

**PHYSICS AND ASTRONOMY STUDENT ASSOCIATION FOR GRADUATE ENGAGEMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the Physics and Astronomy Student Association for Graduate Engagement (“PAsSAGE”) of the University of Rochester and enact this constitution for its government.

**Article I. Purpose of Organization/Mission Statement**

The purpose of the Physics and Astronomy Student Association for Graduate Engagement shall be threefold: promote fellowship and intradepartmental community, facilitate mentorship between physics and astronomy graduate students, and provide opportunities for outreach to the greater Rochester community.

**Article II. Membership**

***Section A. Membership***

All physics and astronomy graduate students shall be active voting members of the organization and shall be permitted to attend any and all events.

**Article III. Meetings and Voting**

***Section A.*** A meeting shall be valid if an officer is present and it has been announced to all members with at least 24-hours’ notice.

***Section B. Voting***

1. Voting on any issue shall be official only if the meeting is valid.
2. All members shall have equal voting power.
3. Procedure – All decisions shall be arrived at by simple majority.
4. Officer elections, constitutional amendments and bylaw changes, and votes-of-no-confidence require an online poll and cannot be decided within a meeting.

***Section C.*** At least one general body meeting must occur per semester.

**Article IV. Officers and Qualifications**

***Section A. Officer Positions***

These officers comprise the Executive Board:

1. President
2. Treasurer
3. Vice President of Fellowship
4. Vice President of Outreach
5. Vice President of Mentorship
6. Secretary
7. Webmaster

***Section B. Duties of Officers***

1. All officers must be active voting members of PAsSAGE.
2. All officers shall be responsible for knowing the sections of the PAsSAGE constitution and bylaws.
3. All officers shall be expected to attend general and executive meetings.
4. The President shall preside over the general and executive meetings, maintain

- organization within the body, communicate with other officers, and delegate duties to maintain a functioning organization that fulfills the purposes set forth above. The President shall be considered the primary contact for departmental business and shall be a liaison for external contacts to the organization and other executive board members, except where such duties are assigned by the President or the Constitution to one of the other board members. That board member shall then be responsible for including the president in necessary and sufficient communications.
5. The Treasurer shall be responsible for maintaining all finances and keep detailed records of all transactions, in addition to keeping an up-to-date budget. All requests for committee activity expenses must be communicated to the Treasurer. The Treasurer shall ensure financial transparency with members of the organization and the Department.
  6. The Secretary shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization and the Department of Physics and Astronomy (henceforth referred to as “the Department”). Also, the Secretary shall take roll at all general and executive meetings, tally votes, keep an accurate list of organization members and take and maintain an archive of meeting minutes. The Secretary shall be responsible for organizational communication between the executive board and the general body.
  7. The Webmaster shall be responsible for developing and maintaining the PAsSAGE webpage and any mailing lists associated with the organization. The Webmaster shall be appointed by the other officers of the Executive Board.
  8. The Vice President of Fellowship shall be the primary officer responsible for organization, planning, publicity, and implementation of PAsSAGE-sanctioned social events and activities. This officer shall preside over the Fellowship committee as chairperson. This officer shall be the fellowship liaison between the Department and PAsSAGE.
  9. The Vice President of Outreach shall be responsible for the organization, planning, publicity and implementation of PAsSAGE-sanctioned outreach events. This officer shall preside over the Outreach committee as chairperson. This officer shall be the outreach liaison between the Department and PAsSAGE.
  10. The Vice President of Mentorship shall be responsible for facilitating mentorship in the department, including organization of training and the compilation of graduate life information and resources. This officer shall preside over the Mentorship committee as chairperson. This officer shall be the mentorship liaison between the Department and PAsSAGE.

***Section C. Nominations and Elections***

1. Nomination and Elections Procedure – Nominations shall be open beginning at least two weeks prior to voting. Nominations shall be open for at least one week, with an additional week between the close of nominations and the beginning of the elections. Nominations shall be communicated to the Secretary by an active voting member and can be for any voting member. Self-nominations shall be allowed. The nominee has the right to decline nomination and may specify order of preference if nominated for multiple positions. A general meeting shall be

used to present nominee's platforms if requested by 20% of active voting members. Elections shall be decided by a scored vote through an online poll of voting members, as managed by the Secretary and overseen by the PAS Department Graduate Coordinator. The poll must be open for one week and announced by email to all members.

2. Timing of Elections – Elections shall occur near the end of the spring semester, as defined by the academic calendar.
3. Term of Office – The term of office shall be a full calendar year.

***Section D. Vacancies, Resignations, and Removals***

1. Following a vacancy of an office, the position shall be filled in the same manner described in the Nominations and Elections Procedure.
2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a two-thirds majority of the collected votes to pass the motion.
3. Two weeks notice must be given before a vote of no confidence shall take place. Any member of the organization can call for a vote of no confidence. The vote shall take the form of an online poll, administered by the Secretary and overseen by the PAS Department Graduate Coordinator. If the vote is to recall the Secretary, the President shall administer the poll. The poll must be open for one week and announced by email to all members.
4. An office shall be declared vacant as the result of an affirmative vote of no confidence.
5. The officer elected following an unscheduled vacancy shall serve out the remainder of the previous officer's term.
6. Officers may resign by emailing the rest of the Executive Board their letter of resignation. Their position shall then be declared vacant.

**Article V. Committees**

***Section A. Purpose of Committees***

1. A committee shall be an organized group within PAsSAGE whose mission coincides with and facilitates the overall mission of PAsSAGE.
2. PAsSAGE shall ultimately be responsible for the actions of its committees.

***Section B. Committees***

1. Fellowship - The Fellowship Committee shall be responsible for organization, planning, publicity, and implementation of PAsSAGE-sanctioned Fellowship events and activities.
2. Outreach - The Outreach Committee shall be responsible for organization, planning, publicity, and implementation of PAsSAGE-sanctioned outreach events and activities in the Rochester community.
3. Mentorship - The Mentorship Committee shall be responsible for facilitating mentorship in the Department.

***Section C. Chairperson***

1. A committee chairperson shall preside over a committee.
2. The Vice Presidents of Fellowship, Outreach, and Mentorship shall be the chairpersons for their respective committees.
3. A committee chairperson shall report directly to the organization during regular meetings regarding current business of the committee.

***Section D. Membership***

1. All members of a committee shall be members of PAsSAGE.
2. All members of PAsSAGE shall be eligible for committee membership.

**Section E. Meetings**

1. Meetings shall be presided over by the committee chairperson.
2. Meetings shall be determined by the committee chairperson and committee members as needed.

**Section F. Budget**

1. Committee budgets shall be allocated by the organization's executive board.
2. Committee budgets shall be managed by the committee chairperson in consultation with the organization's treasurer.
3. All financial requests shall be processed by the organization's treasurer.

**Section G. Promotion and Publication**

1. When promoting a committee, it shall be advertised as "X is a committee of PAsSAGE".
2. If event is GSA-funded, "PAsSAGE is GSA funded" must also be included on all promotions, advertisements, and publications.

**Article VI. Classification**

**Section A.** PAsSAGE shall be classified as an Academic Council - An academic council shall be any organization that works with, is advised by or is run in conjunction with an academic department.

**Article VII. Adoption of the Constitution**

**Section A.** Two-thirds of the votes collected through an online poll, open and announced by email to all members, must approve the constitution. The poll must be open for at least one week, and the final draft of the constitution being voted upon must be sent with the poll.

**Section B.** This constitution shall not conflict with the Graduate Students' Association constitution or bylaws.

**Article VIII. Amendments**

**Section A.** Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

**Section B.** Amendments may be proposed at one general body meeting per semester. The meeting time and call for amendments must be announced one week prior to the meeting, and proposed amendments shall be announced in the meeting. They shall then be sent out to voting members. Voting on amendments shall take place after a one-week waiting period and shall be open for one week.

**Article IX. Bylaws**

**Section A.** At least a two-thirds majority of the votes collected through an online poll, open and announced by email to all members, must approve the bylaws and any amendments.

**Section B.** Bylaws should not conflict with this constitution.

**Section C.** Bylaws and amendments may be proposed at one general body meeting per semester. They then shall be sent to voting members. Voting on bylaws and amendments shall take place after a one-week waiting period and shall be open for

one week.

**Article X. Hazing Policy**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by PAsSAGE. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

**Article XI. Discrimination Policy**

The PAsSAGE of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.