MATHSOC

Board Procedures

December 8, 2022

The Mathematics Society
of the
University of Waterloo

Contents

PROCEDURE 1.   THE COFFEE & DONUT SHOP

effective August 19, 2018

1.1   MANAGEMENT COMMITTEE

1.1.1   COMPOSITION

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

- The President;

- The Vice-President, Finance;

- The Vice-President, Operations;

- One person appointed by the Dean;

- One person appointed by the President of the Federation of Students;

- The Business Manager;

- The manager of the C&D; and

- Two additional members appointed by the Board of Directors.

The committee shall be chaired by either the Business Manager or the President.

The secretary of the Committee shall be appointed by the Committe at the start of each term.

Quorum for the Committee shall be a majority of its members who serve as Directors of the Society. Only those members shall be counted for determining whether or not a quorum is present.

1.1.2   DUTIES & POWERS

The C&D Management Committee 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's bank account is combined with the Society's primary account, but revenue, expense, and cash flow is tracked separately. The Committee shall have power to manage and spend funds within the managed cash flow of the C&D.

The Committee shall meet as deemed necessary by the Board to address any major concerns.

The Committee'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.

1.2   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 Business Manager and the C&D Management Committee and shall generally have the power to manage its affairs, subject to the authority of the Committee and other bodies of the Society.

1.3   Capital Expenditures

The C&D Manager's authority to approve capital expenditures is limited to a maximum of $500. The manager and the Vice President, Operations can together approve capital expenditures up to $2000. The C&D Management Committee can approve capital expenditures up to $5000. Larger amounts must be approved by the Board of Directors.

1.4   Catering

1.4.1   Catering Refusal

Due to the nature of the C&D's business and the size of C&D facilities, catering services are not guaranteed.

1.4.2   Order Placement

The Mathematics Society and it's clubs and affiliates may request catering for events from the C&D by placing an order with the Business Manager. The Mathematics faculty may also request catering, but whether or not the C&D fulfills these orders is up to the discretion of Business Manager. The C&D may choose to fulfill requests made by other organizations. Inquiries and orders may be made in person, by email or by phone to the Business Manager. Orders must be placed at least 2 business days prior to the event. The Business Manager shall respond to requests within 12 hours of receiving them.

1.4.3   Restrictions

Orders with an expected attendance over 100 may be accommodated at the discretion of the Business Manager. The C&D shall fulfill requests made in compliance with this procedure by the Mathematics Society, or its clubs and affiliates. The C&D shall fulfill requests made in compliance with this procedure by the Mathematics faculty and other organizations at the discretion of the Business Manager.

1.4.4   Delivery

Delivery is defined to be when the food is dropped off in the location discussed on the order. Deliveries take place 15 minutes prior to the event provided the event occurs during C&D business hours. Other delivery times may be discussed with the Business Manager. The C&D shall deliver food to events occurring in MC, M3, DC, and QNC. Any other locations in close proximity may be discussed with the Business Manager at the time the order is placed.

1.4.5   Exceptions to Catering

If unable to provide delivery services, orders may be picked up from the C&D the day of the catering is required. The pickup date and time must be discussed at the time the order is placed.

1.4.6   Cancellation

Cancellations may be made more than 2 business days prior to the event at no charge. Cancellations made within less than 2 business days prior to the event may be charged for any special items ordered for the event.

1.4.7   Liability

The C&D assumes no responsibility for the handling of the food after it is delivered or picked up.

1.4.8   Billing

The C&D shall bill for catering services by sending invoices to the organization requesting catering. If the Mathematics Society, or its clubs/affiliates have requested catering, the invoice shall be sent to the Mathematics Society. If the Mathematics faculty has requested catering, they shall be sent an invoice. Any other organizations requesting catering must provide payment at least 1 business day prior to the event where the catering is required.

PROCEDURE 2.   LOUNGE AND HALLWAY BOOKINGS

effective April 4, 2019; replaces August 19, 2018

The Mathematics Society follows booking procedures in accordance with University Policy 15, Bookings, Use and Reservation of University Facilities for Activities Not Regularly Timetabled.

The lounges, MC 3001, MC 3002, and the hallway outside the lounges may be booked by any organizations in group A, 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 the University's Booking Office, the Dean's Office, or an Associate Dean of the Faculty and the approval of the Executive Board.

2.1   BOOKING GROUPS

The following booking groups were outlined in University Policy 15 on August 14, 2018.

A: Accredited Undergraduate Student Groups Organized groups of students whose membership and constitution have been approved by the Federation of Students.

B: Accredited Graduate Student Groups Any graduate student group approved by the Graduate Student Association.

C: Accredited University Groups All departments of the University, research groups, Federated & Affiliated Colleges, and any group, club or organization recognized by the University or its Federated & Affiliated Colleges. In the case of the University, the Secretary of the University will determine status.

D: Community Charitable Organizations Organizations such as the K-W Rotary Club, Lions Club, Children's International Summer Village, and others as approved by the Secretary of the University.

E: Non-accredited Student and Off-campus Groups Organized groups which do not fall under A. to D. above.

2.2   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.

2.3   BOOKING PROCEDURES

A 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.

Procedure 3.   Equipment Bookings

effective August xx, 2018; replaces unknown

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

- Canon Camera

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

3.1   Booking Procedures

A 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.

PROCEDURE 4.   KEY DISTRIBUTION

effective August 19, 2018

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 the Board of Diretors.

4.1   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 Novelties Director—An access code 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, Chair, Speaker, Secretary and the Finance and Accounting Assistants—An access code allowing access to the Society Main Office.

5. The General Manager—A master key and master fob, allowing access to all Society offices in case of emergency. This key will also unlock C&D, Comfy Lounge and balcony doors.

6. Other director positions with unanimous consent of the Executive Board.

4.2   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.

4.3   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. Entrepreneurs in Mathematics Associations—one key/access code that allows access to the Society Main Office.

3. 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.

4. 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.

5. The Waterloo Science Fiction Club—One access code that allows access to the Society Main office, to be held by their appointed MathSoc key holder, in accordance with the MathSoc/WatSFiC agreement.

6. mathNEWS—one access code that allows access to the Society Main Office, to be held by only one editor, and an access code that allows access to their office.

7. Mathematics Endowment Fund—One key allowing access to their office and one key that allows access to the Society Main Office.

8. 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.

PROCEDURE 5.   SIGNING AUTHORITY

effective August 19, 2018

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:

1. the President;

2. the Vice-President, Finance;

3. the Vice-President, Operations; and,

4. the Business Manager.

Two of the above shall be required to endorse each cheque.

PROCEDURE 6.   LOCKER DISTRIBUTION

effective August 19, 2018; replaces Council Policy—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 and confirmation of payment of Society fee. Additionally, the lockers may be used by non-Society members upon confirmation of payment of the Society fee, only available for registration on the first day of the second month of classes.

6.1   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.

6.2   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.

6.3   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.

Procedure 7.   Executive Evaluation Committee

effective August 19, 2018; replaces March 25, 2014; new

7.1   Composition and Selection of Members

The membership of the committee shall be:

1. Two (2) currently sitting members of MathSoc Board;

2. Two (2) currently sitting members of MathSoc Council;

3. One representative from the Dean's Office as a non-voting member; and

4. Business Manager.

One of the two sitting Board members shall be assigned as the Chair of the Committee. One of the four (4) full members of the Society is required to be a past Executive of the Society.

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 appointed to the committee by the Board of Directors 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.

In the event that a committee member resigns or does not respond, the Chair of the committee, in collaboration with the governing body the committee member was a part of, shall have the power to hold an away vote to find a suitable replacement from Council or Board representatives

No current Executive may sit on the committee.

7.2   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.

7.3   Powers and Duties

The committee shall:

- Follow and recommend updates to Council Policy X (Executive Evaluation Criteria) 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 Board of Directors; and

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

PROCEDURE 8.   FULL AND PART-TIME PERMANENT STAFF

effective August 19, 2018; replaces December 1, 1998; new

8.1 DEFINITIONS

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

8.2 HUMAN RESOURCES COMMITTEE

The Human Resources Committee shall consist of:

1. The President;

2. The Vice-President, Operations;

3. The Chair of the Society;

4. The Business Manager of the Society;

5. The President of the Federation of Students, or designate;

6. A representative of the Office of the Dean of Mathematics, appointed by the Dean, to act in a non-voting, advisory capacity; and

7. 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 as deemed necessary by Board to address any changes or concerns.

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 the Board of Directors.

PROCEDURE 9.   CONFLICT OF INTEREST

effective May 1, 2019

9.1   DEFINITION

A Director shall be considered to have an actual, perceived, or potential conflict of interest when the opportunity exists for the Director to use the authority, knowledge, or influence of the Mathematics Society Board of Directors, or a committee or body thereof, for individual benefit or to preferentially benefit any individual or organization with whom the Director has a familial, personal, fiduciary, or financial relationship.

9.2   CANDIDATES

All Directors and Executives shall be expected to certify, prior to candidacy for election or appointment, that if elected they shall fulfil the responsibilities outlined in this procedure. Failure of a candidate for the Board of Directors or Executive to certify the same shall render the individual ineligible for candidacy.

9.3   DECLARATION OF CONFLICT

All Directors will be required to complete and submit a Conflict of Interest Declaration, which will be in congruence with the requirements of this procedure, to the Chair of the Board upon their election or reelection to the Board of Directors.

9.3.1   DECLARATION DEADLINE

Directors and Executives must submit the form no later than the first Board meeting of their term.

9.3.2   COUNCILLOR REPRESENTATIVES

For executives and other Directors that are also on Council, this required form shall be in addition to and separate from any requirements to submit conflicts of interest forms to Council.

9.3.3   NEW CONFLICTS

In the event that new conflicts of interests arise during the course of a Director's or executive's term, Directors and executives are responsible for ensuring their Conflict of Interest Declaration remains up to date.

9.4   AVAILABILITY OF DECLARATIONS

The Society Secretary shall ensure that copies of all submitted Conflict of Interest Declarations are available for inspection by any member of MathSoc during any Board meeting. Additionally, the Secretary shall make arrangements upon request for a member of MathSoc unable to attend a Board meeting to instead view the documents (without being able to preserve copies of it) at the MathSoc office.

9.5   Conflicts in Meetings

Directors who have an actual, perceived, or potential conflict of interest, with respect to any matter under consideration by Board, a MathSoc General Meeting, or a committee or body thereof, shall declare the nature and extent of the interest immediately and refrain from taking part in any vote in relation to the matter.

9.6   Undeclared Conflicts

When the Board, or a committee or body thereof, is of the opinion that a conflict of interest exists that has not been declared, the Board, a MathSoc General Meeting, or the committee or body thereof may declare by resolution, carried by two-thirds of its members present at the meeting, that a conflict of interest exists and the Director thus declared to be in conflict refrain from taking part in any discussion or in any vote in relation to the matter.

Procedure 10.   Executive Appointment Committees

effective 2020

The Board is responsible for the appointment of the Vice-President of Communications, Vice-President of Internal, Vice-President of Operations and, Vice-President of Finance. The selection process for each of the appointed executive is governed by their respective appointment Committee.

10.1   Composition and Selection of Members

The membership of the committee shall be:

1. The Chair of the Board.

2. One (1) currently sitting members of MathSoc Board;

3. One (1) currently sitting members of MathSoc Council; and

4. Business Manager.

The committees shall be chosen the term before the term of the executive in question. The committee shall convene no later than the 2nd month of the term and the applications shall be open to the public no later than the 3rd month of the term. Candidates running for any of the appointed or elected positions are ineligible from sitting on any of the appointment committees.

10.2   Meetings

The committees will meet on a need by need basis and 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. The quorum for the meetings shall be two thirds $(\frac{2}{3})$ of the committee members.

10.3   Powers and Duties

The committees shall:

1. Be responsible for opening and marketing applications to the public;

2. Interview the candidates they deem necessary; and

3. Report on the candidates and their interviews, as well as provide their recommendation to the Board of Directors.

PROCEDURE 11.   APPOINTMENT OF DIRECTORS

11.1   OVERVIEW

11.1.1   PURPOSE

This procedure:

1. Provides a process for students at-large to apply and be considered for a seat on the Board of Directors for the upcoming governing year elaborating and expanding on By-law Article 6, Board of Directors.

2. Provides additional guidance on handling vacancies on the Board that may arise.

11.1.2   APPLICATION

This procedure shall supplement the relevant bylaws and policies of the MathSoc. In case of a discrepancy between this procedure and the bylaws or policies,the bylaws and their policy interpretation shall prevail.

11.2   ADVANCE NOMINATIONS

To allow for candidates who are unable to attend the General Meeting to run for at-large seats, advance nominations will be allowed up to 24 hours before the General Meeting begins. Advance candidates may submit a proxy to the Chair of the General Meeting who is entitled to answer questions on their behalf if the candidate is unable to attend the meeting. All eligible advance candidates are entitled to a blurb to be included in the agenda and shown to attendees as long as the following conditions are met:

1. The blurb is under 100 words;

2. The blurb is submitted at least 10 business days before the termly General Meeting; and

3. The candidate states which election(s) that they are interested in running in.

If a candidacy and/or blurb is submitted less than 10 business days before the General Meeting but more than 24 hours before the General Meeting begins the Chair of the General Meeting shall present these as they see fit during the at-large seat nomination period.
Advance nominations shall be treated equally to nominations made at the General Meeting.

11.3   HANDLING OF VANACIES ON BOARD

11.3.1   DUE TO BECOMING AN EXECUTIVE OFFICER

If the holder of an at-large seat is announced to be an Executive Officer the following term before the termly General meeting, an at-large seat with a term of 4 months will be elected at the General Meeting. If the announcement comes after the termly General Meeting, Council will be tasked to recommend a candidate to the Board of Directors, to fill the position on a pro-tempore basis after publicising the vacancy.

11.3.2 ORDER OF ELECTIONS

Elections for at-large directors shall be done first for the term of longest length that is unfilled. This process should repeat until all possible elections for vacancies have been held.

PROCEDURE 12.   NON-DIRECTOR CHAIR PERMISSION

effective 2020

In the case that the Chair of the Board is not a director, the Board may grant special permission to the Chair to allow the individual to second a proposed motion. This permission prevents long gaps to wait for a seconder and ensures smoother meeting execution.

PROCEDURE 13.   AUDIT

The Board of Directors is responsible for reviewing the annual audit which is conducted by the Federation of Students appointed auditor. This should be done no later than a month after the audit has been released to the public. The review should result in a report, which will be presented at the general meeting, by the Vice-President, Finance after the audit has been released, and contain a summary of the audit as it pertains to the Society along with future actions that need to be taken, if any.

13.1   PREPARATION FOR THE AUDIT

1. The Vice-President, Operations shall conduct the audit of the inventory no later than April 25th.

2. The Vice-President, Finance shall send the inventory audit to the Society's Accountant no later than April 27th. In addition, the Vice-President, Finance shall deposit all cash, including the float, to the Society's bank account no later than April 27th.

3. One (1) of the following must be present on the date of the audit:

   (a) the Business Manager;

   (b) the Chair of the Board;

   (c) the Vice-President, Finance; or,

   (d) the Vice-President, Operations.

4. During the audit, the aforementioned Society Representative must give the auditors access to the office to conduct an inventory audit as well as let the auditors verify the safe is empty.

PROCEDURE 14.   MARKETING POLICY

Any MathSoc approved marketing material and resources including posters and MathSoc owned and operated social media accounts must follow the guidelines set in this policy.

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.

14.1   MathSoc Bulletin Board Policy

The MathSoc bulletin boards are:

- 2 Bulletin Kiosks in MC 3rd floor Hallway

- MC 3rd floor Glass boards

- 3 bulletin boards next to MC3038

- DC 1st floor main foyer, behind elevator next to the DC fishbowl

The Marketing Directors and the Vice President Internal are responsible for all notices posted on MathSoc bulletin boards. All notices must be brought to the Society Office and must be approved by the Vice President Internal or a marketing director. 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 4 if standard size (8.5x11) or 2 if larger.

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.

14.2   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:

- First offenses will result in the formal warning of the posting organization or person.

- Subsequent offenses shall result in suspension of posting privileges for 2 weeks.

PROCEDURE 15.   DECISIONS BETWEEN MEETINGS

effective October 23, 2021

15.1   OVERVIEW

Often striking a balance between reasonable oversight and micromanagement can be difficult. In the past, Board meetings have been called to approve several small, non-controversial yet urgent items. This procedure shall be used to determine which decisions may be made between meetings of the Board. The process through which these decisions are made are determined through applicable procedure(s).

15.2   DEFINITIONS

- **"Away Vote (A-Vote)"** in the context of this policy shall mean the action of making a decision between meetings of the Board.

- **"Away Decision (A-Decision)"** shall mean the outcome of an A-Vote.

15.3   APPLICABILITY OF A-VOTES

15.3.1   GENERAL

This procedure shall apply to urgent, non-controversial items, normally with a financial commitment of less than $500 each.

15.3.2   VETO

Any Director entitled to a vote may veto an A-Vote; however, an A-Decision shall be binding, pending ratification at a subsequent Board meeting. *Note: Ratification is not withheld unless there is a concern where due process was not followed. Ratification must not be withheld solely due to distaste with the outcome of a vote.*

15.3.3   ABUSE

An A-Vote which fails or is forced to be withdrawn shall not be brought again for an A-Vote in the same governing term unless otherwise determined at a meeting with due authority.

   An A-Vote may not be held:

1. to suspend procedure or policy;

2. to allow another A-Vote under any circumstance;

3. to pass any motion which should be held by secret ballot;

4. by secret ballot;

5. to pass any motion which contradicts any decision of the society at a general meeting; or

6. to pass any motion which contradicts any decision of the society in the last year.

15.4 Due Process for A-Votes

15.4.1 Initialization

An A-Vote may be called by any person(s) entitled to call a meeting of the Board. An A-Vote is considered initialized when notice has been sent, in the same method by which notice for a meeting of the Board would normally be sent. As with a motion submitted to a meeting of the Board, an A-Vote requires a mover and seconder.

15.4.2 Veto

Any voting member of the Board may veto an A-Vote. This may be done by sending a written request to the Chair of the Board within twenty-four (24) hours of the A-Vote being initialized.

15.4.3 Timeline

When initialized, a twenty-four (24) hour question and answer period will begin. At the end of this period, all questions shall be compiled, responded to by either the mover or seconder, and reported to the entirety of the Board. After responses are submitted, a twelve (12) hour voting period shall begin.

15.4.4 Voting and Threshold

An A-Vote shall pass by a three-quarters ($\frac{3}{4}$) majority. A motion that does not meet the prescribed threshold but would pass with a majority does not fail, but is forced to be withdrawn. A motion forced to be withdrawn is automatically brought to the next meeting of the Board to be voted upon.