

Association of Applied Math, Applied  
Physics, Materials Science,  
and Medical Physics Students

**AAMS  
APS**

# Article 1 - Name and Purpose

## Section 1

The name of this organization shall be the Association of Applied Math, Applied Physics, Materials Science, and Medical Physics Students, also known as AMPS, and shall consist of all graduate students enrolled in the Columbia University Department of Applied Physics and Applied Mathematics with Materials Science and Engineering (the "Department" or "APAM") in the Columbia University Fu Foundation School of Engineering and Applied Science (the "School" or "SEAS"). Any Columbia University student who is working towards their graduate degree with a research advisor from APAM is also considered a member of AMPS. Any other Columbia University graduate student may petition to the Council for membership."

## Section 2

AMPS shall be the student governing body of the graduate students of APAM (the "Students").

## Section 3

The mission of AMPS shall be to improve the graduate experience of the Students. This shall be fulfilled by:

1. Foster interaction, friendship, and respect among all members of the Department by sponsoring and organizing events and building community.
2. Act as a representative of the Students with the Administration and Faculty of the Department, the School, and other graduate schools within Columbia University.
3. Advocate on behalf of the Students for their interests to the Administration and Faculty of the Department and the School.
4. Maintain communication with alumni, alumni organizations, and career services to help Students in their academic and professional development.
5. Disseminate information relevant to the interests of the Students.

# Article 2 - Executive Board Officers

## Section 1.

President:

- act as the central organizer and spokesperson of AMPS.
- serve as chief executive of the AMPS Executive Board.
- schedule meetings and ensure the creation of meeting agendas.
- maintain attendance records at meetings
- assign action items to the Executive Board at the end of every meeting
- break any ties in voting
- maintain regular contact with the faculty
- administer elections for new Executive Board members

## Section 2.

Vice President:

- assist the President in the fulfillment of their duties
- assume the role of President, should the position become vacant
- Form a committee of graduate students interested in student advocacy and APAM DEI efforts
  - Schedule committee meetings, as needed.
  - Keep meeting minutes of every committee meeting.
  - Submit meeting minutes.
- serve as an advocate for the wants and needs of all AMPS members
- develop and administer the Quality of Life survey to all AMPS members in the spring of each year.
- act as an intermediary between the administration and AMPS members.

## Section 3.

Treasurer:

- maintain a ledger of all AMPS income and expenditures.
- Present spending reports semesterly to the executive board
- prepare the annual budget for the following fiscal year
- approve event budgets
- assist the rest of the Executive Board in planning and executing events

## Section 4.

Social Chair:

- Form a committee of graduate students interested in social events, where these duties can be delegated amongst the committee as needed.

- Schedule committee meetings, as needed.
- Keep meeting minutes of every committee meeting.
- Submit meeting minutes.
- Plan and execute monthly departmental socials for all AMPS members . With a goal of:
  - At least 3 higher-budget external events per year (1 each semester, one in summer) (i.e. Craftsman, Ellington in the Park, Hex & Co Game Night, Amity Hall etc.).
    - If a season with high COVID spread causes a high-budget event to be canceled, the event should be rescheduled to occur by the end of the budget year (resets in July)
  - Monthly lower-budget events such as Joe's coffee meet ups or catered Friday APAM lunches/breakfasts
- Organize intramural events as requested by the Students
- Actively seek out ideas (on-campus and off-campus) to give AMPS members the opportunity to network and socialize.
- Submit event budgets 2 weeks prior to the event date to the Treasurer.
- Make an event announcement and send to Communications Chair for dissemination at least 7 days before event date. Be in constant communication with communications chair to make sure they are advertising social events via MS/PhD email list and discord

## Section 5.

Career and Professional Development Chairs (M.S. and Ph.D.):

- Coordinate the organization of career-oriented events, can work together with Social Chair/committee for budget for food / help on organizing.
- Form a committee of graduate students interested in organizing Career opportunity events
  - Schedule committee meetings, as needed.
  - Keep meeting minutes of every committee meeting.
  - Submit meeting minutes.
- Maintain contact with Career Placement Officers in the Department and the School.
- Inform the Students about upcoming alumni-related events.

## Section 6.

Communications Chair:

- Advertise events organized by Social via MS/PhD email list (with Montse) and #general in the Discord.
- Maintain a record of current members and contact information
- Maintain the AMPS website, events calendar, and other internet presence
- Communicate with the Students about all events, elections, and meetings

## Section 7.

International Student Chair:

- Attend all Student Advocacy committee meetings
- Become versed and familiar with campus resources available specifically to international students
- Serve as an advocate for international student concerns and a point of contact/resource for international students seeking advice
- Participate in orientation events to help welcome new international students

## Section 8.

Additional responsibilities of all Officers:

- Attendance at all Executive Board meetings.
- Draft a thorough transition document prior to the election of a new executive board, and perform a timely transition within 2 weeks after the election.

# Article 3 - Committees

## Section 1.

AMPS has three permanent committees: Social (lead by Social Chair), Career (lead by Career Chair) and Student Advocacy (lead by VP). AMPS may form and dissolve ad hoc committees for any purpose, as it deems necessary. The President shall appoint the Chair of ad hoc committees. All committees shall be open to all members.

## Section 2.

Each committee is run by its respective chair. A committee may organize itself as best suited to its mission and form any number of subcommittees, at the discretion of the Committee Chair.

# Article 4 - Meetings

## Section 1.

The executive board shall hold meetings every two weeks. These meetings shall be open to all AMPS members.

## Section 2.

The quorum for all decisions made at executive board meetings shall be three-quarters ( $\frac{3}{4}$ ) of officers during the academic year, and there will be no quorum during the summer term.

## Section 3.

Voting is required for:

- participating in unplanned events.
- allocating funds to unplanned events.
- submitting the annual budget to the department.
- temporarily modifying election eligibility requirements.
- appointing members to executive board positions.
- establishing regular meetings outside the executive board meeting.
- amending the constitution and bylaws.

## Section 4.

At least once per semester, AMPS shall hold a town hall meeting and invite all members. Notice of this meeting shall be distributed no fewer than 5 days prior to the event.

# Article 5 - Elections and Vacancies

## Section 1.

Elections for all Executive Board positions shall be held during the last full week before the Thanksgiving holiday.

## Section 2.

Members seeking to run for an Executive Board position must declare their candidacy and submit a candidate statement to the President at least one week prior to the start of the election.

## Section 3.

Only members who will be registered students of the school for the entire officer term shall be eligible for election to the Executive Board. The Executive Board may vote to grant exceptions to this requirement in the case of special circumstances.

## Section 4.

No member shall hold more than one office simultaneously.

## Section 5.

Members can declare candidacy and be considered for only one officer position in any given election.

## Section 6.

In the event of a vacancy in the Office of the President, the Vice President shall immediately become the President, and the Office of Vice President shall become vacant.

## Section 7.

In the event of a vacancy in any Executive Board position except the President, any Executive Board member may nominate a current member to fill the position. The nomination can be accepted by a three-quarters ( $\frac{3}{4}$ ) vote of the Executive Board.

## Section 8.

Executive Board officers may be impeached and removed from office for unethical behavior, failure to adhere to the regulations of the Council, and not fulfilling the responsibilities of the office. Motions to impeach a member shall only be introduced by a written memo stating the

reasons for removal. All members shall be notified at least one week prior to impeachment proceedings. The decision may be given by three-quarters ( $\frac{3}{4}$ ) vote of the Executive Board.

# Article 6 – Revenues and Expenditures

## Section 1.

AMPS shall have the right to receive allotted funds by the School and the University including, but not limited to, Student Activity fees.

## Section 2.

AMPS may, with the consent of the Administration of the Department, introduce concessions or hold events for the Students of the Department in order to generate revenue. AMPS reserves the right to sell, rent, subcontract, or franchise the proceeds and/or management of such revenue-producing operations.

## Section 3.

AMPS shall exercise exclusive control over the spending of funds obtained under Sections 1 and 2 of this Article. AMPS shall spend such funds to further the purposes of this Constitution.

## Section 4.

All event budgets must be approved by the Treasurer. The Treasurer is responsible for maintaining a continuous ledger of all income and expenditures.

# Article 7 - Ratification and Amendments

## Section 1.

This Constitution takes effect as of May 1, 2022 after it has been ratified by unanimous vote of the interim Executive Board.

## Section 2.

Amendments to the AMPS Constitution may be proposed by any member. The author of the amendment must present in writing the proposed changes and an explanation for the change to the executive board for debate.

## Section 3.

The Executive Board must vote on the amendment during the academic year. It shall be accepted with a three-quarter ( $\frac{3}{4}$ ) vote in favor.