

# Rocket Propulsion Laboratory at UC San Diego

## Constitution

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### ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Rocket Propulsion Laboratory at UC San Diego.

The organization shall be similarly referred to as RPL.

### ARTICLE II. STATEMENT OF PURPOSE

The purpose of Rocket Propulsion Laboratory at UC San Diego is to help students develop engineering capabilities and promote good engineering practices to prepare them for industry careers. In pursuit of this goal, Rocket Propulsion Laboratory at UC San Diego will focus on designing innovative propulsion systems and launch vehicles for aerospace applications. Members will learn how to conduct effective research and implement that research in practical applications. By developing these systems from the ground up, members will gain experience and skill in the areas of design, analysis, testing, fabrication, safety, and flight hardware operations.

### ARTICLE III. NONPROFIT STATEMENT

Rocket Propulsion Laboratory at UC San Diego is a non-profit student organization.

### ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

1. Members of Rocket Propulsion Laboratory must be undergraduate students at UC San Diego.
2. To become a member, applicants will be evaluated based on technical competency, dedication to the organization, and passion for the projects through an application process. To become a member, students or approved parties must submit an application (available upon request or via the team's public website [rocketproplab.org](http://rocketproplab.org)) which will be reviewed by the organization's Officers (see Article VI). Interviews will be performed on an as-needed basis for higher-level technical or Officer positions to evaluate technical competency and personality for means of placement within the team only; technical skill shall not be used as a basis for denying membership.
3. Members will be expected to pay annual dues of \$40. If a member is unable to pay dues and communicates that to the President or VP of Finance, an exception will be made. If a member fails to pay dues and does not communicate a valid reason to the President or VP of Finance, they will be asked to leave the club.
4. Applicants do not need to have prior knowledge of engineering or rocketry practices before applying but must show an active interest in learning.

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5. Membership is on an at-will basis; members can leave the organization at any point, for any reason. Members are encouraged to inform their respective technical leads if they want to leave the organization.

6. If a plurality of both Primary and Secondary Officers (i.e. more votes for than against) decides that a member's performance is below expectations for the organization and that the member is not making an effort to improve, then the member may be removed from the organization.

Nondiscrimination Statement: Rocket Propulsion Laboratory at UC San Diego, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Rocket Propulsion Laboratory at UC San Diego also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in Rocket Propulsion Laboratory at UC San Diego's programs and activities.

#### **ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

All organization members will be expected to come to one weekly workday. Teams with critical path items (those that are furthest behind and drive the overall project schedule) are required to meet at least one extra day during the week. The critical path will be determined by the President, Project Leads, and Subteam Leads. All members are expected to come to every meeting, and attendance will be recorded in accordance with the attendance policy agreed upon by the Primary Officers. Meeting minutes will be taken for the weekly updates for members who could not make it to the workday.

#### **ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS**

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 officers. Each Officer's vote will only count once, regardless of the number of positions held by the Officer.

The Primary Officer positions in RPL are President, Vice President of Business Development, Vice President of Safety, and Project Leads. The President will be in charge of executive decisions, which can be overturned in the situation that at least the majority of remaining primary officers (the Project Leads, Vice President of Business Development, and Vice President of Safety), or a plurality of the RPL Secondary Officers, are in opposition to any decision. The Project Leads, also referred to as Chief Engineers, will lead the organization's technical projects and directly supervise each project's team of engineering Subteam Leads. The Vice President of Safety will be responsible for ensuring the health and safety of RPL members during all official RPL operations and shall have the authority to hold all members and Officers accountable for

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the safety of their conduct. The Vice President of Business Development is responsible for raising funds for the organization through avenues such as sponsorships and grants.

Secondary Officer positions in RPL include the Lead Analysis Engineer(s), Lead Avionics Engineer(s), Lead Propulsion Engineer(s), Lead Fluid Systems Engineer(s), Lead Structures Engineer(s), Lead Recovery Engineer(s), and Lead Staging Engineer(s) each of whom will be responsible for the supervision and development of their specific subsystem within each project. Additional Secondary Officer positions include the Vice President of External Operations, Vice President of Finance, Vice President of Internal Operations, Website Development Lead, and Graphic Design Lead, each of whom will be responsible for executing the administrative operations of the organization.

All officers will be decided upon by a vote from the previous academic year's Primary Officers. They will be elected during the start of Spring Quarter after proceeding through an interview process and will serve for the following school year. Any member of the organization is eligible for office. Officers will assume their position officially at the end of the academic Spring Quarter in which they are elected but they will be responsible for joining the standing executive board during their meetings throughout the Spring Quarter to understand the expectations of their role. Any Primary or Secondary Officer may be asked to go through a performance review with the Project Leads, Vice President of Safety, and/or President as appropriate due to poor performance or inappropriate behavior or conduct, in which they are placed on a probationary period where they must meet expectations as stated by the Project Leads, Vice President of Safety, and/or President as appropriate. Officers are replaced/removed if they fail to meet their deadlines and keep their teams on track for the project. Officers will be removed from the organization if a majority of the other Officers agree that their behavior or conduct is inappropriate, and if they make no significant improvements after an official written warning (i.e. email chains, screenshots of messages, chat logs, etc.).

## **ARTICLE VII. RISK MANAGEMENT**

Rocket Propulsion Laboratory at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Rocket Propulsion Laboratory at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Risks associated with RPL may include but are not limited to hazardous chemicals, high-pressure systems, combustion of hazardous chemicals, sharp objects, and heavy machinery. To help mitigate injuries, members will be required to attend a safety workshop hosted by the Vice President of Safety to inform members of proper safety protocols and expected behaviors of the members to mitigate risk. Communication will be necessary when one does not feel that the area is safe to work in and the Project Leads or Subteam Leads will need to review the area and approve when it is safe to return to work.

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The Executive Board does not have the sole authority to approve an activity, as that authority rests with the community mentor. Rocket Propulsion Laboratory at UC San Diego will comply with all competition, federal, and state safety requirements, as well as federal and state laws governing the manufacturing, use, and transportation of rockets, aeronautic and astronautic components/vehicles, as well as materials used to construct such components/vehicles. Rocket Propulsion Laboratory at UC San Diego will ensure members know applicable state and federal laws (including laws governing the transportation of materials used to construct rockets/aeronautic/astronautic components) and work in conjunction with safety personnel. Each team must designate a safety officer to evaluate risks and regulatory restrictions, and then incorporate appropriate controls into design and activity plans that ensure maximum safety and full regulatory compliance for review and approval by the club's community mentor. Use of hazardous materials (chemicals, flammable solvents, reactive materials, fuels, propellants, etc.) must be reviewed and approved by the club's community mentor. Transportation of hazardous chemicals, fuels, and/or machinery will be done by a licensed carrier. Rocket Propulsion Laboratory at UC San Diego understands that the University does not assume legal liability for any of the organization's activities.

**ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY**

Rocket Propulsion Laboratory 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 UC Learning <https://uclearning.ucsd.edu>. Rocket Propulsion Laboratory 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.

**ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY**

Rocket Propulsion Laboratory at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Rocket Propulsion Laboratory at UC San Diego 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

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**ARTICLE VIII. HAZING PREVENTION**

Rocket Propulsion Laboratory at UC San Diego places a strong emphasis on fostering a safe and inclusive environment, where hazing is unequivocally prohibited, and its members are knowledgeable about the nature of hazing and its potential physical and psychological consequences. Members of Rocket Propulsion Laboratory at UC San Diego acknowledge the different types of hazing that may occur, including but not limited to, behaviors that promote power disparity between new members and current members, behaviors that cause physical and or psychological harm, and behaviors that cause members to feel uncomfortable just to be considered a part of the organization. If a member is either a witness or victim of hazing, they are encouraged to report the incident to any of the Primary Officers who will take appropriate action. Appropriate action involves notifying the UC San Diego police department and contacting the Center for Student Involvement so that an investigation into the incident can be initiated.

To educate members of Rocket Propulsion Laboratory at UC San Diego about hazing, an internal document detailing the various types of hazing and methods to report them in accordance with the guidelines set by UC San Diego will be made available to all members. As a reminder, this document will be sent to members at the beginning of every quarter. Commensurate with Rocket Propulsion Laboratory at UC San Diego's mission to foster a safe and inclusive environment, all members are encouraged to speak up and report any instance of Hazing within the organization to their respective leads and/or the Primary Officers so that appropriate action can be taken. Rocket Propulsion Laboratory at UC San Diego also conducts an internal anonymous survey at the end of every quarter to encourage people to address any issues (like hazing) so that appropriate action can be taken.

Rocket Propulsion Laboratory at UC San Diego understands that hazing is a violation of the UC San Diego Conduct code and the California Law. In addition to facing criminal sanctions and monetary fines, Rocket Propulsion Laboratory at UC San Diego understands that it may be suspended or dismissed from the University if found responsible for Hazing.

**ARTICLE IX. COMMUNITY MENTOR**

Rocket Propulsion Laboratory at UC San Diego will have a Community Mentor who provides technical and managerial advice to the organization. The Community Mentor will be expected, but not required, to review technical documentation produced by Rocket Propulsion Laboratory at UC San Diego before any large purchases or major design changes. Large purchases are generally purchases of value \$1000 or greater. Major design changes are determined at the discretion of the Project Leads and/or President. Mentors will serve, at a minimum, for the remainder of the academic year in which they were selected. Furthermore, the Community Mentor must act according to the risk management section.

Rocket Propulsion Laboratory at UC San Diego will find a Safety Advisor who will have oversight of members when they are using dangerous chemicals, materials, or equipment. The Safety Advisor will review members' written procedures for how to handle dangerous chemicals, materials, or equipment to make sure members are taking the utmost care in minimizing

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dangers and injury to themselves and others. The Safety Advisor can be a professional from industry or campus faculty. The Safety Advisor can also be the Community Mentor.

**ARTICLE X. FINANCIAL MANAGEMENT**

Rocket Propulsion Laboratory at UC San Diego will finance its activities through donations from third-party companies. Donations will be handled by the President, the Vice President of Business Development, the Vice President of Finance, and the Vice President of External Operations. All funds shall be documented and deposited into the Rocket Propulsion Laboratory at UC San Diego index accounts. Our organization will submit a budget to A.S. to help fund team bonding activities as well as smaller purchases for engineering projects.

Funding projects through the use of personal funds shall be prohibited except in the case of express, prior written approval from the Vice President of Finance and the President or applicable Project Leads following internal guidelines for purchase reimbursements. Purchases made without the required approval will not be reimbursed.

The President and other VPs are expected to verify the proper and ethical management of funds. Furthermore, a view-only sheet will be created on the team's shared Google Drive for the Vice President of Finance to keep track of the organization's purchases, payments, and income.

The President, Vice President of Finance, and Vice President of External Operations shall be authorized to establish, maintain, and transact with financial accounts established at financial institutions such as banks and credit unions.