

Diamond Grove Scholars

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Diamond Grove Scholars

ARTICLE II. ORGANIZATION PURPOSE

Diamond Grove Scholars has 3 goals: K-12 outreach, college outreach, and professional development for students; these will be touched upon more in Article II. The mission of the organization is to create a place for all students in space. The organization Diamond Grove Scholars, often referred to as DGS *welcomes all students* to join DGS's projects, outreach programs, events, and more.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Diamond Grove Scholars *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

Section B. Hazing

Diamond Grove Scholars *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

Diamond Grove Scholars *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do*

not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

In order to be a eligible member of Diamond Grove Scholars, students need to attend a few weekly meetings a month in either subgroup of their choosing. Students must be enrolled in Ohio State and agree to comply with university policy. We are an undergraduate organization where all students interested in space are welcome regardless of major, class, or GPA. Graduate students are welcome to join as mentors to the organization, but the group is primarily to help undergraduate students get into space research.

Section B. Member Selection

The steps to become a member include:

1. Join the organization's primary communication platform i.e. Discord, Microsoft Teams, and DGS email list
2. Express interest in at least one subgroup that they can attend weekly or biweekly.
3. Attend at least one general body or subgroup meeting.

Once these steps are followed, they will be considered an active member.

Section C. Membership Timeline

Membership is a rolling experience, where we are constantly accepting new members through the academic year. Students can initially find DGS at the fall/spring involvement fair, where we will be taking emails and adding people to the discord that are considering joining the club. Students are considered active as long as they participate once a month in subgroups, general body meetings, or outreach activities.

Section D. Member Removal

General membership may not be revoked except in exceptional cases of harassment or other extensive disruption of the group. If such a situation arises, officers in conjunction with the advisors will decide whether it is appropriate to revoke general membership. A majority vote of all officers and advisors (4/7 votes) will revoke the member's membership. Cases include, anything that breaks Ohio State university's policy, any sort of physical, verbal, or sexual harassment.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Advisors are responsible with meeting with the leadership team once a month to ensure that the values of the club are being met. They are also responsible for being a pipeline for students to gain access to resources in the space industry, and support Diamond Grove Scholars in its goals for each semester.

Section B. Advisor Term

Advisors are not required to leave office unless they are no longer working at the university.

Section C. Advisor Selection

Advisors must be a full-time Ohio State faculty or staff. The Executive Board will identify potential faculty or staff members that align with the DGS mission, and meet with the candidates to interview them for the position. The Executive Board will then decide based on the list of candidates and interviews, which candidate is the best for the role by a majority vote (4/6 vote).

Section D. Advisor Replacement

An advisor may be removed if they fail to meet their responsibilities, infringes upon Ohio State University policy, or resign. In the instance of any of these, the Executive Board will go through the steps of the new advisor selection process.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Section I: President

- Make general body meeting slides and receive input from the rest of the eBoard.
- Correspond with students and arrange discussions and/or tours of the Starlab Ground Location - US or DGS.
- Add information to the website such as adding new/updating events, research projects, and outreach projects.
- Attend the weekly Starlab meeting, eBoard meeting, and the monthly GBM.

Section II: Treasurer

- Fill out CSA forms for programming funding for events and projects.
- Manage all budgets and ordering for outreach, research projects, general body, and social supplies.
- Order food for events.
- Pick up checks from CSA programming funds at the KBK in the Ohio Union.
- Reach out to potential sponsors at least once a month.
- Attend the eBoard meeting and monthly GBM.

Section III: Secretary

- Take officer meeting notes and write them up in a weekly email for the eBoard.
- Get input from every role and write it into the DGS update newsletter.

Attend the eBoard meeting and monthly GBM.

Section V: Outreach Director

- Coordinate penpal letter pickups, photos of letters, and set up meeting times for people to work on letters.
- Lead 4H project book planning and writing.
- Help with outreach for various events such as COSI Science Festival, tutoring opportunities, and any other applicable ways to get K-12 interested in space.
- Attend tag-up meetings with OSU Starlab's Outreach head, Dr. Howard Greene.
- Attend the eBoard meeting and monthly GBM.

Section VI: Program Director

- Work on GBM icebreakers and games to increase student engagement and help build a community.
- Figure out what food to order for GBM and social events as well as work with the treasurer for ordering.
- Brainstorm social event ideas that can be done throughout the semester.
- Help book event spaces such as planetarium shows, nuclear reactor tours, etc.
- Attend the eBoard meeting and monthly GBM.
- Coordinate all college outreach events such as the involvement fairs.
- Assist with the marketing and logistics of the annual DGS Space Ventures program.

Section B. Officer Eligibility

Officers are eligible for positions based on their work ethic and overall want to create a learning and welcoming environment. They will be given an interest form and then go through an election process highlighted in Section C. Members interested in being an Officer will need to have completed at least one semester with Diamond Grove Scholars in order to be considered for the position.

Section C. Officer Selection Process

Diamond Grove Scholars will follow an advisory board method of officer elections.

Elections will be advertised in the fall semester and will take place in the early spring semester. In the spring, officer positions that will be filled by a new member

will undergo the advisory board method where the current officer will advise and assist the new member in filling that officer role. The advisory board will vote on the new leadership council with majority vote ruling (4/6 vote). This will ensure a smooth transition for leadership. Candidates can be nominated by themselves or by another active member. In the event an officer is removed by the procedures in Section D, a special accelerated timeframe election will be held to fill the role in a timely manner.

Section D. Officer Removal

Officers are expected to conduct themselves in a way that reflects well on the organization and to continue to organize regular meetings and events. In the event that either of these qualifications is not met, any Executive Board Member may formally move that the officer be relieved of their position. The motion will be voted on at the next group meeting with a majority vote winning (4/6) votes. In the event of a majority vote, the officer should be replaced through the election procedures in Section C.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

In the instance that there are no remaining active general body members in Diamond Grove Scholars to be an affiliated group to the Ohio State University, the club will be dissolved. The advisor will work with current leadership council on transitioning assets to the appropriately identified entities.

The first step in determining if there are no remaining active general body members is to discern if the only members attending the general body meetings are the leadership council. If this is the case, the leadership council will go to the advisor and discuss the lack of members in the group. Here, the leadership council and advisor will vote on whether or not the club should be dissolved, a majority vote will rule in favor of the dissolution (4/6). If the decision is made to dissolve the club, the leadership council and advisor will work to transition assets to the appropriate entities.

Section B. Dissolution Procedures, including Assets and Debts

All Assets and Debts will fall on that of the current President and Advisors of the club to distribute any assets accordingly and pay back any debts.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Amendments may be proposed by any active member with a written proposal. All proposals written should be brought to the next general body meeting where a vote will be held by Executive Members after the meeting has concluded. A majority vote (4/6 vote) will win and the amendment will pass and be added to the constitution.