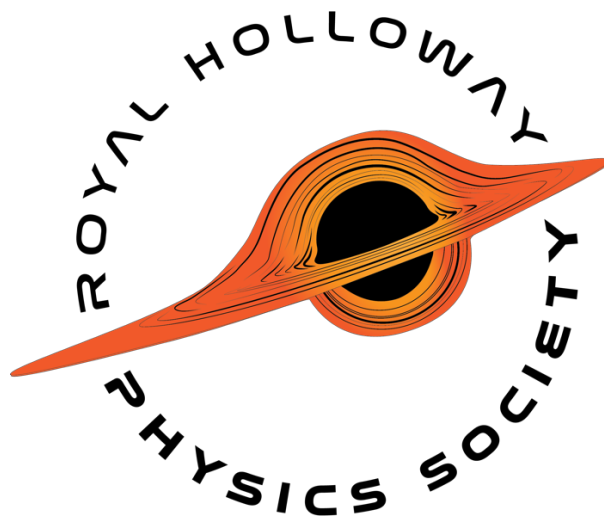


Royal Holloway Physics Society Constitution



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Abbreviations and Acronyms

Below is a list of all the abbreviations, acronyms and initialisms used in this document.

List of Abbreviations	
Abbreviation	Definition
Department	The Royal Holloway, University of London Physics Department
Physics Society (or Society)	The Royal Holloway Physics Society
Royal Holloway	Royal Holloway, University of London
Students' Union	Royal Holloway Students' Union
Acronyms and Initialisms	Definition
EPMS	School of Engineering, Physics and Mathematical Sciences
HoD	Head of Department
IFY	Integrated Foundation year
IOP	Institute of Physics
RHPD	Royal Holloway Physics Department
RHPS	Royal Holloway Physics Society
RHSU	Royal Holloway Students' Union
RHUL	Royal Holloway, University of London
SSAM	Staff-Student Action Meeting

1 The Society

The Royal Holloway Physics Society, informally known as 'PhySoc', is the Society associated with the Royal Holloway, University of London Physics Department. It is run by and for Royal Holloway, University of London physics students.

1.1 The Aims

The Physics Society's purpose is to create a welcoming environment for students studying or interested in physics at Royal Holloway. The Physics Society has three main areas of interest.

1.1.1 Socialising

To provide a means, outside of studies, for like-minded people to socialise, interact and find new friends. This is overseen by the Events Coordinator.

1.1.2 Welfare

To aid members in matters of mental and physical help and guide them to find the right resource to ensure they have the most care-free university experience possible. This is overseen by the Welfare Officer.

1.1.3 Academic

To assist members with their academic study and foster an environment that promotes and encourages academic achievement. This is overseen by the Academic Officer.

2 Membership

Any student of Royal Holloway can become a Member or an Associate Member of the Society. Membership grants access to the Society's social media pages such as Instagram, LinkedIn page, WhatsApp Community, and the Discord Server. With membership, one shall remain a Member or Associate Member throughout their studies (provided eligibility criteria are met), granted that there is no expulsion.

For any student that is a Member or an Associate Member, their membership will allow them to attend free events and paid events – the cost attached will be clearly communicated to members and will be required to attend paid events.

Hereinafter, the term 'member' is a capture-all term that refers to any person who has any form of membership with the Society, whilst 'Member' refers to any person who has a 'Member' level membership with the Society. Id est, 'member' includes Members and Associate Members.

2.1 Eligibility for Membership

There are two types of membership, one can either become a Member or an Associate Member of the Society. The type of membership a student can have is dependent on their course and the eligibility criteria is explained in the following sections.

2.1.1 Eligibility for Members

To become a Member of the Society, the following criteria must be met – (a) the student is a student of Royal Holloway, and (b) the student is successfully enrolled in a course provided by the Royal Holloway Physics Department^{1,2,3}. Any students that meet both criteria, is automatically enrolled as a Member of the Society and does not require any further action.

2.1.2 Eligibility for Associate Members

Students that are enrolled at Royal Holloway but are not on a course provided by the Physics Department are not eligible for a standard membership. However, they are eligible to become an Associate Member. In this case the only condition for eligibility is that they are a student enrolled in a course at Royal Holloway.

It is also possible for non-students to be Associate Members. For this to happen the interested party must have been a student of the Royal Holloway, Department of Physics (id est, an alum of the Physics Department). Much like any other Associate Member, all the same rules apply.

2.2 Membership Fees

For some members there are some membership fees which are explicitly laid out in this document. There are absolutely no hidden fees, and any further expected fees are mentioned explicitly.

2.2.1 Fees for Members

For students that are eligible to become a Member, there is no fee for the membership. However, some events may incur a charge to facilitate running them. For paid events, it will be made explicit that any fees for events must be communicated clearly to all members.

2.2.2 Fees for Associate Members

For students that are only eligible to become an Associate Member, there is an annual enrolment fee of £5.00. This gives Associate Members the same rights as Members except in voting in elections and in running for Committee positions (these exceptions are explained further in Section [2.3 Membership Rights and Responsibilities](#)). Alongside Members, there may be events that have associated charges, to facilitate running them. These charges will be made explicit and communicated clearly to all members.

2.3 Membership Rights and Responsibilities

2.3.1 Members' Rights and Responsibilities

Members have the full rights attainable from the Society. They are allowed to run for committee positions and to vote in elections. All Members must abide by the rules, Code of Conduct, regulations

¹ For undergraduate students a list of accepted courses can be found here:
<https://www.royalholloway.ac.uk/studying-here/?search=Physics&type=undergraduate>.

² For postgraduate students the list can be found here:
<https://www.royalholloway.ac.uk/studying-here/?search=Physics&type=postgraduate>.

³ For doctoral students the list can be found here:
<https://www.royalholloway.ac.uk/studying-here/?search=Physics&type=research>

and policies laid out in this Constitution. Failure to do so may lead to disciplinary action against the Member (see Section [10.1.1 Process for Disciplinary Action](#)).

2.3.2 Associate Members' Rights and Responsibilities

Associate Members have the same rights as Members except in running for Committee positions and voting in elections. This is because, they are either (a) not a current student of Royal Holloway (e.g. in the case of alumni), or (b) a student not enrolled in a degree course provided by the Physics Department. Since the Society is not a part of the Students' Union and instead is a departmental society, it must protect the interests of the physics students at Royal Holloway.

All Associate Members must also abide by the rules, Code of Conduct, regulations and policies laid out in this Constitution. Failure to do so may lead to disciplinary action against the Associate Member (see Section [10.1.1 Process for Disciplinary Action](#)).

2.4 Joining the Society

For students studying a course provided by the Physics Department at Royal Holloway, they are automatically enrolled into the Physics Society as a Member. With this, no further steps are required to join. However, for Associate Members, they must pay their Associate Membership fee before being allowed to join the Society. Once the fee has been paid and received by the Society, the Associate Member has successfully joined the Society and no further action is required.

2.5 Leaving the Society

For Members and Associate Members of the Society that leave Royal Holloway, the membership automatically ends on the last day of the academic year at 23:59:59. Once the membership has concluded, one is deemed to have left the Society and no further action is required.

If a Member or an Associate Member would like to leave before the automatic end of their membership, they must contact the Vice President (via enquiries.physoc@gmail.com) and submit in writing their desire to leave the Society. Once submitted, the formal process of revoking the membership will begin and the member will be informed once completed. No further action will be required of either party.

A Member or an Associate Member may be forced to leave because of disciplinary action. In this case, the process for the disciplinary action is explained in Section [10.1.1 Process for Disciplinary Action](#). From the disciplinary action, their membership may be revoked. The member will be informed of the revocation, and no further action is required.

2.6 Termination of Membership

A Member or Associate Member, under exceptional circumstances, may be expelled from the Physics Society. The circumstances required to terminate a member's membership are outlined in Section [10.1 Termination Process](#). Once the membership is revoked, the member will have officially left the Society, and no further action is required.

3 The Committee

The Committee is the governing body of the Society and is composed of the key leaders of the organisation. It serves as the central decision-making and oversight body responsible for the Society. Below is an outline of all the Committee positions available within the Physics Society in Constitutional order.

3.1 Committee Positions

3.1.1 President and Co-Presidents

There has been an update to the structure of the role of the President for the academic year 2024-2025. As the Physics Society grows and puts on more events, the duties of Committee Members have also expanded resulting in an ever-greater burden of work on Committee Members. To ensure that the Committee runs effectively, the position of the President has now been expanded such that it can either be filled by one or two individuals. At the discretion of the two individuals, the title can be kept at either President(s) or Co-President. Hereinafter, any mention of President or Co-President refers to both titles unless otherwise specified.

The President is the face of the Physics Society and as such is expected to be the role model for Committee Members. They are responsible for delivering major events and ensuring the smooth running of Committee. A President must also chair meetings. Their responsibilities are:

- organising and running the Easter Ball,
- communicating with the Department,
- maintaining the Physics Society's image,
- ensuring all the Physics Society's policies are enforced and adhered to,
- ensuring the objectivity of elections, and
- the joint oversight of Committee with the Vice President.

3.1.2 Vice President

The Vice President is primarily the second hand of the President. It is important that they are willing and capable to take over the role of the President if the President becomes unable to continue in their role. Furthermore, they share the responsibility of overseeing the Committee with the President. Their responsibilities are:

- supporting the President,
- organising and running the Christmas Meal,
- ensuring all the Physics Society's policies are enforced and adhered to,
- running of, and ensuring the objectivity of, Committee elections.

3.1.3 Treasurer

The Treasurer is responsible for the acquisition and administration of the Physics Society's funds. Their responsibilities are:

- accounting for all of the Society's funds (including regular updates to the Committee),
- completing transactions (including for event bookings and bulk orders of merchandise), and
- ensuring expense claims are processed efficiently.

3.1.4 Secretary

The Secretary facilitates Committee meetings and the Physics Society's communications. The Secretary is responsible for producing agendas⁴ and must take minutes for Committee meetings and must make them available to all Committee Members in an electronic format within a reasonable amount of time. The responsibilities of the Secretary are:

- taking meeting minutes,
- distributing agendas,
- planning, and placing bulk orders of merchandise,
- distributing bought merchandise to the buying members, and
- posting on social media pages any information deemed relevant to the Society's members.

3.1.5 Events Coordinator

The Events Coordinator plans and delivers all the events in a term, with exception of the Christmas Meal, Easter Ball, and Committee Members' specific events, though their help is often still important. The responsibilities include:

- planning of all the weekly social events,
- liaising with the department to ensure venues are booked for all events,
- using feedback gathered by the First Year Rep to help tailor the events to the Physics Society's Members' suggestions (particularly those for the First Year students),
- effective communication with the Publicity Officer to ensure all posts designs can be made on time and can be posted in accordance with the Ellis Rule⁵,
- producing the timetable of events for each month within term time and distributing this to the Publicity Officer to ensure it is published on social media on time,
- producing risk assessments for events conducted outside the Physics Department grounds and ensuring these are accepted by the Technical Operations Manager (TOM),
- ensuring there is a diversity of events across the entire academic year – here, communication with the Welfare Officer is vital, and
- ensuring that the Institute of Physics (IOP) events requirements are achieved throughout the academic year to ensure the Gold Tier society status for the Physics Society – communication with the Academic Officer in this area is vital.

3.1.6 Publicity Officer

The Publicity Officer is expected to manage the social media channels of the Society, to ensure effective communication between the Society and its members. The role is a vital to the general functioning of the Society, and to help ensure events are well attended. The responsibilities include:

- ensuring all posts designs are made (recommended to use Canva although other software may be used),
- ensuring monthly timetable for months within term time are published on social media before the start of the month,

⁴ It is a must that the Physics Society maintain strong documentation of all the meetings. However, it may not always be possible or necessary to generate an agenda for all the meetings. In this case, it is left at the discretion of the Secretary whether an agenda is necessary or not.

⁵ The Ellis Rule is named after a previous Social Secretary Ellis Hughes and later President, that repeatedly broke the unwritten rule of advertising events at least 24 hours before the event's start time. Resultantly, the rule had to be written and, in his honour, was named the 'Ellis Rule'.

- using social media pages to engage and inform members about the Physics Society,
- using social media to engage with other societies,
- ensuring any important information is also passed onto the department to be published on the Tolansky foyer screens,
- ensuring the Ellis Rule is adhered to, and
- using ticketing services to advertise for large scale events (such as British Science Week) – it is recommended to use Eventbrite although the Committee may decide on more appropriate software.

3.1.7 Academic Officer

The Academic Officer ensures that the Physics Society maintains a physics element within the Society's event calendar. Their responsibilities are:

- maintaining a relationship with the Institute of Physics (IOP) and any other IOP Campus Ambassadors,
- registering and reaffiliating the Physics Society with the IOP,
- planning and running a termly academic themed event, and
- upholding the tradition of weekly 'PhySoc Surgery' events (which must be held on Wednesday afternoons when no students have lectures).

3.1.8 Welfare Officer

The Welfare Officer ensures that the Physics Society looks out for its members in their mental, physical, and academic welfare. Ideally, their event each term will be inclusive to everyone in the Physics Society and should be related to welfare. It must be noted that this is **not** a counselling or therapy role, and instead is a signposting role. The responsibilities of the Welfare Officer are:

- to jointly maintain PhySoc Surgery with the Academic Officer,
- planning and running a termly welfare themed event,
- posting on social media with welfare links and resources at least three times a term, and working with the Events Coordinator to ensure there are sufficient events that are accessible to everyone, and
- consciously including members with disabilities, non-drinking members, and members that otherwise may feel uncomfortable at meetings.

3.1.9 First Year Representative

The First Year Representative must be in Year 1 of their degree programme and undertaking an undergraduate degree provided by the Physics Department. This role must be applied for, and an election should be held during term one – this *must not* be co-opted by the Committee. The position combines elements of the roles of the Academic Officer and Welfare Officer, but specifically focuses on supporting first year students by encouraging them to attend the Society's events and gathering feedback on how the Committee can better cater for first year students.

3.2 Contact Information

Committee Members can be contacted by a variety of methods. Including, but not limited to, the Instagram, LinkedIn page, WhatsApp Community and Discord Server. If a more formal method of communication is required, please use the 'General Enquiries' email address.

General Enquiries: enquiries.physoc@gmail.com

3.3 Eligibility

3.3.1 General requirements

The general requirements to be a Committee Members are that they must be at any time, a current Member of the Physics Society, be studying on a Royal Holloway course provided by the Physics Department, and consent to having the Physics Society (and any other relevant organisation – e.g. bank of choice, the Physics Department, Institute of Physics) any information that may be relevant/required. For example, a personal email address and phone number through which they can be contacted. In the case that a Committee Member changes degree course, these requirements still apply until the Committee can find a replacement.

3.3.2 President and Vice President

For the roles of President and Vice President, only Members with previous experience on the Physics Society's Committee can be considered for the election of any of these roles. To be considered, the amount of experience required is equivalent to at least 18 weeks' worth of term time. This is to ensure that the President can balance Committee responsibilities with other, course, life and personal commitments, and to ensure that the Vice President also meets the eligibility criteria of the President, so that they are qualified to take over the role should the need arise. Furthermore, it ensures that executive committee of the Society are well experienced to ensure an effective running of the Society.

If the situation occurs where no suitable candidates are found, the position(s) will be opened to all Committee Members initially. If Committee Members want to run for either of the open positions, then a by-election must be called for the Committee Members to be elected for the position(s) of President and/or Vice President. If the situation occurs where these roles are filled by Committee Members following their by-election, then a second set of by-elections must also run for the now-open Committee positions. If none of the Committee Members decide to run for the position(s) of President and/or Vice President, then the positions will be open to all Members of the Physics Society, and a by-election for these roles must be run. In the instance where no President is elected but a Vice President is elected, the Vice President shall become the President, and a by-election shall be run for a new Vice President. If only a President is elected, the Vice President role will also be opened to a by-election. For more information on the by-election process see Section [5.5 By-Elections](#).

3.4 Terms of Office

The length of a term of office varies between different Committee positions. For the position of President, an office term is capped at a maximum of one academic year. Irrespective of whether the

terms are non-consecutive, this limit cannot be surpassed. For the positions of Vice President, Treasurer, Secretary, Events Coordinator, Publicity Officer, Academic Officer and Welfare Officer, there is no maximum term length. It is recommended, however, that if a Committee Members would like to stay on the Committee for another term, that they change roles to allow for opportunities for other Physics Society Members to be opened. There is no maximal cap on the length of the term of First Year Representative, but the individual must be in Year 1 of their degree programme, and as such a term will not usually take more than one academic year.

3.5 Committee Member Expectations

There are some expectations that are required of each Committee Member. It is important that all aspiring or current Committee Members read what is generally expected of them. These are not role specific but are outlines of what each person should be contributing.

3.5.1 Time Management

It is strongly advised that all potential Committee Member candidates carefully consider their ability to reasonably balance their time between Committee, their course responsibilities, and personal commitments. For most students, it should be relatively simple to manage their time in this way, but academic achievement should take priority over Committee responsibilities. It is recommended that Year 4 master's students take this notion into further consideration.

3.5.2 Office Hours

It is important that students balance their workloads effectively, as a result office hours have been introduced for the academic year 2024-2025. This will help ensure that students are not working at unreasonable hours. The office hours will be from 10:00 to 22:00. Outside these times, there is no obligation or expectation of the student to work on any PhySoc related tasks and it is recommended that they have a break instead. If the student, however, wants to work outside of these times they can but it is not advised.

3.5.3 Attendance

Before applying to be on the Committee, Members should thoroughly consider whether that are able and willing to devote enough time to the role – this equates to approximately four to six hours per week for regular weekly social events, in addition to appropriate times for their other tasks. All Committee Members are also expected to attend the Freshers' Week committee introduction to the newly enrolled First Years and Integrated Foundation Year students at a minimum. As a Committee, it may be decided that all Committee Members should be present for all of the Department's Induction sessions. All Committee Members are expected to attend the Freshers' Week Ice Breaker session and the Pub Crawl. Any Committee Member not following these rules shall first be checked on by either the President or Vice President to help resolve this. If non-attendance is a persistent issue, then the Committee Member may be removed through disciplinary process, explained further in Section [10.1.1 Process for Disciplinary Action](#).

All members are expected to have an 80 percent minimum attendance rate to events and to attend their own termly events where applicable. The Academic Officer and the Welfare Officer must both

attend all the 'PhySoc Surgery' events, and each must attend their termly academic/welfare themed events.

It should be noted that attendance is monitored for all Committee Members. The reasoning is two-fold; (a) it is important that all Committee Members are investing time to ensure that the Society succeeds and (b) to ensure that any overworked Committee Member is flagged up and so support can be provided to weaken the workload.

3.5.4 Conflicts of Interest

Committee Members are expected to declare or disclose any personal, professional, or financial interests that could influence their decision making. To do this, Committee Members must fill out a 'Conflict of Interest Disclosure' form at the beginning of their term. A template for the form can be found in [Appendix A](#) under [A.2 Template for Conflict of Interest Disclosure Form](#).

3.6 Oversight

The President and Vice President share the role of overseeing the other Committee Members to ensure that they are doing their jobs to the best of their abilities. The Treasurer will have to keep all the other Committee Members up to date on finances, and any purchases made must be approved by the President or the Vice President. For any purchases or payments greater than £100.00, it must be approved by both the President and the Vice President. In the case of a co-presidency, purchases or payments greater than £100.00 must be agreed by both Co-Presidents.

3.7 Handovers

After the new Committee, hereinafter known as the Committee-Elect, has been sworn in at the Easter Ball, the current Committee will continue in its position until the end of Term 3 when the Committee's term ends. The Committee-Elect will then come into power the day after the end of Term 3 as outlined by the Royal Holloway academic timetable. The handover is expected to take place in the last week of Term 3. This should come in the form of an in-person meeting and a written document outlining the key aspects of the role. Any advice they can offer should be included alongside the login details for the relevant email accounts, social media pages and/or any other relevant details.

4 This Constitution

4.1 Obligation

This Constitution applies to every member of the Physics Society, but especially to those who are Committee Members. The Committee-Elect Members are expected to read and acknowledge their responsibilities as set out in these chapters. The retiring Committee are expected to hand over this document to the Committee-Elect during the handover process. Incoming Committee Members will swear to uphold the Constitution whilst resting their hand on a copy of *Physics of Scientists & Engineers with Modern Physics* by D. C. Giancoli at the Easter Ball, as facilitated by the outgoing President.

4.2 Amendment

The Constitution may be changed at any time by a unanimous vote of the Committee (for more information on the voting majorities see Section [6.7 Quick Reference on Motion and Voting Rules](#)). A brief description of any changes must be listed in Section [4.2.1 Constitutional Changes](#), with the date and chapter of the amendment. The authoring of this document is listed as the first item, and as an example.

4.2.1 Constitutional Changes

January 2020	Constitution Accepted	All Chapters
June 2020	Royal Holloway Physics Society Policy Re-organisation	
April 2021	Constitution Amended	All Chapters
October 2023	Constitution Amended	All Chapters
March to July 2024	Complete Constitutional Redevelopment	All Chapters
March 2025	Changes to Committee Structure	Chapter 3
March 2025	Introduction of Risk Assessment Regulations	Chapter 8

4.3 Violation

Violation of this Constitution by an Associate Member, Member or Committee Member is not itself grounds for an expulsion or dismissal, but frequent disregard for the Constitution may lead to the rest of the Committee taking action against said person. If it is brought to the Committee's attention that any member within the Society is violating this Constitution, disciplinary action may be taken – this process is explained further in Section [10.1.1 Process for Disciplinary Action](#).

5 Elections

5.1 Nominations

Nominations to the election of Committee Members will be opened three weeks prior to the date of the election at the latest. It is the responsibility of potential candidates to nominate themselves for positions, by emailing the general enquiries email account (enquiries.physoc@gmail.com). This will be visible only to the President and Vice President to minimise the risk of bias. The deadline for the self-nomination will be 24 hours before 10:00 on election day, to all Members of the Society. Candidates have the right to campaign within the Department and on the Society's social media pages (this does not include Instagram nor LinkedIn), provided that this does not become disruptive to learning.

5.2 Election Day

The Election Day must take place on a Wednesday and the elections will begin at 13:00, sharp. The chosen Wednesday must be the week before the Easter Ball where election results will be announced.

5.3 Hustings

Hustings will be held on the election day, in the Physics Resource Room (known colloquially as the Physics Common Room) with room code Tolansky-118. Alternatively, elections can be held online under extreme circumstances provided it is not possible to run elections in-person. An example of an extreme circumstance is a pandemic.

At the hustings, candidates will have a maximum of 3 minutes to speak to the members present and will do so in reverse constitutional order (only under extreme circumstances can the order of this be changed). After each candidate has spoken for a position, questions will be opened to the floor for members to ask questions if they wish. It is highly recommended that the current Committee Members ask all candidates a question specific to their position/role.

It should be noted that immediately following Hustings and Voting (explained further in Section [5.4 Voting](#)) there will be an Annual General Meeting – this is explained in detail in Section [6.11 The Annual General Meeting](#).

5.4 Voting

Voting will take place on the election day, immediately following hustings. For a candidate to win, they must receive a majority of the vote. Failing this, the candidates will be reduced to the two more favoured, another round of voting must take place between these two candidates. Members will vote through a system of the Vice President's choosing. Votes will be counted immediately and checked by the President and the Vice President, with the results being announced at the Easter Ball. If a role has no candidate, a by-election will be called to take place no later than a week after the original election. In this time, current Committee Members must actively try to recruit for the role.

It should be noted that Associate Members are not allowed to run or vote in elections as explained in Section [2.3.2 Associate Members' Rights and Responsibilities](#).

5.5 By-Elections

By-elections are called if any Committee position becomes unexpectedly vacant. There are three main causes that will trigger a by-election, these are:

- resignation of a Committee Member,
- removal of a Committee Member,
- replacement of a Committee Member.

5.5.1 Calling a By-election and Nominations

A by-election can be called by the President following a meeting with the Committee. An announcement of the future by-election must be made within 24 hours of the Committee meeting ending. Following the announcement, Members of the Society may nominate themselves. To do this, nominations must be submitted by supplying a manifesto to the Vice President within seven days of the initial vacancy announcement. If no nominations have taken place in the seven-day window, the

nomination period may be extended for another seven days, after which the nomination period must close.

5.5.2 The By-election

Following the end of the nomination process, the by-election process will begin. The by-election will take place on the first Wednesday at 13:00 sharp, following the end of the nomination process. If the last day of the nomination process is on the Wednesday, the by-election will take place on the Wednesday of the following week.

5.5.3 Running a By-election

The by-election process is identical to that of the election and hustling processes which is explained in detail in Section [5 Elections](#) and specifically in Section [5.3 Hustings](#).

6 Meetings

In order to maintain full transparency of the Physics Society, it is the Physics Society's policy to allow any member of the Physics Society to request a copy of the minutes of a Committee meeting. They should do this by contacting the Secretary. Although the Physics Society's Committee meetings are usually private, the Committee may ask a member to sit in on a meeting, though they would be unable to participate in Committee votes.

6.1 Organisation

It is the Secretary's responsibility to organise Committee meetings. The Secretary should confirm a time and place, making sure that the venue will be vacant or otherwise suitable for a meeting. They should then inform the entire Committee at least 24 hours prior in the case of ordinary in-person, online or urgent in-person Committee meetings. There should be a meeting a minimum of every two weeks and should last a minimum of 1 hour per week since the previous meeting (i.e. a weekly meeting of 1 hour duration, or a fortnightly meeting of 2 hours). These meetings will be chaired by the President of the Physics Society.

6.2 Quorum Requirements for Meetings

For the proceedings of a meeting to be valid, there must be a minimum number of Committee Members present. The requirement is that at least 50% of the Committee Members being present, and the President, Secretary and Treasurer must be present at all Committee Meetings. In the case of a co-presidency, a single Co-President, Secretary and Treasurer is sufficient. Where the quorum is not met, the meeting may proceed, but no official decisions can be made.

6.3 Procedures for Calling Meetings

For a meeting to be called, the following process must be conducted. A meeting can be called by any Committee Member with the purpose of the meeting being clearly stated. The President and Vice President will assess whether the meeting will be necessary for the issue(s) to be addressed or whether alternative methods can be used. The participants that must attend will be identified to

ensure that the roles required to address the issue(s) are present. A suitable date and time for the meeting will be set by the Secretary, which must account for participant availability and scheduling constraints. An appropriate format for the meeting will also be decided (in-person, hybrid or virtual). The agenda may then be prepared by the Secretary in preparation for the meeting, as explained further in Section [6.9 Agenda](#). Once the meeting has been prepared, the meeting will be announced, and invitations sent. The Committee Members must then confirm their attendance with the Secretary. The location of the space must be booked to ensure the meeting can be run – to minimise inconvenience of students using the Physics Common Room (Tolansky-118), the Library Study Rooms should be booked. These rooms can be booked (at time of writing) via the resource booker at <https://scientia-rb-rhul.azurewebsites.net>.

6.4 Order of Business

The Order of Business that a Committee decides to use is at their discretion. However, the following layout is recommended:

1. Call to order: The Chair calls the meeting to order.
2. Attendance: The Secretary records Committee Members' attendance.
3. Approval of Minutes: Review and approve minutes from the previous meeting.
4. Old Business: Discuss and resolve any pending issues.
5. New Business: Introduce and discuss new topics – this should be listed in the Agenda for the meeting.
6. Any Other Business: Introduce and discuss any last-minute thoughts and topics for discussion.
7. Announcements: Share any important information that is relevant to the Committee.
8. Adjournment: Officially ending the meeting and deciding on date for the next meeting.

6.5 Motions and Debate

It is important that all Committee Meetings be conducted in an orderly, efficient, and fair manner such that all opinions can be heard. For effective discussions, motions are necessary, and are explained in the following subsections.

6.5.1 Guiding Principles

There are three main guiding principles for debate and discussions in Committee Meetings. They are that:

1. everyone has the right to participate in the discussion if they wish, before anyone may speak a second time,
2. everyone has the right to know what is going on at all times, and only urgent matters may interrupt a speaker, and
3. only one motion/item should be discussed at a time.

6.5.2 Making Motions

A motion is any topic under discussion or to be discussed. After being recognised by the Chair, any motion can be proposed by a Committee Member provided no other motion is on the table. For a

motion to be considered, it can be suggested by any Committee Member and requires a second. Each considered motion must be discussed. After discussion, the motion is put to a vote.

6.5.3 Moving to Limit the Debate, Close the Debate, or Postpone a Motion

It is possible to move to limit a debate to a set time frame. To achieve this, a two third majority vote is required. Alternatively, it is also possible to move to close the debate – also known as ‘calling the question’. This allows discussions to be cut off and brings the Committee to vote on the pending topic only. For a move to close the debate to pass, it must pass a two third majority vote. A final option is to postpone a motion which is achieved by a majority vote. However, to postpone the motion a second time kills the motion, and this requires a two third majority vote.

6.5.4 Unanimous Consent

If a matter is relatively minor or no opposition is expected, then a call for unanimous consent may be requested. If the request is made by others, the Chair will repeat the request and then pause for objections. If none are heard, the motion passes.

6.6 Voting on Motions

Once a motion has been discussed, it will be put forward for a vote. Each Committee Member has one vote. With each vote, there are three options (a) for the motion, (b) abstention of the motion, or (c) against the motion. Voting can be achieved by the method deemed most suitable by the Chair, and can either be by voice, show of hands, or written ballot. A simple majority is required to pass a motion, unless otherwise specified that a two thirds majority is necessary. Any amendments to the constitution require a two third majority.

6.7 Quick Reference on Motion and Voting Rules

Below is a table describing all the possible actions and voting requirements for different actions.

Quick Reference Table for Motion and Voting Rules					
	Must be seconded	Open for discussion	Can be amended	Vote count required to pass	May be reconsidered or rescinded
Main Motion	✓	✓	✓	50 %	✓
Amend Motion	✓	✓		50 %	✓
Kill a Motion	✓			50 %	✓
Limit Debate	✓		✓	66.6 %	✓
Close Discussion	✓			66.6 %	✓
Meeting suspension/break	✓		✓	50 %	
Meeting adjournment	✓			50 %	
Postponement	✓	✓	✓	50 %	✓
Indefinite postponement	✓	✓	✓	50 %	✓

NB Blanks indicate that the criterion for the corresponding action is not applicable.

6.8 Debate, Discussion and General Conduct

It is vital that all meetings run efficiently, and that debate is effective. To ensure this, the following principles should be adhered to. Namely, Members wishing to speak must be recognised by the Chair. Members should act with integrity and respect to others, and should aim to stay on topic when discussing a motion. Disruptive behaviour will not be tolerated and may result in removal from the meeting. Depending on the severity of the behaviour, it may lead to further disciplinary action.

6.9 Agenda

For Committee meetings, the Secretary can produce and distribute an agenda of points from the entire Committee before the start of the meeting. The setting and distributing of the agenda are explained further in [Section 6.9.1 Setting and Distributing the Agenda](#). For urgent Committee meetings no agenda is necessary as these ought to be single issue meetings that shouldn't require a planned discussion. For example, the pre-Easter Ball brief or an expulsion hearing.

6.9.1 Setting and Distributing the Agenda

The Secretary may decide to produce and distribute an agenda of point from the entire Committee before the start of a meeting. The agenda should be set and distributed at least 24 hours before the meeting is due to take place. The agenda should be made from a list of talking points that Committee Members want to discuss at the meeting. All items that have been suggested by Committee Members must be included. The agenda can be distributed however the sitting Committee deem to be the most effective – it is recommended that the agenda is distributed online.

6.10 Minutes

The Secretary should also take minutes throughout the meeting. They should be an accurate account of what was discussed, and what decisions were made. They should make a note of the date and time, who attended, who sent apologies for absence, and the items discussed. These minutes should be typed and uploaded online to be distributed to all Committee Members within 24 hours. An example template for Committee meeting minutes can be found in [Appendix A](#) under [A.1 Template for Meeting Minutes](#). The minutes of the meeting are to be made available to all Physics Society members if requested. However, the provided document must not contain the future agenda(s) as this is to remain private to the Committee. If anyone questions the accuracy of the minutes, a meeting can be called to discuss the query with the Secretary and the Committee can vote on whether the minutes are a good reflection of the meeting discussions. If a decision cannot be made, the Committee can decide for the comment in question to be redacted from the minutes.

6.11 The Annual General Meeting

Following the end of the General Elections in March, an Annual General Meeting must be held. This meeting should take no longer than 1 hour and will consist of two main components. Namely, the Presidential Report and the Treasurer's Report. The Presidential Report should consist of a general overview of the entire academic year and the general (non-financial) achievements that have occurred throughout the year. The Treasurer's Report should consist of a description of the last

Committee year stating the initial starting budget of the society, and then the latest reading of the Physics Society's funds. It should also have a breakdown of where the Physics Society's fund was spent and how much. For example, stating that £X.XX amount of funds were spent on paid merchandise, £Y.YY amount spent on social events and prizes, and £Z.ZZ spend on free merchandise.

7 Treasury

7.1 Account

The Physics Society will have a bank account for all funds raised by members. This is the account that members should pay any monies to, as well as the account any payment from the Physics Society should come from. There must be at least two signatories on the account, and if possible, there should be three. Namely, these are the President, Vice President, and Treasurer, with the President and Treasurer being the prioritised two signatories. In the case of a Co-Presidency, the prioritised two signatories is any *one* of the Presidents, and the Treasurer. For payments greater than £100.00, these must be approved by both the President and the Vice President. In the case of a co-presidency, payments greater than £100.00 must be approved by both Co-Presidents.

A single debit card for the account shall be kept by the Treasurer, who will pass this card on to their successor during the handover process.

7.2 Institute of Physics

As a large society, the Physics Society often gets funding from the Institute of Physics (IOP). This should not be considered stable income and should not be used to justify overspending. To receive this grant, the bank account must be suitably set up to match their requirements.

7.3 Oversight and Transparency

The President and Vice President oversee the Treasurer in handling spending. Any Committee Member should be told upon request, the current balance of the Physics Society's account, and the Treasurer should update the Committee in more detail at the end of each term.

8 Events

8.1 Freshers' Week

Freshers' Week is the first week of the first term of a given academic year. It is referred to by the Students' Union as the "Freshers' Festival", and by Royal Holloway and the Department as 'Week 1'. There are a number of important events during this period that all members of the Committee are expected to attend. Namely, they are:

1. **Committee Introduction for Year 1:**

The Committee is introduced to the new members of the Society during the Physics Department's Induction session for Year 1 students in the Teaching Lab (Tolansky-231),

2. **Committee Introduction for Year o:**

The Committee is expected to introduce themselves to the Physics with Integrated Foundation Year (IFY) students (Year o) during their induction session as organised by Royal Holloway,

3. **Meet and Greet:**

The Department co-runs a Meet and Greet session for Year 1 students in the Physics Common Room (Tolansky-118). Here all the Committee Members must attend so they can personally introduce themselves to the new Year 1 students,

4. **Pub Crawl:**

The Freshers' Pub Crawl is one of the defining features of an academic year for the Society. The traditional route for the Pub Crawl is to start at Crosslands, then move to The Happy Man, followed by The Armstrong Gun, The Packhorse and ending with The Crown in Egham. This order can be changed by the sitting Committee if they feel it is necessary.

8.1.1 Freshers' Fair

During Freshers' Week there is the possibility to be a part of the Students' Union Freshers' Fair. This is an event where Societies and Organisations affiliated and ratified with the Students' Union will come together (usually on Tuesday of Freshers' Week) and present their society or organisation to students of Royal Holloway. Since this is an event that is wholly organised by the Students' Union, there is no obligation or requirement for the Physics Society to be included or take part as it is not an affiliated or ratified group. However, it can be possible to take part in the event as a Society with discussions with the Students' Union and the EPMS Network – for more information on the EPMS Network see Section [8.6 Collaboration with the EPMS Network](#). Hence, attendance to the event by the Society must adhere to the Students' Union's and EPMS Network's conditions, which must be made clear to the Society. It is recommended that the Physics Society participate where possible, but this is not compulsory, and the Committee Members must agree to participate by majority vote.

8.2 Christmas Meal

The Christmas Meal is to be held as close to the final week of the first term of the academic year as possible. It is to be organised by the Vice President. It is advised that the meal should take place in a location in Egham, so that individual travel costs are low as there are associated meal costs. A recommended location is The Crown Pub in Egham.

8.3 Easter Ball

The Easter Ball takes place on the Friday of the last week of the second term of the academic year, provided that that day is not a bank holiday, or otherwise not included in the academic term. In such a case, the Easter Ball should be moved to the Friday of the penultimate week of the term.

Traditionally, the ball has been held in Founders' Dining Hall, although the Committee can choose to hold it elsewhere. It is important to ensure that the cost per ticket for the Ball is kept as low as possible. Prohibitively expensive tickets will result in the event being poorly attended. It is up to the Committee

to decide on a theme for the event, though the theme should fit with the traditional black-tie attire of the ball.

8.4 PhySoc Surgery

PhySoc Surgery allows members of the Physics Society to come together and study and help each other in their learning and welfare. It should take place on Wednesday afternoons between 13:00 and 15:00, unless this interferes with other departmental events such as, Student-Staff Action Meetings (SSAMs), where it should be delayed, cut short or rescheduled. The Academic Officer and Welfare Officer must attend all PhySoc Surgery events, although it will be more successful the more Committee Members attend. It should be a place for Physics Society Members to come and help each other through their studies and should not just be Committee Members. To be clear, PhySoc Surgery is not there to facilitate students plagiarising or conspiring to commit assessment offenses. If these actions are seen during PhySoc Surgery, it will not be tolerated and the student will be requested to leave the venue for the duration of the event.

8.5 Joint Society Events

The Royal Holloway Physics Society welcomes the opportunity to engage in joint events with other Royal Holloway Societies or the Physics Societies of other Universities. Any joint society events must be in the best interest of the Physics Society, have clearly agreed fair terms, and be approved by the Events Coordinator. However, if Committee Members deem events to not be in the best interest of the Physics Society, a motion for a vote can be called. The process for calling a motion is detailed in Section [6.5 Motions and Debate](#). If the result of the vote falls against the event running, the event must be called off. The ability to have joint events with the Royal Holloway Students' Union affiliated Society will allow the Physics Society to jointly host and attract more interest to the Society.

8.6 Collaboration with the EPMS Network

The Physics Society also welcomes opportunities to engage in joint events with the EPMS Network. As with any joint event, any collaboration with the EPMS Network should be in the best interest of the Physics Society, and there should be clear fair terms between the two parties.

The impetus for collaborating with the EPMS Network is to broaden the number of Associate Members that the Society has, to broaden the presence of the Physics Society across the University, and to increase the outreach of the Society.

8.7 Risk Assessments

The Physics Society has a general risk assessment that covers the general activities of the Society within the Physics Department, which is written by the Technical Operations Manager (TOM). This risk assessment covers activities of the Society such as PhySoc Surgery, Film Nights, etc. A copy of this general risk assessment can be requested from the Technical Operations Manager. This general risk assessment only covers the Society for events within the Department with other events requiring their own risk assessment. Other risk assessments must be written by the Events Coordinator – where

this is not possible it should be written by the Vice-President or President(s). A template for an extended risk assessment is available upon request from the TOM.

8.1.1 Procedure of the General Risk Assessment

The procedure(s) outlined in the general risk assessment are also outlined here:

1. for an event to take place in the Department, the TOM must be informed in good time to ensure that the TOM informs College Security in good time,
2. a responsible person from the Physics Society is nominated and provided with the Security Office telephone number,
3. the responsible person will inform Security on extension 3063 in the event of any emergency, incident, or when the event has finished,
4. the responsible person must read and sign this risk assessment and the associated code of practice,
5. note that individual activities may require further risk assessment, depending on the activity (e.g. miniature drone racing).

9 Code of Conduct

The Physics Society is committed to fostering a welcoming environment to all of those interested in Physics. Resultantly, this Code of Conduct outlines the expected behaviour of Members and Committee Members of the Society to ensure a welcoming environment for all.

9.1 Scope of the Code of Conduct

This Code of Conduct applies to all Members of the Society during social activities, including meetings, events, communications, and online interactions.

It is important to note that any views or opinions expressed by members or Committee Members of the Society are solely those of the individual and not necessarily those of the Royal Holloway Physics Society.

9.2 Respect, Inclusion and Discrimination

All Members must be treated with dignity and respect, regardless of their background, religious beliefs, or identity. All Members should aim to create a welcoming environment for all.

Discrimination or harassment based on age, gender reassignment, marriage or civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, and sexual orientation, is strictly prohibited. Furthermore, harassment, including but not limited to offensive comments, intimidation, or unwelcome advances, is not tolerated. The subject of discrimination and harassment is described further in Section [13.1.1 Zero-Tolerance Policy](#).

9.3 Professionalism and Communication

Members should act with honesty and integrity in all social activities and take responsibility for their actions and their impact on others. For all Committee Members, one should arrive on time for meetings and events, and meet deadlines for society tasks and responsibilities.

All Members should engage in respectful and constructive communication and should listen actively and consider others' perspectives. Members should also aim to address conflicts or disagreements respectfully and seek to resolve them through constructive dialogue.

9.4 Participation

Members, in particular Committee Members, should aim to participate actively in meetings, events, and activities. They should also contribute to discussions and offer their skills and knowledge where possible. Members should work collaboratively with other members and respect their contributions, and offer help and support to fellow members when needed.

9.5 Privacy and Confidentiality

The privacy and confidentiality of Members is of paramount importance to the Society. In accordance with the Privacy Policy outlined in Section [13.2 Privacy Policy](#), the Society will not share personal information without consent and will handle sensitive data and information responsibly and in accordance with the Privacy Policy.

9.6 Ethical Conduct and Transparency

Members should uphold the highest standard of academic integrity, and must not engage in plagiarism, cheating, or other unethical academic behaviours.

The Society and its Members aim to be transparent about their intentions and actions, especially when they affect the Society or its Members.

9.7 Reporting and Enforcement

It is recommended that any violations of this Code of Conduct should be reported to the President or Vice President – where welfare of individuals is concerned, the Welfare Officer and President should be informed *only*. Reports should be made in good faith and with the intent to improve the community. Intentionally providing false reports may also lead to disciplinary action.

Reported violations will be investigated promptly and fairly, with confidentiality will be maintained to the extent possible. If the violation is a severe contravention of the Code of Conduct, it will be reported to the Physics Department at Royal Holloway where further action will be taken by the Department and where necessary by the Society.

Violations of this Code of Conduct may result in disciplinary actions, including but not limited to warnings, suspension and/or expulsion from the Society.

9.8 Updating the Code of Conduct

This Code of Conduct will be reviewed annually to ensure it remains relevant and effective. Amendments to this Code of Conduct may be proposed by any member and must be approved by a two third majority vote at a regular meeting. Please note that updates to the Code of Conduct are the only amendments to the Constitution that do not require unanimous consent.

9.9 Commitment

By participating in the Royal Holloway Physics Society, all members agree to abide by this Code of Conduct and contribute to a positive, respectful, and welcoming community. It must be noted by all members that breaking the Code of Conduct may lead to disciplinary action.

10 Termination and Revocation of Membership

10.1 Termination Process

It may be deemed necessary to terminate the membership, under extreme circumstances, of a Member or Associate Member resulting in their expulsion from the Society. The termination of a membership can only occur provided any one of the following conditions are met:

1. the member in question is identified as the intentional and repeated cause of significant distress or upset of any other Members, Associate Members, members of staff, or other students of Royal Holloway,
2. they are the cause of discrimination or harassment of any other Member, Associate Member, member of staff, or any student at Royal Holloway, in term of any of the protected characteristics as listed in Section [13.1.1 Zero-Tolerance Policy](#),
3. lodging undeniably false allegations towards a Member, Associate Member, member of staff or student of Royal Holloway, of a severe nature (e.g. false rape or sexual assault accusation), and/or
4. failure to abide by the Equality, Diversity and Inclusivity policy and, where applicable, the Privacy policy.

10.1.1 Process for Disciplinary Action

In the circumstance where it has come to the attention of the Society that a Member or Associate Member has been reported for conducting themselves in a way that meets any of the criteria listed above, the process for disciplinary action will be enacted. This process is listed below:

1. the member is identified as meeting any one of the four conditions listed in Section [10.1 Termination Process](#),
2. the President will issue a verbal first warning to the member in question,
3. following no notable change in behaviour, a written second warning will be provided by the President to the member alongside a meeting with the Welfare Officer,

4. if following these actions, there is still no change in behaviour, a third and final written warning will be issued and a meeting with the Head of Department (HoD) will be called between the President, Welfare Officer, and Head of Department,
5. a Committee meeting will also be called where a vote on whether to expel the member will be considered. For this vote, a two-thirds majority is required to pass.

10.2 Revocation Process

Alternatively, a member may decide to revoke their membership from the Society. To do this, they must email the General Enquiries email address: enquiries.physoc@gmail.com asking for their membership to the Physics Society to be revoked.

11 Resignation, Removal and Replacement of Committee Members

There are many situations that may arise where a Committee Member will leave their post. This can occur via a resignation or removal of a Committee Member. In the case where this occurs, a replacement will need to be found. All of these processes are explained in further detail in the following sections.

11.1 Resignation of a Committee Member

The scenario may also arise where a Committee Member deems that they are no longer fit to perform the responsibilities of their role and want to resign from their role. To resign from a position, the following procedure must be conducted. These procedures ensure that the resignation of a Committee Member is handled smoothly and with minimal disruption to the Society's activities, allowing for a structured transition and timely replacement.

11.1.1 Notice of Resignation

A Committee Member who wishes to resign must submit a written notice of resignation to the President. If the President wishes to resign, they must submit a written notice of resignation to the Vice President. The notice should include the effective date of resignation and, if possible, a brief explanation for the resignation. The resignation becomes effective upon receipt of the letter unless a later date is specified in the notice.

11.1.2 Acknowledgement of Resignation

Upon receipt of the resignation notice, the President or Vice President shall acknowledge the resignation in writing within three days. The acknowledgement shall include the acceptance of the resignation and the effective date as stated by the resigning member.

11.1.3 Notification to Committee and Members

The President shall inform the remaining Committee Members and the general membership of the Society about the resignation within seven days. The notification shall include the effective date of resignation and the process for filling the vacancy.

11.1.4 Transition of Duties

The resigning Committee Member is encouraged to assist in the transition of their duties to ensure continuity of operations. This may include handing over documents, providing updates on ongoing projects, and briefing their successor or other Committee Members.

11.1.5 Filling the Vacancy

The process for filling the vacancy is explained in further detail in Section [11.3 Process for the Replacement of a Committee Member](#).

11.1.6 Documentation

The Secretary shall maintain a record of the resignation notice, acknowledgement, and any related correspondence. The records shall be kept as part of the official minutes of the Society.

11.2 Process for the Removal of a Sitting Committee Member

The situation may arise where a Committee Member is conducting themselves in a way that is detrimental to the functioning of the Society. In such a scenario, it may be necessary to remove the sitting Committee Member. The process for removing a sitting Committee Member is described below, and the procedures ensure that the removal of a sitting Committee Member is handled with fairness, transparency, and due process, protecting the interests of both the Society and the individual involved.

11.2.1 Grounds for Removal

A sitting Committee Member may be removed from their position for any one of the following reasons:

- violation of the Society's Code of Conduct,
- failure to fulfil their duties and responsibilities of the position,
- misuse of Society funds or resources,
- conduct that is detrimental to the reputation or functioning of the society,
- absence from a significant number of Committee Meetings without valid reason, or
- severe lack of general attendance.

11.2.2 Initiation of the Removal Process

The removal process can be initiated by any Member of the Society or the Committee. To begin this, a written complaint specifying the grounds for removal must be submitted to the President or Vice President, and the complaint must be signed by at least three Members of the Society.

11.2.3 Review of the Complaint

Upon receiving the complaint, the President (or Vice President, should the President be the subject of the complaint) shall convene the entire Committee within seven days to review the complaint. The Committee Member in question shall also be notified in writing of the complaint and the upcoming review meeting at least five days in advance.

11.2.4 Hearing

The Committee Member in question shall have the right to attend the review meeting and present their defence. Both the complainant(s) and the Committee Member shall have the opportunity to present evidence and call witnesses. The Chair of the review meeting (which should be the President or the Vice President) shall ensure that the hearing is conducted fairly and impartially.

11.2.5 Decision

Following the hearing, the Committee shall deliberate in private – the Committee Member in question does not have the right to attend this meeting. Here a two thirds majority vote of the Committee at the private deliberation meeting, will be required to remove the Committee Member from their position. The decision shall be communicated in writing to the Committee Member in question and the complainant(s) within three days of the hearing.

11.2.6 Appeal Process

The Committee Member in question has the right to appeal the decision within seven days of receiving the written notice. The appeal must be submitted in writing to the Secretary, Vice President, or President, and must detail the ground for appeal. An appeal hearing shall be convened within ten days of the appeal being received, involving the full membership of the Society. A two thirds majority vote of the all the Members of the Society at the appeal hearing is required to overturn the decision of the Committee.

11.2.7 Interim Measures

During the review and appeal process, the Committee may decide to temporarily suspend the Committee Member from their duties if deemed necessary for the welfare of the society. It must be stressed that temporary suspension does not imply guilt and is only a precautionary measure.

11.3 Process for the Replacement of a Committee Member

A Committee Member position may become vacant due to resignation, removal, incapacity, or any other reason as stipulated in this Constitution. These procedures ensure a transparent, efficient, and fair process for replacing Committee Members, maintaining the continuity and effectiveness of the Society's governance.

11.3.1 Notification of Vacancy

The President shall announce the vacancy to the Committee and the general membership within seven days of the vacancy occurring. The announcement shall include details of the vacant position, the responsibilities associated with it, and the timeline for the replacement process.

11.3.2 Interim Appointment

If the vacancy significantly affects the functioning of the Committee or the Society, then the Committee may nominate, by unanimous decision, a current Committee Member to take the position. If the current Committee Member is also willing to stay in the role permanently, they can. A by-election will then be held for their now-open original position (see Section [5.5 By-Elections](#)). However, if the current Committee Member is not willing to stay permanently in their new role, they become the interim member until a new Committee Member is elected via the by-election process –

explained further in Section [5.5 By-Elections](#)). The interim member serves until a permanent replacement is elected, or no longer than an eight-week period. The interim appointee is briefed on immediate responsibilities to ensure continuity.

11.3.3 Nomination Process and Resultant By-elections

Following a Committee Meeting to discuss interim appointments, the by-election process can be initiated immediately, this process is explained in detail in Section [5.5 By-Elections](#). It should be noted that the role that is vacant for by-election may, or may not, be the original role.

11.3.4 Transition and Handover

Following the by-election of the new Committee Member, a meeting will be called for the entire Committee to welcome the new Committee Member. The meeting will be focused on catching the new Committee Member up with the inner working of the Society. Following this meeting, a further meeting will be called for the new Committee Member attended by themselves, the President and the Vice-President. This meeting is focused on introducing them to the tasks and responsibilities that they have in their new role.

Ideally, a handover document will have been created for the new Committee Member. If so, this must be made available to the new Committee Member.

11.3.5 Updating Records

Following the election of the new Committee Member, any records must be updated accordingly (e.g. website, social media pages, and any other communication channels).

12 Welfare Concerns Process

The welfare of members of the Physics Society is of the utmost importance of the Society. As a result, the following welfare process has been thoroughly thought out to ensure the wellbeing of the Society's members.

12.1 Reporting Welfare Concerns

Any person may report a welfare concern confidentially to any Committee Member, however, it is strongly advised that this either be the Welfare Officer or the President. Any concern that a person may have can be reported in person, via email, or private messaging. Alternatively, an anonymous online form can be used where available. It must be noted that where the concern involves the immediate safety of an individual or is an emergency, the reporting member should be advised to contact campus security (if the incident is occurring on, or in the immediate vicinity of campus) or the emergency services. At time of writing, the phone number for these services are listed below:

Campus Security:	01784 443063
Police (emergency):	999
Police (non-emergency):	101

12.2 Acknowledgement and Initial Assessment

The Committee Member receiving the report must acknowledge receipt of the concern within 24 hours. In the case where the Committee Member is not the Welfare Officer nor the President, the Committee Member must inform both. If the Committee Member is either the President or the Welfare Officer, then they must notify the other. This must all be conducted within 24 hours of receiving the initial report.

The Welfare Officer (or in the case where they are not available, the President) shall conduct an initial assessment to understand the nature and urgency of the concern – it is strongly suggested that Committee Members err on the side of caution.

It is vital that all information is kept confidential and **must only** be shared with those directly involved in addressing the concern.

12.3 Signposting to University Services

If the concern is deemed to involve extreme welfare circumstances (e.g. mental health crises, severe bullying, or harassment), the Welfare Officer shall immediately refer the concern to the appropriate university support services namely, the wellbeing team via: wellbeing@rhul.ac.uk. From here the affected member will be provided with the appropriate guidance and support.

The affected member must be provided with the contact information and necessary details for accessing support services such as counselling, student welfare office, or legal advisors. The Royal Holloway webpages provide many resources; the student should be guided to these via: <https://intranet.royalholloway.ac.uk/students/help-support/help-and-support.aspx>.

For resources provided by the Students' Union visit the following page: <https://www.su.rhul.ac.uk/advice/wellbeing/>.

The Welfare Officer must confirm that the affected member has been provided with the information needed to access university services and offer support in making initial contact if required.

12.4 Support

Where possible, the Physics Society will offer its support to any member that may require it. However, it must be noted that the Welfare Officer role is merely a signposting role and is not necessarily qualified to provide the correct support. Resultantly, for less severe cases we may be able to support students (for example, ensuring that Coffee Morning events run for students that may be experiencing loneliness).

12.5 Follow-Up, Feedback and Policy Updates

The Welfare Officer should follow-up with the affected student to ensure that the University has provided support to the student.

It is encouraged that feedback from the affected member(s) be provided to the Committee about the handling of their concern and to acknowledge any suggestions for improving the process.

The Physics Society may update their welfare policies and procedures based on a review of the feedback to ensure ongoing effectiveness and responsiveness.

12.6 Confidentiality and Sensitivity, and Non-Retaliation

It must be ensured that all welfare concerns are handled with the utmost confidentiality and sensitivity to protect the privacy and dignity of the individuals involved.

It must be guaranteed that no member will face retaliation or adverse consequences for reporting a welfare concern in good faith.

13 Policies

13.1 Equality, Diversity, and Inclusivity

The Royal Holloway Physics Society recognises that members of the Physics Society may experience discrimination. Resultantly, we will take actions to mitigate the likelihood of this discrimination and resolve issues arising to discrimination.

13.1.1 Zero-Tolerance Policy

There is a zero-tolerance policy on discrimination within the Physics Society. It is illegal (at time of writing; March 2024) to discriminate against anyone because of the following protected characteristics:

1. age,
2. gender reassignment,
3. marriage or civil partnerships,
4. being pregnant or on maternity leave,
5. disability,
6. race including colour, nationality, ethnic or national origin,
7. religion or belief,
8. sex, and
9. sexual orientation.

Resultantly, the Physics Society will not allow any form of discrimination of this kind against any member of these protected characteristics. Any confirmed reports of genuinely hateful behaviour will result in the offending member having a disciplinary action begun against them – this process is explained further in Section [10.1.1 Process for Disciplinary Action](#).

13.1.2 Equal Opportunities

Each event will be considered from the view of accessibility for disabled members, this will influence how events are organised, and the accessibility/location of venues will be considered. Additionally,

any further changes that can be made to accommodate disabilities will be considered. Unfortunately, it is not possible to please everyone for every event however, this is mitigated by having a variety of events over the academic year to allow all students to attend events that may interest them. The events programme should include, but not be limited to, quiet, loud, alcohol-free, drinking, large, small, in-person and virtual events. We aim to design our activities, services, and decision-making processes to encourage and support those who may experience discrimination.

13.2 Privacy Policy

The Physics Society respects your privacy and is committed to protecting your personal information. This Privacy Policy outlines how we collect, use, disclose, and protect your personal data when you interact with us through webpages, events, activities, and other services.

13.2.1 Information We Collect

We may collect personal information directly from you when you sign up for events, participate in activities, or interact with us through our webpages or other communication channels. This information may include but is not limited to:

1. name,
2. contact information (email addresses, phone number, mailing address),
3. membership status and preferences,
4. payment information (for membership fees or event registration),
5. demographic information,
6. feedback and communication preferences.

We may also collect certain information automatically when you visit webpages associated with the Physics Society, such as the Royal Holloway Physics Society Eventbrite page. You should be able to change your personal preferences on the webpages.

The Physics Society webpage is hosted by Royal Holloway and will be subject to rules, regulations, privacy policies. You should also be able to change your personal preferences on the webpage.

13.2.2 Use of Information

We use the information we collect for the following processes to:

1. provide and personalise our services, events and activities,
2. communicate with you about your membership, events and updates,
3. process payments and donations,
4. send you newsletters, announcements, and other relevant information,
5. improve our webpages, services, and user experiences,
6. comply with legal obligations and protect our rights and interests.

13.2.3 Disclosure of Information

We may share or receive your personal information from third-parties service providers who assist us in operating our webpages, conducting events, processing payments, or providing other services on our behalf. We may also disclose your information when required by law or to protect our rights or your rights.

13.2.4 Data Security

We implement appropriate technical and organisational measures to protect your personal information against unauthorised access, disclosure, alteration, or destruction. However, please be aware that no method of transmission over the internet or electronic storage is totally secure, and we cannot guarantee absolute security.

13.2.5 Data Retention

We will retain your personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by law. We will securely dispose of or anonymise your data when it is no longer needed.

13.2.6 Your Rights

Under GDPR and the Data Protection Act, you have rights regarding your personal information, including the right to access, update, correct, or delete your data, the right to object to processing. If you wish to exercise any of these rights or have any questions about your rights, please contact us using the contact information provided in this document.

13.2.7 Complaints

If you believe that your data protection rights have been violated or have concerns about how we handle your personal information, you have the right to lodge a complaint with the relevant supervisory authority.

13.2.8 Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices of legal requirements. These changes will be reflected in this Constitution.

13.2.9 Contact Us

If you have any question, concerns, or requests regarding this Privacy Policy or data practices, please contact us at enquiries.physoc@gmail.com.

By participating in our events, or engaging with us in any way, you acknowledge that you have read and understood this Privacy Policy and agree to the collection, use, and disclosure of your personal information as described herein.

14 Dissolution of the Physics Society Process

There may come an instance where the dissolution of the Physics Society may become necessary or desired by the Physics Department's student body. To ensure that the dissolution of the Society follows a structured, transparent, and orderly dissolution, the following process has been created.

14.1 Initial Consideration and Formal Proposal

14.1.1 Assessments and Consultations

A thorough assessment of the reasons for dissolution, such as declining membership, lack of funds, or failure to fulfil the Society's mission must be conducted. Furthermore, there must be consultations with key stakeholders (including current members), department staff (including by not limited to the Head of Department), and any other relevant peoples, to discuss the potential dissolution.

14.1.2 Formal Proposal

Whilst the initial assessments and consultations are being conducted, a Committee Meeting must be called to discuss the dissolution proposal and outline all the reasons, implications and consequences. This will allow for a formal proposal document that includes the rationale for dissolution, any attempts made to resolve issues, and the proposed plan for dissolution.

14.2 Member Notification

Once the formal proposal has been made, a notification must be made to all the Society's members of the proposal to dissolve the Society. It must include the details of the upcoming General Meeting where the proposal will be discussed further.

The notification must be made across all the Society's social media channels and if possible, sent to all department staff and students via email. The formal proposal document must be included in these communications.

14.3 General Meeting

The General Meeting must be scheduled at a time agreed by, by all the Committee Members. It is recommended that it lie on a Wednesday during term time, taking the place of the Physics Society's Surgery session. Advanced notice of at least two weeks must be made to all the Members and Department Staff. There is a quorum requirement for this meeting of 10% of the registered members.

At the General Meeting, the proposal for dissolution must be presented to allow Members to ask questions and discuss the implications of the dissolution. Following the discussion, a vote must be held on the dissolution proposal. The decision to dissolve will require a supermajority of two-thirds of the present Members to pass.

14.4 Post-Decision Actions

Throughout the dissolution process, good records and documentation must be maintained. The records must contain the decision that was voted on, the vote count, and any significant points from the discussion, in the meeting minutes.

Notifications must also be made to inform the School of Engineering, Physical and Mathematical Sciences (EPMS), the Department of Physics, the student body and any other relevant bodies of the decision to dissolve the Society.

14.5 Asset Liquidation and Debt Settlement

It is fundamentally important that an inventory of all the Society's assets, including funds, equipment, and any other property be created. This is to ensure that all the Society's assets are accounted for to ensure that the dissolution process is smooth and orderly.

Following the creation of the inventory, the assets and items can be either sold or distributed. It is only recommended that the assets be sold if the Society is in debt. In the case where the Society is not in debt, the assets of the Society must be donated to the Department with any items that the Department does not want being disposed of or sold. It may be the case that the Department of Physics is not able to accept the funds of the Society, in this case the Society can either donate the money to Royal Holloway, University of London (not via the Department) or alternatively to an education charity of their choosing.

Regarding debt, it is of the utmost importance that any outstanding debts and obligations be settled, and it must be ensured that all financial matters are resolved, including the closing of bank accounts.

14.6 Record Keeping

For the dissolution process to be transparent and effective, it is important that clear records are kept. All the Society's records must be archived including, but not limited to, meeting minutes and financial documents, and any other important records. These records must be submitted to the Physics Department for their archiving and record keeping. A final report detailing the entire dissolution process, asset distribution, and debt settlement must be compiled. This report must also be submitted to the Department of Physics.

14.7 Communication and Closure

A final communication must be distributed to all Members, Associate Members, stakeholders, departmental staff and any other relevant parties, announcing the formal dissolution of the Physics Society.

Updates to the Society's webpage and social media accounts must reflect the dissolution and eventually these accounts must be deactivated.

14.8 Legal and Administrative Closure

Any legal requirements for the dissolution of a student society must be adhered to and complied with. This may include notifying the University's legal department and following any protocols set by them.

Administrative tasks must also be completed such as returning any keys, equipment, or access cards to the University's facilities. If these have been provided by the Department this should be returned to the Technical Operations Manager of the Department – at the time of writing, July 2024, this post is held by Andy Alway.

14.9 Feedback and Reflection

It may be decided that a feedback session with any remaining members and stakeholders be conducted to reflect on the Society's journey and identify any lessons learned. This must all be documented for future reference and submitted to the Department or other societies that may find it useful.

15 Listings of Previous Committees

A detailed list of Committee Members has not been kept before the time of writing (March 2024). Resultantly, it is not possible to know all the previous Committee Members for years before 2022. A list of all the Committee Members is being kept below from 2022 onwards.

Committee for 2018/19		Committee for 2019/20	
President	Emily Brookes	President	Martyn Hickey
Vice President	Abi Russel	Vice President	Matthew Miller
Treasurer	Martyn Hickey	Treasurer	Jools Elliott
Secretary	Emily Howling	Secretary	Annora Sundararajan
Social Secretary	Caitlin Moore	Social Secretary	Ellie Matthews
Astrophysics Representative	Hugh Spackman	Astrophysics Representative	Andriana Sotiris

Committee for 2020/21		Committee for 2021/22	
President	Ellie Matthews	President	Ellis Hughes
Vice President	Jools Elliott	Vice President	Irwin Blair
Treasurer	Alex Prowse	Treasurer	Patrick Fleming
Secretary	Jake Little	Secretary	Jess Copeland
Social Secretary	Ellis Hughes	Social Secretary	James Hughes
Academic Officer	Gemma Culley	Academic Officer	Nergez Brifkani
Welfare Officer	Sian Boulton	Welfare Officer	Edward Armstrong
First Year Liason	Irwin Blair	Governance Advisor	Jools Elliott

Committee for 2022/23		Committee for 2023/24	
President	James Hughes	President	Lucie Robbins
Vice President	Matthew Webb	Vice President	Charlie Ross
Treasurer	Charlie Ross	Treasurer	Ariel Shimoni
Secretary	Jake Reilly	Secretary	Meghan Moody
Social Secretary	Lucie Robbins	Social Secretary	Tiago Fernandes de Nobrega
Academic Officer	Julianna Ostrowska	Academic Officer	Hagen Thompson
Welfare Officer	Jasleen Kapoor	Welfare Officer	Bethan Twigg
		First Year Representative	Jazib Qamar

Committee for 2024/25		Committee for 2025/26	
Presidents	Tiago Fernandes de Nobrega & Meghan Moody	President	TBC
Vice President	Ariel Shimoni	Vice President	TBC
Treasurer	Kieran Gale	Treasurer	TBC
Secretary	Jessica Fonka	Secretary	TBC
Events Coordinator	Bethan Twigg	Events Coordinator	TBC
Engagement Officer	Michelene Esteban ⁶ & Pavendeep Bratch	Publicity Officer	TBC
Academic Officer	Aryan Bakhai	Academic Officer	TBC
Welfare Officer	Mu' Adh Uddin	Welfare Officer	TBC
First Year Representative	Pavendeep Bratch	First Year Representative	TBC

16 Acknowledgements

Thanks to the fantastic Jools Elliott for his phenomenal writing of this document (2019, 2020, and 2021). Thanks to the wonderful Ellie Matthews for her incredible editorial contributions (2019, 2020, and 2021). Thanks also to the brilliant Jake Little for his truly outstanding work updating this document (2020 and 2021).

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Thanks as well to the incredible Irwin Blair for his wise insights into the 2021 amendments (2021).

Thanks to Lucie Robbins for the grand efforts to update and reformat the constitution (2023).

Thanks also to Tiago Fernandes de Nobrega and Dr Siobhan Alden for their incredible work redesigning our logo, with an honourable mention to Radin Rassouli for the initial concept (2023).

A tremendous thanks to Honorary President for Life, Gill Green, for her continued support of the Royal Holloway Physics Society. We'd be lost without you!

A thank you to Tiago Fernandes de Nobrega for the overhaul of the constitution with major redevelopments and the addition of new policies and chapters, and a thank you to Meghan Moody for making suggestions and corrections during the overhaul process (2024).

Thank you to Tiago Fernandes de Nobrega and Meghan Moody for the restructuring of the Committee roles (2025).

⁶ Resignation following the end of Term 1.

17 Committee Constitution Signatures

By signing here, the individuals have agreed to accept the Constitution in this version and agree to abide by its rules and regulations.

17.1 President(s)

Signed: _____

Date: _____

Signed: _____

Date: _____

17.2 Vice President

Signed: _____

Date: _____

17.3 Treasurer

Signed: _____

Date: _____

17.4 Secretary

Signed: _____

Date: _____

17.5 Events Coordinator

Signed: _____

Date: _____

17.6 Publicity Officer

Signed: _____

Date: _____

17.7 Academic Officer

Signed: _____

Date: _____

17.8 Welfare Officer

Signed: _____

Date: _____

17.9 First Year Representative

Signed: _____

Date: _____

Appendix A

A.1 Template for Meeting Minutes

It is highly recommended that the following template be used to create the meeting minutes for all PhySoc Committee Meetings.



Committee Meeting Minutes Royal Holloway Physics Society

Date: Wednesday, 16th November 2024
Time: 13:00
Location: Physics Common Room/Tolansky-118

Chair:
Attendees:
Apologies:

Codes:

Co-Presidents	CP	Publicity Officer	PO
President	PR	Academic Officer	AO
Vice President	VP	Welfare Officer	WO
Treasurer	TR	First Year Representative	FYR
Secretary	SE	All Committee Members	ALL
Events Coordinator	EC		

Minutes

- 1 **Welcome and apologies**
- 2 **Minutes of the previous meeting**
- 3 **Items for consideration**
- 4 **Any other business**
- 5 **Date of next meeting**

A.2 Template for Conflict of Interest Disclosure Form

It is highly recommended that the following template be used to create the Conflict of Interest Disclosure Form.



Conflict of Interest Disclosure Form Royal Holloway Physics Society

Name of Member: _____

Position: _____

Date: _____

Instructions for Committee Members

1. Complete and submit this form to the Society's Vice President and/or Secretary at the beginning of your term.
2. Update the form if any new potential conflicts arise during your term.
3. If a potential conflict of interest is identified, recuse yourself from related discussions and decisions as appropriate.

1. Disclosure of Interests

Please disclose any personal, professional, or financial interests that could potentially influence your decisions or actions as a member of the Physics Society's Committee.

1.1 Employment or Consulting

Are you currently by or consulting for any organisation that has dealings with the Society?

- ☐ Yes
☐ No

If yes, please provide details:

1.2 Financial Interests

Do you have any financial interests in a company or organisation that could be seen as a conflicting with your responsibilities in the Society?

- ☐ Yes
- ☐ No

If yes, please provide details:

1.3 Relationships

Do you have any personal relationships (family, friends, etc.) that could influence your decisions within the Society?

- ☐ Yes
- ☐ No

If yes, please provide details:

1.4 Other Interests

Are there any other interests, commitments, or obligations that could be perceived as a conflict of interest?

- ☐ Yes
- ☐ No

If yes, please provide details:

2. Acknowledgement and Certification

By signing below, I acknowledge that I have disclosed all potential conflicts of interest to the best of my knowledge. I understand that it is my responsibility to update this disclosure form promptly if my situation changes.

Signature: _____

Date: _____

For Internal Use Only:

Date Received: _____

Reviewed By: _____

Action Taken (if any): _____

Note: This form will be kept confidential and used only for the purpose of ensuring transparency and integrity in the Society's operations.

A.3 Template for Image Consent Form

It is highly recommended that the following template be used to get consent to use images for promotional materials, website content, and social media channels.



Consent form for use of images

I hereby grant consent to the Royal Holloway Physics Society ("the Organization") for the use of my image(s) in connection with promotional materials, website content, and social media channels. I understand and agree to the following terms and conditions:

1. Image Usage: The Organization is authorized to use photographs, video recordings, or other visual representations that may feature me. These images may be used for promotional and informational purposes, including but not limited to, the Organization's website, social media platforms, print materials, and presentations.
2. Release: I release the Organization, its representatives, employees, and affiliates from any liability associated with the use of the images as described herein. I understand that once my image is published, it may be viewed by the general public and may be shared and distributed beyond the control of the Organization.
3. Ownership: I acknowledge that the Organization retains all rights to the images and may edit, alter, copy, exhibit, publish, or distribute them without limitation. I waive any right to inspect or approve the finished product wherein my likeness appears.
4. Compensation: I understand that I am not entitled to any compensation, royalties, or other remuneration for the use of my image. This consent is provided voluntarily and without any expectation of payment.
5. Duration: This consent shall remain valid indefinitely unless and until revoked by me in writing. If I wish to revoke this consent, I understand that I must provide written notice to the Organization.
6. Confidentiality: The Organization agrees to handle any personal information obtained in connection with this consent form in accordance with applicable privacy laws and regulations.

I certify that I am over the age of 18 and have read and fully understand the terms of this consent form. I voluntarily agree to its terms and provide my consent for the use of my image(s) as described herein.

Participant's Name: _____

Participant's Signature: _____

Date: _____

Royal Holloway Physics Society

Royal Holloway, University of London

Egham

Surrey

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