**Buckeye Exploratarium at The Ohio State University**

**Constitution**

***Article I: Name, Purpose, Non-Discrimination Policy of the University***

**Section I: Name:** Buckeye Exploratarium Club

**Section II: Purpose**

To transform the Arne Slettebak Planetarium at OSU into an educational tool outside of the field of astronomy by producing educational shows for students and the public, providing a vessel for shows from other disciplines, and collaborating with other planetariums across the country to spread our ideas nationally.

**Section III: Non-Discrimination Policy**

This organization 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.

As a student organization at The Ohio State University, Empower Through Health at The Ohio State University expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the

appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

***Article II: Membership: Qualifications and Categories of Membership***

The organization’s voting membership is limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as a non-voting associate or honorary member.
General body members will engage in brainstorming ideas for educational shows, storyboarding these shows to be produced for the public, and collaborating with other educational organizations on campus to spread the organization’s ideas. The general body will also have the opportunity to participate in planetarium-related activities inside the planetarium, as well as collaborative planetarium trips.

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Board members can make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Board.

***Article III: Methods for Removing Members and Executive Officers***

**Section I: Strike System for Executive Board:**

 This organization holds their executive board members to the highest standards, and to ensure quality leaders for our members, we have a 3-strike system implemented. If an officer receives three strikes during their full term, they will be formally removed from the board. If an officer does any of the below prohibited behavior, they will be given a warning and have a conversation with the co-presidents about their behavior. If the same behavior is repeated, or a new prohibited behavior is exhibited, the officer will receive one strike. If the same behavior is repeated, or a new prohibited behavior is exhibited, the officer will receive their second strike. If the same behavior is repeated, or a new prohibited behavior is exhibited, the officer will receive their third and final strike. When the third strike is given, the formal removal of an officer process will begin. In the time before the formal removal of the officer and following the receival of their third strike, the officer in question shall not attend officer meetings or vote on organizational matters.

Prohibited behaviors:

* More than 2 unexcused absences of General Body Meetings (GBMs)
	+ Must alert co-presidents at least 24 hours in advance
* Unexcused absences from executive board meetings
* Less than an 8-hour notice of absence from mandatory event
* Rude remarks or offensive behavior toward any other member or officer
* Not completing tasks by the assigned date or not fulfilling discussed role expectations
* Repeatedly not participating in discussion during board meetings
	+ Includes having camera off without excuse, driving or multitasking during a meeting

**Section II: Removal of a general body member:**

 If a member exhibits behavior that is detrimental to the advancement of the organization’s goals, breaks the university Code of Student Conduct, or breaks any federal or local laws, the member may be removed with a majority vote from the executive board in accordance with the faculty advisor.

***Article IV: Organization Leadership***

**Roles in the Chapter:**

Executive Board: The role of the Executive Board is to lead their chapter in recruitment and advocacy. All positions are one-year terms. Members of the Executive Board are obliged to write anonymous reviews of one another at the halfway point of the year and at the end of the year. This chapter has flexibility to create more positions, but all listed positions must be filled.

* 1. Co-President (Internal):
		1. There will be one Internal Co-President per year.
		2. The Internal Co-President will be responsible for managing the internal operations of the organization.
		3. The Internal Co-President will schedule and book venues for meetings, take attendance, manage new member onboarding, and measure whether the organizational goals set are being met on a monthly, semester, and yearly basis.
		4. The Internal Co-President will be responsible for supervising and working with the Director of Visuals, Director of Fundraising, and Treasurer on their responsibilities. If the officers under the Internal Co-President’s supervision are unable to meet their responsibilities, the Internal Co-President is responsible for meeting the responsibilities.
		5. The Internal Co-President will work together with the External Co-President in writing meeting agendas, facilitating coordination and advertisement of events, renewing and updating the constitution, sending updates to members, and interfacing with the planetarium director.
		6. The Internal Co-President will be responsible for conducting pre- and/or post-show evaluations on audience experience.
		7. The Internal Co-President will work in accordance with the Director of Visuals to advertise educational planetarium events in classes.
	2. Co-President (External)
		1. There will be one External Co-President per year.
		2. The External Co-President will be responsible for managing the external operations of the organization.
		3. The External Co-President will search for partnerships with other organizations on and outside of campus.
		4. The External Co-President will be responsible for supervising and working with the Director of Visuals, Director of Fundraising, and Treasurer on their responsibilities. If the officers under the External Co-President’s supervision are unable to meet their responsibilities, the External Co-President is responsible for meeting the responsibilities.
		5. The External Co-President will work together with the Internal Co-President in writing meeting agendas, facilitating coordinating and advertisement of club events, renewing and updating the constitution, sending updates to chapter members.
		6. The External Co-President will be responsible for conducting pre- and/or post-show evaluations on audience experience.
		7. The External Co-President will oversee matters related to attendee experience for events planned in so far as is required by the club (e.g. tracking member attendance, ease of access to the event location, etc.)
	3. Treasurer
		1. There will be one Treasurer per year.
		2. The Treasurer will be responsible for working with the Co-Presidents to help develop and manage the project budget.
		3. The Treasurer will be responsible for making a yearly chapter budget and keeping track of expenditures.
	4. Director of Fundraising
		1. There will be one Director of Fundraising per year.
		2. The Director of Fundraising will be responsible for scheduling, organizing locations for outreach, and logistics for fundraisers.
		3. The Director of Fundraising will create fundraising goals to attain the needed amount of money for events planned each semester.
		4. The Director of Fundraising will work in conjunction with the Internal and External President along with the Treasurer to reach out to external outlets for funding.
	5. Director of Visuals
		1. The Director of Visuals will maintain social media accounts with regular posting and promotions.
		2. Create and post club advertisements on social media accounts and in relevant locations around campus.
		3. Serve as club liaison to media/design departments and organizations at OSU.
		4. Create presentations and/or infographics for display in classes.
	6. Advisor
		1. There will be one primary advisor and one secondary advisor.
			1. Both advisors must be full-time members of the University faculty or Administrative & Professional staff.
		2. Advisors will attend at least one general body meeting each semester to get to know the general body.
		3. Advisors will provide advice with any problems the board runs into.
		4. The primary advisor will approve any funds requested and fill out any required paperwork.

***Article V: Election/Selection of Organizational Leadership***

Elections will occur at the beginning of March so that Leadership transitions can take place and registration can be completed by the end of the Spring registration window in mid-April. People can decide to run or can be nominated for a position. If they are nominated, they must accept the nomination to be considered for the position when voting occurs. If only one member is running for a position/nominated, then they automatically get the position and do not need to be voted on. People can have the same position for multiple years in a row as long as they will be a member until the end of their term.

***Article VI: Advisor Qualification Criteria***

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. Responsibilities and expectations of advisors are as follows:

* Act as mentors for all board and body members
* Support the organization by offering resources for board and body members
* Attend organization meetings and events
* Meet individually with organization members
* Mediate inter-personal conflict

***Article VII: Method of Amending Constitution***

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting and then votes will be taken and should require a two-third majority of voting members or two-thirds of the entire voting membership of the organization, present or not.

***Article VII: Method of Dissolution of Organization***

If the Executive Committee and Advisor come to the agreement that it is best, then the Organization may be dissolved.