CONSTITUTION
of the
SCIACCESS ZENITH MENTORSHIP PROGRAM
at
THE OHIO STATE UNIVERSITY

ARTICLE I   *Name, Purpose, and Non-Discrimination Policy of the Organization*

Section I: Name

The SciAccess Zenith Mentorship Program at Ohio State ("Zenith")

Section II: Purpose

Our organization provides virtual mentorship for blind and visually impaired (BVI) students (grades 8-12) from Ohio, across the country, and around the world. BVI students who are interested in space science will have the opportunity to meet others who share their passion for astronomy, and will be paired one-on-one with mentors from Ohio State's undergraduate and graduate programs.

Section III: Objectives

Weekly academic presentations, cohort discussions, one-on-one mentor meetings, 3D prints, and sonified data will give students the opportunity to learn about accessible space science. Our organization promotes academic growth for BVI students by providing access to higher education resources and connections.

Section IV: Non-Discrimination Policy

This organization and its members does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

ARTICLE II   *Membership Qualifications and Categories of Membership*

This club is open to both undergraduate and graduate students in good standing from any major who are interested in providing mentorship. No prior experience necessary or expected. Students majoring in space-related disciplines (astronomy, physics, aerospace, etc.) are especially encouraged to participate. No dues shall be collected in order to join.

ARTICLE III   *Organization Leadership*

Section I: President

The President is expected to organize all official events and meetings, and to be the primary leader at these assemblies. The President is also responsible for running and scheduling any e-board meetings, facilitating communication between e-board members and advisors, and completing the annual registration requirements.

<u>Section II: Vice President</u>

The Vice President is to act as President in the event of their absence. The Vice President is to assist the President in facilitating communication between e-board members and advisors and completing the annual registration requirements.

<u>Section III: Secretary</u>

In the event of the absence of the President and Vice-President, the Secretary will assume the responsibilities of president. The Secretary is responsible for taking notes during general and e-board meetings and managing branding for the student organization. The Secretary is also responsible for the production of certificates of graduation for mentees following program completion, in coordination with The Ohio State School for the Blind.

<u>Section IV: Treasurer</u>

The Treasurer is to keep accurate records of all organizational funds for long-term financial security, including those acquired and those spent on equipment or educational activities. The Treasurer is to veto any use of funds that would result in a negative amount in the treasury. The Treasurer is also responsible for putting in orders for 3D models in coordination with See3D, a nonprofit partner, and the Department of Astronomy.

<u>Section V: Outreach Chair</u>

The Outreach Chair will create and oversee a team of general members reaching out to schools serving BVI students and disability advocacy institutions in order to advertise the mentorship program to them with the goal of attaining more signups. Upon commencement of the mentorship program, the Outreach Chair is to manage the Zenith social media accounts, email accounts, and mailing list, including the production of regular emails to mentees regarding upcoming meetings, announcements, and deadlines.

<u>Section VI: Programming Chair</u>

The Programming Chair will oversee the development of lesson plans for students, and is expected to take the lead in developing a program calendar at the beginning of the semester. This includes finding and communicating with speakers to give lectures during general meetings, communicating with See3D for the production of 3D models to be used by mentees, and overseeing the symposium at the end of the semester.

ARTICLE IV *Election Procedure*

Elections will be held through a process in which a general e-board application is released to all club members. The sitting e-board will then address what vacancies (due to graduation or resignation) need to be filled, and choose replacements accordingly from the pool of applicants.

- Once elected, e-board members serve until graduation, or until they choose to step down.
- Transitions should be as smooth as possible; the e-board is expected to keep a log of issues and adjust election procedure accordingly for future e-board members to reference.

- If a current e-board member wishes to fill a vacancy (switch positions) they may apply along with general applications. If this is the case, general applications will be accepted for *both* the vacant role and the role that the current e-board member would be vacating.
- Should a current e-board member take a vacant e-board role (switch positions), their previous position will be filled from the pool of applications previously collected.
- For the above two reasons, it should be made clear within e-board applications that applicants may be chosen to fill the originally vacant role or the role newly vacated, should a current e-board member take the originally vacant role.

ARTICLE V   *Executive Committee*

The executive board consists of the President, Vice President, Secretary, Treasurer, Outreach Chair, and Programming Chair, with additional chair members to be allocated at the discretion of the executive board. All e-board members are generally responsible for the following:

- Overseeing meetings, scheduling events, and acquiring equipment/facilities.
- Devising a program schedule at the beginning of the semester.
- Communicating regularly with the SciAccess Initiative.

ARTICLE VI   *Method of Removing Members and Officers*

General membership may not be revoked except in exceptional cases of harassment, extensive disruption of the group, or repeated failure to complete mentor duties. If such a situation arises, officers in conjunction with the advisor will decide whether it is appropriate to revoke general membership. Causes for removal include but are not limited to:

- Failure to regularly meet with the assigned mentee.
- Failure to be reached by executive board members.
- Inappropriate conduct when working with mentees.

Officers are expected to conduct themselves in a way that reflects well on the organization and the University, and to continue to organize regular meetings and events. In the event of such a situation arising, the officer should be replaced through the election procedures in Article IV.

ARTICLE VII   *Advisor(s)*

The advisor must be a full-time member of the University faculty or administrative professional staff in the Department of Astronomy, or a co-advisor must be chosen who satisfies these above qualifications. Advisor responsibilities include completing advisor training once every two years, approving the organization's online registration information each year, reviewing the organization's CSA funding requests, and reviewing reservations of space or equipment, as requested by the University department granting the reservation.

Zenith will also maintain several faculty advisors drawn from the Department of Astronomy's professors and postdoctoral researchers to assist mentors and mentees with more complex educational topics and higher-level questions.

ARTICLE VIII *Meeting of the Organization:*
At least two meetings are required per 16-week academic semester, excluding summer. The organization will meet each week with the entire mentor/mentee cohort. In addition, mentors are required to meet with their mentees once a week and to attend regular mentor check-in meetings with the e-board.

ARTICLE IX *Method of Amending Constitution:*
Proposed amendments should be presented at a general meeting of the organization, and voted upon in a subsequent meeting. A majority of at least three-quarters (a quorum of at least four being present) is required to make the proposed amendment. Amendments proposed at the meeting for approving the Constitution at the beginning of the year can be voted on at the same meeting.

ARTICLE X *Method of Dissolution of the Organization:*
In the event of dissolution of this organization, if any outstanding assets and debt exist, members will be notified at least two weeks prior to a meeting to decide the distribution of this balance.

ARTICLE XI *Social Media Conduct:*
The organization has no current social media presence. However, should it acquire one, the responsibilities of managing said presence are to be delegated at the beginning of the year to one or more members of the executive board. Posts and attachments to posts on any account must present a tasteful representation of the club and any member of the executive board can request that a post be removed or otherwise not posted.