

# **Marshall University Chapter of the Society of Physics Students**

## By-Laws

### **Article I: *Duties of Officers***

**Clause One:** In addition to the duties listed below, each officer shall perform any special duties which may be assigned by the chapter, by the Institute, or by the Administration of Marshall University, and he shall turn over to his successor a complete record of all transactions pertaining to his office, including any records received from his predecessor.

#### ***Section One: President***

The president shall preside at all meetings of the section and of the executive committee at which he is present. He is responsible for organizing official gatherings. The President provides leadership and organization at group functions, thinking of ideas as to how to proceed with chapter activities; supervises and actively encourages the activities of all other officers. Also, he needs to maintain a good working relationship with the chapter advisor and physics department chairmen.

#### ***Section Two: Vice President***

The Vice President shall assume all duties of the president in the event of the temporary absence of the latter, and he shall serve as chairman of the program committee. The Vice President is also responsible for supervising activities to increase membership and assisting the President, Secretary and Treasurer as needed. He will help the President supervise the activities of all other officers, making certain their duties are performed adequately.

#### ***Section Three: Secretary***

The secretary shall keep a complete record of the meetings of the executive committee and of the section, carry on necessary correspondence with the Institute and other organizations, and keep the organizations formal paperwork. The Secretary facilitates communication between the members using means that may include but are not limited to electronic mail, posters, and web sites. In absence of the President and Vice President, the Secretary is responsible for fulfilling the duties of the President.

#### ***Section Four: Treasurer***

The treasurer shall receive all funds of the section, disperse these as authorized by the section, and keep a complete record of all transactions. He will manage and hold all petty cash and oversee financial accounts. He shall seek out sources of additional funding and grants. The Treasurer shall veto any proposal, which would result in a negative balance in the treasury. He is required to make an annual report. In the absence of the President, Vice President, and Secretary, the Treasurer is responsible for fulfilling the duties of the President.

#### ***Section Five: Faculty Advisor***

The faculty advisor shall act as a consultant on matters of section policy, and he shall aid in maintaining satisfactory relations between the section and the administration of Marshall University. He gives long-range perspective to the group and assists in the transmission of fees and dues to the National Office of the Society of Physics Students. Further requirements are listed in Article VI, Section 4 of the National SPS Constitution.

### **Article II: *Duties of Committees***

**Clause One:** Any action of any committee shall be subject to recall by a majority vote of a quorum of the section. Every standing and special committee shall make a report to the section when requested to do so.

### ***Section One: The Executive Committee***

The Executive Committee shall consist of the President, the Vice President, the Secretary, the Treasurer, and the Faculty Advisor. It shall have charge of all matters of policy, including the interpretation of the section constitution and by-laws. The executive committee is responsible for the acquisition of equipment and facilities. It is also responsible for scheduling activities and events. All executive members shall further the long-term interests of the Association. This will include maintaining a file specifically relating to their portfolio that will be useful for successors to the position. Each Executive member shall have a working knowledge of Robert's Rules of Order, the Constitution and Bylaws, and all agreements with the University.

### ***Section Two: The Program Committee***

The Program Committee shall be headed by the Vice President and is responsible for providing suitable programs for the section. At least six programs shall be presented during the academic year.

## **Article III: Meetings**

A regular meeting shall be held at least once every month during the academic year at the time and place to be determined by the section. Special meetings may be held whenever necessary. Business may be transacted at any regular or special meeting, provided that a quorum is present.

## **Article IV: Procedure**

### ***Section One: Parliamentary Authority***

The proceedings and deliberations of this section and of such committees as may be appointed, shall be governed by the Rules of Parliamentary Practices as established by Robert's Rules of Order, Revised—except when inconsistent when the Constitution and By-Laws set forth by this organization and the National Office.

### ***Section Two: Quorum***

A quorum shall consist of 50% of the active membership of the section.

## **Article V: Amendments**

Amendments may be proposed by any member if it is in accordance with the National Society of Physics Students Constitution and By-Laws. Proposed amendments shall be submitted to the Executive Committee for review and presentation to the society at large. These by-laws may be amended at any regular meeting of the section by a majority vote of a quorum of the section, provided that the proposed amendment was submitted in writing previous to this meeting of the section. Adoption of an amendment will also require approval from the Director of the Society of Physics Students. A ratified amendment shall become effective after approval upon notification to members.