission.

Active Member:

Any member of the VFSC who attends at least two events per semester.

Article IV: Membership and Due

Section 1: Membership

A. Membership Requirements

Membership with this organization may be obtained by any Daniel Webster student or faculty member.

B. Membership Restrictions

None

C. Active Membership

To maintain active membership in the organization, a person must be documented as a member and must attend at least two events per semester

Section 2: Due

Regular dues will not be required to be paid by any member of this organization.

Article V: Officers

Section 1: Elected Officers

The elected officers of this organization shall be as follows: President, Vice President, Treasurer, and Executive Assistant.

Section 2: Term

Each elected officer will serve a term of two (2) semesters.

Section 3: Duties and Powers

A. The duties of the President shall be as follows:

- i. The President shall serve as moderator and director for any Officer's meeting and club activity.
- ii. The President shall serve as the Organization representative and voice to the Daniel Webster Student Activities Board (SAB), the Daniel Webster Student Senate, and any administrative department of Daniel Webster College.
- iii. The President shall have the right to begin the removal process, with due reason, of any officer or appointed persons within the organization.
- iv. The President shall have the right to appoint persons to fill any appointed position.
- v. The President shall have the right to approve or disapprove any request for payment submitted to him/her by the Treasurer.
- vi. The President shall, during any time where the Treasurer is considered "unavailable," take on all duties of the Treasurer for the duration of his/her unavailability except where stated in part 'A.vii' of this section.
- vii. The President shall, during any time where the Treasurer is considered "unavailable," have the right, along with the signature of the Vice President, to determine approval and sign any request for payment submitted by the officers of the organization.
- viii. The President shall be responsible for planning and issuing final approval for events sanctioned by the organization.
- ix. The President shall share with the Vice President the responsibility of overseeing events. Oversight includes policing for compliance with the organization's published legal bindings (Constitution, By-Laws, Code of Conduct, Rules and Regulations).
- x. The President shall share with the Vice President the responsibility of reprimand and consequential action to any breach of the organization's published legal bindings.
- xi. The President shall be responsible for any event, action, and issue relating to the organization which is not discussed in the constitution of the organization and its by-laws.

- xii. The President shall report directly to the Daniel Webster Director of Campus Activities and the Daniel Webster Student Senate.

B. The duties of the Vice President shall be as follows:

- i. The Vice President shall be second to the President on all business matters concerning the organization. If, for any reason, the President cannot perform his/her duties at any time, the Vice President may act on behalf of the President for any issue that concerns business in full accordance with the constitution of the organization and its by-laws.
- ii. The Vice President may, during any Officer's meeting where 100% attendance is achieved, and with a majority vote of the officers in favor, veto any business decision made by the President of the organization.
- iii. The Vice President shall be responsible for all public relations and media matters such as communication with the media and advertisements for events.
- iv. The Vice President shall communicate monthly with the Director of Campus Activities regarding any business relating to events.
- v. The Vice President shall share with the President the responsibility of overseeing events. Oversight includes policing for compliance with the organization's published legal bindings (Constitution, By-Laws, Code of Conduct, Rules and Regulations).
- vi. The Vice President shall share with the President the responsibility of reprimand and consequential action to any breach of the organization's published legal bindings.
- vii. The Vice President shall have the right to approve or disapprove any request for payment submitted to him/her by the Treasurer.
- viii. The Vice President shall, during any time where the Treasurer is considered "unavailable," have the right, along with the signature of the President, to determine approval and sign any request for payment submitted by the officers of the organization.
- ix. The Vice President shall, during any time where the Executive Assistant is considered "unavailable," take on all duties of the Executive Assistant for the duration of his/her unavailability.
- x. The Vice President shall report directly to the President of the Organization.

C. The duties of the Treasurer shall be as follows:

- i. The Treasurer shall serve as the central distribution point for all monetary transactions, both paying and receiving.
- ii. The Treasurer shall keep a detailed and accurate transaction book either electronically or by paper ledger of all organization controlled accounts.
- iii. The treasurer shall work with the Director of Campus Activities on any matter concerning the Daniel Webster Business Office.
- iv. The Treasurer shall be responsible for controlling the distribution of funds outward from the organization's controlled accounts. Any requests for payment shall be reviewed by the Treasurer to determine appropriate use of the funds. If the request is appropriate and reasonable, the Treasurer must sign the request for payment before the payment is contracted. If the request

is not seen as either appropriate or reasonable by the Treasurer, the Treasurer must submit the request to either the President or the Vice President for review. If the request originated from the office of the President, the review will be handled by the Vice President. If the request originated from the office of the Vice President, the review will be handled by the President. If the request originated from the office of the Treasurer, the request will be submitted for review before the funds can be distributed. If the request was reviewed to be appropriate and reasonable by the reviewer, the reviewer and the Treasurer must sign the request for payment before the payment is contracted. If the request for payment is denied by the reviewer, the reviewer must only initial the request for funds, and must state denial and the reason for the denial on the request.

- v. The Treasurer shall be required to produce all financial information and paperwork upon request by the President and Vice President of the organization, the Daniel Webster Director of Campus Activities, and the Daniel Webster Student Senate.
 - vi. The Treasurer shall be required to report financial information monthly to the President and Vice President during the monthly Officer's meeting.
 - vii. The Treasurer must notify the President if he/she is to be unable to perform his/her duties for a time period of greater than three days. During this time of unavailability, the requests for payment may be considered approved and payable if signed by both the President and the Vice President. During this time of unavailability the financial books must be made available in their entirety to the President of the organization.
 - viii. The Treasurer will report directly to the President of the Organization.
- D. The duties of the Executive Assistant shall be as follows:
- i. The Executive Assistant shall take minutes, either electronically or by using paper, during all scheduled officer's meetings where business is discussed.
 - ii. The Executive Assistant shall maintain a neat and organized record of all minutes taken over the duration of the elected term.
 - iii. The Executive Assistant shall present, to each person present at every officer's meeting, a copy of the minutes from the last previous officer's meeting. The Executive Assistant will review the minutes from the last previous officer's meeting with those present before any other business is discussed.
 - iv. The Executive Assistant shall gather, hold, and publish up to date membership information of the organization.
 - v. The Executive Assistant shall be the central distribution point of all written communications from the organization, where the "organization" is the sending body. The Executive Assistant will not be responsible for any written communication originating from the offices of the President, Vice President, or the Treasurer concerning only that individual person.
 - vi. The Executive Assistant shall be the central distribution point of all written media advertisements such as blast emails, flyers, posters, etc...; and shall be responsible for obtaining approval from the Director of Campus Activities for any published media communication.

- vii. The Executive Assistant must notify the Vice President if he/she is to be unable to perform his/her duties for a time period of greater than three days. During this time of unavailability the Vice President will act on behalf of the Executive Assistant.
- viii. The Executive Assistant shall report directly to the Vice President of the Organization.

Section 4: Elections

A. Timeframe

Elections for officers of the organization for a given academic year shall take place no earlier than the second Monday after spring break during the last semester of the previous year and no later than the Friday before the last week of classes during the last semester of the previous year.

B. Eligibility

- i. Any person may run for any officer position so long as that person meets the following requirements:
 - a. Currently holds, and has maintained active membership in the club for a period of two (2) semesters prior to the end of the semester in which the elections will be held;
 - b. Holds a Daniel Webster College status of “student” and will be able to complete his/her elected term without a change of status from “student”;
 - c. Has completed a Candidacy application including a written statement of intent no later than four (4) weeks before elections, and is recognized as a running candidate for the applied position by a 50% vote from the current officers;
 - d. Has attended at least two (2) officer’s meetings within the academic year of his/her candidacy.

C. Nominations

- i. Nominations for elected officer positions may be given by any member of the active member body of the organization.
- ii. An active member of the organization may nominate him/her self.

D. Procedure

- i. Nominations will be considered and voted on by the officers of the organization for candidacy, and will be considered only on the basis of eligibility and any extenuating circumstances, and will be completed no later than three weeks prior to the scheduled elections.
- ii. The approved candidates will then be voted on by the entire active member body on the day of elections by using a paper ballot provided by the organization.
- iii. The votes will be counted by the Advisor of the organization. Winner of an elected position will be determined by a majority vote of the member body of the organization.
- iv. The results will be published by the President and the Vice President of the organization.

- v. If an equal number of the highest votes are achieved for any number of candidates for elected position, a 'tie-breaker' vote will be implemented. The 'tie-breaker' vote will consist only of the candidates involved with the tie. The vote will then be decided by a two thirds (2/3) majority of the quorum of the current elected officers. If an active member of the executive board is a party in the tie, he or she may not vote to decide the winning candidate.

Section 5: Removal and Replacement

If an officer of the organization either cannot or does not perform his/her duties to the satisfaction of the remainder of the officers, the officers have the option to remove and replace the officer. An officer may be removed with a 100% vote from the remaining officers and with written notice after the vote from the office of the President. After the officer is removed, the remaining elected officers may choose to appoint a replacement for the duration of the term. The appointment will be accepted by a two thirds (2/3) vote of the quorum of the remaining officers.

Section 6: Transfer of Knowledge

If a currently elected executive board officer is not re-elected, he or she is responsible for transferring any club documentation or electronic file to the highest ranking board member who is re-elected no later than two weeks prior to the beginning of the last week of classes in the given semester. The executive board ranking for the transfer is as follows from highest to lowest: President, Vice President, Treasurer, Executive Assistant. If no executive board members are re-elected, all club information must be transferred to the new President elect no later than the last day of classes.

Article VI: Optional Appointed Positions

Section 1: Positions

ATC Captain and Flight Captain

Section 2: Appointment Eligibility and Procedure

A. Eligibility of an ATC Captain

- i. The appointee must be a student at Daniel Webster College holding a status of either Junior or Senior in the Air Traffic Management program.
- ii. The appointee must be an active member in the organization for at least three (3) semesters prior to the appointment.

B. Eligibility of a Flight Captain

- i. The appointee must be a student at Daniel Webster College holding a status of either Junior or Senior in the Flight Operations program.
- ii. The appointee must be an active member in the organization for at least three (3) semesters prior to the appointment.

C. Appointment Procedure

The President of the Organization shall consider and appoint persons to fill the appointed positions.

Section 3: Duties

- A. The duties of the ATC Captain include the following:
 - i. Oversee the operation of the Air Traffic Controllers and the software used by them
 - ii. Schedule and conduct training for Air Traffic Controllers
 - iii. Oversee and conduct the setup of the ATC Software system prior to an event
 - iv. Report directly to the President of the organization
- B. The duties of the Flight Captain include the following:
 - i. Oversee the operation of pilot members of the organization
 - ii. Schedule and conduct training of pilot members of the organization
 - iii. Setup the flight software prior to an event
 - iv. Report directly to the President of the organization

Article VII: Advisors

Section 1: Requirement

- A. Advisors of the organization must:
 - i. Be an active faculty member of any one of the following Daniel Webster departments: The Air Traffic department, the Flight Operations department, the Flight Simulation Lab.
 - ii. Express a strong interest in the success of the organization.
 - iii. Have been a faculty member of Daniel Webster College for at least two (2) semesters prior to their induction.
 - iv. Be active in academic advising for students of Daniel Webster College.

Section 2: Selection Method

Selection of advisors will take place at the end of the spring semester prior to the start of the fall semester in which the Advisor will be active. Advisors will be nominated by members of the newly elected official body of the organization. The nominated advisors must then write a letter of intent to be reviewed by the officers. An Advisor will be decided with a two thirds (2/3) majority of the quorum of the officers.

Section 3: Duties

The duties of the Advisors shall be to oversee the operation of the organization, to make recommendations to the officers of the organization for the good of the organization, to encourage involvement in the organization to interested persons, and to support the elected officers and the members of the organization towards success.

Article VIII: Meetings

Section 1: Regular Meetings

Regular member meetings will be in the form of gaming events. Any pertinent member information will be distributed during that time.

Section 2: Officers Meetings

Officers meetings will be held monthly at the discretion of the elected officers.

Article IX: Quorum

Section 1: Qualified Business

Business decisions that require a quorum of the elected officers are as follows: Any matter concerning the ratification or amendment to the constitution of the organization and its by laws; Any matter concerning the activation or removal of any elected officer; Any matter concerning the election, activation, or removal of any Advisor to the organization; Any matter concerning changes in financial policy; Any matter concerning a change in any governing document where compliance is mandatory; Any change in the function of the organization.

Section 2: Attendance Requirements

A quorum may be achieved only if: A minimum of three fourths (3/4) of the elected officers are present for the decision; and a minimum of two thirds (2/3) of the total elected officers present decide.

Article X: Amendments

Section 1: Process and Ratification

- A. A need for amendment needs to be recognized and discussed by the officers of the organization
- B. The proposed amendment needs to be written up into a Request for Amendment Approval (RAA) and published to public membership for review for a period of fourteen (14) days
- C. After the fourteen (14) day public review, any criticisms on the proposal from the public membership will be taken into consideration. If changes need to be made, the new proposal must be posted for public membership review for a period of seven (7) days
- D. The accepted proposal will be ratified by a two thirds (2/3) vote of the quorum of the officers of the organization.
- E. **Amended. See Amendment II.** *The ratified proposal will take affect immediately after ratification is achieved.*

Article XI: Constitutional Ratification

Section 1: Requirements and Procedure

- A. Ratification and implementation of this constitution will not be completed until the organization has had time to organize, and will take place no later than the second week of the Fall Semester 2008.
- B. Ratification of this constitution requires a two thirds (2/3) vote of the quorum of the acting officers of the organization.
- C. Ratification of this constitution will take place no later than the end of the second week of the Fall Semester, and no earlier than the Monday of the first week of classes every academic year in which this organization will be active.

By-Laws

None

Amendments

I. Academic Requirements

All members of the VFSC must maintain a semester cumulative GPA of at least 2.0 to participate in any club sponsored event.

All E-board members of the VFSC must maintain a semester cumulative GPA of at least 2.5 to serve as an organization executive.

All member grade point averages will be handled by the Daniel Webster Student Life office, and no GPA information will be given to, or asked for, by any member or executive member of the VFSC.

- i. Date Passed: 1/1/2009
- ii. Article Amended: None
- iii. Reason: Mandate originating from the Daniel Webster College Student Senate and the Office of Student Life.

II. Amendment Compliance

After an amendment has been ratified by the VFSC executive board, the amendment must be submitted to the Daniel Webster Student Senate. Student Senate will review the amendment for compliance with Daniel Webster College policy. Upon Student Senate approval, the amendment will immediately become active as written. If Student Senate denies the amendment, and with due reason, the amendment will be considered null and void.

- i. Date Passed: 1/1/2009
- ii. Article Amended: Article X; Section 1; Sub-paragraph E
- iii. Reason: Mandate originating from the Daniel Webster College Student Senate and the Office of Student Life.