Sigma Gamma Tau Triennial Convention Minutes

- 4 January 2015 (Saturday before 2015 AIAA Science & Technology Forum) at Holiday Inn Orlando SW, Kissimmee, FL
- 1. Opening remarks and welcome by Dr. Shawn Keshmiri, outgoing President of Sigma Gamma Tau
 - Dr. Keshmiri expressed a desire to see SGT utilize 21st Century social media / communications and to start some new initiatives
- 2. Quorum was established with 7 Regional Coordinators and 8 Regional Student Representatives:
 - Outgoing President Dr. Shawn Keshmiri (will be Immediate Past President from July 2015), University of Kansas
 - Incoming President Dr. Anemish Chakravarthy (will be President from July 2015), Wichita State University
 - Southeastern Regional Coordinator Dr. Seetha Raghavan, University of Central Florida
 - South Central Regional Coordinator Dr. David Thompson, Mississippi State University
 - Great Lakes Regional Coordinator Dr. Harry Hilton, University of Illinois
 - North Central Regional Coordinator (also the National Secretary-Treasurer) Dr. Roy Myose, Wichita State University
 - Southwestern Regional Coordinator Dr. John Valasek, Texas A&M University
 - Western Regional Coordinator Dr. Mark Sensmeier, Embry-Riddle Aeronautical University Prescott
 - Southern Pacific Regional Coordinator Dr. Praveen Shankar, California State University Long Beach
 - Northeastern Region Student Representative Joshua Ricci, Daniel Webster College
 - Mid-Atlantic Region Student Representative Sam Wallingford, University of Virginia
 - Southeastern Region Student Representative Gabriel Lago, University of Central Florida
 - South Central Region Student Representative Joshua Bowman, Mississippi State University
 - Great Lakes Region Student Representative Tim Madzey, Purdue University
 - Southwestern Region Student Representative Kellen Wall, University of Texas Austin
 - Western Region Student Representative Brian Acosta, Embry-Riddle Aeronautical University Prescott
 - Southern Pacific Region Student Representative Justin Andrade, California State University Long Beach
 - Vice President position is currently vacant; there was one guest (Erik Durnberg, outgoing student President at Univ. Central Florida chapter)
- 3. Incoming President Chakravarthy presented a plaque to outgoing President Keshmiri in appreciation for his service as President
- 4. Minutes from the 2012 Convention were approved (it should be noted that these minutes listed estimated budget from that time)
- 5. Vote on reimbursing per diem of \$120 to cover meals for 2 ½ days was approved by the Convention delegates
- 6. Vote on Secretary-Treasurer honorarium of \$2,750 per year (same as previous 6 years) was approved by the Convention delegates
- 7. Membership, new chapters, and regional composition:
- a) Annual number of new initiates has increased substantially 2013 initiation numbers were the second highest on record Info for 2014 in chart and table [pages 3-4] does not reflect actual numbers since chapters lag in reporting initiations
- b) New chapters since 2012: Western Michigan, Daniel Webster, Cal State Long Beach & New Mexico State
- c) Exec assigned New Mexico State to SW Region; chapters assigned to regions by Exec were approved by a vote of the Convention delegates
- d) Regional composition list [page 5] includes potential new chapters (these do not list year of most recent initiation)
- comment was made that SGT allows special membership posthumously. Dr. Mark Bower, Department Chair at U. Alabama Huntsville, was approved for special membership, but passed away before the new chapter installation ceremony he was the first individual known to have been awarded a posthumous special membership. Liviu Librescu, a well-known aerospace researcher and Professor at Virginia Tech who helped saved many students' lives in his classroom, was approved for special membership posthumously after the Virginia Tech incident.
- f) A comment was made that there are 3-4 boxes of paper records of initiate names which, when time allows, will be scanned. However, this is essentially a duplicate of the electronic record in National's database.
- 8. Annual undergraduate award program [pages 6-7] typically involves ~20 nominees per year out of ~40 chapters. A comment was made that strong candidates typically have a good essay to differentiate him/herself from others who all have high GPA's as well as extra curricular activities and/or work/research experience. Dr. John Valasek volunteered to convert the current form to fillable pdf format for standardization purposes.
- 9. Financial report [pages 8-10] overall annual outlay: $(\$7,500 \times 3 + \$19,000) / 3 = \text{equivalent to } \sim \$14 \text{k per year for this 3-year cycle}$
- a) Average annual outlay: \sim \$4,750 for undergrad awards plus \$2,750 for secretary honorarium = \sim \$7,500 per year excluding Convention Convention costs have gone up due to increased airfare & hotel [year; cost; faculty # + student # (including # local attendees)]: [2015; estimate \sim \$19,000; 9+9 (3)], (2012; \sim \$16,600; 8+7 (0)], [2009; \sim \$11,000; 10+5 (2)], [2006; \sim \$11,000; 9+7 (3)]
- b) Undergraduate award program cost detail: \$4,750 per year (up from \$4,500 per year in previous 3-year cycle) Award checks (\$1,000+\$250x8), plaques (\$1,100), stoles (\$30x~20), and mailing cost (~\$50)
- c) Certificate: cost to make "blank" certificate is \$4 each (in lots of 1000+) and calligrapher charges \$3.50 each
 - Dues of \$25 less \$7.50 certificate cost = $$17.50 \times 600^{+}$ initiates per year = $\sim $10\frac{1}{2}$ k income from dues per year
- d) Stoles: charge \$35 while our cost is \$30 each (when ordered in large numbers) plus ~\$7 for mailing up to 5 stoles SGT makes roughly \$3.50 per stole while selling 200+ stoles => ~\$700 income from stoles per year
- e) Small tie-tac: \$20 each now, but will raise price to \$22 because May 2014 order cost \$20 each (up from \$18)
 - Key: \$15 each (costs \$11, but heavy so shipping is expensive), last ordered July 2013
 - Large size pin (27 left) still in stock, but will not be replaced when remaining stock is exhausted
- f) Some chapters will need new Undergraduate Award plaque holder as slots fill up, each costing ~\$300 each
 - Affirmative vote in 2006 convention, National has paid for 7 new plaques (2 in 06-09, 2 in 09-12, 3 in 12-14)
- g) New chapter installation costs ~\$900 per chapter (four new chapters installed in 2013)
- h) Current (Jan 15) total balance is down \$1k from July 12 total, but estimate for July 15 total is effectively ~\$5k more than now (Jan 15) However, ~\$14k outlay per year versus ~\$113/4k income from dues and stoles suggest potential shortfall
- i) Convention delegates voted to increase the upper limit on the initiation fee to \$40 (up from \$30 limit) per Constitution Article II, Section 2(f). The consensus of the Convention was to increase the initiation fee (i.e., dues) to \$35 (up from \$25) in order to fund the potential shortfall between annual outlay and income (item 9h, above) as well as to fund new initiatives (see new initiative section, item 14 below). The Convention delegates felt that a \$10 increase in one-time lifetime dues would not have a significant impact reducing new initiate numbers. The new dues rate will go into effect from July 2015 (or later) initiation. Rather than two \$5 increases in relatively short time frames, the intent is to raise it by \$10 and hold the new dues level for as long as possible. [Note: National's records checked after the Convention showed that the last increase in dues was 18 years ago: \$25 from 1997-2015; \$20 during 1994-1997; \$15 from 1983-1994; and \$12 prior to that.]
- 10. Tax exempt status: National lost its tax exempt status in 2010 because SGT's contact information was not properly filed using IRS form 990-N e-Postcard (i.e., a web-based electronic update of contact information). National actually did file, but used the wrong federal ID number due to mixing up Wichita State chapter's and National's federal ID numbers. Subsequently, IRS form 1023 was filed in 2011 along with the (then) \$100 user fee, and the IRS granted backdated reinstatement of *only* National's tax exemption in early 2012. Group exemption covering all chapters using

a single IRS form 8718 was filed in late 2012 along with the \$3,000 user fee, but the IRS declined to provide Group exemption in late 2013. (This user fee is supposed to be refunded.) The reason given for IRS declining was that the vast majority of individual chapters had not kept up their individual exemptions by filing the annual IRS form 990-N e-Postcard. Once the individual chapter loses its exemption, IRS form 1023 along with a \$400 user fee must be submitted by each chapter to reinstate their tax exemption.

Although the mix-up in federal ID numbers was a simple mistake, Secretary-Treasurer Myose has opted not to be paid the annual honorariums for 2011-12, 2012-13, and 2013-14 (\$2,750x3 = \$8,250 vs \$3,100 expenditure so far, corresponding to \$8,250-3,100 = \$5,150 positive balance). In order to help pay for the individual chapters' user fees, Dr. Myose intends not to be paid future honorariums until this is resolved.

Since most of the chapters must have its own individual tax exemptions before the IRS will agree to exempt the Group (National and all the chapters) as a whole, the Executive Council recommended and the Convention voted to approve the following actions:

- a) Per Art. II Sect. 4(a), declare 10 chapters who have not initiated any new members for at least five years as inactive and (for now) remove them from the list of chapters in IRS's list so that there are less chapters involved in the IRS Group exemption application. This action will be implemented after giving notice of this action to the department chair and last known faculty advisor at each of these schools. (These chapters will therefore be given an opportunity to resurrect their chapter before any action is taken.)
- b) Help active chapters who have lost their tax exemption National would pay the \$400 user fee associated with the IRS application. Once a chapter is reinstated, however, the chapter would be responsible for the annual IRS 990-N e-Postcard updates. Any future loss of tax exempt status would be the responsibility of the individual chapter involved.
- c) Once the majority of chapters have their individual tax exemptions, National would reapply for Group tax exemption.
- 11. Highlights of comments from chapters represented at the Convention about their activities:
- a) Many have guest speakers or research talks by faculty, one chapter provides a resume book of SGT members to the industry speaker & another gets industry sponsorship for snacks at speaker events; some have field trips; one chapter has initiation candidates seek out & talk to faculty
- b) Some have community service or grade school outreach programs or mentoring freshmen & sophomores for encouragement to stay in AE or one-on-one tutoring help; one chapter requires service points for SGT stole; other service ideas SGT members give lab tours to visitors, give or sponsor presentations of exam review or help sessions for typical software
 - c) Rental service one chapter has bank of old exams (but without answers); another has textbook bank
- 12. An update from Boston University (BU) was planned, but scheduling conflicts prevented this from actually taking place. [Background as reported in 2012 Convention: There was a merger between ME, AE, and Manufacturing Engineering at BU. The last group of "pure" AE majors were to have graduated in 2012. Thus, BU has moved away from three degree programs (all of which were ABET accredited), to a single ABET accredited degree program in ME, but with several concentration fields. It was pointed out that the SGT Constitution only talks about ABET accreditation when a new chapter is started, and not about continuing an SGT chapter. The decision of the 2012 Convention was to continue the status quo, allowing BU to initiate members in the AE concentration and to monitor the situation.] The consensus of the 2015 Convention was to continue to monitor the situation and request a report from BU at the next Convention.
- 13. The Constitution [pages 11-17] and Initiation Ritual [page 18] were reviewed. There were no suggested changes to the Initiation Ritual. The 2015 Convention recommended the following changes (items a through j with item k being a comment) to the Constitution:
 - a) Simplified the language about reimbursable Convention expenses in Article II Section 2g
 - b) Moved the statement about National Officer reimbursement from Section 2i into 2g of Article II
 - c) Specified Executive Council appointment / composition in case of a vacancy in Article II Section 4(b)
 - d) Added a new appointed Communications Director position in Article II Section 4(b) per 2015 Convention (see item 14b, below)
 - e) Changed the nomination and election dates specified in Article II Section 5 to allow newly elected Officers to attend a January Convention
 - f) Corrected the term "existing" chapters to "active" chapters in Article III Section 3(d)
 - g) Corrected the reference to Executive "Committee" to Executive Council in Article VII Section 1(b) for sake of consistency
 - h) Changed the statement about using a safety deposit box in Article VIII Section 1
 - i) Simplified the financial language in Article VIII Section 1 and 5
- j) The wording "Staff" Secretary-Treasurer was changed to the simpler Secretary-Treasurer in order to reflect the fact that some Secretary-Treasurers have been faculty volunteers such as Dr. Amon Andes, Dr. Harry Hilton, and Dr. Roy Myose.
 - k) The 2015 Convention raised the upper limit for the initiation fee to \$40 as noted in Article II Section 2(f).
- 14. New initiatives: Travel Award program and transitioning to 21st Century means of communication / reaching out to the membership
- a) The Convention voted in favor of starting a Travel Award program to support <u>Undergraduate</u> SGT members who will be <u>presenting</u> a research-based paper at an engineering (e.g., but not limited to AIAA) conference. Up to two awards, each worth up to \$750 may be awarded each semester based on an application justifying the expense / cost for the award amount being sought (can be less than \$750), letter of acceptance from the conference, and a copy of the extended abstract which was submitted to the conference. The applicant must be an undergraduate student (i.e., not a graduate student). The Executive Committee (or judging committee appointed by the Exec) will decide on the winners. Application deadline will be synchronized with the typical AIAA winter and summer Conference acceptance dates.
- b) Develop a website with a more modern "look" and its own distinct web address that is not associated with National's current website host (Wichita State University). One major objective is to more clearly delineate the purpose of Sigma Gamma Tau and the advantages of becoming a member. A facebook page for National with eventual links to individual chapters' facebook pages is to be created. The University of Central Florida chapter has volunteered to help with the initial "modern" website and facebook page development, creating 2 or 3 draft webpages from which the Executive Council will downselect and then seek input from the Regional Coordinators. Ultimately, website updates and moderating the facebook page will become the responsibility of a newly created (volunteer) Communications Director (National) position (see item 13d, above).
 - Dr. Shawn Keshmiri has agreed to take on the overall leadership responsibility / oversight for starting both initiatives.
- 15. There was discussion about allowing accredited AE programs outside the United States to form chapters. The general consensus was that "international" chapters should be allowed. (The consensus of the 2012 Convention was very similar.) It was pointed out that the 2005 Tau Beta Pi Convention approved allowing chapters from Washington Accord accredited programs [see page 19]. Because IRS Group tax exemption application may become more difficult if there is income from overseas, actual implementation was postponed into the future until the Group exemption issue is resolved. Other unresolved issues:

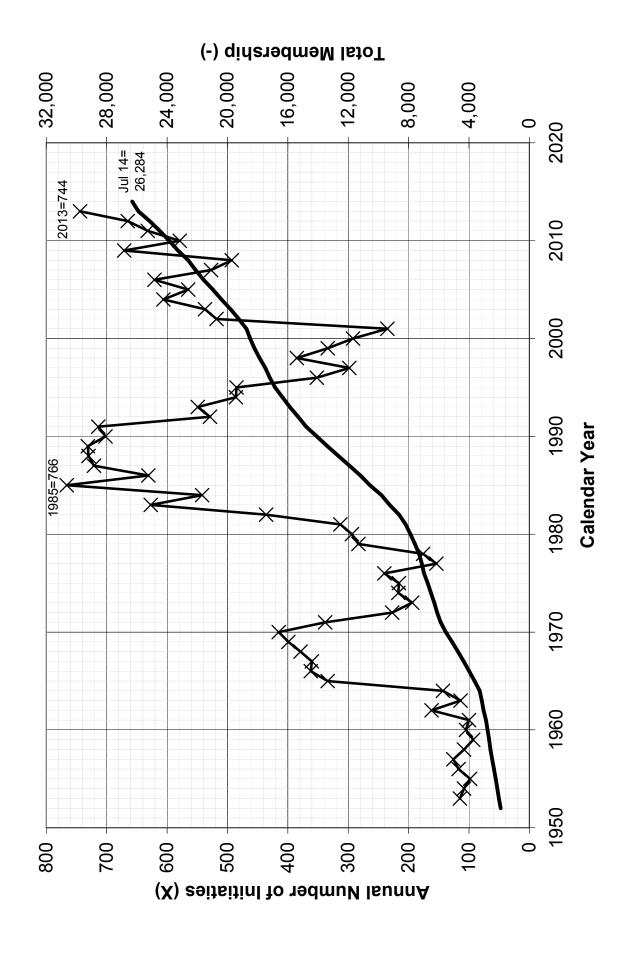
International chapters can pay in dollar denominated checks, but who ought to bear the increased cost associated with bank fees?

Whether a National representative should install an international chapter since travel costs may be quite expensive

What region an international chapter should be placed in or whether a separate region should be formed (relates to Undergrad Awards) Whether to subsidize Convention cost(s) for international participant(s)

16. Next Convention (likely to be in January 2018 in conjunction with the AIAA SciTech in Orlando) - there was a discussion about whether to hold the meeting on a Saturday or Sunday; there was slightly more preference for a Saturday meeting.

Respectfully submitted - Roy Myose (National Secretary-Treasurer)



25161	=]	Fotal # members (including pre-merger) Total # SGT members =	23261	414	744	665	632	579	671	493	527	621	565
Last Year	Date	University	Member	s 2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
2014	4/28/14	AIR FORCE ACADEMY, UNITED STATES	706	58	41	38	31	35	40	33	25	57	36
2014	11/6/14	AIR FORCE INSTITUTE OF TECHNOLOGY	434	21	28	18	21	17	26	53	22	27	34
2014	4/1/14	ALABAMA - HUNTSVILLE, UNIVERSITY OF	147	13	26	21	23	18	27	0	19		
2014	4/4/14	ALABAMA - TUSCALOOSA, UNIVERSITY OF	251	14	14	10	0	0	0	0	5	0	0
2008	3/31/08	ARIZONA, UNIVERSITY OF	17	0	0	0	0	0	0	17			
2005	12/5/05	ARIZONA STATE UNIVERSITY	59	0	0	0	0	0	0	0	0	0	10
2013	12/4/13	AUBURN UNIVERSITY	647	0	19	2	17	9	0	14	11	4	18
2014	4/23/14	BOSTON UNIVERSITY	162	8	0	0	7	10	8	14	7	12	7
2014	12/1/14	CALIFORNIA - IRVINE, UNIVERSITY OF	81	5 0	3 10	10	6	11	10	9	6	5	16
2013 2014	5/8/13 5/8/14	CALIFORNIA POLYTECHNIC STATE UNIVERSITY - SAN LUIS OBISPO CALIFORNIA STATE POLYTECHNIC UNIVERSITY - POMONA	340 594	14	35	0 32	29 17	17 25	25 23	12 14	17 15	6 19	11 5
2014	5/3/14	CALIFORNIA STATE POLYTECHINE UNIVERSITY - POMONA CALIFORNIA STATE UNIVERSITY, LONG BEACH	29	4	25	32	1 /	23	23	14	13	19	3
2014	2/13/13	CENTRAL FLORIDA, UNIVERSITY OF	131	0	9	3	21	0	27	0	10	10	32
2005	2/15/05	CINNCINATI, UNIVERSITY OF	288	0	ó	0	0	0	0	0	0	0	15
2012	4/17/12	CLARKSON UNIVERSITY	77	0	0	9	7	9	3	9	26	1	8
2013	10/30/13	COLORADO, UNIVERSITY OF	415	0	6	19	6	10	5	9	3	12	0
2014	4/23/14	DANIEL WEBSTER COLLEGE	18	4	14								
2014	4/12/14	EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - DAYTONA BEACH	897	30	32	20	35	34	42	16	18	51	30
2014	4/10/14	EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - PRESCOTT	476	9	11	25	0	13	11	22	0	27	9
2013	4/18/13	FLORIDA, UNIVERSITY OF	133	0	5	8	0	0	0	0	0	0	0
2013	4/23/13	FLORIDA INSTITUTE OF TECHNOLOGY	52	0	15	28	9						
2014	11/5/14	GEORGIA INSTITUTE OF TECHNOLOGY	1385	35	49	88	65	32	40	23	29	32	40
2011	11/16/11	ILLINOIS, UNIVERSITY OF	795	0	0	0	42	0	0	0	0	15	17
1991		ILLINOIS INSTITUTE OF TECHNOLOGY	9	0	0	0	0	0	0	0	0	0	0
2013	10/15/13	IOWA STATE UNIVERSITY	726	0	24	0	16	16	15	4	13	16	17
2014	5/10/14	KANSAS, UNIVERSITY OF	690	8	8	10	13	7	12	7	21	7	15
2014	5/6/14	MARYLAND, UNIVERSITY OF	593	10	12	6	17	0	0	0	23	11	14
2006	4/15/06	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	835	0	0	0	0	0	0	0	0	12	11
2014 —	4/21/14 Not active	MICHIGAN, UNIVERSITY OF	867 519	21 0	47 0	47 0	31 0	43 0	39 0	25 0	14 0	22 0	35 0
2014	4/1/14	MINNESOTA, UNIVERSITY OF MISSISSIPPI STATE UNIVERSITY	377	13	12	12	11	7	9	9	9	6	9
2013	10/23/13	MISSOURI UNIVERSITY OF SCIENCE & TECHNOLOGY (UNIVERSITY OF		0	17	7	6	11	8	10	5	4	15
2013	12/10/13	NEW MEXICO STATE UNIVERSITY	5	0	5	,	O	11	0	10	3	7	13
2014	4/24/14	NORTH CAROLINA STATE UNIVERSITY	368	6	6	12	14	9	18	8	0	18	1
1991	Petired	NORTHROP UNIVERSITY	106										
2013	3/22/13	NOTRE DAME, UNIVERSITY OF	311	0	9	12	10	13	5	8	9	17	6
2014	3/27/14	OHIO STATE UNIVERSITY	675	11	23	17	15	20	18	17	9	10	8
2013	2/26/13	OKLAHOMA, UNIVERSITY OF	292	0	11	0	12	0	9	0	0	11	0
2009	4/22/09	OKLAHOMA STATE UNIVERSITY	112	0	0	0	0	0	4	0	0	24	0
2014	4/9/14	PENNSYLVANIA STATE UNIVERSITY	1012	27	28	25	17	17	23	15	10	22	17
1991	Pethed	POLYTECHNIC UNIVERSITY (BROOKLYN POLY / POLY INST NY)	285										
1997	Petired	POLYTECHNIC UNIVERSITY (NYU / POLY INST NY)	225								•		
2014	4/29/14	PURDUE UNIVERSITY	1537	17	27	24	15	50	64	5	28	19	22
2013	11/1/13	RENSSELAER POLYTECHNIC INSTITUTE	588	0	28	48	0	0	0	0	18	19	12
2014	3/27/14	SAN DIEGO STATE UNIVERSITY	252	5	16	16	3	15	0	13	0	0	0
2014	5/7/14	SAN JOSE STATE UNIVERSITY	173	23	19	11	4	4	9	20	16	0	0
2013	4/30/13	SOUTHERN CALIFORNIA, UNIVERSITY OF ST. LOUIS UNIV. (PARKS COLLEGE)	303	0	11	17	6	12	13	24	0	0	U
2007	5/5/07	STATE UNIVERSITY OF NEW YORK AT BUFFALO	368	0	0	0	0	0	0	0	11	8	4
2007	4/22/13	SYRACUSE UNIVERSITY	258	0	9	0	5	7	7	7	8	13	7
2010	4/21/10	TENNESSEE, UNIVERSITY OF	135	0	0	0	0	5	5	6	6	8	9
2013	3/19/13	TEXAS A&M UNIV	694	0	11	31	27	15	11	16	8	15	13
2007	3/23/07	TEXAS - ARLINGTON, UNIVERSITY OF	257	0	0	0	0	0	0	0	8	4	3
2014	5/5/14	TEXAS - AUSTIN, UNIVERSITY OF	1220	19	29	22	27	32	28	7	19	19	2
1998	Defired	TRI STATE UNIVERSITY	29										
2014	4/26/14	TUSKEGEE UNIVERSITY	41	9	9	0	7	0	10	0	0	0	0
2014	3/20/14	VIRGINIA, UNIVERSITY OF	295	9	2	4	9	4	7	8	8	8	6
2013	2/24/13	VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIVERSITY	761	0	10	0	0	24	11	15	34	9	13
2013	4/18/13	WASHINGTON, UNIVERSITY OF	223	0	9	4	15	14	26	12	11	10	15
2007	9/20/07	WEST VIRGINIA UNIVERSITY	493	0	0	0	0	0	0	0	15	24	12
2013	4/2/13	WESTERN MICHIGAN UNIVERSITY	6	0	6							_	
2014	5/1/14	WICHITA STATE UNIVERSITY	539	21	14	9	16	14	33	12	11	7	11
		SPECIAL MEMBERS	515	1	7	6	5	0	8	3	5	5	8
_		D C 1		414	744	665	632	579	671	493	527	621	565
	4	Retired Inactive for more than a decade		26307	25893	25149	24484	23852	23273	22602	22109	21582	20961
italiaa	3	Inactive for more than a decade		2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
italics italics	7 3	Inactive for more than five years Possible inactivity (3-5 years without initiations)											
62	45	Total number of chapters / active chapters											
02	43	1 Otal Hambel Of Charlets / active charlets											

Total number of chapters / active chapters

st Recent nitiation	<u>University</u>	Region	Active (44) / <u>Total # (57)</u>	Total Possible (6 / [Undergrad (66
2014	Boston University	Northeastern	5 / 7	8
2012	Clarkson University	Northeastern		
2014	Daniel Webster College	Northeastern		
2006	Massachusetts Institute of Technology	Northeastern		
2013	Rensselaer Polytechnic Institute	Northeastern		
2007	State University of New York at Buffalo	Northeastern Northeastern		
2013	Syracuse University Worcester Polytechnic Institute	Northeastern Northeastern		
	Capitol College	Mid Atlantic	4/5	8
2014	Maryland, University of	Mid Atlantic	4/3	8
2014	Naval Academy, United States	Mid Atlantic		
2014	Pennsylvania State University	Mid Atlantic		
2011	Princeton University	Mid Atlantic		
2014	Virginia, University of	Mid Atlantic		
2013	Virginia Polytechnic Institute and State University	Mid Atlantic		
2007	West Virginia University	Mid Atlantic		
2013	Central Florida, University of	Southeastern	6/6	7
2014	Embry-Riddle Aeronautical University - Daytona Beach	Southeastern		
2013	Florida Institute of Technology	Southeastern		
2013	Florida, University of	Southeastern		
2014	Georgia Institute of Technology	Southeastern		
	University of Miami	Southeastern		
2014	North Carolina State University at Raleigh	Southeastern		
2014	Alabama - Huntsville, University of	South Central	5 / 6	6
2014	Alabama - Tuscaloosa, The University of	South Central		
2013	Auburn University	South Central		
2014	Mississippi State University	South Central		
2010	Tennessee at Knoxville, University of	South Central		
2014	Tuskegee University	South Central		
2013	New Mexico State University	Southwestern	4 / 6	6
2013	Oklahoma, University of	Southwestern		
2009	Oklahoma State University	Southwestern		
2013	Texas A & M University	Southwestern		
2007	Texas at Arlington, University of	Southwestern		
2014	Texas at Austin, University of	Southwestern		40 (0)
2014	Air Force Institute of Technology (Graduate Only)	Great Lakes	7/9	10 (9)
	Case Western Reserve University	Great Lakes		
2005	Cincinnati, University of	Great Lakes		
2011 1991	Illinois at Urbana-Champaign, University of Illinois Institute of Technology	Great Lakes Great Lakes		
2014	Michigan, University of	Great Lakes Great Lakes		
2014	Notre Dame, University of	Great Lakes Great Lakes		
2013	Ohio State University, The	Great Lakes		
2014	Purdue University, The Purdue University at West Lafayette	Great Lakes Great Lakes		
2013	Western Michigan University	Great Lakes		
2013	Air Force Academy, United States	North Central	6/8	8
2014	Colorado at Boulder, University of	North Central	0 / 0	o
2013	Iowa State University	North Central		
2014	Kansas, University of	North Central		
1996	Minnesota, University of	North Central		
2013	Missouri University of Science and Technology	North Central		
?	St. Louis Univ. (Parks College)	North Central		
2014	Wichita State University	North Central		
2008	Arizona, University of	Western	3 / 5	7 (6)
2005	Arizona State University	Western		* /
	California - Davis, University of	Western		
2014	Embry-Riddle Aeronautical University - Prescott	Western		
	Naval Postgraduate School (Graduate Only)	Western		
2014	San Jose State University	Western		
2013	Washington, University of	Western		
2014	California - Irvine, University of	Southern Pacific	6 / 6	8
	California - Los Angeles, University of	Southern Pacific		
2013	California Polytechnic State University, San Luis Obispo	Southern Pacific		
	California - San Diego, University of	Southern Pacific		
2014	California State Polytechnic University, Pomona	Southern Pacific		
2014	California State University, Long Beach	Southern Pacific		
2014	San Diego State University	Southern Pacific		
	Southern California, University of	Southern Pacific		

SGT Awards	Α	R	N	/6	77	/8	79	80	81	82	83	84	85	86	87	88	გ <mark>9</mark>	90	91	92	93	94	95	96	97	98	99	00
Northeastern Region	_		40	⊢		├											-		-		NI	N.	N.I.	N.I.	NI	NI		
Boston University	0	6	19	⊢		├				_		_					_		_		N	N	N	N	N	N	R	R
Clarkson University Daniel Webster College	0	┝	1	⊢	\vdash	⊢	_	-	_	-	⊢	-			Н		\dashv		\dashv			-	-	-	┢	Н		
MIT	1	+	3	⊢		┢			-	_		_							_				N		<u> </u>		N	
Polytechnic University (retired)	1	3	11	N	Α	\vdash	N	R	Ь				N				-		N		N	N	IN		N	N	14	
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Cash (checking+CD, pre-Convention)		Jul-14* \$53,290			Jul-12 \$75,813			Jul-09 \$59,103			Jul-06 \$52,133			Jul-03 \$47,265
Item	2013 Stock	Value		2012 Stock	Value		2009 Stock	Value		2006 Stock	Value		2003 Stock	Value
Certificates	1406	\$5,554		192	\$758		346	\$1,367		<i>L</i> 96	\$3,578		92	\$281
Stoles	411 \$1	\$14,385		2	820		231	\$8,085		191	\$7,163		20	\$755
Keys	256	\$3,840		191	\$2,865		78	\$1,170		191	\$2,483		47	\$611
3/4-inch tie-tac		\$7,380		174	\$3,480		308	\$6,160		276	\$4,140		4	09\$
1.25-inch tie-tac (to be discontinued)	28	\$560		46	\$920		99	\$1,120		93	\$1,581		86	\$1,666
1-inch pendant (discontinued)	(discontinued)	inued)		9	\$120		7	\$140		14	\$252		40	\$720
%-inch key pendant (discontinued)	(discontinued)	inued)	(dis	(discontinued)	(þ;	(dis	(discontinued)	(þ;	(3 in poor shape)	r shape)	80		12	890
Ties (discontinued)	(discontinued)	inued)	(dis	(discontinued)	(þ:	(dis	(discontinued)	(pe		35	\$175		44	\$220
Cash (pre-Convention) + Merchandise	≫	\$85,008			\$84,027			\$77,145			\$71,504			\$51,668
Convention Cost*	Estimate \$19,000	19,000		Actual	Actual \$16,610		Actual	Actual \$10,352		Actual	Actual \$10,798		ž	Not known
Cash + Merchandise**	\$	\$66,008			\$67,417			\$66,793			\$60,706			\$51,668
Interest Income for Bank CD:	2012-13 \$ 2013-14 \$ 2014-15]	\$96.68 \$19.98 TBD		2010 2011 2012	\$149.10 \$119.53 \$117.48		2007 2008 2009	\$1,438.09 \$1,312.08 \$446.85		2004 2005 2006	\$314.87 \$513.91 \$946.87			
Merchandise (sold or used)	4	12-13	11-12	10-11	09-10	60-80	07-08	20-90	90-50	04-05	03-04	02-03	01-02	00-01
Certificates	611	839	543	551	621	346	528	287	120	691	439	5/8	00	
Stoles Kevs		167	36	200 19	81	78	147 22	47	38	51	17	32	86	201
3/4-inch tie-tac		53	73	44	18	308	87	85	114	54	55	∞		
1.25-inch tie-tac (to be discontinued)	9	10	1	1	7	99	7	21	0	2	3	_		
1-inch pendant (discontinued)		7	0	0		7	4	С	3	_	12	7		
³ / ₄ -inch key pendant (discontinued)	(discontinued)	inued)	(dis	(discontinued)	(þ;	(dis	(discontinued)	_	ε,	ω,	7 (S,		
Ties (discontinued)	(discontinued)	inued)	(dis	(discontinued)	(p;	ı	6	21	7	4	ω	9		

*Convention cost is estimate so total cash + merchandise total is also an estimate **July 2015 total will be ~\$9k more due to: 600 x \$15 from (\$25) dues after (\$10) expenses, current total includes \$2750 x2 not paid to secretary, but excludes \$3000 pending refund from IRS

Sigma Gamma Tau Secretary-Treasurer's Report for 2013-14

			2	2013 2012	2 2011	2010	2009	2008	2007	2006	2005	2004	2003	
Initiates*				632	632	579	671	493	527	621	595	909	537	
Notes: 1) initiate numbers are calendar year vs fiscal year	ar for certificates, 2)	routinely receive	e initiate info 1-2 y	ears later										
Merchandise (stock, value, & number sold)	Stock	Cost***	Value @ sale	13-14 12	12-13 11-	11-12 10-11	1 09-10	60-80 0	07-08	20-90	90-50	04-05	03-04	05

Value @ sale \$5,553.70 \$14,385.00 \$3,840.00 \$7,380.00 \$560.00		13-14 611 197 20 43 6	13-14 12-13 611 839 197 312 20 167 43 53 6 10 1 2	13-14 12-13 11-12 611 839 543 197 312 233 20 167 36 43 53 73 6 10 1 1 2 0	13-14 12-13 11-12 10-11 611 839 543 551 197 312 233 206 20 167 36 19 43 53 73 44 6 10 1 1 1 2 0 0 - - - -	13-14 12-13 11-12 10-11 09-10 611 839 543 551 621 197 312 233 206 195 20 167 36 19 81 43 53 73 44 18 6 10 1 1 7 1 2 0 0 1 - - - - -	13-14 12-13 11-12 10-11 09-10 08-09 611 839 543 551 621 488 197 312 233 206 195 158 20 167 36 19 81 29 43 53 73 44 18 55 6 10 1 1 7 14 1 2 0 0 1 0	13-14 12-13 11-12 10-11 09-10 08-09 07-08 611 839 543 551 621 488 520 197 312 233 206 195 158 122 20 167 36 19 81 29 22 43 53 73 44 18 55 87 6 10 1 1 7 14 2 1 2 0 0 1 0 4	13-14 12-13 11-12 10-11 09-10 08-09 07-08 06-07 611 839 543 551 621 488 520 594 197 312 233 206 195 158 122 166 20 167 36 19 81 29 22 47 43 53 73 44 18 55 87 85 6 10 1 1 7 14 2 21 1 2 0 0 1 0 4 3	13-14 12-13 11-12 10-11 09-10 08-09 07-08 611 839 543 551 621 488 520 197 312 233 206 195 158 122 20 167 36 19 81 29 22 43 53 73 44 18 55 87 6 10 1 1 7 14 2 1 2 0 0 1 0 4
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Notes: *Initiate numbers are calendar year while certificate numbers are fiscal year

**Value of stole stock includes stoles to be used for the undergrad award, difference being about \$25 per stole (by about 20 awards) or about \$500 overvaluation

^{****}Inventory value (i.e. cost of purchasing stock) is estimated for 1.25-inch tie-tac since they are no longer being purchased (stock is at least 10 years old)

	Total	Checking	CD
Starting balance	\$58,276.82	\$20,249.97	\$38,026.85
Income (initiation fee & merchandise sale)		\$20,903.50	\$19.98 <=Interest Income on CD during last fiscal year
New certificates****		\$0.00	
Caligraphy work*****		-\$817.70	
Postage to ship jewelry (& certificates)		-\$161.18	
Stoles***** & postage		-\$10,740.00	
Keys (order for 250)		-\$2,647.22	
Small tie tacs (order for 300)		-\$6,017.48	
Undergrad award checks		-\$3,000.00 (\$	-\$3,000.00 (\$1,000 Andes+\$250x8 regions)
Annual award plaques, name plates, certificates, & postage		-\$1,373.15	
Large award plaque		-\$480.00	
New chapter installation (travel, plaque, & rollbook)		-673.80	
Secretary pay (Roy Myose)******		\$0.00	
Total expenses		-\$25,910.53	
Ending balance	\$53,289.77	\$15,242.94	\$38,046.83
Cash on hand merchandise value*** total	\$53,289.77	\$31,718.70	\$85,008.47
*****Balfour provided a free run of 1500 certificates when an error in the previous order's run was found.	rror in the previ	ous order's run v	vas found.

^{*****}Secretary printed 368 certificates without charging National (to make up for IRS User Fees), the value of which is \$1218.

^{***}Sale price of 3/4 (& 1.25) inch tie-tac's will need to be readjusted to \$22 each (rather than \$20) in order to account for new higher replacement cost

^{******348} stoles were ordered in spring 2014 along with \$300 payment for postage.

^{******}Secretary opted to forgo 2013-14 pay to make up for IRS Exemption User Fees for the chapters, the value of which is \$2750

Sigma Gamma Tau Secretary-Treasurer's Report for 2012-13

			(1	2013		2011		2009	2008	2007	2006	2005	2004	2003
Initiates*				Ĭ	632	532	579	671		527				537
Notes: 1) initiate numbers are calendar year vs fiscal year for certificates, 2)		routinely receive	initiate info 1-2 years l	years la	later									
Merchandise (stock, value, & number sold)	Stock	Cost**	Value @ sale	12-13	11-12	10-11	00-10	60-80	07-08	20-90	90-50	04-05	03-04	02-03
Certificates*	828	\$3,270.60	\$3,270.60	839	543	551	621	488	520	594	602	716	439	578
Stoles***	305	\$8,540.00	\$10,675.00	312	233	206	195	158	122	166	130	126	92	131
Keys	49	\$514.50	\$735.00	167	36	19	81	29	22	47	38	51	17	32
3/4-inch tie-tac	1119	\$2,112.25	\$2,380.00	53	73	44	18	55	87	85	114	54	55	«
1.25-inch tie-tac (will be discontinued)**	35	\$621.25	\$700.00	10	-	_	7	14	2	21	0	2	3	-
1-inch pendant (will be discontinued)**	4	\$71.00	\$80.00	2	0	0	1	0	4	3	3	-	12	2
3/4-inch key pendant (discontinued)	ı			i	÷	ì	i	i	ì	1	3	3	2	2
Ties (discontinued)	•			i	ı	•	ì	ì	6	21	2	4	3	9

Notes: *Initiate numbers are calendar year while certificate numbers are fiscal year

Inventory value (i.e. cost of purchasing stock) is estimated for 1.25-inch tie-tac and 1-inch key pendant since they are no longer being purchased (stock is at least 10 years old) *Value of stole stock includes stoles to be used for the undergrad award, difference being about \$25 per stole (by about 20 awards) or about \$500 overvaluation

	Total	Checking	CD
Starting balance St	\$59,203.35	\$21,273.18	\$37,930.17
Income (initiation fee & merchandise sale)		\$36,839.50	\$117.48 <=Interest Income on CD in 2012
New certificates****		-\$5,955.95	
Caligraphy work		-\$3,423.00	
Postage to ship jewelry		-\$162.24	
Stoles**** & postage		-\$18,100.00	
Undergrad award checks		-\$3,000.00 (\$	-\$3,000.00 (\$1,000 Andes+\$250x8 regions)
Award plaques, name plates, certificates, & postage		-\$1,341.45	
New chapter installation (travel, plaque, & rollbook)		-2,880.07	
IRS user fee for reinstatement of parent exempt status (to be refunded)	(p	-\$3,000.00	
Secretary pay (Roy Myose)*****		\$0.00	
Total expenses		-\$37,862.71	
Ending balance \$5	\$58,276.82	\$20,249.97	\$38,026.85
Cash on hand merchandise value*** total	\$58,276.82	\$17,840.60	\$76,117.42
****1000 norrificates ordered in 2010 11 hist noid in 2011 12 included here	dad bara		

^{*****252} stoles ordered in summer 2012 and 348 stoles ordered in spring 2013 (for 2 years) ****1000 certificates ordered in 2010-11, but paid in 2011-12 included here.

******Secretary opted to forgo 2012-13 pay to make up for IRS Group Exemption User Fee due to missing IRS electronic-postcard update.

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.

Section 11. Organizational Purpose and Operational Structure Required as a Tax Exempt Organization

- a. Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

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 January 2015 National Convention set an upper limit on the initiation fee at \$40 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 (Regional Coordinators and Student Representatives, National President, Vice-President, and Immediate Past President) will be paid from National funds to cover the delegates' expenses, including travel, meals, and lodging. The allowable per diem for meals shall be determined at the Convention.
- h. The semi-annual compensation of the 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.
- The Convention will elect its own secretary.
- 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.
- 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. In case of a vacancy in one of the National Officer positions the Executive Council may appoint an appropriate individual (e.g., one of the Regional Coordinators or former National Officer) to serve on the Executive Council until the vacancy is filled. The Secretary-Treasurer, the Regional Coordinators, and the Communications Director 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 Secretary-Treasurer, the Regional Coordinators, and the Communications Director 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 Secretary-Treasurer will have custody of the permanent records, seal, Constitution, and other

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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.

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properties of the Society. The 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 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 Secretary-Treasurer. The National President and the 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 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.
- 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 Secretary-Treasurer will advise the chapters and clubs by September 15th 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 October 15th 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 and the preliminary ballots will be due November 15th. Each chapter will vote for the two offices with a first, second and third choice. The Secretary-Treasurer will then compile the final ballot including only those candidates receiving the two highest votes, and submit it to the chapters. The final ballot will be due December 15th. The results will then be announced soon after. 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.

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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 active 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 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

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- 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
 - 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.
 - 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.
- 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 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 Council 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

- Members may be disciplined by the chapter for continuous and un-excused absence from meetings, failure
 to carry out assigned duties, behavior unbefitting a member of the Society, or any act considered warranting
 such action.
- 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 (such as Certificates of Deposits), and registered in the name of the Society. These securities will be kept in a safe location at the National Office.

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.

Section 6. The 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

Deleted: Committee

Deleted: 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

Deleted: The allocation of the operating treasury between savings and other financial securities will be at the discretion of the National President.

Deleted: Staff

transmitted to the 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.

Deleted: Staff

INFORMATION ON REVISIONS:

The Constitution was reviewed at the Triennial Convention held on 5-6 April 1997 as well as on 3 January 2015. The version above reflects the changes recommended at the Convention and approved by three fourths vote of the active chapters.

Deleted: in Orlando, Florida **Deleted:** (except the addition described

Section 11(c) of Article I on disbursement of funds upon dissolution of the society was added and approved by three fourths vote of the active chapters in September of 2011 in order to comply with the IRS code for Section 501(c)(3) pertaining to non-profit tax exempt organizations.

Section 11(a) and (b) of Article I on organizational purpose and operational structure was added and approved by three fourths vote of the active chapters in April of 2012 in order to comply with the IRS code for Section 501(c)(3) pertaining to non-profit tax exempt organizations.

The following revisions reflect changes recommended at the 2015 Convention: 1) simplified the language about reimbursable Convention expenses in Article II Section 2g, 2) moved the statement about National Officer reimbursement from Section 2i into 2g of Article II, 3) specified Executive Council appointment / composition in case of a vacancy in Article II Section 4(b), 4) added a new appointed Communications Director position in Article II Section 4(b) per 2015 Convention, 5) changed the nomination and election dates specified in Article II Section 5 to allow the newly elected Officers to attend a Convention held as early as January, 6) corrected the term "existing" chapters to "active" chapters in Article III Section 3(d), 7) corrected the reference to Executive "Committee" to Executive Council in Article VII Section 1(b) for sake of consistency, 8) changed the statement about using a safety deposit box in Article VIII Section 1, 9) simplified the financial language in Article VIII Section 1 and 5, and 10) the wording "Staff" Secretary-Treasurer was changed to the simpler Secretary-Treasurer to reflect the fact that some Secretary-Treasurers have been faculty volunteers such as Dr. Amon Andes, Dr. Harry Hilton, and Dr. Roy Myose. These recommendations for changes were approved by three-fourths vote of the active chapters in ... of 2015. The 2015 Convention also raised the upper limit for the initiation fee to \$40 as noted in Article II Section 2(f).

NATIONAL CONVENTIONS

1953Purdue University, West Lafayette, Indiana
1956Ohio State University, Columbus, Ohio
1964West Virginia University, Morgantown, West Virginia
1967University of Illinois, Urbana, Illinois
1970St. Louis University, St. Louis, Missouri
1973University of Texas-Arlington, Arlington, Texas
1976Sheraton Park Hotel, Washington, D.C.*
1979Monteleone Hotel, New Orleans, Louisiana
1982Sheraton Twin Towers, Orlando, Florida**
1985Sheraton Twin Towers, Orlando, Florida**
1988Ft. McGruder Inn, Williamsburg, Virginia**
1991Bally's, Reno, Nevada*
1994Reno Hilton, Reno, Nevada*
1997Econo Lodge Hawaiian Resort, Orlando, Florida**
2000Wyndham Hotel Midtown, Atlanta, Georgia**
2003Norfolk Waterside Marriott, Norfolk, Virginia**
2006Hyatt Regency, Wichita, Kansas***
2009Best Western Lake Buena Vista, Orlando, Florida*
2012Gaylord Opryland, Nashville, Tennessee*
2015Holiday Inn Orlando SW - Celebration Area, Kissimmee, Florida*
*Coincident with AIAA Science and Technology (formerly Aerospace Sciences) Meeting

^{**}Coincident with AIAA SDM Conference

^{***}Coincident with AIAA ATIO Conference

SIGMA GAMMA TAU INITIATION RITUAL

Adopted by the First National Convention held on February 28, 1953 at Purdue University

(The members and guests should be seated and the officers standing in a central position behind a table on which is the official roll book. The Treasurer will have previously taken the initiates to a separate room where he will instruct them as to their actions during the ceremony. The Treasurer will then line up the initiates in alphabetical order and be prepared to introduce them one by one when so ordered by the President).

<u>President</u>: "Ladies and gentlemen, we will now proceed with the initiation ceremony: the Treasurer will now introduce the initiates as they come before you."

(The Treasurer will now introduce each initiate allowing each one to move to the proper place before introducing the next. The Secretary will assist in placing the initiates so that they face the members and guests).

<u>President</u>: "The Sigma Gamma Tau Society has been established to recognize and honor those individuals in the field of aerospace engineering who have through scholarship, integrity, and outstanding achievement been a credit to their profession. You have been chosen to become members of Sigma Gamma Tau because you have fulfilled these ideals."

"A brief history and the objectives of our society will be presented by the Vice-President."

<u>Vice President</u>: "The honorary society of Sigma Gamma Tau was jointly founded by Tau Omega and Gamma Alpha Rho at Purdue University in the year 1953. Tau Omega was founded at Oklahoma University in the year 1927 and Gamma Alpha Rho was founded at the Rensselaer Polytechnic Institute in the year 1945."

"The objective of Sigma Gamma Tau is 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."

"The Greek letters which represent our names were chosen because they represent the summation of the initial letters of the founding societies."

<u>President</u>: "You have heard the purposes and objectives of Sigma Gamma Tau. If you are prepared to further these purposes and objectives, raise your right hand and repeat after me: "I, (your name), promise to uphold the constitution, obey the Bylaws, promote the objectives, and work for the good of the society."

"Then, by virtue of the authority vested in me as President of the _____ Chapter, I declare each of you to be a member of Sigma Gamma Tau. Will you now please step forward as your name is read and sign the official rolls of the Society."

(The Secretary reads the name of the initiates allowing sufficient time for each to sign.)

"The colors (or key) of the Society will now be pinned on you." (The President will pin the colors (or key) on each initiate, shake the hand of each, and then proceed to the next. The Vice-President, Secretary, Treasurer, and all other members will then individually welcome the new members with a handshake.)

(The new members will then take their place at the banquet or refreshment table.)

7/94 (Minor change in 1/12 to Aerospace Engineering from Aeronautical Engineering)

ABET Acrredited Programs Outside the United States (4 that are actually accredited by ABET)

Aeronautical E, Astronautical E [2009] Istanbul Turkey Istanbul Technical University Saudi Arabia King Abdulaziz University Aeronautical Engr (under ME) [2007] Jeddah King Fahd University of Petroleum and Minerals Aerospace Engr [2008] Dhahran Saudi Arabia Turkey Middle East Technical University Aeronautical Engr [2007] Ankara

The following information is dated (from the January 2012 SGT Convention)

Washington Accord Mutual Recognition Agreements - Substantial equivalency with mutual recognition of accrediting systems to foster mobility of students & graduates [Australia (6), Canada (3), Hong Kong, Ireland (1), Korea (6), Japan (1), Malaysia (4), New Zealand, Singapore (1), South Africa (4), Taiwan (5), US, UK (34)] Australia Australian Defence Force Academy (Univ. New South Wales) Aeronautical Engr [1994] Canberra Australia Monash University Aerospace Engr [2008] Clayton Australia New South Wales, University of Aerospace Engr [1980] Sydney Queensland University of Technology Bach of Engr in Aerospace Avionics [1992] Brisbane Australia Australia RMIT University Aerospace Engr [1980] Melbourne Sydney, University of Aeronautical Engr [1980] Australia, Sydney Australia Carleton University Aerospace Engr [1992] Canada Ottawa, Ontario Canada Royal Military Aeronautical Engr [2009] Kingston, Ontario Ryerson University Aerospace Engr [1992] Toronto, Ontario Canada Limerick, University of Aeronautical Engr Ireland Limerick **Chonbuk National University** Aerospace Engr [2010] Korea **Gveongsang National University** Aerospace Engr [2010] Korea Inha University Aerospace Engr [2005] Korea Konkuk University Korea Aerospace Engr [2008] Korea Korea Aerospace University Aerospace Engr [2011] Pusan National University Aerospace Engr [2007] Korea Kanazawa Institute of Technology Aeronatuical Engr (under ME) [2007] Japan International Islamic University Malaysia Malaysia Bach of Engr in Aerospace [2010-12] Malaysia Universiti Putra Malaysia Bach of Engr in Aerospace [1996-2013] Universiti Sains Malaysia Malaysia Bach of Engr in Aerospace [2000-2012] Universiti Teknologi Malaysia Bach of Engr (Mechanical-Aeronautics) [1990-2013] Malaysia -----Nanyang Technological University Bach of Engr in Aerospace [2005] Singapore Johannesburg South Africa Witwatersrand, University of Aeronautical Engr [1988] Aerospace & Systems Engr [2004] Feng Chia University Taiwan Taiwan National Cheng Kung University Aeronautics & Astronautics [2006] National Defense University Aerospace Engr [2009] Taiwan Taiwan National Formosa University Aeronautical Engr [2004] Tamkang Universtiy Aerospace Engr [2006] Taiwan UK Aberdeen, University of Aerospace Engr, Aeronautical Engr UK Bath, University of Aerospace Engr, Aeronautical Engr UK Brighton, University of Aeronautical Engr UK Bristol, University of Aeronautical Engr ПK Brunel, University of Aerospace Engr, Aeronautics UK City University, London Aeronautical Engr UK Coventry University Aerospace Engr UK Cranfield University Aerospace UK Cranfield University (Royal Military College of Science) Aerospace UK Durham, University of Aeronautics UK Glamorgan University Aeronautical Engr UK Glasgow, University of Aerospace Engr, Aeronautical Engr, Aeronautics UK Glyndwr University Aeronautical Engr UK H.M. Armed Forces - Engineering College Aeronautical Engr UK Hertfordshire, University of Aerospace Engr, Aeronautical Engr Imperial College UK Aeronautical Engr UK Kingston University Aerospace Engr, Aeronautical Engr, Astronautics Leeds, University of UK Aerospace Engr, Aeronautical Engr UK Leicester, University of Aerospace Engr UK Liverpool, University of Aerospace Engr UK Loughborough University Aeronautical Engr UK Manchester, University of Aerospace Engr UK Nottingham, University of Aerospace Engr UK **Queen Mary, University of London** Aerospace Engr. Aeronautical Engr UK Queen's University of Belfast Aerospace Engr, Aeronautical Engr UK Salford, University of Aerospace Engr. Aeronautical Engr UK **Sheffield Hallam University** Aerospace Engr UK Sheffield, University of Aerospace Engr UK Southampton, University of Aerospace Engr, Aeronautics & Astronautics UK Strathclyde, University of Aeronautics UK Surrey, University of Aerospace Engr UK Sussex, University of Aerospace UK Swansea University Aerospace Engr West of Englandl, University of Aerospace Engr Provisional status (countries likely to become accord members in near future): Bangladesh, Germany, India, Pakistan, Russia, Sri Lanka