

SDSM&T UNMANNED AERIAL VEHICLE TEAM CONSTITUTION

PREAMBLE

The SDSM&T Unmanned Aerial Vehicle Team will be one that designs aerial robots with the intent of taking part in the International Aerial Robotics Competition (IARC). The purpose of the team is to design and build UAVs and subsystems to compete, serve as a platform for high level under-graduate students to develop their skills, and for graduate students to have vehicle and tasking to bear out research. As a byproduct of taking part in competitions, SDSM&T will benefit by becoming more familiar to people in the unmanned aerial robotics community.

ARTICLE I. NAME

The name of the organization shall be SDSM&T Unmanned Aerial Vehicle Team.

ARTICLE II. PURPOSE

The purpose of the SDSM&T Unmanned Aerial Vehicle Team shall be the following:

1. To compete in the International Aerial Robotics Competition and win.
2. To develop new technologies and novel ways of integrating Commercial Off The Shelf (COTS) hardware with existing software to facilitate (1)
3. To serve as a platform for personal development of skills for under-graduate and a vehicle for research for graduate students.
4. To give students an actual metric for success with an achievable goal to develop the critical skills of meeting deadlines, budgets, operating constraints, operating in a team environment, and develop leadership and self-reliance.
5. To lead by example in competition and grow in prestige by performance in the SDSM&T and UAV community

ARTICLE III. MEMBERSHIP

Membership in the UAV team is intended to be inclusive and seamless. The intent of this section is to give formal definitions for accountability and due process when necessary. The intent is not to be a burden on meetings or a tool for divisiveness. Thus, expulsion and exclusion processes should not be undertaken lightly and only when necessary.

1. "Meeting attendance privilege" shall be open to all SDSM&T students, faculty, and staff. Membership may only be granted as described below. Membership may be rescinded due to university disciplinary standing or at the written request of one or more of a member's professors. Additionally, non-officer membership and meeting attendance privilege may be revoked by 2/3 majority vote of all active members for any reason.
2. "Active membership" shall be granted automatically at the start of the 6th attended meeting unless the officer core wishes to put membership to a vote at weekly administrative meeting. Active membership bestows voting privilege as laid out throughout the constitution. Additionally, active membership is necessary to be considered for direct team representation at competitions.

3. "Associate membership" shall be composed of faculty and staff of SDSM&T and/or community professionals in mechanical, electrical, and computer science industries. Associate membership shall be granted by 2/3 majority vote of officer core. Associate members will be allowed to voice opinions in team matters but will not be allowed to cast a vote in decisions.
4. Members are considered to be in good standing if they attend at least 3/4 of the scheduled meetings per semester. Only members in good standing can vote. This requirement should only be observed for active membership.
5. Nondiscrimination: This organization does not discriminate in membership selection, officer election or other appointments, or practices of organizational activities on the basis of race, color, national origin, military status, gender, religion, age, sexual orientation, political preference or disability.

Dues

The SDSM&T Aerial Vehicle Team believes that the work put in by the students is sufficient and will not impose any additional dues or fees upon its members. All funding will be sought through other means such as research grants, school funding, CAMP funding, Student Association funding, corporate sponsorship, etc.

Qualifications

There are no basic qualifications for entry into the team other than a time commitment and intangibles such as drive, ingenuity, and a desire to excel.

Voting Rights of Members

Active members in good standing are allowed to vote on all items explicitly granted to them in this constitution. Additionally, members are allowed to vote on items directed by the president during the weekly administrative meeting. Votes in the latter case will be by simple majority unless the officer core determines unanimously that they want a different requirement.

ARTICLE IV. OFFICERS

1. Officers must be full-time SDSM&T students in good academic and disciplinary standing during their term of office. In order to be eligible for the President or Vice President positions, the member must have been active and in good standing the previous semester. Officers must be willing and able to participate in the team through the date of the competition if graduating prior. Additionally, the President and Vice President must be willing and able to participate through the next elections.
2. Officers will be selected through a process of being nominated by team members, giving a speech to the team, and obtaining a majority vote by the team members in attendance of the meeting. All team members must be notified at least one (1) week in advance of the start of acceptance of nominations for a new officer. Nominations will be made in a team-wide advertised meeting and nominated candidates will give a short presentation detailing why they wish to hold the position in question, how they would fulfill the requirements of the position, and why they are qualified for the position. After all of the candidates have spoken, the candidates will leave the room for private discussion by the present team members. The highest-ranking officer will organize the private discussions by recognizing those members who wish to be heard. After the discussion is ceased and a motion to vote is called and seconded, the present members will cast one vote per present member for their favorite candidate. The votes will be added for each candidate with the majority of the votes going to the victor. All evidence of the vote will then be destroyed and the candidates notified of the winner. In the case of a tie vote, the highest-ranking officer will cast the deciding vote.

3. The term of office for all officers shall be one year beginning on October 1 and ending on September 30.
4. Nominations for President and Vice President shall take place during the last regularly scheduled meeting of August. Nominations for all other officers shall take place during the last regularly scheduled meeting of September.
5. The current President of the SDSM&T Unmanned Aerial Vehicle Team shall count votes.

The duties of the officers shall be as follows:

There are four officer roles to be nominated, elected, and executed. All duties of any officer may be delegated to any other officer or any other active member. However, the elected officer ultimately retains all responsibility for any duty assigned to them. Failure to meet the duties are grounds for initiating a No Confidence vote. Any officer that falls into bad standing will automatically require a No Confidence vote by remaining officers.

1. President - Responsibilities are as follows
 - a. Presides over meetings by opening and closing them
 - b. Sets meeting times and locations
 - c. Initiates and leads all votes
 - d. Determines agenda for meetings and sends out agenda at least 24 hours prior to scheduled meeting time
 - e. Holds ownership of all logins for group accounts, keys for all meeting and work areas, and maintains standing necessary for all.
 - f. Ultimately responsible for maintaining and broadcasting development timeline for competition.
2. Vice President - Responsibilities are as follows
 - a. Attends CAMP meeting and if unable ensures a representative is present for team
 - b. Takes attendance at meetings and maintains standings of all members/participants
 - c. Records minutes and broadcasts to all team members/interested parties
 - d. Secondary for Presidents responsibilities if necessary
 - e. Responsible for content management repository and standardization of development environment, software version, hardware, etc. when deemed necessary
 - f. Reports weekly on responsibilities
3. Treasurer - Responsibilities are as follows
 - a. Will balance and detail team budget and report weekly ensuring that the team stay within its budget.
 - b. Responsible for completing financial reports that detail the team's financial position at the end of each semester and when demanded from the team's supporters.
 - c. Along with any other two officers, will approve all orders for materials totaling more than \$50.
 - d. Responsible for processing all funding requests
 - e. Responsible for processing all reimbursement requests
4. Public Relations Chair - Responsibilities are as follows
 - a. Will serve as liaison for other SDSM&T groups and teams when necessary
 - b. Will push all media to team website (pictures, videos, updates) to both meet competition requirements and provide basic outreach at PR discretion

- c. Will serve as point of contact for any media requests from SDSM&T, other schools, news outlets, etc.
- d. Responsible for organizing and interfacing for all SDSM&T group outreach events such as the Student Org Fair
- e. Will interface with Student Association when necessary to provide SA with all required reports, documents, information, etc.
- f. Reports weekly on PR status

Impeachment - Vote of No Confidence

- 1. Any member of the organization may bring charges against an officer. It will take a unanimous vote of the officers, excluding the accused officer, to impeach.
- 2. The impeached officer shall then be provided with due opportunities for defense.
- 3. At the following meeting, the case against the officer will be heard. The officer in question shall have the opportunity to defend himself/herself.
- 4. A 2/3 vote of the voting body is then required to effect the removal of the officer.

Filling Vacancies

- 1. Special elections shall be held if a vacancy occurs. The elections should occur within 2 weeks of the vacancy. Members shall be notified during the first weekly meeting after the vacancy occurs and by e-mail. All vacancies in elected positions shall be filled for the remainder of the unexpired term.
- 2. If one or more officers are unable to assume or continue with their duties, the remaining officers shall hold a special election to fill those vacancies under the guidelines for elections in this document. In the event that such an election cannot be held within a reasonable amount of time due to the University not being in session, the remaining officers shall appoint the replacement with the advice and counsel of the advisor.

Handing over Office

Upon completion of elections previous officers will have two weeks to conduct change-out with newly elected officer. This serves as a period for training new officer in current process to meet duties prescribed in constitution. Additionally, the previous officer is expected to transfer all documentation, keys, login information, and effective control associated with any systems or duties under their purview.

ARTICLE V. ADVISORS

- 1. The official advisor of the organization must be a full-time, permanent employee of SDSM&T. Appointing the official advisor requires a unanimous vote of all officers
- 2. Additional advisors are allowed to serve in conjunction with the official advisor, provided that they have an official role with the local, regional, or national organization of the student chapter. Appointing additional advisor additionally requires unanimous vote of all officers

ARTICLE VI. MEETINGS

Meeting attendance is expected to be able to ultimately perform in the IARC competition. However, it is certain that work outside the meeting times will be necessary in some capacity to effectively use meeting time and accomplish assigned tasks. Preparation for meetings is essential to their effectiveness and overall team performance.

1. Meetings shall be held regularly at a time to be specified by the president at the beginning of the semester
2. Special meetings may be called by the President, Vice President, or quorum of elected officers as need dictates
3. A quorum of membership for voting purposes shall be reached when 2/3 of the general members are voting.
4. Meetings will consist of:
 - a. A weekly weekday 1 hour administrative meeting. This meeting is intended to cover team business such as timeline/status, voting, weekly officer reports, general concerns and discussion, and assign tasks for the following meeting and workshop.
 - b. A weekly weekend 3 hour workshop for dissemination of information, brainstorming, construction of UAV platform, installation and demoing of software, and other miscellaneous tasks
 - c. Ad-hoc meetings and workshops as necessary to meet demands of competition and ultimate mission of UAV team.

ARTICLE VII. EXECUTIVE COUNCIL

The UAV team does not currently recognize the need for any executive councils.

ARTICLE VIII. COMMITTEES

The UAV team does not currently recognize the need for any committees.

ARTICLE IX. UNIVERSITY POLICIES

This organization, including all members, officers and advisors, agrees to abide by all SDSM&T regulations, policies and procedures of an academic, non-academic, legal or financial nature.

This organization does not participate in or encourage any unlawful activity.

This organization, including all members, does not allow hazing in any form. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization.

ARTICLE X. LIABILITY CLAUSES

This organization requires the use of liability waivers for any high risk activity. "High risk activities" are defined by the South Dakota Office of Risk Management as water recreational activities or athletic events, but in general are those which present the possibility of physical injury. In all cases in which there is doubt about risk, the Campus Environmental Health and Safety Manager (EHS Manager) shall be the final judge. All event participants are required to complete a waiver, especially those which do not receive credit hours.

The templates for these waivers are available permanently at <http://sdmines.sdsmt.edu/studentrisk>. In the case of proposed alterations to these waivers, this organization shall first contact the EHS Manager for approval.

ARTICLE XI. PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be used as a guide by the presiding officer in all situations not covered by provisions of the constitution.

ARTICLE XII. AMENDMENTS

By-laws

1. By-laws must be in accordance with this constitution as amended.
2. By-laws must be sponsored by at least two persons, one being an officer or advisor.
3. By-laws shall be adopted by 2/3 of the voting body, and upon approval of this constitution by the Committee on Student Organizations.

Amendments

1. Amendments must be in accordance with this constitution as amended.
2. Amendments must be sponsored by at least two persons, one being an officer, or advisor.
3. Amendments shall be adopted by 2/3 of the voting body.
4. Proposed amendments will be sent to all members via e-mail two weeks prior to the vote on the proposed amendments.
5. Proposed amendments will be read during 2 weekly business meetings prior to the vote.

Initial Ratification / Re-activation

This constitution shall be enforced upon ratification by 2/3 of the voting body, and upon approval of this constitution by the Committee on Student Organizations.

Current Amendments

None currently.