**The Constitution of the**

**Texas A&M University Sounding Rocketry Team**

# Article I. Mission Statement

## Section 1. Official Body Name

The official designation of the aforementioned organization shall be the Texas A&M University Sounding Rocketry Team, or hereby referred to as the Sounding Rocketry Team or SRT.

## Section 2. Mission Objectives

The Sounding Rocketry Team serves the university, the College of Engineering, and the Department of Aerospace Engineering in several different regards, including but not limited to:

1. Promoting management experience in engineering by establishing a team of students whereby decisions are made by said students and their respective appointed leadership.
2. Encourage team building practices and effective communication as part of an engineering project.
3. Design, build, test, and launch a rocket with the intention of entering and competing in an inter-collegiate rocketry competition.
4. Stimulate interest in rocketry both at the amateur and professional levels.

# Article II. Membership

## Section 1. Requirements

All Sounding Rocketry Team members will be chosen through a selection process to consist of at *least* the submission of a written application and an interview by a panel of the leadership of that year. All Dwight Look College of Engineering students (undergraduate and graduate) are eligible to apply. After acceptance of their position on the team, each individual will receive all rights and responsibilities entitled to said position. No dues are required.

## Section 2. Expectations

All Sounding Rocketry Team members will be expected to participate and contribute to team meetings as well as to the rocket designing and building processes. Each process is deemed to be a collaborative effort by all the team members. Individual parts may be assigned to a team member with the intention and expectation of collaborating with the rest of the team upon completion, but never to be an individual assignment for the entirety of the year.

## Section 3. Disciplinary Procedures

Each member of the Sounding Rocketry Team shall be evaluated at the end of each semester by the current team’s leadership. If the performance of a member is deemed to be below expectations, that member shall first be given a written warning detailing why he or she is being disciplined. If the action(s) which warranted the first warning continue or escalate, or if the performance of the member does not improve by the next semester, that member shall be given an opportunity to share his or her situation with the other officers, advisors and/or general membership to appeal his or her case; otherwise, he or she will not be invited to attend any extra-curricular events the Sounding Rocketry Team may attend, including but not limited to the competition the team partakes in. The aforementioned member may not be eligible to be involved in the Sounding Rocketry Team in the forthcoming years.

# Article III. Officers

## Section 1. Officer Positions and Responsibilities

The officer positions of the Sounding Rocketry Team, hereby also referred to as the leadership, shall be determined by the leadership panel of the year prior at the same time the appointment process begins. Required positions, as put forth in the Department of Student Activities, include the team director and business manager, each serving as the “president” and “treasurer,” respectively. Another two officers are recommended for the full leadership panel. These can include, but are not limited to, sub-team managers and/or graduate student advisors.

The team director’s responsibility is to oversee all activity within the organization, lead general meetings, act as administer between faculty and other officers, and facilitate communication efficiently among members and the leadership. The team director is also to handle all safety documentation and Federal Aviation Administration (FAA) paperwork in collaboration and accordance with the faculty of Texas A&M University and the State of Texas.

The business manager is accountable for all financial transactions, whether between donors, distributors, and/or the university. The business manager shall act as the liaison to the Student Financial Organization Center (SOFC), which responsibilities include those laid out in Article IV, Section 3. The business manager is also in charge of setting forth the budget for the academic year, setting up events, coordinating fundraising activities, and registering the team for the team’s respective competition.

## Section 2. Requirements

The officers of the Sounding Rocketry Team must meet the following requirements:

(a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

1. For undergraduate students, the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

2. For graduate level students the minimum cumulative and semester GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits required as they complete the final stages of their degree.

(b) Be in good standing with the university and enrolled:

 1. at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.

2. at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in both (a) and (b)."

## Section 3. Officer Appointments and Transition

At the end of each academic school year the leadership shall assemble and select the officers for the following year. The current officers will conduct an evaluation of personal character and qualification, whether by interview or otherwise deemed appropriate method for the people in consideration for each officer position. It is recommended that the leadership select the officers for the next year from current team members, but is not required. In the event that a unanimous decision is unable to be made amongst the current leadership, officer positions for the next year shall be determined by a vote; using the treasurer as the tie-breaking vote if needed. All current officers are to be involved in the appointment process of each position, unless otherwise affected by the actions laid out in Article III, Section 5.

Only three (3) officers, which must include the team director, are required to be selected in the preliminary officer positions. The business manager and any additional positions are to be selected by either a nomination or an interview to be held in accordance with the team selection process. It is recommended, though not required, that there be a manager for each team and a graduate student advisor in addition to the team director and business manager.

At the time of appointment, the new leadership shall be advised about organization and structure of next year’s team. This period in between the end of the semester and the following school year shall act as an advisement phase in which the new officers will assume leadership roles, organize future events, draft a budget, determine the team selection procedure, and acquaint themselves with the functions of the organization.

## Section 4. Expectations

The officers of the Sounding Rocketry Team shall be expected to administer guidance and facilitate direction to the rest of the team members. The team director shall be expected to set forth a course of action for the team to adhere to throughout the year. The business manager shall be expected to maintain the non-technical arrangements required by the team. Any additional officers appointed by the current year’s team shall be expected to perform correspondingly and contribute to the management of the team.

## Section 5. Disciplinary Procedures

Officers found to be lacking in the responsibilities and expectations laid forth in Article III shall be approached by either the team director or the faculty advisor to explain why he or she is being disciplined. This encounter shall act as a verbal warning and the individual shall be given no less than two weeks to change behavior and continue the full function of his or her position, except in a circumstance which puts team members in an obvious violation of safety protocol. A warning is only to be considered demeritorious if the event has been documented in writing and submitted to the faculty advisor.

If the action(s) which warranted the first warning continue or escalate, the leadership shall convene and discuss possible resolutions. The accused officer shall be given an opportunity to share his or her situation with the other officers, advisors and/or general membership (depending on the circumstance) to appeal his or her case. If the faculty advisor cannot be present for such collaboration, then the team director shall hold a meeting in which the leadership’s views are represented. If necessary, members shall be given an opportunity to contest the decision; however, the faculty advisor shall have the final say in any ultimate disciplinary actions, which can include the dismissal of the officer in question.

# Article IV. Administrative Incorporation

## Section 1. Recognition

The Sounding Rocketry Team shall undergo an annual renewal of recognition process. This is to be determined by the Texas A&M University Department of Student Activities, Division of Student Affairs.

## Section 2. Advisor Responsibilities

The advisor to the Sounding Rocketry Team shall be responsible for supervising and supporting the team and its endeavors. The advisor shall submit an annual Letter of Support to the Texas A&M University Student Activities Division of Student Affairs, and/or act as a liaison to the Dwight Look College of Engineering to obtain an annual Letter of Support from the office of the Dean. The advisor shall collaborate with the team leadership and/or the team members to offer instruction and/or recommendations pertaining to the overarching goals of the team and safety guidelines.

## Section 3. Departmental Authority

Given the evolving interdepartmental nature of the organization, the inherent authority of direction shall exist entirely with the Dwight Look College of Engineering and its parent bodies, although the faculty member holding the position of advisor shall always be a member of the department Aerospace Engineering. No department shall hold sole custody of property or other assets obtained by the organization unless it is in correspondence with Student Activities, the Office of the Dean of Engineering, or other higher powers in the university system. Any confiscation of property by a member of a department in which sole possession can be traced back to funds in the designated organization account (Article IV Section 4) in the Student Organization Finance Center, or reimbursements filed therein, shall be first addressed by the leadership and advisor(s) for resolution. If further grievance occurs, then petitions shall be filed with Student Activities and/or the Office of the Dean of Engineering for further advisement and conflict resolution.

## Section 4. Financial Procedures

All funds shall be administered by the team director and business manager, with transparency towards the rest of the leadership. Financial records are to be kept by the business manager and documented accordingly to keep current with available funds.

All monies belonging to the Sounding Rocketry Team shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to the SRT must approve and sign each expenditure before payment.

## Section 5. Amendment Process

The bylaws of the Sounding Rocketry Team can be amended at any given time with a 2/3 vote by the leadership and consultation with the advisor. Amendments shall be considered at the beginning of every academic school year with the ascension of the newly appointed leadership and the annual renewing of recognition. All amendments are subject to review by the Department of Student Activities before they are implemented.

By signing below, I hereby agree to abide by and uphold the terms and conditions as outlined in the Constitution of the Texas A&M University Sounding Rocketry Team.

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|  |  |  |
|  Team Director |  |  Faculty Advisor |
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 Graduate Student Advisor (if applicable) Business Manager

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|  |  |  |
|  Propulsion Manager |  |  Structures Manager |
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 Dynamics & Operations Manager Electronics & Payload Manager