

*Constitution*  
*for the Student Branch of the*  
*American Institute of Aeronautics*  
*and Astronautics*

**ARTICLE VI**  
**ELECTED AND APPOINTED OFFICIALS**

**Section A**

The elected officers of AIAA shall be President, Vice President External, Vice President Internal, Vice President Departmental, Secretary, and Treasurer. These six positions comprise the executive committee.

**Part 1:** The duties of the President are as follows:

- To prepare an annual Branch Report to be submitted at the end of the academic year to the National Office.
- To preside over all meetings, including preparing an itinerary for each meeting.
- To determine the date, time, and place of all executive committee meetings and general body meetings.
- To appoint necessary standing and special committees.
- To serve as an ex officio member of all other committees.
- To work closely with the AIAA Mentor Program Director to plan events, find speakers, recruit mentors and mentees, and advertise AIAA's MAE Mentor Program.

**Part 2:** The duties of the Vice President Internal are as follows:

- To be in charge of internal affairs of the chapter, such as social activities, public relations, etc.
- To preside over meetings in the absence of the President.
- To assist the Social Director in advertising general body meetings via flyers or email.
- To orchestrate fundraisers each semester.
- To assist the President with day-to-day chapter functions and ensure supplies for meetings are purchased in advance.
- To coordinate with the following officers: Secretary, Treasurer, Social Events Director.

**Part 3:** The duties of the Vice President External are as follows:

- To be in charge of all external affairs related to the chapter, such as industrial relations, company tours, etc.
- To be in charge of all student conference preparations.
- To assist the Community Service Director in the coordination of volunteer activities for the organization.
- To be responsible for finding speakers for general body meetings, setting up company tours, and coordinating events with the Central Florida AIAA section.
- To assist the AIAA National Liaison in increasing UF involvement in AIAA National.

**Part 4:** The duties of the Vice President Departmental are as follows:

- To be in charge of departmental affairs such as interclub and interdepartmental relations.
- To sign up AIAA with intramural sports and various sporting events each semester.
- To assist and monitor student design teams.
- To assist the President in interclub relations with AIAA, ASME, Pi Tau Sigma, SAE, Sigma Gamma Tau, and SSDC.
- To be responsible for finding intramural sports to attend, working with other clubs within the university to co-sponsor activities, and working with student design teams to keep the chapter informed of progress.
- To be responsible for team events including but not limited to: Pi Tau Sigma's MAE Kickball Tournament, FES Dodgeball Tournament, E-Bowl, and intramural teams.
- To coordinate with Engineering Week Director.
- To be responsible for attending all BEC meetings and reporting the results to the branch.

**Part 5:** The duties of the Secretary are as follows:

- To maintain a record of all regular, special, and executive committee meetings.
- To maintain, in good order, chapter files and calendar.
- To conduct all correspondence of the branch and executive committee.
- To supply the President with information to be posted on the branch website such as meeting dates, minutes, and calendar.
- To document and keep track of all events in AIAA.

**Part 6:** The duties of the Treasurer are as follows:

- To maintain records of income and expenses according to recognized accounting procedures.
- To collect all monies and dues.
- To pay all approved expenses for the Chapter.
- To maintain a current roll of all active members.
- To compile and submit any required budget and expense statements to proper organizations.
- To work with President and BEC Treasurer to handle AIAA's budget.
- To attend Treasurer Training with President

**ARTICLE VII  
ELECTIONS**

**Section A**

Elections for the year's student board as well as faculty advisor (if another faculty advisor is needed) will be held during April of the preceding year. If the outgoing President so desires, election for the position of President may be held before April; all other positions must be held during April.

**Section B**

All active members shall be eligible to hold office if they are in good academic standing and must be full-time students; no member on university probation shall be eligible. A candidate for the office of President must be enrolling in their fourth year of collegiate experience or have been an officer for at least one academic year.

**Section C**

Any member can make nominations. It is highly encouraged to submit applications early, but nominations can be submitted up to before the election takes place. Applicants that submitted applications early should be noted as such during the closed-door election process.

**Section D**

A simple majority (fifty percent plus one of the vote) is required for election. If a simple majority is not held, the lowest candidate is eliminated from contention and another vote is taken. In the event of a tie, another vote will be taken. All members, including the officers, shall cast their vote by secret ballot. Votes will be tallied and made available to all members within 24 hours of the election.

**Section E**

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.