

# **Constitution of the Department of Physics and Astronomy**

## **Graduate Student Association**

**Summer Semester 2015**

### **ARTICLE I. NAME AND MEMBERSHIP**

The name of this organization shall be the Physics and Astronomy Graduate Student Association (PANDA GSA). All graduate students currently enrolled in the Department of Physics and Astronomy at the University of New Mexico are eligible for membership in the PANDA GSA. Any student who, in the opinion of the PANDA GSA, does not adhere to the UNM Student Conduct Code or other behavioral guidelines listed in UNM Pathfinder will lose their membership privileges, including the use of PANDA GSA facilities.

### **ARTICLE II. PURPOSE OF THE PANDA GSA**

The purpose of the PANDA GSA organization shall be

- (1) to represent the views of the Physics and Astronomy graduate students to the Department of Physics and Astronomy, to the Graduate and Professional Student Association (GPSA) of the University of New Mexico, and to the university community as a whole;
- (2) to promote communication and interaction amongst all graduate students, undergraduates, faculty, and staff members in the Department of Physics and Astronomy;
- (3) to facilitate graduate well-being (e.g. via the bi-weekly meeting) in the program, through both facilities and programs.

### **ARTICLE III. PROVISIONS FOR OFFICERS**

The officers shall include a President and co-President, a Secretary, a Communications Officer, and a Treasurer. Their duties shall be as follows:

The **President** and **co-President** shall jointly be responsible for calling meeting times, presiding over the meetings, and seeing that the decisions reached at those meetings are carried out, dividing their responsibilities as they see fit. The President and co-President shall also be responsible for overseeing the daily functioning of the PANDA GSA. The President and co-President are the liaisons between the PANDA GSA and any other official organization, including the Department.

The **Secretary** shall record and publish the minutes of each meeting of the entire PANDA GSA membership. The Secretary shall also be responsible for turning in reimbursement forms to the Student Government Accounting Office.

The **Treasurer** shall be responsible for finances, including records and accounts.

The **Communications Officer** shall be responsible for maintaining GSA media and monitoring the website forum and advertisements.

The terms of their offices shall be one year following elections. The PANDA GSA shall hold elections yearly at the beginning of the fall semester for elective offices. All nominated individuals will have the opportunity to remove his/her name from the ballot before the election. All PANDA GSA members are eligible to take part in nominations and elections and to participate as officers in the association. Each member will be permitted only one ballot.

#### **ARTICLE IV. APPOINTEES**

The PANDA GSA officers may designate appointees to act as representatives to any necessary department and university committees, including, but not limited to, the Department faculty meetings, the Department graduate committee, and the Dean's Council. Officers can act as their own appointees, but appointees do not hold a vote in officer meetings (i.e. an officer may only hold one such vote, even if they are acting as their own appointee).

Two appointees are mandatory: the GPSA Representative and Webmaster. The **GPSA Representative** is responsible for reporting to the GPSA Council and representing the PANDA GSA at GPSA Council meetings. The **Webmaster** is responsible for maintaining the website and reports directly to the Communications Officer (e.g. complaints made on the website forum).

If a majority of the entire PANDA GSA membership votes "no confidence" in an appointee, the officers may choose a different one.

#### **ARTICLE V. MEETINGS**

The PANDA GSA officers shall meet at least twice each semester while school is in session. The President shall call meetings of the entire PANDA GSA membership at least once every year. These general meetings shall be announced at least two weeks before the meeting. All officers are expected to attend every meeting.

#### **ARTICLE VI. AMENDMENTS AND BINDING DECISIONS**

Amendments to these articles may be made only with the approval of all the officers or two thirds of the entire PANDA GSA membership. Binding decisions and purchases in excess of \$100 may only be made with the approval of a majority of the officers.

## **ARTICLE VII. FILING CABINET**

The PANDA GSA filing cabinet shall be kept in the undergraduate reading room. The Secretary and Treasurer shall keep keys to the filing cabinet, and these keys shall be remade whenever new officers are elected to these positions. The filing cabinet must be cleaned before being returned to the Department, and this clause cannot be changed by amendment until it is completed.