



**THE AMANO SOCIETY OF PURE AND
APPLIED PHYSICS**

DRAFT CONSTITUTION

THE AMANO SOCIETY OF PURE AND APPLIED PHYSICS

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PREAMBLE

This constitution is formulated and presented for the definition, governing and running of the AMANO SOCIETY OF PURE AND APPLIED PHYSICS. The Amano Society of Pure and Applied Physics, henceforth ASPAP, is a Zambian society of scholars with research interests in theoretical and/or experimental physics, both in the pure and applied categories.

ARTICLE ONE: NAME OF SOCIETY

- 1.0. The official name of the society of which this constitution is written and presented shall be: **AMANO SOCIETY OF PURE AND APPLIED PHYSICS**, and shall be abbreviated as **ASPAP**.

It shall be referred to in verbal discussions in formal and non-formal circumstances as ASPAP, 'THE PHYSICS SOCIETY' or simply, 'THE SOCIETY'.

ARTICLE TWO: PURPOSE

- 2.0. Outlined below is the purpose of ASPAP:
- 2.1. UNITE LIKE-MINDED ZAMBIANS INTERESTED IN PHYSICS AND PHYSICS RELATED RESEARCH AT AN ACADEMIC LEVEL.
 - 2.2. PROMOTE THE ACHIEVEMENT OF SCIENTIFIC BREAKTHROUGHS AMONG ZAMBIAN SCIENTISTS.
 - 2.3. PROMOTE PHYSICS IN THE ZAMBIAN SOCIETY AND THE WORLD AT LARGE THROUGH SCIENTIFIC PUBLICATIONS OVER VARIOUS PLATFORMS.
 - 2.4. PROMOTE PHYSICS IN THE ZAMBIAN SOCIETY THROUGH HOLDING VARIOUS ACTIVITIES WITH THE PUBLIC.
 - 2.5. CREATE A COMMUNICATION NETWORK BETWEEN RESEARCHERS AND INDUSTRY.
 - 2.6. ENGANGE IN PHYSICS EDUCATION ACTIVITIES TARGETING YOUNG PEOPLE ESPECIALLY.

ARTICLE THREE: MISSION STATEMENT

3.0. The mission statement summarises all that ASPAP is about and what its mission is.

3.1. ASPAP's Mission statement is the following:

TO REVEAL THE WORLD AS IT HAS NEVER BEEN KNOWN

3.2. **OUR MAIN AIM IS THUS TO BE PRODUCERS OF ORIGINAL AND PIONEERING WORK IN THE FIELD OF PHYSICS.**

ARTICLE FOUR: SOCIETY ORGANS

[REFER TO APPENDIX A.](#)

4.1. THE MAIN ORGANS OF ASPAP ARE AS FOLLOWS IN ORDER OF

DESCENDING HIERARCHY:

4.1.1. SOCIETY CURIA

The Curia shall be the pillar of the Society. It shall play a monitoring role over the functioning of the society to ensure that the purpose of the society's formation is being fulfilled and perform an advisory role. It shall also hold the responsibility of forming the society committees. The Curia shall consist of Society founding members and specific former leaders as described in section 5.10.

4.1.2. SOCIETY COMMITTEES

The Society committees shall be formed by the Society Curia and shall carry out various activities within the society to ensure that certain constituted events and membership conduct run as outlined by the Society constitution.

4.1.3. SOCIETY EXECUTIVE

The society executive shall be responsible for carrying out the administrative functions of the society. The executive shall consist of elected individuals.

4.1.4. SOCIETY ACTION GROUPS

The Society action groups shall be units that ultimately carry out the mission of the society.

ARTICLE FIVE: MEMBERSHIP

5.1. CRITERIA FOR ADMISSION

The following are the general criteria for the admission of a new member into the society:

The candidate seeking membership into ASPAP must;

- 5.1.1. Be a Zambian Citizen;
- 5.1.2. Demonstrate a knowledge of physics and mathematics at a professional level either by:
 - 5.1.2.1. possessing a physics or physics related professional qualification,
 - 5.1.2.2. presenting a physics or mathematical research paper showing original work done by the candidate.
 - 5.1.2.3. undergoing an interview session by the admissions committee and successfully demonstrating therein to meet the scholastic caliber required for Society membership.
- 5.1.3. Must declare interest and desire to engage in physics related research and discussions by submitting a hand written application.

5.2. ENTRY

The following shall be the standard procedure for entry into the society:

- 5.2.1. A candidate for membership must make a written application stating his desire for membership with either professional academic qualifications attached relating to physics and mathematics or an original research paper done by the candidate. If a candidate is not able to attach any of the

above described articles, he can still go ahead to submit the written application only and will be required to undergo an interview session to be admitted.

5.2.2. The society secretary shall communicate in writing to the membership applicant about his admission or rejection, or about an invitation for interviews.

5.3. TENURE OF MEMBERSHIP

5.3.1. Every member will be required to renew their membership annually.

5.3.2. Exemptions to the clause in 4.3.1. above are:

5.3.2.1. Honorary members (see sec 4.8)

5.3.2.2. Individuals who have been members of ASPAP for more than Twelve years.

5.4. MEMBERSHIP FEE

5.4.1. Every member of ASPAP shall be required to pay an annual membership fee at the beginning of each calendar year.

5.4.2. A new member shall be given a grace period of 2 months in which to pay their membership fee or else forfeit their membership.

5.4.3. Membership fee is NON-REFUNDABLE.

5.5. MEMBERSHIP OBLIGATIONS

5.5.1. Every Member shall be required to participate in all ASPAP activities when called for.

5.5.2. Members shall be required to attend all general meetings and other important meetings when called for.

5.5.3. All members must participate in physics discussions that may take place periodically on appropriate media platforms.

5.5.4. All members must adhere to ASPAP's code of ethics.

5.5.5. All members must adhere to high levels of professionalism in all matters concerning the society.

5.5.6. All members must regularly contribute original intellectual material to ASPAP's publications.

5.5.7. Every member must read the society constitution, code of ethics and abide by them.

5.6. MEMBERSHIP BENEFITS

The following are among the basic benefits that every member of ASPAP is entitled to:

- 5.6.1. Every Society member shall have full access to every TECHNICAL and ACADEMIC material within the society.
- 5.6.2. Every society member shall enjoy free technical consultation with professionals within the society.
- 5.6.3. Every member shall enjoy exposure to industry and the public sector through various society activities.
- 5.6.4. Every member shall enjoy motivation and inspiration from other members.
- 5.6.5. Every member shall enjoy the fellowship of other like-minded people.

5.7. REVOCATION OF MEMBERSHIP

A society member's membership shall be revoked on grounds of:

- 5.7.1. Indiscipline behavior.
- 5.7.2. Inability to follow ASPAP code of ethics.
- 5.7.3. Continued lack of participation in society activities.
- 5.7.4. Unjustified prolonged non-payment of annual membership fee.

5.8. HONERARY MEMBERS

The society shall award honorary membership to deserving and exemplary individuals who may not be physicists or of physics-related background.

Honorary members are:

- 5.8.1. Excluded from paying membership fees or any other kind of fee.
- 5.8.2. Not obliged to attend society meetings.
- 5.8.3. Going to enjoy full benefits of a regular society member.

5.9. HONOURS AND AWARDS

- 5.9.1. The society shall yearly award its members for exemplary performance and scientific research achievements.
- 5.9.2. The Society shall also award individuals who are not its members for scientific research achievements.

5.10. CURIA

There shall exist in the society a group of members called the CURIA.

5.10.1. This shall be members of the highest and most elite category. They shall be responsible for:

5.10.1.1. Creating the society's Justice Committee. (See section 8.4)

5.10.2. The Curia shall consist ONLY of:

5.10.2.1. THE SOCIETY FOUNDERS

5.10.2.2. FORMER JUSTICE COMMITTEE CHAIRPERSONS
(SOCIETY JUSTICES)

5.10.2.3. FORMER SOCIETY PRESIDENTS WHO HAVE SERVED
THEIR FULL TERMS WITHOUT SCANDAL OR
IMPEACHMENT.

5.11. EXIT FROM SOCIETY

Any member who intends to leave the society shall follow the following procedure:

- 5.11.1. Put his intentions for leaving the society in clear writing and address this to the society secretary.
- 5.11.2. Surrender every instrument belonging to the society in their possession.

ARTICLE SIX: MEETINGS

6.1. GENERAL BI-ANNUAL MEETING

- 5.1.1. ASASPAP shall meet twice for its bi-annual general meetings (BAGM).
- 5.1.2. At the BAGMs, all matters pertaining to the society shall be discussed.
- 5.1.3. Attendance of the BAGM is mandatory for all society members.

6.2. NOTIFICATIONS

- 6.2.1. A yearly society calendar showing all society activities planned for that particular year shall be made and distributed at the beginning of each year and on it shall show the dates of the BAGM and other important events. Every member is encouraged to mark out these dates of the BAGM and have them in mind.
- 6.2.2. The society secretary shall remind every member in time about the BAGM through various communication methods, and about other important events and occurrences.
- 6.2.3. Members are encouraged to send confirmation of attendances on time to the society secretary for every mandatory meeting and event, and give reason of inability to be present in the case where one may not be able to attend.

6.3. EXTRAORDINARY GENERAL MEETINGS

This is a general meeting that is not scheduled on the society calendar but is called for due to very SPECIAL AND IMPORTANT reasons. The Society executive can convene an extraordinary general meeting whenever necessary.

6.4. SOCIAL MEDIA PLATFORM DISCUSSIONS

- 6.4.1. Society members shall periodically engage in intellectual discussions pertaining to physics on social media platforms. Active participation in every such discussion is mandatory.

ARTICLE SEVEN: EXECUTIVE

7.1. COMPOSITION

The ASPAP executive shall consist of the following office bearers:

- 7.1.1. SOCIETY PRESIDENT
- 7.1.2. SOCIETY VICE PRESIDENT
- 7.1.3. SOCIETY SECRETARY
- 7.1.4. SOCIETY TREASURER
- 7.1.5. CHAIRPERSONS OF ACTION GROUPS
- 7.1.6. TWO EX OFFICIO SOCIETY EXECUTIVE MEMBERS

7.2. FUNCTIONS OF THE EXECUTIVE

The executive shall be responsible for the following functions:

- 7.2.1. GOVERN THE SOCIETY ACCORDING THE SOCIETY CONSTITUTION.
- 7.2.2. REPRESENT THE INTERESTS OF EVERY SOCIETY MEMBER IN ALL THEIR ACTIVITIES.
- 7.2.3. PERFORM ALL SOCIETY PLANNING ROLES:
 - 7.2.3.1. Events planning and scheduling: Make society year activity calendar.
 - 7.2.3.2. Human capital planning.
 - 7.2.3.3. Financial planning and distribution.
- 7.2.4. PERFORM SOCIETY ORGANISING AND CONTROLLING ROLES.
- 7.2.5. DIRECT AND MOTIVATE THE SOCIETY

7.3. INCEPTION

- 7.3.1. The society president, society vice president, society secretary and society treasurer shall be elected officials.
- 7.3.2. The Chairpersons of action groups shall be appointed officials
- 7.3.3. THE EX OFFICIO-SOCIETY EXECUTIVE MEMBERS SHALL BE EITHER THE SOCIETY FOUNDERS, PERSONS NOMINATED BY THE SOCIETY FOUNDERS, OR PERSONS NOMINATED BY THE PREVIOUS EX-OFFICIO MEMBERS WHO SHOULD BE MEMBERS WHO HAVE SERVED IN INFLUENTIAL LEADERSHIP POSITIONS IN THE SOCIETY, WHICHEVER MAY BE MOST APPLICABLE IN A PARTICULAR SITUATION.**

7.4. EXECUTIVE MEETINGS

The executive shall meet frequently in convenient intervals for formal discussions.

7.5. TENURE

AN ELECTED EXECUTIVE HAS A TERM LASTING FOR TWO YEARS.

7.6. REMUNERATION

MEMBERS OF THE EXECUTIVE SHALL NOT RECEIVE A SALARY FOR THEIR SERVICES AS ALL MEMBERS OFFER THEIR SERVICES OUT OF PASSION. HOWEVER, THEY SHALL BE ENTITLED TO THE FOLLOWING FINANCIAL PRIVILEGES WHEN THE SOCIETY'S FINANCIAL STATE ALLOWS:

7.6.1. Allowances only to aid them perform specific duties such as:

7.6.1.1. Transport allowance when required to travel for society related duties when Society transportation facilities are not available.

7.6.1.2. A stipulated monthly Airtime allowance for society-related communications.

7.6.2. A stipulated commission at the end of a term of service.

7.7. SOCIETY PRESIDENT

7.7.1. DEFINITION

THE SOCIETY PRESIDENT SHALL BE A DEMOCRATICALLY ELECTED OFFICIAL WHO SHALL BE THE OVERALL HEAD OF THE SOCIETY. HE REPORTS TO THE SOCIETY EXECUTIVE AND THE SOCIETY MEMBERSHIP.

7.7.2. DUTIES

7.7.2.1. Ensure that the society runs as described and defined by its constitution.

7.7.2.2. Ensure that the society serves its intended purpose.

7.7.2.3. Act as the ceremonial representative and figurehead of the society.

7.7.2.4. Chair all executive meetings and formal society meetings.

7.7.2.5. Act as liaison of society to external entities.

7.7.2.6. Ensure that all society activities are running smoothly.

7.7.2.7. Final reviewer and signatory to all society documents.

7.7.2.8. Final authority in all executive matters.

7.7.2.9. Convene executive meetings and extraordinary general meetings when necessary.

7.7.2.10. Make decisions in consultation with the executive.

7.7.2.11. Ensure that society calendar and other society schedules are followed.

7.7.2.12. Co- custodian and signatory together with the society vice president and society treasurer of the Society funds and main account.

7.7.3. ELIGIBILITY

- 7.7.3.1. Must have a professional qualification in a physics related field with minimum of a Bachelor's degree.
- 7.7.3.2. Must be a Zambian Citizen.
- 7.7.3.3. Must not have served in the office of President in not less than FIVE years.
- 7.7.3.4. Must have good written and verbal communication skills; must be recommended by a minimum of three people within the society for having such abilities.
- 7.7.3.5. Must have good interpersonal skills; must be recommended by a minimum of three people within the society for having such abilities.
- 7.7.3.6. Must be a paid up member.
- 7.7.3.7. Must have a good disciplinary track record.
- 7.7.3.8. Must have been a society member for not less than two years.

7.7.4. TERM LIMITS

THE PRESIDENT CAN ONLY SERVE FOR TWO CONSECUTIVE TERMS.

7.7.5. IMPEACHMENT

- 7.7.5.1. The Society President can be impeached on the following grounds:
 - 7.7.5.1.1. Unethical, criminal or obscene behavior that may result in scandal.
 - 7.7.5.1.2. Unjustified Inability to perform or properly perform presidential duties with proper evidence present to prove this.
 - 7.7.5.1.3. Not following procedures laid down in the constitution, i.e. inability to follow constitution.
 - 7.7.5.1.4. Continuous and deliberate misrepresentation of society's interests.
- 7.7.5.2. IMPEACHMENT PROCEDURE:
 - 7.7.5.2.1. Any society member having observed occurrences that merit the impeachment of the Society President may present an impeachment petition to the society justice committee.
 - 7.7.5.2.2. The justice committee shall immediately look into the matter and begin its preliminary inquiry into the matter.
 - 7.7.5.2.3. The justice committee shall consult all key leaders and members have been working with the president to ascertain the truth of his misconducts.
 - 7.7.5.2.4. The Justice committee shall have a hearing with the president where he may have a chance to defend himself.

- 7.7.5.2.5. The justice committee shall pass the verdict as to whether the Society President is impeached or not.
- 7.7.5.2.6. If impeached, the society president is given 48 hours to hand over all the instruments of power to the Society Justice and vacate office.

7.8. VICE PRESIDENT

7.8.1. DEFINITION

The Society Vice President is an elected official who is the vicar of the Society President. He/ she has his/her own specific roles apart from acting as Society president in the absence of the Society President. He/she reports to the Society president and the Society Executive.

7.8.2. DUTIES

- 7.8.2.1.** Act as Society President in the absence of the Society President.
- 7.8.2.2.** Assist the president in some presidential duties that he/she may delegated to the vice president.
- 7.8.2.3.** In charge of Logistics, Inventory and Operations aspects of the society.
 - 7.8.2.3.1.** Ensure that all sectors of the society are constantly and sufficiently supplies with the necessary resources for optimum operation.
 - 7.8.2.3.2.** Perform human resource management roles in the society.
- 7.8.2.4. Keep track of the society calendar and ensure that the activities take place as planned.
- 7.8.2.5. Perform the duties of the Society secretary in the absence of the Society Secretary.
- 7.8.2.6. Co-custodian and signatory together with the society president and society treasurer of the Society funds and Society main account.

7.8.3. ELIGIBILITY

- 7.8.3.1. Must have a professional qualification in a physics related field with minimum of a Bachelor's degree.
- 7.8.3.2. Must be a Zambian Citizen.
- 7.8.3.3. Must not have served in the office of Vice President in not less than FIVE years.
- 7.8.3.4. Must have good written and verbal communication skills; must be recommended by a minimum of three people within the society for having such abilities.

- 7.8.3.5. Must have good interpersonal skills; must be recommended by a minimum of three people within the society for having such abilities.
- 7.8.3.6. Must be a paid up member.
- 7.8.3.7. Must have a good disciplinary track record.
- 7.8.3.8. Must have been a society member for not less than two years.

7.8.4. TERM LIMITS

THE VICE PRESIDENT CAN ONLY SERVE FOR TWO CONSECUTIVE TERMS.

7.8.5. REMOVAL FROM OFFICE

- 7.8.5.1. The Vice president can be removed from office on the following grounds:
 - 7.8.5.1.1. Unethical, criminal or obscene behavior that may result in scandal.
 - 7.8.5.1.2. Unjustified Inability to perform or properly perform vice-presidential duties with proper evidence present to prove this.
 - 7.8.5.1.3. Not following procedures laid down in the constitution, i.e. inability to follow constitution.
 - 7.8.5.1.4. Continuous and deliberate misrepresentation of society's interests.
- 7.8.5.2. PROCEDURE FOR REMOVAL FROM OFFICE:
 - 7.8.5.2.1. Any member having observed occurrences that merit the removal of the Society Vice President from office may present a petition for his/her removal to the society justice committee.
 - 7.8.5.2.2. The justice committee shall immediately look into the matter and begin its preliminary inquiry into the matter.
 - 7.8.5.2.3. The justice committee shall consult all key leaders and members who have been working with the vice president to ascertain the truth of his misconducts.
 - 7.8.5.2.4. The Justice committee shall have a hearing with the vice president where he may have a chance to defend himself.
 - 7.8.5.2.5. The justice committee shall pass the verdict as to whether the Society vice president is removed from office or not.
 - 7.8.5.2.6. If removed, the society vice president is given 48 hours to hand over all the instruments of power to the Society Justice and vacate office.

7.9. SOCIETY SECRETARY

7.9.1. DEFINITION

The society secretary is an elected official who carries out all the documentary and communicative executive roles in the society. He reports to the society President, the society vice president and the society executive.

7.9.2. DUTIES

- 7.9.2.1. Keep database of society members, their details and their states of membership.
- 7.9.2.2. Disseminate information to all society members and act as the society's information hub.
- 7.9.2.3. Organise meetings when they are called for by the president or the executive.
- 7.9.2.4. Take down minutes at meetings, prepare them, and disseminate them to appropriate members.
- 7.9.2.5. Keep record of all society documents.
- 7.9.2.6. In the absence of the Society President and Society Vice president, act as the Society president.

7.9.3. ELIGIBILITY

- 7.9.3.1. Must have a professional qualification in a physics related field with minimum of a Bachelor's degree.
- 7.9.3.2. Must be a Zambian Citizen.
- 7.9.3.3. Must not have served in the office of Society secretary in not less than FIVE years.
- 7.9.3.4. MUST HAVE VERY GOOD WRITTEN AND VERBAL COMMUNICATION SKILLS; MUST HAVE GOOD DOCUMENTING SKILLS; must be recommended by a minimum of three people within the society for having such abilities.
- 7.9.3.5. Must have good interpersonal skills; must be recommended by a minimum of three people within the society for having such abilities
- 7.9.3.6. Must be a paid up member.
- 7.9.3.7. Must have a good disciplinary track record.
- 7.9.3.8. Must have been a society member for not less than two years.

7.9.4. REMOVAL FROM OFFICE

7.9.4.1. The Society secretary can be removed from office on the following grounds:

- 7.9.4.1.1. Unethical, criminal or obscene behavior that may result in scandal.
- 7.9.4.1.2. Unjustified Inability to perform or properly perform secretarial duties with proper evidence present to prove this.
- 7.9.4.1.3. Not following procedures laid down in the constitution, i.e. inability to follow constitution.
- 7.9.4.1.4. Continuous and deliberate misrepresentation of society's interests.

7.9.4.2. PROCEDURE FOR REMOVAL FROM OFFICE:

- 7.9.4.2.1. Any member having observed occurrences that merit the removal of the Society Secretary from office may present a petition for his/ her removal to the society justice committee.
- 7.9.4.2.2. The justice committee shall immediately look into the matter and begin its preliminary inquiry into the matter.
- 7.9.4.2.3. The justice committee shall consult all key leaders and members who have been working with the society secretary to ascertain the truth of his misconducts.
- 7.9.4.2.4. The Justice committee shall have a hearing with the society secretary where he may have a chance to defend himself.
- 7.9.4.2.5. The justice committee shall pass the verdict as to whether the Society secretary is removed from office or not.
- 7.9.4.2.6. If removed, the society secretary is given 48 hours to hand over all the instruments of power to the Society Justice and vacate office.

7.10. SOCIETY TREASURER

7.10.1. DEFINITION

The Society Treasurer is an elected official responsible for all the society financial matters. He reports to the society president and the society executive, and through the permission of the Society president and Society executive, the Entire society membership.

7.10.2. DUTIES

- 7.10.2.1. CHIEF CUSTODIAN UNDER THE CO-CUSTODIANSHIP TOGETHER WITH THE SOCIETY PRESIDENT AND SOCIETY VICE PRESIDENT OF THE SOCIETY FUNDS AND SOCIETY MAIN ACCOUNT.
- 7.10.2.2. Collect funds from society members in form of annual membership fees.
- 7.10.2.3. Give reminders to society members to pay their membership fees.

- 7.10.2.4. Prepare and give financial reports at society meetings or whenever requested to do so.
- 7.10.2.5. Receive funds from all revenue generating society activities.
- 7.10.2.6. Receive donations to the society from well-wishers.
- 7.10.2.7. Keep track of all revenue generating activities of the society.

7.10.3. ELIGIBILITY

A member wishing to stand for the position of society treasurer must meet the following requirements to be eligible:

- 7.10.3.1. Must be a Zambian citizen.
- 7.10.3.2. Must have a minimum of a degree in a physics related discipline.
- 7.10.3.3. Must have a passion for physics and must be seconded by not less than two members for having such a passion if he/she does not possess a professional qualification in a physics related discipline.
- 7.10.3.4. Must have a professional qualification at bachelor's degree level in an accountancy related discipline if he/she has no qualification in a physics related discipline.
- 7.10.3.5. If he be a professional with physics related training and possessing no accountancy qualification. He/ she must be willing to take a few short courses to acquaint him/her with financial practices.
- 7.10.3.6. Must not have served in the office of society treasurer in not less than FIVE years.
- 7.10.3.7. Must have good written and verbal communication skills; must be recommended by a minimum of three people within the society for having such abilities.
- 7.10.3.8. Must have good interpersonal skills; must be recommended by a minimum of three people within the society for having such abilities.
- 7.10.3.9. Must be a paid up member.
- 7.10.3.10. Must have a good disciplinary track record.
- 7.10.3.11. Must have been a society member for not less than two years.

7.10.4. TERM LIMITS

THE SOCIETY TREASURER CAN ONLY SERVE FOR A MAXIMUM OF THREE CONSECUTIVE TERMS.

7.10.5. REMOVAL FROM OFFICE

- 7.10.5.1. The Society Treasurer can be removed from office on the following grounds:

7.10.5.1.1. THEFT, MISSUSE AND MISSAPPROPRIATION OF SOCIETY FUNDS

7.10.5.1.2. NOT FOLLOWING STANDERD PROCEDURE FOR ACCESS TO SOCIETY FUNDS.

- 7.10.5.1.3. Unethical, criminal or obscene behavior that may result in scandal.
- 7.10.5.1.4. Unjustified Inability to perform or properly perform treasury duties with proper evidence present to prove this.
- 7.10.5.1.5. Not following procedures laid down in the constitution, i.e. inability to follow constitution.
- 7.10.5.1.6. Continuous and deliberate misrepresentation of society's interests.

7.10.5.2. PROCEDURE FOR REMOVAL FROM OFFICE:

- 7.10.5.2.1. Any member having observed occurrences that merit the removal of the Society Treasurer from office may present a petition for his/ her removal to the society justice committee.
- 7.10.5.2.2. The justice committee shall immediately look into the matter and begin its preliminary inquiry into the matter.
- 7.10.5.2.3. The justice committee shall consult all key leaders and members who have been working with the society treasurer to ascertain the truth of his misconducts.
- 7.10.5.2.4. The Justice committee shall have a hearing with the society treasurer where he may have a chance to defend himself.
- 7.10.5.2.5. The justice committee shall pass the verdict as to whether the Society treasurer is removed from office or not.
- 7.10.5.2.6. If removed, the society treasurer is given 7 hours to hand over all the instruments of power to the Society Justice and vacate office.
- 7.10.5.2.7. In the case in which the former society treasurer stole society funds, he/she is then given two weeks in which to return the funds belonging to the society.
- 7.10.5.2.8. The Society Justice committee has the right to decide whether to press charges on the former treasurer or not.

7.11. EX OFFICIO MEMBERS

7.11.1. DEFINITION

These are two non-elected executive members who hold the most influential status in the society curia, or are chosen by the society curia to be part of the executive and represent them.

7.11.2. DUTIES

- 7.11.2.1. To ensure that the executive carries out its functions accordingly such that the society's intended nature is preserved and it serves its intended mission.
- 7.11.2.2. Offer suggestions in executive meetings.
- 7.11.2.3. Scrutinise all executive decisions and offer opinions.
- 7.11.2.4. Offer guidance to the executive where necessary.

ARTICLE EIGHT: ACTION GROUPS

8.1. DEFINITION

- 8.1.1. An action group is a non-executive permanent subdivision of the society that is responsible for continuously carrying out any of the society's major purposes, consisting of appointed members working to fulfill a similar goal.

8.2. THE MAIN ACTION GROUPS ARE:

- 8.2.1.1. PUBLICATIONS ACTION GROUP
- 8.2.1.2. RESEARCH CORRESPONDENCE AND COORDINATION ACTION GROUP
- 8.2.1.3. PUBLIC RELATIONS ACTION GROUP
- 8.2.1.4. SOCIETY REVENUE ACTION GROUP

8.3. STATUS OF ACTION GROUP MEMBERS

- 8.3.1.1. Every action group shall be comprised of appointed members only.

8.4. PUBLICATIONS ACTION GROUP

8.4.1.1. DEFINITION

This is the society's action group that is responsible for all the society's publication and publication related activities. It is there to fulfil the society's mission to popularise physics in Zambia and the world at large, and to keep the outside world informed about what is happening in the world of physics in Zambia and around the world.

8.4.1.2. DUTIES

The following shall be the core duties of the publications action group:

- 8.4.1.2.1. Collect material within and outside the society to be published.
- 8.4.1.2.2. Edit material and present it in appropriate formats in readiness for publication.
- 8.4.1.2.3. Oversee all publication projects.
- 8.4.1.2.4. Be responsible for all society's social media pages and page updates.
- 8.4.1.2.5. Be responsible for all society's periodicals.

8.4.1.3. WORKING GUIDE

The publication action group shall have a working guide which is a document that outlines in detail the structure, running and procedures of this action group. It shall contain information about:

8.4.1.3.1. Personnel of this action group and what their respective duties are.

8.4.1.3.2. Code of conduct.

8.4.1.3.3. Work Procedures and practice.

8.4.1.4. KEY PERSONNEL AND STRUCTURE

8.4.1.4.1. CHIEF EDITOR

8.4.1.4.1.1. Definition.

An official who is the overall head of the publications action group and represents it in the society executive.

8.4.1.4.1.2. Duties

8.4.1.4.1.2.1. Represent the publications action group in the ASPAP society executive.

8.4.1.4.1.2.2. Approve works before publications.

8.4.1.4.1.2.3. Ensure that publication deadlines are met.

8.4.1.4.1.2.4. Monitor, participate and control the creative process of formulating publication content.

8.4.1.4.1.2.5. Call for papers and informative contributions from society members to be included in society publications.

8.4.1.4.1.2.6. Contribute content to publications.

8.4.1.4.2. FIRST ASSISTANT EDITOR

8.4.1.4.2.1. Definition

The First Assistant Editor is the vice to the Chief Editor with specific duties.

8.4.1.4.2.2. Duties

8.4.1.4.2.2.1. Act as Chief Editor in the absence of the Chief Editor.

8.4.1.4.2.2.2. Edit work delegated to him/her by the Chief Editor.

8.4.1.4.2.2.3. Participate in the creative process of publication preparation.

8.4.1.4.2.2.4. Contribute content to publications.

8.4.1.4.3. SECOND ASSISTANT EDITOR

8.4.1.4.3.1. Definition

The second assistant editor is the lesser of the two assistant editors.

8.4.1.4.3.2. Duties

8.4.1.4.3.2.1. Edit work delegated to him/her by Chief Editor.

8.4.1.4.3.2.2. Participate in the creative process of publication preparation.

8.4.1.4.3.2.3. Contribute content to publications.

8.5. RESEARCH CORRESPONDENCE AND COORDINATION ACTION GROUP

8.5.1. DEFINITION

The research correspondence and coordination action group is a working sub division of the society responsible for coordinating, maintaining and prompting correspondence among society members.

8.5.2. DUTIES

8.5.2.1. PROMOTE THE CULTURE OF RESEARCH AND CURIOSITY AMONG SOCIETY MEMBERS.

8.5.2.2. Inspire society members to work towards breakthroughs and original work.

8.5.2.3. Establish and maintain the culture of correspondence among society members.

8.5.2.4. Promote and lead group discussions on social media platforms about physics and physics related topics among society members and the general public.

8.5.2.5. Receive papers from society members and circulate them among them.

8.5.2.6. Lead the review of papers among society members.

8.5.2.7. Circulate interesting physics news among society members.

8.5.3. WORKING GUIDE

The research correspondence and coordination action group shall have a working guide which is a document that outlines in detail the structure, running and procedures of this action group. It shall contain information about:

- 8.5.3.1.1. Personnel of this action group and what their respective duties are.**
- 8.5.3.1.2. Code of conduct.**
- 8.5.3.1.3. Work procedures and practice.**

8.5.4. KEY PERSONNEL AND STRUCTURE

8.5.4.1. Research and correspondence coordinator

8.5.4.1.1. Definition

This is the official who is in charge of the research correspondence and coordination action group. He represents it in the Society executive.

8.5.4.1.2. Duties

- 8.5.4.1.2.1. Keep update of all research activities within the society among society members.
- 8.5.4.1.2.2. Lead the research correspondence and coordination action group and represent it in the society executive.
- 8.5.4.1.2.3. Collect research related information among society members and spread it within the society such as research papers, ideas, for the sake of discussion.
- 8.5.4.1.2.4. Promote a culture of research, discovery and curiosity and the aiming for scientific breakthroughs among society members.
- 8.5.4.1.2.5. Admin for discussion-made social media group fora.

8.5.4.2. Deputy research and correspondence coordinator.

8.5.4.2.1. Definition

Second in command in this action group with own specified duties.

8.5.4.2.2. Duties

- 8.5.4.2.2.1. Collect physics news from outside the society and disseminate it within the society.

8.5.4.2.2. Assist the research and correspondence coordinator in duties delegated to the deputy.

8.6. PUBLIC RELATIONS ACTION GROUP

8.6.1. DEFINITION

The public relations action group is a working division of the society responsible for all public related events and programs.

8.6.2. DUTIES

- 8.6.2.1. Responsible for all public-related programs that appear on the society's calendar or is resolved to take place by the society executive.
- 8.6.2.2. Plan and organize all public related events and activities in consultation with the society executive.
- 8.6.2.3. Plan and organize public lectures.
- 8.6.2.4. Plan and organize public physics talks.
- 8.6.2.5. Plan and organize non-social Society outings.

8.6.3. KEY PERSONNEL STRUCTURE

8.6.3.1. PUBLIC AFFAIRS COORDINATOR

8.6.3.1.1. Definition

The Public Affairs coordinator is an appointed official responsible for the running and coordinating of all public related activities of the Society.

8.6.3.1.2. Duties:

- 8.6.3.1.2.1. Keep record and track of all public activities on the Society calendar and those that may be resolved to take place by the executive after the effecting of the Society calendar.
- 8.6.3.1.2.2. Make arrangements with concerned external parties for the possibility of planed events to occur.
- 8.6.3.1.2.3. Inform and Remind Society members of upcoming Society events.
- 8.6.3.1.2.4. Organise resources; human, financial and material, together with the deputy for planned events.
- 8.6.3.1.2.5. Lead and represent the Public relations task group in the Society executive.

8.6.3.2. DEPUTY PUBLIC AFFAIRS COORDINATOR

8.6.3.2.1. Definition

The deputy public affairs coordinator is the vicar of the public affairs coordinator with other specific duties special to him/her.

8.6.3.2.2. Organise personnel to participate in public related activities.

8.6.3.2.3. Organise material for events.

8.6.3.2.4. Co-coordinate event as they occur.

8.7. SOCIETY REVENUE ACTION GROUP

8.7.1. DEFINITION

The Society revenue action group is the action group responsible for all fundraising and money making activities of the Society.

8.7.2. DUTIES

8.7.2.1.1. Keep records of all Society assets.

8.7.2.1.2. Manage all society money making assets such as real estate.

8.7.2.1.3. Collect funds from Society money making assets and channel them to the Society treasury.

8.7.2.1.4. Plan, organize and carry out all Society fundraising activities.

8.7.2.1.5. Solicit funds from well-wishers and other organizations.

8.7.2.1.6. Run all the permanent Society businesses.

8.7.2.2. POSSIBLE REVENUE SOURCES

The following are some of the revenue generating activities that the Society can engage in:

8.7.2.3. OWNING AND RENTING OUT REAL ESTATE

8.7.2.4. SALE OF PUBLICATIONS, I.E, RUN A PUBLICATIONS BUSINESS.

8.7.2.5. OFFERING EDUCATIONAL SERVICES SUCH AS ONLINE EDUCATIONAL MATERIAL, HAVING TUTION PROGRAMS, ETC.

8.7.2.6. ONLINE LIBRARY SERVICES.

8.7.2.7. HAVING SHARES IN SPECIFIC COMPANIES.

8.7.3. WORKING GUIDE

The Society Revenue action group shall have a working guide which is a document that outlines in detail the structure, running and procedures of this action group. It shall contain information about:

- 8.7.3.1.1. Personnel of this action group and what their respective duties are.**
- 8.7.3.1.2. Code of conduct.**
- 8.7.3.1.3. Procedures of work practice.**

8.7.3.2. PERSONNEL AND STRUCTURE

8.7.3.2.1. SOCIETY CHIEF REVENUE COORDINATOR

8.7.3.2.1.1. Definition:

This is an officer who oversees all revenue generating activities of the Society and represents the society revenue action group in the society executive as an executive member.

8.7.3.2.1.2. Duties:

- 8.7.3.2.1.2.1. Oversee all revenue collecting ventures of the society.
- 8.7.3.2.1.2.2. Ensure that the revenue collection targets are met.
- 8.7.3.2.1.2.3. Prepare reports for the executive and the Society at large pertaining to the revenue action group.
- 8.7.3.2.1.2.4. Be involved in Society planning with the executive.
- 8.7.3.2.1.2.5. Keep record of all the revenue generating assets, stock, etc., owned by the society.
- 8.7.3.2.1.2.6. Together with the Society president, represent the Society in boards of companies in which the society has shares in.

8.7.3.3. DEPUTY SOCIETY CHIEF REVENUE COORDINATOR

8.7.3.3.1. Definition

The deputy society chief revenue coordinator is the vicar of the society chief revenue coordinator.

8.7.3.3.2. Duties

- 8.7.3.3.2.1. Assist the society chief revenue coordinator in the running of the action group by carrying out shared tasks.
- 8.7.3.3.2.2. Act in the place of the society chief revenue coordinator in his/her absence.
- 8.7.3.3.2.3. Ensure that materials and all other necessities are in place for the action group to run.
- 8.7.3.3.2.4. Attend to the working needs of the revenue action group members.

8.7.3.4. SOCIETY REAL ESTATE MANAGER

8.7.3.4.1. DEFINITION.

This an officer in charge of all the society Real Estate investments.

8.7.3.4.2. Duties:

- 8.7.3.4.2.1. Ensure that all the society real estate is in perfect condition.
- 8.7.3.4.2.2. Relate with tenants, and would-be tenants on matters concerning the Societies real estate.
- 8.7.3.4.2.3. Act as the society real estate contact person.
- 8.7.3.4.2.4. Submit reports to the Chief Revenue Coordinator.
- 8.7.3.4.2.5. Ensure that objectives regarding his/her office are met.
- 8.7.3.4.2.6. Ensure that rentals are paid timely by tenants.

NB: Rentals shall be paid directly to the society's revenue account and record and notification of payment shall be sent from the office of the society real estate manager to the chief revenue coordinator's office.

8.7.3.5. OTHER VENTUE MANAGERS

Like the Society real estate manager, there shall be other managers for each revenue generating venture such as:

8.7.3.5.1. PUBLICATION SALES MANAGER

8.7.3.5.2. EDUCATION SERVICES MANAGER

8.8. EDUCATIONAL SERVICES ACTION GROUP.

8.8.1. DEFINITION

This is the Societies action group responsible for carrying out the Societies educative functions.

8.8.2. DUTIES

8.8.2.1. COORDINATE ALL SOCIETY EDUCATIONAL ACTIVITES.

8.8.2.2. Arrange for teachers, instructors, Lecturers, etc., among Society members.

8.8.2.3. Manage all Society social media educational platforms.

8.8.2.4. Spearhead the publication of Educational material.

8.8.2.5. Work in conjunction with the Society revenue Action group in all revenue creating activities that are of an educational nature.

8.8.3. WORKING GUIDE

The Society Educational services action group shall have a working guide which is a document that outlines in detail the structure, running and procedures of this action group. It shall contain information about:

8.8.3.1.1. Personnel of this action group and what their respective duties are.

8.8.3.1.2. Code of conduct.

8.8.3.1.3. Procedures and practice.

8.8.4. PERSONNEL AND STRUCTURE

8.8.4.1. SOCIETY EDUCATION COORDINATOR

8.8.4.1.1. Definition

The society education coordinator is the head of the Society Educational services action group. He represents this action group in the Society executive.

8.8.4.1.2. Duties

8.8.4.1.2.1. Coordinate all educational activities.

8.8.4.1.2.2. Plan and synchronise all educational activities.

8.8.4.1.2.3. Represent the Educational services action group in the Society Executive.

8.8.4.2. DEPUTY SOCIETY EDUCATION COORDINATOR

8.8.4.2.1. Definition

The deputy Society Education Coordinator is the Vice of the Society Education Coordinator with other duties specific to him.

8.8.4.2.2. Duties

8.8.4.2.2.1. Act in place of the Society Education Coordinator in his/her absence.

ARTICLE NINE: COMMITTEES

9.1. DEFFINITION

THE SOCIETY COMMITTEES SHALL BE SEMI-INDEPENDENT SUB GROUPS WITHIN THE SOCIETY SERVING INTERNAL FUNCTIONS TO ENSURE THAT ORGANISATIONAL ORDER AND FUNCTIONALLITY IS PRESERVED.

9.2. FUNCTIONS

9.2.1. TO ENSURE THAT ORGANISATIONAL ORDER IS PRESERVED WITHIN THE SOCIETY.

9.2.2. PLAY ALL ROLES THAT CONCERN ORDER WITHIN THE SOCIETY.

9.2.3. ENSURE THAT CONSTITUTIONALLY DICTATED EVENTS TAKE PLACE.

9.2. THE COMMITTEES:

The following shall be the committees within the society:

9.2.1. THE JUSTICE COMMITTEE

9.2.2. THE ELECTORAL COMMITTEE

9.2.3. ADMISSIONS COMMITTEE

9.3. ELECTORAL COMMITTEE

9.3.1. DEFINITION

The Electoral committee shall be a semi-independent committee that will be responsible for organizing, conducting, and overseeing Society elections.

9.3.2. DESCRIPTION.

9.3.2.1. THE ELECTORAL COMMITTEE SHALL BE APPOINTED BY THE SOCIETY CURIA.

9.3.2.2. THE ELECTORAL COMMITTEE SHALL ANSWER TO THE JUSTICE COMMITTEE

9.3.2.3. THE ELECTORAL COMMITTEE SHALL BE INDEPENDENT FROM OTHER SOCIETY BODIES SUCH AS THE EXECUTIVE.

9.3.2.4. THE ELECTORAL COMMITTEE SHALL HAVE THE POWER TO ADDMIT A CANDIDATE FOR ELECTIONS AND ON SPECIFIC GROUNDS DISQUALIFY A CANDIDATE FROM STANDING IN AN ELECTION.

9.3.2.4. THE JUSTICE COMMITTEE IS THE POINT OF APPEAL BY A CANDIDATE ON ANY DECISION MADE BY THE ELECTORAL COMMITTEE. ONLY THE JUSTICE COMMITTEE CAN OVERRULE AN ELECTORAL COMMITTEE DECISION.

9.3.3. DUTIES

- 9.3.3.1. Prepare and organize Society elections.
- 9.3.3.2. Scrutinise candidates for eligibility for positions they desire to stand according to the Society constitution.
- 9.3.3.3. Approve a candidate's application to stand for election.
- 9.3.3.4. Disqualify a Candidate on certain grounds from standing in elections.
- 9.3.3.5. Conduct elections.
- 9.3.3.6. Count votes and announce results and winners of various positions contested for.
- 9.3.3.7. Hand over to the Justice Committee for the Official declaration of election winners.

9.3.4. COMPOSITION

THE ELECTROL COMMITTEE SHALL CONSIST OF A MINIMUM OF FOUR SOCIETY MEMBERS WHO HOLD NO EXECUTIVE POSITIONS IN THE SOCIETY WHO HAVE BEEN SOCIETY MEMBERS FOR A MINIMUM OF TWO YEARS, AND ARE APPOINTED BY THE JUSTICE COMMITTEE IN CONSULTATION WITH THE SOCIETY CURIA.

9.3.5. WORKING GUIDE

The Society Electoral Committee shall have a working guide which is a document that outlines in detail the structure, running and procedures of this committee. It shall contain information about:

- 9.3.5.1. Personnel of this action group and what their respective duties are.**
- 9.3.5.2. Code of conduct.**
- 9.3.5.3. WORK Procedures and practice.**

9.3.6. PERSONNELE AND STRUCTURE

- 9.3.6.1. Electoral Committee Chairperson.

9.3.6.1.1. Definition

He/ She shall be an appointed officer in overall charge of elections and the electoral committee. He/ She shall be answerable only to the Society Justice.

9.3.6.1.2. Duties

9.3.6.1.2.1. Spearhead the organization of elections.

9.3.6.1.2.2. Ensure that elections are held in accordance with the society constitution.

9.3.6.1.2.3. Provide reports over the elections and election preparation progress to the Society Justice and the Society at large.

9.3.6.1.2.4. Coordinate election activities and delegate task.

9.3.6.2. ELECTORAL SECRETARY

9.3.6.2.1. Definition

The Electoral Secretary is an officer who shall be responsible for keeping records and statistics during and after the elections.

9.3.6.2.2. Duties.

9.3.6.2.2.1. Record and monitor electoral results.

9.3.6.2.2.2. Tabulate statistics of election results.

9.3.6.2.2.3. Prepare reports to the Electoral Chairperson.

9.4. JUSTICE COMMITTEE

9.4.1. Definition

The Justice Committee shall be a committee that will be responsible for all judicial matters pertaining to the society.

9.4.2. Duties

9.4.2.1. Take up Executive roles during the General election period.

9.4.2.2. Hear all disciplinary cases and dictate suitable penalties, i.e. perform all disciplinary cases.

9.4.2.3. Compose and monitor the Electoral committee.

9.4.3. Composition

9.4.3.1. The Justice Committee shall be created by the Society Curia.

9.4.3.2. The Justice committee shall consist of members who have previously held senior leadership positions in the society before.

9.4.4. STRUCTURE AND PERSONNEL

9.4.4.1. SOCIETY JUSTICE

9.4.4.1.2. Definition

The Society Justice shall be the head of the Society Justice committee and is the final pronouncer of Society Justice Committee decisions.

9.4.4.1.3. Duties

9.4.4.1.3.1. Act as Society President during the General elections period.

9.4.4.1.3.2. Head the Society Justice committee Jury.

9.4.4.1.3.3. Hear all disciplinary cases together with the Society Jury and pronounce Jury verdicts.

9.4.4.2. JUSTICE SECRETARY

9.4.4.2.1. Definition

The Justice Secretary shall be the Custodian of all Justice Committee documentation and shall keep records of all Justice Committee proceedings.

9.4.4.2.2. Duties

9.4.4.2.2.1. Act as the Society Justice in the absence of the Society justice.

9.4.4.2.2.2. Make and keep Schedules for Justice Committee hearings.

9.4.4.2.2.3. Call for the Society Jury to hearing and giving them prior information of matters to be addressed.

9.4.4.3. SOCIETY JURY

9.4.4.3.1. Definition.

This shall be a body of individuals that examine judicial matters and pass as one body their verdict over specific matters.

9.4.4.3.2. Duties

9.4.4.3.2.1. Hear matters brought to the Justice Committee.

9.4.4.3.2.2. Examine evidence over specific matters brought to the Justice committee.

9.4.4.3.2.3. Listen to cross-examinations of concerned individuals over certain matters under Justice Committee review and make their analysis.

9.4.4.3.3. COMPOSITION

9.4.4.3.3.1. The Society Jury shall be composed of at least five (5) people appointed by the Society Curia.

9.4.4.3.3.2. The members of the Society Jury shall be Society members who have previously held senior leadership positions

9.4.5. WORKING GUIDE

The Society Justice Committee shall have a working guide which is a document that outlines in detail the structure, running and procedures of this committee. It shall contain information about:

9.3.5.1. Personnel of this action group and what their respective duties are.

9.3.5.2. Code of conduct.

9.3.5.3. Work procedures and practice.

9.5. ADMISSIONS COMMITTEE

9.5.1. DEFINITION

This shall be a committee responsible for examining applications from persons wishing to become members of the society and approving their admission into the society.

9.5.1. DUTIES

9.5.1.1. Receive applications from candidates wishing to join the society.

9.5.1.2. Checking if applicants meet laid out standards for society members.

9.5.1.3. Approve the membership of applicants and notifying the Society executive of the new member.

9.5.2. COMPOSITION.

9.5.2.1. The admissions committee shall consist of individuals that have been society members for not less than two years.

9.5.2.2. The admissions committee shall be composed by the Society executive.

9.5.2.3. The admissions committee shall be headed by the Society secretary.

9.5.3. WORKING GUIDE

The Society Admissions Committee shall have a working guide which is a document that outlines in detail the structure, running and procedures of this committee. It shall contain information about:

9.3.5.1. Personnel of this action group and what their respective duties are.

9.3.5.2. Code of conduct.

9.3.5.3. Work procedures and practice.

ARTICLE TEN: ELECTIONS

10.1. GENERAL ELECTIONS

10.1.1. The Society shall hold General Elections every after two years.

10.1.2. The elections shall be planned, organized, monitored and executed by the Elections Committee.

10.1.3. In the General Elections, all offices to be manned by elected officials shall be contested for. These are:

10.1.3.1. Society Executive offices.

10.1.3.2. Leaders of specified smaller society groups.

10.2. DATE OF ELECTIONS.

10.2.1. The election date shall be decided by a joint meeting of the Society executive, the Justice committee and the Electoral committee at the beginning of an election year.

10.2.2. The dates of other programs in the election sequence such as nomination day and manifesto day shall be decided and put into the society calendar at the beginning of an election year.

10.3. NOMINATIONS.

10.3.1. A person wishing to stand for a particular position shall collect a nomination form from the electoral committee and fill it with a specified number of signatures of society members for their particular position approving their decision to stand for intended position.

10.3.2. The candidate wishing to stand for a particular position shall obtain clearance from the Justice committee showing that they have no pending disciplinary issue with the Justice committee.

10.3.3. A prospective candidate shall submit a specified nomination fee per particular position together with their filled in nomination form and his clearance from showing clearance by the justice committee to the electoral committee.

10.4. PRESENTATION OF CANDIDATES.

A list of all candidates contesting in the elections and their respective positions for which they wish to contest shall be presented to the Society by various means.

10.5. PRESENTATION OF MANIFESTOES

10.5.1. Every member contesting in the elections shall be required to produce a written manifesto to the society members which should be available for distribution through various formats and means.

10.5.2. Every contesting member shall be required to make an oral presentation about himself and why he/she thinks they deserve to be put in office. This shall be done through various means convenient for to a particular time, e.g. through the submission of short videos.

10.5.3. Every society member shall be required to read the presented manifestoes and listen to the oral presentations presented by candidates.

10.6. ELECTION DAY

10.6.1. By means convenient to the time, society members shall vote for their respective candidates for various leadership positions in the society.

10.6.2. The vote shall be counted as they are submitted and the results made known as soon as possible.

10.6.3. The winners of the elections shall be declared and a list of their names and respective positions prepared and circulated among the societies membership.

10.7. DECLARATION AND COMMISSIONING

10.7.1. The Society Justice committee shall declare the elections to have been free and fair, or else a re-run of the election shall be called for.

10.7.2. The Society Justice after declaring the elections to have been free and fair shall commissioning the newly elected leaders by making a statement of commissioning.

ARTICLE ELEVEN: AMENDMENTS

11.1. This constitution shall be liable to amendment.

11.2. SUBMISSION OF AMENDMENT PROPOSALS

11.2.1. Any member having noticed a part of this constitution that needs to be amended in order to ultimately better the society shall submit his/her proposal for amendment to the Justice committee.

11.2.2. The window for amendment proposal submissions shall be between yearly sessions of constitutional review sittings.

11.3. CONSTITUTIONAL REVIEW SITTINGS

11.3.1. There shall be held once a year a constitutional review session. During the periods between constitution review sittings, amendment proposals from society members shall be collected. These proposals shall be reviewed at the constitution review sittings.

11.3.2. The constitution review sittings shall be attended by the society Curia, the Society executive, the Justice Committee and leaders from every society sub-group.

11.3.3. The Constitution review sittings shall be chaired by the Society Curia.

11.3.4. Every member attending the sittings shall have the duty to participate in debate regarding a particular constitutional change.

11.2.3. The Society Curia, being the chief custodians of the society constitution shall make the final say as to whether a part of the constitution must be amended after analyzing the debate by members of the constitutional review sittings.

APPENDIX A

SOCIETY STRUCTURE (DIAGRAMMATIC REPRESENTATION)

