

2018-2019 Constitution

Michigan Aeronautical Science Association

Preamble: We, the members of the Michigan Aeronautical Science Association, in order to provide the University of Michigan community with a club that allows members to explore high powered model rocketry, do hereby establish this constitution.

Article I: Name

The name of the organization will be Michigan Aeronautical Science Association, henceforth referred to as MASA.

Article II: Purpose, vision, mission, aims, functions of the organization.

Section 1. Purpose: MASA was founded to teach students about the basics of rocketry, to provide hands-on exposure to the design, build, and test phases of engineering, and to research and experiment with growing areas of rocketry such as hybrid propulsion and composite materials.

Section 2. Mission: To provide the university of Michigan community with an active club that allows members to explore engineering and science activities related to design, construction, and launch of high power rockets.

Section 3. MASA understands and is committed to fulfilling its responsibilities of abiding by the University of Michigan policies and procedures.

Article III: Affiliations

MASA is affiliated with the College of Engineering, its sponsoring department.

MASA also has business sponsorships to help fund the projects undertaken by the organization. These sponsorships include funding from various engineering departments within the University of Michigan and sponsorships from companies. These companies will provide funding, materials, or engineering expertise.

Article IV: Membership

Section 1: Active membership shall be limited to persons officially connected with the University of Michigan as faculty, staff, registered students, or recent graduates who graduated in December and want to continue with the project the following winter term. Apart from those criteria MASA will comply with all applicable federal and state laws regarding nondiscrimination and affirmative action in addition to those in place by the University of Michigan.

Section 2: To become a member, an individual must indicate interest by providing their email and being added to a MASA email list or attending one MASA meeting.

Section 3: If the member has broken any of the rules outlined by MASA's purpose, or has intentionally tried to subvert MASA in any way, the member may be removed. In order for the member to be removed, the following process will be followed:

- 1.) Three separate individuals will bring their concerns about the member in question to the MASA officers.
- 2.) The MASA officers will request the member in question to come to an officers meeting and be prepared to answer questions regarding the situation.
- 3.) The MASA officers will have to unanimously vote for the removal of that said member, after discussing the matter with the faculty advisor.

Section 4: MASA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Section 5: Upon joining the organization, all members agree not to undermine the purpose or mission of MASA.

Article V: Officers

Section 1: Officers

MASA will be governed by an executive committee consisting of the following officers:

- a) MASA shall elect a President. The President shall be the liaison for the department, team leads, and general members of MASA. They will inform members of general announcements, lead all non-technical and leads meetings, and hold other leads accountable for their roles.
- b) MASA shall elect a Vice President. The Vice President shall assist the President in ways he/she sees fit, shall assist new members with assimilation to MASA, head and coordinate outreach events which includes the IREC payload challenge, and create and hold social events for MASA.
- c) MASA shall elect a Treasurer. The Treasurer will provide reimbursements from the MASA SOAS account, be the point of contact of the MASA SOAS account, and maintain and help create a MASA budget, for both the year and the IREC competition.
- d) MASA shall elect a Safety Officer. The Safety Officer will be the liaison for the University in all matter regarding health and safety of all things MASA. He/she will hold MASA accountable for all safety procedures and reserve the ability to call off any launches, tests, or other processes if they deem something unsafe and/or holds an excessive risk to cause bodily harm.
- e) MASA shall elect a Chief Engineer. Chief Engineer will assist all technical leads, provide assessment of feasibility of the rocket, and to act as a middle-man between sub-teams to solve problems and issues. The Chief Engineer will be held accountable to overseeing the final design of the competition rocket and overseeing all test events.

f) MASA shall elect a Business Lead. The Business Lead will be the point of contact for all sponsors, and work to find and maintain all sponsorships. He/she will also maintain the MASA website, create at least a bi-monthly newsletter, maintain the social media accounts, and be the main persons for all public relation matters.

e) MASA shall elect a Production Manager. The Production Manager will work with the Wilson Center to organizing the machining and construction of the rocket. He/she will be deal with any facilities that are not safety related nor in the realm of the Safety Officer.

In addition to these officers there will be subsystem leaders that will vary year to year based on project requirements and needs. These may include, but are not limited to: Airframe Lead, Assembly Test and Launch Operation Lead, Avionics Lead, and Propulsion Lead.

In the case of the removal of an officer the procedure goes as follows:

1. Any issues of an officer not performing their duties must first be contacted.
2. If issues are not resolved a majority vote of the officers is sufficient to remove the officer in question and replace them with a more fit and able bodied member.

Section 2: Elections:

MASA will hold yearly elections to elect new officers each year. The process will be held during the last two months of the school year, with a process that works as follows:

1. A formal introduction to the process will be outlined along with position and duties of each officer, with all prospective officers will submitting application forms to one or more positions.
2. A discussion and question and answer session open to all members will be held during a general meeting and technical sub-teams to introduce and evaluate each candidate. Any candidate unable to attend will be given reasonable accommodations.
3. Voting will commence directly after said session, using an online polling system which will be open until midnight of that night. The polling system will use a ranking system such that the winner will be determined using the instant run-off system. Any further ties will be decided by the President.
4. If a majority of leads do not think a winner is qualified for their position, the position may be the 2nd place candidate, assuming they are also qualified.
5. All technical sub-team leads will be elected at their respective technical sub-team meeting, using the same process outline as above.
6. All non-technical leads and Chief Engineer will be elected at the general meeting.
7. All voting will be kept secret, although a unique name will be required to submit a ballot and verify the legitimacy of the member. In the case of reasonable suspicion of election rigging and fraud, the votes will be shown to prove legitimacy of election.

Article VI: Advisor

MASA's faculty advisor is Professor Mirko Gamba of the Aerospace Department.

Article VII: Operations

Section 1. Meetings

All meetings will occur on a basis at a time selected by the executive committee and will follow the procedure set forth below.

- i) Review of last week's minutes
- ii) Recent budget updates and changes
- iii) President then has the floor for any information on upcoming launches or events
- iv) Chief engineer discusses tasks for the week
- v) Subsystem reports

Article VIII: Finances

MASA will finance the activities it engages in by the following means:

- a) Applying to funding grants from Central Student Government.
- b) Funding from ESG
- c) Aerospace Department
- d) Business sponsors

Article IX: Statement of Compliance

MASA has read and agrees to fully comply with the University's policies. We understand that the organization's registration is contingent on acceptance of these policies.

Article X: Ratification of Constitution

MASA will ratify the constitution with a 2/3 majority vote by active MASA members and will review the constitution every 2 years.