

# The Pennsylvania State University

## The American Institute of Aeronautics and Astronautics

### Constitution

#### Article I: NAME

The name of this organization shall be the Pennsylvania State University student branch of the American Institute of Aeronautics and Astronautics.

#### 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.

#### Article III: MEMBERSHIP

1. Any full-time graduate or undergraduate student at The Pennsylvania State University is eligible to become a member of this student branch.
2. Each member shall pay into the *student* branch local treasury dues of no more than \$6 per semester payable on the second Friday of the semester, in addition to dues levied by AIAA.
3. Members of the student branch must also be members of the national American Institute of Aeronautics and Astronautics.

#### Article IV: OFFICERS

1. The officers of the student branch shall be chosen from among the student members.
2. The officers of the organization shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, and Social/Events Chair.
3. All officers shall be elected at the end of each spring semester for a term of one year and take office at the beginning of the following fall semester.
4. Officers shall be elected in the following manner:
  - a. A nominating committee shall nominate a minimum of one candidate for each office. The nominating committee shall meet prior to the Penn State spring break. The nominating committee shall be composed of the five officers and no more than four members chosen by the Chair.
  - b. The report of the nominating committee shall be made one meeting in advance of the election meeting. At this time, nominations from the floor may be made. This meeting must occur before April 1st.
  - c. A ballot shall be presented to the members at the next meeting for a vote.
5. The duties of the Chairman shall be to preside at all regular meetings of the organization, to preside at all meetings of the Executive Committee, and to serve as ex-officio member of all other committees. At the end of the academic year, the Chairman shall submit to headquarters a report of the activities of the branch for the year.
6. The Vice-Chairman shall assume the duties of the Chairman in his/her absence and shall perform such duties as are generally associated with the office or assigned by the Chairman.
7. The Secretary shall maintain minutes of the meetings of the branch and shall be custodian of all its records not specifically assigned to others. He/she shall conduct the correspondence of the branch and Executive

Committee and send out notices of the meetings and shall keep a full and correct list of the members and their addresses.

8. The Treasurer shall have charge of the funds of the branch and shall make all required financial reports and such expenditures as may be authorized by the branch or Executive Committee.
9. If an officer, other than the Chairman, is unable to perform his/her duties, the Chairman may appoint a member to serve in his/her seat for the remainder of the term of office. A vacancy in the office of Chairman is filled by the Vice Chairman.

#### **Article V: 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 AIAA faculty member 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 VI: EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the five officers (Chairman, Vice Chairman, Secretary, Treasurer, and Social/Events Chair) and all committee chairmen. 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 chairmen are appointed by the Branch Chairman with the approval of the branch officers.

#### **Article VII: MEETINGS, PROCEDURES AND QUORUMS**

1. A minimum of at least four technical meetings per school year shall be held. Special meetings of the branch may be held at the call of the Chairman 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. Four 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 VIII: FINANCIAL AFFAIRS**

1. The fiscal year shall coincide with the AIAA fiscal year (October to September).
2. The branch shall not incur any obligations in excess of \$10.00 over the funds on hand.

#### **Article IX: 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 Board of Directors of the American Institute of Aeronautics and Astronautics via Student Programs.

#### **Article X: STATEMENT OF NONDISCRIMINATION**

This organization will not restrict membership based on characteristics of a student, which are intrinsic to the identity of that student, and are not essential to the potential value of that student as a member of that organization and the Penn State University Community at large.

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**2007 – 2008 Student Officers**