

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– NAME:

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 must attend weekly meetings or be excused one week in advance by the President
2. Members must 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

The process to become a member of UNH SEDS requires the student to contact the COO. The Board will then determine the acceptance of that student through the process of a majority vote of all Board Members. Non-Student Members of surrounding communities may also be selected for Membership if deemed appropriate by a 2/3 majority vote of the Board.

Section 3

The Non-Student to Student ratio of the UNH SEDS Members must never exceed a 1 to 4.

Section 4

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

Section 5

Any member may be removed from their position by 2/3 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 6

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 7

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.

Commented [WB1]: Interesting idea. You may want to safeguard against your organization becoming non-UNH member heavy

Commented [CN2R1]: The section below deals with that issue.

Commented [CN3R1]:

Commented [WB4]: Section 3 in template missing from this section, regarding the privileges and responsibilities.

ARTICLE IV– OFFICERS:

Section 1

The UNH SEDS officers shall be the CFO, CTO and COO. These officers shall comprise the Board and must be listed as officers on the organization’s Wildcat Link page. The CFO, CTO and COO respectively may bring in one assistant board member by a 2/3 vote of a potential candidate. The assistant will partake in board meeting and help with any necessary duties as assigned by the board member that nominated them into it. They do not have voting power.

Section 2

While both UNH SEDS co-founders are members of the organization and board members, they shall share the responsibilities of the CEO.

Section 3

The CEO position must be held by an officer.

Section 2

All officers must be members of UNH SEDS.

Section 3

The reigning CFO, CTO and COO positions shall be selected by a majority vote of all members once the current officer graduates or resigns. The CEO will be voted on when the co-founders are no longer members of the group. The CEO position will also be voted on when the reigning CEO graduates or resigns.

Commented [WB5]: You probably want to fill the officer positions before someone leaves. Also, you may want to consider term limits (often 1 year) is highly recommended.

Section 4

Board member candidates may be self-nominated or nominated by a group member. 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.

Commented [WB6]: When will elections be held? Is there a notice given? Who oversees the election? Who counts ballots? Can people vote absentee?

Section 5

Any officer may be removed from their position by 3/4 affirmative vote of the non-Board Members and a 2/3 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 CEO pending ratification at the next organizational meeting where the voting process will begin.

ARTICLE V– DUTIES OF OFFICERS

Section 1

CEO

1. The CEO shall be known as the chief executive officer.
2. The CEO shall run scheduled meeting unless they delegate this responsibility to another member.
3. The CEO shall maintain contact with our advisor.
4. The CEO must be a member of the board.
5. The CEO is responsible for determining who will be taking meeting minutes. The CEO may take the meeting minutes himself.

Section 2

CFO

1. The CFO will be responsible for directing and maintaining a budget with or without the approval of the board. Expenses over \$100 must be approved by the board.
2. The CFO is responsible for contacting and maintaining relationships with businesses and individuals for sponsorship purposes unless they delegate this responsibility to another member.
3. The CFO must approve all purchases proposed by the organization.
4. The CFO will be responsible for the writing of grant applications.

Section 3

CTO

1. The CTO will be the project manager for all engineering projects.
2. The CTO will direct and form all engineering/technical subgroups.
3. The CTO will be responsible for creating and maintaining a realistic project schedule.
4. The CTO will be responsible for assisting all engineering/technical subgroups.
5. The CTO shall communicate with the CFO in regards to expenses.
6. The CTO can schedule project meetings composed of project members.

Section 4

COO

4. The COO is responsible for planning/leading outreach events.
5. The COO is responsible for maintaining university relations including organization status with SEDS and the Office for Student Involvement and Leadership.
6. The COO is responsible for communicating with and recruiting potential new members.
7. The COO is responsible for contacting businesses or individuals not relating to sponsorship, grant or for other monetary purposes.

Commented [WB7]: Please go back to the template and distribute the missing tasks of officer positions to current officer positions or add new officers to balance the work load.

ARTICLE VI– COMMITTEES

Section 1

The Standing committees of this organization shall be each technical sub-group and any additional committees formed by members of the board (see Article VI, Section 2). The duties of these sub-committee will be determined by members of the board.

Section 2

Additional committees may be formed and dissolved by the members of the board, excluding the technical sub groups which are formed and dissolved by the CTO.

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.

Section 4

Absentee voting is accepted if a member is unavailable at the time of voting.

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.

Commented [WB8]: Parliamentary procedure? voting rules? Quorum? Who has a vote? Please refer to the template

ARTICLE IX– AMENDMENTS TO THE CONSTITUTION

Section 1:

Anyone may propose amendments to the constitution.

Section 2

The Constitution shall be ratified by a 3/4 affirmative vote of all Members.

Section 3

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 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 (1) week prior to the vote.

Section 4

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.

Section 5

The COO will be responsible for updating the constitution on Wildcat Link.

ARTICLE X– RATIFICATION

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

Commented [WB9]: Article X-Ratification? Please add by referring to the tamplate.