

# CONSTITUTION OF UNIVERSITY OF ST ANDREWS PHYSICS SOCIETY

## 1 Title

The Society shall be called University of St Andrews Physics Society (short PhySoc) and shall be affiliated to the University of St Andrews Students' Association ("Students' Association").

## 2 Aim

1. To promote the study of physics within the student community of the University of St Andrews.
2. To foster in those not studying in the School of Physics and Astronomy an interest in the study of physical and mathematical science as part of a broadening of their academic experiences.
3. To hold social events in order to bring together people who share like interests.
4. To provide a forum for the discussion of issues both connected with physics in general and the studying of physics in the University of St Andrews.

## 3 Membership

Ordinary Membership shall be open to all matriculated students of the University of St Andrews.

Other persons may be admitted to Associate Membership by the committee of the Society ("Committee"), although the number of Associate Members shall not exceed the number of Ordinary Members.

Other persons may subscribe to the mailing list of the Society and connect with the Society on its social media accounts but they are not to be considered a Member of the Society. They shall not be required to pay any subscription. They do not have the same entitlements as an Ordinary or Associate Member.

Honorary Officers and Members may be elected by a General Meeting of the Society (provided they are of some status in relation to the Aims of the Society) either for life or for a specified period of time, in which case they will be eligible for re-election. They shall not be required to pay any subscription.

The Director of Student Development & Activities, the SSC Societies Officer, shall be deemed Honorary Members.

The entitlement to hold executive office, to elect the executive officers and to vote on amendments to the constitution shall be reserved to Ordinary Members of the Society.

Both Ordinary and Associate Members shall be entitled to hold non-executive office and to serve on the Committee. They shall also be entitled to vote at General Meetings on matters not reserved to Ordinary Members and where the SSC Societies Committee or its duly appointed representative raises no objection.

## 4 Committee

There shall be the following executive office-bearers (no two executive offices may be held concurrently):

- President
- Vice President
- Secretary
- Treasurer

There shall be the following non-executive office-bearers:

- Honorary Vice President
- Academic Convener
- Two Social Convener(s)
- Publicity Officer
- **Two Podcast Producers**
- First Year Representative
- Post Graduate Representative
- Trip Organiser
- Baking Representative
- Photography Representative

The affairs of the Society shall be conducted by a Committee of 13 members, who are to be elected at the Annual General Meeting, or co-opted by the Committee if no candidate is elected at the Annual General Meeting or in the case of casual vacancy, and who are to hold office until the next Annual General Meeting of the Society, or until their earlier

death, disqualification, or resignation. The Committee may co-opt additional Members to the Committee with specific portfolios, but these shall be non-voting members of the Committee.

The quorum for a Committee meeting of the Society shall be at least two-thirds of all elected Committee members, providing one of them is the President or their nominated chairperson. All elected Committee members must be given at least twenty-four hours notice of any Committee meeting.

The President shall call Committee meetings on their own volition or upon presentation to them of a written request by two-fifths of the voting members of the Committee.

The Committee shall have the exclusive authority to:

1. Authorise expenditure over £150.

The Committee shall not delegate these powers to any other person or groups, including a subcommittee of its own members.

The Society may adopt standing orders with regard to the day-to-day running of the Society in accordance with the provisions of this Constitution. Such standing orders shall be adopted and rescinded by a two-thirds majority of the voting members of the Committee or a majority of those present and voting at a General Meeting of the Society.

No member of the Committee shall derive any financial profit or gain by reason of their participation on the Committee, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Society.

Any member of the Committee, except the Secretary, may resign at any time by giving written notice or notice by electronic transmission thereof to the Secretary; the Secretary may resign at any time by giving written notice or notice by electronic transmission thereof to the President. Such resignation shall take effect at the time specified therefor or if the time is not specified, upon delivery thereof; and, unless otherwise specified with respect thereto, the acceptance of such resignation shall not be necessary to make it effective.

## **5 Duties of Office**

### **5.1 President**

1. Shall be the Society's general representative.
2. Shall be responsible for calling meetings, setting meeting agendas and chairing the meetings.

## **5.2 Vice President**

1. Shall work with the President to fulfil the aims of the Society.
2. Shall assume the duties of the President in the President's absence.

## **5.3 Secretary**

1. Shall maintain a membership list.
2. Shall take minutes at a Committee and General Meetings.
3. Shall send out emails to the membership informing them of the Society's activities.

## **5.4 Treasurer**

1. Shall be responsible for the Society's bank account, keeping the financial records of the Society and holding the money of the Society.

## **5.5 Social Convener(s)**

1. Shall be responsible for organising social events within the Society.

## **5.6 Academic Convener**

1. Shall be responsible for the academic events (and in particular lectures) organised by the Society.

## **5.7 Publicity Officer**

1. Shall work with the other Committee members to publicise the activities of the Society to the membership and the wider student/University community.
2. Shall manage the Society's online presence, maintaining and updating the website.

## **5.8 Podcast Producer (x2)**

1. Shall produce a high quality podcast that is of relevance to the membership and the wider student/University community, and of academic merit.
2. Shall be responsible for all aspects of its production including managing guests, writing content, recording, editing and publicising.

3. Shall ensure the content of the podcast reflects well upon the Society, and does not adversely affect the Society's relationship with individuals and organisations connected to the podcast or the Society.

### **5.9 First Year Representative**

1. Shall help to embrace the interests of first year students in the Society.

### **5.10 Post Graduate Representative**

1. Shall help to embrace the interests of post graduate students in the Society.

### **5.11 Trip Organiser**

1. Shall be responsible for the organisation of the Society's major excursions.
2. Shall handle grant applications, flight and accommodation booking, activity planning, risk assessment and anything else necessary to ensure a successful excursion.

### **5.12 Baking Representative**

1. Shall be responsible for the organisation of bake sales to raise funds for the Society.

### **5.13 Photography Representative**

1. Shall take promotional photographs and videos, with attendee's permission, at the Society's events.
2. Shall work with the Publicity Officer to distribute the photographs and videos on the Society's social media accounts.

## **6 Relationship to the Students' Association**

The Committee shall follow the Standing Orders for all affiliated societies as laid down by the Societies Committee of the Students' Association.

## **7 Finance**

The finances of the Society shall be dealt with along the lines laid down by the Societies Committee of the Students' Association. In the event of a deficit, this shall be paid off by an equal subscription from all Members. The annual subscription shall be reviewed annually by the Committee and consequently approved at the Annual General Meeting.

Two signatories of the Students' Association shall appear on the bank mandate.

## **8 Outside Affiliations**

The Society shall have the following affiliations, outside the University of St Andrews Students' Association:

1. The Society will be affiliated with the Institute of Physics University Student Network Branch.

All members shall have the option of not contributing to these outside affiliations.

## **9 Constitution**

A copy of this Constitution shall be displayed at every Committee meeting and at every General Meeting of the Society.

A proposed alteration to this Constitution shall be submitted to a General Meeting on the advice and consent of the Committee or by a duly seconded motion by any Member at a General Meeting and shall be adopted with the support of two-thirds of Ordinary Members voting at a General Meeting. Alterations shall not take effect until ratified by the Societies Committee of the Students' Association.