

## **The Constitution of UNH SEDS**

We, the Members of Students for the Exploration and Development of Space at the University of New Hampshire, hereafter known as UNH, 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

SEDS pursues its 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. Students within the organization will use their passion for space to engineer projects and plan community outreach every semester with clear goals to accomplish.

#### Section 2

The purpose of the Board shall be to lead the organization. The Board is responsible for all activities within the club. 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 comprised 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. Members should provide value to the organization by contributing in any way the Board deems warranted.
3. Be approved by the Board as defined in the process outlined in Article II Section 2.

#### Section 2

All Members are expected to work as a team to accomplish all goals set by the organization and the board.

#### Section 3

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 4

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

#### 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, Safety Officer, Treasurer, Member at Large, 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

#### Section 3

One member can hold multiple positions within the board at one time. Their vote weight does not increase and remains one.

#### Section 4

The vote will be by secret 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 candidate. Each member presenting for this reason may present for up to 5 minutes. A member of the board will facilitate the election. Absentee votes will be counted. The elections will be held during a regular weekly meeting and a notification will be sent a week before the election takes place.

#### 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 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 meeting unless they delegate this responsibility to another member of 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

Vice President shall assume the office of the President in event of absence.

1. The Vice President assists the President in running scheduled meeting unless they delegate this responsibility to another member of UNH SEDS.
2. The Vice President is responsible for discussions with the MUB.
3. The Vice President is responsible for managing the Member at Large.
4. 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 Sherri Millette.

#### Section 4

##### Member at Large

1. Member at Large is responsible for notifying member body on activities/meetings.
2. Member at Large is responsible for representing the whole membership along with the President and Vice President.
3. Member at Large is responsible for encouraging membership and participation within the organization.
4. Member at Large is responsible for managing all informational charts and boards within the room.

#### Section 5

##### Lead Engineer

1. The Lead Engineer shall communicate with the Treasurer regarding expenses.
2. The Lead Engineer can schedule project meetings composed of project members.
3. The Lead Engineer oversees organizing and turning in all Senior Project deadlines.
4. The Lead Engineer is responsible for maintaining communications with the Senior Advisor.

### **ARTICLE VI – ENGINEERING SUB-TEAMS:**

#### Section 1

All sub-team leads are expected to:

1. Create meeting plans and schedule a minimum of 1 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

Engineering Leads:

1. Propulsion Team Lead
2. Frame Team Lead
3. Avionics Team Lead
4. Thrust Vectoring Team Lead
5. Operations 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.

#### 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 – 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 two-thirds 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 IX– 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 the 3/5 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 (1) 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 X – RATIFICATION:**

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