

# Constitution of the Aberystwyth Physics Society

## 1. General

- 1.1. The name of the Society shall be the Physics Society and be allowed to be abbreviated to PHYSOC in writing to save ink and paper.
- 1.2. All previous Constitutions are hereby null and void.

## 2. The Mission

- 2.1. To provide a network of students studying Physics within the Institute of Mathematical and Physical Sciences, Aberystwyth University and other societies and institutions.
- 2.2. To promote the Institute of Physics, Nexus and Physics in general within the University and wider community.

## 3. Guild and BOS Rules

- 3.1. The society shall be up to date, and in compliance with all rules and regulations concerning Aberystwyth Guild of Students, and the Board of Societies within the Guild. This includes both Guild and BOS constitutions.

## 4. Membership

There are three forms of membership available;

- 4.1. **Ordinary Membership** of PHYSOC shall only be available to a Full Member of the Guild of Students, as defined by the Guild Constitution (Section 6), and shall have paid full current membership fees to PHYSOC at the set amount of £3. Ordinary Members must also hold a valid BOS card.
- 4.2. **Associate membership** of PHYSOC is available to non-Aberystwyth University students, who are affiliated with an individual society, and thereby the BOS.
- 4.3. **Affiliate Membership** of PHYSOC is available to non-Aberystwyth University Students, who do not wish to become members of BOS. Therefore removing them from the privileges and protection this provides. This type of membership is primarily designed for staff members who wish to join in support of the society.

Anybody who does not fulfil the above criteria of 'Ordinary or Associate Member' will be prohibited from participating in Guild society events.

## 5. Committee

The Committee shall be made up of a set of executive officers, and a set of non-executive officer's. One person may only hold one executive position; however, a member is allowed to hold one executive position and non- executive positions at the same time. Non-executive positions are secondary positions, designed to assist the executive committee in running the society.

### 5.1. Executive Officers

- 5.1.1. The President**
- 5.1.2. Vice President**
- 5.1.3. Society Secretary**
- 5.1.4. Society Treasurer**
- 5.1.5. Social Secretary**
- 5.1.6. Welsh Secretary**

### 5.2. Non – Executive Officers

- 5.2.1. Staff Representative**
- 5.2.2. Year Representatives**
- 5.2.3. Postgraduate Representative**
- 5.2.4. NEXUS Representative**
- 5.2.5. Webmaster**
- 5.2.6. Astronomy Officer**
- 5.2.7. Outreach Officer**

- 5.3. With the exception of: President, Secretary, Treasurer and NEXUS representative. There is no reason why if desired, one position cannot be held by two people.
- 5.4. There shall be the option for the committee to nominate to their number, some “shadow” members, generally first years, who will be non-executive committee members with the intention of them getting involved with the running of the society.
- 5.5. The general and financial business of the society shall be conducted by the committee, subject to this Constitution and the views displayed by members as a whole at General Meetings.
- 5.6. Upon any vacancy occurring outside of the normal election procedure, the Executive can vote for another member of the Executive to temporarily hold the vacant post until a by-election is held and the result is confirmed [under this situation one person can hold two executive positions].
- 5.7. All Executive committee officers are expected to attend all weekly meetings of the committee.

## 6. Elections of Executive, and Non- Executive officers

- 6.1. All paid up members of PHYSOC have the right to vote in such an election. Elections shall take place in accordance to this constitution, and held by secret ballot. The decision as to the method of election will be the responsibility of the returning officer.
- 6.2. Elections of Executive officers will be held annually at the AGM, along with the non-executive officer elections, if there is no election for a non-executive position at the AGM,

the committee have the power to appoint someone to that position during the following year.

- 6.3. The election shall take place no less than 14 days after a notification has been sent out to all members of the date, time and place. It shall be held annually usually after Easter, as this gives outgoing society committees to have a chance of a shadowing/handling over period, where the Guild can offer training for various roles before the end of the year.
- 6.4. The returning officer shall be the president where appropriate, or someone designated by them or the committee.
- 6.5. The term of office for every committee member shall be one whole calendar year, or as appropriate based on the timing of committee elections.
- 6.6. The Committee will organise a by-election should a position become vacant before the annual elections, applying the same procedure used in the annual elections.

## **7. General Meetings**

**7.1.1.** The AGM shall be held around the end of April each year.

**7.1.2.** The Business of the AGM shall be:

- I. To receive reports from all the executive officers on their activities in the last year;
- II. To receive a financial report. This shall include the accounts of the previous financial year.
- III. To consider any motion, which has been submitted by any two members to the secretary in time for circulation with the notice of the AGM;
- IV. To formally handover the elected positions from the outgoing committee to the incoming committee;
- V. For any constitutional amendments to be ratified, and the constitution to be approved as accurate for the forthcoming academic year;
- VI. Any other business.

**7.1.3.** The Secretary shall give all members at least 14 days e-mail notification of the time and place of the AGM

**7.1.4.** Notice and minutes of all Meetings and Committee Meetings shall be kept by the Secretary. They shall be available through email to all members.

### **7.2. Emergency General Meetings**

**7.2.1.** Under extreme circumstances, where this constitution does not cover the issue, an EGM can be called by the committee. Any changes to the constitution at an EGM must be ratified by a two thirds majority.

## **8. Finances**

- 8.1. The finances of PHYSOC shall be held primarily by the Treasurer and secondly by the President.
- 8.2. The Treasurer shall manage the accounts in an annual fashion with the accounting year ending in accordance with the handover of responsibilities each year.
- 8.3. The Treasurer shall keep and maintain all records of the society accounts before passing them on to their successor.
- 8.4. The Treasurer shall submit the accounts of PHYSOC to the AGM.
- 8.5. PHYSOC shall maintain all of its funds within the Guild Finance Office. All monies received from members and other sources shall be paid into the society account within the Finance Office in accordance with the Guild rules and as soon as is practically possible from the time of collecting the monies. All outgoing funds must have the approval of the Treasurer and whoever else is on the Guild Finance mandate form, normally the president.
- 8.6. All financial actions undertaken by the society must be in accordance with the Guild and BOS financial rules, regulations and Constitutions.

## **9. Description of Positions**

### **9.1. The President**

- I. The President shall be the main contact point for communications with all external groups and individuals. This includes the Guild.
- II. They are further responsible for the smooth and effective running of the Committee and the society, and shall be the final arbiter of disputes amongst the Committee.
- III. They are responsible for creating the best environment for the Executive Committee and other members to operate in.
- IV. They must ensure the general health and direction of the society is in accordance with the views of its members, and this constitution.
- V. They must carry out duties that are listed elsewhere in this Constitution.

### **9.2. Vice President**

- I. The Vice President shall assist the President in the execution of their duties as outlined in *Section 9.1.1*.
- II. The Vice President shall also act as the president at meetings or other functions where the president cannot attend.

### **9.3. Society Secretary**

- I. The secretary is responsible for organising meetings, events, and all other aspects of the committee's timetable.

- II. They are responsible for recording the minutes of all meetings, and are the main contact for receipt and outgoing administrative details of all events with regards to members and external organisations. This includes the Guild.
- III. The secretary is bound to carry out all other duties stated elsewhere in this constitution.
- IV. The Secretary must keep a record of attendance of meetings by committee members.
- V. The Secretary is responsible for all documentation and forms relating to the society, like The Society Constitution and Membership List.

#### **9.4. Society Treasurer**

- I. The Treasurer's roles are described throughout this constitution and need not be explained.

#### **9.5. Social Secretary**

- I. The Social Secretary is responsible for the organisation and publication of all social events.
- II. It is not expected of the Social Secretary to attend or lead all events; however they or a nominated person must be responsible for the running of events.

#### **9.6. Welsh Secretary**

- I. The Welsh Secretary is responsible for the translation of all society material into the Welsh language.
- II. They are also responsible for the fair treatment of the Welsh persons in society matters, and adherence with the Guild regulations with regards to the Welsh language.

#### **9.7. Staff Representative**

- I. The Staff Representative has the responsibility for communications between the society, its committee and the Institute's staff members and post doctorates.

#### **9.8. Year Representatives**

- I. There should be five representatives, representing the students from years 0 to 4.
- II. The representative does not have to be currently in the year they wish to represent.
- III. Year Representatives have the responsibility of communication between their year of representation and the Society, including promotion of membership and participation in Society events.
- IV. Representatives are encouraged to join in the organisation of society events.

#### **9.9. Postgraduate Representative**

- I. Postgraduate Representatives have the responsibility of communication between the institute's postgraduate members and the Society, with promotion of membership and participation in Society events.
- II. Representatives are encouraged to join in the organisation of society events.

#### **9.10. NEXUS Representative**

- I. The NEXUS Representative has the responsibility of communicating pertinent information between the Society and NEXUS/ the Institute of Physics.
- II. The representative should be officially listed on the NEXUS List of Societies as the representative for the University and the Society. It is the duty of the representative to update the current Society information with the NEXUS Register of Societies. This includes finding a suitable replacement that is not in their final year.

- III. The representative should attend the NEXUS Student conference at the Institute of Physics or elect a suitable person to do so. Where they shall represent the views, opinions and experiences of the society and the university and uphold the reputation of said bodies.
- IV. It is encouraged that said officer should stand for election for the NEXUS Committee to maintain the position of Physics societies in Wales.

9.11. **Webmaster**

- I. The Webmaster has the responsibility for the creation and maintenance of the PHYSOC web-presence, specifically the society website, and any presence on Facebook or a similar service.

9.12. **Astronomy Officer**

- I. The astronomy officer will be responsible for organising all astronomy related activities of PHYSOC.
- II. The astronomy officer will be the main point of liaison between the society and the Institute for collaboration and the use of astronomy equipment.

9.13. **Outreach Officer**

- I. The outreach officer will be responsible for all outreach activities the society is involved with.
- II. The outreach officer will as stated in *Section 2.2* will be charged with promoting physics to the wider community.
- III. The outreach officer will also work jointly with infinity to further the activities of both PHYSOC and Infinity.

## 10. Constitution and Interpretation

- 10.1. Standard Amendments to this constitution must be made in the following fashion. The proposed Amendment must be submitted to the Committee not less than 21 days before of the AGM. The Committee will then scrutinize the proposed amendment and then suggest any changes that would be suitable. The proposed amendments should then be emailed out to members in conjunction with notification of the AGM no less than 14 days before the meeting and then subjected to vote at the AGM where it must be ratified with a majority.
- 10.2. Any changes to this constitution shall only come into force after the close of the AGM unless otherwise stated in the amendment.
- 10.3. This Constitution, after amendments have been made at the society AGM, must be approved by a two thirds majority in order to stand as a true and accurate authority of the members of the society for the forthcoming academic year.
- 10.4. A copy of this constitution shall be kept by the Secretary and distributed to members upon request. The Students Activities Officer shall also hold a copy, which must be submitted annually. A copy shall also be put on the website.

- 10.5. In the event of any question of interpretation arising, the decision of the committee will be final, or, if the issue is not covered in the constitution, then a constitutional amendment should be presented by the Chair at the next AGM, or an EGM shall be called in extreme circumstances.
- 10.6. This constitution shall come into force fully at the AGM of 2010 providing it is ratified by a two-thirds majority.
- 10.7. Should there be any dispute over the constitution between the Welsh version and the English version; the English version shall take precedence.