

CONSTITUTION OF THE UNIVERSITY PHYSICS SOCIETY

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1. NAME

1.1 The name of the club shall be: University Physics Society.

1.2 The name of the club is abbreviated to UPS. The University Physics Society may also referred to as the “the UPS”, the “Society”, “University Physics Society - UWA” or “UWA University Physics Society”.

2. OBJECTIVES

2.1 To encourage and facilitate:

1. The promotion of Physics and camaraderie for Undergraduate and Postgraduate students at the University of WA;
2. To become and remain affiliated to Societies Council.
3. To encourage and promote co-operation between the Society and other affiliated societies representative of University interests.
4. To do all such things as would appear necessary and proper for the benefit or advancement of members of the Society.

2.2 The property and income of the society shall be applied solely towards the promotion of the objectives of the Society and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith and in the promotion of those objectives.

3. ORDINARY MEMBERSHIP

3.1 Ordinary membership shall be confined to:

1. Members of the Guild
2. Associates of the Guild
3. Honorary Life Associates of the Guild
4. Members of the University Senate
5. Members of the University Staff
6. Students enrolled at the University of Western Australia.

4. SUBSCRIPTIONS FOR MEMBERSHIP TO THE SOCIETY

4.1 The Annual subscription for Ordinary Membership shall be a minimum of \$5.00 (with \$2.00 Guild discount) and be no more than \$5.00 more than the minimum, which shall expire on the first day of semester of the subsequent academic year.

5. ASSOCIATESHIP OF THE SOCIETY

5.1 The Society in General Meeting may from time to time admit persons to associateship that are, or have been:

1. Members of the Guild
2. Associates of the Guild
3. Honorary Life Associates of the Guild
4. Members of the University Senate
5. Members of the University Staff
6. Students enrolled at the University of Western Australia
7. Students enrolled at another University or Tertiary Education

5.2 An Associateship may also be conferred to persons whom have paid for subscription for membership to the Society, but do not meet the requirements for Ordinary Membership.

5.3 Associate Members shall not:

1. Be voting members of the Society
2. Nominate candidates for the offices and Committee of the Society
3. Become or remain Office Bearers of the Society
4. But shall otherwise have all the rights and privileges of Ordinary Membership

6. HONORARY LIFE MEMBERSHIPS

6.1 The Society may in General Meeting by two-thirds (2) majority of those present and voting confer Honorary Life Membership upon any member who has performed outstanding service to the Society.

6.2 Honorary Life Memberships shall be considered to have a free subscription for Ordinary Membership with no expiration except under the circumstances that a Honorary Life Member should cease to be all of the following:

1. Members of the Guild
2. Associates of the Guild
3. Honorary Life Associates of the Guild
4. Members of the University Senate
5. Members of the University Staff
6. Students enrolled at the University of Western Australia.

6.3 Honorary Life Members shall not, in the event they do not fulfil such a condition:

1. Be voting members of the Society
2. Nominate candidates for the offices and Committee of the Society
3. Nominate candidates for the offices and Committee of the Society
4. Become or remain Office Bearers of the Society
5. But shall otherwise have all the rights and privileges of Ordinary Membership

7. MEETING OF THE SOCIETY

7.2 The Committee may at any time call a Special Meeting of the Society. The Secretary shall forthwith call a Special Meeting upon receiving a written requisition from at least 4 Ordinary Members of the Society, and such a meeting shall be held no later than ten (10) days immediately following receipt of such a requisition.

7.3 If the Secretary fails to call the meeting within that time, any of the signatories of the requisition may do so. Any business set out in the requisition shall have priority over all the other business.

8. PROVISIONS GOVERNING GENERAL MEETINGS

8.1 The Secretary shall cause written notice of any General Meeting to be posted on the Guild notice boards, or in G-News, at least seven (7) days before the date appointed for that meeting.

8.2 No General Meeting may be held while a Guild General Meeting is in progress. This shall not apply where written notice of the meeting was given before written notice of the Guild General Meeting. Any such meeting being conducted in contravention thereof shall disband immediately on the order of a disciplinary officer of the Guild.

8.3 The quorum of General Meeting shall consist of 10 Ordinary Members.

8.4 All General Meeting of the Society shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

8.5 There shall be up to two (2) Ordinary General Meetings of the Society in each academic semester.

9. PROVISIONS GOVERNING THE ANNUAL GENERAL MEETINGS

9.1 Nominations:

1. Before the Annual General Meeting, the Secretary shall call for nominations for the Executive Office Bearers and Committee of the Society.
2. Included in the same notice shall be details of the Annual General Meeting. Nominations shall close at that meeting.

9.2 The Society shall hold its Annual General Meeting in October of each academic year, where the Ordinary Members of the Society shall, by optional preferential ballot, elect in this order:

1. The Executive Office Bearers in order of seniority, detailed in [Article 11](#)
2. The Ordinary Committee in the order listed in [Article 17](#), with the exception of any First Year Representatives who will be elected according to [Article 22.2](#)

9.3 A Candidate defeated for one office may stand for any office lower on the list.

9.4 The Society may, at the Annual General Meeting, elect a patron who shall, if they indicate their willingness to do so, hold office until the succeeding Annual General Meeting; nominations shall close at that meeting.

10. THE COMMITTEE

10.1 The Committee of the Society shall consist of:

1. The Executive Office Bearers; duties outlined in [Articles 11 – 16](#); consisting of five (5) members only
2. The Ordinary Committee; duties outlined in [Articles 17 – 24](#); not including First Year Representatives, consisting of a minimum of six (6) members and a maximum of twelve (12) members:

11. EXECUTIVE OFFICE BEARERS

11.1 The Executive Office Bearers shall consist of, in order of seniority:

1. The President
2. The Vice President
3. The Secretary
4. The Treasurer
5. The Social Events Manager

11.2 These members will be representatives of the appropriate Guild Sub-committee/s and Guild Meetings.

11.3 Only Ordinary Members of the Society who are also members of the Guild shall be eligible for election as Executive Office Bearers.

11.4 The powers and duties of Executive Office Bearers are defined in [Articles 12 - 16](#).

11.5 No Executive Office Bearer can hold more than one (1) position simultaneously.

12. PRESIDENT

12.1 In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the President to:

1. Coordinate and supervise the work of the Executive Office Bearers, subject to the authority of the Society in General Meeting

2. See that all Office-Bearers are conversant with the Constitution and their respective Duties and Responsibilities
3. Generally carry out the policy of the Society

13. VICE PRESIDENT

13.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Vice President to:

1. Assist in the President's duties.
2. Act as Deputy to the President during the President's absence.

14. SECRETARY

14.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Secretary to:

1. Record all proceedings of the Society and the Committee in a Society Minute Book which they shall cause to be provided for the purpose:
2. Conduct and keep copies of all correspondence of the Society
 - (i) To supply the Secretary of the Guild before the end of the first academic semester the information required to be recorded in the Guild register of the University societies.
 - (ii) To notify the Secretary of the Guild within fourteen (14) days of the alterations in the foregoing information.
 - (iii) To lodge with the Secretary of the Guild a copy of the Constitution and any By-Laws made under its authority.
3. Notify the Secretary of the Guild within fourteen (14) days from the making therefore of any alterations to this Constitution of such By-Laws.
4. Notify the Secretary of Societies Council and Public Affairs Council of the names of the delegate and deputy delegate to Societies Council and Public Affairs Council at least four (4) days before meetings of these respective councils in each calendar year.
5. In the event of the Society being de-registered: present to the Guild Secretary within thirty (30) days a duly audited statement of the financial position of the Society together with a copy of the resolution, which may have been passed by the Society as to the disposition of its funds.

15. TREASURER

15.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Treasurer to:

1. Keep proper books of account dealing with the property and finances of the Society and to furnish the Committee with such accounts and information relating to the finances and property of the Society as the Committee from time to time require.
2. Arrange and be responsible for handling of the petty cash and to render an account to each Committee member of all petty cash.
3. Prepare a financial statement showing all receipts and payments during their term of office, for presentation with auditors report to the Annual General Meeting.

4. Produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild Finance Committee for the purpose of conducting an audit, insofar as such persons require.
5. Prepare necessary forms, and receipts for Societies Council in accordance with Semester & O-day Grant Policies.

16. SENIOR EVENTS MANAGER

16.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Senior Events Manager to:

1. Oversee and manage Society events
2. Coordinate with the Executive Officer Bearers and Committee Members in organising events for the Society
3. Assist the President and Vice President in their duties.

17. THE ORDINARY COMMITTEE

17.1 The Ordinary Committee shall consist of:

1. Consumables and Utilities Manager
2. Honours/Masters Representative
3. Third Year Representative
4. Second Year Representative
5. First Year Representative
6. Ordinary Committee Member
7. The Immediate Past President

17.4 Each Ordinary Committee position may hold up to 2 title holders, with an exception for the Ordinary Committee Member position.

17.5 The Ordinary Committee Member position may have any number of title holders provided that the Ordinary Committee, excluding any First Year Representatives, has a minimum size of 6 members, and a maximum of 12 members.

18. CONSUMABLES AND UTILITIES MANAGER

18.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Consumable and Utilities Manager to:

1. Manage the large purchases of consumables and the management of the utilities under property of the Society; and
2. Bear any responsibilities that the Committee shall from time to time decide.

19. POSTGRADUATE REPRESENTATIVE

19.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Postgraduate Representative to:

1. Communicate with and represent the Postgraduate student body to the Committee; and
2. Bear any responsibilities that the Committee shall from time to time decide.

20. THIRD YEAR REPRESENTATIVE

20.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Third Year Representative to:

1. Communicate with and represent the Third Year student body to the Committee; and

2. Bear any responsibilities that the Committee shall from time to time decide.

21. SECOND YEAR REPRESENTATIVE

21.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Second Year Representative to:

1. Communicate with and represent the Second Year student body to the Committee;
and
2. Bear any responsibilities that the Committee shall from time to time decide.

22. FIRST YEAR REPRESENTATIVE

22.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the First Year Representative to:

1. Communicate with and represent the First Year student body to the Committee;
and
2. Bear any responsibilities that the Committee shall from time to time decide.

22.2 The First Year Representative shall be elected at a General Meeting convened specifically for this purpose before the end of March.

23. ORDINARY COMMITTEE MEMBER

24.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Ordinary Committee Member to:

1. Assist the other Committee Members in the executions of their duties; and
2. Bear any responsibilities that the Committee shall from time to time decide.

24. THE IMMEDIATE PAST PRESIDENT

24.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Immediate Past President to:

1. Serve as the advisor and consultant to the Executive Office Bearers;
2. be an active member of the club during the new Executive Office Bearers' Term;
and
3. bear any responsibilities that the Committee shall from time to time decide.

24.2 Only the person who held the Elected Office Bearer position of President immediately preceding the commencement of the current President's term shall be appointed Immediate Past President, unless the person has given notice to the current President that they will be unable to fill this role.

24.3 In the event that the scenario described in Article 24.2 occurs, the current Executive Office Bearers are permitted to nominate a person who held an Elected Office Bearer of President or Vice President immediately preceding, by up to 2 years, the commencement of the current President's term, and be nominated as the Past President, whom will have the responsibilities of the Immediate Past President specified in Article 24.1.

25. DURATION OF OFFICE

25.1 The Executive Office Bearers and the Ordinary Committee members shall remain in office until the next Annual General Meeting, except as elsewhere specified in this Constitution.

26. REMOVAL FROM OFFICE AND VACANCIES OF THE COMMITTEE

26.1 The Committee in meeting may request a resignation from the Office of any member of the Committee where, in the opinion of two-thirds (2/3) of the members of the Committee present and voting, that Committee Member has:

1. Consistently failed adequately to discharge the duties of that position; or
2. Been absent from three (3) consecutive Committee Meetings without providing a reasonable explanation; and
3. Been given at least seven (7) days' notice of that Committee Meeting; and
4. Been accorded the opportunity to be present and to speak at that Committee Meeting.
5. If a person has not resigned within seven(7) days of the request the Committee may declare that position vacant.
6. Any person who has had their former position declared vacant shall have the right to appeal to a General Meeting for their reinstatement.

26.2 If an Executive Office Bearer position is vacant, the Committee shall forthwith fill the vacancy so created by appointing thereto a member of the Committee from the Ordinary Membership, subject to review at the next General Meeting.

26.3 If an Ordinary Committee Member position is vacant, the Committee may fill the vacancy so created by appointing a Committee Member or an Ordinary Member of the Society, subject to review at the next General Meeting.

26.4 If any Committee member resigns, position on the Committee will be declared vacant.

27. POWER OF THE COMMITTEE

27.1 Subject to this Constitution, the Committee shall be responsible to the Society in General Meeting for giving effect to the Objectives of the Society as set out in Article 2 and elsewhere in this Constitution and for carrying on its everyday business, and without prejudice to the generality of the foregoing, have the power to:

27.2 Acquire and dispose of property; dispose of monies; open banking accounts; and enter into contracts. Unless acting under a special enabling resolution of General Meeting, however, the Committee shall not borrow or incur debts or liabilities on behalf of or in the name of the Society to a greater amount than five (5) dollars for each and every then existing Ordinary Member of the Society.

27.3 Make regulations for the orderly and proper management of the affairs of the Society, ensuring that no regulation is inconsistent or repugnant with this Constitution.

27.4 Make, alter or repeal By-Laws and impose fines for the breach therefore. All By-Laws and any alterations or amendment therefore shall be subject to ratification by Societies Council and Guild Council before coming into force. The maximum fine imposed may not exceed five (5) dollars.

28. EXPULSION OF MEMBERS

28.1 The Committee may by unanimous vote request any member or associate member to resign from the Society, and in the event shall cause written notification of such request to be served upon the member concerned.

28.2 Should such a request prove ineffectual after fourteen (14) days of written notification, the Committee may serve written notice of intended expulsion of the member concerned and should they not have resigned seven (7) days after, the Committee may by unanimous vote expel them from the Society; but such expulsion shall be subject to review at the next General Meeting with the member present and to be heard.

29. FINANCES OF THE SOCIETY

29.1 All monies due and payable to the Society shall be received by the Treasurer who shall lodge them without undue delay in a UPS Bank Account for the credit of the Society.

29.2 Any one (1) member of the Executive may withdraw or make payments using banked funds of the Society only if one (1) other member of the Executive has been notified of the approximate cost, and purpose of the withdrawal or payment and also give approval by signing a form of authority.

29.3 No payments shall be made on behalf or in the name of the Society unless it has been authorised by the Executive Office Bearers, in accordance with [Article 2.2](#)

29.4 Notwithstanding anything contained herein, no persons shall deposit or withdraw any monies into any account that Guild Council has closed by resolution.

30. MEETINGS OF THE COMMITTEE

30.1 The Committee shall meet at such times and places as the President shall determine.

30.2 The Secretary shall cause all members of the Committee to receive seven (7) days' notice before the date fixed for the meeting together with an agenda of the business to be discussed.

30.3 The Secretary shall forthwith call a Special Meeting of the Committee upon receiving a written requisition from at least two (2) members thereof, and such a Special Meeting shall be held not later than seven (7) days immediately following receipt of requisition.

30.4 If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so. Any business set out in the requisition shall have priority over all other business.

31. QUORUM AND PROCEDURE OF COMMITTEE

31.1 The quorum of the Committee shall be six (6), of whom at least two (2) shall be Office Bearers.

31.2 All meetings of the Committee shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

32. CHAIR

32.1 The President shall have the right to take the Chair at any meeting of the Society or of the Committee.

32.2 If the President is absent or does not wish to exercise their right at any meeting, that right shall develop upon the Vice President.

32.3 In the event of absence of both the President and the Vice President, or in event of them both not wishing to exercise their right, that meeting shall elect its own Chair.

33. MAJOR OBLIGATIONS TO THE GUILD

33.1 The Society shall comply with the Regulation of the Guild, the Rules of Societies Council, and all other provisions enrolled upon the Guild Statutes book.

33.2 All Office Bearers and committee members shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of noncompliance therewith.

34. AVAILABILITY OF THIS CONSTITUTION

34.1 The Committee shall make the Constitution available on request to all Ordinary Members: a copy of this Constitution, or provide physical copies of this Constitution for cost of printing.

35. INTERPRETATION

35.1 Subject to any provisions enrolled upon the Guild Statutes book and to any resolution passed by Guild Council, Societies Council or Public Affairs Council, the President shall have the power to interpret the meaning of any of the provisions contained in the Constitution, but the determining decision in case of doubt shall rest with the Society in General Meeting.

36. AMENDMENT OF THIS CONSTITUTION

36.1 Any two (2) Ordinary Members of the Society may not less than three (3) days before the day appointed for the next General Meeting submit to the Secretary a notice of motion signed by them proposing an alteration to this Constitution. This shall be posted on notice boards forthwith.

36.2 The motion may then be considered by the Society at its next meeting and amendments that are relevant to the subject matter thereof may be moved without notice.

36.3 The motion of any amendment thereto shall not be deemed adopted unless it receives a two-thirds (2/3) majority of the members present and voting.

36.4 The motion as adopted with any amendments shall come into force upon receiving the approval of Societies Council.

Adopted by General Meeting of 27th February 2020