

SMALL SATELLITE DESIGN CLUB CONSTITUTION

ARTICLE I

NAME OF ORGANIZATION

The name of this organization is “Small Satellite Design Club”. This organization will utilize the acronym “SSDC” in all publicity materials and correspondence.

ARTICLE II

PURPOSE

The primary purpose of this organization is to facilitate the research, design, and development of satellite technology and to nurture the growing space community. These goals shall be achieved through student competitions with direct student involvement, creative research methods, and informative guest speakers from the space community, while maintaining an encouraging and stimulating environment for all STEM disciplines. This organization shall be non-profit and non-commercial in nature.

ARTICLE III

COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, The Small Satellite Design Club shall be a registered student organization at the University of Florida. The Small Satellite Design Club shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV

UNIVERSITY REGULATIONS

SECTION A. NON-DISCRIMINATION

The Small Satellite Design Club agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

SECTION B. SEXUAL HARASSMENT

The Small Satellite Design Club agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

SECTION C. HAZING

The Small Satellite Design Club agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

SECTION D. RESPONSIBILITY TO REPORT

If this organization becomes aware of any such conduct described in this article, The Small Satellite Design Club will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

ARTICLE V

MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1

The executive officers shall be: President, Treasurer, Vice President of External Affairs, Vice President of Internal Affairs, BEC Representative, and Secretary. These six positions will comprise the executive board. These positions are appointed by general body elections as outline in Article VII.

SECTION 2

Executive officers will hold office beginning the General Body Meeting succeeding the executive board election. Executive officers cannot hold more than two consecutive terms in the same position. The student organization advisor will serve as long as the organization desires, as long as he/she meets the qualifications of the student organization advisor position as defined in Article VIII.

SECTION 3

Positions appointed by the executive board shall be the Web Director, Social Director, Outreach Director, Historian, and Research Director. The term of officers detailed in Article VI, Section 3 shall begin when appointed by the executive board and shall end at the following executive board election.

SECTION 4

When deemed necessary, the President can create an ad-hoc position with a simple majority, fifty percent plus one, approval of the executive board.

SECTION 5

All members occupying an elected position are required to attend officer meetings and general body meetings. Excuses must be approved by the President at least one day prior to the scheduled meetings. Valid excuses include illness, religious obligations, personal/family emergency, academic obligations, and any other excuse deemed appropriate by the President.

SECTION 6

Duties of officers are as follows:

PART A

Duties of the President shall be:

- To create a biannual report that should include but not be limited to: status of the club, finances, membership roster, status of ongoing projects, and plans for the growth the club. The biannual report should be discussed at the first officer meeting of the semester.
- To create and manage the transition report that is to be handed over to the succeeding officer board.
- To re-register the club with Student Activities and Involvement (herein referred to as SAI) by the fall semester deadline set by SAI.
- To conduct and preside over bi-weekly meetings. Create and abide by an agenda for bi-weekly meetings.
- To appoint ad-hoc officers.
- To delegate tasks to fellow officers.
- To meet with student organization advisor as needed to cover agenda points and current club issues.
- To make sure that each officer is performing their assigned tasks.
- To ensure the proper management of club projects and competitions.
- To reserve rooms for SSDC meetings/events.
- To define and execute the goals of the club.

PART B

Duties of the Vice President of Internal Affairs shall be:

- To register SSDC for projects/competitions.
- To register SSDC for club fairs.
- To pursue new projects and competitions.
- To manage existing projects/competitions and makes sure each current project is on schedule for completion.

- To preside over meetings in the absence of the President.
- To keep active calendar of project deadlines.
- To keep an active inventory of supplies and non-monetary resources, to be reported in biannual and transitional documents.
- To work closely with the president in defining and executing the goals of the club.

PART C

Duties of the Vice President of External Affairs shall be:

- To seek funding from outside sources to support projects and competitions.
- To research current conference opportunities for the club, as well as calculate all expenses for attended conferences.
- To bring outside speakers to present at club meetings.
- To schedule and arrange outside tours and trips for SSSDC members.
- Work closely with the president in defining and executing the goals of the club.
- To organize and coordinate the external affairs of the club.
- To write thank you notes for guest speakers with presidential sign off.

PART D

The duties of the Treasurer shall be:

- The treasurer will plan, with the executive board, methods for raising and maintaining funds, while clearly and accurately documenting expenditures and acquisitions.
- The Treasurer will not decide who will receive funds or for what purpose; but rather distribute funding when asked to do so. The Treasurer will be responsible for booking travel arrangements for events outside the county of Alachua.
- To keep an up-to-date master budget showing the chronological flow of funds.
- To fill out necessary SAR, TAR, BEC, and BOCC forms in relation to the acquisition of funds.
- To fill out necessary paperwork to secure funding for bringing in outside speakers.
- To process reimbursements involving SSSDC members.

PART E

The duties of the BEC Representative shall be:

- Serve as an ambassador for SSDC within BEC.
- To attend all BEC meetings and be an active member.
- To inform the executive board of upcoming BEC events and any other relevant BEC information.
- To keep BEC updated on SSDC activities.
- If he/she is unable to attend, the BEC Representative should arrange for an alternate.

PART F

The duties of the Secretary shall be:

- To maintain minutes of all officer meetings.
- To maintain an up to date list of members and their attendance.
- To supply the webmaster with information to put on website including meeting minutes and dates.
- To write the semesterly newsletter to the BEC.
- To assist in other needed officer capacities.

PART G

The duties of the Web Director shall be:

- Responsible for updating the SSDC website with current information.

PART H

The duties of the Outreach Director shall be:

- To find outreach opportunities with local schools and organizations for members to participate in.
- To collaborate with project leads for their outreach efforts.

PART I

The duties of the Social Director shall be:

- To plan recruiting events and finding tabling opportunities in order to bring in more members.
- Advertising SSDC's meetings and guest speakers through emails, promotional videos, social media, and flyers.

- To organize social activities for the members of the club to participate in.
- Sign up SSDC for intramural sports and other various sporting events.

PART J

The duties of the Historian shall be:

- To record and take pictures of speakers and events (with permission).
- To upload videos to YouTube and upkeep the SSDC's account.
- To provide pictures to Web Director to be uploaded to SSDC's website.
- To summarize events, other than meetings, and provide the information to the Secretary after each event.

PART K

The duties of the Research Director shall be:

- To contact professors and keep an updated list of available research positions.
- Plan workshops with students and professors to discuss how to get research positions.

SECTION 7

The impeachment of an officer can only occur when a minimum of five active members sign a petition. The petition will be presented at the next available executive board meeting. A minimum of ten active members in addition to the executive board must attend a special impeachment meeting. A two thirds majority is necessary for impeachment. The general body will then select the replacement through the election process described above in the next available general body meeting.

SECTION 8

If an officer decides to step down from office, or becomes ineligible to hold office, the President will pick a new appointment for the position. The executive board will then make a decision if he/she meets the qualifications for the position. In the event that the President steps down or becomes ineligible to hold office, the Vice President of Internal Affairs will resume the powers of President momentarily.

ARTICLE VII

ELECTIONS

SECTION 1

Elections for the executive board will take place during the second to last meeting during the spring semester during the month of April. Nominations will occur the meeting before elections. Each nominee may accept or reject their nomination.

SECTION 2

Any active club member as defined by this constitution may be nominated for any office if he/she meets the student leader eligibility requirements as defined by the University of Florida Student Affairs regulation 6C1-4.003.

SECTION 3

Any member may nominate any other member or themselves for positions listed in Article VI, Section 1 of this document.

SECTION 4

Members who are running for office may prepare a platform to present at the election meeting. Voting will commence for each position after all platforms for that position have presented.

SECTION 5

Voting cannot begin unless a minimum of ten active members are present. Voting will be postponed until ten active members can be present. Voting will occur by written secret ballot and be tallied by the incumbent President and the student organization advisor (if present). If the incumbent President is running in the election, the duties will be fulfilled by the next highest position on the executive board. A winning vote is considered a simple majority even if there are more than two candidates.

SECTION 6

In the event of a tie or no candidate holding a simple majority, the two candidates with the most votes will have a run-off. A winning run-off vote is again considered a simple majority. If the run-off vote results in a tie, the position will be vacated and voted on again at the first general body meeting of the following year using the same procedures. The duties of the vacated position will be temporarily filled by the executive board.

SECTION 7

To qualify to vote in SSDC elections, a voter must be defined as an active member as defined in this constitution.

SECTION 8

The election must be publicized at least two weeks beforehand listing all open positions with corresponding duties.

ARTICLE VIII STUDENT ORGANIZATION ADVISOR

SECTION 1

The student organization advisor will be elected through a majority vote by the executive board.

SECTION 2

The student organization advisor does not have a limit on consecutive terms.

SECTION 3

The term of student organization advisor will last one year.

SECTION 4

The student organization advisor should advise project planning and supervise project development. The student organization advisor should approve of final project submissions to external entities. The student organization advisor should oversee yearly planning.

SECTION 5

The replacement process for the student organization advisor will be determined by the executive officers. The executive officers will justify the reasons for replacement of the student organization advisor to the membership at the following club meeting. The executive officers will be responsible for selecting and interviewing the student organization advisor candidates. Student Activities and Involvement will also be informed of the newly appointed Student organization advisor by the following club meeting.

ARTICLE IX FINANCE

SECTION 1

Funding will be provided by: Student Government, the Benton Engineering Council, fund raising efforts, competition rewards, and private donations. Collected funds will be placed in an appropriate club account controlled by the Treasurer and President. No dues will be collected from members.

ARTICLE X

DISSOLUTION OF ORGANIZATION

SECTION 1

In the case SSDC will be dissolved, the student organization advisor and President will be notified and will contact the membership on what measures need to be taken. Any organizational debts will be paid off with remaining club funds and assets. The extra club funds will be donated to the Advanced Space Technologies Research and Engineering Center (ASTREC) - A National Science Foundation I/UCRC (Industry & University Cooperative Research Program). Any additional club resources will be made available for other clubs to claim as they see fit. All other electronics will be passed on to IEEE.

ARTICLE XI

AMENDMENTS TO CONSTITUTION

SECTION 1

Any member may suggest amendments to this constitution in writing. The executive board will decide by two-thirds vote to present which amendment to submit to the general body. A vote on the amendment may only take place if fifty percent of the active members are present. A two-thirds vote will pass the proposed amendment.

SECTION 2

All amendments will be recorded by the secretary and immediately submitted to the Department for Student Activities and Involvement for approval.