

# The Space Manifesto

## Article I. Name

The name of this organization shall be the Columbia Space Initiative, hereafter referred to as "CSI." The officers of CSI shall make up the Board of CSI, hereafter referred to as the "CSI Board."

## Article II. Membership

### Section 1.

The general body of the organization must be comprised of at least two-thirds CC, GS, and/or SEAS students. Any Columbia-affiliated student may join as a general body member.

### Section 2.

The responsibilities of general body members are regular attendance at weekly meetings, consistent contribution towards club efforts, and obedience to the Code of Conduct. First-time CSI members shall join a technical project, hereafter referred to as a "Mission," or a sub-team of a different branch (e.g. an Outreach group). After one month of consistently fulfilling the assigned responsibilities of the student's chosen Mission or sub-team, the first-time CSI member shall become a full general body member by concurrence of the Board.

### Section 3.

Privileges of general body membership include eligibility for leadership positions; club endorsement for the use of CSI's name in resumes and similar documents; the right to be included in official CSI membership lists (e.g. on CSI's website); the ability to propose and lead new Missions; and the ability to be selected for travel and/or participation in exclusive CSI events at the discretion of the CSI Board.

### Section 4.

The membership Code of Conduct may be modified by the CSI Board with a  $\frac{2}{3}$  or greater majority vote at any time. The Code of Conduct is as follows:

1. Members shall be responsible and accountable for his or her actions and words.
2. Members shall remain respectful and display sportsmanlike conduct at meetings.
3. Members shall not discriminate against other members on the basis of race, color, religion, national origin, sex, gender, age, veteran status, disability, or level of space knowledge.

4. Members shall notify the CSI Board of repeated negative attitudes toward the club or club members(s), which will be dealt with by the CSI Board. In general, disrespect of any kind will not be tolerated.

## Section 5.

Membership may be revoked by the CSI Board with a  $\frac{2}{3}$  or greater majority due to failure to meet membership responsibilities.

## Section 6.

General body members may take arranged leaves of absence (i.e. study abroad, medical issues, or other extenuating circumstances) and resume membership upon return. Leaves of absence must be communicated to the CSI Board beforehand.

# Article III. Governance

## Section 1.

The organization of the CSI Board will include an Executive Board and an Extended Board. Executive Board (elected positions) offices are President and Vice President, Treasurer, and CAPCOM (Secretary). Extended Board (appointed positions) are Webmaster, Outreach Director, Operations Director, and Mission Directors. The Board may alternatively opt for two Co-President positions for a year's election cycle, in which both subsequent Co-Presidents share the responsibilities of the President position and President/Vice President voting mechanisms are fulfilled by the votes of both Co-Presidents.

## Section 2.

The duties of these officers shall be as follows:

### President:

The President shall act as a liaison between the Columbia Administration and the CSI Board. He or she shall be the public face of CSI and will bear all responsibility for CSI as a whole.

### Vice President:

The Vice President shall assist the President with all above-mentioned duties. He or she shall fill in as acting President in case of President absence for meetings or administrative decisions.

#### Treasurer:

The Treasurer shall manage finances from ABC allotment or other sources and resolve all reimbursement claims. He or she shall lead and coordinate efforts to apply for grants and solicit team sponsorship, in cooperation with the Operations Director.

#### CAPCOM (Secretary):

The Secretary shall keep records of meeting minutes, project progress, and membership information. He or she shall create and maintain an archive of all engineering and administrative documentation for previous years of CSI, and is responsible for club-wide communications (e.g. regular newsletters).

#### Operations Director:

The Operations Director shall lead the Operations branch of CSI, interfacing with other university space clubs and corporations. The Operations Director will work alongside the Treasurer in soliciting team sponsorships.

#### Outreach Director:

The Outreach Director shall lead the Outreach branch of CSI. He or she shall organize space advocacy events within and outside the Columbia community. Examples of events within the scope of the Outreach Director's responsibility are teaching events at local schools and speaking events on campus.

#### Webmaster:

The Webmaster shall maintain the official CSI website and will have technical advising authority over other web-based CSI tools.

#### Mission Directors (multiple):

Mission Directors shall be responsible for heading a team of members on a space-related technical project under the CSI banner.

### Section 3.

All officers shall serve a one-year term, and officers can be re-elected (if an elected position) or re-appointed (if an appointed position) for multiple years. Additional appointed officer positions may be created and officers appointed on an as-needed basis, as specified in Article V, Section III (e.g., the creation of a Vice Outreach Director position).

## Article IV. Meetings

### Section 1.

Meetings will be held at least once a week and shall be scheduled by the CSI Board. Meetings shall serve the purpose of coordination and monitoring of Missions and club projects.

### Section 2.

Policy decisions regarding items of great impact to the club will be presented by the President and voted on by the general body membership. Day-to-day administrative decisions will be decided by the President and Vice President. Technical and safety decisions will be made by the CSI Board, including relevant Mission Director(s), and relevant sponsoring faculty.

## Article V. Elections of Executive Board Members

### Section 1.

Organizational elections must take place once per year in November. The general body will vote in a secret ballot on the elected offices. The election process will be “drop-down.” Candidates will announce which position(s) they are running for. The candidates will then run for the first position in the hierarchy (President, Vice President, Treasurer, CAPCOM) and drop to the next position they are running for if they are not elected for the prior position.

### Section 2.

Appointments to non-elected offices will be decided upon by the current holder of that office, President, and Vice President through a rigorous interview process that shall be held every year in mid-November. For example, the next Webmaster will be appointed by the current Webmaster, President, and Vice President.

After an appointment is announced at the end of November, the newly appointed/elected officer will take office the following Fall semester. For the Spring semester following November appointments/elections, appointed/elected members will be obligated to undergo an “apprenticeship” period of learning from the existing leader. The current leader will be obligated to mentor and train the incoming appointed/elected leader. This is to ensure a smooth transition of leadership, as outgoing officers shall have spring semester to advise incoming officers. Mission Directors are excluded from this process. The newly elected/appointed leader shall take full official office at the beginning of Spring Break.

The appointment process is only required when the existing officer is graduating or stepping down. In the case of a forced removal or vacancy as described in Article VII, an appointment will require a unanimous decision between the President and Vice President.

### Section 3.

New Board members, including new Board positions or assistantships to current Board positions, may be created on an as-needed basis by the current Board members. Creation of a new position will be passed by a  $\frac{2}{3}$  or greater majority Board vote. Similarly, vacant Board positions that are deemed unnecessary for current club needs may be abolished by a  $\frac{2}{3}$  or greater majority Board vote.

### Section 4.

Proposals for new Missions, with an accompanying Mission Director, are fielded from the general body members throughout the year. A new Mission and respective Mission Director is selected if the current CSI Board approves of the Mission proposal with a  $\frac{2}{3}$  or greater majority vote.

## Article VI. Amendments to the Constitution

### Section 1.

Amendments to the Constitution can be proposed at any time, and will be voted upon by the Board. A  $\frac{2}{3}$  or greater majority vote is required for an amendment to be sent to ABC for final approval.

### Section 2.

This Constitution shall be ratified by a vote of a  $\frac{3}{4}$  or greater majority of Board members.

## Article VII. Dismissal of Officers

### Section 1.

Members of the Board may be impeached and removed by the general membership if there is reasonable evidence that they are not properly executing their duties as specified in this document. By a  $\frac{2}{3}$  (two-thirds) vote of the Board, any officer (elected or appointed) may be relieved of his or her duties.

## Section 2.

In the event of a mid-term vacancy of any officer, the Board will appoint an interim replacement until an election can be held for the new officer (if an elected position), or a formal appointment for the new officer (if an appointed position).

# Article VIII. Activities

## Section 1.

CSI seeks to promote space awareness through student-led Missions and advocacy in the community. As an umbrella organization, CSI is responsible for multiple technical Missions and other projects (e.g. Outreach) at any given time in the semester.

## Section 2.

Projects, technical or non-technical, may be proposed at any point during the year by any general body members, Board members, or CSI alumni. Technical projects shall be set up as Missions under a Mission Director. Non-technical projects will be overseen by other Board members (e.g. Director of Outreach takes responsibility for a teaching program at local elementary schools).

# Article IX. Amendments

## Amendment 1.

Mission leads shall be subject to periodic review, based on general body member feedback, as determined by the executive board.

## Amendment 2.

Appointed positions other than technical mission leads (including but not limited to: director of outreach, operations, publicity, webmaster) will go through a new appointment process yearly, with their terms starting in September and ending in May.

### Amendment 3.

Senior Advisors are eminent former board members of CSI who have completed at least 90 credits towards their undergraduate degree, and are current students at Columbia University. They are appointed by a majority vote of the current members of the CSI Board upon request from a former board member of CSI that meets the above criteria. Their responsibilities are to transfer knowledge and experience to new members, to create documentation for their knowledge, and to promptly answer questions from CSI members. Senior Advisors are expected to act in an advisory role, and to defer to currently elected and appointed board members when appropriate. Senior Advisors, as board members, retain the same privileges as the rest of the board, including speaking and voting rights.

### Amendment 4.

Only those board members who are physically or virtually present for the duration of the weekly board meeting may vote.

### Amendment 5.

Elections for the positions of Co-President, Treasurer, and CAPCOM will be held once per year in early February. Elected officers will undergo a transition period before taking office after Spring Break.

### Amendment 6.

Appointments to non-elected positions, including Webmaster, Outreach, Publicity, and Operations, will take place once a year in mid-March. An “apprenticeship” period will begin immediately after appointment and end in late-April, at which point the incoming leader will officially take office.

### Amendment 7.

Publicity Director will be an appointed position.

#### Publicity Director:

The Publicity Director shall lead publicity for CSI events. They shall create flyers, facebook events and anything else the board deems necessary for the publicity of CSI events. They are also responsible for managing (not necessarily hosting) the Columbia Space Initiative podcast.

### Amendment 8.

The Directors of Outreach, Operations and Public Relations are to function within their individual roles and remain separate, appointed positions as well as a collaborative 'Public Affairs Mission' responsible for different dimensions of the publicity process on behalf of the organization. Students occupying the roles sited

will be responsible for delegating tasks to other students recruited to work within this collective - who will develop the club's graphic design projects, photography, etc. - and using these materials to keep CSI's social media pages up to date.