**University of Cincinnati**

**CubeCats**

**Bylaws**

**Section 1: Duties of officers**

**Part A: President**

Duties of the President include:

The President shall:

* Call and preside at all meetings of the UC CubeCats.
* Manage all contact and business between companies, organizations, or governmental agencies and the UC CubeCats.
* Make the final decision in the event of a tie vote.
* Not vote on matters unless in the event of a tie.
* Receive complaints, requests, and notifications of matters to be presented to the UC CubeCats. Duties also include bringing such items to the attention of appropriate parties within the team.
* Amend the Constitution and Bylaws after amending by the team.
* Co-sign checks with the University Advisor in the absence of the Treasurer.
* Be an ex-officio member of all committees of the UC CubeCats.
* Meet with all teams and committees to establish and maintain the goals of the UC CubeCats.
* Check the GPA’s of all officers.
* Maintain a position on the Executive Board.

**Part B: Vice-President**

Duties of the vice-president include:

The Vice President shall:

* In the event of vacancy of the President, assumes the duties of the President.
* Preside at all meetings of the UC CubeCats.
* Perform duties as assigned by the President.
* Plan and coordinate all social events, trips, and speakers.
* Ensure the mailbox is checked and mail is delivered to the appropriate chair year round.
* Manage the educational chair, educational program, educational committee, and ambassador.
* Maintain a position on the Executive Board.

**Part C: Secretary**

Duties of the secretary include:

The Secretary shall:

* Record minutes of all meetings and make available electronic copies of the minutes to all members.
* Amend the Constitution and Bylaws after amending by the team.
* Record the attendance at meetings.
* Maintain working order of all files pertaining to the UC CubeCats.
* Manage general organization (electronic, physical, etc.) of the UC CubeCats.
* Re-register the team annually with the SAB.
* Reapply for the team mailbox in August of each year.
* Maintain a list of all current members of the UC CubeCats.
* Manage the documentation chair and lab manager.
* Maintain a position on the Executive Board.

**Part D: Treasurer**

Duties of the treasurer include:

The Treasurer shall:

* Manage all finances of the UC CubeCats.
* Collect and receive all funds paid to the team and deposit them in the official depository.
* The treasurer hasHave the final approval, along with the University Advisor, of all team expenditures.
* The Treasurer will cCo-sign all checks with the University Advisor in payment of bills.
* Abide by the policies and guidelines set by the University Funding Board.
* Abide by and have a general knowledge of all UC funding policies and procedures.
* Report all transactions and balance of accounts to the Executive Board upon request.
* Report the financial standing of the team to all members at general meetings.
* Submit the student organization and certification form to PNC Bank each year.
* Renew the website of the UC CubeCats each year.
* Manage funding, grant, and sponsorship methods and applications for the UC CubeCats.
* Complete proper paperwork for budgets to be submitted to the University Funding Board.
* Keep bank account and financial records, which must be open to inspection by the President, Executive Board, Funding Board, GSGA, and authorized auditors.
* Oversee internal fundraising projects.
* Work with chairmen to attain funding and grants outside of the university.
* Manage the project funding and marketing chairs.
* Maintain a position on the Executive Board.
* Educate his or her successor on the obligations of this position.

**Part E: CubeSat Project Manager**

The CubeSat Project Manager shall:

* Manage the systems engineering process for all CubeSat missions.
* Manage all CubeSat mission operations.
* Manage all CubeSat related applications.
* Deliver all technical details as required by the Treasurer and the Treasurer’s chairpersons for project-funding reasons.
* Maintain all necessary contact with the appropriate external organizations (ie. launch providers).
* Manage all CubeSat subsystem chairpersons and CubeSat subsystem committees.
* Maintain a position on the Executive Board.

**Section 2: Elections**

**Part A: Time of elections**

Elections of officers will take place the second to last meeting of the spring semester. Nominations for officer candidates will take place two weeks prior to the second to last meeting.

**Part B: Election process**

After nominations are made, potential candidates have one week to create speeches, which are to be sent out to all voting-members of the team at the end of that week. After the nomination meeting, speeches are to be given at the next general meeting. Voting members then have a week to review speeches and potential candidates. At the election meeting, ballots are to be passed out to all present voting members, which are to be filled out and turned to the current President, who will count the ballots. If the current President is running in the election, the vice-president shall count the votes. In the event that the Vice-President or any subsequent officers are running again and unable to count the votes, the order in which the responsibility falls is Secretary, Treasurer, and the team faculty Advisor. The candidate with the most votes wins the election in his or her respective officer position.

**Section 3: Executive Board**

**Part A: Composition of Executive Board**

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and AdvisorCubeSat Project Manager.

**Part B: Executive Board duties**

General duties of the executive board include, but are not limited to:

The Executive Board shall:

* Regulating policies.
* Discipline of members.
* Budget management.
* Meet monthly to discuss the direction and changes of the UC CubeCats and any additional matters deemed necessary. In addition to monthly meetings, the Executive Board may meet by the President’s call.
* Ensure one member of exec attends SOCC meetings.
* Have final approval of all applications.
* Have the final approval of all events attended by the UC CubeCats.
* Update the Advisor on the direction of the UC CubeCats at least once a semester and additionally as deemed necessary.
* Each member of the Executive Board shall educate his or her successor on their position’s duties.
* A formal Transition Summit shall occur at the end of the spring semester. During the Transition Summit, new officers are transitioned into their respective roles and goals are established for the next year.

**Part C: Executive Board meetings**

The Executive Board is to meet monthly to discuss duties and report to other members of the Executive Board about their individual responsibilities. In addition to weekly meetings, the Executive Board may meet by the President’s call.

**Part D: Former officers on the Executive Board**

In the case that it is deemed necessary that the immediate past President is to be a voting member of the Executive Board, he or she must be a full or part-time student enrolled in the University. He or she must maintain a 2.75 GPA and be in good academic and disciplinary standing with his or her respective college.

**Section 4: University Advisor**

**Part A: Advisor duties**

Advisor duties include:

The Advisor shall:

* Ensuring team activities are consistent with the purpose of the team.
* Consulting with the team.
* Act as a consultant to the UC CubeCats.
* Certifying the academic standing of executive board members.
* Co-sign checks and remain aware of the rules and regulations governing the handling of all funds of the team.
* Approve and cosign checks and required paperwork.
* Attend a Certification Training sponsored by the Office of Student Activities and Leadership Development every two years.
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**Section 5: Standing Committees**

**Part A: Establishment of standing committees**

The following permanent committees will be established with the creation of the UC CubeCats: New Member Education Committee, Project Funding Committee, and Public Affairs Committee, Ambassador Committee, Marketing Committee, Documentation Committee, Lab Management Committee.

**Part B: Member Education Committee**

The goal of the Member Education Committee is to educate all members with information about CubeSats and the workings of the club, with an emphasis on this education being directed towards new members to facilitate efficient assimilation into the team.

Goal of the committee:

The Member Education Committee is to educate members of the UC CubeCats in order to facilitate the growth and sustainability of the club.

To meet the goal of the committee, the committee shall:

* Create and manage all educational programs
* Schedule, assign workshop leaders, and manage all internal workshops of the UC CubeCats

**Part C: Project Funding Committee**

The goal of the Project Funding Committee is to seek alternative methods of project funding through grants, fundraisers, etc. The Project Funding committee is to work with the Treasurer of the UC CubeSat team to obtain any additional funding.

Goal of the committee:

The Project Funding Committee is to attain funding for the UC CubeCats’ Programs.

To meet the goal of the committee, the committee shall:

* Run and organize all funding efforts and events
* Seek and pursue funding methods
* Document and report the outcome of funding efforts to the Treasurer

**Part D: Public Affairs Committee**

The goal of the Public Affairs Committee is to plan events where community or university outreach is involved. The Public Affairs Committee will also manage all of the CubeCats’ social media.

**Part DE: Ambassador Committee**

The goal of the Ambassador Committee is to create and manage relations with other organizations. The Ambassador Committee will also manage recruitment of new members.

Goal of the committee:

The Ambassador Committee is to plan events where community or university outreach is involved.

To meet the goal of the committee, the committee shall:

* Manage recruitment of new members
* Plan and schedule participation in University held events

**Part EF: Marketing Committee**

The goal of the Marketing Committee is to create and market promotional material. The Marketing Committee will also work with Ambassador Committee to market to other organizations.

Goal of the committee:

The Marketing Committee is to market and brand the UC CubeCats to the University and the general public.

To meet the goal of the committee, the committee shall:

* Create and distribute promotional material
* Manage all social media of the UC CubeCats
* Manage the website of the UC CubeCats

**Part FG: Documentation Committee**

The goal of the Documentation Committee is to ensure all work is properly documented, not including writing all documents. The Documentation  Committee will also make sure documentation for projects is accessible. The Documentation  Committee will also facilitate project planning.

Goal of the committee:

The Documentation Committee is to ensure proper documentation and the organization of said documentation for all club activities.

To meet the goal of the committee, the committee shall:

* Ensure documentation for projects is easily accessible
* Generate standardized document formats and templates for the UC CubeCats
* Work with other teams and committees to ensure documentation standards are met

**Part G: Lab Management Committee**

Goal of the committee:

The Lab Management Committee is to ensure organization and cleanliness of the UC CubeCats lab.

To meet the goal of the committee, the committee shall:

* Manage the disposal of waste
* Manage and update the library and hardware checkout systems
* Clean the lab and keep it organized as needed
* Create general lab standards and procedures and make them known to any individual using the lab

**Part H: Chairman appointment**

A chairman is to be appointed to each of these committees by the Executive Board within two weeks after the creation of the team. The Chairman shall manage the committee and take direction from his or her respective Executive Officer in order to meet committee goals. Chairmen are to fulfill his or her duties until he or she resigns, where a new chairman is to be appointed by the Executive Board for the respective committee.

**Section 6: Special Committees**

**Part A: Establishment of committees**

The Executive Board may establish special committees and appoint chairman at their discretion, as well as approve which team members are a part of the committee.

**Part B: Establishment of Subsystem Teams**

The Executive Board may establish a Subsystem Team and appoint a Subsystem Team Lead at their discretion, as well as approve which team members are a part of the Subsystem Team.

**Part C: Dismissal of committees**

The Executive Board may dissolve special committees at their discretion. The Executive Board also has the right to remove members or chairman from committees.

**Section 7: Meetings**

**Part A: Voting conducted in meetings**

Quorum of 1/2 of voting members is necessary to conduct any official business. Assuming quorum is present, matters are decided by majority voting, unless otherwise specified in the bylaws (ex. ratification, amendments, etc.).

**Part B: Time of meetings**

Meetings require a two week notice prior to the meeting time. General meeting times and dates are to be decided upon by the Executive Board. General meeting must be held at least twice a semester.

**Part C: Place of meetings**

The location of the meeting is to be determined by the Executive Board, and members of the team must be notified of the location at least two weeks before the meeting.

**Section 8: Revenue**

**Part A: Membership fees and dues**

Membership fees are $0.00 paid to the treasurer upon application to the team. Dues are $0.00 paid to the treasurer by the end of the fall semester.

**Part B: Generation of revenue**

Revenue may be generated through events such as fundraisers, etc. Generated revenue must be approved by the Executive Board, general body of the student organization, and appropriate University office. The revenue generated by such events must be used to further the mission and goals of the University of Cincinnati CubeCats, programmatic efforts, or for the support of philanthropic efforts.

**Part C: Disbursement of revenue**

Disbursement of revenue must be approved by the Executive Board and comply with University policies.

**Part D: Revenue duties of the Treasurer**

The treasurer is responsible for all monies in possession of the team. The treasurer must report to the executive board and members of the team.

**Part E: Dissolution**

In the case of dissolution, the distribution of revenue shall be done in accordance to the directions in Section 14 of the bylaws.

**Section 9: Discipline**

**Part A: Disciplinary action**

Disciplinary action may be taken by the Executive Board on any member of the team, provided that proper justification exists. The disciplinary action chosen is up to the discretion of the Executive Board and is to be proportional to the severity of the offense. After disciplinary action is taken, the member receiving the disciplinary action must be officially notified.

**Part B: Disciplinary action hearing**

The member in question must attend a hearing in the presence of the Executive Board where grievances are presented and the member in question has an opportunity to address the charges against him. A vote of 2/3 of the members of the Executive Board is required to take disciplinary action.

**Part C: Definition of suspension**

Suspension is defined as the prevention and disallowance of any kind participation or ties, including financial ties, on the team for the time specified by the Executive Board.

**Part D: Definition of expulsion**

Expulsion is defined as the permanent prevention and disallowance of any kind of affiliation or participation, including financial affiliation, on the team. Any student whose membership to the team has been revoked must forfeit all interest in any funds or other property belonging to the UC CubeCats and may not use the team’s name in connection with any further activities.

**Part E: Grounds for suspension and expulsion**

Suspension and expulsion of members can be made for inappropriate behavior or behavior that is not compliant with University policies or is not in line with the goals of the University of Cincinnati CubeCats.

**Part F: Appeals**

Members receiving suspension or expulsion may appeal the decision within two weeks of being notified of the decision. The appeal is to be presented to the Executive Board within the two week time span at an appeals meeting. If members of the Executive Board are unable to attend the meeting, minutes of the appeals meeting will be sent to them. Executive board members must then vote on the final decision within one week. After the final decision has been made, the member receiving disciplinary action will be officially notified via email. A vote of 2/3 of the Executive Board is needed to uphold the disciplinary action taken. This vote is final.

**Section 10: Impeachment**

Any member may initiate officer removal by the following procedure.

1. Petition the Executive Board with signatures of 1/3 of all voting members. The petition must state the reasons for the removal.
2. The Executive Board must then notify officers and call for a removal vote within fourteen days of the official filing of the petition.
3. Members must be notified one week prior to the removal meeting.
4. At the removal meeting, the grievances stated on the petition are to be presented. The officer in question must also have the opportunity to address the grievances.
5. A vote will then be taken, which requires a vote of 2/3 of voting members to remove the officer.

**Section 11: Vacancy of Office**

**Part A: Interim officer appointment**

In the case of the resignation or removal of an officer, an interim acting officer is to be appointed by the Executive Board. This officer must be approved by a majority vote of the Executive Board.

**Part B: Elections**

The President is to call for an election within fourteen days after the vacancy of an office. The election is to be conducted as specified in Section 2 of these bylaws, with the process starting with nominations at a meeting specified by the President. Members must be notified of the meeting one week in advance.

**Part C: Vacancy of President**

In the case that the office of the President becomes vacant, the Vice-President will complete the President’s term. An election for the Vice-President must then take place as specified by Section 2 of the bylaws.

**Section 12: Rules of order**

“Robert’s Rules of Order, Revised” shall be the primary parliamentary authority for matters of procedure not specified by these bylaws.

**Section 13: Amendments of bylaws**

**Part A: Amendment proposal**

Any member may propose an amendment, which is to be voted on at the next general meeting that occurs at a minimum of one week after the notification of the proposal to members of the Team.

**Part B: Amendment voting**

Amendments to these bylaws shall be by the affirmative vote of 1/2 of all voting members and with the approval of the appropriate governing board.

**Section 14: Dissolution**

**Part A: Dissolution process**

Upon the dissolution of the University of Cincinnati CubeCats for any reason, all work, funds, and property controlled by the team will be transferred to the University of Cincinnati or to an organization that models the organization’s purpose, decided upon by the executive officers.

**Part B: Conducting of process**

The Advisor and Executive Board of the University of Cincinnati CubeCats are to oversee the process of dissolution.

**Section 15: Non-hazing clause**

The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.

Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:

1. Any activity that creates a substantial risk of physical or mental harm.
2. Paddling, beating, or hitting individuals.
3. Wearing anything designed to be degrading or to cause discomfort.
4. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
5. Activities that interfere with an individual’s academic efforts by causing exhaustion of loss of reasonable study time.

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* Activities that interfere with an individual’s academic efforts by causing exhaustion of loss of reasonable study time.

**Section 16: Adoption**

These bylaws shall be enacted by a majority vote of the charter members of the UC CubeSat TeamCats.