

Constitution of the
American Institute of Aeronautics and Astronautics
student branch at
Texas A&M University

2015-2016 Administrative Committee

June 15, 2015

1 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 & Goal

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 awareness of the aerospace industry by the general student body

3 Membership

Any full-time or half-time graduate or undergraduate student enrolled at Texas A&M University shall be eligible to membership in this organization. Members must pay local and yearly national dues. Local dues will be determined by the Executive Committee before the beginning of each school year.

Officers and representatives are exempt from local dues.

Members **must** meet attendance point requirements specified by the Vice President in the first General Meeting of each semester.

4 Officer Positions

This organization will have two types of leadership positions, Committee Chairs and Department Representatives. Chairs lead and administer AIAA while Representatives connect AIAA to different departments and departments' students. All officers must meet at least the following requirements:

- Undergraduate officers should have a GPR greater than or equal to 2.75.
- Graduate officers should have a GPR greater than or equal to 3.00.
- If an officer fails to maintain these requirements, or if a Freshman officer fails to qualify a 2.75 GPR by the spring semester, he or she must forfeit the position.

These and other requirements are detailed in section 10.1.

4.1 Committee Chairs

Chairs will be elected by members after spring break. Members interested in a Chair position are recommended to work with the current Chair as committee contributors or Department Representatives.

4.1.1 Branch Chair (President)

The president shall serve as the chief executive officer of the branch and approve all final decisions regarding events, messages, and purchases. The president shall work with the industry chair to prepare members with the necessary technical skills for successful careers in academia or industry. The president shall work with the social chair to prepare members with the necessary soft skills for successful careers in academia or industry. In no specific order, the president shall also:

- Chair the executive and administrative committees
- Attend the Student Engineers' Council (SEC) Presidents Roundtable
- Prepare annual reports of this sections activities for National AIAA with the Secretary
- Appoint officers for vacant positions (except Vice Branch Chair)
- Assume all other executive duties not otherwise delegated

The President **must** have prior experience as Treasurer, Secretary, or a Committee Chair.

4.1.2 Vice Branch Chair (Vice President)

The vice president shall serve as the chief operative officer of the branch. The vice president shall work with the secretary and publicity chair to ensure a growing membership flow to the organization. The vice president shall work with the treasurer and marketing chair to ensure a growing fiscal flow to the organization. In no specific order, the Vice President shall also:

- Perform the duties of the President if the President is absent
- Serve as a liasion to the Aerospace Department
- Assume all other operative duties not otherwise delegated

The Vice President **must** have prior experience as Treasurer, Secretary, or a Committee Chair.

4.1.3 Treasurer

The treasurer shall serve as the chief financial officer of the branch and work with the marketing chair to ensure postive fiscal growth for the branch. In no specific order, the Treasurer shall also:

- Maintain all funds for the organization
- Reconcile the AIAA budget with the Student Organization Finance Center every month
- administer the online merchant store the organization
- Apply for available SEC and department funding

4.1.4 Secretary

The secretary shall serve as the chief human resources officer of the branch and work with the publicity chair to ensure growing and diverse membership growth for the branch. In no specific order, the secretary shall also:

- Maintain membership records (quantify membership)
- Tend to the food and location of every meeting
- Take minutes (notes) at every meeting and distribute the notes as necessary
- Send an Annual Report to the national AIAA organization
- Inform members of regional and national AIAA News

4.1.5 Industry Chair

The industry chair shall serve as the primary connection between the branch and industry and academia. The industry chair shall explore and organize events to help members develop the knowledge and skills they need to succeed in academia or the aerospace industry. In no specific order, the Industry Chair shall also:

- Find and invite speakers from industry or academia for speaker meetings

- Host invited speakers and find transportation and lodging if necessary
 - lead a tour of the aerospace laboratories with invited speakers
- Existing knowledge of the aerospace industry and academia is preferred.

4.1.6 Social Chair

The social chair shall explore and organize events to help members develop the "soft skills" they need to succeed in and beyond college. Suggested events include ice cream socials, movie nights, etiquette dinners, tailgates, and Jeopardy! nights. In no specific order, the Social Chair shall also:

- Find ways to improve member retention
- Organize community service events
- Organize the organization's activities outside of general and speaker meetings

4.1.7 SEC Chair

The SEC Chair shall serve as the primary connection between the branch and the Student Engineers Council and ensure a close and positive relationship with the SEC. In no specific order, the SEC Chair shall also:

- Inform the Executive Committee of all pertinent SEC requests and activities
- Lead the Social Chair in contributing to SEC events
- Lead the Treasurer in applying for SEC funding

Existing membership in the SEC and/or familiarity with the SEC is a plus.

4.1.8 Marketing Chair

The marketing chair shall explore and organize events and create merchandise to help fund the branch's activities. The marketing chair will work with the treasurer to ensure a positive fiscal flow for the branch. In no specific order, the Marketing Chair shall also:

- explore different sponsorship opportunities
- explore different merchandising opportunities
- assume all other financial matters delegated by the Treasurer

4.1.9 Publicity Chair

The publicity chair shall advertise the branch's different activities and work with the secretary to ensure growing membership for the branch. In no specific order, the Publicity Chair shall also:

- Coordinate MSC OpenHouse booths for each semester
- Record and publicize meetings through social media
- Run the organization's social media portals

It is highly recommended that the Publicity Chair be proficient in *Microsoft Publisher* and have an long-running account on popular social media sites prior to applying for this position. Proficiency in *Adobe Photoshop* is a plus.

4.1.10 System Administrator

The system administrator, or webmaster, shall serve as the chief IT officer for the organization and create IT solutions necessary for the organization. In no specific order, the Webmaster shall also:

- Maintain the organization's web portals
- Maintain the organization's digital tools
- Ensure access to private and public (university) digital tools through password protection, IT troubleshooting, program development, etc.

It is highly recommended that the Webmaster be proficient with basic IT, Drupal, CSS, and OOP. Prior experience in Systems Administration is a plus.

4.2 Department Representatives

With the approval of the Publicity Chair and Vice President, the President will appoint Representatives to the Publicity Committee through an application process. A Department Representative contributes to the Publicity Committee by:

- Helping set up meetings
- Advertising meetings in his/her department through word-of-mouth and flyers
- Finding speakers from his/her department for *Lunch n' Learn* seminars
- Advertise AIAA in social events

When applicable, underclassmen, especially Freshmen, are encouraged to apply for these positions. Desired departments include:

- Aerospace engineering, Mechanical engineering, Civil Engineering
- General engineering, Industrial engineering, Chemical engineering, Graduate programs
- Electrical engineering, Computer Science, Computer Engineering
- Math/Physics, Chemistry, Medical Sciences, Geophysical Sciences

Members may petition the Executive Committee to create a new representative position.

4.3 Primary Committees

This organization must have full membership in following three committees at all times:

- I Executive Committee: President, Vice President, Secretary, Treasurer, Faculty Advisor
- II Administrative Committee: President, Vice President, Secretary, Treasurer, Faculty Advisor and the Industry, Social, Marketing, and Publicity Chairs and the System Administrator
- III Publicity Committee: Vice President, Publicity Chair and the Aerospace engineering, Mechanical engineering, General engineering, Electrical engineering, Industrial engineering, Computer science, Math/Physics, and Graduate programs representatives.

5 Disciplinary Measures

5.1 Members

If a member does not have sufficient points, enters scholastic probation, breaks university rules, or engage in other unlawful activity, then he or she must meet with the Executive Committee in addition to other legal notices. 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 measures.

5.2 Officers

If an officer enters scholastic probation, breaks university rules, engages in other unlawful activity, or fails to execute the office which he or she assumes, then the officer must meet with the Executive Committee in addition to other legal notices. 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 measures.

The president may appoint members to vacated officer positions, with the exception of Vice President. The vice president must be selected through an election.

If the presidency is vacated, then the vice president will assume the presidency and a new vice president must be elected.

6 Financial Procedures

All monies belonging to the Student Branch of the American Institute of Aeronautics and Astronautics at Texas A&M University shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office, according to Texas A&M

University Regulations, Paragraph 69, (1), (c). All funds must be deposited within 24 hours after collection. The adviser to this organization must approve and sign each expenditure before payment.

7 Adviser Expectations

The adviser must be a faculty and a national member of AIAA. The adviser should be aware of this organization's activities and financial status by reviewing the financial statements provided by the Student Organization Finance Center and by approving expenditures.

8 Meetings

A general meeting of AIAA must be held regularly with a minimum of one general meeting per month. The President can call a special meeting at any time.

9 Constitution Amendment Procedure

Two-thirds of the Amendment-quorum should approve of constitutional amendments. The Amendment-quorum is equal to half of the number of members who attended the second general meeting of that semester. Equivalently, one-third of the local members must approve constitutional amendments. Therefore, the secretary **must** take attendance at every meeting.

10 Appendix

10.1 Officer requirements

The officers of this organization must meet the following requirements:

- a 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.
 - 1 For undergraduate students, the minimum cumulative and semester GPR is 2.75. In order 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).
 - 2 For graduate level 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. In order 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.
- b Be in good standing with the university and enrolled:
 - 1 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, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.
 - 2 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.
- c Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).