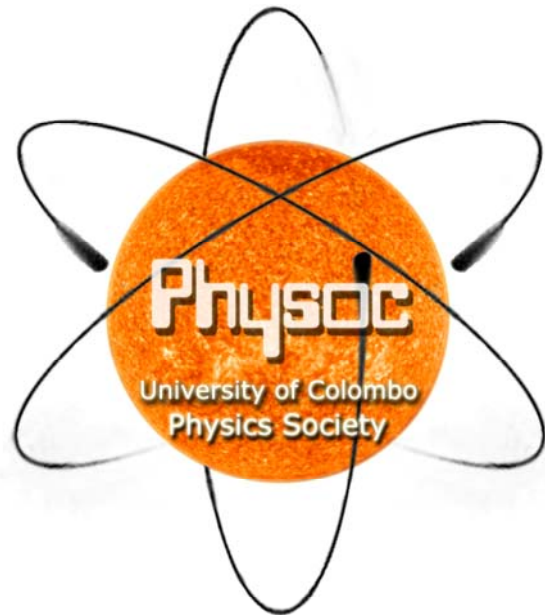


The Constitution of the 'Physics Society' University of Colombo

Section 1: Introduction

- Clause 1 The Society shall be called the 'PHYSICS SOCIETY-UNIVERSITY OF COLOMBO' or in the abbreviated form 'PHYSOC'
- Clause 2 The motto of the Society shall be,

'Practising Physics for a Better Tomorrow'
- Clause 3 The logo of the Society shall be,



- Clause 4
1. The name, logo or the motto should get the approval of the Executive Committee, followed by the Senior Treasurer and finally must be presented to a General Meeting and approved by a $2/3$ majority.
 2. The name, the logo or the motto of the Society cannot be used by anyone without the permission from the Executive Committee of the Society.
 3. If the need arises to change the name, the logo or the motto, approval from the Executive Committee should be obtained.

Section 2: Mission

Clause 1: Our Mission is:

To improve knowledge and life skills of university students and the general public through Physics and to disseminate knowledge to the community with the aim of making a better tomorrow

Section 3: Objectives

Clause 1: Our objectives are:

- To popularize Physics among university students
- To guide graduates who studied Physics in obtaining post-graduate/employment opportunities
- To enhance multi-disciplinary approaches through the use of Physics
- To promote university-industry relationships
- To popularize Physics among school students and the general public
- To promote Physics-based innovations/inventions
- To foster social harmony among the Physics-related community
- To undertake any other Physics-related programmes

Section 4: Membership

Clause 1: Students of the Faculty of Science are eligible to join the Student Society.

Clause 2: Membership Fees

The amount shall be Fifty (50) rupees (as determined by the Faculty Board of the Faculty of Science).

Clause 3: The students who obtain registration and membership of the Student Society during a particular academic year shall be regarded as the total membership of the Society.

Clause 4: The Society will have the following privileges.

1. With written permission from the Registrar of the University, buildings, furniture and other equipment belonging to the University can be used for the activities of the Society. (The consent of the Senior Treasurer of the Society must be obtained before soliciting permission for the use of the above.)
2. All members of the Society are eligible to speak at meetings and vote.
3. All members of the Society are eligible to run for office and vote at elections.
4. All members of the Society are eligible to nominate candidates for elections.

Section 5: Office Holders

Clause 1: The Dean of the Faculty of Science shall act as the Patron of the Society.

Clause 2: The Committee of Office Bearers of the Student Society shall nominate a permanent member of the academic staff of the University (in the grade of Senior Lecturer or above) as the Senior Treasurer. The nomination should be forwarded to the Vice Chancellor through the Dean of the Faculty of Science, for approval.

Clause 3:

1. The election of the Committee of Office Bearers for the Society shall be done annually by an election under the supervision of the Registrar or his/her nominee and the direction of the patron.
2. The Registrar of the University, on the direction of the Vice Chancellor, will notify the student body of the following by placing a notice in the Notice Board: when and where elections will be held in order to elect the new Committee of Office Bearers for the Society,
3. The Committee of Office Bearers of the Society will comprise of the following officers:
 1. President
 2. Vice-President
 3. Secretary
 4. Assistant Secretary
 5. Junior Treasurer
 6. Editor
 7. Organizer
 8. Two Committee Members representing each batch

Clause 4:

1. The posts of President, Vice President, Secretary, Assistant Secretary, Junior Treasurer and Editor in Chief shall be held by students following the Special Degree Streams offered by the Department of Physics.
2. There shall be eight (08) Committee Members appointed, two (02) from each batch following: 1st year, 2nd year, 3rd year (general & special) and 4th year.

Clause 5: Elected Committee of Office Bearers of the Student Society will remain in office for one academic year.

Clause 6: If a legally elected Officer or Officers wish to resign from their posts, they must inform the President or the Secretary in writing with a copy to the Registrar.

Clause 7: If as stated in Clause 6, an Officer or Officers resign from their posts, vacancies created in the process will be filled through a by-election under the supervision of the Registrar or his/her nominee.

Clause 8: No student can hold more than one Office or appear for elections with the intention of holding more than one Office in the Society in a particular academic year.

Section 6: The Duties of the Committee of Office Bearers

- Clause 1: Only the Officers mentioned in clause 3 of Section 5 of the constitution will be referred to as 'the Committee of Office Bearers'.
- Clause 2:
1. The committee must hold at least one meeting per semester.
 2. Such meeting must be announced through an open notice.
- Clause 3: In the absence of the President, the Vice President must preside over such meetings.
- Clause 4: In the absence of the President and the Vice President, any Office Bearer except the Secretary of the Society can be invited to preside over the meeting.
- Clause 5: The quorum at any meeting is seven (07) Office Bearers including the Senior Treasurer of the Society.
- Clause 6: It is the duty of the Secretary to prepare the agenda and summon such meeting(s). The minutes of every meeting must be recorded in a note book. It is the duty of the Secretary to read and edit such records and to get the edited or unedited minutes confirmed at the next meeting.

Section 7: The President

- Clause 1: The President must preside at all meetings of the society. The person nominated for the presidency must have been a student of the Faculty of Science of the University of Colombo for a period of at least one academic year.
- Clause 2: The President must not preside at meetings where a motion to question her/his conduct is to be raised. The Vice President or in her/his absence any Office Bearer except the Secretary can preside at such meetings.
- Clause 3:
1. The President or the person acting on his behalf will be the interpreter of rules and regulations at all meetings over which she/he presides.
 2. The President's rulings cannot be questioned at any time during a meeting. However, a written complaint can be lodged with the Secretary within 72 hours of the meeting and the matter can be taken up for discussion at the next meeting in the form of a regular motion.
 3. If the written complaint is heeded, the earlier decision will no longer be valid.
 4. The President or Acting President can use a deciding vote in addition to her/his vote in situations that warrant a deciding vote.

Section 8: The Vice President

- Clause 1: In the absence of the President her/his authority will be vested with the Vice President.
- Clause 2: The Vice President has the authority to carry out additional tasks or any other duties assigned to her/him by the President.

Section 9: The Secretary

- Clause 1: The student nominated for the post of Secretary must not be a final year student.
- Clause 2: The Secretary will be responsible for all documents belonging to the Society.
- Clause 3: It is the duty of the Secretary to summon General and Committee meetings of the Society, keep records, prepare agendas, and publicize them.
- Clause 4: Should the Registrar of the University or an Office Bearer wish to examine the records or other documents belonging to the Society, the Secretary must assist her/him.

Section 10: The Junior Treasurer

- Clause 1: The person nominated for the post of Junior Treasurer must be a student of the Faculty of Science of the University of Colombo for at least a period of not less than one academic year and this person should not be a final year student.
- Clause 2: The Junior Treasurer is answerable to the Senior Treasurer and the Registrar of the University on the manner in which the funds allocated for the Society were spent.
- Clause 3: When requested to do so, the Junior Treasurer must assist the Senior Treasurer in her/his duties.
- Clause 4: It is the duty of the Junior Treasurer to get the estimated expenditure of the Society approved at the beginning of each academic year. At the end of each academic year, the responsibility of the financial expenditure of the Society lies with her/him.
- Clause 5:
1. All receipts of expenses incurred with the approval of both the Committee and the Senior Treasurer must be presented to the Senior Treasurer.
 2. When a printed receipt cannot be obtained, a hand written receipt should only be accepted if the signature, complete name, address, and identity card number of the person issuing the receipt are available.
- Clause 6: In the absence of the Senior Treasurer at meetings, the Junior Treasurer is answerable on matters of finance.
- Clause 7: The Junior Treasurer must notify the membership through a notice (placed on a Notice Board belonging to the Society) at least 72 hours before the meeting, at which the proposed estimated expenditure of the Society for a particular academic year is to be discussed. This notification must also be made for the meeting held at the end of each academic year to discuss the Society's annual finances, and how the allocated funds were spent by the Student Society during that particular academic year.

Section 11: The Senior Treasurer

- Clause 1:
1. The Senior Treasurer will be in charge of all the finances belonging to the Society.
 2. The custody of letterheads and the seal of the Society should be with the Senior Treasurer.

Clause 2:

1. The Senior Treasurer must help the Junior Treasurer prepare the budget estimate for a particular academic year to be presented by the Committee of Office Bearers to the general body of the Society.
2. She/He must inform the Committee of Office Bearers of any objections that she/he may have with regard to the budget estimate. If the Committee of Office Bearers, despite the Senior Treasurer's objections, presents the said budget proposal with or without amendments to the general body of the Society, the Senior Treasurer must voice her/his objections to the general body and inform the Registrar of the University.

Clause 3: She/He must guide and advice the Junior Treasurer of the Society, with regard to Clause 7 of Section 10.

Clause 4:

1. In case of misappropriation of funds by Office Bearer(s), the Senior Treasurer must notify this fact at a meeting of the Committee of Office Bearers.
2. In situations where there is or could be a misappropriation of funds by Office Bearer(s), the Senior Treasurer must inform in writing this fact to the Registrar and the Vice Chancellor of the University.

Clause 5:

1. All money belonging to the Society kept in her/his charge must be deposited in the Society's Bank account.
2. When necessary, the Senior Treasurer can hold a sum of Rs. 2000/= for emergencies. This sum can be handed over to the Junior Treasurer to be spent in emergencies as long as the President, Secretary, and Junior Treasurer concurs. The Senior Treasurer must file all the receipts of expenses thus incurred. The Senior Treasurer must make sure of the fact that the money belonging to the Society is spent only for activities approved by the Society.

Clause 6:

1. When resigning from the post of Senior Treasurer, two (02) week written notice must be given to the Registrar of the University with a copy to the Secretary of the Society.
2. The post of Senior Treasurer, vacated with the approval of the Society, should be filled in accordance with the regulations set down in Clause 2 of Section 5. This must be done within one (01) week of receiving the outgoing Senior Treasurer's letter of resignation.
3. The outgoing Senior Treasurer must hand over all documents belonging to the Society to the new Senior Treasurer within two (02) weeks of handing in her/his letter of resignation. The new Senior Treasurer must attest to the fact that all such documents were handed over to her/him in a letter to the former Senior Treasurer, with a copy to the Registrar of the University.

Section 12: Finances

Clause 1:

The Society shall utilize funds for the following purposes.

- i. For Stationary
- ii. To meet expenses at Annual General Meeting and at General Meetings
- iii. To finance the any publication of the Society
- iv. To meet expenses at Guest Lectures, Workshops and Seminars
- v. Any other expenses approved both by the Committee and the University Authorities

Clause 2: The Committee shall have the power to collect money for the purposes defined by the constitution. Any other collection will require the permission of the Vice Chancellor.

Clause 3: Receipts shall be issued by the Junior Treasurer for the subscriptions collected.

Clause 4:

1. All finances belonging to the Society must be deposited with the People's Bank, in an account opened in the name of the Society.
2. The Senior Treasurer of the Society must at all times hold on to the cheque book belonging to the Society.
3. Withdrawals from the Bank will only be valid if the Senior Treasurer and either the President or the Junior Treasurer signs the cheques.

Clause 5:

1. If the Senior Treasurer, the President or the Junior Treasurer of the Society resigns, the Registrar of the university must inform the Bank of this fact.
2. The Secretary of the Society must send a letter signed by the former Senior Treasurer, the President and the Junior Treasurer with the name of the new Senior Treasurer, the names of those who proposed and seconded her/his name through the Registrar of the University to the Bank.
3. This must be done within a week of receiving the former Senior Treasurer's letter of resignation.

Clause 6:

1. The estimated budget for the new academic year must be presented and approved by the Society in the second meeting of the year.
2. Such a budget must receive a two-thirds (2/3) majority in order to be approved at a meeting. One-third (1/3) of the members of the Society must be present at a meeting.

Clause 7: The estimated budget of the Society for a particular academic year must be prepared by the Junior Treasurer and presented to the Senior Treasurer and the Registrar of the University.

Clause 8: The estimated budget proposal presented to the Society at a meeting must be exhibited with or without suggested amendments either on a Notice Board belonging to the Society or the University.

Clause 9:

1. When embarking on some activity approved by the Society, if the assistance of an organization, institution or person must be sought, the place or person who proposes to charge the most reasonable rate must be hired for the purpose.
2. The Office Bearers must go through and approve the estimate provided by the person or institute for the specific purpose and choose the most suitable party for the job. This must also receive the approval of the Senior Treasurer and the said person or organization must be assigned only one task.
3. No Office Bearer can enter into a transaction with a person or organization on behalf of the Student Society prior to obtaining the approval of the Senior Treasurer and the Committee of Office Bearers.
4. No Office Bearer can obtain personal gifts, items, commissions, money or any other form of profit from any person or organization.

Clause 10:

1. An Annual General Meeting must be summoned with two (02) week notice at the end of every academic year prior to the long vacation. The annual budget of the Society must be presented at this meeting.
2. At least three (03) days prior to the said meeting, the annual budget that has received the approval both of the Senior Treasurer and the Committee of Office Bearers must be placed on a student Notice Board.

Clause 11:

1. At the end of every academic year, prior to or during the long vacation, the Junior Treasurer must put in order, sign and submit the Society's annual financial report, with all receipts and documents to the Senior Treasurer.
2. The Senior Treasurer must sign and submit the Society's annual financial report with all receipts and documents (handed over to her/him by the Junior Treasurer) to the Registrar of the University prior to the end of the long vacation or within seven (07) days of receiving the report.

Clause 12: The Senior Assistant Internal Auditor of the University must examine all financial reports and documents belonging to the Society before the Annual General Meeting of the Society

Section 13: Meetings

Meetings of the Society shall be categorized as

- i. Meetings Pertaining to Financial Matters
- ii. Committee
- iii. General
- iv. Emergency General
- v. Annual General
- vi. Special

Meetings Pertaining to Financial Matters

Clause 1:

1. Within three (03) weeks of the commencement of each academic year, a budget proposal must be presented to the Student Society.
2. At the end of each academic year, on the date, on or before the commencement of the long vacation, the annual financial report must be presented to the Student Society.
3. Meetings can be called as and when necessary, to discuss amendments to the budget, as in the case of utilizing funds allocated for certain previously approved activities or other new activities.
4. Notices regarding such meetings must be placed on student Notice boards at least three (03) days (excluding poya days, public holidays and holidays approved by the University authorities) prior to the proposed date of the meeting.

Committee Meetings

Clause 2: Committee Meetings shall be called by the Secretary when required. At all meetings of the Committee, a quorum shall be a minimum of seven (07) members.

General Meetings

Clause 3: General Meetings of the Society can be called in order to deal with questions raised about records, constitution, the official duties of the Committee of Office Bearers and the presentation and discussion of new proposals. A General Meeting shall be convened at least once a semester to discuss the work programme proposed by the Committee of Office Bearers and at least two (02) week notice shall be given in respect of such a meeting. The quorum for a General Meeting shall be one-fourth (1/4) of the total membership.

Emergency General Meetings

Clause 4: Such meetings can be called for emergency purposes, with unanimous consent of the Committee of Office Bearers. At least twenty four (24) hour notice must be given before holding such meetings. The quorum for an Emergency General Meeting shall be one-fourth (1/4) of the total membership.

Annual General Meeting

Clause 5: An Annual General Meeting shall be convened once a year to present the Society's annual report on the activities & the annual budget and to elect new Office Bearers. The annual report on the activities of the society and the report on the finances for the relevant time period shall be read out at the Annual General Meeting by the Secretary and the Junior Treasurer respectively. At least two (02) week notice shall be given in respect of an Annual General Meeting. The quorum for an Annual General Meeting shall be one-fourth (1/4) of the total membership.

Special Meetings

Clause 6: Such meetings can be called to discuss special issues such as motions of displeasure and no confidence motions by the Secretary on the orders of the President or the request of one-fourth (1/4) of the membership. At least two (02) week notice shall be given in respect of a Special Meeting. The quorum for a Special Meeting shall be one-fourth (1/4) of the total membership.

Section 14: Publications

All publications of the society shall be published by the editor with the assistance of an Editorial Board appointed by the Committee.

Section 15: Interpretation

In the interpretation of the provisions of this constitution, or any other matter not covered by rules, the decision of the Dean of the Faculty of Science and the Head of the Department of Physics will be final.