

## Minnesota State University Chapter of the Society of Physics Students and Sigma Pi Sigma

### **ARTICLE I:** NAME AND PURPOSE

#### **Section A.** Name

1. The name of this organization shall be “The Minnesota State University Moorhead Chapter of the Society of Physics Students” with an honor society component named “Sigma Pi Sigma.”

#### **Section B.** Purpose

1. The purpose of the Society of Physics Students shall be to help students of all ages achieve the knowledge necessary to understand the physical world.

### **ARTICLE II:** MEMBERSHIP

#### **Section A:** Membership Eligibility

1. Membership in the Society of Physics Students at Minnesota State University Moorhead shall be open to any and all currently enrolled students at Minnesota State University Moorhead.

#### **Section B:** Membership Criteria

1. Membership criteria in the Society of Physics Students includes:
  - a. Dues paid
  - b. Attendance at meetings
  - c. Be enrolled in Physics classes at Minnesota State University

#### **Section C:** Non-Discrimination Statements

1. Equal Opportunity Statement:

Minnesota State University Moorhead is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

#### **Section D:** Student Conduct Code Statement

1. This organization shall abide by the Minnesota State University Moorhead Student Conduct Code.

**Section E:** Statement of Non-Hazing

1. Hazing is prohibited by MnSCU Board of Trustee's policy. Minnesota State University Moorhead will investigate all allegations of hazing and will utilize appropriate judicial, disciplinary and criminal processes in our efforts to eradicate hazing. The MnSCU Board of Trustees Policy and the MSUM Student Code of Conduct define hazing as an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team. Such activities and situations include, but are not limited to sleep deprivation or causing excessive fatigue; engaging in public stunts, jokes, or degrading games and activities; compelled ingestion of any substance; forced servitude; paddling in any form; forced tattooing or branding; or late night activities that interfere with academic and occupational activities. The express or implied consent of the victim to any activity covered by the foregoing definition does not validate or excuse the activity.

**Section F:** Affiliations

1. This organization shall be affiliated with Society of Physics Students national office. The rules and regulations of the national constitution shall be followed when not inconsistent with the rules and regulations of Minnesota State University Moorhead. When inconsistencies are present, this organization shall adhere to the rules and regulations of Minnesota State University Moorhead.

**Section G:** Categories of Membership

1. Active Members – Members who are enrolled students at Minnesota State University Moorhead, have voting privileges, may hold office and have paid dues, if applicable.

**Section H:** Voting Privileges

1. Any enrolled student at Minnesota State University Moorhead is eligible to be an active member, may vote, and may hold office.
2. Non-students that meet the organization's criteria may act as ambassador members, but may not vote, hold office, or act on the organization's behalf.

**Section I:** Member Removal

1. Any member may be removed from the organization:
  - a. For actions which violate the purposes of the organization
  - b. For actions which violate MSUM Student Conduct Code
  - c. For actions which violate University policies
  - d. When no longer enrolled as a student
2. Members may be removed by the following process:
  - a. Written charges by a member are to be presented to the Executive Board.

- b. The Executive Board will notify the member of an opportunity for the member to respond to charges at the next regular meeting.
- c. The meeting must have quorum present and only active members may participate in the vote.
- d. Voting for removal is to be done by secret ballot within two weeks of the meeting.
- e. A 2/3 vote is required for removal.
- f. The member must be notified immediately of the outcome of the vote.

**Section J:** Member Appeal

1. If the member wishes to appeal the vote for removal they must send a written letter of appeal to the Society of Physics Students advisor within two weeks of the decision.
2. The advisor and officers will review the appeal and notify the Society of Physics Students and the member in no more than one week of the decision.

**ARTICLE III.** ELECTIONS

**Section A.** When Elections are Held

1. Annual elections shall be held at a scheduled meeting in April of each year. The officers shall be elected by means of a secret ballot.

**Section B.** Nominations

1. Nominations of candidates for Society of Physics Students officer positions shall be nominated by a Society of Physics Students active member. Nominees for officer positions must be Society of Physics Students active members for two semesters.

**Section C.** Announcement of Elections

1. Elections shall be announced by email two weeks prior.

**Section D.** Election Procedure

1. Voting shall take place after the close of nominations for each office. Officers shall be elected by a simple majority vote of those Society of Physics Students active members present, provided quorum is met. Only Minnesota State University Moorhead students may vote.

**Section E.** Term of Office

1. The term of office for all officers shall be one year.

**ARTICLE IV. OFFICERS**

**Section A. Officer Qualifications**

1. MSU Moorhead requires a minimum 2.5 Cumulative GPA for all officers.

**Section B. Officer Duties**

1. The officers shall consist of a President, Vice President, Historian and Secretary. The officers shall be responsible for all administrative duties of the Society of Physics Students. These officers will be known as the Executive Board.
2. The President shall have the power to:
  - a. Establish and maintain operation procedures of the Society of Physics Students
  - b. Call meetings
  - c. Vote in all decisions affecting the Society of Physics Students.
  - d. Call additional meetings as needed
  - e. Notice of additional meetings must be given to all members in the most timely manner possible but not less than one week.
3. The Vice President shall:
  - a. Assist the President with all administrative duties and assume those duties in the absence of the president
4. The Historian shall:
  - a. Keep accurate and detailed records of all meetings and affairs
  - b. Send/transmit all official Society of Physics Students correspondence
  - c. Coordinate preparation and distribution of Society of Physics Students flyers, handouts, and publications
5. The Treasurer shall:
  - a. Receive and distribute Society of Physics Students funds upon the authorization of the President and faculty advisor, in accordance with the financial rules and regulations of the University
  - b. Make financial reports at the regular meetings of the Society of Physics Students
  - c. Coordinate all fundraising activities
  - d. If the student organization receives Student Activity Budget Committee funding, the treasurer will remain in contact with the Activities Business Manager.

**Section C. Vacancy in Office**

1. Vacancies occurring in any of the elected offices other than the President shall be officially filled during a special election called for by the President.
2. In the event of a vacancy in the office of the President, the Vice-President will become the President and there will be a special election to fill the Vice-President office.

3. If the Vice-President declines to succeed, then a special election shall be held to fill the office of the President for the remainder of the unexpired term.
4. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

**Section D.**

Officer Removal

1. Any officer may be removed from office:
  - a. For failure to carry out the responsibilities of that office
  - b. For actions which violate the purposes of the organization
  - c. For actions which violate MSUM Student Conduct Code
  - d. For actions which violate University policies
  - e. When no longer enrolled as a student
2. An officer may be removed by the following process:
  - a. Written charges by a member are to be presented to the Executive Board.
  - b. The Executive Board will notify the officer of an opportunity for the officer to respond to charges at the next regular meeting.
  - c. The meeting must have quorum present and only active members may participate in the vote.
  - d. Voting for removal is to be done by secret ballot within two weeks of the meeting.
  - e. A 2/3 vote is required for removal.
  - f. The officer must be notified immediately of the outcome of the vote.

**Section E.**

Officer Appeal

1. If the officer wishes to appeal the vote for removal they must send a written letter of appeal to the Society of Physics Students advisor within two weeks of the decision.
2. The advisor and President will review the appeal and notify the Society of Physics Students and officer in no more than one week of the decision.

**Section F.**

Issues of Equal Opportunity and Student Conduct

1. The officers must inform the members of the Issues of Equal Opportunity and Student Conduct at the initial meeting. Thereafter, all members shall be responsible for knowing and abiding by these policies..

**ARTICLE VI.**

MEETINGS

**Section A.**

Announcement of Meetings

1. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new President.
2. The President will be in charge of informing the members of the meeting by email.

3. Official notice of the meeting at which the election of Society of Physics Students officers will take place must be provided to all Society of Physics Students members not less than two weeks prior to such meeting.

**Section B.** Quorum

1. Quorum shall be defined as 2/3 of active members of Society of Physics Students.
2. A simple majority vote is needed for official business to take place, unless stated otherwise, provided quorum is met.

**ARTICLE VII.** FINANCES

**Section A.** Student Organization Accounts

1. All student organization accounts must be kept in an on-campus University account.
  - a. Student Activity Budget Committee funds will be kept in an activity account.
  - b. All other student organization funds, whether fundraised, donated, or collected dues, will be kept in an agency account.
  - c. It is against University policy for student organizations to have off-campus accounts.

**Section B.** Dissolution of Organization

1. If this group dissolves, all monies allocated by the Student Activity Budget Committee shall be returned to the Student Activity Budget Committee. Any other funds will be dispersed as the group sees fit.

**ARTICLE VIII.** CONSTITUTIONAL AMENDMENTS

**Section A.** Proposing Amendments

1. Any active member can propose an amendment to the constitution by submitting a written request to the Executive Board prior to the last meeting of the year.

**Section B.** Amendment Process

1. Once an amendment to the constitution is submitted to the Executive Board, the amendment must wait until the following meeting to be voted on.

**Section C.** Passing an Amendment

1. Amendments to this constitution shall be adopted by simple majority vote of the total active members.

**Section D. Student Organization Advisory Committee Approval**

1. All amendments must be submitted to the Student Organization Advisory Committee for final approval and a revised copy of the constitution will be placed on permanent file in the Office of Student Activities.

**ARTICLE IX. ADVISOR**

**Section A. Role of Advisor**

1. All student organizations are required to have a currently employed MSUM faculty or staff advisor working on-campus during the semester(s) of advisement.
2. If the student organization maintains a University account, the Advisor(s) is responsible for overseeing said account.
3. If the student organization receives Student Activity Budget Committee funding, the advisor will remain in contact with the Activities Business Manager.

**Section B. Advisor Removal**

1. An advisor may be removed from the position:
  - a. For failure to carry out the responsibilities of that position
  - b. For actions which violate the purposes of the organization
  - c. For actions which violate University policies
2. An advisor may be removed by the following process:
  - a. Written charges by a member are to be presented to the Executive Board.
  - b. The Executive Board will notify the advisor of an opportunity for the advisor to respond to charges at the next regular meeting.
  - c. The meeting must have quorum present and only active members may participate in the vote.
- d. Voting for removal is to be done by secret ballot within two weeks of the meeting.
  - e. A 2/3 majority vote is required for removal.
  - f. The advisor must be notified immediately of the outcome of the vote.

**Section C. Advisor Appeal**

1. If the advisor wishes to appeal the vote for removal they must send a written letter of appeal to the Society of Physics Students Executive Board within two weeks of the decision.
2. The Executive Board will review the appeal and notify the Society of Physics Students and advisor in no more than one week of the decision.

**ARTICLE X.** Sigma Pi Sigma Membership

Membership in Sigma Pi Sigma, the physics honor society included within this Society of Physics Students Chapter, shall be based upon character and academic and professional attainments and is not restricted to physics majors. Students may be members of this Society of Physics Students without being members of this Sigma Pi Sigma honor society. Election to Sigma Pi Sigma membership shall be conducted by the active Sigma Pi Sigma members from among those candidates presented by the Sigma Pi Sigma nominating committee appointed by the Chapter Advisor.

**Section A.** Undergraduate membership requirements

1. All members-elect shall have completed at least the equivalent of three semesters (five quarters) of full-time college work.
2. All members-elect shall have completed at least three semester (five quarter) courses in physics, each of at three credit hours, which may be credited toward physics major.
3. All members-elect shall rank in the upper one third of their college class.
4. All members-elect shall have attained at least a 3.0 grade point average on a 4.0 system for physics courses and for cumulative course grades in all courses.

**Section B.** Membership for Graduate Students

1. All members-elect shall meet the requirements for undergraduate members-elect, based upon their undergraduate records
2. Members-elect shall have completed at least one year of graduate work, meeting departmental standards for satisfactory progress towards an advanced degree

**Section C.** Faculty Members

1. For faculty members, research staff members, and other related fields, election to membership shall be based upon their professional attainments.

**ARTICLE XI.** RATIFICATION

**Section A.** Ratification

1. This constitution will be ratified by 2/3 majority of organizations total active members.