

Constitution of the Carleton University Graduate Association of Students in Physics

Article I—Organization Name

The name of this organization shall be the Carleton University Graduate Association of Students in Physics. The organization may refer to itself as GASP.

Article II—Purpose

GASP will provide a mix of educational and fun events with the aim of creating community and providing professional development opportunities for graduate students of physics at Carleton University.

Article III—Membership

Section 1: Membership Statement

- (a) Membership is limited to graduate students who are enrolled in the physics department at Carleton University.
- (b) This organization will not discriminate against any otherwise qualified individual on the basis of race, color, sex, sexual orientation, gender, gender expression, national origin, religion, age, veteran status, political affiliation, or disability.

Section 2: Recruitment

- (a) Recruitment shall take place throughout the year and membership is open at all times.

Section 3: Revocation of Membership

- (a) Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution.
- (b) The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
- (c) Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for three (3) semesters.

Section 4: Appeal Process

- (a) Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President, and must include any relevant information that has not already been presented.
- (b) The President will then submit the appeal to the Appeals Committee. This committee will be created of 3 executive board members and 4 general members chosen at random

by the President.

- (c) This committee will then render a decision at the next general body meeting or in seven (7) days, whichever occurs first.

Article IV—Officers

Section 1: Eligibility

- (a) All officers of GASP shall be enrolled in part time/full time graduate studies in the Department of Physics at Carleton University.

Section 2: Titles and Duties

- (a) The offices of this organization shall include President, Communications Officer, Treasurer, Social Media Officer, Website Manager, Undergraduate Relations Officer, GSA Officer, and First Year Representative
- (b) The President's office shall:
- Supervise the activities of the organization.
 - Preside over all meetings and call all meetings to order.
 - Ensure all officers are performing their duties as defined in this Constitution.
 - Keep accurate records of all meetings.
 - Maintain digital access to this Constitution and make it available to members.
 - Appoint successors to the office of President pursuant to Article V.
 - Appoint officers to fulfill vacant positions pursuant to Article V.
 - Adjust the size of the various offices pursuant to Article IV, Section 3.
 - Assign special projects to officers.
- (c) The Communications Officer's office shall:
- Notify members of general meetings via e-mail at least 48 hours in advance.
 - Notify members of events via e-mail at least 7 days in advance.
 - Put up posters around the physics department for events at least 7 days in advance.
 - Maintain an accurate list of members and their contact information.
 - Provide ballots for elections to certain offices.
 - Assist in special projects as assigned by the President's office.
- (d) The Treasurer's office shall
- Keep an accurate account of all funds received and expended.
 - Keep the organization's funds in a secure but accessible location.
 - Be responsible for collecting dues and notifying members who are delinquent in their payments pursuant to Article VIII.
 - Be responsible for creating budget reports at the beginning of each Fall and Winter semester and as requested by the office of President and/or the department of physics.
 - Provide financial records sufficient to allow the President's office to perform an audit.
 - Provide reimbursements pursuant to Article VIII.
 - Assist in special projects as assigned by the President's office.
- (e) Social Media Officer's office shall:

- Decide which social media the organization will maintain each year in consultation with the President's office and the other officers.
 - Maintain access to each social media account by keeping a secret document containing the username and password of each account to be passed on to successive office-holders.
 - Provide access to the organization's accounts to the President's office.
 - Notify members of events via social media at least 7 days in advance.
 - Design posters for events at least 10 days in advance and distribute digital copies of these to the Communications Officer's office.
 - Take pictures during events with the express consent of those being photographed pursuant to Article IX.
 - Maintain the organization's social media presence at their discretion under the purview of the President's office.
 - Assist in special projects as assigned by the President's office.
- (f) The Website Manager's office shall:
- Ensure access to the organization's website for all members
 - Maintain and regularly update in an accessible place on the website:
 - (1) A calendar of events,
 - (2) Contact information (social media, email) for GASP,
 - (3) A list of club officers,
 - (4) Links to useful external information such as the Carleton Graduate Student Association's website and the physics department website,
 - (5) Access to this constitution in read-only format.
 - Assist in special projects as assigned by the President's office.
- (g) The Undergraduate Relations' office shall:
- Maintain contact with the Carleton University Physics Society ("CUPS").
 - Notify a CUPS representative of upcoming events held by GASP that are open to CUPS members at least two weeks in advance.
 - Be a point of contact for CUPS to notify GASP of upcoming events and information.
 - Assist in special projects as assigned by the President's office.
- (h) The GSA Officers' office shall:
- Attend GSA meetings on behalf of GASP.
 - Act as a liaison between GASP and the GSA.
- (i) The First Year Representative's office shall:
- Keep a list of classes in the Master's and PhD Physics program for consultation while planning events.
 - Provide a voice for new graduate students during meetings. This may include:
 - (1) Informing other officers of class responsibilities and tests that may interfere with event attendance.
 - (2) Informing other officers of useful resources that may be worth adding to the organization's website or posting on social media.
 - Assist in special projects as assigned by the President's office.

Section 3: Sharing of offices

- (a) The President's office may, with the unanimous consent of the other officers, add a second seat to any of the above offices.
- (b) The maximum number of seats per office shall be 2.
- (c) Any new seats will be filled by the usual selection process outlined in Article V.
- (d) Dual office-holders are expected to share the duties of the office equally. Neither officer will have seniority.
- (e) In the event of a disagreement in the execution of an office's duties, dual office-holders may appeal to the President's office to cast a single tie-breaking vote.
- (f) In the event of a disagreement in the execution of the duties of the President's office, dual Presidents may appeal to the rest of the offices for a majority vote.
- (g) If one seat in an office is vacated while the other remains held, the office is reduced to a single seat.

Article V—Selection of Officers

Section 1: Eligibility to Hold Office

- (a) Only active voting members who meet the requirements stated in Article IV, Section 1 are eligible to hold offices.

Section 2: Nomination and Election Process

- (a) Any eligible member (as defined in Article III Section 1) may nominate someone or themselves for office by contacting the VP Communications' office. However, the nominee must be considered an eligible member (as defined in Article III Section 1).

Section 3: Election Process

- (a) Once per academic year, each office must be put up for election. All members must be notified of elections via email by the VP Communications before the campaign period begins.
- (b) The campaign period of such an election must be at least two (2) weeks.
- (c) After the campaign period, a free and open election of all active voting members in good standing must be held.
 - (i) This election can be held via e-vote or in a General Meeting.
- (d) If a candidate runs unopposed, they are considered to win the office by acclaim.
- (e) A member of the President's office and any one other officer will tabulate the votes and announce the winner by simple majority for each office.
- (f) After announcing the new officer the tabulators shall ask if any eligible members contest the count. If no eligible member contests the count within one (1) week the new officer shall take office immediately.
- (g) If an eligible member contests the count, a member of the Physics Department staff will be asked to recount the ballot. This count shall be taken as final and binding.
- (h) In the event of a tie, the President shall cast the deciding vote for office unless they are running for the said office. In that case, a member in good standing selected by the board not running for the office shall make the deciding vote.

Section 4: Term of Office

- (a) The length of office shall be no longer than one calendar year.
- (b) Newly elected officers shall take office immediately after the announcement at the election meeting and their term will end at the same meeting the following year once new officers are announced.

Article VI—Officer Vacancies

Section 1: Removal of Officers

- (a) Any officer may be removed from office upon a 2/3 majority vote of the other officers.
- (b) Any officer may equally be removed upon a 2/3 majority vote of eligible members.
- (c) Any member may trigger a general meeting for the purpose of removing a particular officer by presenting to the President's office a petition with at least three (3) signatures belonging to eligible members. Upon receipt of such a petition, the President's office will schedule a removal meeting within the following week.
- (d) The officer under consideration for removal will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the officers or the organization (whichever will vote for removal) in order to relate to members any relevant defense prior to the voting for removal.

Section 2: Resignation

- (a) Officers no longer wishing to serve on the board must submit their resignation to the President's office at least two (2) weeks in advance.
- (b) Prior to the officer's final day they shall provide all documents relating to the organization and, if possible, brief their replacement of current projects in their care.

Section 3: Filling Vacant Officer Positions

- (a) In the event an office or a seat in an office is vacated and empty, the President's office may appoint from among the membership a new officer to fill the vacant position in an acting capacity.
- (b) At the next meeting of the officers, any acting officers will be confirmed or denied by a secret ballot of the full officers. Acting officers will be confirmed upon a 2/3 majority vote of the full officers.
- (c) Any acting officer who is denied office in the above manner shall be immediately removed. Any and all documents and current projects in possession of their office will fall back to the President's office until a new acting officer is appointed.
- (d) Any acting officer denied office in the above manner will not be eligible to hold office or be reappointed by the President's office until after the next general election meeting as laid out in Section 1.

Article VII- Voting and Parliamentary Procedures

Section 1: Quorum

The quorum required to plan and organize GASP activities is fifty (50) percent plus one (1) of the organization's officers.

Section 2: Voting

Active voting membership will be limited to all students who are active members in good standing.

Section 3: Parliamentary Procedures

All General Meetings, unless otherwise noted by the President's office, shall follow Roberts Rules of Order.

Section 4: General Meetings

- (a) The President's office will schedule an Annual General Meeting (AGM) shortly after Carleton University's winter exam period open to all members. This AGM will include a report of finances.
- (b) All members of GASP in good standing must be notified by email of the AGM at least forty-eight (48) hours in advance.
- (c) Amendments may only be brought at an AGM if quorum is satisfied.
- (d) The President's office may schedule other General Meetings from time to time (for example, to amend this constitution).
- (e) All members of GASP in good standing must be notified by email of any such General Meeting at least forty-eight (48) hours in advance.
- (f) Any member may trigger a general meeting for any purpose by presenting to the President's office a petition with at least ten (10) signatures belonging to eligible members. Upon receipt of such a petition, the President's office will schedule a general meeting within the following two weeks.

Article VIII—Finances

Section 1: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to the Carleton University Physics Department or donated to the organization's charity of choice, to be chosen by the GASP board.

Article IX—Protection of Members' Privacy

Section 1: Photography and videos at events

- (a) All members will follow applicable laws in the province of Ontario on consent to be photographed/recorded at GASP events.
- (b) Verbal consent is required before individuals's photographs/videos are allowed to be posted on GASP social media/communications.

Section 2: Identifying information

- (a) Members' names and contact information may be collected for the purposes of communication of upcoming events and activities.
- (b) Collected information will be stored securely by the VP Communications.
- (c) Identifying information will not be given to external bodies except when forced by law (i.e. in compliance with a warrant).

Article X—Amendments

- (a) Amendments to the constitution must be proposed in writing to the President's office.
- (b) The amendment must then be presented to the organization during a scheduled General Meeting and should include a full explanation and/or rationale for the amendment.
- (c) The amendment must be voted on at the next scheduled General Meeting.
- (d) The amendment shall not take effect until approved by a 2/3 majority vote of present, eligible members of the organization.

History of Constitution

Created: September 29, 2025

Passed unanimously by committee (edited): June 26, 2026 under supervision of the GASP executive board (quorum members: Samuel Moir, Prarthana Pasricha, R. Owen Darragh, Finn Dodgson, Devon Leskiw)