

The University of New Orleans Chapter of  
*The Society of Physics Students*

CHAPTER BYLAWS

1st Revision: 12 April 2007

## 1 Name.

The official name of this organization shall be “The University of New Orleans Chapter of the Society of Physics Students”.

## 2 Purpose.

The purpose of this Chapter shall be to:

1. encourage and assist students interested in physics to develop the knowledge, competence, enthusiasm, and social responsibility that are essential to the advancement of physics;
2. stimulate interest in advanced study and research in physics;
3. develop collegiality and a sense of community among physics students and faculty members by providing social events;
4. promote public interest in physics;
5. provide liaison between students and the member societies of the American Institute of Physics; and
6. recognize high scholarship and potential achievement in physics among outstanding students by means of Sigma Pi Sigma membership.

## 3 Membership.

### 3.1 Society of Physics Students Membership.

Membership shall be open to all individuals interested in physics at this university.

#### 3.1.1 Types of Membership.

1. Active members shall be enrolled undergraduate and graduate students, and elected officials. Active members have the rights of voice, vote, and the ability to hold office. Members must attend at least one regular meeting per month, or active membership shall be forfeited for the remainder of the semester.
2. Associate members shall be faculty, alumni, previous members, or any other individual so named. Associate members may not participate in votes, or hold office, or have any other special rights designated for active members (such as ability to receive awards, etc.).

### 3.2 Sigma Pi Sigma Membership.

Membership in Sigma Pi Sigma, the physics honors 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. Election to Sigma Pi Sigma members from among those candidates presented by the Sigma Pi Sigma nominating committee appointed by the Chapter Advisor.

### 3.2.1 Undergraduates.

For undergraduate students in physics or related fields, the minimum requirements for Sigma Pi Sigma membership within this Chapter shall be as follows:

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 quarters) courses in physics, each of at least three credit hours, which may be credited toward a 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.

### 3.2.2 Graduates.

For graduate students in physics or related fields, all members-elect either: (a) shall meet the requirements for undergraduate members-elect, based upon their undergraduate records, or (b) shall have completed at least one year of graduate work, meeting departmental standards for satisfactory progress towards an advanced degree.

### 3.2.3 Faculty.

For faculty members, research staff members, and other qualified individuals, who are in physics or related fields, election to membership shall be based upon their professional attainments.

### 3.3 Dues.

In spirit of the Chapter's focus on community, no dues shall be collected to join the Chapter, apart from any dues required by the National Office. It shall instead be expected that all new members contribute whenever and however possible to the goals of the Chapter.

## 4 Officers.

### 4.1 Eligibility.

To be eligible to seek or hold office:

1. Only active members may be nominated for an office.
2. A student must be enrolled in 9 semester hours or more (or be certified as a full-time student if a graduate student) and attain a 2.5 or better average at UNO (or have approval of the Chapter Advisor) in order to continue to hold office.

### 4.2 Chapter Officers.

The officers of the Chapter shall be a President, a Vice-President, a Secretary, and a Treasurer; succession shall be in accordance with this order. Any two of the last three offices may be combined. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this Chapter.

### 4.3 Duties.

The duties of each office shall be:

#### 4.3.1 President.

1. shall act as liason and be the main representative of the Chapter in the university and community.
2. shall preside over all meetings.
3. shall set the date for the next meeting when the normal schedule conflicts within the school schedule.
4. shall appoint members to chair committees, such as publicity, field trips, guest speaker coordinator, etc.
5. shall cast the deciding vote if there is a tie in normal voting procedure.
6. has the power to veto any action.

7. must approve all financial transactions of the Chapter.
8. to submit all official roster forms to the University of New Orleans Director of Student Development Activities.
9. shall attend the yearly SPS Zone Meeting.

#### **4.3.2 Vice-President.**

1. shall preside over all meetings in the absence of the president.
2. shall act as advisor and coordinator for all committees.
3. shall carry out any other duties as assigned by the president.
4. shall have the right to vote except when acting as president.
5. shall attend the yearly SPS Zone Meeting.

#### **4.3.3 Secretary.**

1. shall preside over all meetings in the absence of the president and vice president.
2. shall keep accurate minutes of all meetings.
3. shall be responsible for presenting a copy of the minutes to all members and the Chapter Advisor.
4. shall keep all necessary records and maintain them.
5. shall handle all organization correspondence.
6. shall keep a list of all active members and make it available for all other officers.
7. shall ensure the Chapter information at the National Office is up-to-date.
8. shall have the right to vote except when acting as president.
9. shall attend the yearly SPS Zone Meeting, if at all possible.

#### **4.3.4 Treasurer.**

1. shall preside over all meetings in the absence of the president, vice president, and secretary.
2. shall be in charge of all financial transactions of this organization.
3. shall keep an accurate account of all finances and shall give a report at every meeting.
4. shall be responsible for submitting semester financial reports to the organization.
5. shall have the right to vote except when acting as president.
6. shall attend the yearly SPS Zone Meeting, if at all possible.

### **4.4 Sigma Pi Sigma Duties.**

One of the officers, who is a Sigma Pi Sigma member, and the Chapter Advisor shall be given specific responsibility of the affairs of the Sigma Pi Sigma Chapter.

### **4.5 Elections.**

#### **4.5.1 Regular Elections.**

Officers shall be elected at a scheduled meeting to be held within one month of the end of Einstein Week (the week of March 14) each year; the exact date shall be set by the current officers. Nominations shall be by open nomination at the previous meeting; members shall not be nominated to more than two positions. The election shall be by closed ballot. Officers-elect shall assume their offices before the next regular meeting.

#### **4.5.2 Vacancies.**

If there are any office vacancies during the year, with the exception of president, new elections shall be held at the next publicized meeting to fill the position. In the case of the presidency, the succession will occur in the order laid out in Section 4.2 and an election will be held for the remaining position(s).

## 4.6 Terms.

Elected officers shall hold office for one year starting from immediately after the end of elections, or until their successors are duly elected.

## 4.7 Impeachment.

An officer may be removed from his or her position due to negligence of duty, inefficiency in office or any other action which is considered detrimental to the name or purpose of the organization. An officer may be removed from office by a two-thirds vote of the active membership, present and voting, at a meeting of the organization. Missing more than 3 regular meetings a semester is immediate grounds for impeachment.

## 5 Chapter Advisor.

The Chapter Advisor shall be a faculty member appointed by the Chairman of the Physics Department, after consultation with the Chapter officers. The Chapter Advisor shall provide liaison among the Chapter, the Physics Department, and the National Office of the Society of Physics Students. The Chapter Advisor will supply counseling to the Chapter, furnish continuity of experience in Chapter operations, and provide long-range perspective to insure departmental interest in and support of the Society of Physics Students. The Chapter Advisor shall assist the Secretary in furnishing the National Office with the required data and shall assist the Treasurer in transmitting fees and dues to the National Office.

## 6 Meetings.

### 6.1 Quorum.

Quorum shall be met with 5 active members, at least 2 of which must be officers.

### 6.2 Time.

Regular meetings shall be held at least biweekly, as determined by the officers. Regular meetings must be

publicized at least a week in advance. Special meetings may be called at any time by the President or Vice-President. There shall be at least six meetings per year.

### 6.3 Rules and Procedures.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special Rules and Procedures the Chapter may adopt.

## 7 Amendment of Bylaws.

These bylaws may be amended by a two-thirds vote of current members, provided that the amendment shall have been proposed at least one meeting previous to the time of vote. Such amendments shall conform to the regulations established by the National Constitution of the Society of Physics Students.