



Constitution

Students for the Exploration and Development of Space

At University of California, San Diego

Article 1: SEDS at UCSD Purpose

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

Section 1: Mission Statement

SEDS at UCSD 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 UCSD is collection of motivated, passionate students who aim to create the future of space technology.

Article 2: 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 UCSD. 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 Internal Affairs

Section 1.3: Responsibilities and Powers of the Executive Board

Board:

The board has the responsibility to the members of SEDS at UCSD 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. Procedure for replacing such officer is outlined in XYZ.

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 coordinating one outreach opportunity per quarter.

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 UCSD. The Vice President of Engineering shall ensure all the engineering project managers are fulfilling their duties. They are also responsible for the big picture strategy of project direction.

Requirements: 1 year in SEDS by time of taking office

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 UCSD 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: 1 quarter in SEDS by time of taking office

Section 2: Officer Board

Section 2.1: Purpose

The Officers in 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.

Section 2.2: Composition

The Officer board consists of:

1. Executive members
2. Engineering Project Managers
3. Director of Media and Marketing
4. Propulsion Lead Engineer

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.

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.

Director of Media and Marketing

The Director of Media and Marketing will oversee the media team members. The Director of Media and Marketing is responsible for ensuring that the media team is constantly creating new content that publicizes SEDS at UCSD, its projects, and its members.

Propulsion Lead Engineer

The Propulsion Lead Engineer reports directly to the Vice President of Engineering. The Propulsion Lead is in charge of overseeing propulsion development at SEDS at UCSD. They are responsible for creating timelines for each engine being developed, and ensure that milestones are hit. They are also responsible for communication with the officer board on major project updates, 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.

Section 3.1: Timeline

Winter Quarter GBM 3 - 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.

Winter Quarter GBM 5 - Nomination forms close, and nominations are either accepted or declined within one week of the form closing.

Spring Quarter GBM 1 - 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. Vice President of Engineering
4. Director of Internal Affairs
5. Director of Media and Marketing

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 member 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 officer is dismissed, impeached, or leaves their position on their own accord, a by-election needs to 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 3: Membership

Only registered UCSD students may hold office in the organization. Only registered UCSD 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 and sick days.

Every member is given three PTO's (Paid Time Off) per quarter. PTO's are no questions asked days off.

If it is 5 days or more before the needed PTO day, a member is asked to:

1. File for a PTO on the internal system
2. Send written notification to sub-team lead and project manager via email, cc'ing seds.ucsd@gmail.com.

If it is less than 5 days before the needed PTO day, a member is asked to:

1. Obtain written permission from Project Manager via email, cc'ing seds.ucsd@gmail.com.
2. Send written notification to subteam lead.

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 email 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.

Slack:

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

Email:

It is expected members check their emails at least once a day. Update emails with information about upcoming events are sent out on a weekly basis. Other time-critical information such as internship opportunities, or conference offers will primarily be communicated by email.

Section 1.3: Dues

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.

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: Build Days Tardiness

Build days are mandatory for all members. Failure to meet the expectations outlined in Article 3, Section 1.1 will result in these actions:

Being 5-20 minutes late to a build day - pay one dollar to the late jar

Being 20-90 minutes late to a build day - pay one dollar to the late jar, lose half a PTO

Being over 90 minutes late to a build day - pay one dollar to the late jar, lose a PTO, and receive a strike

Not attending build without notification - pay one dollar to the late jar, lose 2 PTO's, and receive a strike

All dollar jar dollars must be submitted in cash and will go towards bringing food to a GBM.

Section 2.3: GBM Attendance:

Failure to meet the requirements outlined in Article 3, Section 1.1 will result in a strike for every missed GBM passed the one excused allowed.

Article 4: 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

Every new accepted member has to go through an 8-week cadetship period. Cadets are on a trial period where at 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
3. Sign up on Artemis
4. Sign up on Slack
5. Sign up on Confluence
6. 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 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

Article 5: Risk Management and Safety

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

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

SEDS at UCSD members will never purchase propellants or transport them in member owned vehicles. Propellants include oxygen and kerosene. University MAE department will purchase the propellants for the SEDS at UCSD team to test the engines at 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

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

SEDS at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, SEDS at UCSD 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 6: Projects

This Article is meant to provide an overview of all projects that SEDS at UCSD will be pursuing in the 2018-2019 academic school year.

Section 1: Colossus

Colossus is a newly designed Static Fire Test stand. Designed to be built on a trailer, it will be extremely mobile, eliminating hours of prep spent on previous systems. NASA engineers have graciously provided us with invaluable resources and advice for redesigning the system. Our end goal is to create a flexible system that will be able to accommodate engines of various sizes and thrusts, allowing other organizations to utilize Colossus for testing. The construction phase is due to be completed by mid-winter 2018, with operation beginning after validation of the system by NASA review.

Section 2: Vulcan-II

Vulcan-II is SEDS at UCSD's latest rocket. It will utilise the Ignus-2 Engine developed with feedback from the NASA advisors at various design reviews. The engine will have more thrust and will utilise lessons learned from Ignus-I to have more efficient cooling.

Vulcan-II will have the capability to reach 45,000 feet as to maximise the number of points scored by the rules. It will utilise a pressure fed system to ensure optimum engine operation during the launch.

Article 7: Amendments

Reserved for future amendments.