

Constitution of the Rose Rocketry Team

Rose Rocketry

02 November 2020

PREAMBLE

We, the members of Rose Rocketry Team at Rose-Hulman Institute of Technology, in order to provide to the Rose-Hulman community a forum for research and exploration in the aerospace field, do establish this constitution and subscribe to the regulations and policies of the Institute.

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be the Rose Rocketry Club.

ARTICLE II

PURPOSE OF ORGANIZATION

The purpose of Rose Rocketry Team shall be to provide to the Rose-Hulman Institute of Technology a forum for students to interact with the field of aerospace, specifically in the context of rocketry, to further their technical and experiential understanding of the central topics in this field, and to have an organization in which to develop their teamwork, leadership, and competence as an individual, as a student, and as an engineer.

ARTICLE III

MEMBERSHIP

A. Eligibility for membership

All currently enrolled undergraduate or graduate students at Rose-Hulman shall be eligible for membership without discrimination based on race, ethnicity, religion, sex, gender, age, citizenship status, disability, veteran status, or sexual orientation.

B. Criteria for membership

1. A member is any student at Rose who has both expressed interest in the club and attended at least two meetings.
2. Individuals must come to a minimum of two meetings per quarter to retain active membership. An active member is a student who may participate in club oriented activities such as voting.
 - a. Active membership can be gained through consideration of significant contributions to the team if attendance alone is not sufficient
 - i. A majority vote of club executives can decide "significant contributions"
3. In order to travel with the club, a student must be an active member of the club.
4. A student will become inactive if the student fails to attend an all club meeting without prior notice or participate in a sufficient number of meetings.
5. All club officers must be classified as active members to continue to hold their positions.
 - a. Active membership can be gained through consideration of significant contributions to the team if attendance alone is not sufficient
 - b. In the event of point a, a majority vote of non-executive club members will be the deciding factor for "significant contributions"

C. Member Responsibilities

General Member Responsibilities Include:

1. Coordinate between subteams so everyone is up to date on projects
2. Work with subteams to create deadlines and stick to them
3. Willingness to contribute to the team on a regular basis
4. Acting in a manner becoming of a Rose-Hulman student and a Rose Rocketry team member
5. All members are responsible for completing BIC/KIC access courses prior to attending in person meetings.
6. All members are responsible for obtaining, or retaining, an active NAR (National Amateur Rocketry) membership prior to attending any off campus launch events.

Member Safety Requirements

- Any activities involved with the team and the NASA SLI must be approved.
- All team activities deemed high risk must be approved through Risk Management.
- Communication with BIC/KIC must always be open regarding activities that may pose any kind of risk to the health or safety of the team's members.

For all fabrication, assembly, and maintenance of final, major projects (EX: NASA SLI) outside of meetings, approval must be granted by an officer, and at least two members must always be present during these work times.

D. Grounds for removal of members

A person's membership can be removed on any of the following grounds:

1. Repeated interference with the purposes of the organization as judged by the club or the team.
2. Repeated violation of the constitution and bylaws of the organization.

E. Procedure for removal of members

1. To revoke membership of an individual, a club member must request an executive committee (EC) (all officers of the club) meeting during which they will present evidence as to why another individual's membership should be revoked.
2. If evidence is deemed substantial by the executive committee, a vote is undertaken by the club. A 2/3 majority of the votes is required to revoke membership.
3. Revoked members may be reinstated upon a 2/3 majority vote by the club at a later club meeting.

ARTICLE IV

OFFICERS

A. Officers

The officers for this organization shall be President, Vice-President, Secretary, Treasurer, Safety, and Public Affairs.

B. General duties and responsibilities of officers

1. The responsibilities of general officers shall be as follows:
 - a. Help supervisors plan and schedule for competition
 - b. Communicate and work with the overall team leads
 - c. Serve as facilitator for the planning of activities and events
2. The responsibilities of the President shall be as follow:
 - a. Preside over all meetings as well as plan and proceed over mentor meetings
 - b. Run officer elections
 - c. Cast deciding votes in case of a tie in officer elections
 - d. To compile and present, along with the Treasurer, the initial budget, any budget requests, and any grant and/or sponsorship requests
 - e. Complete the required administrative duties as required per Rose-Hulman
 - i. BIC Governance Meetings
 - ii. Travel Packets
 - iii. Town Hall Meetings (SGA)
 - f. Keep mentors and students accountable for tasks assigned to them

- g. Act as primary contact for the club
- 3. Vice President's Responsibilities Include:
 - a. Assist the president to make sure that all Presidential duties are fulfilled
 - b. Serve as acting President when the President is absent
 - c. Keep track of hours and penalties issued to students on the team
 - d. Maintain technical records of the team including knowing the status of the file storage server
 - e. Oversee new member training including maintaining a written record
 - f. Manage and oversee any and all sub-teams that exist within the club
- 4. Treasurer's Responsibilities Include:
 - a. Maintain accurate written records of all funds of the club
 - b. Handle financial matters for the club including disbursing funds when authorized by the club
 - c. Handle ordering parts and updating order sheet in conjunction with relevant parties
 - d. Compile and present, with the President, an initial budget, budget requests, and any grant and sponsorship requests, first, to the other officers, and then to SGA, the BIC, etc.
 - e. Registering and confirming payment for competition events for the team
- 5. Secretary's Responsibilities Include:
 - a. Keep minutes and records of all officer meetings
 - b. Take attendance at all formal meetings
 - c. Create recruitment events for mentors and students
 - d. Follow up with students leaving the team inquiring for reason
- 6. Safety Chair's Responsibilities Include:
 - a. Be familiar with all BIC/KIC, Rose-Hulman, NASA, and team safety policies.
 - b. Enforce all BIC/KIC, Rose-Hulman, NASA, and team safety policies.
 - c. Monitoring team activities with an emphasis on safety during:
 - i. Design of vehicle and payload
 - ii. Construction of vehicle and payload components
 - iii. Assembly of vehicle and payload
 - iv. Ground testing of vehicle and payload
 - v. Subscale launch test(s)
 - vi. Full-scale launch test(s)
 - vii. Launch Day
 - viii. Recovery activities
 - ix. STEM Engagement Activities
 - d. Assist in the writing and development of the team's hazard analyses, failure modes analysis, and procedures.
 - e. Manage and maintain current revisions of the team's hazard analyses, failure modes analysis, procedures, and MSDS/chemical inventory data.
- 7. Public Affairs Chair's Responsibilities Include:
 - a. Work with students to run any team social media

- b. Update the team website
- c. Update my-rose-hulman page
- d. Plan outreach
- e. Act as lead contact for sponsors
- f. Keep a record of all sponsor contact
- g. Keep a record of all fundraising and outreach events

C. Floating Duties

Some duties will not be delegated to specific parties and will thus be free to be taken by any officer(s). These duties include:

- 1. Property management and inventory
- 2. Safety
- 3. 5S

D. Qualifications for becoming an officer

Any active member of the club is eligible to receive and hold an officer position. To be considered as a candidate, a person must first be nominated (self-nomination is permitted). Officers who are impeached and removed from the club leadership may not run for an officer position for a minimum period of one year, but may vote in elections, provided they are an active member.

E. Terms of office

An elected officer's term lasts one year and begins at the beginning of the summer following elections. Elections are held as specified in Article V.

F. Procedure for filling vacated offices

If an office is vacated, a special election shall be held at the next club meeting. The President may appoint a club member to fulfill the duties of the vacated position until the special election is held.

G. Procedure for removal of officers

- 1. To remove an officer, a club member must submit a petition for impeachment to the President (or the Vice President if the President is to be impeached). The petition must be signed by 1/2 of the club's members. A hearing regarding this petition must be held at the next club meeting. The officer in question must be informed of this hearing to give him or her a chance to prepare a defense.
- 2. At the impeachment hearing, the member submitting the impeachment petition must present complaints and/or evidence as to why the officer should be removed.

3. The officer in question will be given an opportunity to argue a defense and offer counter evidence.
4. A vote is taken (following the procedures in Article VI Meetings). A 2/3 majority of the votes is required to remove the officer.
5. If an officer is impeached and removed, the President will appoint an interim candidate to hold the position until such time as an election can be held
 - a. If the President is removed, the Vice President shall become President and appoint an interim Vice President

ARTICLE V

ELECTIONS

A. Timing of elections

Elections will be held after the completion of the competition season, and before the end of the school year; an election date must be announced no later than the end of the fourth week of the spring quarter.

B. Nominations

Prospective officers must notify the President before the election that they intend to run for a given office. Any member may also nominate themselves or another member to run for office. The President has the responsibility to confirm that a nominee is willing to accept a nomination before the election takes place. Nominations, including self-nominations, can also be taken on the day of election.

C. Notification of elections

The President must give at least two weeks' notice to the club members when an election is to be held. This announcement may be via email or other means of notifying all members.

D. Election procedures

Elections will be held using the voting procedures according to Article VI.

If more than two candidates are included on the ballot and no candidate wins a majority, then the two candidates receiving the most votes will proceed to a run-off election. A simple majority determines the winner. If in choosing the two for the run-off election, there is a tie for second, the president votes to break the tie.

If the current president is one of the tied candidates on any ballot, the advisor will break the tie.

ARTICLE VI

VOTING

A. Voting requirements

For a vote to be held, a quorum is necessary. If a quorum cannot be established at a meeting in which a vote occurs, then the President may conduct an email vote. An email vote is valid only if the number of votes cast meets quorum requirements. If a quorum cannot be established through either means, one week will be provided for additional voting and at the conclusion of this grace period, the election results will be final regardless of the number of votes cast.

Voting will be conducted by blind vote or secret ballot for each office. The President counts the votes. Each member receives one vote, except for the President who only votes to break a tie.

B. Quorum

A quorum is defined as the next whole number above one half of the total active membership. The purpose of quorum is to ensure that enough members are present and expressing their opinions for the decisions made at this meeting to be considered valid and meaningful to the organization.

ARTICLE VII

MEETINGS

A. Types of meetings

Meeting times will be decided upon by the President and are subject to change each quarter. The President must notify club members of meeting times at the beginning of each quarter. If a meeting is going to be held at a different time or be cancelled it is the President or Vice-President's responsibility to notify club members at least 1 day in advance. Extra work times are likely to be created to aid in making deadlines.

- Update Meetings
- Work Meeting (Drop-In)
- Advisor Meeting
- 5S Meeting
- All Team Meeting

C. Meeting minutes and records

It shall be the responsibility of the Secretary to take meeting minutes and keep related records of all meetings (including special and emergency meetings). Meeting minutes should include records as election results, impeachment of an officer, removal of a member, approval of a

budget or expense, confirmation of amendment approval, and any other club actions that should be recorded. The Secretary is responsible to store club records and pass them onto the next Secretary.

The Vice President is responsible to store technical records and pass them onto the next Vice President.

ARTICLE VIII

FINANCIAL RECORDS

Rose Rocketry is funded by the Student Government Association (SGA) and as such a budget must be completed in accordance with SGA rules and guidelines.

Club purchases may be reimbursed in the following ways:

1. Expenditures planned
 - a. The item is brought up and agreed upon by the club at a meeting.
 - b. A reimbursement request form is completed and submitted
2. Quick Approval Purchasing:
 - a. At least two officers who are not involved in the purchasing of the item must approve it prior to the item purchase. The treasurer must be notified of the purchase.
3. Last Chance Purchasing
 - a. Purchasing can be done before approval. In the case of last chance purchasing, an active member can purchase items but there is a possibility of no reimbursement. During the weekly meeting following said purchase, the active member will present reason for the purchase and request reimbursement. Reimbursement will be given if at least two officers approve the purchase.

A. Dues/membership fees

There will be no required membership dues.

ARTICLE IX

ADVISORS

A. Selection of advisors

The Advisor must be a Rose-Hulman faculty or staff member.

B. Roles and duties of an advisor

The Advisor shall act as the official liaison between the club and Rose-Hulman administration, should such a liaison be necessary.

The Advisor shall at all times have the power to veto any vote, legislation, amendment or decision which they deem unsafe or otherwise inappropriate.

The Advisor shall additionally have the power to audit the budget of the club, and to intervene in matters of disciplinary action.

The Advisor has final say and veto in all elections and amendments to the constitution, and can remove any member or officer if they deem it necessary.

C. Removal

The Advisor may be removed and replaced following a 2/3 majority vote, in accordance with the voting procedures outlined in Article VI: Voting.

ARTICLE X

AMENDMENTS

Changes to the constitution may be proposed whenever voting requirements are met. The motion to amend the constitution must be motioned and seconded before it goes to a vote. Members have 48 hours to either vote in person or record their vote with the secretary. Refer to Article VI for normal voting procedure.

All members must be notified if the constitution is amended. The club advisor can veto any amendment made.