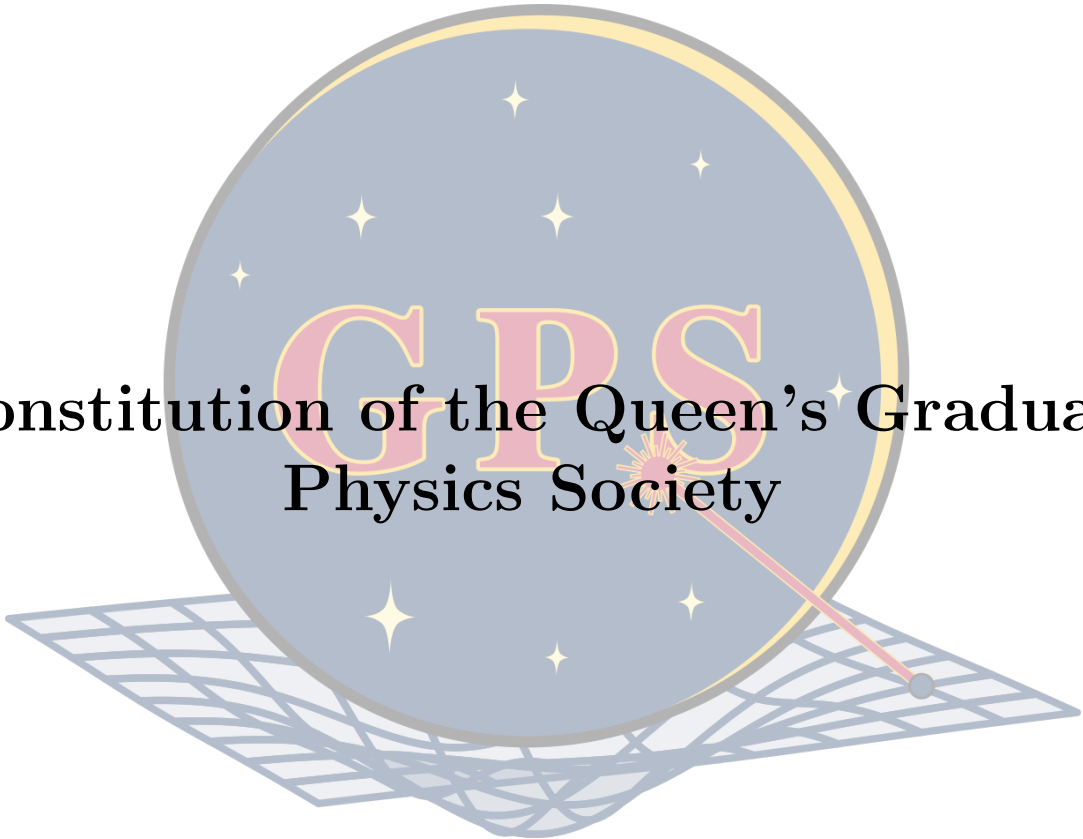




Constitution of the Queen's Graduate Physics Society

1. Constitution Scope

- (a) This document was approved by departmental review and adopted 27 September 2018 undersigned Elizabeth Fletcher (outgoing Graduate Physics Society President) and Benjamin Tam (incoming Graduate Physics Society President)
- (b) This document wholly and completely voids any previous version of the Constitution of the Queen's Graduate Physics Society and all information therein.
- (c) Amendments must be passed by a general vote (Section 8) and controlled by the President of the Queen's Graduate Physics Society or representative.
- (d) This document is up to annual review or during the transfer of presidential power, whichever comes sooner
- (e) This document was reviewed 1 December 2021 by Benjamin Tam (outgoing Graduate Physics Society President) prior to adoption by Avi Friedlander (incoming Graduate Physics Society President)
- (f) This document was amended 29 February 2026 by Felix Thiel (Graduate Physics Society President) and Minya Bai (Graduate Physics Society Vice President) after review by the general membership.

2. Society Name

- (a) The official name of the society shall be the Queen's Graduate Physics Society. No other name shall be used in the advertising or representation of the society.
- (b) The society recognizes following representations of the official name, which may be used to refer to the society in both informal and formal contexts as long as it has been recognized that these are reduced versions of the complete name:
 - i. "GPS"
 - ii. "Graduate Physics Society"

3. Society Purpose and Aim

- (a) To represent the academic, professional, and financial interests of graduate students within the Department of Physics, Engineering Physics, and Astronomy
- (b) To improve working standards and academic community of graduate students within the Department of Physics, Engineering Physics, and Astronomy
- (c) To engage in activities that benefit the members of the GPS, including but not limited to social, educational, and research events
- (d) To create professional development opportunities for members including but not limited to academic outreach, education, and networking
- (e) To only engage in activities that have been democratically approved through open discussion and majority vote by the members of the GPS
- (f) To act as the representative of graduate students within the Department of Physics, Engineering Physics, and Astronomy in all professional and private contexts
- (g) To dispute any other individual or organization that may claim to represent the interests of graduate students within the Department of Physics, Engineering Physics, and Astronomy

4. Membership

- (a) The following individuals are automatically members of the GPS:
 - i. All current full- or part-time MSc, MASc or PhD students in the Department of Physics, Engineering Physics & Astronomy
 - ii. Accelerated MSc or MASc students, even if they are still enrolled as an undergraduate student at Queen's University
 - iii. Cross-appointed MSc, MASc or PhD students with the Royal Military College of Canada, so long as their supervisor is also affiliated with Queen's University
 - iv. Cross-appointed MSc, MASc or PhD students with the Queen's University Department of Chemistry, so long as their supervisor is also cross-appointed or affiliated with Queen's University
 - v. MSc, MASc or PhD students whose supervisors are adjunct professors or emeritus professors of the Department of Physics, Engineering Physics & Astronomy

5. Committees

- (a) There shall be two committees within the GPS. The Executive committee and the Representative committee. Both committees shall report to the student body in regular meetings, nominally once every academic term (section 6)
- (b) The Executive committee is responsible for the governance of the GPS and the representation of the GPS to parties external to the Department of Physics, Engineering Physics & Astronomy, including but not limited to the Society of Graduate and Professional Students at Queen's University and the PSAC 901 union.
- (c) The representative committee is responsible for the representation of the GPS to committees formed by the Department of Physics, Engineering Physics & Astronomy.

6. Meetings

- (a) There shall be a minimum of three meetings per year:
 - i. A "winter" meeting shall occur between Feb 1 and April 1 of each calendar year.
 - ii. A "summer" meeting shall occur between June 1 and August 1 of each year.
 - iii. A "fall" meeting shall occur between October 1 and December 1 of each year
- (b) Meetings shall be organized and chaired by the GPS President
 - i. The GPS President is responsible for upholding appropriate conduct during meetings as defined by Robert's Rules of Order Newly Revised.
- (c) Additional meetings may be called at the sole discretion of the GPS President
- (d) The summer meeting shall include annual elections for the representative committee
- (e) The fall meeting shall include annual elections for the executive committee
- (f) All GPS activities must be disclosed at official GPS meetings.
- (g) All GPS activities must be supported (through open voting in the case of potential dispute) by all members of the GPS

- (h) All members of the GPS are invited to all GPS meetings; decision-making processes may not occur in meetings that include the committee members only.
- (i) Members must be notified of upcoming meetings at least 6 days prior to the meeting.
- (j) Executive and representative committee members are required to report at each meeting, or submit a written report to the President in advance of the meeting.
- (k) All members have the right to submit agenda items, including but not limited to motioning additional policy objectives or calling for items to go to a vote.
- (l) All members have speaking privilege rights to all agenda items in official GPS meetings.
- (m) Individuals that are not members may be invited to certain agenda items by the GPS President. These individuals do not have voting rights and shall promptly leave following their relevant agenda item.

7. Elections and By-Elections

- (a) All GPS executive and representative committee members must be elected from and by the full membership of the GPS
- (b) New or interim roles may be filled at the discretion of the GPS President, but must be affirmed by vote by the GPS electorate at the soonest possible meeting.
- (c) Nominations or self-nominations may be performed in secret, but all voting is done openly before all members of the GPS
- (d) In the case of an open Presidency, the Vice-President assumes the role of President but must hold a by-election within 4 weeks.
- (e) In the case of open executive and representative roles with the exception of the President, the roles must be held by the President until the next meeting, or at a by-election called at the discretion of the President.
- (f) A simple plurality of votes are required to affirm an election decision.
- (g) In the case of a vote tie, there shall be a discussion period prior to a recast of the votes. In the case of two ties in a row, the President shall act as the tie-breaker.

8. Amendments

- (a) All proposed amendments to the constitution shall be presented at GPS meetings.
- (b) Amendments to the constitution require a 2/3 super-majority of attending members
- (c) Upon affirmation through vote, the constitutional changes take effect immediately.

9. Quorum

- (a) There shall be no decision-making including policy, constitution, and elections unless there is a quorum that is achieved.
- (b) Quorum is defined as one of the following. Only one of the following is required for quorum to be achieved:
 - i. 15 members

- ii. 20% of all members who are not in their final year, defined as the 2nd year of MSc or MASc or 4th year of PhD studies
- iii. 75% of all elected executive and representative committee member

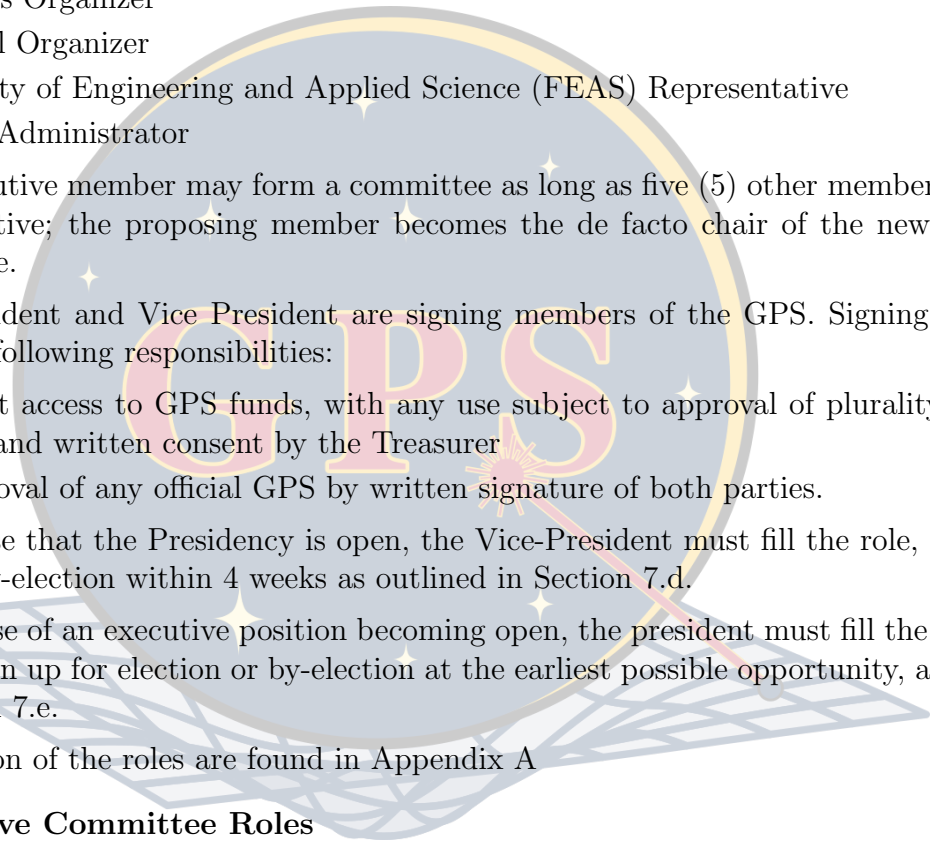
10. Appeal

- (a) Members have the right to appeal decisions made by the GPS through the following two processes:
 - i. Procedural appeal. This takes into effect if a member believes an activity of the GPS did not appropriately respect the writing or spirit of the process outlined in this document.
 - A. The appellant member shall submit this appeal in writing to the President at least one week ahead of the next GPS meeting, and shall be discussed at the next GPS meeting.
 - B. If the appellant is further dissatisfied with the follow-up discussion, then the case including the original appeal and follow-up discussion shall be written by the GPS Secretary and delivered to the Department Ombudsperson for further review.
 - ii. Content appeal. This takes into effect if a member believes a GPS activity was performed with insufficient or misrepresented information, or after new information is available, leading to a result that intentionally or unintentionally does not align with the society aims outlined in Section 3.
 - A. The appellant member shall submit this appeal in writing to the President at least one week ahead of the next GPS meeting, and shall be discussed at the next GPS meeting.
 - B. If the appellant is further dissatisfied with the follow-up discussion, then the case including the original appeal and follow-up discussion shall be written by the GPS Secretary and delivered to the Department Ombudsperson for further review.

11. Dissolution

- (a) The GPS may be dissolved by a 2/3 super-majority of attending members
- (b) The GPS is automatically dissolved if no meetings occur (no minutes forthcoming) for 2 calendar years
- (c) The outgoing President must immediately notify the Department Head and all members of the GPS in writing by email following dissolution.
- (d) An additional meeting may be called by any member of the GPS or by the Department Head (or delegate) to discuss dissolution within 4 weeks of a dissolution. At this meeting, a 2/3 super-majority of attending members may void the dissolution. In the event of a voided dissolution, a by-election for all roles held on an interim basis must be held by the outgoing President or Department Head (or delegate) within 2 weeks.
- (e) In the event of a dissolution, all assets of the GPS will be turned over to the Department of Physics, Engineering Physics & Astronomy for their own discretionary uses.

12. Executive Committee Roles

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- A large, semi-transparent watermark of the GPS logo is centered in the background. It features a blue circular emblem with a yellow border, containing the letters 'GPS' in a stylized font. The emblem is set against a background of a blue and white geometric pattern.
- (a) All members of the Executive committee must be members of the GPS.
 - (b) All members of the Executive shall be voted into their positions via election or by-election. Members may self-nominate.
 - (c) The roles are the following:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. SGPS Representative
 - vi. Departmental Union Steward
 - vii. Sports Organizer
 - viii. Social Organizer
 - ix. Faculty of Engineering and Applied Science (FEAS) Representative
 - x. Web Administrator
 - (d) Any executive member may form a committee as long as five (5) other members support the initiative; the proposing member becomes the de facto chair of the newly formed committee.
 - (e) The President and Vice President are signing members of the GPS. Signing members have the following responsibilities:
 - i. Direct access to GPS funds, with any use subject to approval of plurality member vote and written consent by the Treasurer
 - ii. Approval of any official GPS by written signature of both parties.
 - (f) In the case that the Presidency is open, the Vice-President must fill the role, and call a special by-election within 4 weeks as outlined in Section 7.d.
 - (g) In any case of an executive position becoming open, the president must fill the role. The role is then up for election or by-election at the earliest possible opportunity, as outlined in Section 7.e.
 - (h) Description of the roles are found in Appendix A

13. Representative Committee Roles

- (a) All members of the Representative committee must be members of the GPS.
- (b) All members of the Executive shall be voted into their positions via election or by-election. Members may self-nominate.
- (c) The roles are the following:
 - i. Graduate steering representative
 - ii. Colloquium representative
 - iii. Building and Space representative
 - iv. Safety representative
 - v. Equity, Diversity, Inclusivity, and Indigeneity Facilitation representative
 - vi. Research and Student Support representative

- vii. Teaching and Outreach representative
- (d) The following special roles may be called and dissolved at the discretion of the President at the request of the Department Head:
 - i. Appointments Committee representative
 - ii. Head Search Committee representative
- (e) At the discretion of the President or the request of the Department Head, new representative positions may be opened. These positions may be filled by the President or delegated by the President in an interim period. The position must be affirmed as a constitutional amendment, and the position elected at the next possible GPS meeting.
- (f) Description of the roles are found in Appendix B.





• Appendix A: Executive Committee Roles

1. President

- (a) Shall serve as chair at executive or general meetings.
- (b) Is ex-officio member of all committees within the GPS
- (c) Is responsible for representing the GPS within and outside of the Department, and in particular acts as Graduate Representative at the Departmental Meetings.
- (d) Direct the GPS annual activities in line with department and faculty goals.
- (e) Shall prepare a yearly report of GPS activities.
- (f) Will be responsible for the duties of any other executive member in the event that he/she is unable to fulfill these duties

2. Vice President

- (a) Shall assist the President.
- (b) Shall perform the duties of the President in the event that the President is unable to perform such duties.
- (c) Is ex-officio member of the social committee.

3. Secretary

- (a) Shall prepare minutes of all meetings and make those minutes available to all GPS members.
- (b) Shall maintain a record of the membership and contact information for the purposes of communication with GPS members.
- (c) Shall maintain an archive of all minutes and reports generated by the GPS.
- (d) Shall conduct voting by email when required and make voting results available to members immediately thereafter

4. Treasurer

- (a) Shall keep a record of the allocation of GPS funds.
- (b) Shall periodically check and update the GPS asset list and report on finances at all GPS meetings.
- (c) Shall give an account of the GPS financial standing and provide access to record books if requested by the GPS or as required by external parties.

5. The SGPS Representative

- (a) Shall sit on the Society of Graduate and Professional Students (SGPS) Council and attend monthly meetings.
- (b) Shall sit on at least one SGPS committee.
- (c) Shall facilitate communications between the SGPS and the members of the GPS.

6. The Department Union Steward(s)

- (a) Shall sit on PSAC 901's Stewards' Council and attend monthly meetings.
- (b) Shall facilitate communications between PSAC 901 and the members of the GPS.
- (c) Shall meet with any GPS member who wishes to discuss either Teaching Assistantship or Teaching Fellowship employment issues.

7. The Graduate Sports Organizer

- (a) Will be responsible for planning and organizing sports events for the GPS membership.
 - (b) Shall communicate such events to the membership.
 - (c) Shall ensure the standing of the GPS and GPS members in matters of enrollment, sportsmanship, and outstanding fees.
8. Social Committee Members
- (a) Will be responsible for planning and organizing social events for the membership and can advise the executive accordingly.
 - (b) Shall present themselves at GPS meetings
9. Faculty of Engineering and Applied Sciences (FEAS) Representative:
- (a) Will be responsible for representing the GPS at FEAS Meetings
 - (b) Shall coordinate matters between the GPS and the FEAS executive councils
 - (c) Shall present themselves at GPS meetings
10. Web Administrator
- (a) Will be responsible for maintenance of the GPS webpage and GPS Discord server
 - (b) Will be responsible for posting announcements about events on the GPS webpage

• **Appendix B: Representative Committee Roles**

1. Colloquium Representative
- (a) Will be responsible for representing the GPS at the Department Colloquium Committee
 - (b) Shall suggest ideas for speakers and collect ideas arising from GPS membership
 - (c) Can be called upon to coordinate activities with invited speakers
 - (d) Shall present themselves at GPS meetings
2. Building and Space Representative
- (a) Will be responsible for representing the GPS at the Department Building & Space Committee
 - (b) Will be responsible for representing the GPS at the Department Sustainability Committee
 - (c) Shall report to, or consult with, the GPS membership when necessary
 - (d) Shall present themselves at GPS meetings
3. The Graduate Steering Representative
- (a) Will be responsible for representing the GPS at the Department Graduate Steering Committee
 - (b) Shall report to, or consult with, the GPS membership when necessary
 - (c) Shall present themselves at GPS meetings
4. The Safety Representative
- (a) Will be responsible for representing the GPS at the Department Safety Committee
 - (b) Shall report to, or consult with, the GPS membership when necessary
 - (c) Shall present themselves at GPS meetings

5. Equity, Diversity, Inclusivity, and Indigeneity Facilitation (EDIIF) Representative
 - (a) Will be responsible for representing the GPS at the Department EDIIF Committee
 - (b) Shall oversee and coordinate monthly workshops known as “Round Table Discussions” (RTDs) on matters related to EDI, at the discretion of the EDI representative and Department EDI Committee
 - (c) Shall present themselves at GPS meetings
6. The Research and Student Support Representative
 - (a) Will be responsible for representing the GPS at the Research Support Committee
 - (b) Will be responsible for representing the GPS at the Student Support Committee
 - (c) Shall present themselves at GPS meetings
7. The Teaching and Outreach Representative
 - (a) Will be responsible for representing the GPS at the Teaching Initiatives Committee
 - (b) Will be responsible for representing the GPS at the Outreach Committee
 - (c) Will be responsible for maintaining engagement with the Innovation, Diversity, Exploration & Advancement in STEM (IDEAS) Initiative
 - (d) Shall present themselves at GPS meetings

