

The Constitution was reviewed at the Triennial Convention held in Orlando, Florida on April 5-6, 1997. The following revision reflects the changes recommended at the Convention and approved by three fourths vote of the active chapters.

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.

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 April 1997 National Convention set an upper limit on the initiation fee at \$30 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 to the Convention will be paid from the National funds, if required, 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.

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. 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. 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 Staff Secretary-Treasurer will have custody of the permanent records, seal, Constitution, and other properties of the Society. The Staff 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 Staff 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 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 provided to the Chapters 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. 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 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 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 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

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 existing 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 Staff 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 Committee 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, and registered in the name of the Society. These securities will be kept in a safety deposit box under the custody of the National President and one other representative of the Society as designated by the Executive Council. 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 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. The allocation of the operating treasury between savings and other financial securities will be at the discretion of the

National President.

Section 6. The Staff 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 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. If a chapter fails to submit a vote within the prescribed period, the vote will be considered affirmative.

OHIO STATE UNIVERSITY CHAPTER of SIGMA GAMMA TAU AMENDMENTS TO THE NATION CONSTITUTION

AMENDMENT I

Section 1 – Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

OHIO STATE UNIVERSITY CHAPTER of SIGMA GAMMA TAU BYLAWS

ARTICLE I-AIMS AND ACTIVITIES OF THE CHAPTER

1. To act as the nucleus of the student body within the aerospace engineering major at Ohio State.
2. To coordinate social activities with the student chapter of the American Institute of Aeronautics and Astronautics (AIAA).
3. To provide tutoring services to all students in the aerospace engineering major.
4. To coordinate the annual Aerospace Banquet (SGT Initiation Ceremony).
5. To provide service to the Department and University.
6. To recognize outstanding faculty and students.

ARTICLE II-CHAPTER GOVERNMENT

1. New officers will be elected during the meeting following the Aerospace Banquet after all new members have been initiated in the spring semester.
2. New members may vote for officers.
3. New members are eligible to run for officer positions.
4. Officer positions may only be held by active, undergraduate members.
5. Officer terms are to last one year, but officers may be re-elected.
6. Officers will be responsible for their binder and will add pertinent information to it to assist and advise future officers.
7. Newly-elected officers will take their positions immediately after an Officer Transition Meeting, to be called by the outgoing president after the election, where old officers pass on binders and records, and give advice as to how to run the organization.
8. Officer positions to be voted on are as follows, with an outline of duties:
 - a. President: Responsible agent of the chapter and will be responsible for the assembling of chapter material to submit for consideration for the national publication. To conduct and oversee the general operation of the entire chapter, following the Constitution and all of its provisions. To be familiar with duties of the other officers and appointed committees. To attend SOURCE meetings.
 - b. Vice President: To maintain chapter history, prepare candidates for initiation into the Society, to file the current chapter news and to write the annual newsletter. To

take over duties of the president in the event of the president's absence. To be familiar with duties of the secretary and treasurer.

- c. Secretary: To keep roll and record book of the chapter and to keep minutes of chapter meetings up-to-date. Responsible for all general correspondence for the chapter and filing of permanent papers. To keep a separate record of all committees appointed and their members.
 - d. Treasurer: To keep accurate and understandable account of all chapter funds. To order material, keys and certificates from the National Headquarters.
9. If any officer is deemed unfit for office, a meeting of the general members should be called. The officer in question shall attend the meeting (if physically capable) and be allowed to speak on his or her own behalf. If, after discussion among all members it is decided that the officer should be removed from office, there should be a vote. A three-fourths vote of all active undergraduate members as well as the agreement of all other officers is required to remove an officer from office.
 10. In the event that an officer deems him or herself unfit for office, the officer shall request a general meeting to announce his or her intentions to step down. If the other officers and the advisor agree that the reason for stepping down is valid, the officer can vacate his or her position as soon as he or she needs to.
 11. In the event of an officer position being vacated, an election for the vacant position shall be held as soon as possible according to normal election procedures.
 12. If the president position is left vacant, the vice president will take over as active president and an election shall be held for the office of vice president.

ARTICLE III-MEETINGS AND ORDERS OF BUSINESS

1. Meeting locations may be scheduled through the Union at Ohio State or through other creative means.
2. Meetings will consist of a roll call, update from the officers, update of committee activity, update of department activity, and an open discussion of necessary matters.

ARTICLE IV-CHAPTER FINANCES

1. To be handled exclusively by the treasurer.
2. Account is currently opened at Fifth Third Bank.
3. Account will be under the name Sigma Gamma Tau and will be handled by the treasurer and president. Their names should be transitioned onto the account after elections.

ARTICLE V-COMMITTEES

1. Committee chairs are to be voted on at the second general meeting after officer elections, and must be approved by all officers.
2. Officers may also be elected as committee chairs.
3. New members may be committee chairs.

4. Every member is required to join at least one committee, excluding officers.
5. Committees may be added or removed as the members and officers see fit.
6. The following committees shall be organized annually:
 - a. **Ambassadors Committee:** To be chaired annually by the Vice President. Ambassadors make themselves available to the Mechanical and Aerospace Engineering Department regarding requests for prospective student tours and public outreach on behalf of the Department.
 - b. **Banquet Committee:** Responsible for overall coordination of the annual Aerospace Banquet (SGT Initiation Ceremony). To book keynote speaker and reserve banquet location.
 - c. **Fundraising Committee:** Responsible for securing discretionary funds for the chapter.
 - d. **Service Committee:** Responsible for coordination the tutor room and setting up midterm review sessions for the AAE 200 and 201 courses.
 - e. **Social Committee:** To promote fellowship among aerospace students. To organize annual SGT-AIAA flag football game. To organize social events for SGT or jointly with AIAA.
 - f. **Webmaster:** Responsible for maintenance of the chapter website.
 - g. **E-Council Representatives:** At least two members should be elected for this position. To attend all Ohio State E-Council meetings and take minutes of the meetings. To deliver the annual funding request to E-Council on behalf of SGT.

ARTICLE VI-ELIGIBILITY FOR MEMBERSHIP

1. Eligibility requirements do not take into account the semester (spring) in which the election to membership is to be held.
2. In addition to the standards set forth in the SGT National Constitution, the eligibility requirements for membership is as follows:
 - a. **Seniors:** Top 1/3 of senior class (rank 4 or 5) AND must have a University Cumulative GPA greater than or equal to 3.3.
 - b. **Juniors:** Top 1/4 of junior class (rank 3) AND must have a University Cumulative GPA greater than or equal to 3.5.
 - c. **Sophomores:** Top 1/5 of sophomore class (rank 2) AND must have a University Cumulative GPA greater than or equal to 3.7.
 - d. **Freshmen:** Not eligible for membership.

ARTICLE VII-PROCEDURE FOR NOMINATION AND ELECTION OF MEMBERS

1. All candidates for membership must fill out an application demonstrating interest in aerospace engineering and the honor society.
2. Candidates will be voted on by all present members at the time of selection; voting shall follow the constitutional procedure.

3. Categories which candidates should be selected on include academics, potential contribution and interest in the honor society, and overall character.

ARTICLE VIII-MERIT SYSTEM

1. Point Standard: A point system based on participation shall be maintained by the chapter Secretary.
 - a. The Secretary shall be responsible for maintaining the master record for the Merit System each year in addition to its proper archival, and insure that the most updated version of the master spreadsheet is posted on the chapter website.
 - b. The Service Committee chairperson shall keep track of all participants' hours for activities using a spreadsheet template provided to him or her by the Secretary with the full member roster each year. Hours will then be reported to the Secretary via e-mail immediately following any given activity. The Secretary shall track meeting attendance points and the reported service points on the master spreadsheet.
 - c. Points will be based on hours of participation in all SGT service events, meetings, and planning time excepting officer meetings. Meetings include those called by the President, committee chairpersons, AAE 880 seminars, and the E-Council meetings attended by appointed SGT representatives.
 - d. Point totals will restart at zero points per member each year immediately following the annual SGT induction banquet.
 - e. Points will be awarded at the rate of 1 point for every 1 hour of participation, excepting general meetings, which will count for 1 point regardless of meeting length.
 - f. In the event of partial hours completed, the total will be rounded to the nearest hour.
2. Ammon Andes Award Nomination: The Merit System shall be used to select a nominee for the annual Ammon Andes Award coordinated by National Headquarters.
 - a. The top undergraduate member in the point system as of February 1 each year will receive the nomination, as announced by the Secretary.
 - b. The nominated member is responsible for completing the Ammon Andes Award application available at <http://www.engr.wichita.edu/ae/sgt/awards.htm> and submitting it by the deadline of the last Monday in February.
3. Annual Awards: The Merit System shall be used to determine chapter awards given to members in order to recognize their participation in SGT activities.
 - a. Number of awards and award content will be determined by the SGT officers at the beginning of each year.
 - b. The criteria for award selections will be determined by the chapter officers each year, but must be based on the provisions of the Merit System described above in some capacity.

ARTICLE IX-AMMEMDMENTS

Revisions to the chapter Bylaws must be approved unanimously by all officers and the faculty advisor.