Bylaws of the
Colorado School of Mines Chapter of the Society of Physics Students
Adopted March 2005
Amended April 2010, April 2011

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, and a Media Chair; 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

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 an event, or other duty supporting Society of Physics Students operations, shall assist the Officers in their duties. Members of the Operations Council shall be appointed by a majority vote of the officers. The Operations Council members shall assume complete responsibility for their position, and must be replaced if they become unable to perform their duties. The Operations Council may include the following suggested positions:

A. Photographer
   • The Photographer shall be responsible for the SPS camera as well as ensuring that pictures are taken of all SPS events. They shall assist the Media Chair in maintaining the SPS picture gallery.

B. Demonstrations Librarian
   • The Demonstrations Librarian shall be responsible for the maintenance of the SPS Penthouse and shall assist all Officer and Operations Council Members in gathering and preparing the demonstrations for an event.

C. Ex-Officio
   • The Ex-Officio shall be a former SPS Officer who is available to provide the Officers and Operations Council Members with advice on what leads to a successful event. In addition, the Ex-Officio shall be available to help the Officers with their duties based on his or her previous experience as an Officer.

D. Fundraising Chair
   • The Fundraising Chair shall be responsible for envisioning and executing fundraising events for the benefit of SPS.

E. Social Chair
   • The Social Chair shall be responsible for preparing events to help promote the social side of SPS.

F. Guest Speaker Coordinator
   • The Guest Speaker Coordinator shall be responsible for attracting guest speakers for SPS’s benefit, as well as coordinating with the speaker and SPS to hold the event.
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. The treasurer must approve all expenditures 24 hours prior to purchase. Receipts should then be transmitted to the treasurer within one week of purchase.

ARTICLE IX. CARE OF CLUB PROPERTY
Section 1. Penthouse
Keys to the Society of Physics Students 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 key holders shall be made known to the Physics Department Secretary at the beginning of each academic year.

Section 2. Camera
Care of the Society of Physics Students Camera shall be the responsibility of the Media Chair, or a Photographer as appointed by the Officers to the Operations Council. All proceeds from the publication of pictures taken with the Society of Physics Students Camera shall be provided directly to Society of Physics Students, unless prior approval of the Officers has been obtained.

Section 3. Demonstrations
Demonstrations belonging to Society of Physics Students shall be the responsibility of the Vice President of Outreach, or a Demonstrations Librarian as appointed by the Officers to the Operations Council. Demonstrations shall be kept in the Penthouse when possible, but may be stored elsewhere at the discretion of the Officers.

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.