**CONSTITUTION OF**

**STUDENT PROJECTS AND RESEARCH COMMITTEE**

**AUGUST 25, 2016**

**ARTICLE I**

**NAME AND AFFILIATIONS**

Section I:

The name of this organization is Student Projects and Research Committee (SPARC).

Section II:

SPARC was founded in 2006 by the Electrical and Computer Engineering Department of the Samuel Ginn College of Engineering at Auburn University.

**ARTICLE II**

**PURPOSE**

Section I:

The purpose of this organization is to provide students with the opportunity to test out their own ideas, integrate concepts learned in class, compete with peers at other schools, and demonstrate their products to the public. SPARC seeks to provide the lab space, tools, materials, and funding for projects as available.

**ARTICLE III**

**MEMBERSHIP**

Section I: Non-Discrimination

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

Section II: General Members

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status.

For a student to become a member of SPARC, he or she must log 5 hours of constructive time in the SPARC lab. Once he or she has logged the hours, they will gain 24/7 code access to the lab and Broun Hall. Once a student gains passcode access to the lab, he or she is considered an official SPARC member.

Section III: Voting Members

In order to participate in officer elections, meeting time votes, and any other vote, a student must be considered a member with pass code access to the lab.

**ARTICLE IV**

**OFFICERS**

Section I:

The officers shall be President, Vice President, Lab Manager, Outreach and Sponsorship Coordinator, and Secretary.

Section II:

All officers must be code access members of SPARC prior to election. The officer must also be present in the organization throughout the semester in office.

Section III:

Officers will hold office for the duration of the school year (Fall to Summer). The next Fall a new election will take place. If there is no other running mate, then no election is required for that position.

Section IV:

If an officer is absent during one of the normal school semesters (Fall or Spring), then a temporary officer may be appointed by the President if deemed necessary. The temporary officer will hold office until the permanent officer returns. If an officer will be absent for two or more semesters (excluding summer), then that officer will lose his or her position but will still be eligible for election in the next fall.

**ARTICLE V**

**ADVISORS**

Section I:

The SPARC organization shall have an Auburn University faculty, administrator, or staff member serving as Advisor at all times.

Section II:

The responsibility of the advisor is to oversee the functioning of SPARC. The advisor must make sure the organization is following the University policies governing student organizations. He or she must stay up to date on what is happening within the organization so that they can encourage and be of best assistance to the organization. The advisor must attend at least one general meeting during each normal school semester. The advisor also is responsible for the management of the organization funds. Both the Advisor and an officer must approve all spending.

Section III:

If there were ever a need to change an advisor, both the current Department Head of the Department of Electrical and Computer Engineering and the President of the organization must approve the change.

**ARTICLE VI**

**MEETINGS**

Section I:

General SPARC Meetings are to be held once a week. These meetings are open to all Auburn University students regardless of membership. If the total count of members at the meeting exceeds 10, then the meeting must be held in a lecture auditorium or classroom. Individual project meetings are held at various frequencies and can be held in the SPARC lab or any other location deemed necessary by the project leader.

Section II:

Any officer may call a special meeting but must give all members a 12-hour notice in advance.

**ARTICLE IV**

**AMENDMENTS**

Section I:

This constitution shall be amended by a vote of 2/3 majority of the members present at any regular or special meeting. Amendments must be submitted to the President prior to the meeting.

**BYLAWS OF**

**STUDENT PROJECTS AND RESEARCH COMMITTEE**

**AUGUST 25, 2016**

**ARTICLE I**

**MEMBERSHIP**

Section I:

For a student to become a member of SPARC, he or she must log 5 hours of constructive time in the SPARC lab. Once he or she has logged the hours, they can contact the Secretary to gain 24/7 code access to the lab and Broun hall. They will then submit the student’s information to the facilities manager of the building. Once a student gains passcode access to the lab, he or she is considered an official SPARC member.

Section II:

All members of SPARC have the opportunity to run for an office and to vote in elections. SPARC members also have the right to initiate and lead any project that they desire as long as it is within the means of the organization and the project does not conflict with any Federal, State, Local, or University laws or regulations.

Section III:

Only the President or the Advisor may expel members. If an officer resigns from his or her position, then he or she must inform the President or Advisor.

Section IV:

SPARC does not have any required membership dues.

**ARTICLE II**

**OFFICER DUTIES**

Section I: President

The President is the head of the organization. He or she is responsible for calling and leading weekly meetings. He or she must attend the required events for organization presidents outlined by the University or appoint the Vice President to represent him or her. The President is also responsible for ensuring that each of the officers are fulfilling their duties so that the organization can be productive as a whole. He or she must also work with the Advisor making sure that they are informed with the happenings of the organization.

Section II: Vice President

The Vice President assists the President in the organization and may fulfill all duties of the President during his or her absence. He or she is responsible for keeping a running list of all active projects. The Vice President also functions as the organization’s treasurer. All purchases must be approved by the Vice President and the Advisor.

Section III: Lab Manager

The Lab Manager is to make sure everything in the lab is running smoothly. He or she should make sure all equipment and tools are functional and not broken. The Lab Manager is responsible for keeping the lab well organized and clean and should encourage other members to assist in this task. The Lab Manager must assume the roles of the Secretary in his or her absence.

Section IV: Outreach and Sponsorship Coordinator

The Outreach and Sponsorship Coordinator is responsible for ensuring that SPARC is maintaining a decent level of outreach events and securing third party funding for the organization. The Outreach and Sponsorship Coordinator is the main contact for all outreach events. The Outreach and Sponsorship Coordinator should strive to keep good relations with other organizations and companies outside of SPARC.

Section V: Secretary

The Secretary is responsible for collecting a handwritten sign in sheet during all general SPARC meetings. He or she must update the membership log for new members with their contact information. The Secretary must also record an outline of the meeting during all general SPARC meetings and post these on the publically available Github. The Secretary also is responsible for submitting new members’ information to the facility head of Broun Hall so that they can gain lab access.

**ARTICLE III**

**ELECTION OF OFFICERS**

Section I:

Elections of new officers will take place every Fall

Section II:

Any SPARC member who has lab access may nominate themselves by notifying the President before each election.

Section III:

Members who are running for office must be a SPARC member and be present throughout the semester.

Section IV:

Officers must be elected by simple majority by a secret handwritten or digital ballot.

Section V:

If an officer is absent during one of the normal school semesters (Fall or Spring), then a temporary officer may be appointed by the President if deemed necessary. The temporary officer will hold office until the permanent officer returns. If an officer will be absent for two or more semesters (excluding summer), then that officer will lose his or her position but will still be eligible for election in the next fall.

Section VI:

An officer can be impeached by a unanimous decision between both the President and the advisor.

**ARTICLE IV**

**ADVISOR**

Section I:

The advisor can be chosen by the President or a General SPARC election. The advisor remains the advisor until he or she retires from the position unless SPARC elects a new advisor by a 2/3 majority.

**ARTICLE V**

**AMENDMENT of BYLAWS**

Section I:

The Advisor and Vice President must approve all spending. Both parties should keep a record of the finances of the organization.

**ARTICLE V**

**AMENDMENT of BYLAWS**

Section I:

These bylaws shall be amended by a vote of 1/2 majority of the members present at any regular or special meeting. Amendments must be submitted to the President prior to the meeting.