Bylaws of the
Colorado School of Mines Chapter of the Society of Physics Students
Adopted March 2005
Amended April 2010

ARTICLE I. NAME
The name of this organization shall be "The Colorado School of Mines Chapter of the Society of Physics Students"

ARTICLE II. OBJECTIVES
The purpose of this Chapter shall be the advancement and diffusion of the appreciation and understanding of physics, the encouragement of interest in physics throughout the academic and local communities, and the introduction of students to the professional community.

ARTICLE III. MEMBERSHIP
Membership in this Society of Physics Students Chapter shall be open to all individuals interested in physics, who fulfill their duties to perform service toward their community through the Chapter at least once per semester.

ARTICLE IV. OFFICERS
Section 1. Chapter Officers
The officers of the Chapter shall be a President, a Vice President of Inreach, a Vice President of Outreach, a Secretary, a Treasurer, a Media Chair, and (conditionally) an Ex-Officio; succession shall be in accordance with this order. Any two of the last five offices may be combined. Officers should be in good academic standing. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this Chapter.

Section 2. Officer Duties
A. President: The President shall:
1. Preside over and set agendas for all regular meetings
2. Oversee the planning and coordination of outreach and community service events on and off campus
3. Oversee the planning and coordination of social events within the Chapter and with other campus organizations
4. Coordinate member involvement in Zone meetings
5. Serve as a liaison between the Chapter and the Head of the Physics Department
6. Serve as liaison between the Chapter and the Board of Student Organizations
7. Perform all other duties pertaining to this office

B. Vice President of Inreach: The Vice President of Inreach shall:
1. Assist the President in coordinating social events within the Chapter and with other campus organizations
2. Plan and coordinate fundraising activities for the Chapter
3. Make reservations for rooms in which to hold regular meetings
4. Serve as liaison between the Chapter and the Chapter Advisor
5. Assume the duties of the President should he or she become unable to perform them
6. Perform all other duties pertaining to this office

C. Vice President of Outreach: The Vice President of Outreach shall:
1. Assist the President in coordinating outreach and community service events on and off campus
2. Be responsible for submitting applications for awards and recognition for the Chapter
3. Be responsible for keeping demonstration and outreach materials organized
4. Perform all other duties pertaining to this office

D. Secretary: The Secretary shall:
1. Take minutes of all regular and officer meetings
2. Make minutes available to members by providing them to the Media Chair for posting on the Chapter website
3. Record all member participation in any Chapter-sponsored outreach, community service, social, or other event
4. Maintain the Chapter mailing list
5. Be responsible for writing and reviewing the Chapter Bylaws. Bylaws shall be reviewed for amendment and voted on once a calendar year.
6. Be responsible for submitting the Annual Chapter Report to the National Office no later than June 15 each year
7. Be responsible for creating an end-of-year slideshow presentation summarizing the Chapter's yearly activities
8. Perform all other duties pertaining to this office

E. Treasurer: The Treasurer shall:
1. Keep an updated ledger of Chapter funds
2. Be responsible for collecting dues from members
3. Keep a record of dues-paying members and level of membership
4. Be responsible for providing refreshments at all regular meetings
5. Assist the Vice President of Inreach in coordinating fundraising activities for the Chapter
6. Perform all other duties pertaining to this office

F. Media Chair: The Media Chair shall:
1. Be responsible for the maintenance of the Chapter website.
2. Post regular meeting minutes on the website
3. Keep photographic or video documentation of the Chapter's activities and events
4. Be responsible for the Chapter display case
5. Assist the secretary in creating an end-of-year slideshow presentation summarizing the Chapter's yearly activities
6. Assist the other officers in planning and coordinating Chapter activities
7. Perform all other duties pertaining to this office

G. Ex-Officio: The Ex-Officio shall:
1. Be elected in the case that one of the forementioned officers is not an officer from a previous year
2. Be an officer from a previous year, preferably the most recent year
3. Provide counseling and assistance to new officers
4. Perform all other duties pertaining to this office

Section 3. Elections
Officers shall be elected at a meeting in April of each year. Nominations shall be by open nomination at the previous meeting or on the floor of the election meeting. The election shall be by closed ballot. Officers-elect shall assume their offices immediately following the election and shall hold office for one year or until their successors are duly elected. Should an officer become unable to fulfill his or her obligations, the remaining officers may appoint a replacement by a 2/3 vote among the officers.

Section 4. Removal of an Officer
Should an officer become unable to perform his or her duties, they may be removed from their office by a 2/3 vote of the remaining officers.

Section 5. The Operations Council
An Operations Council, consisting of the lead contacts for any outreach, community service, social, or other event, shall assist the Vice Presidents of Inreach and Outreach in their duties. Operations Council members may be appointed by the Vice Presidents or assume their post by becoming the lead contact for an event. The Operations Council members shall assume complete responsibility for the organization of a particular event, and must be replaced if they become unable to perform their duties.

ARTICLE V. 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 ensure departmental interest in and support of the Society of Physics Students. The Chapter Advisor shall assist the Secretary in preparing the Annual Chapter Report to the National Office and shall assist the Treasurer in transmitting fees and dues to the National Office.

ARTICLE VI. MEETINGS
Regular meetings shall be held monthly as determined by the officers. Special meetings may be called by the President or Vice-President. There shall be at least six meetings per year. Officer's meetings shall be held prior to regular meetings in order to sufficiently organize regular meetings. Operations Council members may attend officer's meetings.
ARTICLE VII. DUES
Local dues shall be determined by the officers, and shall be collected by the Treasurer, in addition to the dues required by the National Office. A suggested amount for local dues is $10 per semester, to be halved if a Chapter member pays dues to become a National Society of Physics Students Member.

ARTICLE VIII. EXPENDITURES
All expenditures exceeding $50 must be approved by 2/3 of the officers. All expenditures must be approved by the treasurer 24 hours prior to purchase, and receipts should be transmitted to the treasurer within one week of purchase.

ARTICLE IX. CARE OF THE SPS PENTHOUSE
Keys to the SPS penthouse shall be available to all officers and Operations Council members. Keys must be returned to Facilities Management at the end of an officer’s term, and eligible keyholders shall be made known to the Physics Department Secretary at the beginning of each academic year.

ARTICLE X. NON-DISCRIMINATION
The Colorado School of Mines Chapter of the Society of Physics Students supports the principles and practices of non-discrimination and equality regardless of race, religion, sex, age, physical handicap, or sexual orientation, in the employment of individuals and corporations and in the implementation of all its programs, activities, and opportunities available to all members of the organization.

ARTICLE XI. PARLIAMENTARY AUTHORITY
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 of order the Chapter may adopt.

ARTICLE XII. AMENDMENT OF BYLAWS
These bylaws may be amended by a two-thirds vote of the Chapter members present for the vote, provided that the amendment shall have been proposed at least one meeting previous to the time of the vote. Such amendments shall conform to the regulations established by the National Constitution of the Society of Physics Students, with regard to state law, the Colorado School of Mines student code of conduct, the bylaws of the Associated Students of the Colorado School of Mines (ASCSM), and the ASCSM Budget Committee operating rules.