

Rocket Propulsion Laboratory Constitution

Article I. Name of Student Organization

The organization shall be called Rocket Propulsion Laboratory at UCSD.

Article II. Statement of Purpose

The purpose of Rocket Propulsion Laboratory is to help students build engineering intuition and promote good engineering practices to prepare them for industry. In order to do so, Rocket Propulsion Laboratory will focus on designing innovative propulsion systems and launch vehicles for aerospace applications, so club members will learn how to do effective research and apply that research to projects effectively. By working from scratch, members will be able to learn how to effectively design and build their projects which will improve their critical thinking ability.

Article III. Nonprofit Statement

Rocket Propulsion Laboratory at UCSD is a non-profit student organization.

Article IV. Requirements for Membership

1. Members of Rocket Propulsion Laboratory must be either an undergraduate or graduate student at UCSD.
2. To become a member, applicants will be evaluated based on technical competency, dedication to the club, and passion through an application process.
3. Members will be required to pay annual dues of \$30. If a member is unable to pay dues and communicates that to the Chief Engineer or President, an exception will be made. If a member fails to pay dues and does not communicate a valid reason to the Chief Engineer or President, they will be asked to leave the club.
4. Applicants do not need to have prior knowledge of the field before applying, but must show an active interest in learning.
5. Membership is on an at-will basis; members can leave the organization at any point.
6. If a plurality of the leadership 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 asked to leave the organization.

Article V. Frequency of Organization Meetings

ROCKET PROPULSION LABORATORY AT UCSD CONSTITUTION – 2018-2019 ACADEMIC YEAR

All organization members will be required to come to one weekly workday. For projects, teams with critical path items are required to meet at least one extra day during the week. Critical path will be determined by the President, Chief Engineer, and Lead Engineers. All members are expected to come to every meeting however, each member will be granted two pre-approved absences. Minutes will be taken for the weekly updates for members that could not make it to the workday.

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

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.

The main officer positions in RPL are President, Chief Engineer and Lead Engineers, which will act as other administrative positions. The Chief Engineer will lead the club in the projects they do along with other administrative tasks and holds executive decisions for the club. Furthermore, the Chief Engineer decides the future projects and plans for the organization. The Lead Engineers will help the Chief Engineer with administrative tasks and be in charge of certain parts of the projects that RPL works on.

Other administrative positions that need to be immediately held are Vice President of Relations, Vice President of Finance, and Vice President of Corporate Outreach. Gaps in the administration may be filled by temporary admin roles until the positions are adequately filled.

All officers will be decided upon executive vote by the previous executive board. 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 in the club is eligible for office. Officers will assume their position officially at the start of the upcoming fall quarter but they will be responsible for joining in the standing executive board during their meetings throughout spring quarter to understand the expectations of their jobs. An Officer may be asked to go through a performance review with the Chief Engineer and President due to poor performance, in which they are placed on a probationary period where they must meet expectations as stated by the Chief Engineer and President. Officers are replaced/removed if they fail to meet their deadlines and keep their teams on track for the project. Officers can be asked to leave 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 a warning.

Article VII. Risk Management

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

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

ROCKET PROPULSION LABORATORY AT UCSD CONSTITUTION – 2018-2019 ACADEMIC YEAR

Rocket Propulsion Laboratory at UCSD understands that the University does not assume legal liability for the actions of the organization. Due to the risks associated with what RPL is working on, if any minors are in the club they are expected to get a guardian's approval when we begin working with hazardous materials. However, minors can work on the design and analysis portion of the projects without such approvals.

Risk associated with RPL may include but are not limited to hazardous chemicals, high pressure systems, combustion of hazardous chemicals, and moving parts. To help mitigate injuries, members will have to attend a safety workshop hosted by the Chief Safety Officer to let everyone know of proper safety protocols and expected behaviors of the members to mitigate risk. Also communication will be highly emphasized, such as speaking out when one does not feel that the area is safe to work in and have the Chief or a lead look over the area.

Executive Board does not have the sole authority to approve an activity, as that authority rests with the faculty advisor. Rocket Propulsion Laboratory 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 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, 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. Use of hazardous materials (chemicals, flammable solvents, reactive materials, fuels, propellants, etc.) must be reviewed and approved by the club's faculty advisor, or hitation of hazardous chemicals, fuels, and/or machinery will be done by a licensed carrier. This organization is a registered student organization at University of California, San Diego, but not part of the University itself. Rocket Propulsion Laboratory understands that the University does not assume legal liability for any of the organization's activities.

Article VII. Section 4. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Rocket Propulsion Laboratory at UCSD 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 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 VIII. Community Advisor

ROCKET PROPULSION LABORATORY AT UCSD CONSTITUTION – 2018-2019 ACADEMIC YEAR

Rocket Propulsion Laboratory will have a community advisor who provides technical and managerial advice to the organization. The community advisor will be expected, but not required, to review technical documentation produced by Rocket Propulsion Laboratory 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 chief engineer. Advisors will serve, at a minimum, for the remainder of the academic year in which they were selected. Furthermore, the community advisor must act according to the risk management section.

Rocket Propulsion Laboratory will find a safety advisor that will have oversight of members when they are using dangerous chemicals, materials, or equipment. The safety advisor will reviews member's steps with how to handle dangerous chemicals, materials, or equipment to make sure members are taking the utmost care in minimizing dangers and injury to themselves and others. Safety advisor can be a professional from industry or campus faculty. The safety advisor can also be the community advisor.

Article IX. Financial Management

Rocket Propulsion Laboratory will finance its activities through donations from third party companies. Donations will be handled by the Vice President of Finance and the Vice President of Relations. All funds should be documented and deposited into the Rocket Propulsion Laboratory bank account. Our organization will submit a budget to A.S. to help fund team bonding activities as well as smaller purchases for the projects.

RPL will use an off-campus bank account for all financial purposes. A bank account will be setup at Chase and managed by the VP of Finance for Rocket Propulsion Laboratory. Dues will be collected by the VP of Finance either through cash payments or Venmo, and then immediately deposited into RPL's bank account. The President and VP of Finance will be the signers on the Chase bank account.

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 Google Drive for the VP of Finance to keep track of all purchases, payments, and income to and from the organization.