

Constitution of the Undergraduate Physics Club at Indiana University

UNDERGRADUATE PHYSICS CLUB EXECUTIVE BOARD

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Preamble

The name of this organization shall be the Undergraduate Physics Club at Indiana University (further referred to as "the UPC"). The goal of the UPC is to bring together people interested in physics and to connect them to faculty and other resources that will aid them in the pursuit of knowledge about the physical world. To this end, the UPC solicits talks from professors on their research, develops and uses demonstrations of physical principles, and participates in outreach to the community. The UPC also houses the Indiana University chapter of the Society of Physics Students (SPS).

Article I – Membership

- a. The UPC allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
- b. All officers of UPC must be undergraduates at Indiana University in Bloomington.
- c. A member shall be in good standing if they have attended one of the past four meetings.
- d. Membership in UPC is open to all students expressing interest and enthusiasm for physics.

Article II – University Compliance

- a. The UPC shall comply with all Indiana University regulations, and local, state and federal laws.

Article III – Executive Officers

- a. UPC shall be governed by an executive board consisting of a President, Vice-President, Treasurer, Secretary, and Webmaster.
 1. The President shall conduct all meetings and shall serve as the primary representative for UPC. They shall coordinate projects and activities for UPC, as well as lead the organization in a positive and productive direction. The President is also responsible for re-registering the organization with the Office of Student Affairs each year.

2. The Vice-President shall perform the duties of the President in his/her absence. They are responsible for coordinating outreach activities, and helping organize special projects as determined by the executive board. The Vice-President is also responsible for drafting the end-of-year report for SPS detailing the UPC's activities.
 3. The Treasurer shall maintain all financial records and administer all accounts of the organization, and organize fundraisers to support UPC projects, with help from other members of the executive board. In addition, the Treasurer is responsible for being trained to act as a representative for the UPC's Student Organization Account (SOA).
 4. The Secretary shall keep records of all meetings and activities of UPC. He/she shall take attendance at all events and shall notify members of upcoming meetings and information related to the organization. In addition, the Secretary shall write a newsletter to be distributed to the physics majors at Indiana University Bloomington regarding activities in the department.
 5. The Webmaster will be responsible for the maintenance of the UPC website and social media. Events and meetings will be publicized online by the Webmaster prior to their occurrence. In addition, the Webmaster will maintain a series of resources on the website for the use of the students in the UPC.
- b. Officers must remain in good academic standing with the University to retain their posts.
 - c. Officers serve for terms of one academic year and terms begin in the fall of each year.
 - d. Should a vacancy arise in one or more of the executive positions, a special election would be announced at the next meeting of the UPC. The special election would be held at one of the next two regular meetings following the announcement, and the new officer(s) would begin their duties immediately.
 - e. Should an executive wish to resign, they need to submit a letter of resignation to the UPC executive board and advisor to be communicated to the UPC membership.
 - f. Executive board meetings are open to all UPC members and advisors, and can be called at any time by the one of the five executives or an advisor.
 - g. If it is thought that an executive is not performing the duties required by their office, a member of the UPC can ask the other members of the executive board and the advisor to conduct an executive review. If it is determined that they are not performing the duties of their office, a vote will be taken at the next general meeting to determine if the members felt that the executive was performing their duties.
 - h. Before a vote, the floor would be open for 10 minutes for members to express their formal complaints, as well as 10 minutes for the executive to verbally address the complaints. Executives can be removed by a 2/3 vote of members present and voting.

Article IV – Advisor(s)

- a. The UPC Advisor(s) are determined by the IU Department of Physics, and shall serve as advisors to the executive board and the membership.
- b. The Advisor(s) shall serve as liaisons between the Physics Department and the UPC, helping plan and coordinate activities, as well as reserve rooms and offer guidance.

Article V – Meetings

- a. The UPC shall have weekly meetings throughout the school year.
- b. Special meetings can be called by a member of the executive board or an advisor.
- c. Members shall be notified by the UPC social media and email of all meetings.
- d. In the event of a cancellation or special meeting, all members will be notified.
- e. Attendance at meetings of the UPC shall be recorded in the club membership book to determine the standing of current members.

Article VI – Elections

- a. Elections for the executive board of the UPC shall be held at a regular meeting.
- b. Elections for the five positions will proceed in the following order: President, Vice President, Treasurer, Secretary, Webmaster.
- c. The election process for each position shall be the following:
 1. Nominations for the position will be gathered from members of the club.
 2. Each nomination must be seconded by another club member.
 3. Each nominee will be allowed to give a brief speech to convince members of the UPC to vote for them. The order of the speeches should be random.
 4. The election will be conducted by secret ballot, and tallied by a UPC Advisor and an outgoing member in good standing. The nominee with the most votes wins the election.
 - i. In the case of a tie, a run-off election occurs with only the two tied candidates on the ballot.
 - ii. One of the faculty advisors will also include a ballot with their name in the run-off election which will break subsequent ties.
 - iii. The vote from the advisor is only to be counted in the event of a second tie.
 5. In the case that there is only one person running for a position, no ballot is necessary.
 6. At any point during the election process, a candidate may choose to withdraw from consideration.
 7. Students who are not members of the UPC cannot vote in the elections.
- d. Two people can run for the same position as a joint ticket.
 1. A joint ticket must be ratified by club members on a case-by-case basis with a 2/3 vote.
 2. In the event that the joint ticket is ratified and elected by the UPC, the executives must equally divide the duties of the position as they see fit.
- e. Elections are held at a meeting early in the spring semester so that the elected officers can shadow the current officers before beginning their new roles. New officers will start their new positions at the beginning of the next academic year.

Article VII – Anti-Hazing Policy

- a. Hazing is strictly prohibited.
- b. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII – Finances

- a. The treasurer is in charge of the financial affairs of the UPC.
- b. The UPC will apply for and maintain a Student Organization Account, and will follow all Student Organization Account office policies and procedures.
- c. Dues in the amount of \$5 per semester are to be collected from each member of the UPC by the Treasurer and deposited into the UPC SOA account for club use.
- d. Use of the UPC funds shall always be for activities that promote and further the mission of the UPC.
- e. Should the club dissolve, the funds remaining in the account should be given to the Department of Physics for student projects and demonstrations.

Article IX – Personal Gain Clause

- a. The UPC, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization.
- b. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Article X – Programs Involving Children Clause

- a. This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy

Article XI – Amendments

- a. All UPC members shall be notified via email and in the next UPC meeting of any proposed amendments to this constitution at least one week prior to consideration.

Article XII – Ratification

- a. A 2/3 vote of UPC members in good standing present and voting is required in order to ratify an amendment to this constitution.