

# **Constitution of American Institute of Aeronautics and Astronautics (AIAA) at The University of Texas at Austin**

## **Preamble**

The AIAA Student Chapter at The University of Texas at Austin is committed to helping students with their personal and professional development, as well as giving back to the surrounding community. We provide members with opportunities to interact with professional engineers, relax and have fun with fellow students at social events, and participate in various community service and STEM outreach programs.

## **ARTICLE I – UNIVERSITY COMPLIANCE**

### **Statement of University Compliance:**

This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities.

## **ARTICLE II – PROHIBITION OF HAZING**

### **Prohibition of Hazing Policy:**

State law and Sec. 14-103(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities define hazing as any Intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

## **ARTICLE III – MEMBERSHIP**

### **Membership Restriction:**

In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization restricts membership to students, faculty members, and staff members of the University.

### **Eligibility of Membership:**

In accordance with Sec. 6-202(a)(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may not deny membership on the basis of race, color, religion, national origin, gender,

age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

### **Procedure for Member Selection and Removal:**

All students who wish to join the organization may do so, as long as they pay dues as set by the officer team of that year. Any member is liable to be removed if dues are not paid in a timely manner or as deemed necessary by the faculty advisor and officer team.

## **ARTICLE IV – OFFICERS**

### **\*President**

The role of the President is to run the organization and lead all events or delegate as necessary to other officers.

*(Duties include: Running general meetings, running officer meetings, delegating tasks, attending President's Meetings etc.)*

### **\*Vice President, Internal Affairs:**

The role of the VP - Internal is to handle internal duties of the organization, including reserving rooms and attending meetings that the President is unable to attend.

*(Duties include: Room reservations, etc.)*

### **\*Vice President, External Affairs:**

The role of the VP - External is to handle external duties of the organization, including being the corporate liaison and main point of contact of the org for corporate representatives.

*(Duties include: Corporate communications, etc.)*

### **\*Treasurer:**

The role of the Treasurer is to handle all finances and accounting within the organization, as well as to be in charge of overseeing all spending.

*(Duties include: Collecting and keeping track of membership dues, managing spending, tracking all spending and earning, selling T-shirts and managing inventory, etc.)*

### **Secretary:**

The role of the secretary is to represent the org. by sending and responding to all general emails, keeping meeting notes for general meetings, and taking photographs to document the organization.

*(Duties include: Taking meeting notes, email correspondence, photography of meetings, etc.)*

<b>Outreach Chair:</b>	The role of the outreach chair is to be in charge of running and planning all outreach events for the organization. <i>(Duties include: Planning and running outreach opportunities, etc.)</i>
<b>Social Chair:</b>	The role of the social chair is to be in charge of running and planning all social events of the organization and running all social media accounts of the organization. <i>(Duties include: Planning and running social events, running social media accounts, etc.)</i>
<b>Competitions Chair:</b>	The role of the competitions chair is to be in charge of overseeing the AIAA Design Competition, and will work to find other competitions that AIAA can compete in. <i>(Duties include: Running and planning all competitions, kicking/replacing inactive members)</i>
<b>Freshman Representative:</b>	The role of the freshman representative(s) is to introduce new ways to include freshman students within the organization and to train to become an officer in later years. <i>(Duties include: Working on inclusion activities for freshman students, shadowing other officers, etc.)</i>
<b>Cockrell Relations Chair</b>	<i>[Can be additional title to any of the above officers or separate officer altogether to satisfy CRC requirements]</i>

\* To run for these positions, candidates must have been on the officer team in previous school year unless no candidates are available. For president, candidates must have been a Vice President in previous school year unless no candidates are available.

\*\* All officers must be elected at end-of-year election meeting (Officers must receive majority vote to be elected as new officer - subject to appeal as deemed necessary) unless previous officer team failed to host elections. In which case, remaining officers must take initiative to select a new officer team through an application process.

#### **Procedure for Officer Selection and Removal:**

All members are eligible to run for the above officer positions. Officers are determined by the annual nomination process and elections. Any officer is liable to be removed if deemed necessary by the faculty advisor and officer team.

## **ARTICLE V – MEETINGS**

- ❖ General meetings, Lunch and Learns, Current Events Sessions, etc. shall be held as deemed necessary by officer team.

- ❖ Attendance is not required for meetings.
- ❖ Membership dues must be paid to attend meeting as general member.
- ❖ Election Meeting for next year's officer team to be held at end of each school year.
  - Officer must be elected and must comply with rules notated in Article IV to be eligible

## **ARTICLE VI – UNIVERSITY ADVISOR**

In accordance with Sec. 6-101 (14) and Sec. 6-101(15) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either:

- A. a part-time or full-time employee of the University.
- B. a representative of a national organization that is associated with the registered student organization.
- C. serves as either
  - i. a part-time or full-time employee of the University.
  - ii. a representative of a national organization that is associated with the registered student organization (registered student organizations only).
- ❖ Duty of advisor is to oversee and mentor officer team to ensure success of organization
- ❖ Selection of advisor to be decided by Department of Aerospace Engineering and Engineering Mechanics
- ❖ One Advisor to be selected

## **ARTICLE VII – FINANCES**

- ❖ Dues: Dues and pricing are to be determined by officer team before first general meeting of year
- ❖ Treasurer is in charge of collecting and keeping track of membership dues, Budget, and Requesting/Spending funds or delegating as necessary

## **ARTICLE VIII – ELECTIONS**

- ❖ Election Meeting for next year's officer team to be held at the end of each school year.
- ❖ Officers must be elected and must comply with rules notated in Article IV to be eligible
- ❖ Members are to be notified of election meeting with ample time as deemed necessary by officer team
- ❖ Candidates are allowed time to speak before a candidate-blind vote is held (all candidates running for position are to leave room while votes are tallied)

- ❖ While candidates are out of room, all members are allowed to make cases to vouch for or against candidates
- ❖ Voting will be done by members closing eyes and raising hand to vote for officer candidate when candidate's name is called (or other appropriate blind voting method).
- ❖ Officers will tally votes by counting hands raised and candidate with majority of votes will win election for officer position
- ❖ Candidates are allowed to run for multiple positions (in compliance with rules from Article IV) unless they have already been elected for position earlier in the election meeting
- ❖ No minimum number of members are required to be present at election meeting and no minimum number of votes are required to win

## **ARTICLE IX – AMENDMENTS**

All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to Student Activities in the Office of the Dean of Students at 2609 University Ave., Suite 2.112 within 14 days of its approval.

- ❖ Additionally:
  - ❖ Constitution can be amended as deemed necessary by members of officer team
  - ❖ Majority vote of officers is required to ratify amendment
  - ❖ Officers may propose new amendments at officer meetings