

## Bylaws of UAH Space Hardware Club

### Article I Purpose of the Constitution and Bylaws

Section 1. The Constitution of the UAH Space Hardware Club is meant as the guiding document for the goals and principles of The Club.

Section 2. The Bylaws of the UAH Space Hardware Club are the organizational structure and governing rules that allow day to day operations of The Club.

### Article II Membership

Section 1. Membership is obtained by turning in a membership form.

Section 2. One must have filled out a membership form to gain access to the benefits of membership.

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:

- 1) Failure to hold a 3.0 GPA.
- 2) Failure to attend at least two General Meetings and one other event. Events may include, but are not limited to presentations at which you are an observer, BalloonSat flights, rocket launches, and outreach events.

Section 5. Membership may be lost through:

- 1) Improper representation of The Club as decided by the Faculty Advisor, with recommendation by the Executive Board.
- 2) Violation of University policy as decided by the Executive Board and the Faculty Advisor.
- 3) Maintaining the status of an inactive member for three consecutive spring or fall semesters.

Section 6. Membership status shall be evaluated at the end of each semester.

Section 7. Inactive members do not count towards Quorum and are unable to vote but maintain other membership benefits.

Section 8. If a Member is not taking one or more classes at the University of Alabama in Huntsville during a spring or fall semester, the Member will be considered an inactive member for that semester.

Section 9. Members may notify the Executive Board of extenuating circumstances in relation to membership.

### Article III Executive Board

Section 1. The President shall coordinate external club communications, represent The Club to external bodies, help guide the vision of The Club, and ensure that management gaps are filled if they arise. Powers not explicitly delegated in the Constitution or these Bylaws fall to the discretion of the President. Past tradition shall take precedence when applicable.

Section 2. A 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 deal with internal affairs. When concerns are expressed from within The Club, it is the place of the Vice President to address them, involving other Executive Board members if needed.

Section 3. A Treasurer shall maintain parts order forms, current account balances, and Official Team budgets. A Treasurer may approve and place orders for The Club, keep records of all purchases and expenditures, and lead fundraising activities.

Section 4. A Secretary shall take and distribute meeting minutes and meeting attendance at all meetings other than Team Meetings, monitor lists of active and inactive Members, monitor lists of active and inactive teams, notify Members of opportunities to maintain active membership status, send club wide updates including emails, maintain the Constitution and Bylaws with any amendments that are passed, and turn in forms.

Section 5. A Team Lead shall manage the operations of the Team including Team finances, timelines, goals, meetings, membership regulation, internal organization, and coordination of external resources. A Team Lead keeps track of active Team members.

### Article IV Network Administrator

Section 1. There shall be one Network Administrator.

Section 2. Nomination for the position of Network Administrator shall be made directly to the Executive Board by the current Network Administrator.

Section 3. Appointment to the position of Network Administrator is made by a Simple Majority vote of the Executive Board.

Section 4. The Network Administrator can be suspended from duty by a Super Majority vote of the Executive Board. The President, the Faculty Advisor, and relevant parties shall form a plan of action.

Section 5. The Network Administrator can only be released from the office by both the President and the Faculty Advisor.

Section 6. The Network Administrator must be a U.S. Citizen.

Section 7. The Network Administrator must be certified by UAH Research Security in ITAR and EAR.

#### Article V Meetings

Section 1. Official Meetings of The Club are: General Meetings, Executive Board Meetings, Advisor Update Meetings, Team 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 a 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.

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. At least a quorum, two-thirds of the Executive Board, must be in attendance in order for votes to occur.

Section 4. An Advisor Update Meeting shall be held weekly at the convenience of the Faculty Advisor. During this Meeting the Executive Board will inform the Faculty Advisor of the activities of The Club. This Meeting is only open to the Executive Board

and to those that they wish to include.

Section 5. Team Meetings shall occur no less than once every two weeks during the spring and fall semesters. Team Meetings shall be presided over by the Team Lead or another Team member appointed by the Team Lead. If an Official Team fails to meet this requirement, they shall be considered inactive and their Team Lead will no longer have a vote 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 Team Creation

Section 1. An Official Team must present its goals, objectives, and timeline to the Executive Board. An Official Team is formed when there is approval of the goals, objectives, and timeline from the Executive Board by a Super Majority to create the Official Team. An Official Team must have a budget provided to it directly from the Executive Board.

Section 2. An Official Team shall have a Team Lead voted by the members of the Team.

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

## Article VII Motions

Section 1. Any Member of The Club wishing to bring business before The Club should write down in proper format, in the form of a motion, what they wish to have The Club adopt or address.

Section 2. A motion may be made during any General Meeting or Executive Board Meeting. Motions shall include the Member's name, date, and stated issue.

#### Article VIII Voting

Section 1. Quorum shall be defined as two-thirds of total Members.

Section 2. Quorum must be met at the time of the vote for the results to be official. Abstentions count towards 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 from Members not present 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.

Section 5. The method of voting at Executive Board Meetings is an open vote. The Vice President calls for yes's. The yes's are tallied. The Vice President calls for no's. The no's are tallied.

Section 6. The result of votes must be recorded in the minutes.

#### Article IX Election Procedures

Section 1. When holding an election, nominations for offices being elected will be taken before the General Meeting by the Executive Board. Nominations may also occur during elections.

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; however, they may only hold one office.

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 Simple 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.

Section 8. Voting will occur in order: President, Vice President, Treasurer, Secretary, BalloonSat Team Lead, then Outreach Team Lead.

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 X Amendments

Section 1. After a notification to the Executive Board at least one week prior to a General Meeting, an amendment to the Bylaws can be presented at the next General Meeting. To pass the Amendment, a Super Majority vote of Members is required.

Article XI References and Definitions

Section 1. Bylaws - Bylaws Article I

Constitution - Bylaws Article I

The Club - Constitution Article I

Meeting - Bylaws Article IV

Executive Board - Constitution Article IV and V and Bylaws Article III

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

Official Team - Bylaws Article XI

Member - Bylaws Article II

Hyper Majority - more than three-fourths

Simple Majority - more than one-half

Super Majority - more than two-thirds

Network Administrator - Constitution Article V

President - Constitution Article V

Secretary - Constitution Article V

Team Lead - Constitution Article V

Treasurer - Constitution Article V

Vice President - Constitution Article V