

## IUPAP Affiliated Commission 5 Structure

### 1 General

**1.1.** IAPS constitutes the International Commission on Young Physicists Which is the Affiliated Commission 5 of IUPAP (hereinafter AC5).

**1.2** AC5 has the following aims:

- a) To represent physics students and IAPS in its affiliated status within IUPAP
- b) To determine ways of pursuing the shared objectives of IAPS and IUPAP;
- c) To develop strategies on advancing and optimizing the various areas of IAPS activity through support from and collaboration with IUPAP;
- d) To facilitate the relevant links between the IAPS community, as a whole or in part, and the IUPAP community, as a whole or in part;
- e) To promote the aims of IUPAP, particularly in what concerns physics students, young researchers and physics education;

### 2 The Council

**2.1** The Council is the steering body of AC5, and it executes the aims of AC5 as regards contact and communication between IUPAP and IAPS.

**2.2** The Council is subordinate to the IAPS Executive Committee and reports to the IUPAP Executive Council and General Assembly.

Though it represents IAPS in regards to IUPAP and handles the day-to-day operations related to this connection, the Council necessarily reports to the IAPS EC as the managing body of IAPS, as well as the IUPAP officials and membership.

**2.3** The Council is composed of at least nine members. Of these, one is the Chair, one the Vice-Chair and one the Secretary.

**2.4** The Chair, Vice-Chair and Secretary are the main officers of the Council.

**2.5** A term of the Council is defined as 1 year, coinciding with the IAPS financial year.

**2.6** The Chair of the Council shall work closely with the President of IAPS who, as IAPS constitutes AC5, is the President of AC5.

### 3 Composition of the Council

**3.1** The members of the Council are appointed as follows:

- a. IUPAP shall appoint at least two members to the Council, and may nominate additional members later if the Council agrees.
- b. The Vice-President of the Executive Committee shall be a member *ex officio* and shall be the Chair of the Council.

- c. The Executive Committee shall appoint one further member to the Council, other than the President or Vice-President.
- d. The Alumni Representatives shall appoint one member to the Council.
- e. At least four and at most ten additional members shall be elected.

**3.2** Only individuals who are IAPS members or members of a NC or LC may be elected to the Council. An elected member, who ceases to be a member of IAPS, also ceases to be a member of the Council.

**3.3** Elections take place at the AGM following the election of Executive Committee members, and appointments take place between the AGM and the start of the following term. Members may be elected at an EGM, or appointed at any time, to replace vacant positions during a term. Members are appointed for one term.

In particular, the EC may appoint a new member to attend meetings at any time; however it is not advised to change their representative on the Council very frequently, to avoid loss of knowledge.

**3.4** Any member of the Executive Committee may also be elected as a member of the Council, should they so choose.

Members should consider whether the EC member will have the workload and capacity to serve on both committees simultaneously, but if they do, they should not be blocked from doing so.

**3.5** Elected members can serve on the Council for no more than three years in total.

**3.6** A GM may at any stage expel any elected member from the Council through a vote of no confidence, in the same manner as specified in the IAPS Charter and Regulations regarding the IAPS Executive Committee.

**3.7** The Council can at any stage suspend any of its elected members by the vote of two thirds of its membership. A GM must be convened to decide whether the member will be expelled or restored.

**3.8** Should an elected Council member resign or otherwise leave the Council, a replacement may be elected by a GM to hold office for the remainder of the financial year, in the same manner as specified in the IAPS Charter and Regulations Regarding the IAPS Executive Committee.

**3.9** Elections of elected members are held in accordance with point 18.13 of the IAPS Charter, i.e. by means of a secret and split ballot where the voting for all candidates occurs simultaneously.

**3.10** The following two criteria apply to the composition of the Council:

- a. There must be at least 1 elected member from each region in which IAPS has members - these regions are Africa, the Americas, Asia, Europe and Oceania;
- b. Of the members selected by IAPS, the number of members of a single gender identity after having elected members must not exceed two-thirds (rounding up).

**3.11** If the election of a candidate would violate one of these criteria, and there are unelected candidates whose election would not do so, then that candidate is not elected and the first candidate whose election would not violate the criteria is substituted.

**3.12** If after the election the composition of the Council violates these criteria but there are no unelected candidates remaining, or if expulsion of an elected member causes the criteria to be violated, nothing is done.

Effort should be made to avoid this circumstance by encouraging a diverse selection of candidates to apply.

## **4 Functioning of the Council**

- 4.1** The offices of Vice-Chair and Secretary are selected by the Council from its members. The Council may reassign these roles.
- 4.2** At the beginning of each Council term, the Council assigns areas of responsibility and main tasks among its members. In addition, it agrees on its basic internal functioning, including meeting frequency and general goals for the term.
- 4.3** The Chair directs the work of the Council and ensures that it operates in a fair and civil manner. They chair Council meetings.
- 4.4** The Vice-Chair is responsible for chairing meetings if the Chair is temporarily unavailable.
- 4.5** The Vice-Chair temporarily assumes all duties of the Chair if they resign or are removed from the Council.
- 4.6** The Council meets as defined in the beginning of the term or whenever requested by the Chair, the Vice-Chair or by at least a quarter of its composition.
- 4.7** A Council meeting may take formal decisions only if the convener, or a representative, is present.
- 4.8** In order for a decision to be valid, it must have the support of a simple majority of all Council members, whether present at the meeting or not. In the event that a vote is tied, the Chair has the determinant vote.
- 4.9** Any Executive Committee member or designated representative may attend a Council meeting. In addition, any EC-related volunteer or IAPS member may attend a Council meeting unless a simple majority of Council members vote to keep all or part of the meeting private.
- 4.10** Minutes should be taken by the Secretary. In their absence, their tasks should be assigned to another Council member to be agreed upon at the beginning of the meeting.
- 4.11** Meeting minutes must be made available by the Council to the IAPS EC, the IAPS members and to IUPAP as soon as practically reasonable, and a physical or electronic copy must be kept in the IAPS archive. In each Council meeting the accuracy of the minutes from the previous meeting must be confirmed.
- 4.12** Council members act to execute the formal decisions taken by the Council, according to the consensus among members when taking the decision or otherwise.
- 4.13** No communication with IUPAP shall be made by a Council member to IUPAP, on behalf of IAPS or of the Council, except based on the consensus of the Council. The Chair shall be made aware of all such communication, preferably in advance, but at least afterwards.
- 4.14** No communication or representation shall be made by a Council member to IUPAP on their own behalf, that has the intent or effect of personal gain for the member.
- [Members of the Council should not abuse their positions by diverting the scarce resources available from IUPAP towards their own personal priorities.](#)

## **5 Reporting and Representation**

- 5.1** The Council reports on all its activity to the IAPS Executive Committee and to the IUPAP Executive Council.
- 5.2** The Council must make a report to the IUPAP General Assembly. This report should be made available to the IAPS Annual General Meeting.

**5.3** The Council must elect a representative from among its members to attend the IUPAP General Assembly.

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**5.4** The Council should present in each AGM a document which shall include:

- a) An activity report by the Council, which communicates their objectives, actions and achievements over their mandate.

If the Council forms subgroups to do its work, they should also submit reports as part of the main activity report.

- b) A proposed plan for the next Council term including suggested projects and subgroups.

This should include a recommended subgroups, e.g. 4 people in Finances and 2 in Physics Education, that shall attempt to meet the needs of the proposed plan.