

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

**ARTICLE I**  
**NAME OF ORGANIZATION**

**Section A**

This organization shall be known as the Student Branch of the American Institute of Aeronautics and Astronautics. This organization shall utilize the acronym AIAA in all publicity materials and correspondence. The University of Florida Student Branch of the American Institute of Aeronautics and Astronautics is affiliated with the American Institute of Aeronautics and Astronautics National Organization. Their website is [www.aiaa.org](http://www.aiaa.org).

**ARTICLE II**  
**PURPOSE STATEMENT**

**Section A**

The American Institute of Aeronautics and Astronautics is a student organization within the University of Florida that offers students the opportunity to enhance their education and experience through design teams, social activities, community service, tutoring and mentoring, speakers, company tours, regional council meetings, and national conferences and competitions. We aim to provide students with exposure to speakers – professors, student interns, and professionals from all facets of industry – and to connect students with research, scholarship, and internship opportunities so as to advance their careers to new levels. Our mission is to professionally and academically develop engineers within the College of Engineering at the University of Florida who share a common passion for the aerospace industry.

**ARTICLE III**  
**COMPLIANCE STATEMENT**

**Section A**

Upon approval by the Department of Student Activities and Involvement, AIAA shall be a registered student organization at the University of Florida. AIAA shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating

violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV  
NON-DISCRIMINATION**

**Section A. Non-Discrimination**

AIAA agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

**Section B. Sexual Harassment**

AIAA agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

**Section C. Hazing**

AIAA agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

**Section D. Responsibility to Report**

If this organization becomes aware of any such conduct described in this article, AIAA will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

**ARTICLE V  
MEMBERSHIP**

**Section A**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**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 seven 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

## **Section B**

The appointed officers of AIAA shall be MAE Mentor Program Director, Social Events Director, Community Service Director, AIAA National Liaison, and Engineering Week Director.

**Part 1:** The Social Director is responsible for planning social activities. This officer is responsible for interacting with other organizations to create socials, working with the Publicity Director to advertise events, and establishing an AIAA Social for Engineers' Week. In the event of a vacancy of this position, these duties default to the Vice President Internal.

**Part 2:** The Engineering Week Director is responsible for preparing for the College of Engineering's annual Engineers' Week. This includes attending the events during E-Week, preparing demonstrations to educate the students at the Engineering and Science Fair, encouraging AIAA members to participate in events, and working with the Vice President Departmental to recruit teammates for sporting events. In the event of a vacancy of this position, these duties default to the Secretary and Vice President Departmental.

**Part 3:** The Community Service Director is responsible for coordinating volunteer activities for the organization. He or she is responsible for organizing 10 hours of community service each semester. Any community service project is acceptable. In addition, he/she is responsible for organizing the chapter's Aerospace Day. This includes contacting the school, preparing demonstrations and activities for the students, and attending the event. In the event of a vacancy of this position, these duties default to the Vice President Departmental and Vice President External.

**Part 4:** The MAE Mentor Program Director is responsible for reaching out to freshmen and sophomore undergraduates in engineering and increasing underclassmen attendance at general body meetings and events. This director is to plan events, find speakers, recruit mentors and mentees, and advertise the MAE Mentor Program. He/she must work closely with other MAE organizations for this program. In addition, he/she is responsible for making announcements about the program during large assembly engineering classes such as Calculus, Physics, and Chemistry. In the event of vacancy of this position, these duties default to the Vice President Internal.

**Part 5:** The AIAA National Liaison is responsible for increasing membership in the AIAA National Organization. He/she must work closely with the Vice President External to ensure large participation in the AIAA Conference, to ensure UF interacts with other Florida AIAA societies, to encourage participation in AIAA presentations, and to keep students aware of the AIAA Scholarship. In the event of vacancy of this position, these duties default to the Vice President External.

### **Section C**

All members occupying an elected position are required to attend executive meetings as well as general body meetings. Excuses must be approved by the President prior to the scheduled meeting.

### **Section D**

The term of office will be one year, with reelections limited to two terms per office position held. The faculty advisor will serve as long as he or she and the organization desire.

### **Section E**

If an officer other than the President is unable to perform his/her duties, the President may appoint a member to serve in his or her stead for the remainder of the term of office. The appointee must then be approved by a majority vote by the general body. A vacancy in the office of the President shall be filled by the Vice President Internal.

## **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.

### **Section F**

For impeachment of an officer, it must be approved by all other officers, and then by a majority vote by the general body.

## **ARTICLE VIII FACULTY ADVISOR**

### **Section A**

The faculty advisor will attend executive committee and general body meetings. There, he or she will advise on events that the society will embark upon. The faculty advisor shall be appointed by the Mechanical and Aerospace Engineering Department Chair. Should the current faculty advisor wish to be relieved of his or her position, or if for any other reason there is a vacancy in the position, a replacement will be selected by the Mechanical and Aerospace Engineering Department Chair. The current faculty advisor may resign from his or her position at any time.

**ARTICLE IX  
FINANCE**

**Section A**

AIAA will not require membership dues, however, it will raise funds through company sponsorships for operational expenses of the organization. AIAA will also apply for Student Government funding.

**Section B**

Members may be members of the National Chapter of AIAA. Rules for membership shall be in accordance with the constitution of the National Chapter. A twenty dollar (\$25) student membership paid to AIAA Inc. is the only due collected.

**ARTICLE X  
DISSOLUTION OF ORGANIZATION**

**Section A**

In the event this organization dissolves, all monies left in the treasury after outstanding debts and claims have been paid shall be donated to the Department of Mechanical and Aerospace Engineering at the University of Florida.

**ARTICLE XI  
AMENDMENTS TO THE CONSTITUTION**

**Section A**

The members of this branch shall in all respects be governed by the provisions of this constitution and by-laws of the AIAA National Chapter.

**Section B**

Amendments to the constitution may be initiated by any member.

**Section C**

Proposed amendments must be submitted to the secretary prior to the calling of order of the first meeting at which the amendment is to be considered.

**Section D**

These by-laws may be amended by a two-thirds vote the members present at any regular meeting provided there is a quorum (forty percent of total members), and providing written notice of the proposed amendment has been posted or emailed at least seven days prior thereto.

**Section E**

Any officer who alters this constitution without following the proper by-laws shall be held in violation of Article XI. If an officer is suspected to be in violation of these by-laws, they shall be brought forth in the next general body meeting along with any evidence pertaining to the violation. The general body shall then vote, and if a majority finds the officer in violation, he or she must resign from office. A new officer shall then be appointed using the guidelines given in Article VI Section D.