

## **The Constitution of the Unmanned Aerial Vehicle Club of Notre Dame**

### **Article I. NAME**

The name of this club shall be Unmanned Aerial Vehicle Club of Notre Dame (UAVND)

### **Article II. PURPOSE**

The purpose of UAVND shall be to:

Section 1: Foster interest in unmanned aerial vehicle (UAV) systems and their real world applications.

Section 2: Gain experience with the legal environment surrounding UAV systems.

Section 3: Develop technical skills in vehicle design, automated systems programming, and design of electrical systems

Section 4: Design and build a UAV system to compete in the association for unmanned vehicles system international student unmanned aerial systems competition and eventually expand to other competitions.

Section 6: Create connections within industries that use UAVs

### **Article III. MEMBERSHIP**

Section 1. Membership in UAVND shall be open to any interested graduate or undergraduate students at the University of Notre Dame, Saint Mary's College or Holy Cross College.

Section 2. Notre Dame faculty/administrators may join the club as "Associate Members." Associate members may not run for office and do not have voting rights.

Section 3. If deemed necessary, a person's membership may be reviewed by the club officers for repeated or serious violations of the club constitution. Members may also be expelled by a unanimous vote of the club officers for gross ethical or professional misconduct.

### **Article IV. MEMBERSHIP FEES**

Section 1. All members must pay an annual membership fee of \$15.00 due to the Treasurer no later than September 15.

Section 2. Members joining between September 15 and the end of the fall semester must pay the \$15.00 membership fee to the Treasurer by the second meeting they attend.

Section 3. Members joining in the spring semester must pay a \$5.00 membership fee by the second meeting they attend.

Section 4. Members who are current on their dues payment shall be classified as "active" members.

Section 5. Only active members may participate in club activities.

### **Article V. OFFICERS**

Section 1. The Club Officers of UAVND shall be the President/Co-Presidents, Vice President, Treasurer, and Safety Officer. The creation of additional officer positions (e.g. Co-President, Web Master, etc.) must be approved by a two-thirds vote of the active membership and with the support of the advisor.

Section 2. Only students may serve as officers, and at least half of the officers must be Notre Dame undergraduate students.

Section 3. The duties of the President/Co-Presidents shall include:

- A. Coordinating weekly meetings of the club.
- B. Chairing all meetings of the club.
- C. Calling emergency meetings, pursuant to Article IX. Section 4.
- D. Providing leadership to the club.
- E. Working directly with the Advisor to ensure the club is operating within the expectations of the University.
- F. Acting as the chief spokesperson of the club.

- G. Establishing an effective relationship with the Club Coordination Council, Student Activities Office, and other University administrative departments.

Section 4. The duties of the Vice President shall include:

- A. Assisting the President/Co-Presidents with the fulfillment of their duties.
- B. Appointing all committee chairs, pursuant to Article VII.
- C. Providing support for the development of club activities planned by the committees.
- D. Working with the Treasurer to establish budgets for committees which are created.

Section 5. The duties of the Treasurer shall include:

- A. Keeping a record of all financial transactions.
- B. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
- C. Preparing any and all budgets, financial budget requests/appeals, etc.
- D. Working with the Vice President and President/Co-Presidents to establish budgets for committees which are created.
- E. Maintaining detailed membership records, including the amount of dues collected from each member.

Section 6. The duties of the Safety Officer shall include:

- A. Ensure that UAVND and its members meet the safety guidelines outlined in the UAVND Safety Protocol document.
- B. Meeting with the Advisor as the Club obtains new equipment in order to incorporate new safety procedures into the UAVND Safety Protocol document.
- C. Meeting with management at local flying fields to ensure that their local safety protocol is followed.
- D. Obtaining the necessary permits/licenses (FAA, AMA, etc.) to safely and legally oversee the club members use of UAVs.
- E. Update the Safety Protocol document when necessary to follow changing permit/license regulations.

**Article VI. OFFICER ELECTION/IMPEACHMENT**

Section 1. All Club Officers shall be elected before March 10 and will serve a term of March 10 - March 9. The time between elections and March 10 shall serve as a transition period for new officers. All officers must complete club officer training between March and April.

Section 2. Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)

- A. Nominations - Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officer positions, with the exception of the President position. Only members holding a current office or committee chair position shall be eligible to run for the presidency of the UAVND -- the President position must be nominated from a current officer. Nominations will only be accepted during the meeting prior to elections. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member. Additionally, the Safety Officer must hold the proper licenses/permits, as outlined by the UAVND Safety Protocol document, prior to nomination.
- B. Elections - Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office. The order of elections shall be as follows: President, Vice President, and Treasurer.
- C. Run-Off Elections - In the event that no candidate receives at least 50%+1 of the vote of the currently active club members present, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in their duties (as decided by a unanimous agreement of the three other club officers and advisor), they may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure a fair and democratic process.

Section 4. The filling of an office vacated by impeachment shall be conducted by a special election held in the manner of elections as defined in Article VI, Section 2. In the case of a vacancy for the President, the Vice President shall be appointed President, and a replacement for the Vice President shall be elected.

#### **Article VII. COMMITTEE CHAIRS**

Section 1. The Club Officers shall decide on an annual basis which committees need to be established in order to advance the club's position on campus.

Section 2. All committee chairs will be appointed no later than September 20 by the Vice President. All appointments must be approved by a majority of the Club Officers.

Section 3. Only students may serve as committee chairs.

Section 4. The duties of all Committee Chairs shall include:

- A. Selecting members to serve on their respective committee.
- B. Coordinating and chairing committee meetings, as needed.
- C. Keeping the Club Officers and Advisor abreast of the plans and intentions of the committee.
- D. Becoming familiar with pertinent University policies and procedures.

#### **Article VIII. ADVISOR**

Section 1. The Club Officers shall unanimously agree upon and appoint an advisor no later than April 1 to serve a term from May 1 - April 30.

Section 2. The Advisor must be a full-time Notre Dame faculty member or administrator.

Section 3. The Advisor's duties shall include:

- A. Meeting with the club officers on a regular basis.
- B. Attending club meetings and club activities.
- C. Keeping abreast of club issues and intentions.
- D. Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
- E. Assisting with the implementation of an officer transition program.

Section 4. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

Section 6. The Advisor must be approved by the University of Notre Dame College of Engineering in accordance with the UAVND Club Charter document.

#### **Article IX. MEETINGS**

Section 1. The club shall meet at least once per week with attendance of at least 2 meetings every 4 weeks mandatory for all. A listing of meeting dates shall be established by the Club Officers and shall be posted on the UAVND google calendar page no later than September 15.

Section 2: Club members are expected to meet one additional time per week in smaller groups to work on their assigned portions of the project.

Section 3. Only active student members may vote at meetings. Quorum to conduct business shall be 50% of dues paying members.

Section 4. In the event that an emergency meeting of the club needs to be held, the President/Co-Presidents of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out an e-mail.

#### **Article X. DISBURSEMENT OF FUNDS**

Section 1. All disbursements of funds must be approved by the Treasurer and Advisor.

Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.

Section 3. Any expenditure in excess of \$200 must be approved by a majority of the Club Officers.

Section 4. Any event or activity in excess of \$5,000 must be approved in advance by the Financial Management Board (FMB) by emailing [fmb@nd.edu](mailto:fmb@nd.edu).

Section 5. All financial transactions of UAVND will be managed through the University of Notre Dame's accounting system, as stipulated by the Student Union Treasurer's Office.

Section 6. Only the Club Officers and the Advisor shall have the ability to charge expenses to the club via the University's account charge system.

## **Article XI. AMENDMENTS**

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the club's next meeting.

Section 3. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.

## **Article XII. References**

Section 1. The UAVND Club Charter and UAVND Safety Protocol documents are referenced in this document. The UAVND Club Charter refers to a document stating the relationship and responsibilities of UAVND members and the University of Notre Dame College of Engineering. The UAVND Safety Protocol refers to a document outlining safety procedures followed by UAVND members.

Section 2. Amendments to these documents or the addition of other reference documents must be approved by both the UAVND officers and the University of Notre Dame College of Engineering as outlined in the UAVND Club Charter document.