**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 two days in advance by a board member.
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 Director of Media and Marketing. 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 3⁄5 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 3/5 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.

**ARTICLE IV– OFFICERS:**  
  
Section 1  
The UNH SEDS officers shall be the Chief Technical Officer (CTO), Chief Financial Officer (CFO), Vice President, Chief Safety Officer (CSO), and the Chief Marketing Officer (CMO). 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  
The reigning CTO, CFO, Vice President, CSO and the CMO positions shall be selected by a majority vote of all members once the current officer graduates or resigns. The Senior Mechanical Project Lead and the Senior Electrical Project Lead shall be selected by the CTO with the approval of the selectee.

Section 3

The President of UNH SEDS is selected from a member of the board, voted by the board with a 3/5 majority vote once the reigning President graduates or resigns.

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  
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.  
  
Section 5  
Any officer may be removed from their position by 3/4 affirmative vote of the non-Board Members and a 3/5 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 OFFICERS**  
  
Section 1

President

The President will be elected by the board.

1. The President shall run scheduled meeting 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 creating and maintaining a realistic project schedule.
4. The President will be responsible for assisting all subgroups.
5. The President shall maintain contact with our advisor.
6. The President shall maintain contact with SEDS USA

Section 2

Vice President

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

1. The Vice President assist the President to run scheduled meeting unless they delegate this responsibility to another member of UNH SEDS.
2. The Vice President is responsible for discussions with the secretary and 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

Chief Technical Officer

The CTO can be an Electrical / Mechanical Engineering Lead

Has the ability to propose new engineering projects

Has the ability to amend the responsibilities of the Senior Mechanical / Electrical Project Lead

1. The CTO is responsible for managing the Mechanical and Electrical Engineering leads
2. The CTO is responsible for member / senior presentations
3. The CTO is responsible for team entry into competitions
4. The CTO is responsible for organizing engineering timelines

Section 4

Chief Financial Officer

1. The CFO is responsible for contacting and maintaining relationships with businesses and individuals for sponsorship purposes unless they delegate this responsibility to another member.
2. The CFO will be responsible for the writing of grant applications.
3. The CFO will be responsible for leading fundraising.
4. The CFO will be responsible for maintaining communication with Sheri (UNH Student Org Finance Office.)

Section 5

Chief Safety Officer

1. The CSO is responsible for the safety of all operations and experiments.
2. The CSO is responsible for contacting UNH Safety officials, Chief of Police, Head of the fire department for all hazardous activities

Section 6

Chief Marketing Officer

1. The CMO is responsible for communicating with and recruiting potential new members.
2. The CMO is responsible for social media presence
3. The CMO is responsible for monthly newsletter
4. The CMO is responsible for UNH Outreach
5. The CMO is responsible for Launch / Experiment advertisement

Section 7

External Outreach Lead

1. The Director of External Outreach Lead is responsible for planning/leading outreach events
2. The Director of External Outreach Lead is responsible for contacting businesses for industry presentations

Section 8

Treasurer

1. The Treasurer’s responsibility is to assist the CFO
2. The Treasurer’s responsibility is to maintain a financial status posting in the shop

Section 9

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 10

Senior Mechanical Project Lead

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

Section 11

Senior Electrical Project Lead

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

**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.

**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.

Section 4

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.