

**THE CONSTITUTION OF THE
GRADUATE PHYSICS SOCIETY OF
MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

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Table of Contents

Mission Statement	3
Article 1: Name, Aim and Objective	3
Article 2: Membership	3
Article 3: Executive Committee and Duties	4
Article 4: Meetings	7
Article 5: Finances	7
Article 6: Conflict of Interest Guidelines	8
Article 7: Attendance at Meetings	8
Article 8: Quorum	9
Article 9: Amendments to Constitution	9

Mission Statement

The Graduate Physics Society (GPS) of Memorial University of Newfoundland will aim to create a more welcoming and tight-knit community for both Canadian and International students within our department. The society will also continue to advocate on behalf of graduate physics students, and provide a clear line of communication between graduate students, the Department of Physics and Physical Oceanography, and the Graduate Students' Union.

Articles of the Constitution

Article 1: Name, Aim and Objective

- 1.1. The Association shall be known as the Graduate Physics Society of Memorial University of Newfoundland, hereinafter referred to as the GPS, and shall be a binding together of the graduate students of this university, incorporated as a notforprofit corporation.
- 1.2. The aims of the GPS shall be:
 - 1.2.1. To represent graduate students interests to the Department of Physics and Physical Oceanography, Memorial University and other organizations, both on and off campus.
 - 1.2.2. To represent the Department of Physics and Physical Oceanography while attending or hosting outreach and/or public engagement events.
 - 1.2.3. To provide graduate students with an educational, social and cultural organization.
 - 1.2.4. To foster contact and communication among graduate students.
 - 1.2.5. Engage graduate students within and outside the university community.

Article 2: Membership

2.1. GPS Members

- 2.1.1. All graduate students registered at the Department of Physics and Physical Oceanography will be general members of the society.
- 2.1.2. All graduate students registered at Memorial University of Newfoundland can participate and/or choose to join GPS, hereafter known as general members.

2.1.3. Post-Doctoral and other Research and Training Fellows may become voting Members of GPS, with all other applicable rights due a General Member.

2.1.4. Faculty and Staff members may become non-voting members. They can participate in society events.

Article 3: Executive Committee and Duties

3.1. The governing body of the GPS is an Executive Committee who shall be selected by all general members of the society in the Department of Physics and Physical Oceanography at the Memorial University of Newfoundland.

3.2. Executive Committee members shall be elected by the general members of GPS. The GPS Executive Committee shall consist of:

- i President;
- ii Vice President;
- iii Treasurer/Secretary;
- iv Events Coordinator;

3.3. Members of the Executive Committee

3.3.1. The Executive Committee shall administer the affairs of the GPS, liaise with the Graduate Student Union (GSU), and generally serve as the representative of the Members to the Department of Physics and Physical Oceanography, Faculty of Science, Memorial University, and public.

3.3.2. Every Member of the Executive Committee shall, in addition to the duties enumerated in this constitution, be responsible for such other duties as may be assigned by the President.

3.3.3. The Executive Committee may create volunteer positions through which Members may aid in the duties of the GPS.

3.3.4. Every Member of the Executive Committee shall be mindful of existing and potential conflicts of interest, shall disclose such conflicts and shall strive to avoid any resulting harmful impacts.

3.4. Term of Office

- 3.4.1. The term of the Executive shall begin on Friday of the first full week of September and end on the Friday of the last full week of August of the following year.
- 3.4.2. No Member may hold more than one Executive position concurrently.
- 3.4.3. Elections will be held during August of each year.

3.5. Duties of Executive Members

3.5.1. President

- i. Be the Chief Executive Officer of the GPS.
- ii. Oversee the affairs of the GPS and ensure that each executive member fulfils the duties of his/her job.
- iii. Be the official representative and chief spokesperson of the GPS.
- iv. Be the primary liaison between the Members and GSU, unless the members of the GPS select another GSU representative.
- v. Be the primary liaison between the Members and the Department of Physics and Physical Oceanography.
- vi. Be an ex officio Member of every committee and affiliated organization of the GPS.
- vii. Delegate responsibilities as he/she sees fit.
- viii. Chair meetings of the Executive, supervise all aspects of its activities, and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Executive.
- ix. Strive to ensure compliance with this Constitution.

3.5.2. Vice President

- i. Assist the President to oversee the affairs of the GPS and ensure that each executive member fulfils the duties of his/her position.
- ii. Chair meetings of the Executive, supervise all aspects of its activities, and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Executive when the President is unavoidably absent.
- iii. Be an ex officio Member of every committee and affiliated organization of the GPS.
- iv. Perform other duties as delegated by the President.
- v. Strive to ensure compliance with this Constitution.

3.5.3. Treasurer/Secretary

- i. Maintain the book of accounts, showing the receipts, and disbursements of the GPS.
- ii. Prepare the budget of the GPS in accordance with the GPS policy by the end of September and present it for approval at the Annual General Meeting.
- iii. Disburse funds to GPS, and event organizers.
- iv. Record the minutes of all Executive meetings.
 - v. Send minutes of GPS meetings in emails before the next meeting.
- vi. Be responsible for the GPS communication with its Members.
- vii. Perform other duties as delegated by the President or the Vice President.
- viii. Be an ex officio Member of every committee and affiliated organization of the GPS.
- ix. Strive to ensure compliance with this Constitution.

3.5.4. Events Coordinator

- i. Prepare a list of events, with estimate costs, in September.
- ii. Manage event set up, tear down and follow-ups.
- iii. Create and distribute event advertisements.
- iv. Work with the Treasurer to build and adhere to a budget for events.
 - v. Maintain detailed record of events to date, including attendance, costs, etc.
- vi. Perform other duties as delegated by the President or the Vice President.
- vii. Be an ex officio Member of every committee and affiliated organization of the GPS.
- viii. Strive to ensure compliance with this Constitution.

3.5.5. Members at Large

- i. Address any issue pertaining to graduate students, under their respective areas.
- ii. Be available to graduate students via open communication channels that may include, but are not limited to, email, office hours and telephones.
- iii. Be available and easily contacted by members of the department, and new students, specifically regarding concerns or questions related to adjusting to university life.
- iv. Perform other duties as delegated by the President or the Vice President.
 - v. Be an ex officio Member of every committee and affiliated organization of the GPS.
- vi. Strive to ensure compliance with this Constitution.

- vii. Duties may be negotiated with the Department to provide better service or structure

Article 4: Meetings

4.1. Executive Meetings (EM)

- 4.1.1. Held bi-weekly or monthly.

4.2. Annual General Meeting (AGM)

- 4.2.1. Held in May of each year.

- 4.2.2. The purpose of the meeting is to inform the members of the operations of the society since the previous AGM.

- 4.2.3. The GSU representative or GPS President will address graduate students regarding all GSU matters.

- 4.2.4. Events Coordinator will give a report of upcoming events, as well as previous events, attendance, event funding, and any other information that should be shared with the members.

- 4.2.5. The Treasurer will give a financial report detailing the fund-raising, donations, and spending of the society.

4.3. Departmental Graduate Student Meeting (DGSM)

- 4.3.1. Held at the beginning of each semester.

- 4.3.2. The GSU representative or GPS President will address graduate students regarding GSU and GPS matters.

- 4.3.3. The Events Coordinator will give a brief report of the upcoming events for the semester.

- 4.3.4. The Treasurer will give a brief report of the financial matters of the society, and inform members of any upcoming fund-raising.

- 4.4. When necessary, Extraordinary General Meetings (EGM) may be called.

Article 5: Finances

- 5.1. GPS shall have no authorized share capital.

- 5.2. Any profits to the GPS shall be used only to further the goals of the society.

- 5.3. Upon dissolution of the GPS, all funds remaining after debts have been paid will be donated to charitable organizations in the community.
- 5.4. The fiscal year of GPS will be from September 1 to August 31.
- 5.5. All funds distributions shall be made within the fiscal year for expenses accrued in the fiscal year.
- 5.6. All disbursements from GPS will be made by cheque or email transfer from the society bank account.
- 5.7. There will be at least two signing authorities on all GPS cheques, accounts and purchases. These must be Executive Members.
- 5.8. Budget projections for the coming fiscal year must be created and documented each year.

Article 6: Conflict of Interest Guidelines

- 6.1. The GSU Conflict of Interest Guidelines shall be pursuant to the policy set forth by Memorial University.
- 6.2. While holding office, no Executive Director shall serve as an employee of the GSU.
- 6.3. Penalties for contravening the conflict of interest guidelines follow Article 15 of the GSU Constitution

Article 7: Attendance at Meetings

- 7.1. Any Executive Member who fails to attend consecutively four (4) meetings during the Term of Office will be dismissed from their position, except when such member has notified the GPS prior to missing the meeting and made proper arrangements for someone else to attend those meetings (see Section 7.2 below for proxies).
- 7.2. Executive members that cannot attend a meeting may send a proxy to serve in their stead.
 - 7.2.1. Such proxies will have all rights and privileges of the regular representative that they are replacing for that particular Executive Meeting, including the right to make and second motions as well as the right to vote.

7.2.2. The use of proxies does not negate the need of the representative to explain their absence.

Article 8: Quorum

8.1. For Executive Meetings (EM), four (4) executive members shall be considered a quorum.

8.1.1. If quorum is not present when called, that meeting shall be rescheduled for a date not more than two (2) weeks later.

Article 9: Amendments to Constitution

9.1. The Articles of the Constitution may be amended at the AGM or DGSM.

9.2. A two-thirds (2/3) majority of present members shall be required for the adoption of any amendment to the Constitution.