

# Constitution of the Physics and Astronomy Club

July 2018

## 1 Name

The name of this organization shall be the Physics and Astronomy Club (PAC).

## 2 Purpose

- (a) The primary purpose of PAC is to provide undergraduates in physics and astronomy with a community and support, both academically and socially.
- (b) PAC shall strive provide and facilitate outreach opportunities in physics and astronomy for the surrounding community.

## 3 Statement of Compliance

PAC abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. PAC agrees to annually complete President's and Treasurer's Training.

## 4 Non-Discrimination Statement

Iowa State University and PAC do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran

## 5 Membership

- (a) Active Membership

An active member shall be defined as a due paying member who has either participated in one outreach opportunity or is in regular attendance at club meetings. A member may also be declared active by the approval of a majority of officers if the member was precluded from attendance at club meetings for a suitable reason.
- (b) Removal of Members

Members may be removed from the club for the following reasons:

  - (i) Inactivity

If after a year a member is deemed not to meet the definition of an active member as listed above, then their name may be removed from the club's roles
  - (ii) Safety

If a member is deemed to be a safety risk to other members of PAC by a majority of the officers of the club, then they may have their membership to the club revoked and be denied access to club facilities and equipment.
  - (iii) Due Process

Should an active member of the club be subject to a vote of removal, they shall be provided the opportunity to answer any such motion made against them before the officers of the club. They, however, shall not be present when the vote by the officers is made.

## 6 Officers

### (a) Required Officers

#### (i) President

- Preside at meetings
- Appoint any special committees that may be needed
- Act as a chairperson of the elected officers

#### (ii) Vice President

- Perform all duties of the president if the president is absent
- Assist the president or other officers as needed
- Represent PAC at LAS Council meetings and relay information to club members

#### (iii) Treasurer

- Collect, deposit, and account for all club monies in accordance with ISU policies and procedures
- Keep financial records of all club transactions
- Provide regular financial updates at club meetings
- Take part in all GSB Funding and Allocations Hearings and Planning Budget for the coming year

#### (iv) Safety Chair

- Help minimize the potential risks of club activities
- Recommend risk management policies or procedures to and for PAC
- Submit documentation to ISU's Risk Management Office
- Ensure that Iowa State University policies are followed at all of the organization's events
- Ensure that proper waivers and background checks are on file with Risk Management for events

#### (v) Secretary

- Assist the president or other officers as needed
- Complete non-financial paperwork
- Record minutes and take attendance at PAC meetings
- Act as primary contact for alumni
- Keep track of history and records of PAC
- Photograph club activities

### (b) Other Officers

Other positions for PAC may be elected, such as:

#### (i) Outreach Chair

- Head the organization, creation, and presentation of demos
- Act as a liaison between PAC and various organizations with the intent of providing physics outreach

#### (ii) Tech Officer

- Ensure that the technological resources provided to PAC are functional
- Maintain PAC website

### (c) Election of Officers

#### (i) Election of officers shall take place at the end of each spring semester

#### (ii) Election of officers will be decided by simultaneous instant runoff voting. Members interested in becoming an officer must meet the following requirements:

- Be willing to carry out the responsibilities set forth in the constitution in a timely manner.
- Have a minimum cumulative GPA of 2.00 in the semesters immediately prior to, of, and during the election/appointment. The candidate must have been enrolled in six credit hours during the semester under consideration for this provision to be met.

- Be in good standing with the university and enrolled at least half time during the term of office.
- (d) Term of Office  
Each officer will retain their position for one calendar year following the election.
- (e) Removal of Officers  
If it is determined an officer is not carrying out their duties effectively, he or she may be removed by a two thirds vote of the other current officers.
- (f) Replacement of Officers  
If an officer resigns, graduates, or is removed, an interim replacement may be appointed and approved by a majority vote of the current officers to carry out that officer's duties until an election is held. If an officer is leaving due to graduation, he or she is encouraged to appoint his or her own interim replacement.

## 7 Advisor

- (a) Duties  
Responsibilities include but are not limited to:
- Maintain communication and meet with the president and/or officer(s) regularly
  - Be aware of and approve financial expenditures
  - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- (b) Selection of Advisor  
Advisors will be chosen by and confirmed by a majority vote of current officers. The officers will work with the Department of Physics and Astronomy and potential advisors in this process.
- (c) Term of Office  
Advisors will serve as long as they are willing or are not otherwise removed.
- (d) Removal of Advisor  
If it is determined an advisor is not carrying out their duties effectively, he or she may be removed by a qualified majority vote of the current officers.
- (e) Replacement of Advisors  
If an advisor resigns or is removed, an interim replacement may be appointed by a vote of the current officers to carry out that advisor's duties until a permanent replacement is found and approved. If an advisor resigns, he or she is encouraged to appoint his or her own interim replacement.

## 8 Finances

- (a) Finances provided by the Government of the Student Body, the College of Liberal Arts and Sciences Student Council, and membership dues for PAC will be managed by the Treasurer with concurrence by the President and other officers.
- (b) If PAC is dissolved, all monies given to the organization by the Government of Student Body, Club Sponsors, or other existing entities will be returned. Any outstanding balance, after all debt has been eliminated, will be donated to the student organization whose goals most closely resemble those of PAC, as determined by a majority vote of the current officers at the time of dissolution.
- (c) All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- (d) Dues shall be assessed at the beginning of a term to each club member in an amount as to be determined at the end of the previous year by the club's cabinet. This amount shall not exceed \$20.

- (e) PAC may not go into debt. As such any and all expenditures must be able to be covered in their entirety at the time of occurrence.

## 9 Amendments & Ratification

- (a) Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. The vote must occur within thirty days of the introduction of the amendment. In order to adopt the amendment, a 2/3 vote of the active membership or a unanimous vote of the officers is necessary. The amended constitution will be submitted within 10 days to Student Activities Center for approval.
- (b) This constitution shall become effective upon approval by a 2/3 vote of the active membership. At that time the club President and primary Adviser will sign and date the constitution. Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.

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President Name:	_____	Signature:	_____	Date:	_____
Adviser Name:	_____	Signature:	_____	Date:	_____
SAC Agent:	_____	Signature:	_____	Date:	_____