

Sigma Gamma Tau Triennial Convention Minutes

6 January 2018 (Saturday before 2018 AIAA Science & Technology Forum) at Holiday Inn Orlando SW, Kissimmee, FL

1. Opening remarks and welcome by Dr. Anemish Chakravarthy, outgoing President of Sigma Gamma Tau
Dr. Chakravarthy expressed that Sigma Gamma Tau has continued to grow steadily over the last three years
2. Quorum (requiring attendance from majority of regions) was met with attendance from all 9 regions (7 coordinators and 6 students)
Outgoing President - Dr. Anemish Chakravarthy (will be Immediate Past President from July 2018), Wichita State University
Incoming President - Dr. Roy Myose, (will be President from July 2018), Wichita State University
Southeastern Regional Coordinator - Dr. Glenn Greiner, 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 incoming President) - 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. Gustaaf Jacobs, San Diego State University
Northeastern Region Student Representative - Charles Keppler, Syracuse University
Mid-Atlantic Region Student Representative - Vanessa Awate, University of Virginia
Southeastern Region Student Representative - Christian Mueller, Embry Riddle Aeronautical University - Daytona Beach
South Central Region Student Representative - John Haywood, Mississippi State University
Great Lakes Region Student Representative - Maaninee Gupta, Purdue University
Southwestern Region Student Representative - Kunka Logan, Oklahoma State University
Dr. Mohammad Sadraey of Southern New Hampshire University (Incoming Vice President) and Dr. Glynn Holt of Boston University (Northeastern Regional Coordinator) were unable to attend because their flights were cancelled due to severe weather issues.
3. Incoming President Myose presented a plaque to outgoing President Chakravarthy in appreciation for his service as President
4. Minutes from the 2015 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 (per IRS per diem rates) was approved by the Convention delegates
6. Vote on Secretary-Treasurer honorarium of \$2,750 per year (same as previous 9 years) was approved by the Convention delegates
7. Membership, new chapters, and regional composition:
 - a) Annual number of new initiates has continued to be relatively steady [chart page 3] at roughly 600 initiates per year over the last three years
Info for 2017 [table page 4] available at the time of Convention does not reflect actual numbers since chapters lag in reporting initiations
 - b) New chapter: Worcester Polytechnic Institute in Massachusetts (Dr. Chakravarthy installed the WPI chapter in April 2017)
 - c) Exec assigned Worcester Polytechnic to NE Region; this regional assignment by the Exec was approved by a vote of Convention delegates
 - d) Regional composition list [page 5] includes potential new chapters (these do not list year of most recent initiation)
 - e) 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. Dr. 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 supposed to be a duplicate of the electronic record in National's database.
 - g) Bankruptcy of Daniel Webster College's parent company (ITT) in the Fall of 2016 resulted in DWC's School of Engineering (including the AE program) to become a part of Southern New Hampshire University. SNHU's AE program has the same faculty and curricula as DWC's, and is now ABET accredited. In addition, the majority of DWC engineering students have been transferred to SNHU as part of the new College of Engineering. This transfer of DWC's SGT chapter to SNHU was approved by the Exec last year. Convention delegates voted in favor of this transfer and approved recognizing SNHU's SGT chapter as a regular SGT chapter.
 - h) There was an explanation about the approval process for Special Members who are either faculty or engineers with significant industry accomplishments. Dr. Myose explained that tenure track faculty or full-time permanent faculty are almost automatically granted Special Membership whereas adjunct faculty are expected to have taught at that (chapter's) university for several years before they can be approved. Engineers are expected to have significant industry accomplishments. Nominations made by chapters require submission of the Special Member nomination form (but typically a "See attached CV" is written on the form instead of detailing out the information on the form). Since this process was not well-known to the Convention delegates, there was a suggestion to advertise this information to the chapters.
 - i) There was a suggestion that Regional Coordinators contact inactive chapters to encourage their re-activation or to formally declare that they no longer have a chapter so that IRS Group Tax Exemption can be easier to achieve (see item #10 comment 2a below).
8. Annual undergraduate award program [pages 6-7] typically involves ~20 nominees per year out of ~40 active chapters. A comment was made Dr. Valasek 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.
9. Financial report [pages 8-10] - annual expense: \$4,300 for undergrad awards + \$2,750 for secretary honorarium = \$7k/yr + Convention cost
 - a) Convention cost has generally gone up over time due to increased airfare: (Year, cost, # faculty, # student, of which # local attendees):
(2018, **-\$15k**, 8, 6, 2), (2015, ~\$19k, 9, 8+1, 3), (2012, ~\$16.6k, 8, 7, 0), (2009, ~\$11k, 10, 5, 2), and (2006, ~\$11k, 9, 7, 3)
(Year, AvgAirfare, #, Total#): (18, **-\$500**, 12, 14), (15, ~\$600, 15, 18), (12, ~\$400, 15, 15), (09, ~\$250, 13, 15), & (06, ~\$400, 11, 16)
 - i) Weather issues caused flight cancellations for two individuals who were supposed to attend the Convention (and a third person arrived late due to mechanical issues with the aircraft). There was discussion regarding reimbursement of non-refundable travel costs (e.g., first night of hotel) as well as potentially purchasing travel insurance as a group for the SGT Convention. The Convention delegates voted in favor of reimbursing the non-refundable portion of travel costs with priority for students and with an understanding that this reimbursement may be limited based on availability of funds.
 - ii) There was some discussion about whether there should be an upper limit for reimbursement of airfare. The current policy is to reimburse standard economy airfare. Low fares are difficult to obtain flying from secondary airports especially if there are time constraints. For this reason convention delegates felt that individuals doing their best to obtain reasonable fares is still the appropriate policy.
 - iii) There was some discussion about using Skype, but there was a comment that Skype-type meetings longer than 1-2 hours do not work well
- b) Undergraduate award program cost detail: \$4,300 per year average (slightly less than previous 3-year cycle at \$4,500)
Award checks (\$1,000+\$250x8), plaques (\$1,000), stoles (\$30x~20), and mailing cost (~\$50) totals \$4,650
Candidates from only 8 regions in 2017, all 9 regions in 2016, and 7 regions in 2015 (less regions means less cost)
- c) Stoles: charge \$35 while our cost is now \$32 each (when ordered in large numbers) plus ~\$7 for mailing up to 5 stoles
SGT makes roughly \$1.50 per stole while selling 200+ stoles => roughly \$300 income per year

- d) Small tie-tac's are \$22 each (costs \$19) while keys are \$15 each (costs \$11, but heavy so shipping is expensive)
There was a recommendation to ask chapters if they are interested in other merchandise such as graduation cords and large pins
- e) New chapter installation costs ~\$1300 per chapter (one new chapter installed in 2017)
- f) Certificates: until 2016 cost to make "blank" certificate was \$4 each and calligrapher charged \$3.50 each => \$7.5 each
Since July 2016, cost to make and print certificates (no longer by the calligrapher) is \$4.50 each
Dues of \$25 less \$7.50 certificate cost = \$17.50 x 600 initiates per year = \$10½k income per year (< \$14k expense per year)
Decision was made to increase dues to \$35 per initiate, but calligrapher issue resulted in new printer at same time
Dues of \$35 less \$4.50 certificate cost = \$30.50 x 600 initiates per year = \$18.3k (+stole) income per year ~\$18.5k / yr
- g) Current total (after Convention): probably about even compared to July 15 total, but ~\$14k outlay vs. ~\$18.5k income / yr
Average annual outlay: (\$7k x 3 + \$20k Convention cost) / 3 = equivalent to ~\$14k in expenses per year during this 3-year cycle
~\$14k outlay per year versus income of ~\$18.5k from dues and stoles (not much interest from CD's)
- i) The increase in dues income coupled with reduced certificate cost means that there will likely be a surplus of ~\$3k/yr
- ii) The 2015 Convention voted in favor of starting a Travel Award program to support undergraduate members presenting a research-based paper at an engineering conference. Dr. Keshmiri (past President) had agreed to take on the leadership responsibility to start this initiative, but nothing was actually started. Volunteers were sought at this (2018) Convention to run this program, but no one volunteered.
- iii) There was a discussion about what to do with the potential surplus in lieu of the Travel Award program. Options included reducing dues to \$30, increasing the Annual Undergraduate Award Regional winners' honorarium, or providing a Rebate to chapters which nominates an eligible student to the Annual Undergraduate Award.
- iv) The Convention delegates voted in favor of a Rebate of \$100 per chapter with a review of the dollar amount at the next Convention.

10. Tax exempt status background: 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 mix-up of 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 was refunded.) Reason given by IRS declining was that the majority of individual chapters had not kept up their individual exemptions by filing the annual IRS form 990-N e-Postcard. Once an individual chapter loses its exemption, IRS form 1023 along with a \$275 user fee must be submitted by that chapter to reinstate its 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 the past six years of 2011-12 through 2016-17 (\$2,750x6). In addition, some certificates were printed by him when the calligrapher could not complete the task at a savings to SGT of \$1246. Dr. Myose also intends not to be paid future honorariums until this is resolved. He has "designated" that these "savings" be used for IRS user fees and other costs associated with maintaining tax exemptions. The IRS website now includes a list of accounting firms that work with tax exempt organizations, and this will be explored in the future.

Comments: (1) It is **important** that chapters are properly **registered as a student organization at their university**. (2) Since most chapters must have its own individual tax exemption before the IRS will agree to exempt the Group (National and all the chapters) as a whole, the 2015 Convention approved the following actions:

- a) **Per Art. II Sect. 4(a), declare chapters (~10) 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 \$275 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. Dr. Hilton, who has been active with Sigma Gamma Tau, shared his recollections from the 1953 Convention. He mentioned that the two merging societies initially wanted their society's name (over the other), but this was solved with a new name and the feeling dissipated within a few years.

12. Chapter highlights: remaining active by initiating new members, possibly with a banquet, was an important annual activity. Others include:

- a) Service activities such as one-on-one tutoring help, sponsoring exam reviews or help sessions, recruiting for research talks or night with the professor at their home, or reaching out to lower classmen for awareness about SGT and the need to maintain good grades, or community service / K-12 outreach programs e.g., by giving lab tours for visitors; one chapter requires service points to earn the right to wear an SGT stole at graduation.

- b) Some chapters create a resume book of SGT members to give to industry contacts which is very well received

- c) Purdue chapter has their incoming initiates print 3-D printed keys; some chapters take initiation group photos at SGT or AE specific locations

Comment: a chapter noted that invitation to become an SGT member by e-mail does not work because they are deleted – now given in-person instead

13. An update from Boston University by Dr. Holt was planned, but weather flight cancellation prevented this from happening. [Background: There was a merger between ME, AE, and Manufacturing Engineering at BU. The last group of "pure" AE majors were graduated in 2013. Since then, BU has offered an ABET accredited ME degree with a concentration in AE consisting of a four-course elective sequence. Each year, BU has about 15-20 students with an AE concentration. The current SGT Constitution requires ABET accreditation specifically in AE when a new chapter is started, but is silent about what is required to continue an SGT chapter. The decision of the 2012 and the 2015 Convention were to continue the status quo, allowing BU to initiate new members who are AE concentration students and to monitor the situation.] Because Dr. Holt was not available to provide details, the Convention delegates voted to maintain the status quo (allowing BU to continue as a regular chapter) until a final decision during the next Convention.

14. The Constitution [pages 11-17] was reviewed. Dr. Myose recommended requiring Chapter By Laws to include appropriate language required to meet IRS tax exemption requirements. The Convention delegates approved adding such language in the Constitution where Chapter By Laws are described [Article IV Section 1b on Chapter By Laws Article IV on Chapter Finances]. This Constitutional amendment (i.e., change) will be submitted to the chapters for their approval.

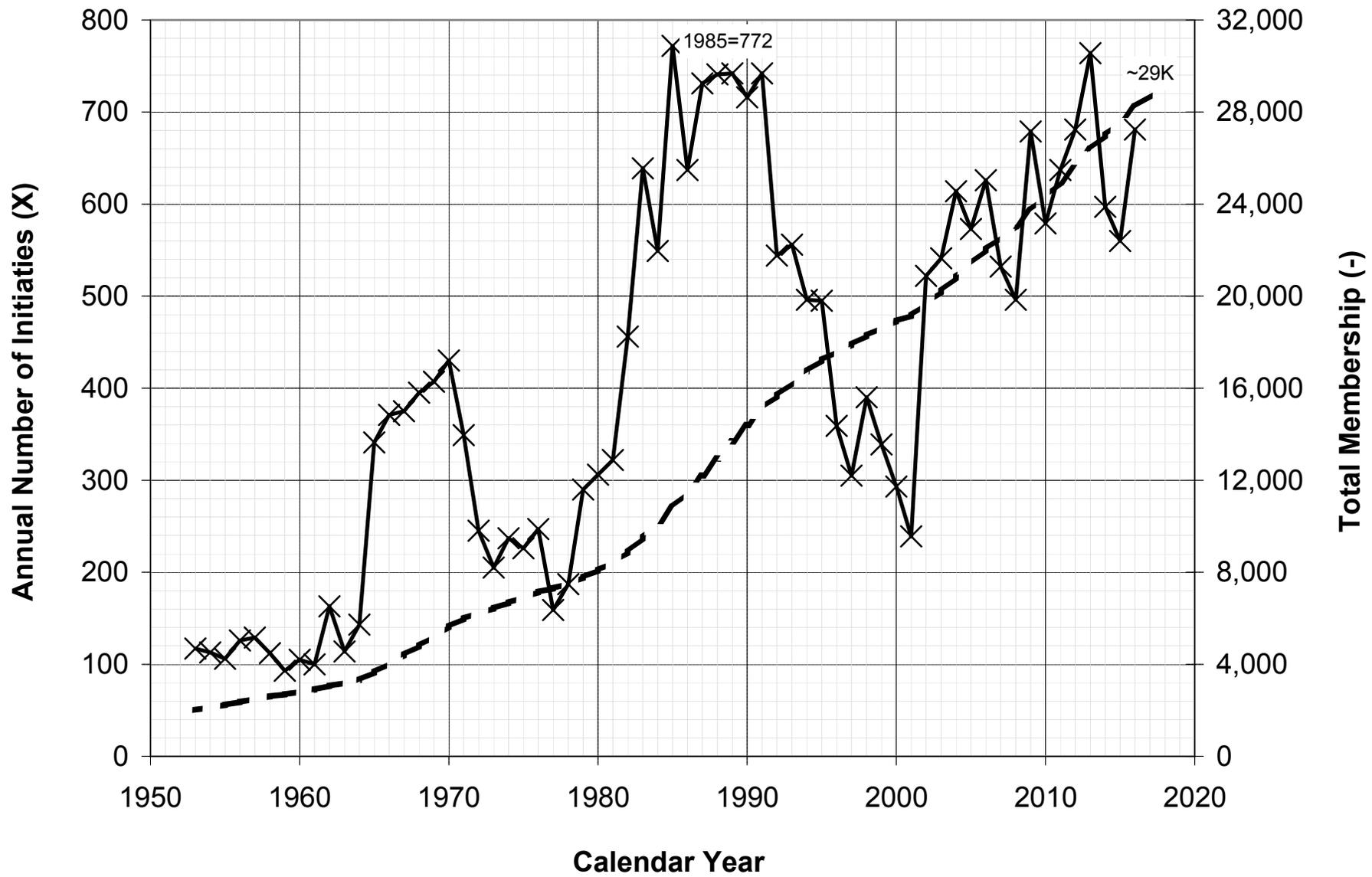
15. The certificate templates were reviewed. There were no suggested changes to the certificate wording.

16. Allowing accredited AE programs outside the U.S. to form chapters: Because application for IRS Group tax exemption may become more difficult if there is income from outside the U.S., discussion/implementation was tabled to the future, until after Group tax exemption is resolved.

17. Developing 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): Although some student representatives had "volunteered" to work on this in the past, no actual work had actually been started. A new (volunteer) Communications Director (National) position was created per Constitutional amendment in 2015, but no one has volunteered. There was a suggestion that SGT's unique web address be sgnational.org (because sgt.org is already taken). The Convention delegates approved this naming and Dr. Sensmeier volunteered to reserve this web address via GoDaddy.com. National reimbursed Dr. Sensmeier for the cost of set-up for this unique web address (about \$45 at an introductory price for the first two years).

18. Next Convention probably at AIAA SciTech in January 2021

Submitted by Roy Myose (Secretary-Treasurer)



29008 = Total # members (including 1900 pre-merger members)			Total # SGT members = 27108										
Last Year	Date	University	Members	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
2017	4/28/17	AIR FORCE ACADEMY, UNITED STATES	777	33	34	33	29	41	38	31	35	40	33
2017	9/19/17	AIR FORCE INSTITUTE OF TECHNOLOGY	512	22	52	4	21	28	18	21	17	26	53
2016	4/12/16	ALABAMA - HUNTSVILLE, UNIVERSITY OF	172	0	14	11	13	26	21	23	18	27	0
2017	4/21/17	ALABAMA - TUSCALOOSA, UNIVERSITY OF	286	14	15	6	14	14	10	0	0	0	0
2008	3/31/08	ARIZONA, UNIVERSITY OF	17	0	0	0	0	0	0	0	0	0	17
2005	12/5/05	ARIZONA STATE UNIVERSITY	59	0	0	0	0	0	0	0	0	0	0
2017	9/26/17	AUBURN UNIVERSITY	696	14	18	17	0	19	2	17	9	0	14
2014	4/23/14	BOSTON UNIVERSITY	162	0	0	0	8	0	0	7	10	8	14
2007	5/5/07	BUFFALO, UNIVERSITY AT (State Univ of New York at Buffalo)	368	0	0	0	0	0	0	0	0	0	0
2016	6/1/16	CALIFORNIA - IRVINE, UNIVERSITY OF	107	0	9	4	5	16	10	6	11	10	9
2017	6/8/17	CALIFORNIA POLYTECHNIC STATE UNIVERSITY - SAN LUIS OBISPO	379	7	9	12	11	10	0	29	17	25	12
2017	5/10/17	CALIFORNIA STATE POLYTECHNIC UNIVERSITY - POMONA	651	14	20	23	14	35	32	17	25	23	14
2016	4/30/16	CALIFORNIA STATE UNIVERSITY, LONG BEACH	56	0	15	2	14	25					
2013	2/13/13	CENTRAL FLORIDA, UNIVERSITY OF	131	0	0	0	0	9	3	21	0	27	0
2005	2/15/05	CINNCINATI, UNIVERSITY OF	288	0	0	0	0	0	0	0	0	0	0
2017	4/20/17	CLARKSON UNIVERSITY	103	5	5	9	7	0	9	7	9	3	9
2017	5/2/17	COLORADO, UNIVERSITY OF	466	26	12	7	6	6	19	6	10	5	9
2017	11/19/17	EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - DAYTONA BEACH	985	17	36	15	50	32	20	35	34	42	16
2017	3/28/17	EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - PRESCOTT	576	31	44	8	26	11	25	0	13	11	22
2013	4/18/13	FLORIDA, UNIVERSITY OF	133	0	0	0	0	5	8	0	0	0	0
2017	4/25/17	FLORIDA INSTITUTE OF TECHNOLOGY	109	18	24	15	0	15	28	9			
2017	3/30/17	GEORGIA INSTITUTE OF TECHNOLOGY	1481	20	43	39	29	49	88	65	32	40	23
2011	11/16/11	ILLINOIS, UNIVERSITY OF	795	0	0	0	0	0	0	42	0	0	0
1991	1991	ILLINOIS INSTITUTE OF TECHNOLOGY	9	0	0	0	0	0	0	0	0	0	0
2017	11/29/17	IOWA STATE UNIVERSITY	825	15	20	26	38	24	0	16	16	15	4
2017	5/6/17	KANSAS, UNIVERSITY OF	723	12	21	0	8	8	10	13	7	12	7
2015	5/6/15	MARYLAND, UNIVERSITY OF	599	0	0	6	10	12	6	17	0	0	0
2005	4/15/06	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	835	0	0	0	0	0	0	0	0	0	0
2017	4/18/17	MICHIGAN, UNIVERSITY OF	986	27	23	41	49	47	47	31	43	39	25
1996	1996	MINNESOTA, UNIVERSITY OF	519	0	0	0	0	0	0	0	0	0	0
2017	4/18/17	MISSISSIPPI STATE UNIVERSITY	415	13	17	8	13	12	12	11	7	9	9
2017	11/28/17	MISSOURI UNIV OF SCIENCE & TECHNOLOGY (Univ Missouri-Rol	377	18	9	9	8	17	7	6	11	8	10
2016	5/4/16	NEW MEXICO STATE UNIVERSITY	19	0	14	0	0	5					
2015	4/27/15	NORTH CAROLINA STATE UNIVERSITY	375	0	0	7	6	6	12	14	9	18	8
1991	1991	NORTHROP UNIVERSITY	106										
2016	3/30/16	NOTRE DAME, UNIVERSITY OF	337	0	9	8	9	9	12	10	13	5	8
2016	4/14/16	OHIO STATE UNIVERSITY	705	0	13	17	11	23	17	15	20	18	17
2017	3/2/17	OKLAHOMA, UNIVERSITY OF	298	6	0	0	0	11	0	12	0	9	0
2017	5/1/17	OKLAHOMA STATE UNIVERSITY	127	15	0	0	0	0	0	0	0	4	0
2017	2/23/17	PENNSYLVANIA STATE UNIVERSITY	1084	22	19	31	27	28	25	17	17	23	15
1991	1991	POLYTECHNIC UNIVERSITY (BROOKLYN POLY / POLY INST NY)	285										
1997	1997	POLYTECHNIC UNIVERSITY (NYU / POLY INST NY)	225										
2017	12/4/17	PURDUE UNIVERSITY	1671	28	58	42	23	27	24	15	50	64	5
2016	12/4/16	RENSSELAER POLYTECHNIC INSTITUTE	632	0	13	19	12	28	48	0	0	0	0
2015	4/13/15	SAN DIEGO STATE UNIVERSITY	263	0	0	11	5	16	16	3	15	0	13
2014	5/7/14	SAN JOSE STATE UNIVERSITY	173	0	0	0	23	19	11	4	4	9	20
2013	4/30/13	SOUTHERN CALIFORNIA, UNIVERSITY OF	303	0	0	0	0	11	17	6	12	13	24
2016	4/24/16	SOUTHERN NEW HAMPSHIRE UNIVERSITY (Daniel Webster Colleg	29	0	5	6	4	14					
?	?	ST. LOUIS UNIV. (PARKS COLLEGE)	?										
2017	5/3/17	SYRACUSE UNIVERSITY	282	4	6	14	0	9	0	5	7	7	7
2010	4/21/10	TENNESSEE, UNIVERSITY OF	135	0	0	0	0	0	0	0	5	5	6
2017	3/7/17	TEXAS A&M UNIV	827	37	48	11	37	11	31	27	15	11	16
2007	3/23/07	TEXAS - ARLINGTON, UNIVERSITY OF	257	0	0	0	0	0	0	0	0	0	0
2017	12/11/17	TEXAS - AUSTIN, UNIVERSITY OF	1297	28	18	23	27	29	22	27	32	28	7
1998	1998	TRI STATE UNIVERSITY	29										
2017	1/21/17	TUSKEGEE UNIVERSITY	75	3	6	15	9	9	10	7	0	10	0
2017	4/1/17	VIRGINIA, UNIVERSITY OF	321	18	3	5	9	2	4	9	4	7	8
2017	4/13/17	VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIVERSITY	807	8	13	25	0	10	0	0	24	11	15
2013	4/18/13	WASHINGTON, UNIVERSITY OF	223	0	0	0	0	9	4	15	14	26	12
2015	4/23/15	WEST VIRGINIA UNIVERSITY	512	0	0	19	0	0	0	0	0	0	0
2013	4/2/13	WESTERN MICHIGAN UNIVERSITY	6	0	0	0	0	6					
2017	4/20/17	WICHITA STATE UNIVERSITY	578	14	13	12	21	14	9	16	14	33	12
2017	4/28/17	WORCESTER POLYTECHNIC INSTITUTE	23	0	0	0	0	0	0	0	0	0	0
		SPECIAL MEMBERS	519	1	3	0	1	7	6	5	0	8	3
				490	681	560	597	764	681	637	579	679	496
				28726	28236	27555	26995	26398	25634	24953	24316	23737	23058
				2017	2016	2015	2014	2013	2012	2011	2010	2009	2008

~~4~~ Retired
~~7~~ Inactive for more than a decade
~~4~~ Inactive for more than five years
~~7~~ Possible inactivity (3-5 years without initiations)
63 41 Total number of chapters / active chapters

Most Recent			Active (44) /	Total Possible (69)
<u>Initiation</u>	<u>University</u>	<u>Region</u>	<u>Total # (57)</u>	<u>/ [Undergrad (67)]</u>
2014	Boston University	Northeastern	6 / 8	8
2007	Buffalo, Univ at (State Univ New York at Buffalo)	Northeastern		
2017	Clarkson University	Northeastern		
2006	Massachusetts Institute of Technology	Northeastern		
2016	Rensselaer Polytechnic Institute	Northeastern		
2016	Southern New Hampshire Univ (Daniel Webster College)	Northeastern		
2017	Syracuse University	Northeastern		
2017	Worcester Polytechnic Institute	Northeastern		
	Capitol Technology University	?	5 / 5	8
2015	Maryland, University of	Mid Atlantic		
	Naval Academy, United States	?		
2017	Pennsylvania State University	Mid Atlantic		
	Princeton University	?		
2017	Virginia, University of	Mid Atlantic		
2017	Virginia Polytechnic Institute and State University	Mid Atlantic		
2015	West Virginia University	Mid Atlantic		
2013	Central Florida, University of	Southeastern	6 / 6	7
2017	Embry-Riddle Aeronautical University - Daytona Beach	Southeastern		
2017	Florida Institute of Technology	Southeastern		
2013	Florida, University of	Southeastern		
2017	Georgia Institute of Technology	Southeastern		
	University of Miami	?		
2015	North Carolina State University at Raleigh	Southeastern		
2016	Alabama - Huntsville, University of	South Central	5 / 6	6
2017	Alabama - Tuscaloosa, The University of	South Central		
2017	Auburn University	South Central		
2017	Mississippi State University	South Central		
2010	Tennessee at Knoxville, University of	South Central		
2017	Tuskegee University	South Central		
2016	New Mexico State University	Southwestern	5 / 6	6
2017	Oklahoma, University of	Southwestern		
2017	Oklahoma State University	Southwestern		
2017	Texas A & M University	Southwestern		
2007	Texas at Arlington, University of	Southwestern		
2017	Texas at Austin, University of	Southwestern		
2017	Air Force Institute of Technology (Graduate Only)	Great Lakes	7 / 9	11 (10)
	Akron, University of	?		
	Case Western Reserve University	?		
2005	Cincinnati, University of	Great Lakes		
2011	Illinois at Urbana-Champaign, University of	Great Lakes		
1991	Illinois Institute of Technology	Great Lakes		
2017	Michigan, University of	Great Lakes		
2016	Notre Dame, University of	Great Lakes		
2016	Ohio State University, The	Great Lakes		
2017	Purdue University at West Lafayette	Great Lakes		
2013	Western Michigan University	Great Lakes		
2017	Air Force Academy, United States	North Central	6 / 8	8
2017	Colorado at Boulder, University of	North Central		
2017	Iowa State University	North Central		
2017	Kansas, University of	North Central		
1996	Minnesota, University of	North Central		
2017	Missouri University of Science and Technology	North Central		
?	St. Louis Univ. (Parks College)	North Central		
2017	Wichita State University	North Central		
2008	Arizona, University of	Western	3 / 5	7 (6)
2005	Arizona State University	Western		
	California - Davis, University of	?		
2017	Embry-Riddle Aeronautical University - Prescott	Western		
	Naval Postgraduate School (Graduate Only)	?		
2014	San Jose State University	Western		
2013	Washington, University of	Western		
2016	California - Irvine, University of	Southern Pacific	6 / 6	8
	California - Los Angeles, University of	?		
2017	California Polytechnic State University, San Luis Obispo	Southern Pacific		
	California - San Diego, University of	?		
2017	California State Polytechnic University, Pomona	Southern Pacific		
2016	California State University, Long Beach	Southern Pacific		
2015	San Diego State University	Southern Pacific		
2013	Southern California, University of	Southern Pacific		

SGT Awards	A	R	N	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	
Northeastern Region																													
Boston University	0	6	19																		N	N	N	N	N	N	R	R	
Clarkson University	0	1	2																										
Daniel Webster College	0	2	4																										
MIT	1	1	3																				N					N	
Polytechnic University (retired)	1	3	11	N	A		N	R	R				N					N			N	N			N	N			
Rensselaer University	2	11	15	N	N	R					A	R	A		N	R	R	N	R	R		R	R						
SUNY, Buffalo	0	0	1																			N							
Syracuse University	1	17	31								N	N	R	R	R	N	R	R	N	N	R	N	N	A	R	R		N	
Mid-Atlantic Region																													
Maryland, University of	1	2	9	N	A		N						N								N							N	
Pennsylvania State Univ.	1	10	31	R	N		A	N		N	N	N			N	R				N	N	R	N	N	N	N	N		R
Virginia, University of	2	9	19							N			N	N	R	N				R	N	R		N	R				
Virginia Polytech University	3	13	30	N		R	R	N	N	N	N	N	R	N				N	N	N	R	N	N	R	R	A	A	N	
West Virginia University	0	1	19	N	N			N					N		N	N	N				N			N		N	N	N	
Southeastern Region																													
Central Florida, University of	0	3	8																										
Embry-Riddle Aeronautical Univ.	0	1	18							N								N		N	N	N	N	N		N	N	N	
Florida, University of	0	0	10													N	N			N	N	N	N	N	N			N	
Florida Institute of Technology	0	0	1																										
Georgia Institute of Technology	0	11	23	N	N			R	N	N	N	R				N	R	N			N					N		R	
North Carolina State University	0	6	18	R	N										N	R	N	N			N		R	N		R	N	N	
Great Lakes Region																													
Air Force Institute of Technology	0	0	0																										
Cincinnati, University of	1	2	7			N				R		N	N															N	
Illinois - Urbana, University of	1	3	10																									A	
Illinois Institute Tech (inactive)	0	0	1																									N	
Michigan, University of	1	6	14								N	A	R	N	N	N	N	R									N	R	
Notre Dame, University of	1	11	33									N		R	R	R	N	N	N	N	A	R	N	N	N	N	N	N	
Ohio State University	0	3	7																										
Purdue University	4	15	34	A	R	A	R	R		N	R										N	N	N	N	A	R	N	R	
Tri-State University (retired)	0	1	5																			R	N	N	N			N	
Western Michigan University	0	0	0																										
North Central Region																													
Air Force Academy, United States	4	10	21																										
Colorado, University of	1	1	7																										
Iowa State University	1	1	10																										
Kansas, University of	2	13	42	R	N	R	N	N	N	N	N	N	R	N	N	N	R	R	A	R	R	A	R	R	R	R	N	N	
Minnesota, Univ. of (inactive)	1	2	6	N	R		N	A	N																				
Missouri-Rolla, University of	0	9	34			R	N	R	N	R	R	N	R	R	R	N	N	N	N	N								N	
Parks College (inactive)	0	0	0																										
Wichita State University	1	7	25				N																		N	N	N	R	
Southwestern Region																													
New Mexico State University	0	0	1																										
Oklahoma, University of	0	6	12																										
Oklahoma State University	0	3	7																										
Texas A&M University	6	26	29	R	R	R	R	R	R	R		N			R	A	A				R	A							
Texas at Arlington, University of	0	1	4																										
Texas at Austin, University of	1	5	11				N	R																					
Western Region																													
Arizona, University of	0	0	0																										
Arizona State University	0	1	3																										
Embry-Riddle Aero Univ-Prescott	0	7	14																										
San Jose State Univ.	0	2	5																										
Washington, University of	1	5	12																										
California - Irvine, University of																													
Cal Poly State Univ. - SLO	0	7	16																										
Cal State Poly Univ. - Pomona	0	7	30																										
Cal State Univ. - Long Beach	0	0	0																										
Northrop University (retired)	0	1	2																										
San Diego State University	0	7	16																										
Southern California, Univ. of	0	5	6																										

National/Regional/Nominations= 44 300 782 | 14 13 7 13 13 9 15 12 19 13 14 18 18 21 20 30 24 20 27 31 21 20 21 21 22
 2 National Winners^ ^2 Regional Winners ^2 Regional Winners ^2 National & 2 Regional Winners

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	A	R	N	SGT Awards
																				Northeastern Region
		R	N	R	N	N	N	R	N	N	R		N				0	6	19	Boston University
										N	R						0	1	2	Clarkson University
												R	R	N	N		0	2	4	Daniel Webster College
A																	1	1	3	MIT
																	1	3	11	Polytechnic University (retired)
			R														2	11	15	Rensselaer University
																	0	0	1	SUNY, Buffalo (Univ at Buffalo)
N	N		N	R	R	R	N	R	R	N		R		N	R	R	1	17	31	Syracuse University
																	0	0	0	Worcester Polytechnic Institute
																				Mid-Atlantic Region
							N						R	N			1	2	9	Maryland, University of
R	N	R	R	N	N	N		N	N	N	R	N	R				1	10	31	Pennsylvania State Univ.
	N				R	N	A	R	A	R				N			2	9	19	Virginia, University of
N	R	N				R							N				3	13	30	Virginia Polytech University
N	N	N		R	N	N								R	A		0	1	19	West Virginia University
																				Southeastern Region
				R		N		R	N	R	N	N		N			0	3	8	Central Florida, University of
N	N		N		N	N		N	R								0	1	18	Embry-Riddle Aeronautical Univ.
																	0	0	10	Florida, University of
															N		0	0	1	Florida Institute of Technology
N						R					R	R	R	R	R	R	0	11	23	Georgia Institute of Technology
	N		N	N	R												0	6	18	North Carolina State University
																				South Central (as of 2005)
										N							0	0	1	Alabama - Huntsville, Univ. of
													N	N	N	N	0	4	15	Alabama - Tuscaloosa, Univ. of
		A	N		N		N	N			N	N	N	N	N		1	9	29	Auburn University
				A	R		R	R	R	R	R	R	R	R	R	R	3	15	23	Mississippi State University
R	A		R														1	4	9	Tennessee, University of
																	0	0	0	Tuskegee University
																				Great Lakes (Hilton Award from 12)
																	0	0	0	Air Force Institute of Technology
																	1	2	7	Cincinnati, University of
					R	N	N										1	3	10	Illinois - Urbana, University of
																	0	0	1	Illinois Institute of Tech (inactive)
										R		R	N				1	6	14	Michigan, University of
R	N	N	R	R	N	R	R	N	N	N	N	N	N	N	R	N	1	11	33	Notre Dame, University of
										N	N	N	R	R	N	R	0	3	7	Ohio State University
N	R	R	N	N	N	N	N	N	R	N	R	N	N	N	R	N	4	15	34	Purdue University
																	0	1	5	Tri-State University (retired)
																	0	0	0	Western Michigan University
																				North Central Region
R	N	N	A	N	N	N	R	N		A	A	R	R	R	A	R	4	10	21	Air Force Academy, United States
															N		1	1	7	Colorado, University of
			N		N	N											1	1	10	Iowa State University
N	R	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	2	13	42	Kansas, University of
																	1	2	6	Minnesota, University (inactive)
N	N	N	N	R	R	N	N	N		N	N	N	N		N		0	9	34	Missouri Science & Technology U.
																	0	0	0	Parks College (inactive)
N	N	R	N	N	N	A	N	R	R	N	N	N	N	N	N	N	1	7	25	Wichita State University
																				Southwestern Region
															N		0	0	1	New Mexico State University
R	N	R	N	N	N												0	6	12	Oklahoma, University of
																	0	3	7	Oklahoma State University
			R	N	R	R	R	R	R	A	N	R	R	A	R	A	6	26	29	Texas A&M University
																	0	1	4	Texas at Arlington, University of
							N										1	5	11	Texas at Austin, University of
																				Western Region
																	0	0	0	Arizona, University of
																	0	1	3	Arizona State University
N		R	R	N		R					R	N			R	R	0	7	14	Embry-Riddle Aero Univ-Prescott
																	0	2	5	San Jose State Univ.
																	1	5	12	Washington, University of
																				SP (as of 09)
																				Southern Pacific (W till 08)
																				California - Irvine, University of
R	R	N															1	4	9	California - Irvine, University of
																	0	7	16	Cal Poly State Univ. - SLO
																	0	7	30	Cal State Poly Univ. - Pomona
																	0	0	0	Cal State Univ. - Long Beach
																	0	1	2	Northrop University (retired)
																	0	7	16	San Diego State University
N																	0	5	6	Southern California, Univ. of
18	21	19	20	20	21	25	17	20	19	18	19	20	21	14	18	16	44	300	782	=National/Regional/Nominations
																	6	26	42	=Max winners (Nat/Reg) & nominees

Sigma Gamma Tau Secretary-Treasurer's Report for 2015-17

	Dec-17*		Jul-15		Jul-12		Jul-09		Jul-06		Jul-03						
Cash (checking+CD, pre-Convention)		\$92,140		\$71,904		\$75,813		\$59,103		\$52,133		\$47,265					
Item	2017 Stock	Value	2015 Stock	Value	2012 Stock	Value	2009 Stock	Value	2006 Stock	Value	2003 Stock	Value					
Certificates	-	-	567	\$2,240	192	\$758	346	\$1,367	967	\$3,578	76	\$281					
Stoles (ordered 250 @ \$8k on 11/29/17)	74	\$2,590	199	\$6,965	2	\$70	231	\$8,085	191	\$7,163	20	\$755					
Keys	282	\$4,230	174	\$2,610	191	\$2,865	78	\$1,170	191	\$2,483	47	\$611					
3/4-inch tie-tac (ordered 300 @ \$5.7k on 6/17)	27	\$594	319	\$7,018	174	\$3,480	308	\$6,160	276	\$4,140	4	\$60					
1.25-inch tie-tac (to be discontinued)	(discontinued)		12	\$264	46	\$920	56	\$1,120	93	\$1,581	98	\$1,666					
1-inch pendant (discontinued)	(discontinued)		(discontinued)		6	\$120	7	\$140	14	\$252	40	\$720					
3/4-inch key pendant (discontinued)	(discontinued)		(discontinued)		(discontinued)		(discontinued)	(3 in poor shape)		\$0	12	\$90					
Ties (discontinued)	(discontinued)		(discontinued)		(discontinued)		(discontinued)		35	\$175	44	\$220					
Cash (pre-Convention) + Merchandise		\$99,554		\$91,001		\$84,027		\$77,145		\$71,504		\$51,668					
Convention Cost*	Estimate*	\$20,000	Actual	\$19,292	Actual	\$16,610	Actual	\$10,352	Actual	\$10,798		Not known					
Total Funds + Merchandise Value		\$79,554		\$71,708		\$67,417						\$51,668					
Of which savings for IRS filing costs** is:		\$17,746 = \$2750x6 + \$1246		\$12,246		\$2,750											
Cash + Merchandise Value	(Estimate)	\$59,708		\$59,462		\$64,667		\$66,793		\$60,706							
Year Initiates Income (Dues+Merchandise)	Calend Yr	Fiscal Yr	2013	764	\$36,840	2010	579	\$23,537	2007	532	\$24,263	2004	614	\$15,989			
2016	681	\$28,058	2014	597	\$20,904	2011	637	\$23,019	2008	496	\$19,828	2005	573	\$23,643			
2017 (\$35 dues from 6/16)	490	\$38,143	2015	560	\$24,375	2012	681	\$28,825	2009	679	\$18,950	2006	626	\$21,917			
Interest Income for Bank CD:	2015-16	\$17.57	2012-13	\$96.68	2010	\$149.10	2007	\$1,438.09	2004	\$314.87							
	2016-17	\$17.52	2013-14	\$19.98	2011	\$119.53	2008	\$1,312.08	2005	\$513.91							
	2017-18	TBD	2014-15	\$10.77	2012	\$117.48	2009	\$446.85	2006	\$946.87							
Merchandise (sold or used)	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08	06-07	05-06	04-05	03-04	02-03	01-02	00-01
Certificates	749	874	544	611	839	543	551	621	346	528	587	601	691	439	578		
Stoles	248	241	197	197	312	233	206	195	231	142	166	130	126	92	131	98	103
Keys	125	68	74	20	167	36	19	81	78	22	47	38	51	17	32		
3/4-inch tie-tac	156	85	57	43	53	73	44	18	308	87	85	114	54	55	8		
1.25-inch tie-tac (to be discontinued)	(discontinued)		12	6	10	1	1	7	56	2	21	0	2	3	1		
1-inch pendant (discontinued)	(discontinued)			1	2	0	0	1	7	4	3	3	1	12	2		
3/4-inch key pendant (discontinued)			(discontinued)			(discontinued)			(discontinued)			3	3	2	5		
Ties (discontinued)			(discontinued)			(discontinued)			-	9	21	2	4	3	6		

*Convention cost is estimate so total cash + merchandise total is also an estimate

**IRS filing costs are \$3k for group exemption after most chapters are current on tax exemption (filing cost for chapters which lost its individual exemption is \$275), amount saved:

\$3k for group exemption + # chapters of 53.6 x \$275 = \$17,746 (i.e. \$2750x6 + \$1246 printing work by secretary)

Typical Expenses	Convention (\$20k/3)	Undergrad Awards	Secretary	Certificate (\$5xInitiates)***	Supplies	Total	#Initiates	Dues****	Income
	\$6,667	\$4,300	\$2,750	\$3,000	\$250	\$16,967	600	\$35	\$21,000

Additional expenses include new chapter installation (\$1500 per) & replacement plaques (~\$300)

***Cost was \$9 per certificate (i.e. \$5400) until 2016

****\$25 Dues to 6/16

=>Income= \$15,000

Sigma Gamma Tau Secretary-Treasurer's Report for 2016-17

	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Initiates*	490	681	560	597	764	681	637	579	679	496	532	626	573

Notes: 1) initiate numbers are calendar year vs fiscal year for certificates, 2) routinely receive initiate info 1-2 years later

Merchandise (stock, value, & number sold)	Stock	Cost**	Value @ sale	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08	06-07	05-06	04-05
Certificates*	****	-	-	749	874	544	611	839	543	551	621	488	520	594	602	716
Stoles**	129	\$3,870.00	\$4,515.00	248	241	197	197	312	233	206	195	158	122	166	130	126
Keys** / ***	35	\$367.50	\$525.00	125	68	74	20	167	36	19	81	29	22	47	38	51
¾-inch tie-tac** / ***	45	\$900.00	\$990.00	156	85	57	43	53	73	44	18	55	87	85	114	54
1.25-inch tie-tac (discontinued)	-	-	-	-	-	12	6	10	1	1	7	14	2	21	0	2
1-inch pendant (discontinued)	-	-	-	-	-	-	1	2	0	0	1	0	4	3	3	1
¾-inch key pendant (discontinued)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	3
Ties (discontinued)	-	-	-	-	-	-	-	-	-	-	-	-	9	21	2	4

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

**Value of stole/jewelry stock includes mementos for the undergrad award, difference being about \$30 per applicant (by about 20 students) or about \$600 overvaluation

***Value of keys & tie tacs ordered in summer 2017 not included

****Certificates & calligraphy subcontracting was changed in the summer of 2016 by having the certificate maker print name, school, & date

	Total	Checking	CD
Starting balance (including petty cash of \$45)	\$63,814.84	\$28,793.60	\$35,021.24
Income (initiation fee & merchandise sale less overpayment & IRS refunds)		\$38,143.00	\$17.52 <=CD interest during fiscal year
Bank Fee (Bounced Check x 2) & new checks (\$61)		-\$85.00	
Certificates & calligraphy work****		-\$2,346.59	
Pending certificate & calligraphy work [~\$1.1k]*****			
Postage & mailing supplies		-\$186.10	
Stoles & postage		-\$7,700.00	
Keys*** (order for 250) [\$2661.84 paid on 7/11/17]			
Small tie tacs*** (order for 300) [\$5,670+shipping on ?/?/17]			
Undergrad award checks*****		-\$3,000.00	(\$1,000 Andes+\$250x8 regions)
Annual award plaques, name plates, certificates, & postage		-\$1,412.15	
New chapter installation (travel & plaque)		-1,288.06	
Secretary pay (Roy Myose)*****		\$0.00	
Total expenses		-\$16,017.90	
IRS refund of group exemption fee		\$3,000.00	
Ending balance (including petty cash of \$95)	\$89,010.83	\$53,972.07	\$35,038.76
Cash on hand merchandise value** total	\$89,010.83	\$6,030.00	\$95,040.83 <= includes \$2750x6 + \$1246 (= \$17,746) \$77,294.83 <= excludes likely cost of IRS filing costs
*****Pending cost included total for cash + merchandise =>		\$92,940.83	\$75,194.83

*****Secretary opted to forgo 2016-17 pay (6th & last time) 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 2015-16

	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Initiates*	681	560	597	764	681	637	579	679	496	532	626	573

Notes: 1) initiate numbers are calendar year vs fiscal year for certificates, 2) routinely receive initiate info 1-2 years later

Merchandise (stock, value, & number sold)	Stock	Cost**	Value @ sale	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08	06-07	05-06
Certificates*	594	\$2,346.30	\$2,346.30	874	544	611	839	543	551	621	488	520	594	602
Stoles**	131	\$3,930.00	\$4,585.00	241	197	197	312	233	206	195	158	122	166	130
Keys**	99	\$1,039.50	\$1,485.00	68	74	20	167	36	19	81	29	22	47	38
¾-inch tie-tac**	208	\$4,160.00	\$4,576.00	85	57	43	53	73	44	18	55	87	85	114
1.25-inch tie-tac (discontinued)	-			-	12	6	10	1	1	7	14	2	21	0
1-inch pendant (discontinued)	-			-	-	1	2	0	0	1	0	4	3	3
¾-inch key pendant (discontinued)	-			-	-	-	-	-	-	-	-	-	-	3
Ties (discontinued)	-			-	-	-	-	-	-	-	-	9	21	2

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

Value of stole/jewelry stock includes mementos for the undergrad award, difference being about \$30 per applicant (by about 20 students) or about **\$600 overvaluation

	Total	Checking	CD
Starting balance	\$52,611.56	\$17,607.89	\$35,003.67
Income (initiation fee & merchandise sale)		\$28,058.02	\$17.57 <=CD interest during fiscal year
New certificates		-\$4,077.59	
Caligraphy work***		-\$2,059.76	
Postage & mailing supplies		-\$235.71	
Stoles & postage		-\$6,200.00	
Undergrad award checks		-\$3,000.00	(\$1,000 Andes+\$250x8 regions)
Annual award plaques, name plates, certificates, & postage		-\$1,252.28	
Secretary pay (Roy Myose)****		\$0.00	
Total expenses		-\$16,825.34	
Ending balance (including petty cash of \$45)	\$63,814.84	\$28,793.60	\$35,021.24
Cash on hand merchandise value** total	\$63,814.84	\$12,992.30	\$76,807.14 <= includes \$2750x5 + \$1246 less \$3k to IRS (\$12k) \$64,811.14 <= excludes likely cost of IRS filing costs

***Caligraphy work involved significant issues during this time.

****Secretary opted to forgo 2014-15 pay (5th time) to make up for IRS Exemption User Fees for the chapters, the value of which is \$2750.

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 stationery 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 stationery 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.
- i. The Convention will act as the final arbitrator on all questions of interpretation of the Constitution.

Section 3. Government of the National Convention

- a. The National President will open the Convention and will preside.
- b. The Convention will elect its own secretary.
- c. A quorum will be at least one delegate (Regional Coordinator or Student Representative) from a majority of the Regions.
- d. Proxy votes will not be accepted at a Convention.
- e. The order of business at the National Convention will be established by the Executive Council prior to the Convention.
- f. Minutes of the Convention will be provided to all chapters and clubs.

Section 4. Administration: The National Officers

- a. The Executive Council will have the authority to take appropriate action within the spirit of the Constitution and Convention directives. It has the authority to declare a chapter inactive, or to reactivate it, depending on the chapter's ability to conduct its business.
- b. The elected National Officers will be the President and Vice-President, who together with the immediate Past President, compose the Executive Council. 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 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.
- h. Expenses, including travel, meals and lodging, attendant to emergency meetings of the Executive Council will be defrayed by the National Society.

Section 5. Election of National Officers

The election of National Officers will take place every three years using the procedures outlined below. The indicated dates can be amended by the Executive Council if warranted but should be used as general guidance. The 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.

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. (Chapter By Laws must include the following statement as required by the IRS for tax exemption purposes:)

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.
- V Committees (how appointed, duties and names of permanent committees, etc.).
- VI Eligibility standard for election to membership (must equal or exceed those established in this Constitution).
- VII Procedure for nomination and election of members.
- VIII Amendments.

- c. The chapter officers will be the President, Vice-President, Secretary, and Treasurer; and these officers may be any active member of the chapter in good standing. Additional offices may be established by a majority vote of the active members.
- d. A Faculty Advisor who is a member of the Society will be approved by the chapter. It will be the responsibility of the chapter to notify the National Office of any changes in their Faculty Advisor. The term of office for the Advisor is established by the chapter and reappointment is permissible.
- e. Officers will perform duties and maintain records in accordance with instructions prepared by the Executive

Council. These records will include minutes of the meetings of the chapter, Treasurer's account, the Secretary's files, the list of active and alumni members of the chapter, a correct and itemized account of chapter properties, and officer instructions.

- f. The President will be the responsible agent of the chapter and will be responsible for providing information on the Chapter's operation, finances or membership to the National office if requested in the form requested.
- g. The Vice-President will have as special duties the filing of current chapter news, the maintenance of a chapter history, and the preparation of candidates for initiation into the Society.
- h. The Secretary will keep the roll and record book of the chapter, keep the minutes of chapter meetings up-to-date, and see that all necessary correspondence is prepared.
- i. The Treasurer will keep an accurate and understandable account of chapter funds.
- j. The chapter should hold at least two meetings of a technical nature during each scholastic year in addition to the regular meetings. Membership election meetings will be followed by an initiation meeting or banquet. Meetings of a social or technical nature may be held with other organizations, but business meetings should be open only to members.

ARTICLE V - MEMBERSHIP IN THE SOCIETY

Section 1. Grades of Membership

There will be but one grade of membership in the Society--that of Member.

Section 2. Eligibility Criteria

- a. Students directly associated with aerospace engineering who are degree candidates and who are eligible for membership (with approval of the Executive Council in questionable cases) as prescribed in Article V, Section 3a-3b and who are elected by the student chapter.
- b. Individuals in the aerospace engineering profession using procedures as prescribed in Article V, 3c. An individual, to be considered eligible for membership, must either 1) have made worthy contributions toward the advancement of the aerospace engineering profession, 2) be a teacher of aerospace or related subjects, or 3) have made such a significant contribution to science that he or she may be deemed worthy of membership in the Society.

Section 3. Qualifications for Membership

- a. Undergraduate Students
 - 1. To be considered for membership, students must have completed at least five quarters or three semesters of their college work and have been a resident for a minimum of two semesters or three quarters at the time of their candidacy for membership.
 - 2. Students must be in the upper one-third of their senior or upper one-fourth of their junior aerospace engineering class. Sophomores who have shown outstanding achievement and are in the upper one-fifth of their class are also eligible for membership. Individuals who have a scholastic standing slightly below that specified, but who are exceptionally qualified in other respects, may be elected by the unanimous vote of the active undergraduate members.
 - 3. A chapter may establish higher scholastic standards than those specified, with the unanimous consent of active members. The standards can never be lower than those specified in this Constitution.
 - 4. Candidates for membership must have shown, in addition to scholarship, qualities of high moral character, an active interest in aeronautics and astronautics, and an interest in the Society.
 - 5. Students enrolled in night schools may be considered eligible under the same requirements.
- b. Graduate Aerospace Engineering Students: Graduate students must maintain graduate standing satisfactory to the institution. They must have been residents for a minimum of one semester or two quarters at the school and have completed at least two-fifths of the credits required for the graduate degree toward which they are working at the time of their candidacy for membership. Voting will be as specified in Article V, Section 5.
- c. Individuals covered by Article V, Section 2b.
 - 1. Nomination shall be made by a member who is not an undergraduate student.
 - 2. Nomination will be submitted to the Executive Council on a form prescribed by the Executive Council.
 - 3. The Executive Council will act on the nomination and notify the nominator of the action taken.
 - 4. After approval of nomination, membership in the Society will be contingent upon the nominee accepting the nomination. Individuals so selected will not acquire membership in any specific chapter.

Section 4. Voting on Undergraduate Candidates for Membership

- a. The President of the chapter will conduct the elections.
- b. All votes will remain secret.
- c. A quorum consisting of three-fourths of the active undergraduate members must be present. Voting on candidates for undergraduate membership will be done only by active undergraduate members.
- d. A three-fourths vote of the members present is required for the election of senior students and a four-fifths

vote is required for election of junior and sophomore students.

- e. The voting may be conducted in up to three ballots with one ballot being cast for each candidate before a second ballot on any candidate may be taken. A second ballot will be taken only on those individuals who fail to receive the requisite number of votes. The third ballot will be taken only after all second ballots are completed and then only on those candidates who fail to receive the requisite number of votes in the second balloting. The voting on the first two ballots may be yes, no or undecided, but on the final ballot there will be no undecided votes or abstentions. Discussions should precede each ballot.

Section 5. Voting on Graduate Student Candidates for Membership

The procedure for voting on graduate student candidates is the same as outlined in Article V, Section 4, except that both undergraduate and graduate members will participate in the voting. A three-fourths vote is required.

ARTICLE VI - INITIATION CEREMONIES

All members should be initiated into the Society with a dignified ceremony. The specific nomination, pre-election procedure and initiation process will be as specified by Chapter bylaws. The ceremony will be open to all members and guests of members and initiates. No secret symbols and ritual will be introduced and at no time will any initiate be subjected to practices harmful to their personal well-being, or be required to do anything that would injure their dignity as persons.

ARTICLE VII - DISCIPLINE

Section 1. Discipline of Chapters

- a. A chapter may be disciplined by the Convention or by decision of the Executive Council for violation of the Constitution, continued inactivity, or other such activities deemed to injure the reputation of the profession or Society.
- b. Fines may be determined and levied by majority vote of the Convention or by decision of the Executive 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

- a. 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.
- b. Any disciplinary action taken against a member by a chapter may be appealed by the member to the Executive Council.
- c. Suspension or expulsion of a member from the Society may be initiated, at the request of a chapter, for approval of the Executive Council and the regional coordinators, but may occur only with the vote of two-thirds of the Executive Council and regional coordinators. If the ballot is not returned within thirty days, the vote will be considered against expulsion.

ARTICLE VIII - RESERVE FUND

Section 1. It will be the duty of the Executive Council to maintain at all times a Reserve Fund invested in safe securities (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 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.

INFORMATION ON REVISIONS:

The Constitution was reviewed at the Triennial Convention held on 5-6 April 1997, 3 January 2015, and 7 January 2018. The version above reflects the changes recommended at the Convention and approved by three fourths vote of the active chapters.

Section 11(c) of Article 1 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 1 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. The 2015 Convention also raised the upper limit for the initiation fee to \$40 as noted in Article II Section 2(f).

The following revision reflect change recommended at the 2018 Convention: added sections on organizational purpose and operational structure as well as the section on disbursement of funds upon dissolution of the chapter in Article IV Section 1b about Chapter By Laws. Such statements are required by the IRS in order to establish tax exemption of chapters.

NATIONAL CONVENTIONS

1953	Purdue University, West Lafayette, Indiana	2018	Holiday Inn Orlando SW Celebration Area, Kissimmee, Florida*
1956	Ohio State University, Columbus, Ohio		
1964	West Virginia University, Morgantown, WV	2021	Location TBD (Coincident with AIAA SciTech)*
1967	University of Illinois, Urbana, Illinois		*Coincident with AIAA Science and Technology Forum (formerly Aerospace Sciences Meeting)
1970	St. Louis University, St. Louis, Missouri		**Coincident with AIAA SDM Conference
1973	University of Texas-Arlington, Arlington, Texas		***Coincident with AIAA ATIO Conference
1976	Sheraton Park Hotel, Washington, D.C.*		
1979	Monteleone Hotel, New Orleans, Louisiana		
1982	Sheraton Twin Towers, Orlando, Florida**		
1985	Sheraton Twin Towers, Orlando, Florida**		
1988	Ft. McGruder Inn, Williamsburg, Virginia**		
1991	Bally's, Reno, Nevada*		
1994	Reno Hilton, Reno, Nevada*		
1997	Econo Lodge Hawaiian Resort, Orlando, Florida**		
2000	Wyndham Hotel Midtown, Atlanta, Georgia**		
2003	Norfolk Waterside Marriott, Norfolk, Virginia**		
2006	Hyatt Regency, Wichita, Kansas***		
2009	Best Western Lake Buena Vista, Orlando, Florida*		
2012	Gaylord Opryland, Nashville, Tennessee*		
2015	Holiday Inn Orlando SW Celebration Area, Kissimmee, Florida*		