

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

Revised on July 13th, 2023

# Contents

I	Identification . . . . .	3
II	Mission . . . . .	4
III	Membership . . . . .	5
IV	Executives, Officers, and Staff . . . . .	6
V	Code of Conduct. . . . .	11
VI	Meetings and Voting Procedures . . . . .	14
VII	Elections of the Executives and Officers. . . . .	15
VIII	Impeachment and Resignation Proceedings . . . . .	17
IX	Amendments to the Constitution. . . . .	18

## **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; 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 Faculty of Science, 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 Waterloo Undergraduate Student Association, 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 Department of Physics and Astronomy, and the Faculty of Science.

## **Article III 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, or while on a break/work term, provided that said person is registered in an undergraduate program in the Faculty of Science 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. Inspect the records and transactions of the club.
- d. Vote at any open executive meeting.
- e. Expect to be treated with dignity and respect in accordance with the Code of Conduct (Article V).

## **Article IV**

### **Executives, Officers, Staff**

The officers and executives are to be elected following PhysClub's standard election policy. The positions may be filled by no greater than 2 persons. The positions are detailed as follows:

#### **SECTION 0: PHYSCLUB EXECUTIVE BODY**

The responsibilities of every executive member will include the following stipulations:

- a. Each member is responsible for the organization and coordination of at least one event, where each event will be run by 2-3 members.
- b. Each member must attend the first executive meeting to partake in the term's event planning and role distribution.
- c. Each member is expected to attend weekly executive meetings, who will discuss updates and plans within their subteam on a weekly basis. If a member is unable to attend either meeting, they are to inform a senior executive member prior to the meeting.

#### **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, open executive meetings to coordinate events and the actions of the society. The president shall create the meeting agendas and present them to the executive team prior to the meeting.
- 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.
- g. To become president, one must have served at least one term as a PhysClub executive. If no such eligible individual wants to fill the position, then the role is open to those who have served on an executive body of a SciSoc club.

## 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 by 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.
- d. The Treasurer shall be responsible for keeping the cabinet safe key and collecting cash payments when necessary during events.

## 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 other PhysClub executives.
- 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 archiving, organizing, and tracking any PhysClub documents not relating to finances.
- d. The secretary shall be responsible for keeping the PhysClub room organized and clean by storing items in an appropriate place and replacing consumable items (e.g. writing utensils, paper) to the best of their ability.

## SECTION 5. MARKETING OFFICER

The responsibilities of the marketing officer are as follows:

- a. The marketing officer shall be responsible for photographing PhysClub activities for publication and display.
- b. The marketing officer shall be responsible for the design and display of posters for PhysClub events.
- c. The marketing officer shall be responsible for the maintenance of the photo album and photo board.
- d. The marketing officer shall be responsible for circulating information about PhysClub online. In addition, the marketing officer shall handle PhysClub's online presence on platforms including (but not limited to) Discord, Instagram, and Facebook as well as the PhysClub website and the PhysClub email.
- e. The marketing officer shall be responsible for display of PhysClub activities on the televisions within the physics building.
- f. The marketing officer shall be responsible for coordinating mass emails regarding events with the Department of Physics and Astronomy outreach advisors.
- g. The marketing officer shall keep regular communication with Science Society's website manager to coordinate appropriate changes to the PhysClub website including (but not limited to) updating the "Our People" page with current executives and adding events to the event calendar.

## SECTION 6. LIBRARIAN

The responsibilities of the librarian are as follows:

- a. The librarian is responsible for managing the PhysClub library by organizing the shelves, recording the library's inventory and the borrowers of its books, and ensuring books are returned in a timely manner.
- b. The librarian shall make recommendations with regard to books purchased with the library's budget.
- c. The librarian shall coordinate with the Dark Matter team to archive physical and digital copies of the term's Dark Matter Magazine in the PhysClub room.
- d. The librarian shall be the PhysClub representative on the PHYS 10 committee and is responsible for organizing student-run seminars and attending the committee's meetings.

- e. The librarian shall oversee the first PHYS 10 seminar of each term and ensure a proper introduction of PhysClub to the undergraduate committee.
- f. 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 7. FIRST-YEAR REPRESENTATIVE.

The responsibilities and requirements of the first-year representative are as follows:

- a. The first-year representative 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 representative is responsible for informing PhysClub executive staff of the first-year schedules including regular assignments or quizzes, upcoming tests, and course time slots to facilitate event planning.
- c. The first-year representative shall be responsible for extra publication, endorsement, and awareness of the club amongst the first-years.
- d. The first-year representative shall be the “voice” of the first year students and advocate for their concerns and complaints.

#### SECTION 8. CHIEF RETURNING OFFICER.

The responsibilities of the chief returning officer are as follows:

- a. The chief returning officer shall be responsible for the oversight of the election in the following semester of their appointment.
- b. The chief returning officer is responsible for delivering the keys to the president and librarian as necessary, as well as position summaries prepared by the outgoing executive officers.
- c. The chief returning officer may not run in the election proceedings they are hosting, except for the position of non-returning officer for the following semester.

#### SECTION 9. VOLUNTEERS

The responsibilities of the volunteers are as follows:

- a. Any number of eligible PhysClub members can volunteer during the PhysClub election and/or PhysClub events.
- b. Volunteers are responsible for keeping the PhysClub room open during operating hours in accordance with their office hours.

- c. Volunteers are responsible for ensuring the SciSoc Code of Conduct is adhered to.
- d. Volunteers are responsible for ensuring individuals pick up their trash.
- e. Volunteers are encouraged to attend executive meetings and provide input

## **Article V**

### **Code of Conduct**

#### **SECTION 1. PURPOSE.**

The function of this code of conduct is to promote the well-being of students, particularly those students belonging to classically marginalized groups within the physics community. We take this code to be a reaffirmation 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 benefits the organization as a whole.

##### **Consideration.**

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

##### **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 make compromises.

#### **SECTION 3. SCOPE.**

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 the Science Society 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 emphasize the seriousness of breaches to the code. Action and escalation of measures will be invoked as the situation warrants.

## **Small Breaches**

In the event of a member of the community committing small breaches of the code, the following steps will be taken in sequence:

- a. A verbal warning is issued. A verbal warning constitutes:
  - i. Have their missteps pointed out, and if necessary, be educated as to why what they are doing or saying is counter to the values described in the mission statement and/or the Science Society code of conduct.
  - ii. Be reminded of the stipulations contained in the code of conduct and the values which PhysClub and SciSoc holds itself to.
- b. A second verbal warning is issued, and it will be made known that another violation of the same kind will result in an incident report being filed, and the individual being removed from all PhysClub activities for the remainder of the day.
- c. An incident report is made, and the individual is removed from all PhysClub activities for the remainder of the day. As well, the individual is warned that another incident will result in a Science Society policy 109 case being opened against them.
- d. A Science Society policy 109 case is opened against the individual.

The PhysClub Executive team reserves the right to bypass steps 1, 2 and 3 in the case that the incident is deemed severe.

If the offending member of the community refuses to change their behaviour, a PhysClub executive may ask the offending member to leave spaces falling under PhysClub's scope, 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, Science Society code of conduct, or the spirit in which those documents are detailed, there may be a Science Society Policy 109 case opened against the individual.

## **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, 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 to be reviewed by a Science Society Executive, with mediation and remedial action taken on their recommendation.

**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.

**SECTION 2. MEETINGS.**

- a. The date, time, length and frequency is to be voted upon once the new executive officers have taken over responsibilities of the Undergraduate Physics Society of the University of Waterloo.
- b. In the event of a meeting surpassing the designated tie length, the executive members must make a vote to continue or end the meeting (refer to Article VI, Section 1). In the event that the meeting is ended, the Secretary must make note of which items on the agenda were not reached.

## **Article VII**

### **Elections of the Executives and Officers**

#### **SECTION 0. ELIGIBILITY.**

In order to be eligible for any executive position, an applicant must not have been indicted by Science Society Policy 109 or have an open Policy 109 case against them.

#### **SECTION 1. PROCESS.**

- a. The elections shall begin with the returning officer writing, in plain view, all available elected positions for the assembled members. If this is not possible, such as in the case of a term that is not in person, elections will be run through an online platform such as WUSA's vote system or similar. 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. All 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 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 prescribed by the Science Society. In the course where the Science Society has not made official mandates regarding voting procedures, subsection c. will dictate PhysClub's election procedures.

#### **SECTION 2. RECRUITMENT OF VOLUNTEERS.**

- a. The Vice President Internal shall post a separate application from that of the executives. This must be displayed in plain view and posted for a minimum of one week.
- b. Individuals must be in good standing meaning they have not been indicted by Science Society Policy 109, or have a Policy 109 case open against them.

- c. Upon successful application, individuals become subject to responsibilities as detailed in Article 3, Section 10.

**Article VIII**  
**Impeachment and Resignation 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.

**SECTION 2. RESIGNATION PROCESS.**

To resign as a member of the PhysClub executive:

- a. The executive must notify all members of the Phys Club executive at one of the weekly meetings. The remaining executive members will discuss how to redistribute the resignee's duties.

## **Article IX**

### **Amendments to the Constitution**

#### **SECTION 1. AMENDMENT PROCEDURE.**

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**

Amendments made since the last revision are shown below:

- I. In order to ensure PhysClub does not have a complete turnover, Eligibility for President (Article III, section 3) has been limited to prior members of PhysClub, or failing that, any SciSoc club.
- II. The role of Interclub Liaison (formerly Article III, section 7) has been struck from the constitution due to redundancy.
- III. The responsibilities of Volunteer (Article III, formerly section 10, now section 9) have been amended to include keeping the room open, cleaning up, and enforcing the Code of Conduct. Responsibility for events has been struck.
- IV. Appended section 2 to Article VII in order to outline recruitment procedures for volunteers.
- V. Inserted section 0 to Article VII to elaborate on executive position eligibility
- VI. Amended Conflict Management (Article V, section 4) to better reflect the wishes of SciSoc.