

# Constitution for the Physics Graduate Student Council

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## Article I. Name

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

The name of the organization shall be the Physics Graduate Student Council, to be abbreviated as (PGSC).

## Article II. Standard Operating Procedures

### **Section A: Mission Statement.**

The mission of the Physics Graduate Student Council (PGSC) at the University of Wisconsin–Madison is to improve the well-being and success of graduate students in the Department of Physics. The council is composed of physics graduate students and works towards the following goals:

- Facilitate communication with the department and advocate on behalf of the graduate students,
- Assist the department in welcoming new students and recruiting prospective students,
- Promote social cohesion among graduate students, and
- Provide resources to help prepare students for post-graduate careers.

## Article III. Membership and Eligibility Criteria

### **Section A: Membership.**

All students who are enrolled in UW–Madison Department of Physics graduate programs (either Master's or PhD) are members.

### **Section B: Dues.**

No dues will ever be required of the members of the PGSC.

## Article IV. Committees

### **Section A: Committees.**

The PGSC includes the following committees:

- a. Recruit and Welcome Committee,
- b. Social Activities Committee, and
- c. Professional Development Committee.

The President may create additional committees as necessary. Each committee will meet regularly to work towards fulfilling the mission of the PGSC.

### **Section B: Committee Membership.**

All members are welcome to join any committee, volunteer to assist with the work of any committee, and attend committee meetings.

## **Article V. Board of Officers**

### **Section A: Officers.**

The Physics Graduate Student Council shall have a President, Vice President, Chair of Recruit and Welcome, Chair of Professional Development, Chair of Peer Mentoring, two Co-Chairs of Social Activities, two At-Large Co-Representatives, a First-year Representative, Women and Gender Minorities in Physics (GMAWiP) Representative, and International Student Representative. Additional representative positions can be added to this list pursuant to Section D.

### **Section B: Co-Chairs.**

For any pair of Co-Chairs or Co-Representatives, one officer must be at the time of elections a first or second year graduate student, and the other must be at the time of election at least a third year graduate student.

### **Section C: Board of Officers.**

Members elected to these positions shall be referred to as officers, and make up the Board of Officers.

### **Section D: New Positions.**

For a new representative position to be created, it must be approved by no less than 80% of officers. The board may then decide if they want to hold a special election, or wait until the next election season for the position to be added. For the election to be held, there must be a description of the purpose and role of the new position. For the position to be permanent (defined as existing more than two years), it must be added by an amendment to the constitution by the procedure defined in Article IX.

### **Section E: Officer Eligibility.**

All officers must be members of the Physics Graduate Student Council. The president of PGSC must have previously held an officer position, with the exception of the 2018 election since no previous positions have existed.

### **Section F: Terms of Office.**

The term of office shall be from May 1st until April 30th of the following year, with the exception of the 1st year Representative whose term will be from their election date until April 30th.

### **Section G: Term Limits.**

Officers may be elected, and re-elected to the same position, but may only hold the same position for two consecutive years. An officer may hold the same position for more than two total years. Representatives may hold the same position for more than two consecutive years if no other qualified candidates nominate themselves for the position.

### **Section H: Removal from Office.**

An officer may be removed from their position if their removal is approved by all other officers.

### **Section I: Vacancy of Office.**

If an officer cannot continue with their duties or is removed from their position, a special election may be held.

## **Article VI. Officers**

### **Section A: President.**

1. The President shall schedule and lead monthly officer meetings.
2. The President shall serve as liaison and primary person of contact to the Department Chair, faculty, Board of Visitors, and other entities as necessary.

### **Section B: Vice President.**

1. The Vice President shall maintain communication with members by regularly updating the PGSC website and calendar, and share meeting minutes with members.
2. The Vice President, with the approval of the board of officers, directs the budget and keeps a current record of all financial transactions.
3. The Vice President shall keep the members of the group informed of organization events.
4. The Vice President shall serve as President whenever the President is absent.

### **Section C: Chair of Recruit and Welcome.**

1. The Chair of Recruit and Welcome schedules and presides over Recruit and Welcome Committee meetings, and is responsible for ensuring the Recruit and Welcome Committee creates and manages social events that welcome new students and recruit prospective students.
2. The Chair of Recruit and Welcome is required to maintain communications with the department regarding Prospective Student Weekends.
3. The Chair of Recruit and Welcome is responsible for communicating its spending to the President and Board.

### **Section D: Chair of Professional Development.**

1. The Chair of Professional Development schedules and presides over Professional Development Committee meetings, and is responsible for ensuring the Professional Development Committee creates and manages professional development events and resources/databases.
2. The Chair of Professional Development is responsible for communicating its spending to the President and Board.

### **Section E: Chair of Peer Mentoring**

1. The Chair of Peer Mentoring schedules and presides over Peer Mentoring Committee meetings, and is responsible for ensuring the Peer Mentoring Committee creates and manages a network of mentors and mentees.
2. The Chair of Peer Mentoring is responsible for communicating its spending to the President and Board.

### **Section F: Co-Chairs of Social Activities.**

1. The Co-Chairs of Social Activities schedule and preside over Social Activities Committee meetings, and are responsible for ensuring the Social Activities Committee creates and manages events that promote social cohesion among physics graduate students, including bi-annual social events that are open to all members.
2. The Co-Chairs of Social Activities are responsible for communicating their spending to the President and Board.

### **Section G: Representatives.**

1. Each representative shall make themselves reasonably accessible to their representees by holding office hours and bi-annual town halls for the community they represent. The At-Large Co-Representatives shall jointly hold their bi-annual town halls, which are open to all members. The First-year Representative is only required to hold a single town hall each year.
2. Representatives shall attend officer meetings and help inform decisions made by other officers.

## **Article VII. Officer Elections**

### **Section A: Quorum.**

A quorum, for the purposes of officer elections, will require at least 25% of members submitting a ballot.

### **Section B: Votes.**

Each member may have one ballot.

### **Section C: Nominations.**

Election of officers shall be held annually each spring. At least one month's notice shall be given before the election meeting. Members may nominate themselves as candidates for up to two positions, but may only hold one position. Any member who is a candidate for two positions must include in their nomination a choice for which position they will fill if they win elections to both. Each candidate may post a statement regarding their election on the website and make a speech at the election meeting.

### **Section D: Elections.**

Voting will take place anonymously and electronically, through the PGSC website. Voting will be done by ranking candidates. For each position, members can assign their preferred candidate, second preferred candidate, and third preferred candidate. For purposes of deciding the winner of an election, a preferred vote counts as three points, a second preferred vote counts as two points, and a third preferred vote counts as one point. For each position, the candidate with the most points wins. In the event that the winner of an election will fill a different position due to them winning two elections (see Section C), the candidate with the most points who is qualified will fill the position.

## **Article VIII. Member Meetings**

### **Section A:**

The PGSC will meet at least 5 times throughout a year, starting May 1st and ending April 30th. The President will be in charge of informing the membership when the meetings are and scheduling a time that works best, through the use of a poll of the membership.

## **Article IX. Amendments**

### **Section A: Proposal of Amendments.**

Any member may submit an amendment. Amendments must be submitted to the Board of Officers at least two weeks prior to officer elections. If at least 50% of the Board of Officers support the proposed amendment, it will go to a vote of all PGSC members.

### **Section B: Ratification of Amendments.**

Amendments to the constitution will be voted on during the officer election period. A proposed Amendment will be ratified if it receives at least a 50% majority of voting members.

## **Article X. Financial Administration**

### **Section A: Fiscal Year.**

The financial year of PGSC shall be October 1 through September 30th.

### **Section B: Books and Records.**

The books and records of PGSC shall be open to inspection by any general member and by other such persons as may be approved by the Board of Officers. Copies of PGSC records, constitution and bylaws shall be available for viewing on PGSC's website.

### **Section C: Financial Authority.**

Any member of the Board of Officers whose position is described in the constitution shall have the authority to approve non-budgeted PGSC-related expenditures no more than twice per year if the expenditure amount is under a limit determined by the Vice President at the beginning of the fiscal year. Should this privilege be abused the Board of Officers has the right to revoke it. Expenditures in excess of the limit set by the Vice President require Board of Officers approval.

### **Section D: Budget.**

The general budget for the year (semester) must be approved by a vote. The budget must be submitted by the President for approval by the Board by September 1st.

## **Article XI: Dissolution**

### **Section A: Dissolution.**

In the event that the PGSC should be dissolved, the association shall apply any assets it may have toward the full payment of all debts. Any assets remaining after all debts are paid in full shall be either returned to the funding organization (if applicable) or the University of Wisconsin–Madison Physics Department.