CONSTITUTION AND BYLAWS

Hornet Aerospace and Propulsion
California State University, Sacramento
Proposed revision: September 2026

Article I - Name

Section 1. The name of this organization is Hornet Aerospace and Propulsion, referred to in this document as "HAP" or "the organization."

Section 2. The phrase "at California State University, Sacramento" may be used only to identify the organization's location and shall not imply that HAP is an official agent of or is sponsored by the University.

Article II - Purpose

Section 1. HAP supplements students' university coursework through challenging, hands-on team projects in aeronautics, astronautics, rocketry, propulsion, avionics, and related disciplines.

Section 2. HAP promotes technical competence, responsible engineering, project management, teamwork, professional development, outreach, and a strong culture of safety.

Article III - Authority

Section 1. HAP is a recognized student organization at California State University, Sacramento and shall comply with applicable federal, state, CSU, University, Student Organizations & Leadership, and Associated Students, Inc. policies and procedures.

Section 2. HAP may adopt standing rules, project procedures, and safety manuals governing administrative, operational, and technical matters. Such rules may not conflict with this Constitution or controlling law or University policy. Unless otherwise provided, they may be adopted, amended, or suspended by a majority vote at a meeting with quorum.

Section 3. The current edition of Robert's Rules of Order Newly Revised shall govern matters not addressed by this Constitution or applicable policy, to the extent practicable for the organization.

Section 4. If any provision conflicts with controlling law or University policy, the controlling requirement prevails and the remaining provisions continue in effect.

Article IV - Membership

Section 1. Membership is open to all currently enrolled Sacramento State students interested in HAP's purposes. HAP shall maintain at least five currently enrolled Sacramento State student members. No more than twenty percent of total membership may consist of persons who are not currently enrolled Sacramento State students, unless University policy requires a higher student percentage.

Section 2. HAP shall not discriminate on the basis of race or ethnicity, including color, caste, or ancestry; religion or religious creed; nationality; citizenship; age; medical condition; genetic information; gender or sex; gender identity, including nonbinary or transgender identity; gender expression; sexual orientation; marital status; veteran or military status; physical or mental disability; or any other status protected by applicable CSU or University policy.

Section 3. Hazing is prohibited. Members and leaders shall comply with all applicable anti-hazing laws, the Sacramento State Student Code of Conduct, and CSU and University anti-hazing requirements.

Section 4. A General Member is a person admitted to membership who may attend meetings and participate in activities subject to applicable safety, training, supervision, project, and facility requirements.

Section 5. An Active Voting Member is a currently enrolled Sacramento State student who has paid or received an approved waiver of semester dues and, during the current semester, has attended at least three general meetings or at least five officially recorded project or subteam meetings. Before those attendance thresholds can reasonably be met, the Executive Committee may recognize continuing members based on the immediately preceding semester.

Section 6. An Associate Member is a member who does not meet Active Voting Member requirements or who is not a currently enrolled Sacramento State student. Associates may participate but may not vote, hold elected office, serve as a voting Executive Committee member, or transact business for HAP. Any additional restriction must be based on a written, objective safety, training, project-access, or University requirement and may be appealed to the Executive Committee.

Section 7. Semester dues are twenty dollars ($20), due by the end of the eighth week of the semester. Dues are nonrefundable once paid. The President and Treasurer may jointly approve a confidential hardship waiver or payment arrangement. No late fee shall be charged.

Section 8. Membership status shall not be restricted by a GPA requirement. Officers and other positions subject to University eligibility standards must meet all applicable academic and enrollment requirements.

Article V - Elected Officers

Section 1. HAP shall have four elected officers: President, Treasurer, Vice President, and Competition Rocket Chief Engineer. The President and Treasurer must be different individuals.

Section 2. These are HAP's established elected officer positions. No other position is an elected organization office unless added through the constitutional amendment process.

Section 3. Only currently enrolled Sacramento State students who satisfy University officer-eligibility requirements may hold elected office. All elected officers have equal voting rights on the Executive Committee unless controlling University policy provides otherwise.

Section 4. Each elected officer serves a one-academic-year term. An officer may stand for reelection at the conclusion of the term. The officer remains in office only until the successor assumes office, unless the officer resigns, is removed, or loses eligibility earlier.

Section 5. Regular elections shall be held near the end of the spring semester. A successor elected during a regular election assumes authority at the beginning of the following academic year. When a vacancy occurs during the academic year, the successor assumes authority immediately upon election or at the time announced in the election notice.

Officer duties

a. The President is HAP's chief executive and official spokesperson, presides at membership and Executive Committee meetings, prepares agendas, coordinates the organization's work, and performs other duties assigned by this Constitution or the membership.

b. The Vice President assists the President, presides in the President's absence, performs official duties assigned by the President, and succeeds to the presidency when that office becomes vacant.

c. The Treasurer manages budgeting and financial records, provides regular financial reports, collects and deposits funds through authorized University procedures, coordinates required ASI documentation, and ensures that expenditures and fundraising comply with applicable policy.

d. The Competition Rocket Chief Engineer performs the technical duties stated in Article VI in addition to the responsibilities of an elected officer.

Article VI - Technical Leadership

Section 1. HAP may maintain the technical positions of Competition Rocket Chief Engineer and Liquid Engine Chief Engineer. The Competition Rocket Chief Engineer is an elected organization officer and technical leader. The Liquid Engine Chief Engineer is an elected technical position but is not an organization officer.

Section 2. The Competition Rocket Chief Engineer is elected by the Active Voting Members for a one-academic-year term under Articles V and VII, based on demonstrated technical merit, leadership, safety judgment, project contributions, communication, and ability to preserve continuity. The Liquid Engine Chief Engineer is elected by the Active Voting Members for a one-academic-year term under Article VII using the same criteria. Either position may become vacant earlier because of graduation, resignation, removal, or loss of eligibility.

Section 3. Candidates shall be given a fair opportunity to state their qualifications and plans. Elections follow the ballot and runoff procedures in Article VII.

Section 4. The Competition Rocket Chief Engineer directs technical integration, configuration control, safety coordination, testing readiness, and technical decision-making for the competition rocket program, subject to this Constitution, the approved budget, University policy, and the authority of launch officials.

Section 5. The Competition Rocket Chief Engineer must obtain and maintain NAR Level 2 certification by the end of the first semester in the position. Until certified, the individual may serve conditionally but may not independently supervise activities requiring that certification.

Section 6. Each competition rocket team lead must obtain and maintain NAR Level 1 certification by the end of the first semester in the position. Until certified, the lead may serve conditionally but may not independently supervise activities requiring that certification.

Section 7. The Liquid Engine Chief Engineer directs the technical integration of HAP's liquid-engine program. Responsibilities include requirements and architecture; propulsion, feed-system, controls, instrumentation, structures, and ground-support integration; design and test reviews; configuration control; hazard analysis; operating procedures; test readiness; anomaly review; and preservation of engineering and test records.

Section 8. Because no NAR certification directly qualifies liquid-engine work, the Liquid Engine Chief Engineer shall maintain a written qualification and authorization plan appropriate to the project's hazards. The plan may include University laboratory training, chemical and compressed-gas safety, pressure-system procedures, propellant and material compatibility, personal protective equipment, emergency procedures, environmental handling and disposal, and any training required by the University, testing site, or applicable authority.

Section 9. The Liquid Engine Chief Engineer may serve conditionally while completing required training but may not independently authorize or supervise hazardous fabrication, propellant handling, pressurization, hot-fire testing, or another controlled operation until the applicable written training, review, supervision, and site-authorization requirements have been satisfied. No technical title overrides the authority of University personnel, property owners, fire or safety officials, or other authorities having jurisdiction.

Section 10. The Liquid Engine Chief Engineer shall coordinate test plans and readiness reviews with relevant team leads, advisors, University laboratory or risk-management personnel, and site authorities. The Chief Engineer has authority to pause liquid-engine work or testing when a reasonable technical or safety concern exists.

Section 11. Competition rocket team leads are selected primarily by the Competition Rocket Chief Engineer. Any member who has completed at least one semester with the competition rocket team may apply. Selection requires an interview conducted by the Chief Engineer and, when reasonably available, the outgoing lead or other previous leads. Selection shall be based on merit, safety judgment, technical ability, leadership, participation, and project needs.

Section 12. Competition rocket team leads normally serve at least one academic year and may continue until graduation, resignation, removal, loss of eligibility, or selection of a successor. Co-leads may serve overlapping or shorter terms when useful for workload, specialization, or transition.

Section 13. A competition rocket team lead may be removed for cause by the Competition Rocket Chief Engineer after written notice and a reasonable opportunity to respond. The lead may appeal to the Executive Committee, whose decision is final within HAP. A Technical Chief Engineer may be removed only through the recall procedure applicable to elected officers.

Article VII - Elections, Recall, and Vacancies

Section 1. Regular elections for all elected officers and the Liquid Engine Chief Engineer shall be held near the end of the spring semester. A special election shall be held whenever an elected position becomes vacant during the academic year.

Section 2. At least seven calendar days' notice of an election shall be provided to the membership. Nominations may be submitted at the preceding general meeting, through an announced electronic process, or from the floor before balloting closes. Self-nomination is permitted.

Section 3. Only Active Voting Members may vote. Voting shall be by secret ballot. A secure electronic ballot may be used if the election notice explains access, opening and closing times, and how eligibility will be verified. Proxy voting is prohibited.

Section 4. A candidate must receive a majority of votes cast. If no candidate receives a majority, a runoff shall be held between the two candidates receiving the most votes. A tied runoff shall be resolved by another ballot; if still tied, the result shall be decided by a neutral random method announced before it is performed.

Section 5. An officer or Technical Chief Engineer may be recalled for cause. A petition signed by at least two-thirds of Active Voting Members initiates a recall. The person must receive written notice at least ninety-six hours before the recall meeting and must have a reasonable opportunity to respond. Removal requires a two-thirds vote of Active Voting Members casting ballots, provided quorum participates.

Section 6. If the presidency becomes vacant and HAP has a Vice President, the Vice President becomes President. If no Vice President is serving, the Treasurer serves as acting President until an election is held. Other vacancies shall be filled by election as soon as reasonably practicable. The President may appoint an eligible interim officer, subject to Executive Committee confirmation, until the election.

Article VIII - Meetings and Voting

Section 1. General meetings should be scheduled at least twice monthly during the academic year when practicable. Meeting schedules may be established through standing rules.

Section 2. The President or a majority of the Executive Committee may call a special meeting with at least twenty-four hours' notice, unless an emergency involving immediate health or safety requires shorter notice. Business requiring a membership vote may not be decided without reasonable notice.

Section 3. Quorum is one-third of Active Voting Members. The Vice President shall determine the voting roster using objective records no later than seven calendar days before a scheduled vote. Fractional quorum calculations are rounded up.

Section 4. Members may participate and vote in person or through an authorized live electronic meeting. Electronic or asynchronous voting is allowed only when authorized by this Constitution or clearly announced in advance. Proxy voting is prohibited.

Article IX - Advisors

Section 1. HAP shall maintain at least one University advisor who is a faculty member or exempt professional staff member employed by the CSU or one of its auxiliaries. HAP may appoint additional eligible University advisors and non-University technical advisors consistent with University policy.

Section 2. University advisors are selected by mutual agreement and confirmed by a majority vote of the Executive Committee. Advisors serve until resignation, replacement, or removal.

Section 3. An advisor may be removed by a two-thirds vote of Active Voting Members after consultation with Student Organizations & Leadership and after the advisor receives written notice and an opportunity to respond. The University may remove an advisor as permitted by policy.

Section 4. Advisors serve as mentors, resources, policy interpreters, and liaisons. Advisors are nonvoting and do not control HAP's student governance or technical decisions, except as authority is assigned by law or University policy.

Article X - Executive Committee

Section 1. The Executive Committee consists of the President, Treasurer, Vice President, and Competition Rocket Chief Engineer. The Liquid Engine Chief Engineer may attend in a nonvoting advisory capacity. University advisors serve as nonvoting members.

Section 2. A majority of voting Executive Committee members constitutes quorum. The Committee may meet in person or electronically. Special meetings require twenty-four hours' notice when practicable.

Section 3. The Executive Committee supervises HAP's affairs between general meetings and may take time-sensitive action consistent with this Constitution, an approved budget, and University policy. It shall report material actions to the membership at the next general meeting.

Section 4. A voting Executive Committee member with a personal or financial conflict of interest must disclose it and abstain from discussion and voting, except to provide requested factual information.

Article XI - Committees and Project Teams

Section 1. The President may establish standing or ad hoc committees, subject to membership ratification. The Executive Committee may establish or discontinue project teams consistent with HAP's purpose and resources.

Section 2. Competition rocket team leads are technical project leaders governed by Article VI and are not a standing committee. HAP may define their responsibilities further through written project procedures.

Section 3. Committee chairs and members must be currently enrolled Sacramento State students when required by University policy. Nonstudent Associate Members may advise or assist but may not transact business or exercise student governance authority.

Article XII - Finances and Property

Section 1. All HAP funds shall be maintained and handled through an ASI club account or another arrangement expressly approved under University policy. Personal bank accounts and personal payment platforms shall not be used to hold organization funds.

Section 2. The Executive Committee shall propose an annual budget for membership approval no later than the second general meeting of the academic year. Expenditures within an approved budget may be processed by authorized officers.

Section 3. An unbudgeted expenditure of up to one thousand dollars ($1,000) may be approved by a majority vote of the Executive Committee. An unbudgeted expenditure exceeding $1,000 requires a majority vote of the Executive Committee and the concurrence of the Chief Engineer, team lead, or other responsible personnel whose project or function is materially affected by the purchase. All such approvals must be recorded in the meeting minutes or other official financial records. Full-membership approval is not required unless the expenditure requires a special assessment, the Executive Committee refers the decision to the membership, or applicable University or ASI policy requires it.

Section 4. A special assessment requires at least seven calendar days' notice and approval by a majority vote of Active Voting Members at a meeting with quorum. A subteam, team lead, or individual officer may not independently impose a mandatory assessment.

Section 5. The Treasurer shall maintain accurate financial records, supporting documents, and required approvals for at least two years or longer if required by applicable policy. Two authorized officers should oversee cash collection when practicable, and collected funds shall be deposited promptly under current ASI procedures.

Section 6. Dues and assessments shall be used only for organization purposes. HAP funds shall not purchase or reimburse alcoholic beverages. No member may approve their own reimbursement.

Section 7. Equipment, materials, designs, data, accounts, and other property acquired or developed for HAP activities shall be inventoried or preserved as appropriate and transferred during leadership changes. No person may remove, destroy, conceal, or withhold HAP property or records without authorization.

Section 8. Upon dissolution, remaining funds and property shall be handled according to applicable University and ASI requirements and shall not be distributed for the private benefit of members.

Article XIII - Safety, Compliance, and Technical Records

Section 1. All HAP activities shall comply with applicable law, University risk-management requirements, launch-site and competition rules, and applicable National Association of Rocketry requirements.

Section 2. Any member may identify a safety concern. The responsible Chief Engineer, team lead, range safety official, advisor acting under University authority, or other person designated in approved safety procedures may pause work, testing, or launch activity when a reasonable safety concern exists. Activity may resume only after the concern is reviewed and resolved by the appropriate authority.

Section 3. Hazardous work may be performed only by trained and authorized persons using required supervision, protective equipment, controls, and documentation. Detailed requirements shall be maintained in standing safety rules or project safety manuals.

Section 4. Project teams shall preserve sufficient CAD, software, test data, reports, inventories, credentials, decisions, and status records to support safety, accountability, and leadership continuity.

Article XIV - Conduct and Discipline

Section 1. Alleged violations of law, the Student Code of Conduct, CSU or University nondiscrimination requirements, Title IX requirements, or other matters reserved to University authorities shall be reported promptly through the applicable University process. HAP shall not begin or continue an internal adjudication when directed to delay or defer to a University review.

Section 2. Other alleged violations of HAP rules may be submitted in writing to the Executive Committee. Any member with a conflict of interest shall recuse. The respondent shall receive a description of the allegation, at least seventy-two hours' notice of any hearing, and a reasonable opportunity to respond.

Section 3. The Executive Committee may impose a warning or temporary safety or access restriction when reasonably necessary. Suspension, expulsion, or removal from elected office requires a two- thirds vote of Active Voting Members casting ballots at a meeting with quorum after notice and an opportunity for the respondent to address the membership. Recall under Article VII governs removal of a Technical Chief Engineer.

Section 4. Information concerning allegations shall be shared only as reasonably necessary for safety, due process, reporting, and compliance. HAP shall not retaliate against a person for making a good- faith report or participating in a review.

Section 5. A suspended or expelled member may request reinstatement. Reinstatement requires a two- thirds vote of Active Voting Members casting ballots at a meeting with quorum and compliance with any applicable University determination.

Article XV - Amendments

Section 1. A proposed amendment must be provided in writing to the membership at least seven calendar days before the vote.

Section 2. An amendment requires a two-thirds vote of Active Voting Members casting ballots at a general meeting or authorized electronic vote in which quorum participates. The amendment takes effect immediately unless it states otherwise, subject to any required University review or approval.

Section 3. The Vice President shall preserve the adopted text and submit an updated copy to Student Organizations & Leadership within two weeks or within any shorter period required by current policy.

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