

THE CONSTITUTION OF THE PHYSICS AND ASTRONOMY GRADUATE STUDENT ASSOCIATION

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Article 1 – Introduction

1.1 The body's official name will be the Physics and Astronomy Graduate 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 Graduate Student Association.

1.3 In this constitution, unless it is stated otherwise:

1.3.1 "PAGSA" will refer to the Physics and Astronomy Graduate Student Association;

1.3.2 "Executive council" will refer to the governing body of PAGSA as defined in Article 4 of this document;

1.3.3 "Executive meeting" will refer to a meeting of the PAGSA executive council;

1.3.4 "Members" will refer to all those who qualify as members of PAGSA 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 PAGSA;

1.3.6 "Signing authority" will refer to the authority to approve and sign for a withdrawal of funds from the PAGSA 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 Victoria;

1.3.10 "The faculty" will refer to the Faculty of Graduate Studies at the University of Victoria.

1.3.11 "GSS" will refer to the Graduate Student Society for the University of Victoria.

1.3.12 "UVic" or "the university" will refer to The University of Victoria.

1.3.13 "Term of office" will refer to the period from October 1st until September 30th of the following year.

1.3.14 "CUPE" will refer to the Canadian Union of Public Employees unit 4163 Component 1

1.4 Where in this document the term 'they' are used, it is to refer to any singular person in a gender-neutral manner.

Article 2 – Mandate

2.1 PAGSA has been established to enhance the university experience of students within the department, by:

2.1.1 Providing students with representation within the department; and,

2.1.2 Providing members with opportunities to interact with other members in academic and social settings.

Article 3 – Membership

3.1 All graduate students registered within the UVic Department of Physics and Astronomy are members of PAGSA - that is any student who is registered in a GCMP, MSc., or PhD. with the department.

3.2 All members possess voting privileges.

3.3. Any, and only members are eligible to hold a voting position on the executive council.

3.3.1 Ex-officio members will be granted voting privileges as long as they are members.

3.3.2 If an elected member loses their membership status, the position will be unfilled until the next election can be scheduled.

Article 4 – Executive Council

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

4.1.1 Chair;

4.1.2 Vice Chair;

4.1.3 Sports Representative;

4.1.4 Social Representative;

4.1.5 Academic Representative;

4.1.6 Student Affairs Officer;

4.1.7 The Astronomy, Medical Physics, and Physics department representatives;

4.1.8 CUPE Department Stewards and the GSS Councillor as ex-officio members

4.2 One person may not hold more than one, non ex-officio, executive council position.

4.3 The responsibilities of the executive council are as follows:

4.3.1 The Chair will:

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

4.3.1.2 Chair all executive or general PAGSA meetings;

4.3.1.3 Apply for the GSS academic and social department grants;

- 4.3.1.4 Have signing authority for PAGSA;
- 4.3.1.5 Be responsible for overseeing all financial dealings of PAGSA; and,
- 4.3.1.6 Keep complete and accurate records of all financial dealings of PAGSA.
- 4.3.1.7 Be responsible for ensuring all elections, both for internal and ex-officio positions, are held.
- 4.3.1.8 Keep complete and accurate records of all written dealings with outside groups and organizations;

4.3.2 The Vice Chair will:

- 4.3.2.1 Be responsible for recording and distributing the minutes of all meetings;
- 4.3.2.2 Keep complete and accurate records of attendance at all general and executive meetings; and,
- 4.3.2.3 Have signing authority for PAGSA in the case where the Chair position is unfilled.
- 4.3.2.4. Delegate resources to maintain digital platforms, including website and social platform of choice (e.g., Discord, Slack, Facebook)

4.3.3 The Sports, Social, and Academic Representatives will:

- 4.3.4.1 Be responsible for the organization and promotion of PAGSA-endorsed sports, social, and academic activities, respectively.

4.3.4 The Student Affairs Officer will:

- 4.3.5.1 Represent the interest of all Physics and Astronomy graduate students within PAGSA and the Physics and Astronomy department.
- 4.3.5.2 Coordinate advocacy on behalf of the collective Physics and Astronomy graduate student body.
- 4.3.5.3 Design programs and strategies to target by educating and preventing issues pertaining to Physics and Astronomy graduate students (e.g. but not limited to issues of equity, diversity, inclusion, wellness).
- 4.3.5.4 Keep an updated (at least yearly) list of resources available for Physics and Astronomy graduate students in consultation with organizations such as the GSS, the faculty, the University, and the department.
- 4.3.5.5 Form working groups focusing on student interests as approved by the PAGSA executive board.

4.3.5 The Astronomy, Medical Physics, and Physics department representatives will:

- 4.3.6.1 Be responsible for updating members about the ongoings of the department.
- 4.3.6.2 Be responsible for the organization of PAGSA-endorsed activities relating to the respective student bodies.

4.3.6 The CUPE Department Stewards and the GSS Councillors will

act in accordance with their separate constitutions and fulfill their duties with respect to their organizations.

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

Article 5 – Finances

5.1 PAGSA will have no annual membership fee.

5.2 Any expenditure must be submitted to the PAGSA Chair 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 that fall under the mandate of PAGSA.

5.5 A financial report detailing all expenditures for the fiscal cycle and all available funds must be presented at the annual general meeting each year.

Article 6 – Meetings

6.1 General Meetings

6.1.1 At least one general meeting will be held during the academic year.

6.1.2 An annual general meeting must be held in September to conduct the annual internal elections as outlined in section 7.1

6.1.2 All members of PAGSA may attend a general meeting.

6.1.3 Members must be informed of each of these meetings at least seven days in advance.

6.1.4 All general meetings require quorum (set at 15 members) to conduct business.

6.2 Executive Council Meetings

6.2.1 It is the responsibility of all members of the executive council to attend executive council meetings.

6.2.2 Any person wishing to present a request or petition to PAGSA 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 vote on the issue, if required.

6.2.3 All members of the executive council, with the exception of the meeting chair, may vote during executive meeting proceedings.

6.2.4 All members of the executive council are entitled to one vote.

6.2.5 Only members of the executive council may put forward a motion.

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

- 6.2.6.1 In the case of a tied vote, the meeting chair will cast the deciding vote.
- 6.2.7 Any meeting must meet a quorum in order to proceed. Fifty percent of the voting members of the executive council will constitute a quorum.

Article 7 – Elections

7.1 Internal Elections

7.1.1 The election of all internal (i.e. non ex-officio) members will be conducted during the annual general meeting.

7.1.2 Nominations for positions will be submitted on the floor at the general meeting.

7.1.3 Candidate Eligibility

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

7.1.3.2 Individuals may only be nominated for a single internal position.

7.1.4 Voting Procedure

7.1.4.1 Voting will be by show of hands, or secret ballot if requested by at least one member, on the floor at the annual general meeting.

7.1.4.2 In the event of a tie, the winner will be chosen randomly through the favourite means of the assembled body.

7.1.4.3 If there is a single candidate nominated for any position, they will be acclaimed to the position.

7.2 Ex-officio Position Elections and Appointments

7.2.1 A GSS councilor election must be held by September each year. The Chair is responsible for ensuring the election is held and that the election follows the GSS rules and guidelines for councilor elections.

7.2.2 The Chair is responsible for ensuring that CUPE Union Steward position(s) is/are held. CUPE Union Stewards shall be appointed in compliance with CUPE policy.

Article 8 – Amendments

8.1 Amendments to the constitution may only be made at a general meeting and must win a two-thirds majority vote.

Article 9 - Resignation

9.1 Should any member of the executive council wish to resign their post, they

must submit a letter of resignation in writing to the Chair of the executive council. Should the Chair of the executive council wish to resign their post, they must submit a letter of resignation in writing to the Vice Chair.

9.2 The letter of resignation will be presented to the executive council at the next executive meeting where the resignation will be made official.

Article 10 – Agency Clause

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