

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

In order to establish and improve the club management system and implement the daily work of the club, the core members of the club formulate, review, and amend the constitution of club according to the July 2023 edition. The document is divided into five parts with a total of 28 articles and 86 paragraphs.

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

Effective date September 1, 2023.

Purpose and rights and obligations of members

1. Pacific Academy Rocketry Club is an activity platform for Pacific Academy students and parents to discuss aerospace topics and participate in aerospace projects. It is open to all Pacific Academy students and parents.

2. The club hopes and supports as many students and parents who are interested in the field of aerospace as possible to participate in relevant activities, so as to enhance their interest in aerospace, learn more relevant knowledge, and at the same time provide certain opportunities for the relevant departments of the university. personal background support.

3. In principle, the club hopes that more people will participate in related activities, but this does not mean that anyone can participate under any circumstances. For members who do not comply with the purpose and spirit of the club, the club has the right to remove their positions in the club or their club membership, so as to ensure that members who are really interested can receive the greatest attention and support.

4. Club members enjoy certain rights in accordance with the constitution and management measures. These rights include participating in club activities, club meetings, club resolutions, club internal elections, club courses; obtaining club engineer and club pilot certification within the club; obtaining club member benefits and member distribution items.

5. Club members need to fulfill certain obligations in accordance with the constitution and management methods. These obligations include attending every club activity and enrolling in club classes; advising and participating in discussions and decision-making at club meetings and club resolutions; voting in club internal elections; taking due responsibility in club activities many obligations.

Activity System

1. In addition to a regular meeting, an activity every week, and a launch mission every month, the Pacific Middle School Rocket Technology Club will also carry out more meaningful activities depending on the situation.

2. The weekly regular meeting is a platform for the club to discuss issues, make resolutions, and report on the situation.

(1) The goal of the weekly regular meeting is to be attended by all.

(2) If members need to ask for leave, they need to ask for leave by e-mail to the president or vice president. The content of the e-mail should include the time and reason. Please send an email to the president or vice president 24 hours in advance to ask for leave.

(3) All requests for leave must be approved by the president or vice

president before they can take effect. The application will be deemed approved upon receipt of an email reply from the president or vice president expressly agreeing to leave.

(4) After asking for leave, you need to send an email to the president or vice president within 48 hours after the event ends.

(5) If a member is absent from an activity without asking for leave, the first time will be given a separate reminder, the second time will be given a notice of criticism to the whole club, and the third time will be expelled from membership.

(6) If a member is absent from an activity without approval, the first time will be given a separate reminder, the second time will be given a notice of criticism to the whole club, and the third time will be expelled from membership.

(7) If you cannot ask for leave 24 hours in advance due to force majeure, please explain the situation to the president or vice president by email within 12 hours after the event ends. The committee will waive the penalty as appropriate.

(8) If there is no problem with the club's notification channel, failure to receive the notification will not be used as a reason for exemption from punishment.

(9) If there is a problem with the notification channel of the club and the member fails to receive the notification, the manager and the person in charge will take the main responsibility. For the first time, an individual reminder will be given, for the second time, the entire club will be notified of criticism, and for the third time, its membership will be expelled.

(10) If you ask for leave, please ensure that at least two people from each project team attend the meeting.

3. Weekly routine activities are the time for the club to conduct actual technology development.

(1) The goal of the weekly routine is to be present.

(2) If members need to ask for leave, they need to ask for leave by e-mail to the president or vice president. The content of the e-mail should include the time and reason. Please send an email to the president or vice president 48 hours in advance to ask for leave.

(3) All requests for leave must be approved by the president or vice president before they can take effect. The application will be deemed approved upon receipt of an email reply from the president or vice president expressly agreeing to leave.

(4) After asking for leave, you need to send an email to the president or vice president within 48 hours after the event ends.

(5) If a member is absent from an activity without asking for leave, the first time will be given a separate reminder, the second time will be given a notice of criticism to the whole club, and the third time will be expelled from membership.

(6) If a member is absent from an activity without approval, the first time will be given a separate reminder, the second time will be given a notice of criticism to the whole club, and the third time will be expelled from membership.

(7) If you cannot ask for leave 48 hours in advance due to force majeure,

please explain the situation to the president or vice president by email within 12 hours after the event ends. The committee will waive the penalty as appropriate.

(8) If there is no problem with the club's notification channel, failure to receive the notification will not be used as a reason for exemption from punishment.

(9) If there is a problem with the notification channel of the club and the member fails to receive the notification, the manager and the person in charge will take the main responsibility. For the first time, an individual reminder will be given, for the second time, the entire club will be notified of criticism, and for the third time, its membership will be expelled.

(10) If you ask for leave, please ensure that at least two-thirds of the members of each project team are present to participate.

4. The monthly routine launch event is the time for the club to carry out launch tasks.

(1) The goal of the monthly routine launch mission is to be present by all.

(2) If members need to ask for leave, they need to ask for leave by e-mail to the president or vice president. The content of the e-mail should include the time and reason. Please send an email to the president or vice president 96 hours in advance to ask for leave.

(3) All requests for leave must be approved by the president or vice president before they can take effect. The application will be deemed approved upon receipt of an email reply from the president or vice president expressly agreeing to leave.

(4) After asking for leave, you need to send an email to the president or vice president within 72 hours after the event ends.

(5) If a member is absent from an activity without asking for leave, a separate reminder will be given for the first time, criticism will be given to the club for the second time, and membership will be expelled for the third time.

(6) If a member is absent from an activity without approval, the first time will be given a separate reminder, the second time will be given to the club to notify the criticism, and the third time will be expelled from membership.

(7) If you cannot ask for leave 96 hours in advance due to force majeure, please explain the situation to the president or vice president by email within 24 hours after the event ends. The committee will waive the penalty as appropriate.

(8) If there is no problem with the club's notification channel, failure to receive the notification will not be used as a reason for exemption from punishment.

(9) If there is a problem with the notification channel of the club and the member fails to receive the notification, the manager and the person in charge will take the main responsibility. For the first time, individual reminders will be given, for the second time, the entire club will be notified of criticism, and for the third time, its membership will be expelled.

(10) If you ask for leave, please ensure that at least two-thirds of each launch project team are present to participate.

(11) The specific time of the monthly routine launch mission will be

announced by the technical officer.

(12) The following positions are included in the monthly routine launch missions: Launch Safety Officer (LSO), Launch Station Manager (LSM), Air Traffic Controller (ATC), Ground Inspection Officer (GCO) and Rocket Recovery Officer (RRO).

(13) Launch safety matters shall be managed in accordance with the "Pacific Academy Rocket Launch Management Regulations", relevant regulations of NAR, and relevant regulations of Civil Aviation Organization.

(14) The launch safety officer is responsible for ensuring the safety of personnel at the launch site and maintaining on-site equipment. The launch safety officer must have the club's LSE certification, be at least 16 years old and have a NAR membership.

(15) The launch station administrator is responsible for maintaining the launch station equipment and assisting the rocket team to complete per-launch preparations. Launch station administrators must have NAR Level 1 certification.

(16) The air traffic controller is responsible for managing the launching airspace and manipulating the rocket. Air traffic controllers must have NAR Level 1 certification.

(17) The ground inspector is responsible for helping the rocket team to complete the per-launch inspection, report the situation of the rocket to the air traffic controller, and apply for launch. Ground inspectors must possess NAR Level 1 certification.

(18) The rocket recover is responsible for recovering the rocket and returning it to the rocket team. Rocket recoverers must be at least 14 years old.

(19) Anyone who enters the restricted launch area must be aware of the risks and sign a risk commitment.

(20) No one is allowed to enter the restricted launch area except the launch station administrator. NAR members of the rocket team can enter the restricted launch area under the leadership of the launch station manager when preparing for launch. Once per-launch preparations are complete, the rocket team must immediately withdraw from the restricted launch area.

(21) The club and school will not be responsible for any accidents that occur in the restricted launching area without permission.

(22) In a launch mission, at least one launch safety officer, one launch station manager, one air traffic controller, two ground inspectors, and at least two rocket recovery officers are required.

5. The rest of the activities will be used as an important basis for members to rate and conduct internal elections in the club.

Organizational Structure

1. The club carries out all activities under the leadership and support of Pacific Academy. The core requirement for the appointment of all positions in the club is to be able to actively participate in the affairs of the club and make contributions.

2. The leadership core of the club is a committee composed of the president, two vice-presidents, technical officer, and administrative officer. The affairs of the club are led by the above-mentioned responsible persons. The professional attribute of the president, vice president, and technical manager is "technical", and the professional attribute of the administrative manager is "administrative".

3. President

(1) The president is elected by voting of all members of the society.

(2) The term of the president is one year. Re-election at the beginning of each school year.

(3) The president is responsible for the overall operation and management of the society.

4. Vice President

(1) Generally speaking, the vice president is appointed by the president. After the president appoints a candidate, a three-day public announcement will be made. If no objection is raised, that person shall be elected as the Vice President. If someone raises an objection, it will be nominated and voted by the members instead.

(2) The term of office of the vice president is one year. Re-election at the beginning of each school year.

(3) The vice president is responsible for the specific operation and management of the club.

5. Technical Manager

(1) Generally speaking, the technical officer is appointed and selected by the president. After the president appoints a candidate, a three-day public announcement will be made. If no objection is raised, that person becomes the Technical officer. If someone raises an objection, it will be nominated and voted by the members instead.

(2) The term of office of the technical officer is one year. Re-election at the beginning of each school year.

(3) The technical officer is responsible for the technical work of the club.

6. Chief Executive

(1) Generally speaking, the chief executive officer is appointed and elected by the president. After the president appoints a candidate, a three-day public announcement will be made. If no objection is raised, that person shall be appointed Chief Executive. If someone raises an objection, it will be nominated and voted by the members instead.

(2) The term of office of the Chief Executive shall be one year. Re-election at the beginning of each school year.

(3) The chief executive is responsible for the specific financial management of the club, the publicity work of the club and the liaison within the club.

7. Student Advisor

(1) Student advisors are former community members who are willing to graduate from Pacific High School.

(2) Student advisors will provide technical guidance in clubs.

8. Member

(1) Members are assigned to project teams and departments according to the combination of professional attributes and personal wishes.

(2) Members are the basic unit and foundation of an club.

(3) The prerequisite for becoming an official member is the membership of the National Rocket club. If not, a \$40 registration fee needs to be submitted.

(4) Each member needs to pay a certain amount of social fee, which is 1,000 US dollars per year. The social fee is paid on February 1st of each year.

(5) When members join, they need to sign the "Confidentiality Agreement of the Pacific Academy Rocketry club", the "club Risk Awareness Letter" and the "Articles of club Informed Consent".

9. The club is divided into project groups to carry out activities during the project development. The project team is composed of engineers, designers, architects and project members. According to professional attributes, each project will have two responsible persons.

Technology

1. The technical content of the club needs to be kept confidential.

2. The technology of the club must be presented in the form of a technical report. Community intellectual property rights to the technology will be owned by the technical report writers and the community.

3. The community intellectual property rights of technology can be waived by the technical report writer. When giving up, the "Voluntary Waiver of Community Technology Intellectual Property Rights" and "Certificate of Politicization of Community Technology Intellectual Property Rights" must be signed.

4. The owner of technical intellectual property rights in the community can reduce or exempt part of the social fee based on intellectual property rights, specifically 10 US dollars per intellectual property rights per year.

5. The project team of the community is composed of project engineers, project designers, project architects and project members.

(1) The project engineer is responsible for managing the technical issues of the project and needs to be responsible to the technical supervisor. Every Saturday, the project progress needs to be reported to the technical manager by email. If the report is not made on time, a separate reminder will be given for the first time, criticism will be given to the whole club for the second time, and membership will be expelled for the third time.

(2) The project designer is responsible for managing the financial issues of the project and needs to be accountable to the financial supervisor. Financial reports are required to be emailed to the Treasurer every Saturday. If the report is not made on time, a separate reminder will be given for the first time, criticism will be given to the whole club for the second time, and membership will be expelled for the third time.

(3) The project architect is responsible for managing the overall situation of the project and needs to be responsible to the president or vice president. Report the overall situation of the project to the president and vice president by email every Saturday. If the report is not made on time, a separate reminder will be given for the first time, criticism will be given to the whole club for the second time, and membership will be expelled for the third time.

(4) The project team consists of three to five people.

(5) Every month, the vice president will announce the project of this month, and each project team needs to come up with a plan within a week to bid for the project they want.

Confidentiality System

1. Members must abide by the confidentiality agreement of the club.

2. The final interpretation of the confidentiality system belongs to the core members of the community.

3. Once a member violates the confidentiality agreement, his membership will be revoked, and the school will be reported to the school for processing.

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