President’s Duties

1. ~~Move drafting const. & bylaw changes to secretary~~
2. ~~Remove President as external communication~~
3. ~~The President may not vote on matters unless in the event of a tie.~~
4. ~~The President meets with all teams and committees to establish and maintain the goals of the UC CubeCats.~~

Vice President Duties

1. ~~Plans and coordinates all social events, trips, and speakers.~~
2. ~~The Vice President shall manage the educational chair, educational program, educational committee, and ambassador.~~
3. ~~The Vice President shall ensure the mailbox is checked and mail is delivered to the appropriate chair year round.~~

Secretary

1. ~~The Secretary shall manage the documentation chair and lab manager.~~
2. ~~The Secretary shall reapply for the mailbox in August of each year.~~
3. ~~Maintain working orders of files of UC CubeCats~~
4. ~~The Secretary shall manage general organization (electronic, physical, etc.) of the UC CubeCats.~~

Treasurer Duties

1. ~~The Treasurer shall submit the student organization and certification form to PNC Bank each year.~~
2. ~~The Treasurer shall renew the website of the UC CubeCats each year.~~
3. ~~The Treasurer shall manage the project funding and marketing chairs.~~
4. ~~The Treasurer shall manage funding, grant, and sponsorship methods and applications for the UC CubeCats.~~
5. ~~The Treasurer shall abide by and have a general knowledge of all UC funding policies and procedures.~~
6. ~~Remove educate his or her successor.~~

CubeSat Project Manager

1. ~~The CubeSat Project Manager shall manage the systems engineering process for all CubeSat missions.~~
2. ~~The CubeSat Project Manager shall manage all CubeSat subsystem chairpersons and CubeSat subsystem committees.~~
3. ~~The CubeSat Project Manager shall manage all CubeSat mission operations.~~
4. ~~The CubeSat Project Manager shall manage all CubeSat related applications.~~
5. ~~The CubeSat Project Manager shall deliver all technical details as required by the Treasurer and the Treasurer’s chairpersons for project-funding reasons.~~
6. ~~The CubeSat Project Manager shall maintain all necessary contact with the appropriate external organizations (ie. launch providers).~~

Executive Board

1. ~~Remove advisor from members of executive board.~~
2. ~~The Executive Board is to 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.~~
3. ~~Ensures one member of exec attends SOCC meetings.~~
4. ~~All applications must have final approval of the Executive Board.~~
5. ~~All events attended by the UC CubeCats must have final approval of the Executive Board.~~
6. ~~Each member of the Executive Board shall educate his or her successor on their position’s duties.~~
7. ~~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.~~
8. ~~The Executive Board shall update the Advisor on the direction of the UC CubeCats at least once a semester and additionally as deemed necessary~~.

Advisor Duties

1. ~~Ensuring team activities are consistent with the purpose of the team.~~
2. ~~Act as a consultant to the UC CubeCats.~~
3. ~~Consulting with the team.~~
4. ~~Certifying the academic standing of executive board members.~~
5. ~~Approve and cosign checks and required paperwork.~~
6. ~~Attend a Certification Training sponsored by the Office of Student Activities and Leadership Development every two years.~~

**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.~~

**~~Part B: Member Education Committee~~**

~~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.~~

~~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.~~

~~To meet the goal of the committee, the duties of the committee include:~~

1. ~~Create and manage all educational programs~~
2. ~~Schedule, assign workshop leaders, and manage all internal workshops of the UC CubeCats~~

**~~Part C: Project Funding Committee~~**

~~Goal of the committee:~~

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

~~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 CubeCats to obtain any additional funding.~~

~~To meet the goal of the committee, the duties of the committee include:~~

1. ~~Run and organize all funding efforts and events~~
2. ~~Seek and pursue funding methods~~
3. ~~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 E: Ambassador Committee~~**

~~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 duties of the committee include:~~

1. ~~Manage recruitment of new members~~
2. ~~Plan and schedule participation in University held events~~

**~~Part F: Marketing Committee~~**

~~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 duties of the committee include:~~

1. ~~Create and distribute promotional material~~
2. ~~Manage all social media of the UC CubeCats~~
3. ~~Manage the website of the UC CubeCats~~

~~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.~~

**~~Part G: Documentation Committee~~**

~~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 duties of the committee include:~~

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

~~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.~~

**~~Part H: 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 duties of the committee include:~~

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

**~~Part I: 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.~~