

## **NSF Physics REU Leadership Group (NPRLG) Bylaws**

### **Vision Statement:**

NSF Physics REU Leadership Group (NPRLG) is committed to enhancing undergraduate student research experiences through cooperative engagement of the Physics REU site directors.

### **Relationship to the American Physical Society**

The NPRLG is an independent organization of REU physics site directors working with the American Physical Society (APS) to further the collective interests of physics REU programs. The APS is helping to facilitate the interests of this group through its offices and resources. The APS Committee on Education provides oversight of the APS role in this collaborative arrangement.

### **Membership:**

1. The Principal Investigator or his/her designee from each funded NSF Physics REU site will act as the representative to the NPRLG.
2. Others interested in Physics REU programs can participate in discussions and meetings of NPRLG with the permission of the Executive Committee (EC).

### **Leadership:**

1. The Executive Committee (EC) of the NPRLG shall be composed of a Chair, Chair-Elect and Past-Chair.
2. The EC shall be charged with organizing collective efforts of NPRLG, including, but not limited to:
  - a. Data gathering
  - b. Information sharing
  - c. Improving effectiveness through cooperative engagement
  - d. Organizing gatherings (virtual or in-person) of REU site directors
  - e. The EC designates who will serve as PI of any NSF grant that funds NPRLG activities.
3. Ex officio (non-voting) members of the EC shall include:
  - a. A senior education staff member of American Physical Society (APS) will serve as liaison between the APS and NPRLG. They will be co-PI on any NSF grants supporting NPRLG efforts as the institutional representative for APS, which will serve as the submitting organization.
  - b. Another APS staff member coordinating actions of the EC.
4. Duties of the Chair:
  - a. Presides at all meetings of the EC at which his or her attendance is possible.
  - b. Following consultation with the EC, the Chair makes all appointments necessary to conduct the affairs of the group.
5. Duties of the Chair-Elect:
  - a. Acts in place of the Chair if the latter is unable to perform his or her duties.
  - b. Serves as, or appoints the administrator of online discussion forums and contacts the NSF Physics REU Program Officer each Spring to identify new REU Site grant program directors and invite them to participate in the NPRLG.
6. Duties of the Past-Chair:

- a. Provides institutional memory for the EC and provides guidance for the Chair.
- b. Coordinates the nomination and election process for the next Chair-Elect and serves as Chair of the Nominating Committee.
- c. Prepares the annual report of the activities of the organization to be presented at the annual meeting of the NPRLG. This report is also sent to the APS Committee on Education for review and feedback.

7. Terms of Office:

- a. All Chair-line members serve for one calendar year.
- b. The Chair-Elect is elected for a one-year term and successively becomes Chair and Past-Chair in the following years for a total of three years.
- c. A current officer may not be nominated for election as Chair-Elect.
- d. If a vacancy occurs in the office of Chair, the Chair-Elect succeeds and completes the term of the Chair and serves as Chair the following year.
- e. If the Chair-Elect succeeds to Chair due to a vacancy, the position of Chair-Elect remains vacant for the remainder of the term until the next regular election. The offices of both Chair-Elect and Past-Chair are filled during the next election.
- f. If a vacancy occurs in the office of Chair-Elect, the Past Chair takes on the duties of both Chair-Elect and Past Chair for the remainder of the term. The offices of both Chair-Elect and Chair are filled during the next election.
- g. If an officer is absent from three consecutive meetings of the EC, that position is declared vacant.

**Elections:**

1. Nominating Committee:

- a. The Nominating Committee consists of the Past-Chair, and two members appointed by the Chair (other than members of the EC) no later than August each year.
- b. All members of the Nominating Committee must be members of NPRLG.
- c. The term of office for members of the Nominating Committee lasts until the election is complete.
- d. The Nominating Committee will solicit nominations for candidates for Chair-Elect and any other open office in order to assemble a ballot by September 30.

2. Nominees:

- a. Nominations are solicited from all current NPRLG members.
- b. Nominees must be NPRLG members at the time of election.
- c. Any member proposed as a candidate by at least three NPRLG members is also considered to be formally nominated.

3. Voting:

- a. In October, the Past Chair invites members of the NPRLG to vote by electronic means. Voting must be open for 2 weeks with a stated closing date of no later than October 31.
- b. The results are tallied by the Past Chair.
- c. The election is decided by a plurality of those voting; i.e., the candidate who receives the most votes wins.
- d. If there is a tie, the EC votes to break the tie.
- e. The Past Chair communicates the results to NPRLG members.

**Annual Meeting:**

1. The NPRLG shall conduct an annual meeting in the fall of each year by teleconference, videoconference, or in-person.
2. NPRLG objectives for the following year shall be discussed during this meeting.
3. The Chair shall set the agenda and preside at this meeting.

**Bylaws:**

1. A unanimous decision by the chair-line may propose amendments of these bylaws.
2. A proposal for amendment of these bylaws may also be made by petition to the Chair signed by no fewer than five members of the NPRLG.
3. The Chair-Elect distributes electronic copies of the proposed amendment to all NPRLG members.
4. Voting on changes shall begin 30 days following the distribution of any proposed amendments.
5. Voting on changes shall end 60 days following the distribution of any proposed amendments.
6. Adoption of amendments requires a two-thirds vote by those voting.
7. Amendments to the bylaws may also be made by unanimous vote by all present at the Annual Meeting.

**Dissolution:**

1. The NPRLG EC can sever its relationship with the APS after a two-thirds vote by the EC on each of two successive meetings separated by at least one month.
2. APS can sever its relationship with NPRLG after a 2/3rds vote by the APS Council of Representatives.
3. In all cases, the EC and APS representatives must meet to discuss the dissolution, and the discussion and reasons for dissolution will be communicated to the NPRLG and the APS Council of Representatives at least three months prior to any dissolution vote.