

The Constitution of Astronomy and Aerospace Club of UFV

Amended by the Mission Control of 2022-2023

On February 4th, 2022

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1. Name

- 1.1. The organisation shall be called ASTRONOMY AND AEROSPACE CLUB OF UFV, AAC, hereinafter the CLUB.
- 1.2. The CLUB shall be governed by the Constitution of ASTRONOMY AND AEROSPACE CLUB OF UFV , hereinafter the Constitution, as well as the Constitution and by-laws of UFV Student Life and the UFV Student Union Society.
- 1.3. The CLUB shall be officially affiliated with the University of the Fraser Valley and UFV Student Union Society, hereinafter SUS.

2. Intents and Purpose

2.1. Mandate

- 2.1.1. ASTRONOMY AND AEROSPACE CLUB OF UFV aims to promote astronomy and aerospace events and activities to foster and grow an environment where the UFV

community can learn about outer space.

2.2. In accordance with our Mandate, the CLUB promises to:

- 2.2.1. Inspire people to learn more about astronomy and aerospace.
- 2.2.2. Hold events to learn and share experiences with astronomy and aerospace.
- 2.2.3. Promote astronomy or aerospace related school, scholarship, or other academic related opportunities.
- 2.2.4. Promote astronomical and aerospace related events, online or in person, that have happened.
- 2.2.5. Promote astronomical and aerospace related events, online or in person, while they occur.
- 2.2.6. Maintain social media accounts to have a continuous online presence.

3. Membership

3.1. All levels of membership will be available to any current undergraduate, or graduate student attending the University of the Fraser Valley in any discipline or program who has an interest in astronomy and aerospace.

3.1.1. Current students are students registered in at least one (1) course at UFV in the semester they wish for membership

3.2. The levels of membership shall be as follows

3.2.1. Executive Members, hereinafter MISSION CONTROL.

3.2.2. General Members, hereinafter CREW MEMBERS.

3.3. MISSION CONTROL

3.3.1. To become a part of MISSION CONTROL, CREW MEMBERS may be nominated and assessed by the current board of MISSION CONTROL for their compatibility to the CLUB, before being presented for approval by the CLUB majority.

3.3.2. The MISSION CONTROL of the CLUB and their positions are outlined in section 5 of the Constitution.

3.4. CREW MEMBER

3.4.1. To become a CREW MEMBER, members must register on myCampusLife

3.4.2. CREW MEMBERS are valid students of UFV as described in section 3.1.1. who are interested in astronomy and aerospace.

3.4.3. CREW MEMBERS shall register their name, email, and student number with the CLUB.

3.4.4. CREW MEMBERS must confirm attendance or absence to events prior to the event.

3.4.4.1. Attendance shall be confirmed via RSVP on Social Media or
myCampusLife.ufv.ca

3.4.5. Unless a CREW MEMBER becomes inactive by not attending events, or requests removal, the term of a membership is one (1) year from their sign date.

4. Governance

4.1. The governing authority of the CLUB shall be the ASTRONOMY AND AEROSPACE CLUB OF UFV Executive Committee, hereinafter, the MISSION CONTROL

4.2. The CREW MEMBERS shall consist of the following:

4.2.1. President

4.2.2. Vice President Finances

4.2.3. Ground Control

4.2.4. Mission Specialist

4.3. The Term of office of the members of the MISSION CONTROL will begin on May 4th following their election and terminate on May 3rd the following year. One full academic year.

4.3.1. A MISSION CONTROL must remain a CREW MEMBER as defined in section 3.4. of the Constitution for the duration of their term of office.

4.4. MISSION CONTROL will contribute to the CLUB and running of all events, projects, workshops, AGM's, General Meetings, and all executive meetings.

4.4.1. If a valid reason is given as to why this duty cannot be fulfilled, a MISSION CONTROL may opt out of attendance to an event. This is left to the discretion of the MISSION CONTROL's.

4.5. MISSION CONTROL will be responsible for holding executive meetings weekly or biweekly as agreed.

4.5.1. The date, time and place of MISSION CONTROL meetings will be determined by the MISSION CONTROL at the start of each semester.

4.5.1.1. The MISSION CONTROL reserves the right to adjust meeting specifics as needed.

4.5.2. Agendas and Minutes of MISSION CONTROL meetings must be made available to the CLUB 's membership within 5 days before (Agenda) or after (Minutes) the meeting.

4.5.3. Quorum for MISSION CONTROL meetings shall be a majority of MISSION CONTROL present.

4.5.4. MISSION CONTROL Meetings are not open to any level of CLUB members, unless permission is given by a unanimous vote of the MISSION CONTROL.

4.6. Resignation

4.6.1. In the event that the President resigns the remaining executives shall share the duties of the president. The duties of the remaining executives will be shared as well until a suitable replacement for the President has been found.

4.6.1.1. An emergency meeting of the remaining MISSION CONTROLS will be held within one week of the resignation. The remaining MISSION CONTROLS will select a willing CREW MEMBERS to assume the responsibility of the vacant position by a majority MISSION CONTROLS vote.

4.6.1.1.1. In the event that the CREW MEMBERS is unwilling to perform the duties of the President, another CREW MEMBERS will be selected by a majority vote of the remaining MISSION CONTROLS until a replacement is found.

4.6.2. In the event that the Vice President Finances resigns, the guidelines of section 4.6.1 shall be followed.

4.6.3. In the event that the Mission Specialist resigns the guidelines of section 4.6.1 shall be followed.

4.6.4. In the event that the Ground Control resigns, the guidelines of section 4.6.1 shall be followed.

4.6.4. In the event that the Ground Control resigns, the guidelines of section 4.6.1 shall be followed.

5. Executive Members and Duties

5.1. President

5.1.1. To be the chief executive officer of the CLUB.

5.1.2. To ensure the CLUB is governed in a manner consistent with the Constitution.

5.1.3. To be spokesperson of the CLUB in a manner consistent with the other MISSION CONTROLS, the CREW MEMBERS, and the Constitution.

5.1.4. To facilitate direction of the CLUB, including the vision and goals of the CLUB

5.1.4.1. Set goals for the term as President and ensure goals are fulfilled. 5.1.4.2. Keep MISSION CONTROL responsible for their own goals and duties.

5.1.4.3. Ensure CREW MEMBERS know and understand the vision and goals of the CLUB.

5.1.4.4. Ensure MISSION CONTROL are familiar with both UFV and SUS policies and bylaws.

5.1.5. Call, chair, and set agendas for all MISSION CONTROL meetings and activities (including Executive Meetings, Annual General Meetings, and General Meetings).

5.1.5.1. Agendas must be made available to the MISSION CONTROLS and CREW MEMBERS 2 days in advance.

5.1.6. The President will have primary access to the CLUB email account, ufv.astronomy@gmail.com.

5.1.6.1. At the discretion of the President, the President can grant permission of access to any or all current MISSION CONTROL

5.1.6.1.1. During MISSION CONTROL transition, the President must surrender the password and account to the new President.

5.1.6.1.1.1. The new President must change all passwords to ensure privacy.

5.1.7. The President must communicate frequently and effectively with the MISSION CONTROL and check in with them often.

5.1.8. At their discretion, the President may delegate other tasks to MISSION CONTROL.

5.1.9. A final report must be submitted, in writing or by email, to the current MISSION CONTROL and successor MISSION CONTROL before the President's term expires.

5.1.10. The President shall also perform other duties and responsibilities deemed necessary by the MISSION CONTROL.

5.1.11. Schedule meetings, such as the Exec meetings and AGMs.

5.2. Vice President Finances

5.2.1. To ensure the long-term financial stability of the CLUB.

5.2.2. To oversee the fiscal management of the CLUB's operations.

5.2.3. To be the official signing officer for all matters relating to the CLUBS' funds.

5.2.3.1. To act as a liaison between the MISSION CONTROLS, UFV Student Life, and the CLUB Officer of SUS.

5.2.3.2. To apply for any additional funding for CLUB events from the SUS and internal or external sponsors.

5.2.4. To develop the budget of the CLUB, in a manner consistent with the Constitution and with approval of the MISSION CONTROLS.

5.2.5. To provide the MISSION CONTROLS with monthly updates of the financial developments and forecasts within the operations of the CLUB.

5.2.6. To ensure that the financial records of the CLUB are sound and in good order.

- 5.2.7. To maintain the CLUB's cash box and petty cash.
- 5.2.8. A final report must be submitted in writing or by email, to the current MISSION CONTROLS and successor MISSION CONTROLS before the Vice President Finances's term expires.
- 5.2.9. The Vice President Finances shall also perform other duties and responsibilities deemed necessary by the MISSION CONTROLS.

5.3. Ground Control

- 5.3.1. To be responsible for the creation of documents pertaining to the CLUB membership.
- 5.3.2. The Ground Control shall be responsible for mass emails to the CLUBs emailing and general information list.
- 5.3.3. The Ground Control will be the chief communication officer relating to general CLUB matters between the CLUB and:
 - 5.3.3.1. Internal Sources including but not limited to:
 - 5.3.3.1.1. UFV Departments, staff, and faculty.
 - 5.3.3.1.2. UFV Student Union Society
 - 5.3.3.1.3. UFV Student Life & myCampusLife
 - 5.3.3.2. External Sources including but not limited to:
 - 5.3.3.2.1. Speakers and authors
 - 5.3.3.2.2. City of Abbotsford
 - 5.3.3.2.3. City of Mission
 - 5.3.3.2.4. City of Chilliwack
- 5.3.5. Must keep a record of all posted information held during each academic year.
 - 5.3.5.1. Including but not limited to the following information: Scholarship announcements, graduate school information, astronomy and aerospace related posts and description, date and time, rating of success.
- 5.3.6. A final report must be submitted in writing or by email, to the current MISSION CONTROLS and successor MISSION CONTROLS before the Ground Control's term expires.
- 5.3.7. The Ground Control shall also perform other duties and responsibilities deemed necessary by the MISSION CONTROLS.
- 5.3.8. To take accurate and precise minutes of Exec meetings, AGM's, GMs and make them available to all members within 5 days.
- 5.3.9. Keep all documents updated, accurate and available to the membership.
- 5.3.10. Keep updated and accurate records of membership lists.

- 5.3.11. A final report must be submitted in writing or by email, to the current MISSION CONTROLS and successor MISSION CONTROLS before the Ground Control's term expires.

5.4. Mission Specialist

- 5.4.1. To book rooms with SUS or UFV Facilities for meetings and events
- 5.4.2. To book with external sources for meetings – restaurant coffee, shop, etc.
- 5.4.3. To be responsible for the creation of documents pertaining to the CLUB membership.
- 5.4.5. Must keep a record of all events held during each academic year.

- 5.4.5.1. Including but not limited to the following information: Attendance, event purpose and description, date and time, rating of success.

- 5.4.6. A final report must be submitted in writing or by email, to the current MISSION CONTROLS and successor MISSION CONTROLS before the Mission Specialists's term expires.
- 5.4.7. The Mission Specialist shall also perform other duties and responsibilities deemed necessary by the MISSION CONTROLS.

5.5. Shared Executive Duties

- 5.5.1. To keep communication open, frequent and current between all levels of CLUB membership and MISSION CONTROLS.
- 5.5.2. Ensure CREW MEMBERSs are familiar with the Constitution, as well as SUS policies and bylaws.
- 5.5.3. Responsible for Constitutional amendments procedure as outlined in section 10.2.
- 5.5.4. Responsible for planning, coordinating, and executing the CLUBs events (with the aid of other executives as requested)
- 5.5.5. Create graphics and designs for the CLUB event promotion
- 5.5.6. Promote events and the CLUB by putting up posters on relevant campuses.
- 5.5.7. Be equally responsible for the social media presence and visual representation of the CLUB.
 - 5.5.7.1. Use social media to promote the CLUB and its activities including events, meetings, minutes, agendas, and other items related to the CLUB activities.
 - 5.5.7.2. The board shall accept publications from the other MISSION CONTROLS to post on social media no more than 48 hours after the initial request.
- 5.5.8. MISSION CONTROLS will have shared access to the social media platforms in order to engage with the CLUB's membership.

5.5.8.1. The MISSION CONTROLS will discuss and approve any content among themselves before posting to social media.

5.5.8.2. The MISSION CONTROLS will create events on Facebook and promote these events, including creating and designing promotions.

6. General Elections

6.1. General Elections shall be held once a year before the term of the current MISSION CONTROLS expires.

6.2. The Election period shall be May 1st – August 15th, With the month of July designated for nominations and campaigning, and voting beginning August 8th to concluding August 15th.

6.3. Voting shall be done through a secret ballot between executives as a preliminary vote, and then through an online election platform from the CREW MEMBERSs for a final decision.

6.4. Nominations and Self-Nominations are welcome.

6.5. In order to be eligible for election, a candidate must express commitment to ASTRONOMY AND AEROSPACE CLUB OF UFV 's values as stated in the constitution

6.5.1. Members who fulfil section 6.5 can present their self-nomination to the MISSION CONTROLS at a MISSION CONTROL's meeting. They must undergo a casual interview with current MISSION CONTROLS.

6.5.1.1. There must be a unanimous vote between MISSION CONTROLS in order for this self-nomination to be accepted.

6.6. In order to vote, a CLUB member must have signed the PLEDGE, as outlined in section 3.4.5.

7. Transition of MISSION CONTROLS

7.1. MISSION CONTROL Transition begins the day after the election and concludes on May 3rd.

7.2. The MISSION CONTROL Successors must attend and observe at least two (2) MISSION CONTROLS meeting during the transition to understand the process through which the CLUB works.

7.3. During the Transition, the current MISSION CONTROLS will meet with the MISSION CONTROL Successors to give a final report, and to discuss the state of the CLUB.

7.3.1. The MISSION CONTROLS final report must consist of:

7.3.1.1. A brief summary of their position.

7.3.1.2. Documents pertaining to their portfolio including but not limited to budget reports, event reports, contact information of external and internal

sources, MISSION CONTROLS Meeting minutes, AGM and GM minutes, and other pertinent documents as requested.

- 7.3.2. The current MISSION CONTROLS must hand over a physical copy of the Constitution, Student Life C&A Handbook, and relating SUS policies; and ensure the MISSION CONTROL Successors understand each document.

7.4. Passwords

- 7.4.1. The current President shall surrender the CLUB's email and other accounts associated with the CLUB to the President Successor.

- 7.4.1.1. The President Successor shall immediately change all passwords to ensure privacy.

- 7.4.2. The current MISSION CONTROLS shall surrender any administration rights to social media accounts to the Successors.

- 7.4.2.1. The Successors shall immediately change all passwords to ensure privacy

- 7.5. Other documents and passwords pertaining to the administration and execution of the CLUB not present in this constitution shall be passed to the MISSION CONTROL Successors in MISSION CONTROL Transition.

- 7.5.1.1. The Successors shall immediately change all passwords to ensure privacy

8. AGMs and GMs

- 8.1. There shall be an Annual General Meeting, hereinafter AGM, once a year.

- 8.1.1. The President shall give two-weeks (14 days) notice of the AGMs via social media, posters, email list, SUB TV and other various media channels.

- 8.2. General Meetings, hereinafter GMs, shall happen once a month or once a semester to update the CREW MEMBERSs in between AGMs.

- 8.2.1.1. GMs can be called at other times at the discretion of the MISSION CONTROLS.

- 8.2.2. The President shall give seven (7) days notice of a GMs via social media, posters, email list, TV, Labscreens and other various media channels.

- 8.3. Matters discussed at AGMs and GMs will include, but are not limited to:

- 8.3.1. Reports from the MISSION CONTROLS.

- 8.3.2. Statements of the financial affairs of the CLUB for the previous semester.

- 8.3.3. Present the goals and vision for the CLUB.

- 8.3.4. Discuss amendments to the Constitution.

- 8.3.5. Discuss upcoming events.

8.3.6. Discuss/outline purchases over \$100.

8.4. Quorum

8.4.1. Quorum for attendance at AGMs and GMs is seven (7) CREW MEMBERSs, this can include MISSION CONTROLS.

8.4.2. Quorum for voting is five (5) of seven (7) CREW MEMBERSs.

8.4.2.1. This includes MISSION CONTROLS, however, they may not vote for themselves or their own motions.

9. Disputes

9.1. Between CLUB Members

9.1.1. CLUB members at any level shall use professional, polite communication to attempt to resolve their conflicts.

9.1.2. If a resolution cannot be reached, CLUB members shall contact the President for mediation and help.

9.2. Between CLUB Members and MISSION CONTROLS.

9.2.1. The CLUB Member and MISSION CONTROLS shall try to resolve the dispute with professional and polite communication.

9.2.2. If a resolution cannot be reached, the dispute shall be taken to a MISSION CONTROL meeting.

9.2.3. If a resolution still cannot be reached, the Clubs and Associations Assistant in Student Life, or Sheila McKay in Student Life will be contacted.

9.3. Between MISSION CONTROLS

9.3.1. An immediate MISSION CONTROLS meeting shall be called where the dispute will be presented.

9.3.2. If a resolution still cannot be reached, the Clubs and Associations Assistant in Student Life, or Sheila McKay in Student Life will be contacted.

10. Amendments to the Constitution

10.1. The proposed amendments shall be presented to the MISSION CONTROLS, either by a CREW MEMBERS or a current MISSION CONTROL.

10.2. Once approved by the MISSION CONTROLS, the proposed amendments shall be presented at the next AGM or GM.

10.3. The amendments shall be agreed to by at least two-thirds of the CREW MEMBERSs present at the General Meeting at which they are discussed.

10.4. All amendments to this Constitution are not in effect until approved by: 10.4.1.

A unanimous vote of the MISSION CONTROLS.

10.4.2. A majority vote of CREW MEMBERSs.

11. Supersedes

11.1. This Constitution supersedes any and all previous Constitutions of the CLUB.

12. Disbandment

12.1. As per the SUS Student Association Disclaimer, all property purchased by the CLUB with SUS funding remains property of SUS.

12.2. All social media, emails, and other communication channels must become inactive, with emails being directed to a MISSION CONTROL for one (1) month after the disbandment.

12.3. The CLUB must remain inactive for four (4) months, or one (1) semester before it can be attempted to be reinstated or restarted.

13. Equity, Diversity and Inclusion

13.1 MISSION CONTROL is committed to honouring the tenets of equity, diversity, and inclusion in our documents, interpersonally, and at all official CLUB events. These terms can be defined in a variety of ways, but will be taken to mean as follows*:

13.1.1 Equity is the removal of any barriers to entry for any UFV student to this organisation and its executive team, especially students from an underrepresented group, such as BIPOC students, LGBTQ+ students, and students with disabilities. This includes a commitment to hearing the concerns from these groups, in order to accurately and meaningfully address barriers to entry.

13.1.2 Diversity can be thought of as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age (and more). This organization is committed to non-discrimination on the basis of any of these areas of identification, and encourages the flourishing of diverse groups within the organization, as these different perspectives are to the benefit of the CLUB.

13.1.3 Inclusion is a commitment to ensuring all executives and members, regardless of any personal status or identity, have a right to be heard, with their contributions meaningfully considered.

The MISSION CONTROLS, as of DAY, MONTH DATE, YEAR hereby promise to adhere to this constitution.

President

Print name: Madisyn Taylor

Signature:

A handwritten signature in black ink, appearing to read "Madisyn Taylor". The signature is written in a cursive style with a horizontal line across the middle.

Date: March 18, 2022

Vice President Finances

Print name: Jorja Moore

Signature:

A handwritten signature in black ink, appearing to read "Jorja Moore". The signature is written in a cursive style with a horizontal line across the middle.

Date: March 18, 2022

Ground Control

Print name: Sydney Plante

Signature:


A handwritten signature in black ink, appearing to read "Sydney Plante". The signature is written in a cursive style with a horizontal line across the middle.

Date: March 18, 2022

Mission Specialist

Print name: Ryunosuke Chiba

Signature:

A handwritten signature in black ink, appearing to read "Ryunosuke Chiba". The signature is written in a cursive style with a horizontal line across the middle.

Date: March 18, 2022