

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 who gain real-world experience by developing space-related hardware, carrying out research, and performing outreach.

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, color, 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. Associate Membership is obtained by turning in a membership form and attending two meetings. One must have filled out a membership form to gain access to the benefits of associate membership.

Section 4. The Executive Board determines what format the membership form will be, whether it be written, electronic, or another format.

Section 5. An Associate Member becomes a full privileged Member of Space Hardware Club when the Associate Member attends two meetings in which attendance is taken after the completion of their first semester of Associate Membership.

- 1) In the event that an Associate Member can not attend one of the required meetings they can submit an email to the Secretary with an announcement of their incapability to make that General Meeting and their intention to continue activity with SHC in accordance with becoming a full Member. Note; this can only be used to cover one of the two required General Meetings.

- 2) Once an Associate Member transitions to full membership the individual shall never be required to be an Associate Member again.

Section 5. A member may become an inactive member through one or more of the following:

- 1) Failure to hold a 3.0 GPA.
- 2) Failure to attend at least three General Meetings and three other club-wide events over the course of one Fall and one 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.
- 3) Failure to enroll in at least one class at the University of Alabama in Huntsville during the current spring or fall semester.
- 4) Asking to become an inactive member,

Section 6. Inactive members and Associate Members do not count towards quorum and are unable to vote but maintain other membership benefits.

Section 7. Membership may be lost through one or more of the following:

- 1) Improper representation of SHC as decided upon by the Faculty Advisor, with recommendation by the Executive Board.
- 2) Violation of University policy as decided upon by the Executive Board and the Faculty Advisor.
- 3) 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 8. Membership status shall be evaluated at the end of each spring and fall semester.

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

Article IV The Executive Board

Section 1. The purpose of the Executive Board is to manage SHC's projects, finances, and facilities. It shall oversee the activities of SHC's members, programs, 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 President, Treasurer, Secretary, Network Administrator, 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. A second position can be established for the positions of the following: Vice President, Treasurer, and Secretary.

Section 9. The President, Vice President, Treasurer, Secretary, or any Program Manager may be impeached by a supermajority vote of Members at a General Meeting. If the Faculty Advisor approves of 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 10. If there is a vacancy in the positions of President, Vice President, Treasurer, Secretary, or any non-temporary Program Manager, then the position shall be filled by an election at the next General Meeting.

Section 11. If there is a vacancy in the position of Network Administrator, the position shall be filled by an eligible Member selected by the Faculty Advisor.

Article V 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, and run elections for the

election cycle immediately following his or her term in office. Other duties and responsibilities are designated in Procedures and Best Practices.

Section 2. The Vice President shall preside over all Executive Board Meetings, perform any duties that the President designates them to complete, and, in the case of the vacancy of the position of President, take the position of Interim-President while maintaining the position of Vice-President. 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. Other duties and responsibilities are designated in Procedures and Best Practices.

Section 3. The Treasurer 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. Other duties and responsibilities are designated in Procedures and Best Practices.

Section 4. The Secretary shall keep minutes and attendance of all General Meetings and Executive Board Meetings, make minutes and attendance public no later than three days after the General Meeting or Executive Board Meeting, and read any relevant part of the Constitution, Procedures and Best Practices, or past meeting minutes when requested. Other duties and responsibilities are designated in Procedures and Best Practices.

Section 5. A Program Manager 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, and present a program update containing relevant information at each Executive Board Meeting. Other duties and responsibilities are designated in Procedures and Best Practices.

Section 6. The Project Lead shall oversee their Project's budget, maintain minutes and attendance of each of their Project Meetings, and give bi-weekly updates of budget and project progress to their Program Manager. Other duties and responsibilities are designated in Procedures and Best Practices.

Section 7. The Network Administrator shall supervise and manage all administration of computer resources owned and operated by SHC, have access to all data owned and

operated by SHC and its Projects, and safeguard computer-related hardware and data for SHC and its Projects. Other duties and responsibilities are designated in Procedures and Best Practices.

Article VI 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 vote of the Executive Board.

Section 4. Standing Committees shall be formed only from existing Executive Committees, and approved by a supermajority vote of the general club.

Section 5. Every Committee shall have a Committee Head.

Article VII 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 limited as a Project, as determined by the Executive Board.

Section 3. A Program may be created using the method outlined in the Procedures and Best Practices.

Section 4. 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 5. Programs shall oversee and encompass related Projects to allow resources and funding to be allocated properly.

Section 6. Programs shall be in charge of a program budget that will be used for program wide needs.

Section 7. 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.

Article VIII 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. A Project may be created using the method outlined in the Procedures and Best Practices.

Section 4. Projects shall have a budget and timeline managed by the Project Lead and overseen by the Program Manager.

Article IX Elections

Section 1. SHC shall have an election cycle of one year. Elections to the positions of President, Vice President, Treasurer, Secretary, and any non-temporary Program Manager shall take place no sooner than the March General Meeting and no later than the April General Meeting.

Section 2. Program Managers elected in the previous election cycle maintain their positions until they resign at the end of relevant projects or by the last day of July. Newly elected Program Managers must assume their position upon resignation of the previous Program Manager or by the last day in July.

Section 3. 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 4. Project Leads shall be elected upon the formation of an Official Project by members participating in the Project.

Section 5. The Executive Board may choose to hold a Special Election at any point. A Special Election ends the terms of President, Vice President, Treasurer, Secretary, and

all 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.

Section 6. 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 7. 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.

Section 8. Supermajority shall be defined as two-thirds of the voting Member on a matter voting in favor of an item.

Section 9. Hyper-Majority shall be defined as three-quarters of the voting Members on a matter voting in favor of an item.

Article X 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. All publications must be approved by the Faculty Advisor before final submission.

Article XI 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 or Procedures and Best Practices can be passed by a hyper-majority vote of the Executive Board and then a supermajority vote of Members.

Article XII Policies

Section 1. Policies are legislation designed to create easily modifiable rules and regulations for members to abide by while performing activities in the club. This includes, but is not limited to, lab use policies and safety policies.

Section 2. Policies will be drafted by a Standing Committee on Policies with outside suggestion by the Executive Board and pertinent individuals in the community. These policies will then be brought before the executive board for public comment, debate, and subsequent rejection or acceptance.

Section 3. Policies will take effect two weeks from their passing unless otherwise stated in their enacting clause.

Section 4. The date for the meeting at which these policies will be available for public comment will be published to all active members by email no later than 1 week prior to the meeting.

Section 5. Policies may only suggest punishments to the Executive Board for any infraction of the policies. It is ultimately up to the Executive Board to levy, or not levy, punishment as they see fit.

Section 6. All policies shall be written with Federal, State, Local, and UAH (including all secondary departments such as the Office of Environmental Health and Safety) policies, regulations, laws, and best practices in mind. Note; UAH Policies can be found here: <https://www.uah.edu/policies>

Section 7 Tenets of policies which, through evolution of Federal, State, Local, and UAH policies, regulations, laws, and best practices, no longer abide by Section 6 shall be invalidated while leaving the remainder of the policy enforced. This policy will then be referred to committee at the earliest convenience for revision.

Section 8 If a project team must abide by ITAR, EAR, or other export-control regulation that forces a conflict with a standing policy must instead, with the advisement of applicable members of the Policy Committee, draft an alternative policy that fulfills all intended goals of the original policy.

1) These two policies shall exist in tandem with only export controlled projects abiding by the export control compliant policy. Both are considered standing policies.

Section 9 A Policy can be nullified by a supermajority of the general club body if approved by the Club Advisor.