

**Constitution
of the Physics Graduate Student Association
at the University of Waterloo**

Established: September 11, 2013

Last Updated: April 28, 2017

1. Name

- a. The name of the association shall be the “Physics Graduate Student Association – University of Waterloo” hereinafter referred to as the PhyGSA, (pronounced ‘fig-sa’).

2. General information / objectives

- a. It is the primary objective of PhyGSA to improve the social and academic experience of physics graduate students.
- b. It is an objective of PhyGSA to foster a collegial environment for graduate students to learn, and collaborate with other members of the University of Waterloo (UW) community.
- c. This club agrees to adhere to the stated regulations of the University of Waterloo Graduate Student Association (UW GSA), and also in accordance with University Policy 33.

3. Description of membership

- a. All students enrolled in a graduate program in the Department of Physics and Astronomy at the University of Waterloo are general members.

4. Executive positions / responsibilities

- a. All members of the executive committee must be enrolled as students in the Department of Physics and Astronomy at the University of Waterloo.
- b. The executive committee is constituted by the following positions
 - i. **President**
 1. The president is responsible for organizing or delegating organization of the Physics GSA meetings.
 2. It is the president’s responsibility to secure or delegate the acquisition of funding from various funding sources, including the UW-GSA and the Department of Physics and Astronomy, as well as exploring additional resources, such as the Institute for Quantum Computing and Perimeter Institute for Theoretical Physics.
 3. The President is responsible for or responsible for the delegation of maintaining the PhyGSA e-mail account and website, as well as ensuring that this information is passed to a succeeding president. As such they are allowed the password for the PhyGSA e-mail account and may distribute it to other executives.
 4. The President has signing authority for any PhyGSA account. They must report any use of this authority to the executive members at the next general meeting with quorum.

5. Should the President leave office prematurely, their position will be taken according to the order of Executive, excluding the Treasurer, listed in Chain of Succession.
- ii. **Administrator**
1. The Administrator is responsible for taking minutes during every PhyGSA executive meeting. These minutes should be posted online no later than one week after the meeting. Changes to the minutes that are made during the subsequent meeting should also be changed on the website.
 2. Should the Administrator leave office prematurely, their position will be taken according to the order of Executive listed in Chain of Succession.
 3. If the president deems it appropriate, the administrator has signing authority for any PhyGSA account. They must report any use of this authority to the executive members at the next general meeting with quorum.
- iii. **Treasurer**
1. The Treasurer is responsible for keeping balance information on the PhyGSA account. This information should be presented during every PhyGSA meeting.
 2. The Treasurer is responsible for planning fundraising events for the PhyGSA. They may seek help from other PhyGSA members for ideas and help on fundraising.
 3. The Treasurer has signing authority for any PhyGSA account. They must report any use of this authority to the executive members at the next general meeting with quorum.
 4. Should the Treasurer leave office prematurely, their position will be taken according to the order of Executive listed in Chain of Succession.
- iv. **UW GSA Council Representative**
1. The GSA Representative sits on the GSA Council meetings as a representative for the graduate students in the Department of Physics and Astronomy. The GSA representative will inform PhyGSA of any upcoming GSA meetings, attend all GSA meetings, express PhyGSA's position on extra-departmental graduate student interests, and report back to PhyGSA after every meeting.
 2. The executive should give consideration to the GSA Representative for any other University events and meetings that require representation from a Physics graduate student.
 3. The GSA Representative is to e-mail the general members of PhysGSA of the agenda of the meetings they are attending as representative at least a week before the meeting.

4. Should the UW GSA Council Representative leave office prematurely, their position will be taken according to the order of Executive listed in Chain of Succession.
 5. If the president deems it appropriate, the UW GSA Council Representative has signing authority for any PhyGSA account. They must report any use of this authority to the executive members at the next general meeting with quorum.
- v. **IQC Representative**
1. Acts as a liaison between PhyGSA and the Physics graduate students at the Institute for Quantum Computing (IQC)
 2. Organizes an executive meeting at the IQC once per term.
 3. Hosts a town hall meeting for IQC graduate students once per term.
 4. Should the IQC Representative leave office prematurely, their position will be taken according to the order of Executive listed in Chain of Succession.
 5. If the president deems it appropriate, the IQC representative has signing authority for any PhyGSA account. They must report any use of this authority to the executive members at the next general meeting with quorum.
- vi. **Physics Representative**
1. Acts as a liaison between PhyGSA and the Physics graduate students at the historic Physics building (not primarily affiliated with the Perimeter Institute or Institute for Quantum Computing)
 2. Organizes an executive meeting at the historic Physics building once per term
 3. Hosts a town hall meeting for historic Physics building graduate students once per term
 4. Should the Physics Representative leave office prematurely, their position will be taken according to the order of Executive listed in Chain of Succession.
 5. If the president deems it appropriate, the physics representative has signing authority for any PhyGSA account. They must report any use of this authority to the executive members at the next general meeting with quorum.
- vii. **PI Representative**
1. Acts as a liaison between PhyGSA and the Physics graduate students at Perimeter Institute (PI).
 2. Organizes an executive meeting at the Perimeter Institute once per term.
 3. Hosts a town hall meeting for PI graduate students once per term

4. Should the PI Representative leave office prematurely, their position will be taken according to the order of Executive listed in Chain of Succession.
5. If the president deems it appropriate, the PI representative has signing authority for any PhyGSA account. They must report any use of this authority to the executive members at the next general meeting with quorum.

4. Committee System

- a. Committees may be formed by consent from the executive, such as when the executive sees a need or when the need for a committee is brought forth by a general member.
- b. Any executive member may Chair a committee.
 - i. The Chair is responsible for organizing meetings with active committee members
- c. Any general PhyGSA member may request to become an active member of a committee
 - i. It is at the Chair's discretion who may be an active member and how many active members there should be.
 - ii. Any general member may attend committee meetings except when the committee goes into confidential session, then only active committee members may attend committee meetings.
 - iii. Active committee members may vote on issues brought up during committee meetings.
 - iv. Should a committee member miss two meetings in a row or three meetings in a term, the member will no longer be deemed active.
- d. The committee may be dissolved either by the chair or by a 3/4 vote of the executive members of PhyGSA at an executive meeting with quorum.
- e. Minutes are required to be taken at committee meetings and they shall be taken by an appointee of the chair.

5. Election / rules

- a. The UW Physics GSA executives are responsible for running annual elections
 - b. In the event of a re-election, a nonpartisan UW Physics GSA member may run the election.
 - i. Elections take place at the annual general meeting (AGM).
 - ii. The UW Physics GSA will nominate one graduate student member to serve as a representative for the UW GSA.
2. Executive positions are held for up to 1 year after the date of election.

6. Constitution / documents / meetings

- a. Quorum for a General Meeting is attained if one of the two following conditions are met:
 1. $\frac{3}{4}$ of executive members are present and the majority of attendees are non-executive general members.

2. 20% of the general members are present and at least one executive member.
- b. Quorum for an Executive Meeting is attained if $\frac{3}{4}$ of executive members are present.
- c. This constitution shall be made available to all members of the UW Physics GSA.
 - i. Amendments to the constitution can be made with a minimum $\frac{2}{3}$ majority vote of all (general and executive) members in attendance of any General Meeting that meets quorum. This meeting shall be advertised to all members of the UW Physics GSA, with a notice of intention to amend the constitution, at least 2 weeks prior to the meeting.
- d. Archives shall be kept with administrative persons in the Department of Physics and Astronomy, or with the UW GSA.

7. Chain of Succession

- a. If an executive position is vacant, the remaining officers may, at an executive meeting with quorum, fill this position with an interim officer by the means the executive deems appropriate, and the remaining officers may decide how long the term of the interim officer is, up to the next annual election.