American Institute of Aeronautics and Astronautics
Student Branch: University of California, San Diego
Bylaws

Article I – Name

The name of this organization shall be the American Institute of Aeronautics and Astronautics Student Branch (herein, AIAA-s) at the University of California, San Diego (herein, UCSD).

Article II – Responsibilities of the Administrative Executive Board

Section A: Chairperson

>The Chairperson is the head manager of the AIAA-s board and acts as a liaison between the student branch and professional relations, including AIAA San Diego Branch and the Jacobs School of Engineering. The responsibilities of the Chairperson include but are not limited to: presiding over all meetings, appointing members to positions not customarily elected, representing UCSD and AIAA at meetings and functions, attending section meetings of the professional AIAA, managing and supporting all roles of the administrative board, and enhancing AIAA-s throughout UCSD and the greater San Diego area. The Chairperson is also required to publish weekly newsletters and necessary updates, and then to make available to AIAA-s members.

Section B: Vice Chairperson

>The Vice Chairperson is the assistant to the Chairperson and acts as a liaison between the student branch and university relations, including the Triton Engineering Student Council (TESC). The responsibilities of the Vice Chairpersons include but are not limited to: facilitating communication between AIAA-s and campus organization, representing AIAA-s at all TESC events, reporting to both organizations relative information and event updates, providing necessary reservations and resources for board meetings and AIAA-s events, and supporting the Chairperson in his/her duties. In the temporary absence of the Chairperson, the Vice Chairperson will assume the Chairperson's duties.

Section C: Secretary

>The responsibilities of the Secretary include but are not limited to: attending and recording the happenings at each Executive Board Meeting and General Body Meeting, managing the email list server, and maintaining current information on the AIAA-s website. The secretary is also responsible for organizing information of AIAA-s members and event participants, which is to include but is not limited to AIAA national membership status.

Section D: Treasurer

>The responsibilities of the Treasurer include but are not limited to: maintaining and reporting on the current finances of AIAA-s, depositing monies payable to AIAA-s, dispersal of funds, and preparing an initial budget and end of year report. The Treasurer is also responsible for raising money, through sponsorship or profitable events.

Section E: Project Manager(s)
　　　The responsibilities of the Project Manager(s) include but are not limited to: continuing the success of the active project and updating AIAA-s on the project's status. In addition, they must write and maintain a project plan and budget, approved by project's faculty advisor. A Project Manager is required to preserve the sustainability of the project for future years through team recruitment, project member training, and/or other means.

Section F: Program Coordinator(s)
　　　A Program Coordinator is responsible for the organization, publicity, and implementation of AIAA-s events and activities, which includes but is not limited to: tours, presentations, seminars, conventions, TESC events, community service, and social events. Program Coordinators are responsible for organizing a minimum of one (1) program per academic quarter. Additional Program Coordinator positions may be formed and dissolved according to the needs of AIAA-s.

Article III –Project Managers

Section A: Active Projects
　　　An active project is one that had a productive previous year, which includes but is not limited to participation in a competition, or an event generating results. In addition, the project must be financially independent from AIAA-s.

Section B: Foundation Projects
　　　A foundation project is a newly started project. It is supported by AIAA-s while building a team, obtain funding, and performing. When a foundation project meets the requirements described above to become an active project, the Executive Board will vote. A simple majority will upgrade the status of a foundation project to an active project.

Section C: Project Manager Selection
　　　The selection of Project Manager of each active project will be done by the previous team, and then subjected to the approval of the project's faculty advisor.

Article IV – Usage of AIAA funds

Section A: Budget
　　　1) A budget shall be prepared and presented to the Executive Board for a vote of approval no later than Week 4 of fall quarter.
　　　2) The approved budget shall be submitted to the faculty advisor.

Section B: End of Year Report
　　　A end-of-year financial report must be completed and presented to the Executive Board and Faculty Advisor no later than two weeks after the completion of spring quarter.