

Constitution of the Physics and Astronomy Graduate Student Organization of West Virginia University

ARTICLE I. NAME

The name of this organization shall be Physics and Astronomy Graduate Student Organization of West Virginia University, hereafter referred to as PAGSO.

ARTICLE II. PURPOSE

Section 1.

This will be a non-profit organization.

Section 2.

The purposes of this organization will be:

1. To promote professional and social interactions between physics and astronomy graduate students within West Virginia University and its departments and the graduate students of other learning institutions.
2. To aid graduate students in their professional endeavors.
3. To promote interaction between graduate students and faculty within the areas of physics and astronomy.
4. To represent and promote all facets of West Virginia University, the Department of Physics and Astronomy, and the physics and astronomy community in a positive and respectful manner.

ARTICLE III. MEMBERSHIP

Section 1.

Membership and voting rights are given to all graduate students in the West Virginia University Department of Physics and Astronomy, provided that they remain in good standing with the organization. Graduate students who fail to adhere to the West Virginia University Student Code of Conduct shall no longer be in good standing with the organization.

Section 2.

PAGSO encourages diversity among its leadership. Diversity refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include, but are not limited to, race,

ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region.

Section 3.

If a complaint concerning a graduate student is made to the PAGSO DEI Committee Representative, whose role and powers are outlined in Article IV Section 4 Subsection 6, the PAGSO officers shall determine an appropriate course of action to protect the interests and safety of its members. This includes barring attendance from PAGSO meetings or events and/or loss of access to the PAGSO Discord or other platforms. Any further action will be taken in accordance with Title IX regulations, if needed.

ARTICLE IV. OFFICERS

Section 1.

The offices of this organization shall be President, Vice President, Secretary, Treasurer, Faculty Liaison, DEI Committee Representative, and Advisor(s).

Section 2.

To hold an elected or appointed office in this organization, a member must have at least a B (3.0) average at the time of election or appointment and must be a full-time student. Furthermore, the member may not be on academic or disciplinary probation.

Section 3. Elections, Term, Qualifications

1. The President and Vice President must have been a student in the WVU Physics and Astronomy Department for at least two semesters.
2. The Faculty Liaison must have passed their oral qualifier.
3. The DEI Committee Representative must have completed their core coursework, as outlined in the WVU Physics and Astronomy Graduate Student Handbook.
4. Officers shall serve until the time of the next election.
5. Nominations for officers will be made following the first meeting of the Fall semester. Self-nominations are allowed.
6. Officers shall be elected annually at the second meeting of the Fall semester.
7. The vote shall be by absentee ballot to be tallied by the current Secretary. The officers shall be elected by ranked-choice voting.
8. Unelected nominees may run for subsequent offices.
9. Newly elected officers will take office at the third meeting of the Fall semester.

10. All executive officers shall compile their work for the year, to be passed on to the succeeding executive board.
11. Each executive officer will meet with the respective newly elected officers prior to the change in office to communicate roles and responsibilities associated with that position.
12. Vacancies shall be filled following the same procedure as the annual election at the meeting following the opening, with the newly elected officer completing the remainder of the term for the position vacated.

Section 4. The duties of the elected officers will be as follows:

1. President

1. The president of this organization shall preside at all business meetings of the organization and shall be the representative of the organization before other groups.
2. The president shall be informed by the executive officers of any pending activities to help in coordination of the organization's activities.
3. The president shall make appointments to committees and subcommittees not outlined in the constitution.
4. The president shall be in charge of any official PAGSO social media, including transitioning administration access to current officers.

2. Vice President

1. In the absence of the president, the vice president shall perform the duties of the president.
2. The vice president shall serve as parliamentarian at business meetings. In addition to this responsibility, the vice president will be in charge of revising the bylaws after a vote to amend them has been completed.
3. The vice president shall act as the overseer of all committees and subcommittees and shall plan projects, activities and service projects in coordination with the president, advisor(s), and the appropriate committees of the organization.
4. The vice president shall organize monthly business meetings, including reserving a room.

3. Secretary

1. The secretary shall record and distribute to members accurate minutes of meetings requiring a vote, hereafter called business meetings; these minutes shall be approved by members at the following business meeting.
2. The secretary shall notify the organization members of the locations, times, and itineraries of meetings at least one week in advance.

3. The secretary is responsible for collecting and totaling any absentee ballots.
4. The secretary shall provide the advisor(s) of the organization a list of officers following each election.
5. The secretary shall perform the duties of the president in the absence of the president and vice president.
6. The secretary shall handle all correspondence, including mail received.

4. Treasurer

1. The treasurer shall keep accurate records of the expenses and receipts of the organization.
2. The treasurer shall authorize organization expenditures with the approval of the elected officers.
3. The treasurer shall give financial reports to the organization at each business meeting.
4. The treasurer shall perform the duties of the president in the absence of the president, vice president, and secretary.
5. The treasurer shall perform the duties of the secretary in the absence of the secretary.
6. The treasurer shall be in charge of all fundraising events.

5. Student Representative to Faculty and Staff Meetings, hereafter Faculty and Staff Liaison

1. The purpose of this representative shall be to be the liaison between the graduate students and the faculty and staff of the Department of Physics and Astronomy.
2. This election of this position is coordinated by PAGSO, but there is no prior requirement for PAGSO meeting attendance.
3. This representative will hear complaints of graduate students in a confidential manner so that appropriate action can be taken, if needed.
4. This Liaison must have successfully completed their oral qualification exam.
5. If the Faculty and Staff Liaison cannot attend a faculty and/or staff meeting, due to prior engagement or conflict of interest, the officer may appoint a temporary, qualified PAGSO member to meet in their stead.
6. **If the Faculty (and Staff) Liaison has not completed both Title IX and Safe Zone training within the last year, they are required to complete both within the first two months of their tenure.**

6. DEI Committee Representative

1. The purpose of this position shall be to represent the graduate student body on the DEI Committee of the Department of Physics and Astronomy.
2. This election of this position is coordinated by PAGSO, but there is no prior requirement for PAGSO meeting attendance.
3. This representative will hear DEI-related complaints of graduate students in a confidential manner so that appropriate action can be taken, if needed.
4. This DEI Committee Representative must have successfully completed their core coursework, as outlined in the WVU Physics and Astronomy Graduate Student Handbook.
5. If the DEI Committee Representative cannot attend a DEI Committee meeting due to prior engagement or conflict of interest, the officer may appoint a temporary, qualified PAGSO member to meet in their stead.
6. **If the DEI Committee Representative has not completed both Title IX and Safe Zone training within the last year, they are required to complete both within the first two months of their tenure.** The DEI Committee Representative is encouraged to seek out additional training from the WVU Division of Diversity, Equity, and Inclusion.
7. Should any problems arise, the DEI committee will raise their concerns with the PAGSO officers, who may determine an appropriate course of action.

Section 5. Removal from Office

Elected or appointed officers may be removed from office by resignation, by a $\frac{3}{4}$ vote of the elected officers (except Faculty and Staff Liaison and DEI Committee Representative), or by a $\frac{3}{4}$ vote of the ballots cast by PAGSO members. An elected officer or appointee may not be impeached unless a motion to impeach has been made at a previous business meeting.

Section 6. Faculty Advisor

1. A minimum of one professor in the Department of Physics and Astronomy shall serve as advisor to the organization.
2. If necessary, the elected officers shall invite a new advisor with the approval of the membership.
3. Along with the Faculty Liaison, the advisor shall act as the liaison between department faculty members and graduate students.
4. Confirm the eligibility of all nominees for elected or appointed offices.

ARTICLE V. SPECIAL WVU REQUIREMENTS

This organization will adhere to the West Virginia University Conduct Code.

ARTICLE VI. FINANCIAL REQUIREMENTS

Section 1. The Treasurer is the designated account manager. The Treasurer has primary authority to approve all of PAGSO's expenditures.

Section 2. All expenditures over \$100.00 require two signatures: the Treasurer and the President. All expenditures over \$250.00 require three signatures: the Treasurer, the President and another executive board officer.

Section 3. The Faculty Advisor to PAGSO may request and review all financial documents at their discretion.

ARTICLE VII. MEETINGS

Section 1.

PAGSO meetings will be held once monthly at a regularly scheduled time and place.

Section 2.

Additional meetings may be called by the elected officers of PAGSO with timely notice (1 week minimum) provided to the membership.

Section 3. Voting

1. Graduate students shall be given one week advance notice of any meetings requiring a vote, defined as a business meeting.
2. A vote is required for elections, constitutional changes, and disbursement of funds greater than \$500.
3. Students will vote via absentee ballot.

Section 4.

Meetings shall be kept to an appropriate time as decided upon by the Vice President. Members will come to meetings prepared to report on their committees and/or upcoming events as necessary.

ARTICLE VIII. COMMITTEES

Section 1. Operational Procedure and Selection of Committees and Chairs

1. The President will select committee Chairs from a pool of volunteers and members of committees will join on a volunteer basis else an appointment will follow.

2. All committee chairpersons must supply written documentation of planning and execution of activities to the succeeding committee and the vice president.
3. Each committee chair will meet with the newly elected/appointed committee members to communicate the roles of the committee.
4. Committee chairpersons are responsible for notifying the elected officers of upcoming events organized by their committee prior to the scheduled event and shall inform the secretary of events to be included on the agenda for the upcoming business meeting.
5. Chairpersons of committees shall be responsible for maintaining all information, contacts, correspondence, etc. so that they may be provided to the newly elected chairperson following annual elections.

Section 2. Social

1. The PAGSO social committee shall be chaired by at least one person.
2. This committee is responsible for planning social activities for the organization.
3. Notice of scheduled activities shall be provided at least 48 hours minimum prior to the event. This includes posting flyers, posting on social media, and sending e-mails to members.

Section 3. Outreach

1. The PAGSO outreach committee shall be chaired by at least one person.
2. This committee is responsible for planning outreach events for the organization.
3. This committee shall plan at least one professional workshop a year for the organization.
4. Notice of scheduled outreach events shall be provided at least a week prior to the event. This includes posting flyers, social media posts, and sending e-mails to members.

Section 4. Recruitment

1. The PAGSO recruitment committee shall be chaired by at least one person.
2. This committee is responsible for planning the Prospective Graduate Student Visit Day in conjunction with the faculty recruitment committee.
3. This committee is also responsible for focusing efforts to recruit graduate students to participate in PAGSO, including first year students and others.

Section 5. Mentorship

1. The PAGSO mentorship committee shall be chaired by at least one person who has previously served as a graduate student mentor.

2. This committee is responsible for assigning yearly mentor-mentee pairs between incoming first-year graduate students and older students.
3. Committee chairpersons are responsible for communicating with the faculty mentorship committee to guarantee the success of the program.
4. This committee shall plan at least one mentorship event a year for the organization.
5. Notice of scheduled mentorship events shall be provided at least a week prior to the event. This includes posting flyers, social media posts, and sending e-mails to members.

Section 6. Website

1. The PAGSO website committee shall be chaired by at least one person.
2. This committee is responsible for maintaining and updating the PAGSO website. This includes publishing the most recent version of the PAGSO Constitution, organization pictures, and other relevant information.
3. Committee chairpersons are responsible for managing and maintaining the PAGSO Discord. This includes the creation/deletion of channels as necessary and upholding content moderation standards to ensure all posted material remains respectful and safe for all participants.
4. Committee chairpersons shall be responsible for any social media or other online presence developed by PAGSO in the future.

Section 4. Additional Committees

1. Additional committees shall be formed as needed.
2. These committees shall be held to the same standards and expectations as the specifically outlined committees planned for by the bylaws.

ARTICLE VIII. AMENDMENTS

Section 1. Amendment Procedure

Amendments to the constitution may be presented at any business meeting by any graduate student in the Department of Physics and Astronomy. The proposed amendment must be presented in writing and distributed to the graduate students and advisor(s) at least a week prior to the business meeting at which voting will take place.

Section 2. Constitutional Amendments

Amendments must be approved by 2/3 of the votes cast.

Section 3. Constitutional Review

Newly elected officers will review the PAGSO constitution on an annual basis.