**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 SEDS, 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   
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 its members a well-rounded experience, no matter the major. Although engineering is the primary reason people join the club, it isn’t its true purpose. Fundamentally, it is for connections. UNH isn’t rooted in space, and many students struggle to find the experience and connections needed to join the industry. UNH SEDS was created to give both of those by allowing students to work as a team, network at events, watch speakers, and of course, participate in engineering projects. As UNH SEDS grows to the largest engineering organization, remember the true purpose: connections.   
  
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. They are the main drivers for expanding the organization, and a lot of weight and energy should be put on their selection and training.

**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 are encouraged to attend the weekly meetings, but are not required to maintain membership status.
2. Members should provide value to the organization by contributing in any way the Board deems warranted, but the member is of full control on how much energy they will put into the organization.

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 a majority vote of the Board. If a member is found to be doing nothing to further the development of the organization or halting development, 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. The vote by general membership should take place via a google form that is secure from altering results that is pushed through the general slack channel.  
  
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– BOARD POSITIONS:**  
Section 1  
The UNH SEDS board positions shall be as follows:

1. President
2. Vice President
3. Treasurer
4. Member at Large
5. Safety Officer
6. Lead Engineer

These board positions must be listed as officers on the organization’s website with their responsibilities. All engineering team members should also be listed on the website.

Section 2  
The board positions shall be selected by a majority vote of all members during the early March timeframe. A transition of power schedule leading up to elections and shortly after should be instituted. Once the new board members are elected, a period of official training shall occur with each position paired. A month is the recommended timeframe for this training period so full transition should land during the beginning of April.

Section 3

The elections shall be of majority vote from the general membership of the organization. Each candidate running is expected to prepare a speech/presentation on their platform and why they should be elected as that board position during an all-hands general meeting. Once all candidates have made their speech, a google form will be sent out to the general slack channel for voting that should be pushed for at least 2 days’ time. The individual running for a position may vote for themselves. A platform for each candidate should also be given to the general slack channel for all members to read who did not attend the elections.

Section 4

No two board positions can be held by the same person. In the event of a candidate winning two of the positions they ran for, the candidate must choose which position they want, and the other position goes to second place. If there are not enough students to fill the board positions, the board must discuss who will be taking the responsibilities of the unfilled positions until someone else is voted upon and elected.

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, with the board official under question is unable to vote. This should take place at a general meeting with every board official present and at least 80% of the general public is in attendance. 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.

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

President

1. Oversee the direction of the organization to continue traditions as well as expand the reach
   1. This is vague on purpose, as it can’t be defined. Work tirelessly at this bullet point as it is the most important
2. Lead recruitment efforts each semester, and table when asked upon
   1. The designated primary helper for this is the Member at Large. It has been useful to offer pizza during the main recruitment meetings and make them inspiring!
3. Maintain contact with the club advisor and SEDS USA
   1. Todd Gross is the club and engineering advisor, while SEDS USA leadership can always be found at seds.org. Should attend or delegate to another board member to attend the weekly SEDS USA CoC meeting
4. Organize and direct weekly general meetings
   1. It is expected to have an organization agenda, as well as have a workshop/speaker each meeting
5. Manage and assist all board member activities
   1. Maintain communication with the entire board, and check up on projects regularly

Section 2

Vice President

1. The ability to assume the roles of the President when asked or needed to
   1. This is if the President resigns, needs a period of leave, or dies
2. Assists the President with general meetings and any delegated tasks
   1. The General meetings are becoming larger as each year passes, and an additional leader on this is needed
3. Maintain communication with the UNH Student organization (MUB) staff to maintain organization status and overall relationship with UNH
   1. There is a required all-hands meeting each semester, and some grants come from UNH and the student organization committee.
4. Manages the Treasurer directly and leads the communication with our current partners/sponsors by the weekly newsletter and individual emails/calls
   1. The Vice President/Treasurer team is very important to maintaining and creating new industry/academic connections. Critical to the development of UNH SEDS.
5. Manages the UNH SEDS Website with the help of one UNH SEDS web developer (non-board position)
   1. Required to keep it up to date with relevant information as it is a great tool to show people what UNH SEDS is all about. Should schedule occasional website meetings

Section 3

Treasurer

1. Organize and lead finance initiatives throughout the year for organization and engineering use that is sustainable every year
   1. Although the hardest responsibility to get help on, it can be done if done right (live tracking, incentives)
2. Write, submit and manage relationships with all grant applications including but not limited to CEPS, Alumni, Parents, SEDS.
   1. This pulls in a significant amount of money for UNH SEDS each year and should be done very well each year and update the contact throughout the year to maintain a strong relationship.
3. Maintain and foster a strong connection with our financial account advisor and keeping a live financial standing sheet
   1. Within the Business Service Center of Kingsbury 3rd floor, it is very important to nurture a strong relationship to keep our finances in order and a strong relationship with CEPS money
4. Maintain a constant line of communication with our industry and academic connection base via our weekly newsletter and individual email chains
   1. Although the Vice President will manage, the Treasurer is designated as the main lead on this. A good steppingstone to transition to Vice President.

Section 4

Member at Large

1. Facilitate and organize the UNH SEDS shop structure for a welcoming, working environment
   1. Should be a constant process, but initiative should be taken to purchase and create better methods for sustainable shop organization/structure.
2. Work to create a healthy club dynamic and organize club bonding activities (during and outside of meetings)
   1. We are a team, and sometimes events outside of Kingsbury is critically important to keep everyone sane and healthy
3. Manage the use of the TV and shop white boards by staying up to date with club happenings to relay to the team in person, on the boards, and on slack.
   1. The use of these items helps a lot with an active and modern feel in the room and attracts many people to stop by (not to mention tours!)
4. Assist the President when needed (and other board members when available).
   1. Although the Vice President is always there for the President, sometimes tasks are great for the member at large as a training ground for more responsibility later in their UNH SEDS career

Section 5

Safety Officer

1. Organize and facilitate the safety procedure and equipment needed for all club operations
   1. This is the main part of the job and should be very active in ensuring all activities are as safe as possible
2. Maintain a healthy and strong connection with the UNH safety official including the police and fire departments, and Environmental Health and Safety
   1. There is a specific fire-resistant section of the room with a fire cabinet, all of which was guide lined by EHS and the fire department. Keep up to date with their leaders and keep them updated on club safety activities.
3. Organize a safety meeting once a year during a general meeting for all members to attend that includes safety officials coming in to meet the team, present on their work and explain why safety is crucial
   1. Helps maintain clear information to the entire club base on why safety is important, and how to prevent safety hazards

Section 6

Lead Engineer

1. Create and oversee all engineering efforts within the organization with the feedback from club members on what they want to work on
   1. The bulk of the work on the day-to-day. A manager has a different skillset than an individual contributor and is just as important. No task is too menial.
2. Assign, manage and advise all engineering leads
   1. Many engineering leads will come from the senior design class, and are strongly encouraged to be previous members of the club as passion is extremely important for these roles as managers
3. Create and communicate engineering timelines and project management media to help with the communication of what is needed and when
   1. Over-communication doesn’t really exist with students. Make sure people know what is going through your mind and relay key dates and times all the time
4. Lead efforts for engineering succession from year to year.
   1. Essential. Make sure the underclassmen in each class are masters in every engineering project to continue, not start over.

**ARTICLE VI– COMMITTEES**   
Section 1  
The standing committees of this organization shall be each technical team and any additional committees formed by members of the board.

Section 2  
The duties of committees unrelated to engineering efforts shall be determined by the board. A committee can be formed for any reason and can remain official until the board retires it. The formation of a committee can be started by any board member, but the removal of one requires a majority vote of the board.   
  
  
**ARTICLE VII– MEETINGS**  
Section 1  
Weekly meetings should be determined by the board with the input of the general members schedules.  
  
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. Workshops and speakers should be planned for every meeting. 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 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 more than 75% of active members. A 3/4 affirmative vote of all members and the 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 2 of this Article VIII of this Constitution shall be effective and implemented immediately following a passing vote.

Section 4

The Member at Large will be responsible for updating the constitution on Wildcat Link and the UNH SEDS Github.

**ARTICLE X– RATIFICATION**

This Constitution shall be established by a vote of three-fourths majority of the membership of the organization during an all-hands general meeting