Bylaws of the
UAH Space Hardware Club

Adopted October 21, 2014

We, the officers of the UAH Space Hardware Club at the University of Alabama in Huntsville, in order to provide ourselves with a set of rules and guidelines for governing the actions of this body do hereby establish these Bylaws for the UAH Space Hardware Club. These bylaws, herein further referred to as Bylaws, are in accordance with the Constitution of the Student Government Association of the University of Alabama in Huntsville, herein referred to as the Constitution.

Article I: Name of the Organization
The name of this organization is the UAH Space Hardware Club, herein further referred to as the club.

Article II: Purpose of the Organization
The purpose of the UAH Space Hardware Club is to explore and study the near-space regions of the atmosphere using high altitude balloons, develop a fully operational CubeSat, and participate in the CanSat competition.

Article III: Membership
Section 1. All students currently taking at least one class or participating in a co-op work term are considered eligible for membership to the UAH Space Hardware Club, herein further referred to as the club.

Section 2. A person gains membership to the club by attending meetings and participating in club activities.

Section 3. Members of the club are required to maintain a cumulative GPA of 3.0. For students with GPA of 2.5 through 3.0, evidence of increase in GPA must be demonstrated to participate in any trips. To verify this status, the club faculty adviser shall be the sole deciding member. Participation in the club will not be tolerated unless the above standards are upheld.

Section 4. Members of the Club are required to be present at the Call to Order and Adjournment of all meetings called by the President, herein further referred to as the Don.
Section 5. Members of the Club should strive to be present at each meeting so that they may successfully fulfill their duties to the club, UAH, and the student body. They shall adhere to the following attendance guidelines:

1) Club members shall have no more than three unexcused absences at regularly scheduled meetings per semester.
2) When possible, club members shall notify an officer, or faculty advisor, of an absence.
3) Members who are absent in excess of this may lose their membership, as decided by the officers.
4) The Don shall have the discretion to consider, in the manner of his or her choice, extenuating circumstances, and make exemptions on an individual basis.

Section 6. Officers of the Club serve until the end of the term for which they were elected or appointed unless removed from office as outlined in these Bylaws or by written resignation.

Section 7. Service requirements may be added to those in the Constitution as well as those contained herein these Bylaws by a super-majority vote of the Club.

Section 8. In keeping with the Constitution, these Bylaws provide a means for removal of members for one or more of the following reasons:

1) Failure to execute the duties assigned to the member by the Constitution, these Bylaws, or the Don.
2) Improper official conduct by the member.
3) Violation of University policy of a great enough severity as to warrant removal.
4) Failure to follow attendance policies of the Club and its committees.

Section 9. All Removal or Impeachment of officers is to be presented as follows:

1) Removal or Impeachment must be determined by faculty advisor, based on evidence presented by the remaining officers/members.

Article IV: Officers

Section 1. As defined in the Constitution, Article V, Section 4, the Secretary shall be the officer responsible for the organization of the Club’s minutes and related paperwork and shall have the following duties and responsibilities as well as any deemed necessary by the Don:

1) Recording minutes of all Club meetings.
2) Filing all approved Club minutes for the permanent record of the Club no later than three days after passage.
3) Distributing meeting minutes from each Club meeting no later than one week after the meeting takes place and no less than 48 hours prior to the next regular meeting of the Club.
4) Taking steps to obtain all necessary signatures for any piece of legislation approved by the Club no later than three days after passage of legislation.

5) Serving to call roll for all meetings of the Club and alerting the officers when any member is in violation of the attendance policy.

6) Reading legislation, or other documents, in meetings of the Club as requested by the Don.

7) Maintaining the Club bylaws with any amendments or bills that are passed.

Section 2. All officers of the Club can be removed from their position by a hyper-majority vote of the member’s present, pending approval by the faculty advisor.

Article V: Meetings

Section 1. The Club shall hold weekly meetings during the fall and spring semesters at a time and location agreed upon by the members. During the summer, only by appointment.

Section 2. The newly elected Representatives are to be sworn in at the first meeting of the Club term for which they were elected. Newly appointed and confirmed Representatives shall be sworn in as soon as possible.

Section 3. Special meetings may be called by the Don at the request of any member for the transaction of only such business as is stated in the call of the meeting.

Section 4. In the case of an emergency, action may be taken by a consensus of the all the officers, the Don, and the faculty advisor via telephone conference or actual meeting. The person obtaining such concurrence shall report on the meeting at the next meeting of the Club.

Section 5. At the Don’s discretion, mailed, emailed, and faxed votes shall be permitted.

Section 6. As technology permits, teleconferencing will be considered an official meeting and those participating counted toward quorum.

Section 7. There shall be no meetings during final exams, on recognized university holidays, or any time when there is a safety concern due to inclement weather, natural disaster, etc. Exceptions pro and con can be made by a hyper-majority vote of the Club at the meeting before a conflicting date.

Section 8. Minutes shall be taken at all meetings of the Club and at all minor meetings of the Club.

Section 9. This section is blank.

Section 10. When presenting material to the Club for consideration, the presenter shall come to the front of the assembly.
Section 11. When being recognized, the Don shall be addressed as Mr. or Ms. Don. Member shall be recognized as “Member” followed by his or her last name.

Section 12. Meeting minutes shall be kept for all team meetings, club meetings, and executive meetings. The Secretary of the Space Hardware Club shall maintain these records at a club level.

Section 13. The Secretary will keep record of discussions and actions during club meetings and during executive meetings.

Section 14. Each team lead shall keep record of discussions and actions during their respective team’s meetings.

Article VI: Bills and Resolutions
Section 1. Any member of the Club wishing to bring business before the Club should, unless it is very simple, write down in proper format, in the form of a motion, what he would like to have the Club adopt.

Section 2. Any official change to the rules or these Bylaws shall be in the form of an amendment.

Article VII: Conducting Meetings
Section 1. Quorum, the minimum number of members required to be present at a meeting for business to be conducted, shall be no less than 2/3’s of all members.

Article VIII: Amendment of Bylaws
Section 1. These Bylaws may be amended by a hyper-majority vote as defined in the Constitution by the Club after the amendment has been considered at three (3) meetings, providing the amendment was in the Call for the Meeting.

Section 2. The following format shall be used for the purpose of writing Bills of Amendment to these Bylaws:

1) If the bill should change the wording of any part of these Bylaws, the entire section(s) shall be printed in its original form.

2) If the bill should change the wording of any part of these Bylaws, the entire section(s) shall then be printed in their amended form, with all changes underlined.

3) If the bill should add a section to these Bylaws, the section should be printed in its entirety.
4) If the bill should delete a section of these Bylaws, the section to be deleted should be printed in its entirety.

Section 3. A notation shall be made in this Section of these Bylaws for all bills of amendment that have been passed by hyper majority vote of the Club, with reference to a copy of the bill of amendment, its vote totals and signatures, and the date of ratification, to be kept on file with the faculty advisor for future reference by all members of the student body. All changes to these Bylaws shall be officially incorporated into the text at the time of passage, and new copies of these Bylaws provided for all members with the requisite changes.

Section 4. Bills enacted by the club, except for Bills of Censure, Impeachment, Removal, and Amendment, shall be noted in this section with Bill number, date of passage, title, and statement of enactment.

Article IX: Ratification

Section 1. These Bylaws for the Club of the UAH Space Hardware Club, and any amendments thereto, shall be considered ratified when a hyper-majority of the presiding members vote in the affirmative.

Section 2. These Bylaws shall take effect in the term following their ratification.

Section 3. All legislation that was binding upon the Club prior to the ratification of these Bylaws shall be declared null and void within twelve months of ratification. Any conflict between the binding legislation and the Bylaws shall yield in favor of these Bylaws.

Section 4. Powers not explicitly delegated in the Constitution or these Bylaws fall to the discretion of the Don. Past tradition shall take precedence when applicable.

Section 5. Any section of these Bylaws deemed unconstitutional by the Judicial Council shall be stricken such that the remaining document will remain constitutional.

Article X: Voting Procedures

Section 1. The club shall consider the five methods below as its official voting methods, listed in order of increasing specificity:

Unanimous consent. Unanimous consent may be sought for purely procedural votes, such as the approval of minutes or a motion to adjourn. To call for unanimous consent, the Don must state: “Unless there is an objection, [state business to be approved].” Objections may be voiced by any voting member who says, “I object.” When unanimous consent is not achieved, a more specific voting method must be sought.
Acclimation or voice vote. A vote of acclimation or a voice vote is appropriate for procedural votes or whenever a record of how individuals voted isn't necessary. To call for acclimation or a voice vote, the Don must state, “All those in favor, please say aye.” The Don must then take a measure of the strength of the ayes, then state, “All those opposed, please say no.” The Don must then determine if the strength of the ayes or no’s was greater, and state, “In the opinion of the chair, the [ayes | no’s] have it.” No calls may be made for abstentions, and the opinion of the chair may be challenged by a motion to divide the question, which must force a more specific voting method to be used.

Show of hands. A vote by show of hands is appropriate for procedural votes or whenever a record of how individuals voted isn't necessary. To call for a vote by show of hands, the Don must state, “All those in favor, please raise your hand.” The Don and the House Clerk must both count the number of raised hands and achieve a consensus on the number of votes prior to proceeding. The Don must then state, “All those opposed, please raise your hands.” The Don and the House Clerk must both count the number of raised hands and achieve a consensus on the number of votes prior to proceeding. No calls may be made for abstentions. The Don must then announce the results of the vote by stating, “By a vote of [state the numbers of votes, prevailing side first], the motion [passes | fails].”

Recorded vote by roll call. A roll call vote is appropriate when passing legislation or approving funding requests, as a record of how individual Representatives vote is necessary. To call for a roll call vote, the Don must instruct the House, stating, “We will record votes by calling the roll. When the Clerk calls your name, please clearly say 'Aye' if you are in favor of the motion, 'No' if you are opposed to the motion, or 'Abstain' if you choose not to vote.” The House Clerk must then call the roll in alphabetical order, and Representatives must then vote in one of the manners prescribed.

Recorded vote by recess and approach. A recess-and-approach vote is appropriate when passing legislation or approving funding requests, as a record of how individual Representatives vote is necessary; it differs from a roll call vote only in method, as it seeks to avoid peer pressure influencing how Representatives vote. To call for a recess-and-approach vote, the Don must instruct the House, stating, “We will record votes at the Clerk's chair. I will recess the House for ten minutes, during which time you are to make your way to the Clerk and indicate to them how you wish to vote: aye, no, or abstain. Only one person may approach the Clerk at a time. If you have not voted by the end of the recess, you will be considered to have abstained from voting.”

Section 2. It is up to the Don to determine the voting method to be used, as appropriate to the nature of the vote being cast. Any member may call for a more specific voting method to be used than what is called for by the Don, and that voting method must be used unless an objection is made, seconded, and voted in the affirmative by a simple majority.

Section 3. Both the method and the result of the vote must be recorded in the Minutes. When a recorded vote is used, the record must be published in the Minutes.
Section 4. Quorum must be met at the time of the vote for the results to be official. Abstentions do not count towards quorum: if the number of abstentions brings the number of members below quorum as defined in Article VII, Section 1, the vote is not binding.

Section 5. The terms majority, supermajority, and hyper majority are defined in Article I, Section 5 of the Constitution of the Student Government Association of The University of Alabama in Huntsville. Abstentions do not count as votes, and as such are not de facto “no” votes.

Article XI Definitions
Section 1. A simple-majority shall be no less than one more than one-half of all members present and voting.

Section 2. A super-majority shall be no less than two-thirds of all members present and voting.

Section 3. A hyper-majority shall be no less than three-fourths of all members present and voting.