

# Michigan Center for Theoretical Physics By-Laws

Approved 25 January 2007

## **Article I Name**

The name of the organization shall be: The Michigan Center for Theoretical Physics

## **Article II Purpose**

The Michigan Center for Theoretical Physics (MCTP) is an organization based in the Physics Department of the University of Michigan whose primary aim is to promote excellence in theoretical physics research in the broadest sense with significant focus on interdisciplinary applications and methods through a program of workshops and conferences, seminars, collaborative and individual research. It also aims to educate graduate and undergraduate students in theoretical physics and to communicate its activities to the general public through public lectures and other outreach activities.

## **Article III Membership**

There will be two classes of Membership: Full Members and Associate Members.

- 1) Eligibility for Full Membership: Full Members must be faculty at the University of Michigan. The Full Membership will automatically include all theoretical physics faculty (so defined by the Physics Department). Non theoretical physics faculty may apply for Full Membership by completing the appropriate form. Applications will be approved by the Director and the Executive Committee.

Full Membership shall be subject to review by the Director and the Executive Committee. In cases where it is believed a member is no longer actively involved with the Center and after consultation with the member, that member's Full Membership may be revoked, which will nullify automatic Membership for theoretical physics faculty. A member whose Full Membership has been revoked can apply for readmission as a Full Member after a one year period.

- 2) Eligibility for Associate Membership: Associate Membership is open to others who have an interest in the Center's activities, on completion of a simple request form and subject to approval by the Director and the Executive Committee. Associate Membership is for a three year term which is renewable.
- 3) Rights of Full Members: Full Members have the right to vote and hold office. In particular, they may vote on the selection of the Executive Committee. Full Members may both propose and participate in the activities of the Center. With the approval of the Director and the Executive Committee, they may also apply for grants associated with the Center's activities.

- 4) Rights of Associate Members: Associate Members may participate in the activities of the Center, but have no voting rights.
- 5) Equal Opportunity: Eligibility for Membership or appointed or elected officer positions may not be limited on the basis of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status.

#### **Article IV Officers & Duties**

The officers shall be:

- a. Director
  - b. A four Member Executive Committee
  - c. Associate Directors (as many as deemed necessary) appointed by the Director. The Associate Directors will act in advisory capacity to the Director and will be non-voting Members of the Executive Committee. The Associate Directors have continuing authority.
- 1) Eligibility: To be eligible for office candidates must be Full Members of the MCTP.
  - 2) Director: The Director is appointed by the Physics Department Chair after consultation with the Full Members and the Dean of LS&A. Consultation with the Full Members shall consist of the following procedure that takes place during a regular or special meeting (see Article V): Nominations for Director must be made by at least two Full Members, and the nominee must agree to appear on the slate. (The nominee need not be in attendance at the meeting but if not, the nominee's agreement to appear on the slate must be secured beforehand.) Once the slate is established, each Full Member in attendance casts a secret vote for up to three candidates ranked according to preference. Candidates are subsequently ranked according to numerical point scores computed by adding three (3) points for each ballot upon which the candidate appears as first or only choice, or two (2) points for each ballot upon which the candidate appears as second choice, or one (1) point for each ballot upon which the candidate appears as third choice. The three top-scoring candidates and their point scores, as well as the number of Full Members who voted, are then reported to Physics Department Chair with the expectation that the rank ordering established in the voting procedure will be honored. This Director selection process occurs whenever a Director's term expires or the position becomes vacant.
  - 3) Elections for office: Members of the Executive Committee shall be elected by the Full Members. Elections will be held each spring at a general meeting of the Full Members of the Center. At the election meeting, nominations for each open position will be taken from the floor without limit. Voting will then take place by secret ballot. On each ballot the nominee receiving the fewest votes (including ties) will be eliminated and this procedure will be continued until one candidate receives a majority of votes of those present.

- 4) Executive Committee: The Executive Committee should consist of one Member from Physics particle theory, one Member from Physics astro/cosmology/relativity, one Member from Physics CM/AMO/biophysics, and one Member from any field and department.
- 5) Term of office: Directors can serve for up to 5-year terms which may be renewable. The Members of the Executive Committee shall serve for two year terms, which begin immediately following election. Membership of the Executive Committee is nonrenewable. Retiring Members are ineligible to serve again for two years.
- 6) Vacancies: Vacancies due to resignation shall be filled by the Director and the Executive Committee in consultation with the Chair of the physics Department. Vacancies during sabbatical leave or duty off campus shall be filled temporarily by the Director and the Executive Committee in consultation with the Chair of the physics department.
- 7) Removal from Office: In extraordinary circumstances elected officers may be removed from office by the Physics Department Chair, in consultation with the Director, Executive Committee, Associate Directors, and Dean if appropriate. Other officers may be removed by the Director in consultation with the Physics Department Chair, Executive Committee, and Associate Directors. The Director may be removed from office by the Physics Department Chair in consultation with the Dean, Associate Directors, and Executive Committee.
- 8) Duties: The Director has day-to-day responsibilities for the MCTP, including carrying out its goals and policies. The Director convenes Executive Committee meetings as well as general meetings of the membership. The Director shall prepare an annual report each spring.

The Director and the Executive Committee shall solicit proposals for the Center's activities from the Full Membership. Proposals shall be sponsored by one or more Full Members, and outside participation in proposals is encouraged. However responsibility for the budget and the scientific program, including choice of visitors, choice of workshops and conferences rests with the Director and the Executive Committee.

## **Article V Meetings**

- 1) Regular meetings of the organization: At least two general meetings, fall and winter, will be called by the Director each academic year, with at least two weeks advanced notice given to the entire membership. Two weeks before each general meeting there will be a call for agenda items.

- 2) Special Meetings: Special meetings may be called by the Director and also by the Executive Committee as deemed necessary, or upon request in writing by at least six full Members of the MCTP, with at least two weeks advanced notice to the entire Membership. Special meetings may take place during the fall and winter semesters, and during the spring or summer terms only under extraordinary circumstances.
- 3) Agenda: Agendas for meetings shall be prepared by the Director and the Executive Committee.
- 4) Quorum: A quorum for any properly announced regular or special meeting shall be those present.

### ***Article VI Powers***

- 1) Sub-committees: The Director and the Executive Committee shall appoint sub-committees as deemed appropriate which must include a standing committee on diversity.
- 2) Non-Profit Status: The organization shall operate as a non-profit association and no profits may accrue to any individual within the organization from the organization's activities.
- 3) Majority vote: Unless otherwise provided in these bylaws, decisions of the organization shall be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required.
- 4) Voting body: For the purposes of any vote, the determination of the current eligible voting Membership shall be the Full Membership of the organization.

### ***Article VII Amendment of Bylaws***

- 1) Ratification: These bylaws may be ratified by a two-thirds vote at a meeting of the Full Members of the MCTP, and if so ratified will then replace previous bylaws immediately.
- 2) Amendments: The bylaws may be amended at a meeting of the Full Members of the organization by a two-thirds vote of those present, provided that the proposed amendment has been submitted in writing to the Director at least two weeks prior to the meeting, who shall then distribute the proposal to the Full membership at least seven days prior to the meeting.