STUDENT ORGANIZATIONS & LEADERSHIP
California State University, Sacramento

CONSTITUTION AND BYLAWS

Hornet Aerospace and Propulsion at California State University, Sacramento

Article I – Name: The name of this organization is Hornet Aerospace and Propulsion.

Article II – Purpose: The purpose of this organization is to supplement a student's university coursework with challenging hands-on team projects in aeronautics, astronautics, rocketry, propulsion, and avionics.

Article III – Authority

Section 1 This organization is a recognized student organization at California State University, Sacramento, and adheres to all campus policies as set forth in the Student Organization Handbook.

Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the organization may adopt.

Article IV – Membership

Section 1 Membership in the organization shall be open to all those regularly-enrolled California State University, Sacramento students who are interested in membership. Each regular member has equal rights and privileges.

Section 2 Membership must be comprised of at least five (5) currently enrolled California State University, Sacramento students.

Section 3 Membership must be comprised of at least 80% Sacramento State students and 20% of the members can be non-Sacramento State students

Section 4 Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Only fraternities and sororities with federal documents on file with Student Organizations & Leadership are permitted to discriminate on the basis of sex, as outlined by Federal Law in Title IX. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 5 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades, or disgraces any fellow student.

Section 6 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 7 Members shall be required to pay $20 dues per semester. No late fee shall be applied.

Section 8 Members shall be required to attend at least 3 of the organization's regularly scheduled meetings. If a student has a class at the time of the general meeting and does not attend the general meetings, but attends at least 5 meetings of any sub-team meeting, they shall be considered a member.

Section 9 Members shall be required to maintain a minimum of 2.4 grade point average (GPA).

Section 10 Member who doesn't fulfill the requirements mentioned in Article IV - Section 7, Section 8, and Section 9 shall be called an Associate.

Section 11 'Associates' are members of this organization who can participate in different activities and operations of this organization with limited access. Access shall be limited by officers, team-leads, executive committee members, standing committee members.

Article V – Officers/Elections

Section 1 The elected officers will be President, Vice President, Treasurer, Secretary/Historian, and Outreach Coordinator.

Section 2 Powers and Duties of Officers:

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.

b. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain an ASI Trust account in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. Treasurer may coordinate fundraising efforts to secure funding for events, projects, activities in accordance with the fundraising policies of SO&L.

c. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. In the unlikely case that the Treasurer or Secretary/Historian is unable to take on their duties because of an emergency and the club President is unable to take on said duties, the Vice President shall be responsible for taking on these unattended duties until the President is able to deal with these duties and/or the respective officer is able to resume their duties.

d. The Secretary/Historian shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary/Historian shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary/Historian shall maintain membership records for the organization. The Secretary/Historian shall be responsible for helping the President with organizing meetings and making sure they run smoothly.

e. The Outreach Coordinator is responsible for organizing and leading outreach activities to local schools, community events, and other venues to promote physics education and awareness. They plan and coordinate outreach events and activities, including securing necessary materials and resources. The Outreach Coordinator can assemble and manage a team of members to assist with outreach efforts. The Outreach Coordinator may collaborate with other organizations to develop new programs and initiatives that align with the HAP's goals and the needs.

Section 3 Qualifications necessary to hold office in this organization are as follows:

a. To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives which is found at https://calstate.policystat.com/policy/10170470

b. Term of office will be 1 year.

c. To be eligible for and to hold office, candidates must have been a member of the club for at least one year.

d. Elected candidates must obtain a NAR or Tripoli L1 certification before the end of their first semester in office.

Article VI – Selection of Officers

Section 1 The officers President, Vice President, Treasurer, Secretary/Historian, and Outreach Coordinator are elected annually. Elections are held at the end of the spring semester and shall occur at a regularly scheduled meeting of the organization at which a quorum is present. One to two weeks' notice shall be provided for any meeting at which an election is to be held. Online ballot voting through a form like Google form, etc. shall be permitted for those who won't be able to come to the election.

Section 2 Nominations for officers shall be made at the general meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office. Nominations shall be allowed to be made through an online form like Google form in case a member is unable to attend the meeting in which nominations are to be made.

Section 3 In order to vote a member must be in good standing. This includes attending at least 50% of general meetings and not being a disturbance during meetings. Members who don't attend at least 50% of the general meetings but participate in the Level 3 rocket project shall be permitted to vote.

Section 4 Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest

number of votes. In the event of a tie, there shall be a revote. If the revote results in a tie a coin will be flipped.

Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6 The following officers shall be appointed by the President. N/A

Section 7 Officers shall assume office on the first day of the semester following the election and shall serve for 1 academic year.

Section 8 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by two-thirds of the total number of voting members must be submitted at a general meeting and a recall vote shall be taken at the next general meeting. The officer subject to recall shall be given written notice of the recall at least 96 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 9 If the position of President becomes vacant as the result of resignation, ineligibility, or recall, the Vice President shall assume the office of President. If the position of Vice President becomes vacant as the result of resignation, ineligibility, or recall, the Treasurer shall assume the office of Vice President. Vacancies in any other elected office shall be filled by an election held at the next general meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

Section 10 Only current Sacramento State students shall be allowed to hold office.

Article VII – Meetings

Section 1 General meetings shall be scheduled biweekly during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as one-third of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted.

Article VIII – Advisor: The organization shall appoint an individual employed as a faculty or exempt professional staff member by California State University, Sacramento, or its auxiliaries to serve as the university advisor to this organization. The advisor shall fulfill the responsibilities specified in the Student Organization Handbook. Advisors shall serve on an academic year basis or until their successor has been selected. The club shall appoint more than one advisor considering the scope and scale of the projects, and the availability of previous advisor(s).

Article IX – Executive Committee

Section 1 The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as a non-voting member.

Section 2 The Executive Committee shall meet at their convenience during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3 When necessary, Executive Committee business can be conducted via email or via online meetings.

Section 4 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

Section 6 Only current Sacramento State students shall be on the executive committee. The executive committee shall not have an associate as its member.

Article X – Standing and Ad Hoc Committees

Section 1 The organization shall have the following standing committees: Team Leads

Section 2 The duties of each of the Standing Committees are as follows: to track the progress of the organization to make sure it is on progress to reach its goals.

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and members of all committees (subject to ratification of the membership).

Section 5 Only current Sacramento State students shall be in the standing and Ad Hoc committees. Standing and Ad Hoc committees shall not have an associate as its member.

Section 6 The current team lead shall nominate up to 4 members for the team lead position for their team.

Section 7 The current president shall appoint up to 2 leads for a team from those nominated people.

Section 8 The nomination of the team leads shall be done two weeks before the final exams.

Section 9 The appointment of the new team leads shall be done at the end of the project (which can possibly and most likely happen during the summer break).

Section 10 In case the current team lead(s) leave the project any time before the last 4 weeks of the Spring semester for any reason the current lead(s) has/have to nominate the new team lead(s) and the lead has to be appointed by the president within the next 7 days of the nomination.

Section 11 In case no nomination is made for the next lead of a team the president shall appoint the new team lead while taking in the advice of the other team leads and the chief engineer. This nomination shall be done within the first two months of the semester during which or before the new project starts.

Article XI – Finances

Section 1 Membership dues shall be $20 per semester.

Section 2 Dues shall be paid by the end of the 8th week.

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting, sub-team meeting, or contribution to the project determined by sub-team leads.

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting until the dues are paid.

Section 5 The Executive Committee shall propose an annual budget to be voted upon no later than the second general meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding $2000.

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages,

Section 7 All funds of this organization will be banked with the Associated Students Incorporated.

Article XII Discipline of Members

Section 1 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1097 and/or 1098 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1097 and 1098 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1097 and 1098 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2 Complaints may also be brought to the attention of the Executive Committee. A written charge may be filed with the Executive Committee.
That Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 3 The membership shall review the hearing report in the executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 4 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct

has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 5 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article XIII Amendments

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, prior to the meeting where the amendment will be voted upon.

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a general meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Student Organizations and Leadership Office at California State University, Sacramento within two weeks after adoption.

This constitution and bylaws were adopted on: 09/16/2024 and most recently revised on 09/16/2024.