

# Students for the Exploration and Development of Space

North Carolina State University

*Constitution and Bylaws*

## Preamble

We the students of North Carolina State University, in order to promote a lasting public awareness of the justification and importance of the exploration and development of space, do hereby ordain and enact this Constitution.

## Article I: Name and Vision

### Section 1: Name

The Organization shall be known as the North Carolina State University (NCSU) chapter of a national organization known as Students for the Exploration and Development of Space (NCSU SEDS).

### Section 2: Vision

The vision of the Organization shall be:

1. To educate students and the general public about the benefits of space exploration and development
2. To provide a forum for the discussion and exchange of ideas in space-related areas of interest
3. To include any person from any major so as to show the much needed diversity to make space exploration and development possible, and
4. To assist and advise students on opportunities in space-related careers and further education

## Article II: Membership

NCSU SEDS shall be composed of students of NCSU, who will be voting members, and individual non-voting associate members. SEDS 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 SEDS. 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 NCSU SEDS 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 5.

### 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 NCSU SEDS advisor position are explained in Bylaws Article IV.

### Article V: Finances

#### Section 1: Sources of Funds

NCSU SEDS will be funded from the following sources:

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

#### Section 2: Disbursement of Funds

NCSU SEDS 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.

## Article VI: Activities

Activities shall be in agreement with the purpose of the organization. An attempt shall be made to have at least two guest speakers within a three month period.

## Article VII: Meetings

It is recommended that NCSU SEDS shall meet bi-monthly but no less than once a month.

## 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.

## Article X: 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 SEDS.

## Section 3: Secretary

### Duties of the Secretary:

- a. Recording the proceedings of each meeting and circulating these proceedings to all Organization members and selected faculty members.
- b. Notifying all Organization members via e-mail before each meeting at least two (2) days in advance of said meeting.
- c. Supplying the Organization with a list of members by the third meeting of the academic year.
- d. Assisting the President when requested to do so.
- e. Upholding all responsibilities of the President in the event that neither (s)he nor the Vice-president is able to do so.
- f. Maintaining the database of SEDS information on the website so as to facilitate student involvement in the technical societies.
- g. 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 Secretary 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 NCSU SEDS as a whole. The budget should itemize areas of spending for the year.

## Section 5: Public Affairs Officer

### Duties of the Public Affairs Officer:

- a. Creating and maintaining the NCSU SEDS webpage with accurate and timely information.
- b. Working directly with the secretary to maintain the database of information on the website if necessary and to maintain meeting dates and other important information on the website.
- c. Maintain a calendar of events and programs as decided upon by the executive board.
- d. Create and distribute propaganda that promotes NCSU SEDS in the local area.

## Section 6: Shared Responsibilities

### Duties for NCSU SEDS 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 NCSU SEDS' office interfering with his or her studies. However, his or her membership in NCSU SEDS 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 NCSU SEDS 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 NCSU SEDS Advisor shall be an individual that is willing to help the organization through general advice, suggestions, faculty lesson and networking. The advisor will aid NCSU SEDS 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 NCSU SEDS 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 NCSU SEDS members.