

Sigma Gamma Tau

Constitution

University of Florida

August 31, 2020

The official copy remains on file with the graduate advisor and the present officers

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 have the form presented in Appendix A of this Constitution. The symbols 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 Appendix B of this Constitution Section.

Section 5. The seal of the Society will be of the form represented in Appendix C of this Constitution.

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

Section 7. Chapters will be named after their respective schools.

Section 8. Clubs will be named after the cities in which they are organized.

Appendices A, B, and C are on file in the National Office.

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 carrying out the directives of the Convention and 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 and location of each Convention will be set 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 affirmative. If the majority of the chapters approve, the Executive Council will call the Convention as soon as possible and will designate the time and place.
- c. At the National Convention each Region will be represented by a 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 Representative will be appointed by the Regional Coordinator after giving in writing 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 and the Society. Roberts "Rules of Order, Revised" will rule in all cases not specifically designated as needing establishment of Convention rules.
- f. The Convention will establish that part of the initiation fee¹ to be transmitted by the Chapter to the National Office. The fee includes the cost of the membership certificate, Constitution, and operating and publishing expenses of the Society.
- g. The expenses of the official delegates to the Convention will be paid from the National funds to the extent of one round trip air coach fare plus per diem for personal expenses of the delegate to be determined at the Convention.
- h. Similar Convention expenses, including travel, meals, and lodging of the National President, Vice-President and Immediate Past President, will be paid for from the National funds.
- i. The semi-annual compensation of the Staff Secretary-Treasurer will be fixed by a vote of the Convention.
- j. The Convention will act as the final arbitrator on all questions of interpretation of the Constitution and on reinstatement of suspended chapters and other disciplinary matters.

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.

¹ The April 1997 National Convention set an upper limit of the initiation fee at \$30 (plus the \$1 per member for the Reserve Fund until the chapter has contributed \$100, as set by the March 1976 National Convention).

- c. A quorum will be the delegates 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: 1) Call to Order; 2) Roll Call of Delegates; 3) Election of a Convention Secretary; 4) Adoption of Agenda; 5) Executive Council Reports; 6) Committee Reports; 7) Old Business; 8) New Business; 9) Consideration of Next Convention; 10) Announcement of New Officers; 11) Adjournment.

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. The Staff Secretary-Treasurer and the Regional Coordinators 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 Staff Secretary-Treasurer and the Regional Coordinators 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.
- d. The National Vice-President will preside in the absence of the National President and will assist the National President in the expansion of the Society.
- e. The Staff Secretary-Treasurer will have custody of the book records, monies, seal, Constitution, and other properties of the Society. This staff member, along with the National President, will manage the National Publication of the Society, will administer the nomination and the election procedure for National offices, and will be historian of the Society (see i below). Official correspondence of the Society must be addressed through this officer who will also collect and keep records of any assessments made on or by the Society. The symbols of membership and any official materials will be obtained from the Staff Secretary-Treasurer. The National President and the Staff 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 published in the National Publication annually. All chapters must conduct their financial business with the Staff Secretary-Treasurer between September 1 and May 30. Proper order blanks or forms must be used where such blanks are provided.
- 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 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.
- i. The duties of the historian may be delegated by the National President to a past President if mutually agreeable.

Section 5. Election of National Officers

- a. The Staff Secretary-Treasurer will advise the chapters and clubs by October 1 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 November 1 for the two offices terminating that 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 by December 1, and the preliminary ballots will be due February 1. Each chapter will vote for the two offices with a first, second and third choice. The Staff Secretary-Treasurer will then compile the final ballot including only those candidates receiving the two highest votes, and submit it to the chapters by February 15. The final ballot will be due March 1. The chapters will be notified of the results by March 15. 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

- a. 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 ABET² accredited Aerospace, Aeronautical, Astronautical or similarly named program whose engineering curriculum meets the requirements established in this Constitution. 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.

² Accreditation Board for Engineering and Technology

- 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 will 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 existing chapters.
- e. When a petition is approved and a charter is granted, the Executive Council will furnish charter, copies of the Constitution, ritual, 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. There will be a charter fee of twenty dollars.
- c. The club will be governed according to the precepts of this Constitution.
- d. 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 Staff Secretary-Treasurer for record. The chapter bylaws are outlined below:

Chapter By Laws:

- Article I Aims and activities of the chapter.
- Article II Chapter Government (Election of Officers), faculty advisor, duty of officers not covered by Executive Council instructions, officer eligibility, etc.
- Article III Meetings and order of business, establishment of quorum for business meetings.
- Article IV Chapter finances Article V Committees (how appointed, duties and names of permanent committees, etc.). Article VI Eligibility standard for election to membership

- (must equal or exceed those established in this Constitution).
- Article VII Procedure for nomination and election of members.
 - Article 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. The term of office will not exceed one school year but 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 instruction sheets.
 - f. The President will be the responsible agent of the chapter and will be responsible for the assembling of chapter material to submit for consideration for the National publication
 - 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. O
 - j. The chapter officers will complete and submit by May 1 and by December 30 a report form which will be furnished before that date to the chapters by the Staff Secretary-Treasurer.
 - k. 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.
 - l. Official stationery will be used only for the business of the Society. It will be uniform throughout the Society and may be obtained through the National office.

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, 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. Senior students in their last semester or quarter may be considered if they have completed one semester or two quarters in residence and are approved by a unanimous vote of the active undergraduate membership of the chapter.
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 eligible undergraduate votes required for the election of 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 requirement.

b. Graduate Aerospace Engineering Students: Graduate students must fulfill the same eligibility requirements as for undergraduates regardless of their undergraduate engineering field. In addition, the student 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, election to membership will also be contingent upon receipt of a letter from the nominee accepting 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 nomination, pre-election procedure and initiation process will be as specified by Convention. 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 Convention for violation of the Constitution, lack of representation at Conventions, continued inactivity, or such other activities as may be specifically banned.
- b. Fines may be determined and levied by majority vote of the Convention.
- c. Suspension or expulsion of a chapter may occur only by a three-fourths vote of the Convention.

Section 2. Discipline of Members

- a. Members may be disciplined by the chapter for continuous and unexcused absence from meetings, failure to carry out assigned duties, behavior unbefitting 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, by the Executive Council but may occur only with the approval of three-fourths of the chapters' representatives at a Convention, or by mail vote of three-fourths of the active chapters. 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, and registered in the name of the Society. These securities will be kept in a safety deposit box under the joint custody of the Staff Secretary-Treasurer and the National President. This safety deposit box will be rented by the Society and will be used solely for the storage of securities and valuable papers of the Society.

Section 2. The reserve fund will be maintained as an 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 chapter approve. The majority of the ballots of the active chapter must be received to constitute a binding vote. If the ballot is not returned within thirty days, the vote will be considered affirmative.

Section 3. The Convention is authorized to draw on the Reserve Fund as prescribed by Section 2 of Article VIII where concurred in by a four-fifths vote of the active chapters present.

Section 4. Whenever the reserve fund has been reduced below a total face value of \$100 per chapter, replacement shall take precedence over all expenditures of the Society.

Section 5. Money in the reserve fund contributed by a particular chapter can be used to pay that chapter's debts to the National Office or to other chapters, if the chapter is declared inactive. Remaining money, in excess of that needed to pay debts, remains permanently in the reserve fund to be used as stipulated in Article VIII, Section 2 and 3. Upon reactivation, the chapter must restore its contribution to the reserve fund to \$100.

Section 6. At the discretion of the Executive Council, a portion of the national treasury at the end of each fiscal year may be transferred to the reserve fund.

Section 7. All interest on the reserve fund will be added to the fund until the fund reaches a face value of \$5,000. Subsequent to the reaching of this total, all interest may be transferred to the National treasury to become part of the general income of the Society.

Section 8. At such time as the reserve fund reaches \$5,000 face value, this sum shall be set as the permanent minimum balance rather than the \$100 per chapter specified in Sections 4 and 5.

Section 9. Upon establishment of a new chapter the initiation fee for each member will be one dollar more than the normal fee established by the Convention. This fee will continue until \$100 has been accumulated. The accumulation of this fund is to be added to the National Society reserve fund.

Section 10. The Staff Secretary-Treasurer will receive the required reserve fees from the chapters, 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, club, or national officer. The proposal must be transmitted to the Staff 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.

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**

*Coincident with AIAA Aerospace Sciences Meeting

**Coincident with SDM Conference