

# Capitol College Rocketry Club

## CONSTITUTION

### **Article I: Name**

The organization/club name shall be Capitol College Rocketry Club and shall not be modified under any circumstances. The name of the club shall not abbreviate as CCRC.

### **Article II: Purpose**

Capitol College Rocketry Club purpose to engage, inspire and promote the educational, scientific, research and recreational aspects of model rockets. It also encourage student to pursue the career in aerospace or astronautical engineering career.

### **Article III: Membership**

#### **Section 1. Eligibility**

Membership in Capitol College Rocketry Club is open to all Capitol College undergraduate students.

#### **Section 2. Executive Board Members**

The main Executive Board Members of Capitol College Rocketry Club are President, Vice President, secretary and safety captain. They shall be elected by the current active member of the club only. Current active member is defined as student who has been in the club for at least one semester and participate in club activities 60% of the time.

The duties of president of the club is to oversee the complete operation of the club activities and shall be present at most of the meeting, launches, and school events. He/she has the responsibility to submit all budget and event proposals to the Student Life. Also, the president shall be leading, guiding, directing, and evaluating the work of other executive board members.

The duties of vice president is to creating, communicating, and implementing the club vision and mission and overall direction. He/she shall performed responsibilities as assign by the president and/or advisor. He/she shall performed the responsibilities of a treasurer. Treasure duties is general financial oversight and record keeping of all spending and funding. He/she has the ability to revise and/or advise the president on financial implementation as well as advise the club's fundraising strategy.

Capitol College Rocketry Club also has safety officers. This position is voluntary and require no election. This position might be appointed by any of the executive board member with Safety Captain approval. The limit of number of safety officers is 8.

The duties of Safety Captain is training new safety officers. Also, he/she in charge of all safety procedure and any safety action execute by Safety officer or Executive board member.

### **Section 3. Executive Board Meetings**

- A. All Executive Board members shall attend Executive Board meetings.
- B. The Executive Board meetings are open to any Capitol College student, faculty, or staff member unless prior notice is given that an Executive Board meeting will be closed to the public. Notice of a Closed Meeting must be given at least 24 hours in advance of the meeting and have the Advisor's approval.
- C. The Presiding Officer of the meeting will be the President, in whose absence the Vice President will preside. In the absence of the President and Vice President, the Secretary-Treasurer will preside. In the absence of the President, Vice President and Secretary-Treasurer, Executive Board meetings will be canceled and rescheduled.
- D. The Presiding Officer shall have the power to institute parliamentary procedure at any time during the meeting. The parliamentary text will be the most recent edition of *Robert's Rules of Order*.
- E. In order to have a quorum for an Executive Board meeting, there must be an officer to preside and at least 3 other Executive Board members. No formal vote may be taken without a quorum.

### **Section 4. Attendance Policy**

Executive Board Members may only miss twenty-five percent (30%) of the scheduled meetings and events during each semester. Meetings must be scheduled and posted on Capitol College Club Website or group blog. Members must communicate anticipated absences to the President 24 hours in advance. Other absences must be communicated to the President in order to be considered excused by Capitol College Rocketry Club Executive Board. The President must communicate his/her inability to attend a meeting/event to all officers and the Advisor.

### **Section 5. Voting**

- A. The voting members of Capitol College Rocketry Club include all Executive Board members. Non-Executive Board members of Capitol College Rocketry Club are not permitted to vote and may be excused during any formal voting procedure.
- B. All matters involving the authorization of the use of funds must go through a formal vote.
- C. Informal votes/decisions are those that do not significantly impact or overturn a decision made through a formal vote.
- D. The Advisor and/or Student Life Office has the power to amend or vacate an Executive Board vote by submitting just cause in writing to the Executive Board.

### **Section 6. Duties**

*Each Capitol College Rocketry Club Member shall:*

- A. Coordinate activities (planning, set-up, clean-up, etc...) and govern conduct of members, guests and other organizations during Capitol College Rocketry Club meetings, activities, and events.
- B. Promote and foster social, cultural, and educational events and campus activities.
- C. Represent Capitol College Rocketry Club in dealings with other student organizations responsible for other campus programming.
- D. Work to increase campus activity involvement.
- E. Attend all Capitol College Rocketry Club events possible.
- F. Assist with Publicity of all events.

## **Section 7. Advisor(s)**

The advisor of Capitol College Rocketry Club shall be Dr. Alex Sandy Attunes. In the event that he is not available, advisor have the right to designate or appoint other staff member at Capitol College as Advisor.

## **Article IV: Officers**

### **Section 1. Officer Titles**

Capitol College Rocketry Club's officers shall be the President, Vice- President, Secretary-Treasurer, Safety Captain, and Safety Officers.

### **Section 2. Duties**

#### **A. President**

1. *Meetings*: Schedule and coordinate all Capitol College Rocketry Club meetings during Fall and Spring semesters, to include town hall meetings.
2. *Reports*: Maintain consistent and thorough reporting to the Advisor of Capitol College Rocketry Club's proposals and decisions.
3. *Programming*: Facilitate discussion, planning and promotion of appropriate programming activities with all Capitol College Rocketry Club members.
4. Oversees the implementation and coordination of programming activities, using all appropriate leadership abilities.
5. Act as a liaison between Capitol College Rocketry Club and college administration.
6. Maintain and preserve all records of financial transactions in conjunction with the Secretary-Treasurer.
7. Delegate tasks and responsibilities as appropriate.

#### **B. Vice President**

1. Act as liaison between Capitol College Rocketry Club and other student organizations.
2. Help President in preparing proposals and budgets to present to the Advisor.
3. Aid in the research and selection of programming activities.
4. Recruit additional assistance and help from non-Executive Members of Capitol College Rocketry Club.

#### **C. Secretary-Treasurer**

1. Maintain and preserve written records of the meetings and financial records/expenditures.
2. Report on the financial status of Capitol College Rocketry Club at Executive Board meetings.

## **Article VII: Impeachment and Removal**

A. Removal may occur for any Capitol College Rocketry Club member for conviction of a major violation of the Student Code of Conduct, a violation of the Capitol College Rocketry Club Constitution, conviction of a criminal felony and/or neglect of duty.

B. Impeachment charges may be brought before the Capitol College Rocketry Club voting membership by any active Capitol College Rocketry Club member or the Student Life Office only after meeting with Capitol College Rocketry Club's Advisor(s) and receiving written approval. Any unapproved Impeachment charge shall not be considered.

C. Impeachment shall be enacted upon two-thirds vote of the voting Capitol College Rocketry Club membership.

**Article VIII: Amendments**

Proposals to amend this document must originate from the Capitol College Rocketry Club membership and require a majority vote to be considered. Once the vote to consider amendment(s) to the Constitution has been obtained, the proposal shall be discussed, distributed to all Capitol College Rocketry Club members and voted on by all Executive Board members. Amendments require a two-thirds vote of the Executive Board.

**Article IX: Ratification**

This constitution was unanimously established on September 30, 2013 by the Capitol College Rocketry Club

Executive Board and Advisor:

Dr. Alex Antunes (Advisor)

Anh Ho (President)

Joseph Kaminsky (Vice-President)

Brendan Ellis (Secretary/Treasurer)

Daniel Steele (Safety Officer)

Luke Snyder (Safety Captain)

In doing so, this document supersedes any former Capitol College Rocketry Club constitution or bylaws.