GRADUATE PHYSICS ORGANIZATION
FOR RESEARCH, CULTURE, AND EDUCATION (G-PHORCE)

CHARTER
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Article I
Purpose

SECTION 1. This organization shall work on behalf of and advocate for the Graduate Students of the New York University Physics Department.

SECTION 2. This organization shall serve to facilitate formal discussions between its members and the NYU Physics Department and shall act as the official representative of its members therein.

SECTION 3. This organization shall strive to improve the culture within the NYU Physics Department as experienced by its members.

SECTION 4. This organization shall strive to ensure that the NYU Physics Department is an equitable environment that is inclusive and accessible to all.

SECTION 5. This organization shall serve to organize events among its members in order to fulfill those Purposes laid out herein.

Article II
Membership

SECTION 1. Membership status shall be granted automatically on a semester-to-semester basis to students enrolled in a graduate degree program in the New York University Physics Department. In addition, members must be associated with New York University's New York City campus during that semester. Members who graduate may keep their membership status for the remainder of the academic year in which they graduate, so long as they remain on the NYU NYC campus.

SECTION 2. Membership status guarantees members the right to vote in elections and on other issues laid before the general membership. Membership status also grants members the right to attend meetings and events, as well as put forward issues in general membership meetings.

Article III
Observer Status

SECTION 1. Observer status shall be granted or revoked by a simple majority vote of the general membership. Individuals with observer status are given the right to attend and put forward issues at general membership meetings. Observers shall keep their status until it is revoked by the general membership or until their affiliation with New York University ends. Individuals who may be granted observer status include, but are not limited to, post-doctoral fellows, faculty, and visiting researchers.

Article IV
Officers and Duties

SECTION 1. The following Officer positions shall be filled at all times: two (2) Chairs, one (1) Director of Operations, one (1) Treasurer, and one (1) Department Liaison. No one person may hold two Officer positions concurrently. If an Officer position is vacant, the Executive Board (see Article VI) shall appoint an Interim Officer by a simple majority vote. Interim Officers shall serve until an election is held to select a new Officer.
SECTION 2. Chairs shall serve as chief executives. Chair duties shall include presiding over meetings of the general membership and the Executive Board, setting the agenda for such meetings, and making day-to-day decisions. Chairs shall delegate to members of the Executive Board and the appropriate Committees. When the Executive Board cannot come to a decision, the Chairs shall resolve the dispute. Chairs must agree on decisions made. If Chairs cannot find a mutually agreeable resolution to an issue, and the issue is deemed to be pressing by the Executive Board, the issue shall be decided by \texttt{numpy.random.choice([Heads,Tails])} with seed set by the current time. Otherwise the Executive Board should re-enter into negotiations.

SECTION 3. The Director of Operations shall be responsible for the administrative duties required to maintain the organization. This shall include keeping the official calendar, communicating with the general membership as to the dates of meetings and other notices, and ensuring the minutes of meetings of the general membership and Executive Board are kept. The Director of Operations shall also act as organization Parliamentarian and shall be tasked with maintaining and updating the organization Charter and making it available to members.

SECTION 4. The Treasurer shall be responsible for accounting and reporting the budget. Financial disbursements and collections shall be administered by the Treasurer. The Treasurer shall update and maintain the general membership email list and other contact information.

SECTION 5. The Department Liaison shall be responsible for communications with the New York University Physics Department. They shall attend Department meetings and coordinate with Department officials where appropriate. The Department Liaison shall report their communications and observations at executive sessions to the Executive Board.

\textbf{Article V}

\textbf{Center Representatives}

SECTION 1. Centers shall correspond to NYU Physics Department research centers with a Department appointed Center Director. For example, at the time of this Charter being drafted, these include the Center for Cosmology and Particle Physics (CCPP), the Center for Soft Matter Research (CSMR), and the Center for Quantum Phenomena (CQP).

SECTION 2. Each Center shall select one (1) person as their Representative. If more than one person seeks the position of Center Representative an election shall be held among the members of that Center. Otherwise a Center Representative may be selected by the unanimous consent of that Center's membership. If no person is selected by a Center, the position of Center Representative shall remain vacant until such a time when that Center elects a Representative.

SECTION 3. Center Representatives shall be beholden to the same Terms of Office as Officers.

SECTION 4. A Centers membership is defined as all organization members associated to that Center. Members may only be associated to a single (1) Center for the purposes of Center Representative elections. If a member is not associated with any Center formally within the Department they may vote in the election of the Center Representative for the Center with which they most closely associate.

\textbf{Article VI}

\textbf{Executive Board}

SECTION 1. The Executive Board shall be comprised of the Officers and Center Representatives.
SECTION 2. The Executive Board shall include a number of Center Representatives. The number of Center Representatives shall correspond to the number of Centers within the NYU Physics Department at the beginning of the academic year.

SECTION 3. Each member of the Executive Board shall be given one (1) vote at executive sessions.

SECTION 4. The Executive Board shall have full power and authority over the affairs of the organization between general membership meetings and the Executive Board may not alter the decisions made by the general membership as a whole, e.g. at general membership meetings.

Article VII
Terms of Office

SECTION 1. Officers must have membership status in order to hold office. Officers must be elected by the general membership, except in the case of Center Representatives. No person shall hold more than one (1) Officer position, including Center Representatives.

SECTION 2. Officers shall hold their positions for at most one (1) calendar year (365 days) or until their successors are elected, after which elections shall be held to either re-elect or select a new Officer. Officers shall not be term limited.

SECTION 3. Officers must be on New York University's New York City campus for each semester of their term. In the event that an Officer does not maintain a sufficient duration of their term at NYU NYC, as declared by a two-thirds majority vote of the general membership, the Officers position shall be considered vacated.

SECTION 4. Officers have the right to resign from their position at any time by a formal notice to the Executive Board. This notice should be given two (2) weeks prior to their resignation date.

SECTION 5. Officers, with the exception of Center Representatives, may be removed from office at any time if deemed appropriate by the Executive Board and the general membership. A motion to remove an Officer may be introduced during an executive meeting by a Center Representative on behalf of the members of that Center. If the motion is seconded, the motion shall be passed upon a simple majority vote of the Executive Board. The question of removal shall then be the first order of business at the next general membership meeting. The Officer shall have the right to address the general membership before votes are cast. The Officer shall be removed if a two-thirds majority vote of the general membership is achieved in favor of removal.

SECTION 6. Center Representatives may be removed from office at any time if deemed appropriate by the members of that Center. The Center Representative shall be removed from office upon a simple majority vote of the members of that Center in favor of removal.

SECTION 7. Officers shall have the right to designate a Proxy to a single (1) meeting if they are unable to attend. At that meeting this Proxy must carry out the duties of and shall be given all the rights and privileges of that Officer.

SECTION 8. If they deem it necessary Officers shall have the right to nominate Deputies who shall be confirmed by a simple majority vote of the Executive Board. The scope of the Deputies duties shall be determined by the Executive Board in consultation with that Officer prior to confirmation.
Article VIII
Elections

SECTION 1. Elections shall be held annually at the beginning of the Spring semester, no later than March 1st. Officers shall be elected by a simple majority of the general membership. If a majority is not achieved by any candidate a run-off election shall occur between the two candidates with the greatest number of votes. Officers shall begin their tenure immediately upon their election by the general membership.

SECTION 2. Elections need not occur on a single (1) day and instead votes may be cast over the course of a week (7 days) and shall be held in such a way so as to maximize ease of participation. Each member is given a single (1) vote to cast for each item on the agenda, except in the case of electing Center Representatives who shall only be elected by the members of that Center.

SECTION 3. The Executive Board shall appoint an impartial Election Chair to collect nominations and oversee elections. Votes shall be tallied and verified by the Election Chair. The results shall be announced to the general membership by a formal written notice from the Election Chair. Once these duties are fulfilled the position of Election Chair is dissolved.

SECTION 4. Candidates for elected position shall have the right to address the general membership at the general membership meeting immediately preceding elections.

SECTION 5. In the event that an Officers position be vacated, elections shall be held within a month (30 days) of the beginning of that vacancy. Such elections shall select a new Officer for that position who shall serve out the remainder of the term. The Executive Board shall appoint an Interim Officer until an election can be held.

Article IX
Meetings

SECTION 1. General membership meetings must occur regularly, no less than once per month (30 days) during non-recess periods (see Article IX Section 5) with no less than nine (9) general membership meetings occurring each calendar year (365 days). At least one Chair must be present and shall preside over the meeting and set the agenda. General meetings must include an opportunity for the general membership to put forth issues for discussion and consideration by the entire body. The Executive Board should update the general membership on the status of outstanding issues since the last general membership meeting.

SECTION 2. Executive sessions must occur no less than biweekly (14 days). The Chairs, Treasurer, Director of Operations, and Department Liaison should be present at executive sessions. Center Representatives may also attend executive sessions when they deem it appropriate. All Officers must update the Executive Board on the status of outstanding issues since the last executive meeting.

SECTION 3. The Executive Board must hold at least one (1) closed door general membership town hall each calendar year (365 days) during which the general membership may raise issues to and request action from the Executive Board. A general membership town hall shall be held at the beginning of every Fall semester, by no later than October 15th. All Executive Board members are required to attend general membership town halls.

SECTION 4. Quorum must be achieved for business to be conducted at either general membership meetings or executive sessions. The requirements for a quorum to be reached differ between meetings of the general membership and of the Executive Board. Quorum is achieved at general membership meetings when at least one Chair, the Director of Operations, and ten (10) percent of the general membership is present. Quorum is achieved at executive sessions when both Chairs, the Treasurer, the Director of Operations, and the Department Liaison are present, unless an absence has been previously agreed to by the Executive Board.
SECTION 5. The Executive Board shall have the right to declare recesses to temporarily suspend regular meetings, but shall not prevent attaining the mandated number of meetings in a calendar year (365 days). The duration of such recesses must be agreed upon beforehand and may not last longer than a month (30) days at a time. The Executive Board may declare a recess at an executive session upon the motion by an Officer. If the motion is seconded and affirmed by unanimous consent the recess shall be enacted.

Article X
Parliamentary Authority

SECTION 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised, or its superseding text, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Charter and any other bylaws or special rules of order which the organization may adopt.

Article XI
Formation of Committees

SECTION 1. The Executive Board shall have the right to form Committees when they deem it appropriate. A Committee can be formed by the introduction of a motion by a Chair. If the motion is seconded, the Committee is formed upon achieving a simple majority vote of the Executive Board.

SECTION 2. Upon formation of a Committee, the Executive Board is responsible for determining its scope and its Chair. The Chair of the Committee shall be responsible for administering the committee and recruiting members.

SECTION 3. Committees should be dissolved upon completion of their business. Committees are authorized to carry out their work for up to a calendar year (365 days), after which point the must be re-authorized or dissolved by a simple majority vote of the Executive Board.

Article XII
Charter Amendments

SECTION 1. This charter may be amended as deemed appropriate by the Executive Board and/or the general membership. Votes to amend this Charter shall occur over an extended period of up to one (1) week.

SECTION 2. The Executive Board may put forth an amendment to the general membership after it has passed a simple majority vote of the Executive Board. The charter shall then be amended if the proposed amendment earns a two-thirds majority vote of the general membership as a whole.

SECTION 3. A member of the general membership may put forth an amendment to the general membership. The member shall introduce the proposed amendment at a general membership meeting and then may introduce a motion to vote on the question of the proposed amendment. If the motion is seconded, the proposed amendment shall be adopted if it earns a four-fifths majority vote of the general membership as a whole.

Article XIII
Ratification

SECTION 1. This Charter shall be ratified upon a two-thirds majority vote of the general membership, as defined by this Charter, after a comment period of no less than seven (7) days. More than four-fifths of the general membership must cast votes on the question of ratification in order for the ratification vote to be valid.
SECTION 2. For the purposes of ratification, a single (1) Ratification Chair shall be appointed by the Charter Drafters. The Ratification Chair shall be responsible for collecting comments on this Charter from the general membership and providing them to the Charter Drafters who shall revise this Charter appropriately. The Ratification Chair shall be responsible for administering the vote to ratify this Charter and tallying the votes. The ratification vote shall last for a period of up to a week (7 days) or until enough votes are cast in favor to ratify this Charter. At the end of this ratification vote period the Ratification Chair shall notify the general membership as to the outcome.

SECTION 3. Concurrent with the ratification vote period of this Charter, the Ratification Chair shall collect nominations for Officer and Center Representative positions for a period of no less than seven (7) days. At the end of this period, a general membership meeting shall be held promptly with the Ratification Chair presiding. At this meeting, the Charter shall be officially ratified and the general membership shall elect Interim Officers who will serve in their positions until the first official election the following Spring semester. This election shall be conducted in its entirety during this meeting. If the Ratification Chair is nominated for an Officer position, the Ratification Chair shall nominate a Proxy Chair, who may be approved by the general membership by unanimous consent, to preside over the election of that Officer position. Once elected these Interim Officers shall immediately begin their tenure.

SECTION 4. Upon completion of the duties outlined above, the position of Ratification Chair shall be dissolved.

SECTION 5. Upon election of the Interim Executive Board, an executive session should be held promptly. The first order of business to be taken up at the first executive session should be to notify the New York University Physics Department of the formation of this organization and to subsequently negotiate a Memorandum of Understanding.

Article XIV
Declaration of Ratification

Let it be known that we, the undersigned, on this day, November 22nd, 2019, hereby ratify this Charter having obtained at least a two-thirds majority vote in favor of ratification from at least four-fifths of the founding membership.

Ankit Vyas
Ratification Chair

Iraj Eshghi
Charter Drafters

Paul McNulty
Charter Drafters

Cristina Mondino
Charter Drafters

Mark Muzio
Charter Drafters

Kate Storey-Fisher
Charter Drafters
Founding Members Witness to this Signing:

Name

Alexis Clavijo
Michael Wang
Fang-Yi Chu
Muadh Matsheh
Giorgi Takhashvili
Aojie Zheng
Dou Lin
Austin McDowell
Mohamed Abdooliz
Trey Jensen
Lauren Altman
Yucheng Gan
Christina Caragine
Jonah Eaton
Xuyao Hu
Shengqi Yang
Cheng Chen
Akihiro Yamaguchi
Amanda Lerner
Jinwen Xu
Melina Elzinger
Matthew Orneich

Signature

Alexis Clavijo
Michael Wang
Fang-Yi Chu
Muadh Matsheh
Giorgi Takhashvili
Aojie Zheng
Dou Lin
Austin McDowell
Mohamed Abdooliz
Trey Jensen
Lauren Altman
Yucheng Gan
Christina Caragine
Jonah Eaton
Xuyao Hu
Shengqi Yang
Cheng Chen
Akihiro Yamaguchi
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Appendix I
Definitions

GENERAL MEMBERSHIP All individuals with membership status.

SEMESTER A semester corresponds to the New York University academic semester. The calendar year is comprised of three (3) semesters: Fall, Spring, and Summer. Breaks between semesters are designated as being part of the preceding semester. This includes January term (J-term), which is designated as part of the Fall semester.

SIMPLE MAJORITY A simple majority requires greater than fifty (50) percent of the votes cast.

TWO-THIRDS MAJORITY A two-thirds majority requires greater than two-thirds of the votes cast.

FOUR-FIFTHS MAJORITY A four-fifths majority requires greater than four-fifths of the votes cast.

UNANIMOUS CONSENT Unanimous consent indicates a situation in which no voting member objects to the matter being voted on.

CHARTER DRAFTERS The Charter Drafters are the members who facilitated, organized, and wrote the draft of this Charter which was first put forth to the general membership for comment.