

# CONSTITUTION OF THE PHYSICS AND ASTRONOMY GRADUATE STUDENT ORGANIZATION

## I: NAME AND PURPOSE

A: This organization shall be known as the Physics and Astronomy Graduate Student Organization (Physics GSO).

B: The purpose of this organization shall be to further the social, cultural and academic interests of the students in the graduate program in Physics and Astronomy.

## II: MEMBERSHIP

All currently-enrolled students in the graduate program in Physics and Astronomy shall be members.

## III: MEETINGS

A: At least one regular meeting shall be held each semester, the time and place of the first meeting to be determined by the President.

B: Special meetings may be called by the President upon request of members of the organization. Reasonable requests for a meeting by any member of the organization may not be denied. The meetings must be announced to all members at least five days before they are scheduled to take place.

C: A quorum for all regular and special meetings shall consist of 8 (eight) members.

D: Any situation not provided for in this constitution shall be decided according to **Robert's Rules of Order, Revised**, as provided here <http://www.rulesonline.com/rror-01.htm>

## IV: OFFICERS

A: The elected officers of the Physics GSO shall be a President, a Vice-President, and a Treasurer.

B: The GSO shall be responsible for organizing the Student Seminars in Physics and Astronomy at Rutgers (SSPAR), any GSO officer may volunteer to run SSPAR but if none formally volunteer then the duty defaults to the Vice-President.

C: All officers shall serve without salary or financial remuneration.

D: The President shall:

- 1) Preside at all meetings of the organization;
- 2) Call special meetings when requested under Article III, Section B;
- 3) Perform other such duties as customarily pertain to the office of President.

E: The Vice-President shall:

1) Be an aide to the President, and, in case of the absence or disability of the President, pro-tempore assume and perform the duties of the President.

F: The Treasurer shall:

- 1) Maintain the financial records of the organization;
- 2) Be responsible for receiving all external (non-departmental) revenue of the organization;
- 3) Pay all authorized bills for the organization;
- 4) Render an account at each meeting, or more often if required, of all receipts and expenditures;
- 5) Submit, at the last meeting of the spring term, an annual report of the income and expenditures of the organization.

## **VI: ELECTIONS AND VACANCIES**

A: Elections: Officers shall be elected by a majority of the legal votes cast by the members of the organization at its last meeting of the academic year (in April or May); they shall take office on the first day of classes of the coming academic year, or earlier if the person occupying their office relinquishes it; they shall serve until the first day of classes the following academic year.

B: Besides electing members to the offices of President, Vice-President and Treasurer, two members must be elected to the Graduate Student and Life Committee (GSLC) and one member must be elected to the Computer committee, both of which are official departmental faculty committees. The elected members shall serve as student representatives on these committees, and report back at least once a year to all the members. Both elected members of the GSLC must be going in to their second year of study or a higher year.

C: Vacancies: If any elective office (or Committee Chair, if appropriate) shall become vacant, the President shall order at the earliest possible date a special meeting of the organization for the purpose of filling such office. The member thus elected shall immediately enter upon his/her duties and shall remain in office until the next regular election.

D: Once new officers have been elected there shall be a meeting between officers-elect and current officers to discuss the week to week operations of the GSO, and familiarize the new officers with their responsibilities. This meeting shall occur before the first day of classes when the officers-elect assume their duties.

## **VII: AMENDMENT**

A: The proposed amendment must be submitted to the President in writing by no fewer than 3 (three) members of the organization.

B: The proposed amendment shall be discussed at a meeting that has to be scheduled no later than two weeks after a proposed amendment was submitted, provided that all members of the organization have been previously informed of its contents.

C: Two-thirds of the legal votes cast shall be required to pass the amendment.

## **VIII: ADVISOR**

A member of the faculty of the graduate program in Physics and Astronomy shall serve as advisor to the organization.

#### **IX: UNIVERSITY REGULATIONS**

This organization shall be in full compliance with all pertinent University Regulations and any other rules, regulations, and policies of Rutgers University that may be relevant to its activities.