

# **The Buckeye Space Launch Initiative Constitution**

*Last Amended: 10/17/2023*

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## **I. Articles and Amendments**

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

#### *Section 1 – Name*

The Buckeye Space Launch Initiative

#### *Section 2 – Purpose*

To launch high powered rockets and foster the growth of talented individuals from diverse backgrounds in pursuit of reaching space.

#### *Section 3 – Non-Discrimination Policy*

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status or any other bases under the law.

### **Article 2 – Membership Qualification Criteria**

Membership is open to any undergraduate or graduate Ohio State University student that has interest in rocketry, science, engineering, or space.

### **Article 3 – Organization Leadership**

The Buckeye Space Launch Initiative is managed by The BSLI Leadership Team. The organization is overseen at the highest level by The Executive Board (abbreviated to Exec Board) that is a subset of the BSLI Leadership Team. The Exec Board is supported by additional administrative and project positions, typically chairs and subteam leads respectively, that fill out the remainder of the BSLI Leadership Team. These positions are elected via the procedure presented in the BSLI Leadership Procedures document.

#### **Exec Board Members are as Follows:**

**President:** Serves as administrative head and responsible for overall team function.

**Vice President:** Assists the President in their duties and fills in when the President is not available.

**Finance Director (Treasurer):** Responsible for handling all monetary transactions of the team and works with their associated chairs (see below) on any necessary administrative tasks.

**Communications Director (Secretary):** Responsible for recording meeting notes and most communication with members and works with their associated chairs on any necessary administrative tasks.

**Business Operations Director:** Responsible for organizing the team's marketing, sponsorships, and professional network.

**Project Team Project Managers:** Responsible for running each of The Buckeye Space Launch Initiative's active project teams.

Active Project Teams as of the 2023-2024 Project Cycle Include:

- The Spaceport America Cup Competition Project Team (SAC Team)
- The NASA Student Launch Competition Project Team (NASA SLI Team)
- The Liquid Engine Project Team (LEP Team)

The responsibilities and expectations of the executive board are outlined in Article 9.

Additionally, it is expected that the executive board will have supporting administrative board positions that support specific objectives of the organization. These roles and their responsibilities are outlined in Article 9, and the roles are listed below.

#### **Admin Positions:**

Reporting to the Communications Director (Secretary)

- Social Media Chair
- Outreach Chair
- Recruitment & Involvement Chair
- Merchandise Chair

Reporting to the Business Operations Director

- Alumni & Sponsorship Chair
- Webmaster
- Fundraising Chair

Reporting to their respective Project Manager

- Project Team Deputy Project Managers

These groups are structured to provide adequate support for all admin positions. Admins are not limited to only working within the outlined groups. All positions, including the Executive Board, are encouraged to collaborate to achieve success.

#### **Article 4 – Method of Removing Officers and Members**

Method 1: Elected members of the Leadership Team, as defined in Article 3, may be removed from their role on the team if five of the eight Exec Board members and the faculty advisor deem that they are inadequately fulfilling the responsibilities of their role. Any member may be removed from the team if five of the eight Exec Board members and the faculty advisor deem their presence detrimental to the function of the team.

Method 2: A general member of the organization may submit a petition, signed by at least 4 other general members, in writing to any executive board member, as defined in Article 3, calling for the recall of any elected persons within BSLI. Upon receipt of this petition, it is the responsibility of the receiving executive board member to verify the signatories of the petition within 7 days, utilizing complete discretion for the anonymity of the signatories. The receiving executive board member may not be a signatory of the petition. Upon verification that all 5 or more persons confirm their signature as legitimate, that executive board member shall do the following:

- 1) If no administrative meeting is scheduled within the following 14 days, the exec board member shall call an emergency meeting at a time most agreed upon by the administrative group using a when2meet or similar service of the following 7-day period.
- 2) At the next administrative meeting, the exec board member as the first order of business will read out the petition to the executive board, excluding the names of the signatories.
- 3) At the same meeting as above, utilizing a voting method that ensures anonymity but restricts only present executive board members as the only voting members, solicit for 2 supporting executive board members to the petition. The petition-receiving exec board member does not receive a vote.
  - a. Prior to the solicitation of executive board support the lead in question shall be given a meeting to state their case and discuss the issue. This meeting is not about blame but clarification.
- 4) If the petition gains two executive board members in support of the motion, the organization Secretary is then responsible for instituting a recall election within 2 days, in which voting shall be open for 8 days. Notification to all members of this recall election must be given in the #general channel of Slack or similar service within the first 2 days. If the Secretary is the subject of the recall, the receiving executive board member shall administer the recall election.
  - a. If the recall passes with a greater than 50.0% of the voting members, with at least 20 members voting, the elected member shall be removed from their position within 1 day of the close of the election. The succession procedures outlined in the Constitution shall then be followed to fill the position.
  - b. If the recall fails, the elected member shall be immune from removal for a period of 2 months by this petition process but may be removed as defined in paragraph 1 of this Article.
- 5) If the petition fails to gain two executive board members in support of the motion, no further action shall be taken.

In the event of the removal or stepping down of a chair position the procedure for replacement shall be as follows:

1. The chair stepping down shall notify team Admin via the 0\_admin slack channel.
2. The E-board member to which the chair reports shall conduct a survey to determine interest.
3. The E-board member to which the chair reports shall appoint the replacement chair and notify admin in the 0\_admin slack channel and the general team body in the #general slack channel.

#### **Article 5 – Advisor(s) or Advisory Board: Qualification Criteria.**

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff.

The advisor serves as the group's liaison with the university and provides guidance when requested by the members of the group.

#### **Article 6 – Meetings of the Organization: Required meetings and their frequency.**

Meetings will be conducted as needed throughout the year in accordance with the competition schedule.

## **Article 7 – Method of Amending Constitution**

Proposed amendments shall be submitted in writing no less than 24 hours prior to the administrative meeting where the Leadership Team intends to vote on their approval. Each proposed amendment will be discussed by the Leadership Team at a selected meeting time. At the same meeting, approval for the amendments will require a 2/3 affirmative vote by the Leadership Team where at least 50%+1 of the Leadership Team is present.

If an amendment is approved to the Constitution, it shall be written directly into the Constitution document file. A copy of the original constitution should be preserved prior to these changes. Additionally, a record shall be kept of all proposed amendments, ratified or rejected, within the team SharePoint for future reference.

Upon the close of an executive session where changes are ratified to the Constitution, the organization Secretary shall incorporate those amendment texts which have been approved within 7 days and shall save the constitution in its new form to a write protected format (ex: PDF) to be published to the team administration within those same 7 days for review and verification.

## **Article 8 – Method of Dissolution of Organization**

The organization shall be disbanded if membership drops to less than 3 people. The organization's assets will be distributed to other organizations or the university in a manner seen fit by the advisor.

## **Article 9 – Election Procedures**

- I. Gathering info on interest
  - a. Anonymous survey for exec board, project managers, and subsystem leads (using Google Forms, for example)
  - b. Order of distribution:
    - i. Current leadership may review and preemptively start shadowing if they wish
    - ii. Newly elected PMs gain access to start looking at subsystem leads
- II. Project Managers – Early March
  - c. Prioritized over Exec board due to importance of PMs **NOT** begrudgingly accepting the responsibility
  - d. Elected by current leadership by application and proposals
  - e. Voting members
    - i. Current Exec Board
      1. Pres, VP, Tres, Secretary, Business Operations, PM's
    - ii. Current Deputy Project Managers
    - iii. Current Subteam Leads of the Project being considered
      1. If the Project being proposed is not a continuation of the prior year's Project and is not a reentry into the same competition, Subteam leads of all project teams shall be eligible to vote
  - f. The number of candidates considered on a single election meeting shall not exceed four. If more than four candidates exist across all three project teams, then PM elections shall be split between as many meetings as necessary in order to avoid an extended meeting.

- g. Candidates cannot vote for the position for which they run, but they may vote for any position they are not running for.
  - h. Advising members
    - i. Active veteran members and sub-team leads not matching the above criteria may still sit in on project manager elections and offer advice, but do not vote
  - i. Vote value
    - i. All voting members have 1 vote
      - 1. A member matching multiple voting criteria does not gain additional votes
  - j. Tie-Breaking
    - i. In the instance of a tie greater than two-ways, the candidate with the least votes is eliminated and the vote retaken until two candidates remain
    - ii. In the instance of two candidates remaining AND an even number of voting members, the president does not vote (board-style)
  - k. Presence of voting members
    - i. The proposal times revolve around when the PM candidates are available... do all voting members have to be present. No proxy voting, Todd is invited.
    - ii. Special attention should be paid such that:
      - 1. Project proposals are attended by the current manager; they are knowledgeable in what the position involves
      - 2. PM candidates are prominent members of the membership
  - l. The proposals: Part interview, part project proposal
    - i. Given in an informal setting to voting members, preferably via PowerPoint
    - ii. No expectation of having fully designed a rocket by themselves
      - 1. This part comes after sub-team selection later
    - iii. Time limit: 10 minutes
    - iv. For Competition projects
      - 1. Far less technical, do not want to discourage younger members from stepping up to the task; primarily to demonstrate general understanding of project, thoughts already put into improvements, and the capability of organizing/managing a team – Recommend talking to Todd, particularly about improvements
      - 2. Guidelines: cite previous experience/qualifications, lessons learned from this year, improvements to be made, general timeline, suggested focus areas for subsystem leads
- II. Election Procedures
- i. Voting members: all team members in attendance of election
  - ii. Write-ins are allowed, so long as they present
  - iii. A Google Form will serve as the electronic ballot
  - iv. The google form will be managed by the outgoing leadership
  - v. No proxy voting or absentee ballots unless there is an extenuating circumstance
  - vi. Brief presentation (no more than 5 minutes) as to why they are interested in the position and their qualifications
- III. Subteam Leads
- a. Deputy Project Manager (DPM) – structured like another subsystem lead, chosen by PM by interview
  - b. Chosen by project managers once they are selected and at their discretion
    - i. The PM may meet individually or as a group with all subsystem candidates

- ii. Subsystem candidates may organize their thoughts, but official presentations are not expected
- iii. This is at the discretion of the PM, depending on how many people are competing for each position
- c. It is important to mix and match based on experience, as well as leadership capability. A desire to learn and lead is just as important, if not more than technical knowledge. The lead must be able to educate and shape the new membership in order for them to be future members on the team.
- d. Co-leads are not recommended. For larger groups such as Structures, it is recommended to have a subteam lead bearing the leadership responsibility and then have a secondary lead for technical and managerial assistance.

#### IV. Post Election

- e. Access to leadership Slack
- f. Access to SharePoint and walkthrough
- g. Access to any online accounts (if necessary)
- h. Access to Team Email and Listserv (if necessary)
- i. Invitation to leadership meetings (if not already attending)
- j. Shadowing

### **Article 10 – Role Responsibilities and Expectations**

*Amended 2/22/22*

#### I. Expectations for All Positions

- Regularly attend leadership meetings and full-team meetings
- Regularly communicate with their seniors and subordinates to quickly move information throughout the team
- Update the Communications Director in a timely fashion for weekly email information and newsletter articles
- Finally, *Be Your Best Self*
  - Our team is only as successful as our own efforts and accountability. We are counting on you, and we appreciate your efforts to see our team succeed!
- Make a good-faith effort to attend at least one Project Team meeting per calendar week.
  - All E-board and admin members are *especially* **expected** to make a good faith attempt to attend all general body meetings, leadership meetings, and launches.
- Make sure that your group is not an information silo. Your efforts and contributions should be known regularly to the rest of the team.
- Create a manual for their role if one does not already exist on the BSLI SharePoint or similar service.
  - In the case that a manual exists, all roles shall be required to check and update their manual at least once a semester for any missing or new information and or to clarify any unclear instructions within the manual.
- Leads are encouraged to keep a running journal of activities or other pertinent information to keep track of potential manual updates or revisions.

#### II. Executive Board

President



- Figurehead of the BSLI
  - Responsible for representing the team at all major meetings, presentations, and events
- Manages the Executive Board and oversees Executive Board Meetings
- Responsible for coordinating high level meetings with the Team Advisor, MAE Department Chair, and the Dean of the College of Engineering
- Handles election and transition of power
- Responsible for [Office of Student Life Training](#) and associated duties

#### Vice President

- Assists the President with matters as needed
- Responsible for the team's rocketry operations as well as communicating the needs of the projects to the rest of the administration
- Work with PMs to ensure projects are on schedule, on budget, and meet BSLI quality standards
- Manages team demographic records and surveys
  - Works with Involvement Chair and PMs to obtain this information
- BSLI representative for Engineerings' Council
- Manages team key access

#### Finance Director (Treasurer)

- Responsible for [Office of Student Life Training](#) and associated duties
- Responsible for tracking and managing the team cash inflows and expenses
- Works with Business Operations Director and Fundraising Chair to track cash inflows
- Works with the MAE finance department on purchase orders, competitions trips, and other team purchases
- Responsible for (biweekly/monthly) budget update email
- Communicates to all leadership on order status
- Cannot submit their own purchase orders or spend the team's money
- The finance chair will, with assistance from project managers and relevant personnel, keep an up-to-date line-item grand budget for all the club's activities, including travel, outreach, project expenses, and other expenditures.

#### Business Operations Director

- Responsible for corporate engagement and external visibility on financial matters
- Responsible for the Business Operations Team
- BSLI's SEDS representative
- Works with the Fundraising chair to identify opportunities for cash inflow, whether it be from corporate donations, internal OSU donations from professors, or team fundraising events
- Works with Marketing chair to produce flyers, advertisements, promotions, and other marketing materials to promote the team within and outside of OSU
- Responsible for tracking merchandise sales

#### Communications Director (Secretary)

- Manages the internal and external communication of the team
- Sends weekly internal emails to the entire team
- Sends quarterly external newsletters to the sponsors and advisors
  - Works with PMs and Business Operations to accomplish this
- Responsible for the official team email account
  - Sends relevant emails to the correct people on the team
- Responsible for the Slack and Box organization
- Manages the Outreach, Involvement, and Alumni chairs

### III. Competition and Research Operations Group

#### Project Managers

- Responsible for managing their respective competition rocket
  - NASA Space Launch Initiative Competition PM
  - Spaceport America Cup PM
  - Liquid Project PM
- Creates overarching goals for their team membership for the year
- Responsible for their Project Manual as well as making sure that subteams have their manuals regularly updated
- Creates Project budget and schedule
  - Ensures that their project is on budget and on schedule throughout the year

#### Safety Officer

- Each team will have a designated project team specific safety officer
  - A DPM or lead can double as the safety officer
- Responsible for the safety of the team membership
- This includes the team's official Safety Manual
- Write test procedures and ensure they are followed during launches
- Oversees equipment training of new membership
- Should stay up to date with latest safety knowledge and practices
- Prepare for competition and launch days

### IV. Business Operations Group

Lead by the Business Operations Director with support from the Finance Director

#### Fundraising Chair

- Works with the Finance Director to identify how much capital needs to be raised for the team, as well as track the progress of incoming funds
- Works with the Business Operations Director to identify potential streams of cash flow

- Sources in the past have included the MAE department (Dr. Horack and Dr. Vish), the College of Engineering (Dean Williams), external grants (OSGC, TREP), and corporate sponsors (Redwire, Arconic, Boeing, Huntington)

#### Alumni & Sponsorship Chair

- Supporting the Business Operations Director to maintain the relationship between the team and our corporate sponsors
  - Follows up on sponsorship agreements and making sure sponsor perks are met
- Works to identify new corporate sponsors
  - Works with PMs to identify good companies for materials donations
- Responsible for maintaining relationship with team and college alumni
- Works with Communications Director to send out Alumni newsletter
- Plan professional developments for the team with alumni or sponsors

#### Webmaster

- Manages the team website and works to improve the look ease, and content of the website if knowledgeable
- Appointed at the discretion of the Business Operations Director with input from the Executive Board
- Preferably someone with CSS and HTML experience
- If no team member with Web Development experience is available, then responsibilities fall to the Social Media chair

#### V. Communications Group - Led by the Communications Director

##### Outreach Director

- Plans BSLI Outreach efforts. It is this position's goal to reach out into the Columbus community to share our love of rocketry, engineering, and STEM.
- Develops curriculum and orders supplies for outreach events
- Maintains relationships with community organizations like COSI, the Aviation college, etc.

##### Social Media Chair

- Manages the team Facebook, LinkedIn, YouTube and team Twitter
- Manages the team media folder
- Create videos, collages, promotions, and other materials for the various social media platforms
- Works with the Webmaster to keep the team website updated and professional
- Takes pictures and works with team members to collect their photos

##### Involvement & Recruitment Chair

- Responsible for leading all recruitment initiatives such as Involvement Fairs, visiting classrooms, making sure brochures are stocked by the rockets

- Should be running recruitment events throughout the year
- Makes sure online recruitment information is accurate and updated
- Responsible for creating surveys to keep track of attendance and demographics to give to the Vice President

## II. Revision Histories

- i. November 2020
  1. Modified by the 2020-2021 Leadership Team
  2. Amended articles:
    - a. Article 1 Section 3 (Non-Discrimination Policy)
    - b. Article 3 (Organization Leadership)
    - c. Article 4 (Method of Removing Officers and Members)
    - d. Article 7 (Method of Amending Constitution)
- ii. February 2022
  1. Modified by the 2021-2022 Leadership Team
  2. Amended articles:
    - a. Article 3 (Organization Leadership)
    - b. Article 4 (Method of Removing Officers and Members)
    - c. Article 7 (Method of Amending Constitution)
    - d. Article 9 (Election Procedures)
    - e. Article 10 (Role Responsibilities and Expectations)
      - i. Modified role of Finance Director
      - ii. Modified requirements of all leadership
- iii. September 2023
  1. Modified by the 2023-2024 Leadership Team
  2. Amended articles:
    - a. Article 3 (Organization Leadership)
    - b. Article 9 (Election Procedures)
    - c. Article 10 (Role Responsibilities and Expectations)