

BYLAWS

of

The Student Chapter of the American Society for Gravitational and Space Research

Current as of February 2017

ARTICLE I: GENERAL

- 1.1 *Name.* The name of this organization is the student chapter of the American Society for Gravitational and Space Research (ASGSR). The parent organization will henceforth be referred to as ASGSR, and this organization will be referred to as the student chapter of ASGSR.
- 1.2 *Parent Organization.* ASGSR is a nonprofit 501(c)(6) organization. The precursor organization known as the American Society for Gravitational and Space Biology was founded in 1984, and ASGSR, as it exists today, was founded in 2012.
- 1.3 *Parent Organization Purpose.* The vision of ASGSR is to advance biological and physical science research in, of, and for space by bringing together professional communities spanning gravitational biology, radiation biology, physical sciences, bioastronautics and astrobiology, and mentoring the future leaders in these fields.

ARTICLE II: PURPOSE

- 2.1 *Organization goals.* The overarching goal of this student society is to provide a community for the enrichment and enhancement of students interested in pursuing, or currently pursuing research related to space, gravity, and any other topic of interest to the ASGSR parent organization.
- 2.1.1 *Awareness of Space Research.* Increase awareness of space and gravitational research at the K-12 level, university level, and for the general public.

2.1.2 *Student Involvement*. Increase student involvement in space research projects to help develop the next generation of science and space leaders.

2.1.3 *Community Outreach*. Encourage student outreach on the local and national level in order to promote the ASGSR organization as a whole, promote space research, and improve the overall quality of a community.

2.1.4 *Student Opportunities*. Provide information to interested students regarding opportunities for space research that they might not have otherwise known about. Such opportunities include graduate positions, competitions, internships, jobs, scholarships, and fellowships.

2.1.5 *Student/Professional Relationships*. Provide students a method of connecting with individuals already working in the space industry whether it be at a commercial company, a government organization such as NASA, or university research. Provide networking opportunities that allow student members to mold and develop their career.

2.1.6 *Social Community*. Allow students to socialize and build relationships with each other spanning across universities and countries.

ARTICLE III: MEMBERSHIP

3.1 *Member Definition*. A member of the student branch of ASGSR is any person that is registered as a member of the parent organization of ASGSR as a student.

3.2 *Active Members*. Active members of the student branch of ASGSR are any members that are actively registered with ASGSR as a student, and have paid their yearly membership dues.

3.3 *Additional Participation*. Individuals not falling into the category above, including students that have not paid dues but are participating in the annual ASGSR conference, K-12 students who may be ineligible to register as a member, post-doctoral researchers, and young professionals are all invited to fully participate in events and take advantage of opportunities offered by the organization. However, student body voting is open only to paid student members.

ARTICLE IV: OFFICERS

4.1 *Officer Titles and Responsibilities.*

4.1.1 *President.* Point of contact for the student committee, leads other student officers, is responsible for making sure tasks are completed, and assists other officers with anything that is needed. Part of these responsibilities is keeping in touch with officers and ensuring their continued participation in the group. He/She is responsible for compiling the ideas and progress of the student committee and presenting it to the ASGSR parent committee. In addition, the president serves as chair of the Political Action Committee. Duties in this role include leading meetings for the committee, coordinating with the ASGSR board to arrange visits to Congress, and organizing additional fundraising activities, as needed. The president may appoint the Vice President or other willing officer as chair of the PAC, should they be unable/unwilling to fill this role.

4.1.2 *Vice President.* The primary role of the vice president is to assist the president with their duties. In addition, the vice president is primarily responsible for absorbing duties neglected by other student officers.

4.1.3 *Secretary.* Responsible for scheduling meetings, and recording minutes/attendance for the general student board. Following each meeting, the secretary should disseminate minutes by either email, slack, or whichever mechanism of communication is being used. In addition, the secretary should maintain a record of minutes that is accessible to all student officers. This database can be Slack, dropbox, google drive, or any other file sharing application. Finally, the secretary will work with the president and/or vice president on preparing an annual report of student activities (see Section 5.5).

4.1.4 *Membership Coordinator.* The membership coordinator will maintain a list of active student members, manage the student mailing list (including removing people from the list upon request), and is responsible for all email communications with the student body. In addition, the membership coordinator will plan and direct the elections for the next year's student officers.

4.1.5 *Treasurer.* Responsible for maintaining a line of communication with the ASGSR treasurer, and keeping track of student finances. In addition, the treasurer is responsible for making arrangements for the annual student merchandise fundraiser at the ASGSR conference and maintaining the fundraising/merchandise sections of the student website. The treasurer serves as chair for the fundraising committee, and may delegate responsibilities to members of the committee. The treasurer and/or fundraising committee may pursue additional fundraising projects in addition to the merchandise fundraiser.

4.1.6 *Social Chair*. Responsible for planning student events (e.g. lunch, dinner, museums, late night drinks, etc...) during the ASGSR meeting. They will advertise events in a timely fashion to allow broad participation, and coordinate with other officers to advertise events organized by other committees. In addition, the social chair maintains social media accounts and encourages participation throughout the year.

4.1.7 *Education and Outreach Chair*. Responsible for communicating with the ASGSR education and outreach committee to help organizing student events at the annual meeting. In addition, the education and outreach chair will help prepare events/activities that spread awareness/knowledge of space research, and/or encourage participation in research activities from other students (particularly those K-12).

4.1.8 *Committee Officers*. In addition to the seven positions described above, student officers may serve as members of student committees (section 4.2). An officer may serve on as many committees as they chose, though officers without one of the seven specific titles listed above must have a primary committee for purposes of announcing student officers.

4.1.9 *Additional Responsibilities*. Duties that are not allocated to specific officers include: updating the student section of the ASGSR website, and preparing meeting agendas. Meeting agendas should be prepared in coordination between the president, secretary, and/or whomever called the meeting.

4.2 *Committees*. Student officers have the option of participating on student committees. These committees have no membership restrictions, and an officer may choose to serve on and/or participate in as many committees as they choose. Committee officers without an additional title will have a primary committee.

4.2.1 *Education and Outreach Committee*. This committee is chaired by the Education and Outreach Chair, and will work towards projects that (i) promote interest in space research (ii) educate students and the general public about science (iii) encourage participation in space research, specifically aimed towards K-12 students. The committee will work with the ASGSR Education and Outreach committee to help organize educational events. If needed, this committee shall coordinate with the fundraising committee to raise money for specific educational projects.

4.2.2 *Social Committee*. This committee is chaired by the Social chair, and works towards projects that (i) encourage broader participation in the student group (ii) enable development of new relationships. Specific duties include maintaining a social media

presence throughout the year, and organizing student social events at the annual meeting. In addition, the social committee has the option of organizing web events throughout the year to increase year-round participation in ASGSR. Web events may include webcast presentations, google hangouts, and social media campaigns. The social committee shall coordinate as needed with the fundraising and education committees.

4.2.3 Fundraising Committee. This committee is chaired by the Treasurer, and is responsible for arranging the annual merchandise fundraiser at the annual meeting. In addition, the fundraising committee will work with other committees, upon request, towards raising money for specific goals.

4.2.4 Political Action Committee. This committee is chaired by the President, or by the Vice President if the President is unable/unwilling. The committee will work with ASGSR's executive director, Cindy Martin-Brennan, to organize visits to Congress for the purpose of encouraging officials to support science as a whole, US involvement in microgravity activities, and NASA. All student officers are eligible to participate in visits to Congress, regardless of participation on the PAC, and the PAC is responsible for arranging visits and funding to maximize participation from interested officers.

4.2.5 Committee Participation. All student members are invited to assist with committee activities, even those that didn't volunteer to be on the board. Committee meetings and activities should be advertised whenever possible in the monthly emails to the student group.

4.3. Student Liaison. A volunteer from the ASGSR board will serve as a student liaison. This liaison will help maintain a line of communication between student officers and board members, and assist with any problems or disputes that arise.

4.4 Officer Eligibility and Terms.

4.4.1 Definitions. Elected positions refer to the president, vice president, membership coordinator, secretary, treasurer, social chair, and education/outreach chair.

4.4.2 Eligibility. In general, all student members are eligible to participate on the board, and anyone may volunteer to be placed on the ballot for any position aside from president/vice president

4.4.2.1 President/Vice President. Candidates for president are volunteers that served as a student officer (whether on an elected or committee position) during the previous year. There is no metric for participation/experience

required, though ideal candidates will have been involved in the student group for a long time, can commit to attending the ASGSR meeting the following year and the March meeting in Washington D.C., and are known to have been active in the group by both the other officers and by the ASGSR board.

4.4.4 *Terms.* Student officers may serve in an elected position for either one or two years. There is no limit on the number of years a student may serve on the council, provided that they retain a student membership with ASGSR.

4.5 *Election Procedures.*

4.5.1 *Election administration.* The election and ballot will be coordinated by the student membership coordinator, or by the current/out-going student president. Whoever administers the election results should not be a candidate.

4.5.2 *Election date.* Elections will take place online during/after ASGSR's annual meeting. The ballot will be emailed to all student members once after candidate presentations, and a second time a few days after the end of the conference. The ballot will remain open for at least 1 week.

4.5.3 *Pre-Election Procedures.* At least two weeks prior to the annual meeting, an email should be sent out to all student members to gauge interest in running for a position. This email will include the list of open positions, instructions for preparing a brief candidate presentation, and a link to register as a candidate. The email should also include a short description of the election procedures.

4.5.4 *Candidate Registration.* Students may register as candidates by filling in a webform listing their name, student status, email address, and by ranking their preferred positions. The candidates may select as many positions as they are interested in, or one if there is only one position they are willing to serve under.

4.5.5 *President Registration.* Any student that has previously served on the student board and will maintain their student status/activity in ASGSR may volunteer to run for president. If more than three candidates for president volunteer, the student officers may narrow down the candidates to three via an internal election. The exact procedures of this internal election may be dictated by the current president. The candidates for president should be determined before sending the email for other candidate registration, so that students not in the three finalists can volunteer for other positions.

4.5.6 *Candidate Presentations.* At the annual student banquet, candidates for all positions will give a brief presentation to introduce themselves to the students and describe what they would like to do for the student group. The exact contents of this presentation are up to the candidates, but may include: student status, previous participation in ASGSR,

previous leadership experience, why they want to serve as officers, what positions they are most interested in, and what goals they have for the student group.

4.5.7 *Post-Presentations*. Following the presentations from the registered candidates, the ballot will be emailed to the student body, and students will be encouraged to fill out the ballot using their laptops or smart phones. In addition, a call will be made for any students who did not register as a candidate to sign-up to serve on one or more committees.

4.5.8 *Ballot*. The ballot will have two sections, one for the president election, and one for all other candidates. The president will be chosen by a simple majority vote, where each student can cast one vote for one candidate. Runners-up in the president elections will be vice presidents. All other candidates will be listed, and students will vote by listing their preferences from first to last in a ranked choice voting system. Points will be assigned to the candidates linearly (ie, if there are 12 candidates, receiving a first place ranking will give a candidate 12 points, receiving a second place ranking will give them 11 points, and so on).

4.5.9. *Assigning officer roles*. After tallying up the points from all the votes, the student with the most points will be assigned to their first choice position from their candidate registration. The student with the second most points will then be assigned to their first choice position, unless that position has already been taken by the winning candidate, in which case they will receive their second choice position. This will continue until all the open positions have been assigned. Remaining candidates not assigned to a position will be asked to serve on committees. The process of vote tallying and assignment can be performed manually by the election coordinator, or automatically through a computer.

ARTICLE V: MEETINGS and ACTIVITIES

5.1 *ASGSR Annual Meeting*. The student branch of ASGSR will participate in the ASGSR meeting, typically held in October or November. This meeting is highly important for the student group, as this is when we hold officer elections, raise money through merchandise sales, come together as a student group, and recruit new students to the student body.

5.2 *Officer meetings*. The student officers will meet via skype or other application throughout the year. Minutes and attendance of these meetings will be recorded by the secretary, and an agenda will be set by either the president, vice president, or secretary. The purposes of these meetings are (i) Committee updates to other officers on their ideas and progress (ii)

Discussing communications from the board (iii) Fostering collaboration between committees (iv) making arrangements for the ASGSR Annual meeting.

5.3 *Committee meetings*. Committee chairs are responsible for setting meetings with their committees. If Slack or email based communication is sufficient for making progress, no voice meetings are required. However, the chair is responsible for tracking progress, participation, and metrics of success to be included in the student activities report.

5.4 *Other Events/Activities*. Student officers may prepare events and activities online or in person, whether they are for social reasons, fundraising, and/or educational/outreach. However, for any event making use of the ASGSR name and logo, a brief document should be submitted to Cindy Martin-Brennan (our executive director) describing the activity for approval. Details and progress of these activities should be recorded.

5.5 *Student Activities Report*. The officers (namely the president, vice president, secretary, and relevant chairs) will prepare a report detailing events, activities, and accomplishments of the current student board in the last month of their term (ie, end of September). The purpose of this document is for both reporting achievements to the ASGSR board, and for future student officers to reference. This report should be uploaded to the ASGSR website so that it is publically available for both future officers and the general public. There is no set format for this document, but it should include the following information:

5.2.1 *Fundraising details*. Written by the Treasurer/fundraising committee. This includes the number and sizes of T-shirts, the price purchased for and sold at, printing company used, and the number of shirts sold at last year's ASGSR. Advertising methods and whether or not pre-purchase was available. If other fundraising methods were attempted, details of those should be included. The treasurer should also include their advice and lessons learned for future treasurers. Finally, there should also be a table recording student expenditures and finances.

5.2.2 *Officer participation*. Written by the president/vice president. This should include the number of student officers for the year, methods used by the president/vice president/chairs to keep officers active and involved, and an estimated percentage (without listing names) of those who were highly active, active, lightly active, and non-participatory. Additional details include number and type of meetings, average meeting attendance, and whether or not goals for the year were accomplished. The

purpose of this section is to track progress of officer participation in a semi-quantitative way, so that future officers can set goals for themselves and to better determine how to organize their activities. This section is not to be used to “call out” individuals, and anonymity is mandated.

5.2.3 Student body participation. Written by the social chair/social committee and membership coordinator. This section should detail what methods were used to encourage broad participation throughout the year, and the success of those methods. If events (whether online or in person) were held, the attendance should be given or estimated. Advertising methods and relative metrics of success should be recorded. The section may also be used to track social media followers and engagement.

5.2.4 Political action progress. Written by the president (or other political action chair)/political action committee. Details of visits to Congress, including attendance, funding, and speaking points should be included.

5.2.5 Education and outreach progress. Written by the Education and Outreach chair/education and outreach committee. This should include ideas and projects for education and outreach, including web-based initiatives, work with the ASGSR education and outreach committees, and any personal outreach performed by any of the officers.

5.2.6. Optional details. Any of the student officers may include photos, ideas for the group, or whichever other details they feel may be relevant for future officers.

ARTICLE VI: FINANCES

6.1 Funding. The student branch of ASGSR provides their own funding in the form of fundraising (see Article VI, section 6.2) or requesting donations from other organizations. The parent organization will sequester all money raised. In order to access the funds, the student branch must write a formal letter to the treasurer of the parent organization requesting all or part of the funds and include a description of what the funds will be used for.

6.2 Fundraising. Funds are raised via selling of merchandise, requesting donations, or other methods. Funds are to be transferred as fast as reasonably possible to the ASGSR Treasurer (Dr. Stephen Keith Chapes as of 2016). Jobi Cook, ASGSR’s administrative assistant, can help mediate transferring money to the ASGSR account.

6.3 Spending. All student funds are to be spent towards fulfilling the goals outlined in Section 2.1.

6.3.1 *Permissible expenditures.* Expenditures should fall into one or more of the following categories.

6.3.1.1 *Education and Outreach.* Education and Outreach events must include some educational element, regardless of which age/group the event targets.

6.3.1.2 *Social Events.* Spending for social events should generally be used on events that the entire student body can enjoy. When funding is used for a social event, it should be well advertised for several weeks beforehand.

6.3.1.3 *Officer Social events.* When a social event is only open for members of the student board, expenditures should be limited to no more than 5% of the current student budget, or \$15 per officer, whichever is lower. If additional funds are required, officers will pay out-of-pocket.

6.3.1.4 *Merchandise/Fundraising Expenses.* One of the primary uses of student funds are to purchase merchandise for further fundraising. It is expected that about \$1500-\$2000 should be set aside each year for T-shirts and other merchandise for the annual conference. This category also includes expenditures that enable other fundraising activities.

6.3.1.5 *Political Travel.* The board will generally be able to provide an amount of money to fund student travel to Washington D.C. In the case that this money is not sufficient to cover all officers willing/able to attend, the student board can provide additional funds. Money spent for political travel should have been raised for this explicit purpose, and should not come from the general student budget.

6.3.2 *Expenditure Decisions.* Student officers will vote to approve of any expenditures over \$200 or over 10% of the student budget, whichever is lower, with the exception of the annual merchandise fundraiser. For expenditures under this amount, the treasurer will grant the request, provided that it falls into one of the categories of permissible expenditures.

6.3.3 *Expenditure Reporting.* Any use of student funds should be discussed at student meetings, with the requester reporting on how funds were used. In addition, these details should be recorded for the annual report.

6.4 *Student awards.*

6.4.1 *Officer travel funding.* Student officers (as of 2016) enjoy travel funding provided by Wyle, Logyx, and by the ASGSR board. Whatever sum of money is provided will be split evenly amongst student officers that are attending the conference, and have not been removed as officers from the website.

6.4.2 *Student abstract travel awards.* The ASGSR board awards a number of travel awards for exceptional student abstracts, usually in the amount of \$500. These awards are available only to students presenting a poster or a talk, and distribution is decided by the ASGSR Education committee. The student board does not assist in distribution or decisions regarding these awards.

6.4.3 *Political Action reimbursements.* The board will generally be able to provide an amount of money for student officers to travel to Washington D.C. for visits to Congress. The amount and eligibility for these awards is decided by the ASGSR board.

6.4.4 *Conference volunteer reimbursements.* Some sessions of the annual meeting will require volunteers to assist with technical issues, and passing microphones for questions. Volunteer opportunities at the meeting will be coordinated between Cindy and the student president, and students who volunteer for some minimum number of sessions will receive reimbursement for their registration fee. This reimbursement will be separate from any other travel awards, and can be open for non-officer students in the case that not enough student officers are able to volunteer.

ARTICLE VII: PARLIAMENTARY PROCEDURES

7.1 *General voting rules.* For any decisions requiring a vote, all student officers, whether they are one of the named seven officers or serving on at least one committee, have an equally weighted vote. Unless otherwise specified, votes will take place during student board meetings, and will be ruled based on a simple majority. When a vote is placed on a meeting agenda, all student officers should be informed at least a week prior to the meeting in which the vote takes place. Officers may submit “absentee” votes by informing at least two other officers of their choice at any point before the meeting. Officers receiving absentee votes should acknowledge their receipt of the absentee vote. If the vote takes place via Slack integrations, officers will have one week from the posting of the vote to mark their decision.

7.2 *Changes to bylaws.* Changes to these bylaws may be proposed by any student officer. The proposing officer should clarify their proposed changes to the other student officers before the next meeting, and whomever is preparing the agenda will add a vote. If an officer is unable to attend the meeting, they may submit their vote before the set meeting time. These “absentee” votes should be submitted to at least two other officers: the one proposing the change, and the

one organizing the vote. Officers will vote during the meeting or afterwards using Slack, with a simple majority required to approve changes.

7.3 Officer removal. As a non-localized group comprised of students that are often participating in many activities, it can be difficult to maintain participation and enforce officers following through on duties. It is the president's task to follow through with other officers and ensure participation. When all reasonable efforts have been made by the president and/or other officers to reach out to an officer, officers who are especially negligent in their duties can be removed through the following procedure:

- (i) Any officer may submit a complaint to the president regarding another officer who is failing to follow through on duties. In the case that the president is the one under review, the complaint may be submitted to the vice president, or the ASGSR student liaison. This complaint may be a request for a removal vote, or a request to issue a warning.
- (ii) The president, or other recipient of the complaint, shall send at least two forms of communication to the officer in question (this may be an email plus a message on slack, facebook, or phone text). The content of the email communication for a removal vote shall include specifics of the complaint, and an alert that a removal vote will be added to the agenda of the next meeting if they fail to respond. The content of the email communication for a warning shall include specifics of the complaint and a request to remediate the situation. If possible, the communication should attempt to keep the identity of the complaint submitter anonymous.
- (iii) The officer in question may respond and defend themselves. If this defense is satisfactory to both the president (or other recipient of the complaint) and the person who submitted the complaint, no action will be taken.
- (iv) In the case of a removal vote request, if the officer in question does not respond, or their defense is unsatisfactory to at least one of the other officers involved, their removal vote will be placed on the agenda for the next meeting. This agenda will be made available at least 1 week prior to the meeting. The vote will pass or fail by a simple majority.
- (v) If a vote to remove an officer passes, the officer in question will be removed from the student website, and should not expect to receive travel funding should they attend the next ASGSR meeting.

7.4 Dispute remediation. In the case of two or more student officers being involved in a dispute that they cannot remediate between themselves, the officer(s) may bring the dispute to the attention of the president, vice president, and/or student liaison. In extreme cases (harassment,

abuse, etc.), the student liaison may demand the removal of a student officer from the board. A removal initiated by the student liaison will not be voted on by the student officers.