

CONSTITUTION AND BYLAWS

Purdue University Chapter of Student Pugwash USA

Article 1. Name

The name of this organization shall be the Purdue University Chapter of Student Pugwash USA. It may also be properly referred to as Purdue Student Pugwash.

Article II. Purpose

Section 1. Mission and Goals

The Purdue University Chapter of Student Pugwash USA is a nonpartisan, interdisciplinary, educational organization dedicated to promoting dialogue on the social and ethical implications of science and technology. It seeks to further the ideals and aims of Student Pugwash USA by bringing together students and faculty from all schools of Purdue University as well as members of the surrounding community.

Purdue Student Pugwash seeks to provide a forum for the open exchange of information, ideas, and opinions about the role of science, technology, engineering, education, and sound ethical practices. It also seeks to extend this exchange of information beyond the realm of scientists, engineers, and social scientists to include professions and students from all fields and the public.

Purdue Student Pugwash will seek to sponsor, organize, and participate in activities, meetings, and other functions that meet the avowed aims of the organization.

Section 2. Relationship with Student Pugwash USA

Purdue Student Pugwash is a chapter of Student Pugwash USA (SPUSA), itself the student affiliate of the Pugwash Conferences on World Affairs, also known as Senior Pugwash.

SPUSA serves as a valuable resource to all student chapters. SPUSA has no official authority over the Executive Board of Purdue Student Pugwash. However, SPUSA holds the authority to disband or revoke the charter of any of its chapter affiliates. The purpose of Purdue Student Pugwash should closely reflect that of SPUSA and Senior Pugwash, especially the fore, nonpartisan nature of its activities. At no point in time will Purdue Student Pugwash misrepresent SPUSA.

Article III. Membership

Section 1. Statement of Nondiscrimination

Membership and participation in the organization are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as disabled or Vietnam-era.

Section 2. Eligibility

All community members are eligible for regular membership. Regular member in good standing may participate in all chapter activities and vote in general elections.

Section 3. Standing

Members shall be considered in good standing if they:

- i) Have attended at least one chapter function or meeting in the current semester and
- ii) Are Determined by the Treasurer to have met their financial obligations to the chapter

Section 4. Dues

Dues for members shall be established by the Executive Board at the beginnings of each academic year.

Article IV. Executive Board

Section 1. Function and Composition

The Executive Board shall serve as the decision making body for the chapter. It shall consist of the Officers, Coordinators, and General Executives, described hereunder. In adherence with University rules, the positions of President and Treasurer must be filled.

Section 2. Officers

Officers are elected to their positions and are charged with the success of Purdue Student Pugwash. An officer may be removed by resignation or by failing to meet the requirements of office and being impeached, to be described in Article V.

Section 3.1 President

The President shall:

- provide overall direction and leadership for the chapter
- oversee execution of chapter functions and activities
- preside over the Executive Board
- preside over chapter events
- send out event info to general members
- maintain contact with chapter representatives from Student Pugwash USA

Section 3.2 Treasurer

The Treasurer shall:

- establish and maintain financial accounts of the chapter
- review and approve all expenditures
- manage chapter property, including office space if available
- maintain an inventory of chapter property
- serve as the primary liaison with the Business Office for Student Organizations
- appoints committee for fundraising if applicable
- oversee all fundraising activities
- maintain a database of contacts and fundraising activities

Section 3.3 Director of Programming

The Director of Programming shall:

- be known as a vice president only when all officers positions are occupied and there is at least one general executive board member
- organize a series of lecture, small group discussions, and other events open to the public
- organize special events for chapter members
- preside over such events in absence of the Presidents
- delegate responsibilities to other Executive Board members when necessary pertaining to Pugwash

Section 3.4 Director of Conferences

The Director of Conferences shall:

- oversee the planning of conferences and related events
- plan a tentative agenda with the President before the start of the spring semester
- involve all Executive Board members with Conference Planning
- make efforts to serve as a liaison with the Purdue Conference Division

Section 3.5 Director of Publicity

The Director of Publicity shall:

- promote public awareness of chapter and events
- represent chapter to the public in cooperation with the President
- provide content for chapter website and other internet presence
- foster connections with other University and community organizations
- coordinates with Webmaster in notifying all members and public of all future Pugwash functions

Section 3.6 Director of Personnel

The Director of Personnel shall:

- maintain a roster of current board members and make roster available to Treasurer upon request
- maintain chapter roster and membership information
- facilitate member recruitment, retention and transaction activities
- organize an annual leadership retreat and other team-building exercises

Section 3.7 Secretary

The Secretary shall:

- maintain the chapter archives
- produce and distribute meeting minutes
- count and keep record of votes at all meetings
- keep record of attendance at meetings
- maintain an alumni program, producing at least one newsletter each semester

Section 4. Coordinators

Coordinator Positions are appointed by the President in consultation with the Officers. Positions in addition to those defined by the Bylaws may be formed and dissolves at the President's discretion.

Section 4.1 Fundraising Coordinator

The Fundraising Coordinator shall:

- report to the Treasurer

Section 4.2 Technology Coordinator

The Technology Coordinator shall:

- purchase and maintain chapter computer and audiovisual equipment
- maintain chapter accounts on other computer systems
- report to the President

Section 4.3 Historian

The Historian shall:

- maintain the Archives
- report to the Secretary

Section 4.4 Advisors

The Advisor shall:

- be a former member of the Executive board
- offer insight based on their past experience with the club to the executive board and the president

Section 5. General Executives

Other chapter members may wish to take an active role of leadership even after the above positions have been filled. Such individuals may serve on the Executive Board at the discretion of the President in consultation with the Officers.

Article V. Election, Removal, and Replacement of Officers

Section 1. Term

The Officers shall serve one year terms, starting and ending in May, where the exact date can be determined by the Officers each year. In the event of any vacancy, the position may be filled through a special election by the Executive Board, keeping in mind that the President and Treasurer positions must be filled.

Section 2. Nominations

Any Purdue University student member in good standing is eligible for nomination, either by oneself or another.

Section 3. Election Procedure

A chapter meeting shall be held in March or April to elect officers. Following the close of nominations, each position will be voted upon in this order: President, Treasurer, Director of Programming, Director of Conferences, Director of Publicity, Director of Personnel, and Secretary. If no one is nominated for a position, it may be skipped over until all nominated positions are filled, then vacant positions may be dealt with in the above order, keeping in mind the positions of President and Treasurer must be filled by the end of the election.

Members in good standing shall vote for each Officer position by secret ballot. The current Secretary and President will both count the votes for each position. Should either the current President or Secretary be running for a position, votes for that position will be counted by the next Officer (or Officers if both President and Secretary are running) in the voting order outlined in the above paragraph. The Secretary, will declare the winner of the two nominees with the most votes, but is not required to declare the exact tally of votes unless it is requested. If the Secretary is running for the position, the counting Officer first in the voting order in the above paragraph will declare the winner. A simple majority of members in good standing present is sufficient to elect an Officer. If there is no majority after an election, another vote will be held between the two candidates that received the most votes. In the event of a tie, the Secretary shall inform all members present of the situation, and then hold a run-off election between the tied nominees requiring a majority of the vote to win. If the run-off election still results in a tie, the Secretary shall then publically flip a coin to decide the winner. Sides of the coin should be chosen in advance of the flip by each candidate, and either candidate may cede victory to the other before the coin is flipped.

Section 4. Replacement of Officers

Should the President resign or be impeached before his term is completed, the current Director of Programming may choose to fill the vacant President Position without a special election, in which case the position of Director of Programming will be decided in a special election. If any other Officer Position becomes vacant mid-term, a special election will be held for the Position.

For special elections, all chapter members, including current Officers, are eligible for nomination. Special elections shall be voted on exclusively by Executive Board members, where a simple majority of quorum is sufficient to elect a new Officer. Otherwise, special elections shall proceed in the same manner as general elections.

Section 5. Probation

If an Officer is failing to meet the requirements of their office or has fallen out of good standing. He or She may be placed on probation. The probation will last a minimum of one month. At the end of two weeks the board will decide to end the probation or undergo impeachment proceedings. The officer must abide by these terms or be subject to impeachment proceedings at the next available board meeting.

- i) Fulfill all duties of their office.
- ii) The officer must attend every officer's meeting and lecture unless their absence is approved by the president ahead of time.

Section 6. Impeachment

All Officers may be impeached should they fail to meet the requirements of their office. The procedure for impeachment is as follows:

- i) Any Executive Board member may call for impeachment proceedings. This must be done publically at an Executive Board meeting. This member must provide reasons for impeachment at this time. The vote for impeachment may not be concluded at this time, but may be done at the next meeting. The Secretary or acting Secretary is charged with notifying members not present of the date of the upcoming vote.

- ii) The Vote on impeachment may be undertaken is a quorum of the Executive Board is present. The person who originally called for the impeachment must restate reasons to do so, and the Officer in question may defend himself/herself. Both must leave the meeting to allow other Executive Board members to discuss the issue before a vote is taken.
- iii) All Executive Board members present may vote, including the Officer in question. $\frac{3}{4}$ of quorum is sufficient to impeach an officer.
- iv) Once an Officer is impeached, a special election may be held to fill the vacant position (in the case of the President or Treasurer it must be held) but not at the same meeting as impeachment proceedings.

Article VI. Meetings

Section 1. Frequency

Regular meetings of the chapter must be held once a week.

Section 2. Procedure

The agenda for the meeting shall be determined by the President. Parliamentary procedure as detailed in Robert's Rules of Order, Newly Revised shall be employed at all meetings where business is conducted.

Section 3. Quorum

A simple majority of the Executive Board shall constitute a quorum for the transaction of business.

Section 4. Voting

Any issue or decision requiring a vote shall be decided on with an open vote unless a closed vote is requested by any member of the Executive Board. A simple majority of quorum is sufficient to pass a motion.

Article VII. Faculty Advisor

Section 1. Designation

The Faculty Advisor(s) shall be a faculty or staff member of Purdue University.

Section 2. Selection and Term

The Faculty Advisor(s) shall be chosen by the chapter and shall serve until he or she resigns or is removed by a majority quorum of the Executive Board. The chapter must select at least one but not more than three faculty advisors.

Section 3. Duties

The Faculty Advisor(s) shall:

- Provide overall guidance for the chapter
- Provide continuity for successive generations of leadership
- Promote faculty and student participation in chapter activities
- Cooperate with the Office of the Dean of Students as needed

Article VIII. Amendments

Section 1. Proposals

Amendments or changes to this constitution and bylaws may be proposed by any chapter member in good standing.

Section 2. Voting

Amendments or changes must be ratified by a 2/3 vote of the entire Executive Board.

Section 3. Approval

All amendments to this constitution and bylaws are subject to approval by the Office of the Dean of Students. The President and Faculty Advisor do not have the authority to veto any part of an approved amendment, but they may sign below after a significant amendment or change has been made to this constitution and bylaws as a symbol of approval and organization unity.