

# BYLAWS



## SPACE GENERATION ADVISORY COUNCIL

IN SUPPORT OF THE UNITED NATIONS PROGRAMME ON SPACE APPLICATIONS

*These Bylaws serve as an addendum to the Statutes of the Space Generation Advisory Council as registered in Vienna, Austria on 4 June, 2002. The bylaws expand on the Statutes to provide further details on some issues and present new information that may not be present in the Statutes. The Statutes and the Bylaws together provide the guidance for the organisation.*

## SPACE GENERATION ADVISORY COUNCIL

in support of the United Nations Programme on Space Applications



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### 1.0 ORGANISATION NAME

1.1 The name of the organisation is the "Space Generation Advisory Council in support of the United Nations Programme on Space Applications" (hereinafter referred to as "SGAC" or "the organisation")

1.2 The term "Space Generation" defines the generation of people born after April 12<sup>th</sup> 1961 - the date of the first human space flight.

### 2.0 STATEMENT OF PURPOSE

2.1 To establish a forum for dialog on space-related issues between the youth of the world and the United Nations - in particular through the United Nations Committee on the Peaceful Uses of Outer Space (UN COPUOS) and the United Nations Office for Outer Space Affairs (UN OOSA) - and any other organisations or entities involved in the exploration and peaceful uses of outer space.

2.2 To mobilise the creativity, enthusiasm and vigour of the youth of the world to contribute to the advancement of humanity through the exploration and peaceful uses of outer space.

- 2.3 To facilitate and lead the implementation of the strategies set forth in the Space Generation Forum Technical Report (A/CONF.184/L.14)
- 2.4 To present a unified youth vision on space issues and the future of humanity to politicians, decision makers, and all other spheres of influence.
- 2.5 To facilitate and encourage layer two networks (national, international organisations) to work together on common policies, strategies and goals towards implementing the next steps for humanity in space.

### 3.0 **LANGUAGE AND GEOGRAPHICAL REGIONS**

- 3.1 The official languages of the SGAC shall be the six official United Nations Languages (English, French, Spanish, Russian, Chinese and Arabic).
- 3.2 The working language of the SGAC shall be English.
- 3.3 The SGAC recognises six Geographic Regions in the world for its activities. These Geographic Regions are: Africa, Asia Pacific, Europe, Middle East, North, Central America and the Caribbean, and South America.
- 3.4 Each UN member state is considered to be part of one of the six Geographic Regions. Appendix A defines the UN member states in each Geographic Region.

### 4.0 **MEMBERSHIP POSITIONS & DUTIES**

Article IV of the Statutes (Membership) shall be further expanded as follows:

- 4.1.0 Membership of the Space Generation Advisory Council is free of charge. All elected persons serve in a voluntary non paid capacity. The Executive Committee may employ un-elected administrative staff and volunteers as part of the Executive Office as needed in order to implement programmes and activities in line with the vision of the organisation.
- 4.1.1 All members and appointed officers shall make themselves aware of their responsibilities and duties as outlined in the Statutes and Bylaws.
- 4.1.2 In addition to the specific duties and responsibilities outlined in these documents, all members and appointed officers, as well as project leads, shall be considered as representatives of the Space Generation Advisory Council, and shall act with dignity, respect, and professionalism at all times.
- 4.1.3 National Points of Contact (NPoC), Regional Coordinators (RC) and Executive Committee Chairpersons shall be citizens of a United Nations member State, be preferably between 18 and 35 years old at the date of appointment or election (though exceptional circumstances may be taken into consideration), demonstrate leadership and teamwork experience; possess good communications skills in English and preferably in other United Nations official languages; have a good understanding of space and cultural issues; have knowledge of the United Nations (UN) organisation and its objectives; have knowledge of the UN Committee of Peaceful Uses of Outer Space (UN COPUOS) and its objectives; have preferably hands-on experience in youth projects and space-related projects.
- 4.1.4 Recognising the global nature of the SGAC it is necessary to ensure membership information is as accessible as possible. To this end, a website shall serve as a repository for the work of the SGAC. Information that must be maintained on the website includes, but is not limited to: current members (their contact information and the beginning and end of their terms of office), election schedules, statutes, bylaws, minutes of meetings, the quarterly reports of National Points of Contact and Regional Coordinators. It is the responsibility of the Executive Committee Co-Chairs to ensure that all of these documents are made available

on the SGAC website.

- 4.1.5 Members of the SGAC are entitled to attend all events of the organisation and to use the offices and other locations of the organization for SGAC related business.
- 4.1.6 Membership of the SGAC is terminated through expiry of the membership term, by voluntary resignation by a member themselves, or through the death of a member. The Executive Committee may also remove membership status from any person(s) in the event of violation of duties or dishonorable behavior.
- 4.1.7 Resignation of members shall be made in writing to the Executive Committee and the resignation shall become effective when received or as otherwise stated therein; however, such resignation shall not entitle the resigning member to forgiveness or cancellation of any fiscal indebtedness to SGAC. Further, such resigning member shall not have the right to vote in any matter submitted to the membership for a vote during the period of time between the tendering of such resignation and the effective date thereof.
- 4.1.8 In the event that an Ordinary or Executive Member is unable to fulfill their mandate, contingency elections may be conducted. If elections cannot be held, the Executive Committee Chairpersons may appoint a new person to fill the vacancy with a 2/3 approval from the Executive Committee.

*Details regarding specific member positions now follow...*

#### **4.2.0 National Points of Contact**

- 4.2.1 National Points of Contact are individuals from each UN member state who are elected by their peers within the youth space community to represent the views of youth on space issues from their country to the Space Generation Advisory Council. When practical, National Points of Contact will be elected in accordance to the election guidelines. If elections are not practical, then the Executive Committee may appoint an NPoC. There can be two NPoC per country, but together, they get one vote on matters.
- 4.2.2 The election of National Points of Contact in each member state, should be conducted in line with the SGAC Election Guidelines (Appendix B). The procedure should allow for an election announcement, nomination procedures, a set timeframe for voting, a pool of eligible voters as defined in the SGAC Elections Guidelines. Following the election, an election report should be forwarded to the SGAC Election Oversight Committee for final approval. Any disputes arising from the electoral processes in the respective States shall be subject to resolution by the Election Oversight Committee. NPoCs can be appointed by the Executive Committee if elections are not practical. See further Bylaw Article 5.2 -'Election of National Points of Contact'
- 4.2.3 National Points of Contact shall serve for a period of two years, and may serve a second consecutive term if nominated and elected legitimately according to the SGAC Statutes and Bylaws. National Points of Contact may serve a maximum of 2 terms.
- 4.2.4 National Points of Contact should normally be resident in the country which they represent.
- 4.2.5 National Points of Contact shall work with the Regional Coordinators towards meeting the SGAC objectives described in Article II.1 of the SGAC Statutes: Enhance cooperation, coordination and communication within the youth and space organisations existing in their States; coordinate the utilisation of national youth resources, and harness the enthusiasm and creativity of youth to advance humanity through the peaceful uses of outer space. National Points of Contact should prepare a yearly work plan in conjunction with their Regional Coordinators and take all necessary measures, within their capabilities, to achieve the yearly objectives.

- 4.2.6 It is the first duty of a National Point of Contact to act as a communication channel between national student youth/space networks and the SGAC. It is the obligation and duty of the National Points of Contact to provide a Quarterly Report to SGAC on the activities of youth and other organisations/entities active in space affairs within their country to their Regional Coordinators. These reports will be collated by the Regional Coordinators and presented by SGAC to the UN Committee on the Peaceful Uses of Outer Space (COPUOS) and other bodies.
- 4.2.7 It is the duty of the National Points of Contact to elect Regional Coordinators from the nations within their Geographic Region to the SGAC Executive Committee.

*See further Bylaws Article 5.3 - 'Election of Regional Coordinators'*

- 4.2.8 When there has been no response to communication with a National Point of Contact for a period of 2 months, the SGAC will consider them to be inactive. The SGAC will make all reasonable attempts to contact inactive National Points of Contact by email, and phone. If no response is forthcoming, contingency elections may be conducted to replace an inactive National Points of Contact or the Executive Committee may appoint a replacement.
- 4.2.9 It is the responsibility of National Points of Contact to update the Executive Officer and the Co-Secretaries of any change in their contact details, including email, telephone or postal address.
- 4.2.10 Each country may have two official points of contact. National Points of Contact may create committees or teams as needed to assist in their duties with the knowledge of the Executive Committee. On matters of voting, each country will be allowed to cast only one vote regardless of the number of NPoCs.

#### **4.3.0 Regional Coordinators**

- 4.3.1 The Regional Coordinators are individuals elected by the National Points of Contact in their respective Geographic Regions to the SGAC Executive Committee. There shall be a total of twelve Regional Coordinators, two from each of the six Geographic Regions of Africa, Asia-Pacific, Europe, Middle East, North, Central America and the Caribbean, and South America.
- 4.3.2 Regional Coordinators are elected for a term of two years, and may serve a second term consecutive term if nominated and elected legitimately according to the SGAC Statutes and Bylaws. Regional Coordinators may serve a maximum of 2 terms and are not eligible be re-elected as a National Points of Contact. The Executive Committee may nominate outgoing Regional Coordinators to the Board of Advisors, or to appointments within the Executive Office.
- 4.3.3 In exceptional circumstances, the SGAC Executive Committee may extend the term of a sitting Regional Coordinator for a period of 6 months. This would include cases where no nominations for a replacement Regional Coordinator are forthcoming in the period set aside for the elections.
- 4.3.4 All Regional Coordinators shall assist and coordinate the activities of the National Points of Contact within their Geographic Region towards meeting the SGAC objectives as described in Article II.1 of the Statutes: Enhance cooperation, coordination and communication within the youth and space organisations existing in their respective regions; coordinate the use of national youth resources, and harness the enthusiasm and creativity of youth to advance humanity through the peaceful uses of outer space. Regional Coordinators should prepare a yearly work plan and take all necessary measures, within their capabilities, to achieve the yearly objectives. The yearly work plan is expected by the Executive Committee within 14 days of being appointed as Regional Coordinator and valid until the end of the year. All RCs

shall send their yearly work plan to the Executive Committee with the Annual Report by December 1st of every year for the coming year.

- 4.3.5 Regional Coordinators shall mentor the National Points of Contact within their Geographic Region, to enable them to reach their full potential in fulfilling their role as member of the Space Generation Advisory Council. Regional Coordinators shall maintain regular contact with National Points of Contact and space organisations within their Geographic Region, through the use of phone, email, teleconferences, or any other means. The holding of regional or sub-regional events and meetings where National Points of Contact can meet face to face and share experiences is encouraged.
- 4.3.6 Regional Coordinators should aim to have a National Point of Contact in each country within their Geographic Region. Regional Coordinators shall initiate and maintain contacts with space organisations, colleges, universities, and youth groups etc, within their region towards meeting this objective.
- 4.3.7 Regional Coordinators shall maintain, together with the Elections Officer, a record of the names, contact details and terms of office of all National Points of Contact within their Geographic Region. These records shall be kept up to date, and published on the SGAC website.
- 4.3.8 It is the obligation and duty of the Regional Coordinators to produce a Quarterly Report to SGAC on the activities of youth and other organisations/entities engaged in space related activities within their region. Quarterly reports are due by the 1<sup>st</sup> of March, June, September and December each year. These reports will be included in submissions by SGAC to the UN Committee on the Peaceful Uses of Outer Space (UN COPUOS) and other bodies.
- 4.3.9 It is the responsibility of Regional Coordinators to elect from within their ranks two Chairpersons for the Executive Committee.

*See further Bylaws Article 5.4 - 'Election of Executive Committee Chairpersons'*

- 4.3.10 At the end of their term of office, outgoing Regional Coordinators shall mentor the newly elected Regional Coordinators for a period of three months. Outgoing Regional Coordinators are not entitled to be re-elected as National Points of Contact.
- 4.3.11 The SGAC will make every effort to maintain communication with all Regional Coordinators. However in cases where there has been no response to communication with a Regional Coordinator for a period of 2 months, the SGAC will consider them to be inactive. Inactivity will also be considered when 4 consecutive bi-weekly telecons are missed and no report is posted on the website without good reason. The SGAC will make all reasonable attempts to contact inactive Regional Coordinators by email and phone. If no response is forthcoming, contingency elections may be conducted to replace the inactive Regional Coordinator.
- 4.3.12 It is the responsibility of Regional Coordinators to update the Executive Officer and the Co-Secretaries of any change in their contact details, including email, telephone or postal address.
- 4.3.13 Regional Coordinators may create committees or teams as needed to assist in their duties with the knowledge of the Executive Committee.

#### **4.4.0 Executive Committee Chairpersons**

- 4.4.1 The Executive Committee Chairperson and Co-Chairperson are individuals elected by the Regional Coordinators to lead the organisation, and to chair the Executive Committee.

- 4.4.2 The Chairpersons are elected for a term of two years, and are not eligible to serve a second term.
- 4.4.3 To ensure continuity in the leadership of the organisation, the election of Chairpersons shall occur annually such that the terms of office of the two Chairpersons are staggered by a one year period. The individual in the second year of their term will be designated “Chairperson” and the individual in the first year of their term will be designated “Co-Chairperson”. In the second year of their term, the Co-Chairperson is promoted to Chairperson, and a new election is held to appoint a new Co-Chairperson.

*See further Bylaws Article 5.4 - 'Election of Executive Committee Chairpersons'*

- 4.4.4 The Chairperson shall prepare a Strategic Plan to guide the organisation in meeting its objectives and fulfilling the vision of the Space Generation. The Strategic Plan shall build on past achievements and shall be presented to the organisation within 60 days of the Chairperson taking office.
- 4.4.5 The Chairpersons shall prepare a one year and five year workplan for the organisation in line with the overall Strategy. The workplan should include milestones and targets such that progress can be measured. Co-Chairs shall take all reasonable measures within their capabilities to achieve the objectives outlined in the one year and five year workplans. Workplans shall be presented to the Executive Committee for approval. The Executive Director will work with the Chairpersons to implement the strategic plan.
- 4.4.6 The Chairpersons shall mentor, assist and coordinate the activities of the Regional Coordinators towards meeting the objectives of the organisation and the current work plan.
- 4.4.7 The Chairpersons shall coordinate and oversee the work of the Executive Office and any other appointed officers, working groups or standing committees established by the organisation.
- 4.4.8 The Chairpersons should be highly active within the organisation. In the event where there has been no response to communication with a Chairperson for a period of 2 months, the SGAC will consider them to be inactive. The SGAC will make all reasonable attempts to contact inactive Chairpersons by email and phone for a further period of 1 month. If no response is forthcoming, the Regional Coordinators may elect amongst their ranks a replacement Chairperson to fill the remainder of the person’s term.

## **5.0 ELECTION PROCEDURES**

- 5.1.1 Elections shall be coordinated by the SGAC Executive Officer.

*See further Bylaws Article 6.4.14 - 'Elections Officer'*

- 5.1.2 All elections shall include mechanisms for the timely notification of the forthcoming election to eligible voters, a procedure for nominations, an opportunity for nominees to communicate their ideas to voters, a definition of the voter pool, and vote counting procedures. Further details on holding elections can be found in the SGAC Election Guidelines (Appendix B).
- 5.1.3 Election results are not valid until verified by the Elections Oversight Committee.

*Specific guidelines on elections now follows:*

### **5.2.0 Election of National Points of Contact**

- 5.2.1 When practical, election of National Points of Contact shall be in accordance with the SGAC Elections Guidelines (Appendix B) and in addition if elections are not practical, the

Executive Committee may appoint National Points of Contact:

- 5.2.2 Candidates should meet the membership requirements as detailed in Bylaws Article 4.1.3
- 5.2.3 The voting pool for National Points of Contact shall be composed of individuals between the ages of 18 and 35 who are resident in the UN member state in which the candidates are running. Voters should be aware of the role of the Space Generation Advisory Council, and have an interest in space exploration and human development. In addition they should be a verifiable member of a local youth group, astronomy/space organisation, or a member of one of the SGAC recognised global organisations. Methods of voter verification are detailed in the SGAC Elections Guidelines.
- 5.2.4 Recognised global organisations include, but are not limited to, The Planetary Society, Students for the Exploration and Development of Space (SEDS), The Mars Society, the National Space Society (NSS), the British Interplanetary Society and the Space Generation Network.
- 5.3.0 **Election of Regional Coordinators**
- 5.3.1 Regional Coordinators shall be elected in accordance with the SGAC Elections Guidelines (Appendix B), and in addition:
- 5.3.2 Eligible candidates for Regional Coordinator shall include any current or past National Point of Contact from the Geographic Region as well as any other individual active in the youth space community within the region.
- 5.3.3 Eligible candidates who wish to run for Regional Coordinator shall secure the nomination of at least two National Points of Contact. Candidates shall declare their desire for the position, and produce a manifesto outlining why they wish to be a Regional Coordinator and what they hope to achieve in that role.
- 5.3.4 The voting pool for Regional Coordinators shall be the currently serving National Points of Contact in the chosen Geographic Region.
- 5.3.5 National Points of Contact elected to the position of Regional Coordinator, lose their status as National Points of Contact on election.
- 5.3.6 In the case that a Regional Coordinator is elected to Executive Committee Co-Chair, the vacancy created by their departure shall immediately be filled by the person on rank three in the most recent Regional Coordinator election in that Geographic Region. Where there is no previous election candidate available or willing to take on the role, a contingency election shall be held to replace the vacant Regional Coordinator position for the remainder of the term.
- 5.4.0 **Election of Executive Committee Co-Chairs**
- 5.4.1 Elections of the Co-Chairs of the Executive Committee shall adhere to the SGAC Election Guidelines (Appendix B), and in addition:
- 5.4.2 Eligible candidates who wish to run for Co-Chair shall secure the nomination of at least two other Regional Coordinators. Candidates shall declare their intention to run for the position, and produce a manifesto outlining why they wish to be a Co-Chair and what they hope to achieve in that role.
- 5.4.3 Eligible candidates for Co-Chairs shall be the currently serving Regional Coordinators. Regional Coordinators whose terms of office expired in the previous 12 months shall also be eligible. This allows for experienced Regional Coordinators to be eligible for the position of Co-Chair. Additionally, members of the Executive Office Shall be eligible. Persons who

are not members of the current or former RC or Executive Office can be eligible provided they have been nominated by at least one of the Chairpersons in addition to the two Regional Coordinator nominations required in section 5.4.2.

- 5.4.4 The voting pool for Executive Committee Co-Chairs election shall be the 12 currently serving Regional Coordinators.
- 5.4.5 Election of new Co-Chairs of the Executive Committee shall occur once a year in March, such that the terms of office of the two Co-Chairs overlap. For example, the first year of a newly elected Co-Chair should correspond with the second year of the existing Co-Chair.
- 5.4.6 The date set for the election of Co-Chairs shall be advertised two months in advance. Nominations shall be accepted up until one week prior to the date set for the election. Regional Coordinators elected to the position of Co-Chair lose their status as Regional Coordinators on election.
- 5.4.7 The Executive Committee may appoint additional officers, establish working groups and/or specific programmes within the Executive Office towards meeting the goals of the organisation.
- 5.4.8 In case of a stalemate after the 12 votes of the Regional Coordinators, the Chairs shall decide by consensus.

## 6.0 **ORGANISATIONAL BODIES**

- 6.1.0 The Space Generation Advisory Council shall consist of several Organisational Bodies. These are the Council, the Executive Committee, the Executive Office, the Board of Advisors, the Honorary Board, the Elections Oversight Committee, the Registration Committee, the Auditors Board and the Arbitration Committee.

### 6.2.0 **The Council & General Assembly**

- 6.2.1 Ordinary Members, Executive Members and Honorary Members together comprise the Space Generation Advisory Council. The Council shall endeavour to convene a few times per year to provide the opportunity for all members of the Council to participate fully in the organisation and share experiences with members from other UN Member States and Geographic Regions.
- 6.2.2 The Council must convene officially at least once per year for a General Assembly at which the business of the organisation is voted upon. The General Assembly shall be held in accordance with Article IX of the SGAC Statutes.
- 6.2.3 The time, place, means and other particulars of the General Assembly shall be determined by the SGAC Executive Committee, and shall be communicated to the Council at least four weeks in advance of the date set for the meeting.
- 6.2.4 The Board of Advisors shall be notified in a timely manner of the holding of any General Assembly or Extraordinary General Assembly.

### 6.3.0 **The Executive Committee**

*Article XI of the Statutes (Executive Committee) shall be further expanded as follows:*

- 6.3.1 The Executive Committee is composed of the Chairperson, Co-Chairperson, the twelve Regional Coordinators the two Co-Secretaries, and the Elections Officer. The two Co-Secretaries and Elections Officer (the non-elected officers of the Executive Committee) also serve on the Executive Office.

- 6.3.2 The Executive Committee will be the decision making authority for the organisation between the periods of the General Assembly.
- 6.3.3 Decisions at Executive Committee meetings shall be taken by consensus, or where no consensus is possible by majority vote by a quorum of members present. A quorum shall be considered two thirds of eligible voters. In the case where all elected Regional Coordinators are present, a quorum will therefore be 8 votes. In the case where all Regional Coordinators are not present, the quorum will be therefore be 4 votes. The Chairpersons together may cast one vote.
- 6.3.4 Members of the Council shall be kept informed of activities and decisions of the Executive Committee. Minutes of Executive Committee meetings shall be made available to members of the Council in a timely manner.

#### 6.4.0 **The Executive Office**

*Article XIV of the Statutes (Secretariat) shall be further expanded as follows:*

- 6.4.1 The Executive Office shall be composed of the two Co-Secretaries, a Treasurer, a Legal Advisor, an Executive Officer, and Executive Director, and any other members as the Executive Committee deems necessary.
- 6.4.2 The Executive Office shall undertake work as directed by the Executive Committee towards implementing the current workplan and advancing the vision of the Space Generation.
- 6.4.3 All members of the Executive Office shall receive a hardcopy letter of appointment, outlining their new role and responsibilities, together with the dates and terms of the appointment. In the case of paid appointments to the Executive Office, the employed individual shall receive a legal contract of employment, clearly outlining the terms, remuneration and conditions of the employment. All letters of appointment (and contracts of employment) shall form part of the official records of the SGAC and shall be maintained for a period of ten years by the organisation.

*There now follows details on specific positions within the Executive Office*

#### **Co-Secretaries**

- 6.4.4 The Co-Secretaries (together with the Co-Chairs) shall oversee the work of the Executive Office.
- 6.4.5 The Co-Secretaries shall manage the day to day correspondence for the SGAC and maintain the organisation's documents and records in an accessible manner.
- 6.4.6 The Co-Secretaries shall attend all Executive Committee meetings and record the minutes of those meetings. Following the approval of the minutes at the subsequent Executive Committee meeting, the Co-Secretaries shall be responsible for publishing the minutes to the SGAC website, or otherwise communicating them to members of the Council.
- 6.4.7 The Co-Secretaries shall assist the Co-Chairs in the production of the Annual Report, and any other publications as deemed necessary.

#### **Treasurer**

- 6.4.8 The treasurer shall be responsible for: receiving donations and other monies arising from the work of the organisation; operating bank accounts on behalf of the organisation; preparing

appropriate budgets for approval by the Executive Committee; paying bills and reimbursing expenses incurred by the organisation or its officers; and the overall day to day management of the financial affairs of the organisation. The Treasurer holds fiduciary responsibility and liability to and for the organisation.

- 6.4.9 The Treasurer shall act under direction of the Co-Chairs of the Executive Committee.
- 6.4.10 The Treasurer shall submit quarterly financial statements to the Executive Committee (or on demand as requested by any member of the Executive Committee) and answer queries relating to the financial affairs of the organisation.
- 6.4.11 The Treasurer shall maintain the accounting records of the organisation in accordance with national law and international accounting standards. The Treasurer shall produce financial reports in the manner and format as requested by the Auditors Board.
- 6.4.12 With the assistance of the Auditors Board, the Treasurer shall produce an annual financial report which shall be included in the annual report of the Space Generation Advisory Council.
- 6.4.13 All financial payments from SGAC accounts shall require the authorisation of the Executive Committee and the signature of the Treasurer and one of the Co-Chairs. For recurring payments, such as salaries and rent, authorization from Executive Committee shall only be required once per year. Authorisation for payments for special projects, such as SGC, may be delegated to a member of the organizing committee up to a specified amount for a specified time, however the Treasurer and Co-Chairs shall be kept informed of all payments.

#### **Legal Advisor**

- 6.4.14 The Legal Advisor shall assist in all legal issues which might arise in the activities of the organisation. The Legal Advisor shall review all changes to the Statutes and Bylaws in a timely manner, and ensure that they remain in compliance with the laws in the State of Registry.
- 6.4.15 The Legal Advisor acts solely as an administrative officer, and is not legally liable to and for the organisation.

#### **Executive Officer**

- 6.4.16 The Executive Officer is hired by the Executive Committee for a term of six months with the option to be renewed for a duration as seen fit by the Executive Committee to manage the elections for the organization and day to day matters. The Executive Officer may appoint extra individuals to an Elections team to assist with running of the elections process.
- 6.4.17 The Executive Officer shall coordinate and oversee all elections including those for National Points of Contact, Regional Coordinators and Executive Committee Co-Chairs.
- 6.4.18 The Executive Officer shall ensure that all elections are conducted in accordance with the SGAC Statutes and Bylaws as well as adhering to the SGAC Election Guidelines (Appendix B). In particular all elections should include mechanisms for the advance notification of the forthcoming election to eligible voters, a procedure for nominations, an opportunity for nominees to communicate their ideas to voters, a definition of the voter pool, and vote counting procedures.
- 6.4.19 The Executive Officer shall create and maintain a Schedule of Elections, outlining when elections in each member state and Geographic Region are due to take place. The Schedule of Elections shall have a two year rotational cycle and shall be publicly available on the SGAC website.

- 6.4.20 The Executive Officer shall provide guidance to member states on conducting elections, oversee elections as they take place, record election results, review results for compliance with procedures and guidelines, and produce an Election Report for each election.
- 6.4.21 The Executive Officer shall produce an Election Report for each election. Elections Reports should include information on the method used to advertise the elections (organisations, mailing lists, websites or other methods used to announce the election) nominations received, the voter pool, the numbers of votes cast, and the votes received for each candidate.
- 6.4.22 Election Reports shall be forwarded to the Co-Chairs for review and further distribution to the Executive members for comments, and then to the Elections Oversight Committee (EOC) for final review to ensure compliance with the SGAC elections procedures. Elections are not valid until approved by the Elections Oversight Committee.
- 6.4.23 It is the duty and responsibility of the Executive Officer to maintain and update centrally stored records of all elected representatives, their names, positions, contact details as well as the start and end date of their terms of office. Contact details should include email, telephone and postal address. The records should contain both current and past members.
- 6.4.24 The Executive Officer shall maintain a website where some of this information is made publicly available. For example a list of current members, their positions, a method of contacting them, and the beginning and end of their term of office.

#### **6.5.0 The Board of Advisors**

*Article XVIII of the Statutes (Board of Advisors) shall be further expanded as follows:*

- 6.5.1 The membership of the Board of Advisors shall comprise eight individuals: who represent the views of the organization to promote space among youth of the world. Members shall be appointed by the Executive Committee and can include outgoing Regional Coordinators and outgoing Chair Persons.
- 6.5.2 The Board of Advisors shall actively participate in the oversight of the organisation, providing advice, historic knowledge and experience to the organisation where necessary.
- 6.5.3 The Board of Advisors shall provide recommendations to the organisation (either solicited or unsolicited by the Executive Committee) in order to preserve and advance the cause and mission of the organisation.
- 6.5.4 Membership of the Board of Advisors is for a two year term, which may be renewed.
- 6.5.5 The members of the Board of Advisors shall be listed on the SGAC website.

#### **6.6.0 The Honorary Board**

*Article XVII of the Statutes (Honorary Board) shall be further expanded as follows:*

- 6.6.1 The Honorary Board is comprised of a group of distinguished individuals, as well as institutions, corporate entities, non profit organisations or centers of academic excellence, each of international repute in the field of space activities.
- 6.6.2 Members are appointed to the Honorary Board by the Executive Committee.
- 6.6.3 Membership of the Honorary Board has no defined term, but can be resigned by a member of the Honorary Board and/or reviewed periodically by the Executive Committee.
- 6.6.4 The Executive Committee shall maintain good relations with the Honorary Board, and

provide quarterly updates of activities within the Council.

6.6.5 The members of the Honorary Board shall be listed on the SGAC website.

#### **6.7.0 The Elections Oversight Committee**

*Article XIX of the Statutes (Elections Oversight Committee) shall be further expanded as follows:*

6.7.1 The Elections Oversight Committee shall be responsible for ensuring all elections are in compliance with the SGAC Statutes and Bylaws and further, do not contain any impropriety, negligence or fraud.

6.7.2 The Elections Oversight Committee carries out its function by reviewing the Election Reports submitted by the Executive Officer. The Elections Oversight Committee may request more information from the Elections Officer concerning a particular election and may deem an election not valid for reasons of non-compliance with the SGAC Statutes, Bylaws or other impropriety, negligence or fraud.

6.7.3 The Elections Oversight Committee shall mentor and provide guidance to the Executive Officer on the electoral procedures.

6.7.4 The Elections Oversight Committee shall communicate all formal decisions to the Executive Officer, and Executive Committee Co-Chairs.

#### **6.8.0 The Registration Committee**

6.8.1 The Registration Committee is composed of: the two Executive Committee Co-Chairs, the Executive Director, and the two Co-Secretaries. Together these individuals serve as the official registered officers of the Space Generation Advisory Council in the State of Registry.

6.8.2 In matters of legal, financial and civil affairs, the Registration Committee can override decisions of the Executive Committee and General Assembly.

### **7.0 ACTIVITIES & PROGRAMMES**

7.1.1 The Space Generation Advisory Council may establish any number of working groups, sub committees, projects, and programmes of activity as are deemed necessary to further the vision of the Space Generation.

7.1.2 Any working group, sub committee, project or programme shall be chaired by two chairpersons/directors/project leads, which shall be appointed by the SGAC Executive. The chairpersons/directors/project leads shall report to the SGAC Executive on a quarterly basis or on demand as is required.

7.1.3 Income and expenditure generated from activities undertaken by the working groups, subcommittees or programmes of the Space Generation Advisory Council shall be handled by the SGAC Treasurer. The Treasurer holds fiduciary responsibility for the organisation and its programmes.

*As of Autumn 2004, the following programmes are in formation:*

7.2 Programme on Space Education & Outreach - The Space Generation Advisory Council shall pursue a Space Education & Outreach programme with the aim of enhancing the participation of youth in science, technology and space activities. The programme shall develop a space education resource index and work with other organisations to develop and promote a generic space education curriculum.

- 7.3 Programme on Space Policy - The Space Generation Advisory Council shall undertake a programme on Space Policy, surveying the opinions and ideas of the Space Generation on various space related issues and communicating this vision to the United Nations, national governments, decision makers, and other spheres of influence.
- 7.4 Programme on International Cooperation - The Space Generation Advisory Council shall convene a forum for organisations and NGOs with an interest in space and human development to come together and explore common visions and plans for the continued peaceful exploration of outer space.
- 7.5 Programme on Global Relationship Building - The Space Generation Advisory Council shall initiate a programme on Global Relationship Building through space. Through the use of collaborative tools and internet technologies a Space Generation Network shall be established. The goals of the Network shall be to create a global community of individuals interested in space activities, and engage the creativity, energy, and enthusiasm of this community towards meeting the vision of the Space Generation. The network will act as a forum for interested people to share ideas, news, opportunities and to become involved in space related projects.
- 8.0 **AMMENDMENTS**
- 8.1 Amendments to these Bylaws can only be made by the General Assembly at an AGM or EGM under a specific agenda item of "Changes to Bylaws". Changes will be adopted by consensus, or where no consensus is possible, by a simple majority vote of Ordinary members present.
- 8.2 Proposed changes should be submitted to the Co-Secretaries at least one month in advance of the meeting at which the changes will be voted upon. The Co-Secretaries shall distribute the proposed changes to the Executive Committee, National Points of Contact and Board of Advisors for consultation.

## **APPENDIX A - GEOGRAPHIC REGIONS**

The Space Generation Advisory Council categories nations into six Geographic Regions of the world. These are Africa, Asia Pacific, Europe, Middle East, North, Central America and the Caribbean, and South America.

Countries (and their territories, colonies, and dependencies) are listed below categorised by Geographic Region.

### **Africa**

Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Cote D'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mayotte, Morocco, Mozambique, Namibia, Niger, Nigeria, Reunion, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Tunisia, Uganda, Western Sahara, Congo DR, Zambia, Zimbabwe

### **Asia Pacific**

Afganistan, Australia, Azerbaijan, Bangladesh, Bhutan, British Indian Ocean Territories, Brunei Darussalam, Cambodia, China, Christmas Island, Cook Islands, East Timor, Fiji, French Polynesia, Guam, India, Indonesia, Japan, Kazakhstan, Kiribati, "Korea, North", "Korea, South", Kyrgyzstan, Laos, Malaysia, Maldives, Marshall Islands, Micronesia, Mongolia, Myanmar, Nauru, Nepal, New Caledonia, New Zealand, Niue, Norfolk Island, Northern Mariana Islands, Pakistan, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, Sri Lanka, St Helena, Taiwan,

Tajikistan, Thailand, Tokelau, Tonga, Turkmenistan, Tuvalu, Uzbekistan, Vanuatu, Vietnam, Wallis and Fortuna Islands

## **Europe**

Albania, Andorra, Armenia, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Georgia, Germany, Gibraltar, Greece, Greenland, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, The former Yugoslav Republic of Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, United Kingdom, Vatican City

## **Middle East**

Bahrain, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestine Territories, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen

## **North, Central America and the Caribbean**

Anguilla, Aruba, Bahamas, Barbados, Belize, Antigua and Barbuda, Bermuda, Canada, Cayman Islands, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guadeloupe, Haiti, Honduras, Mexico, Montserrat, Netherlands Antilles, Nicaragua, Panama, Guatemala, Puerto Rico, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, Jamaica, Martinique, St Pierre and Miquelon, United States of America, Virgin Islands.

## **South America**

Argentina, Bolivia, Brazil, Chile, Columbia, Ecuador, Falkland Islands, French Guiana, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela

## **Appendix B - SGAC ELECTION GUIDELINES**

- B-1.0 General SGAC Elections should be conducted in a fair and transparent manner. All election results are subject to approval of the Elections Oversight Committee.
- B-2.0 Timeline: All elections should be advertised well in advance of the date set for the election. The Executive Officer shall publish a schedule of elections to the SGAC website, and inform all serving NPOCs and/or RCs of forthcoming elections in which they are eligible to run as a candidate or are required to vote.
  - B-2.1 Each election shall consist of a nomination period of no less than 2 weeks. The nomination period shall be followed by a voting period of 1 week during which eligible voters shall cast their vote. Candidates seeking election shall present a manifesto of why they are running for election and what they hope to achieve in their desired role.
- B-3.0 **Definition of Voter Pool**
  - B-3.1 The voting pool for National Points of Contact shall be composed of individuals between the ages of 18 and 35 who are resident in the UN member state in which the candidates are running. Voters should be aware of the role of the Space Generation Advisory Council, and have an interest in space exploration and human development. In addition they should be a verifiable member of a local youth group, astronomy/space organisation, or a member of one of the SGAC recognised global organisations.

Recognised global organisations include, but are not limited to, The Planetary Society, Students for the Exploration and Development of Space (SEDS), The Mars Society, the

National Space Society (NSS), the British Interplanetary Society and the Space Generation Network.

B-3.2 The voting pool for Regional Coordinators shall be the currently elected National Points of Contact and Points of Contact in the chosen Geographic Region.

B-3.3 The voting pool for Executive Committee Co-Chairs election shall be the 12 currently serving Regional Coordinators.

## **APPENDIX C - GENERAL ASSEMBLY DRAFT AGENDA**

1. Opening of the General Assembly by the Chair
2. Determination of Quorum
3. Adoption of Agenda
4. Approval of the Draft Minutes of the previous General Assembly
5. Status Report of SGAC
6. Approval of new Branches
7. Approval of new National Points of Contact
8. Other Decision Items

(e.g. Approval of Change of Statutes, Approval of Annual Report to UNCOPUOS, Quadrennial Report to ECOSOC, Election of Regional Coordinators, Election of Chair/Co-Chair)

Information Items

Other Matters

(e.g. any other business, date and place of next General Assembly)

## **APPENDIX D – RULES OF PROCEDURE**

### **Proper Representation of the Space Generation Advisory Council (SGAC)**

1. All international/regional/national representation (see bullet 4) of the organization should be coordinated through the Executive Office and if necessary the Co-Chairpersons.
2. Anyone wishing to represent SGAC at various events, committees, forums must inform the SGAC Executive Office before the event occurs and the SGAC Executive Office has a right to disapprove such activity if there are important reasons.
3. If a person is approved to represent SGAC in an event, he or she must submit a report that can be filed from each instance of representation within a period of one week.
4. If the SGAC delegate is asked to make a speech, presentation or any kind of contribution on behalf of the SGAC he or she must send it in advance to the Executive Office [officer@spacegeneration.org](mailto:officer@spacegeneration.org) for approval.
5. If one or all of these criteria are not fulfilled, serious consequences will follow.