

High Power Rocketry

North Carolina State University

Constitution and Bylaws

Preamble

We the students of North Carolina State University, in order to promote a real life, hands-on education of high power rocketry, do hereby ordain and enact this Constitution.

Article I: Name and Vision

Section 1: Name

The organization shall be known as High Power Rocketry (HPR), a registered club with North Carolina State University (NCSU).

Section 2: Vision Statement

To design, build, and launch rockets with scientific or educational value affordably, efficiently, and reliably.

Section 3: Purpose

The purpose of the organization shall be:

1. To provide a forum for the discussion and exchange of ideas that will be used to design, build, and test rockets.
2. To include persons from a multitude of majors to provide much needed diversity of skills when planning, designing, building, and testing of high power rockets
3. To interface with professors and faculty and encourage them to use HPR rockets as a test bed for their research
4. To assist and advise students of opportunities in careers dealing with any aspect of rocketry and further education.

Article II: Membership

HPR shall be composed of students of NCSU, who will be voting members, and individual non-voting associate members. HPR will be open to membership by any member of NCSU's student community. Associate non-voting members shall include any

student from any other college, university or high school in the surrounding area who wishes to share in the purpose of HPR. Non-voting associate members will be given all the rights and responsibilities as NCSU student members, except rights and responsibilities associated with voting. Membership can only be denied to associate members, and only in the case that by allowing an associate member to join would lower the ratio of NCSU members to associate members to less than two-thirds of the total membership of the HPR community.

Article III: Executive Board

Voting chapter members will elect an executive board (composed of a presiding officer and at least two other chapter officers) at an annual meeting held in January. Positions are explained in the Bylaws Article I, Sections 1 through 7.

Article IV: Advisors

It is required that any and all advisors must be a member of NCSU faculty or staff of NCSU. Duties and Responsibilities of a HPR advisor position are explained in Bylaws Article IV.

Article V: Finances

Section 1: Sources of Funds

HPR will be funded from the following sources:

1. Club dues, donations, and school funding
2. Income from group fundraising activities
3. Any company, business or corporation that shares the vision of HPR

Section 2: Disbursement of Funds

HPR will hold a bank account that best suits the needs of the organization as determined by the executive board that will be maintained by an elected treasurer. When a financial report is required, it will be provided by the treasurer.

Section 3: Financial Records

The treasurer will be required to keep an accurate record of all income and expenditures. Receipts will be issued of all sources of income. Any bank accounts and transactions will require the signature of at least two current officers of the chapter and the treasurer.

Section 4: Financial Aid for Members

High Power Rocketry is a voluntary organization. All work done through HPR by members and associate members shall never be financed by funds from HPR's financial institution's account. Funding of a member or associate member is not in conflict with the by-laws of this constitution provided the funding is from a source that is not from the HPR financial account (e.g. a professor paying a member to engage in research that is being implemented on a HRP rocket).

Article VI: Activities

Activities shall be in agreement with the purpose of the organization.

Article VII: Meetings

It is recommended that HPR shall meet bi-monthly but no less than once a month on a day and time which the members shall agree upon by the end of the second meeting of the school year.

Article VIII: Quorum and Voting

Nominees for offices shall not be present during the actual voting or a closed ballot system shall be used.

Article IX: Attendance

Attendance shall be defined as the total number of members present at any one meeting. No minimum attendance shall be required to proceed with a meeting.

Article X: Affiliates

HPR shall at times work closely with other organizations not affiliated with NCSU. These private or public organizations and companies include but are not limited to amateur rocketry associations (such as Tripoli and the National Association of Rocketry), aerospace companies, professors, and organizations from other schools that are involved in projects similar to those of HPR.

Article XI: Amendments

Amendments to the constitution or by-laws shall be presented by members of the club in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A majority of 2/3 of the members present and voting shall be required.

Bylaws

Article I: Duties of Executive Council

Section 1: President

Duties of the President:

- a. Presiding over meetings of the organization
- b. Appointing necessary committees to ensure proper functioning of the organization
- c. Acting as official representative of the Council to other campus organizations and North Carolina State University
- d. Presiding over the Executive Board meetings

Section 2: Vice-President

Duties of the Vice-president:

- a. Assisting with the President's duties whenever requested to do so
- b. Upholding all responsibilities of the President in the event that (s)he is not able to do so
- c. Overseeing the activities of the committee chairs
- d. Oversee the social, academic, and outreach activities sponsored by HPR

Section 3: Administrative Assistant

Duties of the Administrative Assistant:

- a. Recording the proceedings and attendants of each meeting and circulating these proceedings to all organization members and selected faculty members
- b. Supplying the organization with a list of members by the third meeting of the academic year
- c. Assisting the President when requested to do so
- d. Upholding all responsibilities of the President in the event that neither (s)he nor the Vice-president is able to do so
- e. Maintaining the database of HPR information on the website so as to facilitate student involvement in the technical societies
- f. Maintaining a record of members and their affiliations

Section 4: Treasurer

Duties of the Treasurer:

- a. Preparing a proposed budget for the organization at the beginning of the school year
- b. Keeping accurate financial records of the organization throughout the year
- c. Reporting the financial status at any meeting when called upon to do so by the presiding officer
- d. Providing the organization at the end of the school year with an accurate financial report on how organization funds are distributed throughout the year.
- e. Assisting the President when requested to do so
- f. Upholding all responsibilities of the President in the event that (s)he, the Vice-president, or the Administrative Assistant is not able to do so
- g. Working with appointed Assistant Treasurer if one has been appointed for the year
- h. By the second meeting of the Fall semester, a budget should be presented to the executive board to use as a loose guideline for finances in the following year. The budget should be based on past financial records and the goals of HPR as a whole. The budget should itemize areas of spending for the year

Section 5: Safety Officer

Duties of the Safety Officer:

- a. Create and maintain a code of safety to be used for all proceedings and events
- b. Ensure safe practices are followed at launch site prior to and following all launches
- c. Ensures all necessary requirements and permits are obtained and current

Section 6: Launch Control Officer

Duties of the Launch Control Officer:

- a. At all launches, it is the sole responsibility of the launch control officer to give the go-ahead for launch. If the launch control officer is not in attendance at a launch, this will be the responsibility of the safety officer
- b. Ensures all necessary requirements and permits are obtained and current

Section 7: Shared Responsibilities

Duties for HPR members, regardless of position:

- a. It is encouraged of each officer to resign from his or her office if his or her GPA drops below a C average in either his or her overall GPA or major's GPA, so that the particular officer will not have the responsibilities of an HPR's office interfering with his or her studies. However, his or her membership in HPR will remain.

Article II: Installation of Officers

The installation of newly elected officers shall occur at the first meeting following the elections. The ceremony shall be conducted by the President or an appointed replacement. Corresponding to each officer and respective office, the following oath of office shall be administered by the conducting official:

1. Read aloud the respective duties of the officers as outlined in the Constitution.
2. Ask: "Do you, (officer's name), accept the responsibilities and duties of (office) of the NCSU chapter of the Students for the Exploration and Development of Space, as read, and pledge to uphold the purpose of the HPR as stated in Section 2 of Article 1.
3. The officer must respond "I Do."

Article III: Resignation

Any officer who resigns before their term of office is completed shall give at least two weeks notice to the organization. The election policy shall be as follows:

- a. Nominations will be opened at the same meeting of the announcement of resignation. At the ensuing meeting nominations will close, and the election will be held two weeks from nomination close.
- b. The new officer will be elected by majority vote.
- c. The new officer will be placed into the seat at the first meeting following the election.
- d. In the event that an officer resigns the post, and has not given two weeks notice, the President of the organization will appoint an officer interim at the next regular meeting. The interim officer will assume all duties of the vacated office until the above election policy can transpire.

Article IV: Advisor

Section 1: Duties

The HPR Advisor shall be an individual that is willing to help the organization through general advice, suggestions, faculty lesson and networking. The advisor will aid HPR to the best of the advisors ability and as the advisor deems appropriate.

Section 2: Installation

The Advisor shall be selected by the Executive Board. The installation of an Advisor shall require a minimum two-thirds approving vote of HPR members.

Section 3: Resignation

Should the Advisor wish to resign, s(he) shall give at least two weeks notice to the organization. The installation of a new advisor shall then proceed as stated in Section 2.

Article V: Committees

Committees will be created by the President of the organization and shall consist of no less than two HPR members. Committees' responsibility will vary and change at times. Often, a responsibility may be shared between two or more committees. It shall be the responsibility of the executive board in conjunction with the committee chairs and committee members to decide what responsibilities a committee will undertake.

Section 1: Current Committees

The following are the current committees and responsibilities of HPR:

- 1) Management
 - a) Tripoli Liaison
 - b) Rocket requirements
 - c) Organization & integration
 - d) Scheduling

- 2) Finances
 - a) Costs
 - b) Funding
 - i) *Sources*

- 3) Logistics
 - a) Safety
 - i) *NCSU*
 - ii) *State*
 - b) Permits
 - i) *Local*
 - ii) *Federal*

- 4) Propulsion
 - a) Conventional rocket engines
 - b) Custom-built engines, in-house
 - c) Liquid propellant

- 5) Structures
 - a) Materials
 - b) Construction
 - c) Design

- 6) Systems

- a) Parachute & recovery
- b) Dynamics & control
- c) Launch systems