

Cyclone Rocketry Constitution

Iowa State University

July 26, 2017

Article I. Organization Name

The name of this organization shall be *Cyclone Rocketry* at Iowa State University.

Article II. Purpose

The mission of Cyclone Rocketry is to educate, challenge, and inspire the Iowa State community and future generations about rocketry, science and engineering, and space exploration.

- A. Cyclone Rocketry aims to follow a yearly design cycle and compete in National High Powered Rocketry competitions while working with industry leaders to push the boundaries of amateur rocketry.
- B. Cyclone Rocketry will attend sanctioned NAR and Tripoli launches to enable members to achieve High Powered Model Rocketry Certifications.
- C. Cyclone Rocketry seeks to introduce the hobby of amateur rocketry and inspire the spirit of innovation in students, staff, and younger generations.

Article III. Statement of Compliance

Cyclone Rocketry abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Cyclone Rocketry agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required)

Article IV. Non-Discrimination Statement

Iowa State University and Cyclone Rocketry do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V. Membership

Membership shall be open to all students attending Iowa State University. These students must be in good standing at Iowa State University.

Requirements for membership include paying dues of \$25 each semester, completing a release and waiver of liability form, and an emergency contact/medical information form.

Active and Inactive Members:

Active Members -

Those members of the Team who meet a minimum work time or other reasonable requirement as adopted by the Team's Officers. This requirement may be adjusted as needed by the Team's Officers.

Inactive Members -

Those members who, at the current time, do not meet the minimum requirement as set by the Team's Officers. The frequency that each member is checked to determine their status is left up to the Team and the Team's Officers. Inactive members are not allowed to vote in any official team elections participate or attend launches, or attend outreach events. Exceptions will be made for members on Co-op or internship on a case by case basis.

Article VI. Risk Management

Cyclone Rocketry will maintain a safety officer position (see article VII).

Article VII. Officers

The club shall be led by a group of officers as described below. These officers must meet certain minimum requirements to be determined by the active members of the team, including, but not limited to the following:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

The following are the duties of the officer positions that must be held:

A. President

1. Assure and preside over regular meetings
2. Represent the organization on campus
3. Provide assistance to other officers when needed
4. Direct the club to operate in conformity with the standards of Iowa State University, Student Organizations, EH&S, and the Student Activities Center
5. Make agendas for meetings

B. Vice President

1. Assist the president with his/her duties
2. Fulfill the duties of the president in his/her absence
3. Schedule meetings/events with appropriate university offices
4. Coordinate organization promotion and outreach events

C. Secretary

1. Keep an accurate record of held meetings
2. Record the attendance of members
3. Maintain accurate record of NAR or TRA memberships of club members

D. Treasurer

1. Collect dues
2. Maintain organization budget
3. Maintain accurate record of organization transactions
4. Cosign organization checks along with Adviser

E. Safety Officer

1. Help minimize potential risk at club activities
2. Ensure all members have completed waiver of liability forms as well as emergency/contact information on file with Risk Management
3. Ensure Cyclone Rocketry's *Standard Operating Procedure* is followed by all members at launches
4. Ensure Iowa State University policies are followed at all the organization's events
- 5.

F. Adviser

1. Maintain communication and consult with officer(s) regularly
2. Check and approve financial expenditures
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

Officer Elections:

Officer elections will be held at the end of the Spring semester of each school year. All incumbent officers will take office the following fall semester of the same calendar year. All current officers are eligible for re-election. Nominations for officership will also be considered.

The acting President may decide to elect only President, Vice President, and Treasurer and then allow these officers to agree upon the organizational structure of the club after elections are held.

Elections are won upon a majority vote from a secret ballot tallied by an unbiased individual.

Officer Removal and Replacement:

Proposal for removal must be initiated by a signed petition from at least 50% of the active members of the club. This petition will be presented to the President who will call for a vote. At this meeting a vote will take place in confidence to determine if the officer will retain their position within the club. With a $\frac{2}{3}$ vote against the officer in question, he/she will be removed from their position.

In case of removal, the club will elect a new officer as soon as possible. The interim officer to fill the position until a new officer is elected will be the President or Vice President.

Article VIII. Adviser

- A. Official adviser(s) may be any Faculty or Staff Member at Iowa State University. A non-Faculty or Staff Member may be an appointed consultant to the club if they have specific qualifications making them a special resource to the club. The adviser(s) shall advise the organization on school related activities and assist the club to achieve its goals.

Adviser Removal and Replacement:

The position of adviser is permanent. An adviser's term shall only be terminated by resignation, impeachment, or death. If an adviser is found unfit to perform their duties, the club shall find an adequate replacement, vote to terminate the present adviser's role, and replace the outgoing adviser with a new one.

Article IX. Finances

- A. All finances shall be handled by the Treasurer. Dues are \$25 per semester.
- B. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Article X. Amendments and Ratification

- A. Amendments may be added by a majority vote of active members. Voting may occur during general or special meetings.
- B. Proposed amendments must be submitted to the president at least two weeks prior to voting.
- C. If a majority vote occurs, and the proposed amendment passes, the president shall submit the updated constitution and bylaws to the Student Activities Center within 10 days for approval.