

The Constitution of UNH SEDS

We, the Members of Students for the Exploration and Development of Space at the University of New Hampshire, do hereby pledge ourselves to our group; accepting all the rules and regulations enacted by these bodies as well as those enacted by the Office of Student Involvement and Leadership.

PREAMBLE:

UNH SEDS is part of a nation-wide organization dedicated to educating students about space exploration and development. UNH SEDS designs and manufactures many engineering projects every year with the goal to give all of its members a well-rounded experience, no matter the major.

ARTICLE I – TERMINOLOGY:

Section 1

This organization shall be known as University of New Hampshire Students for the Exploration and Development of Space, hereafter known as UNH SEDS.

Section 2

The officers of UNH SEDS shall make up the Executive Board of UNH SEDS, hereafter referred to as the “Board.”

ARTICLE II – PURPOSE:

Section 1

Students within the organization will use their passion for space to engineer projects and plan community outreach every semester with clear, set goals to accomplish. UNH SEDS pursues this purpose by educating people about the benefits of space, by supporting a network of interested students, and inspiring people through our involvement in space-related projects.

Section 2

The purpose of the Board shall be to lead the organization. The Board is responsible for all club activities. It is important that these members have prior experience with the organization so that they may help establish attainable goals and have a thorough understanding of how the organization is run.

ARTICLE III – MEMBERSHIP:

Section 1

The general body of this organization must be composed mostly of UNH students. The expectation of Membership are as follows:

1. Members should attend weekly meetings or be excused prior to the meeting by a board member.

2. All members are expected to work as a team to accomplish all goals set by the organization and the board.
3. Members are expected to be welcoming and respectful to others regardless of gender, race, sexual orientation, disability, or religion.

Section 2

Any member may be removed from their position by majority vote of the Board. If a member is found to be doing nothing to further the development of the organization, his/her Membership may be revoked through the procedure outlined above. Any member removed from the organization may appeal to the general Membership. If their appeal is approved by 3/4 affirmative vote of the Membership, said member shall be considered reinstated.

Section 3

Membership rules of UNH SEDS shall not be contrary to the University of New Hampshire non-discrimination policies as outlined in the Students' Rights, Rules, and Responsibilities.

Section 4

UNH SEDS seeks to prevent, correct, and discipline discrimination or harassment of any kind. Appropriate disciplinary action will be taken against any member who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or removal from UNH SEDS.

Section 5

UNH SEDS values the input of the community. Community members may attend organization events and/or meetings, but they may not vote or hold officer positions.

ARTICLE IV – THE BOARD:

Section 1

The UNH SEDS board members shall be the President, Vice President, Treasurer, Member at Large, Safety Officer, and Lead Engineer. These officers shall comprise the Board and must be listed as officers on the organization's Wildcat Link page and the team website.

Section 2

All UNH SEDS board members are elected by anonymous ballot in March and will be trained for the remainder of the school year. They will officially receive their positions at the start of May, after which all ownership and administration of UNH SEDS will be passed over.

Section 3

One member cannot hold multiple positions within the board at one time. If during the election a member runs for multiple positions and is elected to more than one, they are to pick one role of their choice while the other position goes to the person in second place.

Section 4

The vote will be by anonymous ballot. The individual being elected may vote for themselves. Each candidate will be able to present to the voting members why they are the best fit for the position. Each member running for an officer position may present for up to 5 minutes. A board member is to officiate the election, with at least one other board member able to see the full results to ensure authenticity. Absentee votes will be counted. The elections are held during a regular weekly meeting, and results are to be announced during the next weekly meeting at the latest.

Section 5

Any officer may be removed from their position by 3/4 affirmative vote of the non-Board Members and a majority affirmative vote of the other Board Members. An officer may be removed from their position for any reason, including but not limited to failure to perform job adequately or violation of organizational rules.

Section 6

Any vacancy which may occur in an office shall be filled by appointment by the President pending ratification at the next organizational meeting where the voting process will begin.

ARTICLE V – DUTIES OF BOARD MEMBERS:

Section 1

President

1. The President shall run scheduled meetings unless they delegate this responsibility to another member of UNH SEDS.
2. The President is responsible for facilitating all activities of board members.
3. The President will be responsible for assisting all subgroups.
4. The President shall maintain contact with our advisor.
5. The President shall maintain contact with SEDS USA.

Section 2

Vice President

1. The Vice President shall assume the office of the President in event of their absence.
2. The Vice President assists the President in running scheduled meetings unless they delegate this responsibility to another member of UNH SEDS.
3. The Vice President is responsible for discussions with the MUB Student Activities Board.
4. The Vice President is responsible for managing the Member at Large and Treasurer.
5. The Vice President is responsible for managing the member body.

Section 3

Treasurer

1. The Treasurer's responsibility is to oversee team fundraising and fund allocation.
2. The Treasurer is the main point of contact for team sponsors and is tasked with regularly communicating team activities to sponsors.

3. The Treasurer is in charge of writing grant applications unless they choose to delegate this task to another member.
4. The Treasurer is responsible for keeping track of team funds and expenses.
5. The Treasurer is responsible for communication with the Mechanical Engineering Office and CEPS Finance Department.

Section 4

Member at Large

1. The Member at Large is responsible for notifying the member body of activities/meetings.
2. The Member at Large is responsible for representing the whole membership along with the President and Vice President.
3. The Member at Large is responsible for encouraging membership and participation within the organization.
4. The Member at Large is responsible for managing all informational charts and boards within the room.
5. The Member at Large is responsible for coordinating team activities outside of general meetings such as hangouts, volunteering opportunities, and events with other clubs.

Section 5

Safety Officer

1. The Safety Officer is responsible for creating and maintaining testing procedures for all activities involving chemicals, explosives, or other hazardous conditions.
2. The Safety Officer should be present at all tests involving significant risk of danger which is up to the Safety Officer's discretion.
3. In the event that the Safety Officer is unable to be present for a test, they should relay instructions to an experienced individual to act in their place for the duration of the test.
4. The Safety Officer is tasked with the proper labeling and storage of hazardous materials within the shop.
5. The Safety Officer should have complete knowledge of how to use the shop First Aid kit and fire extinguisher.

Section 6

Lead Engineer

1. The Lead Engineer is responsible for approving designs of rocket components and coordinating with the lead of each engineering sub-team.
2. The Lead Engineer shall communicate with the Treasurer regarding engineering expenses.
3. The Lead Engineer is responsible for managing the project timeline and holding members accountable to meet deadlines.
4. The Lead Engineer oversees organizing and turning in all Senior Project deadlines.
5. The Lead Engineer is responsible for maintaining communications with the Senior Advisor on current engineering progress.

ARTICLE VI – ENGINEERING SUB-TEAMS:

Section 1

All sub-team leads are expected to:

1. Create meeting plans and schedule a minimum of one meeting per week.
2. Create clearly defined goals for each semester and add them into the Gaant chart.
3. Manage all members within their team and ensure that everyone has something to work on.
4. Communicate with each other and the Lead Engineer on their progress.

Section 2

Current Engineering Leads:

1. Propulsion Team Lead
2. Frame Team Lead
3. Avionics Team Lead
4. Payload/Recovery Team Lead

ARTICLE VII – MEETINGS:

Section 1

At least 2 days of notice shall be given for each regular meeting, communicated by a member of the board. General meetings should be scheduled at the start of the semester and are to be held at a regular date and time unless external circumstances interfere.

Section 2

Special or emergency meetings may be called with less than 24 hours of notice by the Board, but attendance for these meetings is not mandatory.

Section 3

The meetings shall include a general task or discussion topic. Meeting minutes and agendas may be distributed at the discretion of the party calling the meeting.

ARTICLE VIII - COMMITTEES:

Section 1

If a significant number of members have a special interest in a space-related activity not directly connected to the primary engineering project, a committee may be formed to carry out those activities.

Section 2

The purpose of these committees is to provide an outlet for creativity and gives members the opportunity to meet new people outside typical club activities. Examples of current committees

are the Book Club which reads books about space and leadership, and the Model Rocket Committee which puts members in small groups to build and launch their own model rockets.

Section 3

Committee leads are appointed positions based on whoever is interested in running committee activities. A committee lead position can be held by anyone in the club, including board members and engineering leads. They are expected to plan and facilitate committee meetings and report directly to the Vice President for any updates or problems that might arise including a separate committee budget.

Section 4

Any member may propose a vote to add a new committee provided they have enough interest from team members. There is no hard rule for what would be “enough people interested”, but around five members at a minimum would suffice. In the event of a new committee proposal, a 2/3 majority vote by team members would establish the new committee.

ARTICLE IX – BYLAWS:

Section 1

Bylaws of the organization shall be established and altered by a two-thirds vote by members present at a previously designated meeting.

Section 2

Bylaws of the Board shall be established and altered by a 2/3 majority vote by members present at a previously designated meeting.

Section 3

Bylaws of the organization and of the Board will be attached to this document.

ARTICLE X- AMENDMENTS TO THE CONSTITUTION:

Section 1

Anyone may propose amendments to the Constitution.

Section 2

The Constitution may be amended at any meeting of UNH SEDS attended by all Active Members. A 3/4 affirmative vote of all Members and a 2/3 majority vote of all Board Members shall be required for the amendment to pass and take effect. The proposed amendment must be presented to all Members at least one week prior to the vote.

Section 3

Any amendment that is passed based on the criteria set forth in Section 3 of this Article VIII of this Constitution shall be effective and implemented immediately following a passing vote.

ARTICLE XI – RATIFICATION:

This Constitution shall be established by a vote of three-fourths majority of the membership of the organization.

AMENDMENT I: Amendment to Membership Expectations

Section 1

Article I, Section 1 shall now read:

The general body of this organization must be composed mostly of UNH students. The expectation of Membership are as follows:

1. Members are encouraged, but not required, to attend weekly meetings.
2. All members are expected to fulfill their assigned obligations and responsibilities to the club.
3. Members are expected to be welcoming and respectful to others regardless of gender, race, sexual orientation, disability, or religion.

AMENDMENT II: New Board Organization

Section 1

Article IV, Section 1 shall now read:

The UNH SEDS board members shall be, in order of seniority: the President, Vice President, Chief Financial Officer, Social Media and Marketing Strategist, Growth and Transition Officer, and Director of Engineering. These officers shall comprise the Board and must be listed as officers on the organization's Catalyst page and the club website.

Section 2

Article IV, Section 2 shall now read:

The UNH SEDS President, Vice President, and Growth and Transition Officer shall be elected by anonymous ballot no later than the second week of March and will be trained for the remainder of the school year. The newly elected Board members will appoint the remainder of the new board by majority vote immediately after their election, but before their official instatement, unless they decide to defer appointments to no later than October 1st of the following academic year. The entirety of the new board will officially receive their positions on April 1st, after which all ownership and administration of UNH SEDS will be passed over.

Section 3

Article IV, Section 3 shall now read:

One member cannot hold multiple positions within the board at one time unless doing so to temporarily fill a vacancy. If during the election a member runs for multiple positions and is elected to more than one, they are to pick one role of their choice while the other position goes to the person in second place.

Section 4

Article IV, Section 6 shall now read:

Any vacancy in the office of the President or the Vice President shall be temporarily filled by the next most senior board member pending an election, which is to occur at the next

organization meeting. Any vacancies in other board positions are to be filled by temporary or permanent appointment by majority vote of the President, Vice President, and Growth and Transition Officer.

Section 5

The one who holds the position of Treasurer shall now occupy the position of Chief Financial Officer, and the one who holds the position of Member at Large shall now occupy the position of Growth and Transition Officer.

AMENDMENT III: New Board Roles

Section 1

Article V, Section 1 shall now read:

President

1. The President shall run scheduled meetings unless they delegate this responsibility to another member of UNH SEDS.
2. The President is responsible for facilitating all activities of board members.
3. The President will be responsible for providing direction and assistance to all organizations within UNH SEDS.
4. The President shall maintain contact with our advisor.
5. The President shall maintain contact with SEDS USA.

Section 2

Article V, Section 2 shall now read:

Vice President

1. The Vice President shall assume the office of the President in event of their absence.
2. The Vice President assists the President in running scheduled meetings unless they delegate this responsibility to another member of UNH SEDS.
3. The Vice President is responsible for discussions with the MUB Student Activities Board.
4. The Vice President is responsible for managing all other members of the Board besides the President.
5. The Vice President is responsible for managing the member body.

Section 3

Article V, Section 3 shall now read:

Chief Financial Officer

1. The Chief Financial Officer's responsibility is to oversee team fundraising and fund allocation.
2. The Chief Financial Officer is the main point of contact for team sponsors and is tasked with regularly communicating team activities to sponsors.

3. The Chief Financial Officer is in charge of writing grant applications unless they choose to delegate this task to another member.
4. The Chief Financial Officer is responsible for keeping track of team funds and expenses and maintaining accurate, up-to-date documentation of such.
5. The Chief Financial Officer is responsible for communication with the Mechanical Engineering Office and CEPS Finance Department.

Section 4

Article V, Section 4 shall now read:

Growth and Transition Officer

1. The Growth and Transition Officer is responsible for notifying the member body of activities/meetings.
2. The Growth and Transition Officer is responsible for representing the whole membership along with the President and Vice President.
3. The Growth and Transition Officer is responsible for managing all informational charts and boards within the organization workspaces.
4. The Growth and Transition Officer is responsible for coordinating team activities outside of general meetings such as hangouts, volunteering opportunities, and events with other clubs.
5. The Growth and Transition Officer is responsible for maintaining all organization documentation.

Section 5

Article V, Section 5 shall now read:

Social Media and Marketing Strategist

1. The Social Media and Marketing Strategist is responsible for organizing recruitment events, and encouraging membership and participation within the organization.
2. The Social Media and Marketing Strategist is responsible for assisting the Chief Financial Officer with outreach to current or potential sponsors.
3. The Social Media and Marketing Strategist is responsible for maintaining the presence of UNH SEDS on its website, social media, and in physical mediums.

Section 6

Article V, Section 1 shall now read:

Director of Engineering

1. The Director of Engineering is responsible for overseeing the progress and development of all Engineering Teams.
2. The Director of Engineering shall communicate with the Chief Financial Officer regarding engineering expenses.
3. The Director of Engineering is responsible for managing project timelines and holding members accountable to meet deadlines.

4. The Director of Engineering is responsible for ensuring the adequate professional and academic development of all engineering personnel.

AMENDMENT IV: Chartered Engineering Teams

Section 1

Article VI is hereby repealed.

Section 2

Engineering Team may be chartered within the organization in pursuit of a Senior Capstone, public competition, or other engineering objective. Henceforth 'team' and 'club' refer to the UNH SEDS organization, while 'Engineering Team' refers to a chartered Engineering Team. The charters of each Engineering Team must be approved by 3/4 majority vote of the whole organization, upon the success of which the Engineering Team will be formed or admitted into the organization, depending on whether it existed beforehand.

Section 3

Engineering Team charters must establish rules for governance, appointment and duties of officers, and goals for the Engineering Team. Governing documents of existing organizations admitted into UNH SEDS as an Engineering Team may be accepted provided they fulfill those requirements.

Section 4

Appropriation of UNH SEDS funds to each Engineering Team is to be done at the discretion of the Board, under the oversight of the Director of Engineering. Purchases totalling under \$100 may be approved by a single Board member, while purchases under \$300 require the approval of two Board members, and purchases over \$300 require the approval of 2/3 of the Board. Engineering Teams may make purchases without the supervision or discretion of the Board, provided those purchases are made from an independently maintained department account. Funds located in an independently maintained account by an Engineering Team may only be directed at the discretion of the officers of that Engineering Team.

Section 5

Engineering Teams are subject to the direction, but not control, of the Board, primarily the Director of Engineering. Engineering Teams are intended to be autonomous; the degree of autonomy and conditions for participation in UNH SEDS are to be laid out in the Engineering Team's Charter. UNH SEDS members are free to join any Engineering Team, and appointment of officers to the Engineering Team are subject to the conditions set forth

in the Engineering Team's Charter. Conditions on financial independence are described in Section 4, Amendment IV.

Section 6

Engineering Teams may forgo their Charter with UNH SEDS or disband at their own discretion; conditions for such may be laid out in the Charter. Engineering Teams may not be forced to disband by UNH SEDS.