

# 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 international non-governmental, non-profit organisation shall be "Space Generation Advisory Council in support of the United Nations Programme on Space Applications". Hereinafter, it is referred to as "SGAC" or "the Organisation".
- 1.2. The term "Space Generation" *describes* the generation born after 4 October 1957, the *day* the first *human-made* satellite (Sputnik) was placed in orbit.

## **2.0 STATEMENT OF PURPOSE**

- 2.1. To establish a forum for dialogue 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 (UNOOSA) - or any other organisations or entities involved in the exploration and peaceful use 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 use 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) and in the Strategic Plans prepared annually by the Executive Committee.
- 2.4. To develop and present a unified vision of the young Space Generation on space issues and the future of humanity to decision-makers at all levels.
- 2.5. To encourage and facilitate joint efforts of domestic and international stakeholders in the space field towards developing and implementing policies, strategies and regulations that enable humanity to take the next steps in the exploration and peaceful use of outer space.

## **3.0 LANGUAGE AND GEOGRAPHICAL REGIONS**

- 3.1. The official languages of the SGAC shall be the six official languages of the United Nations (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; South America; and North, Central America and the Caribbean.
- 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.
- 3.5. Members are considered to be from the Geographic Region which corresponds to their State and region of citizenship as defined in Appendix A.

## **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 appoint or 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. To obtain membership, prospective new members are required to register an account on the website of the Organisation and complete their online profile. If an account has not been accessed in two years, the Member will automatically be considered an Alumni until explicit termination of membership is requested or the Member returns to active status by logging onto the website.
- 4.1.2. All members shall make themselves aware of their responsibilities and duties as outlined in the Statutes and Bylaws.
- 4.1.3. In addition to the specific duties and responsibilities outlined in the Statutes and Bylaws, all Ordinary, Executive and Honorary Members, shall be considered as representatives of the Space Generation Advisory Council, and shall act with dignity, respect, and professionalism at all times.
- 4.1.4. National Points of Contact (NPoCs), Regional Coordinators (RCs) and Executive Committee Chairpersons shall be citizens of a United Nations Member State; be 18-35 years old (*counted from their actual date of birth*) (*See Statutes IV.5*); demonstrate leadership and teamwork experience; possess good communications skills in English and preferably in other official languages of the United Nations; have a good understanding of space and cultural issues; have knowledge of the United Nations organisation and its objectives; have knowledge of the United Nations Office for Outer Space Affairs (UNOOSA) and the United Nations Committee on the Peaceful Uses of Outer Space (UN COPUOS) and their objectives; have preferably hands-on experience in youth projects and space-related projects. All volunteers, staff and office holders shall be Registered Members at the time of appointment or election and also shall be eligible to serve their full terms as Registered Members.
- 4.1.5. Recognising the global nature of 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 SGAC. Information that must be maintained on the website includes, but is not limited to: current Members, election schedules, Statutes, Bylaws, annual reports, financial reports, Project Group information, news and newsletters. It is the responsibility of the Executive Committee Co-Chairs to ensure that all of these documents are made available on the SGAC website. Meeting minutes will be provided for those Members who require access.
- 4.1.6. Members of the SGAC are entitled to attend all events of the Organisation and to use the offices and other locations of the Organisation for SGAC related business.
- 4.1.7. Membership of the SGAC is terminated through expiry of the membership term, by voluntary resignation by a Member him- or herself, 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 dishonourable behaviour.
- 4.1.8. 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.

- 4.1.9. In the event that an Ordinary or Executive Member is unable to fulfil 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.
- 4.1.10. SGAC Alumni are former Registered, Ordinary, Executive or Honorary Members of SGAC and attendees of major SGAC events. Alumni are not subject to the age limitations of the Organisation and only need to be registered with the Organisation. SGAC Alumni membership may be exceptionally conferred to General Members in light of particular circumstances. Such exceptional membership shall be approved by the SGAC Alumni Lead.
- 4.1.11. All Ordinary Members, once selected as NPoC, shall receive an email with confirmation of appointment, outlining their role and responsibilities, together with the dates and terms of the appointment.
- 4.1.12. Departing NPoC are required to prepare a handover report listing all relevant information including but not limited to relevant points of contacts with national organisations, overview of existing *Memoranda of Understanding (MoU)* and history of previous events suggested to be continued by the new NPoC.

*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 and observer state (as listed in Appendix A) who are elected by their peers within the youth space community to represent the views of youth on space issues from the state of their citizenship to the Space Generation Advisory Council. When practical, National Points of Contact will be elected in accordance to the election guidelines outlined in Appendix B. If elections are not practical, then the Executive Committee may appoint the NPoCs. There can be two NPoCs per State, 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. In the event of a dedicated NPoC finishing the first term but there is clearly no suitable replacement, such NPoCs will have the opportunity to re-apply for the position subject to the approval of the Executive Committee. National Points of Contact may serve a

maximum of 2 terms. The Executive Committee may extend an outgoing NPoC's term for a maximum of 6 months to improve the transition, create overlap between terms of NPoCs or to provide time to find a replacement for the NPoC.

4.2.4. National Points of Contact should normally be resident in the State 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 existing space organisations in their State; 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. NPoCs are also required to complete an annual report for their State, which is then added to the SGAC Annual Report. NPoCs have the right to attend the General Assembly as described in Article VII.7 of the SGAC Statutes.

4.2.6. It is the first duty of a National Point of contact to act as a communication channel between the national student youth/space networks and the SGAC. It is the obligation and duty of the National Point of Contact to provide an Annual Report, to SGAC on the activities of youth and other organisations/entities active in space affairs within their State 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 Director, the Co-Secretaries *and Regional Coordinators in their respective Geographic Region* of any change in their contact details, including email or telephone.

4.2.10. Each State 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 State 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 according to the

guidelines in Appendix B. There shall be a total of twelve Regional Coordinators, two from each of the six Geographic Regions of Africa; Asia-Pacific; Europe; Middle East; South America; and North, Central America and the Caribbean. Regional Coordinators must have the nationality of one of the countries in their region as defined in Appendix A.

4.3.2. Regional Coordinators are elected for a term of two years, and may serve a second consecutive term if nominated and elected legitimately according to the SGAC Statutes and Bylaws. Regional Coordinators may serve a maximum of 2 terms. The Executive Committee may nominate outgoing Regional Coordinators to the Advisory Board, 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 an annual work plan and take all necessary measures, within their capabilities, to achieve the annual objectives. The annual 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 annual 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 State within their Geographic Region. Regional Coordinators shall initiate and maintain contacts with space organisations, colleges, universities, youth groups, and other space related organisations within their region towards meeting this objective.

4.3.7. Regional Coordinators shall maintain, together with the Executive Secretaries, 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.

4.3.8. It is the obligation and duty of the Regional Coordinator to produce an Annual Report to SGAC on the activities of youth and other organisations/entities engaged in space related activities within their region, and to hold at least four regional meetings per year with the National Points of Contact of the region. The meeting shall be either remotely or in person.

4.3.9. It is the responsibility of Regional Coordinators to elect a Chairperson 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 but may be appointed to other positions within the Organisation.
- 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 Executive Committee meetings are missed without prior notice or a total of 6 per year. 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 Director and the Co-Secretaries of any change in their contact details, including email or telephone.
- 4.3.13. Regional Coordinators may create committees or teams as needed to assist in their duties with the knowledge of the Executive Committee. It is responsibility of the Regional Coordinators to ensure such committees or teams coordinate with the Executive Office.
- 4.3.14. Regional Coordinators are responsible to coordinate with the SGAC Membership Manager and the Co-secretaries in running and supervising Member activity on the social media section of the website.

#### **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.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.
- 4.4.3.The Chairpersons are elected for a term of two years, and are not eligible to serve a second term. In the exceptional circumstance that one Chairperson cannot serve out his/her full two-year term and to ensure staggered election of Co-Chairs, a former chair may serve one extra year. In total, the maximum will not exceed three years.

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

- 4.4.4.The Co-Chairs shall prepare annually a strategic plan to guide the Organisation in meeting its objectives and fulfilling the vision of the Space Generation. The strategic plan will build on past achievements and shall be presented to the Executive Committee for approval by January



15th of each year. A five-year strategic plan will also be maintained and revisited annually by the 15th of January of each year by the Co-Chairs for approval by the Executive Committee. Strategic plans should aim to have measurable targets.

4.4.5. The Chairpersons shall mentor, assist and coordinate the activities of the Regional Coordinators towards meeting the objectives of the Organisation and the current strategic plan.

4.4.6. The Chairpersons shall coordinate and oversee the work of the Executive Office and any other appointed officers, action teams or standing committees established by the Organisation.

4.4.7. 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 one month, 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 from the Chairperson, the Regional Coordinators may elect a replacement Chairperson from the Executive Committee, Executive Office or from the pool of former Chairs to fill the remainder of the person's term. Such replacement Chairperson shall be named Interim Chairperson. The election of the Interim Chairperson shall be conducted within one month from the dismissal of the Chairperson. The term of the Interim Chairperson shall finalise at the same time as the dismissed Chairperson as per Bylaws 5.4.4. Interim Chairperson's term shall not be included in the Chairperson's nominal two-year term. In case of the dismissal of the Co-Chairperson, a new election shall be called as per Bylaws 5.4.0. The term of the new Co-Chairperson shall finalise at the same time as the dismissed Co-Chair person as per Bylaws 5.4.4.

## **5.0 ELECTION PROCEDURES**

5.1.0. Elections shall be coordinated by the SGAC Election Officer, which will be one of the two Co-Chairs.

5.1.1. *See further Bylaws Article 6.7.0 – 'The Elections Oversight Committee'*

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 follow:*

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

5.2.0. When practical, election of National Points of Contact shall be in accordance with the SGAC Elections Guidelines (Appendix B). Should the Executive Committee establish that elections are not practical, the Executive Committee may appoint National Point of Contacts through an internal vote by the Executive Committee.

5.2.1. Candidates should meet the membership requirements as detailed in Bylaws Article 4.1.4

5.2.2. The voting pool for National Points of Contact shall be composed of Registered Members 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. Methods of voter verification are detailed in the SGAC Elections Guidelines.

### **Election of Regional Coordinators**

5.3.0. Regional Coordinators shall be elected in accordance with the SGAC Elections Guidelines (Appendix B), and the points mentioned in this section.

5.3.1. 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 with nationality of the region.

5.3.2. Eligible candidates who wish to run for Regional Coordinator shall secure the nomination of at least two National Points of Contact from different States in the relevant Geographic Region, or one NPoC and three other team Members (Registered Members with an appointed positions in the organisation) who are citizens of the Region. 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. After the nomination period closes, all nominees should be informed of the name of all candidates running in the election.

5.3.3. The voting pool for Regional Coordinators shall be the currently serving National Points of Contact in the chosen Geographic Region at the time nominations open.

5.3.4. In case of a stalemate after the vote of the National Points of Contact, the Chairs together with the existing RC shall decide by consensus.

5.3.5. National Points of Contact elected to the position of Regional Coordinator, lose their status as National Points of Contact.

5.3.6. In the case that a Regional Coordinator is elected to the Co-Chair position, the vacancy created by their departure shall immediately be filled by an election.

5.3.7. In circumstances when two Regional Coordinators have to be elected at the same time, the Elections Oversight Committee may extend the term of one RC for a maximum to six months to improve transition and create an overlap between the terms of incoming and outgoing Regional Coordinators. The voting rights of the overlapping Regional Coordinator role will remain with the outgoing Regional Coordinator.

### **Election of Executive Committee Co-Chairs**

5.4.0. Elections of the Co-Chairs of the Executive Committee shall adhere to the SGAC Election Guidelines (Appendix B), and the points mentioned in this section.

5.4.1. Eligible candidates who wish to run for Co-Chair shall secure the nomination of at least two 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. After the nomination period closes, all nominees should be informed of the name of all nominees.

- 5.4.2. All SGAC Members (as defined in Bylaw 4.0) are eligible to run for the Co-Chair position. Persons who are not current or former Members of the Executive Committee must be nominated by at least one of the Chairpersons in addition to the two Regional Coordinator nominations required in section 5.4.2.
- 5.4.3. The voting pool for the Executive Committee Co-Chair election shall be the currently serving Regional Coordinators.
- 5.4.4. 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.
- 5.4.5. 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.
- 5.4.6. In case of a stalemate after the vote of the Regional Coordinators, the Chairs shall decide by consensus.
- 5.4.7. Results of the Co-Chair election (including the percentage of votes received by each candidate) shall be made public two weeks after the vote deadline has occurred and it shall remain public on the SGAC website.

## **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 Honorary Board, Advisory Board, the Elections Oversight Committee, the Arbitration Committee, and the Registration 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 *at least one time* 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 VII 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 one month in advance of the date set for the meeting.

6.2.4. The Advisory Board 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 IX 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, Executive Director, Treasurer and other Members of the Executive Office. Hence, the Executive Committee will comprise of elected Members (RCs and chairs) and appointed Members (members of 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. Only elected Executive Members have voting rights on matters. Appointed Executive Members are consulted on decisions, as required.
- 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 Space Generation Advisory 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 Executive Committee in a timely manner.
- 6.3.5. The Executive Committee may appoint additional team coordinators and members of the Executive Office as necessary; and establish Project Groups and/or specific programmes within the Executive Office towards meeting the goals of the Organisation.
- 6.3.6. On the occasions which are not defined in the Bylaws or when elected Executive Members deem necessary, opinions of appointed Executive Members can be asked. In cases where voting is required, when asked by the elected Executive Members, appointed Executive Members may cast a vote.
- 6.3.7. Members of the Executive Committee cannot hold Ordinary Membership (*NPoC and Co-Leads positions*) within the Organisation.
- 6.3.8. Executive membership will only be granted to Members who have had previous experience with the Organisation for at least half a year through involvement as Ordinary Members or Project Group member and preferably involvement with SGAC events such as the SGC and SGFF.
- 6.3.9. Executive Members with the same role should preferably be citizens of different member State.
- 6.3.10. Members of the Executive Committee can only hold one Executive position at any time.
- 6.3.11. Members of the Executive Committee are allowed to hold non-leading positions in Global, Regional or SGAC Owned Local events, but not Event Manager or Deputy Manager. Applicants who are not members of the Executive Committee will be given the same priority than applicants who are members of the Executive Committee during the selection processes.

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

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

- 6.4.1. The Executive office shall be composed of the two Co-Secretaries, a Treasurer, an Executive Director, the Team Coordinators, 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 *strategy* and advancing the vision of the Space Generation.
- 6.4.3. All Members of the Executive Office shall receive a 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 shall manage the day-to-day correspondence for the SGAC and maintain the Organisation's documents and records in an accessible manner.
- 6.4.5. 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 sending the minutes to the Executive Committee.
- 6.4.6. Executive Co-Secretaries shall assist the Executive Director and Co-Chairs with any other operational needs.

#### **Treasurer**

- 6.4.7. The treasurer shall be responsible for: receiving donations and other financial contributions 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.
- 6.4.8. The Treasurer shall act under direction of the Co-Chairs of the Executive Committee.
- 6.4.9. 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.
- 6.4.10. The Treasurer shall maintain the accounting records of the Organisation in accordance with the national laws of the Organisation's State of Registry and international accounting standards. The Treasurer shall produce financial reports in the manner and format as requested by the Executive Committee.
- 6.4.11. With the assistance of the *relevant teams*, the Treasurer shall produce an annual financial

report, which shall be included in the annual report of the Space Generation Advisory Council.

6.4.12. 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 the Space Generation Congress and the Space Generation Fusion Forum, may be delegated to a member of the organising committee up to a specified amount for a specified time, however the Treasurer and Co-Chairs shall be kept informed of all payments.

6.4.13. The Treasurer shall work closely with the Strategic Partnerships Team.

### **Executive Director**

6.4.14. The Executive Director is hired by the Executive Committee to manage day to day matters. The Executive Director's appointment will initially be for a term of six months, with the option to be renewed for further terms. Each additional term may have a maximum length of one year.

6.4.15. It is the duty and responsibility of the *Executive Director* to ensure maintenance 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 and telephone. The records should contain only current Members.

6.4.16. The Executive Director shall ensure maintenance of 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.

6.4.17. In the case that a Deputy Executive Director is hired, she/he will serve under the Executive Director and share the same responsibilities as the Executive Director as defined in the Statutes and Bylaws.

### **Team Coordinators**

6.4.18. The Team Coordinators are individuals who are selected by the outgoing Coordinators of the relevant team, the Executive Director and the Chairpersons from a pool of applicants according to their skills to manage their specific functional teams: Project Groups, Public Relations and Communications, Scholarships, Web Editors, Strategic Partnerships, Legal, Finance, Regional Events and Local/Thematic Events, Reports, Data Management, and Memberships.

6.4.19. Team Coordinators are appointed for a term of two years and may serve a second consecutive term if nominated and appointed legitimately according to the SGAC Statutes and Bylaws. Team Coordinators may serve a maximum of two terms. In exceptional circumstances, the SGAC Executive Committee may extend the term of a sitting Team Coordinator for a period of 6 months. This would include cases where no nominations for a replacement Team Coordinator are forthcoming in the period set aside for the selection.

6.4.20. The Team Coordinators shall attend all Executive Committee meetings and be able to

report on their activities.

6.4.21. At the end of their term of office, outgoing Team Coordinators shall mentor the newly elected Team Coordinators for a period of three months.

6.4.22. The SGAC will make every effort to maintain communication with Team Coordinators. However, in cases where there has been no response to communication with a Team Coordinator for a period of 2 months, the SGAC will consider them to be inactive. Inactivity will also be considered when 4 consecutive Executive Committee meetings are missed without prior notice. The SGAC will make all reasonable attempts to contact inactive Team Coordinators by email and phone. If no response is forthcoming, contingency appointments may be conducted to replace the inactive Team Coordinators.

6.4.23. It is the responsibility of the Team Coordinators to update the Executive Director and the Co-Secretaries of any change in their contact details, including email and telephone.

6.4.24. Team Coordinators may create committees or teams as needed to assist in their duties with the knowledge of the Executive Committee.

#### **6.5.0. The Advisory Board**

*Article XV of the Statutes (Advisory Board) shall be further expanded as follows:*

6.5.1. The membership of the Advisory Board shall comprise up to twelve individuals: who represent the views of the Organisation to promote space among youth of the world. Members shall be appointed by the Executive Committee and can include outgoing Regional Coordinators and outgoing Chairpersons. The Advisory Board shall preferably include one representative of the SGAC founders, unless none of the SGAC founders are available or willing to be a member of the Advisory Board.

6.5.2. The outgoing SGAC Chair will become a member of the Advisory Board for one term after completing their term as Chair. Continuation of membership on the Advisory Board after the first term is at the discretion of the SGAC Co-Chairs.

6.5.3. The Advisory Board shall actively participate in the oversight of the Organisation, providing advice, historic knowledge and experience to the Organisation where necessary.

6.5.4. The Advisory Board 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.

6.5.5. Membership of the Advisory Board is for a one-year term with the possibility of renewal for any number of terms. Members of the Advisory Board are invited to serve by the Executive Director and SGAC Chairs in consultation with existing Members of the Executive Committee.

6.5.6. The Members of the Advisory Board shall be listed on the SGAC website.

6.5.7. The Advisory Board will meet at least three times per year, typically once in Spring (during the IAF Spring Meetings), once in Summer (during the UN COPUOUS General Assembly) and once in September or October (during the IAC), or as needed and agreed upon by all

members.

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

*Article XIV 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 of international repute in the field of space activities who have contributed to the growth of SGAC. Individual Members could include but is not limited to past Advisory Board Members, long term supporters, and Executive Members of the Organisation.

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 rejected 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 an update of SGAC activities to the Honorary Board every 6 months.

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

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

*Article XVI 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 Co-Chairs of the Organisation shall select an Election Officer among themselves. This person will run the elections according to SGAC Bylaws Appendix B - SGAC Election Guidelines.

6.7.3. The Elections Oversight Committee carries out its function by reviewing the Election Reports submitted by the Elections 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.

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

6.7.5. The Elections Oversight Committee shall communicate all formal decisions to the Executive Committee.

#### **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 Treasurer. Together these individuals serve as the official registered officers of the Space Generation Advisory Council in the State of Registry, (i.e., Austria).



#### **6.9.0.SGAC Alumni**

6.9.1.SGAC alumni may act as advisors to or mentors for specific SGAC activities, such as Events, Project Groups. Advisors/mentors are appointed with the approval of the relevant manager, co-lead or coordinator (see Bylaw 9.1.2), with the knowledge of the Chairs and the Executive Director. Advisors/mentors shall not replace SGAC Team Members in their roles. Advisors/mentors may be dismissed at any time, and their role shall be reviewed by the relevant manager/co-lead/coordinator on an annual basis.

6.9.2.SGAC alumni including advisors/mentors do not benefit from benefits available to team Members (such as complimentary registration or Member discounts). However, special benefits including discounts may be introduced for them.

6.9.3.The SGAC Alumni activities are organised under the framework of the SGAC Alumni Programme. The programme is directed by the SGAC Alumni Lead. The Alumni Lead is an appointed position. The outgoing Chairperson after the end of the two-year term may be appointed as Alumni Lead, pending approval of the Executive Committee. The Alumni Lead reports to the Executive Director. The position is not part of the Executive Committee or Office.

#### **6.10.0. Arbitration Committee**

6.10.1. The Arbitration Committee shall comprise of at least three Members and up to seven Members. These members are appointed by the Advisory Board and can be either Honorary members or Executive Members. One Member of the Advisory Board should be selected to lead the Arbitration proceedings, and will set the rules of procedure for the proceedings.

The Arbitration Committee shall settle internal disputes, including but not limited to disputes between Members and the Organisation. Before the Arbitration Committee is called into action, it shall be proved all the necessary efforts have been made to settle the dispute up until the involvement of the SGAC Co-Chairs and the Executive Director. Decisions in the Arbitration Committee shall be made with simple majority vote and shall be considered final with no possibility of appeal.

### **7.0 CONFLICT OF INTEREST**

7.1. For purposes of this provision, the term "interest" shall include

- a) personal interest such as romantic involvement, familial relations, strong friendships, or financial, political, or personal benefit for one of, or either parties, as a result,
- b) interest as chairperson, member of the Executive Office, regional coordinator, National Point of Contact or SGAC member of any concern, and
- c) having an immediate family member who holds such an interest in any concern.

The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the Organisation.

7.2. Whenever a SGAC member has a financial or personal interest in any matter coming before the Executive Committee or General Assembly, the affected person shall:

- a) fully disclose the nature of the interest in writing, and

- b) withdraw from discussion, lobbying, and voting on the matter.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members of the Executive Committee or General Assembly determine that it is in the best interest of the Organisation. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

- 7.3. During SGAC elections, appointments or any other operation within the organisation, instances of conflict of interest shall be reported to the Elections Oversight Committee in writing, who will clearly communicate this situation to those voting on the matter. Moreover, those with a conflict of interest shall excuse themselves from any involvement in the decision-making process.
- 7.4. Conflict of interest arisen during one's term in office has to be reported within 2 months of arising, while conflict of interest present prior to an application should be communicated at the time of application.
- 7.5. Failure to comply with this bylaw may result in the removal of team Members from their positions.

## **8.0 PROFESSIONAL BEHAVIOUR AND DISCRIMINATION**

- 8.1. SGAC follows an equal opportunity recruitment policy and recruits personnel and volunteers without regard to race, creed, colour, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public. Note that in cases when the Statutes and Bylaws provide restrictions in terms of citizenship and age, such requirements supersede this policy.
- 8.2. The SGAC "Code of Conduct" shall ensure the understanding of what constitutes appropriate and professional behaviour among Members. The Code of Conduct shall be reviewed at least on an annual basis and approved by the Executive Committee.
- 8.3. The SGAC "Harassment Policy" shall ensure the understanding of what constitutes harassment, abuse of authority and sexual harassment. The Harassment Policy shall be reviewed at least on an annual basis and approved by the Executive Committee.

Article XX of the Statutes (Code of Conduct Committee) shall be further expanded as follows:

- 8.4. In the event an SGAC Member wishes to report a violation of the Harassment Policy, violation of the Code of Conduct, or other such unprofessional behaviour, or in the case that someone has received a violation report their direct "supervisor" (including Event Managers, Project Group Co-Leads, Team Coordinators, Regional Coordinators and National Points of Contact), the SGAC Executive Director, the SGAC Co-Chairs, or the SGAC Human Resources Coordinators may act as a point of contact and neutral advisor to them. Instances requiring further investigation shall be reported to the SGAC Code of Conduct Committee (CCC). The CCC is composed of the two Chairpersons, Executive Director, one of the SGAC Human Resources Coordinators and one of

the SGAC Legal Team Coordinators. Upon receipt of a complaint, the CCC shall appoint an Executive Member as Code of Conduct Officer (CCO) to further investigate the complaints. The CCO will act as a neutral party to the investigation. CCO's will explain options to the reporting party, including the option to form an Investigative Committee led by the CCO and the CCC if the issue cannot be resolved via mediation. Investigative Committees will consist of a maximum of eight Members, to include at least: the five Members of the CCC, the CCO and one or two Advisory Board Member (s). Neither an investigated member, nor a reporting party may be part of the investigative committee.

- 8.5. Members of the CCC may decline to be part of the investigation if they feel unable to provide fair and unbiased evaluation outcomes; not allow their assessment to be influenced by the origins of a report, by nationality, religious or political beliefs, gender or other characteristics of the proposers, or by commercial considerations. The CCC members shall be objective and constructive in their assessment, refraining from being hostile or inflammatory and from making libellous or derogatory personal comments.
- 8.6. In the event that the Investigative Committee finds a member has acted against the Code of Conduct, corrective measures may be taken, up to and including revocation of SGAC Membership. Additional options may include mediation and temporary suspension from duties. Privacy will be paramount through the entire process from initial reporting through final action.
- 8.7. Failure to comply with this Bylaw may result in definite revocation of the SGAC membership, temporary suspension from the SGAC membership, or temporary suspension from the SGAC position if any.

## **9.0 ACTIVITIES & PROGRAMMES**

- 9.1.1. The Space Generation Advisory Council may establish any number of action teams, sub committees, projects, and programmes of activity as are deemed necessary to further the vision of the Space Generation.
- 9.1.2. Any SGAC team shall be chaired by a number of coordinators/managers/co-leads, which shall be appointed by the SGAC Executive Committee. The coordinators/managers/co-leads shall report to the SGAC Executive Committee on a quarterly basis or on demand as is required.
- 9.1.3. 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.

***SGAC activities should be under the guidelines of one or more of the following keystone SGAC programmes:***

- 9.2. 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.

- 9.3. 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.
- 9.4. Programme on International Cooperation - The Space Generation Advisory Council shall convene a forum for individuals, organisations, and Non-Governmental Organisations (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.
- 9.5. 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, and opportunities and to become involved in space related projects.

## **10.0 AMENDMENTS**

- 10.1. Amendments to these Bylaws can only be made by the General Assembly 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.
- 10.2. Proposed changes should be submitted to the Statutes and Bylaws Review Committee, created specifically annually for this purpose, at least one month in advance of the meeting at which the changes will be voted upon.

## **APPENDIX A - GEOGRAPHIC REGIONS**

The Space Generation Advisory Council categorises 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.

Only official UN Member States and Non-member State Permanent Observers are recognised by the Space Generation Advisory Council and 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, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Swaziland, Togo, Tunisia, Uganda, United Republic of Tanzania, Zambia, Zimbabwe

### **Asia Pacific**

Afghanistan, Australia, Azerbaijan, Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, Democratic People's Republic of Korea, Fiji, India, Indonesia, Japan, Kazakhstan, Kiribati, Kyrgyzstan, Lao People's Democratic Republic, Malaysia, Maldives, Marshall Islands, Micronesia (Federated States of), Mongolia, Myanmar, Nauru, Nepal, New Zealand, Pakistan, Palau, Papua New Guinea, Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Sri Lanka, Tajikistan, Thailand, Timor-Leste, Tonga, Turkmenistan, Tuvalu, Uzbekistan, Vanuatu, Viet Nam

### **Europe**

Albania, Andorra, Armenia, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Holy See, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, United Kingdom of Great Britain and Northern Ireland

### **Middle East**

Bahrain, Egypt, Iran (Islamic Republic of), Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, State of Palestine, Syrian Arab Republic, Turkey, United Arab Emirates, Yemen

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

Antigua and Barbuda, Bahamas, Barbados, Belize, Canada, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States of America

### **South America**

Argentina, Bolivia (Plurinational State of), Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela (Bolivarian Republic of)

## **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 The Elections Oversight Committee shall coordinate and oversee all elections including those for National Points of Contact, Regional Coordinators and Executive Committee Co-Chairs.
- B - 3.0 The Elections 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.
- B - 4.0 The Elections 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.
- B - 5.0 The Elections 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.
- B - 6.0 The Elections 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.
- B - 7.0 Election Reports shall be forwarded to the Elections Oversight Committee by the Election Officer and approved before the results are released to the Executive Committee and then to the public. Elections are not valid until approved by Elections Oversight Committee.
- B - 8.0 Timeline: All elections should be advertised well in advance of the date set for the election. The Elections 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 – 8.1 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 at least 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 - 9.0 Definition of Voter Pool**
- B - 9.1 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, recognised global organisation or an SGAC partner.
- B - 9.2 The voting pool for Regional Coordinators shall be the elected National Points of Contact in the chosen Geographic Region at the time nominations open.
- B - 9.3 The voting pool for Executive Committee Co-Chairs election shall be the Regional Coordinators serving at the time nominations open.

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

1. Opening of the General Assembly by Chair & Co-Chair
2. Quorum Determination
3. Adoption of the Agenda
4. Status Report of SGAC – presented by the SGAC Executive Director
5. Announcements
6. Approval of Change of the SGAC Statutes
7. Approval of Change of the SGAC Bylaws
8. Other Decision Items

## **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 Organisation 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 (execsecretary@spacegeneration.org) for approval.
5. To ensure SGAC's ability to interact with the diverse array of global space actors across all nations, political neutrality shall be maintained by the Organisation. SGAC shall make no official statement or action on issues other than those directly related to space and as stated in our mission. Should SGAC seek to make a political or official public statement, such a statement shall be approved and ratified through two of the three means listed here: a 2/3rds majority of the Advisory Board, a Simple Majority of the Executive Committee or unanimously by the Executive Director and Chairs.
6. SGAC members that engage in political actions including but not limited to: authoring position papers, statements on social media, running for elected office, participation in political groups, participation in protests, voting in local and national elections, may do so as private individuals. Should SGAC Team Members wish to share political or technical thoughts not representative of or based on work conducted by the Organisation in public fora where they are representing SGAC, they should include a disclaimer that they are not representing SGAC's position on the specific matter.
7. Failure to comply with this Bylaw may result in the removal of team members from their positions. Membership of Members not complying with this bylaw may be revoked.