

The UBC Engineering Physics Student Association Constitution

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1 ARTICLES

Article 1: Name

THE NAME OF THIS ORGANIZATION SHALL BE:

The UBC Engineering Physics Student Association

Article 2: Purpose

THE PURPOSES OF THIS ORGANIZATION ARE:

- 2.1 To represent Engineering Physics students to the EUS, the AMS, the Faculty of Applied Science, and the Department of Physics & Astronomy
- 2.2 To promote the social involvement of Engineering Physics students
- 2.3 To promote the academic success and professional development of Engineering Physics students
- 2.4 To maintain the space designated for use of Engineering Physics students, referred to as the Penthouse and located on the 5th and 6th floors of the Hebb building

Article 3: Category

The UBC Engineering Physics Student Association is a Special Interests club.

Article 4: Membership

This club will not be open to all AMS members. The membership of this club will consist of every student enrolled in the department with which the club is affiliated. The club shall not have Associate Members as defined in the SAC Clubs Policy, as outlined in the SAC Policy Handbook.

Members shall not pay membership fees directly to the Club. The Constituency with which the club is affiliated shall collect fees on behalf of the Club and shall transfer these fees to the Club's account at the beginning of the fiscal year. The dollar amount per student enrolled in the

department shall be determined by the Constituency in consultation with the Departmental Club.

THE MEMBERSHIP FEE AS DETERMINED BY THE CONSTITUENCY IS \$4

Article 5: Executive

THE EXECUTIVE OF THIS ORGANIZATION SHALL COMPRISE THE FOLLOWING POSITIONS:

- 5.1 President
- 5.2 Treasurer
- 5.3 Vice President Academic
- 5.4 Vice President Professional Development
- 5.5 Social Coordinator
- 5.6 Student Life Coordinator
- 5.7 Graduation Representative
- 5.8 4th Year Representative
- 5.9 3rd Year Representative
- 5.10 2nd Year Representative
- 5.11 Sports Representative
- 5.12 Penthouse Manager
- 5.13 Social Media Manager
- 5.14 E-Week Representative
- 5.15 ED&I Representative

Article 6: Funds

- All constituted AMS clubs by SAC must have an AMS account
- All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office
- If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to de-constitution under the discretion of SAC. These controls are necessary for the protection of the Club against a dishonest signing officer, or for protection against the loss of the Club's monetary transaction records.

- Under the B.C. Societies Act, the AMS must be audited once a year or it will lose its status as a society. Before the auditor will sign the financial statements of the AMS they must be certain that all monies of the society (including monies held by all AMS service organizations, clubs and undergraduate societies) have been accounted for. Therefore, so as not to put the status of the AMS as a society in jeopardy, the above rule **MUST** be strictly adhered to.

THE SOLE SIGNING OFFICER OF THIS ORGANIZATION SHALL BE THE:

Treasurer

The signing officer cannot also be the President.

Article 7: Amendments

- 7.1 All amendments from within the club shall be passed by a two-thirds (2/3) majority at a general meeting where quorum is present and shall be presented to the Club Membership at least two (2) weeks before it is voted upon.
- 7.2 An amendment may be proposed at a general meeting if it is passed by the executive and presented with signed minutes.
- 7.3 An amendment may be proposed at a general meeting if it is presented by a signed petition representing fifteen percent (15%) of the active membership.
- 7.4 All amendments shall be forwarded to the SAC Vice-Chair and shall be favourably voted upon by SAC in order to become effective.
- 7.5 The constitution may be amended by a minute of SAC.

2 BYLAWS

Bylaw 1: General Meetings

- 1.1 There shall be a minimum of one general meeting during the University winter session.

- 1.2 A general meeting shall be called by the President at the request of the executive.
- 1.3 A general meeting shall be called by the President on receipt of a petition representing quorum as specified in this constitution. The dates must be at least seven (7) days after the initial receipt of the petition.
- 1.4 Notice of the general meeting shall be posted in an obvious place and sent over the club mailing lists at least seven (7) days before the meeting is to take place.

Bylaw 2: Elections

- 2.1 The election of executive officers shall take place during the first two (2) weeks of March, with the exception of the election of the 2nd year representative, which shall take place in the first two (2) weeks of September.
- 2.2 Any graduating member of the Executive, appointed by the President, shall act as the Elections Administrator.
- 2.3 Voting shall take place either by paper ballot or online at the discretion of the Elections Administrator.
- 2.4 Nominations shall be in to the Elections Administrator at least a week before voting commences.
- 2.5 The list of candidates shall be posted on the club website and be distributed through the club newsletter at least one week before voting commences.
- 2.6 The President shall accept nominations from any Engineering Physics student.
- 2.7 The new executive shall take office at the second executive meeting after the election.
- 2.8 Results of the election shall be submitted to the SAC Vice-Chair no later than seven (7) days after the election.
- 2.9 By-elections shall be called by the President to fill vacant executive positions. In the event that the Presidency has been vacated, the Vice President Academic shall call a by-election.
- 2.10 Only students registered in 2nd year of the Engineering Physics program shall be eligible to vote for the 2nd year representative in September, and for the 3rd year representative in

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March.

- 2.11 Only students registered in 3rd year of the Engineering Physics program shall be eligible to vote for the 4th year representative.
- 2.12 Only students registered in 4th and 5th years of the Engineering Physics program shall be eligible to vote for the Grad representative.
- 2.13 The elected President of the club cannot also be the signing officer of the club.
- 2.14 Only an election with a voting turnout of no less than quorum, as stated in this constitution, shall validate the election of executive officers, in the case of the year specific representatives.
- 2.15 In the event of a tie, the winning candidates can choose between either having a run-off election, sharing the executive position, or have one step down.
- 2.16 Graduating students may vote for any position other than those outlined in 2.10, 2.11, and 2.12.

Bylaw 3: Eligibility of Executive Officers

- 3.1 Only living, Active Members of the Engineering Physics Student Association shall be eligible to hold executive offices.
- 3.2 Only students registered in 2nd year of the Engineering Physics program shall be eligible to run for the position of 2nd year representative in September, and 3rd year class representative in March.
- 3.3 Only students registered in 3rd year of the Engineering Physics program shall be eligible to run for the position of 4th year representative.
- 3.4 Only students registered in 4th and 5th year of the Engineering Physics program shall be eligible to run for the position of Graduation representative.
- 3.5 Students of any year are eligible to run for all other positions.

Bylaw 4: Membership Privileges

- 4.1 Only Active club members shall vote, sign petitions or be elected to the club executive.

4.2 Only Active club members shall be authorized to rent a locker in the penthouse.

Bylaw 5: Executive Duties

All Executive Officers are expected to attend the club executive meeting set at a time consented to by a majority of the Executive Officers.

5.1 President

- 5.1.1 Act as liaison to the Student Administrative Commission
- 5.1.2 Call a General Meeting
- 5.1.3 Act as liaison to the EUS, the Faculty of Applied Science, the Department of Physics & Astronomy, and the Engineering Physics program coordinators
- 5.1.4 Attend the EUS Council Meetings and represent the interests of the Engineering Physics students
- 5.1.5 Participate in the PAF Advisory Council
- 5.1.6 Attend the Faculty of Applied Science Student Advisory Committee meeting
- 5.1.7 Supervise or oversee all activities organized by the club
- 5.1.8 Attend the Departmental Board of Studies and Faculty of Applied Science curriculum reviews to report on the concerns that active members may have with the curriculum

5.2 Treasurer

- 5.2.1 Act as liaison to Finance Commission
- 5.2.2 Act as one of the two Bookings Representatives of the club
- 5.2.3 Maintain the club's financial record
- 5.2.4 Manage the reimbursement of club members for expenses related to the organization of a club event
- 5.2.5 Oversee the use of the cash box at club events
- 5.2.6 Manage the Pop Machine and snack revenues
- 5.2.7 Coordinate the club's paraphernalia orders and sales
- 5.2.8 Deposit any cash sum exceeding \$200.00 into the club's AMS bank account within two business days.

5.3 Vice President Academic

- 5.3.1 Organize or ensure the organization of all club events related to the academic development of Engineering Physics students. This may include, but is not limited to: Second-year Mentoring, Research Seminar Series, First-year Tutoring, Fair, and Graduate School Information Night

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5.3.2 Attend the Departmental Board of Studies & Faculty of Applied Science curriculum reviews and the EUS Academic Committee meetings

5.3.3 Communicate any curriculum concerns to the Engineering Physics program director

5.3.4 Organize one “Beef and Pizza” curriculum feedback event per term in collaboration with the Engineering Physics program director, and take minutes at this event.

5.3.5 Serve as a proxy for the President in the event that the latter is unable to partake in a meeting that falls under his/her agenda. Act as a replacement signing officer, after training approved by SAC, in the event that the Treasurer becomes unavailable for a prolonged period

5.4 Vice President Professional Development

5.4.1 Organize or ensure the organization of all club events related to the professional development of Engineering Physics students. This may include, but is not limited to: Career Fair, Resume Review Nights, Interview Preparation Nights

5.4.2 Serve as a proxy for the President in the event that the latter is unable to partake in a meeting that falls under his/her agenda. Act as a replacement signing officer, after training approved by SAC, in the event that the Treasurer becomes unavailable for a prolonged period

5.5 Social Coordinator

5.5.1 Organize or ensure the organization of all club parties related to the social involvement of Engineering Physics students. This may include, but is not limited to: BBQs and Beer Gardens, Penthouse Parties, Fire & Ice, Fizz Talks, and/or Storm the Pit

5.5.2 Coordinate the efforts of the club during Engineering Week. This includes motivating the participation of club members in the week’s various events.

5.6 Student Life Coordinator

5.6.1 Organize or ensure the organization of all club non-party events related to the social involvement of Engineering Physics students. This may include, but is not limited to: Fizz Beans, Poker Night, LAN Party, Chess Tournament, and/or Hockey Night.

5.6.2 Coordinate the efforts of the club during Engineering Week. This includes motivating the participation of club members in the week’s various events.

5.6.3 Act as one of the two Bookings Representatives of the club

5.7 Graduation Representative

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- 5.7.1 Act as liaison between the Grad class and the club executive
- 5.7.2 Inform the Grad class about current activities of the club and sell tickets for events organized by the club
- 5.7.3 Represent the interests of the Grad class
- 5.7.4 Coordinate the Grad photographs and composite with a photography studio
- 5.7.5 Coordinate the club's Grad page layout in the Engineering Yearbook (Slipstick) in collaboration with the EUS Slipstick Representative
- 5.7.6 Coordinate the ring sizing for all graduating members
- 5.7.7 Coordinate the details of the Graduation Ceremony with the EUS Grad Representative

5.8 4th Year Representative

- 5.8.1 Act as liaison between the 4th Year class and the club executive
- 5.8.2 Inform the 4th Year class about current activities of the club and sell tickets for events organized by the club
- 5.8.3 Represent the interests of the 4th Year class
- 5.8.4 Partake in the organization and execution of club events

5.9 3rd Year Representative

- 5.9.1 Act as liaison between the 3rd Year class and the club executive
- 5.9.2 Inform the 3rd Year class about current activities of the club and sell tickets for events organized by the club
- 5.9.3 Represent the interests of the 3rd Year class
- 5.9.4 Partake in the organization and execution of club events

5.10 2nd Year Representative

- 5.10.1 Act as liaison between the 2nd Year class and the club executive
- 5.10.2 Inform the 2nd Year class about current activities of the club and sell tickets for events organized by the club
- 5.10.3 Represent the interests of the 2nd Year class
- 5.10.4 Partake in the organization and execution of club event

5.11 Sports Representative

- 5.11.1 Communicate REC leagues and event registration dates to all members through the club mailing list
- 5.11.2 Facilitate the organization of REC league teams from interested members
- 5.11.3 Retrieve team registration receipts from club's team captains and submit these to the EUS Sports Representative to obtain subsidies
- 5.11.4 Organize one outdoors excursion for club members. This may include but is not

limited to: Ski Trip, White-water rafting, etc.

5.12 Penthouse Manager

- 5.12.1 Encourage clean and tidy behaviour from members using the Penthouse and ensure that proper recycling services are available
- 5.12.2 Supervise can and bottle returns and ensure that these occur at least twice a term
- 5.12.3 Supervise the rental of lockers in the Penthouse
- 5.12.4 Act as contact for Penthouse key requests
- 5.12.5 Notify club executive of necessary and possible repairs and upgrades that could be effected in the Penthouse, and oversee the upgrades and repairs when these occur
- 5.12.6 Ensure that the Penthouse vending machine and freezer are stocked with drinks and snacks

5.13 Social Media Manager

- 5.13.1 Maintain the UBC Engineering Physics Student Association's social media presence
- 5.13.2 Provide graphics used to advertise for various club events
- 5.13.2 Ensure that the student body is updated on upcoming club and constituency events through commonly used channels of communication, including but not limited to the club Discord and mailing list.

5.14 E-Week Representative

- 5.14.1 Attend meetings of the EUS E-Week Committee
- 5.14.2 Oversee the creation of the Engineering Physics Ball Model
- 5.14.3 Maintain, update and/or modify the Engineering Physics Chariot as needed
- 5.14.4 Oversee the creation of the Engineering Physics FilmfEUS submission
- 5.14.5 Coordinate and prepare teams for all E-Week events
- 5.14.6 Promote E-Week participation amongst the Engineering Physics constituency
- 5.14.7 Participate in the E-Week consultation and feedback process
- 5.14.8 Document E-Week insight in a Fizz "Best Practices" manual

5.15 ED&I Representative

- 5.15.1 Attend meetings of the EUS ED&I Committee
- 5.15.2 Maintain the FIZZ ED&I guidebook for internal use in event planning
- 5.15.3 Represent the interests of members of underrepresented communities within the Engineering Physics program. This includes but is not limited to advocating for their interests, hosting events aimed to uplift these communities, and voicing their concerns.
- 5.15.4 Maintain an anonymous feedback mechanism for students within the Engineering Physics program to report and/or escalate concerns with regards to ED&I

Bylaw 6: Quorum

6.1 Quorum for executive meetings shall be fifty percent (50%) of the Executive.

6.2 Quorum for annual general meetings shall be fifteen percent (15%) of the active membership of the club.

6.3 Quorum for elections shall be fifteen percent (15%) of the active membership of the club.

Bylaw 7: Membership Fees

7.1 All members of the Department shall pay the membership fee.

7.2 Fees shall not be refundable under any circumstances

7.3 Changes to the membership fee shall be determined accordingly to the policies set by the Constituency

Bylaw 8: Budget

8.1 In accordance with the AMS Bylaw 13(6) (Subsidiary Organizations), all funds shall be remitted to the Treasurer.

8.2 An annual report including a statement of club proposed expenditures and expected revenues shall be submitted to the Treasurer ten days before April 1 of each year.

Bylaw 9: Interpretation

Nothing in these bylaws shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.

Bylaw 10: Proxy Voting

An elected executive officer shall be authorized to appoint a proxy whenever conflicting obligations make it impossible for him/her to participate in a meeting of the executive officers where a vote may take place. This is conditional on giving proper notification to the other executive officers as to who the appointed

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proxy shall be.