

Society of Physics Students Organization Constitution

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Article I Name

Section 1: The name of this organization shall be “The Truman State University Chapter of the Society of Physics Students”.

Article II Purpose

Section 1: The purpose of this organization shall be to support students with an interest in the field of physics and to promote a curiosity in physics at Truman State University and in the community at large.

Article III Membership

Section 1: Membership in this organization shall be divided into two categories: general membership and active membership.

Section 2: General membership in this organization shall be available to and automatically granted to any individual interested in physics and science. General members shall be entitled to participate in all organizational meetings and events. General members shall not

be permitted to vote in officer elections or on proposed constitutional amendments. General members shall be permitted access to food and beverages at the discretion of the executive board.

Section 3: Active membership in this organization shall be granted to any student who is a general member and is current on their dues. Active members shall be entitled to all privileges associated with general membership in addition to being eligible to vote in officer elections and on proposed constitutional amendments.

Article IV Dues

Section 1: Dues of 10 dollars annually or 5 dollars per semester shall be collected by the treasurer from all active members.

Article V Officers and Duty of Officers

Section 1: The executive board shall consist of at minimum the positions of President, Vice President, Treasurer, and Secretary. No one person may hold more than one of these positions during any one term. If there is interest, other recommended positions include Social Chair, Webmaster, Demo Chair, Faculty Spy, Club Bouncer, and Risk Management Officer. If there is no interest in these positions, these duties will be absorbed by the executive board, as delegated by the President, with the exception of the Risk Management Officer, which shall be assumed by the Vice President, as stated in Article V.

Section 2: The duties of the President shall be as follows:

- A. The President shall be in charge of presiding over every meeting.
- B. The President shall be responsible for planning or delegating the planning of any events that the organization shall host or participate in.
- C. The President shall be responsible for assuming or delegating any new duties.

Section 3: The duties of the Vice President shall be as follows:

- A. The Vice President shall be responsible for organizing and monitoring the tutoring services provided by this organization.
- B. The Vice President shall be responsible for assuming the responsibilities of the President as needed.
- C. The Vice President shall assume Risk Management responsibilities as required by Truman State University, should this position not be filled by another member.

Section 4: The duties of the Secretary shall be as follows:

- A. The Secretary shall be responsible for regularly emailing the membership of the organization at least two calendar days before each regularly scheduled meeting.
- B. The Secretary shall be responsible for disseminating any pertinent information to the membership of the organization.
- C. The Secretary shall be responsible for recording the minutes of regularly scheduled, emergency, and any and all additional meetings, and posting the minutes on the SPS website.

Section 5: The duties of the Treasurer shall be as follows:

- A. The Treasurer shall be responsible for managing the funds of the organization.
- B. The Treasurer shall be responsible for acquiring food and any other resources required by the organization.
- C. The Treasurer shall be responsible for collecting dues and payments from the members of the organizations.

Section 6: The duties of the Social Chair shall be as follows:

- A. The Social Chair shall be responsible for promoting socialization through social activities, events, or however the Social Chair and executive board sees fit.
- B. The Social Chair shall be responsible for maintaining an open and inclusive environment for the members of SPS.

Section 7: The duties of the Webmaster shall be as follows:

- A. The Webmaster shall be responsible for updating and maintaining the official website of the organization and other social media sites.

Section 8: The duties of the Demo Chair shall be as follows:

- A. The Demo Chair shall be responsible for organizing demos for both organizational meetings as well as community outreach as requested by the executive board.

Section 9: The duties of the Faculty Spy shall be as follows:

- A. The Faculty Spy shall be responsible for attending regular physics department meetings and informing the students of any large or significant changes.
- B. The Faculty Spy shall act as a representative for the physics student body, informing the faculty of student questions, concerns, and requests.

Section 10: The duties of the Risk Management Officer shall be as follows:

- A. The Risk Management Officer shall be responsible for fulfilling all risk management requirements of the university.

Article VI Election of Officers

Section 1: Regular officer elections shall take place at a regularly scheduled meeting within 60 days of the end of the spring semester.

Section 2: The terms of all officers shall expire at the end of the spring semester.

Section 3: Any active member of the organization shall be permitted to nominate themselves or another active member for any of the officer positions listed in this constitution.

Section 4: The organization shall accept nominations from any active member of the organization during the week immediately prior to the election.

Section 5: Elections will be held in the order of the positions as listed in Article V of this constitution.

Section 6: Prior to voting, each nominee for a required position shall be granted three minutes to speak to the organization, while nominees for optional positions shall be granted one minute.

Section 7: Votes to elect officers may be taken through the use of secret ballots, hand-raising, or another method at the discretion of the executive board.

Section 8: Only active members shall be allowed to vote in officer elections.

Section 9: Officer election shall be conducted in the “Trickle-Down” method. That is, if a nominee loses the vote for a position, they may nominate themselves to, and run for, any remaining position, as listed in Article V.

Article VII Line of Succession of the President

Section 1: In the event that the President is unable to fulfill the duties of the position for any reason, the title and responsibilities of the President shall immediately and automatically be transferred to the first member of the executive board listed in Article Article V that is able and willing to fulfill the duties of the President as prescribed in this constitution.

Article VIII Removal of Officers

Section 1: Any member of the executive board may voluntarily resign their position at any time for any reason.

- Section 2: Any active member of the organization shall be permitted to initiate the officer removal process outlined in this article by contacting a faculty advisor, who will notify the executive board, while maintaining the anonymity of the accuser.
- Section 3: The officer removal process shall not commence until specific charges have been presented to all members of the executive board, and the members of the executive board which are not being challenged reach a simple majority vote in favor of commencing the removal process. In the event that the executive board refuses to start the officer removal process, the advisors of the organization shall be permitted to overrule the executive board's decision to start the officer removal process after reviewing the proposed evidence.
- Section 4: Any officer in any stage of the removal process shall be entitled to full due process as outlined in this article.
- Section 5: Once the officer removal process has been started, the officer in question shall have no less than 14 days to prepare a defense of the actions being questioned.
- Section 6: Immediately prior to the vote to remove an officer, the officer in question shall be permitted no less than 5 minutes to present their defense to the membership.
- Section 7: Votes to remove officers shall be conducted by secret ballots and shall require a $\frac{3}{4}$ majority in favor of removal for the officer to be removed from their position.
- Section 8: Any active member is entitled to vote on the removal of an officer.
- Section 9: Absentee ballots shall be accepted for votes of officer removal if signed and hand delivered to a member of the executive board.
- Section 10: Votes for the removal of an officer must be counted and certified by a minimum of two members of the executive board.
- Section 11: The executive board shall have the authority to absorb the responsibilities of the officer in question at any point during the removal process.

Article IX Emergency Officer Elections

Section 1: In the event that any member of the executive board should be unable to fulfill their duties as prescribed in this constitution, the executive board shall be permitted to either schedule an emergency election or absorb the duties of the position.

Section 2: Emergency elections shall follow the procedure listed in Article VI of this constitution.

Article X Meetings

Section 1: Regular meetings shall be held every two weeks, at the discretion of the executive board. Special meetings may be called by the President or the Vice President.

Article XI Faculty Advisor

Section 1: The Faculty Advisor shall be a faculty member appointed by the Chairperson of the Physics Department, after consultation with the organization officers.

Section 2: The Faculty Advisor shall provide liaison among the organization, the Physics Department, and the National Office of the Society of Physics Students.

Section 3: The Faculty Advisor will supply counseling to the organization, furnish continuity of experience in organizational operations, and provide long-range perspective to ensure departmental interest in the support of the Society of Physics Students.

Section 4: The faculty Advisor shall assist the President in furnishing the National Office with the required data and shall assist the Treasurer in transmitting fees and dues to the National Office, at the discretion of the executive board, if applicable.

Article XII Amendments

- Section 1: Any active member of the organization may propose an amendment to this constitution by submitting a written copy of their proposed amendment to any of the members of the executive board either in person or electronically.
- Section 2: Amendments to this constitution shall require the approval of $\frac{2}{3}$ of active members present to take effect.
- Section 3: The full text of any proposed amendment(s) to this constitution must be made available to the membership of the organization one week prior to a vote being held. Inclusion of the text of the proposed amendment(s) in an email or in a handout to be distributed at the previous meeting shall satisfy this requirement.
- Section 4: All votes to amend this constitution shall be conducted by secret ballots to be counted by no less than two members of the executive board.
- Section 5: In the event that an active member is unable to attend a vote on an amendment to this constitution for any reason, the active member shall be allowed to record their vote on a piece of paper in a signed and dated sealed envelope and deliver it personally to any member of the executive board prior to the vote to be counted.
- Section 6: Only active members shall be permitted to vote for any amendment to the constitution of this organization.

Article XIII Hazing Policy

- Section 1: Under no circumstance shall The Truman State University chapter of the Society of Physics Students engage in hazing as defined in §8.050 of the student code of conduct.

Article XIV Ratification

Section 1: An amendment passed to the existing constitution by at least a $\frac{3}{4}$ majority of all active members which are present at a regularly scheduled meeting, vesting all supreme power in this document and immediately declaring the existing constitution null and void, shall be sufficient to ratify this constitution as the supreme law of the Truman State University chapter of the Society of Physics Students.