

CONSTITUTION

PREAMBLE

The Sigma Gamma Tau Society is established to recognize and honor those individuals in the field of aeronautics and astronautics who have through scholarship, integrity, and outstanding achievement been a credit to their profession. The Society seeks to foster a high standard of ethics and professional practices and to create a spirit of loyalty and fellowship, particularly among students of Aerospace Engineering.

ARTICLE I - ORGANIZATION

Section 1. The membership of the Society will include individuals who have been accepted into the Society according to the provisions of this Constitution. These members may be joined together in chapters or clubs as provided.

Section 2. The name of the Society will be Sigma Gamma Tau.

Section 3. The symbol of the Society will be the key and have the form represented in the official records of the Society as maintained at the National Office. The symbol of the Society may be worn and used as a Society symbol only by members.

Section 4. The certificates of membership will have the form represented in the official records of the Society as maintained at the National Office.

Section 5. The seal of the Society will be of the form represented in the official records of the Society as maintained at the National Office.

Section 6. The colors of the Society will be red and white.

Section 7. The format for the official stationary of the Society will be developed by the National Office and will be used for official business of the Society. Individual Chapters and Clubs can develop Chapter stationary for Chapter or Club business only and this should be submitted to the Executive Council for approval.

Section 8. The National Office of the Society will be maintained at a site designated by the National President.

Section 9. Chapters will be named after their respective schools.

Section 10. Clubs will be named after the cities or regions in which they are organized.

Section 11. Organizational Purpose and Operational Structure Required as a Tax Exempt Organization

- a. Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE II - GOVERNMENT OF THE SOCIETY

Section 1. Structure: The chapters of the Society shall be assigned to a Region by the National Convention. If a chapter is chartered between Conventions, it shall be assigned to a Region by the President of the Society.

Section 2. Administration: The National Convention

- a. The Society will be governed by the National Convention of the Society. The active chapters will elect National officers who will act as an Executive Council (as defined in Article II, Section 4.b) carrying out the directives of the Convention and the Constitution during the interim between Conventions. It is the responsibility of the Executive Council to interpret the Constitution during the interim between Conventions.
- b. There will be a National Convention at least every three years, but no more frequently than every two years. The time, format and location of each Convention will be established by the Executive Council. The Executive Council, or a chapter, may initiate a request for a special Convention. All chapters will be notified of such action, and they will be responsible for returning the ballot on whether or not the Convention will be held. If the ballot is not returned within one month, the vote will be counted as affirmative. If the majority of the chapters approve, the Executive Council will call the Convention as soon as possible and will designate the time, format, and location.
- c. Each Region will be represented at the National Convention by a Regional Coordinator (or representative designated by the Regional Coordinator) and a Regional Student Representative, each with one vote. Any other members of the Society may attend the Convention and may participate in the business of the Convention to the extent permitted by the Convention, but without voting rights.
- d. The Regional Student Convention Representative will be appointed by the Regional Coordinator after giving notice, in writing, to all chapters within the region, at least a 30-day time period in which to make a nomination.
- e. The Convention will establish the necessary rules that are required for the operation of the Convention.
- f. The Convention will establish that part of the initiation fee to be transmitted by the Chapter to the National Office. The fee includes the cost of the membership certificate, operating and publishing expenses of the Society. [The January 2015 National Convention set an upper limit on the initiation fee at \$40 with the actual fee to be determined by the Executive Council based on the required operating funds for the Society.]
- g. The expenses of the official delegates (Regional Coordinators and Student Representatives, National President, Vice-President, and Immediate Past President) will be paid from National funds to cover the delegates' expenses, including travel, meals, and lodging. The allowable per diem for meals shall be determined at the Convention.
- h. The semi-annual compensation of the Secretary-Treasurer will be fixed by a vote of the Convention.
- i. The Convention will act as the final arbitrator on all questions of interpretation of the Constitution.

Section 3. Government of the National Convention

- a. The National President will open the Convention and will preside.
- b. The Convention will elect its own secretary.
- c. A quorum will be at least one delegate (Regional Coordinator or Student Representative) from a majority of the Regions.
- d. Proxy votes will not be accepted at a Convention.
- e. The order of business at the National Convention will be established by the Executive Council prior to the Convention.
- f. Minutes of the Convention will be provided to all chapters and clubs.

Section 4. Administration: The National Officers

- a. The Executive Council will have the authority to take appropriate action within the spirit of the Constitution and Convention directives. It has the authority to declare a chapter inactive, or to reactivate it, depending on the chapter's ability to conduct its business.
- b. The elected National Officers will be the President and Vice-President, who together with the immediate Past President, compose the Executive Council. In case of a vacancy in one of the National Officer positions, the Executive Council may appoint an appropriate individual (e.g., one of the

Regional Coordinators or former National Officer) to serve on the Executive Council until the vacancy is filled. The Secretary-Treasurer, the Regional Coordinators, and the Communications Director will be appointed by the Executive Council, who will take into account any recommendations made by the chapters. The Executive Council will make the appointments at a Convention or during the following summer. The Secretary-Treasurer, the Regional Coordinators, and the Communications Director will assume their duties no later than September 1 in the year of appointment. All terms of office shall be for three years, and will end at the close of a Convention, or during the following summer as mutually agreed upon.

- c. The National President will preside at any meeting of the National Officers and at Conventions. The National President will be responsible for the financial resources of the Society.
- d. The National Vice-President will preside in the absence of the National President and will assist the National President in the administration and expansion of the Society.
- e. The Secretary-Treasurer will have custody of the permanent records, seal, Constitution, and other properties of the Society. The Secretary-Treasurer, along with the National President, will manage all current publications of the Society and will administer the nomination and the election procedure for National officers. Official correspondence of the Society must be addressed through the Secretary-Treasurer who will also collect and keep records of all financial transactions made by the National Office of the Society. The symbols of membership and any official materials will be obtained from the Secretary-Treasurer. The National President and the Secretary-Treasurer will submit a detailed annual report of activities to the Executive Council including a detailed financial report, a summary of which will be provided to the Chapters annually. All chapters must conduct their financial business with the Secretary-Treasurer between September 1 and May 30. Proper order blanks or forms must be used where such blanks are provided. Electronic media is the preferred method of communication between Chapters, Regional Coordinators and the National Office and all efforts should be made to use this form of communication whenever possible.
- f. The Regional Coordinators shall act as liaison between the National and Regional Organization and each shall advise their Regional organization.
- g. The Executive Council may submit to chapters by letter or electronic ballot any issue which it deems necessary in the interval between Conventions.
- h. Expenses, including travel, meals and lodging, attendant to emergency meetings of the Executive Council will be defrayed by the National Society.

Section 5. Election of National Officers

The election of National Officers will take place every three years using the procedures outlined below. The indicated dates can be amended by the Executive Council if warranted but should be used as general guidance. The Secretary-Treasurer will advise the chapters and clubs by September 15th of every third year, using a form including the rules for the balloting prescribed by the Executive Council, that they must provide potential nominees by October 15th for the two offices terminating during that academic year. The nomination must be accompanied by a letter from the nominee indicating willingness to serve if elected. Supporting material, subject to limitation of length as specified in the balloting rules, may be submitted by the nominating chapter. This material will then be sent to each chapter. Ballots will be sent to the chapters and clubs and the preliminary ballots will be due November 15th. Each chapter will vote for the two offices with a first, second and third choice. The Secretary-Treasurer will then compile the final ballot including only those candidates receiving the two highest votes, and submit it to the chapters. The final ballot will be due December 15th. The results will then be announced soon after. A plurality vote will constitute election. The new officers may then attend the next National Convention. In the absence of multiple nominations, only one ballot will suffice.

Section 6. Regional Administration

Each Region shall be administered by a Regional Coordinator who shall be appointed by the Executive Council.

ARTICLE III - ESTABLISHMENT OF CHAPTERS AND CLUBS

Section 1. Qualifications for a Chapter

Chapters may be established at any college or university with an Accreditation Board for Engineering and Technology (ABET) accredited Aerospace, Aeronautical, Astronautical or similarly named program. A petition to establish a new chapter in such a school may be presented to the Executive Council by five students who would be qualified for membership under Article V.

Section 2. Petition for Establishment of a Chapter

The petition will include the following:

- a. A statement from the department head of the university or college which the petitioners are attending, affirming their eligibility, and the department's willingness to furnish an interested Faculty Advisor to supervise the chapter.
- b. A statement from an authorized official of the school declaring approval of the proposed chapter.
- c. A statement from the petitioners that they will subscribe fully to this Constitution and agree to support it as it now stands or as it may later be amended.
- d. The petition should be accompanied by the catalog or bulletin of the college describing the Aerospace engineering curriculum and any available material describing the school.
- e. Any other evidence that the aerospace curriculum meets the minimum standards as set forth by the Executive Council of the Society.
- f. The number of students in the aerospace engineering curriculum and the number of degrees awarded to students in this curriculum during the last three years.

Section 3. Consideration of a Petition by the Society

- a. The Executive Council corresponds with the petitioning school in order to assist in the preparation of the petition. The Council can send a representative of the Society to visit the school applying for a chapter charter before reporting on the application, if it is considered necessary.
- b. The Executive Council will consider all relevant information and prepare a report of their findings which will be submitted to each chapter.
- c. Each chapter will vote on the petition in accordance with the wishes of the majority of the active members and the decision should be returned to the Executive Council within thirty days of the mailing date of the report. If the ballot is not returned within the prescribed period, the vote will be considered affirmative.
- d. Chapters may be established only with the consent of three-fourths of the active chapters.
- e. When a petition is approved and a charter is granted, the Executive Council will furnish charter, copies of the Constitution, initiation, and other materials necessary for operation of the chapter. The Executive Council will appoint a person to install the chapter and to initiate the charter members.

Section 4. Clubs

- a. A club may be authorized by the Executive Council on receipt of a written petition of at least ten members of the Society who live within a reasonable distance of each other.
- b. The club will be governed according to the precepts of this Constitution.
- c. A club may be present at a Convention but it will have no vote.

ARTICLE IV - GOVERNMENT OF THE CHAPTERS

Section 1. Chapter Administration

- a. The active membership of a chapter will be all elected undergraduate members who are enrolled as candidates for a degree in the college or university concerned. In addition, elected graduate student members who are enrolled as candidates for a degree and faculty who are members of the Society may be active but have restrictive voting powers as defined elsewhere in the Constitution.
- b. The chapter will establish bylaws, within the precepts of this Constitution, that are required for its operation. A current copy will be furnished to the Secretary-Treasurer for record. The chapter bylaws are outlined below.

Chapter By Laws:

Chapter bylaws should include the following items:

- Article I Aims and activities of the chapter.
 - II Chapter Government (Election of Officers), faculty advisor, duty of officers not covered by Executive Council instructions, officer eligibility, etc.
 - III Meetings and order of business, establishment of quorum for business meetings.
 - IV Chapter finances.
 - V Committees (how appointed, duties and names of permanent committees, etc.).
 - VI Eligibility standard for election to membership (must equal or exceed those established in this Constitution).
 - VII Procedure for nomination and election of members.
 - VIII Amendments.
- c. The chapter officers will be the President, Vice-President, Secretary, and Treasurer; and these officers may be any active member of the chapter in good standing. Additional offices may be established by a majority vote of the active members.
 - d. A Faculty Advisor who is a member of the Society will be approved by the chapter. It will be the responsibility of the chapter to notify the National Office of any changes in their Faculty Advisor. The term of office for the Advisor is established by the chapter and reappointment is permissible.
 - e. Officers will perform duties and maintain records in accordance with instructions prepared by the Executive Council. These records will include minutes of the meetings of the chapter, Treasurer's account, the Secretary's files, the list of active and alumni members of the chapter, a correct and itemized account of chapter properties, and officer instructions.
 - f. The President will be the responsible agent of the chapter and will be responsible for providing information on the Chapter's operation, finances or membership to the National office if requested in the form requested.
 - g. The Vice-President will have as special duties the filing of current chapter news, the maintenance of a chapter history, and the preparation of candidates for initiation into the Society.
 - h. The Secretary will keep the roll and record book of the chapter, keep the minutes of chapter meetings up-to-date, and see that all necessary correspondence is prepared.
 - i. The Treasurer will keep an accurate and understandable account of chapter funds.
 - j. The chapter should hold at least two meetings of a technical nature during each scholastic year in addition to the regular meetings. Membership election meetings will be followed by an initiation meeting or banquet. Meetings of a social or technical nature may be held with other organizations, but business meetings should be open only to members.

ARTICLE V - MEMBERSHIP IN THE SOCIETY

Section 1. Grades of Membership

There will be but one grade of membership in the Society--that of Member.

Section 2. Eligibility Criteria

- a. Students directly associated with aerospace engineering who are degree candidates and who are eligible for membership (with approval of the Executive Council in questionable cases) as prescribed in Article V, Section 3a-3b and who are elected by the student chapter.
- b. Individuals in the aerospace engineering profession using procedures as prescribed in Article V, 3c. An individual, to be considered eligible for membership, must either 1) have made worthy contributions toward the advancement of the aerospace engineering profession, 2) be a teacher of aerospace or related subjects, or 3) have made such a significant contribution to science that he or she may be deemed worthy of membership in the Society.

Section 3. Qualifications for Membership

- a. Undergraduate Students
 - 1. To be considered for membership, students must have completed at least five quarters or three semesters of their college work and have been a resident for a minimum of two semesters or three quarters at the time of their candidacy for membership.
 - 2. Students must be in the upper one-third of their senior or upper one-fourth of their junior

aerospace engineering class. Sophomores who have shown outstanding achievement and are in the upper one-fifth of their class are also eligible for membership. Individuals who have a scholastic standing slightly below that specified, but who are exceptionally qualified in other respects, may be elected by the unanimous vote of the active undergraduate members.

3. A chapter may establish higher scholastic standards than those specified, with the unanimous consent of active members. The standards can never be lower than those specified in this Constitution.
 4. Candidates for membership must have shown, in addition to scholarship, qualities of high moral character, an active interest in aeronautics and astronautics, and an interest in the Society.
 5. Students enrolled in night schools may be considered eligible under the same requirements.
- b. Graduate Aerospace Engineering Students: Graduate students must maintain graduate standing satisfactory to the institution. They must have been residents for a minimum of one semester or two quarters at the school and have completed at least two-fifths of the credits required for the graduate degree toward which they are working at the time of their candidacy for membership. Voting will be as specified in Article V, Section 5.
- c. Individuals covered by Article V, Section 2b.
1. Nomination shall be made by a member who is not an undergraduate student.
 2. Nomination will be submitted to the Executive Council on a form prescribed by the Executive Council.
 3. The Executive Council will act on the nomination and notify the nominator of the action taken.
 4. After approval of nomination, membership in the Society will be contingent upon the nominee accepting the nomination. Individuals so selected will not acquire membership in any specific chapter.

Section 4. Voting on Undergraduate Candidates for Membership

- a. The President of the chapter will conduct the elections.
- b. All votes will remain secret.
- c. A quorum consisting of three-fourths of the active undergraduate members must be present. Voting on candidates for undergraduate membership will be done only by active undergraduate members.
- d. A three-fourths vote of the members present is required for the election of senior students and a four-fifths vote is required for election of junior and sophomore students.
- e. The voting may be conducted in up to three ballots with one ballot being cast for each candidate before a second ballot on any candidate may be taken. A second ballot will be taken only on those individuals who fail to receive the requisite number of votes. The third ballot will be taken only after all second ballots are completed and then only on those candidates who fail to receive the requisite number of votes in the second balloting. The voting on the first two ballots may be yes, no or undecided, but on the final ballot there will be no undecided votes or abstentions. Discussions should precede each ballot.

Section 5. Voting on Graduate Student Candidates for Membership

The procedure for voting on graduate student candidates is the same as outlined in Article V, Section 4, except that both undergraduate and graduate members will participate in the voting. A three-fourths vote is required.

ARTICLE VI - INITIATION CEREMONIES

All members should be initiated into the Society with a dignified ceremony. The specific nomination, pre-election procedure and initiation process will be as specified by Chapter bylaws. The ceremony will be open to all members and guests of members and initiates. No secret symbols and ritual will be introduced and at no time will any initiate be subjected to practices harmful to their personal well-being, or be required to do anything that would injure their dignity as persons.

ARTICLE VII - DISCIPLINE

Section 1. Discipline of Chapters

- a. A chapter may be disciplined by the Convention or by decision of the Executive Council for violation

of the Constitution, continued inactivity, or other such activities deemed to injure the reputation of the profession or Society.

- b. Fines may be determined and levied by majority vote of the Convention or by decision of the Executive Council with approval by three-fourths vote of all active chapters. If the ballot is not returned within thirty days, the vote will be considered against the fine.
- c. Suspension or expulsion of a chapter may occur only by a three-fourths vote of all active chapters.

Section 2. Discipline of Members

- a. Members may be disciplined by the chapter for continuous and un-excused absence from meetings, failure to carry out assigned duties, behavior unbecoming a member of the Society, or any act considered warranting such action.
- b. Any disciplinary action taken against a member by a chapter may be appealed by the member to the Executive Council.
- c. Suspension or expulsion of a member from the Society may be initiated, at the request of a chapter, for approval of the Executive Council and the regional coordinators, but may occur only with the vote of two-thirds of the Executive Council and regional coordinators. If the ballot is not returned within thirty days, the vote will be considered against expulsion.

ARTICLE VIII - RESERVE FUND

Section 1. It will be the duty of the Executive Council to maintain at all times a Reserve Fund invested in safe securities (such as Certificates of Deposits), and registered in the name of the Society. These securities will be kept in a safe location at the National Office.

Section 2. The Reserve Fund which represents the financial reserves of the Society will be maintained as insurance against financial emergencies endangering the life or seriously impairing the activities of the Society. It may be drawn on by the Executive Council only when four-fifths of the active chapters approve. If the ballot is not returned within thirty days, the vote will be considered affirmative.

Section 3. A Convention is authorized to draw on the Reserve Fund for expenses associated with the operation of the Society at the recommendation of the Executive Council and if concurred by a four-fifths vote of the voting delegates present at the Convention.

Section 4. Whenever the reserve fund has been reduced below a total face value of \$15,000, replacement shall take precedence over all expenditures of the Society. This minimum value should be reviewed at each National Convention and amended by the Convention as deemed necessary.

Section 5. At the discretion of the Executive Council, any excess funds in the operating treasury at the end of each fiscal year may be transferred to the Reserve Fund.

Section 6. The Secretary-Treasurer will keep all financial records of the reserve fund, and submit a written report to be read and approved at each National Convention.

ARTICLE IX - AMENDMENTS

Amendments to this Constitution may be proposed by a chapter, or national officer. The proposal must be transmitted to the Secretary-Treasurer so that all chapters can be notified. The chapters should, in turn, consider the proposal and instruct their Convention delegates if a Convention is impending or return their vote by mail. Such proposed amendments must be passed by a three-fourths vote of the active chapters in order to become effective. If a chapter fails to submit a vote within the prescribed period, the vote will be considered affirmative.

INFORMATION ON REVISIONS:

The Constitution was reviewed at the Triennial Convention held on 5-6 April 1997 as well as on 3 January 2015. The version above reflects the changes recommended at the Convention and approved by three fourths vote of the active chapters.

Section 11(c) of Article 1 on disbursement of funds upon dissolution of the society was added and approved by three fourths vote of the active chapters in September of 2011 in order to comply with the IRS code for

Section 501(c)(3) pertaining to non-profit tax exempt organizations.

Section 11(a) and (b) of Article 1 on organizational purpose and operational structure was added and approved by three fourths vote of the active chapters in April of 2012 in order to comply with the IRS code for Section 501(c)(3) pertaining to non-profit tax exempt organizations.

The following revisions reflect changes recommended at the 2015 Convention: 1) simplified the language about reimbursable Convention expenses in Article II Section 2g, 2) moved the statement about National Officer reimbursement from Section 2i into 2g of Article II, 3) specified Executive Council appointment / composition in case of a vacancy in Article II Section 4(b), 4) added a new appointed Communications Director position in Article II Section 4(b) per 2015 Convention, 5) changed the nomination and election dates specified in Article II Section 5 to allow the newly elected Officers to attend a Convention held as early as January, 6) corrected the term "existing" chapters to "active" chapters in Article III Section 3(d), 7) corrected the reference to Executive "Committee" to Executive Council in Article VII Section 1(b) for sake of consistency, 8) changed the statement about using a safety deposit box in Article VIII Section 1, 9) simplified the financial language in Article VIII Section 1 and 5, and 10) the wording "Staff" Secretary-Treasurer was changed to the simpler Secretary-Treasurer to reflect the fact that some Secretary-Treasurers have been faculty volunteers such as Dr. Amon Andes, Dr. Harry Hilton, and Dr. Roy Myose. The 2015 Convention also raised the upper limit for the initiation fee to \$40 as noted in Article II Section 2(f).

NATIONAL CONVENTIONS

- 1953 Purdue University, West Lafayette, Indiana
 - 1956 Ohio State University, Columbus, Ohio
 - 1964 West Virginia University, Morgantown, West Virginia
 - 1967 University of Illinois, Urbana, Illinois
 - 1970 St. Louis University, St. Louis, Missouri
 - 1973 University of Texas-Arlington, Arlington, Texas
 - 1976 Sheraton Park Hotel, Washington, D.C.*
 - 1979 Monteleone Hotel, New Orleans, Louisiana
 - 1982 Sheraton Twin Towers, Orlando, Florida**
 - 1985 Sheraton Twin Towers, Orlando, Florida**
 - 1988 Ft. McGruder Inn, Williamsburg, Virginia**
 - 1991 Bally's, Reno, Nevada*
 - 1994 Reno Hilton, Reno, Nevada*
 - 1997 Econo Lodge Hawaiian Resort, Orlando, Florida**
 - 2000 Wyndham Hotel Midtown, Atlanta, Georgia**
 - 2003 Norfolk Waterside Marriott, Norfolk, Virginia**
 - 2006 Hyatt Regency, Wichita, Kansas***
 - 2009 Best Western Lake Buena Vista, Orlando, Florida*
 - 2012 Gaylord Opryland, Nashville, Tennessee*
 - 2015 Holiday Inn Orlando SW - Celebration Area, Kissimmee, Florida*
 - 2018 (Likely to be) Kissimmee, Florida*
- *Coincident with AIAA Science and Technology Forum (formerly Aerospace Sciences Meeting)
**Coincident with AIAA SDM Conference
***Coincident with AIAA ATIO Conference