Article I: Purpose of SPS
From SPS National:

The objectives of the Society of Physics Students are to:

a) Encourage and assist students interested in physics to develop the knowledge, competence, enthusiasm, and social responsibility that are essential to the advancement of physics;

b) Stimulate interest in advanced study and research in physics;

c) Develop collegiality among physics students and faculty members;

d) Promote public interest in physics;

e) Provide liaison between students and the member societies of the American Institute of Physics; and

f) Recognize high scholarship and potential achievement in physics among outstanding students by means of Sigma Pi Sigma membership.
Article II: SPS Executive Positions

SPS at WPI has five different executive positions. The President, Treasurer, Tutoring Chair, and Council of Professional Societies Representative make up the four executive board members which meet weekly. The Activity Leader is a position which is filled as needed and attends executive board meetings by invite of the President.

President

The President of SPS is the primary delegator and serves as the representative of the organization. He/she ultimately takes the responsibility for all SPS activities and communicates with outside parties when necessary. This includes communication with the Physics Department and SPS advisor.

Tasks:
- Organizes and runs meetings with those with Executive Positions.
- Maintains aliases
- Communicates with the department head and outside bodies (e.g. invites speakers)
- Seeks activity leaders for SPS activities
- Reports to the SPS advisor

Treasurer

The Treasurer manages SPS funds. He/she is in charge of organizing meetings with the executive board to discuss the allocation of funds when necessary.

Tasks:
- Decides how much funding goes to a committee project in case of conflict
- Reimburses members for SPS related purchases
- Withdraws and deposits money into the SPS account
- Keeps track of all transactions
- Submits a budget to SGA in C-term

The Tutoring Chair

The Tutoring Chair (TC) runs one of the most important functions of SPS which is providing tutoring of physics. This is generally intended for tutoring of the introductory physics courses at WPI, but expanding the activities of the committee is an option the TCC has.

Tasks:
- Organize and run tutoring sessions for students in introductory physics courses
- Recruit tutors to help at these tutoring sessions
- Advocate for tutors, and find ways to encourage them to attend and tutor
Council of Professional Societies Representative
The Council of Professional Societies (CoPS) is an organization on campus which seeks to bring professional societies together for the purposes of advocating professional society participation on campus and sharing useful information between societies. The CoPS Representative is WPI’s representative to this council.

Tasks:
- Attend Council of Professional Societies meetings and SPS executive board meetings
- Communicate important information between the two organizations

Activity Chair
The Society of Physics Students runs many activities. One or more SPS members will take on each of these events as Activity Chair. The Activity Chair take on full control of the events although they can and should get help and delegate tasks.

Tasks:
- Plan and execute an event for SPS
## Executive Board Meeting Outline

<table>
<thead>
<tr>
<th>Executive board member</th>
<th>Session</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Introduction</td>
<td>President begins meeting and gives a brief summary of what will be covered.</td>
</tr>
<tr>
<td>President</td>
<td>Old Business</td>
<td>The Executive Board goes through a list of loose ends from previous meetings to check their progress.</td>
</tr>
<tr>
<td>Tutoring Chair</td>
<td>Tutoring Minute</td>
<td>The tutoring chair discusses the status and upcoming points about tutoring.</td>
</tr>
<tr>
<td>CoPS Representative</td>
<td>CoPS</td>
<td>The CoPS Representative discusses what important things occurred at the most recent CoPS meeting and what can be done at the next meeting</td>
</tr>
<tr>
<td>Activity Chair</td>
<td>Upcoming Activity</td>
<td>The Activity Chair discusses the current status and what is still needed for their upcoming SPS activity.</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Funding</td>
<td>The Treasurer discusses the current budget of the club and appropriately distributes funding to each activity.</td>
</tr>
<tr>
<td>President</td>
<td>New Business</td>
<td>All Executive Board members are open to bring up anything which they wish the Executive Board to discuss.</td>
</tr>
<tr>
<td>President</td>
<td>Closing</td>
<td>The President quickly reviews what was discussed at the meeting and restates each task and to whom it was assigned to.</td>
</tr>
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Article III: The Committees

Committees provide an opportunity for SPS to grow. In the case that some members of SPS would like to pursue a specific interest outside of the scope of the executive positions, these members can form a committee.

A committee must regularly participate in activities that benefit either SPS, the campus, or the community. As an activity, large service projects can span multiple general body meetings, but the typical project time frame should be less than that of the time between two general body meetings. Committees must talk about their previous and future beneficial activities (for SPS, campus, and community) at each general body meeting for their committee to be renewed.
SPS at WPI Committee Renewal/Creation

Committee name:____________________________________________________________

Member names:   __________________________  _____________________________
                __________________________  _____________________________
                __________________________  _____________________________
                __________________________  _____________________________
                __________________________  _____________________________

Is this a new committee? (circle)    Yes / No

Committee purpose:__________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Committee Beneficial activities:_________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

What resources will you require from SPS?________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Other comments/requests?_____________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Article IV: Membership

Any WPI student can be a member of the Society of Physics Students. Membership in a committee is not necessary to be a member of SPS. Additionally, a student does not have to be a Physics or Engineering Physics major or minor to be a member of SPS. The only requirement for membership is an interest in the club and a love for Physics.

An active member is one that attends general body meetings and participates in a committee or executive board. Active members attain the privileges to vote and hold office within SPS as well as other benefits to be decided upon by the Executive Board.
Membership Progress Report

Number of members: __________________

New members in last month: ______________

New members in last year: ______________

Number of committees: ______________

How would you rate the activeness of members? (1 to 10 scale) __________

Please comment on the effectiveness and interest level of committees and individual members:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Anything else?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Article V: Amendment

This Constitution can and should be changed to best suit the growth and development of the Society of Physics Students at WPI. Amendments must first go through the Executive Board. The Executive Board must unanimously decide to bring the Amendment before the entire Society at the next general body meeting. If the Executive Board does approve it, the Amendment must again go unchallenged after being read by the President to the entire general body in attendance at that meeting.

Anyone interested in amending this Constitution should contact the Executive Board with their idea and be prepared to put it into writing and attend an Executive Board meeting.