

Case Western Reserve University Physics Graduate Student Association

Constitution

Article I: Name of the Organization

The name of the organization shall be the Physics Graduate Student Association, hereafter referred to as the PGSA.

Article II: Purpose of the Organization

The Organization shall exist to provide a forum for all Case Graduate Physics students to express internal concerns, as a collective conduit for interaction with faculty and University, and to provide its members with social activities.

Article III: Membership

- A. All full-time or part-time Ph.D. track and Masters Students in good standing in the Department of Physics shall be considered members of the organization.
- B. Any graduate student of Case Western Reserve University that is not a student in the Department of Physics may petition the PGSA president to become a member of the PGSA and shall be granted membership upon request.
- C. Each member is entitled to one (1) vote, which may be cast in person or by proxy. A proxy vote may be submitted in writing to the PGSA president prior to the casting of a vote. No person may act as a proxy voter.

Article IV: Administration

- A. Officers
 - a. The PGSA student officers shall be President, Vice President, Secretary/Treasurer, Faculty liaison, and First Year Representative, as well as a Graduate Student Senate Representative, and alternate Graduate Student Representative(s).
 - b. The officers shall form the Executive Council, save the Alternate Graduate Student Representative(s), unless the Alternate(s) holds another Office
 - c. Each office shall be uniquely held by one (1) individual, save Graduate Student Senate Representative(s), which may hold other offices.
 - d. Officer nominations may be made by any member, including self nominations. A nominee may decline a nomination.
 - e. All officers shall be elected annually by a majority vote between the months of April to June, and shall serve one year starting August 1 and ending July 31, save the first year representative
 - f. The First Year Representative shall be appointed by the incoming first-year class during the month of September, and shall serve one year from

their appointment until the appointment of the next First Year Representative.

- g. All officers shall retain their rights as PGSA members, including voting privileges.
- h. The PGSA shall seek out one Faculty Advisor from the Department of Physics to act as Graduate Student Senate advisor and faculty liaison. This position can be held indefinitely, and the approval of the chosen faculty member shall be by simple majority.

B. Duties of Officers

- a. Duties of the President shall be to:
 - i. Act as the official spokesperson of the PGSA.
 - ii. Schedule, organize, create agenda for, and chair all PGSA meetings.
 - iii. Ensure action is taken on all PGSA resolutions.
 - iv. Create and maintain a budget for PGSA funds.
 - v. Maintain an up to date list of all PGSA members and their email addresses.
 - vi. If the Graduate Student Senate Representative office is unfilled, the President must attend the GSS meeting or find someone to do so.
- b. Duties of the Vice President shall be to:
 - i. Assume the role of the president in his or her absence.
 - ii. Assist the President in the completion of his or her duties.
 - iii. Organize PGSA social events.
 - iv. Disseminate information to PGSA members.
- c. Duties of the Secretary/Treasurer shall be to:
 - i. Keep minutes of general and executive meetings.
 - ii. Assist the President and Vice President the PGSA budget.
 - iii. Maintain a ledger of funds dispersed.
 - iv. Periodically inform the PGSA of budgetary standings.
- d. Duties of the Faculty Liaison shall be to:
 - i. Act as the spokesperson for graduate students at faculty meetings.
 - ii. Attend all departmental faculty meetings.
 - iii. Obtain an agenda and Prepare for issues expected in a faculty meeting prior to the meeting taking place.
 - iv. Report to the PGSA during general meetings on the topics of faculty meetings.
- e. Duties of the First Year Representative shall be to:
 - i. Act as a spokesperson for the first year class.
 - ii. Act as a liaison to first year students.
 - iii. Sit on the Prospective Student Committee outlined below
- f. Duties of the Graduate Student Senate Representative(s) shall be to:
 - i. Serve on the Graduate Student Senate and act as spokesperson to the GSS
 - ii. Report GSS applicable topics to the PGSA.

C. Committees

- a. The Executive council shall appoint a Prospective Students committee for the purpose of handling the visitation of prospective graduate students. It shall coordinate all aspects of such visits, including but not limited to travel, accommodation, entertainment, and meetings with faculty.
- b. There shall be no standing committees apart from the Prospective Students Committee, although the Executive council may create committees as deemed necessary.

Article V: Meetings

- A. It is intended that the PGSA shall hold general meetings once a month, but can meet as often as desired with no fewer than two (2) meetings per semester
- B. The President shall schedule a meeting in timely fashion when approached by a PGSA member with new business requiring approval of the PGSA
- C. The President shall inform all PGSA members of a meeting twice via email, with one notification no less than seven (7) days in advance.
- D. All members of PGSA may present new business for meetings by submission in writing to the President or Vice President in the absence of the President anytime up to two days prior to meeting.
- E. All meetings shall be conducted by the President or by the Vice President if the President cannot attend. Whosoever presides over the meeting shall compose the agenda of the meeting including new business topics.
- F. General meetings shall proceed according to the agenda, with a time period for discussion of new business at the end, then motion for adjournment may be made by whosoever presides over meeting. Motion shall be seconded before adjournment.
- G. Members who bring new business to general meeting shall have the floor when their time is due. Other members shall not have the floor until business is concluded.
- H. Quorum
 - a. Quorum shall be 10 PGSA members or $\frac{1}{4}$ of total membership, whichever is less.
 - b. Any meeting without a representative quorum shall not have the capacity to approve resolutions.
 - c. Proxy votes shall be applied to the count of Quorum.

Article VI: Ratification of this Constitution

This document, to be ratified and thus create the PGSA, shall be laid before a meeting of no less than fifteen Physics graduate students on July 25, 2005. It must be approved by a two-thirds supermajority of attending graduate students. If ratified in that time, it shall take effect immediately.

Once ratified, it shall be submitted annually to the Graduate Student Senate as the proof of existence of the group along with the Petition for Recognition.

Article VII: Amendments to this Constitution

- A. Any PGSA member may propose an amendment to this constitution.
 - a. An amendment must be submitted to the standing President no later than two (2) weeks prior to the next scheduled general meeting.
 - b. The President shall distribute copies of the amendment to all PGSA members within one (1) week of its receipt.
- B. An amendment must be approved by a two-thirds supermajority of Quorum at a general meeting.
- C. All amendments shall take effect at the adjournment of the general meeting at which it is passed, unless the amendment includes a specific schedule otherwise.

Amendment 1. In the event of a PGSA officer losing membership during term, that officer may name a successor without formal vote of the members.