

# Constitution of the **Purdue Physics Graduate Student Association**

## Article I: Name

The name of this organization is the *Purdue Physics Graduate Student Association*, hereafter the PGSA.

## Article II: Purpose

The purpose of the PGSA (in no particular order) is to:

- 1 Build solidarity in the Physics graduate student body
- 2 Represent physics graduate students' needs, interests, and concerns to faculty and administration
- 3 Facilitate lines of communication with faculty and administration
- 4 Work to address the concerns and interests of Physics graduate students, both within the organization and in collaboration with Physics Department faculty, staff, and administration
- 5 Provide a unified body to handle all department and University responsibilities delegated to Physics graduate students as a group
- 6 Promote leadership and professional development among Physics graduate students

The PGSA does not officially support or endorse any cause except those described above.

## Article III: Definition of Membership

Any Purdue student who meets either of the following criteria is eligible for membership.

- 1 Is enrolled in the Purdue Physics graduate program
- 2 Is enrolled in any Purdue graduate program AND employed as a Teaching or Research Assistant in the Purdue Physics Department or has as an official graduate advisor a member of the Physics Department faculty

Students who meet criteria 1 are automatically considered members upon acceptance into the Purdue Physics graduate program. Those eligible for membership but enrolled in a graduate program of another department must contact the PGSA Executive Committee to join the organization, at which time he/she will be automatically accepted for membership. A student may opt-out of PGSA membership by contacting the the PGSA Executive Committee.

The PGSA Faculty Advisor(s) is also considered a non-student member of the organization, with all rights and privileges therein, except the right to vote or hold office as an Executive Committee member.

Membership and participation in both the PGSA and PGSA Executive Committee (see Article IV Section 1) is free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

## Article IV: Executive Committee and Elections

### *Section 1: Executive Committee Members*

The PGSA will be managed by an Executive Committee (hereafter 'Committee'). The Committee will consist of at least 10 Committee Members, with a maximum size of 20. Whenever possible (see Article IV Section 2), this must include representatives from the following Years: 2nd Year students, 3rd Year students, 4th Year students, 5th Year students and 6+ Year students. Additionally, upon entering the department (typically in August) any number of first year PGSA Members may opt to join the Committee as Junior Committee Members. Junior Committee Members cannot vote as Committee Members or hold office, and therefore are not included when determining the Committee size.

Any PGSA Member, except the Faculty Advisor(s), is eligible to run for Committee membership. Committee Members will have 1-year terms. Newly elected Committee Member terms will begin on the first of May following the election (see Article IV Section 2). However, all newly-elected Committee Members will attend all committee meetings between the election and May 1st, to observe the proceedings and facilitate a smoother transition. The first meeting of the newly-elected Committee must take place in the month of May. See Article IV Section 3 Subsection B for description and election of Officer positions within the Committee.

### *Section 2: Executive Committee General Elections*

General Elections are to be held annually in the first week of March (unless this coincides with Spring Break, in which case elections are to be held during the week following Spring Break). An announcement with a description of Committee responsibilities and a call for nominations will go out two weeks before the election is to be held. Candidates may nominate themselves or be nominated by others, but must confirm their candidacy, as well as which Year they would be representing, no later than 3 days prior to the election. Candidates are considered representatives for Year which they will be a constituent of during the August following the

election (e.g. a Member who is a 1st Year student during the March elections would be considered a 2nd Year representative).

Each voter will be asked to vote for up to 20 candidates. These candidates will then be ranked by the number of votes received, and the 20 highest ranked candidates will be granted Committee Member positions. Exceptions to this may be made to ensure representation for each Year. Every Year (2nd, 3rd, 4th, 5th, and 6+) that has at least one candidate will be guaranteed one position on the Committee. For example, if only one 3rd Year representative is on the ballot, that person is guaranteed one of the 20 Committee positions, regardless of number of votes received. In the case that the number of candidates is smaller than 20, elections do not need to be held and all candidates will be automatically granted Committee membership. Ties will be broken by majority vote of the incumbent Committee Members (excluding Committee Members who are part of the tie).

Any candidates who do not receive Committee membership will be considered Alternate Committee Members (in order of number of votes received), eligible to take over a Committee position for the remainder of a term if an elected Committee Member must vacate his/her post before the end of his/her term. This Alternate should commence his/her tenure as a Committee Member as soon as possible upon the departure of the previous Committee Member. If there are no Alternates and a Committee Member must vacate his/her post, the post will remain empty until the next General Election, provided the Committee retains at least 10 members. If the departure of the Committee Member would reduce the Committee size to less than the minimum of 10, an announcement will be made asking for volunteers from among all PGSA Members to fill the open position. One week following the announcement, the position will be filled by majority vote of the incumbent Committee Members.

### *Section 3: Officers*

#### *Subsection A: Election of Officers*

10 Officers (see Article IV Section 3 Subsection B) will be elected by the Committee from amongst the Committee Members at the first Committee Meeting after May 1st, when the newly-elected Committee Members take office. Officers will be re-elected every May by majority vote of the Committee. The President does not vote, except to break a tie. At least 10 Committee Members must be present to hold an Officer Election. Any Committee Member is eligible for any Officer position, with the exception of the President. Only those Committee Members with at least one year of experience as a Committee Member, including Junior Committee Members, are eligible for President.

Within 3 weeks of Officer Elections, a list of the new Officers will be filed by the Secretary with the *Student Activities and Organizations* area of the *Office of the Dean of Students*.

An Officer may vacate their Officer position and retain their position on the Committee as a non-Officer Committee Member. If an Officer must vacate his/her post before the end of

his/her Officer term, an Officer Election must be held at the next Committee Meeting to fill the vacant Officer position.

### *Subsection B: Positions and Duties of Committee Members*

There will be a total of 10 Officer positions. Duties for each position are described as follows:

#### Duties of all Committee Members (including Officers)

- Attend at least 80% of all Committee Meetings
- Attend General Meetings
- At least once every semester, volunteer to help with Committee tasks, including (but not limited to) planning and running social events and seminars, and collaborating with the department on special projects which benefit PGSA Members.

#### President

- Preside over the Committee Meetings and General Meetings and ensure they are run productively
- Attend and represent the PGSA at monthly meetings with the Physics Department administration
- Approve or deny financial expenditures (along with the Treasurer)
- Participates in Committee votes *only* to break ties

#### Treasurer

- Approve or deny financial expenditures (along with the President)
- Keep attendance at all Committee Meetings
- Keep track of all income and expenses of the PGSA
- Keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the *Business Office for Student Organizations*.
- Provide a brief Treasurer's report at each Committee Meeting

#### Secretary

- Prepare official agenda for each Committee Meeting and distribute the agenda to all Committee Members at least 1 day prior to the Committee Meeting
- Prepare official agenda for each General Meeting and distribute the agenda to all PGSA Members at least 1 day prior to the General Meeting
- Keep official minutes at every Committee Meeting and General Meeting
- Post the official minutes of each Meeting on the PGSA web site and email the minutes to the Faculty Advisor(s), no later than 2 days after the Meeting
- Keep records of all PGSA correspondence, agendas, and minutes.

#### Webmaster

- Maintain and update the PGSA web site
- Collaborate with other Committee Members to post information on the PGSA web site

#### Physics Computer Committee Representative

- Act as the graduate student representative on the Physics Computer Committee
- Attend all Physics Department Computer Committee Meetings
- Provide a report at every Committee Meeting following a Physics Computer Committee Meeting
- Act as a liaison for PGSA Members regarding any issues relating to Physics Department computing facilities

#### PGSG Representative

- Act as the graduate student representative to the Purdue Graduate Student Government
- Attend all Purdue Graduate Student Government Meetings
- Provide a report at every Committee Meeting following a Purdue Graduate Student Government Meeting

#### Chair of Research Progress and Human Relations

- Act as a point of contact for any PGSA Member or Physics faculty member regarding issues related to PGSA Member research progress or human relations
- Collaborate with Physics Department administration on issues regarding PGSA Member research progress or human relations
- Maintain the list of resources (in cooperation with the Webmaster) on the PGSA web site relating to PGSA Member research progress or human relations

#### Chair of Teaching and Professional Development

- Act as a point of contact for any PGSA Member or Physics faculty member regarding issues related to PGSA Members as teaching assistants or professional development
- Collaborate with Physics Department administration on issues regarding PGSA Members as teaching assistants or professional development
- Maintain the list of resources (in cooperation with the Webmaster) on the PGSA web site relating to PGSA Members as teaching assistants or professional development

#### Chair of Community Building

- Organize the calendar of social events, including PGSA events and joint PGSA-Physics Department events
- Ensure the maintenance of the Physics Graduate Student Lounge
- Organize the weekly graduate student coffee, including organizing volunteers and maintaining food/drink supplies
- Maintain the PGSA noticeboard

#### Chair of Graduate Student Seminar Series

- Collaborate with the Webmaster to collect abstracts from PGSA Members on the PGSA web site
- Oversee selection process of seminar abstracts

- Organize the Graduate Student Seminar Series calendar of events
- Reserve a room and arrange for food and beverages for the seminar series

#### *Section 4: Unaddressed Responsibilities and Subcommittees*

The responsibility for all Committee tasks which are not explicitly allocated to an Officer shall be allocated on a case-by-case basis to Committee Member volunteers. Such tasks may include, for example, the planning of social events or selection of abstracts for the seminar series. If the task warrants it, a temporary Subcommittee may be formed to accomplish this task. A majority vote of Committee Members, with at least 10 Committee Members present, is required to form a Subcommittee. Upon formation of a Subcommittee, a Subcommittee Head must also be appointed and will be responsible for reporting the Subcommittee progress to the Committee. The Head of a Subcommittee may be any Committee Member, including Officers. If necessary or appropriate based on the size or topic of the task, PGSA Members which are not Committee Members may also volunteer for tasks or Subcommittees (including the temporary position of Subcommittee Head). Additionally, the Subcommittee size may be expanded or reduced as the need arises during completion of the task. A Subcommittee is dissolved upon completion of the task.

#### *Section 5: Removal of Officers and Committee Members*

Any PGSA Member may request a Committee vote for removal of an Officer or Committee Member. If the PGSA Member making the request is not a Committee Member, the request must be seconded by a Committee Member or accompanied by a petition which includes at least 5 PGSA Member signatures. The request may be to either remove a Committee Member from his/her position as an Officer while allowing him/her to remain a Committee Member, or it may be to remove him/her from the Committee completely. For such a request to be carried out, it must be passed by a  $\frac{2}{3}$  vote of all Committee Members (except the one in question). Grounds for removal from the Committee or an Officer position may include dereliction of duties (as described Article IV Section 3 Subsection B) or actions which are against the best interests and wishes of the PGSA Members.

#### *Section 6: Committee Meetings*

##### *Subsection A: Regular Committee Meetings*

The Committee will hold monthly meetings during the Spring and Fall semesters and at least once during the Summer semester. The time and location of the Committee Meetings will be announced to the Committee Members via email and posted on the PGSA web site at least

one week prior to the Committee Meeting. If a Committee Member is unable to attend this meeting, he/she must notify the Secretary.

Any PGSA Member may request to address the Committee at a Committee Meeting. This request must be made at least 3 days before the Committee Meeting is to take place and must be approved by the President and one other Committee Member. Upon approval, the Secretary must be notified so that the request can be included on the Committee Meeting agenda.

#### *Subsection B: Meetings with the Physics Department Head*

Once per month, 2 to 4 Committee Members will meet with the Head of the Physics Department and any other relevant faculty or staff. The President will always participate in this meeting, and the remaining Committee Member participants will be decided at the regular Committee Meeting immediately preceding the meeting with the Head.

#### Article V: General Meetings

The PGSA will hold General Meetings twice per year, at the beginning of the Fall and Spring semesters. General Meetings will include all PGSA Members. The Secretary will send out an announcement to all PGSA Members at least one week before the General Meeting. The meeting time will also be posted on the PGSA web site and noticeboard. The Secretary will distribute the meeting agenda at least 3 days before the General Meeting. The General Meeting will always include at least 15 minutes on the agenda for comments and questions of non-Committee PGSA Members.

#### Article VI: Faculty Advisors

The PGSA will seek one or two volunteers from among the Physics Department faculty to serve as Faculty Advisors to the PGSA. Said Advisor(s) will be considered a non-voting member of PGSA and the Committee, and therefore will receive General and Committee Meeting minutes. The PGSA Advisor(s) is not to act as an intermediary or liaison between the Physics Department administration and PGSA, but rather as a mentor to the organization. The duties of the Advisor(s) consist solely of keeping aware of PGSA activity (primarily via meeting minutes), being available to the PGSA Committee Members to provide advice and guidance as necessary, and approving Constitutional amendments.

#### Article VII: Finances

PGSA Finances will be handled by the Treasurer. All expenditures must be approved by both the Treasurer and the President. The Treasurer is responsible for distributing and collecting funds.

#### Article VIII: Amendments

Any PGSA Member may propose a Constitutional amendment, including changes to the bylaws. The proposed amendment must be submitted in writing to the Committee during a regular Committee Meeting. If proposed by a non-Committee Member, he/she must therefore request to address the Committee as described in Article IV Section 6 Subsection A. The Committee must then inform all PGSA Members of the proposed amendment and call for a second. If seconded by another PGSA Member, it will be included on the ballot in the next General Election. For an amendment to pass, it must have a majority of votes with at least 10 PGSA Members participating in the vote, and it must be approved by the Faculty Advisor(s). In addition, all amendments to the constitution and bylaws are subject to the approval of the *Office of the Dean of Students*. If it passes the PGSA vote and obtains Faculty Advisor and University approval, the amendment will take affect on May 1st following the election or immediately following University approval, whichever comes later. Ratification of this Constitution will be considered an amendment, and therefore must also pass by majority vote with at least 10 participants and have Faculty Advisor and University approval.

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Date of Adoption

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Date of University Recognition

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Signature of President

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Signature of Dean of Students

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Signature of Faculty Advisor