

# Astronomy Club Constitution

Adopted September 16, 2008 – Updated October 9, 2020

## **ARTICLE I – Name**

The name of this organization shall be Astronomy Club. This is a student organization at The University of Arizona.

## **ARTICLE II – Objectives**

The objectives of the organization shall be:

- A. To promote interest in astronomy, space, mathematics, and scientific fields.
- B. To provide fellowship among students and faculty.
- C. To represent student needs and desires in regard to further education and interest in all aspects of astronomy.
- D. To provide a forum for the presentation of innovative ideas to the benefit of the University community.

## **ARTICLE III – Membership**

1. Any undergraduate or graduate student currently enrolled at The University of Arizona or member of the University of Arizona faculty is eligible to become an active member of the Astronomy Club and participate in Astronomy Club meetings. These will be hereafter referred to as the “participation qualifications.”

- A. Definition of “active member:” An “active member” is a party interested and willing to participate in the University of Arizona Astronomy Club who meets the participation qualifications and has paid the membership dues described in Article VIII. Active members may participate in regularly scheduled meetings of Astronomy Club, outreach activities, and activities organized by Astronomy Club that occur outside of the regularly scheduled meeting time.

- B. Definition of “inactive member.” An “inactive member” is a party interested and willing to participate in the University of Arizona Astronomy Club who meets the participation qualifications but has not paid the membership dues described in Article VIII. Inactive members may attend the regularly scheduled meetings of Astronomy Club. Unless otherwise declared by the officers, inactive members may not engage in activities occurring outside of regularly scheduled meetings, including outreach activities.
  - C. Any willing and interested student who meets the participation qualifications is welcome to participate in Astronomy Club’s regularly scheduled meetings, regardless of their membership status.
  - D. The Astronomy Club fosters an environment free from all forms of discrimination, abuse, and harassment. Any member -- active or inactive -- who violates The University of Arizona Nondiscrimination and Anti-Harassment Policy may be banned from participating in activities occurring outside of regularly scheduled meetings, including outreach activities. The eligibility for future participation in cases of a reported violation will be decided by a majority vote of the Club Officers and the Club Faculty Advisor.
- 2. Non-students may act as associate members, but may not vote in elections or hold office.
    - A. Non-students may participate in all meeting activities as long as they abide by university policy.
- 3. Membership revocation.
    - A. Astronomy Club retains the right to revoke any member if their behavior is detrimental to the club, as determined by a majority of the club officers.

#### **ARTICLE IV – Officers**

- 1. Election of Officers.
  - A. The officers of this organization are president, vice president, treasurer, outreach functionary, secretary, technology officer, historian, and equipment manager.

- B. Officers will be elected by written or virtual ballot. A plurality of votes will constitute a victory. If a vote results in a tie, a second vote will take place in a timely manner.
  - C. Election of officers will take place during the second to last meeting of the fall semester.
  - D. Officers will hold office for the period of one calendar year.
2. Eligibility for Office
- A. Active student members of Astronomy Club are eligible to run for office.
  - B. A student is not eligible for office if their enrollment at the University of Arizona terminates before the next officer election.
3. Recall of Officers.
- A. Officers are subject to recall for misconduct in office or for not conducting their duties as stated in the constitutional by-laws by a 2/3 vote of members.
  - B. Five members must petition for a recall of an officer.
  - C. A hearing will be conducted at the next regular meeting after a recall petition has been issued for the presentation of evidence from all concerned parties for recall of an officer.
  - D. A 2/3 majority of those active members voting in a recall at the end of the hearing is necessary to remove anyone from office.
  - E. If an officer has been recalled, a special election to fill the newly vacant position must be held no later than two weeks after the recall meeting, with applicants to the position declaring intent to run no later than one week after the recall meeting.
3. General Officer Responsibilities
- A. All officers shall represent the club in the best possible manner to the best of their abilities.
  - B. All officers shall hold keys to the club office(s).

## **ARTICLE V – Voting**

- 1. This constitution and by-laws may be amended by a 2/3 majority vote of those eligible to vote and present at the meeting during which voting is taking place.
  - A. Undergraduate and graduate students present at the meeting (whether active or inactive) are eligible to vote.

2. Changes to the constitution may be proposed by any club member and must be presented to club members at a general meeting.
3. Voting on amendments must be conducted at the general meeting following the one in which they were proposed.
4. Voting for new club officers must take place during the regularly scheduled meeting time (either physically or digitally).
5. Quorum: At least 50% of the total active member roster must be present at a meeting to call for a vote. If this requirement is not met but at least 30% of the active member roster is present, a majority vote shall be conducted amongst the officers to allow a discretionary vote to take place.

### **ARTICLE VI - Not-for-Profit Statement**

This is a not-for-profit organization.

### **ARTICLE VII - Statement of Non-Discrimination**

This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.

### **ARTICLE VIII - Financial Obligations**

Dues are \$10 per semester. A change to this amount may go into effect by a majority vote of club members.

The treasurer shall be responsible for ensuring that the club does not engage in activities which cause the club to go into debt.

### **ARTICLE IX - Statement of Non-Hazing**

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

### **ARTICLE X - Statement of Compliance with Campus Regulations**

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.

This organization is subject to the Arizona Board of Regents Code of Conduct.

## **BY-LAWS**

### **I. Cabinet**

#### **A. President**

1. Coordinates all officers of the organization.
2. Liaison to the University community.
3. Official representative of organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.
7. Ensures officers are doing their jobs and that projects are on track to completion.

#### **B. Vice President**

1. Assists the President in Presidential duties.
2. Responsible for organizing and coordinating club social and private (internal) events.
3. Responsible for communicating club policies and for sending information about upcoming club events to club members.
4. Fills the role of President when the President is unable to do so and has designated the Vice President to do so.

#### **C. Treasurer**

1. Liaison to ASUA for the purpose of organizational funding.
2. Maintains accurate and current account of all organizational funds.
3. Responsible for dispensing of funds in accordance with goals and programs established by organization.
4. Responsible for fundraising for club events.

5. Responsible for ensuring all club members have paid current-semester dues; communicates this information to the Secretary.

#### D. Secretary

1. Maintains accurate and current information of the organization.
2. Maintains roster of current members for each semester.
3. Keeps records of general meetings and makes them available to the public.
4. Responsible for ensuring that the current year's club records (star parties, outreach events, conferences attended, etc.) are current, accurate, and organized.

#### E. Outreach Functionary

1. Responsible for organizing and coordinating club outreach and public events.
2. Makes sure transportation is arranged for club outreach and public events.
3. Responsible for coordinating outreach and public events with other clubs/groups.

#### F. Equipment Manager

1. Ensures telescopes are consistently operational
2. Maintains supply of materials for outreach activities
3. Works with outreach coordinator to prepare for outreach events

#### G. Technology Officer

1. Responsible for creating/maintaining the club website and email listserv.
2. Responsible for maintaining club office technology resources.

#### H. Historian

1. Responsible for keeping pictorial records of club events and making them available to the public.
2. Responsible for compiling the past year's record book, and for keeping all record books organized and accessible.

## II. Meetings

A. Meetings will be open to all organization active and associate members, faculty, and the Center for Student Involvement & Leadership representatives. A notice of at least 2 weeks will be given prior to all meetings that do not follow the regularly scheduled, weekly meeting time (4 pm AZ time, Friday). The meetings are to be organized and controlled by officers and active members.

### III. Office Keys

A. All key holders are responsible for the safety and security of the club office and its contents.

B. Club members who are students, staff, or faculty at the University of Arizona are eligible to obtain office keys, with good reason (i.e. project leader).

1. A club member who desires office keys must submit a written proposal to the club officers outlining why they should have office keys.
2. A 2/3 majority vote of all club officers can approve a key request from club members.

C. Office keys must be forfeit if:

1. The key holder is no longer a student, staff, or faculty member at the University of Arizona.
2. The key holder does not abide by the responsibilities of a key holder set forth in the club constitution.
3. A 50%+1 majority vote of club officers requests forfeiture.