



**Constitution of the
Students for Exploration and Development of Space
(Texas A&M Chapter)**

ARTICLE I

Name

This organization shall be known as the Texas A&M University Chapter of Students for the Exploration and Development of Space (SEDS).

ARTICLE II

Objectives

The objectives of this organization shall be:

- i: to promote active and continuous education of space and aeronautical sciences to students and to the general public.
- ii: allow members the opportunity to be acquainted with personnel and events related to the exploration and development of space.
- iii: to coordinate the efforts of students who are interested in promoting space exploration and development.

ARTICLE III

Section 1:

Membership Eligibilities

Any graduate or undergraduate student enrolled at Texas A&M University shall be eligible for membership in Texas A&M Chapter of SEDS.

Section 2:

Membership Requirements

Each member will be required to attend at least one approved outreach program and at least two chapter meetings annually.

ARTICLE IV

Section 1:

Officer/Representative Eligibility Requirements

Any officer or representative of the Texas A&M Chapter of SEDS must meet the following eligibility requirements:

- i: For **graduate students** he/she must have at least half-time enrollment status (unless fewer credits are required to graduate for the subsequent graduation) and a minimum cumulative GPR of a 3.00 in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. 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) unless fewer credits are required as they complete the final stages of their degree as defined by the Continuous Registration Requirement.
- ii: For **undergraduate students** he/she must have at least half-time enrollment status (unless fewer credits are required to graduate for the subsequent graduation) and a minimum cumulative GPR of a 2.00 in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. 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) (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.
- iii: Must be in good standing with Texas A&M University.

Section 2:

Officer/Representative Election

The officers/representatives of the Texas A&M Chapter of SEDS shall be elected by majority vote on the last general meeting of the spring semester of each year. Each candidate must be eligible according to the guidelines outlined in section 1 of this article. Texas A&M Chapter of SEDS shall consist of the following officer/representative positions: President, Vice President, Chapter Councilor, Treasurer, Outreach Director, Chief Project Director, Publicity Director, and Speaker Director.

If an officer/representative is unable to perform his/her duties then the President and Vice President can appoint someone to perform the duties. If an officer/representative forfeits their position, the President and Vice President can appoint a replacement. However in the case of President and Vice President, their positions must be filled by election.

Section 3:

Duties of Officers/Representatives

President:

- a) Must be present at all meetings: general, officer and SEDS-USA online meetings.
- b) Coordinate officers/representatives.
- c) Coordinates any conference or field-trip activities
- d) Works with Treasurer to apply for funding.
- e) Endorses all events.
- f) Responsible for any other executive duties not otherwise delegated.
- g) Responsible for coordinating new officer elections.

Vice President:

- a) Perform duties of President when he/she is not present.
- b) Coordinates and endorses all fund-raising events.
- c) Assists the President with any executive duty.
- d) Endorses key changes to Texas A&M SEDS website.
- e) Responsible for maintaining records of membership and updating the chapters e-mail list.
- f) Responsible for keeping track of all attendance at general and officer meetings.

Chapter Councilor:

- a) Serves as liaison between SEDS-USA and Texas A&M SEDS as well as other chapters.
- b) Must attend SEDS-USA online meetings.
- c) Coordinate Texas A&M Chapter of SEDS election of the SEDS-USA Officer Positions and Student Conference designation (Space Vision).
- d) Be active in the expansion of new SEDS chapters.
- e) Makes available to Texas A&M SEDS members copies of all SEDS-USA Publications and SEDS-USA chapter correspondence.
- f) Keeps Texas A&M SEDS members informed of SEDS projects and encourage participation in these projects.

Treasurer:

- a) Receive all funds.
- b) Pay all bills authorized by officers.
- c) Pay yearly taxes.
- d) Responsible for paying national dues and mailing membership forms once a semester.
- e) Must attend Student Finance Center Workshop
- f) Responsible for completing the annual financial report.

Speaker Director:

- a) Responsible for organizing and obtaining guest speakers at the general meetings.

- b) Responsible for corresponding with past and future possible guest speakers.
- c) Responsible for correspondence (i.e. thank you letters, etc.).
- d) Responsible for obtaining all materials requested by guest speaker.

Outreach Director:

- a) Responsible for scheduling and coordinating outreach programs.
- b) Responsible for creating activities and presentations for the outreach programs.
- c) Responsible for obtaining volunteers to assist with the outreach programs.
- d) Responsible for keeping track of all attendance at outreach programs.

Publicity Director:

- a) Coordinates MSC Open House Booth each semester.
- b) Responsible for all Texas A&M SEDS advertising (i.e. flyers, banners, emails, etc.)
- c) Responsible for maintaining merchandise stock.
- d) Assists Vice President with fund-raising events.
- e) Responsible for selling of merchandise at all general meetings.

Chief Project Director:

- a) Responsible for coordinating all projects undertaken.
- b) Responsible for helping President with coordinating all trips taken.
- c) Coordinates and helps all sub-(Project Directors).
- d) Responsible for updating and encouraging all Texas A&M SEDS members to be active in organization projects and events.

ARTICLE V

Member/ Officer Removal Procedure

Member: If any member of Texas A&M SEDS neglects to uphold the membership requirements listed in Article III – Section 2, the President has the authority to revoke his/ her membership. If any member of Texas A&M SEDS is not upholding the dignity and stature of Texas A&M SEDS, the officers/ representatives can revoke his/ her membership by a two-thirds vote.

Officer/ Representative: If any officer/ representative (excluding the chapter President) neglects to fulfill his/ her duties assigned in Article IV- Section 3 and/ or is not upholding the dignity and stature of Texas A&M SEDS, the other officers/ representatives can remove him/ her from office by a two-thirds vote. If the President is negligent in fulfilling his/ her duties assigned in Article IV- Section 3 and/ or is not upholding the dignity and stature of Texas A&M SEDS he/ she can be removed from office by a two-thirds vote from the other officers/ representatives and with the approval of the Advisor.

ARTICLE VI

Advisor

The advisor for Texas A&M SEDS must be a faculty member, associate staff member, or graduate assistant of Texas A&M University. The advisor should be active and supportive in the promotion of the organization. The advisor should be aware of the Texas A&M SEDS financial status by reviewing the financial statements provided by the Student Organization Finance Center. The advisor to Texas A&M Chapter of SEDS must approve and sign each expenditure before payment.

ARTICLE VII

Finances

All monies belonging to Texas A&M Chapter of SEDS 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 this organization must approve and sign each expenditure before payment.

ARTICLE VIII

Amendments and Ratifications

Amendments to this Constitution may be introduced by any three officers/representatives of the Texas A&M Chapter of SEDS or by the Advisor. Upon notice of a proposed amendment, the officers/representatives must initiate a vote on the amendment within two week's time to all general members of Texas A&M Chapter of SEDS. The amendment shall be ratified if approved by two-thirds of all members.

Declared on the ____ *day in the month of* _____ *of the year* _____

President

Advisor

Director of Student Activities
