



# Constitution

**Students for the Exploration and Development of Space**

**At University of California, San Diego**

# Article 1: Name of Student Organization

The organization shall be called Students for the Exploration and Development of Space at UC San Diego.

# Article 2: SEDS at UC San Diego Purpose

The following sections will describe the overall vision and ongoing objectives for the organization and its members.

## Section 1: Mission Statement

SEDS at UC San Diego is a non-profit student organization. We draw our members from a multi-disciplinary group, motivated to advance the new space movement. We are united by the thought that the next logical step in human civilization is not only to explore, but also to evolve into a space-faring civilization.

SEDS at UC San Diego is a collection of motivated, passionate students who aim to create the future of space technology.

# Article 3: Officer/Executive Board Structure

The following sections will describe the organization, responsibilities, and powers of each of the officer board members.

## Section 1: Executive Board

### Section 1.1: Purpose

The Executive board as a whole exists to set the direction and ultimate vision of SEDS at UC San Diego. The purpose of this board is not to hold ultimate decision making authority over the entire organization, only to guide and assist in fulfilling the vision of the organization.

### Section 1.2: Composition

The Executive board consists of the:

1. President
2. Vice President of Operations
3. Vice President of Engineering
4. Director of Electrical/Mechanical Engineering
5. Director of Internal Affairs
6. Director of Business and Finance
7. Director of External Affairs

## Section 1.3: Responsibilities and Powers of the Executive Board

### Board:

The board has a fiduciary responsibility to the members of SEDS at UC San Diego to keep the best interests of the organization in mind.

Every member of the board has the responsibility to the executive board to inform the other executive members of any crucial updates.

The executive board has the responsibility to the officer board to update them on the talking points discussed at the previous executive meeting.

The board has the power to make a time-critical decision if the entire officer board cannot be assembled in a timely manner. Any decision made must be communicated at the next officer board meeting. All decisions made in such a manner are final unless the executive board wishes to discuss and revise at the next officers meeting. If the officer board feels the decision was not time-dependent, and could have occurred at the officer meeting, a simple majority vote can be taken to re-introduce the topic at the meeting.

If a critical decision needs to be made, and the entirety of the executive board cannot be summoned, the President can make a decision, and that decision must be communicated to the remaining executive board members. Any decision made in this manner, must go through the same process as above.

### President:

The President sets the vision and direction of SEDS. They oversee the function of the organization, and ensure the overall health of the organization, leadership, and culture. The President creates the agendas for GBM's, executive meetings, and officer meetings, as well as runs all three of them.

The President has the authority to dismiss any other officer for poor or lackluster performance in their position.

Requirements: 1 year in SEDS by time of taking office, extensive attendance at officer meetings.

### Vice President of Operations:

The Vice President of Operations assists the president in the role of overseeing the function of the organization, and ensures the overall health of the organization. The Vice President of Operations shall also record meeting minutes at all meetings, as well as ensure they are available to all members. They are responsible for the logistics and safety preparation before any engineering tests.

Requirements: 1 year in SEDS by time of taking office

### Vice President of Engineering:

The Vice President of Engineering will act as the systems engineer for all the engineering projects under SEDS at UC San Diego. The Vice President of Engineering shall ensure all the engineering project managers are fulfilling their duties. The Vice President of Engineering is also responsible for communicating project updates to the rest of the executive board and vice-versa.

Requirements: 1 year in SEDS by time of taking office, chosen from either the elected director of electrical engineering or director of mechanical engineering

### Director of Electrical/Mechanical Engineering

The Director of Electrical or Mechanical engineering is responsible for representing their respective discipline in executive board meetings. They also ensure that project team members have adequate training and resources to accomplish their projects. They assist the Vice President of Engineering in their role.

Requirements: 2 quarters in SEDS by time of taking office, familiar with general engineering aspects of their discipline

### Director of Internal Affairs

The Director of Internal Affairs reports directly to the President and Vice President of Operations. They have the responsibility of communicating with SEDS at UC San Diego members and getting an overall sense of the health of familyhood in the team. They also are responsible for organizing tabling events, quarterly socials, and recruitment logistics.

Requirements: 2 quarters in SEDS by time of taking office, knows recruitment procedure

### Director of Business and Finance

The Director of Business and Finance will oversee the finance members. The Director of Business is responsible for ensuring that the media team is constantly creating new content that publicizes SEDS at UC San Diego, its projects, and its members. The Director is also responsible for making sure that the SEDS at UC San Diego is in good financial standing and to find sponsorship opportunities.

Requirements: 2 quarters in SEDS by time of taking office

### Director of External Affairs

The Director of External Affairs will oversee media and marketing team members and outreach efforts. The Director of External Affairs is responsible for finding opportunities to publicize SEDS at UC San Diego, its projects, and its members. They will be the main contact for external parties, excluding sponsors and technical collaborators, wishing to collaborate with SEDS at UC San Diego, both within and outside of UC San Diego.

Requirements: 2 quarters in SEDS by time of taking office

## Section 2: Officer Board

### Section 2.1: Purpose

The Executive members on the Officer Board were elected to represent the entirety of the team. Thus, the board has the power to make decisions on behalf of the team.

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. As an officer, you agree to fill your role and responsibilities during your term.

### Section 2.2: Composition

The Officer board consists of:

1. Executive Members
2. Engineering Project Managers
3. Other Program Managers

### Section 2.3: Responsibilities and Powers of the Officer Board

Every member of the board has the responsibility to ensure any updates, or decisions that need to be made are communicated in the officer meetings. If an officer has to take emergency time off, it is the responsibility of the officer to notify the officer board that they will be unavailable for work for a short duration of time. Members of the executive board and officers are encouraged to contribute as part of any project team.

Any Officer is required to give one quarter's notice of intent before leaving if leaving midterm, during which they will still fill in all roles. The Officer board will be involved in finding and appointing a suitable replacement. If an Executive role is vacated, an election can be held for a replacement. The notice period of one quarter will also be the transition period to the replacement.

#### Engineering Project Managers

All Engineering Project Managers are officers on the Officer Board. They all report directly to the Vice President of Engineering. The Project Managers are responsible for communicating with the board with updates on the progress of each of their projects as well as any resources from the officer board they will need in the near future.

#### Other Program Managers

All Other Program Managers are officers on the Officer Board, including the SEDSxFEM program. They all report directly to the President. The Program Managers are responsible for communicating with the

board with updates on the progress of each of their projects as well as any resources from the officer board they will need in the near future.

## Section 3: Election of the Boards

Officer positions as listed in Article 2, Section 1 and 2, are elected in the process listed in this section. The timeline outlined below can be changed by the executive board as needed to prevent overlap with other priorities of the organization.

### Section 3.1: Timeline

**Winter Quarter GBM 5** - Nomination forms to be sent out. Nomination guidelines. Any member can nominate any other member (including themselves) for any position they are qualified for. Qualifications are outlined in Article 2 Section 1.3 and Section 2.3.

**Spring Quarter GBM 1** - Nomination forms close, and nominations are either accepted or declined one week of the form closing.

**Spring Quarter GBM 2** - The names of nominated candidates are presented and elections are to be held at this GBM. Details of the process are outlined in Section 3.2, 3.3, and 3.4. Prior to the elections, 3 to 4 tellers (vote counters) are to be assigned for each position. These are typically the executive members, if multiple current executive members are running for the same position for the following year, or will not be available for the GBM, tellers are chosen by the executive board.

**Spring Quarter Duration** - New officer board shadows old officers slowly taking on more responsibilities as the quarter progresses.

### Section 3.2: Election Day - Pre-Speech:

At the start of the process, a list of candidates for each position is presented. The order of the elections is:

1. President
2. Vice President of Operations
3. Director of Mechanical Engineering
4. Director of Electrical Engineering
5. Director of Internal Affairs
6. Director of Business and Finance
7. Director of External Affairs

The order of the speeches for each position is set alphabetically. If a qualified member wishes to run for a position “on the floor,” they must do so before the first candidate for that position gives their speech.

### Section 3.3: Election Day - Speeches

The process for delivering speeches is as follows. Everyone running for the position except the individual giving their speech steps out of the room along with the current Director of Internal Affairs. (Note: time

limits are based on how many people are running, all time limits following are subject to change by the executive board for each election). The candidate will give their speech for 3 minutes, then the floor opens for questions for another 3 minutes. The candidate leaves the room and the room discusses the qualifications of that candidate with no other candidates present for up to 3 minutes. Once that discussion ends, the next candidate is called in, and the above steps are repeated. After the discussion session for the last candidate, the room spends up to 15 minutes discussing all candidates before voting.

### Section 3.4: Election Day - Voting

After the last discussion, voting will begin. All candidates must remain out of the room for this process. All members except the tellers put their heads down. Once the room is ready, the teller will list candidates in alphabetic order, asking members to raise their hands if they wish to cast their vote for them. Members may only vote for one candidate for each position. Tellers themselves also may vote. Votes are to be temporarily recorded, once the result is determined, records of how many votes each candidate receives are to be destroyed.

All candidates return to the room, and the winner is announced.

## Section 4: Impeachment of Board Members

The impeachment process is the process where members can call for the impeachment of a current officer midterm.

### Section 4.1: Impeachment Initiation

Any member can initiate this process by informing an executive member they wish to initiate an impeachment of an officer. The executive member contacted will meet with the member and discuss their grievances. The executive member will bring a report of the grievances to the next executive meeting. If the impeachment is targeted at an executive member, a separate meeting without that executive member will be called.

If the executive board believes the grievances are valid and constitute potential impeachment, the impeachment process will occur at the next officer meeting. All officers, including the individual being impeached, must be notified with a list of grievances against the impeached.

### Section 4.2: Impeachment Process

At the officer meeting the list of grievances will be presented again and the officer will have an opportunity to defend themselves. Once adequate discussion has taken place, the officer in question will leave the room and a vote by the remaining officers will take place. A majority of the officers at the meeting is needed to impeach.

## Section 5: By-elections

If an executive officer is dismissed, impeached, or leaves their position on their own accord, a by-election can be held to fill the position.

### Section 5.1: Process

The process is similar to the process outlined in Article 2: Section 3. Once the opening is known a nomination form is to be sent out immediately. At the next GBM the nominations will close, and all candidates will be announced. The GBM after that will host the election, according to the process outlined by Article 2: Section 3.3 and Section 3.4.

## Article 4: Membership

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.

## Section 1: Member Expectations

### Section 1.1: Time Commitment

#### 20 Hours Per Week:

The expected time commitment per week from a SEDS member is roughly 20 hours per week broken down:

- Engineering team:
  - 14 hours of build on weekends
- Business team:
  - Approximately 3 hours of build during a weekly meeting
  - 10 hours of work throughout the week
- 2 hour GBMs every other week
- 1 hour team meetings every week
- 3 hours of miscellaneous events (tabling, conferences, presentation, etc)

#### Build Attendance:

Every build day is mandatory for everyone, the only exceptions being: PTO, sick days and documented excuses.

Every member is given three PTO's (Personal Time Off) per quarter. PTO's are no-questions-asked days off. You are required to inform your project manager and subteam lead of your absence 4 days before your planned PTO.

In the event of a medical or family emergency, please inform your Project Manager as soon as possible. If you require more days, or have unforeseen education or life circumstances, you may discuss this on a case-by-base basis with your Project/Program Manager. We will try our best to accommodate our members were possible. Your commitment to SEDS at UC San Diego should not adversely affect your life or education.

However, unexcused absences will be a strike, and they will be raised to the Director of Internal Affairs. If you have three strikes or more, you may be asked to leave SEDS at UC San Diego.

If you're sick, stay home. Contact your team lead by any means possible as soon as you can. Sick days will not be counted as PTO or strikes.

#### General Body Meetings (GBM):

General Body Meetings are every other week and are scheduled to take two hours. All members are expected to attend four out of the five GBMs of every quarter. The only exception is if a class schedule conflict exists, or any health-related issues emerge. In both scenarios, documented notification to the officer board as soon as GBM absence is known will be required.

## Section 1.2: Communication

Online communication, via Slack and email, is the primary method of communication that the team uses during the week. All meetings are required to be documented in the form of a minutes document.

#### Slack:

It is expected that members either enable push notifications for all direct messages, the Bulletin-Board, general chat for their project, as well as their subteam chat, or to check the SEDS Slack at least three times a day.

## Section 1.3: Dues

Mandatory Dues are to be calculated by the officer board prior to week one of fall quarter. The exact breakdown of how each person's dues will be broken down will be sent to members by week one of fall quarter. Dues are to be separated into three payments, once per quarter of the academic school year. SEDS cadets and members only pay for the quarters they have been on the team for more than 3 build weekends. Dues are required for the upkeep of essential services used by all SEDS members, including Slack. If you have financial difficulties or are unable to pay dues, waivers will be considered on a case by case basis.

## Section 2: Repercussions

### Section 2.1: Strikes

Strikes are intended to give members warnings of their misbehavior. Breakdown of consequences of each level of strike:

**First strike:** Verbal warning by team lead and project manager.

**Second strike:** Written warning by the officer board.

**Third strike:** Disciplinary action up to, and including dismissal.

The issuance of strikes is described in Sections 2.2, and 2.3 of Article 3. The issuance of strikes is not limited to attendance issues as Sections 2.2 and 2.3 cover. Strikes may also be issued by project managers at their discretion.

All strikes must be logged with an issue date, and a description of the incident leading up to the issuance.

## Section 2.2: GBM Attendance:

Failure to meet the requirements outlined in Article 3, Section 1.1 will result in a strike for every missed GBM without documented reason.

# Article 5: Recruitment

This article details the process of onboarding of new members into SEDS.

## Section 1: Process

The recruitment process is outlined by a recruitment committee (created by the officer board) and approved by the officer board.

## Section 2: Cadetship

### Section 2.1: Process overview

During quarterly recruitment, members will be recruited to fill roles across all subteams. All new cadets will also be inducted through our Space Camp orientation program.

Every new accepted member has to go through an 8-week cadetship period. Cadets are on a trial period where at the the end of the 8-week period the project manager, with approval of the officer board, will decide to grant membership or to dismiss the cadet from the team.

### Section 2.2: Orientation

Every cadet must go through an orientation where they:

1. Sign the NDA
2. Sign Member Expectations/Contract
3. Sign up on Slack
4. Sign up on any other required platforms
5. Be added to their relevant folder on the Drive

The cadets will receive a presentation detailing the three pillars (ground-breaking research, making big news, familyhood) of SEDS. The presentation will also encompass the history of SEDS and current projects.

## Section 2.3: Expectations

Refer to Article 3 Section 1

## Section 2.4: Graduation

Week 4 of Cadetship mark:

The project manager will get a reminder to evaluate the cadet from the Director of Internal or VP of Operations. If the PM has any issues with the cadet, a 1-on-1 (may include team lead also) meeting has to be conducted to let the cadet know what skills they need to develop in the following weeks to have a better chance of becoming a member. This meeting needs to occur roughly a week after the PM has been notified.

If no major complaints exist at the moment of evaluation, no meeting is required. However if an issue does arise after the 4th week, a meeting must be scheduled ASAP. If needed, the cadetship may be extended beyond 8 weeks at the discretion of the PM and officer board.

Week 8 of Cadetship mark:

The project manager will present their input on cadets to the officer board, and ultimately decide whether to let the cadet go, or officially make them a member. Full membership gets:

1. Full access to the drive
2. Obligations

If participation is unsatisfactory after the Cadetship period, full membership can be withdrawn at the Project Manager's discretion, with the approval of the Executive Board.

# Article 6: Risk Management and Safety

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

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

SEDS at UC San Diego members will never purchase propellants or transport them in member-owned vehicles. University MAE department will purchase the propellants for the SEDS at UC San Diego team to test the engines at one of our partner test sites, such as the Friends of Amateur Rocketry Test site. Propellants are transported by licensed professionals in separate vehicles under proper transportation regulations depending on the chemicals being transported.

Testing of any rocket engines will occur at a proper test facility under the guided supervision of a licensed professional that will supervise the test and ensure procedures are followed so that safety is ensured.

All club activities must be conducted safely, in accordance with all applicable federal, state, and local regulations. Use of hazardous materials (chemicals, flammable solvents, reactive materials, fuels, propellants, etc.) must be reviewed and approved by the club's faculty advisor, or his/her department's designee. Each team must designate a safety officer to evaluate risks and regulatory restrictions, 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 faculty advisor.

## Section 1: In Case Of Handling Of Hazardous Chemicals, Material, Equipment, And/Or Machinery

SEDS 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, SEDS 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.

## Article 7: Financial Management

SEDS at UC San Diego is funded primarily through donations, and through IDEA center matching funds.

All funds will be handled through our Director of Business and Finance. SEDS at UC San Diego has project task funds through the MAE department. We also have a single off-campus bank account shared by the Executive Board that is tied to the affiliated 501(c)3 (Article 9), meant primarily to hold dues.

Every quarter, a budget will be requested by Project Managers to be submitted to the Director of Business and Finance. All purchases requested by Project Managers will have to be approved by a member of the Executive Board that is not the Director of Business and Finance. The Director of Business and Finance will then procure said items.

## Article 8: Community Advisors

Our faculty advisor is Professor Abishek Saha from the MAE department. We also work in collaboration with Professor Boris Kramer from the MAE department in outreach events.

## Article 9: Affiliation with other Groups

The SEDS at UC San Diego student organization is affiliated with the 501(c)3 nonprofit of the same name “SEDS at UC San Diego” registered in the State of California. This requires 3 officer board members (consisting of at least 1 executive board member, where possible) to staff and support the 501(c)3 for the period of one year, and to hand over their roles to the new board at the end of the year.

SEDS at UC San Diego student organization is listed as an official chapter under SEDS USA.

## Article 10: Amendments

Reserved for future amendments.