

The Constitution of the Undergraduate Physics Society of the
University of Waterloo

Winter, 2017

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Article I
Identification

SECTION 1. FORMAL TITLE. The official title of the organization herein described is The Undergraduate Physics Society of the University of Waterloo, and shall be referred to as such in all official communication with organizations outside of the Faculty of Science at the University of Waterloo, including (but not limited to) businesses, universities, and public institutions.

SECTION 2. INFORMAL TITLE. The colloquial term for the club shall be PhysClub, which will be used amongst members of the organization, within the department, and the University of Waterloo community.

Article II Mission

SECTION 1. STATEMENT OF PURPOSE. The Undergraduate Physics Society (PhysClub) of the University of Waterloo shall exist for the following purposes:

a.

To initiate, encourage, facilitate, and support social and academic activities within the Department of Physics and Astronomy of the University of Waterloo.

b.

To promote interest in and provide a positive image of the field of physics as a whole and as individuals, both within and outside of the Department of Physics and Astronomy of the University of Waterloo.

c.

To promote the interests and welfare of the undergraduate student body of the Department of Physics and Astronomy of the University of Waterloo, and to advocate on their behalf in matters pertaining to physics, the practice of physics, and academia in general.

d.

To fulfill the above in an ethical manner emphasizing inclusion (regardless of gender, race, nationality, year of study, sexual orientation, ethnicity, religion, or creed), and in compliance with the laws and regulations of the Science Society of the University of Waterloo, the Federation of Students of the University of Waterloo, the University of Waterloo, and the governments of Waterloo, Ontario, and Canada.

SECTION 2. DUTIES The Undergraduate Physics Society of the University of Waterloo has the following responsibilities:

a.

To uphold the values and mandates contained in the constitution of the society.

b.

To comply with regulations stipulated by superior societies or organizations, including the Undergraduate Science Society, the Faculty of Science, and the Department of Physics and Astronomy.

c.

To maintain regular office hours with open-door policy as stipulated by the Science Society.

Article III Code of Conduct

SECTION 1. PURPOSE. The function of this code of conduct is to promote the well-being of students, and students belonging to classically marginalized groups within the physics community in particular. We take this code to be a re-affirmation of our mutual responsibility to make physics inclusive and to foster the participation of students from all backgrounds.

SECTION 2. VALUES. PhysClub values, appreciates, and expects students participating in the community to uphold the following ideals:

Authentic Participation.

We encourage students to speak their mind truly and engage actively in discussions in all official events where appropriate. Doing so contributes to the intellectual health of the student body and in so-doing benefits the organization as a whole.

Consideration.

We expect students engaging in PhysClub activities to participate in a way that is considerate and respectful of other members of the organization as well as honest. This includes refraining from ad hominem, racism, and bigotry at any PhysClub activities or on public forums associated with PhysClub including the PhysClub Facebook page.

Collaboration.

We encourage all students to engage in collaborative conflict management when the need arises and to attempt to reach mutual understanding of each other's viewpoints, find overlap, and bridge compromises.

SECTION 3. PURVIEW. This code of conduct, as with the rest of the constitution, has a limited domain of applicability. It is restricted to the PhysClub room, PhysClub's online presence, and PhysClub events in public.

SECTION 4. CONFLICT MANAGEMENT If a member of the community breaches the stipulations of this code of conduct, the matter should be settled efficiently and constructively. The enforcers of the code of conduct should not attempt to alienate the offender(s), but simultaneously emphasizing the seriousness of breaches to the code. Action and escalation of measures as the situation warrant.

Small Breaches

In the event of a member of the community committing small breaches to the code, the member should:

- a) Have their missteps pointed out, and if necessary, be illuminated as to why what they are doing or saying is counter to the values described in the mission statement and/or code of conduct.
- b) Following, be reminded of the stipulations contained in the code of conduct and the values which PhysClub holds itself to.

If the offending member of the community refuses to change their behaviour, they may be asked to leave spaces falling under PhysClub's purview, including all events run by the society for the duration of the events, and the PhysClub room.

Large Breaches

Should a member of the community be found to be making gross breaches to the mission statement, code of conduct, or the spirit in which those documents are detailed, they may be reported and referred to the faculty liaison for corrective measures and mediation. PhysClub reserves the right to further action including (but not limited to) barring from PhysClub activities, multilateral mediation including the faculty liaison, and the referral of community members performing conduct unbecoming of the society to the department, which may include the involvement of extra-academic authorities as the situation warrants.

Incident Report

In the case of moderate or severe breaches, or repeated small breaches, it may be appropriate for PhysClub executives to file an incident report detailing the situation for future reference or as evidence or official statement in the event of escalation.

Grievance

Should a member of the community feel they are being treated unfairly by the executive, they should file a grievance form to be reviewed by the PhysClub faculty liaison, with mediation and remedial action taken on their recommendation.

Article IV Membership

SECTION 1. ELIGIBLE MEMBERS. Those eligible to be members of the Undergraduate Physics Society of the University of Waterloo include:

a.

Those individuals who are considered to be members of the Science Society of the University of Waterloo.

b.

Any person who, while on a regular school-term, is a fee-paying member of the Science Society, is eligible to be a member of the Physics Undergraduate Club while on a break/work term provided that said person is registered in an undergraduate programme in the science faculty at the University of Waterloo.

SECTION 2. RIGHTS OF MEMBERS. Members of the Undergraduate Physics Society of the University of Waterloo have the right to:

a.

Hold elected office in the executive branch of PhysClub.

b.

Fully participate in PhysClub activities.

c.

Have full access to the Physics Undergraduate Lounge.

d.

Inspect the records and transactions of the Club.

e.

Vote at any general meeting.

f.

Expect to be treated with dignity and respect in accordance with the Code of Conduct.

Article V
Executives, Officers, Staff

The officers and executives are to be elected following PhysClubs standard election policy. The positions may be filled by no greater than 2 persons, with the exception of the Dark Matter editor position. The positions are detailed as follows:

SECTION 1. PRESIDENT. The responsibilities of the president are as follows:

a.

The president shall be responsible for the day-to-day operations of the club and the conduct of the executive staff and officers.

b.

The president shall be the public face of the club and represent the club at community meetings including (but not limited to) faculty meetings and meetings with the Science Society board of directors.

c.

The president shall hold regular meetings of the executive to coordinate events and actions of the society.

d.

The president shall address the concerns of the student body that PhysClub represents by holding and chairing general meetings of the society.

e.

The president shall hold signing authority in conjunction with the treasurer and vice-president.

f.

Following their tenure, the outgoing president must hand off their keys to the returning officer, who will give the master key set to the incoming president.

SECTION 2. VICE-PRESIDENT. The responsibilities of the vice-president are as follows:

a.

The vice-president shall assist the president in all duties outlined above.

b.

The vice-president shall assume the duties of the president should the president be absent.

c.

The vice-president shall assume the role of president should the position become vacant.

d.

The vice-president shall hold signing authority in conjunction with the president and treasurer.

SECTION 3. TREASURER. The responsibilities of the treasurer are as follows:

a.

The treasurer shall be responsible for the establishment and the upkeep of PhysClub's budget, keeping records of real expenditures from the budgeted funds.

b.

The treasurer shall be responsible for submitting a budget to the Science Society, as agreed upon by the Executive, by the date requested from the Science Society.

c.

The treasurer shall hold signing authority in conjunction with the president and vice president.

SECTION 4. SECRETARY. The responsibilities of the secretary are as follows:

a.

The secretary shall be responsible for keeping a record of the meeting minutes and disseminating this information to the executive.

b.

The secretary shall also be responsible for making these minutes available to the general body of PhysClub and to Science Society upon request.

c.

The secretary shall be responsible for organizing and tracking any PhysClub documents not relating to Dark Matter or finances.

SECTION 5. MEDIA OFFICER The responsibilities of the media officer are as follows:

a.

The media officer shall be responsible for photographing PhysClub events for publication and display.

b.

The media officer shall be responsible for the design and display of posters for PhysClub events.

c.

The media officer shall be responsible for the maintenance of the photo album and photo board.

SECTION 6. INFORMATION OFFICER The responsibilities of the information officer are as follows:

a.

The information officer shall be responsible for the dissemination of information regarding PhysClub via the internet, and shall handle PhysClub's online presence on the platforms including (but not limited to) Facebook, Twitter, and Snapchat, as well as the PhysClub website and the PhysClub email.

b.

The information officer shall be responsible for display of PhysClub events on the televisions within the physics building.

c.

The information officer shall be responsible for coordinating mass emails regarding events with the department of Physics and Astronomy's secretary.

d.

The information officer shall keep regular communication with Science Society's website manager.

SECTION 7. DARK MATTER EDITOR The responsibilities of the Dark Matter Editor are as follows:

a.

The Dark Matter Editor shall be responsible for the organization and hosting of Dark Matter Writing Sessions.

b.

The Dark Matter Editor will construct and disseminate editions of Dark Matter in a timely fashion following Dark Matter Writing Sessions.

SECTION 8. LIBRARIAN The responsibilities of the librarian are as follows:

a.

The librarian shall manage the PhysClub library, including recording the inventory and organizing the shelf, as well as keeping track of the books borrowed and ensuring their return.

b.

The librarian shall make recommendations with regard to books purchased with the library's budget.

c.

Following their tenure as librarian, the outgoing librarian must make their cabinet key available to the returning officer, who will give it to the incoming librarian following the next election.

SECTION 9. INTER-CLUB LIAISON. The responsibilities of the inter-club liaison are as follows:

a.

The inter-club liaison shall be responsible for attending the meetings of partner clubs and reporting on their activities to the PhysClub executive.

b.

The inter-club liaison shall organize and cooperate with the participating clubs in shared events, where appropriate.

SECTION 10. FIRST-YEAR OUTREACH COORDINATOR. The responsibilities and requirements of the First-Year outreach coordinator are as follows:

a.

The first-year outreach coordinator should be a student in a program under the Department of Physics and Astronomy at the University of Waterloo in their first year of study at the university.

b.

The first-year outreach coordinator shall be responsible for extra publication, endorsement, and awareness of the club amongst the first-years.

SECTION 11. RETURNING OFFICER. The responsibilities of the returning-officer are as follows:

a.

The returning officer shall be responsible for the oversight of the election in the following semester of their appointment.

b.

The returning officer is responsible for delivering the keys to the president and librarian as necessary, as well as position summaries prepared by outgoing exec.

c.

The returning officer may not run in the election proceedings they are hosting, with the exception of running for the position of returning officer for the following semester.

Article VI
Meetings and Voting Procedures

SECTION 1. FORMAL VOTING.

a.

Executive meetings shall be held on a weekly basis and shall be open to the general membership. Items of importance shall be decided by a democratic vote in the Executive Meeting, with all voting members having one vote each. A majority vote of those present is needed to carry a motion, while a quorum of 2/3 is required for any motion to be binding.

b.

In the case of a tie, the President has the deciding vote in the matter. General meetings shall be held if a motion is passed by the executive or a petition signed by 20 members presented to the executive in which cases the meeting shall occur in no more than two weeks.

c.

Voting in executive meetings is restricted to executive members.

Article VII
Elections of the Executives and Officers

SECTION 1. PROCESS.

a.

The elections shall begin with the returning officer writing, in plain view, all available elected positions for the assembled members. The list shall begin with the President of the PhysClub and continue in whatever order the Returning Officer sees fit. Once the list is complete, each position will be filled before moving on to the next one.

b.

For each position, nominations made by any member present for any member present will be accepted. Once nominations are complete, all nominated individuals may give a speech as to why they should be elected. Candidates have a right to a speech no longer than five minutes.

c.

Once all candidates have had a chance to make a speech, voting will begin. The assembled members will vote in an anonymous fashion, be that by ballot, online polling, or any other such method. Every member present in the room has one vote, proxy votes are not recognized. The election is won by whichever candidate receives the most votes from members in attendance. The candidate chosen by the assembly to sit in the position being voted upon will be informed as such by the Returning Officer. That person may reject the position if they so desire, in which case whichever candidate received the next highest count of votes has won the election.

d.

Subsection c. will be ignored following official edicts about voting procedures perscribed by the undergraduate Science Society. In the course where Science Society has not made official mandates regarding voting procedures, subsection c. will dictate PhysClub's election procedures.

Article VIII
Impeachment Proceedings

SECTION 1. IMPEACHMENT PROCESS. To impeach a member of the PhysClub executive:

a.

The executive must acquire a two-thirds majority vote amongst the voting members of the PhysClub executive.

b.

The executive being called for impeachment must have demonstrated a lack of competence or have lost the confidence of the PhysClub executive and/or have demonstrated an inability to complete their duties repeatedly.

c.

Out of respect for the well-being of those being impeached, it will be made publicly known that the impeached member simply resigned their duties.

Article IX
Amendments to the Constitution

SECTION 1. AMENDMENT PROCEDURE. Section Amendments to the constitution shall be made at general meetings, providing:

a.

The meeting is advertised at least one week in advance

b.

A democratic vote is taken carrying at least 2/3 of the vote in approval of the amendment. The amendment is approved ahead of time by the Science Society

SECTION 2. AMENDMENT I. In the spirit of promoting enthusiasm for physics outside of the department (Article II, subsection b), PhysClub activities are open to anyone who shows interest provided that no laws, whether set forth by the University of Waterloo, the federal government, the provincial government, or the Town of Waterloo, are broken by their participation. However, the Undergraduate Physics Society may only spend funds on those participants who are registered members of the club.