**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 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 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.

**ARTICLE IV– OFFICERS:**  
  
Section 1  
The UNH SEDS officers shall be the President, Vice President, Treasurer, Director of Media and Marketing, Senior Mechanical Project Lead and the Senior Electrical ProjectLead. 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  
The reigning President, Vice President, Treasurer, Director of Media and Marketing 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 President with the approval of the selectee.

Section 3

One member can hold multiple posistions within the board at one time. Their vote weight does not increase and remain 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 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 President pending ratification at the next organizational meeting where the voting process will begin.

**ARTICLE V– DUTIES OF OFFICERS**  
  
Section 1

President

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 the project manager for all engineering projects with the option of appointing specific leads depending on the project and circumstance.
4. The President will be responsible for creating and maintaining a realistic project schedule.
5. The President will be responsible for assisting all engineering/technical subgroups.
6. The President shall maintain contact with our advisor.

Section 2

Vice President

1. The Vice President shall run scheduled meeting unless they delegate this responsibility to another member of UNH SEDS.
2. The Vice President is responsible for facilitating all activities of board members.
3. The Vice President will be the project manager for all engineering projects with the option of appointing specific leads depending on the project and circumstance.
4. The Vice President will be responsible for creating and maintaining a realistic project schedule.
5. The Vice President will be responsible for assisting all engineering/technical subgroups.
6. The Vice President shall maintain contact with our advisor.

Section 3

Treasurer

1. The Treasurer 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 Treasurer is responsible for contacting and maintaining relationships with businesses and individuals for sponsorship purposes unless they delegate this responsibility to another member.
3. The Treasurer must approve all purchases proposed by the organization.
4. The Treasurer will be responsible for the writing of grant applications.

Section 4

Director of Media and Marketing

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

Section 5

Senior Mechanical Project Lead

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

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

**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.

**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.