



P.A.R.C. Constitution Amendment - September 2023

太平洋私立学校火箭技术社团章程-2023 年 9 月审议修订本

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To establish and improve the club management system and implement the club's daily work, the Second Club Constitution Revision Committee has specifically formulated, reviewed, and amended the constitution based on the guidelines of July 2023. The document is divided into five parts, totaling twenty-nine articles and seventy-four clauses.

The constitution is available in both Chinese and English. In the event of inconsistencies between the bilingual documents due to the limitations of the compiler's proficiency, the Chinese version shall prevail (the Chinese version is the original, while the English version is the translated version, and the compiler's native language is Chinese).

The final interpretation of this constitution belongs to the core members of the club.

Effective date: September 15, 2023.

为建立健全社团管理制度，落实社团日常工作，第二届社团章程修订委员会特根据 2023 年 7 月本制定、审议、修正章程。文件分为五部分共二十九条七十四款。

章程分有中英双语，若双语文件由于编写者水平所限出现不一致情况，以中文文本内容为准。（中文文本为编写版本，英文文本为编译版本。且编写者母语为中文）本章程最终解释权归属于社团核心成员。

生效日期 2023 年 9 月 15 日。

English Version

I. Purpose and the Rights and Obligations of Members

1. The Pacific Academy Rocketry Club is a platform for Pacific Academy students and parents to discuss aerospace topics and participate in aerospace projects. It is open to all students and parents of Pacific Academy.
2. The club encourages and supports as many students and parents interested in the field of aerospace to participate in related activities. This helps enhance interest in aerospace, allows members to learn more about the field, and can provide background support for applying to relevant university departments.
3. While the club encourages participation from as many people as possible, this does not mean that anyone can participate under any circumstances. The club reserves the right to dismiss any member from their position or revoke their membership if they do not adhere to the club's purpose and values, ensuring that genuinely interested members receive maximum attention and support.
4. Club members have certain rights according to the charter and management regulations. These rights include participating in club activities, meetings, decisions, internal elections, and courses; receiving club engineer and pilot certifications; and gaining access to member benefits and distributed materials.
5. Club members are obligated to fulfill certain duties according to the charter and management regulations. These duties include attending all club activities and

registered courses, providing input and participating in discussions and decisions at meetings, voting in internal elections, and fulfilling responsibilities during club activities.

II. Activity Regulations

1. In addition to a weekly fixed meeting, a weekly activity, and a monthly fixed launch task, the Pacific Academy Rocketry Club may organize additional meaningful activities as needed.

2. The weekly meeting is a platform for discussing issues, making decisions, and reporting on the club's status.

(1) The goal is full attendance at the weekly meeting.

(2) Members who need to take a leave of absence must notify the president or vice president via email, including the time and reason. Leave requests should be sent 24 hours in advance.

(3) All leave requests must be approved by the president or vice president. Approval is granted upon receipt of an email response from the president or vice president.

(4) After taking leave, members must cancel the leave within 48 hours of the event via email to the president or vice president.

(5) If a member is absent without taking leave, the first offense will result in a private reminder, the second will result in a club-wide notification, and the third will lead to expulsion from the club.

(6) If a member is absent without an approved leave request, the same consequences apply as outlined above.

(7) In case of force majeure preventing a 24-hour notice, members must explain the situation within 12 hours of the event. The committee may waive penalties depending on the situation.

(8) Failure to receive a notification is not a valid excuse for absence unless there was an issue with the club's notification system.

(9) If the club's notification system causes a member to miss a notice, the responsible parties will be held accountable with similar penalties for offenses as outlined above.

(10) When taking leave, ensure at least two members of each project team attend the meeting.

3. The weekly activities are for conducting actual technical research and development.

(1) The goal is full attendance at weekly activities.

(2) Leave requests must be made via email to the president or vice president at least 48 hours in advance.

(3) All leave requests must be approved by the president or vice president as outlined earlier.

(4) Leave must be canceled via email within 48 hours of the activity's conclusion.

(5) Absence without leave follows the same disciplinary process as mentioned earlier.

(6) Absence without approval follows the same process.

(7) In case of force majeure preventing 48-hour notice, members must explain within 12 hours.

(8) The same notification rules and penalties apply as outlined earlier.

(9) Ensure at least two-thirds of the project group attends if leave is requested.

4. The monthly launch event is dedicated to conducting launch missions.

(1) Full attendance is required.

(2) Leave requests must be made via email to the president or vice president at least 96 hours in advance.

(3) Leave requests and approval processes follow the same steps outlined earlier.

(4) Leave must be canceled within 72 hours of the event via email.

(5) Absence without leave follows the same process as earlier.

(6) Absence without approval follows the same process.

(7) In case of force majeure, members must explain within 24 hours.

(8) Notification rules and penalties are as outlined earlier.

(9) Ensure two-thirds of each launch project team attends.

(10) The monthly launch event schedule will be released by the technical director.

(11) Roles during launch include Launch Safety Officer (LSO), Launch Station Manager (LSM), Air Traffic Controller (ATC), Ground Control Officer (GCO), and Rocket Recovery Officer (RRO).

(12) Safety is managed according to the Pacific Academy Rocket Launch Management Regulations, National Rocket Association rules, and relevant aviation regulations.

(13) The LSO ensures personnel safety and equipment maintenance and must be a certified club launch systems engineer, at least 16 years old, and a member of the National Rocketry Association.

(14) The LSM maintains equipment and assists with pre-launch preparations. They must hold Level 1 certification with the National Rocketry Association.

(15) The ATC manages launch airspace and operates rockets. They must hold Level 1 certification with the National Rocketry Association.

(16) The GCO assists with pre-launch inspections and reports rocket status to the ATC. They must hold Level 1 certification with the National Rocketry Association.

(17) The RRO retrieves rockets after launches and must be at least 14 years old.

(18) All personnel entering the restricted launch area must sign a risk acknowledgment.

(19) No one except the LSM may enter the restricted launch area. Rocket team members with NRA membership may enter under LSM supervision during pre-launch preparations. Once preparations are complete, all members must leave the restricted area.

(20) The club and school are not responsible for any accidents resulting from unauthorized entry into the restricted area.

(21) Launch tasks require at least one LSO, one LSM, one ATC, two GCOs, and two RROs.

5. Other activities will be important for internal evaluations and elections.

III. Organizational Structure

1. The club operates under the leadership of Pacific Academy. Appointments are based on active participation and contributions.

2. The core leadership of the club is the Board of Directors, consisting of the president, vice president, technical director, chief secretary, and treasurer.

3. President

(1) Election procedures are determined by each election committee.

(2) The president's term is one calendar year.

(3) The president is responsible for overall management.

4. Vice President

(1) Election procedures are determined by each election committee.

- (2) The vice president's term is one calendar year.
- (3) The vice president assists with management.
- 5. Technical Director
 - (1) Election procedures are determined by each election committee.
 - (2) The technical director's term is one calendar year.
 - (3) The technical director manages technical work.
- 6. Chief Secretary
 - (1) Election procedures are determined by each election committee.
 - (2) The chief secretary's term is one calendar year.
 - (3) The chief secretary handles club promotion and communication, including website management.
- 7. Treasurer
 - (1) Election procedures are determined by each election committee.
 - (2) The treasurer's term is one calendar year.
 - (3) The treasurer manages the club's finances.
- 8. Student Advisors
 - (1) Former board members may serve as student advisors upon graduation.
 - (2) Student advisors provide guidance.
 - (3) They are appointed by the Board.
- 9. Formal Members
 - (1) Members are assigned to project teams based on preference.
 - (2) Members are the foundation of the club.
 - (3) To become a formal member, one must have valid membership in the National Rocketry Association and the California Rocketry Association.
 - (4) Membership fees depend on project participation.
 - (5) Members must sign the Pacific Academy Rocketry Club Non-Disclosure Agreement.
 - (6) Formal members have voting rights.
- 10. Reserve Members
 - (1) Reserve Members have the same status as regular members but can only observe club activities and do not have the right to vote or be elected.
- 11. When the club initiates a project, it is organized into project groups for activities. Technically, a project group is composed of engineers, designers, architects, and project members. Each project will have at least two persons in charge. Special cases may involve different role assignments.

IV. Technology

- 1. Club technology must be confidential.
- 2. Technology must be presented in technical reports. Intellectual property is shared by the authors and the club.
- 3. IP can be waived by signing a waiver.
- 4. IP holders can reduce fees by \$10 per IP annually.
- 5. Teams consist of engineers, designers, architects, and members.

V. Confidentiality System

- 1. Members must follow the club's confidentiality agreement.
- 2. The final right of interpretation belongs to the core members.
- 3. Violations result in expulsion and potential reporting to the school.

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中文本

一、宗旨及社员的权利和义务

1.太平洋私立学校火箭技术社团是太平洋私立学校学生和家長讨论航空航天话题、参与航空航天项目的活动平台，面对所有太平洋私立学校学生和家長开放。

2.社团希望并支持尽可能多的对航空航天领域有兴趣的同学和家長参与相关活动，以增强对于航空航天的兴趣，学习到更多相关知识，同时可以为考取大学的相关院系提供一定的个人背景支持。

3.社团原则上希望更多的人参与到相关活动中来，但这并不意味着任何人在任何情况下都可以参与。对于不遵从社团宗旨和精神的成员，社团有权利免去其在社团内担任的职务或免去其社团成员身份，以保证真正有兴趣的成员可以收到最大的关注和支持。

4.社团成员依章程及管理办法享有一定的权利。这些权利是包括参加社团活动、社团会议、社团决议、社团内部竞选、社团课程；在社团内部获得社团工程师和社团飞行员认证；获得社团的成员福利和成员配发物品在内的众多权利。

5.社团成员依照章程及管理办法需要尽到一定的义务。这些义务是包括出席每次的社团活动和报名参加的社团课程；在社团会议和社团决议上提出意见并参与讨论和决策；在社团内部竞选上进行投票；在社团活动中担负起应尽的责任在内的众多义务。

二、活动制度

1.太平洋私立学校火箭技术社团除每周固定一次例会、一次活动，以及每月固定一次发射任务外，也将会视情况开展更多富有意义的活动。

2.每周例会是社团讨论问题、进行决议、汇报情况的平台。

(1) 每周例会的目标是全体到会。

(2) 社员如需请假，需要向社长或副社长以电子邮件形式请假，邮件的内容应包括时间、理由。请假需提前 24 小时向社长或副社长发送邮件。

(3) 所有请假都需经过社长或副社长的批注方可生效。申请在收到社长或副社长的明确同意请假的电子邮件回复后即视作批准。

(4) 请假后，需在活动结束后 48 小时内向社长或副社长以电子邮件形式销假。

(5) 如社员在未经请假的情况下缺席活动，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(6) 如社员在请假未被批准的情况下缺席活动，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(7) 如因不可抗力因素无法提前 24 小时请假，请于活动结束后 12 小时内向社长或副社长以电子邮件形式说明情况。委员会将视情况免除处罚。

(8) 在社团的通知渠道未出现问题的情况下，未接收到通知将不能作为免除处罚的理由。

(9) 如社团通知渠道出现问题导致社员未能接到通知，经办人

和主管负责人将负主要责任。第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(10) 如请假，请务必确保每个项目组至少有两人到场参会。

3.每周例行活动是社团进行实际技术研制的时间。

(1) 每周例行活动的目标是全体到场。

(2) 社员如需请假，需要向社长或副社长以电子邮件形式请假，邮件的内容应包括时间、理由。请假需提前 48 小时向社长或副社长发送邮件。

(3) 所有请假都需经过社长或副社长的批注方可生效。申请在收到社长或副社长的明确同意请假的电子邮件回复后即视作批准。

(4) 请假后，需在活动结束后 48 小时内向社长或副社长以电子邮件形式销假。

(5) 如社员在未经请假的情况下缺席活动，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(6) 如社员在请假未被批准的情况下缺席活动，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(7) 如因不可抗力因素无法提前 48 小时请假，请于活动结束后 12 小时内向社长或副社长以电子邮件形式说明情况。委员会将视情况免除处罚。

(8) 在社团的通知渠道未出现问题的情况下，未接收到通知将不能作为免除处罚的理由。

(9) 如社团通知渠道出现问题导致社员未能接到通知，经办人和主管负责人将负主要责任。第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(10) 如请假，请务必确保每个项目组至少有三分之二人数到场参加。

4.每月例行发射活动是社团进行发射任务的时间。

(1) 每月例行发射任务的目标是全体到场。

(2) 社员如需请假，需要向社长或副社长以电子邮件形式请假，邮件的内容应包括时间、理由。请假需提前 96 小时向社长或副社长发送邮件。

(3) 所有请假都需经过社长或副社长的批注方可生效。申请在收到社长或副社长的明确同意请假的电子邮件回复后即视作批准。

(4) 请假后，需在活动结束后 72 小时内向社长或副社长以电子邮件形式销假。

(5) 如社员在未经请假的情况下缺席活动，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(6) 如社员在请假未被批准的情况下缺席活动，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(7) 如因不可抗力因素无法提前 96 小时请假，请于活动结束后 24 小时内向社长或副社长以电子邮件形式说明情况。委员会将视情况免除处罚。

(8) 在社团的通知渠道未出现问题的情况下，未接收到通知将不能作为免除处罚的理由。

(9) 如社团通知渠道出现问题导致社员未能接到通知，经办人和主管负责人将负主要责任。第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(10) 如请假, 请务必确保每个发射项目组至少有三分之二到场参加。

(11) 每月例行发射任务的具体时间将会由技术总管发布。

(12) 每月例行发射任务中有以下岗位: 发射安全员 (LSO)、发射工位管理员 (LSM)、空中交通管制员 (ATC)、地面检查员 (GCO) 以及火箭回收员 (RRO)。

(13) 发射安全事项依照《太平洋中学火箭发射管理条例》、全国火箭协会相关规定、民航组织相关规定进行管理。

(14) 发射安全员负责保证发射场人员安全、维护现场设备。发射安全员必须拥有社团发射系统工程师认证, 满 16 周岁且拥有全国火箭协会会员资格。

(15) 发射工位管理员负责维护发射工位设备、协助火箭团队完成发射前准备。发射工位管理员必须拥有全国火箭协会一级认证。

(16) 空中交通管理员负责管理发射空域、操纵火箭。空中交通管理员必须拥有全国火箭协会一级认证。

(17) 地面检查员负责帮助火箭团队完成发射前检查、上报空中交通管理员火箭情况并申请发射。地面检查员必须拥有全国火箭协会一级认证。

(18) 火箭回收员负责回收火箭并交还火箭团队。火箭回收员必须满 14 周岁。

(19) 凡进入受限制发射区域的人员均必须知悉所承担的风险并签署风险承诺书。

(20) 除发射工位管理员外任何人不得进入受限制发射区域。火箭团队中的全国火箭协会会员在进行发射前准备时可以在发射工位管理员带领下进入受限制发射区域。一旦发射前准备完成, 火箭团队必须立即撤出受限制发射区域。

(21) 如若在未经许可的情况下进入受限制发射区域, 发生任何意外情况社团及学校均不負責任。

(22) 在发射任务中, 发射安全员需要至少一人, 发射工位管理员需要至少一人, 空中交通管理员需要至少一人, 地面检查员需要至少两人, 火箭回收员需要至少两人。

5. 其余活动将作为社员在社团内部评级和进行内部竞选时的重要依据。

三、组织架构

1. 社团在太平洋私立学校的领导和支持下开展一切活动。社团一切职务任命的核心要求是能够积极参与社团事务并做出贡献。

2. 社团的领导核心是由社长、副社长、技术总管、总秘书长和财务构成的董事会, 社团的事务由董事会领导进行。

3. 社长

(1) 社长的具体选举程序由各届选举委员会确定。

(2) 社长的任期为一年公历每年一月一日至当年十二月三十一日。

(3) 社长负责社团的总体运作管理。

4. 副社长

(1) 副社长的具体选举程序由各届选举委员会确定。

(2) 副社长的任期为一年公历每年一月一日至当年十二月三十一日。

(3) 副社长负责协助社长进行事务管理。

5. 技术主管

(1) 技术主管具体选举程序由各届选举委员会确定。

(2) 技术主管的任期为一年公历每年一月一日至当年十二月三十一日。

(3) 技术主管负责社团的技术工作。

6. 总秘书长

(1) 总秘书长具体选举程序由各届选举委员会确定。

(2) 总秘书长的任期为一年公历每年一月一日至当年十二月三十一日。

(3) 总秘书长负责社团的包括网站管理在内的社团的宣传工作和社团内联络。

(4) 为保障新闻自由独立，网站内容将由总秘书长进行审核，除此外的任何成员均无权影响网站发布内容。

7. 财务

(1) 财务具体选举程序由各届选举委员会确定。

(2) 财务的任期为一年公历每年一月一日至当年十二月三十一日。

(3) 财务负责社团的具体财务管理。

8. 学生顾问

(1) 学生顾问是由有意愿的已从或即将从太平洋私立学校毕业的前社团董事会成员担任。

(2) 学生顾问将在社团中进行指导。

(3) 学生顾问的任选方式为由社团董事会聘请。

9. 正式社员

(1) 社员依照社团分配和个人意愿相结合的方式进行项目组和部门的分配。

(2) 社员是社团的基本单位和基础。

(3) 成为正式社员的前提条件是拥有全国火箭协会和加州火箭协会的有效会员。

(4) 社员缴纳的社费由其参与的项目决定。

(5) 社员加入时需签署《太平洋私立学校火箭技术社团保密协议》。

(6) 正式社员将拥有选举与被选举权。

10. 候补社员

(1) 候补社员同正式社员一致，但仅能观摩社团活动，且不拥有选举与被选举权。

11. 社团在项目开展时分为项目组进行活动。从技术上来说，项目组是由工程师、设计师、架构师和项目成员组成的。每一个项目都将有至少两名责任人。特殊情况下将有不同的职务分配。

四、技术

1. 社团的技术内容需要保密。

2. 社团的技术必须以技术报告的形式呈现。技术的社团知识产权将由技术报告撰写人和社团拥有。

3. 技术的社团知识产权可被技术报告撰写人放弃，放弃时需签署《自愿放弃社团技术知识产权书》和《社团技术知识产权公有化证明》。

4. 社团技术知识产权所有人可凭知识产权减免部分社费，具体为 10 美元每知识产权每年。

5. 社团的项目组由项目工程师、项目设计师、项目架构师和项目成员组成。

(1) 项目工程师负责管理项目的技术问题，需要对技术主管负责。每周六需要以电子邮件形式向技术总管汇报项目进度。如未按

时汇报，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(2) 项目设计师负责管理项目的财政问题，需要对财政主管负责。每周六需要以电子邮件形式向财政总管汇报财政状况。如未按时汇报，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(3) 项目架构师负责管理项目的总体情况，需要对社长或副社长负责。每周六要以电子邮件形式向社长和副社长汇报项目总体情况。如未按时汇报，第一次将给予单独提醒，第二次将给予全社团通报批评，第三次将开除其社员资格。

(4) 项目组由三至五人组成。

(5) 每月将会由副社长发布本月项目，各项目组需要在一周内拿出方案对希望获得的项目进行竞标。

五、保密制度

1. 社员必须遵守社团保密协议。

2. 保密制度最终解释权归社团核心成员所有。

3. 社员一旦违反保密协议，将会被撤销社员资格，并且视情况上报学校进行处理。

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第二届社团章程修订委员会：Kelly Chu, Mickey Wen, Ethan Sheng, Bensen Liu

Note: The drafting of this charter utilized artificial intelligence technology to assist in the writing and proofreading process. If any errors are found in the text, please promptly notify the president or the general secretary. Thank you for your cooperation!

备注：该章程编写过程中运用了人工智能技术以辅助编写、校对工作。如有发现文本内容需勘误，请及时通知社长或总秘书长。感谢配合！