CHARTER PROVISIONS

INSTITUTE OF NAVIGATION (ION) STUDENT SECTION at CALIFORNIA STATE UNIVERSITY, FULLERTON (Cal State Fullerton)
Founding Date: October 6th, 2005.

ARTICLE I — PREAMBLE

SECTION 1  PURPOSE:  General

The Institute of Navigation Student Section at California State University, Fullerton exists for the betterment of the California State University, Fullerton and to motivate students to seek careers in and advance the field of navigation.

SECTION 2  PURPOSE:  Specific

The Institute of Navigation Student Section at California State University, Fullerton is established and organized as a scientific society, designed to advance the art and science of navigation through promoting student projects and research in the field of navigation, publishing and presenting this work at ION meetings, participation in regional and national ION meetings, publishing newsletters, and through its officers and working committees. The Institute of Navigation Student Section at California State University, Fullerton shall be a student branch of the Institute of Navigation, Southern California Section.

SECTION 3  NONDISCRIMINATION

The Institute of Navigation Student Section at California State University, Fullerton shall not be discriminatory in terms of race, religion, color, age, sexual orientation, national origin, sex, physical or mental ability, marital status, financial or social status.

SECTION 4  OFF-CAMPUS ISSUES

This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of the California State University, Fullerton, or the Institute of Navigation.

ARTICLE II — NAME

The official name of the organization shall be The Institute of Navigation (ION) Student Section at California State University, Fullerton (Cal State Fullerton). The unofficial name shall be ION-Cal State Fullerton.

SECTION 1  SOUTHERN CALIFORNIA SECTION ION RESPONSIBILITIES

The ION Southern California Section will provide start-up funding to the ION-Cal State Fullerton. Subsequent funding may also provided if available. The ION
Southern California Section will serve as advisor to the ION-Cal State Fullerton society to advocate promotion of the art and science of navigation within the University.

SECTION 2  ION-CAL STATE FULLERTON RESPONSIBILITIES

The ION-Cal State Fullerton society shall coordinate activities and events with the ION Southern California Section. Failure to meet the standards of the ION may result in a suspension of society member status and subsequent funding.

SECTION 3  LIABILITIES

The ION and ION Southern California Section shall not be held liable for any act or expense of the ION-Cal State Fullerton charter.

ARTICLE III  --  TRUST ACCOUNTS

SECTION 1  MAINTENANCE

This organization, pursuant to its charter obligation, shall maintain a trust account with the ASI Business Office. Pursuant to the California State University Board of Trustees, the Executive Orders 648 and 731 states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus’ Chief Financial Officer, The Vice President of Administrative Affairs. Student clubs and organizations. The Policy further states that any account with a bank or financial institution not approved by the campus’ Chief Financial Officers is strictly prohibited.

SECTION 2  USAGE

All funds of this organization shall be deposited in, and disbursed from, two accounts following procedures outlined by the ASI Business Office. The first account shall contain the funds received by Cal State Fullerton and its donors. The second account shall contain the funds received by the Institute of Navigation Southern California Section and its donors.

SECTION 3  DISPERSAL OF FUNDS

Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) ACADEMIC YEARS. In the event this organization does not become active during the two (2) year period it is hereby declared that any funds remaining in the said account will be returned. If said ION student organization is no longer functioning at that time, or if its objective are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be returned to the Cal State Fullerton if the portion of funds are provided by Cal State Fullerton or its donors (i.e., the funds
from the first account) and to the Institute of Navigation Southern California Section if the portion of funds is provided by the Institute of Navigation Southern California Section and its donors (i.e., the funds from the second account).

ARTICLE IV -- MEMBERSHIP

SECTION 1 CATEGORIES OF MEMBERSHIP

The categories of membership shall be: Regular Member, Officer Member, and Honorary Member.

- **Regular Member**: Any individual who meets the eligibility requirements shall be a regular member. A regular member shall have the right to vote and hold office.
- **Officer Member**: Criteria for this category is explained in Article V of the Charter Previsions.
- **Honorary Member**: An individual who may or may not meet the university's eligibility requirements, and due to exceptional contribution to the ION Cal State Fullerton Student Branch, shall be granted the status of Honorary Member at the discretion of the Executive Committee. An honorary member shall not be a voting member, or hold an officer position.

SECTION 2 ELIGIBILITY REQUIREMENTS

Active members of the ION-Cal State Fullerton Student Branch must be members of the Associated Students, Inc. at California State University, Fullerton, and be a registered full or part-time student as defined by the University. Students interested in the art and science of navigation shall be eligible for student membership in the Institute of Navigation Student Section at California State University, Fullerton and student members of the National Institute of Navigation.

Active membership is limited to regularly enrolled (non-extended education) students, faculty and staff at California State University, Fullerton.

Student members must be carrying a minimum of 3 units a semester at California State University, Fullerton, and must be in, and maintain good academic standing (i.e., a Grade Point Average of no less than 2.0 on a 4.0 scale).

SECTION 3 SUSPENSIONS

Either upon its own motion, or upon written request to and signed by no fewer than 3 members, the Executive Committee (as described in Article IX of the Charter Revisions) is empowered to censure, suspend, expel or request the resignation of any member for any offense deemed sufficient, provided that the member be notified of the offense charged and, if the member so requests, be given reasonable opportunity to appear before the Executive Committee, be represented there by a person of the member's choosing or submit a written statement in the member's own defense. The decision of the Executive Committee is final. If a member who is requested to resign fails to submit such a resignation in writing to the Chair within 30 days after such request is mailed, the member shall be expelled automatically as of the date of such request without further notice or proceedings.
ARTICLE V -- OFFICERS

SECTION 1  CATEGORIES OF OFFICERS

The elected officers shall be: Chair, Vice Chair, Secretary, and Treasurer. With the sole exception of the Chair, more than one person may be elected to hold any of these categories. Criteria for this decision shall rest upon the discretion of the Faculty Advisor.

SECTION 2  DUTIES

- **Chair**: The Chair shall be the chief executive officer of The Institute of Navigation Student Section at California State University, Fullerton. The Chair shall preside at all meetings of the Institute, and the Executive Committee. The Chair shall exercise general supervision of the affairs of the Institute. The Chair shall be the custodian of the Bylaws, the corporate seal of the Institute, the records, accounts and property of the Institute. The Chair shall represent the Institute at all official functions. The Chair shall assure that the membership is kept informed of news and activities of the Institute of Navigation Student Section at California State University, Fullerton. The Chair shall be responsible for overseeing nominations, elections and removal of officers in accordance with the provisions of Article IV.

- **Vice Chair**: The Vice Chair shall assist the Chair as directed. Under the direction of the Chair, the Vice Chair shall coordinate the activities of the Committees and its members. In the absence or incapacity of the Chair, the Executive Vice Chair shall perform the duties and exercise the authority of the Chair. If the office of the Chair becomes vacant, the Executive Vice Chair shall succeed the office.

- **Secretary**: The Secretary shall keep, organize, update and present upon request of the Executive Committee the records and documents of all matters pertaining (but not restricted to) activities, meetings, social gatherings and events in general of the Institute of Navigation. The Secretary shall act as supervisor of the Event Committee Chair, the Chair of Fundraising and the Chair of Corporate Relations.

- **Treasurer**: The Treasurer shall supervise the financial affairs, and shall be the custodian of the funds of the Institute of Navigation at safeguarded or invested as prescribed by the Executive Committee. The Treasurer shall oversee the collection and disbursement of Institute funds. The Treasurer, the Chair, and the Faculty Advisor shall have authority to sign checks. The Treasurer shall make a monthly summary financial report to the Chair. The Treasurer shall submit an annual audit at the end of each fiscal year.

SECTION 3  ELIGIBILITY

At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University. He/she will sign a Statement of Eligibility form when assuming office, and thereafter will accept the responsibility of monitoring his/her own grades and unit load to meet these requirements each quarter he/she is in office. Additional eligibility standards shall be determined by the Executive Committee, and will be included in the Statement of Eligibility form.
ARTICLE VI -- ELECTIONS

SECTION 1 NOMINATIONS
Nominations for the positions of officers, not including Chair, as stated in Article V shall be made during the month of October by means of written election by the student members of the Institute of Navigation. That is, each member will have the right to nominate himself/herself or another member or the person who at the moment is exercising the position in question, by means of writing their full name and the position to which they are being nominated. Thereafter, the Executive Committee must obtain the verbal or written consent of the person nominated. Nominations for the position of Chair can only be made by the Faculty Advisor in accordance with the current Chair.

SECTION 2 TIME OF ELECTION
The time of election of officers will take place during the month of October of each calendar year. At least one week’s notice shall be provided for any meeting at which an election takes place.

SECTION 3 PROCEDURE
A ballot with the name of the member and the position to which he/she has been nominated shall be distributed in the supervision of the Executive Committee to each member; the voting member shall indicate his election by marking the box that is next to the name of the person he/she chooses for that position. All voting ballots will be collected and counted by an elected Election Committee in the supervision of the Faculty Advisor, for each position the person who has received the majority of votes will be the winning candidate. In the case that no candidate receives the majority of votes, the winning candidate shall be chosen by the Institute of Navigation Student Section at California State University, Fullerton Executive Committee. At the discretion of the Executive Committee, and with the sole exception of the Chair position, more than one candidate may be elected to hold any officer position (as described in Article IX of the Charter Revisions).

SECTION 4 ASSUMPTION OF OFFICE
The newly elected officers will take office between the third week of October and the third week of November of the current calendar year. The term shall be of 1 calendar year.

SECTION 5 RECALLS
Petition by 1/3 of the total number of members of the ION-Cal State Fullerton Student Branch shall be cause for a recall election. Motion for this petition shall be stated in writing, and submitted by an active member to the ION-Cal State Fullerton Student Branch Faculty Advisor. The recalled officer shall have the right to a 48-hour notice of a hearing before his/her peers. Recall requires an affirmative vote of
2/3 of the total voting members. The recall election shall be conducted as a “Special Election” and will follow the format described in Article VI, Section 3.

SECTION 5 VACANCIES

If a vacancy occurs in the office of Chair, the Vice-Chair shall become Chair until the end of the current term. In the case of more than one (1) Vice-Chair in office, the selection of the Chair among the Vice-Chairs shall rest upon the discretion of the Faculty Advisor. All other vacancies of officers shall be filled by the Executive Committee.

ARTICLE VII -- MEETINGS

SECTION 1 REGULAR MEETINGS

Regular meetings will be held during the normal school year at a time and day selected by the Chair and Officers.

SECTION 2 SPECIAL MEETINGS

A quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted at the meeting. A special meeting that regards any matter concerning the Institute of Navigation can only be held with the approval of the Chair. All active members must be given a minimum of 24 hours prior to the Special Meeting time. The Chair has the right to call a special meeting.

ARTICLE VIII -- QUORUM

To constitute a quorum for the legal transaction of business there must be a minimum of 4 student members and a faculty member.

ARTICLE IX -- COMMITTEES

SECTION 1 ELIGIBILITY

At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the University.

SECTION 2 STANDING COMMITTEES

- Executive Committee: The Executive Committee shall consist of only the Chair, Faculty Advisor and the Vice Chair(s).
ARTICLE X -- DUES

Any matter with regards to dues in the Institute of Navigation is left to the discretion of the Executive Committee and the Treasurer.

ARTICLE XI -- ADVISOR

SECTION 1 ELIGIBILITY

The Institute of Navigation Student Section at California State University, Fullerton shall have an advisor over 21 years of age who shall be a full-time member of the faculty of the California State University, Fullerton and also a member of the National Institute of Navigation. The advisor may not be on leave of absence at any time during his/her term of appointment.

SECTION 2 SELECTION AND APPOINTMENT

After an advisor has been nominated by the organization and approved by his/her Department Head, final approval and actual appointment will be made by the Director, Office of Student Life. If the advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the Director of Student Life.

SECTION 3 DUTIES

The advisors responsibilities include promoting student projects and research in the field of navigation, publishing and presenting this work with students at ION meetings, attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and disbursement of funds, and the other duties outlined in Office of Student Life’s Advisor’s Guide. Other responsibilities are to propagate knowledge of both the National and Student Section of the Institute of Navigation and its various activities to the student body, and to seek the recruitment of new members.

ARTICLE XII -- AMENDMENT

SECTION 1 MEANS OF AMENDMENT

To amend these Charter Provisions, a presentation of proposed amendments shall be presented at one meeting, followed by a vote on the amendment at the next meeting by the membership and the officers. In order for an amendment to take place, the amendment must pass two stages of approval: The first stage involves winning the vote of approval by no less than 70% of the membership, and the second stage involves receiving a final revision and approval of the Chair and Faculty Advisor.
SECTION 2  APPROVAL

All amendments to this Charter shall be filed with Office of Student Life, submitted with the Change of Amendment Form, indicating the date and method of adoption. Revisions shall be incorporated into a fully revised copy of the charter. Any amendment(s) which change(s) the purpose or intent of the organization or substantively modify the Charter’s provisions shall be approved by the University before taking effect.

SECTION 3  COMPLIANCE

This charter shall not conflict with the Bylaws of the Associated Students, Inc., or with the policies and regulations of the California State University, Fullerton, the Trustees of the California State University and Colleges, or the State of California. Any stipulation applying to all chartered organizations made by the university shall be considered to be immediately enforceable, whether in these Charter Provisions or not.

This document is signed on this day October 10th, 2005 by ION-Cal State Fullerton Student Branch founding members:

Francisco Zabala (Chair) and
Prof. Mohinder S. Grewal, Ph.D, P.E. (Faculty Advisor).