



## The Physics and Astronomy Students' Association's Constitution

Ratified on February 5<sup>th</sup>, 2020

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# 1 Name

The name of this club is the Physics and Astronomy **Student's** Association, henceforth abbreviated to the acronym PASA. The club's bank account is registered under the same name.

## 2 Mission Statement

The purpose of PASA is to provide academic and social opportunities to all members. We are focused on enhancing the physics and astronomy undergraduate experience.

## 3 Acknowledgements

PASA acknowledges and will abide by the **Student's** Union by-laws and policies unless otherwise approved by the finance commission. We are aware that PASA will no longer remain a Student Union club if a policy or a by-law is contravened without ratification.

PASA is bound by the Students' Union Review Board, the Canadian Charter of Rights and Freedoms, the Alberta Individual Rights Protection Act, and the laws and regulation of the United Federation of Planets.

## 4 Membership

Membership is open to everyone provided that at least 75% of the members of the club are undergraduates of the University of Calgary. Memberships may only be authorized and thus sold by the current PASA President, VP Finance, VP Events, VP Academic, VP Internal, and VP Communications.

### 4.1 Membership Costs

The cost of membership is \$10 for a yearly membership, and \$5 per semester. Yearly memberships are valid for the full club year in which they were bought, including **spring** semester. **Semesterly memberships are valid for the current period either between the start of the club year and the end of the Fall Semester, or the beginning of the Winter Semester and the end of the Winter Semester.**

A Yearly membership may be changed to a Semesterly membership on request of the membership holder at any time before the start of the Winter Semester of that school year, and the monetary difference between the Yearly and one Semesterly membership will be reimbursed by the current PASA President or VP Finance.

During the month of September, students who are attending their first year at the University of Calgary are entitled to a discounted price of \$5 for a yearly membership.

## 5 Code of Conduct

Membership is provided at the discretion of the **Physics and Astronomy Students' Association (PASA)** and can be revoked by a majority vote of the **Executive** following one **written** notice or immediately should a member or executive be found to be in violation of this agreement:

1. Your membership is licensed only to the person named on your membership card and is non-transferable.
2. You are expected to maintain a respectful attitude towards other members of PASA. Repeated behaviours that make other members uncomfortable are unacceptable.
3. The PASA room is a shared space, and those in this space must share it.
  - Desks, shelves and surfaces in PASA are not to be used for the storage of personal effects for longer than during the course of a single day; only cubbies are exempt from this restriction.
  - Members are responsible for cleaning up after themselves.

- Members are to respect PASA's room and all that is stored within it.
- The television should be used in such a way as to ensure that as many people as possible are able to enjoy it.
- Excessive perfumes and offensive smells should be avoided in PASA, as a courtesy to all who use the space.



Violence, offensive language, or blatantly racist or sexist remarks are not permitted.

5. Violation of any of the above terms will result in a warning or immediate revocation of membership privileges, at the discretion of the PASA Executive Council.

The executive reserves the right to review the conduct of any member for any reason, given reasonable cause.

## 6 Finances

The President and VP Finance are in charge of managing the club's finances and bank account. Members are able to request a copy of the most recent Annual Financial Report, which is compiled at the end of each club year. The club year ends April 30<sup>th</sup> each year.




All money received from goods sold in PASA will go towards the maintenance of the club and physics and astronomy community.

## 7 Officials

The PASA Executive Council, also referred to as the Council of Nobles, consists of the following permanent positions:


- Sovereign High Lord (President)
- Arch-Scholar (VP Academic)
- Overseer of the Occasions (VP Events)
- Master of Coin (VP Finance)
- Keeper of the Interior (VP Internal)
- Herald of Information (VP Communications)

Positions are referred to freely by either name in this document. Together, they form the ruling body of the Petty Realm of PASA, a fictional and wholly self-contained community.

To ensure equal representation of all students, a  Representative (Representative on the Council of Nobles) may also be elected for each year of students if requested by the enrolled year's members. Year Representatives will be elected by majority vote of that year at a general meeting.

## 8 Responsibilities of Officials

### 8.1 All Executives

-  responsible for encouraging Physics and Astrophysics students to become members of PASA and to participate in events organized by PASA, the Physics Department, and the University of Calgary.
- If concerns or requests are brought to the attention of any executive, it is their responsibility to inform the appropriate members of the club, department, and faculty.
- Must do their best to participate in all events.
- Are responsible for attending all executive and general meetings.
- Are allowed to sell memberships.

## 8.2 Sovereign High Lord (President)

- Responsible for the finalizing of the semester reviews and annual report.
- Organizes general and executive meetings.
- Books club room usage for 1 week/semester.
- Sits on the Undergraduate Affairs Committee and attends meetings between the club, its members, the Department of Physics and Astronomy, and the Faculty of Science.
- Maintaining signing authority on the PASA bank account.
- The maintenance of room items and cleanliness.
- Assist in the planning and execution in all events, both academic and social.
- Ensure all activities or proposals are in line with the Students' Union (SU) and Physics department requirements.
- Provide oversight to all club administrative activities.
- Responsible for the maintenance and submission of the Co-Curricular Record (CCR) forms to the SU, if requested by any volunteering member of PASA.
- Assist in the organization of the test bank.
- Holds the right to ask for the return of the PASA key from anyone for any reason.
- Position may only be held by one person.
- Must be a 3rd year or higher Physics or Astronomy major.

## 8.3 Arch-Scholar (VP Academic)

- Sits on the Undergraduate Affairs Committee.
- Primary contact between professors and PASA.
- Responsible for dealing with tutoring requests.
- Primary organizer of Research Night.
- Responsible for the organization and maintenance of the test bank with the President and VP internal.
- Position may be held by one or two people.
- Must be a 3rd year or higher Physics or Astronomy major.


## 8.4 Overseer of the Occasions (VP Events)

- Responsible for the organization and execution of all social events.
- Responsible for social event reservations for on-site and off-site activities.
- Liaison between SU Clubs director and the SU VP of student life.
- Position may be held by one or two people.


## 8.5 Master of Coin (VP Finance)

- Responsible for management and accurate acquisition of club finances.
- Holds signing authority for club bank account.
- Responsible for buying supplies, food, and beverages for the club.
- Responsible for submitting the annual report to the SU by April 30<sup>th</sup> of each year.
- Position may only be held by one person.

## 8.6 Herald of Information (VP Communications)

- Responsible for maintaining the PASA email list(s).
- Responsible for emailing all members to inform members of events or activities occurring in/with PASA, the Physics Department, or the University of Calgary.
- Updating the notification boards in PASA.
-  Maintaining any applicable online social media sites, websites, or notice boards.
- Design and distribute posters for events
- Position may only be held by one person.

## 8.7 Keeper of the Interior (VP Internal)

- Maintaining general cleanliness of the PASA club room. Members are still expected to  up after themselves.
- Assist in the recruitment of members for volunteer opportunities and events.
- Main liaison between the students and executive board.
- Must take cans and bottles to the bottle depot for refund.
- Responsible for maintaining the test bank with the VP Academic and President.
- Position may be held by one or two people.

## 8.8 Representatives

- Responsible for reporting events and activities directly to students in designated year.
- Responsible for reporting concerns or requests of students in said year to executive board.
- Position may only be held by one person.
- This position does not have a vote on the council, but does have input and is invited to all executive meetings.

## 8.9 Degree Representatives

- Responsible for attending UAC meetings and representing the interests of their respective degree.
- Responsible for reporting course and degree based concerns, or requests, of students in said degree at UAC meetings.
- If VP Academic is a Physics major, Astrophysics majors will have the option to elect an Astrophysics Degree Representative by popular vote at the first AGM of the year following the election. Similarly, if VP Academic is an Astrophysics major, Physics students will have the option to elect a Physics Degree Representative.

- If the number of students in the respective degree present at the AGM is less than approximately 25% of all members of that degree, all members year 3 and above will be invited to cast a vote as well.
- Position may only be held by one person. It is highly recommended that this representative be in their third year or above.
- This position does not have a vote on the council. They are invited to, but not required to attend, all executive meetings. Should they choose not to attend executive meetings, they will coordinate with the President and VP Academic as appropriate.

## 9 PASA Day

PASA day is the celebration of the reformation of PASA into a Petty Realm. This date is marked as February 5<sup>th</sup>, 2020, and shall henceforth be recognized as an official PASA holiday.

## 10 Meetings

There will be a minimum of one general meeting, also known as a meeting of the PASA **Parliament** (never to be referred to by its initials in an official communication), and two executive meetings per semester. Quorum for a general meeting will consist of ten members of the club excluding executive members. Quorum for an executive meeting will consist of four members of the **executive** or a majority, whichever is larger. A general meeting can be called by the **president** of the club or by 20 members. Executive meetings may be called by the president or by three of the **executive**.

## 11 Elections

### 11.1 Voter Eligibility

All members of the club who have purchased memberships prior to March 1st of the club year have the right to vote and all votes carry equal weight. Elections of the executive are to be held annually. Elections of new executive positions must take place no later than April 15<sup>th</sup> of year to ensure a smooth transition from old executive to new executive. The term of office of the newly elected executive is from May 1st of the year until April 30<sup>th</sup> of the following year.

All candidates for an elected position must submit a platform, speech, or equivalent to the Chief Returning Officer (CRO). The CRO will display these submissions in the PASA clubroom before the voting period begins. It is the responsibility of the departing executive to prepare the incoming executive in their new duties before the club year ends.


### 11.2 Election Planning

Election procedures, which include the appointment of a Chief Returning Officer (CRO), will be outlined in an executive meeting held prior to **January 1st** of the club year.

### 11.3 Vote by Proxy

Individuals who wish to place their vote by proxy must do so:

1. With the approval of the current executive majority.

 At least 24 hours prior to the start of the in-person ballot casting.

### 11.4 By-Elections

By-Elections are held as required as positions on the executive become vacant. A by-election may be called by 50% of the members of the club or by the remaining members of the executive.

### **11.5 Candidate Transparency**

Candidates running for any executive position will, when asked, disclose for the following year the number of courses they will be taking, extracurricular activities/roles they may be undertaking (including clubs, sports and part time jobs), and what those extracurricular activities entail.

Candidates who intentionally withhold this information will have their intentions announced to the membership at the debate, or where the CRO deems appropriate.

### **11.6 Impeachment**

Impeachment of an executive requires the unanimous vote of all other executives and/or a majority vote at a general meeting and/or a letter of non-confidence with the signatures of at least half the total membership of the club.

### **11.7 Year Representatives**

The election of Year Representatives will be done as soon as possible after the beginning of the school year. Voting will be members only. Memberships that are valid are those purchased in the new school year.

### **11.8 No Contest**

Should there be only one candidate who applies for a position, the race is declared a 'no contest'. A vote of confidence will be held at the same time as the election. If the vote of confidence is failed (less than 50% of people vote in favour of the candidate), the position will be treated as vacant (outlined below).

In the case that there are no candidates for a position, the result is declared a 'no contest' and the seat is left vacant. The executive may then either hold a by-election no later than 4 months after the position becomes vacant, or appoint an interim leader by interview to hold the position until a election is possible.

## **12 Dissolution**

PASA will dissolve if the club does not have the required number of members to remain a club as defined by the SU. Any remaining funds in the bank accounts will be donated to a charitable organization of the executive's choice, and the bank account will be closed. The department in charge of any space used by PASA will be notified, and all keys will be returned. The Students' Union will also be notified of the dissolution. All procedures required by the Students' Union will be followed.

## **13 Amendments**

This constitution shall comprise the operating basis of PASA. The constitution of PASA may be amended by presenting an amendment in the form of a motion at a general meeting of the club. The amendment must then be passed by both a majority of the executive and a majority of those present at the general meeting. A copy of the amended constitution shall be submitted to the Students' Union within two weeks of ratification.