

# Constitution of UAH Space Hardware Club

## Article I: Name of the Organization

Section 1: The name of the organization shall be UAH Space Hardware Club, hereafter referred to as “SHC.”

## Article II: Purpose of SHC

Section 1: The purpose of SHC is to develop the next generation of engineers, scientists, and leaders by providing real-world experience in all aspects of developing space-related hardware, carrying out research, and performing outreach in an academic setting.

## Article III: Membership to SHC

Section 1: Membership to SHC is open to any student of The University of Alabama in Huntsville.

Section 2: SHC does not and shall not discriminate on the basis of race, ethnicity, national origin, religion, gender, gender expression, age, disability, marital status, sexual orientation, or military status in any of its activities or operations. SHC aims to provide an inclusive and welcoming environment for all members.

Section 3: The Executive Board determines what format the membership form will be, whether it be written, electronic, or another format.

Section 4: A member may become an inactive member through one or more of the following:

- 1) Failure to attend at least one General Meeting and one other club-wide event during the current fall or spring semester. Events may include, but are not limited to, design reviews at which the member is an observer, BalloonSat flights, rocket launches, and outreach events.
- 2) Failure to enroll in at least one class at the University of Alabama in Huntsville during the current spring or fall semester.

- 3) Asking to become an inactive member.
- 4) Failure to meet the academic standards described in Article III Section 7.

Section 5: Inactive members do not count towards quorum, are unable to vote, and may not hold any Executive Board positions, but maintain other membership benefits unless otherwise instructed.

Section 6: Membership may be lost through one or more of the following:

- 1) Improperly representing SHC, as determined by the Faculty Advisor, with recommendation from the Executive Board.
- 2) Disrupting the accomplishment of the goals of the club, including the club's aim to provide an inclusive and welcoming environment for all members and students of the university, as determined by the Faculty Advisor, with recommendation from the Executive Board.
- 3) Violating University policy, as determined by the Faculty Advisor, with recommendation from the Executive Board.
- 4) Maintaining the status of an inactive member for three consecutive spring or fall semesters.
- 5) Ceasing enrollment at the University of Alabama in Huntsville.

Section 7: Membership status may change due to a member's academics. The academic requirements of the club are not meant to be punitive, but to encourage academic success within the university ultimately leading to graduation and gainful employment. The standards are set to promote that. The Faculty Advisor will receive reports of members' GPAs for the purpose of encouraging their academic success.

- 1) If a member's semester GPA is at or below 2.5 or their cumulative GPA is at or below 3.0, and they did not meet the qualifications for an email of concern the previous semester, they will receive an email expressing concerns about their grades which will include resources for improving their academics.
- 2) If a member's semester GPA is at or below 2.5 or their cumulative GPA is at or below

3.0, and they met the qualifications for an email of concern the previous semester, the member will become an inactive member and remain so, and will be asked to not participate in club activities, until both their semester GPA is above 2.5 and their cumulative GPA is above 3.0.

3) Exceptions to Section 7.2 can be made by the club's Faculty Advisor.

Section 8: Membership status shall be evaluated at the end of each spring and fall semester. If an inactive member attends two qualifying events mentioned in Article III Section 4.1 during the course of any semester and is not in violation of Article III Section 7, then they may email the Executive Board and restore active membership upon check in at the next General Meeting.

Section 9: The Executive Board or Faculty Advisor shall make final membership decisions in extenuating circumstances.

#### Article IV: The Faculty Advisor

Section 1: The Faculty Advisor(s) is a faculty member of the University of Alabama in Huntsville responsible for the general independent advising of SHC.

Section 2: The Faculty Advisor(s) holds ultimate discretionary authority over this document, membership to SHC, and the activities of SHC.

Section 3: An Assistant Faculty Advisor can be appointed by the Faculty Advisor(s), whose authority shall be determined by the Faculty Advisor(s).

#### Article V: The Executive Board

Section 1: The purpose of the Executive Board is to oversee SHC's programs, finances, and facilities. It shall oversee the activities of SHC's members and official projects.

Section 2: The Executive Board shall be made up of both voting and non-voting positions.

Section 3: The voting positions of the Executive Board shall be the following: President, Vice Presidents, Treasurers, Secretaries, Outreach Manager, and all Program Managers. Non-voting positions include Project Leads, Committee Heads, and temporary non-voting positions.

Section 4: Each voting position of the Executive Board shall have only one vote.

Section 5: Each voting member of the Executive Board shall hold only one voting position during each election cycle.

Section 6: The votes of Program Managers may be overturned by a simple-majority vote of Project Leads within their Program.

Section 7: The President may create temporary non-voting positions on the Executive Board and appoint members to fill those positions.

Section 8: There shall be two offices for Vice President, Treasurer, and Secretary. The Vice President, Treasurer, and Secretary elected in the Spring shall be referred to as the Spring Vice President, Spring Treasurer, and Spring Secretary respectively, and the Vice President, Treasurer, and Secretary elected in the Fall shall be referred to as the Fall Vice President, Fall Treasurer, and Fall Secretary.

Section 9: If there is only one Vice President, Secretary, or Treasurer on the Executive Board, a second Vice President, Secretary, or Treasurer may be elected at the next general meeting by a simple majority vote of members.

Section 10: The President, Vice Presidents, Treasurers, Secretaries, Outreach Manager, or any Program Manager may be impeached by the following procedure conducted in order:

1. An email detailing the rationale for the impeachment shall be sent to the Executive Board at least one calendar week before the next General Meeting.
2. The member desiring to impeach an officer will be invited to meet with the President and/or a Vice President, and/or a Faculty Advisor before and/or at the next Executive Board Meeting.
3. If the member still desires to impeach an officer after these meetings and a motion to impeach was not brought directed at that officer during the last General Meeting, they may bring motion of impeachment to the next General Meeting. Once the motion is made, the member desiring to impeach the officer will be allowed to make their case for

impeachment, followed by a response by the officer. The officer may be impeached by supermajority (as defined in Article XII Section 7) vote of members at a General Meeting.

4. If the officer is impeached by the members at a General Meeting, the Faculty Advisor may approve the removal. Once the Faculty Advisor approves the removal, the individual in question shall be removed from their position. The removed individual may not return to a position on the Executive Board that is elected by the general membership or appointed by the Executive Board in the next election cycle.

Section 11: If there is a vacancy in a position of President, Vice President, Treasurer, Secretary, Outreach Manager, or any non-temporary Program Manager, then the position shall be filled by an election at the next General Meeting or through a General Virtual Election.

#### Article VI: Duties of the Executive Board

Section 1: The President shall preside over all General Meetings; serve as the official representative of SHC in all matters pertaining to the University; run elections for the election cycle immediately following his or her term in office; represent SHC to external bodies; act as the point of contact for all external matters involving SHC, delegating when necessary; help guide the vision of SHC; and ensure that management gaps are filled if they arise. Powers not explicitly delegated in the Constitution fall to the discretion of the President.

Section 2: The Vice Presidents shall preside over all Executive Board Meetings, perform any duties that the President designates them to complete, help represent the club to external bodies, and act as the point of contact for club members' concerns. The Vice Presidents shall handle internal affairs, delegating when necessary. When concerns are expressed from within SHC, it is the place of the Vice Presidents to address them, involving other Executive Board members as needed. In the case of the vacancy of the position of President, a Vice President shall take the position of Interim-President while maintaining the position of Vice President. If there is a conflict between Vice Presidents about the assumption of Interim-President, the Interim-President will be determined by a simple majority of voting Executive Board members. The position of Interim-President, which holds all of the responsibilities and duties of President,

shall cease to exist with the election of a new President.

Section 3: The Treasurers shall supervise the budget within SHC; correspond with the Faculty Advisor about finances; give an update of the financial standing of SHC at all Executive Board Meetings, and, if requested by a member, General Meetings; maintain parts order forms, current account balances, and Program and Project budgets; supervise the ordering process of SHC, delegating when necessary; and keep records of all purchases and expenditures.

Section 4: The Secretaries shall keep minutes and attendance of all General Meetings and Executive Board Meetings, make minutes and attendance public in a reasonable time frame (within a week at the latest) after a General Meeting or Executive Board Meeting, read any relevant part of the Constitution or past meeting minutes when requested, take meeting attendance at all meetings other than Project Meetings, monitor lists of active and inactive members, monitor lists of active and inactive Programs and Projects, notify members of opportunities to maintain active membership status, send club wide updates, maintain the Constitution with any amendments that are passed, and perform administrative tasks within the University on behalf of the club.

Section 5: The Outreach Manager shall organize events and activities that bring STEM education to the community, particularly secondary schools in neighboring counties; manage the Outreach budget; find Outreach opportunities for the club and inform the club of them; give updates on Outreach activities at Executive Board Meetings; manage facilities allocated to Outreach; take attendance and minutes at Outreach meetings; keep record of the fulfillment of the Outreach Executive Board requirement; and act as a Program Manager for any Outreach Project that may be created. The Outreach Manager may also be responsible for Inreach and Clubreach events.

Section 6: The Program Managers shall oversee the overall budget of their Program and allocate money to the underlying Projects when necessary, organize the logistics of their Program including team travel and reimbursements, ensure that a Project Lead or representative from each underlying Project within the Program presents an update directly to the Program Manager at least bi-weekly, present a Program update containing relevant information at each Executive Board Meeting, create Project Budgets for the following election cycle, manage any facilities

specifically allocated to their Program, and coordinate external resources.

Section 7: The Project Leads shall oversee their Project's budget; maintain minutes and attendance of each of their Project Meetings; give bi-weekly updates of budget and Project progress to their Program Manager; and manage the operations of the Project including Project finances, timelines, goals, meetings, membership regulation, and internal organization. The Project Lead keeps track of active Project members.

Section 8: All members of the Executive Board shall attend weekly Executive Board Meetings and fill out their section of the meeting agenda and/or send a representative to attend in their place.

Section 9: All voting and non-voting Executive Board members are required to attend two hours of Outreach events for both the fall academic semester and spring academic semester. Outreach events that can be attended in order to reach the requirements include all Outreach events, Inreach events, Clubreach events, and media and marketing live streams. All Executive Board members are responsible for reporting which events they intend to attend in advance of at least one day to the Outreach Manager who will keep track of whether or not the requirements are met. The Outreach Manager is responsible for evaluating if an Executive Board member has fulfilled this requirement. Extenuating circumstances may result in the Outreach Manager allowing exceptions to this requirement.

Section 10: Each member of the Executive Board shall pass on documentation concerning the operations of their position to the next member to hold their respective positions.

## Article VII: Meetings

Section 1: Official meetings of SHC are the following: General Meetings, Executive Board Meetings, Advisor Update Meetings, Project Meetings, Emergency Meetings, and Miscellaneous Meetings. A meeting is not an Official Meeting unless minutes and attendance are kept and made available to the Executive Board within a week of the meeting.

Section 2: A General Meeting shall be held at least once each month during the spring and fall

semesters. The President must preside over the Meeting. Club updates, elections, and general votes can take place during the Meeting. Minutes from General Meetings must be sent to members within a week. Voting shall only occur at a General Meeting in accordance with the guidelines in Article XII. General Meetings shall only be held during the spring and fall semesters.

Section 3: An Executive Board Meeting shall be held weekly, presided over by the Vice President. Internal club business shall take place here, with votes from the Executive Board occurring when needed. Votes of the Executive Board may be made electronically outside the meeting for time sensitive items.

Section 4: An Advisor Update Meeting shall be held at the convenience of the Faculty Advisor. During this Meeting the Executive Board shall inform the Faculty Advisor of the activities of SHC. This Meeting is only open to the Executive Board and to those that the Board wishes to include.

Section 5: Active Projects shall have meetings which occur no less than once every two weeks during the spring and fall semesters except at the discretion of the Executive Board. Project Meetings shall be presided over by the Project Lead or another Project member appointed by the Project Lead. If an Official Project fails to meet this requirement, they shall be considered inactive and their Project Lead will no longer have a vote towards overturning their Program Manager's votes on the Executive Board.

Section 6: An Emergency Meeting takes place when a specific issue needs to be resolved and can only be requested by the President. It may act as a General Meeting.

Section 7: Miscellaneous meetings other than these listed may occur, and must follow the same guidelines as Official Meetings.

Section 8: No Official Meetings shall be held during the University's final exam period. Exceptions can be made with the approval of the Executive Board and the Faculty Advisor. All requirements for recurring meetings are waived during this time period.



## Article VIII: Committees

Section 1: The purpose of Executive Committees is to assist the Executive Board in the management of specific club activities and/or projects when the duration of assistance does not exceed one election cycle.

Section 2: The purpose of Standing Committees is to assist the Executive Board in the management of specific club activities and/or projects when the duration of assistance exceeds one election cycle.

Section 3: Executive Committees shall be created by the President, and approved by a supermajority (as defined in Article XII Section 10) vote of the Executive Board.

Section 4: Standing Committees shall be formed only from existing Executive Committees, and approved by a supermajority (as defined in Article XII Section 10) vote at a General Meeting.

Section 5: Every Committee shall have a Committee Head.

Section 6: Nomination for the position of Committee Head shall be made directly to the Executive Board by the current Executive or Standing Committee Head. The Executive Board shall approve the nomination by a supermajority (as defined in Article XII Section 10) vote.

Section 7: If there is a vacancy in the position of any Committee Head, then the position shall be filled by a nominated member and elected by a simple majority of the Executive Board.

Section 8: A Committee Head may be suspended from duty by a supermajority (as defined in Article XII Section 7) vote of the committee. The President and relevant parties, as determined by the President, shall form a plan of action to address issues identified by the Committee at the next Executive Meeting.

Section 9: A Committee Head can only be released from the office by a supermajority (as defined in Article XII Section 10) vote of the Executive Board.

## Article IX: Programs

Section 1: The purpose of a Program is to set up a tiered structure of management that allows the club to run efficiently and allocate resources appropriately as it grows.

Section 2: Programs shall have clearly defined goals and tasks that would otherwise be difficult to accomplish as a Project, as determined by the Executive Board.

Section 3: Programs may be either temporary or non-temporary. Temporary Programs shall have a defined start and end date no more than a year apart. Non-temporary Programs shall have a duration that exceeds one year.

Section 4: Programs shall oversee and encompass related Projects to allow resources and funding to be allocated properly.

Section 5: Programs shall be in charge of a Program budget that will be used for Program wide needs.

Section 6: Programs shall be in charge of handling travel for its underlying Projects and relevant expenses pertaining to travel so that all underlying Projects are able to complete their goals.

Section 7: An Official Program, temporary or non-temporary, is formed when there is approval of a proposed Program's goals, budget, and organizational structure from the Executive Board by a supermajority (as defined in Article XII Section 10) vote.

Section 8: A Program must have a Program Manager. In the absence of an elected Program Manager, a temporary Program Manager may be installed through an election at an Executive Board Meeting until the next General Meeting, and for the remainder of an election cycle by an election at the next General Meeting.

Section 9: Any export controlled Project may not be encapsulated by or under any non-export controlled Program.

Section 10: Any non-temporary Program must oversee at least one Official Project. If a Program

oversees no Projects, it may be made inactive at the end of the current election cycle, and the position of Program Manager of that program will not be part of the next general election.

#### Article X: Projects

Section 1: The purpose of a Project is to accomplish a specific technical or outreach related goal.

Section 2: Projects shall be a part of a Program that has goals related to the Project's goals.

Section 3: Projects shall have a budget and timeline managed by the Project Lead and overseen by the Program Manager.

Section 4: To become an Official Project, a Project must first present its goals, budget, and timeline to the Program Manager whose Program they wish to be under. Upon approval from the Program Manager, the proposer of the Project must present the goals, objectives, timelines, and which Program they plan to be under to the Executive Board. The Project becomes an Official Project once the Executive Board approves those goals, budget, timeline, and Program by a simple-majority vote. An Official Project must have a budget provided to it from the Program Manager.

Section 5: An Official Project shall have a Project Lead voted on by the members of the Project.

Section 6: An alternate Project Lead may be appointed by the Project Lead or voted on by the members of the Project.

#### Article XI: Elections

Section 1: SHC shall have a Spring and a Fall election, with an election cycle of one year. The Spring Election shall take place no sooner than the March General Meeting and no later than the April General Meeting. The Fall Election shall take place no sooner than the October General Meeting and no later than the November General Meeting.

Section 2: The President, Outreach Manager, and any non-temporary Program Managers shall be elected at the Spring Election. A Vice President, Secretary, and Treasurer shall be elected at both the Spring Election and the Fall Election.

Section 3: Executive Board members elected in the previous Spring election cycle maintain their positions until they resign or by the last day of July, whichever is sooner. Executive members elected in the previous Fall election cycle maintain their positions until they resign or by the last day in December, whichever is sooner. Newly elected Executive Board members must assume their position upon resignation of the previous Executive Board members or by the last day in July or December, whichever is sooner.

Section 4: Temporary Program Managers shall be decided through appointment by the Executive Board or through an election by the members of their Program, as determined by the Executive Board.

Section 5: Project Leads shall be elected upon the formation of an Official Project by members participating in the Project.

Section 6: If a voting Executive Board member is voted into a new office during their term, they will be expected to continue to serve their previous position until a replacement can be elected to serve the remainder of their term. They will be expected to mentor their replacement. At no point should the Executive Board member violate Article V Section 5.

Section 7: The Executive Board may choose to hold a Special Election at any point. A Special Election may end the term of the President, Vice Presidents, Treasurers, Secretaries, Outreach Manager, or any Program Managers. A Special Election is held in the same manner as a normal election, and occurs at the next General Meeting. The election cycle thereafter shall not deviate from the election cycle preceding the Special Election. A Special Election may occur only by a hyper-majority vote of the Executive Board or by direction of the Faculty Advisor.

Section 8: Any active member who has been in SHC for one election cycle, has not been impeached in the previous election cycle, does not intend to cease enrollment at UAH within their term, and is a US Citizen or green card holder may be nominated for the position of President.

Section 9: Any active member who has not been impeached in the previous election cycle and

does not intend to cease enrollment at UAH within their term may be nominated for the positions of Vice President, Treasurer, Secretary, or non-temporary Program Manager.

## Article XII: Voting

Section 1: A number of eligible voters greater than or equal to Quorum must be participating in a vote (either through votes or abstentions) for the results to be official. The participation of a number of eligible voters greater than or equal to Quorum shall be referred to as “meeting Quorum.”

Section 2: General Meeting Quorum shall be defined as twice the number of voting Executive Board members plus 1. For a vote to take place at a General Meeting, at least a week’s notice of the General Meeting’s time and place shall be sent to all members of the club.

Section 3: The method of voting at General Meetings is a secret ballot. Votes are submitted electronically to the President or by another method at the President’s discretion so long as the ballot remains secret.

Section 4: A General Virtual Election may take place instead of a vote at a General Meeting for time-sensitive items or when a General Meeting is not feasible.

Section 5: General Virtual Quorum shall be the same as General Meeting Quorum described in Article XII Section 2.

Section 6: The method of voting during General Virtual Elections is a secret ballot. Votes are submitted electronically to the President. A time limit for members to vote shall be set, with a minimum of 48 hours and a maximum of 2 weeks.

Section 7: The votes of General Meetings and General Virtual Elections will be tallied by the President, and copies of the vote tallies shall be available to the Secretaries and Vice Presidents. If fewer than two of those positions listed above are capable of participating in the vote counting for a specific vote, an Executive Committee shall be appointed, following the procedures outlined in Article VIII, Section 3 of the Constitution, to handle the counting for that vote.

Section 8: Executive Board Quorum is defined as the number of Executive Board members that would be required to vote in support of a motion and for it to pass if all Executive Board members were in attendance.

Section 9: The method of voting at Executive Board Meetings is an open vote. A Vice President calls for those in favor, then for those against, then for those who abstain. The votes are then tallied and recorded in the minutes.

Section 10: Supermajority shall be defined as two-thirds of the voting members on a matter voting in favor of an item.

Section 11: Hyper-majority shall be defined as three-quarters of the voting members on a matter voting in favor of an item.

#### Article XIII: Election Procedures

Section 1: Nominations for the offices up for election will be received by the President and Vice Presidents before the General Meeting in which the election is held. Nominations may also occur during the General Meeting at which the election is being held.

Section 2: The President shall notify all members the day before the election of all nominees by that point. Nominees may refuse or accept the nomination beforehand.

Section 3: If a member is nominated, but does not wish to be placed on the ballot, they may refuse the nomination and will not be considered for the office. If an ineligible person is nominated, the nomination is thrown out.

Section 4: A member may be nominated for more than one position.

Section 5: Members nominated who do not attend the General Meeting at which the election is being held will be assumed to have refused the nomination and the nomination will be thrown out, unless the member notifies the Executive Board in advance of their intention to run for office.

Section 6: Once a member accepts an office, they may no longer accept nominations for other positions.

Section 7: An initial round of voting may be held to reduce the number of candidates to three for an office with one position. The three candidates with the highest total number of votes will be the only ones running for the position. After this initial vote, the election proceeds as normal with the reduced number of candidates.

Section 8: Before every vote, members running for the position being voted on will be able to make a short statement. Questions to the members running may then be asked. Questions and statements may be moderated.

Section 9: Voting will occur in the following order: President, Vice President, Treasurer, Secretary, Outreach Manager, then non-temporary Program Managers.

Section 10: For positions in which there is only to be one elected office, the member with a majority of votes wins the position. If no member reaches a majority, then the member with the lowest number of votes is eliminated. Then, the voting takes place again, in the same manner.

Section 11: For positions in which there are to be two elected officers, there will be multiple rounds of voting. In the first, the member with the highest total votes will gain the first position. In further rounds of voting, the voting will take place as if there was only one office.

Section 12: If a vote is made for anyone that is not running for the respective position, that vote is thrown out.

Section 13: All motions and results of votes will be recorded by a current Secretary and released following the election.

#### Article XIV: Publications

Section 1: All academic publications pertaining to SHC must be approved by the Executive Board and the Faculty Advisor before the initial submission, barring extenuating circumstances.

Section 2: The Faculty Advisor reserves the right to review, disallow publishing, or to require edits be made before submission.

#### Article XV: Amendments

Section 1: After a notification to the Executive Board at least one week prior to a General Meeting, an amendment to the Constitution can be presented at the next General Meeting. To pass the Amendment, a supermajority vote of members is required.

Section 2: A replacement of the Constitution can be passed by a hyper-majority vote of the Executive Board and then a supermajority vote of members.