

Auburn University AIAA Student Chapter Constitution

Article I - Name and Affiliation

Section 1: Name

The official name of this organization is the Auburn University Student Chapter of the American Institute of Aeronautics and Astronautics (AIAA), hereinafter referred to as "the Chapter."

Section 2: Affiliation

The Chapter is a recognized student chapter of the national American Institute of Aeronautics and Astronautics (AIAA) and shall comply with all policies and regulations set forth by AIAA. The Chapter shall also adhere to Auburn University's policies governing student organizations.

Article II - Purpose and Mission

Section 1: Purpose

The purpose of the Chapter is to promote aerospace engineering and related fields within the university and the broader community, provide opportunities for professional development, and facilitate engagement in aerospace-related research, networking, and career advancement.

Section 2: Mission

The mission of the Chapter is to foster student development through networking opportunities, educational events, and professional connections with industry leaders, thereby preparing members for careers in aerospace and related fields.

Article III - Membership

Section 1: Eligibility

Membership is open to all undergraduate and graduate students at Auburn University. No student may be denied membership on the basis of sex (sexual orientation, gender identity, and gender expression), race, color, religion, national origin, age, disability, genetic information, or protected veteran status as outlined in Auburn University's Policy against Discrimination and Harassment.

Section 2: Requirements

Members must be in good standing with both AIAA and Auburn University. The Chapter reserves the right to levy local dues, which must be paid to maintain active membership status.

Section 3: Code of Conduct

All members shall uphold the ethical standards of AIAA and Auburn University and adhere to Auburn University's Student Code of Conduct. The organization strictly prohibits hazing, discrimination, or conduct detrimental to the Chapter's mission and reputation. Members who observe any violations should promptly report them to the Executive Committee and Faculty Advisor, allowing them to assess the situation and take appropriate action.

Article IV - Officers and Executive Committee

Section 1: Officer Positions

The elected officers of the Chapter shall include:

- **President** – Leads the chapter, oversees all activities, represents AIAA to faculty and industry partners, and ensures the success of key initiatives. **Must have previously served as an AIAA officer.**
- **Vice President** – Supports the President, helps coordinate events and outreach efforts, and assists in managing chapter operations. **Must be a freshman, sophomore, or junior.**
- **Treasurer** – Manages the chapter's finances, oversees funding and sponsorships, and ensures resources are allocated efficiently.
- **Secretary** – Maintains meeting minutes, handles official communications, and organizes documentation to keep the chapter running smoothly.
- *Any other roles deemed necessary by the President and Executive Committee.*

Section 2: Elections and Term Limits

Elections shall be conducted annually, before the AIAA Region II Student Conference, by a majority vote of active members. Each officer shall serve a one-year term, with no restrictions on reelection eligibility, provided they continue to meet the position's qualifications.

Section 3: Officer Removal and Replacement

An officer may be removed for failure to fulfill their duties or misconduct by a two-thirds vote of the Executive Committee. In the event of a vacancy, the Executive Committee shall appoint a replacement, subject to majority Executive Committee approval. If the Presidency is vacated, the Vice President or Secretary shall assume the role of President until the next election.

Article V - Committees

Section 1: Formation

Committees may be established by the Executive Committee to address specific needs, such as recruitment, technical projects, outreach, and events.

Section 2: Committee Chairs

Committee chairs are appointed by the President with the approval of the Executive Committee.

Article VI - Faculty Advisor & AIAA Liaison

Section 1: Faculty Advisor

The Chapter shall have a Faculty Advisor who is both a current member of AIAA and a faculty member at Auburn University. The Executive Committee must hold a meeting with the Faculty Advisor AT LEAST once per semester to communicate the goals of the Chapter.

Section 2: AIAA Liaison

The Chapter shall maintain communication with the National AIAA Organization and submit annual reports detailing officer elections, major activities, and faculty advisor changes.

Article VII - Meetings and Procedures

Section 1: General Meetings

The Chapter shall hold at a minimum one general meeting per month, with the frequency being determined by the Executive Committee.

Section 2: Executive Committee Meetings

At the discretion of the President, the Executive Committee shall meet at least once per month to discuss Chapter operations, initiatives, and strategic planning.

Section 3: Meeting Documentation

The Secretary shall record minutes for all meetings, detailing discussion points and action items. Meeting minutes shall be stored in an official repository and made accessible upon request.

Section 4: Special and Emergency Meetings

Special meetings may be called by the President or by a written request from at least 20% of the membership. Emergency meetings may be held to address urgent issues, such as event cancellations, funding concerns, or disciplinary matters. Notice of such meetings shall be provided to members as early as possible.

Article VIII - Events Code of Conduct

Section 1: Purpose

The Chapter is committed to maintaining a professional and inclusive environment at all AIAA-sponsored events, including conferences, networking sessions, and competitions. The Event Code of Conduct applies to all members attending events such as the Region II Student Conference or any facility tours.

Section 2: Expected Behavior

All members representing the Chapter at official events are expected to:

- Conduct themselves in a professional and respectful manner.
- Abide by Auburn University's Code of Student Conduct and AIAA's policies.
- Treat fellow attendees, speakers, and organizers with courtesy and respect.
- Attend scheduled sessions and participate in conference activities.
- Follow all event-specific guidelines and policies provided by the organizing entity.

Section 3: Prohibited Behavior

The following behaviors are strictly prohibited:

- Harassment, discrimination, or inappropriate conduct toward any individual based on race, gender, religion, disability, or any protected status.
- Disruptive behavior that interferes with event programming.
- Unprofessional conduct, including excessive consumption of alcohol, use of illicit substances, or disorderly behavior at conference venues, hotels, or during travel.
- Failure to adhere to travel guidelines set by the Chapter.

Section 4: Travel and Lodging Policies

Members attending off-campus events on behalf of the Chapter must:

- Follow all travel arrangements as determined by the Chapter's Executive Committee.
- Adhere to lodging policies, including assigned room and carpool arrangements.
- Respect the property of hotels, venues, and host institutions.
- Notify a designated officer in case of emergencies or unexpected changes in plans.

Section 5: Enforcement and Reporting

- Any violation of the Event Code of Conduct may result in disciplinary action, including warnings, suspension from future events, or removal from the Chapter.
- Members who observe any violations should promptly report them to the Executive Committee and Faculty Advisor.
- Severe violations may be escalated to Auburn University's Office of Student Conduct.

Article IX - Financial Affairs

Section 1: Dues and Fundraising

The Chapter may charge local dues and conduct fundraising activities to support its operations and events, at the discretion of the Executive Committee.

Section 2: Financial Oversight

The Treasurer shall present a financial report at each Executive Committee meeting, and once per semester at a general meeting. The Chapter shall not incur financial liabilities exceeding available funds.

Section 3: Fiscal Responsibility

All expenses must be pre-approved by the Executive Committee. The Treasurer shall maintain transparent financial records and provide semi-annual financial statements to members.

Section 4: Dissolution/Termination

The AIAA Board of Trustees is empowered to establish or terminate student chapters in the manner set forth within the bylaws of AIAA and the policies established by the Board of Trustees. Should the Chapter dissolve, all remaining assets shall be transferred to either the Samuel L. Ginn College of Engineering at Auburn University or the national AIAA organization.

Article X - Amendments

Section 1: Proposal

Amendments to this constitution may be proposed by any active member and must be submitted in writing to the Executive Committee.

Section 2: Approval

Amendments require a unanimous vote from the Executive Committee and a two-thirds vote of active members present at a general meeting.

Certified as correct:

Faculty Advisor

President

Date