

Constitution
For
The Student Branch
of
The American Institute of Aeronautics and Astronautics
at the University of Florida

ARTICLE I
Name

Section I:

This organization shall be known as the Student Branch of the American Institute of Aeronautics and Astronautics (AIAA) at the University of Florida.

ARTICLE II
Objectives

Section I:

To promote and encourage an understanding and application of engineering ethics and principles.

Section II:

To represent the body of aerospace engineering students of the University of Florida in all campus activities.

Section III:

To develop an active interchange of information between faculty and students of the Mechanical and Aerospace Engineering Department.

Section IV:

To disseminate technical, scientific, and professional information.

Section V:

To provide opportunities to its members while remaining a nonprofit and noncommercial organization.

Section VI:

To abide by University of Florida rules and regulations.

ARTICLE III
Membership

Section I:

All members shall be active members.

Section II:

All registered students of the University of Florida shall be eligible for membership, regardless of race, creed, color, sex, age, national origin, and disability.

Section III:

There shall be at least one faculty member who is a professional member of AIAA.

Section IV:

All members shall be members of the National Chapter of AIAA. Rules for membership shall be in accordance with the constitution of the National Chapter. A Twenty Dollar (\$20) Student Membership paid to AIAA Inc. are the only dues collected.

Section V:

All members are free to leave and disassociate without fear of retribution or harassment.

Section VI:

There will be absolutely no hazing condoned in this organization.

ARTICLE IV
Elected Offices

Section I:

The officers of the organization shall be President, Vice-President, Secretary and Treasurer who shall perform the duties incumbent upon their representative offices. These four positions comprise the Executive Committee.

Section II:

Other elected positions shall be the BEC (Benton Engineering Council) Representative, the Webmaster, Activities Director, Fundraising Director, Membership Director, Publicity Director, and Historian.

Section III:

All members occupying an elected position are required to attend Executive Committee meetings. Excuses must be approved by the President prior to the scheduled meeting.

Section IV:

The term of office will ordinarily be one year, the Faculty Advisor will serve as long as he/she so desires. Re-election is possible.

Section V:

If an officer other than the President is unable to perform his duties, the President may appoint a member to serve in his stead for the remainder of the term of office. The appointee must then be approved by a majority vote by the general body. A vacancy in the office of the President shall be filled by the Vice-President.

Section VI:

Elections for the year will be held during April of the preceding year.

Section VII:

All active members shall be eligible to hold office if they are in good academic standing; no member on University probation shall be eligible. A candidate for the office of President must be of senior standing or have been a member for at least one academic year.

Section VIII:

Any member can make nominations. Nominations should be submitted to the Secretary before meeting to vote begins.

Section IX:

A simple majority is required for election. A second vote will be taken in the event of a tie. Voting will be completed by hand vote.

Section X:

To qualify to vote in elections of officers one must have been a member for two meetings prior to the meeting in which elections are held.

Section XI:

For impeachment of an officer, it must be approved by all other officers, and then by a majority vote by the general body.

Section XII:

The Faculty Advisor will attend Executive Committee and General Body Meetings. There he/she will advise on events that the society will embark upon. The Faculty Advisor shall be appointed by the Mechanical and Aerospace Engineering Department Chair.

ARTICLE V
Officer's Duties

Section I:

The duties of the President are as follows:

1. To determine the date, time, and place of all Executive Committee meetings and General Body meetings.
2. To preside over all meetings, which includes preparing an itinerary for every meeting.
3. To appoint necessary standing and special committees.
4. To insure that the duties and responsibilities of other officers and committee chairmen are fulfilled.
5. To serve as an ex officio member of all other committees.
6. To prepare an annual Branch Report to be submitted at the end of the academic year to the National Office.

Section II:

The duties of the Vice-President are as follows:

1. To preside over meetings in the absence of the President.
2. To assist the Publicity Director in advertising General Body Meetings via flyers/email.
3. May serve as chair to one or more committees as appointed by the President.

Section III:

The duties of the Secretary are as follows:

1. To maintain a record of all regular, special, and Executive Committee meetings.
2. To maintain, in good order, Chapter files and calendar.
3. To conduct all correspondence of the Branch and Executive Committee.
4. Supply the Webmaster with information to be posted on the branch website such as meeting dates, "meeting minutes", and calendar.

Section IV:

The duties of the Treasurer are as follows:

1. To collect all monies and dues and to maintain records of income and expenses according to recognized accounting procedures.
2. To pay all approved expenses for the Chapter.
3. To maintain a current roll of all active members.
4. To compile and submit any required budget and / or expense statements to proper organizations.

Section V:

The BEC Representative is responsible for attending all BEC meetings and reporting the results to the Branch. In the unavoidable cause for an absence the BEC Representative should arrange for an alternate for that evening.

Section VI:

The Webmaster is responsible for keeping the branch website updated with information provided by the Secretary and Historian.

Section VII:

The Activities Director works with the Vice-President in arranging social and professional activities. These may include tours, company information sessions and branch involvement in department events. The Activities Director is also responsible for generating ideas to stimulate interest in our organization and increase membership. These ideas are to then be presented at Executive Committee meetings. In the event of a vacancy of this position, these duties default to the Vice-President.

Section VIII:

The Fundraising Director is responsible for assisting the Treasurer in generating and orchestrating fundraisers. In the event of a vacancy of this position, these duties default to the Treasurer.

Section IX:

The Publicity Director is responsible for advertising General Body Meetings through flyers and email. The Vice-President is to assist in this operation. In addition, this officer is responsible for maintaining the society bulletin board. In the event of a vacancy of this position, these duties default to the Vice-President.

Section X:

The Historian is responsible for recording the events of the branch through digital photographs. The photographs are to then be transferred to the Webmaster for placement on the branch website. In the event of a vacancy in this position, these duties default to the Secretary.

ARTICLE VI

Meetings

Section I:

Not less than four technical meetings per academic term will be held at the time and place determined by the Executive Committee.

ARTICLE VII

Rules of Order

Section I:

The rules contained in Robert's Rules of Order Revised shall govern this Branch in all cases to which they are applicable and in which they are not inconsistent with these by-laws or by the by-laws of the National Office of AIAA.

Section II:

A quorum at any meeting of the Student Branch where action is taken on the election of officers, or any other important business matter, shall be at least forty percent of the members of the Branch. A simple majority shall rule on matters unless specifically stated otherwise.

ARTICLE VIII
Amendments

Section I:

These by-laws are expressly made in all respects subject to, and the members of this branch shall in all respects be governed by the provisions of the constitution and by-laws of the AIAA National Chapter.

Section II:

Amendments to the constitution may be initiated by any member.

Section III:

Proposed amendments must be submitted to the Secretary prior to the calling of order of the first meeting at which the amendment is to be considered.

Section IV:

These by-laws may be amended by a two-thirds vote of the members present at any regular meeting provided there is a quorum, and provided written notice of the proposed amendment has been posted or emailed at least seven days prior thereto.