

American Institute of Aeronautics and Astronautics

Student Branch: University of California, San Diego

Constitution

Amended: May 2020

Article I. Name of Student Organization

The organization shall be called American Institute of Aeronautics and Astronautics Student Branch (herein, AIAA-s) at the University of California, San Diego (herein UC San Diego).

Article II. Statement of Purpose

The purpose of AIAA-s at UC San Diego shall be to act as a pre-professional society to promote interest and encourage involvement in projects and activities in the fields of aeronautics and astronautics.

Article III. Nonprofit Statement

AIAA-s at UC San Diego is a non-profit student organization.

Article IV. Requirements for Membership

All student participants in AIAA-s events shall be considered members. There shall be no fees for non-board members. However, board members shall be required to register with the national organization and pay corresponding membership fees. All UC San Diego students are eligible for membership in AIAA-s.

Article V. Frequency of Organization Meetings

Board meetings shall be conducted on a weekly basis unless otherwise determined by a majority vote by board members. AIAA-s shall hold a minimum of three general body meetings (GBMs) per quarter. In the case of extenuating circumstances, the frequency of GBMs will be up to a simple majority vote by board members. The current Secretary shall be responsible for taking meeting minutes at board meetings. In the case of the Secretary's absence, the Chairperson or presiding board member shall appoint another board member to take meeting minutes.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Board Members

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's board members.

The AIAA-s Board shall consist of: the Chairperson, Vice-Chairperson, Treasurer, Secretary, Webmaster, Graduate Liaison, and six coordinators: External Coordinator, Social Coordinator, Outreach Coordinator, Speaker Coordinator, Equity Diversity and Inclusion (EDI) Coordinator, and Development Coordinator.

Section A: Election Timeline

Board member elections shall take place in the spring term of the academic year, no later than week 8.

Section B: Selection Methods

The AIAA-s Board shall be elected by a simple majority of all general and board members present at elections. For Fall Quarter Board additions, members shall be appointed by a simple majority vote from the Board.

Section C: Multiple Positions

No person shall be elected to two or more positions on the AIAA-s Board during the same election period.

Section D: Term Length

The term of the Board begins immediately following the AIAA-s elections, and shall conclude at the end of the following academic year, or, for appointed members, at the end of the current academic year. Both the newly elected and outgoing officers will fill each position between elections and the end of the academic year.

Section E: Chairperson Replacement

In the event that the Chairperson can no longer perform their duties, the Vice Chairperson will assume the position.

Section F: Board Member Replacement

In the event that a member of the Board other than the Chairperson is unable to perform their duties, the Board shall appoint a replacement. During the search for a replacement, a current Board member shall be voted by a simple majority and perform the duties of the vacant position.

Article VII. Risk Management

AIAA-s at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

AIAA-s at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section A: In Case of Interaction with Minors and/or the Elderly

AIAA-s at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). AIAA will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Section B: In Case of the Provision of Medical Assistance

In the event that AIAA-s at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section C: In Case of International Travel

AIAA-s recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important. International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

Section D: In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

AIAA-s recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, AIAA-s will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab

safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article VIII. Community Advisor

There shall be a faculty advisor, a member of the UC San Diego faculty and a professional member of AIAA who will act as a resource for the student branch.

Article IX. Financial Management

AIAA-s at UC San Diego will finance its activities through company sponsorships, donations, campus funding (including, but not limited to TESC and AS funding), and fundraisers. The Treasurer is responsible for any and all financial duties and shall manage the organization bank account. The Treasurer is responsible for submitting a quarterly budget to A.S.

Article X. Affiliation with Other Groups

AIAA-s will be affiliated with the AIAA San Diego Section. This affiliation will mean all AIAA-s members can attend events organized by the San Diego Section (including, but not limited to tabling and outreach events, the End of the Year Banquet, and Volunteering events at the Air and Space Museum), and board members will be encouraged to plan events alongside the San Diego Section. Members of the Board shall be required to register with the national organization and pay corresponding membership fees.

Article XI. Amendments to the Constitution and Bylaws

Section A: Amendment Submission

Amendments to this document or to the bylaws must be submitted to the Board.

Section B: Special Meeting

A special meeting for all voting members will be scheduled within 2 weeks of receiving an amendment proposal. The meeting will be open to the public. No changes to the Constitution or Bylaws shall be made unless there is a quorum consisting of at least three quarters of the total number of Board members.

Section C: Constitutional Amendment Vote

The approval of a constitutional amendment shall require at least a two-thirds affirmative vote from all voting members present.

Section D: Bylaw Amendment Vote

The approval of an amendment to the bylaws shall require a simple majority vote from all voting members present.

Section E: Conflicts

No bylaws shall be adopted that are in conflict with this document.

Section F: Effective Date

Amendments passed will become effective immediately.