

Bylaws of an AIAA Student Branch

**STUDENT BRANCH OF
THE AMERICAN INSTITUTE OF AERONAUTICS
AND ASTRONAUTICS**

ARTICLE I

Name

The name of this organization shall be the _____ student branch of the American Institute of Aeronautics and Astronautics (AIAA).

ARTICLE II

Objective

The objective of this organization is to further, within its institution, the purposes and programs of AIAA (the Institute). Additionally, the student branch is established to highlight to their university and local community the value of the aerospace industry and the role played by AIAA. Organizationally, student branches are part of the AIAA Regional Engagement Activities Division (READ).

ARTICLE III

Membership

1. All branch members must be current members of AIAA. Membership in AIAA and associated dues shall be as fixed by AIAA and shall be paid to the Institute.
2. The branch may levy additional local dues, which may be used to fund or subsidize activities of the branch. The benefits of these additional local dues may be limited to that subset of members that provided the funds. However, membership in AIAA or this student branch shall not be contingent on the payment of any local dues.
3. Any full-time graduate or undergraduate student at _____ that is a current member of AIAA is considered to be a member of this student branch by AIAA.
4. Eligibility for membership in the student branch or to be elected or appointed to a student officer position may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability, and there shall be no rules or policies of the organization that discriminate on the basis of these factors.
5. The student branch will not participate in any activities that could be regarded as hazing. "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the willingness of the person to participate.

ARTICLE IV

Officers

1. The officers of the student branch shall be chosen from among the branch members.
2. At a minimum, the officers of the organization shall consist of a Chair, Vice Chair, Secretary, and Treasurer.
3. The Executive Committee shall create other elected officer positions based upon the needs of the individual branch.
4. All officers shall be elected for a term of one year. There are no term limits on branch officers.

5. The duties of the Chair shall be to preside at all regular meetings of the organization, to preside at all meetings of the Executive Committee, and to serve as an *ex-officio* member of all other branch committees. At the end of the academic year, the Chair shall submit to AIAA a report of the activities of the student branch for the year.
6. The Vice-Chair shall assume the duties of the Chair in their absence and shall perform such duties as are generally associated with the office or that are assigned by the Chair.
7. The Secretary shall maintain minutes of the meetings of the student branch and shall be custodian of all its records not specifically assigned to others. They shall conduct the correspondence of the student branch and Executive Committee and send out notices of the meetings and shall keep a full and correct list of the members and their addresses.
8. The Treasurer shall have charge of the funds of the student branch and shall make all required financial reports and expenditures authorized by the student branch or Executive Committee.
9. The Faculty Advisor may recommend removal of an officer if they do not meet the requirements of the position. If this occurs, the Faculty Advisor shall provide a written explanation to READ who has the final authority to approve the removal of the officer.
10. If an officer, other than the Chair, is unable to perform his/her duties or no longer meets the requirements of the officer position, the Chair, with approval of the Executive Council and the Faculty Advisor, may appoint a member to serve in his/her seat for the remainder of the term of office. A vacancy in the office of Chair is filled by the Vice Chair.

ARTICLE V

Executive Committee

1. The Executive Committee, comprised of branch members and a faculty advisor, is established for general supervision of the work of the student branch and shall perform such other duties, as the student branch shall determine.
2. The Executive Committee shall consist of the branch elected officers (see Article V) and a number of appointed special committee chairs (see Article VI).

ARTICLE VI

Meetings, Procedures, Quorums, and Elections

1. The student branch is encouraged to hold at least four meetings per academic-year. Special meetings of the branch may be held at the call of the Chair or upon written request of 20% of the membership.
2. A quorum at any meeting of the student branch shall be at least 25% of the members of the branch.
3. Three members present shall constitute a quorum at any meeting of the Executive Committee.
4. The rules contained in *Robert's Rules of Order Revised* shall govern meetings of this student branch in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the AIAA bylaws.

ARTICLE VII

Financial Affairs

1. Student branch may charge local dues under the limitations of Article III.3 and/or conduct fundraising. The latter may include applying for funds from their own department/school/university, local industries, the local professional AIAA Section, or READ.
2. The fiscal year shall be defined in the READ policies and procedures.
3. The student branch shall have no indebtedness, and shall not enter into any contract or understanding, assume any obligations, or make any expenditures, the effect of which would be to create, at any time, a branch obligation the total amount of which exceeds \$100 over the funds on hand.

4. In the event that the student branch should go through dissolution, all assets shall be transferred to the university where the organization was established, or to AIAA.

ARTICLE VIII

Committees

1. There shall be as many committees with as many members as deemed necessary by the student branch membership to carry on the work of the branch. A committee can be formed for the purpose of one specific task and then sunset or as a perpetual group that provides a specific function.
2. Committee chairs are appointed by the Student Branch Chair with the approval of Article V Branch officers.

ARTICLE IX

Faculty Sponsorship and Liaison with AIAA

1. To assure continuity of purpose and activities as well as conformity with the rules and regulations governing student activities at the institution, the student branch shall have an official faculty advisor listed in the records of the AIAA READ Student Branch Committee (SBC). The faculty advisor must be in the employ of the university and be a current AIAA member that has agreed to serve in this capacity.
2. The student branch may designate additional unofficial advisors beyond the official faculty advisor. These additional advisors need not be faculty members.
3. The following shall be communicated to READ through the Student Branch AIAA staff liaison or the annual activity report.
 - a. A change in the official faculty advisor of the student branch.
 - b. The election or appointment of new student branch officers.
 - c. Information on branch programs and activities for potential release to the AIAA publications.

ARTICLE X

Amendments and Limitations

1. In accordance with the AIAA Constitution and bylaws, the student branch membership and student branch bylaws are governed by the AIAA Certificate of Incorporation, the Constitution, bylaws, and policies of the Institute, as well as any rules or regulations established by the AIAA Board of Trustees.
2. Student Branches must comply with the laws of local or national authorities, and with all University policies, procedures, and practices, which shall supersede these bylaws in instances of conflict.
3. Policy and Procedure documents to augment these bylaws may be approved by a two-thirds affirmative vote of those student branch members present at a special meeting called for the express purpose of approving Policy and Procedures. Such a meeting must be announced at least 10 days in advance. Policy and Procedure documents may be proposed by the Executive Committee or by a member petition to the Secretary, as long as at least 10% of the membership or five members (whichever is greater) endorses such a petition. No policy or procedure document that is inconsistent with the bylaws or the constitution of AIAA shall be submitted to vote.
4. READ may from time to time amend or alter these bylaws for reasons including, but not limited to, keeping these bylaws in alignment with the Constitution, bylaws, and standing policies of the Institute.

Article XI

Formation and Termination

1. The AIAA Board of Trustees is empowered to establish or terminate student branches in the manner set forth within the bylaws of AIAA and the policies established by the Board of Trustees.

2. Upon the termination of a student branch, the student branch shall halt the commitment of student branch funds. Debts already incurred for spending previously authorized by the student branch in accordance with Article V.8 shall be paid. No future payments may be authorized or debts incurred after a student branch is terminated and all planned and approved future spending shall be voided. The student branch shall return all remaining funds as per Article IX.4 and close any financial accounts of the student branch.

Certified as correct:

Faculty Advisor

Chair

Date