AIAA Constitution

Iowa State University Aerospace Department | 537 Bissell Rd, Ames, IA 50011

Iowa State University Chapter

AIAA at ISU Board 2023-24

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# Preamble

We, the members of this organization, in order to ignite and celebrate aerospace ingenuity and collaboration and its importance to our way of life, ordain and establish this constitution for the governance of this association listed herein.

# Article I: Name and Objective Purpose

## 1.1 Name

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

## 1.2 Purpose

The purpose of AIAA at ISU 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. AIAA at ISU 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.

# Article II: Bylaws and Statements

## 2.1 Bylaws

Bylaws shall be established as hereinafter set forth for the purposes of governing the operations and administration of AIAA at ISU. The term “Bylaws” as used in this Constitution refers only to Bylaws set by AIAA Regional Engagement Activities Division (READ) and adopted by AIAA at ISU.

## 2.2 Amendments

Policy and Procedure documents to augment these Bylaws may be approved by a two-thirds affirmative vote of AIAA at ISU branch members present at a special meeting called for the express purpose of approving Policy and Procedures. Such a meeting must be announced at least 10 days in advance. Policy and Procedure documents may be proposed by the Executive Committee or by a member petition to the Secretary, if at least 10% of the membership or five members (whichever is greater) endorses such a petition. No policy or procedure document that is inconsistent with the bylaws or the constitution of AIAA national shall be submitted to vote.

## 2.3 Authority of READ to amend Bylaws

READ 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 AIAA national. At which point AIAA at ISU will incorporate the most recent revision into AIAA at ISU bylaws.

## 2.4 University Required Statements

### 2.4.1 Statement of Compliance

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

### 2.4.1 Non-Discrimination Statement

Iowa State University and AIAA at ISU 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

All persons who attend ISU and are in good academic standing with ISU, and are persons engaged 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 AIAA at ISU.

## 3.2 Definition of Membership

### 3.2.1 Active Members

An active member of AIAA at ISU consists of persons who pay AIAA National dues annually, and, if applicable, AIAA at ISU dues annually.

### 3.2.2 Inactive Members

An inactive member of AIAA at ISU consists of persons who have not paid AIAA at ISU local or AIAA national dues but have prior membership with AIAA national or, if applicable, AIAA at ISU and have attended at least one AIAA at ISU event in the previous fiscal year.

## 3.3 Benefits

### 3.3.1 Benefits for active members

Benefits for active members include but are not limited to: Access to AIAA at ISU Social Events, Exclusive Industry Speaker events, Access to AIAA at ISU sponsored events and Programs, Access to networking & career development opportunities, and Access to research opportunities with professors. Active members are also eligible and encouraged to run for various officer positions AIAA at ISU has to offer.

### 3.3.2 Benefits for inactive members

Benefits for inactive members shall be set at the beginning of every fiscal year. Proposed benefits must be approved by a two third board vote. After benefits have been used Inactive members must become an active member by paying AIAA at ISU local dues, and, if applicable, AIAA national dues.

## 3.4 Membership Control

The basic control of AIAA at ISU resides with all AIAA at ISU members whose rights and privileges are defined in this Constitution. The control is manifested through the election of Officers, through the disproval of proposed amendments to this Constitution, and through the exercise of the right of petition as defined herein.

## 3.5 Membership Revocation

A member may have their membership revoked for a period or indefinitely from AIAA at ISU for conducts or acts that are deemed prejudicial to AIAA at ISU and/or are in clear violation of Bylaws or Constitution. Offences include but are not limited to unethical behavior, sexual misconduct, not complying with university, state, or federal law, lying to members of the Board for personal gain, or academic dishonesty. Membership Revocation shall follow the Membership Revocation Process found in Policy and Procedures.

# Article IV: Officers

## 4.1 Executive Officers

Executive officers shall consist of President, Vice President, and Student Advisor.

### 4.1.1 Eligibility

**4.1.1.1** A candidate must be an active member of AIAA at ISU.

**4.1.1.2** A candidate must be in good standing with the University and AIAA at ISU 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 not be a senior.

**4.1.1.5** A candidate for Student Advisor shall have held a previous leadership or advising positions.

**4.1.1.6** A candidate who is a freshman or Sophomore is recommended to have a cumulative GPA above a 3.50.

**4.1.1.7** A candidate must have maintained prior to election, at appointment, and throughout term a cumulative GPA above a 2.00 or face Officer Removal. (Art. 4-4.6)

### 4.1.2 Method of Appointment

**4.1.2.1** The Vice President will be appointed with an application and interview process beginning in the fall semester in accordance with the Election Process found in the Policy and Procedures Document.

**4.1.2.2** The President and Student advisor will be appointed via succession in the fall semester. The last sitting Vice President will become the President, and the last President will become the Student Advisor.

### 4.1.3 Duty of Executive Officers

**4.1.3.1 President**: Preside at all regular meetings of the organization and preside at all meetings of the Board. The President shall serve as an ex-officio member of all other branch committees and programs. Shall provide an agenda during their term and shall provide an open and transparent front of the organization to both Members and Officers. At the end of the academic year, the President shall submit to AIAA a report of the activities of the student branch for the year.

**4.1.3.2 Vice-President:** Shall assume 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 shall run Board meetings, and act as a mediator to keep the Board together. The Vice President shall be the Chief Risk Management Officer helping to minimize potential risks for club activities, recommend 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 Student Advisor:** Shall use past experiences to advise and assist the President, Vice-President, and Board. The Student Advisor shall provide input on the direction, goals, ambitions, and new endeavors of AIAA at ISU. The Student Advisor shall assist the Vice President with his duties as Chief Risk Management Officer. The Student Advisor can also take on tasks that are typically assigned to other Officers when requested by the Board.

### 4.1.4 Term of Executive Officers

**4.1.4.1** The President and Vice President will have a limit of one term. A term is defined as one fiscal year.

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

## 4.2 Chair Officers

Chair Officers shall consist of Outreach Chair, Events Chair, Media and Recruitment Chair, and Treasurer.

### 4.2.1 Eligibility

**4.2.1.1** A candidate must be an active member of AIAA at ISU.

**4.2.1.2** A candidate must be in good standing with the University and AIAA at ISU 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 is recommended, but not required to have held an Assistant Chair position in the past.

**4.2.1.5** A candidate who is a freshman or Sophomore is recommended to have a cumulative GPA above a 3.00.

**4.2.1.6** A candidate must have maintained prior to election, at appointment, and throughout term a cumulative GPA above a 2.00 or face Officer Removal. (Art. 4-4.6)

### 4.2.2 Method of Appointment

The positions listed above will be appointed by an application, interview, and simple majority vote beginning in the fall semester in accordance with the Election Process found in the Policy and Procedures Document.

### 4.2.3 Duty of Chair Officers

**4.2.3.1 Outreach Chair:** Shall oversee the duties of AC Officers in their respective committee.Shall be responsible for getting the list of sponsorship contacts, Alum contacts, and reach out to faculty for possible speaker events per semester. Shall be responsible for finding possible hosts for Community Engagement events and Industry Tour Events.

**4.2.3.2 Events Chair:** Shall oversee and be accountable for organizing social, external and philanthropy events delegating specific tasks to the AC Officers in their respective committee.

**4.2.3.3 Media and Recruitment Chair:** Shall oversee the duties of AC Officers in their respective committee. Shall be accountable for the AIAA at ISU Newsletter. Shall be accountable for maintaining the AIAA at ISU social media accounts. Shall approve the content in the informational presentations made by the Recruitment AC.

**4.2.3.4 Treasurer:** Shall oversee the duties of AC Officers in their respective committee. Shall be accountable for the AIAA at ISU funding request presentations. Shall be accountable for the annual review and revisions of the sponsorship packet. The Treasurer shall have charge of the funds of AIAA at ISU and shall make all required financial reports and expenditures authorized by AIAA at ISU or the Board.

### 4.2.4 Term of Chair Officers

The positions listed above shall have a limit of two terms. A term is defined as one fiscal year. At the end of the term these positions must be reelected.

## 4.3 Assistant Chair Officers (AC)

Assistant Chair Officers shall consist of Community Engagement AC, Industry Outreach AC, Community Events AC, External Events AC, Sponsorship AC, Organization Representative, Social Media AC, Recruitment AC, and Secretary.

### 4.3.1 Eligibility

**4.3.1.1** The candidate must be an active member of AIAA at ISU by the time they are elected.

**4.3.1.2** A candidate must be in good standing with the University and AIAA at ISU and be enrolled at the University during their term.

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

**4.3.1.4** A candidate must have maintained prior to election, at appointment, and throughout term a cumulative GPA above a 2.00 or face Officer Removal. (Art. 4-4.6)

**4.3.1.5** Must beenrolled for: at least half time (six or more credit hours), as 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), as 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.

### 4.3.2 Method of Election

The positions listed above will be elected via a simple majority vote in the fall semester in accordance with the Election Process found in the Policy and Procedures Document.

### 4.3.3 Duty of Assistant Chair Officers

**4.3.3.1 Community Engagement AC:** Shall assist the Outreach Chair in making STEM activities and presentations to be presented at Community Outreach Events; shall assist in holding voluntary events and other duties assigned by the Outreach Chair.

**4.3.3.2 Industry Outreach AC:** Shall assist the Outreach Chair in setting up Industry Speaker Events with ISU Alum, Current Sponsors, and professors; and other duties assigned by the Outreach Chair.

**4.3.3.3 Community Event AC:** Shall assist the Events Chair in organizing and running social events for active members and other duties assigned by the Events Chair.

**4.3.3.4 External Events AC:** Shall assist the Events Chair in organizing and running events which includes but is not limited to hosting guests outside the university (ie: speakers and panelists) for active members and other duties assigned by the Events Chair.

**4.3.3.5 Sponsorship AC:** Reports to the Treasurer. Contacts industries to create new connections to secure benefits for AIAA at ISU and maintains existing sponsors.

**4.3.3.6 Organization Rep.:** Reports to the Treasurer. Shall represent AIAA at ISU by attending Engineering Student Council, and Aerospace Student Advisory Panel meetings and other meetings as thought appropriate by the Treasurer. When requested shall present funding request presentations at these meetings to garner funds for AIAA at ISU.

**4.3.3.7 Social Media AC:** Shall assist the Media and Recruitment Chair in maintaining AIAA at ISU social media accounts and other duties assigned by the Media and Recruitment Chair. When requested be able to take graphic and/or audio of AIAA at ISU Events.

**4.3.3.8 Recruitment AC:** Shall assist the Media Recruitment Chair in recruiting members and other duties assigned by the Media and Recruitment Chair. Shall prepare informational presentations about AIAA at ISU to be presented in university classrooms.

**4.3.3.9 Secretary:** Reports to the Executive Officers. The Secretary shall maintain minutes of the meetings of the student branch and shall be custodian of all its records not specifically assigned to others. They shall conduct the correspondence of AIAA at ISU and Board and send out notices of the meetings and shall keep a full and correct list of the members and their contact information.

### 4.3.4 Term of Assistant Chair Officers

The positions listed above shall have a limit of three terms. A term is defined as one fiscal year. At the end of the term these positions must be reelected. The officers are also required to attend a minimum of three AIAA at ISU hosted events each semester to maintain good standing with the organization.

## 4.4 Faculty Advisor

### 4.4.1 Eligibility

**4.4.1.1**Must be in the employment of the university.

**4.4.1.2** Must be a current AIAA member.

**4.4.1.3** Must agree to serve in this capacity.

### 4.4.2 Method of Appointment

The faculty advisor is filled through voluntary interest or recommendations from past advisors, the Aerospace Department, and/or through Engineering Student Services.

### 4.4.3 Duty of Faculty Advisor

The Faculty Advisors shall be a resource for any Board member and shall lend advice and assistance when able and willing to.

### 4.4.4 Term of Faculty Advisor

The faculty advisor will serve until resignation. The Faculty Advisor will notify the board one month prior to resignation.

## 4.5 Reelection

If a Chair or AC Officer wishes to be reelected at term end and is eligible for another term the Board may reelect them to their position with a two-thirds majority Board vote.

## 4.6 Vacancies

**4.6.1** **Executive, Chair, and AC:** In the case of a vacancy, an appropriate AIAA at ISU member may be appointed by the Board to be an interim. If an interim cannot be appointed a special election may be called to fill these positions for the remainder of the Fiscal Year. This interim position would count as serving a complete term regardless of the duration served.

**4.6.2 Faculty Advisor:** In the case of a vacancy, the Board may solicit their own advisor. If a decision cannot be reached the Board will consult the Aerospace Department on advice for a new advisor. If there are multiple interested advisors, the Board will select one via a two-thirds majority Board vote if necessary.

## 4.7 Officer Removal

**4.7.1 Executive, Chair, and AC:** If an officer’s behavior, performance, or GPA becomes unacceptable a unanimous decision of the executive officers, a Faculty Advisor, or two-thirds majority Board vote may remove an Officer.

In the case an officer is to be removed due to reasons other than meeting minimum requirements set by this constitution, an officer is allowed time to speak in their defense before a vote is held.

**4.7.2 Faculty Advisor:** If the faculty advisor’s behavior or performance is in question, then a two-thirds majority Board vote and approval from the Aerospace Department Chair will be required.

## 4.8 New Officers

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

# Article V: Restrictions of Benefits

## 5.1 Restriction on Benefits

No elected Officer shall receive, directly or indirectly, any salary, travel expenses, compensation, or emolument from AIAA at ISU either as such Officer or in any other capacity, unless authorized by the Bylaws or by the concurring vote of two-thirds of the Board at a regularly constituted meeting and approval by the Faculty Advisor. No Officer shall be interested, directly or indirectly, in any contract relating to the operations of AIAA at ISU, or in any contract for furnishing supplies thereto, unless authorized by the Bylaws, or by the concurring vote of two-thirds of the Board at a regularly constituted meeting.

# Article VI: Board

## 6.1 Make-up of the Board

The Board shall be made up byThe Executive Officers, Chair Officers, Secretary, and Faculty Advisor. The President, Vice President, Treasurer, Secretary, and Faculty Advisor are the minimum requirements to make up the Board and need to be always filled as stated in the Bylaws.

## 6.2 Voting

The Vice President, Chair positions, and Secretary shall have voting rights on all matters. The President shall oversee a split Board. The Student Advisors and Faculty Advisor do not have any voting privileges.

## 6.3 Duties of the Board

**6.3.1** Shallbe responsible for the biannual review of the Policy and Procedures document.

**6.3.2** Shall be responsible for the biannual review of the Officer Duties Packet

**6.3.3** Shall be responsible for the annual review of the Constitution.

**6.3.4** Shall be responsible for planning and running AIAA at ISU sponsored events.

## 6.4 Authority of the Board

**6.4.1** Authority over executive officers and business affairs.

**6.4.2** Authority to choose and work with other organizations to promote AIAA.

**6.4.3** Authority to make new committees and positions.

**6.4.4** Authority to restructure existing committees to accomplish the purpose of AIAA.

**6.4.5** Authority to Appoint and Remove positions.

**6.4.6** Authority to amend this Constitution.

# Article VII: Committees

## 7.1 Existing Committees

**7.1.1** Outreach Events

**7.1.2** Events

**7.1.3** Business Administration

**7.1.4** Media and Recruitment

**7.1.5** Membership Review

## 7.2 Make-up of Committees

**7.2.1 Outreach Events:** Shall consist of Outreach Chair, Community Engagement AC, and Industry Outreach AC.

**7.2.2 Events:** Shall consist of Events Chair, Community Events AC, and External Events AC.

**7.2.3 Business Administration:** Shall consist of Treasurer, Sponsorship AC, Student Government Representative.

**7.2.4 Media and Recruitment:** Shall Consist of The Media and Recruitment Chair, Social Media AC, and Recruitment AC.

**7.2.5 Membership Review:** Shall Consist Executive Officers, Chair Officers, Faculty Advisor, and if necessary, department Chair(s).

## 7.3 Duties of Committees

**7.3.1 Outreach Events:** Shall be responsible for organizing industry speaker events, industry tour events, and community engagement events. Shall be responsible for making STEM activities and presentations, and host or participate in voluntary events. Shall be responsible for creating a detailed list of previous speakers/hosts of events.

**7.3.2 Events:** Shall be responsible for organizing social, external and philanthropy events, and if requested by the Outreach Chair assist the Outreach Events committee.

**7.3.3 Business Administration:** Shall be responsible for annual review and revisions of the sponsorship packet. Shall be responsible for creating the AIAA at ISU funding request presentations. Shall be responsible for creating a detailed list of sponsorships.

**7.3.4 Media and Recruitment:** Shall be responsible for creating an AIAA at ISU newsletter. Shall be responsible for planning and creating media content.

**7.3.5 Membership Review:** Shall be responsible for the Membership Revocation Process.

## 7.4 New Committees

There shall be as many committees with as many members as deemed necessary by the board to carry on the work of the branch. 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 and be put in place by a two-thirds majority Board vote. New perpetual Committees would need to be clearly defined and then voted in with a two-thirds majority Board vote before the Committee is added to the Constitution.

# Article IIX: Finances

## 8.1 Fiscal Year

The Fiscal Year of AIAA shall run from the 4th week of fall semester to the 3rd week of fall semester of the following year.

## 8.2 Dues and Local Dues

Apart from AIAA National dues AIAA at ISU 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 Board. Dues must be paid before active membership status is granted.

## 8.3 Budget

The Treasurer will be responsible for allocating allowances for committees per semester and priority events.

## 8.4 Student Organization Bank Account

All monies belonging to AIAA at ISU 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 (exceeding $750) before payment or any withdrawal of funds from the account in addition to a passing vote by the general body membership.

# Article IX: Meetings

## 9.1 Club Events

Club events shall consist of Social Events, Philanthropy Events, Industry Speaker Events, and Industry Trips. Frequency of such events shall be set by the President at the beginning of their term and approved by the Board by a two third majority vote.

## 9.2 Board Meetings

A board meeting shall be considered whenever the Board meets. Meetings shall be set by the Executive Officers at a time most appropriate for Board Members and must generally convene at least once a week.

## 9.3 Committee Meetings

A committee meeting shall be considered whenever a specific committee meets. Frequency of such meetings shall be set by the Chair Officer heading the Committee at a time most appropriate for Committee Members and must generally convene at least once a week.

## 9.3 General Elections

General Elections shall take place in the 4th week of the fall semester.

## 9.4 Special Elections

The Board reserves the right to call a special election. Special Elections must be called by the board no later than the 4th week of the Spring Semester. A Special Election should only be called if an Officer position is vacant.

The special elections are to take place no later than the 6th week of the semester.

## 9.5 Quorum

A quorum at any meeting of AIAA at ISU shall be at least 10% of the members of AIAA at ISU.

# Article X: AIAA-Sponsored Programs

## 10.1 Definition

AIAA-Sponsored Programs shall be defined as programs set in place by AIAA at ISU or AIAA National to fulfill in good faith the purpose of AIAA outlined above.

## 10.2 Standing Programs

**10.2.1** Design Build Fly (DBF)

**10.2.2** Peer Mentor Program

## 10.3 Leadership of Programs

Programs shall be run independently from AIAA Board but shall be under direct supervision from the Executive Officers and Faculty Advisor. Internal leadership of these program shall be outlined in the Program Description Form with express approval of the Executive Officers.

## 10.4 Expectations of Programs

All programs shall run in accordance with the Bylaws and policies of the University and AIAA at ISU and shall run in a fair and appropriate manner that progress the purpose of AIAA at ISU and the University.

## 10.5 Process of adding a new program

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

# Article XI: AIAA-Sponsored Events

## 11.1 Definition

AIAA-Sponsored Events shall be defined as any event hosted by AIAA national or AIAA at ISU that AIAA at ISU active member can attend.

## 11.2 Events

Events include but are not limited to: Club Events, Design Build Fly Competition, AIAA National Conferences, AIAA SciTech Forum, AIAA DEFENSE Forum, or AIAA AVIATION Forum.

# Article XII: Preservation and Dissolution of Organization

## 12.1 Preservation

In order to prevent dissolution, AIAA at ISU reserves the right to solicit AIAA at ISU membership outside the Aerospace Department (*Art. 3 Membership -3.1 Eligibility*). The President with the approval of the Board reserves the right on when to solicit AIAA at ISU membership and to which department(s) in accordance with Art. 3 Membership-3.1 Eligibility.

## 12.2 Dissolution

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

# Article XIII: Amendments

## 13.1 Amendments

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

## 13.2 Adoption Process

A proposed constitutional amendment shall be adopted via a majority two-thirds vote by the Board and Faculty Advisor approval, or a majority two-thirds vote of participating active members. There must be 50% active members participating in the vote for the amendment to be adopted.

## 13.3 Adoption

If adopted, the amended constitution must be submitted within 10 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 of the Board 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 Aerospace Engineering Department office.

# Article XIV: Interpretation of Bylaws and Constitution

## 14.1 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 Board.