

Constitution of the American Institute of Aeronautics and Astronautics Student Branch at Texas A&M University



2022-2023 Administrative Committee

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1. Official Name

This organization shall be formally known as the “American Institute of Aeronautics and Astronautics Student Branch at Texas A&M University”. When communicating outside the

university, the name may be abbreviated to "AIAA-TAMU". When communicating inside the university, the name may be abbreviated to "AIAA".

2. Purpose and Mission

This organization shall advance the study of aeronautics and astronautics at Texas A&M University by:

1. Fostering the professional growth of its members
2. Supporting and promoting local, regional, national, and international AIAA programs
3. Raising interest of the Aerospace Industry to the general student body

3. Membership

Any full-time, half-time, graduate, or undergraduate student enrolled at Texas A&M University, shall be eligible to membership in this organization. Members must also abide by the following:

1. Must be in good standings with Texas A&M University (as defined by Texas A&M University Student Rules Section 27)
2. Must pay local and yearly national dues
3. Must submit their National AIAA student member number to the Branch for Branch Records

4. Officer Positions

This organization will have three types of leadership positions (officers): Executive Chairs, Non-Executive Chairs, and Representatives.

All leadership positions must abide by the following requirements:

1. Undergraduate officers should have a GPR greater than or equal to 2.75
2. Graduate officers should have a GPR greater than or equal to 3.00
3. The requirements detailed in Section 13.1

If an officer fails to maintain these requirements by beginning of the Spring semester of their term, said officer must resign from their position.

4.1. Executive Chairs

Executive Chairs administer AIAA as the main leadership of the organization.

4.1.1 Branch Chair

When communicating inside the university, the Branch Chair may be addressed as "President".

The Branch Chair must have previous experience as an officer in the Executive Committee of the branch. The Branch Chair shall serve as the chief executive officer of the branch and shall lead the other officers of the branch to prepare members with the skills needed to succeed in academia and/or industry.

In no specific order, the Branch Chair shall also:

1. Attend the Student Engineers' Council, abbreviated (SEC), Roundtable
2. Prepare annual report of the branch's activities with the assistance of the Secretary and any other officer(s) that the Branch Chair believes is required. The report is to be submitted to the National AIAA chapter via approved method(s)
3. With the exception of the Vice-Chairs, which must be elected, may appoint officers to vacant positions

4. Assume all other executive duties not otherwise delegated or may appoint said duties to another officer in the branch
5. Chair the Executive Committee, see section 5.1

4.1.2 Vice-Chair Internal

When communicating inside the university, the Vice-Chair Internal may be addressed as "Vice-President Internal".

The Vice-Chair Internal shall serve as the chief operative officer for all internal matters of the branch. Internal matters shall be defined as including anything having to within the Branch, that is not delegated to another position. The Vice-Chair Internal must have previously been an officer of the branch.

The Vice-Chairs shall explore events that will help members develop the knowledge and skills needed to succeed in academia and/or industry.

In no specific order, the Vice-Chair Internal shall also:

1. Perform the duties of the Branch Chair if the Branch Chair is absent
2. Provide Systems Administrator with up-to-date content for website
3. Chair the Internal Committee, see section 5.2

4.1.3 Vice-Chair External

When communicating inside the university, the Vice-Chair External may be addressed as "Vice-President External".

The Vice-Chair External shall serve as the chief operative officer for all external matters of the branch. External matters shall be defined as including anything having to outside of the Branch, that is not delegated to another position. The Vice-Chair External must have previously been an officer of the branch.

The Vice-Chair External serves as the primary connection between the Branch and Industry. The Vice-Chairs shall explore events that will help members develop the knowledge and skills needed to succeed in academia and/or industry.

In no specific order, the Vice-Chair External shall also:

1. Seek out and Invite speakers from Academia and/or Industry for Branch events
2. Work to gain Industry funding for the Branch
3. Work with the Branch Chair to ensure good, long-lasting relations with companies from industry
4. Perform the duties of the Branch Chair in the case that both Branch Chair and Vice-Chair Internal are absent
5. Chair the External Committee, see section 5.3

4.1.4 Treasurer

The Treasurer shall serve as the chief financial officer of the branch and work to ensure its proper fiscal management.

In no specific order, the Treasurer shall also:

1. Maintain all funds of the branch
2. Reconcile the AIAA budget with the Student Organization Finance Center (SOFC) every month
3. Ensure the branch is complying with SOFC regulations and rules
1. Apply for available funding, including, but not limited to:
 - 4.1 Student Engineers' Council Funding
 - 4.2 Department Funding
2. Chair the Finance Committee, see section 5.4

4.1.5 Secretary

The Secretary shall serve as the chief human resources officer of the branch and work with the Outreach chair to oversee internal and external communications of the branch.

In no specific order, the secretary shall also:

1. Maintain local and national membership records (quantify membership)
2. Take and maintain logs of necessary minutes (notes) at meetings
3. Assist the Branch Chair in composing the Annual Report to the national AIAA organization
4. Maintain the Branch email, and distribute emails to the appropriate officer
5. Chair the Events Committee, see section 5.5

4.2. Non-Executive Chairs

Non-executive chairs serve under one of the Executive Chairs, in their respective committee. **If determined necessary by the Executive Chairs and approved by the advisors, the Non-Executive Chairs can be filled by more than one individual.** These chairs are:

4.2.1 Marketing Chair

The Marketing Chair shall serve as the chief marketing officer of the branch and shall be overseen by the Secretary.

In no specific order, the Marketing Chair shall also:

1. Maintain and update the marketing of the Branch, including, but not limited to the digital media development
2. Properly distribute all marketing of the Branch

4.2.2 Systems Administrator

The Systems Administrator shall serve as the chief technical officer of the branch and shall be overseen by the Vice-Chair Internal.

In no specific order, the Systems Administrator shall also:

1. Maintain and update the Branch website as necessary
2. Maintain all the Branch accounts not delegated elsewhere

4.2.3 Events Chair

The Events Chair shall serve as the chief events officer of the branch and shall be overseen by the Vice-Chair Internal.

In no specific order, the Events Chair shall also:

1. Reserve venues for general meetings and events
2. Work with the Vice-Chairs to develop events for the Branch members

4.2.4 Merchandise Chair

The Merchandise Chair shall serve as the chief merchandise officer of the branch and shall be overseen by the Treasurer.

In no specific order, the Merchandise Chair shall also:

1. Maintain and keep record of merchandise the branch purchases and has in storage
2. Provide merchandise recommendations to the executive committee
3. Serve as the liaison between the branch and merchant during merchandise purchases by the branch
4. Serve as the Store Manager of the SOFC Marketplace

4.2.5 Outreach Chair

The Outreach Chair shall serve as chief public relations officer of the branch and shall be overseen by the Secretary.

In no specific order, the Outreach Chair shall also:

1. Oversee all the branch's social media accounts
2. Coordinate with the Events Chair to share media regarding branch events
3. Explore paths for community outreach

4.2.6 Design, Build, Fly Chair

When communicating inside the university, the Design, Build, Fly Chair may be addressed as the "DBF Chair".

The Design, Build, Fly Chair shall serve as the team lead for the Design, Build, Fly Design Team and shall be overseen by the Vice-Chair External. They shall oversee all matters within the Design Team that are not delegated to another position.

In no specific order, the Design, Build, Fly Chair shall also:

1. Provide an itemized expenditures list, to the Treasurer, at the beginning of the Fall and Spring Semesters
2. Provide team updates on a bi-weekly basis to the Vice-Chair External
3. Keep the Secretary updated on all important dates and deadlines

4.2.7 CANSAT Chair

The CANSAT Chair shall serve as the team lead for the CANSAT Design Team and shall be overseen by the Vice-Chair External. They shall oversee all matters within the Design Team that are not delegated to another position.

In no specific order, the CANSAT Chair shall also:

1. Provide an itemized expenditures list, to the Treasurer, at the beginning of the Fall and Spring Semesters
2. Provide team updates on a bi-weekly basis to the Vice-Chair External
3. Keep the Secretary updated on any important dates and deadlines

4.3 Representatives

4.3.1 Department Representative(s)

The American Institute for Aeronautics and Astronautics Student Branch at Texas A&M University will be represented by Faculty advisor(s) in accordance with the rule and regulations set by Texas A&M University Student Activities. This includes a mandatory Primary Advisor and optional Secondary Advisor.

The advisor expectations are as follows:

The Primary advisor must be a faculty member of Texas A&M University and a national member of AIAA to abide by the by-laws set by National AIAA for student chapters. The adviser(s) should be aware of the organization's activities, financial status, and any leadership changes.

In no specific order, the Faculty advisor(s) shall:

1. Review and approve, as necessary, Expenditures of the Branch
2. Review the Financial statements provided by the Student Organization Finance Center
3. Provide advice on questions, concerns, and or issues that any officer or member may have regarding the branch.

4.3.2 Student Engineers' Council Representative

The Student Engineers' Council (SEC) Representative shall serve as the primary connection between the branch and the Student Engineers' Council, ensure a close and positive relationship with the SEC, and shall be overseen by the Branch Chair.

In no specific order, the SEC Representative shall also:

1. Inform the Executive Committee of all pertinent SEC requests and activities
2. Attend weekly SEC meeting
3. Assist Treasurer in SEC Funding request

5. Committees

Committees are used to assist the Executive Committee member to which they are assigned. Every member of the Executive Committee is entitled to chair their own respective committee on an as needed basis. With approval from the Branch Chair, an Executive Committee member may establish a committee and appoint members of the branch to that committee. The size limit of each committee is determined by the respective Executive Committee member who chairs it.

These committees include the:

1. Executive Committee
2. Internal Committee
3. External Committee
4. Finance Committee
5. Events Committee
6. Design Team Committee

6. Disciplinary Measures

6.1 Members

If a member is found to be on scholastic probation, have broken university rules, or engaged in unlawful activity, they must meet with the Executive Committee if such actions pertain to AIAA-TAMU. Violators will be notified via email and will have a week (unless specified otherwise) to explain their actions to the Executive Committee. The Executive Committee will then take necessary disciplinary actions, including, but not limited to the revocation of branch membership.

6.2 Officers

If an officer is found to be on scholastic probation, have broken university rules, engaged in unlawful activity, or fails to execute the office which they assume, they must meet with the Executive Committee if such actions pertain to AIAA-TAMU. Violators will be notified via email and will have a week (unless specified otherwise) to explain their actions to the Executive Committee. The Executive Committee will then take necessary disciplinary actions, including, but not limited to the dismissal from said position and revocation of branch membership.

In the case where the officer is of the Executive Committee, they must notify the rest of the Executive Committee and explain their actions within one week's time of the notification. The Department Representative(s) must also be notified. The other officers of the Executive Committee will then take necessary disciplinary measures including but not limited to the dismissal from said position and revocation of branch membership.

7. Financial Procedures

All monies belonging to the American Institute of Aeronautics and Astronautics Student Branch at Texas A&M University shall be stored, deposited, and disbursed through the bank account established for this organization through the Student Organization Finance Center, in accordance with the Texas A&M University regulations for Recognized Student Organizations.

This includes but is not limited to:

1. Paragraph 69, (1), (c). All funds must be deposited within one business day after collection. Either the Primary or Secondary advisor to this organization must approve and sign each expenditure before payment.

8. Meetings

General Meetings shall occur on a regular basis, as determined by the Executive Committee at the start of each semester. There shall be a minimum of one General Meeting or Social Event in a given month. The dates of these meetings shall be temporarily laid out at the beginning of the semester and set by the second week of the preceding month.

Any Officer of the executive committee may call a special meeting at any time by notifying executive, and as it pertains, any non-executive committee member(s) a minimum of 48 hours before said meeting. This special meeting may also include but is not limited to emergency advisor meetings.

9. Officer Election

Officer elections must be held once every academic year. An academic year includes the Summer, Fall, and Spring semester after the previous election. The election must be held during a meeting set after Spring Break and prior to the end of the Spring semester.

The election shall be conducted as follows:

1. Each Candidate shall present their merits and skills, via presentation to the attending members
2. Once all the candidates for a position have presented, the members shall vote via methods determined best suitable by the executive committee. Optional: Voting may be postponed until all positions have presented
3. The officer-elect will be named as the candidate who has received a simple majority from the members in attendance
4. This process is repeated for all the positions

All positions shall be openly available for members to run for except for:

1. Branch Chair: Must have previous experience as any officer in the Executive Committee
2. Vice-Chair Internal: Must have previous experience as any officer of the Branch
3. Vice-Chair External: Must have previous experience as any officer of the Branch
4. DBF Chair: Must have previous experience on the DBF Design Team and shall be appointed by officers of the Executive committee with the recommendation of the previous DBF Chair
5. CANSAT Chair: Must have previous experience on the CANSAT Design Team and shall be appointed by officers of the Executive Committee with the recommendation of the previous CANSAT Chair

Following officer elections, the remaining time of the Semester will be marked as the transitional period. This transitional period will be used to pass on knowledge and skills learned by the previous officer to the officer-elect. Both officers shall fulfill the position requirements cooperatively. After this transitional period, the new officer will be expected to serve a one-year commitment to the board. Should an officer be an incumbent, their commitment will begin anew at the closing of

elections.

In the circumstance when an election is unable to be held, the Executive Committee shall work under the guidance of the faculty advisor(s) to appoint necessary officer(s) for the upcoming term while still maintaining the required exceptions.

10. Design Teams

The American Institute of Aeronautics and Astronautics Student Branch at Texas A&M University shall have under it, two design teams that will compete in competitions throughout the academic year. These teams are Design, Build, Fly and CANSAT. When communicating within the university, the design teams may be addressed as DBF and CANSAT, respectively. The design teams shall be recognized as parts of AIAA-TAMU and as such are not considered separate from the branch.

AIAA-TAMU, DBF, and CANSAT shall work together to ensure the success and future of all three organizations.

All changes dealing with the structure and organization of either design teams must be approved by the respective Design Team Chair, Vice-Chair External, Branch Chair, and Department Representative if necessary.

Any financial expenditures must be approved by the Treasurer and Department Representative.

Both Design Teams shall also abide by any rules and regulation set by the National American Institute for Aeronautics and Astronautics for entry and participation in either the Design Build Fly or CANSAT competitions.

10.1 Team Structure

Both teams will comprise of similar team structure. This structure is as follows:

1. Team Chair
 - a. Communicates with Vice-Chair External to update the Executive Committee on the progress of the team
 - b. May give input on the design of the proposal
2. Lead Engineer
 - a. In charge of the Sub-Team Lead(s) and the overall design of the proposal
 - b. Reports to the Team Chair
3. Sub-Team Lead(s)
 - a. The number of Sub-Team Leads are assigned at the discretion of the Team Chair but must be approved by the Lead Engineer and Vice-Chair External.
4. General Member
 - a. Someone who is not the Team Chair, Lead Engineer, or Sub-Team Lead, but is involved in the Design Team

10.2 Competition

Before either team submits any proposal to the competition, they must first get feedback from a faculty member from the Department of Aerospace Engineering, including, but not limited to the Department Representative(s), and the Executive Committee. They must then get approval from the Vice-Chair External, Branch Chair, and Department Representative(s) before they may submit their proposal to the design competition.

10.3 Membership

Any student enrolled at Texas A&M University – College Station may apply to be in either Design Team. All applicants must be interviewed by the

Vice-Chair External, Team Chair, and Lead Engineer, at a minimum. If selected, the student must become a member of both the Branch and National AIAA and must submit their National AIAA student member number to the Branch for Branch Records.

11. Constitution Amendment Procedures

Amendments to the constitution may be proposed by any member of the organization. Such proposals shall be submitted via written or electronic form to the Executive Committee.

All proposed amendments shall be reviewed by the Executive Committee. The Executive Committee shall decide if a vote from the membership is necessary for approval. In the case that the Executive Committee decides to bring forth an amendment to the membership for a vote, the following process shall be followed:

1. The proposed amendment shall be presented at the first General Meeting following the Officer Meeting where the proposed amendment was first discussed
2. The person who brought the proposed amendment to the Executive Committee shall detail the rationale behind the proposed amendment and shall field any questions put forth by either the Executive Committee or organization membership
3. Following the discussion, the proposed amendment shall be voted on by the present active membership. A two-thirds majority vote in favor of the proposed amendment shall be required for adoption of the amendment into the Constitution

Any amendments agreed upon and subsequently added to the Constitution shall overwrite the existing text which it replaces. The replaced text, along with the date(s) in which it was enforced as part of the Constitution, shall be stored electronically as older versions of the constitution.

12. Appendix

12.1 Officer Requirements

The officers of this organization must meet the following requirements:

1. Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office:
 - a. Undergraduate Students - the minimum cumulative and semester GPR is 2.75. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s)
 - b. Graduate Students - the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. For this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree
2. Be enrolled and in good standing with Texas A&M University:

- a. At least half time (six or more credit hours) if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, if the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program
- b. At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office