

Physics and Astronomy Graduate Executive Constitution & Guidelines

Fall 2015

The Purpose of this Constitution is:

1. To provide a general philosophy and rationale for the Physics and Astronomy Graduate Executive.
2. To provide a general orientation for the membership.
3. To lend stability and continuity to the Physics and Astronomy Graduate Executive.
4. To provide an understanding of the operations, practices and procedures carried on within the Physics and Astronomy Graduate Executive.

ARTICLE 1: Name and Compliance

- ***I.I Name:*** This organization shall be known as Physics and Astronomy Graduate Executive, the name under which it is officially registered with York University Graduate Students Association (YUGSA). It will hereinafter be referred to as PAGE.
- ***I.II Compliance:*** PAGE operates at York University, subject to York University and York University Graduate Students Association (YUGSA) policies and procedures.

ARTICLE 2: Preamble

PAGE represents and advocates for the collective interests of Physics and Astronomy graduate students in all matters of departmental policy and action at York University. PAGE seeks to build community among the graduate students, faculty, and larger university, with consideration for diverse experiences and interests. A primary role of PAGE is to have a voice in YUGSA and the Physics and Astronomy department meetings, as well as the Faculty of Graduate Studies and Faculty of Science meetings. Above all, PAGE works to optimize the environment within which graduate students develop, both professionally and personally.

ARTICLE 3: Executive members

The executive members of PAGE are Physics and Astronomy graduate students. There are typically 3-4 executive members, but this number can vary depending on interest of the current year. The executive members should be decided upon in August, so that PAGE is fully formed before the start of fall term. In August, the PAGE president will aid in organizing the new group by requesting and seeking out new members, as well as passing on all important PAGE information to the new members. Current enrollment in the Physics and Astronomy graduate program is sufficient for membership. Due to a typically low level of interest in joining PAGE, there is no vote or election process to elect new members. Essentially, any student that volunteers to join PAGE is welcome to join. However, it is important that PAGE consists of students that are representative of

the whole graduate student body, spanning various levels and disciplines. The new members will be agreed upon between the president and faculty graduate program director (GPD). The new members must also decide amongst themselves (with help from the president and GPD) their official roles/duties for the year (see article 4).

ARTICLE 4: Positions

The following are the official positions and requirements

- **President:**
Requirements: The president is responsible for overseeing all matters related to PAGE, and upholding its traditions. This includes scheduling meetings, delegating tasks, sending emails (page@yorku.ca) and maintaining the website (<http://yorku.ca/page>).
- **Treasurer:**
Requirements: The treasurer is responsible for drafting PAGE's budget and presenting it to other executive members, keeping them informed of the the current financial situation.
- **Vice President:**
Requirements: The VP acts as an assistant to the president, helping to coordinate and run events. This might involve both internal and external relations.
- **GSA Representative:**
Requirements: The GSA representative is the representative for the Physics and Astronomy department on the GSA Council. This member is required to attend the monthly GSA council meetings, and relay information between YUGSA, PAGE and all Physics and Astronomy graduate students. At these council meetings, this member is responsible for voting on issues while looking after the department's benefits and needs.
- **PAD Representative:**
Requirements: The PAD representative will participate in the monthly Physics and Astronomy department meetings, in which all faculty are invited to discuss matters pertaining to the department. This member must take this opportunity to inform faculty of important graduate issues. They are also responsible for communicating important information from the meeting to other PAGE members.
- **Other Representatives:**
Often, other York University associations will request a graduate student representative from the department of Physics and Astronomy (ex: Faculty of Graduate Studies, Faculty of Science Council, CUPE 3903, Diversity in Physics Committee, etc). These representatives are responsible for attending the corresponding meetings and relaying any pertinent information between these associations and PAGE. It is common, but not mandatory, that these positions be filled by PAGE members.

It is acceptable and common for one student to take on multiple positions, especially when PAGE consists of less than 4 members. It is also acceptable for the roles to be shared among multiple students; for instance, the role of president can be shared among two co-presidents. PAGE members must decide from the beginning of the year which duties they are responsible for. These appointments should be approved by the GPD. If certain roles cannot be filled by any members, the other members and GPD will decide on a suitable arrangement for the year.

ARTICLE 5: Replacing Positions and Representatives

If a member serving in a position other than the president, resigns or is otherwise unable to fill his or her position, PAGE will try to appoint a replacement to fill the remainder of the term. If no replacement is found, the remaining PAGE members will fill his or her roles. If the president resigns or is otherwise unable to fill her or his term, the remaining PAGE members will appoint a new president amongst themselves, or collectively share the role.

ARTICLE 6: Events

PAGE is responsible for organizing academic and social events for the graduate students and department as a whole. These must include, but are not limited to:

- An internal graduate student conference
- Orientation day for new graduate students
- Social events

The PAGE members of the current year will decide on the detailed aspects of each event. These events can change form from year to year, but should retain their traditional purpose and value. Current PAGE members may decide to invoke new events and traditions which coincide with the interests and needs of the graduate student body. Suggestions for events can be made by any graduate student and should be brought to the attention of one of the PAGE members. Events should serve an academic or social purpose. The cost of all events must be in accordance with the annual budget.

ARTICLE 7: Finances

PAGE's money will be primarily acquired through funds allocated by YUGSA. Any expenditures of PAGE must be in accordance to PAGE's annual budget, approved by the membership and YUGSA. All monies belonging to PAGE shall be deposited and disbursed through a bank account established for PAGE. Financial transactions must be documented and tracked with an up to date ledger and receipts for purchases (when available) must be kept for one year. This is the responsibility of the treasurer.

ARTICLE 8: Amendments and Revisions

An amendment can be added to this constitution with a 2/3 vote of all members present at the meeting when the issue arises. The amended constitution must be presented to the YUGSA office in the beginning of every academic year.