

Constitution of the Satellite Research Group (SRG)

Iowa State University January 23, 2025

Preamble

The Satellite Research Group (SRG) at Iowa State University was established to unite like-minded individuals passionate about satellite engineering. Through collaboration, innovation, and engagement, SRG aims to advance knowledge, design, prototype, and test satellite-related projects in competitions nationwide.

Article I: Name

The name of this organization shall be **Satellite Research Group (SRG)**.

Article II: Purpose

Our purpose:

- Provide - Give students and members an opportunity to research, develop, and undergo satellite related projects.
- Design – Promote design and prototyping of satellite technologies.
- Competition – Give students an opportunity to display their creativity and passion for satellite technology in competitions across the United States.
- Foster - Help students increase their knowledge of the satellite industry and development process.
- Inspire – Allow students to have access to a group that will support them in their work and inspire them to innovate and create.

Article III: Statement of Compliance

SRG abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. SRG agrees to complete all mandatory trainings, including President's and Treasurer's Trainings, as required by the Student Engagement.

Article IV: Non-Discrimination Statement

Iowa State University and SRG do not discriminate based on genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

Article V: Membership

- **Eligibility:** Membership is open to all registered Iowa State University students.
- **Active Membership Requirements:**
 - Attend 2/3 of the meeting during each month
 - Actively participating and communicating in sub teams (as determined by sub team leader)
- **In-active members:** Those members who, at the current time, do not meet the minimum requirement as set by the Team's Officers. The frequency that each member is checked to determine their status is left up to the Team and the Team's Officers. Inactive members are not allowed to vote in any official team elections, participate or attend launches, special events, or attend outreach events. Exceptions will be made for members on a case-by-case basis.
- **Dues:** Dues are \$15 (dues are subject to change)

Article VI: Officers

1. Executive Officers:

a. President:

- i. Guides the club's trajectory
- ii. assigns sub-team leaders
- iii. oversees operations
- iv. Assists with organization designs and projects

b. Vice President:

- i. Assists the President
- ii. leads tasks as delegated
- iii. Assists with organization designs and projects

c. Treasurer:

- i. Manages finances
- ii. maintains the budget
- iii. ensures proper handling of funds

d. Health & Safety/Risk Officer

- i. Ensures all members adhere to safety compliance
- ii. Keeps up to date with new rules and regulations passed on by the university
- iii. Communicates between the university and SRG to ensure proper guidance
- iv. Help minimize potential risks for club activities
- v. Recommend risk management policies or procedures
- vi. Submit documentation to ISU's Risk Management Office
- vii. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

e. Secretary

- i. Takes minutes of all meetings
- ii. Manages communications
- iii. Maintains the active/inactive member roster

2. Officer Eligibility:

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as

defined by the Continuous Registration Requirement) during their term of office.

- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

3. Officer Elections:

- a. It is held annually at the end of the last meeting in April.
- b. Members can self-nominate and campaign for positions.
- c. Elections will be conducted through a Google Form sent to members actively participating in the club
- d. Elections are won by a Ranked Choice Voting system, where the highest ranked vote for that position win

4. Term of Office:

- a. Officers serve one academic year, beginning at the start of the fall semester.

5. Officer Removal:

- a. In the event of an officer needing to be removed from office, petitions may be filed with the organization and the officer must have committed at least 2-3 impeachable offences.
 - i. Impeachable Offenses include
 - 1. Treason (Ex. gives information to competing schools/teams)
 - 2. Theft (Ex. Steals club materials for personal use)
 - 3. Failure to uphold elected duties (Ex. The secretary not showing up to meetings to take notes repeatedly)
 - 4. Repeated general wrongdoing against SRG (Ex.
- b. If a petition of 50% membership is signed, it will be filed with the organization and a vote will occur at the next meeting.
- c. The officer under review will have an opportunity before voting takes place to make a statement to members.
- d. If a 70% majority is reached, the officer will be removed from their position.
- e. Re-election for the position will take place within 2 meetings of the removal.

6. Officer Position Creation:

- a. If a new position is desired amongst members, a petition may be filed to the organization with a 50% membership approval.
- b. A vote will take place amongst the executive team, with a 70% majority vote required for creation.
- c. In the creation of a new position, an officer vote will take place for the position at the next available meeting.

Article VII: Advisor

1. **Current Advisor Selection:** Mathew Nelson
 - a. Official adviser(s) may be any Faculty or Staff Member at Iowa State University. A non-Faculty or Staff Member may be an appointed consultant to the club if they have specific qualifications, making them a special resource to the club. Multiple advisors are allowed for this club.
2. Advisor Duties
 - a. The adviser(s) shall advise the organization on school-related activities and assist the club in achieving its goals. The advisor will attend group meetings at their discretion. They will remain in contact with the executive committee regarding all ongoing projects of the club.
3. Method of Selection
 - a. The Advisor of this organization shall be selected by a unanimous decision of the executive officers
4. Advisor terms of service
 - a. The Advisor of this organization shall serve an indefinite term length at their leisure.
5. Impeachment/Removal/Replacement of Advisors
 - a. An adviser's term shall only be terminated by resignation, impeachment, or death. If an adviser is found unfit to perform their duties, the club shall find an adequate replacement, vote to terminate the present adviser's role, and replace the outgoing adviser with a new one. A 2/3 vote is required to terminate the current advisor, and unanimous approval by the exec board is required for a new one.

Article VIII: Finances

1. **Management:**

- a. The Treasurer will manage all finances and ensure proper documentation.
- b. All funds must be deposited and disbursed through the Campus Organizations Accounting Office.
- c. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).
- d. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

2. **Funding Sources:**

- a. Funding is to be raised through small-scale fundraising events and small dues.
- b. Future funding via industry sponsorships, grants, and larger fundraising events.
- c. Treasurer oversees managing funds and communicates with sponsors.

Article IX: Risk Management

1. **Compliance:** SRG will utilize official Iowa State labs (e.g., Student Innovation Center) for all manufacturing and adhere strictly to university safety requirements.
2. **Risk Officer:**
 - a. A risk management officer position is added to ensure compliance. (See Article VII for a further description of the safety officer's role)

Article X: Amendments

1. **Proposal:** Any member may propose amendments to the constitution, submitting them to the executive team.
 - a. Amendments requiring the prompt submission of an amended constitution to Student Engagement within 10 days of ratification.
2. **Ratification:** Amendments require a 2/3 majority vote of the executive team.