

# Constitution of Community Enrichment Through Astronomy (CETA) at The Ohio State University

## Article 1 – Name, Purpose, and Non-Discrimination Policy of the Organization.

### Section 1 - Name:

- I. The name of our organization is: “Community Enrichment Through Astronomy” (CETA)

### Section 2 - Purpose:

#### I. The goals of CETA are:

- a. To take astronomy to the people
- b. Diversity, Inclusion, and Representation to guide principles of organization
- c. Engagement through opportunities to participate in and facilitate outreach
- d. Enrichment of both on/off-campus communities, supported by membership development

#### II. Means to Accomplish Goals:

- a. Provide students with a platform for informally developing science communication skills.
- b. Pop-up star parties, equipment workshops, and demonstration development are some of the ways in which we engage our community
- c. Acknowledge inequity within our current social institutions and social and economic normalities
- d. Land use acknowledgments during both on and off-campus events

### Section 3 - Non-Discrimination Policy:

CETA is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. CETA is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

CETA 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, CETA 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](mailto:titleIX@osu.edu).

## **Article II – Membership: Qualifications and categories of membership.**

The organization’s voting membership should be limited to currently enrolled Ohio State students. Others nonstudent members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

### **Section 1 - Qualifications**

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 CETA Executive Officers are able to make decisions regarding the membership of the 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 CETA Executive Officers.

### **Section 2 – General Student Membership**

All current Ohio State students, including undergraduates, graduates, postdocs, and professional students are welcome to join.

### **Section 3 – Non-Student Membership**

Non-student members, such as faculty, alumni, and professionals, will not be included in any voting processes. These individuals may participate as teachers, mentors, and coordinators.

## **Article III – CETA Executive Officers: Team Composition and Role Responsibilities**

CETA Executive Officers (like a board of trustees or directors) represent the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. This Committee is composed of the organization leaders and sometimes ex officio positions from related student organizations.

### **Section 1 – Responsibilities Applicable to all leadership roles**

- I. CETA is an ambitious organization in scope and requires a dedicated leadership with the ability to dedicate the necessary time and effort.
- II. CETA Executive Officers must attend all meetings, except when a valid justification for missing is given to leadership (emergency, death in family, etc.)
  - a. In the case of conflicts such as an exam, conference or other academic responsibility, prior notice must be given to the rest of leadership no later than the leadership meeting prior to the one to be missed.
  - b. If more than 2 meetings are missed by a member of leadership, they will be put on notice and if they are found to not have valid reasons, they may be put under review at advisor’s discretion.
- II. Maintenance of up-to-date documentation on the organization’s Microsoft Teams account including but not limited to:
  - a. Relevant contacts
  - b. Information across internet and financial accounts pertinent to organization and roles i.

Financial account information access is limited to \*only\* \*current\* Primary Leadership; Advisors should not have access per university protocol

III. Assisting fellow leadership as necessary (and within reason)

## **Section 2 – CETA Executive Officers**

I. President

- a. Delegates tasks and keeps club functioning smoothly
  - i. Plans leadership meetings (in tandem with other Officers)
  - ii. Plans general meetings (in tandem with other Officers)
- b. Expected to lead and speak at all official meetings
- c. Acts as a liaison between club officers, the Department of Astronomy, and Academic Advisors

II. Treasurer

- a. Manages the bank account and communicates with the University in order to gain necessary funding, i.e, programming funds
- b. Fundraising planning and coordination

III. Vice President of Media & Membership

- a. Oversees the organization with special regard to member diversity, inclusion, recruitment, retention, and development
- b. Runs media and club or community announcements, particularly within Email, Discord, GroupMe, and Instagram

IV. Vice President of Logistics

- a. Handles organization events calendars, both public and internal
- b. Coordinates with Planetarium director/calendar to ensure equipment is properly reserved for all events
- c. Documents and coordinates requests by trained members for pop-up star parties
- d. Ensures space for events is reserved, if necessary
- e. Communicates with any outside providers for equipment or resources

V. Secretary

- a. Takes notes at leadership meetings, keeps track of minutes, and works with officers to keep on task with active tasks and short & long term goals of the club
- b. Handles any miscellaneous paperwork not allocated to other positions

VI. Ambassador

- a. Research potential outlets for outreach, fundraising, resources, and member development
- b. Maintains documentation of external contacts and resources

## **Section 3 – Temporary Officers, Emeriti, and Committees**

I. Temporary officer roles may be created as deemed necessary by a two-thirds majority of the CETA Executive Officers and lasting no longer than the current semester

- a. A review of the role and two-thirds vote for continuance shall occur at the beginning of each semester
- b. Temporary Officers are not considered Executive Officers
- c. Temporary Officer positions shall not be created to cover the inability of an executive to meet the basics of attendance and participation in carrying out the executive responsibilities

II. Previous leadership is welcome to retain an honorary position for the remainder of their undergraduate career as advisor to the role in which they served

III. In an emergency, a leadership emeritus may temporarily fulfill a previous role held, for any

duration up until the next leadership selection process

- a. As long as requirements of role, including but not limited to training, are current (i.e. president or advisor training)
- b. Efforts should be made to recruit from eligible membership (Article IV) in a timely manner, ideally prior to regular annual leadership selection

## **Article IV – Election / Selection of Organization Leadership**

### **Section 1 – Selection Schedule**

- I. Selections shall be held annually no later than the last meeting in March of the current school year.
- II. Leadership selection is made by current leadership via an interview process.
- IV. Current office holders shall fully train incoming leadership by the end of the semester in which they will step down from office.

### **Section 2 – Guiding Principles in CETA Executive Officer Composition**

Members under consideration should contribute to a diverse set of perspectives and experiences beyond the Executive Officership and organization as a whole.

Future CETA Executive Officers should be members who:

- a. Promote opportunities for minorities and members of under-represented groups
- b. Represent STEEAAMM (Science, Technology, Engineering, Education, Arts, Agriculture, Mathematics, Medicine) majors beyond astronomy and physics
- c. Have a history of actions displaying dedication to member and organization development/growth III.
- d. Show interest in sharing/providing opportunities to a larger community both off and on campus

### **Section 3 – “CETA Executive Officership” Appointment and Eligibility**

- I. Future CETA Executive Officers will be appointed by current leadership via interview process
  - a. Interview Process shall be outlined in organization By-Laws
  - b. Interview materials shall be documented and stored on the organization Microsoft Teams account
- II. Eligibility for Executive Officership (as defined in Article III, section 2) is limited to undergraduate members having served a minimum of a single semester in a membership role for CETA. Eligible individuals must have received training for star parties, used telescopes, held officer/chairperson positions, etc. to be eligible.
  - a. Two general meetings and attendance at 50% of events hosted by organization is required for a member to be eligible for CETA Executive Officers consideration
- III. Students entering their final academic year prior to graduation are ineligible for Primary Leadership positions. An exception to this rule is serving on the Emeriti Committee
  - a. Students in this category are encouraged to alternatively participate as mentors, pop-up star party hosts, and may request temporary officer roles at the discretion of the entire CETA Executive Officers
- IV. Pool of candidates may be expanded if necessary to general undergraduate membership
  - a. Preference may be given to those with prior relevant experience in Primary Leadership of other student organizations (and in good standing between relevant organizations)

## **Section 4 – Temporary Leadership**

- I. In the case where it is necessary to appoint a temporary leader, temporary leader shall hold position until elections are held
- II. If necessary refer to Article III section 3, Emeriti Committee

## **Article V – Advisor(s) (and/or Advisory Board)**

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.

## **Article VI – Meetings and Events of the Organizations and Frequency**

### **Section 1 – Meetings the organization is required to hold**

- I. Weekly meetings will be held for leadership
- II. General membership meetings will be held every other week (allowing for events to be scheduled during “off” weeks)
  - a. General membership meetings will begin the second week of the semester (to provide for at least one leadership meeting to occur beforehand)
  - b. General meetings should focus primarily on member development and tasks beneficial to building member confidence and ability, while also having applications to supporting outreach initiatives

### **Section 2 – Meetings regarding long-term initiatives of the organization**

- I. May be included in regular leadership meetings
  - a. A committee may be created to manage long-term initiatives with a leading member of the committee required to attend weekly leadership events as though they were a member of the CETA Executive Officers

### **Section 3 – Meetings regarding leadership development**

- I. Leadership should make an effort to have two non-standard meetings per semester
  - a. Attendance at a department Diversity Journal Club or similar event as schedule allows
  - b. A single leadership retreat

## **Article VII – Methods for removing Members and CETA Executive Officers**

### **Section 1 – Membership removal**

- I. The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution. This right extends to peacefully asking a disruptive individual or party to leave an event if behavior continues or attendee(s) are made to feel unsafe. Full consideration must be made of the Non-Discrimination Policy in Article I, section 3 and as applicable.
- II. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

## **Section 2 – Officer**

If an officer engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

## **Section 3 - Executive**

Any individual of the CETA Executive Officers may be removed from their position if cause for removal exists. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties including missing 50% or more of general meetings, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The CETA Executive Officers may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

## **Section 4 – In the Case of Resignation**

I. A member of leadership may recuse themselves from the role and remain in good standing if notice is provided to the leadership 2 weeks prior (excusing emergencies). No questions will be asked. If member has served a minority of the term limit they remain eligible for future consideration within limitations described under Article IV

II. Advanced notice of resignation is requested to allow for some lee-way in executing a replacement search including the interview process.

III. An emeritus may temporarily assist as outlined in Article III, section 3

## **Section 5 – FERPA or Otherwise**

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the CETA Executive Officers, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer

## **Article VIII – Method of Amending Constitution**

Amendments must be proposed by a Voting Member in a general meeting and voted upon in a subsequent meeting by the Voting Members. In order for an amendment to be passed a three-fourths majority of the Voting Members (a quorum of at least four being present) is required.

## **Article IX – Method of Dissolution of the Organization**

In the event of dissolution of the club, should any organization assets exist, the leadership shall call a meeting of the membership to vote on the dissolution procedures. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the OSU organization page.

# **Article X – Acknowledgments**

## **Section 1 – Land Use**

CETA and its membership acknowledges and recognizes Indigenous nations territories on which our organization holds its meetings which include but are not limited to the Myaamia, Shawandasse Tula (Shawanwaki/Shawnee), Delaware, Potawatomi, Seneca, Kaskaskia, Wyandotte, Ojibwe, and all other Hopewell Culture territories. Specifically, The Ohio State University, whose land we use, resides on land ceded in the 1795 Treaty of Greenville and the forced removal of tribes through the Indian Removal Act of 1830. As an organization residing on a land grant institution, we honor the resiliency of these tribal nations and recognize the historical contexts that have affected and continue to affect the Indigenous peoples of this land. CETA and its membership counter the “Doctrine of discovery” narrative and replace it with the true story of the nations which lived on this land. We would like to remind our community that colonization is an ongoing process, with Native lands still directly and indirectly occupied and exploited due to deceptive treaties, broken treaties, and systemic disenfranchisement. For more information:

<https://usdac.us/nativeland>

[native-land.ca](http://native-land.ca)

## **Section 2 – Organization Name**

“Community Enrichment Through Astronomy” and the acronym “CETA” are based on the initial concept by undergraduate Benjamin Weiser for a sidewalk star party initiative. Benjamin used fellowship funds to purchase an 8” dobsonian telescope for a project called “Campus Enrichment Through Astronomy”. Our organization aims to provide means for continued use of this telescope, and others in the spirit of their donation.

## **Section 3 – Documentation and Demonstration Materials**

Quick start guides for equipment setup and operations, along with some demonstration materials are built upon the original education and public outreach work of Kelly Denney, an NSF Astronomy & Astrophysics Postdoctoral Fellow from 2013-2016.