

# Physics, Astronomy and Engineering Physics Student Council Constitution

Updated: 2016-03-03

## **Article 1: Title**

This organization is called the Physics and Astronomy and Engineering Physics Student DSC, hereafter referred to as PHYS/ENPH Council, and falls under the auspices of Queen's University Arts and Sciences Undergraduate Society and Queen's Engineering Society.

## **Article 2: Mission**

PHYS/ENPH Council aims to facilitate interaction between the students, the course instructors, and the department faculty in order to enhance both the student and faculty experience.

## **Article 3: Affiliation with the Arts and Science Undergraduate Society (ASUS)**

The constitution of ASUS, particularly section 8.01 will be observed in conjunction with this document in all aspects of the Physics and Astronomy DSC the council's operations.

## **Article 4: Structure of the Executive**

**4.1** The Physics and Astronomy DSC will operate in a non-hierarchical manner except in the manner of DSC representation to external bodies, including the department.

**4.1.1** The co-chairs (President and Vice President) will act as primary representatives for the ASUS DSC and Engineering Society (EngSoc) Council, each from their respective faculties.

**4.1.2** In the event that the Physics chair is unavailable, any one member of the Physics and Astronomy Department will act as representative of the DSC at ASUS meetings, with preference being given to current members of PHYS/ENPH Council.

**4.1.3** In the event that the Engineering Physics chair is unavailable, any one member of the Engineering Physics Department will act as representative of the discipline at EngSoc Council, with preference being given to current members of PHYS/ENPH Council.

## **4.2 The executive positions on the DSC are:**

Co-chairs: President and Vice-President (These two positions must be filled by one student from the Physics and Astronomy Department and one from the Engineering Physics Department to ensure proper representation).

BED-Fund Coordinator (Engineering Only)

Treasurer

Events Coordinator (2)

Sports Coordinator

Merchandise Representative (2)

2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Year Representatives: 1 from each faculty

Academic/Faculty Liaison

Food Representatives (2)

Webmaster

## **Article 5: Duties of the Committee Members**

### **5.1 Co-chairs – the co-chairs will:**

- a) be responsible for overseeing all DSC activities from both Physics and Astronomy and Engineering Physics
- b) be required to interact with faculty representatives and keep the department up to date on all DSC events
- c) be responsible for attending departmental meetings and electing a proper representative as replacement in the case a chair cannot attend their respective DSC meetings

### **5.2 Treasurer – the treasurer will:**

- a) be responsible for creating an annual budget and submitting it to the DSC and to the Engineering Society Council
- b) be responsible for all financial interactions

### **5.3 Events Coordinator – the events coordinators will:**

- a) be responsible for all room and venue booking for events
- b) be in charge of contacting and following the rules of the AMS regarding events

### **5.4 BED-Fund Coordinator – the BED-Fund coordinator will:**

- a) ensure BED-Fund allocation spending properly represents the needs of students in the Engineering Physics department.

### **5.5 Sports Coordinator – The sports coordinator will:**

a) be responsible for coordinating all departmental sporting activities as well as promoting general health and well-being within the department

**5.7 Merchandise Representative – The Merchandise Representative will:**

a) Oversee the creation of new designs pertaining to the Physics and Astronomy and Engineering Physics Departments

b) Oversee the ordering and distribution of said merchandise within the departments, as well as help oversee related transactions

**5.8 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Year Representatives –The 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Year Representatives will:**

a) be responsible for representing the interests of their respective year's physics and engineering physics students to the DSC

b) be responsible for relaying any pertinent DSC news to their respective year's physics and engineering physics students in the form of class announcements or social media posts

c) The 4<sup>th</sup> year Engineering Physics representative will be responsible for planning and organizing the Science Formal Wine and Cheese. They will act as a liaison between the council executive and Science Formal committee.

**5.9 Academic/Faculty Liaison – The Academic/Faculty Liaison will:**

a) be responsible for relaying any pertinent DSC news to the department heads and/or faculty members

b) be responsible for contacting faculty with regard to upcoming events such as barbecues, beer pool with profs, and speaker series

c) advocate for their peers on academic issues

d) be responsible for attending semesterly Engineering Academic Caucus (EAC) meetings held by the Engineering Society. \*

\*If the position of Academic/Faculty Liaison is held by a Physics or Astronomy student they shall be responsible for appointing an engineering academic advisor within the DSC who is able to attend EAC meetings.

**5.10 Food Representatives – The food representatives will:**

a) be responsible for providing pizza and/or other snacks and refreshments to events such as speaker series, textbook sales, barbeques, etc.

**Article 6: Voting and Hiring Procedure for the Executive**

**6.1** The Chairs are elected by majority vote by the student body within the Physics and astronomy and Engineering Physics faculty.

**6.1.1** To be eligible for positions of Chairs, candidates must be going into 3<sup>rd</sup> or 4<sup>th</sup> year.

**6.2** The electoral process will be led by available outgoing DSC members

**6.2.1** If there are no outgoing members an elections committee will be randomly selected from the other members

**6.2.2** If a returning member is part of the elections committee they will not partake in any deliberations relating to any position they have applied to.

**6.2.3** Whether or not interviews are necessary will be left to the discretion of the elections committee

**Article 7: General Voting Procedure**

**7.1** All decisions made within the DSC will be based on a majority vote

**Article 8: Amendments**

**8.1** Any member of the DSC's executive is eligible to propose an amendment to this constitution at any point during the academic year

**8.2** Amendments can only be made upon a unanimous vote