

Constitution of the McGill Graduate Association of Physics Students

Date of adoption: 30 January 2023

Article I - Name

I.1 Corporate Name

The name of the corporation shall be “McGill Graduate Association of Physics Students Inc.” (MGAPS), hereinafter referred to as “the Association”.

The French name of the association shall be “l’Association Étudiante d’Études Supérieures en Physique de McGill Inc.” (AÉÉSPM).

I.2 Corporate Headquarters

The headquarters of the Association are located at:

Ernest Rutherford Physics Building
McGill University
3600 rue University
Montreal, Quebec
H3A 2T8

Article II - Statement of Purpose

The purpose of the Association is:

- i. to corporately represent its members, as defined in *Article III*,
- ii. to defend and promote the interests of its members in all affairs of the Physics Department, the University and all institutions or governments, be they local, provincial or federal,
- iii. to foster cohesion and interaction amongst its members through social events and activities,
- iv. to ensure the physical and mental well-being of its members.

Article III - Membership

All post-graduate students registered full-time or part-time in a Physics program at McGill University, and all post-doctoral researchers associated with the McGill physics department, are regular members of the Association, and are referred to as “the members”. Aside from this stipulation, the Association shall not discriminate in any way deemed unlawful or inappropriate within the PGSS Constitution, McGill University ethics guidelines, or municipal, provincial and federal law.

Article IV - The Officers

A member of the Association can hold several Officer positions, provided the following restrictions are respected:

- i. The President cannot be Vice-President Finance,
- ii. The President cannot be Vice-President Communications,
- iii. The Chief Returning Officer cannot be a member of the Executive (see *Article V*).

IV.1 The Officers of the Association

The officers of the Association shall be:

- i. The President,
- ii. The Vice-President Finance,
- iii. The Vice-President Communications,
- iv. The Vice-President Academic,
- v. The Vice-President Social,
- vi. The Vice-President Professional Development,
- vii. The Chief Returning Officer,
- viii. The Workspace, Safety, and Accessibility Officer,
- ix. The Teaching Assistant Officer,
- x. The Equity, Diversity & Inclusion Officer,
- xi. The Sports Officer,
- xii. The RTech and Computing Officer.
- xiii. The Medical Physics Officer,

IV.2 Duties of the Officers

The Officers have both common and specific duties. They shall assume all responsibilities assigned to them by the Association's Constitution, Resolutions and Council, as defined in *Article VI*. In particular, they shall:

- i. present a report at all meetings of the Executive, as defined in *Article V*,
- ii. present a report at all meetings of Council,
- iii. submit a written report to the Vice-President Communications to be made available to all members of the Association at least ten (10) days before each General Assembly,
- iv. maintain a detailed portfolio for the incoming Officer.

IV.2.a The President

The President shall assume the following responsibilities:

- i. to preside over all meetings of the Executive and of the members,
- ii. to ensure proper communication amongst Executive members,
- iii. to sit ex-officio on all committees of the Association,
- iv. to oversee the execution of all decisions made by Council,
- v. to fulfill all charges assigned by the Executive during the course of the term,
- vi. to sign, with one of the Vice-Presidents, all documents binding the Association and to be generally responsible for affairs external to the Association,
- vii. in the absence of a Chief Returning Officer, to retain all the duties and responsibilities of that position,
- viii. to have signatory powers for financial and associative matters.

The President can designate one of the Vice-Presidents to temporarily fulfill presidential duties during an absence.

IV.2.b The Vice-President Finance

The Vice-President Finance shall assume the following responsibilities:

- i. to manage and forecast the finances of the Association,
- ii. to coordinate, with the president, the transfer of funds from PGSS to the Association,
- iii. to prepare the budget for each financial year,
- iv. to keep track of financial status all along the financial year,
- v. to maintain an up-to-date ledger on a monthly basis,
- vi. to prepare the financial statement of the corporation within the appropriate time frame,
- vii. to have signatory powers for financial matters.

IV.2.c The Vice-President Communications

The Vice-President Communications shall assume the following responsibilities:

- i. to take, type and archive the minutes of all meetings of the Executive, Council, and General Assemblies, within ten (10) working days,
- ii. to maintain the membership, officer and representative registers,
- iii. to maintain the Association's website and archives,
- iv. to maintain the Association's Facebook and Instagram pages,
- v. to have signatory powers for associative matters.

IV.2.d The Vice-President Academic

The Vice-President Academic shall assume the following responsibilities:

- i. to defend and promote the interests of the members as Students, Researchers and Teaching Assistants at the University level,
- ii. to inform all the members of academic and post-academic possibilities (such as scholarships and employment),
- iii. to organize and promote regular student seminars,
- iv. to act as Grievance Officer and address specific concerns of Graduate Students with regards to their supervisors.

IV.2.e The Vice-President Social

The Vice-President Social has the following responsibilities:

- i. to provide the students with social activities and organize them,
- ii. to manage and expand the social and recreational assets of the Association,
- iii. to be responsible for preservation of the Student Lounge.

IV.2.e The Vice-President Professional Development

The Vice-President Professional Development has the following responsibilities:

- i. to be the caretaker and catalyst of initiatives that focus on professional development (skills that lie outside the realm of physics) geared towards physics grads,
- ii. to collaborate with the computing officer on the RTech initiative

IV.2.f The Chief Returning officer

The Chief Returning Officer shall be responsible for all aspects of the administration of Association elections and referenda, in accordance with the regulations of *Article X*. The Chief Returning Officer shall also act as speaker at General Assemblies.

IV.2.g The Workspace, Safety and Accessibility Officer

The Workspace, Safety and Accessibility Officer shall ensure the safety and quality of the environment of all members concerning the Rutherford Physics Building and laboratories therein, and advocate for increased accessibility in these spaces and all

other relevant spaces on-campus. The Workspace, Safety and Accessibility Officer shall also sit on the Physics Departments Safety Committee and keep informed of any renovations in the Rutherford Physics Building, advocating for accessibility at all stages of said renovations.

IV.2.h The Teaching Assistant Officer

The Teaching Assistant Officer shall act as a resource for TAs seeking to build their teaching skill set, work with the department to improve assistanceship allocation and mentorship, and aim to organize activities which bring TAs together fostering the graduate teaching community.

IV.2.i The Equity, Diversity, and Inclusion Officer

The Equity, Diversity, and Inclusion Officer shall provide a liaison and voice for the Equity, Diversity, and Inclusion (EDI) Committee of the Department of Physics on MGAPS, and vice versa, and in general help MGAPS and the EDI Committee work toward the common goals of an equitable, inclusive, and positive culture in the department.

IV.2.j The Sports Officer

The Sports Officer shall be responsible for the maintenance and distribution of sports equipment owned by MGAPS. The Sports Officer shall also aid in the organization of intramural sports teams associated with the physics Department.

IV.2.k The RTech and Computing Officer

The RTech and Computing Officer shall act as a resource for students seeking or initiating computational skill development opportunities (such as workshops, seminars, lecture series, etc...) in the department.

IV.2.l The Medical Physics Officer

The Medical Physics Officer shall report the specific concerns of members working in the field of Medical Physics and promote their interests within the Association.

Article V - The Executive

V.1 The Executive

The Executive shall be comprised of the President, the Vice-President Finance, the Vice-President Communications, the Vice-President Academic and the Vice-President Social. The Executive shall be elected annually as per the election guidelines outlined in *Article X*.

V.2 Term of Office

The Executive shall hold office for the entire financial year following their election, as defined in *Section VIII.4*.

Article VI - Council

VI.1 Council

The MGAPS Council shall be the working body of the Association between General Assemblies.

VI.2 Structure

Council shall be comprised of:

- i. all Officers,
- ii. representatives to PGSS Council, as defined in *Section VII.1*.

VI.3 Meetings

The President shall call meetings of Council no less than twice per academic semester (ie, at least 4 times per year).

VI.4 Quorum

Quorum shall be six (6) members of Council, including at least three (3) members of the Executive.

VI.5 Admission

Council meetings are open to all members of the Association.

VI.6 Resolutions

Resolutions proposed to Council shall be numbered in the following fashion: YEAR-CO-NUMBER, where YEAR shall be the financial year as described in *Section VIII.4*, CO shall stand for Council and NUMBER shall refer to the chronological order of submission. Resolutions adopted by Council shall be posted on the Associations website.

Article VII - Representation

VII.1 Representatives

The MGAPS Council shall elect representatives to the PGSS Council, the Association of Graduate Students Employed at McGill (AGSEM) Delegate Council, and to any committees and bodies within the Physics Department and/or Faculty of Science on which graduate students are entitled to representation.

VII.2 Duration of Term

Representatives shall be elected at the beginning of the financial year, for a term ending at the end of the financial year.

VII.3 Termination of Mandate

The MGAPS Council shall have the power to force the resignation of a representative for pertinent reasons such as frequent and unexcused absence, poor management or irresponsible behavior. If a vacancy arises during the course of the year, the Executive Officers may nominate another representative from amongst the members in good standing in order to fill the vacancy until the next meeting of Council.

VII.4 Duties of the Representatives

Representatives shall assume the following responsibilities:

- i. to sit and represent their constituency on the committee to which they were elected,
- ii. to consult with the Executive, Council and members in order to define official positions of the Association,
- iii. to report their findings and progress to the Executive and to the MGAPS Council,
- iv. to fulfill all charges assigned to them by the Association.

Article VIII - Finances and Membership Fees

VIII.1 Fundraising

The Association shall conduct fundraising for such programs or activities as it sees fit.

VIII.2 PGSS Funding

The Association may seek funding from the PGSS in accordance with the PGSS funding program guidelines.

VIII.3 Fee Collection

The Association may request a fee levy from the PGSS in accordance with the PGSS Constitution, Bylaws and Regulations.

VIII.4 Financial Year

The financial year of the Association shall be from June 1 to May 31 of the following year, and shall be referred to by the calendar year in which it begins. For example the financial year beginning on June 1, 2004 and ending on May 31, 2005 shall be referred to as the 2004 financial year.

VIII.5 Banking Affairs

There shall be a bank account under the Associations name with at least two (2) joint signing Officers. The name and contact information of these two (2) signing Officers shall be forwarded to the PGSS Vice-President (Finance) no later than September 1 after the start of the financial year.

VIII.6 Budget and Financial Statement

Both the budget and the final annual financial statement shall be approved annually by the Association at General Assemblies. The approved budget and final annual financial statement of the previous year shall be forwarded to the PGSS Vice-President (Finance) no later than September 1 after the start of the financial year.

VIII.7 Membership Fees

Membership fees will be set and levied by the PGSS.

VIII.8 Borrowing

During a General Assembly, a two-thirds (2/3) majority of the members present can permit the Executive to adopt a policy to borrow on the credit of the Association an amount to be reimbursed before the end of the Financial Year.

VIII.9 Auditing

During a General Assembly, the members can nominate one or more auditors. The books of the Association are subject to examination on demand, at the corporate headquarters, by any member in good standing who makes such a request to the VP Communications.

VIII.10 Usage of Financial Resources

The funds of the society shall be used wisely to the benefit of all the members. They shall be shared between several social events, sport teams and/or seminars.

Article IX - General Assemblies

IX.1 Annual General Assemblies

There shall be three General Assemblies of the membership annually: In January, June and September of each year.

IX.2 Special General Assembly

The Executive, or a group of members upon presentation of a petition signed by no less than ten percent (10%) of the membership may call a special General Assembly at an appropriate time and place. An Officer must then convene the assembly providing at least ten (10) days notice. Notice of the assembly must contain the reason for the assembly.

IX.3 Notice of Meeting

The Executive shall set the time and place of the General Assemblies, in a manner maximizing attendance. Notice of a General Meeting shall be given by posting announcements on departmental notice boards and by e-mail (when possible) at least ten (10) days before the meeting. Members shall be given the opportunity to submit draft resolutions to be added to the agenda within five (5) days of the notice of meetings. The final agenda, along with any relevant documentation shall be made available to all members three (3) days prior to the meeting.

IX.4 Quorum

Quorum for a General Assembly is ten percent (10%) of the members.

IX.5 Rules of Order

The Rules of Order for General Assemblies shall be the Rules used by the PGSS Council. The MGAPS Council may modify these rules to better suit the Associations needs and spirit.

IX.6 Vote

Only members in good standing have the right to vote. Voting by proxy is prohibited.

IX.7 Agenda

IX.7.a January Annual General Assembly

The agenda of the General Assembly to be held in January of each year must contain, at least, the following items:

- i. approval of the minutes of the previous General Assembly,
- ii. presentation of resolutions (new or modified) adopted by the MGAPS Council since the previous General Assembly,
- iii. opening of nominations for available Officer and Representative positions.

IX.7.b June Annual General Assembly

The agenda for the General Assembly to be held in June of each year must contain, at least, the following items:

- i. approval of the minutes of the previous General Assembly,
- ii. presentation of resolutions (new or modified) adopted by the MGAPS Council since the previous General Assembly,
- iii. opening of nominations for available Officer and Representative positions.

IX.7.c September Annual General Assembly

The agenda for the General Assembly to be held in September of each year must contain, at least, the following items:

- i. welcome to new students,
- ii. approval of the minutes of the previous General Assembly,
- iii. presentation of resolutions (new or modified) adopted by the MGAPS Council since the previous General Assembly,
- iv. approval of the final annual financial statement,
- v. transfer of office (inauguration of new executive),
- vi. election of the Officers.

IX.8 Special General Assemblies

The agenda for the Special General Assemblies must contain only the followings:

- i. approval of the minutes of the previous General Assembly,
- ii. special urgent matters, reason for the call of the General Assembly.

IX.9 Resolutions

Resolutions proposed to General Assemblies shall be numbered in the following fashion: YEAR-GA-NUMBER, where YEAR shall be the financial year as described in *Section VIII.4*, GA shall stand for General Assembly and NUMBER shall refer to the chronological order of submission. Resolutions adopted by General Assemblies shall be posted on the Associations website.

Article X - Elections

X.1 Election of the Officers

Elections of the Officers shall be held at the September General Assembly.

X.2 Notice of Open Positions

Notice of open positions shall be given at least ten (10) days in advance of the September General Assembly by means laid out in *Article IX* of the MGAPS constitution.

X.3 Eligibility

Any member in good standing of the Association may seek election for open positions, provided they acquire the nomination of two (2) members in good standing.

X.4 Voting

The voting procedure shall be established and overseen by the Chief Returning Officer in accordance with Council. Upon request of any member in good standing, the ballots shall be secret and counted in the presence of at least two non-candidate members.

X.5 Communication of Results

The list of elected officers for the coming year shall be forwarded to the PGSS Vice-President (Finance) no later than October 1.

X.6 Vacancies

Vacancies during the course of the year shall be filled through by-elections, to take place at a Special General Assembly. Notice of position, nomination and voting shall take place as stipulated in *Article X* of the MGAPS constitution.

Article XI - Affiliation

XI.1 Affiliation to PGSS

The Association shall be affiliated with the Post Graduate Students Society of McGill University (PGSS), as outlined in the PGSS Constitution.

XI.2 Other Affiliations

The Association may choose to be affiliated with other bodies as its membership sees fit.

Article XII - Adoption and Amendments

XII.1 Ratification

This constitution comes into full effect when adopted by a two-thirds (2/3) majority of a General Assembly. It replaces and nullifies all preceding constitutions.

XI.2 Constitutional Amendments

All constitutional amendments require a two-thirds (2/3) majority of a General Assembly.

XII.3 Notification of Changes

Any changes to the Associations Constitution and Bylaws shall be forwarded to the PGSS within one (1) month of their implementation.