**Society of Physics Students Constitution for The Ohio State University**

**Article I- Name, Purpose, and Non-Discrimination Policy of the Organization**

Section I- **Name:** Society of Physics Students at The Ohio State University

Section II- **Purpose:** The Society of Physics Students is a student-run organization that works to promote the professional and social development of students interested in physics. Our second purpose is to be a liaison between the undergraduate students and the administration of the Department of Physics. We will also promote general interest in physics among possible uprising physics students, as well as traditionally underrepresented groups in physics.

Section III- **Non-Discrimination Policy:** This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Article II- Membership:** Anyone can come to general meetings. Voting membership requires attendance to at least 25% of our events, including the biweekly meetings, social events, fundraising events, and networking/professional events, and includes voting rights and other benefits. Non-voting members cannot vote in elections.

**Article III**- **Elections:** To be held towards the end of the academic year for President, Vice-President, Secretary, and Treasurer. Any Voting Member can run for any elected position. The elections will be democratically voted on by Voting Members only. The elected officers can appoint general members to appointed positions such as Outreach Coordinator, Fundraising Chair, Membership Development Coordinator, etc. at their discretion.

**Article IV- Organization Leadership:** The following officers are elected by, and from, the voting membership on an annual basis, unless otherwise noted. Should an officer become ineligible to perform his/her duties, a new officer may be elected from the voting membership to serve until the regular annual elections, or appointed if they are an appointed officer. If the president becomes unable to perform his/her duties, the Vice President will take the President’s duties and responsibilities.

Section I- **President:** Delegates tasks and oversees all functions. Plans officer meetings. Speaks at general meetings. Serves as liaison to administration of physics department via regular meetings and email.

Section II- **Vice President:** Contacts speakers (professors) for events. Plans social events. Manages the bookshelf. Manages the website. The Vice President is the second-in-command in case of absence of the President.

Section III- **Secretary:** Manages social media and email list. Takes notes at meetings. Takes pictures or videos to record big events.

Section IV- **Treasurer:** Keeps track of budgeting finances for general costs and big events, and manages the bank account. Orders pizza for events.

Section V- The following members are appointed by the executive committee if there is a need that year: Outreach Coordinator and Fundraising Coordinator.

**Article V- Executive Committee:** The executive committee is composed of the President, the Vice President, the Secretary, and the Treasurer. The executive committee is responsible for the acquisition of equipment and facilities. It is also responsible for scheduling activities and events.

**Article VI- Board/Member Removal:**

Section I- Any Voting Member can request the removal of a member of the executive committee at any time. The Voting Members will democratically vote on the removal of that officer, who will be forced to step down in the event of a majority vote for their removal.

Section II- If a person who attends meetings or other club functions is found to be behaving in an inappropriate way, the executive committee can vote amongst themselves to ban that person from future club functions.

**Article VI- Advisor(s):** The advisor must be a full-time member of the University faculty or administrative professional staff in the Department of Physics. In the event that the executive committee desires a co-advisor for the club, a co-advisor must be chosen who satisfies these above qualifications.

**Article VI- Meetings of the Organization:** One general meeting of the membership and one social event is required each academic term except summer.

**Article VII- Method of Amending Constitution:** Amendments must be proposed by a Voting Member in a general meeting and voted upon in a subsequent meeting by the Voting Members. In order for an amendment to be passed a three-fourths majority of the Voting Members (a quorum of at least four being present) is required.

**Article VIII- Method of Dissolution of the SPS:** In the event of dissolution of the club, if any organizational assets exist, a general meeting shall be held to decide their disposition. All Voting Members shall be notified two weeks in advance of this meeting.

**Article IX- Office Key Handoff:** Keys must be given to the new officers by the corresponding old officers before they graduate. I.e., if the old officer graduates in the spring, their key must be surrendered by spring commencement, and if they graduate in the summer, their key must be surrendered by summer commencement.