

**PES Officers' Handbook**  
2024-2025  
Updated August 28, 2024

### Board Composition

There shall be an Executive Board of Officers, which shall consist of the following: President, Vice President, Treasurer, Director of Events, Secretary, Director of Communications, Director of Outreach, Director of Research.

### Board Duties

The Executive Board shall be empowered to:

- Conduct the business and affairs of the organization during periods between meetings of the members;
- Act as arbiters in cases of disagreement among members;
- Represent the organization in cases of liability, responsibility or honors.

### Selection Procedures

President and Vice President:

- The President and Vice President shall be elected by the organization at the start of the Spring semester by individual, secret ballot of a majority of the organization, for a term of one year or until the successor for each respective position has been duly elected and has qualified for said position.
- The candidate receiving the largest number of votes becomes the President; the candidate receiving the next-highest number of votes becomes the Vice President; only one person can occupy each position.
- The current President will preside over all election proceedings and will moderate the discussions; if the current President is participating in a specific election, the subsequent officer will preside over the election.
- Each candidate will submit a 100-word candidacy statement to the President one week before the election which will be transmitted to the members by the President; if the current President is participating in a specific election, the subsequent officer will organize and transmit these statements.
- A member shall be awarded a proxy vote with valid reason subject to the approval of the Executive Board.
- The President-elect automatically becomes the Director of Outreach and serves the role concurrently with his or her presidency.
- The Vice President-elect automatically becomes the Director of Research and serves the role concurrently with his or her vice presidency.

Secretary and Treasurer:

- The Secretary, Treasurer, and Director of Events shall be selected by the President and Vice President at the start of the Spring semester following the election of the President and Vice President.
- Only one person can occupy each position.
- Upon selection, a member has 72 hours to accept to deny the appointment; in the case of a denial, the President and Vice President will repeat the selection process and select a different member.

- The Secretary and Treasurer serve for a term of one year or until the successor for each respective position has been duly selected and inaugurated for said position.
- It is possible for the Secretary to be the same person as the Vice President.
- It is possible for the Treasurer to be the same person as the Vice President.
- It is possible for the Director of Events to be the same person as the Vice President.

### President Duties

The President shall be empowered to:

- Lead officer meetings;
- Open and close meetings of the members;
- Approve or disapprove communications to be transmitted by the Secretary before their transmission;
- Serve the role of the Vice President, Treasurer, or Secretary as need be.

The President, along with the Vice President, will direct the long-term trajectory of the organization.

Time Estimate: Minimum of one hour per week

### Vice President Duties

The Vice President shall be empowered to:

- Serve as the de facto President in the temporary absence of the President at meetings between the members;
- Serve the role of the Treasurer or Secretary as need be.

The Vice President, along with the President, will direct the long-term trajectory of the organization.

Time Estimate: Minimum of one hour per week

### Treasurer Duties

The Treasurer shall be empowered to coordinate the allocation of financial resources for the organization's meetings between members. The Treasurer will access the university's financial system, PRIME, and be in charge of all balances in coordination with the secretary.

Time Estimate: Minimum of 1.5 hours per week

### Secretary Duties

The Secretary shall be empowered to:

- Serve as the communicating representative between the Executive Board and members of the organization regarding meetings and organization business;
- Serve as the communicating representative between the organization and non-members within Princeton University (other students, faculty, other organizations).

The Secretary will coordinate room and facilities scheduling through the University's scheduling websites. All expenses will be negotiated in conjunction with the Treasurer.

Time Estimate: Minimum of 0.5 hours per week

#### Director of Events Duties

The Director of Events shall be empowered to:

- Serve as the graphic designer and member meeting planner of the organization.

The Director of Events may fill in the gaps of the executive board, in administrative, creative, or logistical work.

Time Estimate: Minimum of 0.75 hours per week

#### Director of Communications Duties

The Director of Communications shall be empowered to:

- Serve as the website and social media manager for the organization.

Time Estimate: Minimum of 1.5 hours per week.

#### Director of Outreach Duties

The Director of Outreach shall be empowered to serve as the communicating representative between the organization and alumni and other pertinent education contacts outside of Princeton University.

#### Director of Research Duties

The Director of Research shall be empowered to determine the research topics for discussion at meetings of the members.