

Constitution of the Physics and Astronomy Club

February 2024

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 to 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 complete President's and Treasurer's Training annually.

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 Active Membership

- (a) An active member shall be defined as a university-recognized member who has attended 2/5ths of the previous 5 general club meetings or one-half of the previous 2 outreach events. 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) An active member abides by the code of conduct as outlined in section 6. A member in violation of the code of conduct will be held accountable according to section 7. Penalties may include the revoking of membership.

6 Code of Conduct

To ensure all club members feel safe in our club room, Discord, and social environment, we all agree to the following code of conduct. The greater the mix of people in our club, the greater the mix of experiences, perspectives, and ideas we can collectively draw on. The benefits of diversity and equality cannot be fully achieved without creating an inclusive environment, which we will achieve with the following:

(i) No Harassment

- Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, or religion; sexual images in public spaces; deliberate intimidation; stalking, following, or harassing photography or recording; sustained disruption of discussions; inappropriate physical contact; and unwelcome sexual attention.

(ii) Keep Conversations Appropriate

- All communication, be it online or in person, should be appropriate for a university-sanctioned club and be considerate of people from different cultural backgrounds. Excessive swearing or otherwise vulgar language is discouraged. Sexual language and imagery are not appropriate at any time.
- All new (and existing) discord channels will include a blurb to describe what conversation in that channel will encompass. If any club member wishes to not be included in a specific channel, club officers can manage channel access.
- Do not overshare; if it feels like a conversation to have with a therapist, then it's

not a conversation to have with the club. Avoid talking about things that can be triggering, i.e., if it's upsetting to you, it can be upsetting to others. Keep conversation civil and discord discussions to the correct channels. Keep very personal topics or potentially triggering topics to individual consenting parties.

(iii) No Inappropriate Requests

- An inappropriate request is any request that can undermine the safety of a member or their comfort. Examples include requests for rides unrelated to club activities, open invites to nonpublic spaces, excessive requests for mental health support, etc.

(iv) Code of Conduct Revisions

- Shall the need arise, officers reserve the right to revise the code of conduct as needed. The revisions will be expected to be adhered to immediately until they can be put to a vote at the following club meeting.
- If an incident occurs that is not defined in the code of conduct, officers reserve the right to handle the incident on a case-by-case basis until a code of conduct revision can be made.

(v) Use the Clubroom Computer Appropriately

- We only have one computer for all members to use in the club room. Please keep use of saved data (downloaded to the club room computer) to a minimum and remove unnecessary files from your account on the computer (this does not include documents accessible through multiple computers).
- Please keep time usage of the computer to a minimum; do not use the computer to complete homework assignments. Time spent on the computer should be under 15 minutes per person at a time.
- Reasonable uses for club room computer include printing an assignment, making a quick online search, etc. Inappropriate uses, such as searches for inappropriate content, are not allowed.

(vi) Respect Club Spaces

- Clean up after yourself when in the clubroom and avoid cluttering club spaces both physically (leaving out papers, books, etc. unattended in the clubroom) and digitally (such as spamming discord channels)

- Clubroom access is limited to club members and their guests. Anyone removed from the club for failure to adhere to the Code of Conduct is not allowed into the club room, and letting any such people in will be considered a violation of the Code of Conduct.
- Any tools with the potential to cause injury (pocket knives, etc) should be used with caution and only for their intended uses.

7 Removal of members

(i) Determination of Violation

- A violation of the code of conduct is determined by a 2/3rds majority vote of current club officers.

(ii) Consequences of Violations

- Violations of the Code of Conduct will result in the following actions:
 - (a) The first offense will result in a warning from an officer.
 - (b) The second offense will result in a meeting with the president and/or vice president and an advisor to discuss the behavior.
 - (c) The third offense will result in removal from the clubs and will permanently bar the member from holding any officer positions in the future.
 - (d) After at least 30 days from removal from the clubs, you will have the option of appealing to the president and/or vice president and an advisor to regain membership with the clubs. If a fourth offense occurs, you will be permanently removed from the clubs.

(iii) Major Violations

- Sexual harassment/assault; violence and threats of violence; and other serious safety issues, such as the use of weapons not allowed under university policy, are major violations of the Code of Conduct, and there is zero tolerance for these kinds of violations.

(iv) Consequences of major violations

- Major violations of the Code of Conduct, as determined by a unanimous vote of the president and vice president, will result in immediate and permanent removal from the club and will be reported to the appropriate university offices (ISU Police, Office of Student Conduct, and/or the Office of Equal Opportunity).

(v) Appeals

- Removed members may appeal a removal by submitting a request to the president or vice president. Appeals will be heard with the removed member present, but the member must leave for voting. A 2/3rds majority vote of officers is required to reinstate a removed member. A removed member will only be allowed one code of conduct violation before being removed again. A rejection of an appeal revokes the student's opportunity to make any further appeals.

(vi) Officer misconduct

- Procedure for removal of officers is outlined in section 8, subsection f.

(vii) Reporting violations

- Reports of code of conduct violations will be taken seriously and be handled completely confidentially.
- Report violations to the president, vice president, or faculty advisor listed under: <https://www.stuorg.iastate.edu/isupac>

8 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) LAS Council Representative

- Attend LAS Council meetings
- Convey the interests of PAC to this council
- Brief officers of developments during officer meetings

(v) 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

(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
- Assist in the planning, transportation, and execution of outreach events

(ii) Tech Officer

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

(ii) 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

(iv) Social chair

- Plan and facilitate PAC social events
- Create welcoming environment for all members

(v) Club caretaker

- Keep clubroom clean and organized
- Keep inventory of clubroom supplies for use in club activities

(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.
- Be an active member of the Physics and Astronomy Club
- 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 Physics and Astronomy Club.

(iii) One week prior to the election, the club shall review the constitution with an emphasis on the sections on elections, officer positions, and the code of conduct. At this time, prospective officers may sign up for candidacy. Candidates will submit a short (>200 word) explanation of who they are and why they fit the role of their desired position.

(iv) On election day, a google form will be released with each candidate and their explanation.

(v) This form will be open for one week and once closed, the votes will be quickly tallied by the president and advisor.

(vi) Outgoing officers are required to speak with incoming officers about the ins and outs of their position.

(d) Term of Office

Each officer will retain their position for one calendar year following the election.

(e) Term Limits

Due to the fact officers will eventually graduate, there are no term limits.

(f) Removal of Officers

(i) If an officer is determined to be in violation of the code of conduct, or is deemed to be not fulfilling their duties in their respective role, they will be subject to a code of conduct violation like any other member

(ii) During the vote to classify an action as a code of conduct violation or unfulfilled duties, the officer may not vote as part of the 2/3rds and must leave the room when voting happens, similar to an appeal.

(iii) Also similar to an appeal, an accused officer will have an opportunity to speak and answer questions in their defense before leaving the room for voting.

(iv) Officers are held to a higher standard than club members and will be demoted to a member of the club upon the second minor violation.

(iv) Officers may run in a future election after being demoted, but may not run if they accrue another code of conduct violation.

(vi) Officers are expected to attend every meeting with the exception of meetings that have a communicated prior conflict. Conflicts are to be communicated to the president or vice-president with as much warning as possible so arrangements may be made

(vii) Failure to abide by subsection v will constitute a minor code of conduct violation.

(g) 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, they are encouraged to appoint their own interim replacement.

9 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 Engagement

(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, they 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, they are encouraged to appoint their own interim replacement.

10 Finances

(a) Finances provided by the Student Government, 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 Student Government, 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. All purchases should be confirmed by the president, vice president, and treasurer prior to any action taking place.

(d) 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.

(e) Funds shall be primarily procured from the Physics Department or fundraising events, dues may not be collected.

11 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 Engagement for approval.

(b) This constitution shall become effective upon approval by a 2/3 vote of the active membership or a unanimous vote of the officers. At that time the club President and primary Adviser will sign and date the constitution. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.

President Name: _____ Signature: _____ Date: _____

Adviser Name: _____ Signature: _____ Date: _____

SAC Agent Name: _____ Signature: _____ Date: _____