This Constitution is the Approved and Official Constitution for:

Club Name: American Institute of Aeronautics and Astronautics (AIAA)
From the Engineering Council
Number of Pages: 8
Date Approved: 5/10/17

Club Officer
Position: ASA EE President
Name: ASA EE
Signature: [Signature]
Date: 05/10/2017

Council Coordinator
Name: Tanahir Escamillia
Signature: [Signature]
Date: 05/10/2017

Student Association Vice President
Name: Gina Nazer
Signature: [Signature]
Date: 05/10/17
American Institute of Aeronautics and Astronautics Club Constitution

Last Updated: April 24, 2017

I. Purpose

The purpose of this Organization is to provide its members opportunities to gain broader insight into the engineering profession by sponsoring student projects of engineering interest. The primary means of accomplishing this is through participation in the American Institute of Aeronautics and Astronautics (AIAA) Design Competitions and Astronautics-related programs. In addition to this, the Organization will arrange trips to visit or tour research and engineering establishments, and participate in local AIAA professional section activities.

II. Name

The name of this Organization shall be “The American Institute of Aeronautics and Astronautics Student Chapter at SUNY Buffalo”, herein called the “Organization”. The Organization shall informally refer to itself as “UB AIAA”.

III. Collegiate Chapter Status

The Organization shall be established as a Collegiate Chapter of AIAA International and conform to all rules, regulations, and procedures forth by AIAA International so long as they do not conflict with the rules, regulations, and procedures of the University at Buffalo Student Association or University at Buffalo.

The complete listing of AIAA International regulations for Collegiate Chapters is found at:

IV. Membership

There shall be three types of members in the Organization:

a. Voting Members

Voting members are full/part-time, undergraduate students at the University at Buffalo in good standing. Voting members are eligible to vote in all club elections, hold club leadership positions, and attend competitions.

b. Non-Voting Members

Non-voting members are full/part-time graduate students at the University at Buffalo. Non-voting members are still eligible to attend competition as a spectator, but cannot vote in club elections, hold club leadership positions, or participate in the competition themselves.
c. Visiting Members

Visiting members are members who are not currently enrolled in the University at Buffalo, but are connected to UB by a departmental program with the intent of attending UB in the future. Visiting members are eligible to participate in club activities (Activities include outreach events, alumni speaker events, networking events), but are not allowed to vote in club elections, hold club leadership positions, or attend competition.

Any undergraduate student of the University at Buffalo may become a member of the club in accordance with the Student Association full participation policy. A member will be considered “in good standing” if they are an active member of any Collegiate Design team (regularly attending meetings and contributing to the team) and have not violated any serious Organization or University rules (such as theft, unapproved use of Organization property, excessively inappropriate behavior toward another Organization member, etc.). A member is considered “regularly attending meetings” if s/he attends more than half the percentage (51%) of his/her distinct team’s meetings or s/he is actively participating according to the discretion of the team leader. A sign-up sheet will be drafted before the election date for members to submit their name for voting eligibility verification. The verification process will be completed by a panel consisting of all elective board members and team captains. Attendance sheets will be used as a reference.

V. Organization Leadership Positions

The elected officers of the Organization shall be:

Only full-time undergraduate University at Buffalo students may become officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.

1. President
   a. Be the chief executive of the Club
   b. Call and preside over meetings of the Club
   c. Serve as the liaison between the Club and the SA administrative offices
   d. Call special meetings for the Club
   e. Take care that this constitution and the laws of the student body are faithfully executed
   f. Perform any administrative power or duty not provided for in this constitution
   g. Serve as the liaison between the Club and the Professional chapter of AIAA
   h. Primary contact in case of emergency
2. **Vice President**
   a. Exercise presidential office upon absence.
   b. Assume presidential office upon vacancy (till re-election).
   c. In charge of lab cleanliness.
   d. Allocated times and dates that project work sessions take place.
   e. Help Treasurer in making flyers and documentations for Purchase Orders (for trips and parts orders).
   f. The Treasurer along with the Vice-President will keep an up-to-date inventory of club machinery and club property.

3. **Treasurer**
   a. Keep complete and accurate account of the Club’s funds
   b. Put in requests for use of Club funds
   c. Prepare the annual budget request packet with the President
   d. Report to the President on all relevant financial matters
   e. The treasurer along with the Vice-President will keep an up to date inventory of club machinery and club property.

4. **Secretary**
   a. Take minutes at Club meetings and Maintain a record of all Club meetings and events
   b. Send out emails announcing club meeting, work sessions and events.
   c. Reserves rooms and facilities for club meetings
   d. Works with Event Coordinator to plan outreach events
   e. Report to the President
   f. Submit club’s monthly track sheet

5. **Event Coordinator**
   a. In charge of creating flyers for all club events. (If Applicable)
   b. Contact between club Officers and Student Life Office
   c. Reserves rooms and facilities for club events.
   d. Works with Secretary to plan outreach events
6. **Captains, voted upon by the specific team (number at team discretion)**
   a. Take lead for each project (More detail in section X)
   b. Maintain an up to date progress sheet for the project.
   c. Report to the President

7. **Safety Officers (2) [Must attend the Safety Officer Training!!]**
   a. Maintain a safe environment in the lab
   b. Reports to President and Vice-President
   c. Secondary contacts in case of emergency

The above officers shall be elected by a majority vote of Voting Members at a regular meeting of the Organization. Current officers may re-run to keep their position. Members running for the above positions must meet Student Association requirements for club officers. The election shall take place within two weeks (before or after) April 14th each year. Elections will be moderated by the Executive Committee excluding those who are re-running or voting.

**a. Election Process**

Each position will be voted for, starting with the position from the top of the aforementioned list to the bottom. The moderator(s) will announce the position being considered and ask for the running members of said position. Any Voting Member may elect a member to run for the position at that time (including him/herself). However, a second confirming opinion must be made and the elected member must agree to run. Once the running members are selected, each Voting Member casts a vote by secret ballot. The ballots are collected by the moderator(s) and the results are tallied. After the winning elected officer is announced, the next position is considered until all positions have been filled.

Officers thus elected shall take office following the last day of Final Exams in the Spring Semester and serve until the conclusion of the next academic year.

**Moderator** is a person other than the running candidate, for the specific position (Eboard).

The election process will preside in this order:

a. President
b. Vice-President
c. Treasurer
d. Secretary
e. Event Coordinator
f. Captains
g. Safety Officers

b. Election Process Due to Vacancy

Should any officer position be vacated before a term expires, the remaining officers or, if necessary, the Executive Committee will call for an election to be held at the next general meeting of the Organization. The election shall be held in the same manner as the Election Process in Article V for the vacated position. This will take place within one month of the vacancy. Should the vacancy be the President or Treasurer positions, SA must be informed as soon as possible so that finance software permissions are changed.

If vacated position is the Presidents, the Vice-President will assume all president roles except for access to UB SAFE, this will be given to the elect after election.

If vacated position is the Treasurer, the President will assume roles a & b of the Treasurer and the Vice-President will assume roles c, d, & e till elections are held.

If vacated position is the Vice-President, tasks c & d are delegated to the secretary and tasks e & f are delegated to the secretary.

If vacated position is the secretary tasks are delegated to the Vice-President

For a case where more than one e-board position is vacated there would be a chosen temporary e-board which would consist of a person of the remaining e-boards choosing (preferably another elected member, i.e captain or event coordinator)

Should any E-Board choose to run and win the roles of the vacated position, elections would also be held for their previous position as well. (If an E-Board i to choose to run for another role they must notify the rest of the leader positions)

VI. Impeachment Or Resignation Process

Impeachment / Removal Process

1. Grounds for removal of an officer are as follows:
a. Violation of the Undergraduate Student Association(SA) policies
b. Violation of the rules and regulations set forth in the current University student rules and regulations
c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
d. Failure to uphold the provisions of this constitution and bylaws
2. The procedure to call for removal are as follows:
   a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair
   b. A petition with at least twenty percent of the club's voting membership signatures must be submitted to an executive board officer
   c. The officer will call a special meeting which will occur one week after the petition has been submitted
   d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.
   e. At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer
   f. If the offending officer is removed, the guidelines in this constitution under officer vacancy are to be followed
   g. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review

Resignation/Vacancy of Office
1. In the event an officer wishes to resign:
   a. The resigning officer must inform the current executive board
   b. The resigning officer must inform the Student Association administration so that officer information can be updated
2. In the event an officer position becomes vacant:
   a. Follow guidelines in section V part b

VII. Faculty Advisor
The Organization shall have a Faculty Advisor in accordance with AIAA International requirements. It shall be the Faculty Advisor's responsibility to consult the Organization's officers on matters pertaining to AIAA policies and to advise the officers on Student Branch Matters. The Faculty Advisor shall work closely with all officers and team leadership, assisting them in being better leaders.
VIII. Executive Committee

The Executive Committee shall consist of the Elected Officers, Team Leadership, Faculty Advisor, and anyone the prior mentioned members of the Executive Committee deems relevant to attend. It shall meet at the call of the President for consideration of administrative matters.

IX. Quorum

A quorum shall exist of two thirds of the voting members in good standing.

X. Team Leadership

Each team shall elect a leadership to facilitate the operation of their team and act as the primary contact for said team (Section V Part 7). Members appointed to these positions must meet Student Association requirements for club officers and be Voting Members active on the team for at least one academic year. The appointments shall take place before the end of the academic year (following guidelines set up in section V). Leadership thus appointed shall take office immediately following the last day of Final Exams in the Spring Semester or the day following the last day of a team’s competition (for those competitions in the Summer), whichever comes later. Typically, the team leader shall be called the “Team Captain”. A team may share leadership responsibilities among two people, in which case they will be called “Co-Captains”. A Co-Captain is eligible to be an executive board member if the club nominates and votes in favor of both positions; for a team with one captain, that captain is not eligible to be an executive board member.

XI. Meetings

a. Regular or General Meeting

A regular or general meeting consists of current members of the Organization. How meetings will be run and scheduled are at the discretion of the Executive Committee unless otherwise noted.

b. Officer Meetings

The date and time of an officer meeting is agreed on by all officers. Officer meetings are held once each month to discuss club requirements.

c. Other Meetings

Team meetings are run and scheduled at the discretion of the Team Captains. Other meetings may be called upon by the Executive Committee or President.
XIV. Proxies

Each voting member may appoint a person who is a voting member to act as a proxy in his/her place at a meeting which the voting member cannot attend by having delivered such appointment in writing, signed by the substituted voting member. This written appointment, unless otherwise stated in the writing, shall allow the proxy to assume the position of the member at the dates and time set forth in said writing and vote for the member. This appointment may be revoked at any time by the member who appointed the proxy.

XVI. Amendment

This constitution may be amended by a quorum at a general meeting of the Organization, provided that the proposed amendment is distributed to members at least 48 hours in advance and the amendment does not violate any SA, UB, Student Mandatory Activity Fee Guidelines, NY State or Federal rules, regulations, or laws. An amendment may be proposed by action of the Executive Committee or by petition by seven or more voting members. Once approved by the club, an updated constitution must be turned into the SA Office and the Council Coordinator for review and approval. Amendments take effect upon approval from SA.

a. Proper Procedure Clause

Due to time constraints, amendments made to this constitution after September 1, 2013 have not been voted on by the amendment procedure outlined in the constitution dated September 1, 2013. To fulfill the additions to the constitution the current Student Association asks for by the end of the 2015-2016 school year, this constitution, updated April 24, 2016, will be the official constitutional document of the Organization for the upcoming school year. Upon May 1, 2017, all changes after September 1, 2013 will be rescinded, risking consequences from the Student Association, unless the following happens:

- All changes, otherwise known as amendments, that are made in this constitution after September 1, 2013, updated April 24, 2016, are accepted through proper voting by the amendment guidelines outlined from the previous constitution updated September 1, 2013. If this successfully happens, the Proper Procedure Clause is nullified from this constitution updated April 24, 2016.

A new, amended constitution may also be created and voted on by the guidelines outlined from the constitution of September 1, 2013. If the new, amended version is accepted through the proper procedure of voting outlined in the amendment section of the constitution updated September 1, 2013, then the constitution of April 24, 2016 is replaced and the new, amended constitution will be the official, up-to-date constitutional document of the Organization indefinitely until such a time that the constitution is amended through proper procedures laid out in the up-to-date constitutional document of the Organization.