

PHYSICS GRADUATE STUDENT ASSOCIATION CONSTITUTION



Article I – Name

This organization is to be officially known as Physics Graduate Student Association (PGSA) at Georgia State University, Physics and Astronomy Department.

Article II – Purpose Statement

The purpose of this organization is to bring together academic, social, and cultural interests of the graduate student body of Physics and Astronomy Department.

Article III – Membership Requirements

- A. To be eligible for membership, candidates must be an enrolled, full-time student at Georgia State University.
- B. All graduate students that are currently enrolled in graduate program in Physics and Astronomy are members.
- C. PGSA will not deny membership on any basis prohibited by law, including but not limited to race, color, national origin, age, religion, disability, veteran's status, sexual orientation, or gender expression.

Article IV – Officers

- A. The officers of the organization shall be:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Webmaster
 6. Social Chair and New Graduate Student Liaison
 7. Seminar Coordinator
- B. The collection of these officers shall be known as the Executive Board. Officer duties are to be found in Article V.
- C. All officers must anticipate being a full-time student during their entire tenure.
- D. Officer tenure is from July 1st to June 30th.
- E. Removal from Office:
 - a) Removal from office can be for failure to execute duties or for behavior that is inconsistent with being a leader of a student organization.
 - b) A member of the Executive Board or an active member may initiate the removal process.
 - c) The officer will be given a 14 day notice that their position is being reviewed. The officer may present any information or evidence to the Executive Board or general membership at the scheduled meeting (depends on who initiated the process).
 - d) If the Executive Board initiated the removal process and it passes at their meeting, it must be presented for final approval to the general membership at the next scheduled meeting.

Article V – Officer Duties

- A. Executive Board duties and power of control:
 - a) The Executive Board can set procedures for the organization that do not infringe upon the rights of the members.
 - b) The Executive Board shall meet prior to every meeting of the organization to set the agenda and discuss any issues.
 - c) At Executive Board meetings, a quorum of 4/7 (or 60%) is necessary to conduct business.

B. President

- a) Will be the public voice of the organization.
- b) Authorized to enter into contracts on behalf of the organization.
- c) Lead all meetings of the organization.
- d) Ensure compliance with all policies and procedures.
- e) Participate in and advise on the process of Student Activity Organization Funds renewal.

C. Vice President

- a) Serve in the absence of the president.
- b) May adjust committee membership as needed to maintain balance and continuity within the organization.
- c) Will collaborate and sign transactions along with Treasurer for checks and balances.

D. Secretary

- a) Maintains minutes of the executive board meetings and general meetings.
- b) Takes role at all meetings.
- c) Creates all official correspondence.

E. Treasurer

- a) Maintain finances
- b) Reports monthly to the executive board all transactions – including copies of bank statements
- c) Authorized to enter into contracts on behalf of the organization.
- d) Work with the appropriate fee council regarding funding.
- e) Responsible for managing the renewal of the annual Student Activity Organization Funds.

F. Webmaster

- a) Maintain one or many websites (OrgSync and Personal Web Page of the Organization).
- b) Design and maintain the website, generate and revise web pages, reply to user comments (if any).
- c) Have an expertise in HTML and/or Web Programming and Design and be able to manage most or all aspects of Web operations.
- d) Manage content placement and updates.

G. Social Chair and New Graduate Student Liason

- a) Plans all recruitment events.
- b) Conducts an orientation will all new members of graduate student body.

H. Seminar Coordinator

- a) Plan a range of meeting, presentations, fairs, and social gatherings and events.
- b) Coordinate the reservations and announcements.
- c) Manage booking and arrangements.

Article VI - Elections

A. Election of officers shall take place in April each year.

B. The process of elections shall be:

- a) Applications and nominations are submitted by deadline established by the Executive Board.
- b) Voting will take place on the slate or on the electronic poll (based upon membership agreement).
- c) Each candidate will have a maximum of two minutes to speak. Voting will be by secret ballot. The order of the election will be according to the list outlined in Constitution Article IV. A.

C. Should a position become vacant during the year, the following process will be followed:

- a) Notice will be given to the membership that there is an open position and voting will take place at the next scheduled meeting.
- b) Nominations will come from the floor. Each candidate will have a maximum of two minutes to speak. Voting will be by secret ballot.

Article VII – Meetings

A. There will be a minimum of four general meetings each fall and spring semester.

- B. Decisions affecting the membership will be voted on by the membership.
- C. Three-fourth (3/4) of active membership shall constitute a quorum. Simple majority of the active membership is needed to pass any motion that is not an amendment to the Constitution or Bylaws. The President votes only in a tie.
- D. The Executive Bard can call a Special or Emergency meeting, if the membership is given a minimum of 48 hours notice. A member may appeal to the Executive Board to schedule an emergency meeting.

Article VII – Finances

No membership fee will be collected.

Article IX – Governance

- A. The organization and its members agree to abide by University policies and all federal, state, local laws.
- B. Hazing Policy: This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined in the Student Code of Conduct at Georgia State University.” (The most revised version of the Code of Conduct can be found on the Dean of Students website <http://www2.gsu.edu/~wwwdos/>).
- C. Organization Agreement: PGSA agrees to abide by the Georgia State University Student Code of Conduct. Furthermore, agrees to abide by all Student Activities policies, to check the organization’s OrgSync account, mailbox, communicate via email upon request, update the organization’s records on OrgSync, attend a student organization orientation annually, and renew the organization by May 1st.

Article X – Advisor

- A. Faculty/Staff Advisor
 - a) The faculty/staff advisor must be a full-time employee of Georgia State University.
 - b) The faculty or staff member that serves as the advisor needs to be voted on by the membership every year, prior to renewing the organization.

Article XI – Amendments

This constitution can be amended by a two-thirds (2/3) vote of the active members of the PGSA.

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