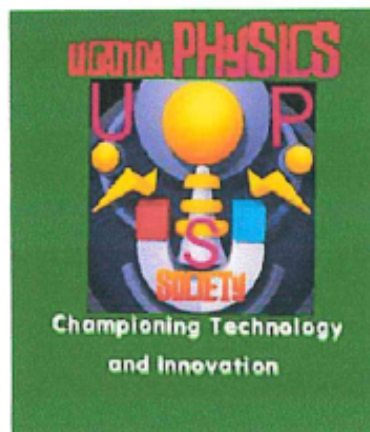


PHYSICS



UGANDA

SOCIETY



CHAMPIONING TECHNOLOGY AND INNOVATION

CONSTITUTION

2021





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PREAMBLE

AWARE that the effective performance in Physics is poor, which has even led to a higher failure rate of learners in the subject; the low levels of creativity, innovativeness, inventiveness, applicability and inadequate product outputs in Physics in the country; and generally the pathetically low and decreasing interest of learners in Physics in Uganda according to UNEB and Institutions of High Learning; thus, there is need to have a strong and united group of Physics Practitioners (Physics Educators, Physicists, Physics Professionals and Engineers) in order for Uganda to build and reconstruct its academic base so as to realize a better performance in physics, greater research output, faster industrialization and economic development for livelihood transformation,

COGNIZANT that the country has no body uniting all Physics Educators in Uganda for demystifying abstract Physics concepts to learners, and other Physics Practitioners such as the Physicists, Physics professionals and Engineers, and that the relevancy and applicability of Physics is still low in boasting development in Uganda especially by the engineers in the applied sciences,

REALISING that Physics is taught at the primary stage and is compulsory at the Ordinary level secondary school; and forms part of many combinations at the Advanced level secondary school, there is a demand to apply competency based and skill acquaintance pedagogies for instruction, Physics is a core science and is a major subject for many science courses in both tertiary institutions and universities, there is a trend of decreasing numbers of students who do Physics at the higher levels of learning, the poor perception of the community especially females that Physics is for their male counterparts mainly because of the nature of work of the Physicists and Engineers, few female students enroll for Physics combinations at the advanced level, and even fewer female students enroll for Physics related courses in the tertiary institutions and universities. Hence, the need to provide quality Physics education which builds





competence product output orientation, that can generate new knowledge through research, promote technological advancement and utilization, creativity, innovation and community empowerment through projects for transformation using both local and imported resources. Therefore, the Uganda Physics Society (UPS) is in dire need to hold value of the basic principle of supporting and promoting the effective performance, creativity, inventiveness and innovations through improvisation in Physics by all Physics Practitioners (Physics Educators, Physicists, Physics Professionals and Engineers) at all levels, with emphasis on interest promotion of learners of Physics and applied Physics for daily life applications and product output in institutions and industries; hence, using Physics for community advancement and development to improve livelihood.

WE the Physics Practitioners (Physics Educators, Physicists, Physics Professional and Engineers) in Uganda **DO HEREBY** declare, adopt and bind ourselves and our successors to this Constitution as the **UGANDA PHYSICS SOCIETY CONSTITUTION** at the Makerere University Office (Department of Science, Technical and Vocational Education) on this 20th day of December, 2021.

Signature:  Date: 20th/12/2021

Name: Nsubuga Joseph

PRESIDENT
UGANDA PHYSICS SOCIETY





In the presence of:

1. GENERAL SECRETARY

Signature:  Date: 20th December, 2021

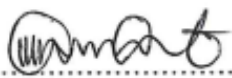
Name: NAKIYIMBA LILLIAN

Title: EDUCATION OFFICER

Address: NAKIANA ST. JOSEPH'S S.S.

..... P.O BOX 25742 KAMPALA.

2. PRESIDENT GENERAL

Signature:  Date: 20TH DECEMBER, 2021

Name: DR. LUGOLOLE ROBERT

Title: LECTURER

Address: Department of Science, Technical and Vocational

Education, Makerere University, P.O Box 7062, Kampala



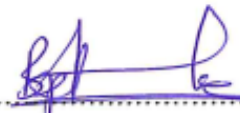
29 MAY 2023


 Adriko Charles
 REGISTRAR


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DECLARATION

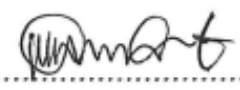
This Constitution is approved and adopted by the General Assembly of the Society held on this 23rd day of December, 2021 as the **CONSTITUTION OF THE UGANDA PHYSICS SOCIETY** at Makerere University.

Signature:  Date: 23rd / 12 / 2021
 Name: Nsubuga Joseph
 Title: Education officer
 Address: Namungona Parents Secondary School
PO Box 28734 Kampala Uganda

PRESIDENT**UGANDA PHYSICS SOCIETY**

In the presence of:

PRESIDENT GENERAL

Signature:  Date: 23rd DECEMBER, 2021
 Name: DR. LUGOLOLE ROBERT
 Title: LECTURER
 Address: Department of Science, Technical and Vocational
Education, Makerere University, P. O Box 7062, Kampala





1. KEY OPERATIONAL TERMS AND ABBREVIATIONS:

1.1 Operational terms

In this constitution, and in all matters relating to it;

“Physics Practitioners” are Physics Educators, Physicists, Physics Professional and Engineers.

“Physics Educators” are members involved in teaching, research and projects; library and other staff with vital roles in Physics education frontiers in universities, tertiary institutions, and secondary and primary schools. This can be emphasized as set in Section 51 (2) of the UOTIA as amended and as per NCHE 2014 Quality Assurance Framework for Universities and Licensing Process for Higher Education Institutions Section 2.3.

“Physicists” are members who study and believe in the physics principles; uphold them, as well as those who specialize in the science of Physics generally and at the professional level.

“Physics Professionals” are the professionals with a Physics background.

“Engineers” are the individuals who apply Physics knowledge, technologies and innovations.

“Member” is a member of UPS.

“Administrative Officer” is an employee of UPS responsible for managing the Society office.

Executive committee shall mean the executive committee of the UPS.

1.2 Abbreviations

In this constitution, and in all matters relating to it;

UOTIA is Universities and Other Tertiary Institutions Act 2001 (AS Amended in 2003, and As Amended in 2006)

NCHE is National Council for Higher Education

UPS is Uganda Physics Society

AGM is Annual General Meeting

GA is General Assembly





2. NAME OF THE SOCIETY

The Society will be known as the **UGANDA PHYSICS SOCIETY (UPS)**, referred to hereafter as “the Society”.

3. GOAL AND OBJECTIVES OF THE SOCIETY

3.1. Goal

The purpose of UPS is to cultivate and promote an enriching environment for competence skillful based teaching and learning, studying and training, and conducting research that is of both academic and applied nature in terms of life facilitating projects and purposeful development by embracing technology, creativity and innovation through industrialization in Uganda and in the entire globe.

3.2. Objectives of the Society

The objectives of UPS are to;

- a. Unite all Physics Practitioners such as Physicists, Physics Educators, Physics Professionals and Engineers in boasting performance, creativity, and innovations in Physics and applied Physics which can assist in the national development plans of Uganda.
- b. Establish fora for the Physics Practitioners to address the changing trends of Physics, theoretical and applied Physics and Physics education in a more digital and technological era and to make Physics more relevant for social and economic transformation.
- c. Stimulate the capacity of teaching and learning, research, projects establishment and development, and to uphold and maintain their quality among the Physics Practitioners for applied Physics and product output in industries, and to promote competent expertise and consultancy.
- d. Inculcate and promote the mindset and attitude change of all Physics Practitioners, as well as rejuvenating their interests, skills and abilities in Physics. This drive will be more useful in the promotion of scientific knowledge and thinking in a more practical, creative and innovative way to stimulate performance, research and productivity for national development.





- e. Develop skills of learners through appropriate pedagogies such as the learner centred approach and strategic activities with emphasis on competence for practicability of the subject aimed at product output for solving societal problems, promoting development and improving livelihood in the country. This drive will help Physics practitioners in the advancement of Physics knowledge, its relevancy and application, and to address matters pertaining to Physics, applied Physics and Physics education and to make recommendations thereafter on the best curriculum design and implementation strategy through creativity and innovation using available resources for national advancement.
- f. Promote cooperation with other bodies of similar interests for the development of science education and to promote the relevancy of science in society through exchange programmes; hence, steering professionalism for community transformation.
- g. Deal with all matters considered to be in the interest of the Society and its members as regards to Physics; and to address misconceptions in Physics using several achievement avenues: seminars, science fairs and exhibitions, debates, plays, projects, science tours and case studies, science games, Physics challenge items and competitions, career talk programmes about Physics related frontiers through collaboration for business and development mindset change, as well as production and investment attitude appraisal.
- h. Engage in fundraising drives for the Society (through membership contributions, donations and any other support from government or NGOs etc.), vibrate for student bursaries and other relevant development projects in various institutions and industries, and to address gender issues, health related issues and disease mitigation, peace/security affairs, waste management and environmental protection, and any other emerging contemporary issues regarding and affecting Physics through discussions, conferences, plays, debate, games and sports, poems, music, dance and drama among others.
- i. Provide Physics Practitioners academic peer support by networking academically and socially, internalization, internationalization, and to actively foster a sense of belonging to the UPS by sharing ideas and being creative, innovative and inventive for industrialization and development, engaging in collaborative research and provide access to relevant information for social economic transformation, and to seek work placement and employment opportunities for UPS members. By so doing, UPS will make Physics





gratifyingly in daily life and loved fun so as to champion technology and innovation for development and changing better life styles for community transformation.

- j. Spearhead the formation of Uganda Physics Practitioners' Union, and Uganda Institute of Physics established by an act of parliament. UPS will draw together the physical sciences and all other physics related fields to achieve common goals of generally developing sciences. UPS will also establish a wing and link for both local and international conferences, and Journal and Book Publication/Printery House pertaining all scientific researches. This will be the Global Science Eye, Physics as a true art and science.

In the achievement of its objectives, the UPS understands and is committed to fulfilling its responsibilities while abiding by the local and national laws and policies, and where possible recognizes the international regulations.

4 MEMBERSHIP

Membership to the Society shall be personal to the member and shall not be transferable in whatsoever case.

4.1 Eligibility of membership

- a. Membership will be open to all Physics Educators (teachers, tutors and lecturers) in all education institutions in Uganda.
- b. All persons holding teaching, research, library, engineering/production, and ICT academic documents and or appointments related to Physics in the education institutions and engineering fields will be eligible for membership in the Society.
- c. The teacher (instructor) trainees in the recognized academic and research associations, societies, movements and organizations addressing Physics Education in the various educational institutions, and the students doing Physics with utmost interest in Uganda will be members of the Society.
- d. Physicists in other fields such as design, fabrication, manufacturing, mining, and those dealing in research and project activities related to Physics.





4.2 Types of Membership

4.2.1 Ordinary Membership

Ordinary Membership to the Society shall be open to all Physics Practitioners in all education institutions, technical and vocational institutions, universities and all higher institutions of learning and schools in Uganda and outside through internationalization and collaboration. However, the practicing Physics Educators, Physicists, Physics professional, Physics Engineers and ICT experts shall be full members of the Society thus shall be the only members allowed to vote and contest for the key positions in the Society.

All other categories of members (regional ministers, coordinators and representatives of institutions and departments as described in this constitution) will be elected or selected or appointed using any criteria as approved by the AGM.

4.2.2 Honorary Membership

Honorary Membership may be conferred by the Society upon any member of the Society at a General Meeting of the Society, in recognition of his/her services to the Society. Any such Honorary Member may participate in the activities of the Society except that he/she shall not be eligible to vote (or be voted for).

The Honorary/ Associate/ Corporate members may be required to pay membership fee.

4.3 Rights and Privileges of Members

- a. Can vote or be voted for, except honorary members.
- b. Can attend or represent the Society when delegated.
- c. The right to inspect books of accounts of the Society, except honorary members.

4.4 Duties of a member

- a. Respect and abide by the constitution and respect the rights and opinions of other members.
- b. Participate fully in the activities, programmes and meetings of the Society.





- c. Timely meet his or her obligations to the Society as assigned or delegated.
- d. To co-operate, incorporate and support the strategic goals of UPS.
- e. To participate in fundraising for the Society, student bursaries, UPS infrastructural development and other relevant activities of the UPS.
- f. To actively foster a sense of belonging to the Society.
- g. To take an interest in matters pertaining to academics, the governance and administrative matters of the Society and to make recommendations thereon.
- h. To contribute towards UPS activities through donations / gifts in cash or in other means.
- i. Pay their membership and annual subscription fees regularly where applicable.
- j. Members shall be honest and trustworthy and shall not bring the name of the Society into disrepute.

4.5 The General Assembly

- 1) The General Assembly of the Society shall be the supreme governing, decision making body of the Society and it shall consist of all members of the Society.
- 2) It shall be responsible for giving strategic direction to the Society and be responsible for the overall administration of the Society.
- 3) The General Assembly shall be convened at least once every year.
- 4) The General Assembly shall be responsible for approval of policies, decisions, receiving new members, Amendment of the constitution, confirmation and expulsion of members, Election of the Executive and approval of policies and programmes of the Society as provided for in this constitution. It shall approve the general policy framework of the Society and agree on priority issues, Receive and approve minutes of previous General Assembly, Receive reports of the Society from the Executive; President, Secretary for Finance or any officer of the Society, Elect the Executive as provided for in this constitution, Approve the annual plan for the Society and Approve the annual budget of the Society among others.





5 COMMITTEES OF THE SOCIETY

5.1 Executive Committee:

The Executive forms the supreme governing body of the Society. As such it receives from the members the delegated function of custodian of the activity programmes/ businesses of the Society and shall ensure compliance to the constitution of the Society.

All members of UPS are eligible to occupy all positions on the UPS Executive unless specifically excluded.

5.2 Functions of the Executive Committee:

- a) Implement the activities and policies of the Society, responsible for the day to day running of the Society.
- b) Provide general leadership and direction to the Society.
- c) Prepare and administer the budget, and supervise collective bargaining.
- d) Conduct adjudication of awards.
- e) Organize academic and social events of UPS.
- f) Reviewing all communications on behalf of the Society prior to its distribution.
- g) Plan for local and international exhibitions, conferences and collaborations as well as internationalization of both students and staff.
- h) Bear collective responsibility to the General Assembly and all Executive members shall have equal voting rights except for the President General who shall have a casting vote in case of a tie only.
- i) Formulate policies, work plans for the Society.
- j) Carry out and implement the decisions of the General Assembly.
- k) Systematically listen to the complaints, suggestions and ideas of the members of the Society and decide and take appropriate measures and actions.
- l) Screen applications for registration and reports for suspension or expulsion of members and make appropriate recommendations to the General Assembly.





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- m) Formulate a subcommittee of 3 to 5 members either from among themselves or with a boost from members outside the Executive or a mix of the two, wherever necessary, to constitute themselves into a screening team for the purpose and shall report to the Executive to uphold the recommendation before the General Assembly.
- n) Develop incentive and scholarship programs and act in an oversight role for the Society.
- o) Promote, cultivate, and maintain the goal and objectives of the Society.
- p) Promote the credibility and good image of the Society and ensure its continuity.
- q) Ensure discipline and take disciplinary action against any member of the Society on behalf of the General Assembly.
- r) Receive reports from the President, Secretary for Finance, subcommittee and consultancies.





5.3 Composition of the Executive Committee

In order to fulfill the above duties and functions of the Society, the Executive will be constituted of members drawn from the academic and professional staff of UPS and a representative from each of the other departments of UPS.

Members will be selected on the basis of their ability to safeguard the identity and goal of the Society, their specific expertise in general and/ or financial management, and their ability to improve performance in Physics especially pertaining to societal development/ or community transformation and industrialization; and secure internal and external co-operation.

The UPS Executive shall consist of fifty (50) members;

1. President General
2. President
3. Vice President
4. Speaker
5. Deputy Speaker
6. Minister for Finance
7. Secretary General
8. Secretary
9. Director in Charge of Communication
10. Mobilization and Coordination Minister (Prime Minister)
11. Minister for Welfare
12. UPS Regional Ministers (12); Five Regional Ministerial Areas shall include: Kampala Region, Central Region minus Kampala Region, Western Region, Eastern Region, Northern Region and West Nile Region. Each region shall have two representatives, who shall be male and female.
13. UPS Departmental Representatives – Department of educational institutions' teaching staff: Universities (3), Tertiary Institutions (3), Secondary Schools (3), Primary Schools (3); and from Departments of non-teaching staff: Research (project managers) (2), ICT (2), Library (2); Engineering/Industry (2) and Learners' Department (6).





For Learners' Representatives, each region shall have one representative and the regions include Kampala Region, Central Region minus Kampala Region, Western Region, Eastern Region, Northern Region and West Nile Region.

14. Government Official. This will be identified and contacted by the Society and consent sought in writing. The society will appoint the official as a government official to the UPS with the mandate spelt out clearly. The government official will serve a term of two years renewable once depending on performance and achievement. The government official must have passion and drive to promote Physics development and its projects.

5.4 Elections and period of service of the Executive Committee

The Executive committee of the Society will be voted for, at the Annual General Meeting. The President of the Society will notify all members at least two weeks prior to the AGM that there will be an election and that nominations are invited. Members must be nominated in writing to the President by one other member of the Society, but such a nomination will have to be seconded by any other two members at the AGM.

All advance nominations will be publicly announced to the membership by the President at least 48 hours before the AGM.

The President General of UPS will present the list of all nominees to the members at the AGM and will then invite further nominations from the floor. After nominations close, for Executive positions where there is only one nominee, those nominees will be acclaimed.

If they wish, candidates for any Executive position may have up to five minutes to speak about their candidacy to the membership at the AGM.

The members of the Executive will be elected by secret ballot. There will be no voting by proxy. Members who have not voted for Executive positions at the annual general meeting will not be allowed to vote after the closure of the AGM.

The balloting will be conducted by committee comprised of four non-active Executive committee members chaired by the President General of UPS. The President General of UPS and the four impartial selected members by the virtual of their role in the election process will not have voting rights except for the President General who shall have a casting vote in case of a tie





only. The President General of UPS together with the selected committee shall announce the results of an election immediately after counting at the AGM.

The President General of UPS being a chief advisor of UPS will not be elected in the AGM but can propose the three persons with the suitable qualities for President General. These views are further discussed in one the Executive Committee meeting immediately the term of office expires. The committee will then in the same meeting vote for the next President General of UPS with the highest number of votes. The President General of UPS will serve a maximum of two terms, where a term in this respect is equivalent to four years.

The President of the Executive will serve a maximum of only two terms, where a term is equivalent to three years. The president can be elected for the second and last term depending on his or her key outputs with regard to the goal and objectives of UPS in the first term of service.

If the President vacates his or her office prior to the expiry of his or her term of office, the Vice President shall act as president in consultation with the President General until the Society General Assembly has elected a new President for the unexpired part of such term of office. Where necessary, the President General may fill the vacant position of the President pending a decision of the General Assembly at its next sitting.

All other Executive members will hold office for a period of two years, for which such a member is eligible for re-election in the same or different position when the term expires.

All learners' representatives and students do not have voting rights during any elections of the committee or AGM. Learners' representatives are elected by raising up hands of fellow learners at different levels in a hall or any gathering during activities or functions of learners such as science fares, exhibitions, projects and any other form of competitions; Furthermore, learners with distinguished performance at any activity during competitions can also be considered as learners' representatives as a sign of appreciation for the good work done; or as approved by the AGM.





5.5 Duties of executive members

5.5.1 The President General;

The President General shall be a Physics Educator or a Physicist from a recognized university. Dr. Lugolole Robert is the originator and founding member of the idea apropos the establishment and development of UPS in 2021 as a Physicist and Physics Educator at the Department of Science, Technical and Vocational Education in Makerere University. He is, therefore, the first President General of UPS. The President General of UPS must be of great experience and expertise in the academic world and applied science, serving or having served in reputable positions in the education institution (s) or industries, is collaborative, having high integrity and a sound research base, and is resourceful, creative and innovative in Physics education and Physics for the development of Physics and applied sciences; hence, transforming lives and communities.

The roles of the President General:

- a. Is the chief advisor to the Executive and to the Society at large.
- b. Chairs meetings for conducting elections of the Executive committee members at GA.
- c. Chairs meetings of constitutional affairs in consultation with the legal affairs committee.
- d. Shall have the powers to discipline the president and or halt the duties and functions of the President (in cases of consistent abuse of office in line with achievement of its goal and objectives) and fill the vacant position pending a decision of the General Assembly at its next sitting.

5.5.2 The President;

- a. To Oversee and manage the activities of the Society.
- b. To Supervise the other members of the Executive, and the Administrative Officer, in the execution of their duties.
- c. To Chair meetings of the Executive.
- d. To Chair meetings at the AGM in the absence of the Speaker and the Deputy Speaker.
- e. Is a principal signatory to all Society financial transactions as recommended by the executive of UPS.
- f. Shall have the power to call emergency meetings of the Executive.
- g. To Represent the Society at formal events and in the broader community.





- h. Shall be an ex-officio member to all committees of the Society.
- i. Shall delegate his or her powers to any member of the Executive except for Regional Ministers, Departmental Representatives and the Government Official.
- j. Shall have the power to nominate any member of the Executive to act on behalf of the Executive member who shall be temporarily absent or who has resigned the office till approval of the following General Assembly.
- k. To sign documents necessary to further the interests of the Society.
- l. To perform any other responsibility as directed by the General Assembly.
- m. To lead in the lobbying and negotiation on behalf of, and in matters of interest to the Society.

5.5.3 The Vice President;

- a. To carry out the duties of the President as delegated during his/her absence.
- b. To serve as the UPS Representative to other Societies/ Associations/ Organizations.
- c. Performs such other duties as may be assigned to him or her by the Society Assembly or President or Executive.

5.5.4 The Speaker;

- a. Chairs meetings at the AGM.
- b. Prepares the agenda of all AGM meetings in consultation with the President and Secretary General, and issues or causes notices for the meetings of the Society to be issued by the secretary General.

5.5.5 The Deputy Speaker;

- a. Deputizes the speaker.
- b. Executes any piece of work as directed by the speaker.
- c. Chairs meetings if the speaker is absent, is facing a vote of no confidence, and deliberately fails to call for meetings.





5.5.6 The Minister for Finance;

- a. Maintains and preserves accurate financial records of the Society. Be responsible for the receipt and control of all Society's finances as well as maintain proper books of accounts and financial records.
- b. Abides by the financial regulations of the Society as laid down in this constitution.
- c. Acts as the disbursing officer of the Society and, where appropriate, delegate that responsibility to the Administrative Officer.
- d. Is the first co-signatory, together with the President (principal signatory) and Secretary General (second co-signatory) to the Society's financial transactions as recommended by the executive of UPS.
- e. Prepare a written financial statement and a written budget for presentation to the Annual General Meeting (AGM) of the Society. Prepare budgets, financial reports and advise both the Executive and General Assembly on financial matters.
- f. Abide by the financial regulations of the Society as laid down in this constitution.
- g. Recommend to the Executive the ways and means to spend funds and to invest surplus funds.
- h. Perform other such duties incident to the office subject to supervision by the Executive and General Assembly.

5.5.7 The Secretary General;

- a. To keep an up-to-date register of members of the Society.
- b. Undertake any other duties as may be assigned by the President or the General Assembly.
- c. Chairs executive meetings in the absence of both the president and the Vice president.
- a. To be in Charge of all the correspondence and information of the Society.
- b. To Record minutes of all meetings and keep the Minute Books of the Society.
- c. To Discharge such duties as may from time to time be assigned to him by the President.
- d. Is a co-signatory, together with the President and Minister for Finance to the Society's financial transactions as recommended by the executive of UPS.
- e. The secretary may delegate his/her duties to the Administrative Officer in case of other obligations.





- f. In the absence of both the president and the Vice president, the members present shall under the guidance of the Secretary General to the Society, elect a chairperson for that meeting from amongst themselves.

5.5.8 The Secretary;

- a. To be in Charge of recording and developing an up-to-date register of members of the Society.
- b. Assists the Secretary General in his/ her duties on delegation.
- c. Compile the Society's annual plan from the respective plans of the different executive members and committees.

5.5.9 The Director in Charge of Communication;

The director in charge of communication will be the spokesperson and will be responsible for acting as a channel of communication between the Society and the external environments and communities.

5.5.10 The Prime Minister (in charge of Business, Mobilization and Coordination);

- a. To ensure that project activities are conducted timely.
- b. To remind members continuously of progressing activities and developments.
- c. Coordinates and monitors all ministerial activities and where necessary report to the executive.
- d. Coordinates the various projects and businesses of UPS.
- e. Call upon and encourage the active participation and involvement of members.
- f. Maintain constant flow of information to members through the regional Coordinators.
- g. Be in charge of updating and management of information (such as names, postal and email addresses, and telephone numbers) of all members and feed the secretary with such information for better record management.
- h. Prepare and issue or publish such information, notices, and/or any other as directed by the President.





- i. Ensure that the Society is well known and established among students and staff through workshops, seminars, exhibitions, science fairs, debates, printed graphics, television stations, radio stations, internet, magazines or newspapers.
- j. Organize career guidance sessions to the students as directed by the President.
- k. Take on any other duties as may be assigned by the President or the General Assembly.

5.5.11 The Welfare Minister;

- a. To manage welfare aspects on behalf of members of the Society.
- b. To work with the welfare committee in reviewing welfare and making recommendations to the UPS Executive committee.

5.5.12 The UPS Regional Ministers;

- a. The General Assembly shall determine from time to time the mode of selection of the regional ministers who will be the coordinators and overseers of the Society at the local levels.
- b. Such selected individuals shall be recognized as the President's representative in the regions they serve.
- c. Shall be selected and elected by the members from the respective selected regions.
- d. Shall form a committee of not less than five (5) Members to run the UPS programmes in the Region.
- e. Shall perform the general duties of the Executive committee.
- f. Shall be the link between the Society and their regional groups, relaying the views of their regions and that of the Executive.
- g. Shall perform any other duties assigned to them by the president and the Society General Assembly.





5.5.13 The UPS Departmental Representatives;

The UPS Departmental Representatives shall be got from the Educational Institutions Department, Library Department, ICT Department, Research Department, Engineering/Industry Department and Learners' Department. The UPS Departmental Representatives shall;

- a. Provide advice to other members of the Executive.
- b. Perform all duties and activities such as teaching, research and students mentorship that will lead to high academic quality, technological advancement, creativity and innovation for transformation.
- c. Perform any such duties as may be assigned to them by the Executive Committee.
- d. Coordinate, provide status reports and update the Executive, on a regular basis, the progress of all the project activities of the Society in their departments.
- e. Coordinate support functions covering planning, tracking, reporting, quality management and internal communication.
- f. Organize community based outreach programs and coordinate research on income generating activities that relate to Physics.

The learners' representatives will in addition specifically:

- a. Represent fellow students in meetings organized by the society.
- b. Mobilize students during society outreach programmes including science fairs, research activities, project works, and fundraising drives.
- c. Promote the reputation of the society to the students and the community.
- d. Perform any other duty in the best interest of the executive of UPS and the General Assembly.

5.5.14 The Government Official;

- a. Represents government to UPS.
- b. Linking UPS to government.
- c. Lobbying for UPS from government.
- d. Advising UPS on government interventions.
- e. Mouth piece of UPS to government.





5.6 Vacancies Occurring in the Executive Committee:

In the case of a vacancy occurring on the Executive, the Executive committee members shall be empowered by the AGM to nominate and second a member who is not on the Executive committee to be voted in to fill the position.

The Executive committee will then approve the name of the newly voted member(s) for the vacant position(s) for the unexpired term of office and will inform the General Assembly at the next Annual General Meeting.

The exception is the case of the President. If the office of the President becomes vacant, the Vice President shall act as president in consultation with the President General until the Society General Assembly has elected a new President for the unexpired part of such term of office. Where necessary, the President General may fill the vacant position of the President pending a decision of the General Assembly at its next sitting.

In the event of the concurrent resignation of the entire Executive, a general meeting of the Society will be convened within thirty days by the Chair of the Constitutional Committee (President General), for the purpose of electing a new Executive.

5.7 Termination of Membership of the Executive:

Any member of the Executive will be terminated from office if the member;

- a) Fails to attend meetings without justification for three times;
A member is not absent at a meeting if they have sent their regrets for that meeting to the President and the Secretary General, and must be recorded in the minutes.
- b) Becomes physically or mentally unfit to perform the duties related to membership of the Society, or other reasons including but not limited to abuse of office and misconduct.
- c) Resigns by giving notice in writing to this effect to the Secretary General of the Society.
- d) Is found guilty of dishonest and untrustworthiness which brings the name of the Society into disrepute; there must be evidence of action taken with at least three warnings and commitments taken.





Three members of the Executive can request a vote of no-confidence against another member or members of the Executive for reason of gross neglect of duties. These members may convene a special meeting of the Executive within two weeks to deal with the matter. Voting will be by secret ballot. Removal requires a two-thirds majority of those present and voting at the meeting. Ten percent of the members of the Society can request a vote of no-confidence against a member or members of the Executive for reason of abuse of office, misconduct, physical incapacity. The request is sent to any member of the Executive who will request a special meeting of the Society within two weeks to deal with the matter. Voting will be by secret ballot. Removal requires a two-thirds majority of those present and voting during the meeting. In the event of the removal of a member of the Executive, that member's position will be considered vacant and will be filled accordingly.

5.8 The "AD HOC" Committees

For practical reasons, the Executive can appoint sub-committees to handle specific issues that may arise. In doing so, the Executive will define the terms of reference of the Committee, the scope of their authority and the time-frame of their existence but not exceeding a year.





6. MEETINGS, VOTING, AND QUORUM

6.1 Meetings of the Executive:

The meetings of the Executive Committee shall be classified as:

6.1.1 Ordinary Meetings.

Meetings of the Executive committee will be called by the President at least once every four months. The President shall give a minimum of one week's notice for a meeting.

6.1.2 Extra-Ordinary or Emergency or Petition or Special Meetings.

Such a meeting shall be called by the President within one week of the President receiving a written request signed by at least half of the members of the Executive committee. The President may thus give less than one week's notice for a meeting of this kind.

At least two-thirds of the Executive will constitute a quorum.

The UPS Administrative Officer will attend meetings in the role of Secretary General or Secretary if delegated or in attendance.

Decisions are made by majority vote of Executive members in attendance. Voting at meetings of the Executive will be done by show of hands, or by secret ballot at the request of one member, and seconded by at least half of the members present or when required by the Constitution.

An Executive member, who perceives an issue of possible conflict of interest or apprehension of bias on their own, or on the part of another member, will raise it. The matter will be discussed and then resolved by the remaining members of the Executive who may direct the member to be absent from discussion, impose a specified limitation on the member's involvement, or conclude that no action needs to be taken. At the request of one member of the Executive, a formal decision can be made by secret ballot majority vote of the Executive members present.

Meetings of the Executive committee will only be open to ordinary members by invitation. The part of any meeting of the Executive pertaining to personnel or legal matters will be held in camera. The Executive may vote to hold discussions in camera on any issue. Only members of the Executive can vote on motions before the Executive.

If the Executive, in their Executive meetings fail to reach an agreement on a motion before them, such a motion shall be brought to the Annual general meeting.





The Executive will elect a representative to attend meetings of the University Council, University Senate, Academic Board, Faculty Board, and any other Committee as per the UOTIA. Such a representative will report to the Executive/UPS following any meetings in which he/she represented the UPS.

6.2 Meetings of the Society:

The Annual General Meeting of the Society shall be held within the first two months of a new year. A year begins in January and ends in December of the same year or as agreed by the AGM. In addition to the Annual General Meeting, there will be at least one other regular meeting of the Society that shall be held annually before or after the AGM or whenever necessary.

All meetings of the Society will be called by the President. Notice in writing of all meetings must be given to all members of the Society at least seven days prior to the day of a meeting. Written notice sent to members' e-mail addresses at the University will be deemed to be adequate notice. The failure to give notice of any meeting to individual members entitled to receive notice does not invalidate proceedings at that meeting as long as a majority of members have received notice for the meeting in question.

The President will call a special meeting of the Society within two weeks of receiving a written request of not less than ten percent of the members.

Decisions are made by simple majority vote of those in attendance. Voting at meetings of the Society will be done by show of hands, or by secret ballot at the request of one member, or when required by the Constitution.

At all meetings of the Society, at least half the total number of all Members will constitute a quorum. If a quorum is not present at the time stipulated for the beginning of a meeting, the Chair may delay the beginning of a meeting for no longer than one-half hour for the purpose of obtaining a quorum. If a quorum has not been obtained at this time, the meeting will be canceled.





7. FINANCE:

Sources of funding shall include membership fees, Annual subscription, donations, grants, UPS projects, fines and any other source that may be approved by the General Assembly.

7.1 Membership Fees

This is paid once at the time of joining the Society. The amount shall be proposed by the Executive of UPS for approval by the membership in attendance at an Annual General Meeting.

7.2 Annual Subscription

All members are eligible to pay annual subscription fees which shall be proposed by the Executive of UPS for approval by the membership in attendance at the Annual General Meeting and shall be paid in the first quarter of the year.

7.3 UPS Projects

The Society will initiate, conduct and participate in Projects that can bring income to facilitate its smooth running.

7.4 Fines

Fines will be amount proposed by the executive of UPS and approved by the membership in attendance at the Annual General meeting. Fines shall be levied in a situation as, but not limited to; failure by members to meet their financial obligations by the end of the first quarter.

7.5 Grants and Donations

Any grants or donations to the Society will be considered its source of finance and will be directed towards its activities.

The fiscal year of the Society will end on June 30th of each year. The financial statement and the proposed budget to be presented to the Annual General Meeting will be reviewed by the Executive and bear the signatures of the President and the Minister for Finance. The financial statement will include a schedule of the revenues and expenditures of the Society for the year.

The signatories of the Society will be the President, Minister for Finance and General Secretary. The principal signatory shall be the President of the Society. Any financial transaction of the





Society shall be primarily approved by the principal signatory (President) and the two co-signatories (Minister for Finance and Secretary General) of the Society at the recommendation of the Executive. The transaction shall then be authorized by an independent member who is not on the Executive committee.

The Executive Committee shall hire services of a qualified audit firm to audit the books of accounts of UPS.

Except in the case of gross negligence or willful misconduct, the Society will indemnify and save harmless every member or officer of the Society and other person who has undertaken, or is about to undertake, any liability on behalf of the Society or any company controlled by it, and their heirs, executors and administrators, and estate and effects respectively from and against:

- a. All costs, charges, and expenses which any member(s) sustains or incurs in or about any action, suit, or proceeding, which is brought, commenced, or prosecuted against them; or in respect of any act, deed, matter, or thing whatsoever made, done, or permitted by them, in or about the execution of the duties of their office or in respect of any such liability.
- b. All other costs, charges, and expenses which a director, officer, or other person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by willful neglect or default.





8. SUB-COMMITTEES OF THE EXECUTIVE

The Executive Committee shall consist of the following oversight Sub-Committees to enable the Executive to carry out its governance roles and responsibilities in an efficient and effective manner:

- a) Standing Committees
- b) Ad hoc Committees

The Committee Chairperson shall present not exceeding five (5) members of the respective standing committee to the Executive for approval based on Professionalism, integrity, and character. Upon the establishment and approval of the committee, the committee members will later meet and at their first sitting choose a secretary and a coordinator; the rest will be members of the committee.

The chairperson shall;

- a) Set terms of reference for the committee work and ensure that members have the information needed to do their duties.
- b) Chair Committee meetings.
- c) Report to the Executive on committee's decisions and recommendations.
- d) Assign work to the committee members, set the agenda, run the meetings, and ensure distribution of meeting minutes.
- e) Initiate and lead the committee's annual evaluation and monitoring.

8.1 Standing Committees

There shall be Standing Committees, each consisting of a maximum of Five (5) members to contribute to the strengthening and deepening of the work of the Executive. These committees will serve a term of three years each. Each member will serve a maximum of two terms. The chairperson of these committees will be selected by the executive committee or the AGM and the entire committee will be presented to the AGM.

These committees include:

- a) Finance Committee





- b) Information, Mobilization and Coordination Committee
- c) Academics, Research, Technology, Innovation and Projects Committee
- d) Business; Production, Development and Investment Committee
- e) Legal Affairs Committee (comprises practicing lawyers with interest in affairs of Physics)
- f) Welfare Committee

8.2 Ad hoc Committees

The President and or the Executive Committee may appoint Ad hoc or Special Committees as it may be deemed necessary. In the event of the President appointing the Ad hoc committee, he or she shall inform the Executive at its next sitting.

Such special committees shall be created for a given specific period of time not exceeding one year when the need arises and the actual functions of each committee shall be based on their own needs.

9. HANDOVER AND OATH-TAKING

- a. The Electoral Commission shall preside over the handover ceremony.
- b. The outgoing Executive members shall hand over office to the new Executive soon after elections.
- c. The newly elected executive shall take oath of office presided over by a Commissioner for oaths/Magistrate.
- d. Within an hour after Oath-taking, the Electoral Commission shall be hence forth dissolved.
- e. Oath taking shall be the last item on the agenda for General Assembly where elections are held which shall end with the closing remarks by the new President.
- f. The newly elected president shall immediately after delivering his acceptance speech dissolve the General Assembly.





The Oath Pronouncement will be:

“I(name)..... having been elected as the(position)..... for the Uganda Physics Society (period of service e.g. from 1720 to 1940)....., solemnly swear and affirm that to the best of my ability, will faithfully protect, preserve and defend the CONSTITUTION of the Uganda Physics Society, so help me God (Allah).”

NB. The Bible and Quran will be used while swearing in accordance with one's faith of belief and practice.

10. BY-LAWS:

The Executive Committee shall be mandated to propose guidelines in form of by-laws for the operation of UPS.

The By-Laws may be amended or revised by a majority vote of the membership, present and voting, at any meeting of the Society, regular or special, following one week's notice.

The proposed amendments or revision to the By-Laws must be sent to Members, at the latest, with the notice of the meeting.

Amendments or revisions to the By-Laws proposed by the Executive must have been passed by a two-thirds vote at a meeting of the Executive.

Proposals for amendments or revisions to the By-Laws from the membership of the Society must be sub-mitted in writing to the President and must contain the signatures of at least ten percent of the members of the Society.

11. AMENDMENTS TO THE CONSTITUTION:

This Constitution may be amended or revised by a two-thirds vote of the membership of the Society, present and voting, at any meeting of the Society, in a regular or special meeting, following four months' notice.





The proposed amendments or revisions to the Constitution must be sent to the Members of UPS, at least one month latest, with the notice of the meeting.

Amendments or revisions to the Constitution proposed by the Executive must have been passed by a two-thirds vote at a meeting of the Executive.

Proposals for amendments or revisions to the Constitution from the membership of the Society must be submitted in writing to the President and must contain the signatures of at least twenty percent of the members of the Society.

APPENDICES

APPENDIX A

Letter from Government; Ministry of Education and Sports



29 MAY 2023

 Adriko Charles
 REGISTRAR

Telegram: "EDUCATION"
 Telephone 234451/8
 Fax: 234920/340685

E-Mail: permasec@education.go.ug
 Website: www.education.go.ug



Ministry of Education and Sports,
 Embassy House,
 P.O. Box 7063,
 Kampala, Uganda



In any correspondence on
 this subject please quote No. **ADM/7/168/01**

2nd June 2022

Registrar General,
 Uganda Registration Services Bureau,
 Plot 5 George Street, Georgian House,
 P.O Box 6848, Kampala Uganda.

REGISTRATION OF UGANDA PHYSICS SOCIETY (UPS)

The above subject refers.

The Uganda Physics Society (UPS) approached the Ministry of Education and Sports, seeking for a recommendation to aid their registration with the Uganda Registration Services Bureau (URSB).

The UPS will be responsible for, among others:-

1. Unite all Physics Educators and other Physics Practitioners such as Physicists and Physics professionals in boasting performance, creativity, and innovations in Physics which can assist in the national development plans of Uganda.
2. Stimulate the capacity of teaching and learning, research, projects establishment and development, and to uphold and maintain their quality among the Physics Practitioners for application of Physics and product output in industries, and to promote expertise and consultancy.
3. Establish fora for the Physics Practitioners to address the changing trends of Physics and Physics education in a more digital and technological era and to make Physics more relevant in daily life.



29 MAY 2023

Adriko Charles
REGISTRAR

CLIENT COPY

The Ministry recognizes that such a drive will be more useful in the promotion of scientific knowledge and thinking in a more practical, creative and innovative way to stimulate performance and research for national development.

The purpose of this letter, therefore, is to recommend the Uganda Physics Society (UPS) for registration.



Permanent Secretary
MINISTRY OF EDUCATION AND SPORTS

Ketty Lamaro

PERMANENT SECRETARY

Copy: First Lady and Minister of Education and Sports
Minister of State for Higher Education (MoES)
Director Higher, Technical, Vocational Education and Training
(MoES)



**APPENDIX B****Minimum Qualifications of the Physics Practitioners; Members of the UPS**

Teaching level/Scientists	Qualifications
Primary	Bachelor's Degree
Secondary	Bachelor's Degree
Teaching assistant/ tutors/research fellow	Bachelor's Degree, Master's Degree
Assistant lecturer	Master's Degree, PhD track
Lecturer	PhD track, PhD
Senior Lecturer	PhD, original contribution to knowledge through research, innovation & publication.
Associate Professor	PhD, teaching experience, publications, research, innovations, grants
Professor	PhD, teaching experience, publications, research, innovations, grants, supervision, community engagement and empowerment
Other Members (Representatives)	
Learners/ Students	Must be doing Physics as a subject
Library	Bachelor's Degree
ICT	Bachelor's Degree
Engineer	Bachelor's Degree
Research (project manager)	Master's Degree, PhD
In charge production/industry	Bachelor's Degree, expert at production of goods and services on a large scale (imports and exports), a renowned and distinguished developer





29 MAY 2023

Adriko Charles
REGISTRAR

APPENDIX C

List of the Physics Practitioners; Some Members of the UPS

Name	Title	Signature
Dr. Habakwiha Vianney	Member	
Dr. Lugolole Robert	Member	
Dr. Bwayo Edward	Member	
Ms. Nakiyimba Lillian	Member	
Mr. Nsubuga Joseph	Member	
Ms. Nakyeeyune Rose	Member	
Mr. Gangira Nathan	Member	
Mr. Oliseh Mwijusa	Member	
Mr. Nkwesigire Isaac	Member	
Mr. Kwesiga Pius	Member	
Ms. Nabigwa Ketty	Member	
Ms. Mwesigwa Esther	Member	
Mr. Opio Joshua	Member	
Mr. Wekoye Ahmed	Member	
Mr. Kayongo Denis Kosea	Member	
Ms. Tumusiime Rebecca	Member	
Mr. Tumuhaise Brian	Member	

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