



GEORGETOWN UNIVERSITY  
SPACE INITIATIVE



Georgetown University Space Initiative  
Constitution

## Preamble

We, the members of the Georgetown University Space Initiative, as a chapter of SEDS-USA, do establish this constitution on January 30, 2024 such that we may endeavor to accomplish our goals and commitments to the greater Georgetown University community. We further agree to comply with all Georgetown University club and organization policies, as well as SEDS-USA chapter regulations.

## Name

The official name of our group is the “Georgetown University Space Initiative”, abbreviated as GUSI. Pronounced (Goo-See).

## Mission

We hereby declare that the Georgetown University Space Initiative seeks to promote growth and awareness of space on campus, through the provision of many and various space-related opportunities. As a chapter of SEDS-USA, the Georgetown University Space Initiative is an entirely student-run and operated organization founded in 2019. Its mission is to create and convene a community of people interested in and passionate about space exploration and innovation at Georgetown University, to encourage the university to adopt a more space-oriented curriculum in line with Georgetown’s academic strengths and to contribute a new generation of leaders with fresh perspectives to the global New Space community.

## Membership

GUSI’s membership will be open to all members of the greater Georgetown community, though GUSI is intended to be a largely undergraduate-run organization. Until a member declares interest and commitment to a certain team lead, they shall be considered as a general member and required to miss no more than 3 meetings a semester to be considered an “active” good-standing member. Active members are afforded the chance to vote as well as run for board positions. A member may fall out of good standing through acting inappropriately or in an otherwise harmful manner. A member may be banned from GUSI either through harassment and bias incidents, or through a unanimous vote of 2/3 of the board at the board’s discretion.

Within teams, members shall be obliged to attend weekly team meetings at the discretion of their Team Lead. Students may participate in multiple teams and projects, as long as they can maintain their commitments to each. Each new member should be encouraged to have an individual meeting with one of the GUSI officers during onboarding, to better understand new members’ interests and goals within GUSI.

# Leadership

We will have a total of nine officer positions, each of whom will complete roles as either executive board GUSI officers or as team leads to our policy, commercial, and science teams. To be eligible to be an officer, an individual must be (1) a Georgetown undergraduate student and (2) considered an “active” good-standing member that academic year.

## **Executive Board Officers:**

The roles of the Executive Officers are as follows:

### Co-President:

The two co-presidents of the group will be responsible for leading the broader GUSI group in achieving both its internal and external goals as well as delegating tasks per the constitution. To the maximum extent possible, presidents should promote continuity by ensuring they are in two separate years (e.g. Junior-Senior). Presidents will also be able to appoint deputy or co-board positions in an unofficial capacity, so long as both co-Presidents approve, to help execute the GUSI mission.

Presidents should share the following responsibilities:

- a) Monitoring Attendance for members and the board
- b) Scheduling speakers
- c) SEDS Communication and monthly Council of Chapters attendance
- d) Run general and board meetings
- e) General leadership
- f) Cross chapter collaboration

Establishing partnership details and company relations: The Presidents, along with the COO, will look to establish partnerships with external bodies, other student organizations, and companies to enable opportunities for students. Each Co-President can delegate new opportunities and extraneous tasks to the board as they see fit.

### Chief Outreach Officer (COO):

The COO will be responsible for writing and distributing the student newsletter, introducing new partnerships and possible connections, maintaining alumni and professional relationships through the alumni newsletter. The COO will monitor the GUSI email and be in charge of the MailChimp account. The COO will be responsible for coordinating logistics for socials/networking events/conferences off-campus. The COO must also reserve campus spaces for meeting through GEMS and Access to Benefits. The COO will also take the lead on organizing collaborations with other student organizations on campus.

### Chief Financial Officer (CFO):

The CFO will be responsible for the management, distributing, and spending of the budget, and gathering any money from grants, awards, or sponsors. The CFO must be Blueprint trained and capable of submitting all necessary documents in support of the SAC budgetary process. The CFO will also assist the COO and Co-Presidents in writing and applying for grants.

### Director of Media:

The Director of Media shall be responsible for posting updates on the LinkedIn, Instagram, and Youtube at least monthly during the school year, as well as for monitoring incoming messages.

1. GUSI LinkedIn
  - g) Repost all GUSI Member space related activity
  - h) Post all GUSI Activity/Accomplishments
  - i) Advertise upcoming events within GUSI and for members
  - j) Advertise SEDS-wide events/opportunities
- 2) GUSI Instagram
  - a) Advertise SEDS-wide events/opportunities
  - b) Team/project highlights
  - c) Advertise events and recruiting
  - d) Monitor DMs in case of outreach question
- 3) GUSI YouTube
  - a) Interviews
  - b) Special videos/presentations (e.g Business pitch comp)
  - c) Capturing and marketing space related events involving GUSI members.
- 4) Creating and maintaining all marketing materials to be used in flyers, emails, merchandise, and online GUSI-branded media.
- 5) Ensuring continuity of GUSI archives/records through the form of the GUSI Google Drive, between incoming and outgoing leadership.

### Webmaster:

The Webmaster will be responsible for maintaining the website by publishing articles written by the teams, updating any new information, and keeping the entire website up to date as a whole.

This includes:

- a) Current Leadership
- b) Adding new Alumni
- c) Up-to-date Advisor bios and information
- d) Featuring News articles showcasing GUSI and/or its members

### Social Chair:

The social chair is tasked with organizing social events and liaising with the CFO, Presidents, and COO to fund them. Potential events include

- e) Organizing rocket launch viewing
- f) Dinners
- g) Socials

## **Teams and Team Leads:**

We will have a total of three team leads, each of whom will create a set of enrichment activities for their sub-group in line with the fields they represent.

The teams that each of the team leads will lead are:

### Commercial:

This team will focus on researching commercial developments in space and reporting on those trends for a broader audience. Its publications will take a broad range of forms including blog posts, academic reports, interviews, etc. It will also collaborate with other teams to provide them with industry research and other business-oriented insights on space-related issues. It will also compete in business pitches and other external competitions. It will also assist the CFO in securing funding from external sources through the creation of materials. Any project relating to business, investment, finance, or the industry as a whole will fall under the jurisdiction of the commercial team.

### Policy:

This team will develop the research and writing skills of members interested in space governance. Members will compete in essay competitions, participate in days of action, as well as advocate for increasing space opportunities on campus. Any project relating to space policy will fall under the jurisdiction of the policy team

### Science:

This team will seek to develop and complete science-related projects and encourage its members to gain professional experience in industry-related events. This team will be an outlet for commercial space science that otherwise does not exist on campus. Any project relating to STEM will fall under the jurisdiction of the science team.

## **Board Member Rules**

In case of an emergency, any single board member may convene a board meeting to include all officers. They may choose to impeach an officer by an anonymous  $\frac{3}{4}$  vote, or by default by examining the officer in question's attendance records for board and general meetings. An officer may only be excused from attendance obligations with sufficient prior warning. See the attendance session for more details.

## Elections

A group-wide election will occur annually during Late March/Early April, to allow any “active” general member in good standing to run for non-president board positions. To be eligible to run for president, a candidate must be a current officer, or an “active” member that receives an invitation to run by both presidents. Voting procedures will be an anonymous majority vote, available to all voting members through an online form or in-person ballots. In the case of a vote of no confidence or with no clear winner, GUSI shall wait a maximum of one week until conducting a re-vote. Elected positions come into power at the beginning of the Fall Semester.

The team leads for each team will be elected from within their teams according to rules set by the outgoing leadership. Outgoing Presidents may veto a team lead election by consensus among each other, with a  $\frac{2}{3}$  majority vote by the board (excluding presidents) able to overturn the veto. These elections will occur at the end of each academic year, if team leaders are unable to fulfill their duties, or are removed from active membership, the Presidents will appoint a replacement with unanimous consent among each other. In the event that no members run for or are eligible to run for a board position, the presidents will work with the current board member to appoint a replacement.

## Meetings

Whole group meetings will occur once per week at a time set by the group at the start of each semester. Team meetings will occur at the discretion of the team leads at a frequency no less than once every two weeks. Board meetings must also occur once a week at a time set at the start of the semester. A GUSI board meeting may also be convened at any point during the year to amend the constitution, with a  $\frac{3}{4}$  vote, with  $\frac{3}{4}$  of the board’s approval needed to pass an amendment.

## Board Member Attendance

Board members are required to be at each meeting unless prior notification is provided. Board members may only be excused from general meetings for unexpected class, health, family, emergency, or other unforeseen circumstances, or circumstances out of the students control (class conflicts.) Missing general meetings for other club/club leadership/sport meetings or events shall not count as an excused absence even if prior notice is given. Missing three GBM or three board meetings in a semester will result in the automatic loss of active member status and therefore their Board position, with a replacement chosen by the Co-Presidents.

## Inclusion Statement

GUSI understands that we must make our environment welcoming and inclusive for every member of our community. Our values call upon us to ensure that no member of our community is discriminated against, harassed, or bullied based on their race, national origin, sexual orientation, gender identity, ability, or in any other manner. We remain committed to ensuring the organization is free from harassment and discrimination. Any incidents of bias, harassment or discrimination, will not be tolerated. Georgetown University is committed to providing a safe and hospitable environment for all members of the space-faring community. The mission to care for the whole student and whole person is epitomized by a priority to maintain a robust “safety net” for students. Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination based on sex in any educational programs. Consequently, sexual harassment or any acts of sexual misconduct are prohibited. Title IX requires the University, upon becoming aware of any incident of sexual harassment and misconduct to respond appropriately to protect and maintain the safety of the University community, including students, faculty, and staff. Georgetown University prohibits sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

GUSI strives to maintain a community characterized by a respect for others. At a minimum, this means that the executive board will seriously and effectively respond to sexual and discriminatory harassment. Our culture of respect means that no type of sexual or discriminatory harassment is tolerated, and all incidents of intolerant or disrespectful conduct are reported to appropriate campus officers and departments. GUSI is dedicated to responding quickly and thoroughly to all reports of sexual or discriminatory harassment. Consequences may include revocation of membership or leadership positions, should it be deemed necessary by the executive board officers in a  $\frac{2}{3}$  vote in maintaining a safe and healthy environment for all.