# ARTICLE I. NAME OF ORGANIZATION

The organization shall be named ‘Swamp Launch Rocket Team’ and may alternatively be referred to as the ‘Rocket Team’. It shall be an on campus professional engineering organization affiliated with the University of Florida Department of Mechanical and Aerospace Engineering. Swamp Launch Rocket Team and its members may also choose to affiliate professionally with the National Association of Rocketry (NAR), Tripoli Rocketry Association (TRA), the National Aeronautics and Space Administration (NASA), the Experimental Sounding Rocket Association (ESRA), and the American Institute of Aeronautics and Astronautics (AIAA).

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Swamp Launch Rocket Team is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit the Department of Mechanical & Aerospace Engineering and operates within the scope and function of it. As such, Swamp Launch Rocket Team is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. University-sponsored student organizations are not eligible for Student Government funding.

# ARTICLE III. PURPOSE STATEMENT

Swamp Launch Rocket Team will provide a platform for students of all backgrounds to advance their knowledge of high power rocketry, rocket engineering, launch vehicles, payloads, and greater space exploration. To pursue these goals, Swamp Launch Rocket Team will technically and financially support design competitions, high power rocketry certification efforts, and design projects, and foster community and industry engagement to enhance team and public success.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, Swamp Launch Rocket Team shall be a registered student organization at the University of Florida. Swamp Launch Rocket Team shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

***Section A. Non-Discrimination***

Swamp Launch Rocket Team agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

***Section B. Sexual Harassment***

Swamp Launch Rocket Team agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

***Section C. Hazing***

Swamp Launch Rocket Team agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

***Section D. Responsibility to Report***

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Swamp Launch Rocket Team becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

***Section E. Officer Eligibility***

Swamp Launch Rocket Team understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

# ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non- enrolled students, spouses, faculty, and staff are prohibited from holding membership, office, or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR SWAMP LAUNCH ROCKET TEAM**

Swamp Launch Rocket Team may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Swamp Launch Rocket Team agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

# ARTICLE VII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The advisor and Department of Mechanical & Aerospace Engineering holds the responsibility to oversee the day-to-day functions and operations of Swamp Launch Rocket Team, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

The student organization advisor(s) advise the team in matters concerning the organization, campus administration, and government. The advisor(s) may also provide technical advice to the team and provide aid in team activities. The team will have at least one student organization advisor but may choose to select additional advisors.

The advisor(s) and Mechanical and Aerospace Engineering Department holds the responsibility to oversee the day-to-day functions and operations of Swamp Launch Rocket Team, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

The advisor(s) will be selected by the President and voted on by the executive board. Upon confirmation of the willingness of the candidate and a majority approval of the membership body at a pre-announced general body meeting, the candidate(s) will be formally announced and take up the role of student organization advisor(s).

The position shall be held for one year, with reapproval for continuation required by majority vote of all newly elected officers for the next term. The advisor may also be removed by a majority vote of the general body members in a vote proposed by any general body member or officer. Vacancies will be filled in the same manner as election and reapproval, with the head of the UF MAE Department serving as interim advisor.

# ARTICLE VIII. OFFICERS

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of Swamp Launch Rocket Team shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

## Section A. Executive Board

Swamp Launch Rocket Team shall be overseen by an executive board of elected students which shall preside over technical teams. The selected officers of Swamp Launch Rocket Team shall be President, Vice President Internal, Vice President External, Treasurer and Project Manager(s). At no time should one person hold more than one of these positions. Executive board members may participate on technical teams, but not at the expense of their first duties as board members. All executive board positions are elected by majority vote by the general body and will be held for one academic year, beginning during the summer semester. There are no limits to the number of times an individual can serve on the executive board. Executive board positions are:

**President:** Preside at meetings of the executive committee and the general body of student chapter, ensure that other officers properly carry out their duties, and act as a liaison between the faculty advisor(s), alumni, the UF MAE Department, and the College of Engineering.

**Vice President Internal:** Preside over and administer internal team activities related but not limited to engagement, internal communications, General Body Meetings, General Education Meetings, and member retention. The VP Internal will be responsible for all duties regarding member engagement, including working with team leads to ensure all meetings are interactive and engaging.

**Vice President External:** Responsible for all external relations and communications such as the team website and external social media, member recruiting, and alumni/corporate relations. The VP External will work with the Treasurer to coordinate fundraising and sponsorship efforts and maintain any corporate relationships the team establishes as well as attending partnership meetings such as SG, BEC, and BOCC.

**Treasurer:** Responsible for bookkeeping and management of the team’s finances, including purchases and income. Will work with VP External to maintain communication with the MAE and SG finance departments and provide for fundraising and sponsorship efforts. Coordination of competition or university registration fees and payment timelines as well as budget and disbursement will be handled by the Treasurer.

**Project Manager(s):** Oversee technical competition teams that focus on separate projects or competitions. These projects may include, but are not limited to, the NASA University Student Launch Initiative and the Spaceport America Cup. The Project Manager(s) oversee and manage the technical leads assigned to the project and their progress throughout the year. It is recommended, but not required, that the Project Manager(s) appoint (a) Chief Engineer(s) to provide technical expertise and assist in management of the Project Manager(s)’ technical teams. Competition teams may also set up a multi-year plan if proceeding officers agree project scope warrants continued development.

## Section B. Leads

All executive board members may appoint officers to serve in the activities of the team at their discretion. These officers will be referred to as ‘leads.’ The executive board and leads are collectively referred to as ‘officers.’ These lead positions may be held simultaneously by multiple individuals and will be held for one academic year.

The President and Vice Presidents are primarily responsible for appointing and managing all non-technical leads who may assist in team activities and development. The Project Managers and, if applicable, the Chief Engineers are primarily responsible for appointing and managing all technical leads that are assigned to the completion and success of projects or competition materials. These positions are subject to change year-to-year at the discretion of the executive board.

## Section C. Impeachment and Vacancies

If an officer is no longer eligible to hold their position per the Registered Student Organization Classification and Officer Eligibility Policy or no longer wishes to hold their position, the officer may step down from their position at any point during the academic year following notice given to the executive board. If the officer is not able to satisfactorily fulfill their position, the officer may step down or be removed by the following procedures.

### *C.1 Executive Board Members*

Any executive board member may be impeached through the following procedure:

Written notice by at least three officers must be submitted to the advisor and President stating their proposal for impeachment of an executive board member. A general body member may propose impeachment by bringing a written proposal to any officer, which thereafter three officers must submit their written notice to the advisor and President. If applicable, it is recommended, but not required, that the executive board member under impeachment be notified and given a probationary period to correct their position. It is understood that in extenuating circumstances, the probationary period may not be feasible. Upon receival of impeachment proposals, the executive board member under impeachment may step down from their position or will be removed upon a ¾ majority vote of the executive board and, if applicable, the Chief Engineer(s).

### *C.2 Non-Technical Leads*

Any non-technical lead may be impeached through the following procedure:

Written notice by an executive board member must be submitted to the advisor and President stating their proposal for impeachment of a lead. A general body member may propose impeachment by bringing a written proposal to an executive board member, which thereafter an executive board member must submit their written notice to the advisor and President. If applicable, it is recommended, but not required, that the lead under impeachment be notified and given a probationary period to correct their position. It is understood that in extenuating circumstances, the probationary period may not be feasible. Upon receival of impeachment proposals, the lead under impeachment may step down from their position or will be removed upon a ¾ majority vote of the executive board.

### *C.3 Technical Leads*

Any technical lead may be impeached through the following procedure:

Written notice by the technical lead’s Project Manager and, if applicable, Chief Engineer must be submitted to the advisor and president stating their proposal for written impeachment of a lead. A general body member may propose impeachment by bringing a written proposal to the Project Manager, which thereafter the Project Manager and Chief Engineer must submit their written notice to the advisor and President. The advisor and President must approve the impeachment proposal and either may veto the request. If applicable, it is recommended, but not required, that the lead under impeachment be notified and given a probationary period to correct their position. It is understood that in extenuating circumstances, the probationary period may not be feasible. Upon receival of impeachment proposals, the lead under impeachment may step down from their position or will be removed by the Project Manager and, if applicable, the Chief Engineer.

### *C.4 Vacancies*

In the event of the removal of an officer or a vacancy, the executive board may appoint an interim position until an official election may be held at a general body meeting. The interim will be agreed upon by a ¾ majority vote of the executive board. If the vacancy is an executive board position, the vacancy will be filled following standard election procedures at the following general body meeting. If the vacancy is a non-technical lead position, the President and Vice Presidents will appoint a new individual to the position. If the vacancy is a technical lead position, the respective Project Manager and, if applicable, the Chief Engineer will appoint a new individual to the position.

# ARTICLE IX. ELECTIONS

All students are eligible to run for officer positions provided they meet the UF regulations and requirements for holding such a position. Elections shall be held at the end of the Spring academic semester during April and shall be announced to the general body members prior to the election meeting. Voting members shall consist of all general body members. Members may nominate themselves or another member for any position, and such nominations shall be recorded by the executive board. The current President is a non-voting member, with the exception of tie break, which is detailed in the following paragraphs. Nominations shall be repeatedly announced, and in the event that not all positions have nominations, further nominations may be made during the election meeting at the discretion of the President.

Election meeting procedure shall be decided on a yearly basis by the President and executive board but shall contain a fair and equal amount of time for each candidate to present themselves to the general body and state their position. It is recommended that each candidate face a standardized pertinent set of questions to allow the general body to evaluate their ability to fulfill an officer position. Officers shall be elected by a simple majority vote by the attending members of the team during the election meeting. The vote will be anonymous, cast by hand-raising or through an online response recording program (i.e., Google Forms), and will be tallied by the current President. Absent members may also submit votes if they are able to assess the running officers.

In the event of a tie, the two candidates will be given a second round of questions/speaking time with an additional vote to determine the appointment of the position. If a simple majority cannot be reached at this point, the standing executive board will decide the victory with a simple majority vote of executive board members, including the current President. The results of the election will be announced during the election meeting at the discretion of the current President.

In the absence of clear direction on election, amendment, and /or voting procedures, Swamp Launch Rocket Team agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

# ARTICLE X. FINANCE

As a University Sponsored Student Organization, Swamp Launch Rocket Team does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by the Department of Mechanical & Aerospace Engineering.

No membership dues will be collected by Swamp Launch Rocket Team. All funding will come from the UF MAE department, corporate sponsorships, fundraisers, or through grants or funding from another department or project for which Swamp Launch Rocket Team is providing aid. Funding shall be used to build competition rockets and payloads, support outreach activities, and support internal development activities and projects. All available leads are expected to participate in fund-raising activities when they arise.

As a USSO, Swamp Launch Rocket Team will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

# ARTICLE XI. DISSOLUTION OF ORGANIZATION

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Swamp Launch Rocket Team will leave any assets and outstanding funds to the UF MAE Foundation account for dispersal amongst other design teams. All outstanding debts and claims will be paid before the funds are disbursed.

# ARTICLE XII. AMENDMENTS TO CONSTITUTION

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

Changes to this constitution may be enacted by standard amendment policy by any member at any meeting. The proposed amendment must be submitted by a member in written form to the President and presented at the next general body meeting. A period of time will be designated for amendment discussion and voting. Presentation and voting will be pre-announced and a 2/3 majority shall be required to instate the amendment. Upon approval, the amendment shall become effective immediately. An amendment may be proposed multiple times, but at most, once per meeting. No amendment shall serve to impede the team in the completion of its mission. Amendments may include any changes to the above information including team restructuring. Such restructuring shall require the advice of the current serving advisor(s).

All amended constitutions must be submitted directly to Student Engagement for review and approval.