This Constitution is the Approved and Official Constitution for:

Club Name: Students for the Exploration and Development of Space (SEDS)

From the Engineering Council

Number of Pages: 8

Date Approved: 5/3/17

Club Officer
Position: President
Name: Tristan Stoner
Signature: 
Date: 5/2/17

Council Coordinator
Name: Tanahy Escamilla
Signature: Tanahy Escamilla
Date: 5/3/17

Student Association Vice President
Name: Gina Nasca
Signature: Gina Nasca
Date: 5/2/17
Article 1. Name of Organization

The organization shall be named “Students for the Exploration and Development of Space at the University at Buffalo.” Hereafter referred to as “UB-SEDS.”

Article 2. Purpose of Organization

The objectives of UB-SEDS are:

2.1. To educate students and the general public about the benefits of space exploration and development.
2.2. To provide students with relevant internship, research, and publication opportunities.
2.3. To encourage area youth to be excited about and get involved with space development and exploration, through educational outreach programs and events.
2.4. To foster and encourage international discussion and the exchange of ideas related to the exploration and development of space by involvement in conferences and events both at home and abroad.
2.5. To encourage collaboration of many fields of study to integrate a wider group of people bound for space exploration.
2.6. To coordinate the efforts of University at Buffalo students who are interested in supporting and promoting the aforementioned goals of this club.

Article 3. Qualification of Membership

Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students. UB-SEDS is open to all regardless of major, age, race, religion, sex, or disability, and shall be made up of members based on the following guidelines.

3.1. Full Members

3.1.1. Enrolled at the University at Buffalo as an undergraduate.
3.1.2. Only undergraduate University at Buffalo Students may be voting members of the club
3.1.3. Attends majority of general meetings and/or considered active in project groups (See Section 5.2.7).
3.1.4. Granted voting rights if above qualifications are met.
3.1.5. List of all members granted voting rights must be kept by the Secretary of UB-SEDS.

3.2. Professional Members
3.2.1. Employed members who are no longer enrolled in a college/university.
3.2.2. Not granted voting rights.
3.3. Graduate Members
3.3.1. Graduate students enrolled at the University at Buffalo.
3.3.2. Not granted voting rights.
3.4. Any and all other interested persons
3.4.1. Not granted voting rights.

Article 4. Officers

4.1. Eligibility Requirements
4.1.1. Only full-time undergraduate University at Buffalo students may be 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.

4.2. The elected officers shall make up the executive board.

4.3. Officer Positions and Responsibilities
4.3.1. President
4.3.1.1. The president presides over the executive board and oversees the decision making and electoral process. The president is responsible for ensuring the continuing communication among board members, chapter representatives, other chapters, advisors, outside organizations and SEDS-USA. The president is the chief representative of UB-SEDS at official functions and is permitted to deal with financial matters of the club. The president should have as a primary goal the well-being of UB-SEDS.

4.3.2. Vice-President
4.3.2.1. The vice president assumes the powers of the President in the event the position of President becomes vacant. In this event the Vice-President shall oversee the election of a new Vice-President at the earliest possible time. The vice-president is also responsible for the project leaders and shall serve as their liaison to the executive board.

4.3.3. Secretary
4.3.3.1. The secretary is responsible for obtaining minutes from each meeting and getting these minutes to the Executive Board. The agenda of all meetings must be made available on request for any
chapter representative or SA official. In the event that the secretary is unable to attend a meeting it is the responsibility of the secretary to find a replacement and ensure the meeting minutes are logged.

4.3.4. Treasurer

4.3.4.1. The treasurer is responsible for keeping detailed records of club finances. The treasurer is the only board member other than the President that is allowed to handle finances of the club. The treasurer shall be the primary contact on the executive board for fundraising activities and shall present spending proposals to the rest of the board members for approval.

4.3.5. Director of Public Affairs

4.3.5.1. This board member is responsible for club interactions with the community. The Director of Public Affairs shall be the lead board member for advertising club events, coordinating activities, planning community outreach, and expanding the membership of UB-SEDS.

4.3.5.2. Not an SA recognized position.

Article 5. Government

5.1 Meetings

5.1.1 Meeting Types:

5.1.1.1 General Meetings

5.1.1.1.1 Meetings where the entire club can meet to discuss updates, projects, events, and space news.

5.1.1.1.2 Held weekly, even if brief, at same time and in the same location.

5.1.1.1.3 At least one officer and three voting members must be present to be considered a meeting.

Attendance taken by secretary, or by replacement designated by secretary.

5.1.1.2 Executive Board Meetings

5.1.1.2.1 Meetings of the executive board to discuss day-to-day operations of the club, plan events, and make executive decisions.

5.1.1.2.2 At least three officers must be present.

Attendance taken by secretary, or by replacement designated by secretary.

5.1.2 General Considerations

5.1.2.1 The minutes of all meetings shall be uploaded to the club
website afterward, so members can stay up to date with the club if they cannot attend the meetings.

5.2 Elections
5.2.1 All officers shall be elected during the first full week of April.
5.2.2 An SA official must be present at elections.
5.2.3 Elected officials are elected for a term of one year, but may be re-elected to the same office or another office the following year as long as they remain eligible as Full Members.
5.2.4 Newly elected officials shall assume their positions on May 15th. Between the election and this date they must shadow the person currently holding the position to which they have been elected.
5.2.5 The date and time of elections shall be announced and advertised at least 2 weeks in advance of the election date.
5.2.6 Prior to the election an Election Committee shall be chosen by the executive board of three club members who are not running for office. This Election Committee shall be tasked with counting votes and assuring the vote is a true representation of the club's choice for leadership. The Election Committee will also approve candidates based on their club involvement. The goal of this approval is to prevent unmotivated and uninvolved members from rising to the executive board.
5.2.7 The definition of an active member will hereafter be defined by attendance and participation in general meetings, events, and/or project groups, as acknowledged by attendance records and/or by the respective project leader.

5.3 Impeachment/Removal Process
5.3.1 Impeachment
5.3.1.1 Any Executive Board member can be impeached at any time, with adequate grievance.
5.3.1.1.1 Grievances include, but are not limited to, violating the constitution, violating the SA Code of Conduct, failing to perform the duties listed by the constitution due to negligence or malicious intent, etc.
5.3.1.2 Grievances can be addressed by any member, but must be reported to an impartial Executive Board member to begin the impeachment process. If all Executive Board members are complicit in the offense or are partial in the offense, grievances must be brought directly to the SA.
5.3.1.2 Once a grievance has been reported to an impartial member of the Executive Board, at the next general meeting all current members of the Board, including the accused, must be present, and the proceedings will commence as follows.

5.3.1.2.1 The impartial Board member will bring the grievance to the attention of the rest of the club.

5.3.1.2.2 The impartial Board member may bring any relevant witnesses to the meeting to testify against the accused, and the accused may bring any relevant witnesses to the meeting to testify in their defense, ONLY.

5.3.1.2.2.1 Hostile witnesses will be ejected from the meeting and have their testimony stricken from the record.

5.3.1.2.2.2 The accused may testify in their own defense, but hostile threats or actions toward any witness or Board member will be taken as an admission of guilt and will lead to immediate removal from office, along with possible consequences from the SA, UB, or police.

5.3.1.2.3 After all testimonies are heard, the accused must leave the room, and the remaining members of the club will vote on the removal of the accused. No less than 50% of the current eligible voting member roster must be present, and the vote must be ¾ of quorum in favor of removal to impeach.

5.3.1.2.3.1 If removed, the accused's rights and responsibilities cease immediately. Replacement will be addressed as described in Articles 5.4.2.1 and 5.4.3.1.

5.3.1.2.3.2 If the accused is cleared, he or she will resume their responsibilities as usual, but is encouraged to keep grievances in mind while making decisions in the future. Cleared officers can be impeached again, but only for a new or previously unheard violation.

5.3.2 Removal

5.3.2.1 If any officer loses good standing with the University on account of grades, suspension, etc., their rights and
responsibilities will cease, effective immediately.
5.3.2.2 Officers that lose good standing are expected to resign in good faith, as per Article 5.4.
5.3.2.3 Officers removed from office lose their position for the rest of the term, but may run again in any following elections if good standing is attained in time.

5.4 Resignation/Vacancy of Office
5.4.1 General
5.4.1.1 Any officer may tender his or her resignation at any time, for any reason.
5.4.1.2 All resignations and replacements must be made public to the general club and SA as soon as made official.

5.4.2 President
5.4.2.1 Should the President decide to resign, he or she must tender their resignation to the Vice President. Their rights and responsibilities will cease upon reception of the signed document. The Vice President assumes the position of President, as described in Article 4.3.2.1.

5.4.3 All other officers
5.4.3.1 All other officers must tender their resignation to the President. Their rights and responsibilities will cease upon reception of the signed document. The President has the power to appoint a replacement of all positions except the Vice President, which must be elected as per Article 4.3.2.1. The President must wait a full week before announcing his nominee, in order to give all interested parties the chance to apply. The appointed replacement must be approved at the next general club meeting in the manner described in Article 5.5.1.4.

5.4.4 Double Vacancy
5.4.4.1 If both President and Vice-President are simultaneously indisposed, the Treasurer and Secretary take their respective positions on a temporary basis. An emergency election will be held to find a new President and Vice-President.

5.4.5 All replacement officers’ rights and responsibilities begin immediately.

5.5 Non-elected Positions
5.5.1 Project Leaders and Safety Officers.
5.5.1.1 As UB-SEDS grows and begins projects Project Leaders will be appointed by consensus of the Executive Board.
5.5.1.2 The leaders are to communicate to the board through the
vice-president.

5.5.1.3 Safety Officers should be Freshman or Sophomore at time of appointment.

5.5.1.4 All non-elected positions must be approved by a simple majority vote at the next general meeting, attended by at least 25% of current voting members.

5.5.2 SEDS-USA Council of Chapters Representative.

5.5.2.1 The Chapter Representative is responsible for keeping SEDS-USA updated on club activities with a report to be submitted monthly by the required date as per SEDS-USA. This member will also attend monthly meetings of other SEDS-USA chapters to showcase UB activities and gain ideas from other chapters.

5.5.2.2 This position will report to the executive board but will not be able to vote on board issues.

5.5.2.3 The person appointed to this position should be of Freshman or Sophomore standing at time of appointment.

Article 6. Amendments

6.1. Amendment Proposal

6.1.1. Amendments to the Constitution can be proposed by any Full Member, including Executive Board members, at any time during the academic school year.

6.1.2. All proposed amendments must be submitted in formal typed format to either the President or Vice President, after obtaining no less than ten signatures of non-Executive Board Full Members. Signatures can be collected on either a separate sheet or on the proposed amendment itself, but must be submitted with the amendment.

6.2. Approval

6.2.1. All proposed amendments must be brought to the next Executive Board meeting for approval (maximum one week wait time). The officer given the amendment must introduce the amendment to the rest of the Board, and the Secretary records all details into the meeting minutes.

6.2.2. The amendment must be brought to the next general meeting, and discussed. The amendment must receive approval from 2/3 of quorum of the general meeting, which must have 25% of the current voting member roster present, to pass, otherwise the amendment is denied.

6.3. Amendment Guidelines
6.3.1. Approved amendments must be approved by the SA before they go into effect.

6.3.2. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.

6.3.3. Once passed, amendments and an updated constitution must be turned into to Student Association Office and the Council Coordinator for review and approval.

Article 7. Finances

7.1. It shall be the responsibility of the President and Treasurer to maintain the budget for the club.

7.2. A portion of these funds may be obligated to discretionary funding. Also, additional funding may become available from other sources, such as fundraising, will be under discretionary funds. These funds may be utilized at any time. However, the following stipulations are made on these funds, to prevent misuse:

7.2.1. Only the President and Treasurer may approve on expenditures for use of these funds.

7.2.2. For amounts under $200.00, only one of the above mentioned must approve the purchase, while giving reasonable notice to the rest of the board of the purchase.

7.2.3. For amounts over $200.00 and less than $500.00, all expenditures must be approved by both the President and the Treasurer. Reasonable Executive board notice must also be given to the purchase.

7.2.4. For amounts greater than $500.00, all purchases must be approved by the Executive Board majority.

7.2.5. Purchases made that are already budgeted as part of the General budget shall not require further approval other than that of either the President or the Treasurer.

7.3. At any point, the Board may vote in a majority to request a new budget be produced. At this point, it will be the responsibility of the Treasurer to develop and present a new budget for the Board.