

NC STATE UNIVERSITY

Tacho Lycos Club Constitution



High-Powered Rocketry Club at NC State
University 911 Oval Drive
Raleigh, NC 27606

Last Edit: 6/23/2026

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1. Article 1

1.1 Name

The full legal name of this organization shall be written as the "High Powered Rocketry Club At NC State," abbreviated as "HPRC," or identified by the team name of "Tacho Lycos."

1.2 Purpose

The purpose of the organization shall be to stimulate interest in rocketry at North Carolina State University by designing and building high-powered rockets with the help of Tripoli Rocketry Association or National Association of Rocketry certified mentors and competing in a rocketry competition led by the Aerospace Engineering Space Senior Design Team. The method for selecting the competition each year is outlined in Section 1.5.

1.3 Non-Discrimination Policy

Discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and North Carolina State University policy and will not be tolerated.

1.4 Method of Dissolution

For the dissolution of the club, a vote of all existing officers and the club advisor shall be held. All officers and the advisor must be given a two-week notice of the vote for dissolution and must either make plans to attend or abstain. A vote of a three-fifths majority must approve the dissolution. In the event of a dissolution, all club funds and debt shall be transferred to the North Carolina State University Department of Mechanical and Aerospace Engineering by the club advisor.

1.5 Selection of Competition

Each year, HPRC competes in an accredited collegiate rocketry competition such as NASA Student Launch, International Rocketry Engineering Competition (IREC), or another competition approved by the NCSU MAE Department. The determination of which competition the club will participate in will occur during the first week of the fall semester each school year. Returning members discuss which competition they would like to participate in, and a vote between all present voting members will be cast. A three-fifths majority is necessary to determine the winner. If no option receives a majority, there will be another discussion period, and a revote will occur until there is a consensus. If a consensus cannot be reached after three rounds of voting, the decision will default to the competition that was participated in during the previous academic year.

2. Article 2

2.1 Definition of Membership

In this organization, club membership will be reserved for any individual who expresses interest in furthering the mutual passions and interests of the High-Powered Rocketry Club as described within this document. Club members can consist of students, faculty, alumni, and any other unmentioned industry enthusiasts or professionals. Voting members are restricted to currently enrolled and/or interning/co-oping North Carolina State University undergraduate and graduate students.

2.2 Procedures for Becoming a Member

For any interested individual to become a member of the club, he or she must register their campus (or equivalent) email with the club's secretary. To be considered a sustaining and voting member of the club, the individual must participate in, on average, at least one hour of club work per week over the course of an academic year. Exceptions to this rule may be made for dedicated club members with extenuating circumstances, including, but not limited to, co-ops or internships that have limited their availability and involvement and/or the length of time they have been in the organization. In order for an exception to be granted, the student must submit a request to the officer team, which will be reviewed and decided upon by a vote. A six-ninths (6/9) majority of the officer team must vote in favor of the appeal for the exception to be approved. Members who are part of campus faculty, university alumni, or other industry enthusiasts/professionals will be defined as Special Members with no voting rights within the club. For any member to resign, they must contact the secretary to have their email removed

from the club registry. Members can also be removed by an executive order, along with mutual cadre consent, that is described in Section 2.3 below.

2.3 Procedures for Removing a Member

Any club member can be disassociated with the club at any time. To remove a member from the club roster without that member's consent, an officer must present the rest of the club's members with a simple vote written exactly as "Should [member] be removed from the club?" If a majority is reached, that decision must be followed by all officers. To veto a majority decision, the officers must conduct a separate vote in which a three-fifths vote must be reached. Vetoes cannot be brought up by any officer if the majority of the club vote against the removal of a member. If any officer is impeached by any other club officer, neither officer is allowed to participate in the vote for an officer veto. All decisions are final, and the rule of Double Jeopardy applies to any recurring removal votes.

2.4 Disciplinary Procedures

All club members are required to abide by the NC State University Student Code of Conduct and all lab safety regulations identified by North Carolina State University's MAE lab managers and the club safety officer. If any major breach of general lab safety regulations is identified, the current officer and senior design team must meet to determine what action may be taken to prevent further occurrences of the issue. Club disciplinary action includes but is not limited to revoking competition trip involvement, lab access, power tool usage, etc. All disciplinary action must be put to a majority vote from the senior design and officer team to be enacted. If a senior design member or officer is an offender in a breach of lab safety, they will not be allowed to vote on disciplinary action regarding the incident. Any alcohol or illegal substance use in the lab will result in a member ban from the laboratory space and all club launches.

3. Article 3

3.1 Officers and Their Respective Duties

3.1.1 President

- A. Preside over each general club meeting
 - i. If the president is unable to attend and provides a valid excuse, an approved representative must be sent on behalf of the president.
- B. Attend at least 1 of the outreach events planned per semester.
- C. Represent the club and its members at university fundraiser events
- D. Must oversee all cadre and club operations to ensure continued success.
- E. In the event of a 24-hour vacancy of any cadre position, the president must assume all duties of said missing person until a replacement is found.
- F. Actively seek new ideas for the club in an extension of the interests and passions as described within this document.
- G. Act as the team lead for the Space Senior Design team partnered with the club.
 - i. If a 24-hour vacancy appears in the position of club president, a designated member of the Space Senior Design team must assume the duties mentioned in 3.1.1G until a re-election is called.

3.1.2 Vice President

- A. If a 24-hour vacancy appears in the position of club president, the vice president must assume all duties mentioned above, except 3.1.1G, until a reelection vote is called.
- B. Attend each general club meeting.

- C. Attend at least 1 of the outreach events planned per semester.
- D. Assist the club president in logistics and operations of the club to ensure continued success, including but not limited to the following:
 - a. Manage the lines of communication between all club members and cadre, such as the club email list.
 - b. Reserve necessary spaces for club meetings
 - c. Plan all campus events, including but not limited to new member recruiting (e.g., Packapalooza), on-campus tabling, and Shack-a-thon (if participating).
 - d. Coordinate and inform members of meetings, outreach, and all other events
 - e. Maintain a network of club alumni to contact for mentorship or guest speaker appearances (i.e., Industry Night).
- E. Actively seek new ideas for the club in an extension of the interests and passions as described within this document.

3.1.3 Experimental Design Lead

- A. If a 24-hour vacancy appears in the position of club treasurer, the secretary must assume all duties mentioned above until a reelection vote is called.
- B. Act as team lead for all WolfWorks Experimental projects and Interest Launch.
- C. If deemed necessary, the Experimental Design Lead role may be split into multiple elected positions or may have sub-leads to help assist in leading WolfWorks Experimental.
- D. Actively seek new ideas for the club in extension of the interests and passions as described in this document.

3.1.4 Treasurer

- A. If a 24-hour vacancy appears in the position of club vice president, the treasurer must assume all duties mentioned above until a reelection vote is called.
- B. Attend at least half of the general body meetings.
- C. Manage any club funds, either provided by the university or privately raised, and maintain a spread sheet (or equivalent) showing all incoming and outgoing transactions.
- D. Produce a brief treasurer's report at least once per year summarizing the club's financial position.
- E. Work in conjunction with the Sponsorship Officer to manage the inflow of funding from sponsorships and fundraising events. All this funding must be tracked and be readily accounted for in a spreadsheet (or equivalent).
- F. File the organization's annual tax form (IRS Form No. 990-N) in a timely manner no later than May 15th of each year. Any questions can be addressed to University Student Legal Services.
- G. Work in tandem with all officers and senior design to coordinate any incoming funds as well as fund spending. This includes placing any reasonable requested orders.
- H. Actively seek new ideas for the club in an extension of the interests and passions as described within this document.

3.1.5 Safety Officer

- A. If a 24-hour vacancy appears in the position of club secretary, the safety officer must assume all duties mentioned above until a reelection vote is called
- B. Ensure that lab safety procedures are observed at all times
- C. Ensure that the first aid kit is well stocked at all times

- D. Ensure that all members of the club are informed of safety protocol and procedures via a lab safety quiz created by the officer that members must complete at the beginning of their involvement in the club.
- E. Assist senior design in managing and maintaining documentation of the team's hazard analyses, failure mode analyses, and SDS chemical inventory data for NASA student launch.
- F. Enforce the use of launch day safety checklists by all subteams on launch day and abide by the guidance of the launch field's Range Safety Officer. This includes being present as safety lead during the assembly of any club launch vehicles. If more than one club launch is occurring, or if the safety officer is unable to attend launch day, they must train a replacement "safety deputy" to fulfill this role.
- G. Prior to any and all club launches, the Safety Officer is required to give a briefing on proper launch day safety practices, possible hazards, and personnel checklist assignments to ensure the safety of club members who plan to attend the launch.
- H. Actively seek new ideas for the club in an extension of the interests and passions as described within this document

3.1.6 Outreach Lead

- A. If a 24-hour vacancy appears in the position of club safety officer, the outreach lead must assume all duties mentioned above until a reelection vote is called
- B. Coordinate with community members to plan all outreach events
- C. Attend at least three-quarters of all outreach events planned per month
- D. Assist in any required outreach related documentation.
- E. Actively seek new ideas for the club in an extension of the interests and passions as described within this document

3.1.7 Social Media Officer

- A. If a 24-hour vacancy appears in the position of club outreach lead, the media officer must assume all duties mentioned above until a reelection vote is called
- B. Manage online presence of the club through social media platforms (Twitter, Facebook, etc.)
- C. Represent the club in a positive manner online in both private and public conversations
- D. Make an effort to enhance the club's online engagement and presence with the goal of winning the competition social media award (if applicable), including frequent posting and audience engagement.
- E. Actively seek new ideas for the club in an extension of the interests and passions as described within this document

3.1.8 Webmaster

- A. If a 24-hour vacancy appears in the position of club media officer, the webmaster must assume all duties mentioned above until a reelection vote is called
- B. Update the club's website regularly with competition and club documents
- C. Represent the club in a positive manner online in both private and public conversations
- D. Actively seek new ideas for the club in an extension of the interests and passions as described within this document
- E. Update the club's Get Involved and website regularly with officer information, images, constitution, and meeting information

3.1.9 Sponsorship Officer

- A. If a 24-hour vacancy appears in the position of club Webmaster, the Sponsorship Officer must assume all duties mentioned above until a reelection vote is called
- B. Ensure all sponsorship resources are accurate and up to date.
- C. Actively seek new sponsorship opportunities and revenue sources.
- D. Maintain relationships with current sponsors
- E. Manage any and all fundraising events and activities.
- F. Ensure the activities of the club are accurately reflected in all external communication and applications.
- G. Work in conjunction with the treasurer to manage the inflow of funding from sponsorships and fundraising events. All of this funding must be tracked and readily accounted for in a spreadsheet (or equivalent)
- H. Actively seek new ideas for the club in an extension of the interests and passions as described within this document.

3.2 Position Term

The term for each position expires at the conclusion of the academic year of service. If a replacement officer has not been selected when the one-year expiration date occurs, the incumbent officer may continue to assume their position and call up a vote as soon as practical for the position.

3.2.1 Unelected Deputy Officers

Any officer may have a number of trustworthy unelected deputies to assist in the completion of their duties (e.g. Safety Deputy, social media team). Deputies must be current active members and can be selected or let go by the officer at any time. Deputies may not contribute to the officer's duties more than the elected officers.

3.3 Eligibility to Run For Officer Positions

All positions except president are open to any active voting member who will not, to their current knowledge, be co-opting/interning during the position term. Any voting club member seeking the position of president must have at least one year of experience as an officer in the club or be approved as fit to run via three-fifth majority vote by the senior design team.

3.4 Unable to Fulfill Position Term

3.4.1 Voluntary Resignation

If any officer is unable to fulfill the entirety of their position term as described in Section 3.2 above, they must notify all other officers of such inability as soon as practical. A vote to elect a replacement officer shall be held prior to the departure of the incumbent officer, if possible. The replacement officer's position term ends on the same date as the incumbent officer's position term was scheduled to end before their departure, as defined by Section 3.2.

3.4.2 Impeachment

If an officer is determined to be unfit for continuation of their position due to failure to fulfill their duties defined by Section 3.1, they will be given an official warning of their shortcomings by the president or vice president. If a four-week period passes with no significant change, a vote will be cast among the other officers, requiring a unanimous decision. If the vote passes, the officer is impeached effective immediately. An impeached officer may still be a member of the club. Election procedures will begin directly following the officer's removal, with an eligible member filling the position within at most two weeks. The replacement officer's position term ends on the same date

as the impeached officer's position term was scheduled to end before their departure, as defined by Section 3.2. During the transition time, fellow officers will split the responsibilities of the position. The president may not be impeached without approval from the club advisor and unanimous approval from the senior design team. The newly elected president must be a current member of the senior design team. A comprehensive report must be written detailing all wrongdoings whenever the impeachment process occurs.

3.5 Election Procedures

Elections shall be held during a general body meeting within thirty calendar days of the end of the academic year, as determined by the officers. A call for candidates to run shall be put out two weeks before the election. A week before the election all candidates running shall be announced. Candidates shall have a week to campaign. During the election meeting, candidates will be given a brief time to speak about their platform. Candidates will then be given the opportunity to answer questions asked by members regarding their presentation or how they intend to uphold the duties of the officer they are running for. Immediately following this, they shall be asked to leave the room, and the floor will be opened for debate moderated by the current club president. The time limits for presentations and debate shall be predetermined by the current officer team. Once debate has concluded, a ranked-choice vote shall be taken. Candidates shall be elected by a simple majority vote. Elections for each office shall be held in the following order: Sponsorship, Webmaster, Social Media, Outreach Lead, Safety Officer, Treasurer, Experimental Design Lead, Vice President, President. The results of each election should only be released after the presidential election has concluded. If no member has run for an officer position, the election for that position will be moved to the last election of the meeting. The current club president (at time of meeting start) will first call for any member that did not get elected to the position they ran for. If any such members run, the election will be held immediately. If not, the position will be opened to any club member. If no club member runs, then the position will remain temporarily vacant, and the newly elected officer team will decide how to split the remaining responsibility. A special election will be held at the beginning of the next regular semester to fill the position.

3.6 Senior Design Team Selection Procedures

At the time of the presidential campaign period, presidential candidates must create a senior design interest form. All candidates will then compile a list of club members eligible for senior design and send the form out to these potential members. Once the campaign period has passed, the newly elected president must determine, along with the senior design professor, the number of senior design members to be selected. If there are more candidates than spaces available, club members with the highest contribution of time, effort, experience, and teamwork within the club will be given priority. If there are fewer current club member candidates than spaces available, the newly elected president may decide to either recruit potential members or allow the senior design professor to assign the remaining team. Before final determination of the design team, the newly elected president is required to bring their reasoning as to why the potential new members are a good fit for the club to the previous year's senior design team or the club advisor for review.

4. Article 4

4.1 Amending the Constitution

Any elected officer or senior design member can amend this constitution with a three-fifths majority vote amongst all voting club members at the meeting where it is proposed, and any decision to amend the constitution is put into effect immediately and cannot be overturned in the following month. The constitution may be updated to correct any errors (grammar, spelling, etc.) with approval only among officers. The updated constitution must be promptly added to the club's Get Involved page.