

By-Laws of an AIAA Student Branch

**STUDENT BRANCH OF
THE AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS**

ARTICLE I: Name

The name of this organization shall be the American Institute of Aeronautics and Astronautics University of Houston Student Chapter.

ARTICLE II: Objective

The Objective of this organization is to further, within its locality, the purposes and programs of the American Institute of Aeronautics and Astronautics.

- I. To influence the aeronautical and astronautical education process at the University of Houston
- II. To increase knowledge of aerospace science and technology among members and the community
- III. To assist our members in fulfilling their career goals in the aerospace field

ARTICLE III: Membership

I. Eligibility

Any graduate or undergraduate student at the University of Houston that is a current dues paying member of AIAA is considered to be a member of this student branch by AIAA HQ.

II. Fees

All local members current dues paying members of National AIAA (\$28) and of their local student branch dues, which are decided at the start of the academic year.

ARTICLE IV: Officers

I. Title

- a. The officers of the organization shall consist of a, at least, Chair, Vice Chair, Secretary, and Treasurer.
- b. Additional positions might be created to delegate tasks as needed and must be included under Article IV Section IV of the by-laws.

II. Eligibility- Any member of the AIAA student branch at the University of Houston shall be eligible for election provided that he/she:

- a. Must not be on probation and must be in good standing within the University of Houston
 - i. For undergraduate students, the minimum cumulative GPA is 2.50
 - ii. For graduate students, the minimum cumulative GPA is 3.00
- b. Is currently a member of the AIAA Student Branch at University of Houston
- c. Is currently a member of the AIAA National Branch

III. Election

- a. All executive officers shall be elected for a term of one year. Officers may serve more than one term but must be re-elected.

- i. Treasurer must hold office until the memorandum for the next year is received.
 - ii. All supplementary officer positions may be elected for a single semester provided they assist in finding a replacement officer.
 - b. Applications for officer positions will be opened at least three weeks before the date of the election. The election shall occur before the start of April of the Spring Semester.
 - c. A nominating committee will be formed with the purpose of nominating candidates for office
 - i. The committee will consist of at least one executive officer and any other officer that is appointed at the discretion of the executive officers.
 - d. Officer candidates shall be nominated in the following manner
 - i. The nominating committee must interview all candidates
 - ii. A nominating committee shall nominate a minimum of one candidate and a maximum of three candidates for each office.
 - iii. The ballot must be finalized one week prior to the election meeting. At this time, the candidates must be notified of their nomination.
 - iv. The ballot will be made available on the University of Houston Get Involved page and presented to the members at the election meeting. Voting will be open for at most one week after the election meeting.
 - e. A position with no nominated candidates is considered a vacant position (See Article IV, Section V).

IV. Duties of the Officer

Section 1. Executive Board

- a. Chair
 - i. Preside at all regular meetings of the organization, all meetings of the Executive Committee, and to serve as an advising member on all other committees.
 - ii. To serve as the principal liaison between the organization and all external organizations and individuals outside of the University of Houston.
 - iii. At the end of the academic year, the Chair shall submit to headquarters a report of the activities of the branch for the year.
 - iv. Ensures that the duties of all officers and committees are being upheld
 - v. Train the next Chair
- b. Vice-Chair Internal
 - i. Assume the duties of the Chair in his/her absence
 - ii. Assist in the duties of the chair and performs duties assigned by the Chair
 - iii. Assist with all internal organization events and recruitment activities
 - iv. To serve as the liaison between the organization and all organizations and individuals within the University of Houston system
 - v. Train the next Vice-Chair Internal
- c. Vice-Chair External
 - i. Work in coordination with the Outreach Coordinator to manage all external affairs of the organization
 - ii. Assist in the duties of the chair and performs duties assigned by the Chair
 - iii. Collaborate with the Treasurer in gaining/maintaining sponsors
 - iv. Responsible for researching and obtaining grants
 - v. Train the next Vice-Chair External
- d. The Treasurer
 - i. In charge of the funds of the branch
 - ii. Generate and maintain all financial reports and expenditures authorized by the branch or executive committee
 - iii. Serve as a liaison between AIAA-UH and companies
 - iv. Updates and maintains branch sponsorship package

- v. Train the next Treasurer
- e. The Secretary
 - i. Maintain minutes of the meetings of the branch
 - ii. Responsible for tracking the completion of action items assigned at officer meetings
 - iii. Custodian of all its records not specifically assigned to others.
 - iv. Conduct the correspondence of the branch and send out notices of the meetings
 - v. Maintain a full and correct list of the members and their contact information.
 - vi. Train the next Secretary

Section 2. Officers

- f. Program Manager
 - i. Proposes new programs to the executive committee for sponsorship by AIAA-UH
 - ii. Supervises the operation and development of AIAA-UH sponsored programs by creating a framework for project leadership and management as well as a code of conduct document
 - iii. Appoints leadership for all programs with the approval of the executive committee as necessary and outlines responsibilities for appointed leaders
 - iv. Leads the project committee, which shall consist of the program manager and the project managers, which creates the deliverables document to be approved by the executive committee before the start of the academic year, where the deliverables document is a master list of deliverables which must be accomplished by the individual project managers.
 - v. Updates the executive committee on all upcoming events and program-related information
 - vi. Train the next Program Manager
- g. Director of Public Relations
 - i. Responsible for the creation and distribution of organization flyers
 - ii. Responsible for organization advertising
 - iii. Responsible for the social media presence of the organization
 - iv. Ensures that pictures and videos are being taken at events
 - v. Train the next Director of Public Relations
- h. Event Coordinator
 - i. In charge of the planning and execution of internal organization events
 - ii. Responsible for the reservation of the event space (except for when reservation requires a top three officer)
 - iii. Works with the Treasurer to create a budget for the event. The budget must be approved by the executive officers.
 - iv. Works with the Director of Public Relations to advertise events
 - v. Creates Gantt charts for events, the Gantt charts shall consist of tasks and milestones which need to be completed for every event.
 - vi. Trains the next Event Coordinator
- i. Webmaster
 - i. Post any news, events, etc. on the website
 - ii. Maintains website
 - iii. Manage University sponsored social media (Get Involved page)
 - iv. Trains the next Webmaster
- j. Outreach Coordinator
 - i. Acts as liaison to the university's outreach programs
 - ii. Works with community partners to organize and participate in events encouraging STEM interest
 - iii. Works with the external VP/event coordinator to plan and execute outreach events
 - iv. Responsible for recruiting volunteers for outreach events

- v. Trains the next Outreach Coordinator
 - k. Historian
 - i. Document a record of the organization's accomplishments and activities for the year
 - ii. Works with the Director of Public Relations, Secretary and Webmaster to coordinate media distribution
 - iii. Create organization newsletter every month with the activities and events that took place over the course of the month
 - iv. Trains the next Historian
- V. Vacancy of Office
- a. If a vacancy exists in any position other than the office of Chair, the executive committee may appoint a member to serve in the vacant position for the remainder of the term of office.
 - b. In the event that an officer decides to resign, he/she must give 30 days notice prior to resignation to the Executive Committee.
 - c. A vacancy in the office of Chair is filled by a Vice Chair.
- VI. Removal of Officer
- a. Demerit System:
 - i. All unexcused absences or consistent failure to complete officer duties as outlined by bylaws will each receive one demerit. After accumulating two demerits an email will be sent to the officer from the chair stating that his/her position is in jeopardy and he/she will be removed in the event if there are two additional demerits following the email. In the event that there are two more demerits accumulated after the officer has acknowledged receiving the email, he/she will immediately be removed without question by the Executive Committee and will serve as a member and not as an officer.
 - ii. Consistent failures are to be judged by the officer committee on a case by case basis; if the offending officer continues to not perform their duties, they could be subject to removal.
 - b. Apart from the demerit system, an officer can be removed if the Executive Committee feels that the officer is not performing their duties adequately or the officer does not meet the eligibility requirements. If any officer fails to fulfill their duties or meet the eligibility requirements they shall be notified in writing that their position is in jeopardy. Once they have been notified, a meeting with the Executive Committee and the advisor shall be held where the officer in question shall be given a chance to defend or explain themselves. If two thirds or more of the Executive Committee and the advisor feels that the officer deserves a second chance, they shall be granted one. If two thirds of the Executive Committee feels that they do not deserve another chance, they shall be relieved of the position in writing and another election shall be held to fulfill their position.

ARTICLE V: Project Manager Responsibilities and Accountability

A project manager under AIAA-UH is a person who has the overall responsibility for the successful initiation, planning, execution, monitoring, controlling and closure of an AIAA-UH project.

- I. Eligibility - Any person involved with the AIAA student branch at the University of Houston shall be eligible for selection for the project manager provided that he/she:
 - A. Must not be on academic probation and must be in good standing within the University of Houston
 - 1. For undergraduate students, the minimum cumulative GPA is 2.75; however, a cumulative GPA of 3.00 is strongly recommended.
 - 2. For graduate students, the minimum cumulative GPA is 3.00

B. Is currently a member of the AIAA Student Branch at the University of Houston

II. Deliverables

- a. The project managers are responsible for submitting deliverables according to the deliverables document throughout the duration of the project in a timely fashion.
- b. Failure to accomplish deliverables given by the program manager may lead to a demerit given at the discretion of the Program Manager and Executive committee (See Article V, Section III)

III. Removal of Project Manager

a. Demerit System

- i. Demerits will be given to project managers at the discretion of the Program Manager and the Executive committee. There must be 5 out of 6 votes from the Executive committee and the Program Manager to justify giving any demerit provided evidence shows the offense occurred beyond reasonable doubt. After accumulating two demerits, an email will be sent to schedule a meeting which includes the program manager, project manager and Executive committee, stating the project manager's position is in jeopardy and he/she will be removed in the event that there is one more demerit following the meeting. In the event there is one more demerit accumulated after the meeting, he/she will immediately be removed without appeal.
- ii. Failure to turn in deliverables without reasonable justification as mentioned in Article V, Section II may justify a demerit.
- iii. Additionally, behavioral issues with the project manager may justify a demerit. Should behavioral issues arise regarding the project manager and should the program manager want to give a demerit, the program manager must bring the issue up to the Executive committee (as seen in Article VII) with evidence. Behavioral issues that justify a demerit include, but are not limited to: failure to perform one's duties, attendance, misrepresenting the group, misuse of funds, or acting in an inappropriate manner at an event or activity. The project manager shall be given a seven day notice and an opportunity to defend their actions to the Program Manager and Executive committee.

d. Vacancy of Office - Project Manager

- i. If a vacancy exists for the project manager of an AIAA-UH team, the Program Manager may appoint a member to serve in the vacant position for the remainder of the term of office.

ARTICLE VI

Faculty Sponsorship and Liaison with Headquarters

The branch shall show to the Board of Directors of the American Institute of Aeronautics and Astronautics evidence of faculty sponsorship in order to assure continuity of purpose and activities and conformity with the rules and regulations governing student activities at the institution. To this end headquarters:

- (a) Requires that the initial step in the organization of a student branch be the agreement of at least one faculty member that is a current AIAA dues paying member agree to serve as sponsor for the branch.
- (b) Requests announcements of new officers and coverage of special programs for release to the AIAA publications.

ARTICLE VII

Executive Committee

1. The Executive Committee shall consist of the five officers (Chair, Vice Chair-internal, Vice Chair-external, Secretary, and Treasurer). They shall have general supervision of the work of the branch and shall perform such other duties, as the branch shall determine. The

faculty advisor shall be an ex-officio member of the committee and a professional member of AIAA.

2. There shall be as many committees with as many members as deemed necessary by the branch membership to carry on the work of the branch. Committee chairs are appointed by the Branch Chair with the approval of the executive officers.

ARTICLE VIII

Meetings, Procedures and Quorums

1. A minimum of at least four meetings per school year shall be held. Special meetings of the branch may be held at the call of the Chair or upon written request of 20% of the membership.
2. A quorum at any meeting of the student branch shall be at least 25% of the members of the branch.
3. Five members present shall constitute a quorum at any meeting of the Executive Committee.
4. The rules contained in *Robert's Rules of Order Revised* shall cover this branch in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the bylaws of the American Institute of Aeronautics and Astronautics.

ARTICLE IX

Financial Affairs

1. The fiscal year shall coincide with the AIAA fiscal year (October to September of the following year).
2. The branch shall not incur any obligations in excess of \$500.00 over the funds on hand.
3. In the event that the student branch should go through dissolution, then all assets shall be transferred to University of Houston, the university where the organization was established, or to AIAA Headquarters.

ARTICLE X

Amendments and Limitations

1. The members of the branch shall in all respects be governed by these by-laws, which are subject to the provisions of the constitution and the bylaws of the American Institute of Aeronautics and Astronautics.
2. Amendments to these by-laws may be made by a two-thirds affirmative vote of those student branch members present at a special meeting called for the express purpose of changing these by-laws. Such a meeting must be announced at least 10 days in advance. An amendment may be proposed by the Executive Committee or by a member petition to the Secretary. At least 10% of the membership endorses such a petition. No less than five members can offer such a petition when 10% of the membership is less than five individuals. No amendment that is inconsistent with the by-laws or the constitution of the American Institute of Aeronautics and Astronautics shall be submitted to vote.
3. These bylaws and any amendment hereof shall promptly, after adoption by the branch, be submitted to the Student Activities Committee of the American Institute of Aeronautics and Astronautics via Student Programs for approval. All amendments are subject to approval by the Student Activities Committee.

Anti-Hazing Clause

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Non-Discrimination Clause

As a Registered Student Organization at the University of Houston we adhere to the University of

Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

Certified as correct:

Faculty Advisor: Marziah Cescon
6/14/2021

Chair: Omar Aly

Date: