

Procedures and Best Practices of UAH Space Hardware Club

Article I Purpose of the Constitution and Procedures and Best Practices

Section 1. The Constitution of the UAH Space Hardware Club is the guiding document for the goals, principles, and organizational structure of SHC.

Section 2. The Procedures and Best Practices of the UAH Space Hardware Club are the governing rules that allow day to day operations of SHC.

Article II Executive Board

Section 1. Along with the duties presented in The Constitution of UAH Space Hardware Club, the President shall 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 or these Procedures and Best Practices fall to the discretion of the President. Past tradition shall take precedence when applicable.

Section 2. Along with the duties presented in The Constitution of UAH Space Hardware Club, the Vice President shall take over presidential duties when the President is unable, help represent the club to external bodies, and act as the point of contact for club Members' concerns. The Vice President shall handle internal affairs, delegating when necessary. When concerns are expressed from within SHC, it is the place of the Vice President to address them, involving other Executive Board members as needed.

Section 3. Along with the duties presented in The Constitution of UAH Space Hardware Club, the Treasurer shall maintain parts order forms, current account balances, Program and Project budgets. Treasurer shall place orders for SHC, delegating when necessary; keep records of all purchases and expenditures; and lead fundraising activities.

Section 4. Along with the duties presented in The Constitution of UAH Space Hardware Club, the Secretary shall take, distribute, and archive meeting minutes and 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 and Procedures and Best Practices with any amendments that are passed, and turn in forms.

Section 5. Along with the duties presented in The Constitution of UAH Space Hardware Club, a Program Manager shall manage the operations of their Program including Project updates, managing travel expenditures, managing Project Budgets, creating Project Budgets for the following election cycle, managing any facilities specifically allocated to their Program, and coordination of external resources.

Section 6. Along with the duties presented in The Constitution of UAH Space Hardware Club, the Project Lead shall 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 7. All members of the Executive Board shall attend weekly Executive Board Meetings or send a delegate to attend in their place.

Section 8. Each member of the Executive Board shall pass on documentation on the operations of their position to the next member to hold their respective position.

Article III Network Administrator

Section 1. There shall be one or two Network Administrators.

Section 2. Nomination for the position of Network Administrator shall be made by the current Network Administrator.

Section 3. Appointment to the position of Network Administrator shall be approved by the Faculty Advisor.

Section 4. The Network Administrator can only be released from the office by the Faculty Advisor.

Section 5. The Network Administrator must be a U.S. Citizen.

Section 6. The Network Administrator must be certified by UAH Research Security in ITAR and EAR.

Section 7. The Network Administrator shall hold a HAM license of at least a technician class and shall ensure that an Active Member is the Station Manager for the club's HAM station.

Article IV Committee Heads

Section 1. There shall be one Committee Head for each Committee.

Section 2. 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 vote.

Section 3. If there is a vacancy in the position of any Committee Head, then the position shall be filled by an eligible member elected by the Executive Board.

Section 4. A Committee Head can be suspended from duty by a supermajority vote of the Executive Board. The President and relevant parties, as determined by the President, shall form a plan of action.

Section 5. A Committee Head can only be released from the office by a hyper-majority vote of the non-affiliated members of the Executive Board.

Article V 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 for 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 three days. Voting shall only occur at a General Meeting in accordance with the guidelines in Article IX.

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. Voting shall only occur at an Executive Meeting in accordance with the guidelines in Article IX.

Section 4. An Advisor Update Meeting shall be held weekly 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 they wish to include.

Section 5. Project Meetings shall 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 VI Ordering Process

Section 1. Any Project or Program that wishes to purchase supplies or services, hereafter referred to as an Order, must submit an Order Form to the Executive Board for approval and fulfillment, except with prior approval from the Executive Board.

Section 2. An Order Form must use the club's current template, include the name of the Requestor, and be approved by all of the following: the Project Lead or Program Manager, a Technical Reviewer, the Treasurer, the President, and the Faculty Advisor.

Section 3. The names and positions of those approving the Order must be added to the Order Form once approval is obtained.

Section 4. The Requestor shall not submit an Order that they know will not be approved by an authorizer for legitimate reasons.

Section 5. Approval by the Project Lead or Program Manager authorizing the Order shall assure that the Order addresses a need in their Project or Program and that their budget contains the funds to pay for the Order. The Project Lead or Program Manager shall not authorize any Orders that they know will not be approved by another authorizer for legitimate reasons. A Project Lead shall only approve Orders from their Project's budget, and a Program Manager shall only approve Orders from their Program's general and travel budgets.

Section 6. Approval by the Technical Reviewer shall assure that the chosen supplies or services listed in the Order Form are a technically sound and reasonable way to address the need of the Program or Project. The President or Faculty Advisor can request another review by another Technical Reviewer, whom they may specify, if they determine that the initial Technical Reviewer is unqualified to make that assurance.

Section 7. Approval by the Treasurer shall confirm that the Program or Project budget contains the funds to purchase the Order, as well as assure that the club possesses the funds to purchase the Order and that using these funds will not prevent the club from making other, more crucial anticipated purchases.

Section 8. Approval by the President shall assure that the Order does not violate any club, university, or other relevant policies and that the Order will be used for the good of the club.

Section 9. An order shall not be brought to the Faculty Advisor before all other approvals have been obtained.

Section 10. The Faculty Advisor may choose not to approve an Order for any reason.

Section 11. The Treasurer shall fulfill an Order Form, delegating when necessary, once all necessary approvals have been obtained within a week's timeframe.

Section 12. The structure of an Order Form template may be changed with a simple-majority approval vote by the Executive Board.

Article VII Program Creation

Section 1. 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 vote.

Section 2. Any export controlled Project may not be encapsulated by or under any non-export control Program.

Article VIII Project Creation

Section 1. 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 2. An Official Project shall have a Project Lead voted on by the members of the Project.

Section 3. An alternate Project Lead shall be either appointed by the Project Lead or voted on by the members of the Project.

Article IX Voting

Section 1. Quorum shall be defined as two-thirds of eligible voters. For general votes, this shall be defined as two-thirds of Active Members. For Executive Board votes, this shall be defined as two-thirds of voting members of the Executive Board.

Section 2. 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 3. The method of voting at General Meetings is a secret ballot. Votes will be written down, folded over and given to the President. Votes may be cast via alternative methods at the discretion of the President.

Section 4. The votes of General Meetings will be tallied by the President, a Treasurer, and a Secretary. If any of the people holding those offices are a part of that specific vote, they are not permitted to be a part of the tallying process. 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 VI, Section 3 of the Constitution, to handle the counting for that vote.

Section 5. The method of voting at Executive Board Meetings is an open vote. The Vice President calls for those in favor. Then for those against. The votes are then tallied and recorded in the minutes.

Section 12. Supermajority shall be defined as two-thirds of the voting Members on a matter voting in favor of an item.

Section 13. Hyper-Majority shall be defined as three-quarters of the voting Members on a matter voting in favor of an item.

Article X Election Procedures

Section 1. When holding an election, nominations for offices being elected will be taken before the General Meeting by the President and Vice President. Nominations may also occur during the General Meeting at which the election is being held.

Section 2. 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 3. A member can be nominated for more than one position.

Section 4. Once a member accepts a position in an office, they may no longer accept nominations for other positions.

Section 5. If there are more than three members nominated and running for an office with one position, a vote will be held to reduce the number to three. If there are more than four Members nominated and running for an office with two positions, a vote will be held to reduce the number to four. This is done by having an initial round of voting, and the four 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.

Section 6. Before the voting begins, a motion may be made by a member to allow two offices for the positions of Secretary, Treasurer, or Vice President. If a majority is met, then the motion passes, and two offices will be open for election.

Section 7. 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 8. Voting will occur in the following order: President, Vice President, Treasurer, Secretary, then non-temporary Program Managers.

Section 9. 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 10. For positions in which there are to be two elected offices, 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 11. If a vote is made for a member that is not running for the respective position, the vote is thrown out.

Section 12. All motions and results of votes will be recorded by a current Secretary and released following the election.

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 Procedures and Best Practices can be presented at the next General Meeting. To pass the Amendment, a supermajority vote of Members is required.

Article XII References and Definitions

Procedures and Best Practices - Procedures and Best Practices Article I

Constitution - Procedures and Best Practices Article I

SHC - Constitution Article I

Executive Board - Constitution Article IV and V and Procedures and Best Practices Article II

Committee - Constitution Article VI

Program - Procedures and Best Practices Article VII and Constitution Article VII

Project - Procedures and Best Practices Article VIII and Constitution Article VIII

President - Constitution Article IV and V

Vice President - Constitution Article V

Treasurer - Constitution Article V

Secretary - Constitution Article V

Faculty Advisor - A designated current faculty member of UAH that serves as an advisor

Network Administrator - Constitution Article IV and Procedures and Best Practices Article III

Program Manager - Constitution Article V and VII

Temporary Program Manager - Constitution Article V and VII

Non-temporary Program Manager - Constitution Article V and VII

Project Lead - Constitution Article V

Committee Head - Procedures and Best Practices Article IV

Member - Constitution Article III

Active member - Constitution Article III

Inactive Member - Constitution Article III

Meetings - Procedures and Best Practices Article V

Order - Procedures and Best Practices Article VI