

Article I – NAME

The name of the club will be Carleton University InSpace or CU InSpace for short.

Article II – PURPOSE

Carleton University InSpace shall work towards competing in both the ESRA Spaceport America Cup (SAC) and the Launch Canada (LC) competitions.

Article III – MEMBERSHIP

1. The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
2. The Organization may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
3. Membership in the organisation shall be valid from May to April each academic year.
4. Only full-time undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article IV – MEETINGS

General meetings will occur at least once a week for the duration of the school year in a conference room on campus. These meetings will have an indeterminate length and will be used to either present information to the members, be used as a work period for the members to work on the project, etc. The procedure for calling meetings will be to announce the upcoming meeting with the club's methods of communication (including where and when the meeting will occur) no less than 24 hours prior to the start of the meeting. This is subject to change if a calendar is set up regarding the time, dates and locations of these meetings.

Additional meetings for each of the subteams will be decided by the corresponding subteam lead and will be handled by their respective subteam executives.

Article V – Administrative BOARD

All administrative members of the club are required to be students enrolled at Carleton University. The admin will be determined on a yearly basis at the end of the Winter Semester (as outlined in **Article VI – ELECTIONS**).

Section 1- Administrative Board

A. The Administrative Board of this organisation shall consist entirely of...

- Two presidents,
- One finance VP,
- One external VP,
- One systems VP,
- One Engagement VP.

They shall be elected for a term of one academic year. The officers will take office the day after the end of the Intercollegiate Rocket Engineering Competition. This transition time will be used to start the training process of the incoming executive board members. No person may hold more than one office at a time.

Section 2- Executive Board

The Executive Board; below the administrative board of this organisation shall consist of at least one executive per subteam. The subteams consist of...

- Aerostructures
- Avionics
- Payload
- Propulsion
- Recovery

They shall be elected for a term of one academic year. The officers will take office the day after the end of the Intercollegiate Rocket Engineering Competition. This transition time will be used to start the training process of the incoming executive board members. No person may hold more than one office at a time.

Section 2 – Duties

A more comprehensive list of duties may be found in the “Administrative and Executive Roles” document

President

Overall, the presidents are responsible for setting the high-level goals for the team, recognizing opportunities for growth, and instructing vice presidents to carry out said growth. They shall oversee the elections for the year to succeed theirs, except in the case where they are being considered for another office. In this case the current Executive Board should choose an arbitrary member that is not being considered for the office.

The President is also in charge of all administrative aspects of the club whether it be to KEFC, CUESEF, CSES, CUSA, companies which have provided sponsorship, with bodies of different universities and colleges, with competition agents, with potential sponsors, etc.

Vice President Systems

Perform high-level project management tasks that concern the entire team, primarily through mentoring Administrative Executive. They are expected to be aware of interfacing projects between different subteams; watch over the deliverables and adjust project high-level timelines as needed; Develop visual graphics to explain the whole team's timeline and interdependencies; Assist the VPE in ensuring a record of knowledge is being made.

Vice President Engagement

This position will be primarily responsible for the recruitment and retention of members, along with improving the overall environment of the team. Track subteam member counts throughout the year to improve member retention and engagement within each team. Organise onboarding presentations, materials and activities for general members to start the academic school year. Planning the general introductory meetings, reviewing slides and practising with Executives to ensure that information is effectively conveyed.

Finance

The Sr. Finance shall have charge of the funds of the organisation and shall make financial reports and expenditures as authorised by the Administrative Board. The Finance shall also be in charge of filling for funding through major university bodies such as CUSA, KEFC and others.

Subteam Executives

An Executive is expected to grow the team through technical knowledge, hands on skills and practical experience. An Executive is also expected to oversee the direction, cohesion, project timelines and cover in times of stress for a Subteam. It is expected that applicants to this position were previously an executive or have had significant experience with their specific subteams. The following subteam executive positions can be filled.

Aerostructures Executives(s)

Avionics Executives(s)

Recovery Executives(s)

Payload Executives(s)

Propulsion Executives(s)

Section 4 – Replacement of executive and administrators

If an executive or administrator is removed, resigns, or can no longer perform their duties, an executive and administrators meeting will be held where candidates will be discussed and nominated by the executive and administrative Board, the chosen candidate will then be contacted and offered the position.

Article VI – Leadership Succession

The succession window will occur on a yearly basis, ideally during the month of March. Should the interviews not be able to be held in person, they will be held online in a manner which the administrative team deems appropriate.

Section 1 – Succession Meeting

The window for succession must be announced to the entire membership at least two weeks prior to the date of the interviews. The application for interviews will also be shared on our discord. As all members should be present in the discord, the nature of succession for a design team should be an internal affair with members familiar with the technical background of the team. The link will not be shared externally. The interviews shall take place after an announced meeting where nominations for executives shall be opened, which must be at least one week before the first interview. The new administration executives shall be appointed by the interview process described below, before the interview and appointment of the new technical executives.

Section 2 – Nominations

Nominations for interview shall remain open until the interviewing of a particular office. At any time within this nomination period, someone can be nominated for office by contacting the current President or the VPs. Anyone holding a membership of Carleton InSpace may make a nomination. The nominee may accept or decline the nomination.

Section 3 – Interview Process

Candidates who wish to proceed to a more senior role with the team are expected to have minimum 4 months experience with the team. This will be referenced with any of the current executive or administrative team. The panel will consist of 40% administrative members and 60% subteam executives (at least one of which must belong to the subteam of which the applicant wishes to lead). Questions should demonstrate the applicant's experience and past projects on the team, as well as sub-team related questions prepared by the current executive team that some of which may be pulled from a pool. Following all interviews, the current relevant subteam will make the selection of members that must face a confidence vote.

Section 4 – Vote of Confidence

Voting shall be done by secret ballot and the results shall be made known within the end of the same meeting. The confidence vote must take place at a meeting where 2/3 of the active members of the club are present. Votes shall proceed in the order listed in this constitution: President, Vice Presidents, through Sub-teamTeam Lead positions. Candidates must achieve confidence by a simple majority of the vote. If nobody is elected to a position, the Administrative body will appoint somebody. The appointee must be a member of the club and eligible for office.

Section 5 – In Event of Tie

Due to the interview process there will be no ties. Multiple individuals can co-exist in the same role. For example, our team currently shares co-presidents.

Article VII – FUNDS

Funds acquired by the club through sponsorship or donation will be used to finance the design project in building a rocket to compete in the aforementioned Intercollegiate Rocket Engineering Competition as well as finance members to travel to the location to compete in the competition once the rocket is ready to compete. Other uses of funds will be used to run our club's website, or other ways to benefit team members or the community.

Article VIII – AFFILIATIONS

The club will be affiliated with Carleton University Students Association (CUSA), Carleton Student Engineering Society (CSES), Experimental Sounding Rocket Association (ESRA) and Launch Canada (LC) as well as any sponsors whomever they may be at the time it occurs.

Article IX – INSTRUCTORS

The instructor for the club must be a member of Carleton University's faculty or alumni and will preferably have experience relating to the material of the club, such as propulsion, aerodynamics, thermodynamics and/or aircraft or spacecraft structure.

Article X – RATIFICATION OF CONSTITUTION

The constitution shall become effective upon the approval by a majority vote of the executive and administrative bodies of the club.

Article XI – AMENDMENTS

Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.

A simple majority will be required to adopt the new amendment.

Article XII – IMPEACHMENT

To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC). The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfil executive duties.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

Membership Impeachment:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.

2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article XIII – Dissolution

In the event the club is closed. The unspent money received from CUSA will be returned. Any engineering equipment purchased through the KEFC will be transferred to other Affiliates. CUESEF purchased items will be liquidated and returned to the undergraduate engineering community.

Article XIV – Recipe for Waffles

Ingredients

- 2 1/4 Cups All Purpose Flour
- 1 Tablespoon Baking Powder
- 3 Tablespoons Sugar
- 1/2 Teaspoon Salt
- 1 Teaspoon Cinnamon
- 2 Large Eggs Separated
- 1/2 Cup Vegetable Oil
- 2 Cups Milk
- 1 Teaspoon Vanilla Extract

Instructions

1. Preheat your waffle iron, spray with non stick cooking spray and set aside.
2. In a large bowl whisk together the flour, baking powder, sugar, salt, and cinnamon.
3. In a medium bowl beat the egg whites with a hand mixer until stiff peaks form. Set aside.
4. In a separate medium bowl mix together the egg yolks, vegetable oil, milk, and vanilla extract.
5. Add the egg yolk mixture to the dry ingredients and mix well.
6. Fold in the egg whites.
7. Pour the batter onto your hot waffle iron and cook according to manufacturer's directions
8. Serve immediately with butter, syrup, powdered sugar or any other favourite toppings.