



Douglas Anderson School of the Arts
Flying Puffins Aviation and Aerospace Club
Constitution and Bylaws



PREAMBLE

We, the administrators, sponsors, students, and members of the Douglas Anderson School of the Arts Flying Puffins Aviation and Aerospace Club, in order to promote interest in aviation, the space program, aerospace, and aeronautical engineering, while also encouraging positive interaction and camaraderie among DASOTA faculty, staff, and students, do hereby create and establish this organization Constitution and accompanying Bylaws.

ARTICLE I: NAME

The name of this organization shall officially be the “Douglas Anderson School of the Arts Flying Puffins Aviation and Aerospace Club,” or more compactly as “DASOTA Flying Puffins Aviation and Aerospace Club.” In casual documentation and language, or once defined within a document, this may be shortened to “DASOTA FPAAC,” or simply the “Flying Puffins.”

ARTICLE II: DEFINITIONS

The following specific terms are used in this Constitution and are defined below for clarity:

- Aeronautical Engineering – The study, design, development, testing, and maintenance of aircraft or spacecraft and related equipment and systems.
- Aerospace – Science, engineering, technology, and industry associated with aviation and space flight.
- Aircraft – Any machine capable of atmospheric flight. There are many categories, classes, and types.
- Aircraft Owners and Pilots Association (AOPA)* – An organization that advocates for aviation safety, education, and utility within General Aviation.
- Airline Transport Pilot (ATP) – The highest form of pilot certification, allowing an individual to be the paid Pilot-in-Command of a multi-crew commercial airline that flies both domestically and internationally.
- Aviation – The flying, pilotage, operation, control, or maintenance of an aircraft.
- Astronautics – The science and technology of space travel and exploration.
- Certified Flight Instructor (CFI) – An individual licensed to instruct individuals on how to become a pilot.
- Civil Air Patrol (CAP)* – Auxiliary of the United States Air Force; a federally-chartered non-profit organization that supports the Air Force’s non-combat programs and missions, including education.
- Civil Aviation – All non-military and non-government aviation, including private and commercial flying.
- Commercial Aviation – The portion of civil aviation that allows the transport of a limited number of passengers and/or cargo for profit.
- Engineering – The branch of science concerned with the design, construction, and maintenance of engines, machines, and structures.

- Federal Aviation Administration (FAA) – The United States’ Government Agency that manages the country’s airspace and aviation.
- Federal Aviation Regulations (FAR) – The set of Federal Rules that govern aviation; section 14 of the Code of Federal Regulations (14 CFR).
- General Aviation (GA) – Unreimbursed civil aviation activities that are not Commercial nor Air Transport.
- Karman Line – The boundary between Earth’s atmosphere and space, 100 km above sea level.
- Manned Space Exploration – Spaceflight with a crew and/or passengers. In the United States, the center for active Manned Space Exploration is the Kennedy Space Center in Merrit Island, Florida.
- Military – In general, the armed forces of a country. In the context of this Constitution, the use of manned and unmanned, armed and unarmed, aircraft in all military branches for defense and/or surveillance.
- National Aeronautics and Space Administration (NASA)* – The United States Government Agency that manages the country’s space exploration endeavors.
- Pilot-in-Command (PIC) – An individual who is ultimately responsible for the safety and operation of an aircraft and the final authority regarding all aspects of a flight.
- Private Pilot License (PPL) – A certificate that allows the holder to act as a Pilot-in-Command of a small aircraft (maximum takeoff weight of 12,500 pounds) for recreational purposes. The type of aircraft and number of passengers allowed is based on the endorsements held, technical specifications of the aircraft, and medical limitations.
- Science – The systematic study of the physical and natural world through observation, hypothesizing, experimentation, and testing, and the subsequent formation of laws, models, and theories.
- Spacecraft – A machine or vehicle that operates in space, as defined by the Karman Line.
- Spaceflight – An application of astronautics to fly machines, manned or unmanned, into space, as defined by the Karman Line.
- Unmanned Space Exploration – The use of robotic probes, satellites, or landers to explore space.

ARTICLE III: MISSION

The true nature and size of our planet was redefined in 1903 when Orville and Wilbur Wright successfully designed and flew the first powered heavier-than-air craft, setting the stage for a future of travel, resources, and trade that would become indispensable to the world. A mere 66 years later, the first humans broke the bonds of gravity and set foot upon another world when Apollo 11 astronauts Neil Armstrong and Edwin “Buzz” Aldrin walked on the Moon. Earth’s – and humanity’s – place in space became truly recognized, and we are humbled by the beauty of our Earth and the vastness of the cosmos.

Today, aviation and aerospace are an integral part of a global society. Powered aircraft have made commerce, trade, business, defense, search and rescue, science, technology, and recreation broader and more accessible than ever before. Mankind’s move into space has increased our knowledge of the universe, allowed meteorological predictions, and created a global communication system. As we look toward the future, there is no doubt that aviation and aerospace are necessary cogs in the machine of civilization’s progress and success.

It is also recognized that Florida has had, and will continue to have, a major role in aviation and aerospace. Indeed, the central hub of America’s manned space program is found in Florida – NASA. This enterprise, and the thousands of individuals that serve it, contribute not only to science and technology, but to livelihoods and markets. Accompanying support industries and contractors have also been established, further contributing to the structure and economy of the state. Furthermore, Florida is home to a vast military presence, which includes aviation and aerospace in many forms.

*Club Sponsor

Finally, the General Aviation (GA) community consists of thousands of individuals who fly a multitude of different types of aircraft. This community not only exists for recreation, but also serves as a resource during natural disasters, providing humanitarian aid, and assisting in multiple charitable activities, willingly and as volunteers. All categories, classes, and types shall be acknowledged and respected in this organization.

Since it could be argued that the modern world could not function without aviation and aerospace endeavors, it follows that there are many vocations available within those fields, including scientists, engineers, mechanics, pilots, flight crews, ground support personnel, educators, and administrators. It is therefore important that young people develop an awareness, interest, and passion for the fields and also be exposed to the vocational paths that could lead to a lifetime career or hobby.

Therefore, the DASOTA Flying Puffins Aviation and Aerospace Club has the following explicit mission:

- i. Bring aviation, aerospace, and aeronautical engineering familiarity and opportunities to a greater audience of students.*
- ii. Provide instruction regarding the history of aviation, aerospace, and the space program, both manned and unmanned.*
- iii. Inform individuals about the role Florida has played in space exploration.*
- iv. Allow students to enjoy learning about the process and procedures of flying.*
- v. Teach and train students about all aspects of aviation and aerospace, from GA to NASA.*
- vi. Teach and train potential aviators, scientists, engineers, designers, and administrators.*
- vii. Allow students to become familiar with the general principles of flight, flight surfaces, aircraft instrumentation and controls, and FAA Regulations (14 CFR).*
- viii. Conduct outreach opportunities within DASOTA, other schools, and the general public.*
- ix. Plan trips to local events related to aviation and aerospace.*
- x. Explore careers, universities, vocational schools, scholarships, and other learning opportunities within aviation and aerospace.*
- xi. Promote camaraderie, fellowship, goodwill, lifelong learning, and fun.*

ARTICLE IV: MEMBERSHIP

Membership opportunities will be available to all students and staff who are a part of the Douglas Anderson School of the Arts. Although no minimum coursework in science or math is required, applicants and members must maintain an overall GPA of 2.5 or higher. Members are expected to represent the highest level of integrity by maintaining good grades, arriving for school and classes on time, being respectful to all individuals, and conducting themselves above the standards of the DASOTA Code of Conduct.

A membership application is to be completed and submitted to the Vice President or Club Sponsor for review and consideration.

To remain in good standing within the club, a student must attend and participate in at least 50% of the club meetings and activities within a semester and pay any membership fees.

No student or staff member shall be discriminated against based on race, sex, orientation, religion, or political affiliation. Any member discovered to be discriminating against or bullying another individual will be immediately removed from the club and may face disciplinary action as defined by the DASOTA Code of Conduct.

ARTICLE V: DUVAL COUNTY SCHOOLS POLICIES AND ELIGIBILITIES

Because the DASOTA FPAAC is under the jurisdiction of Douglas Anderson School of the Arts and, by extension, Duval County Public Schools and the Florida Department of Education, all the rules outlined below apply in conjunction with DASOTA's disciplinary policy and action could be taken against those who violate it:

- A. No discrimination or bullying of any kind will be tolerated.
- B. All school and county Codes of Conduct are to be followed at all times.
- C. Grades, attendance, and proper discipline are to be maintained in accordance with this Constitution and with the Student Code of Conduct.
- D. Cell phones and other electronic devices are not allowed at club meetings or events unless they are being used as a tool or guide within the meeting or event.
- E. All students will conduct themselves to the highest standard when representing the organization, school, and district while participating in events, trips, or outreach activities. Students and their families may be held liable for any damage to equipment or property during a trip due to negligence or recklessness in accordance with the outside institution's rules, insurance, and code(s) of conduct.
- F. Members may only receive club credit if they attend 50% of the club meetings and activities during a semester. This policy is flexible, and extenuating circumstances are to be discussed privately with the Faculty Club Sponsor and President.
- G. Members who do not regularly attend club meetings may be excluded from certain activities because of their lack of knowledge or preparation for the activity.
- H. Any activity off-campus during a regular academic day requires that members be in good standing within their individual classes and have the permission of the teachers and instructors.
- I. The DASOTA FPAAC will follow a strict policy of open and constructive discussion void of intimidation and negativity. This fortifies the mission that this club is available for those with a wide range of backgrounds, skills, interests, and experiences and requires no prior knowledge of the topics.

ARTICLE VI: LEADERSHIP AND ADMINISTRATION

It is understood that the DASOTA Flying Puffins Aviation and Aerospace Club is a student-driven organization and will therefore have the following organizational structure:

List of Personnel and Officers

- A. School Administrator
- B. Faculty Club Sponsor
- C. School Accountant
- D. President (elected)
- E. Vice-President (elected)
- F. Secretary (elected)
- G. Records Keeper (appointed as needed)
- H. Communications Director (elected)
- I. Treasurer (elected)
- J. Chairpersons (volunteers as needed)

The Roles and Responsibilities of Personnel and Officers

- a. School Administrator – The School Administrator shall approve the club’s Constitution and Bylaws, guests, and activities. The School Administrator will also represent DASOTA as an institution during meetings and activities, both on and off campus.
- b. Faculty Club Sponsor – The Faculty Club Sponsor, or simply “Club Sponsor,” oversees the enforcement of the Constitution and Bylaws and monitors the day-to-day operations of the club. The Faculty Club Sponsor is also responsible for all documentation regarding activities, trips, guests, and finances.
- c. School Accountant – The School Accountant works with the Faculty Club Sponsor, Club President, and Club Treasurer in the assignment of account codes and receipt books, management of club funds, deposit of club funds, issuance of purchase orders, payment of club invoices, and audit of club finances. The School Accountant also monitors and approves club Bylaws and Guidelines.
- d. President – The President works with the Faculty Club Sponsor to direct and plan meetings and activities; ensure the Constitution and Bylaws; and presides over meetings and activities. The President also creates the final draft of the meeting agenda, which is then formatted and distributed by the Communications Director. The President may delegate responsibilities and tasks to other officers or members of the club and form Committees.
- e. Vice President – The Vice President assists the President and serves as the role of President as needed. Should the President abandon the position or be removed, the Vice-President will assume the role of President and call for the election of a new Vice President. The Vice-President will also be responsible for maintaining membership records.
- f. Secretary – The Secretary announces meeting itineraries and organizes and maintains meeting minutes and records of attendance. The Secretary will also be responsible for distributing and counting election ballots.
- g. Records Keeper – Appointed by the Secretary, the Records Keeper assists with member status, attendance, and paperwork during high-volume times.
- h. Communications Director – The Communications Director is responsible for making sure that the entirety of the club remains informed regarding meetings, events, and activities; distributing the agenda for upcoming meetings; organizing recruiting events; and acting as a representative of the club during activities and events. In addition, the Communications Director will liaise with DASOTA’s yearbook and newspaper.
- i. Treasurer – The Treasurer assists the Faculty Club Sponsor with any dues, fees, or other costs and estimates related to club operation.
- j. Chairpersons – Chairpersons will volunteer to work on specific projects or committees or to organize specific presentations during a club meeting. Chairpersons may also be called upon for duties, temporary or long-term, not covered by the elected officers of the club.

ARTICLE VII: ELECTIONS

- A. A student who wishes to serve as an officer may run for a position if they have a GPA of 2.5 or higher and be in good standing with both DASOTA and the DASOTA FPAAC.
- B. Students interested in becoming an officer must state their intention to run for office by the end of January so that they will be in place at the beginning of the following school year.
- C. Current officers interested in running for another term must also submit their candidacy and follow the rules and decorum expected of all candidates on the ballot.
- D. If a candidate runs unopposed, that person shall be declared the winner by acclamation.
- E. Candidates will have the opportunity to speak to the club and/or student body prior to the election.
- F. Elections for the following school year must be held before the end of March.
- G. Elections must be announced at least one week before being held.
- H. The candidate that receives the majority of votes for a position, as determined by the Faculty Club Sponsor and the current Secretary, shall be declared the winner.
- I. If a position other than Club President becomes available during the academic year, a special election shall be held.
- J. Both the Administrator and the Faculty Club Sponsor have the right to remove a candidate from the ballot.

ARTICLE VIII: IMPEACHMENT

- A. Officers must maintain a minimum GPA of 2.5 to remain an officer.
- B. Officers must remain in good standing with DASOTA and the DASOTA FPAAC.
- C. An officer may be impeached if the officer:
 - 1. Fails to meet Conditions VII A and VII B.
 - 2. Misses more than 2 club meetings or events within a given month.
 - 3. Fails to properly perform the duties of the office they are holding.
 - 4. Behaves in a disruptive, disorderly, or inappropriate manner.
- D. Both the School Administrator and the Faculty Club Sponsor have the right to remove an officer.

ARTICLE IX: FEES

The officers of the DASOTA FPAAC will determine if a membership fee (dues) will be charged at the beginning of each academic year. If a membership fee is to be charged, it will be set by the School Administrator, Faculty Club Sponsor, President, Vice-President, and Treasurer upon recommendation by a majority of the club members. The money collected shall go towards activities and other events held both within and apart from the school that are a function of the club.

Certain specific and voluntary activities and purchases – such as trips, equipment, and shirts – may require additional dues to be collected and shall be mandated on an individual basis. These specific actions will have their own accounting and must present a balance of \$0.00 upon completion of the event or purchase.

ARTICLE X: MEETINGS

There will be a minimum of two meetings per month, with the exceptions of August, November, December, March, and May, which will be voted on individually. These meetings will be held in the Faculty Club Sponsor's room during the "Lunch and Learn" allotted times. A schedule of monthly meetings, topics, and responsibilities will be sent out at the beginning of each month and be the role of the Communications Director.

All students and participants are expected to sign in, with the attendance being managed by the Secretary.

Students are encouraged to bring paper and something to write with. School computers may also be needed if a review of material is on the agenda. All club business will also be projected on the AV equipment found in the Faculty Club Sponsor's room.

Inappropriate socializing or the use of electronic devices and social media during club meetings is not allowed.

Additional meetings or dedication to club time may be needed as events and activities are planned.

ARTICLE XI: QUARUM

Best practices and protocols require that at least two officers and 50% of the membership be present for a meeting to be held and recorded. The attendance shall be taken by the Secretary or another officer if the Secretary is absent and a decision to dismiss the meeting shall be made by the officers present and/or by the School Administrator or the Faculty Club Sponsor.

Any business or discussion held without a quorum shall be considered off-the-record and null.

If the Faculty Club Sponsor is not available or not in attendance it is understood that any meeting or activity is cancelled or delayed until further notice is given. If possible, the School Administrator may act in the place of the Faculty Club Sponsor under such circumstances.

ARTICLE XII: AVIATION LEGALITIES AND “KNOW THE LINE”

- A. While the purpose of the DASOTA FPAAC is to promote a knowledge of aviation and aerospace, it is clearly understood by all members and parent(s)/guardian(s) that participation in this club is in no way recognized as formal flight training – ground or air – and no statement or claim of such is given. The signing and submission of a copy of the Constitution and Bylaws and/or Club Application reflects an acknowledgement of this. While the pursuit of a Private Pilot License (PPL) and the sharing of any experiences related to such an endeavor are encouraged, the role and experience of the DASOTA FPAAC is only to inspire, accentuate, and complement such a goal. No formal training nor logging of hours is implied, and neither the Faculty Club Sponsor nor the School Administrator is acting in the role of a Certified Flight Instructor (CFI) regardless of individual personal certification.
- B. For insurance and liability reasons, and acting in accordance with Duval County Public Schools Policy “Know the Line,” which establishes healthy, appropriate, and professional boundaries among students and employees, the following ground rules are established:
 - 1. At no time will the Faculty Club Sponsor, School Administrator, nor any other DCPS employee serve as a Pilot-in-Command (PIC) and take students and/or families/guardians on any discovery, recreational, charter, or common purpose flight as outlined by 14 CFR §61.113(a).
 - 2. At no time will the Faculty Club Sponsor, School Administrator, nor any other DCPS employee serve as a Pilot-in-Command (PIC) or crew member and transport cargo of any type for students and/or families/guardians as outlined by 14 CFR §291.
 - 3. No private after-hour meetings, instructions, nor interactions, either on school grounds or at an airport, shall take place.

ARTICLE XIII: CLUB RESOURCES AND STUDENT RESPONSIBILITIES

Members are encouraged to take advantage of all the resources available to them to learn, including speakers, reading materials, kits and models, and the flight simulator equipment. However, these opportunities come with a set of responsibilities and liabilities, as outlined below:

- A. Any speaker, internal or external, is to be treated with the highest level of respect. Any member failing to do so faces school disciplinary action and possible expulsion from the club.
- B. Members agree to follow proper procedures and protocols when using club equipment and resources, including computer hardware and software.
- C. Members using club resources are responsible for the equipment. Members are expected to show care to maintain equipment, including hardware and software, in good working order.
- D. Members are expected to take responsibility for the cleaning and maintenance of equipment during and after use.
- E. Members using computer equipment are expected to properly close all programs when finished.
- F. Should equipment or software not be operating properly, it is to be reported immediately to the Club Faculty Sponsor. It is understood that the member(s) are acting in good faith and will not automatically be accused of negligence.
- G. The member assumes responsibility for the equipment assigned and will assume responsibility for loss, theft, or damage if others, member or non-member, use the equipment during that time.

- H. Loss or damage to club equipment due to willful negligence, aggression, or abuse becomes the responsibility of the member(s) to whom the equipment was assigned, even if the damage was caused by a non-member. This could result in the student assuming financial responsibility for the repair or replacement of the equipment, school disciplinary action, and immediate dismissal from the club.
- I. Theft of any equipment results in member financial responsibility, immediate dismissal from the club, school discipline, and a formal report made to the School Resource Officer.
- J. Member(s) damaging equipment and/or property of outside organizations or speakers are subject to that organization's policy concerning financial responsibilities. Such action could also lead to school discipline, possible expulsion from the club, and a possible report to the School Resource Officer.

ARTICLE XIV: USE OF FLIGHT SIMULATORS

The DASOTA Flying Puffins Aviation and Aerospace Club is proud to be able to offer Flight Simulator experience through CAP/X-Flight. These Flight Simulators are located in the Faculty Club Sponsor's room and may be used by Club Members pursuant to the following:

- A. The Club Member must be in good standing both academically and within the club.
- B. The Club Member maintains active participation and hours with the club.
- C. The Club Member must be trained in the use of the equipment and software by a Club Officer and/or Faculty Club Sponsor.
- D. The Club Member must pass a brief quiz before being allowed to have unsupervised use of the Flight Simulators.
- E. Non-Club Members may not join a Club Member while the Club Member is using the Flight Simulator without prior permission from a Club Officer and/or Faculty Club Sponsor.
- F. No non-Club Member may use the Flight Simulators.
- G. Club Members will sign up in advance for use of the Flight Simulators through methods to be determined by the Club Officers.
- H. Responsibility and liability of the equipment is outlined in Article XIII.

ARTICLE XV: AMENDMENTS

- A. This Constitution may be amended by a two-thirds vote of the members present at a meeting.
- B. Motions may be made by any member present at a meeting and passed by a simple majority vote.
- C. The School Administrator and/or Faculty Club Sponsor have the right to amend this Constitution without notice.

ARTICLE XVI: RATIFICATION

This Constitution will take effect upon a two-thirds vote of the members present at the meeting in which the Constitution is presented.

This Constitution is ratified on this _____ of _____, _____.

President Signature/Date

Faculty Club Sponsor Signature/Date

