The Constitution of Harvard University
Physics Graduate Student Council

The present document establishes the formal structure and processes of the Harvard University Physics Graduate Student Council (PGSC). The PGSC is a student representative body within Harvard Physics Graduate Program and advocates for the success and well-being of Harvard Physics graduate students.

1 Positions and Duties

1.1 President

The President of the PGSC has the following duties:

1. Draft the organization’s agenda during the first three months of his or her term and distribute it to the department community.

2. Initiate and oversee a department-wide students survey at the start of the Fall semester of his or her term.

3. Organize a graduate program feedback session after the aforementioned survey is completed and results analyzed.

4. Draft a budget proposal\(^1\) for the next academic year and submit to the Department financial administrator before the Department’s budget allocation deadline.

5. Organize monthly meetings of the Council during the Fall and Spring semesters of his or her term, keep meeting minutes and make them readily accessible to the Department community members.

6. Ensure the continuity of the organization by encouraging fellow graduate students to join the Council and by transferring useful knowledge to the next generation of the President and the Council.

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\(^1\)A document listing future activities of the Council for which the Council is requesting financial support from the Department.
7. Represent the organization at various events and meetings as requested by the Department.

8. Summarize the activities of the Council over his or her term at the end of the year.

9. Maintain organizational archive including meeting minutes, the constitution, and other documents useful for the future generations of the Council.

1.2 Council members

1. Attend monthly meetings.

2. Be in charge of or actively participate in at least one initiative of the Council.

2 Terms and Election

2.1 President

1. Term: The official term of President begins after the day of the election and ends on the day of the next election.

2. Election process:

   (a) A voluntary member of the Council—referred to as the Election Committee Chair—is responsible for overseeing the election.
   
   (b) The election shall be held on a single day in the month of April determined by the Council.
   
   (c) Any graduate students are eligible to run for president.
   
   (d) Once the date of the election is decided, candidates must announce their candidacy by informing the Election Committee Chair in writing (includes electronic communication) seven days before the election day at the latest.
   
   (e) Every graduate student is entitled to one vote.
   
   (f) Votes should be anonymous.
   
   (g) A candidate with a simple majority wins the election.
   
   (h) If there is only one candidate six days before the election, then the candidate can be elected President by acquiring ten or more signatures of current graduate students.

3. Impeachment and resignation: If the President cannot fulfill his or her duties as enumerated above, then he or she must resign. After the resignation, the Council will organize a special election with the same procedure as outlined above to fill the vacancy. If the President refuses to resign, then he or she can be impeached by two-thirds vote of the current Council members.
2.2 Council membership

1. Term: A Council member’s term begins on the day he or she is inducted to the Council and end on the day of the next election.

2. Induction to Council: A graduate student can be inducted to the Council to become a Council member by acquiring endorsements of three or more students.

3. Impeachment: A council member can be impeached by two-thirds vote of the current Council.

3 Decision making process

1. In case of disagreements over a decisional matter, a vote should be conducted by the President when a quorum is present.

2. A quorum is present if two-thirds or more members of the current Council are present.

3. Every member is entitled to one vote.

4. A simple majority wins the vote.

5. In case of a tie, a coin is flipped by the President to decide the matter.

4 Ratification

The ratification of the present Constitution requires the signatures of ten current graduate students. The signing members’ names and entering years shall be recorded.