The Buckeye Space Launch Initiative Constitution

Last Amended: 3/24/2025

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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.

Communications Director (Secretary): Responsible for recording meeting notes and most communication with members.

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 Include:

- The International Rocket Engineering Competition Project Team (IREC 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.

Admin Positions:

Executive board members are able to create administrative (admin) positions that help them fulfill the duties pertaining to their role. Executive board members must create an application and advertise the application in Slack in the #general channel for any supportive administrative position they want to add by September 15th of the year they hold their position. The executive board member that creates an administrative position is responsible for scheduling a vote on applicants to fill the admin position using ranked choice voting which will require a 2/3 affirmative vote by the Executive Board, with at least 50%+1 of the Executive Board present. The admin position and role both end on May 1st of the same school year. If the next executive board would like to create the same admin position the next year, they may create a new application for that position.

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 50%+1 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 50%+1 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 executive board 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 executive board using a when2meet or similar service of the following 7-day period.
2) At the next executive board 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 Exec Board via the 0_executive_board slack channel.
2. The President shall conduct a survey to determine interest.
3. The President shall appoint the replacement chair and notify admin in the 0_executive_board 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 promptly before the Executive Board meeting, during which the Executive Board will vote on their approval. The Executive Board will discuss each proposed amendment at a selected meeting time. At the same meeting, approval for the amendments will require a 2/3 affirmative vote by the Executive Board, with at least 50%+1 of the Executive Board present.

If an amendment to the Constitution is approved, it shall be written directly into the Constitution document file. Prior to these changes, a copy of the original constitution should be preserved. 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 that have been approved within seven days and shall save the Constitution in its new form to a write-protected format (e.g., PDF) to be published to the team Executie Board within those same seven 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

Prioritized over Exec board due to the importance of PMs **NOT** begrudgingly accepting the responsibility

I. Interest Form
    a. Late February
    b. Anonymous survey of interest for the Executive Board, Project Managers, and Subteam leads (using Google Forms, for example)
II. Project Managers
    a. Early March
    b. Candidate applies and present their proposal for the project team they are running for
    c. Project Proposal Meeting
        i. The proposal meeting time revolves around when the PM candidates are available.
        ii. The number of candidates considered in a single election meeting shall be at most four. If more than four candidates exist across all three project teams, then PM elections shall be split between as many meetings as necessary to avoid an extended meeting.
    d. Voting members
        i. Current Executive Board Members
            1. President, Vice President, Finance Director, Secretary, Business Operations, Project Managers
        ii. Current Deputy Project Managers and Subteam Leads for the proposed project
            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
        iii. Candidates **CANNOT** vote for the position they are running for, but they may vote for any position they are not running for.
    e. Advising members
        i. Active veteran members, subteam leads, and general members not matching the above criteria may still sit in on project manager elections and offer advice but do not vote.
        ii. The voting members may discuss privately if they feel they are required to after obtaining feedback from non-voting members.
    f. Vote value
        i. All voting members have **ONE** vote
            1. A member matching multiple voting criteria does not gain additional votes
    g. Tie-Breaking

        i. In the event of a tie greater than two-way, the candidate with the fewest votes is eliminated, and the vote is retaken until two candidates remain.

        ii. In the event, that two candidates remain, AND there is an even number of voting members, the president does not vote (board-style).

h. Presence of voting members

        i. All voting members do not have to be present, however **NO** proxy voting is allowed.

        ii. At least at least 50%+1 of voting members should be present.

i. 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. Presentation

            1. Far less technical, the election is supposed to encourage younger members to step up to the task; the goal is primarily to demonstrate a general understanding of the project.

            2. Should show thought already into improvements and the capability of organizing/managing a team.

            3. Guidelines: Cite previous experience/qualifications, lessons learned from this year, improvements to be made, general timeline, and suggested focus areas for subsystem leads.

III. Executive Board Election Procedures

a. One to three weeks after Project Manager Elections

b. Elected entirely democratically by virtual ballot (using Google Forms or the like)

c. Ballots

        i. Candidate's attendance records are **REQUIRED** on the ballot

        ii. Attendance record format

            1. Meeting attendance provided by the Project Manager

                a. Percentage of meetings attended

            2. Trip participation

d. Write-ins are allowed

e. Voting members

        i. Executive Board, Project Managers, Deputy Project Managers, Subteam leads, and general members

f. Makes a brief presentation (no more than 5 minutes) about the qualifications and interests for the position (can be recorded).

g. The **EXITING** Executive Board counts ballots.

IV. Deputy Project Manager and Subsystem Leads – **NOT ELECTED**

a. 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. **It is essential to mix and match based on experience and 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 members so they can be future team members.**

        iii. **DPM** – structured like another subsystem lead, chosen by PM by interview

b. Subsystem candidates may organize their thoughts, but official presentations are not expected

        i. This is at the discretion of the PM, depending on how many people are competing for each position

c. **Co-leads**

     i. **It is not recommended, but only if truly required. The Executive Board must approve it in a voting procedure structured as PM elections.**

V. Afterward
  a. Access to the leadership Slack channel and other channels to fulfill the elected role
  b. Access to SharePoint and walkthrough
  c. Access to Facebook, YouTube, and website (If necessary)
  d. Access to Team Email and Listserv (If Necessary)
  e. Invitation to leadership meetings (if not already attending)
  f. Shadowing

Article 10 – Election Integrity Safeguards
To ensure that all leadership elections are conducted with professionalism, fairness, and transparency— protecting candidates from unsubstantiated judgment and informal bias.

I. Structured Voting Evaluation Format
  Before casting votes, each voting member shall be required to provide the following for **each candidate**:

- At least one demonstrated strength
- At least one constructive observation, which may be related to the candidate's proposal, leadership readiness, or team experience
- If applicable, a **suggestion for growth** if the candidate is elected

This structure must guide all breakout room discussions and written evaluations. This ensures fairness, objectivity, and a consistent standard of assessment.
All feedback shared must follow the standards outlined in V: Deliberation Conduct and Tone, including a tone of mutual respect, professionalism, and evidence-based reasoning

II. Clarification of "Technical Knowledge"
  Evaluation of technical knowledge shall be grounded in:

- The candidate's demonstrated understanding of project goals
- The clarity, feasibility, and strategic depth of their proposal and presentation
- Their ability to think critically and propose solutions within the scope of the role

III. Anonymous Voting Requirement
All votes for Project Manager and other elected roles shall be:

- Submitted anonymously via digital or paper ballot
- Collected individually, in private
- Cast only **after** structured discussion has concluded

This is to prevent groupthink, reduce peer pressure, and preserve the integrity of individual voter intent.

IV. Candidate Rebuttal Clause
If any voter has a concern about a candidate's **ability, conduct,** or **readiness** that was **not raised during the candidate's presentation**, the following must occur:

- The concern must be brought directly to the candidate during their presentation.
- The candidate must be given the opportunity to respond, clarify, or correct misinterpretations.
- Only then can the concern be included in deliberation.

Failure to follow this procedure will render the concern inadmissible in voting discussions.

V. Deliberation Conduct and Tone

Breakout sessions and discussion periods must uphold a tone of:

- Professionalism
- Mutual respect
- Fair, evidence-based discussion

Dismissive language, sarcasm, arrogance, or unsubstantiated criticism is prohibited. Deliberations must reflect the shared values of growth, inclusivity, and respect for all candidates. Any voter unable to participate in this manner shall recuse themselves from the vote.

VI. Transparency of Voting Rationale

While all final votes shall remain anonymous, the reasoning behind each voting decision must be shared publicly and on record during the structured discussion phase. This includes any concerns, reservations, or key factors used to evaluate each candidate.

This process ensures:

- Candidates have the opportunity to respond to assumptions, misinterpretations, or subjective critiques
- Other members present may challenge reasoning that appears biased and unfounded. The final decision reflects professional, transparent evaluation, not private bias or group pressure

Failure to clearly explain the reasoning behind a vote prior to casting it—especially if that reasoning is based on bias, personal dislike, or vague assumptions—shall render the vote procedurally invalid.

Article 11 – 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 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 Exec Board
- Work with PMs to ensure projects are on schedule, on budget, and meet BSLI quality standards
- Manages team demographic records and surveys
  - Works with PMs to obtain this information
- BSLI representative for Engineers' 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 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
- BSLI's SEDS representative

- Identify opportunities for cash inflow, whether it be from corporate donations, internal OSU donations from professors, or team fundraising events
- 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 inbox organization

III. Competition and Research Operations Group

Project Managers

- Responsible for managing their respective competition rocket
    - NASA Space Launch Initiative Competition PM
    - International Rocket Engineering Competition IREC 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 ensured 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

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)
- iv. September 2024
    1. Modified by the 2024-2025 Leadership Team
    2. Amended articles:
        a. Article 7 (Method of Amending Constitution)
        b. Article 9 (Election Procedures)
- v. March 2025
    1. Modified by the 2024-2025 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)