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Constitution

American Institute of Aeronautics &
Astronautics



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IOWA STATE UNIVERSITY

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Article I Name and Objective Purpose

1.1 Name

The name of this organization is the Iowa State University Chapter of American Institute of Aeronautics and Astronautics (ISU AIAA), hereinafter referred to as the Institute.

1.2 Purpose and Goals

1.2.1 Purpose

The Institute is a student run, non-profit organization. The purpose of the Institute is to advance the arts, sciences, and technology of aeronautics and astronautics and to nurture and promote the professionalism of those engaged in these pursuits. The Institute shall encourage original research, foster the dissemination of new knowledge, further the professional development of those engaged in scientific and engineering activities, improve public understanding of the profession and its contributions, foster education in engineering and science, promote communication among engineers and scientists and with other professional groups, and stimulate outstanding professional accomplishments. It shall also serve the needs and professional interests of members, bring to bear the scientific and technical capabilities of the profession in areas of national concern where it is equipped to contribute, and undertake other measures appropriate to its purpose.

1.2.2 Policy Regulation

The Institute abides by and supports all American Institute of Aeronautics and Astronautics' policies and regulations, as well as Iowa State University policies, both

State and Federal Laws, and follows local ordinances and regulations. The Institute agrees to annually complete President's training, and Treasurer's training.

Article II Memberships

3.1 Eligibility

All persons engaged or interested in the professional practice of the arts, sciences, or technology of aeronautics or astronautics, or in other work, which contributes to the advancement of aeronautics or astronautics, shall be eligible for membership in the Institute. It is open to all adults, including ISU students, faculty, and staff, as well as members of the community. There are no academic standards for membership to the Institute. Iowa State University does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, color, age, religion, national origin, sexual orientation, sex, marital status, disability or status as a U.S. Veteran. Regular meetings, seminars, clinics, and social events are open to the general public.

3.2 Benefits

Paid membership is required for full club benefits, benefits of membership include, but are not limited to:

1. Access to Industry Trips.
2. Access to AIAA sanctioned events such as Congressional Visit day or AIAA SciTech.
3. Access to professors to reach out for Research opportunities.
4. Access to networking & career development opportunities.

3.3 Expulsion and Suspension

A member may be suspended for a period of time or expelled for a cause for conduct or acts deemed to be prejudicial to the Institute. Examples of offences are unethical behavior, not complying with university, state, or federal law, or lying to members of the Board or Aerospace Engineering Department. Such suspensions or expulsions shall become effective upon the affirmative by a two-thirds majority vote by the Board. The action of the Board upon either suspension or expulsion shall be final, and during the period of suspension and after expulsion, the member shall forfeit all rights, privileges, and benefits of membership.

Article IV Board Members

4.1 Membership Control

The basic control of the Institute resides with the all Institute members whose rights and privileges are defined in this Constitution. The control is manifested through the election of Board members, through the disapproval of proposed amendments to this Constitution and through the exercise of the right of petition as defined herein. All elected Board members shall be voting members of the continued operation of the Institute.

4.2 Executive Board

Determination of policy and overall direction of the affairs of the Institute shall be the responsibility of the Board. The Board must contain a President, Vice President, Treasurer, and a Secretary.

4.3 Election of Office

Election of officers, excluding the president, Vice President, Treasurer, and DBF (Design Build Fly) leader, will require a majority vote from the general membership. If a candidate fails to receive the most votes a second ballot will take place with the members that have received equivalent votes. Elections will be held during a general meeting in the last two months of the fall semester.

4.3.1 Election of President, Vice President, Treasurer, DBF Leader, and Faculty Advisor

4.3.1.1 *President and Vice President*

Election of President and Vice President will be done with an application and interview process. The election process will begin during the midpoint in the fall semester. The candidates running for office will fill out an application created by the current President or Vice President, which is approved by two-thirds majority vote of the Board. The applicants will have interviews led by the current Student and Faculty Advisor, along with at least one Board member not running for either position. A candidate will then be selected for the positions by the persons conducting the interview. If both the presidency and the vice presidency become vacant in a term, an interim for both positions will be appointed by the Board. The interims will serve for the remainder of the term.

4.3.1.2 *Treasurer*

Election of the Treasurer will be done by an application process. The current Treasurer will notify the Board at least two weeks prior to resignation, of his resignation and those interested in said position need apply.

An interview will occur between the applicants, President and Vice President and will be appointed with two-thirds majority approval of the Board. The new treasurer-elect can begin their duties once approval has been given.

4.3.1.3 DBF Leader

Election of the DBF leader will be done by an application process. The current DBF leader will recommend 2-6 current members who are on the DBF team. These candidates will be interviewed by the President, Vice-President, and current DBF leader. A new leader for the next term will be selected from the persons interviewed. The term for this position is different than other positions in where it is elected in the fall and lasts for one fiscal year.

4.3.1.4 Faculty Advisor

The faculty advisor is appointed by the Aerospace Engineering Department or by volunteer and two-thirds approval by the Board. Whenever a vacancy occurs in this position, The Board will consult the Department on advice for a new advisor. If no input is given the Board will be allowed to solicit their own advisor, once an advisor is selected the Board will need two-thirds majority approval for fulfillment for the new advisor to assume the position.

4.3.2 Requirements for Running

4.3.2.1 General Requirements

Board members of the Institute must meet the following requirements

- 4.3.2.1.1 Have a minimum grade point average (GPA) of 3.0. This requirement must be met upon election and held during the

duration of the term of office. All board members will be required to meet this standard. This qualification will be determined by the Aerospace Engineering Department. There shall be no discussion as to a board member's GPA as this is personal information and shall not be passed around between the Board or other Institute members.

- 4.3.2.1.2 Be in good standing with the university and enrolled as a student.

- 4.3.2.1.3 Individual becomes ineligible to hold office if the student is unable to maintain requirements listed above. If ineligible, the person must notify the Board in a timely manner.

4.4 Term of Office

The term of office will be for one fiscal year, starting at the beginning of the spring semester. The Board member will be expected to perform in their position throughout their term. If for any reason a Board member were to withdraw from their respective position, the person must notify the board 2 weeks prior to the last day of office.

4.4.1 Term Limit

A term limit of two terms will be in place for all positions except for President and Vice President. A term is defined as one fiscal year.

4.4.1.2 President and Vice President Term Limits

The President and Vice President will have term limits of 1 fiscal year. Thereafter they will have to continue to move up in the organization structure of the Institute (i.e. Vice President becomes President; President becomes a Student Advisor). Previous President and Vice President's will be allowed to run for other board positions if no underclassman runs to fulfill a position or may be appointed to a position by two-thirds approval of the Board if a position is vacated. This will allow opportunities for younger Institute members access to leadership roles within the Institute.

4.4.1.3 Advisor Term Limit

The advisors, faculty or student, will serve until graduation or resignation. Upon either event, the advisor will notify the board one month prior to graduation or resignation.

4.5 Vacancies

Should a vacancy occur in a Board position, a new person will take the place of the vacated position. If the vacancy is the presidency, the Vice President will assume the position of president. The vice presidency can then be filled or left vacant for the remainder of the term. This is up to the discretion of the board, and the approval of any decision will need to be made by two-thirds majority vote by the Board. Should another position become vacant, the Board may choose to have it remain vacant for the remaining portion of the term or choose to re-elect the position with the processes outlined in 4.3.

4.6 Positions and Duties

4.6.1 President

The President shall be the face of the Institute. They preside over general meetings of the Institute. The duties of the President include:

- 4.6.1.1.1 Provide vision and direction for the future of the Institute.
- 4.6.1.1.2 Provide open and transparent front of the organization to both General and Board members.
- 4.6.1.1.3 Strive to provide a working environment that promotes teamwork and effective communication between all parties.
- 4.6.1.1.4 Answer any and all questions from both general and Board members in detail.
- 4.6.1.1.5 Shall act as a point of contact for the Institute for Iowa State and other outside organizations.
- 4.6.1.1.6 Shall overrule a split board.

4.6.2 Vice President

The Vice President shall act as president in the absence of the President. The duties for the Vice President include:

- 4.6.2.1 Run Board meetings.
- 4.6.2.2 Keep the Board together and organized on the planning's of future events.
- 4.6.2.3 Will act as point of contact for AIAA National.
- 4.6.2.4 Will be the risk management officer

4.6.3 Treasurer

The Treasurer's duties include:

- 4.6.3.1 Keep an accurate measure of the Institute's financial accounts.
- 4.6.3.2 Produce a reasonably accurate yearly budget every semester.
- 4.6.3.3 Keep a list of members that have paid dues.
- 4.6.3.4 Keep lists for purchasing club related merchandise.
- 4.6.3.5 Provide a comprehensive financial report up to date at all times on the Institute's online drive.

4.6.4 Secretary

The Secretary's duties include:

- 4.6.4.1 Recording accurate minute notes for all Institute meetings.
- 4.6.1.2 Keeping an accurate list on attendance of the club's members.

4.6.5 Corporate Relations Chair

The Corporate Relation Chair's duties include:

- 4.6.5.1 Contacting, communicating, and setting up speaker events/meetings with members of industry, academia, or government.
- 4.6.5.2 Planning tours and other visits into industry.

4.6.6 Information Technology Chair (I.T. Chair)

The I.T. Chair's duties include:

- 4.6.6.1 Reflect the will of the Institute, and not the personal views on any site.
- 4.6.6.2 Any violation of this will be grounds for review with the possibility of suspension or expulsion from the Board with two-thirds majority vote by the Board.

- 4.6.6.3 Maintaining social network sites and cyber presence.
- 4.6.6.4 Graphic or audio editing required by the Institute.

4.6.7 Social Chair

The Social Chair's duties include:

- 4.6.7.1 Organizing and running social events
- 4.6.7.2 Including Faculty meeting and speaking events.
- 4.6.7.3 General Institute Social events.

4.6.8 Freshman Representative

The Freshman Representative duties include:

- 4.6.8.1 Being a point of contact and voice for underclassman involved in the Institute.
- 4.6.8.2 Shall be tasked with recruiting freshman and sophomores.

4.6.9 DBF Team Lead (Design Build Fly)

The DBF Team Lead duties include:

- 4.6.9.1 Report progress of team to board members.
- 4.6.9.2 Run DBF in accordance to M2I rules and regulations.

4.6.10 SBG and ESC Chair

The SBG and ESC Chair's duties include:

- 4.6.10.1 Attend SBG (Student Body Government) and ESC (Engineering Student Council) meetings.
- 4.6.10.2 Represent the Institute in these two bodies.
- 4.6.10.3 Takes care of securing funding from the two organizations.

4.6.11 Outreach Chair

The Outreach Chair's duties include:

- 4.6.11.1 Communicating with outside organizations and people for joint ventures (Mostly STEM Activities).
- 4.6.11.2 Prepare demonstrations for said events.

4.6.12 Sponsorship Chair

The Sponsorship Chair's duties include:

- 4.6.12.1 Secure funds from corporate entities.
- 4.6.12.2 Expand diversity of the Institute's sponsors.
- 4.6.12.3 Work with the Corporate Relations Chair to set up on-campus events with sponsors.

4.6.14 Student Advisors

A student advisor must have previously held a position on the Board.

- 4.6.12.4 Provide input on the direction of the Institute.
- 4.6.12.5 Use past experiences to aid in the completion of tasks or new endeavors the board is undertaking.
- 4.6.12.6 Can take on tasks that are typically assigned to other board members when requested by the Board.
- 4.6.12.7 Lend advice to existing board members.

4.6.13 Faculty Advisors

The Faculty advisor's duties include:

- 4.6.13.1 Provide feedback on Institute activities and help assist the board members with tasks.

- 4.6.13.2 Assisting board members with the development of new events.

4.7 New Board Positions

New Board positions can be put in place by a two thirds majority vote by the Board. The new Board member's position would need to be clearly defined before the position is implemented.

4.8 Board Member Expulsion

If a Board member's behavior or performance becomes unacceptable, the President, Vice President, Student advisor together, a Faculty advisor or two thirds majority vote of the Board can remove said Board member. If the faculty advisor is in question, then a two thirds majority vote and approval from the Aerospace Department will be required. Examples include, but are not limited to, poor attendance, unethical behavior, not performing tasks, or not completing tasks in a timely manner.

Article V Finances

5.1 Dues

The collection and recording of the dues is carried out by the Treasurer. The dues for a student member are \$15 for one fiscal year. Dues will be reduced to \$10 at the half way point in the fiscal year. All membership will expire at the end of each fiscal year, and membership may be initiated again in the beginning of the next fiscal year starting in the fall. Dues for community members are \$30 for one fiscal year. Dues will be reduced to \$15 at the half way point in the fiscal year. All membership will expire at the end of each fiscal year, and membership may be initiated again in the beginning of the next fiscal year starting in the fall. The

Institute may establish reasonable dues that must be paid to be an active member with two-thirds majority approval by the Board to amend Article 5.1. The amount of the dues are to be determined at the beginning of each fiscal year by the Board members. Dues must be paid before membership benefits are granted.

5.2 Dissolution

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

5.3 COA (College Organization Accounting Office)

All monetary items belonging to the Institute are to be deposited and dispersed through a bank account established for this organization at the COA office. All funds are to be deposited within 48 hours or within two business days, and all transactions are to be approved by the treasurer.

Article VI Industry Trips

- 6.1 It shall be a requirement that at least one person who is attending an Industry Trip and or AIAA National function have an Institute P Card. If no attendee is attending another Board member may be granted access to the use of a P Card in emergency situations.
- 6.1 At least one member from the Board is required to attend to make sure all

laws both State and Federal, University and Institute Policies are upheld.

Article VII Constitutional Amendments

7.1 Amendments

Amendments to this constitution shall be accomplished by a written request of a voting member. The petition must be signed by at least 30 members or a resolution adopted by the majority two-thirds majority vote of the Board.

7.1.2 Adoption

A proposed constitutional amendment shall be adopted if it receives favorable vote of two-thirds of the Board or, if all votes cast by general members provided that the votes cast is at least 15% of the number of qualified voters. If adopted, the amendment will take effect at the time specified on the ballot. When a final verdict on the amendment is reached, the President will make an official announcement of the decision of the Board at the following General Meeting, or through an informational handout that is distributed by email or through the distribution of physical copies that will be located in the Aerospace Engineering Department office.

Attachment A: Constitutional Changes

Establishment:

Date	Description	Name/Title
8-03-2015	Prepared By:	Nathan Hemming President
	Reviewed By:	AIAA Exec Board 2014-2015
	Approved By:	AIAA Exec Board 2014-2015

Amendments:

Effective Date	Section	Description	Approved By
4-18-2016	<ul style="list-style-type: none"> - Article II Bylaws - 3.2 Benefits - 3.3 Expulsion and Suspension - 4.3.1.1 President - 4.3.1.2 Treasurer - 4.3.1.3 DBF Leader - 4.3.1.4 Faculty Adviser - 4.3.2.1 General Requirements - 4.4.1.2 President and Vice President Term Limits - 4.5 Vacancies - 4.6 Positions and Duties - 4.8 Board Member Expulsion - 5.1 Dues 	<ul style="list-style-type: none"> - Removed for redundancy - Reworded - 2/3 vote of Exec Board added - Application process approved by board, interviews by Faculty Advisor, President, and one Board member - Application Process - Application Process - Approval by 2/3 of the Board - Protection of personal information (GPA) - Term limits of 1 year - If position needs to be filled immediately, can be done by 2/3 vote of the Board for President or Vice President - Re-worded descriptions of nearly all positions - Procedure revision - Board can re-visit dues if needed without amending Constitution 	AIAA Exec Board 2015-2016

	<ul style="list-style-type: none"> - Article VI Industry Trips - 7.1 Amendments 	<ul style="list-style-type: none"> - Section Added -Reduced the number of general members needed to approve a resolution 	
11-29-2016	<ul style="list-style-type: none"> - 4.6.12 Sponsorship Chair - 4.6.13 Diversity Chair - Attachment A: Constitutional Changes 	<ul style="list-style-type: none"> - Section Added - Section Added - Attachment Added 	AIAA Exec Board 2015-2016