

# NC STATE UNIVERSITY

## Tacho Lycos Club Constitution



High-Powered Rocketry Club at NC State University  
911 Oval Drive  
Raleigh, NC 27695

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## 1. Article 1

### 1.1 Name

The name of this organization shall be written in full as the High-Powered Rocketry Club, abbreviated as the HPRC, or identified by the team name of Tacho Lycos.

### 1.2 Purpose

The purpose of the organization shall be to stimulate interest in rocketry at North Carolina State University by designing and building high-powered rockets with the help of Tripoli Rocketry Association certified mentors and competing in the NASA Student Launch.

### 1.3 Non-Discrimination Policy

Discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and North Carolina State University policy and will not be tolerated.

### 1.4 Method of Dissolution

For a dissolution of the club, a vote of all existing officers and club advisor shall be held. All officers and advisor must be given a two week notice of the vote for dissolution and must either make plans to attend or abstain. A vote of a three-fifths majority must approve the dissolution. In the event of a dissolution, all club funds and debt shall be transferred to the North Carolina State University Department of Mechanical and Aerospace Engineering by the club advisor.

## 2. Article 2

### 2.1 Definition of Membership

In this organization, club membership will be reserved for any individual who expresses interest in furthering the mutual passions and interests of the High-Powered Rocketry Club as described within this document. Club members can consist of students, faculty, alumni, and any other unmentioned industry enthusiasts or professionals. Voting members are restricted to currently enrolled and/or Interning/Co-oping North Carolina State University undergraduate and graduate students.

### 2.2 Procedures for Becoming a Member

For any interested individual to become a member of the club, he or she must register their campus (or equivalent) email with the club's Secretary. To be considered as a sustaining and voting member of the club, the individual must attend at least half of the club meetings initiated during each month. Members who are part of campus faculty, university alumni, or other industry enthusiasts/professionals will be defined as Special Members with no voting rights within the club. For any member to resign, they must contact the Secretary to have their email removed from the club registry. Members can also be removed by an executive order, along with mutual cadre consent, that is described in Section 2.3 below.

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## 2.3 Procedures for Removing a Member

Any club member can be disassociated with the club at any time. To remove a member from the club roster without that member's consent, an officer must present the rest of the club's members with a simple vote written exactly as: "Should [member] be removed from the club?" If a majority is reached, that decision must be followed by all officers. To veto a majority decision, the officers must conduct a separate vote in which a 3/5 vote must be reached. Vetoes cannot be brought up by any officer if the majority of the club vote against the removal of a member. If any officer is impeached by any other club officer, both officers are not allowed to participate in the vote for an officer veto. All decisions are final, and the rule of Double Jeopardy applies to any recurring removal votes.

## 2.4 Disciplinary Procedures

All club members are required to abide by the NC State University Student Code of Conduct and all lab safety regulations identified by North Carolina State University's MAE Lab Managers and the club safety officer. If any major breach of general lab safety regulations is identified, the current officer and senior design team must meet to determine what action may be taken to prevent further occurrences of the issue. Club disciplinary action includes but is not limited to revoking competition trip involvement, lab access, power tool usage, etc. All disciplinary action must be put to a majority vote from the senior design and officer team to be enacted. If a senior design member or officer is an offender in a breach of lab safety, they will not be allowed to vote on disciplinary action regarding the incident. Any alcohol or illegal substance use in the lab will result in member ban from the laboratory space and all club launches.

## 3. Article 3

### 3.1 Officers and Their Respective Duties

#### 3.1.1 President

- A. Preside over each general club meeting
  - i. If the president is unable to attend and provides a valid excuse, an approved representative must be sent on behalf of the president
- B. Attend at least half of all outreach events planned per month
- C. Represent the club and its members at university fundraiser events
- D. Must oversee all cadre and club operations to ensure a continued success
- E. In the event of a 24-hour vacancy of any cadre position, president must assume all duties of said missing person until a replacement is found
- F. Actively seek new ideas for the club in an extension of the interests and passions as described within this document
- G. Act as the team lead for the Space Senior Design team partnered with the club

#### 3.1.2 Vice President

- A. If a 24-hour vacancy appears in the position of club president, the vice president must assume all duties mentioned above until a reelection vote is called
- B. Attend each general club meeting
- C. Attend at least half of all outreach events planned per month

- D. Represent the club and its members at university fundraiser events
  - E. Actively seek new ideas for the club in an extension of the interests and passions as described within this document
  - F. If deemed necessary, the Vice President role may be split into multiple positions
  - G. The Vice President shall act as team lead for all WolfWorks Experimental Projects and Interest Launch.
- 3.1.3 Treasurer
- A. If a 24-hour vacancy appears in the position of club vice president, the treasurer must assume all duties mentioned above until a reelection vote is called
  - B. Attend at least half of the general club meetings
  - C. Manage any club funds, either provided by the university or privately raised, and maintain a spreadsheet (or equivalent) showing all incoming and outgoing transactions
  - D. Produce a brief Treasurer's Report at least once per year summarizing the club's financial position
  - E. Participating in fund-raising opportunities for the club
  - F. Fill out yearly tax form (990N) to preserve club non-profit status
  - G. Work in tandem with secretary and sponsors to coordinate sponsor fund transfer"
  - H. Actively seek new ideas for the club in an extension of the interests and passions as described within this document
- 3.1.4 Secretary
- A. If a 24-hour vacancy appears in the position of club treasurer, the secretary must assume all duties mentioned above until a reelection vote is called
  - B. Manage the lines of communication between all club members and cadre
  - C. Plan meetings, outreach, and all other events
  - D. Coordinate and inform members of meetings, outreach, and all other events
  - E. As club liaison, seek out and communicate with potential sponsors, and organize sponsor material/fund transfer
  - F. Actively seek new ideas for the club in an extension of the interests and passions as described within this document
- 3.1.5 Safety Officer
- A. If a 24-hour vacancy appears in the position of club secretary, the safety officer must assume all duties mentioned above until a reelection vote is called
  - B. Ensure that lab safety procedures are observed at all times
  - C. Ensure that the first aid kit is well stocked at all times
  - D. Actively seek new ideas for the club in an extension of the interests and passions as described within this document

## 3.1.6 Outreach Lead

- E. If a 24-hour vacancy appears in the position of club safety officer, the outreach lead must assume all duties mentioned above until a reelection vote is called
- F. Coordinate with community members for outreach events
- G. Attend at least three-quarters of all outreach events planned per month
- H. Actively seek new ideas for the club in an extension of the interests and passions as described within this document

## 3.1.7 Social Media Officer

- A. If a 24-hour vacancy appears in the position of club outreach lead, the media officer must assume all duties mentioned above until a reelection vote is called
- B. Manage online presence of the club through social media platforms (Twitter, Facebook, etc.)
- C. Represent the club in a positive manner online in both private and public conversations
- D. Present any relevant news, information, or current events as related to the aviation industry during any general meetings
- E. Actively seek new ideas for the club in an extension of the interests and passions as described within this document

## 3.1.8 Webmaster

- A. If a 24-hour vacancy appears in the position of club media officer, the webmaster must assume all duties mentioned above until a reelection vote is called
- B. Update the club's website regularly with competition and club documents
- C. Represent the club in a positive manner online in both private and public conversations
- D. Actively seek new ideas for the club in an extension of the interests and passions as described within this document
- E. Update the club's get involved website regularly with officer information, images, and meeting information

## 3.2 Position Term

The term for each position expires exactly one calendar year following their election. If a replacement officer has not been selected when the one year expiration date occurs, the incumbent officer may continue to assume their position and call up a vote as soon as practical for the position. All positions except president are open to any active club member who, to their current knowledge, will not be co-opting/interning during the position term. Any voting club member seeking the position of president must have at least one year of experience as an officer in the club before being considered.

### 3.3 Unable to Fulfill Position Term

If any officer is unable to fulfill the entirety of their position term as described in Section 3.2 above, they must notify all other officers of such inability as soon as practical. A vote to elect a replacement officer shall be held prior to the departure of the incumbent officer, if possible. The replacement officer's position term ends on the same date as the incumbent officer's position term was scheduled to end before their departure, as defined by Section 3.2.

### 3.4 Election Procedures

Elections shall be held at the last regularly scheduled general body meeting of the year. A call for candidates to run shall be put out two weeks before the election. A week before the election all candidates running shall be announced. Candidates shall have a week to campaign.

During the election meeting, candidates will be given a brief time to speak about their platform. Immediately following the candidate's presentation, they shall be asked to leave the room and the floor will be opened for debate moderated by the current club president. The time limits for presentations and debate shall be pre-determined by the current officer team. Once debate has concluded, a vote shall be taken. Candidates shall be elected by a simple majority vote.

Elections for each office shall be held in the following order: Webmaster, Social Media, Outreach Lead, Secretary, Safety Officer, Treasurer, Vice President, President. The results of each election should only be released after the presidential election has concluded.

If no member has run for an officer position, the election for that position will be moved to the last election of the meeting. The current club president (at time of meeting start) will first call for any member that did not get elected to the position they ran for. If any such members run, the election will be held immediately. If not, the position will be opened to any club member. If no club member runs, then the position will remain temporarily vacant, and the newly elected officer team will decide how to split the remaining responsibility. A special election will be held at the beginning of the next regular semester to fill the position.

### 3.5 Senior Design Team Selection Procedures

At the time of the presidential campaign period, presidential candidates must create a senior design interest form. All candidates will then compile a list of club members eligible for senior design and send the form out to these potential members. Once the campaign period has passed, the newly elected president must determine, along with the senior design professor, the number of senior design members to be selected. If there are more candidates than spaces available, club members with the highest contribution of time, effort, experience, and teamwork within the club will be given priority. If there are fewer current club member candidates than spaces available, the newly elected president may decide to either recruit potential members or allow the senior design professor to assign the remaining team. Before final determination of the design team, the newly elected president is required to bring their reasoning as to why the potential new members are a good fit for the club to the previous year's senior design team or the club advisor for review.

## 4. Article 4

### 4.1 Amending the Constitution

Any elected officer can amend this constitution with a majority 3/5 vote amongst all voting club members at the meeting that it is proposed and any decision to amend the constitution is put into effect immediately.