

Lowcountry Aviation Maintenance Association
Constitution Amendments

Article I Name, Location, Educational Purpose and Logo

Section 1. Name

1. The name of the student organization shall be Lowcountry Aviation Maintenance Association also known as LAMA.

Section 2. Location

1. The location of the principal office of the student organization is 1001 South Live Oak Drive, Moncks Corner, SC 29461.

Section 3. Purpose

1. The purposes for which this student organization is formed are as follows: To promote an invigorating academic and extra-curricular atmosphere of Aeronautical Studies which will enhance our members' sense of motivation, professionalism, camaraderie, and achieve their successful entry into the Aviation field of their choice; To promote, protect and represent the interests of the members; and To promote Aviation Awareness in the Lowcountry.

Section 4. Logo

1. The LAMA logo design is attached to our Constitution as of May 28, 2013 with the final approval of Student Activities and TTC.
2. The logo will include our student organization name and include all three divisions of our Aeronautical Studies program.
3. Our logo with our motto combined is allowed and also a combination of different logo colors to accommodate printing materials such as t-shirts, key chains, etc.
4. This design will be our brand and will be used for all marketing, advertising and professionalism in our school and our community.

5. No other logos or names will be used and acceptable regarding LAMA unless an amendment is submitted.

Section 5. Motto

1. Our motto will be: "Aviation Awareness in the Lowcountry"
2. Our motto can be used in conjunction with our Logo for branding, advertising, recognition, and marketing purposes.

Article II Requirements for Lowcountry Aviation

Section 1. Registration

1. A registration form identifying the current officers and advisors of LAMA must be completed by the President and its officers immediately after being elected as officers of the organization. If a change occurs in the slate of officers or advisors during the school year, a new registration form must be completed and submitted to Student Activities.

Section 2. Minutes

1. LAMA is responsible for submitting minutes from each membership meeting to Student Activities for the permanent files.

Section 3. Treasurer's Report

1. LAMA is responsible for Treasurer's report every month to Student Activities for the permanent files. This must be submitted within 10 days after the members' meeting. A copy of the reconciled bank statement must be attached to every report.

Section 4. Service Project

1. LAMA as a student organization at TTC is required to sponsor a minimum of one service project per year. Any service projects planned by LAMA must be submitted on the service project form to Student Activities for approval.

2. One service project must be immediately started within 30 days of the first LAMA meeting in the fall semester.

Section 5. Annual Reports

1. LAMA is required to file with Student Activities an annual Report Form listing any projects, activities or programs we conducted during the year. This report must be done before the end of March each Spring Semester.

Section 6. Expenditures

1. LAMA's expenditures must be voted by the majority votes of active members who are present for the meeting. Active member is defined as one who paid his or her member dues and has met the participating requirements of one volunteer event each semester.
2. Advisors may not dictate expenditures of student organization funds. Expenditures must be within college guidelines. Funds may be donated to a charitable organization or used toward LAMA events and Aviation related trips.

Article III Membership

Section 1. Regular Voting Membership

1. Membership eligibility for LAMA student organization shall be open to all currently enrolled TTC credit students, faculty or staff without discrimination on the basis of race, color, gender, age, national or ethnic origin, sexual orientation, religion or disability.
2. As of April 3, 2013, all, currently enrolled TTC credit students of Aircraft Maintenance Technology and Avionics Technology are grandfathered into lifetime membership of LAMA. But these members must meet the requirement to volunteer a minimum of ONE LAMA event each semester. If member does not meet this requirement, they are forfeiting their membership.
3. After May 28, 2013, the membership dues are in effect for new students and alumni who want to become a member of LAMA.

Section 2. Alumni Non-Voting Lifetime Membership

1. To be eligible for organization lifetime membership, an applicant must be alumni of TTC. Faculty and Staff are allowed lifetime memberships without having to be alumni of TTC.
2. Voting is not permitted by organization lifetime members, but they are allowed to participate in any organization events.

Section 3. Membership Requirement

1. Members are required to volunteer a minimum of one LAMA event each semester.
2. Member can sign up and choose an event on LAMA's Facebook Fan page.
3. If member does not meet the minimum volunteer requirement of participating in one LAMA event per semester, then the member will relinquish his membership with this organization.
4. Once a member becomes an Alumni of TTC, he or she is exempt from this participation requirement.
5. All Members of LAMA are required to review LAMA's Fan page so that members will get the up to date latest information regarding the organization's events, meetings, fundraisings, job postings, scholarships, and networking to help the member achieve an invigorating academic and extra-curricular atmosphere. It will also enhance the members' sense of motivation, professionalism, camaraderie, and achieve their successful entry into the Aviation field of their choice.
6. If a member does not have a Facebook account, he or she will need to provide an email address to the President so the member will be updated with the latest information from LAMA.

Section 4. Membership Dues

Option 1:

1. Pay a \$10 one-time fee to LAMA.
2. A Currently enrolled TTC credit student becomes a LAMA member immediately after receipt of \$10 paid to LAMA.

Option 2:

1. Potential members can pay down membership fee by participating in any LAMA events within one semester from sign up.
2. Only one event that the potential member must participates in to become a LAMA member.

Section 5. Officer Dues

1. Officer membership dues are not waived.
2. Officer must meet their membership dues requirement within 30 days if they are not a LAMA member at the time of election.

Section 6. Lifetime Membership

1. After a LAMA member becomes an alumni of TTC, he or she becomes a lifetime member of LAMA.
2. Lifetime membership allows him or her to help, support and participate in LAMA's missions, meetings and events.
3. The alumni are exempt from the required participation of one LAMA event each semester because they are no longer active students, but can freely help and support the goals and mission of LAMA as he or she wishes.
4. All advisors, officers and members' list of names will be kept up to date and posted on LAMA's website every semester as part of proof of membership.

Section 7. Powers of Officers

1. The Officers may call a meeting to get the member's majority votes to suspend or expel a member from the organization, but may only do so for conduct by that member which is likely to endanger the interest of the student organization.
2. Conduct for which a member may be suspended or expelled shall include, but shall not be limited to, failure by that member to meet any obligations, the acquisition of felony charges, or to any subsidiary or affiliate or to any other company for goods or services obtained by reason of membership in the student organization.

3. And failure to meet participation requirements of one (1) LAMA event every semester.
4. The officers must write a formal letter and/or email to the member explaining the reason for suspension or expulsion, the total by majority vote of present members and submit a copy of the letter to the advisor and the Student Activities Director regarding the decision made.

Article IV Officer's Responsibilities

Section 1. The President Responsibilities:

1. Preside over all meetings of the organization.
2. Coordinate all meeting, activities and events.
3. Call the organization meetings as needed to meet and accomplish LAMA's agendas and events.
4. Inform the advisor of all LAMA's events and activities.
5. Appoint necessary committees to include Class Representatives from each day and night classes of all three divisions of Aeronautical Studies.
6. To introduce LAMA to new students of Aeronautical Studies divisions at the beginning of each semester. These divisions are Aircraft Assembly, Avionics Maintenance Technology, and Aircraft Maintenance Technology.
7. President can utilize TTC email system to connect with members and potential LAMA members.
8. Hold committee meetings as required.
9. Reserve personal vote to be cast in the event of a tie.
10. Act in the best interest of the organization.
11. Oversee the setting of goals for the organization and to ensure forward progress in attaining those goals.
12. To ensure that the organization's funds are properly handled by the Treasurer.
13. To help coordinate with the Treasurer regarding fund raising.
14. To coordinate with the Secretary for preparing an agenda for each meeting.
15. To communicate and relay information to all officers, advisor(s), members via LAMA's Facebook FAN page, emails and LAMA's website.

16. Make sure all officers and members' information are updated yearly on LAMA's website to show proof of membership & employers or partners to be able to verify members.
17. Be solely in charge and update LAMA's Website and Emails.
18. Approve Officer's access to LAMA's Facebook Fan page. Officers can add to the album but cannot delete any information or pictures posted by previous officers and members.
19. If needed, update LAMA's student organization website page on TTC's website via my.tridenttech.edu.
20. To coordinate with other officers and members to plan LAMA's events, fundraising and trips.
21. To work together with the Secretary regarding promotion and publicity.
22. Make sure all LAMA's data and information are in order, organized, and kept in the advisor's office and on Google drive and/or USB storage for present and future officers and advisors.
23. Hard copies of LAMA's information must be kept and stored in the advisor's office.
24. To get each LAMA members to try and recruit ONE new member each for the school year.
25. To serve on TTC's Student Cabinet.
26. Make sure All Officers read & be familiar with "The Common Denominator" – Guidelines for TTC Student Organizations.
27. After the end of term or resignation, the officer will pass on "The Common Denominator" Guidelines and Notes Binder to the next elected officer or turned in to LAMA's advisor so the organization can continue its mission.

Section 2. The Vice-President Responsibilities:

1. Assist the President in all organization activities, events, advertising, fundraising and recruiting of new members.
2. Assume the duties of the President in the event the President is absent.
3. Monitor committee progress and report findings to the President.
4. Ensure that the proper forms are submitted to Student Activities for all events and projects of the organization.
5. Coordinate with the President on planning events & fundraising.

6. File all the events requests and reports with Student Activities. Make sure all event and fundraising blank forms are available in the Advisor's office.
7. Coordinate with the Secretary to make sure the minutes and attendance list from the meetings of LAMA are submitted to Student Activities within 10 days after the meeting is held.
8. Ensure the Student Organization Annual Report Forms in the Spring Semester are filled out and turned in on time to Student Activities.
9. To serve on TTC's Student Cabinet.
10. Read and be familiarized with "The Common Denominator" – Guidelines for TTC Student Organizations
11. After the end of term or resignation, the officer will pass on "The Common Denominator" Guidelines and Notes Binder to the next elected officer or turned in to LAMA's advisor so the organization can continue its mission.

Section 3. The Secretary Responsibilities:

1. Take attendance and keep minutes of each meeting.
2. Submit Minutes and attendance within 10 days after the meeting to Student Activities. A copy must be sent to LAMA's advisor and the President and approved before submission to Student Activities.
3. To help the President with preparation of agendas for each meeting.
4. Read and be familiar with "The Common Denominator" – Guidelines for TTC Student Organizations
5. Make sure all marketing and advertising materials are organized, accounted for, and stored properly in a centralized location.
6. Coordinate with Trident Times during the summer term to release a new story or event to support Lowcountry Aviation's motto & mission of "Aviation Awareness in the Lowcountry".
7. In charge of promotion and publicity such as writing LAMA's media coverage, publicizing on campus, printing, fliers/posters, and posting all events and meetings on Lowcountry Aviation's Facebook Fan Page.
8. Make sure each officer has copies of any advertising or marketing materials to pass out to new, potential members and/or public.
9. After the end of term or resignation, the officer will pass on "The Common Denominator" Guidelines and Notes Binder to

the next elected officer or turned in to LAMA's advisor so the organization can prosper its mission.

Section 4. The Treasurer Responsibilities:

1. Be in charge of Bank Accounts.
2. To sign a monthly Treasurer's Report, with a copy of the reconciled bank statement attached and submitted to Student Activities within 10 days following the next month's Student Activity period. Submit a copy of these reports also to the President.
3. Collect cash which must be counted by a minimum of two people to include monies from LAMA's member dues, events and fundraising.
4. Deposits must be made within two working days after receipt.
5. Responsible for depositing funds in the bank account.
6. Make sure there are two signatures on student organization checks. The two authorized signatures are the organization's treasurer and the director of Student Activities, or an advisor authorized by Student Activities.
7. Responsible for obtaining approval from the President or advisor on a Check Request form prior to submitting a check for signature. The name of the vendor and explanation of expenditure shall be identified on all checks.
8. Sign and reconcile the bank statements monthly.
9. Must have the treasurer's report prepared for Student Activity Period each month.
10. Be responsible for answering any questions on record keeping.
11. The treasurer is responsible for getting the Fund-Raising Request form and the Fund Raising Report form filled out and turned in to Student Activities.
12. Make sure that a weekly fundraising report form is completed and filed for fundraising activities that are continuous throughout the semester.
13. Set up Record Books according to "The Common Denominator".
14. Follow Treasurer's Rules and Procedures according to "The Common Denominator".
15. Read and be familiarized with "The Common Denominator" – Guidelines for TTC Student Organizations.
16. After the end of term or resignation, the officer will pass on "The Common Denominator" Guidelines and Notes Binder to

the next elected officer or turned in to LAMA's advisor so the organization can continue its mission.

Section 5. General Responsibilities of the Officers and Members:

1. Attend all scheduled meetings.
2. Act in the best interest of the organization.
3. Demonstrate leadership and show respect for one another.
4. Accept responsibility for actions, languages and attitudes.
5. Practice good manners and courteous behavior with respect towards one another.
6. Promote unity, safety, and professionalism in the school and community.
7. Promote LAMA's motto "Aviation Awareness in the Lowcountry."
8. Carry out duties assigned by the President.

Article V Election Process

Section 1. Elections, Term Duration and Guidelines:

1. Officers' positions are open to any currently enrolled TTC credit students of Aeronautical Studies program and must be a LAMA member or become one within 30 days after elected.
2. The Candidate must be of good moral character, good citizenship and not have any felonies.
3. Candidate will send their request to be considered for the LAMA Officer's position to the current LAMA Advisor by email, or face to face, prior to the election. Candidate will check with advisor with details on the election date.
4. After acknowledgement by the LAMA Advisor, candidates can advertise and also post their qualifications, and why they should be chosen for the position via our Facebook FAN page, and/or ask the advisor to utilize TTC's email system.
5. Officers shall be elected for a term of one year by LAMA members only.
6. One year term constitutes 365 days from beginning of school in the fall semester to the end of the summer semester.
7. Elections will be held in the month of April, spring semester during or later in the day of the Student Activity Period.

Location is at the TTC Berkley Campus. LAMA members that are located on the main campus can email their votes to the LAMA advisor.

8. Currently enrolled TTC credit students that are LAMA members can vote for the officer during Election Day of the Student Activity Period in the month of April, spring semester via a ballot and/or their TTC email account. They should send an email with their vote directly to LAMA's advisor 5 PM that day. Non LAMA members are not allowed to vote.
9. The results of the Officer's Election will be posted on LAMA's Facebook FAN Page and on LAMA's bulletin board the following day.
10. Currently enrolled TTC credit students of Aircraft Assembly that are LAMA members are encouraged to vote also via Email from their TTC Email account. Personal email addresses votes will not count. Their vote can be submitted to Lowcountry Aviation's advisor on or before 5pm of voting day.

Section 2. Vacated Position

1. Any officer who feels he/she cannot fulfill his/her duties may submit a verbal or written resignation at the next scheduled meeting.
2. Elections will be immediately held for the vacated position.
3. The remaining officers will coordinate with the advisor regarding elections and follow the election process.

Section 3. Officer Not Meeting Responsibilities

1. Officer(s) not meeting his or her responsibilities may be asked to step down and vacate their position.
2. A majority vote of 51% (Fifty One Percent) of present LAMA members and officers is required to remove the officer(s) in question. This meeting can be called at any time by the majority of the other officers and members.
3. Any officer(s) that is convicted of a felony after being voted into office will automatically be expelled without the need for a majority vote.

Article VI Funds and Fund Raising

Section 1. Self-Supporting

1. LAMA organization will be self-supporting.
2. LAMA will raise funds via on or off campus.
3. LAMA is required to complete a Fund Raising Request form at least one week before the event, state the specific purpose for the fundraising and identify an actual event or purpose for raising the funds.
4. All funds will be used to attain the mission and goals of the organization.

Article VII Meetings and Voting

Section 1. Regular and Special Meetings

1. Regular meetings of the organization shall be held once a month 3(three) hours after Student Activity Period to attend to routine business. Time of 2:30 PM normally works for everyone so that no one misses any FAA mandatory class time. All business shall require a majority vote of 51% (Fifty One Percent) of present LAMA members and officers in the meeting to be acted upon.
2. Additional organizational meetings can be held at any time depending on the majority vote of the members present at the meetings.
3. The President reserves the right to call special meetings of the officers and/or members at any time.
4. The President reserves the right to call LAMA meetings at any time to meet Lowcountry Aviation's mission and goals if the majority vote does not act/vote upon an agreed meeting date and time.
5. LAMA will utilize LAMA's Website Page, LAMA's Facebook Fan page and member's email system to inform all members of the latest old and new business agendas along with meeting times and dates.

Section 2. Voting

1. Votes of members who are present during LAMA's meeting will be counted. Members who are not present will not be counted.
2. Present during LAMA's meeting includes:
 - a. Member physically present at the meeting.
 - b. And/or member that log in to LAMA's website's blog at LowcountryAviaton.weebly.com at the time of the scheduled meeting.

Article VIII Amendments

Section 1. Action Required for Amendment

1. Any proposed amendment to this constitution shall be presented during a regular LAMA meeting and voted on immediately.
2. Only 51% (Fifty One Percent) majority of votes is required to approve any amendment.
3. Then the amendments must be channeled through the approval process by the Director of Student Activities, Dean of Student Development and Vice President for Student Services.

Article IX Definitions

Section 1. These Definitions pertain only to LAMA

1. Active Members is defined as one who engages or participates in LAMA's fundraising and scheduled events. Active members are required to volunteer a minimum of one LAMA event each semester to maintain active status. If member does not meet the minimum volunteer requirement of participating in only one LAMA event, then the member will relinquish his or her membership with this organization.
2. Member is defined as one that belongs to a group or organization.
3. Alumni – A student graduate of Trident Technical College.
4. Majority Vote is defined as the amount, by which the greater number of votes cast, as in an election, exceeds the total number of remaining votes. The act of majority, Fifty Percent (50%) plus one (1) is the required amount to pass any LAMA's business agendas. If there is a tie, the President personal vote will decide.
5. Lifetime membership is met after a member becomes an alumni of TTC, then he or she becomes a lifetime member of LAMA.
6. Lifetime is defined as the period of time during which an individual is alive.
7. Classroom Representative is defined as a delegate or agent acting on behalf of their classmates as a point of contact. There are three divisions of Aeronautical Studies program at TTC.
8. Term of One Year or 365 days is an assigned period of the officer to serve. This period of time starts from first day of

fall semester to the last day of summer semester. This could be a period of 366 days or less depending upon a leap year.



