

2023

Sigma Gamma Tau Constitution

IOWA STATE UNIVERSITY CHAPTER
SGT EXECUTIVE COMMITTEE 2022-23

IOWA STATE UNIVERSITY AEROSPACE DEPARTMENT | 537 Bissell Rd, Ames, IA 50011

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Preamble

We, the members of this organization, in order to fan the flames of ingenuity and greater achievement through collaboration, ordain and establish this constitution for the governance of this association listed herein.

Article I: Name, Purpose, and Goals

1.1 Name

The name of this organization shall be the Sigma Gamma Tau - National Aerospace Engineering Honors Society - Student Chapter at Iowa State University, hereafter referred to as SGT.

1.2 Purpose

The objectives of SGT are as stated in the preamble of the Society's national constitution: "to recognize and honor those individuals in the field of Aeronautics and Astronautics who have, through scholarship, integrity, and outstanding achievement, been a credit to their profession. Society seeks to foster a high standard of ethics and professional practice and create a spirit of loyalty and fellowship, particularly among students of Aerospace Engineering."

1.3 Goals

SGT seeks to broaden the education of its members and advance their scholastic and personal achievements by providing its members with unique opportunities and experiences. SGT aims to provide an avenue for greater undergraduate involvement in research and prospects to serve on academic committees. SGT strives to achieve these goals by creating a community of students actively interested in the field of Aeronautics and Astronautics and facilitating a synergy between undergraduate students, graduate students, the American Institute of Aeronautics and Astronautics Student Chapter at Iowa State University (AIAA at ISU), and the Department of Aerospace Engineering at Iowa State University.

Article II: Bylaws and Statements

2.1 Bylaws

Bylaws shall be established as set forth hereinafter for the purposes of governing the minimum operations and administration of SGT. The term "Bylaws" as used in this Constitution refers only to Bylaws set by Sigma Gamma Tau National (SGT National) stated in "ARTICLE IV - GOVERNMENT OF THE CHAPTERS – Section 1 (b)" and adopted by SGT.

2.2 Authority of SGT National to amend Bylaws

SGT National may from time to time amend or alter these Bylaws for reasons including, but not limited to, keeping these bylaws in alignment with the Constitution, Bylaws, and standing policies of SGT National. At which point SGT will incorporate the most recent revision into SGT Bylaws.

2.4 University Required Statements

2.4.1 Statement of Compliance

SGT abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SGT agrees to annually complete President's and Treasurer's Training.

2.4.1 Non-Discrimination Statement

Iowa State University and SGT do not discriminate based on 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 III: Membership

3.1 Eligibility Criteria

3.1.1 Students

Students directly associated with Aerospace Engineering who are degree-seeking candidates and are eligible for membership (with approval of the Executive Committee in questionable cases) as prescribed in Art. III - 3.2.1/3.2.2 and are elected by the Student Chapter.

3.1.2 Professionals

Individuals in the Aerospace Engineering profession using procedures as prescribed in Art. III - 3.2.3. An individual, to be considered eligible for membership, must have made worthy contributions toward the advancement of the Aerospace Engineering profession, be an instructor of aerospace or related subjects, and/or have made such a significant contribution to science that they may be deemed worthy of membership in the Society.

3.2 Qualifications for Membership

3.2.1 Undergraduate Students

3.2.1.1 To be considered for membership, students must have completed at least five quarters or three semesters of their college work and have been a resident for a minimum of two semesters or three quarters at the time of their candidacy for membership.

3.2.1.2 Students must be in the upper one-third of their senior or upper one-fourth of their junior Aerospace Engineering class.

3.2.1.3 Sophomores who have shown outstanding achievement and are in the upper one-fifth of their class are also eligible for membership.

3.2.1.4 Individuals who have a scholastic standing slightly below that specified, but who are exceptionally qualified in other respects, may be elected by a nomination from an active member and with the unanimous vote of the active undergraduate members.

3.2.1.5 SGT may establish higher scholastic standards than those specified in this section, with the unanimous consent of active members. The standards can never be lower than those specified in this Constitution.

3.2.1.6 Candidates for membership must have shown, in addition to scholarship, qualities of high moral character, an active interest in Aeronautics and Astronautics, and an interest in the Society.

3.2.1.7 Students enrolled in night schools may be considered eligible under the same requirements.

3.2.2 Graduate Students

3.2.2.1 Candidates must maintain graduate standing satisfactory to the institution.

3.2.2.2 Candidates must have been residents for a minimum of one semester or two quarters at the school and have completed at least two-fifths of the credits required for the graduate degree toward which they are working at the time of their candidacy for membership.

3.2.2.3 Voting will be as specified in *Art. III - 3.3.2*.

3.2.3 Professionals

3.2.3.1 Self nomination shall be made by a member who is not an undergraduate or graduate student.

3.2.3.2 Nomination will be submitted to the Membership Committee on a form prescribed by the Membership Committee.

3.2.3.3 Voting will be as specified in *Art. III - 3.3.3*.

3.3 Voting Procedures

3.3.1 Voting for Undergraduate Student Membership

3.3.1.1 The President of the chapter will conduct the elections.

3.3.1.2 All votes will remain secret.

3.3.1.3 A quorum consisting of three-fourths of the active undergraduate members must be present. Voting on candidates for undergraduate membership will be done only by active undergraduate members.

3.3.1.4 A three-fourths vote of the members present is required for the election of senior students, and a four-fifths vote is required for election of junior and sophomore students.

3.3.1.5 The voting may be conducted in up to three ballots with one ballot being cast for each candidate before a second ballot on any candidate may be taken. A second ballot will be taken only on those

individuals who fail to receive the requisite number of votes. The third ballot will be taken only after all second ballots are completed and then only on those candidates who fail to receive the requisite number of votes in the second balloting. The voting on the first two ballots may be yes, no, or undecided, but on the final ballot, there will be no undecided votes or abstentions. Discussions should precede each ballot.

3.3.2 Voting for Graduate Student Membership

The procedure for voting on graduate student candidates is the same as outlined in *Art. III - 3.3.1*, except that both undergraduate and graduate members will participate in the voting. A three-fourths vote is required.

3.3.3 Voting for Professional Membership

After review and deliberation of the nomination form, the Membership Committee will act on the nomination and notify the nominator of the action taken. A two-thirds vote of the Membership Committee will approve nominations. After approval of nomination, membership in the Society will be contingent upon the nominee accepting the nomination.

3.3.4 General Voting Procedures

General Voting Procedures shall follow Robert's Rule of Order unless otherwise specified.

3.4 Levels of Membership

3.4.1 Initiates

An Initiate of SGT is a member candidate that has been invited to participate in society activities because they meet minimum requirements outlined in *Art. III - 3.1 and 3.2.1/3.2.2*, but they have not been voted in as a member, have yet to complete the initiation project and initiation ritual, and/or have not yet paid initiate membership dues.

3.4.2 Active Members

3.4.2.1 Undergraduate and Graduate: An active Undergraduate or Graduate member of SGT is an individual who has completed the initiation process, has been voted in as a member, has paid yearly membership dues, and has stayed active within SGT (*Art. III - 3.7.2*).

3.4.2.2 Professionals: An active Professional member of SGT is an individual who through self nomination has been voted in as a member (*Art. III - 3.3.3*) and has been inducted into the organization. A Professional member does not need to pay yearly membership dues to be considered active.

3.4.3 Inactive Members

An inactive member of SGT is an Undergraduate or Graduate member that has completed their initiation process, has been voted in as a member, is in good standing with SGT, and is a member of SGT National, but, without due reason, they have not stayed active within the local chapter and/or have not paid their yearly SGT membership dues. (*Art. III - 3.7.3*)

3.5 Benefits

3.5.1 Initiates

- 3.5.1.1** Invited to all SGT events.
- 3.5.1.2** May provide input but may not vote on SGT matters.
- 3.5.1.3** Allowed to work on SGT related projects (*Art. III - 3.7.1.7*).
- 3.5.1.4** Under extenuating circumstances or the student displays exceptional character, may hold officer positions with approval of active membership following *Art. III - 3.3.4*.
- 3.5.1.5** Under extenuating circumstances may vote on SGT matters with approval of active membership following *Art. III - 3.3.4*.

3.5.2 Active Members

- 3.5.2.1** Receives all aforementioned benefits unless specified otherwise.
- 3.5.2.2** May provide input and vote on SGT matters following *Art. III - 3.3.4*.
- 3.5.2.3** May vote in new members and officers.
- 3.5.2.4** Ability to nominate students who fall under *Art. III - 3.2.1.4*.
- 3.5.2.5** May hold officer positions.
- 3.5.2.6** Authority to create new positions, committees, programs, and make amendments to this constitution with approval by active membership following procedures proscribed in *Art. III - 3.3.4*, *Art. IV - 4.7*, *Art. V - 5.4*, *Art. IX - 9.5*, *Art. X*.
- 3.5.2.7** Ability to represent SGT, with approval of active members following *Art. III - 3.3.4*, to create new opportunities for SGT.

3.5.3 Inactive Members

- 3.5.3.1** Inactive members forfeit all benefits outlined in this constitution.

3.6 Membership Authority

The main voting party of SGT resides with all SGT active members whose rights and privileges are defined in this Constitution. The authority of the active membership base includes, but is not limited to, voting in new members, electing new officers, voting

on business affairs, choosing to work with other organizations to promote SGT, making new committees and positions, restructuring existing committees to accomplish the purpose of SGT, and amending this Constitution.

3.7 Membership Policies

3.7.1 Initiates

- 3.7.1.1** An initiation period shall be set before voting in candidates in order to ensure the member candidates uphold *Art. III - 3.2.1/3.2.2*.
- 3.7.1.2** The initiation period is only required for undergraduate and graduate member candidates.
- 3.7.1.3** The initiation period shall not exceed one semester and shall end with the candidate's membership approval or denial and subsequent initiation ceremony.
- 3.7.1.4** Initiates must attend a set number of General Meetings advised by the Leadership Committee and approved by the active members during the first General Meeting.
- 3.7.1.5** The set amount of General Meetings can only be lowered but not raised during the same semester with approval of active members.
- 3.7.1.6** Initiates must participate in an initiation project that enriches the student's academic and/or professional life, furthers the mission and vision of SGT and/or assists the Department of Aerospace Engineering at Iowa State University.
- 3.7.1.7** Projects include but are not limited to: Mentored undergraduate or graduate research, self-interest research projects, AIAA design projects, competitions, or paper conferences, senior design projects, projects within "Make to Innovate," and any other project or initiative deemed to further the mission and vision of SGT.
- 3.7.1.8** Initiation projects will be approved on a case-by-case basis by the Project Committee.

3.7.2 Active Members

- 3.7.2.1** Active Members must attend a set number of meetings advised by the Leadership Committee and approved by the active members during the first General Meeting.
- 3.7.1.2** The set amount of General Meeting can only be lowered but not raised during the same semester with approval of active members.
- 3.7.2.3** Attend at least four professional development events for every two semesters of active membership.
- 3.7.2.4** Attend at least one community service event for every two semesters of active membership.

3.7.2.5 Attend at least two SGT or AIAA at ISU sponsored social events for every two semesters of active membership.

3.7.2.5 Participate in at least one project (*Art. III - 3.7.1.7*) for every three semesters of active membership.

3.7.2.6 Professional development events include but are not limited to: Keynote speakers, panel events, networking opportunities sponsored by the College of Engineering at Iowa State University, the Department of Aerospace Engineering at Iowa State University, the AIAA Student Chapter at Iowa State University, or SGT.

3.7.2.7 Community service event include but are not limited to: volunteering events sponsored by the College of Engineering at Iowa State University, the Department of Aerospace Engineering at Iowa State University, the AIAA Student Chapter at Iowa State University, or fundraising efforts for SGT.

3.7.2.8 Other events that a member wishes to count as professional development or community service will be approved on a case-by-case basis by the Membership Committee.

3.7.2.9 Failure to adhere to these policies may result in being placed on inactive membership status.

3.7.3 Inactive Members

3.7.3.1 Inactive status will be granted to members who have not upheld *Art. III - 3.7.2* and have not provided a petition before the period of inactivity.

3.7.3.2 Inactive status will begin the semester after inactivity.

3.7.3.3 The affected member(s) shall be informed before being placed on the inactive member list and allowed to petition the action.

3.7.3.4 Inactive members must petition to the Membership Committee in a form prescribed by the Membership Committee to regain active membership status.

3.7.3.5 The inactive members list shall be updated on a semesterly basis by the Secretary.

3.7.4 Inactive Member Petition Process

After review and deliberation of the petition, the Active Members will act on the petition and notify the inactive member of the action taken. A two-thirds vote of the Active Members will approve an Inactive Member to be an Active Member. After approval, membership in the Society will be contingent upon the Inactive Member paying the yearly membership dues to SGT.

3.7.6 Membership Revocation Process

3.7.6.1 A member may have their membership revoked for a period or indefinitely by SGT for conducts or acts that are deemed prejudicial to SGT and/or are in clear violation of Bylaws or this Constitution. Offenses include but are not limited to unethical behavior, sexual misconduct, not complying with university, state, or federal law, lying to members of the Executive Committee for personal gain, or academic dishonesty.

3.7.6.2 A member who files a complaint must have a reasonable basis on which to conclude that inappropriate activity may be occurring. This requires that a disclosing member have some evidence that has led to a good-faith conclusion that conduct may be inappropriate. Frivolous, unsubstantiated allegations may result in discipline of the complaining member, up to and including membership revocation.

3.7.6.3 All complaints must be sent to the current SGT Secretary. Reports of suspected violations of law or policy will be investigated promptly in a manner intended to protect confidentiality, consistent with a full and fair investigation. Any person may make an anonymous report. However, any investigation may be hampered or impractical if the reporting person cannot be identified and questioned about the allegations and related facts. As described above, all reports, including those made anonymously, must be substantiated by evidence that inappropriate conduct has occurred.

3.7.6.4 The Executive Committee following a fair and careful review of the report and supporting documentation will advise the Membership Review Committee (*Art. 5 - 5.2.6*) regarding further action and if the outlined misconduct needs to involve the department chair(s). If further action is recommended, a meeting of the Membership Review Committee will be called by the President. The member in question shall be advised of the claims that have been made and notified of the Membership Review Committee meeting at least ten days prior to the meeting. The Membership Review Committee shall provide a reasonable opportunity for the affected member to respond, in person or in writing, to show cause why membership should not be revoked. The committee will commence deliberation absent of the affected member. A two-third majority vote is necessary to revoke membership, and length of revocation should be considered based off the severity of the conduct. The actions of the Membership Review Committee shall be final, and during the period of revocation,

the member shall forfeit all rights, privileges, and benefits of membership listed in this Constitution.

3.7.6.5 The Secretary shall send a report of the complaint, evidence, findings, recommendations, and actions taken by the Membership Review Committee to the current North Central Regional Coordinator of SGT National in a timely manner requesting the suspension or expulsion of the member from the Society.

Article IV: Officers

4.1 Executive Officers

Executive officers shall consist of President, Vice-President, Secretary, and Treasurer

4.1.1 Eligibility

4.1.1.1 A candidate must be an active member of SGT at the beginning of their term (*Art. IV - 4.1.4*).

4.1.1.2 A candidate must be in good standing with the University and SGT and be enrolled at the University during their term.

4.1.1.3 A candidate must not be under academic warning or probation at the time elected for these positions.

4.1.1.4 A candidate for Vice President shall have at least four remaining semesters at time of appointment.

4.1.1.5 A candidate must have maintained prior to election, at appointment, and throughout term a cumulative GPA above 3.00/4.00 or face Officer Removal. (*Art. IV - 4.6*).

4.1.1.6 A candidate must be enrolled at least half-time for both undergraduate and graduate students (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.

4.1.2 Method of Appointment

4.1.2.1 The President will be appointed via succession in the fall semester unless extenuating circumstances arise. The last sitting Vice President will become the President.

4.1.2.2 The Vice-President, Secretary, and Treasurer will be elected via a simple majority vote of the current active members.

4.1.2.3 The voting of the Vice President, Secretary, and Treasurer shall take place in the spring semester and be done by secret ballot, with the current President and Vice President as counters. In case of the President running in the election, the Secretary shall fill the counting position. All elections must be completed at least four weeks prior to the end of the spring semester. The election is by majority vote of the active members, in which the counters do not vote. In the case of a tie, the candidate(s) with the fewest

votes will be removed from the running, and the votes are cast again.

4.1.3 Duty of Executive Officers

4.1.3.1 President: Presides at all regular meetings of the organization and preside at all meetings of the Leadership Committee. Shall thoroughly be familiar with the duties of the other officers, committees, and individuals. Shall provide vision and direction for the organization and represent the organization in leading the recruitment and initiation efforts with the aid of the Membership Committee and Leadership Committee. Shall provide an agenda during their term and shall provide an open and transparent front of the organization to both Members and Officers. With assistance from the Membership Committee arrange for collaboration with the AIAA Student Chapter at ISU and other student organizations or departments. The President will be the responsible agent of the chapter and will be responsible for providing information on the Chapter's operation, finances, or membership to the National office if requested in the form requested.

4.1.3.2 Vice-President: Assumes the duties of the President in their absence and shall perform such duties as are generally associated with the office or that are assigned by the President. The Vice-President will have as special duties the filing of current chapter news, the maintenance of chapter history-documenting difficulties and methods devised or suggested to overcome them, and the preparation of candidates for initiation into the Society. The Vice President shall be the Chief Risk Management Officer helping to minimize potential risks for club activities, recommending risk management policies or procedures, submitting documentation to ISU's Risk Management Office, and ensuring that proper waivers and background checks are on file with Risk Management for events (if applicable).

4.1.3.3 Treasurer: Keeps an accurate and understandable account of chapter funds and a correct and itemized account of chapter properties. Shall maintain a "Treasurer's account," which gives updates of chapter funds and is used during chapter Business Meetings. Collect receipts issued and fees from Initiates and Active Members. Order chapter merchandise from the national headquarters for new initiates and current members. Shall be accountable for the SGT funding request to Engineering Student Council and fundraising opportunities for the Society with the assistance of the Fundraising Chair.

4.1.3.4 Secretary: Maintains minutes of Business Meetings of the Student Chapter and Leadership Committee Meetings and be responsible for all

permanent papers and records of the chapter and other applicable Secretary's files. Shall conduct the correspondence of SGT and the Executive Committee and send out notices of the meetings, meeting minutes, monthly newsletters, and other necessary communications. Shall keep a full and correct list of active, inactive, and alumni members of the chapter.

4.1.4 Term of Executive Officers

The President and Vice President will have a limit of one term. The Treasurer and Secretary shall have no term limits. A term is defined as one fiscal year.

4.2 Chair Officers

Chair Officers shall consist of Project Chair, Community Outreach Chair, Social Chair, Media Chair, Fundraising Chair, and Graduate Student Relations Chair.

4.2.1 Eligibility

4.2.1.1 A candidate must be an active member of SGT at the beginning of their term (*Art. IV - 4.1.4*).

4.2.1.2 A candidate must be in good standing with the University and SGT and be enrolled at the University during their term.

4.2.1.3 A candidate must not be under academic warning or probation at the time elected for these positions.

4.2.1.4 A candidate for Graduate Relations Chair is recommended to be a graduate student.

4.2.1.5 A candidate must have maintained prior to election, at appointment, and throughout term a cumulative GPA above 3.00/4.00 or face Officer Removal. (*Art. IV - 4.6*).

4.2.1.6 A candidate must be enrolled at least half-time for both undergraduate and graduate students (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.

4.2.2 Method of Appointment

The voting of these officers shall be done by secret ballot, with the current President and Vice President as counters. In case of the President running in the election, the Secretary shall fill the counting position. All elections must be completed at least four weeks prior to the end of the spring semester. The election is by majority vote of active members, in which the counters do not vote. In the case of a tie, the candidate(s) with the fewest votes will be removed from the running, and the votes are cast again.

4.2.3 Duty of Chair Officers

4.2.3.1 Project Chair: Be responsible for organizing and providing research opportunities for members. Be the liaison between the Executive Committee, SGT

Members, and the Department of Aerospace Engineering regarding projects and research. Obtain the proper funding for these programs if sponsored by SGT with the assistance of the Treasurer. Present updates of the current projects at General meetings. Be responsible for maintaining a current and past list of initiation projects. Ensure that initiation projects are completed by their respective due date.

4.2.3.2 Community Outreach Chair: Be responsible for setting up volunteering events for SGT members, and coordinate with AIAA at ISU regarding any volunteering efforts that could be shared between the organizations.

4.2.3.3 Social Chair: Manages and organizes all SGT social events. Collaborate with the other Officers and Active Members regarding current and upcoming events. Coordinate with AIAA at ISU regarding joint social events.

4.2.3.4 Media Chair: Creates, maintains, and operates SGT media and collaborates with the other Officers for assistance. Acts as the main club photographer during SGT events.

4.2.3.5 Fundraising Chair: Creates fundraising opportunities for SGT and collaborates with the Treasurer to insure funding.

4.2.3.6 Graduate Relations Chair: Establishes communication with graduate research students and department Faculty. Becomes the voice between graduate students and SGT. Expresses assistantship opportunities to active members if they arise. Attends Meetings and Committee Meetings when able.

4.2.4 Term of Chair Officers

The Officers listed above shall have no term limits. A term is defined as one fiscal year.

4.3 Reelection

If an Officer wishes to be reelected at term end and is eligible for reelection, the active membership body may re-elect them with no contest to their position with a two-thirds majority vote at a Business Meeting. If the vote does not pass, then the position is open at General Elections.

4.4 Officer Turnover

All Officers shall provide an adequate turnover for incoming officers, including the hand-off of each position's informational binder, end-of-year report with charges, and access to tools used or created by the previous Officer.

4.5 Faculty Advisor

4.5.1 Eligibility

- 4.5.1.1** Must be in the employment of the University.
- 4.5.1.2** Must be a Professional SGT Member.
- 4.5.1.3** Must agree to serve in this capacity.

4.5.2 Method of Appointment

The Faculty Advisor is filled through voluntary interest or recommendations from past Faculty Advisors, and/or the Department of Aerospace Engineering.

4.5.3 Duty of Faculty Advisor

The Faculty Advisors shall be a resource for the Executive Committee and shall lend advice and assistance when able and willing to.

4.5.4 Term of Faculty Advisor

The Faculty Advisor will serve until resignation. The Faculty Advisor will notify the Executive Council one month prior to resignation.

4.6 Vacancies

4.6.1 Executive and Chair Officers: In the case of a vacancy, an appropriate SGT Officer may be appointed by the current Leadership Committee to be an interim. If an interim cannot be appointed, elections will be held in a timely manner. Without the presence of extenuating circumstances, elections shall be held at the next Business Meeting following the appropriate methods of appointment.

4.6.2 Faculty Advisor: In the case of a vacancy, SGT may solicit their own Faculty Advisor within the Department of Aerospace Engineering. If a decision cannot be reached SGT will consult the Department on advice for a new Faculty Advisor. If there are multiple interested Faculty Advisors, the active members will select one via a two-thirds majority vote by the Active Membership body if necessary.

4.7 Officer Removal

4.7.1 Executive and Chair Officers: If an officer's behavior, performance, or GPA becomes unacceptable, a unanimous decision of the Executive Committee, a Faculty Advisor, or two-thirds majority vote by the Active Membership body may remove an Officer.

4.7.1.1 The Executive or Chair Officer that is objected to the motion of removal from office has the right to debate the motion and the right vote.

4.7.1.2 If said officer is the President, the Vice President will serve as interim President until a Presidential election can be held.

4.7.2 Faculty Advisor: If the faculty advisor's behavior or performance is in question, then a two-

thirds majority vote by the active membership body and approval from the Department of Aerospace Engineering Chair will be required.

4.7.2.1 The Faculty Advisor objected to the motion of removal from office has the right to debate the motion and the right vote.

4.8 New Officers

New Officer positions can be suggested by any Active Member and will be put in place by a majority vote of the Active Members. The new position would need to be clearly defined in the Constitution before the position is implemented.

Article V: Committees

5.1 Existing Committees

- 5.1.1** Executive Committee
- 5.1.2** Leadership Committee
- 5.1.3** Membership Committee
- 5.1.4** Project Committee
- 5.1.5** Fundraising Committee
- 5.1.6** Membership Review Committee

5.2 Make-up of Committees

5.2.1 The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Faculty Advisor.

5.2.2 The Leadership Committee shall consist of the Executive Officers and Chair Officers.

5.2.3 The Membership Committee shall consist of the President, Vice-President, Social Chair, Secretary, Media Chair, and Community Outreach Chair.

5.2.4 The Project Committee shall consist of the Vice-President, Treasurer, and Project Chair.

5.2.5 The Fundraising Committee shall consist of the Treasurer and Fundraising Chair.

5.2.6 The Membership Review Committee shall consist of the Executive Committee and two willing and random active members with no conflict of interest to the affected parties.

5.2.7 At request by an Officer within a committee, an active member may be added.

5.3 Duties of Committees

5.3.1 The Executive Committee: Prepares a semesterly agenda and ensures that it is carried out.

5.3.2 The Leadership Committee: Reviews and carries out the agenda of the Executive Committee. Prepares items to be voted on by active members.

5.3.3 The Membership Committee: Manages and organizes all chapter events. Approves Professional Membership and Professional Development or Community Service events outside those preapproved.

5.3.4 The Project Committee: Manages and organizes all chapter projects. Approved projects outside those preapproved.

5.3.5 The Fundraising Committee: Responsible for creating fundraising events and opportunities for the benefit of SGT, and is responsible for hosting fundraising events when needs arise or when requested by active members.

5.3.6 The Membership Review Committee: Shall carry out the procedures outlined in *Art. III - 3.7.6*

5.4 New Committees

There shall be as many committees with as many members as deemed necessary by membership to carry on the work of the Chapter. A committee can be formed for the purpose of one specific task and then sunset or as a perpetual group that provides a specific function. Single task Committees can be suggested by any Officer or Member and be put in place by a two-thirds majority vote by the active membership body. New perpetual Committees would need to be clearly defined and then voted in with a two-thirds majority vote by the active membership body before the Committee is added to the Constitution.

Article VI: Meetings

6.1 General Meetings

General Meetings shall be considered whenever Active members and Initiates meet. General meetings shall either be to update members of opportunities, general updates for events, or for social events. The frequency of such meetings shall be set by the Executive Committee at a time most appropriate for Members.

6.2 Business Meetings

Business Meetings shall be considered whenever Active Members meet. Business meetings shall be for voting on SGT matters. The frequency of such meetings shall be set by the Executive Committee at a time most appropriate for Members.

6.3 Professional Development Meetings

Professional Development Meetings shall be considered whenever Active Members and Initiates meet for meetings of technical natures.

6.4 Committee Meetings

A Committee Meeting shall be considered whenever a specific Committee meets. The frequency of such meetings shall be set by the Officers in the Committee at a time most appropriate for Committee Members.

6.5 General Election Meetings

General Elections shall be held in the Spring at least four weeks before the end of the semester. General elections shall be for electing vacant positions.

Article VII: Finances

7.1 Fiscal Year

The Fiscal Year of SGT shall run from the 1st week of fall semester to the week prior to the 1st week of fall semester the following year.

7.2 Funding

Funding for SGT shall primarily be through the collection of membership dues. Other sources of income may come from the Department of Aerospace Engineering, corporate sponsors, Engineering Student Council, or any additional fundraising efforts made by the Members.

7.3 Fundraising

Fundraising events shall be for the benefit of SGT and are one of the main sources of funds. Fundraising shall follow all University policies. Fundraising events shall consist of but is not limit to: Profit Shares, ISU athletic concession stands, and merchandise sales.

7.4 Initiation Dues and Local Dues

Apart from SGT National initiation dues SGT has the right to establish reasonable local dues that must be paid to be an active member. The amount of the dues is to be determined at the beginning of the Fiscal Year by the Executive Committee and must be confirmed with a majority two-thirds vote by the active membership base. Dues must be paid before active membership status is granted.

7.5 Budget

The Treasurer will be responsible for allocating allowances for Committees per semester and priority events. Upon request the budget and current balance must be made available to all members of SGT. The Treasurer will provide all necessary information to keep members informed of financial changes.

7.6 Student Organization Bank Account

All monies belonging to SGT shall be deposited and disbursed through a bank account established for this organization. All funds must be deposited within two business days after collection. The Treasurer, President, and the Faculty Advisor shall be named on the bank account. The advisor must approve and sign large expenditure before payment or any withdrawal of funds from the account in addition to a majority vote by the active membership body.

7.7 Dissolution

In the event of dissolution of SGT, dues shall be reimbursed to current active members. Any remaining funding received from the Iowa State University Department of Aerospace Engineering or any other university department, will be returned to the respective department.

Article VIII: Restrictions of Benefits

8.1 Restriction of Benefits

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IX: SGT-Sponsored Programs

9.1 Definition

SGT-Sponsored Programs shall be defined as programs set in place by SGT to fulfill in good faith the purpose of SGT outlined above.

9.2 Standing Programs

9.2.1 Peer Mentor Program

9.3 Leadership of Programs

Programs shall be run under direct supervision from the Executive Committee and Faculty Advisor. Internal leadership of these programs shall be outlined in the Program Description Form with express approval of the active Members.

9.4 Expectations of Programs

All programs shall run in accordance with the Bylaws and policies of the University and SGT and shall run

in a fair and appropriate manner that progresses the purpose of SGT and the University.

9.5 Process of adding a new program

To add a program a written petition from an Active Member shall be submitted to the current SGT Secretary. The petition shall contain a Program Description Form signed by at least 15% of Active Members expressing their desire for the program and the reason why the program needs to be added. To legitimize the program the Executive Committee, Faculty Advisor, and, if applicable, Department Chair(s) must review and approve the Program Description Form. A two-third vote by the active member base shall take place to incorporate the program into SGT and the Constitution.

Article X: Amendments

10.1 Amendments

To amend this constitution, a written petition from an active member shall be submitted to the current SGT Secretary. The petition must be signed by at least 15% of active members, or a resolution by a majority two-thirds vote by the active membership base.

10.2 Adoption Process

A proposed constitutional amendment shall be adopted via a majority two-thirds vote of participating Active Members. There must be one-half of the Active Members participating in the vote for the amendment to be adopted.

10.3 Adoption

If adopted, the amended constitution must be submitted within ten days to Student Engagement for approval. The amended constitution will take effect at the time of Student Engagement approval. When a final verdict on the amendment is reached, the President will make an official announcement of the decision at the following General Meeting, or through an informational handout that is distributed by media or through the distribution of physical copies that will be in the Department of Aerospace Engineering office.

Article XI: Interpretation of Bylaws and Constitution

11.1 Questions regarding the interpretation of Bylaws and Constitution.

Questions concerning the interpretation of this document shall be decided by the joint efforts of the Faculty Advisor and Executive Committee.