

The Rocket Launchers Constitution

Article 1. Name and Purpose

Section 1. Organization Name

- i. The name of the organization shall be: The Rocket Launchers

Section 2. Organization Purpose

- i. The purpose of this organization is to promote aerospace and rocketry interests amongst its members and the community. The Rocket Launchers work to achieve this by providing hands on design, modeling, and manufacturing engineering activities and experience, typically in the form of intercollegiate competition.

Article 2. Membership

Section 1. Definition

The Rocket Launcher's Membership shall be defined as follows:

- i. Any student from The University of Texas-Rio Grande Valley is allowed to become a member regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression.
- ii. General membership can only be given to students and faculty of The University of Texas-Rio Grande Valley.
- iii. In order to be recognized as a member, "yearly dues", as defined by the Executive Board, must be paid.

Section 2. Active Member

- i. Only students enrolled at UTRGV can become active members.
- ii. Only active members of this organization have voting privileges and are allowed to hold office.
- iii. An active member is defined as a member who has logged 45 "involvement hours" during an academic semester as archived by the secretary and reviewed by the president.
- iv. Active membership status may be retained at the start of a new concurrent semester as long as the member logs 16 of the available involvement hours during the first 4 weeks of the new semester.

Section 3. General Member

- i. Members who do not meet the requirements of an active member.
- ii. Inactive members shall not be granted a vote and may not attend official competitions.

Section 4. Alumni Member

- i. Any former active member who has received their prospective degree(s) from UTRGV.
- ii. Members who are no longer attending UTRGV.
- iii. Members who continue to pay their "yearly dues" as defined by the Executive Board.

Section 5. Founding Member

- i. The Student's archived by UTRGV as having submitted the original documents to establish The Rocket Launchers.
- ii. The Rocket Launchers recognize Alexandra Alaniz and Justin Osorio as the Founding Members of the organization.
- iii. Founding members are exempt from yearly dues if not enrolled at UTRGV.

Section 6. Co-Founding Member

- i. The Rocket Launchers recognize Abraham Martinez, Enrique Molina, Marco Pina, Marcos Rojas, Felipe Gaitan, and Eliel Martinez as co-founders of the organization.
- ii. Co-Founding Members are exempt from yearly dues if not enrolled at UTRGV.

Section 7. Membership Involvement Hours

- i. Involvement hours include, but are not limited to, the following opportunities: volunteer opportunities, rocket build days, and general meetings.
- ii. The opportunity to log involvement hours shall be made available by the Executive Board.
- iii. All members shall be informed of any involvement hour opportunities.
- iv. Members shall be given at least a 48-hour notice of upcoming involvement hour opportunities.

Section 8. Membership Removal and Appeals

- i. Violation of any provision in the University of Texas Rio Grande Valley student conduct code as expressed in the Handbook of Operating Procedures will result in expulsion from the organization.
- ii. Every member who is up for expulsion must be given due process: an opportunity to present his/her case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her.
- iii. Appeals will be heard by officers and voted on by a simple majority vote by all present and active members for reinstatement of membership.

Article 3. Elections

Section 1. Dates

- i. The election date shall be determined by the Executive Board.
- ii. The election date shall be set within the final four weeks of the spring semester in a regular academic school year.
- iii. All members shall be notified of the set election date at least 7 days before the set date.
- iv. All members shall be notified of the set election date a final time 24 hours before the set date.

Section 2. Nominations

- i. Only active members may be nominated.
- ii. Candidates may be nominated by any active member.
- iii. Candidates may be self-nominated.
- iv. Any active member may be nominated for multiple positions.

Section 3. Election Procedures

- i. A general meeting must be held specifically for elections.
- ii. All candidates must be given the opportunity to present a 1 - 2 minute speech for the consideration of all active members - be it in person, digitally, or written.
- iii. If a candidate submits a written speech, the speech shall be read out loud on election day by the secretary.
- iv. The order in which speeches shall be presented shall be in alphabetical order of the candidate's last name.
- v. Once all speeches for a single position have been presented, each active member may cast only one vote per officer position.
- vi. A ballot box must be present where all votes may be placed and kept anonymous.
- vii. Once all active member votes have been collected, the secretary shall read each vote out loud, to take tally of all votes and for all members to hear.
- viii. An active member shall be elected the moment they receive a simple majority vote from all active members present.
- ix. No single member may officially hold more than two officer positions.
- x. The names of all newly elected officers shall be presented to all The Rocket Launcher's members and advisor(s) immediately following elections.

Section 4. Special Election Conditions

- i. Presidential Election
 - a. The election of the President shall be held last on the set election date.
 - b. To run for president, an active member must have been an officer for at least two semesters.
- ii. Tier I and Tier II Election Conditions
 - a. In the event an active member is rightfully elected into a Tier I position they must remove their candidacy from all other Tier I ballots.
 - b. In the event an active member is rightfully elected into both a Tier I position and a Tier II position, they shall remove their candidacy from all other ballots.
 - c. A Tier I officer cannot hold two Tier I positions.
 - d. A Tier I officer may be an "Interim Officer" for only one Tier II position.
- ii. Electoral Tie
 - a. In the event of a tie for a single position, each tied nominee may have the opportunity to address all members again during another 1 - 2 minute speech.
 - b. In the event of a tie for a single position, and after all tied nominees have addressed the membership again, votes shall again be cast, collected, and tallied out loud by the secretary.
 - c. In the event of a concurrent tie for a single position, The Rocket Launchers President may vote to break the tie.

Section 5. Term in Office

- i. Newly Elected officers shall begin their term in office 5 days after the final day of official competition as defined by the ESRA/IREC "Event Dates & Participation" on the official www.soundingrocket.org website.

- ii. If there is no ESRA/IREC competition being held during a regular academic school year, newly elected officers shall begin their term in office 1 week after the end of the regular spring semester.

Section 6. Vacancies

- i. After an official election date, all members shall be made aware of all vacancies.
- ii. If there is any vacancy following official elections, any active member may submit a written document to the secretary stating their interest to fill the vacancy. They shall fill the vacancy based on a simple majority vote made by the executive board.
- iii. In the event more than one person would like to fill a vacant position some time after an official election date, a special election shall be held for that position at the next general meeting. All election procedures shall apply.
- iv. If there is a Tier II vacancy following official elections, any Tier I Officer may submit a written document to the secretary stating their interest to fill the vacancy as an "Interim Tier II officer." They shall fill the vacancy as an "Interim Tier II officer" based on a simple majority vote made by the executive board.
- v. In the case of an "Interim" position, any active member who is not yet an officer may submit a written document stating their interest to replace the "Interim" officer. They shall officially replace the "Interim" officer based on a simple majority vote made by the executive board.
- vi. In the case of early graduation of an officer, elections can be held before the end of that semester to fill the impending vacancy. All election procedures shall be applied.

Article 4. Executive Board

Section 1. Definition

- i. The elected and/or appointed officers of The Rocket Launchers shall be known as the Executive Board.

Section 2. Membership

- i. The Rocket Launchers' Executive Board shall consist of a President, Vice President, Secretary, Treasurer, Team Captain, Team Co-Captain, Public Relations Officer, Event Coordinator, and a Parliamentarian.

Section 3. Responsibilities

- i. Shall vote on establishing the price for membership dues before the first general meeting of the regular academic school year.
- ii. Shall vote on setting an agenda for general meeting times and locations before the first general meeting of every semester.
- iii. Shall vote on establishing Involvement Hour opportunities throughout the academic year.
- iv. Shall vote on any determining course of action to be taken by The Rocket Launchers student organization.
- v. Shall vote on any financial expenses and/or transactions.
- vi. Shall vote on sending any difficult decision to a general meeting for membership votes

Section 3. Voting

- i. Any Executive Board member may cast only one vote during any Executive Board voting procedure.
- ii. All Executive Board decisions shall be made pursuant to a 3/4 majority vote.

Section 3. Conduct

- i. The Rocket Launchers Executive Board shall be aware of their responsibilities as main representatives of this organization and shall take careful account of their actions and strive to uphold respect and integrity at all times.

Section 4. Resignation

- i. A member of the Executive Board may resign by sending the secretary a written two-week notice addressed to the Executive Board stating the reason for their resignation.

Section 5. Removal from Office

- i. An officer who fails to fulfill active member requirements may be subject to removal.
- ii. Any officer who fails to fulfill the responsibilities of their office may be subject to removal.
- iii. The executive board shall deem an officer as "disregarding their responsibilities" by a 3/4 majority vote.
- iv. The officer in question will be informed of the removal procedure and be given due diligence before the membership on an assigned date set by the executive board.
- v. On the day set for their rebuttal, the officer in question must address the membership and be given the opportunity to explain and/or defend themselves.
- vi. After the officer in question has given their rebuttal, all active members present shall begin regular voting procedures.
- vii. Once an officer has been given the opportunity to explain themselves before the membership, and all active members present have cast their vote - the officer in question may be removed from office by a 3/4 majority vote from all present active members present.
- viii. Any officer found to be in violation of the university's student conduct code shall be immediately removed from office.
- ix. All vacancy procedures shall begin immediately following the removal of an officer.

Article 5. Officers

Section 1. President

- i. This office shall be considered a Tier I position.
- ii. The President's responsibilities shall include:
 - a. Be responsible for all matters concerning the organization
 - b. Establishing teamwork across the organization
 - c. Having a strong technical knowledge of all of the organization's functions
 - d. Maintain constant communication with the members, officers, faculty advisor(s),

- e. Coordinate the duties of all officers and insure they are performed according to the constitution
- f. Actively attend all organization functions
- g. Create an agenda before each official The Rocket Launchers member meeting
- h. Provide all members and advisor(s) an agenda 24 hours before any general or Executive Board meeting
- i. Work with Vice President and Parliamentarian to conduct all general member meetings and Executive Board meetings in a parliamentary manner
- j. Maintain order and discipline during general, board, and special meetings
- k. Work to establish the main calendar of events and meetings for the organization each academic semester while in office
- l. Work with event coordinator to arrange special events and/or contacting special The Rocket Launchers' guests
- m. Work with the Vice President and Treasurer to keep contact information of sponsors
- n. Work with Event Coordinator to identify Involvement Hour opportunities for members
- o. Review the development and accuracy of all official The Rocket Launchers documents
- p. Review and confirm financial transactions by signing off on financial activity presented at general and Executive Board meetings
- q. Act as the primary spokesperson for the entire organization
- r. Vote in the event of a tie

Section 2. Vice President

- i. This office shall be considered a Tier I position.
- ii. The Vice President's responsibilities shall include:
 - a. Assume the President's duties and responsibilities in the absence of the President
 - b. Attend meetings regularly
 - c. Work with President in conducting general and Executive Board meetings
 - d. Work with President and Public Relations Officer to create any correspondence that will be needed for the university, local organizations, or sponsors
 - e. Work with Secretary and Public Relations Officer to keep the organization informed of all projects
 - f. Work with Secretary to keep an archive of accurate meeting minutes
 - g. Work with President and Treasurer to keep contact information of sponsors
 - h. Work with President and Event Coordinator to maintain a calendar of events
 - i. Work with President and Event Coordinator to establish meetings, programs, and activities for the fulfillment of Involvement Hours
 - j. Maintain V-Link and other UTRGV based official organization documentation
 - s. Act as the secondary spokesperson for the entire organization

Section 3. Secretary

- i. This office shall be considered a Tier I position.
- ii. The Secretary's responsibilities shall include:

- a. Keep official records pertaining to the organization
- b. Record all meeting minutes throughout each official The Rocket Launchers meeting
- c. Make all meeting minutes available to all members within 24 hours after any official The Rocket Launchers meeting
- d. Keep an updated list of all general members, active members, officers, and alumni
- e. Keep an updated list of all member contact information
- f. Keep an accurate record of all member's logged involvement hours
- g. Ensure continuity of all official documents is maintained through into the following administration. (historical information, email accounts, social media accounts, this constitution)
- h. Work with Event Coordinator to search for research and Involvement Hour or community opportunities for members.
- i. Work with the Public Relations Officer to send out emails to notify members of upcoming meetings, events, and Involvement Hour opportunities

Section 4. Treasurer

- i. This office shall be considered a Tier I position.
- ii. The Secretary's responsibilities shall include:
 - a. Keep official records pertaining to the financial status of The Rocket Launchers
 - b. Maintain balance in the financial records of The Rocket Launchers
 - c. Immediately update the budget after every withdrawal and deposit
 - d. Present an accurate record of the budget once a month during a general meeting.
 - e. Make the budget available to all Executive Board members
 - f. Work with President and Vice President to keep contact information of sponsors
 - g. Collect sponsorship donations
 - h. Collect student membership fees
 - i. Keep an accurate record of all income
 - j. Deposit any checks or cash directly into The Rocket Launcher's bank account together with either the President, Vice President, or the Secretary

Section 5. Event Coordinator

- i. This office shall be considered a Tier I position.
- ii. The Event Coordinator's responsibilities shall include the identification, planning, and coordinating of events and Involvement Hour opportunities such as:
 - a. Membership drives
 - b. Recruitment booths at school functions
 - c. Fundraisers
 - d. Community service events
 - e. Socials
- iii. The Event Coordinator shall remain informed of the above listed event opportunities and present the event opportunities to the Executive Board for review.
- iv. Shall work with the Secretary and Public Relations Officer to communicate approved event information for all members to be aware.

Section 6. Team Captain

- i. This office shall be considered a Tier II position.
- ii. The Team Captain's responsibilities shall include:
 - a. Oversee any rocket build project for the given year
 - b. Ensure the timely completion of all assigned projects
 - c. Have all competition projects prepared in a timely manner
 - d. Work with Co-Captain to create biweekly status reports on any assigned project
 - e. Establish deadlines for any assigned projects
 - f. Submit a project budget to the Executive Board
 - g. Select "Team Leaders" for the year
 - h. Carefully supervise the work of all "Team Leaders"
 - i. Have the deciding vote on "Technical decisions"

Section 7. Team Co-Captain

- i. This office shall be considered a Tier II position.
- ii. The Team Co-Captain's responsibilities shall include:
 - a. Assume the Team Captain's duties and responsibilities in their absence
 - b. Ensure rocket construction and testing operations are carried out in a safe manner
 - c. Work with Team captain to conduct technical meetings and presentations
 - d. Act as intermediary between "Team Leaders" and Team Captain in the event of a conflict
 - e. Work with Team Captain to create biweekly status reports on assigned projects

Section 8. Public Relations Officer

- i. This office shall be considered a Tier II position.
- ii. The Public Relations Officer's responsibilities shall include:
 - a. Maintain the social media presence of the organization
 - b. Maintain an organized account of all social media outlets
 - c. Work with President, Vice President, Secretary, and Event Coordinator to regularly post on social on media behalf of the organization
 - d. Develop and manage The Rocket Launchers official website
 - e. Ensure Sponsor relations are positive and they are visibly associated with the organization throughout the year
 - f. Work with President and Vice President to always represent the organization in a positive light
 - g. Work with President, Vice President, and Treasurer to seek out and communicate with sponsors and other sponsorship opportunities
 - h. Work with Executive Board members to develop a weekly newsletter to be sent to all members and sponsors
 - i. Develop any graphic designs to be used on all official Rocket Launchers' gear

Section 9. Parliamentarian

- i. This office shall be considered a Tier II position.
- ii. The Parliamentarian shall serve as a student advisor to the organization.
- iii. The Parliamentarian's responsibilities shall include:
 - j. Serve to provide experienced opinion to both the Executive Board and all members in parliamentary procedures.
 - k. Assist the organization in the drafting of legislation
 - l. Ensure proper protocol is followed during official meetings and conventions
- iv. This position will only operate as an official position for the duration of the 2017-2018 academic school year.
- v. Beginning Summer I 2018 The responsibilities of this position fall to the Vice President.

Article 6. Resolving Disputes

Section 1. Technical Disputes

- i. In the event that a major dispute erupts between the Team Captain and one or many "Team Leaders", regarding a design decision, the Team Co-Captain shall hold a hearing.
- ii. The subsequent hearing allows both the Team Captain and the team leader(s) to present his or her case regarding the design aspect in question to the remaining team leader(s) and the Team Co-Captain.
- iii. At the conclusion of the given statements, all team leaders vote upon the issue; a majority vote from the team leaders confirms the resulting decision.
- iv. In the event of a tie between the team leaders, the Team Co-Captain votes and breaks the tie.

Article 7. Finances

Section 1. Bank Account Regulation

- i. Only the President, Vice-President, and Treasurer shall have direct access to The Rocket Launchers' bank account.
- ii. In order for any officer to withdraw funds from The Rocket Launchers' bank account the Executive Board must approve by a 3/4 vote.
- iii. The signatures of at least one advisor and two officers are required when issuing a check.

Article 8. Competition

Section 1. Eligibility

- i. Only active members are eligible to attend competition.
- ii. Barring special circumstances, Team Captain, Team Co-Captain, and "Team Leaders" are guaranteed attendance to competition.

- iii. "Team leaders" shall propose active members whom they believe are essential to the success of their respective subsystem.
- iv. Proposals by the "Team Leaders" shall be reviewed by the Team Captain and Co-Captain and reviewed by the President.
- v. All remaining available slots for competition will be open to active members and selected by a majority vote from the Executive Board.

Section 2. Conduct

- i. All competition attendees are representatives of The Rocket Launchers and UTRGV, therefore, they shall conduct themselves in a respectable manner, according to the rules and bylaws of the aforementioned institutions.

Article 9. Amendments

Section 1. Procedure

The following procedures shall be followed for amending any portion of these Bylaws.

- i. Amendments to the constitution shall be proposed during general meetings.
- ii. Any group of 3 or more active members may propose an amendment.
- iii. The Executive Board will review the proposal during the next Executive Board meeting.
- iv. The Executive Board shall inform all members of the date for the following general meeting where the constitutional amendment in question shall be voted on.
- v. All members shall be made aware of any opportunity to vote on constitutional amendments at least 72 hours before the general meeting where the voting will be held.
- vi. At the general meeting for constitutional amendment voting, the Executive Board shall present the newly formed amendment proposal to the membership for voting.
- vii. A simple majority vote of all present and active members shall approve the amendment.
- viii. The newly amended constitution shall then be submitted to the Student Government Association (SGA) and the Student Involvement Office (SI) for final approval.
- ix. With final approval from SGA and the SI, the constitution shall be posted on V-Link and all members shall be notified.

Article 10. Federal Documentation

Section 1. Procedure

The following statements are rules to follow as a tax exempt organization.

- i. The Rocket Launchers are organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to

- organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- ii. Upon the dissolution of The Rocket Launchers, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 11. Advisor

Section 1. Nomination and Election

- i. The Advisor(s) for The Rocket Launchers shall be nominated and elected annually to advise the organization.
- ii. The Advisor(s) must be a full time faculty/staff member(s) at the University of Texas-Rio Grande Valley.
- iii. Nominated advisor should be elected by a 2/3 majority vote of present active members.

Section 2. Responsibilities

- i. The responsibilities of the Advisor(s) shall include:
 - a. offer council and guidance to the Executive Board.
 - b. attend general board meetings or special meetings to the best of their ability.
 - c. have no liability in the financial activity of the organization.
 - d. have non-voting rights.
 - e. perform those duties as required by the University of Texas- Rio Grande Valley faculty advisor.

Section 3. Removal of Advisor(s)/Resignation

- i. Removal of advisor requires a 2/3 majority vote of all active members.
- ii. Once elected, an advisor may choose to resign by submitting a written notification to the Executive Board stating the reason for their resignation.
- iii. In the case of voluntary resignation, nominations and election of new advisor will take place immediately.