

## **Society of Physics Students Constitution**

We, the undergraduate students at the University of Delaware hereby form the organization known as the SOCIETY OF PHYSICS STUDENTS on this day, 19 October 2004, for the purpose of encouraging, academically and socially oriented, activities to members and students interested in the study of physics and astronomy.

### **Articles**

#### **I. Name of the group.**

The group shall be called SOCIETY OF PHYSICS STUDENTS. The only abbreviation that can be referred to the organization is SPS.

#### **II. Object of the organization.**

SPS intends to facilitate the procurement of academic scholarships, internships, research assistantships, and tutoring to all members in the field of physics and astronomy. We also intend on providing social activities related to physics and astronomy such as field trips to observatories, planetariums, and talks on Doctoral research.

#### **III. Affiliations.**

SPS is affiliated with the American Institute of Physics (AIP). An annual membership is paid to AIP by each registered member with SPS. AIP also provide availability for scholarships and grants for research.

#### **IV Qualification for membership.**

1. A member must be a registered member with the American Institute of Physics (AIP).
2. A member must be a full-time, undergraduate student with University of Delaware.
3. All members must be able to prove his or her eligibility of membership if he/she is not on the list of registered members with the American Institute of Physics.
4. If a member is unable to prove that he/she is a registered member within a given and reasonable period of time, he/she must revoke all freedoms and articles allowed to him/her as a registered member of the local chapter immediately.
5. Each member must submit the appropriate membership fee to AIP when it is due annually.
6. A member must be either a physics major or have taken at least one physics course at the undergraduate level.

#### **V. Non-Discrimination Clause.**

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race,

creed, color, gender, age, religion, national origin, veteran status, handicap status, or sexual orientation.

#### **VI. Duties and privileges of membership.**

Each member must pay the appropriate membership fee to AIP upon renewal of membership. Each member is entitled to a key to the office (and items in the office; e.g. use of computer system, refrigerator) used by SPS.

#### **VII. Other types of non-voting or representing membership.**

Members who have completed the undergraduate program with the University of Delaware may retain membership if and only if that member becomes an alumni advisor to the organization.

#### **VIII. Absence Policies.**

Any member who is unable to perform his/her duties as a member may leave and rejoin the organization at any time. Any officer who is unable to perform his/her duties as an officer must permanently revoke his/her title as officer, but may retain membership with the organization; such an officer may not apply for position of any title in the future.

#### **IX. Policies and procedures for disciplining/removing members.**

A meeting shall be held with the attendance of all officers and advisors of SPS to determine the fate of any member requiring discipline or removal. Removal of a member involves revocation of all duties and privileges stated in VI.

#### **X. Officers.**

**Section 1: President** – This organization shall have a president with the duties of calling and running meetings and handling the day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The President will help to appoint all standing and special committees.

**Section 2: Vice President** – The Vice President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the email database.

**Section 3: Secretary** – The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The Secretary shall take attendance of those present at group meetings. The Secretary should maintain the

membership list and email database as well as inform all members of upcoming meetings and group events.

**Section 4: Treasurer** – The Treasurer shall be responsible for processing and properly recording all group expenditures and revenues. The Treasurer shall process any checks written on behalf of the organization and maintain the group's ledgers and other financial books. The Treasurer should also be responsible for creating the organization's budget, requesting funds from the allocation board, and submitting the organization's books and records for audit at the appropriate times of the year. The Treasurer will have checks signed by the appropriate University of Delaware administrator, as required by the University.

**Section 5: Web Master** – The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization website and have it approved by the executive board.

**Section 6: Qualifications for Officers** – All Officers must be full time matriculated undergraduate students at the University of Delaware, and must be a registered member with The American Institute of Physics. All officers must complete at least one full year of duties.

**Section 7: Election of Officers** – General election of officers will take place at the end of the spring semester. A meeting shall be held for general elections where ballots are used for the process. All ballots are to be collected and counted before the end of the meeting. The ballots are to be counted in a separate office and must be performed by at least two persons; this process must be supervised by the organization's Advisor.

*members* ← Votes may also be sent via email for those who are unable to attend the meeting. Each emailed vote must be sent to both persons who are performing the ballot count and the sender must include his/her membership ID in the email. Both persons who perform the count must separately write down the names, membership IDs, and vote of those who vote via email and compare the results at the time of the ballot count. Members voting via email must send their votes before the beginning of the meeting. Only members of the organization are allowed to vote. Advisors, past members, prospective members, and non-members are not allowed to vote. Only one vote is allowed per member.

Election candidates may be nominated or nominate himself/herself. An election candidate may apply for more than one position. The process of election for officers will take place in the following order:

- 1) President.
- 2) Vice President.
- 3) Secretary.
- 4) Treasurer.
- 5) Web Master.

If a candidate has applied for more than one position, his candidacy for all other subsequent positions becomes ineligible once he/she is successfully elected for the first position. In the event of a tie for a position, the organization's advisor must decide who should be elected. The duties of incumbent officers end at the beginning of the fall

semester. The duties of the newly elected officers begin at the beginning of the fall semester. The length of time an officer can hold office is not limited.

**Section 8: Procedure for Disciplining/Removal of Officers** – Any officer requiring discipline or removal must attend a special meeting that comprises the President, the Vice President, the Secretary, the Treasurer, and the Web Master; the Advisor may attend but is not required to do so. The subject under discipline must argue his/her case to all other officers. All officers apart from the subject must come to an agreement before any action can take place. Disciplinary action may be in the form of any action listed below:

- 1) A warning.
- 2) Not allowing the officer to participate in the organization's activities for a given period of time.
- 3) Resignation of the disciplined officer.
- 4) Revocation of that officer's position and membership (including all privileges that come with membership).

**Section 9: Resignations** - Any officer who is unable to fulfill his/her role as officer must appoint a qualified replacement who will serve the remaining period until the next general election. In the event of death or injury to an officer that renders him/her unfit to serve, a special election shall be held to replace the lost officer. The same voting process for a general election applies for a special election. Any officer who wishes to resign from his/her position before the next general election process must inform all members of the organization; such an officer may not run for office for that position or any other position in the future. Any officer who wishes not to run for the next general election is not required to inform the organization before the next general election process; such an officer is allowed to run for that position or any other position in the future.

**Section 10: Officer Transition** – All officers must create written guidelines (or update the guidelines if they already exist) for performing their specific role. These incumbent officers must ensure that newly elected officers are fully prepared to take on the new role.

**XI. Meetings** – The organization will have a group meeting once per month. Each group meeting will last approximately one hour and food will be provided. Group meetings are held in 225 Sharp Lab. Executive board meetings are held only when required. Each executive board meeting will last approximately 30 minutes and will be held in the organization's head office at 124A Sharp Lab.

**XII. Dues** – The organization does not charge dues to its members.

**XIII. By-Laws** – All changes to the By-Laws must be approved by all officers and a simple majority vote by the members.

**XIV. Procedures for decision-making** – All members are entitled to submit ideas to the organization. But all decisions must be approved by the organization’s president or vice president (in the event that the president is absent).

**XV. Establishment of Committees** – The following committees may be temporarily created and controlled by the organization:

- 1) The Election Committee – This organizes and carries out the election process.
- 2) The Activities Committee – This organizes all activities for the organization including field trips and social events.

**XVI. Selection of an Advisor** – The organization is entitled to select a new advisor, if needed, during the general election meeting. A list of advisors will be made from nominations from the members present at the election meeting. The list will be in the order of most favorable to least favorable. Once the list has been made, the organization’s president will propose the position to those possible advisors on the list. The first nominee to accept the position will become the organization’s advisor.

**XVII. Disbursal of organizational assets should the group become defunct** – The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.


**XVIII. Quorum** - The minimum number of members in order to conduct a meeting should consist of the President (or Vice President), the Secretary, and at least 30% of the membership population.

**XIX. Rules for Ratifying the Constitution** - Ratification of the Constitution requires the approval of all officers of the organization, a simple majority vote by the members, and the approval by the Activities and Programs Office.

**XX. Rules for Amending the Constitution** - Amendment of the Constitution requires the approval of all officers of the organization and a 2/3 vote of the entire membership and advance notice to all members of the proposed change.


**XXI. Signatures**

Christopher Russell  
Organizational President

  
Signature

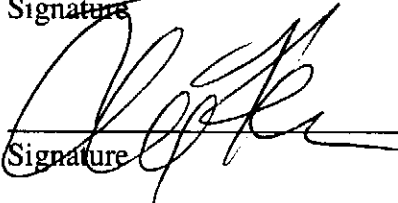
10/20/04  
Date

Dr. Norbert Mulders  
Advisor

  
Signature

10/20/04  
Date

Alexander Keen  
Program Coordinator for  
~~Leadership Development~~

  
Signature

10/29/04  
Date