

THE CONSTITUTION OF THE PHYSICS AND ASTRONOMY STUDENT ASSOCIATION

Contents

Article 1 – Introduction	1
Article 2 – Mandate	2
Article 3 – Membership	2
Article 4 – Executive Council	3
Article 5 – Finances	5
Article 6 – Meetings	6
Article 7 – Elections	7
Article 8 – Amendments	9
Article 9 – Impeachment	9
Article 10 – Resignation	10
Article 11 – Agency Clause	10

Article 1 – Introduction

- 1.1 The body’s official name will be the Physics and Astronomy Student Association. No other name will be used in the representation of the body.
- 1.2 This document represents the sole constitution of the Physics and Astronomy Student Association.
- 1.3 In this constitution, unless it is stated otherwise:
 - 1.3.1 “PASA” will refer to the Physics and Astronomy Student Association;
 - 1.3.2 “Executive council” will refer to the governing body of PASA as defined in Article 4 of this document;
 - 1.3.3 “Executive meeting” will refer to a meeting of the PASA executive council;
 - 1.3.4 “Members” will refer to all those who qualify as members of PASA under the requirements of the constitution as defined in Article 3 of this document;
 - 1.3.5 “General meeting” will refer to a meeting open to all members of PASA;
 - 1.3.6 “Signing authority” will refer to the authority to approve and sign for a withdrawal of funds from the PASA treasury;

- 1.3.7 “Simple majority” will refer to a vote by more than fifty percent of the persons entitled to vote, excluding blanks and abstentions;
 - 1.3.8 “Two-thirds majority” will refer to a vote by at least two-thirds of persons entitled to vote, excluding blanks and abstentions;
 - 1.3.9 “The department” will refer to the Physics and Astronomy Department for The University of Western Ontario;
 - 1.3.10 “The faculty” will refer to the Faculty of Science for The University of Western Ontario;
 - 1.3.11 “USC” will refer to the University Students Council for The University of Western Ontario;
 - 1.3.12 “UWO” or “the university” will refer to The University of Western Ontario.
 - 1.3.13 “Term of office” will refer to the period from May 1st until April 30th of the following year.
- 1.4 Where in this document the terms 'him', 'her', 'he' and/or 'she' are used, they are to refer equally to either gender.

Article 2 – Mandate

- 2.1 PASA has been established to enhance the university experience of students within the Department of Physics and Astronomy at The University of Western Ontario, by:
 - 2.1.1 Providing members with representation within the university community at the discretion of the executive council;
 - 2.1.2 Providing students with representation within the Department of Physics and Astronomy at the discretion of the executive council; and,
 - 2.1.3 Providing members with opportunities to interact with other members in academic and social settings.

Article 3 – Membership

- 3.1 All undergraduate students registered within the UWO Department of Physics and Astronomy are members of PASA, that is any student who is registered in a major or specialization in Physics, Astrophysics, Medical Physics, Planetary Science, Materials Science, or Biomaterials, or any

first-year student intending to register in a major or specialization in the aforementioned programs.

- 3.2 All members who have completed their first year of undergraduate study possess voting privileges.
- 3.3 Any member who has completed his first year of undergraduate study is eligible to hold a voting position on the executive council.

Article 4 – Executive Council

4.1 The executive council of PASA will consist of the following:

- 4.1.1 President;
- 4.1.2 Vice-President;
- 4.1.3 Treasurer;
- 4.1.4 Secretary;
- 4.1.5 Sports Representative;
- 4.1.6 Social Representative, and
- 4.1.7 Two representatives from each of the first, second, third and fourth year student groups under the requirements of section 4.5 of this document.

4.2 Responsibilities of a single executive council position may not be shared by more than one person.

4.3 The responsibilities of the executive council are as follows:

4.3.1 The President will:

4.3.1.1 Oversee the other members of the PASA executive council in fulfilling their responsibilities;

4.3.1.2 Chair all executive or general PASA meetings; and,

4.3.1.3 Have signing authority for PASA.

4.3.2 The Vice-President will:

4.3.2.1 Assist the President in his or her duties;

- 4.3.2.2 Assume all powers of the President in his absence or following his resignation or impeachment;
 - 4.3.2.3 Have signing authority for PASA; and,
 - 4.3.2.4 Maintain a complete and up to date list of voting members of PASA.
- 4.3.3 The Treasurer will:
- 4.3.3.1 Be responsible for overseeing all financial dealings of PASA;
 - 4.3.3.2 Keep complete and accurate records of all financial dealings of PASA; and,
 - 4.3.3.3 Have signing authority for PASA.
- 4.3.4 The Secretary will:
- 4.3.4.1 Be responsible for recording the minutes of all meetings;
 - 4.3.4.2 Keep complete and accurate records of all written dealings with outside groups and organizations;
 - 4.3.4.3 Keep complete and accurate records of attendance at all general and executive meetings; and,
 - 4.3.4.4 Have signing authority for PASA in the case where there are less than three members on the executive council with signing authority.
- 4.3.5 The Sports Representative will:
- 4.3.5.1 Be responsible for organization of PASA endorsed sports activities.
- 4.3.6 The Social Representative will:
- 4.3.6.1 Be responsible for the organization of PASA endorsed social activities.
- 4.3.7 The Yearly Representatives will:
- 4.3.7.1 Be responsible for representing the members from their

years on the executive council; and

4.3.7.2 Keep members from their years informed on PASA activities.

4.4 In the event of a vacancy in an elected executive council position, the remaining members of the PASA executive council will select a temporary replacement until an election can take place.

4.5 Members will be represented on the PASA executive council by two 1st year representatives, two 2nd representatives, two 3rd year representatives and two fourth year representatives.

4.5.1 Both 4th year representative positions will be left vacant if there are three or more 4th year members on the executive council. One 4th year representative position will be left vacant if there is at least one 4th year member on the executive council.

4.5.2 Both 3rd year representative positions will be left vacant if there are three or more 3rd year members on the executive council. One 3rd year representative position will be left vacant if there is at least one 3rd year member on the executive council.

4.5.3 Both 2nd year representative positions will be left vacant if there are three or more 2nd year members on the executive council. One 2nd year representative position will be left vacant if there is at least one 2nd year member on the executive council.

4.5.4 The yearly representative positions will be selected by the executive council at the first executive meeting following the close of the nomination period.

4.5.5. The nomination period for yearly representative positions will be open for one week in September.

4.5.6 Year representatives must be PASA members.

Article 5 – Finances

5.1 PASA will have no annual membership fee.

5.2 Any expenditure must be submitted to the PASA treasurer who will report it during the next executive meeting.

5.3 Any expenditure greater than \$50 must be voted on and approved by the executive council.

- 5.4 Any money will be used solely to fund projects which fall under the mandate of PASA.
- 5.5 All PASA funds must be kept in the designated bank account. Any withdrawal of funds from the PASA bank account or change to the structure of the bank account will be made with the approval of two members with signing authority for PASA.
- 5.6 Any surplus at the end of the executive council's term of office will be passed on to the incoming executive council.

Article 6 – Meetings

- 6.1 General Meetings
 - 6.1.1 At least one general meeting will be held during the school year.
 - 6.1.2 All members of PASA may attend a general meeting.
 - 6.1.3 Members will be informed of each of these meetings at least seven days in advance.
 - 6.1.4 Any meeting will meet quorum in order to proceed. Fifty percent plus one (50% + 1) of eligible voting PASA members will constitute quorum.
- 6.2 Executive Council Meetings
 - 6.2.1 At least one executive council meeting will be held each month during the school year.
 - 6.2.2 Members of the executive council will be informed of these meetings at least seven days in advance.
 - 6.2.3 All members of the executive council must attend each executive meeting.
 - 6.2.3.1 Any member of the executive council who will be absent for an executive meeting will inform the meeting chair beforehand.
 - 6.2.4 Any person wishing to present a request or petition to PASA may attend the executive meeting with approval of at least one member of the executive council. That person may be asked to leave the meeting once the request has been heard and prior to the

executive council's vote on the issue, if required.

6.2.5 All members of the executive council, with the exception of the meeting chair and the first year representatives, may vote during executive meeting proceedings.

6.2.5.1 Voting members may choose to abstain from any vote if they desire to do so.

6.2.6 Only members of the executive council may put forward a motion. The motion may be debated and voted on, or deferred to the next meeting.

6.2.7 Approval of a motion requires the support of simple majority.

6.2.7.1 In the case of a tied vote, the meeting chair will cast the deciding vote.

6.2.8 Any meeting must meet quorum in order to proceed. More than fifty percent of the voting members of the executive council will constitute quorum.

Article 7 – Elections

7.1 The executive council will select an individual on the executive council to chair the operation of elections. The responsibilities of the elections chair will include, but are not limited to:

7.1.1 The call for nominations and the announcement of official results;

7.1.2 The administration of speeches, campaigning and balloting;

7.1.3 The composition of the official ballot; and,

7.1.4 The ballot counting procedure.

7.2 The elections chair will not be eligible to be nominated for any positions.

7.3 The nomination period must open at least four weeks prior to the voting day and must remain open for three full weeks. The voting day must be held before the last day of classes during the winter term.

7.4 Candidate Eligibility

7.4.1 All candidates are subject to membership requirements as stated in Article 3 of this constitution.

- 7.4.2 Candidates must be planning to be a full or part-time undergraduate student at the university for the duration of the term of office relating to the position for which they are running.
- 7.4.3 Individuals may only be nominated for a single position.
- 7.4.4 Nominations for candidates will be valid only if the required nomination form has been submitted on time to the elections chair and has been filled out completely and accurately.

7.5 Ballots

- 7.5.1 The names of the candidates for a position will be listed in alphabetical order by last name.
- 7.5.2 Only the legal names of the candidates will appear on the ballot.

7.6 Voting Procedure

- 7.6.1 Voting will be done by secret ballot.
- 7.6.2 For all positions, each eligible voting PASA member will have the opportunity to rank candidates for each position according to preference.
- 7.6.3 First place rankings count as a vote for a candidate. In the case of a tied vote for any position, the candidate receiving the fewest votes shall be dropped from the ballot. Votes cast for the dropped candidate shall be recounted using the second place rankings on those ballots.
 - 7.6.3.1 This procedure will be repeated until there is a clear victor for the position.
 - 7.6.3.2 If there are only two candidates remaining and the vote is still tied, the elections chair shall place the names of both candidates in a hat and shall pull the victor's name from the hat. Both candidates must be present for this.
- 7.6.4 Following the close of the voting period, ballots will be tallied, and a winner announced for each position immediately thereafter.
- 7.6.5 Ballots will be tallied by the elections chair, the outgoing president, and the secretary.

- 7.7 If there is a single candidate nominated for any position, he will be acclaimed to the position.

Article 8 – Amendments

- 8.1 Amendments to the constitution must win a two-thirds majority vote of the general membership with at least fifty percent of the membership present for the vote.
- 8.2 Ratified amendments to the constitution will appear at the end of this document.

Article 9 – Impeachment

- 9.1 Any member of the PASA executive council may be given notice of impeachment for any reasons that include, but are not limited to:
- 9.1.1 Poor attendance or prolonged absence as determined by the executive council;
 - 9.1.2 Theft, fraud or embezzlement of PASA funds;
 - 9.1.3 Failure to fulfill constitutional duties; and,
 - 9.1.4 Just cause as determined by the PASA executive council.
- 9.2 A motion of impeachment must be passed with the approval of a two-thirds majority of the executive council. The member in question will not vote on the motion and may be asked to leave the room beforehand.
- 9.3 An impeached member will be notified no later than seven days before the impeachment vote. The individual will be given the opportunity to defend his or her actions in front of the PASA membership before a general vote regarding his or her removal from the PASA executive council.
- 9.4 An impeached member of the PASA executive council will have his signing authority and voting privileges suspended.
- 9.5 An affirmative two-thirds majority vote of members present, with quorum achieved, will result in the removal of the impeached individual from the PASA executive council and the loss of all privileges associated with his or her position.

Article 10 - Resignation

- 10.1 Should any member of the executive council wish to resign his post, he must submit a letter of resignation in writing to the president of the executive council. Should the president of the executive council wish to resign his post, he must submit a letter of resignation in writing to the vice-president.
- 10.2 The letter of resignation will be presented to the executive council at the next executive meeting where the resignation will be made official and temporary replacement shall be selected to fill the vacant post.

Article 11 – Agency Clause

- 11.1 The Physics and Astronomy Student Association is not an agent of the university, the USC, the faculty or the department and its views and actions do not represent those of the aforementioned organizations.