

April 24, 2022

The following has been introduced; which was referred to the **2021-2022 Select Committee on Outreach of the Society of Physics Students at UNC-CH**

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# **The Charter of the Select Committee on Outreach of the Society of Physics Students at UNC-CH**

*Be it enacted by the 2021-2022 Select Committee on Outreach of the Society of Physics Students at UNC-CH, consisting of Abbey Dunnigan, Giovanni Leone, Halona Dantes, Jasmine el Mrabti, Ashwath Kapilavai, Joy Harrison, Carson Faulkner, and Megan Pramojaney assembled,*

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

- A. This may be cited as “**The Charter**”.
- B. “**The Select Committee on Outreach of the Society of Physics Students at UNC-CH**” may be cited as “**The SPS Outreach Committee**” and “**The Outreach Committee**”.

## **SECTION 2. MISSION STATEMENT.**

- A. Mission Statement.

*“While there is a designated SPS Outreach Coordinator, it is difficult for one person to organize all of the outreach events that the Society of Physics Students intends to hold or help out with over the year. Therefore the SPS Select Committee on Outreach is created to distribute the workload among the undergraduate students of SPS that would like to help organize outreach events in the UNC Department of Physics and Astronomy as well as the community.”*

B. Context.

- a. In prior semesters the Society of Physics Students has been unable to host many outreach events. The position of Outreach Coordinator was made in the Spring of 2021 and first operated in the Summer of 2021. However, the SPS Outreach Coordinator was unable to fully coordinate outreach initiatives alone.
- b. The UNC Department of Physics and Astronomy runs and participates in many outreach events throughout the year. The Society of Physics Students wishes to make this outreach effort distinct from that of their own.
- c. The Society of Physics Students wishes to also properly support the outreach initiatives of the UNC Department of Physics and Astronomy.

C. Objectives

- a. Create a list of outreach events to host at the beginning of each semester.
- b. Meet on a regular basis to organize outreach events.
- c. Properly disseminate information on outreach events to the members of the Society of Physics Students.

### **SECTION 3. Composition and Roles.**

A. Composition

- a. Members of the SPS Outreach Committee may be sourced from the pool of SPS members.
- b. Membership within the SPS Outreach Committee is renewed at the beginning of every year.
- c. Members may be added through the course of the year by the Co-Chairs at their dual discretion (see **SECTION 3.B.c.i**) on a case by case basis. For example, if a member steps down in the middle of the year, the Co-Chairs may consider a new committee member at their convenience.

B. Roles

- a. The SPS Outreach Committee will consist of two Co-Chairs, an Advisor to the Co-Chairs, a Secretary and a set of liaisons.
- b. All committee members must either be a Co-Chair, an Advisor to the Co-Chairs, a Secretary, or a Liaison.

- c. All positions and appointments span for the duration of the academic year.
  - i. Co-Chairs
    - 1. One is the SPS Outreach Coordinator ex officio. The other is elected at the end of the year by the Outreach Committee, as outlined in **SECTION 4.B**.
    - 2. Have joint oversight over the SPS Outreach Committee.
    - 3. Responsible for the execution of the Outreach Committee's objectives.
    - 4. Responsible for populating the Outreach Committee with members.
    - 5. Responsible for appointing Liaisons at the beginning of the year and throughout the year at their dual discretion.
      - a. Dual discretion is defined as the mutual agreement of both Co-Chairs.
      - b. The Co-Chairs may be considered as a singular position, held by two committee members. For a measure to be enacted by the Co-Chairs, both committee members holding the title of Co-Chair must agree unanimously on measures.
      - c. To formulate a dual discretion means that both Co-Chairs agree unanimously on a measure.
    - 6. Responsible for appointing a Secretary at their dual discretion.
    - 7. Responsible for submitting an outreach budget request to the SPS Treasurer.
      - a. Responsible for coordinating with the SPS Treasurer on this at the very beginning of the academic year. It is noted that the SPS Treasurer will generally finalize the SPS budget for the academic year by the fourth week of classes in the fall semester.
    - 8. Responsible for planning committee meetings.
    - 9. Responsible for disseminating information to the Society of Physics Students, including information related to advertising.
  - ii. Advisor to the Co-Chairs
    - 1. The SPS President is the Advisor to the Co-Chairs ex officio.
      - a. The SPS President may, with SPS Executive Board approval, defer the status of Advisor to the Co-Chairs to another Executive Board member for a given SPS Committee.

2. Responsible for the efficacy and self-preservation of the SPS Outreach Committee.
3. Responsible for ensuring the annual renewal of the committee, given that their mission is ongoing.
4. Responsible for ensuring that the Charter is adhered to by the SPS Outreach Committee.
5. Responsible for running elections at the end of the year (see **SECTION 4.B**)
6. In the event that the Co-Chairs can not formulate a dual discretion, the Advisor to the Co-Chairs must seek the rectification of their disagreement.
  - a. The Advisor to the Co-Chairs cannot formally override the Co-Chairs' dual discretion capabilities.
  - b. The Advisor must merely mediate and advise on all Co-Chair disputes.

iii. Secretary

1. One member of the SPS Outreach Committee, appointed at the dual discretion of the Co-Chairs.
  - a. May also simultaneously be a Liaison.
2. Responsible for taking the minutes at each meeting.
  - a. If unable to do so, this is the responsibility of the Advisor to the Co-Chairs.
3. Responsible for maintaining the Google Drive.
4. Responsible for maintaining any websites.
5. Responsible for maintaining the list of committee members and their respective positions.
6. Responsible for taking attendance at all committee meetings.
  - a. If unable to do so, this is the responsibility of the Advisor to the Co-Chair.
7. Responsible for taking attendance at all outreach events.
  - a. If unable to do so, they must choose members of the Outreach Committee to fulfill this.
  - b. This is imperative for maintaining the SPS active membership roster.

iv. Liaisons

1. All Liaisons are appointed by SPS Co-Chairs at their dual discretion from the pool of Outreach Committee members.
2. Committee members may hold multiple liaison positions.
3. All Liaison positions span one year. The Permanent Liaison positions are to always be filled.

4. Liaison positions may only be deemed “Permanent Liaison” positions by the Charter, which may be amended as expressed in **SECTION 4.C**.
5. Liaisons may request resources, including funding, from the Society of Physics Students Executive Board.
6. The Permanent Liaisons required to be filled at all times:
  - a. Departmental Liaisons
    - i. At least one must exist.
    - ii. Coordinates with Department of Physics and Astronomy and ensures that there is SPS member representation during these events, including:
      1. Astronomy Days
      2. UNC Science Expo
    - iii. Duties include reaching out to organizers and figuring out what is needed to be involved in outreach events, such as supplies and volunteers.
    - iv. Responsible for maintaining the relationship between the Society of Physics Students and the Department of Physics and Astronomy outreach representatives.
  - b. School Liaisons
    - i. At least two must exist.
    - ii. Coordinates outreach for local schools, often elementary or middle schools, but can include high schools.
    - iii. Duties include reaching out to teachers at the schools where we want to do outreach, setting up dates and activities, and recruiting volunteers from SPS and elsewhere in the Department of Physics and Astronomy as needed.
    - iv. Responsible for maintaining the relationship between the Society of Physics Students and these schools.
  - c. Community Liaisons
    - i. At least two must exist.
    - ii. Coordinates outreach for organizations that are not schools but may be nonprofits, such as the Boys and Girls Club.

- iii. Duties include reaching out to community organizations of interest, setting up dates and activities, and recruiting volunteers from SPS and elsewhere in the Department of Physics and Astronomy as needed.
  - iv. Responsible for maintaining the relationship between the Society of Physics Students and these community organizations.
7. Special Liaisons
- a. The Co-Chairs, at their dual discretion have the ability to appoint Special Liaisons.
  - b. Special Liaisons are charged with executing a specific task, determined at their appointment.
  - c. Upon completion of the task that they were charged with, Special Liaisons will be relieved of duty.
    - i. At most, the terms of Special Liaisons coincides with the term during which they were appointed.
    - ii. It is the decision of the subsequent Co-Chairs to reinstate a prior year's special liaison.

#### **SECTION 4. OPERATIONS.**

- A. Committee Meetings
- a. Meetings occur on a weekly basis, barring cancellations and extenuating circumstances.
  - b. All committee members must be present on a weekly basis.
  - c. All committee meetings must be announced a week in advance.
- B. Elections for Co-Chair
- a. The Office of Co-Chair is renewed on an annual basis, corresponding to the time frame of the Society of Physics Students Executive Board election.
  - b. There will be one position of elected Co-Chair, which shall be determined by means of an election, consisting of the Outreach Committee members, conducted by the Advisor to the Co-Chairs, held at the last Outreach Committee meeting of the Academic Year.
    - i. All committee members, excluding the SPS Outreach Coordinator and the Advisor to the Co-Chairs may run for the elected Co-Chair position.
    - ii. All committee members, including the SPS Outreach Coordinator and the Advisor to the Co-Chairs may vote.
  - c. The election will be formatted as follows.

- i. All voting and counting of votes will happen during the meeting.
  - 1. There is no quorum to begin the election.
  - 2. It is the responsibility of all committee members to be in attendance.
  - 3. The votes will be counted by the Advisor to the Co-Chairs.
  - 4. Counts and voter identification are to remain confidential.
- ii. The election must be announced at least two weeks in advance of the meeting to contain the election.
- iii. The election is to be won by simple majority.
  - 1. In the event that a simple majority is not met, a runoff election that consists of the two candidates with the highest percentage of votes will occur immediately after the first round of voting.
  - 2. In the event of a tie, the Advisor to the Co-Chairs will break the tie.
- iv. The Co-Chair-elect will become one of the Co-Chairs, alongside the SPS Outreach Coordinator-Elect, after either Commencement or the SPS Outreach Committee election meeting is held, whichever is last.
- d. In the event that one of the two Co-Chairs steps down in the middle of the year, a special election for the new position will be announced immediately by the Advisor to the Co-Chairs and will follow the format set by **SECTION 4.B.c.**

C. Amending the Charter

- a. The charter may be amended at any SPS Outreach Committee meeting, given that the Outreach Committee is informed of Charter amendments being on that meeting's agenda within two business days.
- b. Charter amendments require a supermajority ( $\frac{2}{3}$  deciding factor) of present committee members to be ratified.