**Iowa State Space Society Constitution**

Last edited May 26th, 2014

**Article I: Name**

This organization shall be known as the Iowa State Space Society (herein referred to as the Iowa State Space Society or ISSS)

**Article II: Purpose**

*Section One:* The mission of the Iowa State Space Society shall be to promote the exploration of space and the development of space technologies, which shall include, but not be limited to: student outreach, educational activities, and technical projects.

*Section Two:* The Iowa State Space Society shall be a chapter of the Students for the Exploration and Development of Space (herein referred to as SEDS), so long as ISSS’s participation in SEDS is compliant with this document, especially Article III.

*Section Three:* The Iowa State Space Society will meet no less frequently than once every two weeks for both General and Executive Council meetings. Exceptions are permitted in the case of unavoidable scheduling conflicts.

*Section Four:*  The Iowa State Space Society may choose to establish and oversee subsidiary projects or groups in pursuant to its mission. Such projects or groups will follow all ISSS policy and will operate at the discretion of the Executive Council.

**Article III: Statement of Compliance**

*Sections One:* The Iowa State Space Society shall abide by and support established Iowa State University policies, State, and Federal Laws and follow local ordinances and regulations.

*Section Two:* The Iowa State Space Society agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training if required.

**Article IV: Non-Discrimination Statement**

Iowa State University and the Iowa State Space Society 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**

*Section One:* Membership shall be open to all registered students at Iowa State University, faculty members, retired faculty, or staff.

*Section Two:* Only enrolled ISU Students may be voting members of the student organization.

*Section Three*: Members shall fulfill the following requirements in order to maintain good standing with the Iowa State Space Society: pay dues, attend ISSS meetings, and make reasonable effort to support projects and events of the Iowa State Space Society.

*Section Four:* Membership can revoked by at least ½ vote of officers or at least ¾ vote of the general membership if a member's actions are deemed inappropriate by the membership.

**Article VI: Risk Management**

*Section One:* In compliance with Iowa State University requirements, the Iowa State Space Society will maintain a Risk Management Officer. This position shall be fulfilled by the elected Vice President of the Iowa State Space Society.

 *Section Two:* The Risk Management Officer must fulfill the following requirements:

[1] Minimize potential risks for club activities, and

[2] Recommend risk management policies or procedures to Iowa State Space Society, and

[3] Submit documentation to ISU’s Risk Management Office, and

[4] Ensure that Iowa State University policies are followed at all ISSS’s events, and

[5] Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**Article VII: Officers and Executive Council**

*Section One:* Executive Council Authority

Clause One: The Executive Council shall consist of Officers with the following designations: President, Vice President, Treasurer, Secretary, Web Chair, Rocketry Chair, Astronomy Chair, Trips Chair, SEDS Chair, and Public Relations Chair. The Council will be advised by the organization's advisor.

Clause Two: The Executive authority of ISSS shall be vested in the President, by aid of the Executive Council, whose decisions can be revoked by unanimous consent of the remaining Executive Council or the Advisor.

Clause Three: Officers may choose to appoint one or more assistants to aid in the fulfillment of their role. The extent by which these assistants are able to participate in proceedings of the Executive Council shall be at the discretion of the ISSS President, but may not include a vote on the Executive Council. Assistants must be approved by the ISSS president and satisfy ISSS Officer Requirements.

 *Section Two:* Officer Requirements

[1] 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.

[2] Maintain 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.

[3] Maintain good standing as a general member of the Iowa State Space Society and demonstrate reasonable commitment to their elected role.

[4] Officers must fulfill the aforementioned requirements for the duration of their term. If an Officer is no longer pursuant to these requirements, the Officer is thereby immediately suspended. Subsequent action, be it impeachment or restoration, is to be conducted at the discretion of the Executive Council, by lead of the President and Advisor as needed.

*Section Three:* Elections

Clause One: Officer shall be elected by an annual hand vote at the penultimate ISSS meeting of the Spring Semester. Officers will be chosen by a majority vote of present ISSS members.

Clause Two: Elected Officers can hold additional Executive Council positions so long as there are no candidates for the additional role and the officer agrees to forfeit said role if a new candidate shall arise.

Clause Three: The election process shall be overseen by the standing ISSS president. In the event of a tied vote the standing President shall cast the tie-breaking vote.

Clause Four: Elections shall begin with the President, Vice President, Treasurer, and Secretary respectively, and then proceed to the remainder of the Executive Council in no particular order.

Clause Five: Once elected, the new Executive Council shall begin their tenure at the conclusion of the next Executive Council meeting or the beginning of the next ISSS general meeting, whichever comes first.

*Section Four:* Officer Impeachment

Clause One: An Executive Council member may be removed from office for failure to fulfill his or her duties or failure to maintain good standing with ISSS.

Clause Two: The removal of an Executive Council member requires a ¾ vote of the general membership.

*Section Five:* Vacancies

Clause One: If, for any reason, an Executive Council position is left unfilled, the President may appoint an ISSS member until such time an election can be held.

Clause Two: A special election is not required in the case of temporary or special leave, wherein subsequent action is taken at the discretion of the Executive Council.

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**Article VIII: Advisor(s)**

 *Section One:* Advisor Duties and Authorities

Clause One: The Advisor shall serve as a mentor for ISSS, providing continuity and guidance year to year.

Clause Two: The Advisor has the power to veto any policy that he or she feels violates the ISSS Constitution or its Statement of Compliance.

Clause Three: The Advisor shall, when needed, be an advocate for ISSS policies, programs, or activities that comply with the Constitution and Mission of ISSS.

 *Section Two:* Advisor Selection

Clause One: The Iowa State Space Society's advisor shall be selected from all willing candidates brought forward by the membership.

Clause Two: The Advisor should have some knowledge of topics of interest to the space society, namely rocketry, space travel, and astronomy.

Clause Three: An appointed advisor shall remain the advisor for the duration of his or her tenure at Iowa State University unless they elect otherwise or the membership chooses to select a different adviser by a vote of at least ¾ of all members.

**Article IX: Finances**

*Section One:* Funding for the ISSS shall come from proper sources including but not limited to: membership dues, allocations from the Government of the Student Body, donations, and fundraising.

*Section Two:* Dues

Clause One: ISSS shall establish reasonable dues that must be paid by all full members. The amount of dues may be changed by a majority vote of the general membership at the beginning of each academic semester. Dues shall not be more than $20 per semester.

Clause Two: Dues shall be paid by members to the Treasurer at any time during the semester.

Clause Three: The treasurer shall keep records of member dues and use these funds for items not funded through other funding sources (e.g. Food, SEDS-USA dues, etc.).

*Section Three:* All monies belonging to the ISSS shall be deposited and disbursed through a bank account established at the Campus Organizations Accounting Office and/or an approved institution/office (must receive authorization via Campus Organizations Accounting Office and Student Activities Center). All funds must be deposited within 24 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

**Article X: Amendments & Ratification**

*Section One:* Amendments to this constitution shall be made in writing at a regular ISSS meeting. Said amendments shall be voted on at that same meeting or the following meeting if the membership requests additional time to evaluate the amendments.

*Section Two:* To adopt an amendment, a vote by 1/2 of the active membership is necessary.

*Section Three:* This constitution and any amendments shall become effective upon approval by ¾ of voting members. The ratified or amended constitution must be submitted to the Student Activities Center within 10 days for final approval.

**Article XI: Appendix – Officer Specific Roles**

President:

1. All executive powers and responsibilities of ISSS herein granted shall be vested in the President, who shall be the Chief Administrator of ISSS.
2. In fulfillment of her/his as Chief Administrator of ISSS, the President shall have sole power and complete responsibility for the effective and efficient administration of the affairs of ISSS.
3. Shall be responsible for the election of new officers at the end of the spring semester and the appointment of officers to fill vacancies when necessary.
4. Shall represent and be liaison of the ISSS to the outside world.
5. Shall chair the ISSS general meetings.
6. Shall be charged with ensuring that all members of the Executive Council are efficiently and adequately fulfilling their duties.

Vice President:

1. Shall be considered the second in command of the administration.
2. In the event that the President is unable to perform her/his duties, the Vice President shall assume such duties.
3. Shall be responsible for any duties the President deems necessary for the efficient proceedings of the ISSS.
4. Shall be the Chair of the ISSS Executive Council meetings.

Treasurer

1. Shall be considered third in command of the administration.
2. Shall be required to keep an up-to-date record of all club finances.
3. Shall be responsible for paying of all debts of organization with organizational funds.
4. Shall be responsible for the budgeting of all club finances.

Secretary

1. Shall be considered the fourth in command of the administration.
2. Shall be responsible for the upkeep of the constitution and other official documents.
3. Shall record and publish the minutes of all Executive and General Meetings.
4. Shall be responsible for correspondences and mailings.
5. Shall be responsible for the maintenance of the Space Society's facilities.

Web Chair

1. Shall design and maintain the information on the ISSS web page and SEDS Wiki page keeping both pages as up-to-date as possible.

Rocketry Chair

1. It is recommended that the Rocketry Chair be a qualified member of a national rocketry organization.
2. Shall be responsible for training in rocket safety and other educational aspects of rocketry.
3. Shall be responsible for the building and launching of rockets.
4. Shall be responsible for rocket launches and the safety of the participants.
5. Shall be responsible for bridging the gap between individual projects and the ISSS Treasurer to ensure proper funding requests and use.
6. Shall ensure that all members of individual projects pay the required dues to be a member of ISSS.

Astronomy Chair

1. Shall be responsible for training and education in the area of astronomy.
2. Shall be responsible for organizing astronomy nights, projects, and other astronomy related events.

Conference & Trips Chair

1. Shall be responsible for organizing all ISSS trips and conference events.
2. Shall provide information on events, conferences, and trips to the membership.

Public Relations Chair

1. Shall be responsible for providing the public with information of the group’s activities.
2. Shall be responsible for advertising.
3. Shall be responsible for VEISHEA activities.

SEDS Chair

1. Shall be responsible for all proper communications with the SEDS-USA and SEDS-Earth organizations on the behalf of the ISSS.
2. Shall keep the Executive Council aware of the content of SEDS meetings and opportunities.