

ADVANCED LABORATORY PHYSICS ASSOCIATION ALPhA

CONSTITUTION & BYLAWS (Approved 9 October 2007)

I. ORGANIZATION'S PURPOSE

Responding to a perceived need in the physics community, ALPhA was formed to provide communication and interaction among the faculty and staff who are involved in advanced laboratory physics instruction at colleges and universities in the United States and the rest of the world. ALPhA hopes to become the central advocacy group for advanced experimental physics instruction, bridging AAPT, APS and other US national groups as well as international physics associations. Its mission includes (but is not limited to) planning dedicated sessions at national AAPT and APS meetings, proposing invited talks at these and other meetings, generating funding, awarding professional prizes and planning special conferences on advanced experimental instruction. ALPhA may also wish to act as a repository for all types of information, which will enhance the educational experience of advanced experimental instruction. In short, ALPhA's mission is to support and enhance advanced experimental physics education in the United States and throughout the world in the ways it sees will best accomplish and sustain this goal.

ALPhA is a non-profit organization, created solely for the purpose of enhancing experimental physics education. It will seek tax exempt status as a non-profit organization.

II. NAME AND AFFILIATIONS

1. The name of the organization shall be **Advanced Laboratory Physics Association** using the acronym **ALPhA**.
2. The organization will seek formal affiliations with both AAPT and APS. It may also seek both formal and informal associations with other physics or physics related groups in North America, Europe, and the rest of the world.
3. Formal affiliation will require a recommendation by the Executive Board (Ex Bd) and ratification by a majority vote of the entire membership.

III. GOVERNANCE STRUCTURE – OFFICERS

1. There will be four (4) elected officers
 - a. President – 2 year term
 - b. Vice President – 2 year term
 - c. Secretary – 4 year term
 - d. Treasurer – 4 year term

The Vice President will automatically become the president after his/her 2 year term expires. In the event that the VP is unable to serve as president, the election must include both.

2. Executive Board (Ex Bd)
 - a. The board will consist of all the elected officers (President, Vice President, Secretary, Treasurer) plus four (4) elected members and four (4) members appointed by the President.
 - b. The elected and appointed members will serve two year terms.
3. The Ex Bd must have at least one member who is also a member of, and willing to act as official liaison to, any formally affiliated physics association. In choosing his/her appointments to the Ex Bd, the President will select members such that this requirement is fulfilled. If necessary, the Ex Bd may be expanded by the President to fulfill this requirement.

4. Standing for reelection
 - a. The President cannot stand for reelection for at least four (4) years after completion of his/her term.
 - b. Secretary and Treasurer can stand for a second 4 year term, but are limited to a maximum of 8 years of service.
 - c. Appointed and elected members of the Ex Bd can serve a maximum of six (6) consecutive years or three terms.

IV. ELECTIONS

1. Formal elections will be held every two years.
2. The detailed methods for the election will be determined by the Ex Bd.
3. Each election cycle will determine a new Vice President and four executive committee members.
4. Every other election cycle will elect both the Treasurer and Secretary.
5. To inaugurate the organization, the first election, to be held sometime in the fall of 2007, will be conducted by an ad hoc group of members in good standing. This group will also act as the first nominating committee. All members in good standing will:
 - a. Vote on the Constitution & Bylaws.
 - b. Elect the first set of officers.
 - c. Elect four members of the Ex Bd.

V. MEMBERSHIP

1. A member in good standing is anyone who has paid his/her dues and transmitted the proper contact information to the secretary or appropriate designee.
2. The Ex Bd can remove any member from the organization for unprofessional actions the board deems detrimental to the organization. This can be accomplished with a 2/3 vote of the Ex Bd.

VI. POWERS AND DUTIES

1. President
 - a. Administrate and supervise the affairs of ALPhA.
 - b. Call, preside over, and participate as a voting member of Ex Bd meetings.
 - c. Preside over general meetings of ALPhA.
 - d. Represent ALPhA to the physics community and to the public.
 - e. Generate agendas for the Ex Bd and general meetings in consultation with the Ex Bd.
 - f. Submit, each September, a written annual report to the ALPhA membership.
 - g. Appoint members to the Ex Bd.
2. Vice-President
 - a. Attend Ex Bd meetings as a voting member.
 - b. Act as the supervising liaison to AAPT, APS, and other physics associations for dedicated sessions, talks, conferences, etc.
 - c. Perform the duties of the President at meetings and official functions in the absence of the President.
3. Secretary
 - a. Attend Ex Bd meetings as a voting member.
 - b. Keep written minutes of all official meetings of ALPhA and the Ex Bd.
 - c. Designate a temporary replacement for meetings that the secretary cannot attend.
 - d. Keep current amended Constitution & Bylaws of ALPhA.
 - e. Act as the association's archivist and historian.
 - f. Keep written records of all committee charges and responses.

4. Treasurer
 - a. Receive, handle, record, and deposit all ALPhA dues and other monies from grants or contracts in a bank approved by the Ex Bd.
 - b. Manage any endowment funds or designate a professional management agent that is approved by the Ex Bd.
 - c. Pay ALPhA's bills promptly and resolve payment debt approved by the Ex Bd.
 - d. Report the financial state of ALPhA at all official meetings.
 - e. Inform the officers and the Ex Bd if the association is considering taking on a financial commitment it does not have the current financial resources to fund.
5. Executive Board (Ex Bd)
 - a. Create ad hoc committees with specific tasks and specific timetables. Such committees may include members of the Ex Bd or in some cases the Ex Bd itself.
 - b. Vote dues and special charges and assessments.
 - c. Act as an advisory group to the officers.
 - d. Initiate any project that the Ex Bd believes is both in the best interest and consistent with the mission of ALPhA.
 - e. Initiate changes in the Constitution & Bylaws by a 2/3 vote of the Ex Bd.
 - f. Remove any member of the board or any officer of the association for lack of attendance, inactivity, mismanagement, or misconduct by a 2/3 vote of the Ex Bd. In the event of such removal the President or Vice President will appoint a replacement to serve out the term.
 - g. Act as a nominating committee or designate an ad hoc nominating committee for election of officers and Ex Bd members.
 - h. The quorum of the Ex Bd, necessary for carrying on official business will be 50% of the voting members of the board.
 - i. Inability of any person to attend meetings and/or carry out the assigned duties shall be considered reason enough for the Ex Bd to take action to replace that person. This includes reasons such as illness, scheduling conflicts, conflicting responsibilities or any other reasons beyond the individual's control. Such replacement shall not be considered punitive but rather a necessity for the effective operation of the organization.
6. Financial Compensation
 - a. All officers and members of the Ex Bd or any member of an ad hoc committee that may be created will serve without any monetary compensation. None shall use their office or position for personal financial gain.
 - b. Payment by ALPhA for specific expenses, including but not limited to travel, lodging, food, fees, etc., must be authorized by a vote of the Ex Bd and recorded by both the Secretary and the Treasurer.
 - c. Hiring of professional staff for ALPhA must be approved by a vote of 2/3 of the Ex Bd and 2/3 of the general membership. The Treasurer will have to certify that the organization has sufficient funds to support such a hire.

VII. MEETINGS AND COMMUNICATION

1. There will be at least one general meeting of ALPhA every year. A quorum for conducting official business is at least 25% of the members in good standing. IN the absence of such a quorum, any official actions will have to be ratified by a majority of at least 25% of members in good standing via internet or equivalent communication.
2. There will be at least two Ex Bd meetings every year.
3. The internet will be the first line of communication for news, elections, discussions, announcements, etc of ALPhA. All members in good standing must provide the secretary with an internet or equivalent address.
4. When possible, modern technology will be used to have absentee officers and Ex Bd members participate in various official and unofficial meetings. Under such circumstances, the individual has full voting rights.
5. Robert's Rules of Order will be followed in all official meetings.

VIII. CHANGES OR AMENDMENTS TO CONSTITUTION & BYLAWS

1. Changes to the Constitution & Bylaws are initiated by a 2/3 vote of the membership of the Executive Board.
2. These changes are to be communicated to the membership for review, at least two (2) months before any action on them can be considered by the membership.
3. Discussion of these changes must take place at a general membership meeting. The minutes of this meeting must be communicated to the membership.
4. Using modern technology, a formal ballot of the entire membership will be conducted.
5. A 2/3 majority of the membership is required for changes to be accepted as the new bylaw.