



POLICIES

November 21, 2016

THE MATHEMATICS SOCIETY
OF THE
UNIVERSITY OF WATERLOO

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POLICY 1. ELECTION PROCEDURE

1.1 ELECTIONS COMMITTEE

1.1.1 COMPOSITION AND APPOINTMENT

The Elections Committee shall be a standing committee of Council. The Committee shall be comprised of five members. The chair of the Committee is referred to as the Chief Returning Officer. Members shall serve on the Committee for the term in which they are appointed.

At the start of each Fall term, Council shall appoint the Elections Committee as soon as possible. In other terms, Council need not appoint the Committee unless a by-election is required; if a by-election is required, then Council shall appoint the Committee as soon as possible.

Prior to the appointment of the Committee during a term, if urgency demands it, the President may exercise the powers of the Committee in a way consistent with its duties.

1.1.2 DUTIES

The Elections Committee is responsible for running the Society's Council elections. This includes, but is not limited to:

- Setting the dates of the various phases of elections
- Advertising elections to the members of the Society
- Verifying the validity of each nomination
- Arranging the voting system of the election
- Making judgments regarding any disputes over or violations of the election procedure, and imposing penalties for violations
- Providing a report to Council at the conclusion of each election
- Recommending amendments to the elections procedure

The Elections Committee shall make its decisions in fairly and impartially.

1.1.3 POWER

The Elections Committee has the power necessary to conduct the elections within the bounds of the procedure as approved by Council, except that its power to authorize expenditures is limited to \$750 for each general election, \$150 for each by-election, and \$150 for the First-Year elections at the start of each Fall term.

The Elections Committee has the power to hold elections and by-elections when required absent any particular approval from Council.

1.1.4 CONFLICTS OF INTEREST

If a member of the Elections Committee is standing as, or intends to stand as, candidate for election to Council, then that member shall be excluded from proceedings of the committee that is specifically related to them or to the election for any of the seats for which they are running. In particular, that member shall not have a vote, or a right to speak or to be present when such matters are discussed. Additionally, with regards specifically to the election to those or seats, the member shall exercise no powers as a member of the Committee.

If more than two members of the Committee are standing as, or intend to stand as, candidate for the same seat, this matter shall be reported to Council as soon as possible by the Committee or by any member thereof.

1.2 ELECTION SCHEDULE

An election shall consist of three phases:

- The nomination period, which shall be between 5 and 10 business days;
- The campaigning period, which shall be between 5 and 10 business days, 1 to 3 business days of which shall overlap with the nomination period; and
- The voting period, which shall be the 2 business days immediately following the campaigning period.

The Elections Committee or Council shall set the entire schedule of an election before it begins, and the Committee shall advertise the dates.

1.3 NOMINATIONS

1.3.1 CONTENTS

All candidates for election must submit nominations to eligible for election. A nomination shall set out the following:

- The name, userid, and contact information of the nominee;
- A signed statement of the nominee agreeing to follow the elections procedure;
- The seat and term for which the nominee is being nominated;
- The names and userids of a number of Society members endorsing the nomination, each of whom is eligible to vote in the election to that seat; and
- The signatures of each endorsee.

Five members shall be required to endorse a nomination for a Representative seat, and ten members shall be required. No member of the Elections Committee shall endorse a nomination, and no one shall endorse their own nomination.

Multiple nominations may be combined and submitted simultaneously.

Notwithstanding the above, a First Year student may replace up to two endorsement signatures from members who can vote in the constituency for which they are being nominated with the signatures of twice that many members who can vote in the First Year constituency.

1.3.2 SUBMISSION

A nomination shall be submitted either directly to a member of the Elections Committee or to the Society office. If no member of the Elections Committee is present when a nomination is submitted to the office, an office worker shall note the date and time of the submission on the nomination, sign it, place the nomination in an envelope, and ensure that the envelope is delivered to the Elections Committee.

1.3.3 PUBLICATION

As soon as a nomination is received by a member of the Elections Committee, that member shall immediately inform every other member of the Committee as well as every other candidate for that same seat and term. The new nominee shall be informed of every other candidate as well.

Once a nomination's validity has been verified, the Elections Committee shall make the nomination public. If a nomination is deemed invalid, then the Elections Committee shall immediately inform the nominee as well as every candidate for that seat. 24 hours after the close of nominations and once all nominations have been verified, the Elections Committee shall indicate that all nominations are final and indicate any acclamations.

The names of those endorsing a nomination shall not be published by any party, but the nomination forms shall be open to inspection by appointment with a member of the Elections Committee until the approval of the election results.

1.3.4 VERIFICATION

The Elections Committee shall as soon as possible verify the validity of each nomination, including the eligibility of the candidate and the validity of each of the endorsements. If a nomination is deemed invalid due to issues with the endorsements, then the Elections Committee may give the nominee an additional business day after the close of the nomination period to secure sufficient endorsements.

1.3.5 WITHDRAWAL

A nomination may be voluntarily withdrawn by a candidate at any time prior to the beginning of the voting period by written submission directly to a member of the Elections Committee. Endorsements of a nomination cannot be withdrawn.

1.3.6 MULTIPLE NOMINATIONS

A candidate may submit multiple nominations when there are elections for more than one seat occurring. If a candidate is nominated for more than one Executive position and/or more than one Representative position for the same term, then the candidate shall, within 24 hours of the close of the nomination period, withdraw sufficient nominations to bring the candidate into line with the requirements. If the candidate fails to do so, then at that time, their nominations shall be deemed withdrawn except, for each term, the first nomination for an Executive seat and the first nomination for a Representative seat in the order that the Executives and constituencies, respectively, are listed in the bylaws.

1.3.7 ACCLAMATION

If, 24 hours after the close of nominations, there are no more candidates than seats available in any single election, then all candidates shall be acclaimed and no vote shall be held for that position. The candidates are still required to adhere to the remainder of the procedure, in particular to submit an expense report.

1.4 CAMPAIGNING

1.4.1 BASIC REQUIREMENTS

No candidate shall campaign unless

- It is during the campaigning period;
- Their nomination has been received by a member of the Elections Committee; and
- They have reviewed the rules of the campaign with an Elections Committee member.

1.4.2 SPENDING LIMITS

A candidate is limited to spending \$75 on campaign materials for an Executive election and \$40 on campaign materials for a Representative election. If a candidate is running for both an Executive and a Representative seat, then expenses shall be counted against both campaigns unless they are clearly associated with a specific campaign.

If a candidate spends any money on their campaign, they shall provide the Elections Committee with a complete account of all campaign expenses by the end of the voting period. A candidate shall be reimbursed for the full cost of their expenses provided that they provide receipts or other evidence of the costs, in accordance with the normal financial procedures of the Society.

Campaigning materials acquired for free or at a price unavailable to other candidates shall be reported at a fair market value and shall count towards the expenses limit at that value. Materials acquired at a reduced price where that reduced price is, or would have been, available to all candidates may be accounted for at the reduced price, if the candidate can produce documentation.

1.4.3 CAMPAIGNING RULES

When campaigning, candidates shall adhere to all policies of the University and campaign with high moral standards. Candidates shall take care to ensure that their methods of campaigning are not offensive or overly annoying.

Posters and other signage shall be limited to the buildings operated by the Faculty or by St. Jerome's University. In accordance with University Policy 2, a stamp shall be provided in the Society office for use by candidates, and candidates are responsible for complying with rules set by Plant Operations.

Campaigning shall be generally permitted to occur without prior approval of the Elections Committee. Campaign materials should indicate contact information for the Elections Committee in the event of a complaint.

No person shall remove a candidate's campaign material prior to the close of the election except under authorization of the candidate or the Elections Committee, unless such material violates University policy or law.

1.4.4 VOTING PERIOD

During the voting period, no one shall actively campaign for the election of any specific candidate. Material posted or distributed prior to the voting period may remain posted during the voting period. At the conclusion of the voting period, it is a candidate's responsibility to clean up after their campaign.

During the voting period, a candidate is allowed to answer questions that require a response that might otherwise be considered campaigning.

1.4.5 ENCOURAGEMENT TO VOTE

Encouraging eligible voters to vote, without supporting or denouncing a specific candidate or candidates, is not considered campaigning and may be done freely by any party, including a candidate, throughout the entirety of the election, including the voting period.

The Elections Committee may, within the limits of its own spending authorizations, authorise the reimbursement of any party for any expenses incurred in the process of encouraging voters to vote.

1.5 VOTING

1.5.1 MEANS OF VOTING

Voting shall be conducted by an electronic poll on the Society's website. Voting shall be by means of preferential ballot, in which the voter ranks some or all of the candidates. If permitted by the voting software, a candidate may rank some candidates equally. The candidates shall be listed in random order for each voter.

Each voter shall be permitted to vote in each Executive election, and in one Representative election. If a voter is in multiple constituencies, then the voter must select one in which to cast their vote.

During a general election, a voter shall cast a single ballot which shall be counted simultaneously for each term of the upcoming year. The terms for which each candidate is running shall be listed.

The vote shall be secret.

1.5.2 OFFICE

During the voting period, the election shall be prominently advertised in the Society office, and one computer in the office shall be reserved exclusively for voting. Instructions shall be made clearly available, and office staff shall be instructed on how to help members cast their votes.

1.5.3 CANDIDATE INFORMATION

The Elections Committee shall post to the Society website a brief summary of each candidate, including a short statement solicited from that candidate. The Committee shall ensure that this information is made available to voters when they cast their votes.

1.5.4 SCRUTINEERS

Each candidate can appoint one scrutineer to verify and monitor the voting platform. The scrutineer shall have read-only access to the voting platform throughout the voting period, but not to the database of votes cast.

1.5.5 TIEBREAKER

The Elections Committee shall appoint a tiebreaker for each election, who must be eligible to vote in that election. The tiebreaker shall not cast a normal vote in that election but instead shall seal and date a strict ranking of all candidates in an envelope prior to the beginning of the voting period. The envelope shall be kept in the custody of a member of the Elections Committee other than the tiebreaker. In the event of a tie, the envelope shall be opened and the ranking within used to break the tie. The envelope shall not otherwise be opened.

1.5.6 RESOLUTION

The elections shall be resolved through the Schulze STV Method, as described by Martin Schulze in the 2011 paper *Free Riding and Vote Management under Proportional Representation by the Single Transferable Vote*. The Schulze STV Method generates an ordered ranking of all possible sets of candidates of size equal to the number of available seats. For each term, the highest set in the ranking containing only candidates eligible for that term shall be the winning set; in the event of multiple such sets, if any are disqualified (per the definition in the paper) by other such sets ranked equally, then they shall be discarded. If there are still multiple sets remaining, then the winning set shall be selected by use of the tiebreaking vote; the sets shall be ordered by the tiebreaking vote, and then the first set in lexicographic order under the tiebreaking vote shall be the winning set.

1.5.7 PUBLICATION

The Elections Committee shall, as soon as the election is completed, publish the results of the election, and a listing of the ballots received with sufficient information as to allow for independent verification of the results.

1.6 VIOLATIONS

1.6.1 RULES

No candidate shall violate the election rules, or knowingly allow another to do so. A candidate who fails to report a violation of the rules may be held personally responsible for the violation.

No candidate shall act in bad faith in any manner concerning the election.

1.6.2 DURING ELECTION

Disputes during the election shall be resolved by the Elections Committee at its discretion. Complaints are to be submitted in writing to any member of the Committee, and need not come from a candidate. The Elections Committee may also take up violations of its own initiative. For violation of the rules, the Elections Committee may impose a reduction of spending limit, order removal of campaign material, limit a candidate's means of campaigning, or impose other penalties as it sees fit, except that it may disqualify candidates only when so authorized.

A candidate who overspends or fails to submit an expense report shall be disqualified by the Elections Committee. If the Elections Committee believes that a candidate should be disqualified for any other reason, then they shall report the recommendation to Council, and Council can impose the disqualification. The Elections Committee may impose an alternate penalty to apply until Council makes its decision and/or if Council chooses not to disqualify the candidate.

1.6.3 PUBLICATION

When the Elections Committee imposes a penalty, they shall inform the penalized member of the decision and the reasons therefor. They shall publish the penalty and a brief summary of the reasoning to the Society website, taking care as not to prejudice voters. Additionally, when a penalty is imposed on a candidate, every other candidate for the same seat or seats shall be personally informed with a brief summary of the penalty.

When the Elections Committee chooses to recommend a disqualification, it shall inform the candidate, but shall not inform other candidates nor publish the recommendation until it is reported to Council.

1.6.4 AFTER ELECTION

If a candidate feels that he or she has been unfairly treated by the Elections Committee, or has an issue to raise after the voting period, then the complaint shall be submitted in

writing to the President up to two business days after the voting period. The President shall raise each such complaint at the next meeting of Council for Council to decide upon prior to ratifying the election results.

1.7 RATIFICATION

The Elections Committee shall report to Council the outcome of each election for ratification. If Council finds that there has been an irregularity in the election, it may invalidate the election, in whole or in part, and require that it be held again from any point. Otherwise, the election results as approved by Council are final.

In the event that Council is unable to meet to receive the Elections Committee's report, then the Executive Board may receive the report as well as any appeals received by the President and act on it them in Council's stead.

1.8 REFERENDUM PROCEDURE

Except as noted in this section, a referendum shall be governed by the same rules as an election, *mutatis mutandis*.

1.8.1 PETITIONS

When a petition for a referendum is received, it shall be verified by the Elections Committee, which Council shall appoint if necessary. If the petition is determined to be invalid, the Elections Committee shall return it to the submitter with an explanation of why it was deemed invalid.

A petition for a referendum on a nonsensical or useless resolution shall not be accepted. If a petition contains multiple resolutions, some of which are nonsensical or useless, the petition shall still be accepted for the remaining resolution or resolutions.

1.8.2 SCHEDULE

When a referendum is to be held, the Elections Committee or Council shall set the schedule. It shall consist of a campaigning period of at least 5 days, and a voting period of 2 days.

1.8.3 CAMPAIGNING COMMITTEES

For each referendum, there shall be a For Committee and an Against Committee. Any campaigning that would count against a candidate's expenses limit in an election may be performed only by members of the appropriate committee, as approved by that committee. A quorum of a campaigning committee is those members in attendance.

Any voting member, except a member of the Elections Committee, may join or resign from one of the campaigning committees by submission to a member of the Elections Committee. Their change in membership is effective as soon as it is confirmed by a member of the Committee. No one may be a member of both campaign committees for a referendum.

The Elections Committee shall keep a public and current list of members of the campaign committees, and inform all members of a campaign committee as soon as that committee's membership changes.

No member of a campaign committee shall engage in any form of campaigning contrary to the established opinion, for or against, of that committee. Members of a campaigning committee shall generally be under the same rules as candidates in an election.

The Elections Committee may call meetings of the campaigning committees, if necessary.

1.8.4 EXPENSES LIMIT

The expenses by the members of each committee shall total no more than \$100. The individual members of the committee shall be reimbursed for their expenses.

1.8.5 WITHHOLDING OF VOTE

The Elections Committee may impose as a punishment the withholding of a member's vote. In such a case, the member shall be permitted to submit a physical vote, which shall be kept sealed unless the punishment is lifted, in which case it shall be opened and the vote counted. If it is not used, the vote shall be destroyed.

POLICY 2. THE COFFEE & DONUT SHOP

2.1 MANAGEMENT BOARD

2.1.1 COMPOSITION

There shall be a C&D Management Board. The membership of the Board shall consist of:

- The President
- The Vice-President, Finances
- The Vice-President, Operations
- One person appointed by the Dean
- One person appointed by the Vice-President, Administration & Finance of the Federation
- Six additional members elected by Council as described below
- The manager of the C&D

The members appointed by Council shall be elected to terms of three academice terms or until their replacements are elected. The terms shall be staggered so that two seats become vacant at the start of each academic term. Council shall appoint to the newly-vacant seats at the first meeting of each term. The members appointed by Council shall not work as employees in the C&D.

The chair of the Board shall be elected by the Board in each academic term for the following academic term from among those who are and will be members for both terms in question, including by way of reappointment, re-election, election to a different position, or the like.

The secretary of the Board shall be elected by the Board at the start of each term.

Quorum for the Board shall be one fewer than a majority of its Executive members and members appointed by Council. Only those members shall be counted for determining whether or not a quorum is present.

2.1.2 DUTIES & POWERS

The C&D Management Board is responsible to manage the C&D, and generally has the power necessary to do so, as well as to generally delegate that power to any subcommittees or to members or employees of the Society, the Federation, or the University. It has the power to set hiring policies in accordance with University hiring process and direct the Human Resources Committee in regards to employees of the C&D.

The C&D shall have a separate bank account from the Society's primary account, and the Board's power to manage and spend funds shall be limited to that account.

The Board shall meet at least once in each month in which there are at least three weeks of classes, and shall report to Council at least once each term.

The Board's decisions shall not conflict with any decision of the Society, and it must follow instructions given to it by the Society. Its decisions are subject to amendment or rescindment by superior bodies.

2.2 MANAGER

The Society shall hire a manager for the C&D.

The manager of the C&D shall be responsible for management of the C&D under the supervision of the Board and shall generally have the power to manage its affairs, subject to the authority of the Board and other bodies of the Society.

2.3 CAPITAL EXPENDITURES

The manager's authority to approve capital expenditures is limited to a maximum of \$500. The manager and the VPO can together approve capital expenditures up to \$2000. The Board can approve capital expenditures up to \$5000. Larger amounts must be approved by Council.

2.4 SIGNING AUTHORITY

Signing authority on the C&D bank account shall be held by the President, the VPF, and the manager of the C&D. Two endorsements shall be required for each cheque; normally from the manager and the VPF.

Signing authority on all accounts with the University held by the C&D shall be held by the manager.

POLICY 3. LOUNGE AND HALLWAY BOOKINGS

The lounges, MC 3001, MC 3002, and the hallway outside the lounges may be booked by any organizations in group A under University Policy 15, any group in class B,C or D with the approval of the Executive Board, and any group in class E with the approval of Council.

3.1 BOOKING TIMES

The C&D lounge (MC 3002) may be booked between the following hours:

1. C&D Closing to 2:00 am—Monday to Friday;
2. 8:00 am to 2:00 am—Saturday and Sunday;
3. Any time at the discretion of the Executive Board.

The Comfy lounge (MC 3001) may be booked between the following hours:

1. 6:00 pm to 2:00 am—Monday to Friday;
2. 8:00 am to 2:00am—Saturday and Sunday;
3. Any time at the discretion of the Executive Board.

The hallway may be booked between the following hours:

1. 9:00 am to 5:00 pm—Monday to Friday;
2. Any time at the discretion of the Executive Board.

Only one lounge or hallway spot may be booked by the same organization at one time, except under special circumstances, at the discretion of the Executive Board.

3.2 BOOKING PROCEDURES

An online booking request should be completed in its entirety by a representative of the organization making the booking. The request must be made at least 48 hours before the start of the event.

The booking space shall be cleaned after use. The organization completing the booking shall be held responsible for any damage, caused directly or indirectly by their occupation of the space. If the space is not cleaned or damage occurs, the organization will be charged for any costs incurred. Additionally, the booking rights of the organization, at the discretion of the Executive Board, may be suspended for up to four (4) months following the incident.

For organizations that are not affiliated with MathSoc, the Comfy Lounge or the Math CnD may be booked 3 times per term and the 3rd floor hallway may be booked 5 times per term. These limits may be waived at the discretion of the Vice President, Operations and one other member of the Executive Board.

If the booking organization is not present in the space 30 minutes after the start of the booking time, their booking for the day shall be considered withdrawn and a warning will be issued. If the same organization is late again during that term, their right to book space, at the discretion of the Executive Board, may be suspended for up to four (4) months following the incident.

POLICY 4. EQUIPMENT BOOKINGS

Any piece of equipment in the following list, or any other available equipment, may be booked by any organizations in group A under University Policy 15, any group in class B, C or D with the approval of the Executive Board, and any group in class E with the approval of Council.

- Projector (and Projector Screen)
- Speakers
- Karaoke Machine
- Popcorn Machine
- Cotton Candy Machine

The equipment borrower must be a student in the Faculty of Mathematics.

4.1 BOOKING PROCEDURES

An online booking request should be completed in its entirety by a representative of the organization making the booking. Any organization not affiliated with MathSoc will also be required to entrust the Executive Board with a \$50 security deposit. The request and the deposit drop off must be made at least 48 hours before the start of the event.

This security deposit will be returned to the borrower upon return of all the equipment except in the following cases:

1. If there is damage to any equipment that would cause it to not function properly. Should this be the case, the booking organization will be responsible for reimbursing MathSoc for the full cost of the item.
2. If the equipment is not returned properly and fully cleaned, at the discretion of the Executive Board. In the case of MathSoc clubs, who do not pay a deposit, a \$50 cleaning fee will be charged.

The borrower agrees to be the sole operator of the equipment, or to be present at all times during its use.

For organizations that are not affiliated with MathSoc, any equipment, collectively, may be booked 5 times per term. (i.e. All pieces of equipment share the same allowed use count for the term). This limit may be waived at the discretion of the Vice President, Operations and one other member of the Executive Board.

POLICY 5. EXTERNAL FUNDING COMMITTEE

5.1 COMPOSITION AND APPOINTMENT

The committee will consist of the President, Vice President Finances, and three other members appointed by Council each term. The President will call the first meeting each term, and the committee shall appoint a chair at that meeting.

5.2 DUTIES

The External Funding Committee is responsible to make recommendations to Council on any external funding requests received by the Society, and to recommend updates to this rule as they become necessary. The committee shall meet as often as required to review all the funding requests. The committee must meet at least once per term.

5.3 CONFLICTS OF INTEREST

If a member of the External Funding Committee is an executive member of an organization or club that is requesting funding, then that member shall be excluded from the proceedings of the committee that are explicitly related to them. In particular, they shall not have a vote, or a right to speak or to be present when such matters are discussed. If two or more members of the committee have a conflict of interest, the committee shall report the matter with no recommendation.

5.4 CRITERIA FOR CONSIDERATION OF EXTERNAL FUNDING REQUEST

The committee shall develop a set of criteria for consideration of the external funding requests and recommend amendments to this policy to codify them by the end of the Fall 2012 term.

5.5 PROCEDURE

An external funding request is a request from an organization other than:

1. MathSoc
2. Any math club
3. MEF
4. *math*NEWS
5. MGC
6. WiMugrad

7. The Faculty

8. Math Orientation

When an external funding request is received, the committee shall automatically be referred a motion to approve the request, and shall report to Council on the motion as soon as is reasonable. The initial wording of the motion shall reflect the original request. In case of any disagreement on the matter, the committee shall set the initial wording.

The committee can set the process by which external funding requests are to be submitted to the committee.

POLICY 6. CLUBS POLICY

6.1 OVERVIEW

This policy governs all clubs under the aegis of MathSoc. MathSoc establishes clubs to promote social and academic relations inside programs, departments, and/or other groups of interest inside the Faculty. All clubs are expected to abide by legitimate decisions of MathSoc and of Council, and MathSoc provides resources to the clubs in return.

The resources and status provided to a club are not a right, but a privilege. As such, it is in MathSoc's discretion to continue or discontinue support and/or recognition.

6.1.1 ESTABLISHMENT OF NEW CLUBS

Members seeking to establish a new club under MathSoc shall submit the following to the Clubs Director, who shall present the petition to Council:

- A contact email for the club;
- A constitution for the proposed club;
- A current list of executive officers and members for the proposed club;
- In the case of club for an academic program, the signature of a professor or professors who advises for the program(s), sponsoring the establishment of a club for that program; and
- For any other club, the signature of the Vice-President, Internal of the Federation, authorizing MathSoc to establish that club.

Upon request of a group seeking recognition for a new academic club for a program that does not currently have a club, the Clubs Director shall assist the group in advertising and holding an initial meeting (or series of meetings) to adopt a constitution and elect executives.

Consideration of a petition for a new club at Council requires notice, and shall be a general order at the meeting when notice has been provided. Council is not obliged to accept the petition for the new club and may in particular request additional information from the sponsors.

The Executive may exempt a newly-created club from deadlines outlined in this policy in the term of their creation, as is appropriate to allow the club to establish itself.

6.1.2 CONSTITUTION REQUIREMENTS

If a club is to have any affiliation with any organization outside of the University, this must be stated clearly in the constitution of the Club.

Unless the club is affiliated (or seeking affiliation) with another organization whose rules require a lower (including zero) fee, then a club must charge a termly membership fee of at least \$2, and this fee must be outlined in its constitution. If the club is affiliated or seeking

affiliation with another organization with a lower maximum fee, then that maximum must be charged. The membership fee need not be charged for a new club's first term.

A club must make full membership open to all MathSoc social members and must restrict it to the same, unless it is affiliated (or seeking affiliation) with another organization, in which case it may also allow full membership to be available to members of that organization. A club may have other forms of membership open to the University community. A club must restrict the privileges to vote and hold executive positions to full members. A club must not practice discrimination in its acceptance of members or of executive.

A club must elect its executive officers for a given term no later than the third week of that term.

In the event of any conflict between a decision of MathSoc, including a policy, and the constitution of a club, the decision of MathSoc shall prevail.

6.1.3 DISCIPLINE

Clubs are expected to behave as upstanding members of the University community and to contribute to the purposes of the Society. Failure to do so may constitute grounds for sanction by MathSoc.

A club may be put on probation either by a decision of Council or through the operation of this policy. If a club is on probation, then the Clubs Director must proactively monitor the club for violations of policies. At the meeting after budget meeting of the term after the club was put on probation, and of every term thereafter as long as the club remains on probation, Council shall evaluate the probation and consider whether to take any action, including to lift the probation or to impose sanctions.

All motions to discipline a club or to put a club on probation require notice, given to the club executive directly as well as to Council, except for at the meeting mentioned above with respect to clubs that have been on probation since the start of the term.

Additionally, as outlined elsewhere in this policy, a club may have its funding withheld as a consequence of failing to meeting a deadline.

6.1.4 DISBANDMENT

A club may be disbanded by Council. Such a decision requires notice, given to the club executive directly as well as to Council, and a two-thirds vote. A club will normally only be disbanded for continuing to violate policies or other decisions of Council while on probation, but the decision to disband a club may be made by Council in its sole discretion at any time. A decision to disband a club is not effective until the end of the Council meeting after it is adopted, and becomes final at that time.

In the event that a club is disbanded, unless its constitution states otherwise, its assets shall be transferred to MathSoc. Such a provision in a club's constitution is ineffective unless approved by Council (which may happen before the club is disbanded).

6.2 OPERATIONS

6.2.1 EVENTS

All club events shall have event forms filed with the Federation. In accordance with the Societies Agreement, clubs must receive approval for their events. The Vice-President, Internal and the Clubs Director shall assist clubs in filing event forms and securing approval for events.

All promotional material for events must include MathSoc's logo.

A social event is an event with negligible academic purpose.

6.2.2 MEETINGS

Clubs must hold meetings at least once a term. The President and the Clubs Director shall be permitted to attend all club meetings.

6.2.3 RECORDS

A copy of the club constitution, a membership list, and all financial records must be provided to the Clubs Director upon request. If a club fails to do so within one week of the request, the club's funding shall be withheld until it provides the requested records.

A Club shall provide a copy of its membership list to MathSoc at the end of each term for financial calculations.

Along with its budget each term, a club shall submit a contact email, a list of its executive members, and a list of the events it intends to run in that term.

If a club amends its constitution, it must provide an updated copy of the constitution to the Clubs Director. If it has previously provided a link to an online copy, it must inform the Clubs Director that the constitution has been updated.

6.2.4 INTERNAL DISCIPLINE

If a club engages in any process of internal discipline, including removing an executive from office or barring an individual from its office, it shall inform Council of the situation.

If a club's constitution does not provide for disciplinary measures, then a club may apply to Council to have one of its executive removed from office or to expel a member of the club.

6.2.5 COUNCIL

Clubs are expected to have representation at each meeting of Council, and it is a club's responsibility to ensure that it has a representative at each meeting so as to be informed of changes and to debate any motions that may arise. Council is free to consider any business relating to clubs regardless of the clubs' presence or absence, and a club is not excused from the effects of a decision because it failed to send a representative.

All club executives are entitled to attend meetings of Council for business that relates directly to their club or to clubs in general. An executive of a club who is not a member of

Council may, unless the club's president indicates otherwise, use or share the club president's speaking turns on any business. If the club president has speaking rights for another reason, they may speak with those rights in addition to sharing their rights as president.

6.3 FINANCES

6.3.1 BUDGET

Each term, no later than the end of the third week of term, a club shall submit a budget for the term for MathSoc. The budget must outline the club's expected spending for the term. The budget must be accompanied by the records specified elsewhere in this policy.

A club's budget must outline general areas of income and spending. Each social event must appear as a separate line item. Council may amend the budget as it sees fit before approving it.

If a club's membership increases over the course of the term, it may request additional funding for social events up to its new social event cap. If the club's account balance decreases over the course of the term, this shall not affect its social event cap.

If a club fails to submit its complete budget package on time, its package shall not be considered at the budget meeting, even if submitted before the meeting, and the club's funding shall be withheld until its budget is approved by Council. If a club fails to submit its complete budget package for an entire term, it shall be put on probation.

Clubs are permitted to spend \$80 (or more, if part of their budget request) per term for recruitment and elections.

6.3.2 MANAGEMENT OF FUNDS

A club's funds may be managed by the club or by MathSoc, at the club's choice.

For large purchases, the Clubs Director and the VPF shall assist the club in arranging for the purchase to be paid directly rather than by reimbursement. Small expenses shall normally be reimbursed. All expenses for a club must be signed off on by one of the club's executive officers. If a club's funding is being withheld, no expenses or reimbursements shall be paid for that club.

A club's social events cap is $\max(M(5 + .3F), 250) + R$ where M is the number of club members who are also MathSoc social members, F is the club's membership fee, and R is any external revenues being used to fund social events. All expenses of a club that are approved by Council are eligible for reimbursement unless otherwise directed by Council. In a given term, social event expenses are eligible for reimbursement only up to the minimum of that club's social events cap and its academic event expenses.

Reimbursements must be requested in the term that the expense is budgeted. An arrangement to submit the request in a future term should be made with the Vice President, Finance if:

- an expense is payable on or after the first day of the final exam period;
- a reimbursement will be received after the first day of the final exam period; or

- an expense has been made but a reimbursement will be submitted in a future term (due to time or resource constraints).

6.3.3 BY MATHSOC

If a club opts to have its funds managed by MathSoc, then it shall be given its own account under MathSoc. The club may carry a negative balance in its account. The club shall have access to its financial records at any time, including its current balance, expenditures, and income.

The club may carry a cash float as needed, provided that it is properly accounted for. The club shall reconcile their cash float with the VPF at least once per month, except during exams.

Expenditures and income from and to the club shall be applied directly to the club's account.

At the end of each term, MathSoc shall transfer to the club an amount equal to its expenses eligible for reimbursement, except that the club's balance shall not be brought above \$0. If a club's closing balance is positive, this shall be noted as a revenue item on the next terms budget.

After this procedure, if the club still has a negative balance, the VPF shall report this to Council. A club that has carried a negative balance for multiple terms in a row, or that has a balance of less than $-\$1000$ shall be placed on probation and should expect less funding in the following term.

A club may spend its own funds as approved by the club's executive officers. If the VPF believes that this will cause the club to have a significantly negative balance at the end of the term, then they shall bring this to Council's attention before approving the expenses.

6.3.4 BY THE CLUB

If a club opts to manage its own funds, then it shall maintain proper accounting records of all its finances, including funds, income, and expenditures, to the satisfaction of the Federation's Societies Accountant and the VPF. The club shall provide whatever financial records are requested within one week of the request, or else its funding shall be withheld.

Normally, the club shall be expected to reimburse its members for its expenses where possible. If not feasible, then the Clubs Director and the VPF shall arrange with the club and the Societies Accountant to reimburse the member directly, or to pay for the purchase directly.

At the end of each term, MathSoc shall reimburse the club for its remaining eligible expenses during the term, except that a club's balance shall not be brought above \$1000.

POLICY 7. KEY DISTRIBUTION

The distribution of keys/fobs to any offices controlled by the Society must be approved in writing by the President or the Vice President, Operations before approval from the Faculty is sought. The Vice President, Operations shall act as key controller for the Society. Executive Members of the Society shall not be allowed to sign out their own keys/fobs. Authority for keys/fobs is granted by the Faculty, and keys/fobs may be refused by the Faculty even if authorized by MathSoc.

Keys/fobs must be returned to the Faculty before or on the date indicated on the form used to obtain the key/fob. Upon resignation of any key-holding position within the Society, the permit for the keys associated with this position expires immediately, and the keys/fobs shall be immediately and properly returned. If any evidence of misuse by an individual has occurred, as determined by the Executive Board or the Faculty, all keys/fobs must be returned immediately to the Faculty. Any individual who fails to return all of their keys/fobs on time will not be permitted to hold any keys/fobs controlled by the Society for a period of 8 months; this may be appealed at council.

7.1 CORE KEY-HOLDING POSITIONS

The following positions within the Society may request to hold keys relating to their positions, as stated below:

1. The President—A master key and master fob, allowing access to all Society offices in case of emergency. This key should also unlock the C&D and Comfy Lounges.
2. All other Executive Members—A sub-master key, allowing access to the Society Main Office, Executive Office, and the Society storage room.
3. The Office Services Manager and Novelties Director - A key allowing access to the Society Main Office, and a key allowing access to the Society storage room.
4. The Games, Computing, Marketing Directors, the Chief Returning Officer, Speaker, Secretary and the Finance and Accounting Assistants—A key allowing access to the Society Main Office.
5. Other director positions with unanimous consent of the Executive Board.

7.2 CLUB KEY-HOLDING POSITIONS

Each club that is officially recognized as part of the Society and whose keys are administered by MathSoc may request up to a maximum of 5 keys/fobs to their club office for their executive members. These keys/fobs are non-transferable and should not be used by more than one person, and must immediately be returned to the Faculty on or before the end of the expiration period. In addition, the President of each club may request one key that allows access to the Society Main Office.

7.3 OTHER KEY-HOLDING POSITIONS

The following may request the following keys/fobs:

1. Women in Math Committee—up to 5 key/fobs allowing access to their office and one key that allows Society Main Office, to be held by the chair of the committee.
2. Math Graduation Committee—up to 2 keys allowing access to their office and up to two keys that allow access to the Society Main Office.
3. Math Orientation Committee—up to 5 keys allowing access to their office and up to 5 keys that allow access to the Society Main Office.
4. The Waterloo Science Fiction Club—One key that allows access to the Society Main office, to be held by their appointed MathSoc key holder, in accordance with the MathSoc/WatSFIC agreement.
5. mathNEWS—up to 5 keys allowing access to their office and up to 5 keys that allow access to the Society Main Office
6. Mathematics Endowment Fund—One key allowing access to their office and one key that allows access to the Society Main Office
7. Coffee and Doughnut Shop Manager—One key allowing access to their office, one key allowing access to the Coffee and Doughnut Shop, and one key allowing access to Society Main Office.

POLICY 8. SIGNING AUTHORITY

The signing authority for any and all Society accounts, unless specified in any other duly enacted Policy, whether they be with a chartered bank or similar institution, the University of Waterloo or any department thereof, or other outside agencies shall rest with the President, the Vice-President, Finances, and the Vice-President, Operations. Two of the above shall be required to endorse each cheque.

POLICY 9. LOCKER DISTRIBUTION

effective July 17, 2014; replaces December 4, 2002; replaces March 23, 1999

Each member of the Society may use one locker per term, subject to availability. Additionally, the lockers may be used by non-Society members, only available for registration on the first day of the second month of classes.

9.1 LOCKER BOOKING

These lockers shall be available for registration on the MathSoc website and the booking system shall remain open from the second week of class until all lockers have been occupied. Upon request for a locker, the member will be randomly assigned a locker number and the appropriate combination. Once being issued the combination for the locker, the member may no longer change or revoke their own booking for the term. The booker also agrees to be the sole occupier of the locker at all times.

9.2 LOCKER ADMINISTRATION

No later than the beginning of the second week of classes each term, the Vice President, Operations shall be tasked with resetting the lockers. This entails:

1. Changing each locker combination in accordance with privacy and security guidelines.
2. Removing the contents of each locker, storing and labelling the contents and placing them in the MathSoc Office.

Any contents that have been removed from a locker at any point during the time will be labelled and placed in the MathSoc Office for pickup. Belongings shall not be returned to students without photo identification and will be kept for a period of 30 days. After this period, all contents will be placed in the lost and found.

9.3 LOCKER USE

Lockers shall not be used to store items forbidden by law or University policy, including but not limited to: weapons, any flammable substances, explosive devices, or illegal substances. Lockers should also not be used to store food, drink or other perishable items.

MathSoc reserves the right to open any locker thought to be in violation of the above rule with 24 hours prior notice to the occupier.

MathSoc may remove only items that violate University policy or food, drinks, and other perishable items. MathSoc may dispose only of food, drinks, and other perishable items.

POLICY 10. EXECUTIVE EVALUATION COMMITTEE

effective March 25, 2014; new

10.1 COMPOSITION AND SELECTION OF MEMBERS

The membership of the committee shall be:

1. Three (3) full members of the Society, one (1) of whom shall chair the committee;
2. One (1) past Executive of the Society;
3. Two (2) currently sitting members of MathSoc Council.
4. One representative from the Dean's Office as a non-voting member

All members shall serve on the committee from the first day of an academic term, until the last day of that term.

All members, save for the members of Council and the representative of the dean, shall be elected to the committee by the regular General Meeting of the Society, prior to the start of the academic term in question. The members of Council shall be appointed to the committee by MathSoc Council in its first meeting of the term. The representative of the Dean's Office shall be chosen by the Dean.

No current Executive may sit on the committee.

10.2 MEETINGS

All meetings of the committee shall be considered confidential, unless deemed otherwise by the committee membership. No non-members of the committee may attend meetings, unless explicitly invited by the committee to do so.

Quorum for the meetings shall be two thirds ($2/3$) of the committee members.

10.3 POWERS AND DUTIES

The committee shall:

- Follow and update Appendix A as a set of objective metrics for use in evaluating Executive performance;
- Evaluate the current Executive against these metrics, meeting with them, in person, at least twice during their term;
- Report the overall findings of these evaluations to the regular General Meeting for the subsequent term; and

- Provide a confidential report to each Executive, detailing feedback and recommendations for improvement.

POLICY 11. FULL AND PART-TIME PERMANENT STAFF

effective December 1, 1998; new

11.1 DEFINITIONS

“Staff” means Regular Full-Time Staff and Regular Part-Time Staff, as defined by University Policy 54 (Definition of Staff).

11.2 HUMAN RESOURCES COMMITTEE

The Human Resources Committee shall consist of:

1. The President;
2. The Vice-President, Operations;
3. A representative of the Office of the Dean of Mathematics, appointed by the Dean;
and
4. A representative of the Department of Human Resources, to act in a non-voting, advisory capacity.

The Human Resources Committee shall, on behalf of the President, act as the Society’s department head for the purposes of any and all University policies regarding Staff. The Committee shall be empowered to make all decisions regarding the employment of Staff, including, but not limited to:

1. Staff evaluations;
2. The hiring of new Staff;
3. Disciplinary actions;
4. The release of Staff; and
5. The job descriptions of Staff.

The Committee shall meet at least once per term. The Committee shall have access to any and all financial records of the Society that it feels necessary in order to conduct its business. The Committee shall be a Standing Committee of Council.

POLICY 12. BOARDS, DIRECTORS, AND APPOINTED EXECUTIVE

effective December 4, 2002; replaces March 31, 1998

12.1 EXECUTIVE ASSISTANTS

The Executive may, from time to time as needed, appoint individuals to assist them in their Office. The term of Office for executive assistants is up to the discretion of the Executive Officer in question, but it may not exceed the term of Office of that Officer.

12.2 DIRECTORS

All Directors must be Social members of the Society or hold an equivalent membership in another student society recognized by the Federation. Directors will be appointed by the Executive Officer to whom they report, subject to ratification by Council. Directors may be removed by the Executive Officer to whom they report, subject to ratification by Council. In the event that no one is appointed as Director of a board, the Executive Officer to whom that Director would report shall discharge all necessary duties of the Director. Directors shall have a term of Office of one term, but may be re-appointed if otherwise eligible.

The Director of each Board shall:

1. Convene meetings of the Board;
2. Be the sole representative of the Board on Council and be responsible for all correspondence on behalf of the Board;
3. Recommend and administer all budgets for the programs and activities of the Board;
4. Maintain the record binder for the Board;
5. Maintain at least one office hour per week;
6. Prepare a written report at the end of each term outlining the activities of the Board over the past term of the Board to be filed in the record binder for that directorship for future reference;
7. In the event of an Annual General Meeting of the Society, prepare and present a report of the activities of the Board over the last year; and
8. Prepare a report to be presented for each council meeting by either themselves or a delegate in regards to the status of the Board.

POLICY 13. COMPUTING BOARD

effective December 4, 2002; replaces March 31, 1998

13.1 DEFINITIONS

“Regulation” means any rule, policy, or procedure passed in accordance with this Policy.
“Resources” means any software, computer-related hardware, or computer-related literature owned in whole or in part by the Society.

13.2 COMPOSITION

The Computing Board shall consist of the following:

1. The Computing Director, who is the Chair of the Board;
2. The Website Director;
3. A person, appointed by the Chair of the Math Grad Committee;
4. A person, appointed by the Orientation Director; and
5. Any persons appointed to the Board by the Chair or by the Vice-President, Operations.

The Vice-President, Operations, will also be an ex-officio member of the Board.

13.3 POWERS & DUTIES

The Computing Board shall be charged with the following duties:

1. Maintaining all Resources;
2. Maintaining any and all electronic information resources controlled by the Society;
3. Ensuring that all software used on Society-owned systems is properly licensed;
4. Acting as a liaison with the Math Faculty Computing Facility, the Computer Science Computing Facility and Information Systems and Technology;
5. Creating Regulations governing any and all aspects of the above; and
6. Reporting to Council on the status of the Computing Board.

13.4 COMPUTING DIRECTOR

The Computing Director shall be appointed by, shall report to, and shall be responsible to the Vice-President, Operations.

13.5 WEBSITE DIRECTOR

The Website Director shall be appointed by, shall report to, and shall be responsible to the Vice-President, Operations

13.6 COMPUTER ACCESS

Each Social Member of the Society shall be allowed to access the Resources in the public lab run by the Society. Social Members shall be allowed to access other Resources as prescribed by Regulations. Notwithstanding the above, the Computing Board shall be allowed to remove any member's access in a manner and for such reasons as set out by Regulations. In the event that the Board chooses to take such action, the Board shall submit, in writing, the name of the individual and the reason for removal to the Vice-President, Operations.

13.7 REGULATIONS

All Regulations passed at a meeting of the Board shall have the same effect and force as if they were part of this Policy. Notwithstanding the above, no provision in any Regulation shall contravene this or any other duly enacted Policy or Bylaw. No Regulation shall be in force until such time as Council has been informed of the Regulation, either at a meeting of Council, or to its members, via electronic mail. If such notice is given by electronic mail, Council shall be deemed to be informed twenty-four hours after such notice is sent. Any Regulation or part thereof may be overturned by a majority vote of Council. All regulations must be available for public viewing in paper form.

POLICY 14. NOVELTIES BOARD

effective December 4, 2002; replaces March 23, 1999

14.1 COMPOSITION

The Novelties Board shall consist of the following:

1. The Novelties Director, who is the chair of the Board;
2. The Vice-President, Finances;
3. Any persons appointed to the Board by the chair or by the Vice-President, Operations.
4. The Vice-President, Operations, will also be an ex-officio member of the Board.

14.2 POWERS & DUTIES

The Novelties Board shall be charged with the following duties:

1. Designing, or soliciting designs for, arranging and overseeing promotion for, ordering, and setting the prices for, all novelty items to be sold by the Society;
2. Keeping a record of inventory and sales of all novelty items; and
3. Reporting to Council on the status of the Novelties Board.

14.3 NOVELTIES DIRECTOR

The Novelties Director shall be appointed by, shall report to, and shall be responsible to the Vice-President, Activities and Services.

14.4 PROCEDURES

Two (2) of the cabinets in the Math Society Office are for the sole use of the Novelties Board. One of these cabinets shall be the glass display cabinet. The other shall be herein referred to as the "Storage Cabinet". Nothing is to be placed in either the glass display cabinet or the "Storage Cabinet" except for novelty items, the novelty binder, and any other items at the discretion of the Novelties Board. The Novelties Director is responsible for weekly review of the journal records, that may be obtained from the Vice-President, Operations and is to compare these records with the actual inventory. The Novelties Director shall perform a weekly inventory and present the information to the Vice-President, Operations.

POLICY 15. OFFICE MANAGEMENT BOARD

effective December 4, 2002; replaces March 31, 1998

15.1 COMPOSITION

The Office Management Board shall consist of the following:

1. The Office Manager, who is the chair of the Board;
2. The Novelties Director
3. Any persons appointed to the Board by the chair or by the Vice-President, Operations;
and
4. The Vice-President, Operations, will also be an ex-officio member of the Board.

15.2 POWERS & DUTIES

The Office Management Board shall be charged with the following duties:

1. Maintaining order and general security of the Society office;
2. Arranging office hours;
3. Selling of all items from the Society office;
4. Distributing lockers and removing the lock and contents of illegally taken lockers;
5. General maintenance of the photocopiers;
6. Ordering and maintaining an adequate stock of office supplies;
7. Training all new office workers; and
8. Reporting to Council on the status of the Office Management Board.

15.3 OFFICE MANAGER

The Office Manager shall be appointed by, shall report to, and shall be responsible to the Vice-President, Operations.

POLICY 16. POSTINGS BOARD

effective December 4, 2002; replaces September 24, 2001

16.1 COMPOSITION

The Postings Board shall consist of the following:

1. The Postings Director, who is the chair of the Board;
2. The Director of Social Affairs;
3. The Publicity Director; and
4. Any persons appointed to the Board by the chair or by the Vice-President, Internal.
5. The Vice-President, Internal, will also be an ex-officio member of the Board.

16.2 POWERS & DUTIES

The Postings Board shall be charged with the following duties:

1. Approving notices for posting;
2. Posting approved notices;
3. Removing unapproved and past due notices; and
4. Reporting to Council on the status of the Postings Board.

16.3 POSTINGS DIRECTOR

The Postings Director shall be appointed by, shall report to, and shall be responsible to the Vice-President, Internal.

16.4 BULLETIN BOARDS

The MathSoc bulletin boards are:

1. MC 3rd floor to the right of 3038
2. MC 3rd floor to the left of 3038
3. MC 3rd floor between C&D and middle stairwell
4. MC 3rd floor between middle hall and MathSoc hall, across from C&D (2 bulletin boards, whiteboard)

5. MC 3rd floor to the right of the display case across from C&D and comfy (1st and 3rd-6th boards from left)
6. MC 3rd floor to the left of the display case across from C&D and comfy (1st-3rd and 6th boards from left)
7. MC 3rd floor beside the Southwest stairwell (Two (2) bulletin boards))
8. MC 3rd floor between doors of 3004
9. MC 3rd floor between 3035 and 3036
10. MC 3rd floor between 3030 and 3031
11. MC 3rd floor between 3017 and 3019
12. MC 3rd floor near DC tunnel
13. MC 4th floor near DC tunnel
14. MC 2nd floor between 2065 and middle stairwell
15. DC 1st floor main foyer, behind elevator
16. MC 3rd floor beside rooms 3003, 3005, 3007, 3009, 3013, 3018, 3019, 3022, 3027, 3028, 3031, 3033, 3034, and 3036

16.5 MATHSOC BULLETIN BOARD POLICY

The Postings Board is responsible for all notices posted on MathSoc bulletin boards.

All notices must be brought to the Society Office and must be approved by the Postings Director or designate.

Each approved poster must receive a stamp of Society approval with a date for removal. This date is set at two weeks time from the posting or one day after the poster's event has finished. The notices will be posted until that date.

Posters can only be posted by the Postings Director or designate. The Postings Director reserves the right to remove and discard posters which violate this policy.

Posters sent or delivered to the Society should number no more than 6 if standard size (8.5x11) or 2 if larger. A maximum of 2 of any posting advertising products or services shall be accepted.

All postings must contain information regarding contact persons or organizations, and event date.

Any postings that are written in a language other than English must contain an English translation.

Each of:

1. The Mathletics Board,
2. The Movies Board,

3. MathNEWS,
4. MEF,
5. MathSoc Clubs and Committees, and
6. Other groups at the discretion of Council

shall have a board strictly for its use should it so desire.

16.6 ALL OTHER BUILDING SURFACES

Note: University Policy # 2 (Bulletin Boards, Temporary Signs and Notices) applies to all posters and notices. Election Materials may be posted on any surface in MC or DC with masking tape.

16.7 VIOLATIONS AND PENALTIES

Any posted notices that violate this Policy will be removed and discarded and the posting organization will be penalized in the following manner:

1. First offenses will result in the formal warning of the posting organization or person.
2. Subsequent offenses shall result in fines subject to the following:
 - Organizations will be fined at a rate of up to \$1.00 per poster.
 - Any notices posted by an organization owing a fine will be removed and discarded and the organization additionally fined at the above rates.

16.8 SOUTH-WEST ENTRANCE WINDOW

Organizations recognized by either the Federation of Students or any recognized Society may post banners in the South-West Entrance window. All banners must be stamped by the Society with a removal date. All banners must be removed within 24 hours of the removal date. If the banner is not removed by the appropriate date, the Society shall remove the banner and the responsible organization fined \$5.

POLICY 17. COMMITTEE OF FIRST YEAR AFFAIRS

effective December 4, 2002; replaces September 24, 2001

17.1 DEFINITION

The Committee of First Year Affairs (CFYA) shall be a standing committee of the Society the purpose of which shall be to encourage greater participation by first year students in the Society, to ensure that the concerns of first year students are adequately represented within the Society and the Faculty, and to provide a structure promoting greater communication between first-year and upper-year students.

17.2 MEMBERSHIP

The voting members of the Committee shall be:

1. The Director of First Year Affairs, who shall act as chair;
2. The Society President and Vice-President, Operations;
3. All First Year Representatives;
4. One voting and social member of the Society in their third or fourth year of studies, appointed by the Director of the First Year Affairs;
5. One voting and social member of the Society in their second year of studies, appointed by the Director of First Year Affairs; and
6. Up to three voting and social members of the Society, appointed by the Director of the First Year Affairs.

The non-voting members of the Committee shall be:

1. all first year students.

17.3 DIRECTOR OF FIRST YEAR AFFAIRS

The Director of First Year Affairs shall:

1. Be appointed at the start of each term by the President;
2. Have a term of office of four months, however the chair may serve multiple consecutive or non-consecutive terms;
3. Be a voting and social member of the Society;

4. Report to and be responsible to the President; and
5. Have the power to appoint directors to administer the various aspects of the Committee.

POLICY 18. MATH GRADUATION COMMITTEE

Effective November 27, 2006; replaces December 4, 2002

18.1 DEFINITION

The Math Graduation Committee (MGC) shall be a standing committee of the Society, the purpose of which shall be to run events, including the Math Grad Ball, for the graduating members of the Society.

18.2 MEMBERSHIP

The voting members of the Committee shall be:

1. One faculty advisor appointed by the Dean of Mathematics;
2. One Math Graduation Chair in the Spring and Fall terms, two in the Winter term;
3. One Financial Director of the Mathematics Graduation Committee; and
4. The Society Vice-President, Finances.

The non-voting members of the Committee shall be:

1. The Math Graduation Chair in an off-term, if any; and
2. All graduating members of the Society.

The members of the Executive Board shall be:

1. The Math Graduation Committee Chair or chairs;
2. The Math Graduation Committee Financial Director; and
3. All appointed Directors of the Math Graduation Committee.

18.3 MATH GRADUATION CHAIR

The Math Graduation Chair shall:

1. Be picked from the graduating class in the manner described below.
2. Be a voting and social member of the Society for at least eight months during the academic year deemed to be the graduating year; four of these months must be the Winter term in which the class graduates.
3. Report to and be responsible to Council.

4. Choose non-voting members of the Committee to serve as Directors of the various events planned throughout the year.
5. Choose one member of the non-voting members of the Committee to be the Financial Director.

18.4 FINANCIAL DIRECTOR

The Financial Director shall:

1. Be appointed by the Chair each term,
2. Be responsible to the Chair, and
3. Maintain all financial records of the Committee.

18.5 FUNDING

Each term, the Society shall set aside at least one thousand dollars (\$1000) for the use of the Math Graduation Committee in its budget.

18.6 SIGNING AUTHORITY

Committee signing authority shall reside with the Chair(s), the Financial Director, and the Vice-President, Finances. Two of the above shall be required to endorse each cheque.

18.7 MERGING OF STREAMS

In the Winter term of the academic year deemed to be the graduating year, the Committees which had been operating as two different units (one per stream) shall become one unit. The Chairs shall share the responsibilities as co-chairs. One Financial Director shall be chosen.

18.8 APPOINTMENT OF THE CHAIR

18.8.1 GENERAL

The Chair for the Committee whose penultimate term is the Spring term shall be chosen in the previous Fall term. The Chair for the Committee whose penultimate term is the Fall term shall be chosen in the previous Winter term.

18.8.2 PROCEDURE

- Nominations
 - Nominations for the position shall be opened no sooner than the eighth week and no later than the tenth week of the appropriate term. A nominee shall be required ten signatures of members of the graduating class for which the Committee is being struck.
 - Nominees will meet with the current Committee executive for an information gathering session.
 - Nominees will meet with Council for a question and answer session followed by a vote by Council to determine which candidates are suitable. Council has the option to decide that there is no suitable candidate, in which case nominations are re-opened (as above).
 - If Council determines that there is only one suitable candidate, that candidate shall be acclaimed to the position immediately.
 - If Council determines that there is more than one suitable candidate, an election shall be held to determine which suitable candidate shall be the Chair.
- Campaigning
 - The campaign period shall begin no later than one business day after the vote by Council.
 - The campaign shall last for six business days.
 - Campaign spending limits are to be \$75.00
- Voting
 - All members of the Society who are both voting and social members intending to graduate in the following year shall have one vote.

Except where specifically stated above the election will be carried out in the manner determined by the Elections Policy. In the event no chair is chosen, the President shall fill that role.

POLICY 19. WOMEN IN MATHEMATICS UNDER-GRADUATE COMMITTEE

effective December 4, 2002; replaces October 16, 2002

19.1 DEFINITION

The Women in Mathematics Undergraduate Committee (WIMugrad) shall be a standing committee of the Society, which strives to represent the academic and professional interests of, promote the status of, and encourage social interaction among the members of the full-time female undergraduate population of the Faculty of Mathematics.

19.2 MEMBERSHIP

The voting members of the Executive Board shall be:

1. One faculty advisor appointed by the Dean of Mathematics;
2. The WIMugrad Committee Chair(s) (who will share one vote);
3. The WIMugrad Financial Director; and
4. The President, Vice-President, Internal, and Vice-President, Finances, of the Society.
5. The chair of the Executive Board shall be one of the WIMugrad Committee Chairs.

The voting members of the Committee shall be:

1. All voting members of the Society.

The non-voting members of the Committee shall be:

1. All appointed Directors of the WIMugrad Committee.

19.3 WIMUGRAD CHAIR

The WIMugrad Chair shall:

1. Be chosen before the end of the preceding Fall term. For the Fall term, the chair will be chosen before the end of the preceding Winter term. In either case the chair will be selected by the President of MathSoc and approved by Council;
2. Have a term of office of four months, however the chair may serve multiple consecutive or non-consecutive terms;
3. Be a voting and social member of the Society;

4. Report to and be responsible to Council;
5. Have the power to appoint directors to administer the various aspects of the Committee;
6. Choose one of the voting members of the Committee to be the Financial Director; and
7. Act as the MathSoc undergraduate representative on the Women in Math Committee, or delegate this responsibility to another voting member of the Society.

19.4 FINANCIAL DIRECTOR

The Financial Director shall:

1. Be appointed by the chair at the start of the term,
2. Be responsible to the chair,
3. Shall maintain all financial records of the Committee, and
4. Shall present a summarized financial statement to Council of the previous terms' finances within the first two regular meetings of Council.

19.5 FUNDING

The Society shall provide funding to the Committee on a per term basis based on a budget submitted by the Committee to the Vice-President, Finances, of the Society within the first three weeks of the term for which the Committee is seeking funding. The Committee shall receive its funding following an activity upon submitting an Expense Reimbursement Form to the Vice-President, Finances, of the Society.

19.6 GENERAL

WIMugrad will maintain strong ties to the Faculty's Women in Mathematics Committee through the undergraduate representatives to this committee.

POLICY 20. CENTRAL BUDGET

Effective March 6, 2007; November 27, 2006

20.1 APPROVAL OF THE BUDGET

1. The Vice-President, Finances shall present a central budget to Council for approval by the end of the first month of each term. The central budget shall include a statement of accounts held by the society.
2. All budget requests shall be submitted to the Vice-President, Finances, no later than the third week of the term.
3. If funding from a previous term was allocated but has not yet been spent, it is forfeit unless mentioned in a budget request for the current term. Council shall not refuse funding on a carry-over item that was allocated in either of the previous two terms, but may choose to reallocate the funds afterwards.
4. First Year Representatives are excused from the first budget meeting of the Fall semester.

20.2 FUNDING CARRY-OVER

1. If funding from a previous term was allocated but has not yet been spent, it is forfeit unless mentioned in a budget request for the current term. Council shall not refuse funding on a carry-over item that was allocated in either of the previous two terms, but may choose to reallocate the funds afterwards.
2. Funds in the Society's main accounts shall be included in the budget in each term as available funds, except for expenses that have been approved but that have not yet been reimbursed.
3. \$10,000 shall be maintained in the Society's main accounts as a float.

20.3 APPROVAL OF EXPENSES

1. All non-budgeted expenses must be approved by members of the Executive Board or the Society Council as follows.
 - (a) For expenses under \$20.00, the approval of a single member of the Executive Board is required;
 - (b) For expenses between \$20.00 and \$100.00, the approval of two members of the Executive Board, one of which must be the Vice-President, Finances, is required.
 - (c) Council must approve all expenditures over \$100.00.

2. Budgeted expenditures must be approved by the appropriate member of the Executive Board. The Vice-President, Finances, must be informed of the approval as soon as possible. They shall not exceed the budgeted amount without approval from Council.
3. The Vice-President, Finances shall report expenditures over the budgeted amount to Council.
4. No expense shall be approved from a previous term's budget after the budget meeting for a term unless the unallocated funding was reported and approved in the central budget in the current term.

20.4 REIMBURSEMENT

1. Expenses incurred in the course of organizing, planning, and executing items of business for the Society are recoverable as long as the conditions in policies are met.
2. All expense requests must be accompanied by a receipt to be approved.
3. A record of expenditures to be reimbursed are to be submitted to the Executive Board within one week following the event. If exact values for the event are not known, an upper estimate should be provided immediately, and an event summary will be provided with appropriate figures as soon as possible. If this is not complied with the expenditure may not be reimbursed.

20.5 INCOME

1. Income earned in the course of executing society business shall be counted and recorded on an appropriate income form and submitted to the VPF.

20.6 APPROPRIATE USE OF FUNDS

1. Funds collected or managed by the Society or any organization directly responsible to the Society may not be used to purchase alcoholic beverages of any kind.

POLICY 21. ELECTRONIC COMMUNICATION

effective December 4, 2002; replaces March 25, 1996

21.1 NEWSGROUPS

The society recognizes the following two newsgroups for the purposes described below. The newsgroup uw.math.ugrad exists for undergraduate mathematics students to discuss general issues and concerns. It also provides a forum for Society announcements, and a mechanism for feedback. The newsgroup uw.math.mathsoc exists as a communication channel between Society volunteers. Posts should be restricted to operational concerns of the Society; i.e. announcements of Board meetings, training sessions, etc.

21.2 MATHSOC MAILING LISTS

The Society may in its operations make use of mailing lists to aid in the operations of the Society. Messages to the mailing list should be restricted to the mandate of the mailing list. The operator of a MathSoc mailing list may take action to ensure that all use of the mailing list is restricted to its mandate.

21.3 MFCF MAILING LIST

The Society has available to it the use of a mailing list for all undergraduate students registered in the Faculty of Mathematics, administered by MFCF. The following restrictions apply to messages sent via this mailing list: All messages must be approved by the President before being submitted for distribution. All messages being submitted for distribution must include a note at the end of the message giving instructions to students on how to unsubscribe from the list. Not more than 2 messages to all undergraduate students shall be sent in any one month period. No student should receive more than three messages in any one month period. Not more than 5 messages shall be sent in any one month period. In addition, messages sent via the mailing list must accommodate any requirements of the Dean's Office or MFCF. In particular, MFCF requires three business days from the submission of a message to its distribution.

POLICY 22. HONORARY LIFETIME MEMBERSHIP COMMITTEE

effective December 4, 2002; replaces March 23, 1999

22.1 PURPOSE

The Honorary Lifetime Membership Committee is created each term to fulfil the following duties:

1. To solicit nominations for persons to receive an Honorary Lifetime Membership;
2. To investigate all nominees; and
3. To recommend, to a general meeting, those whom they deem deserving of an Honorary Lifetime Membership.

22.2 MEMBERSHIP

The Committee will consist of the following:

1. A Council appointee, as chair; and
2. One to three Council appointees.
3. If one of the members of the Committee is to be considered for an Honorary Lifetime Membership, then he shall resign his membership and will be replaced by an individual appointed by Council.

22.3 PROCEDURES

The Honorary Lifetime Membership Committee shall be formed within the first six weeks of the Winter term. The Committee shall meet at least once after the close of nominations, further meetings being at the discretion of the Committee. All meetings of the Committee are to be closed and confidential. At the beginning of each term (and possibly at following meetings), an announcement will be made regarding nominations of candidates for this award. There shall be a period of no fewer than two weeks during which nominations can be received. This period shall not extend past the tenth week of classes. There shall be a notice of nominations posted in the Society office at that time. Nominations should include a description of the candidate's contributions. If, at the first meeting after the close of nominations, the Committee feels that one or more deserving persons have been overlooked, in that a nomination was not received for said persons, the Committee will:

1. Obtain a description of said person's contributions; and
2. Consider said persons as nominees in company with the gathered nominations.

The Committee will then:

1. Thoroughly investigate all candidates, including discussions with faculty, administration, students (where applicable) and the other stream's Council (note: this does not imply the other stream must confirm the Committee's recommendations); and
2. Submit a report with recommendations of the recipient(s) to by the last meeting of the term for individual confirmation, including a list of names and descriptions of the candidates' involvement.

Information regarding nominations shall be maintained in confidence, except as required by the Committee to perform its investigation, and nominations that the Committee recommends to a general meeting. In particular, the Committee shall not reveal its reasons for choosing not to recommend someone.

22.4 CRITERIA FOR NOMINEES

The Committee shall consider these criteria for nominees and shall not recommend a nominee to Council unless he meets them. If currently an undergraduate student in the Faculty, the nominee must be anticipating graduation after the current term with no further study. The nominee must have either:

1. Contributed significantly for most terms spent on campus to activities that enhance the environment and student life of Math students. The Committee shall consider not only contribution made directly to Math-related activities, but also activities targeting a larger group that significantly benefit Math students; or
2. Made a singular and truly exceptional contribution to the environment or student life of Math students, going far beyond typical responsibilities of their position, and leading to long-term betterment of undergraduate students in the Faculty.

Note: The Honorary Lifetime Membership Award is meant as a prestigious and distinctive award. In order to maintain the significance of this award the Committee should exercise conservatism in recommending nominees to Council, but should not hesitate to do so where the nominee is deserving of the award.

POLICY 23. MATHEMATICS INSTRUCTOR OF THE YEAR COMMITTEE

effective May 26, 2004; replaces December 4, 2002

23.1 COMPOSITION

The membership of the Mathematics Instructor of the Year Committee shall consist of the following:

1. The Vice-President, Academic, as Chair; and
2. One to three Council appointees.

23.2 PROCEDURES

The Mathematics Instructor of the Year Committee shall be formed within the first six weeks of Winter term. The Committee shall meet at least once after the close of nominations, further meetings being at the discretion of the Committee. All meetings of the Committee are to be closed and confidential. At the beginning of each term, an announcement will be made regarding the existence of this award. There shall be a period of no fewer than two weeks during which nominations can be received. This period shall not extend past the tenth week of classes. There shall be a notice of nominations posted in the Society office at that time. Nominations should include a description of the candidate's teaching technique. If, at the first meeting after the close of nominations, the Committee feels that one or more deserving persons have been overlooked in that a nomination was not received for said persons, the Committee will:

1. Obtain a description of said person's teaching ability; and
2. Consider said persons as nominees in company with the gathered nominations.

The Committee will review nominations obtained in the past year and select one candidate to recommend to Council to receive the IOY award. The Committee may recommend any number of instructors to receive honourable mentions. Nominations of Individuals not recommended by the committee for the award shall be maintained in confidence. Notwithstanding the above, any information received about a nominee may, with agreement of the nominator, be forwarded to the Distinguished Teacher Award Committee.

23.3 CRITERIA FOR NOMINEES

The Nominee must:

1. Be a current instructor in the Mathematics Faculty.

Note: As outlined in the Guidelines for the Selection Committee for the University of Waterloo Distinguished Teacher Awards: The Distinguished Teacher Award has been set up by the Senate of the University of Waterloo in recognition of the great importance of excellence in teaching at all levels in the University. The award is open to all those who teach students in the University of Waterloo and its federated and affiliated colleges. Recipients are to be chosen from among nominees by a Selection Committee of faculty and students."

The Instructor of the Year Award has been set up by the Mathematics Society of the University of Waterloo in recognition of the importance of presentation when instructing within the Mathematics Faculty. The award is open to only those instructors of full courses within the Mathematics Faculty. Recipients are to be chosen from the recommendations of the Instructor of the year committee based on nominations by students within the Mathematics Faculty.

Honourable mentions are not meant to decrease the prestige of the Instructor of the Year Award. They are intended to make the Award more respected and useful. Honourable mentions should not be taken lightly and should be kept to as few as possible.

There are times when the IOY Committee, when allowed, would be tempted to give a tie or wind up making their decision based on small enough factors that the runners up are still worthy of recognition. It is very possible that in other years these runners up could have won. These are the situations that honourable mentions are meant for.

POLICY 24. CAPITAL IMPROVEMENTS FUND

effective December 6, 2011; replaces July 5, 2010

24.1 PURPOSE

The purpose of the Capital Improvements Committee (hereafter referred to as the Committee) shall be to fund lasting capital improvements to student space in the Math Faculty, as well as any special project funds allocated by Council.

24.2 COMPOSITION

The Capital Improvements Fund Committee (the Committee) shall be formed each Winter term or when Council allocates a special project fund, composed of:

1. The President, who will act as Chair and only vote to break ties.
2. The Vice President, Operations.
3. The Vice President, Finances.
4. Three voting members of Council, as appointed by Council.
5. A representative of the Dean's Office, non-voting.

24.3 FUND

The Fund will be composed of two parts:

1. The principle portion, which:
 - (a) Will be administered by the Vice President, Finances
 - (b) Will be invested in an interest-bearing vehicle
 - (c) Is not available to be spent
2. The current portion, which:
 - (a) Will be composed of the student fee contributions and interest on the principle portion from the preceding Spring and Fall terms as well as the current Winter term.
 - (b) Is the amount that may be allocated to expenditures.

Each term, seventeen and a half percent (17.5%) of the student fee for each fee paying member of the Society shall be allocated to the Fund, seventy-five percent of which shall be allocated to the current portion of the Fund and twenty-five percent to the principle portion of the fund.

Donations to the Fund may be dedicated to either the current or principle portion of the Fund, in any combination, at the discretion of the donor.

Any amount of the current portion that is unallocated at the beginning of the Spring term will be transferred to the principle portion of the Fund.

Funds that remain unspent one year after they have been allocated become unavailable and are transferred to the principle portion.

24.4 SPECIAL PROJECT FUNDS

From time to time Council may allocate funds for special projects. These allocations are to be distributed in the same manner as the current portion of the Capital Improvements Fund, except that there is no requirement that unspent funds be contributed to the principle portion. Additionally, Council may outline a new funding priority for any special project fund as an alternative to section 5.

24.5 PRIORITY OF FUNDING

At the discretion of the committee, proposals shall be given priority in the following decreasing order:

- Improvements to Society offices, Lounges and the Math Coffee and Donut Shop.
- Improvements to the offices of recognised Clubs
- Improvements to the offices of affiliates including mathNEWS, Math Graduating Committee, and Math
- Orientation Committee.
- Other projects that the committee feels fulfill the purpose of the Fund

24.6 PROCEDURE

Appropriate application forms shall be made available no later than the end of January for use of the Fund and as soon as possible after Council allocates a special project fund. The deadline for submission of proposals to the President shall be the later of the end of January or 10 business days after applications were made available. The President shall assemble and distribute a package of the submissions to the Committee. The Committee will hold meetings in two parts:

- Entertain presentations for each proposal.
- Allocate some or all of the available funds in a report to Council.

The report of the Committee is subject to ratification but not modification by Council. In the event that Council does not ratify the report of the Committee, the committee may reconvene in order to produce a new report.

POLICY 25. APPENDIX A - EXECUTIVE EVALUATION CRITERIA

The following table shall be used as a standard list of metrics to evaluate the Executives. It shall be maintained and updated by the Executive Evaluation Committee as defined in Policy 10 of this document.

Executive	Metrics
All	<ul style="list-style-type: none">• Attends most council meetings.• Attends most meetings with the Executive team.• Attends most committee meetings of which they are a member.• Attends any meetings with the Dean (unless available).• Maintains office hours or is otherwise regularly available to students.• Makes best effort to attend “core” MathSoc events (e.g. Pints with Profs, Pi Day, etc.).• Ensures that volunteers are selected and ratified.• Ensures that all incoming communication is responded to in a timely manner.

President

- Must run a general meeting, following all relevant by-laws, that is well advertised and organized.
 - Sends out regular communication to all students.
 - Meets with the C&D Manager during their term.
 - Meets with the Federation of Students during their term.
 - Coordinates meetings with the Dean and other Faculty members for the Executive team.
 - Coordinates regular meetings with a representative of the Dean for the Executive team.
 - Coordinates regular meetings with the Executive team.
 - Present at most MathSoc events.
 - Meets with each Club/Service executive at least once per term.
 - Ensures smooth transition between Executive teams.
-

Vice President, Finance

- Prepares a budget for the term and ensure it gets approved by the Federation of Students.
 - Presents a financial report at the general meeting.
 - Ensures that clubs and services receive reimbursements in a timely manner.
 - Enforces proper cash handling practices for the Society.
 - Ensures that the MathSoc Office cash drawer is appropriately managed every day.
 - Ensures refund requests for the MathSoc fee are open for the first 3 weeks of classes.
 - Meets regularly with the Federation of Students Society Accountant.
-

Vice President, Operations

- Meets regularly with the Office Manager.
- Ensures Office Workers/Volunteers are properly trained.
- Ensures MathSoc Office has consistent hours.
- Ensures all keys and FOBs are issued in a timely manner, pursuant to Policy 7.
- Ensures all online MathSoc services are working properly.
- Ensures posters are posted in a timely manner.
- Ensures MathSoc Office inventory is up to date and stocked.
- Ensures equipment and room bookings are handled in a timely manner.
- Ensures that the MathSoc Office is clean and organized.
- Makes sure the MathSoc website is up to date.

Vice President, Internal

- Completes event forms for all MathSoc Events.
 - Informs clubs/services how to complete event forms.
 - Present at most MathSoc events.
 - Provides advertising for all MathSoc events.
 - Plans Charity Ball [Spring and Fall VPE].
 - Runs a Welcome Week and Clubs Day at the start of term.
 - Runs Pints with Profs (or equivalent).
 - Runs Pi Day (or equivalent).
 - Organizes some form of volunteer appreciation.
-

Vice President, Academic

- Run at least two academic events of some sort.
 - Gives Council an update on academic meetings.
 - Solicits student feedback about upcoming academic changes.
 - Meets with the Associate Dean at least once a term.
 - Attends (or sends alternates to) all meetings of the Undergraduate Affairs Committee.
-