

May 27, 2021

The following revision of the Executive Roles within the Society of Physics Students S20 has been introduced; which was referred to the **2020-2022 Joint Executive Board of the Society of Physics Students**

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# The Constitution of the Society of Physics Students at UNC-CH

*Be it enacted by the 2020- 2022 Joint Executive Board of the Society of Physics Students at the University of North Carolina at Chapel Hill, consisting of Giovanni Leone, Isabella Ford, Austin Blitstein, Tyler Kay, Megan Pramojaney, Nathaniel Badgett, Ravi Pitelka, Alex Stewart, and Paul Buttles assembled,*

## **SECTION 1. SHORT TITLE.**

- A. This may be cited as **“The SPS Constitution”** and **“The Constitution”**.
- B. **“The Society of Physics Students at UNC-CH”** may be cited as **“The Society of Physics Students”** and **“SPS”**.

## **SECTION 2. MISSION STATEMENT AND PURPOSE.**

- A. *Mission Statement.*

*“SPS, as a chapter of the Society of Physics Students National Organization, is a collaborative community of physics students. We aim to promote an inclusive and welcoming environment for everyone to pursue their interest in physics, share it through outreach programs, and connect with the larger physics community beyond UNC-CH.”*

- B. This is incorporated into the activities of SPS through the following:

- a. Holding weekly meetings that are open to the UNC community that engage the undergraduate physics community by means of a common interest in exploring physics, astronomy, and other related disciplines.
- b. Building a connection between the Department of Physics and Astronomy, the Physics and Astronomy graduate student cohort, and the Physics and Astronomy undergraduate cohort.
- c. Actively supporting a physical space when possible that is open to the Physics and Astronomy undergraduate cohort for the purposes of collaboration and social engagement.
- d. Organizing opportunities for the professional, academic, and intellectual development of the Physics and Astronomy undergraduate cohort.
- e. Representing the interests of the UNC-CH Physics and Astronomy undergraduate cohort.
- f. Engaging with the UNC community, local community, and other external groups through outreach activities to bolster their physics aptitudes.

### **SECTION 3. MEMBERSHIP.**

The membership of SPS consists of general body members, referred to as “members”, who are distinguished between “active” members and “non-active” members, and executive board members, who may be referred to as “officers”. SPS will also have an advisor, who must be a full-time faculty member or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; UNC-CH retiree with affiliate status; or a campus minister. The advisor is not considered a member nor an officer of SPS and thus does not have the right to vote.

The following applies to all members and officers:

- A. Only currently enrolled UNC-CH students can be active members with the right to vote and hold office.
- B. Active membership is defined by attending two or more meetings or SPS sponsored events per semester.
  - a. Membership recurs on a semesterly basis.
- C. No dues will be imposed upon any members.
- D. All members (whether active or not) and officers are expected to abide by the SPS Code of Conduct.
  - a. Such infringements of the Code of Conduct will be dealt with by the Executive Board (see **SECTION 4.**) on a case by case basis.
- E. SPS abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:

*“Membership and participation in SPS must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.”*

- F. To remove a member or officer from SPS, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization.
- a. Such a motion of removal may be made by any active member of SPS and must be submitted to The Executive Board and approved by at least two Executive Board Members (see **SECTION 4.**).
  - b. The Executive Board (see **SECTION 4.**), upon receiving the motion of removal, must then immediately notify the accused party via a written notice of removal and set a date of removal within a minimum of 7 days, which must be stated on the notice of removal.
  - c. Upon written notice of removal, before the written date of removal, the accused party may petition for an appeal hearing under due process, during which the accused has the right to speak on their own behalf.
    - i. Such an appeal must be submitted to The Executive Board (see **SECTION 4.**).
    - ii. As due process must be allowed, as in the right to speak on one’s behalf, and right to an appeal, a special hearing will be held in the event of an appeal.
    - iii. If the accused party does not petition for an appeal hearing before the written date of removal or the appeal is denied, the accused party will be immediately ejected from The Society of Physics Students at UNC-CH.
      1. The ejected party will not be considered an active member.
      2. If the ejected party was an officer, they immediately lose their position.
  - d. If a member or officer is ejected from The Society of Physics Students at UNC-CH, the Executive Board has the right to bar them from SPS activities, events, and resources on a case by case basis.

#### **SECTION 4. THE EXECUTIVE BOARD.**

The Executive Board will consist of executive board members (also cited as officers), constituting the governing representative body of SPS. All officers of SPS must be full-time, registered students of The University of North Carolina at Chapel Hill with

a minimum of a 2.5 cumulative GPA. All officers are voted into their respective offices (see **SECTION 5. ELECTIONS**) and have terms that span the academic year.

A. Eligibility

- a. All nominees must be active members for the current semester.
- b. If the nominating party is a returning officer, they must have completed and abided by all the requirements and expectations outlined in **SECTION 4.B.c.**

B. Requirements and Expectations for each Executive Board Member

- a. All Executive Board Members are expected to attend all SPS Meetings, unless one provides a valid excuse given at least 24 hours in advance; extenuating circumstances will be analyzed on a case-by-case basis and will only be approved with confirmation from the President.
- b. All Executive Board Members are expected to check group messaging regularly, and respond when appropriate. This has been unanimously selected as the method of communication and will be adhered to.
- c. All Executive Board Members must complete one of: Mental Health First Aiders, HAVEN training, Safe Zone, Green Zone, Carolina Firsts (For faculty), OneAct, or another diversity/inclusion training approved (via a vote) by the board, within the first semester of their time in office and must complete another by the end of the year to be eligible for re-election. Returning officers must complete one training in subsequent years. In extenuating circumstances, online training substitutions can be approved on a case-by-case basis (via a vote) by the board.

C. Positions

a. President

- i. It is the President's duty to oversee the overall maintenance, efficacy, and reputation of SPS.
- ii. It is the President's duty to ensure that The SPS Constitution is adhered to.
- iii. It is the President's duty to be in contact with external affairs within the Department of Physics and Astronomy, including but not limited to the SPS Advisor and the Departmental Chair.
- iv. It is the President's duty to send out a weekly email, updating members of SPS with news and affairs of SPS.
- v. It is the President's duty to provide the greetings at every SPS meeting.
- vi. It is the President's duty to be available to every member of the SPS, and to apply themselves fairly to all individuals.
- vii. It is the President's duty to approve of the schedule for each meeting at least two weeks in advance.

- viii. The President has the ability to start committees with approval by vote from the Executive Board.
  - 1. Committees are to be led by two co-chairs, who are nominated by the SPS president and approved by the Executive Board, with joint oversight responsibilities.
  - 2. It is the President's duty to act as an Advisor to the Co-Chairs of each respective committee for the purpose of maintaining efficacy and overseeing the Co-Chairs' active involvement in completing the mission of the committee.
  - 3. It is the President's duty to ensure that a charter is drafted for each committee.
  - 4. Committees can be dissolved by a vote of the Executive Board.
- ix. It is the President's duty to maintain all social media platforms and delegate the oversight of them to other officers as needed.
- b. Vice President
  - i. It is the Vice President's duty to remind the President when emails must be sent.
  - ii. It is the Vice President's duty to step in when the President is unavailable, including (but not limited to) providing greetings at the beginning of SPS Meetings, and reporting to the President on any committee activities, such as apparel sales, notifications, etc...
  - iii. It is the Vice President's duty to plan when the Executive Board Meetings will take place, and to rally all members of the Executive Board to attend.
  - iv. It is the Vice President's duty to organize all class visits at the beginning of each semester, and to coordinate with ViP for such visits.
  - v. It is the Vice President's duty to conduct all votes within Executive Board Meetings and to tally the results of such votes (see **SECTION 6.C.e**).
- c. Secretary
  - i. It is the Secretary's duty to record minutes at every SPS Meeting and every Executive Board Meeting, and post them in the archive in a timely manner. Minutes must include all discussion points, the number of members in attendance, and the names of the members present at each meeting. Reference the PDF version of the Executive Board Meeting for November 2016 if necessary.
  - ii. It is the Secretary's duty to maintain a regularly updated roster of all active committees and their personnel.

- iii. It is the Secretary's duty to maintain an updated attendance list of all SPS events.
  - iv. It is the Secretary's duty to maintain the listserv in general, as well as on the SPS Board outside of Room 247.
  - v. It is the Secretary's duty to choose an executive board member, other than the Vice President, to fulfill their duties upon absence, including (but not limited to) taking minutes at Executive Board Meetings.
- d. Treasurer
- i. It is the Treasurer's duty to maintain finances of the club.
  - ii. It is the Treasurer's duty to obtain, apply for, and maintain financial standing and membership with the Student Union.
  - iii. It is the Treasurer's duty to coordinate with the department to obtain the purchasing card and to adhere to the department's rules and regulations regarding purchases with it.
  - iv. It is the Treasurer's duty to provide reimbursements only when **absolutely** necessary.
- e. Outreach Coordinator
- i. It is the Outreach Coordinator's duty to facilitate outreach in the local community and in the department.
    - 1. Outreach events are specifically defined as any event that involves the collaboration of SPS with an external entity.
    - 2. Outreach events include, but are not limited to, the Diverse Careers in Physics Panel with ViP, volunteering with the North Carolina Museum of Natural Sciences and the Boys and Girls Clubs, and collaborations with the Department of Physics and Astronomy.
  - ii. It is the Outreach Coordinator's duty to evaluate the financial cost, traveling and time abilities, and other parameters surrounding the outreach activities.
  - iii. It is the Outreach Coordinator's duty to prepare the table at FallFest for SPS.
  - iv. It is the Outreach Coordinator's duty to assist the Events Coordinator with the organization of intra-SPS events if needed.
    - 1. This includes, but is not limited to, the joint planning of significant events that require the utilization of substantial SPS resources, such as conference trips (SESAPS).
- f. Events Coordinator
- i. It is the Events Coordinator's duty to rally and organize events within SPS and the Department of Physics and Astronomy.

1. To distinguish from the Outreach Coordinator, the Events Coordinator is specifically responsible for organizing intra-SPS events.
  - ii. It is the Events Coordinator's duty to host on- and off-campus social events between members and other related organizations
  - iii. It is the Events Coordinator's duty to coordinate Faculty Dinners, as well as any ordering/delivery of food.
  - iv. It is the Events Coordinator's duty to evaluate the financial cost, traveling and time abilities, and other parameters surrounding these activities.
  - v. It is the Event Coordinator's duty to investigate various activities the club can attend, and to evaluate the financial cost, traveling and time abilities, and other parameters surrounding the trip.
  - vi. It is the Event Coordinator's duty to create carpool sign-ups, or take money when necessary for each activity.
  - vii. It is the Event Coordinator's duty to assist the Outreach Coordinator with the organization of inter-SPS events if needed.
- g. Room Manager
  - i. It is the Room Manager's duty to keep the UNC Physics Room in functioning and adequate quality, including, but not limited to, recycling, trash, and compost.
  - ii. It is the Room Manager's duty to report when devices and chairs are broken and/or threatening to the quality of users within the UNC Physics Room to the Executive Board.
  - iii. It is the Room Manager's duty to update the UNC Physics Board outside of Room 247 at the beginning of every year, and to maintain the quality of the photos displayed.
  - iv. It is the Room Manager's duty to keep track of textbook donations and available material for checkout from the UNC Physics Room.
  - v. It is the Room Manager's duty to maintain the Room Budget and supplies, and to apply them as needed to the UNC Physics Room.
  - vi. It is the Room Manager's duty to maintain the SPS/ViP-owned computers and the associated hardware and software in the UNC Physics room.
  - vii. The Room Manager is responsible for cooperating with Visibility in Physics in managing the UNC Physics room.

## **SECTION 5. ELECTIONS.**

- A. General elections are to be held within 2 weeks of the last day of classes of the spring semester.

- B. In the event that an officer leaves office or is removed from office, a special election for that position is to be held within 2 weeks of that officer's departure.
- C. Elections are to be conducted by the President.
  - a. If the President would like to nominate themselves for an Executive Board position then the election is to be conducted by the most senior member of the Executive Board.
- D. All active members are eligible to vote.
- E. Elections are won via a plurality.
  - a. In the event of a tie, the executive board will vote on the contested position(s) among the tied candidates.
  - b. Counts and voter identification are to remain confidential.

## **SECTION 6. OPERATIONS.**

- A. General Body Meetings
  - a. General body meetings are to be held on a weekly basis within 3 weeks of the first day of each semester.
  - b. The planning for a general body meeting is to be done by the Executive Board. All Executive Board members are eligible to plan and run meetings. The officer(s) involved in planning a general body meeting is(are) referred to as the Planner(s).
  - c. The requirements for planning a meeting are as follows:
    - i. Construction of a schedule
      - 1. Reserving the room for the meeting in a timely manner
      - 2. Creating a tentative schedule that must be approved by the President. This should be completed at a minimum of two weeks in advance.
    - ii. Invitation of the appropriate guest speakers
      - 1. The Planner(s) must initiate contact with the appropriate speakers within a timely manner. Please be courteous when inviting the speakers.
    - iii. Proper publicity of the event
      - 1. The following must be initiated by the Planner:
        - a. Sending a reminder at a minimum of 48 hours in advance of the Meeting.
        - b. Writing on the whiteboard in the SPS Room at a minimum of 48 hours in advance.
        - c. Posting on the most active SPS social media platform
    - iv. The entirety of the meeting must be within one hour.



- d. All members of the UNC-CH community are invited to attend, with the specific intention of targeting these meetings to the UNC Physics and Astronomy Undergraduate Cohort.
- B. Required Semester Events
- a. The following events have been deemed necessary to occur on a semesterly basis in order to uphold the values and mission of this club. It is the responsibility of the President to ensure that this is accomplished by the Executive Board. The officer(s) involved in planning a required semester event (generally either the Outreach Coordinator, the Events Coordinator, or both) is(are) referred to as the Planner(s).
    - i. Plan a minimum of 2 academic events spread throughout the semester.
    - ii. Plan a minimum of 2 social events spread throughout the semester.
    - iii. Plan a minimum of 1 volunteering-based event for that sweet, sweet Sean extra credit.
  - b. It is the Planner's role to publicize these events. The Planner may defer to the President, but must ensure that the President will send an email reminder in a timely manner.
- C. Executive Board Meetings
- a. Executive Board Meetings are to be held on a weekly basis, unless decided otherwise by the Executive Board
  - b. Executive Board Meetings are planned by the Vice President.
    - i. The Vice President must complete the meeting's agenda and make it accessible to the Executive Board within 24 hours of the planned Executive Board Meeting.
  - c. Executive Board Meetings are chaired by the Vice President.
  - d. All Executive Board Members are required to attend Executive Board meetings unless a valid excuse is provided at least 24 hours in advance; extenuating circumstances will be analyzed on a case-by-case basis and will only be approved with confirmation from the Vice President.
  - e. Voting procedure
    - i. Voting is officiated by the Vice President.
    - ii. Debate, voting, and points of order can be initiated by a motion of any present officer upon recognition by the Vice President.
      - 1. Voting can only occur if all officers are present (else see **SECTION 6.C.e.iii**).
      - 2. A vote requires a simple majority (>50%) to pass.
    - iii. If, within an Executive Board Meeting, all board members are not present for a vote, the vote will either
      - 1. Be pushed to the beginning of the next Executive Board Meeting, or,

- 2. Conducted within 24 hours on a platform in which all Executive Board Members are present and can provide discussion points as well as change their vote within the 24 hour period. This option should only be used for time-sensitive votes at the Vice President's discretion.
  - f. The minutes are to be made accessible to the Executive Board by the Secretary within 24 hours of adjournment. The minutes must then be approved to be accepted into the bylaws at the beginning of the subsequent executive board meeting by vote.
    - i. The minutes of the last executive board meeting of the semester and the joint executive board meeting are to be approved at the end of their respective meetings
- D. The Joint Executive Board Meeting
  - a. After the general elections and before the standing Executive Board is relieved of duties, a meeting consisting of the standing Executive Board and the Executive Board-elect is to be held.
  - b. The purpose of the meeting is to effectively transfer the responsibilities and roles of the standing Executive Board to the Executive Board-elect.
  - c. The meeting is to be led and organized by the standing Vice President.
  - d. All standing officers and officer-elects are required to be present at this meeting.
  - e. Upon the adjournment of this meeting, the standing Executive Board will be relieved of duties and the Executive Board-elect will officially become the Executive Board.

## **SECTION 7. AMENDING THE SPS CONSTITUTION.**

The SPS Constitution can only be amended in the following instances:

- A. At the Joint Executive Board Meeting between the standing Executive Board and the Executive Board-elect for the following academic year.
  - a. Amendments are to be approved by  $\frac{2}{3}$  majority rule.
- B. The constitution may be amended at any regular business meeting of the organization by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.
  - a. The executive board will have one week to veto such an amendment by means of a unanimous vote.