

CONSTITUTION
of the
ASTRONOMICAL SOCIETY
at
THE OHIO STATE UNIVERSITY

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

Section I: Name

The Astronomical Society at Ohio State (“AS”)

Section II: Purpose

To provide an academic and social connection between undergraduate students, graduate students, and faculty within the astronomy department, and to promote academic and professional growth among astronomy students. To also promote the field of astronomy to the general public and non-astronomy majors.

Section III: 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***

Voting membership is limited to currently enrolled Ohio State University students in good standing who regularly attend meetings of AS. Students will use the honor system to determine whether or not they classify as a voting member. Others, such as faculty and professionals, are encouraged to be involved as non-voting members. No dues shall be collected in order to join. General membership is open to all Ohio State University students.

ARTICLE III ***Organization Leadership***

Section I: President

The President is expected to lead organization of all official events and meetings, and to provide leadership at these assemblies. The President is responsible for setting goals and a vision for the organization, effectively representing the organization to the community, building future leaders, and providing support to other e-board members. The President is also responsible for running and scheduling any e-board meetings, facilitating communication between e-board members and advisors, and completing most of the annual registration requirements.

Section II: Vice President(s)

The Vice Presidents are to act as President in the event of their absence.

The Vice President of Events (Events VP) will oversee the organization/planning of

events, including but not limited to star parties, the Student Involvement Fair, and the Green Bank trip. The Vice President of Events also assists in logistical operations, such as reserving space, coordinating carpools, etc. The Vice President of Events will co-facilitate the Events Committee alongside the Treasurer. The events committee should plan outings and meetings far enough in advance as to have full communication across all required parties.

The Vice President of Advertisement and Media (Media VP) will manage social media, including but not limited to Facebook, Twitter, and Instagram. Social media posts have content including meeting details, Ohio State events related to AS, worldwide news in astronomy, member spotlights, and other creative content. The Vice President of Media will also be responsible for keeping the AS website updated. They are to co-facilitate the Advertisement and Media Committee alongside the Secretary.

At best effort, all media, websites, and emails will be made as accessible as is reasonable, including adding alt-text and considering screen reader accessibility.

The Vice President of Inclusion, Diversity, and Retention (IDR VP) is to ensure the organization actively aids in the retention of URM students in the astronomy and physics department. The Vice President of Inclusion, Diversity, and Retention are to advise the executive board of any changes that can make the organization more inclusive. The Vice President of Inclusion, Diversity, and Retention will act as a liaison between other inclusion, diversity, and retention organizations in the Physics and Astronomy Department such as UMAAC and Physics Climate and Diversity Committee. Their duties will also include facilitating the Inclusion, Diversity, and Retention Committee.

It is the duty of all Vice President(s), alongside the President, to find potential speakers for general meetings. They will facilitate communication and ensure the speaker is informed and prepared.

Section III: Treasurer

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. In the event of the absence of the President and Vice-President(s), the Treasurer will assume the responsibilities of president. 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 purchasing food for meetings, completing annual treasury paperwork, overseeing the bus reservation for the Green Bank trip, and fundraising.

Section IV: Secretary

The Secretary is to monitor the AS email accounts, manage the mailing list, produce announcement emails regarding meetings; and compile, write, & edit weekly newsletters for the consumption of the memberbase. The Secretary will also be responsible for sending out announcements through AS chat channels, including GroupMe and Discord. The Secretary will also be responsible for taking detailed minutes during e-board meetings and provide meeting recordings/synopses for regular club meetings. The Secretary will also co-facilitate the Advertisement and Media Committee alongside the Media VP.

ARTICLE IV ***Election Procedure***

Members of the club will vote on the President, Vice President of Events, Vice President of Inclusion, Diversity, and Retention, Vice President of Media, Treasurer, and Secretary by the end of March. In the case of a graduating executive board, elections should happen by the end of February for a smoother transition. Voting will occur in the order of: President, Vice President of Events, Vice President of Inclusion, Diversity, and Retention, Vice President of Media, Treasurer, and Secretary. Once the first position has been voted on and announced, all other candidates have the opportunity to slide and run for the next position. The method of voting will be in the form of writing the name of their desired candidate on a folded sheet of paper or through a virtual poll. The papers will be collected, and votes will be counted for each of the candidates. In the case of a virtual poll, members will have an allotted time to vote before the poll is ended and the candidate announced. If these methods are not possible, an alternative method will be decided upon with the advisor acting as a proxy. Whichever candidate receives the highest number of votes is assigned the position of the vote. In the event of a tie between candidates, a second vote will be taken that will only include the top two candidates tied for the position. In the event of a resignation, a vote for a new officer will be held during the meeting, or the meeting after the resignation was announced. The impeachment of a candidate will be determined by a majority vote by the members of the club either in favor, or against the impeachment during an official club meeting. Lastly, to be eligible to run for an officer position, a self-nominated candidate must regularly attend club meetings and give a short speech, detailing the benefits they would bring to the position prior to voting.

ARTICLE V ***Executive Committee***

The executive committee consists of the President, Vice President(s), Secretary, and Treasurer. The executive committee is responsible for scheduling meetings, scheduling events, and acquiring equipment and facilities.

ARTICLE VI ***Method of Selecting/Removing Members and Officers***

General membership may not be revoked except in exceptional cases of harassment or other extensive disruption of the group. If such a situation arises, officers in conjunction with the advisor will decide whether it is appropriate to revoke general

membership. Officers are expected to conduct themselves in a way that reflects well on the organization, and to continue to organize regular meetings and events. In the event that either of these qualifications is not met, any voting member may formally move that the officer be relieved of their position. The motion will be voted on at the next group meeting. In the event of a majority vote, 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.

ARTICLE VIII *Meeting of the Organization:*

At least two meetings are required per 16-week academic semester, excluding summer. These may be in-person, virtual, or hybrid.

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 AS:*

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 ownership of a Twitter account and Instagram account. The responsibilities of each are to be delegated at the beginning of the year to one or more members of the executive board. Meeting date, time, and location is to be announced on each account prior to the meeting itself. In addition, posting news relating to astronomy or relevant Ohio State programs is encouraged. Other social media accounts may be created as long as there exists an executive board member who is willing to run it. 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.