

## Constitution for Carleton University Physics Society

### **Article 1 - Name**

The Society's official name will be "Carleton University Physics Society". The Society will use "CUPS" as its acronym. No other name will be used in advertisement or representation of the Society.

### **Article 2 - Affiliation**

The Society shall be affiliated with the Carleton University Department of Physics.

### **Article 3 – Purpose of the Society's Existence**

The organization shall be a student-run society with the following goals:

- To create an inclusive and welcoming social and apolitical environment for physics students in all year standings.
- To afford all Carleton physics students - first and second year students in priority - the opportunity to meet and engage with members of the department including: senior year students, graduate students, and faculty.
- To promote Physics in the larger Carleton Community.

### **Article 4 - Membership**

- Membership is open to all undergraduate and graduate students of Carleton University, regardless of departmental affiliation.
- All others may hold the status of Fellow of the Carleton University Physics Society at the same cost as a Member, and with all but voting privileges.
- Members must sign the CUPS Membership and Consent form.
- Year reps can be added in the September of a new school year if the position has not been filled
- Fellows of the Society must sign the CUPS Fellowship and Consent form.

### **Article 5 - Executives**

The executive committee shall consist of:

- President
- Vice President (VP)
- Chief Financial Officer
- Chief Administrator
- Chief Events Coordinator
- Chief Liaison Officer
- Chief Marketing Officer
- Chief First Year Representative(s)
- Chief Second Year Representative(s)
- Chief Third Year Representative(s)
- Chief Fourth Year Representative(s)
- Chief Graduate School Representative(s)
- Chief Science Society Representative(s)

## **Article 6 - Roles and Duties of the Executives**

### *President*

- Oversee the entire operations of the Society
- Chair meetings
- Co-organize and delegate tasks for CUPS events
- Signing authority for the Club
- Secure an executive committee for the next year

### *VP*

- Co-organize and delegate tasks for CUPS events,
- Assume all powers of the president in his/her absence,
- Secure an executive committee for the next year

### *Chief Financial Officer*

- Assist the President in his/her duties,
- Handle finances of the club (budgets, ledgers, sponsorship, etc.), ● Assume

all powers of the president in the absence of the president and VP • Holds signing authority for the club, alongside the president • Secure an executive committee for the next year • Signing authority for the Club

#### *Chief Administrator*

- Attend all CUPS meetings and record minutes
  - Post minutes from meetings when applicable
  - Assist in the promoting and organization of events when necessary •
- Maintains the active society membership list
- Secure an executive committee for the next year

#### *Chief Events Coordinator*

- Organize events including but not limited to: organizing the venue/location for events, finding and arranging for any speakers or invited guests, organizing food and other accommodations for the event if applicable.
- Ensuring that all events are accessible and inclusive for all attendees
- Secure an executive committee for the next year

#### *Chief Liaison Officer*

- Responsible for coordinating with other clubs or societies for any proposed collaborations
  - Responsible for coordinating and promoting CUPS events with other societies
  - Ensures that CUPS is represented at all appropriate inter-societal meetings •
- Secure an executive committee for the next year

#### *Chief Marketing Officer*

- Responsible for preparing and designing advertisements for CUPS events and disseminating them through the society's social media platforms as well as placing physical posters if applicable.
- Oversees all society marketing initiatives including merchandise
- Secure an executive committee for the next year

#### *Chief First Year Representative(s)*

- Advertise the society's activities and events to first year physics students
  - Represent the interests and concerns of first year students to the society ●
- Secure an executive committee for the next year
- This role may be held by multiple individuals

*Chief Second Year Representative(s)*

- Advertise the society's activities and events to second year physics students
- Represent the interests and concerns of second year students to the society
- Secure an executive committee for the next year
- This role may be held by multiple individuals

*Chief Third Year Representative(s)*

- Advertise the society's activities and events to third year physics students
  - Represent the interests and concerns of third year students to the society ●
- Secure an executive committee for the next year
- This role may be held by multiple individuals

*Chief Fourth Year Representative(s)*

- Advertise the society's activities and events to fourth year physics students
  - Represent the interests and concerns of fourth year students to the society ●
- Secure an executive committee for the next year
- This role may be held by multiple individuals

*Chief Grad School Representative(s)*

- Advertise the society's activities and events to physics graduate physics students ●
- Represent the interests and concerns of physics graduate students to the society
- This role may be held by multiple individuals

*Chief Science Society Representative(s)*

- Advertise the society's activities and events to science society ● Represent the interests and concerns of the science society to the society
- This role may be held by multiple individuals

### **Article 7 – Leadership succession**

- Clubs may elect or appoint a Succession Officer for their club to run elections. Ideally, this decision will be made in a consensus manner. This person should be any one (1) of the following:
  - A neutral party to all elections being held within the club
  - A member of the Clubs Oversight Committee
  - A member of the CUSA Clubs Office
  - A club member or an external student non-member
- Clubs will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
- Students-at-large must have the opportunity to join the club after the announcement of a campaign, but should not be allowed to join during a voting period.
- The schedule of the elections should roughly abide by the following:
  - Day 1 - Announcement of campaign, voting, and results announcement dates and start of application period
  - Day 14 - last day to buy voting memberships for the club
  - Day 15 - start of voting
  - Day 16 - end of voting
  - Day 17 - Results announced
- Every voter has the right to cast their ballot in private
- During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing
- Appeals, complaints, or conflicts may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator
- If a previously filled position (within the school year) on the Executive becomes vacant, an election shall be called within 30 days of the vacancy in order to fill the position or redistribute responsibility accordingly.

### **Article 8 – Finances**

- Cost of membership/fellowship is an annual payment of \$5 CDN.
  - Membership is valid for one year.
  - Fund-raising events must be held by the organization to increase monetary funds. ●
- All purchases need to be approved by the President and the CFO.

### **Article 9 - Meetings**

- A minimum of three (3) meetings shall be held each year, one in September, one in January, and one in April.
- The purpose of the meetings shall be to reflect on the activities of the Society since the previous meeting, and to plan the Society's goals and activities for the period until the next meeting.
- Meeting attendance is mandatory for the Executives, unless absences are approved by the president.
- Meetings are optional for Members and Fellows.
- Minutes will be recorded by the Chief Administrator
  - Issues necessitating a vote will be discussed during meetings, and the results of the vote will be recorded by the Chief Administrator. Executives not in attendance will be provided the opportunity to submit a vote electronically within three (3) days of the in-person vote. The results of votes will be determined once all executives have voted, or if three (3) days have passed since the vote depending on which occurs first.

#### **Article 10 – Physics Society: Rules for Members and Fellows**

1. A society membership/fellowship and consent form will be provided for all members/fellows to sign at time of application,
2. All members/fellows will abide by the Physics society rules and regulations. Failure to do so will result, after first warning, in a probationary period of one month. Further warnings will result in removal from society,
3. Members/fellows who are under a probationary period will be disallowed from attending CUPS events and fund-raising activities,
4. Members who are under a probationary period will not have any say on the future plans and development of the society, including through the voting process on proposed society motions,
5. Zero tolerance policy for being under the influence of drugs and/or alcohol, or bringing any such items to scheduled meetings and/or observing sessions. Failure to comply will result in immediate dismissal from the society.

#### **Article 11 – Physics Society: Rules for Guests**

1. A society guest release form will be provided for, and signed by guests prior to attending off-campus CUPS events,
2. Guests must be accompanied by a society member for all off-campus CUPS events,

3. Guests who fail to abide by the CUPS society rules will be expelled from the society event and will be held accountable according to the stipulations of the release form.

#### **Article 12 – Amendments**

Any member can propose an amendment to the constitution. This amendment will be presented at the general meeting at the following CUPS meeting. A vote will take place among the executives to adopt the new amendment. A simple majority will be required by active members not under probation in order to make amendments to the constitution.

#### **Article 13 – Dissolution Procedure**

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to a charity of the choosing of remaining members by a majority vote - or the president if there are less than 2 members remaining.