

**American Association of Physics Teachers
Constitution and By-Laws**

Revision Adopted: October 2000 **[ANNOTATED FOR 7/5/2015 DRAFT BY-LAWS]**

ARTICLE I. NAME

1. The name of this organization shall be The American Association of Physics Teachers, Incorporated. **[Article I]**

ARTICLE II. OBJECTIVES

1. The objectives of this Association shall be the advancement of the teaching of physics and the furtherance of an appreciation for the role of physics in our culture. **[SECTION 2.01]**

ARTICLE III. MEMBERSHIP

1. Classes of membership shall include: regular members, student members, emeritus members, and sustaining members. **[SECTION 3.01]**
2. The privileges of voting and of holding elective office shall be limited to regular and emeritus members. **[SECTION 3.01]**
3. Each class of membership is defined in the By-laws. **[DETAILS TO BE INCLUDED IN SEPARATE RESOLUTION INSTEAD OF BY-LAWS]**

ARTICLE IV. ANNUAL MEETING

1. The Annual Meeting of the Association shall be the first meeting of the general membership each calendar year. **[SECTION 3.02]**

ARTICLE V. EXECUTIVE BOARD

1. The Association shall be governed by its board of directors that shall be made up of the elected members of the Executive Board who are the Vice President, President-Elect, President, the living Past President of most recent incumbency, the Secretary, the Treasurer, three elected Members-at-Large, and the Chair and Vice Chair of the Section Representatives who shall be called Directors. The Editor of the American Journal of Physics and the Editor of The Physics Teacher shall be members without vote. The Executive Officer shall be a member without vote. **[SECTION 4.02]**
2. The Executive Board shall exercise all powers necessary to carry out the affairs of the Association but may not alter corporate or governance policies adopted by vote of the membership. The power to make financial decisions for the Association shall be vested in the Executive Board exclusively, except that the Board may delegate to the Treasurer, the Executive Officer, or others authority to make financial decisions needed to carry out their duties effectively. **[SECTION 4.01]**
3. The Executive Board shall determine the dates and locations of its regular meetings. **[SECTION 4.09]**
4. A quorum of the Executive Board shall be one-half of the voting membership of the Board. **[SECTION 4.11]**
5. Special meetings of the Executive Board shall be announced in writing to its members with at least four weeks advance notice. The reason for the meeting must

be set forth in the announcement. Such special meetings may be called by the President or by a majority of members of the Executive Board eligible to vote.

[SECTION 4.09]

6. The Secretary, with the concurrence of the President, the Treasurer, or the Executive Officer, may conduct ballots of the Executive Board by methods specified in the By-laws on matters requiring action before the next meeting. Written information providing a rationale for the proposed action must reach members of the Executive Board at least seven days prior to the deadline for the vote. Approval requires a positive vote of at least eight of the members of the Executive Board eligible to vote. **[NOT-FOR-PROFIT LAW REQUIRES UNANIMOUS WRITTEN CONSENT OF ANY ACTION OF THE BOARD TAKEN WITHOUT A MEETING. SEE SECTION 4.12]**

ARTICLE VI. COUNCIL

[REMOVED FROM DRAFT ON REQUEST OF AAPT. SINCE THE COUNCIL INCLUDES NON-DIRECTORS, IT CANNOT BE DELEGATED THE AUTHORITY TO BIND THE BOARD]

1. The purpose of the Council shall be to give advice and counsel to the Executive Board on the affairs of the Association. The Council shall consist of the members of the Executive Board and the Section Representatives. The Executive Board shall be formed as determined in Article V. The Section Representatives shall be formed as determined in Article VIII.
2. The Council shall meet during the Annual Meeting.
3. The Council shall have the responsibility to approve dates and locations of meetings of the general membership.
4. The Council shall have the responsibility to monitor and approve Section activities, to add or eliminate Sections, and to approve changes in Section boundaries.
5. The Council shall have the power to create additional committees. (cf. Article X.3)
6. The Council shall have the power to resolve a tie in an election. (cf. Article XI.5)
[ELECTION OF DIRECTORS REQUIRES A VOTE OF THE MEMBERS]
7. The Council shall monitor and approve Affiliated Organizations. (cf. Article XII)
8. The Council shall have the power to recommend changes in the By-laws. (cf. Article XV.1)
9. The Council shall have the power to remove an elected member of the Executive Board. Motions proposing the removal of an elected member of the Executive Board must be presented in advance in writing as a part of the agenda of a duly called meeting of the Council, and require a three-fourths affirmative majority vote of those present and voting at that meeting for approval. **[DIRECTORS MAY ONLY BE REMOVED BY MEMBERS OR DIRECTORS]**
10. Special meetings of the Council shall be announced in writing at least four weeks in advance. The reason for the meeting must be set forth in the announcement. Special meetings may be called by the President with the assent of the Secretary or the Executive Officer, or by a majority of the members of the Council.
11. A Section Representative unable to attend meetings of the Council may be represented by an alternate if this is not prohibited by the Section constitution. The Secretary of the Association must be informed in writing by the Section Representative or other officer of the Section of the name of the alternate person

before the Council meeting is called to order. The alternate shall be a member of the Association and the Section being represented.

12. The Secretary, with the concurrence of the President, the Treasurer, or the Executive Officer, may conduct ballots of the Council on matters requiring action before the next meeting. Guidelines for this will be established by the Executive Board.

13. A quorum of the Council shall be one-third of the voting membership of the Council.

ARTICLE VII. SECTIONS OF THE ASSOCIATION [SECTION 7.01]

1. Sections are geographical areas with members consisting of teachers of physics and others interested in promoting the objectives of the Association.
2. Sections have their own constitution and by-laws that must not contravene the Constitution and By-laws of the Association.
3. Section constitutions and by-laws must define Section boundaries by postal codes and such boundaries cannot overlap those of other Sections.
4. Changes in Section boundaries must be approved by the Council.
5. Members of the Association may join one or more Sections but shall vote for a Section Representative in one Section only. Persons not members of the Association may be members of Sections. All Section meetings shall be open to any member of the Association.
6. Each Section shall elect one of its members, who shall be a member of the Association, to serve as its Section Representative.
7. Any Section not providing evidence of Section activity for a period of two years may be declared inactive by the Council.
8. Recognition as a Section may be withdrawn by the Council for cause.
9. Ten or more members of the Association, in an area deemed appropriate by the Council, may petition the Council through the Secretary to be authorized by the Council to form a Section. A Section shall not be formed that includes part of the territory of any existing Section unless either (a) that Section expressly releases such territory, or (b) the AAPT Council, by affirmative vote of two-thirds of those members present at a meeting, declares that such territory be released.

ARTICLE VIII. SECTION REPRESENTATIVES

[SEE SECTION 7.02. DETAILED RESPONSIBILITIES TO BE INCLUDED IN A SEPARATE RESOLUTION/POLICY OR SECTION REPRESENTATIVE GOVERNING DOCUMENTS RATHER THAN IN THE BY-LAWS.]

1. Section Representatives are AAPT members elected by individual Sections to be their representatives at meetings of the Section Representatives and on the Council. **[SECTION 7.02]**
2. The Section Representatives shall have their own by-laws. **[SECTION 7.02]**
3. The Section Representatives, at a meeting coincident with the Annual Meeting of the Association, shall elect a Vice Chair, who must be a Section Representative at the time of election. The Vice Chair shall hold office from the close of that Annual Meeting until the close of the second Annual Meeting after assuming office. The Vice Chair of the Section Representatives shall become Chair of the Section

Representatives following the two-year term as Vice Chair and shall serve a two-year term as Chair. **[SECTION 7.02(a)]**

4. The Chair of the Section Representatives and the Association Secretary shall receive annual reports of the activities of Sections and shall be notified of changes in Section constitutions. The Council or Executive Board may request changes in Section constitutions where these are inconsistent with policies of the Association. **[SECTION 7.02(b)]**
5. Special meetings of the Section Representatives shall be announced in writing at least four weeks in advance, with the reason for the meeting being set forth in the announcement. Special meetings may be called by the Chair of the Section Representatives or by a majority of the members of the Section Representatives. **[SECTION 7.02(c)]**
6. A Section Representative unable to attend a meeting of the Section Representatives may be represented by an alternate if this is not prohibited by the Section constitution. The Secretary of the Section Representatives must be informed in writing by the Section Representative or other Section Officer of the name of the alternate before the meeting is called to order. The alternate shall be a member of the Association and the Section being represented. **[SECTION 7.02(d)]**

ARTICLE IX. OFFICERS OF THE CORPORATION

1. For corporate purposes the Officers of the Corporation shall be the President, the President-Elect, the Vice President, the Secretary, the Treasurer, the Executive Officer, and such other corporate officers as the Executive Board shall determine.. **[SECTION 8.01]**

ARTICLE X. COMMITTEES

1. There shall be a Nominating Committee whose responsibility shall include the selection of candidates for election to the positions of Vice President, Members-at-Large, and in alternate years, Secretary or Treasurer of the Association, and such other duties as may be assigned by the Executive Board. **[SECTION 6.02]**
2. There shall be an Awards Committee whose responsibilities shall include the selection of winners for awards established by the Executive Board and such other duties as may be assigned by the Executive Board. **[TO BE INCLUDED IN SEPARATE RESOLUTION INSTEAD OF BY-LAWS]**
3. The Council and the Executive Board shall each have the power to create additional committees as needed, establish the charge for the committee, establish the membership of the committee, determine to whom the committee reports, and set the termination date of the committee. **[SECTION 6.03 FOR COMMITTEES OF THE ASSOCIATION WHICH MAY NOT BE DELEGATED AUTHORITY TO BIND BOARD]**

ARTICLE XI. ELECTIONS

1. Candidates for elected office must be provided by the Nominating Committee. The Nominating Committee must insure that there is at least one candidate for each position on the ballot. **[SECTION 4.06]**
2. Candidates for any position may be nominated directly by petition of the membership. Acceptable petitions must bear the signatures of at least two percent

of the regular and emeritus members and must be received by the Secretary by the date established by the Executive Board. **[SECTION 4.06]**

3. The election ballot shall include the candidates nominated directly by the membership as well as those nominated by the Nominating Committee. **[SECTION 4.06]**
4. Election of the Vice President, Secretary, Treasurer, and Members-at-Large of the Executive Board shall be conducted by ballot of the voting members of the Association during the autumn of each year. **[SECTION 4.03]** The person elected as Vice President shall serve successive one-year terms as Vice President, President-Elect, President, and Past President. **[SECTION 4.03(a)]** The Secretary and Treasurer shall be elected in alternate years in recognition of their two-year terms. **[SECTION 4.03(b)]** One Member-at-Large will be elected each year in a three-year cycle to recognize their three-year terms. **[SECTION 4.03(c)]**
5. In the event of a tie in an election, the Council shall determine the outcome by a majority vote of those members present at a Council meeting. **[ELECTION OF DIRECTORS REQUIRES A VOTE OF MEMBERS]**

ARTICLE XII. AFFILIATED ORGANIZATION

1. Any organization made up of five or more regular or emeritus members of the Association and concerned with the educational, cultural, or historical aspects of physics may, on petition to the Council through the Secretary, be recognized by the Council as an Affiliated Organization. **[SECTION 7.03]**

ARTICLE XIII. DUES

1. Dues and privileges for regular, student, emeritus, and sustaining members shall be determined by the Executive Board. **[SECTION 3.01]**

ARTICLE XIV. NONDISCRIMINATION

1. The Association shall not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, or disability. **[SECTION 2.02]**

ARTICLE XV. BY-LAWS

1. The Executive Board may adopt, alter, or amend the By-laws of the Association in ways not inconsistent with the Constitution by affirmative vote of two-thirds of those members of the Executive Board who are eligible to vote, at a meeting held no less than four months after the changes are initially proposed and announced in writing to the Executive Board. **[Article X]**

ARTICLE XVI. AMENDMENTS

1. The Constitution may be amended by a two-thirds majority of those voting in a ballot of the Association conducted in such a manner as may be directed by the Executive Board. A proposed amendment recommended either by the Council, the Executive Board or by a petition to the Secretary signed by at least 4% of the regular and emeritus members must be submitted to the membership for vote. **[Article X]**

ARTICLE XVII. NONPROFIT ORGANIZATION

1. Notwithstanding any other provision of this Constitution, this Association shall not carry on any activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, or (b) by any association contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law **[SECTION 2.03]**
2. This Association shall continue forever unless a two-thirds majority of the members voting in a ballot conducted in such a manner as the Executive Board may prescribe shall vote to dissolve the Association. A proposal to dissolve the Association may be submitted for vote by the Executive Board or the Council. In the event that the Association is dissolved, the Executive Board, after fulfillment of all obligations of the Association, shall dispose of all assets of the Association exclusively for the purposes of the Association to such charitable, educational, or scientific organization or organizations as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, except that in the case of funds granted by an agency stipulated otherwise, disposition shall be made in accordance with the provisions contained in the pertinent grant documents. **[SECTION 9.07. INCLUDED REFERENCE TO DISSOLUTION PROCEDURES REQUIRED BY LAW RATHER THAN AS SPECIFIED ABOVE]**

By-Laws

(Revision Adopted November 2014.)

ARTICLE I. MEMBERSHIP

1. **Classes of membership [SECTION 3.01; DETAILS TO BE INCLUDED IN SEPARATE RESOLUTION]**

- a. Regular Members: There may be admitted as regular members teachers of physics and others whose admission will promote the objectives of the Association.
- b. Student Members: There may be admitted as student members students who have an interest in physics. Student membership may be retained only as long as the member is primarily a student in an accredited academic institution.
- c. Emeritus Members: There may be admitted as emeritus members individuals who have been regular members for at least 20 years, who have reached the age of 60 years, and who have retired from regular gainful employment.
- d. Sustaining Members: There may be admitted as sustaining members corporations and institutions that wish to further the work of the Association and whose admission is recognized as promoting the objectives of the Association.

2. **Application and Approval Process [TO BE INCLUDED IN SEPARATE RESOLUTION]**

- a. Regular and Student: The Executive Officer shall receive applications for regular and student membership and shall admit to membership those whose applications are found to be in order.
- b. Emeritus: The Executive Officer shall receive applications for transfer from regular to emeritus membership and shall approve such transfer upon receipt of evidence that the conditions for emeritus membership have been met.
- c. Sustaining: Admission to sustaining membership shall be by a majority vote of the Executive Board or by action of the Executive Officer.

3. **Quorum of Members**

- a. Members entitled to cast 100 votes or one-tenth of the total number of votes entitled to be cast thereat, whichever is less, present in person or by proxy, shall constitute a quorum at a meeting of members for the transaction of any business. A majority of the members present at any meeting may adjourn the meeting despite the absence of a quorum. **[SECTION 3.06]**

ARTICLE II. EXECUTIVE BOARD

1. Terms: Elected Officers shall hold office from the close of the Annual Meeting following their election until the close of the Annual Meeting at the end of their term in office. **[SECTION 4.03]** The President, Past President, President Elect, and Vice President shall serve one-year terms. **[SECTION 4.03(a)]**

2. Past President: The Past President shall have duties determined by the Executive Board. **[NOT INCLUDED IN BY-LAWS SINCE PAST PRESIDENT IS NOT AN OFFICER]**
3. President: The President shall preside at meetings of the Executive Board and of the Council and shall have duties associated with the presidential office or as may be determined by the Executive Board. **[SECTION 8.03(a)]**
4. President-Elect: The President-Elect shall have duties determined by the Executive Board. **[SECTION 8.03(b)]**
5. Vice President: The Vice President shall have duties determined by the Executive Board. The Vice President shall assume the position of Program Chair at the close of the summer meeting following election to office and shall continue in this capacity until the close of the next summer meeting. **[SECTION 8.03(c)]**
6. Secretary and Treasurer: The Secretary and the Treasurer shall serve two-year terms and be elected in alternate years. Neither shall serve more than three consecutive terms. **[SECTION 4.03(b)]** The Secretary and the Treasurer shall have the duties ordinarily associated with their offices and other such duties as may be determined by the Executive Board. **[SECTION 8.03(d), (e)]**
7. Members-at-Large: The Members-at-Large are representatives of the high schools, two-year colleges, and four-year colleges and universities. Members-at-Large shall serve three-year terms. One Member-at-Large shall be elected each year unless vacancies in this office require more to be elected. **[SECTION 4.03(c)]** Vacancies shall be filled at the first election after the vacancy occurs by election of a person to complete the unexpired term. **[SECTION 4.04]** The candidates for election to fill vacancies will be supplied by the Nominating Committee. **[SECTION 4.06]** Members-at-Large shall not serve consecutive terms except when a person has been elected to complete a term associated with a vacancy. **[SECTION 4.03(c)]**
8. Chair and Vice Chair of the Section Representatives: The Chair and Vice Chair of the Section Representatives shall serve two-year terms **[SECTION 7.02(a)]** and have duties determined by the Executive Board and/or the Section Representatives. **[SINCE THESE POSITIONS ARE NOT OFFICERS OF THE EXECUTIVE BOARD, DUTIES ON THE EXECUTIVE BOARD NOT INCLUDED IN BY-LAWS; DUTIES WITH RESPECT TO THE SECTION REPRESENTATIVES TO BE INCLUDED IN THE GOVERNING DOCUMENTS OF THE SECTION REPRESENTATIVES OR APPROPRIATE RESOLUTION/POLICY]**
9. The Executive Board shall have the power to appoint an Executive Officer and Associate Executive Officers. The Executive Board shall have the power to appoint Editors to three-year terms that may be renewed. It shall also appoint Associate Editors and Editorial Board members. **[SECTION 8.04]**
10. The Secretary when conducting ballots of the Executive Board may distribute the ballots by mail, fax, or email, or by contacting Board Members by phone. (cf. Article V.6, Constitution) **[SEE SECTION 4.12. PHONE BALLOTS NOT PERMITTED BY NOT-FOR-PROFIT LAW]**
11. Vacancies:
 - a. Vacancies in the elected positions in the presidential chain shall be filled according to guidelines determined by the Executive Board when a vacancy occurs. **[SEE SECTION 4.04]**

- b. A vacancy in the office of Secretary or Treasurer shall be filled to complete the term by appointment by the Executive Board. **[SEE SECTION 4.04]**
- c. A vacancy in the office of Past President shall be filled by the living Past President of most recent incumbency. **[SECTION 4.04]**
- d. A vacancy in the office of Chair of the Section Representatives shall be filled by the succession of the Vice Chair. If this occurs, the Vice Chair shall also serve the normal two-year term as Chair of the Section Representatives. **[SECTION 4.04, 7.02(a)]**
- e. A vacancy in the office of Vice Chair of the Section Representatives shall be filled by election from among the Section Representatives at the next Annual meeting. This may lead to a vacancy in the office for part of a year. **[SECTION 7.02(a)]**
- f. A vacancy in the office of Program Chair shall be filled by appointment by the Executive Board. **[NOT INCLUDED IN BY-LAWS SINCE NOT AN OFFICER POSITION. SINCE VICE PRESIDENT SERVES AS PROGRAM CHAIR, ANY VACANCY WOULD BE FILLED BY THE PERSON WHO FILLS A VICE PRESIDENT VACANCY, OR OTHERWISE IT WOULD BE FILLED AS SPECIFIED IN THE COMMITTEE CHARTER OR GENERAL COMMITTEE PROVISION]**
- g. If there is a vacancy in the Chair of the Nominating Committee, a new Chair is chosen by members of that committee. If there is a vacancy on the committee, the remainder of the committee will select an additional member to fill the unexpired term. **[SECTION 6.02]**
- h. When vacancies occur on committees established by the Executive Board or the Council, the unexpired terms shall be filled by appointment by the President. **[SECTION 6.01]**

ARTICLE III. COMMITTEES

1. The Nominating Committee shall consist of five members whose names shall be presented at the Annual Meeting of the Council. The Executive Board shall designate a Chair and two additional members. The Section Representatives shall designate two members. The Committee shall serve until the individuals whom they have nominated take office. The Secretary shall instruct each Nominating Committee as to the positions to be filled by election, what is required for the ballot, when it must be received, and what have been past practices and customs. **[SECTION 6.02]**
2. There shall be an Awards Committee that shall consist of the Past President, who shall be Chair, the President, the Secretary, the senior Member-at-Large of the Executive Board, and the Chair of the Section Representatives. **[TO BE INCLUDED IN SEPARATE RESOLUTION INSTEAD OF BY-LAWS]**
3. The President has the authority to appoint one-year temporary committees as needed, or as may be requested by the Council or the Executive Board. **[SECTION 6.04]**

ARTICLE IV. ANNUAL REPORT

1. The Association budget and the final financial report for the preceding year shall be published annually in the AAPT Announcer or distributed in other ways to all members. **[SECTION 9.01]**

ARTICLE V. AFFILIATED ORGANIZATIONS

[CERTAIN DETAILS TO BE INCLUDED IN SEPARATE POLICY INSTEAD OF BY-LAWS]

1. There shall be no geographic restrictions of affiliated organization membership or location. **[SECTION 7.03]**
2. Affiliated organizations shall submit an annual report to the Executive Officer and to the Secretary prior to December 1 of each year. The annual report will include the names and addresses of officers and a description of the past year's activities and future plans.
3. Affiliated organizations may have meeting announcements and news printed in the AAPT *eNNOUNCER* and on the AAPT website and are entitled to the use of mailing labels and other privileges of the Sections.
4. Affiliated organizations do not elect representatives to Council. **[SECTION 7.03]**
5. Persons who are not members of the Association may be members of affiliated organizations. **[SECTION 7.03]**
6. Organizations may lose the affiliated organization status by vote of the Council or by the request of the organization. Dismissal is automatic if organizations fail to submit an annual report for two consecutive years.
7. Meetings of affiliated organizations must be open to any member of the Association. **[SECTION 7.03]**

ARTICLE VI. AMENDMENTS

1. The Executive Board may adopt, alter, or amend these By-laws as provided in Article XV of the Constitution. **[ARTICLE X]**