PENN STATE PSC CONSTITUTION

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Article I: Purpose
A. Background: The Pulsar Search Collaboratory (PSC) is a joint project, between the National Radio Astronomy Observatory (NRAO), West Virginia University (WVU), and now Pennsylvania State University (PSU), funded by the National Science Foundation (NSF). The goal of the PSC is to give students experience doing real research. With this experience they gain the confidence they need to succeed in STEM majors.

B. Mission Statement: The mission of the Penn State Pulsar Search Collaboratory is to give undergraduate Penn State University Park students of all majors, especially incoming freshmen, a supportive research community expanding Penn State and the opportunity to do high level research involving pulsars with chance of discovery, publication, and research credit with little to no prior research experience or knowledge.

C. Learning Objectives for Members:
   a. Summarize basic astronomical concepts.
   b. Describe how radio telescopes work and demonstrate how to take radio data.
   c. Describe what a pulsar is and the physics underlying their properties.
   d. Distinguish pulsars from other radio signals in radio data.
   e. Communicate scientific results effectively.
   f. Evaluate needs of younger Penn State PSC members and effectively mentor them.
   g. Understand the nature of scientific inquiry and apply in other situations.

Article II: Membership
A. Active membership is only available to currently registered Pennsylvania State University students

B. Active membership status is lost to an individual if individual misses three regular weekly meetings without giving notice to the organization.
   a. Member retains active member status after returning to the organization and attends three of the regular weekly meetings.

C. There must be a minimum of 10 active members to keep organization status.

D. Organizational body must comprise 50% +1 undergraduate active members.
E. Only active members have the eligibility to vote (reference Article V), preside, officiate (reference Article III), or solicit funding on the organization’s behalf (reference Article VI).

F. **New Membership and Recruitment**
   a. All new members will receive the following during recruitment:
      i. Organization’s documentation stating organization’s mission statement
         1. Constitution and any bylaws, manuals, etc. will be available through organization’s website
      ii. Projected organization’s events, dates, and locations
      iii. List of membership responsibilities
      iv. Copy of the *University Hazing Policy*, prescribed by *Policies and Rules for Student Organizations*
   b. All members may not attend/participate/associate with any activity conducted by club without consequence if said activity conflicts with their personal/religious beliefs, personal values, or moral reserve as defined by the member.
   c. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

G. **Membership Responsibilities**
   a. *Membership Responsibilities List:*
      i. Attend meetings regularly.
      ii. Analyze plots.
      iii. Contribute a positive energy to the group.
      iv. Pay semester dues of $10 (need to pay dues to go on club trips and to gain access to the PSC Database).
      v. Publication and college credit are not required for membership.
   b. *Requirements to obtain publication:*
      i. Analyze 30 pointings.
   c. *Requirements to receive credit:*
      i. Pay college credit fee.

H. **Membership Removal**
   a. *Membership Removal Policy:* The organization reserves the right to expel a member who is found destructive to the organization’s mission statement or in any way a threat to an individual member or the rest of the organizational body’s physical or mental health. Member may only be voted out of the organization (reference Article V).

I. **Mediation Procedures**
   a. *Mediation Procedures Article:* If conflict arises between members of organization and/or violations of constitutional policies, the highest ranking officer not involved in the conflict with assistance from the faculty advisor will intervene and facilitate an informal mediation procedure meeting.
      i. If need for membership removal or alterations in the constitution, then changes can only be made by means of voting (reference Article V, Article II Section F, and Article VIII).
         1. Exception to this statement are violators to the local, state, or federal law and/or Pennsylvania State University policies. If member is incarcerated or found breaking Pennsylvania State University policies affecting involvement in the organization, then member would immediately be removed as a member from the organization. Therefore, authority goes to these higher officials.
   b. Duties of mediator:
      i. Setup informal mediation procedure meeting held outside of the regular meeting time.
      ii. Get in contact with faculty advisor.
iii. Acquire all necessary or helpful material such as a copy of this constitution and other resources that might be needed such as witnesses or written statements by witnesses and further artifacts such as financial documents, emails, photos, etc.
iv. Have faculty advisor attend and participate as an impartial party along with mediator at meeting.
v. Set goals, ground rules, and outline for meeting prior to meeting with check points and set meeting start and ending times.
vi. Delineate goals, rules, outline, and time parameters to involved parties at meeting.
vii. Give both parties three minute to state their side of the conflict.
   1. Deciding which party to go first would be determined by a coin toss.
viii. Each party will then have three minutes to rebut opening statements.
ix. Questions by impartial mediator will be then given.
   x. Open floor will then go to discussion guided by mediator.
xi. The mediator should not determine solutions but instead try to guide parties in reaching a win-win resolution amongst themselves; however, resolution should also sway to the best interest of the organization and its members.

Article III: Officers
A. Undergraduate officers must be full-time and graduate officers must be part-time or full-time, officially registered active student members at time of their appointment or election.
B. Officers can change from registered status within term.
C. Officer titles and duties:
   a. President: President is responsible for organization’s administration, recruitment, and admission.
      i. Keeps active communication between organization and faculty advisor.
      ii. Represents the organization to university/public/other organizations.
      iii. Assesses other organization officers and their responsibilities.
      iv. Leads recruitment campaign.
      v. Leads admission of new members.
      vi. Leads new membership training.
      vii. Preside weekly meetings.
      viii. Updates organization’s social media outlets.
         1. Facebook
         2. Twitter
      ix. Creates informational organization fliers.
      x. Creates informational video.
   b. Vice President: Vice President is responsible for organization’s administration and organization’s events/outings.
      i. Assumes the responsibilities of the organization president when president is absent or unable to serve.
      ii. Assists organization president in his/her responsibilities.
      iii. Leads organization of events/outings logistics and planning.
      iv. Organizes/presents "Science is AWESOME minute."
   c. Secretary: Secretary is responsible for internal communication.
      i. Keeps list of active membership with attendance, email addresses, and due completions.
      ii. Takes notes at meetings.
      iii. Emails/posts to website weekly and special meeting minutes and notifications before next weekly meeting is held with the time of the next meeting included.
      iv. Reads last week’s meeting minutes at weekly meetings.
      v. Handles election nominations, voting ballots, and introduction and passage of amendment proposals to constitution.
   d. Treasurer: Treasurer is responsible of organization’s finances.
i. Maintains organization’s financial records.
ii. Monitors organization’s budget.
iii. Organizes fundraising efforts.
iv. Leads written proposals for funding.

**Article IV: Meetings**

A. Meetings meet by weekly regularly unless canceled by organizational body. At least two meetings must be held in an academic semester to maintain organizational status.
B. Meeting time and frequency can only be changed by voting (reference Article V).
C. In times of urgency or conflict, a special meeting can be called for and held by organization’s officers or faculty advisor.
D. Regular and special meeting notifications would be sent out through email by organization’s current secretary prior to meeting.

**Article V: Voting**

A. Quorum is 75% of active members (reference Article II).
B. Majority is 50% +1.
C. Both quorum and majority must be met for any voting activity.

**Article VI: Finances**

A. All organizational funds are to be handled exclusively through the Associated Student Activities (ASA) office.
B. Organization will have no off-campus accounts.
C. Amount and frequency of dues are to be determined by faculty advisor and officers in the best interest for the organization and its members.
D. Dues are to be collected once every semester.
E. Officers may spend amounts under $100 without approval of the membership and/or 10% of funds.

**Article VII: Elections**

A. Term of office is one academic school year.
B. Officers may only hold office for two academic school years.
   a. Midyear terms are not to be counted as a full term; officers appointed midyear are still eligible for election two more academic school year terms.
C. First April meeting will hold nominations for the next academic school year of officers.
D. Third April meeting will hold elections for the next academic school year of officers.
E. Notifications for nominations and elections will be sent out by the current secretary prior to events.
F. No one involved in conducting the elections may be an official candidate.
G. Nominations will be emailed to current secretary to comprise of voting lists.
   a. Nomination must be accepted by individual before name goes onto voting ballot.
      i. Notification to individual will be sent through email by current secretary.
H. Voting will be conducted by ballot form and counted in front of organizational body by faculty advisor.
   a. Ties will result into a recount.
      i. If matter is still unresolved, then a revote will be called for only between the two tied candidates.
      1. If matter is still unresolved, faculty advisor may appoint the office or determine if office slot is to be shared by the two individuals.
I. New officers begin their term of office on August 1st after their win in elections.
J. Unexpired vacancies in offices may call for a mid-academic school year voting or appointment by faculty advisor.
Article VIII: Amendments to the Constitution
A. Introduction of amendment with reasoning on why amendment is necessary is to be submitted to current secretary.
B. Passage of amendment is to be made by voting (reference Article V).
C. Only active members may propose amendments (reference Article II).
D. All amendments are subject to approval by the Office of Student Activities.
E. Approved amendments are to take effect immediately after approval.

Article IX: Parliamentary Authority
A. Parliamentary authority used to cover cases not specifically covered by the constitution should use Robert’s Rules of Order, Newly Revised by Sarah Corbin Roberts in handling of cases.

Article X: Accessibility of this Constitution
A. This constitution is available to anyone through the organization’s website and/or upon request.

Article XI: Advisor
A. Organization must retain a faculty advisor at all times.
B. Advisor must be a full-time faculty or staff member at the Pennsylvania State University.
C. Advisor is chosen by organization by voting (reference Article V).