

The Applied Physics Graduate Student Association Constitution

Last Revised Wednesday, December 14th, 2016

Article I. Name

The name of this organization shall be “The Applied Physics Graduate Student Association” and may be abbreviated as APGSA.

Article II. Mission Statement

The APGSA seeks to provide community and support for graduate students in Applied Physics (AP). We will fulfill our goals by sponsoring various research talks, assembling to discuss concerns and ideas which may in turn benefit the AP department and provide information concerning program changes and requirements of the AP graduate students.

Article III. Purpose

The purpose of this organization shall be:

1. to provide community and support for graduate students in AP;
2. to provide a voice to the problems and concerns of graduate student in respect to the AP department;
3. to provide opportunities for AP students to assemble and discuss research within the various fields that AP encompasses mainly in science, technology, engineering and material science;
4. to provide opportunities for networking with various members in AP related research fields in Houston and abroad;
5. to provide the tools and resources one may need for successful completion of the AP requirements for M.S. and PhD degrees, and a fruitful career in AP related fields after graduation.

Article IV. Primacy of the Graduate Student Association

This organization will recognize the primacy of the Graduate Student Association Council and ultimately the Graduate Student Association.

This organization will follow the Graduate Student Association Constitution and By-Laws and any associated rules and regulations.

This constitution is subordinate to the Graduate Student Association Constitution and By-Laws.

Article V. Members

Members of this organization are those who are enrolled in graduate study at Rice, and are or have been involved in graduate work in the Applied Physics department.

For all people meeting the above requirement, membership will not be denied to any person on the basis of sex, race, religion, national origin, or any other factor.

Article VI. Officers

The officers of this organization shall include but are not limited to a President, a Vice-President, a Secretary, a Graduate Student Association Representative and a 1st year representative. The officers shall perform the duties listed in this constitution and in the parliamentary manual adopted by this organization and any other duties which may in time become necessary to fulfill the goals of the APGSA.

At the end of July, before the first month of the school year (or at another time mutually decided upon by the organization), the highest ranking officer from the previous year, or the faculty sponsor if no officer is available, will call an organizational meeting for the purpose of electing new officers.

Candidates for officers may be nominated by any member present at the meeting. Candidates must be members themselves. If more than one candidate is nominated for an office, the person receiving the greatest number of votes, cast either from members present or through absentee ballot, will hold that office.

No member may hold more than one office at a time. No member may be elected to the same office more than twice in a row.

Article VII. Duties of the Officers

1. The President shall:
 - a) oversee all the meetings and activities of this organization;
 - b) chair all meetings of the membership and of the Executive Committee; and
 - c) ensure that, at all times, this organization is abiding by the rules and regulations of the Graduate Student Association.
2. The Vice-President shall:
 - a) assist the President in the execution of his or her duties;
 - b) be in charge of programming; and
 - c) submit all required forms to the Graduate Student Association Council and the Office of Student Activities whenever they are required.
3. The Secretary shall:
 - a) take minutes at all meetings of the membership and of the Executive Committee;
 - b) distribute said minutes to the membership or the officers;
 - c) manage the correspondence of this organization.
4. The Graduate Student Association Representative shall:
 - a) attend all Graduate Student Association Council meetings;
 - b) act as the liaison between the overarching Graduate Student Association and the APGSA; and
 - c) forward important information discussed at Council meetings
5. The 1st Year Representative shall:
 - a) be a first-year graduate student in the Applied Physics Graduate Program; and
 - b) maintains the Facebook page

Article VIII. Meetings

Regular meetings of this organization shall be held at a time and place that is convenient for the membership. The membership may, at its discretion, change the time or place of meeting. Regular meetings shall be held at least monthly. A reminder shall be given between 24 and 48 hours in advance of each regular meeting.

Special meetings may be called by the President or the Executive Committee. Special meetings shall be called so long as they have gained approval by the executive committee or sponsor. The purpose of the meeting shall be stated in the call. At least 48 hours notice must be given for special meetings.

The rules regarding electronic communication in the parliamentary authority shall be followed, unless this organization acts to make special exemptions.

The members of the Executive Committee are expected to attend all meetings.

Article IX. The Executive Committee

The officers shall constitute the Executive Committee.

The Executive Committee shall have general supervision of the affairs of this organization between its regular meetings, make recommendations to the membership, and perform other duties listed in this constitution. The Executive Committee shall be subject to the orders of this organization, and none of its acts shall conflict with action taken by this organization. As such, the Executive Committee shall be authorized to spend this organization's funds.

The Executive Committee shall select its own time and place of meeting. At the call of the President or of two other officers, a special meeting may be called.

The Executive Committee shall submit a budget yearly in October for the next fiscal year to the Faculty/Staff Sponsor and the Applied Physics Graduate Program Administrator.

Article X. The Faculty/Staff Sponsor

The Faculty/Staff sponsor shall be selected at a regular meeting. The Faculty/Staff Sponsor shall serve until a replacement is selected. The Faculty/Staff sponsor must be a faculty or staff member of Rice University.

Article XI. The Applied Physics Graduate Program Administrator

The Applied Physics Graduate Program Administrator will maintain the membership list, any mailing lists, and the organization website and accept membership information forms from new members. The Applied Physics Graduate Program Administrator will also act as the organization's Treasurer through maintaining a correct balance of this organization's fund; manage the organization's funds; make available, when requested, a current breakdown of the organization's income and expenses; and paying for expenses of the APGSA.

Article XII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rule of Order Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order this organization may adopt.

Article XIII. Titles and Section Headings

The article and section headings contained in this constitution shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of this constitution.

Article XIV. Constitutional Amendments

Proposed amendments to this constitution should be reviewed by the Graduate Student Association Vice President of Internal Affairs. Amendments to the organization's constitution can only be adopted by a majority vote with prior notice having been given at the previous meeting. Before going into effect, the amendment must be approved by the Graduate Student Association Vice President of Internal Affairs and ratified by the Graduate Student Association Council. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of the Senate's ratification.

Article XV. Anti-Hazing Policy

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

Article XVI. Non-discrimination Policy

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.