

CONSTITUTION
of the
ASTRONOMICAL SOCIETY
at
THE OHIO STATE UNIVERSITY

ARTICLE I ***Name, Purpose, and Non-Discrimination Policy of Astronomical Society***

Section I: Name

Astronomical Society (referred to as “AS” herein)

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

Astronomical Society and its members do 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. Members 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, regardless of full-time status or satellite campus enrollment.

ARTICLE III ***Leadership***

The leadership is referred to as “e-board” in Articles III and V. And members of the e-board are referred to as “officers” below.

Section I: President

The President is expected to lead AS in all official events and meetings and to provide leadership at these assemblies. The President is responsible for setting goals and a vision for AS, effectively representing AS to the community, building future leaders, and providing support to other e-board members. They are also responsible for running and scheduling any e-board meetings, facilitating communication

between e-board members and advisors, and completing annual registration requirements. They may delegate responsibilities at any time up to their discretion.

Section II: Vice Presidents

It is the duty of all Vice Presidents, alongside the President, to find potential speakers for general meetings. They will facilitate communication and ensure their speaker is informed and prepared. If vice presidents decide, they may delegate some responsibilities to members of the club through use of committees.

The Vice President of Events will oversee the planning of events, including but not limited to star parties, Student Involvement Fairs, and Green Bank trips. The Vice President of Events also assists in logistical operations, such as reserving space, coordinating carpools, etc. They 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 Media will manage social media for AS. Social media posts have content including meeting details, Ohio State University events related to AS, worldwide news in astronomy, member spotlights, and other creative content. Other social media accounts may be created as long as there exists an e-board member who is willing to run it. 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. They are to co-facilitate the Advertisement and Media Committee alongside the Secretary.

The Vice President of Inclusion, Diversity, and Retention is to ensure AS actively aids in the retention of underrepresented minority students in the departments. They are to advise the e-board of any changes that can make AS more inclusive. They will act as a liaison between other inclusion, diversity, and retention organizations in the Physics and Astronomy Department such as UMAAC and the Physics Climate and Diversity Committee. Their duties will also include facilitating the Inclusion, Diversity, and Retention Committee. The Vice President of Inclusion, Diversity, and Retention will suggest, promote, and participate in outreach opportunities with AS. They should frequently interact with present and former members to maintain a welcoming environment and create positive changes in AS.

Section III: Treasurer

The Treasurer is to keep accurate records of all organizational funds for long-term financial security. This includes income, regular expenses, and money spent on equipment/educational activities. They are to veto any use of funds that would be financially irresponsible. At the discretion of the Treasurer, personal funds may be used for AS. 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 account; manage the mailing list; and produce emails regarding meetings. The Secretary will also be responsible for sending out announcements through AS chat channels, including Discord. They must take detailed minutes during e-board meetings, or delegate the duty to another able e-board member temporarily. The Secretary will also co-facilitate the Advertisement and Media Committee alongside the Media VP.

ARTICLE IV

Election Procedure

Section I: General procedure

Members will vote on candidates for the following positions by the end of March: 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 the winner announced, all other candidates have the opportunity to run for the next position. This will continue until all leadership positions are filled.

Section II: Voting

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 ends and the candidate is announced. If these methods are not possible, an alternative method will be chosen by the leadership. 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.

Section III: Resignation and candidate eligibility

In the event of a resignation, a vote for a new officer will be held in the meeting after the resignation was announced. To be eligible to run for an officer position, a self-nominated candidate must regularly attend meetings and give a short speech, detailing the benefits they would bring to the position prior to voting.

ARTICLE V

Method of Removing Members and Officers

General membership may not be revoked except in exceptional cases of harassment or other extensive disruption of the group. Officers, in conjunction with advisor(s), will decide whether it is appropriate to revoke general membership.

Officers are expected to (1) conduct themselves in a way that reflects well upon AS, the Department, and Ohio State University and (2) uphold their responsibilities and maintain communication, whatever their role may be. 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. Their removal will be determined by a majority vote by the members. Formal voting procedure does not need to be followed for removal; a verbal vote or show of hands shall suffice. The motion will be voted on at the next possible meeting.

In the event of successful removal, the officer should be replaced through the election procedures outlined in Article IV at the next possible meeting. In the time an officer is removed and the election of a replacement, a current e-board member must assume the responsibilities of their position. In the case that the president is removed, any e-board member besides the treasurer may assume the position of president. In the case that any vice president position is removed, the president must assume the temporary duties of that position. In the case that the treasurer is removed, any e-board member besides the president may assume the position of treasurer. The responsibilities held by an officer to replace a removed officer shall remain until a replacement is voted upon by AS.

ARTICLE VI *Advisor(s)*

The advisor must be a full-time member of the University faculty or administrative professional staff in the Department of Astronomy, and a co-advisor may be chosen who also satisfies these above qualifications. Advisor responsibilities include completing advisor training once every two years, reviewing and approving yearly registration, funding requests, and reservations of space or equipment.

ARTICLE VII *Meeting of Astronomical Society:*

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

ARTICLE VIII *Method of Amending Constitution:*

Proposed amendments should be presented at a general meeting of AS. A majority of at least three-quarters (a quorum of at least four being present) is required to ratify the proposed amendment. Amendments proposed at the specific meeting for approving the Constitution may be voted on at the same meeting.

ARTICLE IX *Method of Dissolution of the AS:*

In the event of the dissolution of Astronomical Society, 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.