



MATHSOC

POLICIES

April 25, 2022

THE MATHEMATICS SOCIETY
OF THE
UNIVERSITY OF WATERLOO

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PLANNING POLICY 1. 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.

1.1 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.

1.2 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.

PLANNING POLICY 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.

PLANNING POLICY 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.

PLANNING POLICY 4. CLUBS POLICY

4.1 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.

4.1.1 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.

4.1.2 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.

4.1.3 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.

4.1.4 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).

4.2 OPERATIONS

4.2.1 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.

4.2.2 MEETINGS

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

4.2.3 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.

4.2.4 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.

4.2.5 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.

4.3 FINANCES

4.3.1 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.

4.3.2 MANAGEMENT OF FUNDS

A club's funds will be managed by MathSoc.

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).

4.3.3 BY MATHSOC

Club account balances will be cleared at the start of each term. Each club shall have access to its own financial records at any time, regarding expenditures and income.

The club may carry a cash float to collect club membership fees and pop sales, if applicable. The club shall reconcile their cash float with the MathSoc VPF at the end of each term and all money is to be deposited into the Society's bank account by the MathSoc VPF.

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

PLANNING POLICY 5. ELECTRONIC COMMUNICATION

effective 2022; replaces December 4, 2002; replaces March 25, 1996

5.1 EMAILS

Wherever possible, when representing MathSoc, volunteers should use mathsoc.uwaterloo.ca emails instead of their personal emails.

5.2 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.

5.3 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.

PLANNING POLICY 6. PROHIBITION OF AFFILIATIONS WITH FRATERNITIES AND SORORITIES

effective March 7, 2019

6.1 OVERVIEW

This policy governs all fraternities and sororities, as well as any successors, assignees, and affiliates of such organizations (hereinafter referred to as “fraternities”) that wish to become a part of, funded by, or otherwise affiliated with MathSoc.

6.2 DEFINITIONS

“Fraternities and Sororities” are defined to be any organization which engages in any of the following activities:

- Calling themselves a fraternity,
- Calling themselves a sorority,
- Has a name consisting exclusively of just greek letters, or
- Hazing and/or otherwise extensive initiation process.

Notwithstanding the above, Council may decide that an organization is a fraternity or sorority with a majority vote.

6.3 PROHIBITIONS

MathSoc council, officers, and clubs shall be prohibited from any affiliations with any fraternities as defined above. This prohibitions include (but are not limited to):

- Admitting fraternities as clubs or affiliates
- Providing funding to fraternities
- Providing space or resources to fraternities
- Allowing fraternities to use MathSoc services
- Allowing fraternities to attend MathSoc council, executive, board, general, or special meetings
- Hosting, co-hosting, or allowing fraternities to host fraternity events
- Advertising or allowing fraternities to advertise on MathSoc property
- Allowing fraternities from using the MathSoc name, logo, url, email address, or otherwise claiming any affiliation with MathSoc
- Signing any contracts or Memorandums of Understanding with fraternities

6.4 RESPONSIBILITIES

MathSoc officers shall be responsible for enforcing these prohibitions against any offending fraternities in the day to day operations of MathSoc. MathSoc council shall not approve any policies, resolutions, or motions that violate the prohibitions.

PLANNING POLICY 7. 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 Directors.

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 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.

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. 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—up to 5 keys allowing access to their office and up to 5 keys that allow access to the Society Main 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.

PLANNING POLICY 8. PROVISION AND REIMBURSEMENT OF ALCOHOL

effective November 21, 2019.

Those hosting events with alcohol will follow relevant standing policies by the University of Waterloo Secretariat (University of Waterloo Policy 21) and the Federation of Students (Feds) Policies and Procedures (Feds Board of Directors Procedure 14).

Reasonable use of alcohol for events shall be considered that which:

1. Follows all UW and Federation of Students policies in regards to promotion and consumption of alcohol;
2. Follows all laws of the province of Ontario and Canada regarding the consumption and provision of alcoholic beverages;
3. Is not the primary or sole focus of the event;
4. Alcohol is not the sole beverage option: other beverages must be offered and made available for reimbursement to those in attendance; and
5. Is limited to a minority of offered events.

The use of student fees to reimburse alcohol for non-student participants at student focused events is permitted, if approved by the President and the Vice President Finance, and reimbursement of alcohol for student consumption has already been approved for the event (eg. reimbursement for professors at Party with Profs is an acceptable use of society funds).

The reimbursement for student purchase and consumption of alcohol at society events is restricted to that which complies with the policies and procedures herein established, and is pre-approved by the MathSoc Council (or in the absence or inability of the Council the unanimous agreement of the Vice President Finance, President, and Vice President Internal). The “pre-approval” process for the reimbursement of alcoholic beverage expenses at any society event shall constitute a simple majority vote in the affirmative by a properly constituted meeting of the MathSoc Council *prior* to the event.

Organizers of any Society events, including any subsidiaries (clubs) of the society, who seek reimbursement for alcohol expenses must notify the Speaker of Council, President, VPF, and VPI at least one (1) week prior to the event date. The Speaker of Council, or any agent thereof, shall not include any petition for *post hoc* alcohol expense reimbursement approval on the MathSoc Council agenda; and shall rule any vote on the matter under New Business out of order while this policy is in place.

All society events, or events of subsidiaries thereof, if providing alcoholic beverages must provide alternatives for those students who cannot or choose not to consume alcohol.

OPERATING PROCEDURES 1. BORROWING PROCEDURE

effective April 4, 2019

1.1 OVERVIEW

This procedure governs all lending that happens through the MathSoc office. There are three (3) distinct lending procedures: the standard procedure, the WATSFIC procedure, and the special procedure. The special procedure governs rental of large, expensive items, the WATSFIC procedure governs rental of WATSFIC games in conjunction with the WATSFIC MOU, and the standard procedure governs everything else.

1.2 STANDARD RENTAL PROCEDURE

With the exception of the items outlined in section 1.4.2 Items With Special Rental Procedure and the games and people outlined in section 1.3 WATSFIC Games, all items that MathSoc rents out are to follow the standard procedure, which is as follows:

1. The person renting the item(s) is to give the office staff their WATcard and let us know what items they are renting.
2. An office worker is to input the rental into the rental tracking system on the computer.
3. MathSoc will hold the WATcard in the till until the items have been returned, at which point an office worker will return the WATcard.

The Games Director is to maintain a list of games that, if rented out, must be returned by 5:00 PM every Thursday, should the games night take place, to be attached to the games shelf. These games are also not to be checked out on Thursdays, should games night be scheduled for that week. The list should not exceed 20% of the inventory size. If a game is on that list and is not returned by that point, 1.2.1 Overdue Rentals applies. For all items not on that list, 1.2.1 Overdue Rentals applies after either one (1) month has passed from the date of rental or the end of the term is reached, whichever comes first.

1.2.1 OVERDUE RENTAL PROCEDURE

If a item that falls under standard rental procedure has been out longer than permitted under 1.1 Standard Rental Procedure, then the following steps are to be taken: Games Inventory Director (in the case of a board game) or the VPO (in the case of anything else) is to email the person renting the item to inquire as to the status of the item. If the individual does not respond within a week, then the VPO or President is to escalate to faculty and have faculty email the person renting the item. If the individual does not respond to the faculty's email within a week, then we are to ask the faculty for a hold to be placed on their account until such time as they return the item. In the event that a hold is not placed at this time, we are to report the failure to return the item to campus police.

If the individual responds to an email, the Games Inventory Director (in the case of a board game) or the VPO (in the case of anything else) is to reply with a date, at least one week after the Games Inventory Director/VPO replies to inform the individual of the date, by which the games must be returned. If the date does not work for the individual, then they may suggest an alternate

date which may or may not be accepted at the discretion of the Games Inventory Director or VPO, whichever is responsible for the contact. If the items are not returned by the date set, then the next step in the above list is to be followed (e.g. if an individual who is late returning games responds to the Games Inventory Director and does not return the games by the date decided upon, then we are to escalate to faculty).

If the faculty does not send the email within a week, then the next step in the procedure is to be followed, up to the discretion of the Games Inventory Director (in the case of a board game) or the VPO (in the case of anything else).

1.2.2 LOST/DAMAGED ITEMS

If a borrower loses or damages an item rented under Standard Rental Procedure, they are responsible for buying a new copy of the item and any other items that are combined into the same box and then returning the new copy to MathSoc.

1.3 WATSFIC GAMES

Games owned by WATSFIC are to be marked as such. As per the MOU between WATSFIC and MathSoc, games owned by WATSFIC may be borrowed by WATSFIC members using the following procedure:

1. The WATSFIC member will show the office staff their WATSFIC membership.
2. The checkout will be recorded in the rental tracking system.
3. The WATSFIC member will be permitted to rent the game without leaving anything in the office.
4. When the game is returned, that will be marked in the computer.

When WATSFIC members check out games that are not marked as owned by WATSFIC, they are to follow 1.2 Standard Rental Procedure. When non-WATSFIC members check out games owned by WATSFIC, they are to follow 1.2 Standard Rental Procedure.

1.3.1 OVERDUE RENTALS

WATSFIC members renting WATSFIC games are covered by the WATSFIC policy on overdue games instead of MathSoc policy.

1.3.2 LOST/DAMAGED ITEMS

WATSFIC members renting WATSFIC games are covered by the WATSFIC policy on lost/damaged games instead of the MathSoc policy.

1.4 SPECIAL RENTAL PROCEDURE

A minimum of 48 hours' notice must be provided to rent anything under this procedure.

For items with special rental procedure, the rental procedure is as follows:

- The first half of the Equipment Pick Up/Drop Off Receipt form is to be filled out.

- If the group renting the item is not affiliated with MathSoc, they are to give MathSoc a \$50 cash deposit.
- After the above steps have been completed, the item is to be handed over to the group renting it. MathSoc does not provide transportation of the item outside of MC.
- Upon return of the item, the second half of the Equipment Pick Up/Drop Off Receipt form is to be filled out and the deposit is to be returned, except in the following cases:
 - Where 1.4.4 Lost/Damaged Items Under the Special Procedure indicates otherwise.
 - When the item has not been properly cleaned. In this case, if a deposit was not charged, a \$50 cleaning fee will be assessed to the club.

Rentals under the special procedure are to last for a maximum of 48 hours.

Organizations not affiliated with MathSoc may rent out equipment under this procedure a maximum of five (5) times per term. This limit can be waived at the discretion of at least two (2) members of the executive team including at least one (1) of the VPO and President.

1.4.1 ALLOWED BORROWERS

Only the following groups are allowed to borrow items under Special Rental Procedure: any organizations in group 1 under University Policy 15, any group in class 2,3, or 4 with the approval of the Executive Board, and any group in class 5 with the approval of the University. The borrower must be a member of the faculty of mathematics.

1.4.2 ITEMS WITH SPECIAL RENTAL PROCEDURE

The following items fall under the special rental procedure: -Projector -Projector Screen -Speakers -Karaoke Machine -Cotton Candy Machine -Popcorn Machine

1.4.3 OVERDUE RENTALS

If a item that falls under standard rental procedure has been out longer than permitted under 1.4 Special Rental Procedure, then the following steps are to be taken:

1. The VPO is to email the person renting the item, as well as contact the club/organization renting the item, to inquire as to the status of the item.
2. A response is not received within 48 hours, then the VPO or President is to escalate to faculty and have faculty email the person, as well as the club/organization, renting the item.
3. If a response to the faculty's email is not received within 48 hours, then we are to ask the faculty for a hold to be placed on their account until such time as they return the item. In the event that a hold is not placed at this time, we are to report the failure to return the item to campus police. In either case, the club/organization is to be reported to any parent club/organization for failing to appropriately return the item.

If the individual responds to an email, the VPO is responsible for providing time during which the item can be returned. If the item is not returned within 48 hours of communication, then the next step in the above list is to be followed.

If the faculty does not send the email within 48 hours, then the next step in the procedure is to be followed.

1.4.4 LOST/DAMAGED ITEMS

If a borrower loses or damages an item rented under Special Rental Procedure, the deposit is not to be returned and the group that borrowed the item is responsible for reimbursing MathSoc the full cost of the item.

OPERATING PROCEDURES 2. 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.

2.1 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.

2.2 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.

2.3 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.

INVOLVEMENT POLICY 1. 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.

1.1 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.

1.2 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.

1.3 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.

INVOLVEMENT POLICY 2. APPOINTMENT OF DIRECTORS

2.1 OVERVIEW

2.1.1 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.

2.1.2 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.

2.2 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.

2.3 HANDLING OF VACANCIES ON BOARD

2.3.1 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.

2.3.2 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.

INVOLVEMENT POLICY 3. ELECTION PROCEDURE

3.1 ELECTIONS COMMITTEE

3.1.1 COMPOSITION AND APPOINTMENT

The Elections Committee (EC) 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 (CRO). Members shall serve on the Committee for the term in which they are appointed.

At the start of each academic term, Council shall appoint the Elections Committee at the first regular Council meeting.

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.

3.1.2 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 fairly and impartially.

3.1.3 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. The committee has the power to hold by-elections in consultation with the Executive Board or the Speaker of Council.

3.1.4 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 seats, the member shall exercise no powers and have no duties as a member of the Committee. For greater clarity, for the purposes of an election to a seat that a member of the Elections Committee is running for, the member shall not be considered an EC member and all clauses in this policy pertaining specifically to EC members shall not apply to them.¹ If an EC member at any point withdraws their candidacy, they shall not regain their powers or duties for the election to said seat.

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.

3.2 ELECTION SCHEDULE

An election shall consist of three phases:

- The nomination period, which shall contain at least 5 business days;
- An all-candidates meeting, which shall occur between one and two business days after the end of the nomination period, at which all qualifying candidates or a proxy of whom must be present unless excused by the Elections Committee;
- The campaign period, which shall contain 3 to 7 business days, normally starting the business day immediately after the all-candidates meeting but starting up to three business days after the all-candidates meeting in special circumstances; and
- The voting period, which shall contain 2 to 5 business days, and begin on the business day immediately following the campaign period.

For further clarity, any number of weekends or other holidays may occur during any phase of the election, and such days shall not count towards the minimum or maximum length of each phase. So that any issues can be quickly addressed, when feasible the Elections Committee should aim to set the schedule such that no weekends or other holidays occurring during the voting period.

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

3.3 NOMINATIONS

3.3.1 CONTENTS

All candidates for election must submit nominations to be eligible for election. A nomination shall set out at least one of the following:

1. All of 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;

¹So EC members can endorse nominations, promote candidates, and so on, only for the elections in which they are a candidate, and can and will only do so in their capacity as a person or a candidate, and not as an EC member.

- 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.

2. All of the following:

- An online nomination completed on a voting platform endorsed by the Federation of Students and approved by the Elections Committee²

Five members shall be required to endorse a nomination for a Representative seat. Ten members shall be required to endorse a nomination for an Executive seat.

No member of the Elections Committee shall endorse a nomination, and no one shall endorse their own nomination. If a member of the Elections Committee endorses a nomination, the endorsement shall be deemed invalid and the entire Elections Committee, as well as the endorsed nominee, shall be informed of the error. If someone endorses their own nomination, then their self-nomination shall be deemed invalid and no further consequences will be imposed for the self-nomination.

Multiple nominations may be combined and submitted simultaneously.

3.3.2 SUBMISSION

Nominations shall be submitted directly on the voting platform or through a paper nomination to the Elections Committee. If no member of the Elections Committee is present when a nomination is submitted to the Society office, then 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.

3.3.3 PUBLICATION

Once the nomination period has ended, the Elections Committee will inform every qualifying candidate of all other candidates running for the same position.

Once a nomination's validity has been verified, the Elections Committee shall make the nomination public no later than the following regularly-scheduled Council meeting in the case of acclamations, and no later than the business day before campaigning begins in the case of competitive elections. If a nomination is deemed invalid, then the Elections Committee shall immediately inform the nominee as well as every candidate for that seat. Up to forty-eight (48) 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.

3.3.4 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 day³ after the close of the nomination period to secure sufficient endorsements.

²for example, vote.wusa.ca

³This may include any number of weekends/holidays, but may not contain more than a single business day.

3.3.5 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.

3.3.6 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.

3.3.7 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 if any expenses were accrued.

3.4 CAMPAIGNING

3.4.1 BASIC REQUIREMENTS

No candidate shall campaign unless

- It is during the campaigning period; and
- 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.

3.4.2 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 unless penalized by the Elections Committee for violations of campaigning rules.

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.

3.4.3 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 publicly accessible areas⁴ of the buildings operated by the Mathematics Faculty. 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.

3.4.4 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.

3.4.5 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. Likewise, any party, including a candidate, may inform eligible voters of any or all candidates that are running and it shall not be considered campaigning, throughout the entirety of the election, including the voting period, as long as no specific candidate is supported or denounced.⁵

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

3.5 VOTING

3.5.1 MEANS OF VOTING

Voting shall be conducted by an electronic poll on either the Society's or the Federation of Students' 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 and electoral system, a candidate may rank some candidates equally. If supported by the voting software, the candidates shall be listed in random

⁴This does not include washrooms, even if the washroom is gender-neutral.

⁵For example, during the voting period a candidate can say "I am running for Council, go to vote.wusa.ca to vote!", but cannot say "I am running for Council, go to vote.wusa.ca and vote for me!".

order for each voter. In the event of significant technical issues, the Elections Committee may allow voting to be done on paper ballots, or extend the voting period.

Each voter shall be permitted to vote in each Executive election, and in each Representative election that they are an eligible voter for. For further clarity, if a voter is in multiple constituencies, then the voter may vote in none, some, or all of said constituencies.

The resolution method shall be decided prior to the voting period and published in a prominent place associated with the election.

Notwithstanding elections:voting:publication, the vote shall be secret to the greatest extent mathematically possible.⁶

3.5.2 OFFICE

During the voting period, the election shall be prominently advertised in the Society office, and at least 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.

3.5.3 CANDIDATE INFORMATION

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

3.5.4 SCRUTINEERS

If permitted by the voting software, 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.

3.5.5 TIEBREAKER

The Elections Committee shall appoint a tiebreaker for each election, who must be eligible to vote in that election and must not be a candidate 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.

3.5.6 RESOLUTION

The elections shall be resolved through: any Single Transferable Vote method permitted by Federation of Students policies or procedures.

3.5.7 PUBLICATION

The Elections Committee shall, as soon as the election is completed, publish the results of the election, and if permitted by the voting software, a listing of the ballots received with sufficient information as to allow for independent verification of the results. If such a listing of ballots is not permitted by the voting software, then as detailed a listing of ballots as possible shall be published.

⁶In some extreme cases, for example if the result is unanimous, then it is not mathematically possible for the vote to be secret.

3.6 VIOLATIONS

3.6.1 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.

3.6.2 ALLEGATIONS, DECISIONS, PENALTIES, APPEALS

1. Allegations

- (a) By submitting an allegation via email to the Election Committee, a member of the University community alleges that a candidate, campaign team, or referendum committee, has violated portions of this procedure, or any relevant by-law, policy, or procedure of MathSoc.
- (b) General Rules
 - i. All allegations pertaining to an active Electoral Event shall be submitted in writing via an email to either the Elections Committee as a whole or any individual member of the Elections Committee. The EC may not accept any non-written submission of an allegation.
 - ii. The Elections Committee may also take up violations of its own initiative.
 - iii. Normally, allegations must not be submitted anonymously, and all Complainants must agree to identify themselves to the EC or CRO. Anonymously submitted allegations may be dismissed at the discretion of the CRO.
 - iv. Submissions of allegations will be accepted by the EC until two (2) hours after the conclusion of the voting period. Any allegations submitted after this deadline will be considered for review at the discretion of the CRO.
- (c) Once an allegation is received, the EC shall notify the complainant(s) of its receipt.
- (d) Candidates, campaign teams, and referendum committees shall be immediately notified by the EC of any allegations made against them, and shall be permitted to present a defence or pieces of counterevidence against the allegation to the EC. With the unanimous consent of the EC, the EC may withhold information regarding the complainant from the respondent. All pieces of counterevidence and/or an accompanying defence shall be prepared and submitted no later than twenty-four (24) hours after being notified of an allegation.
- (e) The EC shall normally endeavour to process individual allegations and come to a ruling within twenty-four (24) hours of its receipt, but may take as much time as reasonably necessary where permitted by the CRO.
- (f) All allegations shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the EC.
- (g) The EC reserves the right to dismiss any allegation which causes reasonable suspicion that the allegation was made frivolously or vexatiously or for purposes that violate, in letter or spirit, any portion of this procedure.
- (h) Any candidate, campaign team, or referendum committee may file a grievance against the EC or the CRO alleging failure to enforce procedure and uphold and apply rules

fairly and equitably to MathSoc Council, who will hear and render a decision on the grievance before the election or referendum result is ratified.

2. Decisions

- (a) The EC or CRO shall separately inform the complainant and the respondent of their decision within two (2) hours of having made said decision, and shall make accessible to all members of MathSoc Council all documents associated with that particular allegation, and the rationale behind the ruling. The EC has the right to withhold any documents or proof that they feel might cause harm to someone by unanimous consent of the EC.

3. Appeals

- (a) After receiving the decision of the EC, the respondent or complainant may appeal the decision of EC to the council by submitting in writing to the CRO and the Speaker of Council.
 - i. Appeals must be submitted within twenty-four (24) hours of receiving notice of the decision of the EC or within two (2) hours of the end of the polling period. Any appeals submitted after this deadline will be considered for review at the discretion of the CRO.
 - ii. Appeals shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the CRO.
- (b) A decision of the EC shall be considered appealable if the appellant, which must either be the complainant or respondent named in the original allegation, is able to reasonably establish any or all of the following:
 - i. There is evidence that a set of procedural errors were made that were significant enough to alter the final decision made by the CRO.
 - ii. There is reasonable belief that portions of this procedure have been improperly applied in letter or spirit.
 - iii. There is reasonable suspicion of bias during any portion of the decision-making process.
 - iv. There is new information relevant to the original allegation that was not originally discovered or presented, especially pieces of information that could alter the final decision.
 - v. That the determined penalty exceeds the nature of the violation or offence.
 - vi. That inadequate consideration was given to the provided evidence.
 - vii. If a complaint was dismissed as frivolous or vexatious and the appellant believes themselves to have a reasonable case.
- (c) The appellant must include in their appeal, the following information:
 - i. All relevant case information, such that the CRO or EC, as the case may be, will be able to accurately identify the allegation in question.
 - ii. A description of and the reasoning for appeal, including grounds for appeal.
 - iii. A description of what the appellant(s) are seeking.
 - iv. All relevant documentation to supplement or support the above.
- (d) The CRO shall immediately notify the EC, the respondent, the complainant, and the Speaker of Council that an appeal has been received.

- (e) Within forty-eight (48) hours of receiving the appeal, or twenty-four (24) hours after the end of the polling period, the CRO or EC, as the case may be, shall make its decision. The Council may, in consideration of all evidence gathered and presented, do any of the following:
 - i. Uphold the original decision
 - ii. Alter the penalty of the original decision, within the limits of this procedure
 - iii. Overturn the decision and present an alternate ruling, thereby eliminating the decision's penalties so received
- (f) All rulings rendered by Council shall be final.
- (g) Notwithstanding any provisions within this section, the EC shall be empowered to initiate a review of any decision of the CRO at any time until the conclusion of the electoral event.

4. Penalties

- (a) The EC and its agents shall have the discretion to assign demerit points for confirmed allegations made against a candidate, campaign team, or referendum committee less than or equal to the amounts stated in elections:demeritPointSchedule: Demerit Point Schedule.
 - i. In the absence of significant mitigating circumstances in the opinion of the EC, the maximum penalty will be assigned. Lack of knowledge of any rules outlined in this procedure or any other MathSoc Policy or Bylaw is not a mitigating circumstance.
 - ii. If the offence in question is either "Minor contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy, or procedure of MathSoc, other than what is outlined elsewhere in elections:demeritPointSchedule" or "Major contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy, or procedure of MathSoc, other than what is outlined elsewhere in elections:demeritPointSchedule", then elections:mitigating1 does not apply. However, lack of knowledge of any rules outlined in this procedure or any other MathSoc Policy or Bylaw is still not to be considered when determining the penalty.
- (b) Candidates or campaign teams shall have a maximum of ten (10) demerit points. If a candidate receives eleven (11) demerit points or more, they shall be disqualified from the election, thereby voiding their candidacy and forfeiting 100% of their potential reimbursement for incurred campaign expenses
- (c) Referendum committees shall have a maximum of ten (10) demerit points. If a referendum committee receives eleven (11) demerit points or more, they shall be disqualified from the referendum.
 - i. Any referendum committee disqualified for any reason shall not be reimbursed for any referendum expenses and shall be prohibited from further campaigning. The committee will be required to remove all posters and campaign materials, and shall not participate in public forums. The EC and its agents will not set up interviews with newspapers, or any other forms of campaigning as decided by the CRO. Upon disqualification and during the polling period, signs will be posted and MathSoc's website will be updated, informing voters of the disqualification

- ii. Notwithstanding elections:referendumCommitteeDisqualification and elections:referendumCommitteeDisqualification, the referendum option associated with a disqualified referendum committee shall remain on all ballots.

5. Demerit Point Schedule:

lightgray Violation	Penalty (per infraction)
Spending over the allotted budget	2 points for every \$15 over the allowable budget, rounded up
Purposefully and significantly misrepresenting a candidate's own character or statement(s), the character or statement(s) of another candidate, campaign team, or committee	10 points
Purposefully and significantly misrepresenting or misattributing the character or statements of any party not outlined in the above point for election purposes	10 points
Impersonation of another candidate or committee	11 points
Campaigning outside of campaign period	2 to 8 points (depending on severity)
Speak to or email a class without the permission of the instructor	2 points
Directly providing a method of voting to voters during polling period (this does not include telling voters that they can vote at vote.wusa.ca, but does include handing them an electronic device with vote.wusa.ca opened, for example), or campaigning to a voter while voting	3 points
Distributing bribes, including food, for campaigning purposes during campaigning period	7 to 11 points (depending on severity)
Distributing bribes, including food, for campaign purposes during voting period	11 points
Enter into contractual obligations with any group(s) on or off campus that may affect MathSoc during their term in office	11 points
Lying to, or intentionally misleading the EC or its agents regarding matters pertaining to their role(s) or allegations and appeals	11 points
Making a public allegation that another candidate, campaign team or referendum committee has violated any rules before a decision has been delivered and made public by the commission or its agents	5 points
Receiving or soliciting funding or monetary equivalent from students or other individuals.	8 points
Receiving funding and staff, volunteer, or material support from external political/advocacy organizations or external unions/associations (e.g. funding from CUPE, CFS, OUSA, or other schools' student associations)	At least 11 points
Serious breach of democratic process (e.g. intentionally compromising ballots, etc.)	11 points
Minor contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of MathSoc, other than what is outlined elsewhere in elections:demeritPointSchedule	6 points
Major contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of MathSoc, other than what is outlined elsewhere in elections:demeritPointSchedule	11 points

3.6.3 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 within a reasonable time frame 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.

3.6.4 PUBLICATION

When the Elections Committee imposes a penalty, they shall inform the penalized member of the decision and the reasons for that decision. 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.

3.6.5 AFTER ELECTION

If a candidate feels that they have 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.

3.7 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 along with the Speaker of Council and the Chair of the Board of Directors may receive the report as well as any appeals received by the President and act on it then in Council's stead.

3.8 REFERENDUM PROCEDURE

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

3.8.1 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.

3.8.2 SCHEDULE

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

3.8.3 CAMPAIGNING COMMITTEES

For each referendum, the Elections Committee shall make a best effort to ensure the formation of a committee for each referendum option (normally this would 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.

3.8.4 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.

INVOLVEMENT POLICY 4. EXECUTIVE EVALUATION COMMITTEE

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

4.1 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.

No current Executive may sit on the committee.

4.2 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.

4.3 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.

INVOLVEMENT POLICY 5. EXECUTIVE EVALUATION CRITERIA

The following table shall be used as a standard list of metrics to evaluate the Executives.

Executive	Metrics
All Executive	<ul style="list-style-type: none"> • Acts as a positive representative for the Society, upholding ethical behaviour and being respectful and mindful of others. • Submits a report and attends Council meetings. • Submits a report and attends Board meetings. • Attends meetings with the Executive team. • Submits a report and attends termly General Meeting. • Attends most committee meetings of which they are a member. • Attends any meetings with the Dean and Associate Dean, as part of the Executive team (unless unavailable). • 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 trained. • Ensures that all incoming communication is responded to in a timely manner. • Attends transition meeting coming into the appointed position. • Attends transition meeting and provides transition notes for new Executive upon exiting the position. • Provides self-evaluation to Business Manager at the end of their term.

President

- Represents the Society at official functions and public occasions.
 - Represents the Society and its members to other organizations.
 - Works with external organizations on behalf of the Society.
 - Attends regular meetings of the WUSA Committee of Presidents.
 - Must run a general meeting, following all relevant bylaws, that is well advertised, organized, and attended.
 - Sends out regular communication to all students via mass email, in collaboration with the VP Communications.
 - Meets with the WUSA Executives during their term.
 - Coordinates meetings with the Dean, Associate Dean and other Faculty members for the Executive team.
 - Coordinates regular meetings with the Executive team.
 - Ensures smooth transition between Executive teams.
 - Works closely with the Business Manager to ensure termly goals are met and long-term objectives carry forward.
-

Vice President, Finance

- Prepares a budget for the term and ensures the Budget Package gets approved by Council and WUSA in a timely manner based on the policies, procedures and bylaws.
 - Ensures Finance Directors are hired and properly trained.
 - Ensures that clubs and services receive reimbursements in a timely manner.
 - Tracks Club's budget expenditures and ensures that Clubs remain within their budget.
 - Completes budget to actual expenditures on a termly basis for Clubs and Executives and ensures the Master Budget is up to date.
 - Collects Club's termly Signing Authority, membership list and fees, and any Club's sales or other revenue.
 - Enforces proper cash handling practices for the Society.
 - Ensures that the MathSoc Office cash drawer is appropriately managed every day.
 - Presents a financial report at the General Meeting for both MathSoc and CnD.
 - Meets regularly with the WUSA Societies Accountant.
 - Meets regularly with the Business Manager to ensure proper accounting procedures are kept in place and new procedures are added as necessary.
-

Vice President, Operations

- Oversees the services provided by the Society.
 - Oversees the Society office.
 - Meets regularly with the Office Workers and Office Volunteers.
 - Ensures Office Workers/Volunteers are properly trained.
 - Ensures MathSoc Office has consistent hours of operation and is properly staffed throughout the day.
 - Ensures all keys and FOBs are issued in a timely manner, pursuant to Policy 7.
 - Ensures all online MathSoc services are working properly.
 - Ensures lockers are available for sign-out at the start of each term and manages leftover contents accordingly.
 - Ensures MathSoc Office inventory is up to date and replenished accordingly.
 - Ensures boardgame rentals are managed properly and coordinates the acquisition of new boardgames as required.
 - Ensures equipment and room bookings are handled in a timely manner.
 - Ensures that all areas of the MathSoc Office are clean and well organized.
 - Ensures that the MathSoc website content is up to date.
-

Vice President, Internal

- Oversees all volunteers of the Society, including selection of directors.
 - Oversees all internal organizations on behalf of the Society, including Clubs and Affiliates.
 - Meets with every Club/Service Executive at least once each term.
 - Ensures that volunteers within the Society are appropriately recognized for their efforts and services.
 - Ensures that event forms are submitted for all MathSoc Events in a timely manner.
 - Informs clubs/services how to complete event forms and ensures that they are submitted in a timely manner.
 - Plans Semi-formal [Fall VPI].
 - Runs a Welcome Week and Clubs Day at the start of term.
 - Runs Pints with Profs (or equivalent).
 - Runs Pi Day (or equivalent).
 - Runs Mental Health/Destress event.
 - Encourages members to become more involved in the Society and ensure that the opportunity exists for them to do so.
-

Vice President, Academic

- Represents the Society and its members to the Faculty, to the University, and to WUSA on academic issues by adhering to feedback received from students.
- Ensures that members have access to up-to-date academic information.
- Run at least two academic events of some sort per term.
- Reports to Council with updates on academic meetings.
- Solicits student feedback and communicates regularly with program reps on Council regarding any updates and changes and student concerns.
- Meets with the Associate Dean at least once a term.
- Attends (or sends alternates to) all meetings of the Undergraduate Affairs Committee.
- Attends (or sends alternates to) all meetings where a Math academic representative should be in attendance.
- Maintains textbook library and adds directly related resources as necessary.
- Maintains exam bank and provides updates and related resources when available.

Vice President, Communications

- Provides advertising for all MathSoc events through social media and poster advertisement.
 - Ensures posters are posted in a timely manner and posting boards are kept up to date.
 - Sends out regular communication to all students in collaboration with President, including mass emails.
 - Maintains and updates all communications on website in collaboration with VP Operations.
 - Runs outreach initiatives to promote the Society and volunteerism.
 - Draft occasional statements representing the position of the Society on certain matters.
-

INVOLVEMENT POLICY 6. COMMITTEE OF FIRST YEAR AFFAIRS

effective December 4, 2002; replaces September 24, 2001

6.1 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.

6.2 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.

6.3 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.

INVOLVEMENT POLICY 7. HONORARY LIFETIME MEMBERSHIP COMMITTEE

effective December 4, 2002; replaces March 23, 1999

7.1 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.

7.2 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.

7.3 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.

7.4 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.

INVOLVEMENT POLICY 8. MATH GRADUATION COMMITTEE

Effective August 6, 2020; replaces November 27, 2006.

8.1 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 Graduation Ball, and selecting the valedictorian for the graduating undergraduate students of the Faculty of Mathematics.

8.2 MEMBERSHIP

The voting members of the Committee shall be:

1. One faculty advisor appointed by the Dean of Mathematics;
2. One or Two Math Graduation Chairs, one that will be graduating in Winter and another in Spring term;
3. One Financial Director of the Mathematics Graduation Committee;
4. Members appointed by the Chairs;
5. The Vice-President, Internals of the Society; and
6. The Business Manager of the Society.

The non-voting members of the Committee shall be:

1. All graduating members of the Society.

8.3 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 to be graduating in the Fall, Winter term and/or Spring term;
3. Report to the Executive Team and the Business Manager; and
4. Step down after transitioning their successor on the Spring term.

8.4 FINANCIAL DIRECTOR

The Financial Director shall:

1. Be appointed by the Chair;
2. Be responsible to the Chair;
3. Share all financial records with the Business Manager and the VP, Finances of the Society;
and
4. Maintain all financial records of the Committee.

8.5 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.

8.6 SIGNING AUTHORITY

Committee signing authority shall reside with the Chair(s), the Financial Director, and the Vice-President, Finances. In order to authorize a reimbursement, the Chair(s) or Financial Director needs to notify the Vice-President, Finances of the expense ahead of time. If the expenses are not in the budget, the signing authorities should follow regular MathSoc club procedures.

8.7 APPOINTMENT OF THE CHAIR

8.7.1 GENERAL

Each Chair of the Committee is to finalize their degree in the Spring or Winter term when they will be Chair.

8.7.2 PROCEDURE

An application for the next Chair(s) shall be publicized in the Spring term, but if nobody was found to be qualified these can be carried over to the Fall term. If there is no Chair appointed by the beginning of the Winter term, then Council shall appoint a Chair for the Committee.

Applicants shall be interviewed by the departing Chair(s), the Business Manager, or the Faculty Advisor, and one other Committee Member. When the new Chair(s) are selected, they shall be ratified by Council.

8.8 TRANSITION OF CHAIRS

The outgoing Chair(s) shall meet with the incoming Chair(s) for a transition meeting to discuss the transition documentation and the procedures for next year. The meeting shall be online or in-person.

In the event no chair is chosen, the VPI shall fill that role.

INVOLVEMENT POLICY 9. MATHEMATICS INSTRUCTOR OF THE YEAR COMMITTEE

effective May 26, 2004; replaces December 4, 2002

9.1 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.

9.2 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.

9.3 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.

INVOLVEMENT POLICY 10. STARCON MANAGEMENT COMMITTEE

effective July 17, 2018

10.1 MISSION

The StarCon Management Committee (the Committee) shall be a standing committee of the Society established to plan and run a yearly conference event (StarCon) which aims to give speakers a platform to share their interest and passion for technology in a way that inspires others to do the same.

Further, the Committee strives to:

1. Make Computer Science and its related technologies accessible to everyone, taking into consideration race, class, gender, ability, religion or sexual orientation, and intersections thereof.
2. Create a culture that fosters learning and community building through knowledge sharing among people from diverse backgrounds.
3. Build a diverse community within the University of Waterloo and beyond in which curiosity, failure, and excitement are valued, and the Committee encourages StarCon attendees to make connections, share ideas, and form friendships.

10.2 PURPOSE

The StarCon Management Committee, through its mission to improve the accessibility of Computer Science and its related technologies as well as foster a culture of learning, improves the experience of many student members of the Society. Notably, the Committee:

1. Improves recognition of the Mathematics Society of the University of Waterloo, both within the Waterloo Region and abroad;
2. Externally publicizes and markets the accomplishments and culture of the undergraduate mathematics community at the University of Waterloo;
3. Provides community development and support opportunities for undergraduate mathematics students through networking and recruiting opportunities that are provided through the committees pursuit of its mission; and,
4. Provides an experiential education opportunity to mathematics students that are accepted as speakers.

10.3 COMPOSITION

The voting members of the StarCon Management Committee shall be:

1. One StarCon Chair;
2. One Finance Director;

3. One Director of Publicity;
4. One Speaker Director; and,
5. Any additional members as appointed by the StarCon Chair.

The non-voting members of the StarCon Management Committee shall be:

1. The President of the Mathematics Society;
2. The Vice President, Finance of the Mathematics Society; and,
3. Any additional members as appointed by the StarCon Chair.

10.4 STARCON CHAIR

The StarCon Chair shall:

1. Be appointed by Council;
2. Have a term of office of one year, however, the Chair may serve multiple consecutive or non-consecutive terms;
3. Have the power to appoint voting and non-voting members to the Committee;
4. Choose one of the voting members of the Committee to be the Finance Director;
5. Choose one of the voting members of the Committee to be the Publicity Director; and
6. Choose one of the voting members of the Committee to be the Speakers Coordinator.

10.5 OPERATIONS AND FINANCE

The StarCon Management Committee may, as required, perform the following actions with the approval of the Vice President, Finance:

1. Issue cheques as needed, including, but not limited to, the compensation of speakers;
2. Reimburse the Committee and its members for expenses incurred in the pursuit of the mission of the Committee;
3. Fulfill the payment of invoices received by MathSoc in the pursuit of the mission of the Committee;
4. Accept payment through third-party services, including, but not limited to, ticket providing services; and,
5. Allow members to deposit funds received from external sponsors. The Vice President, Finance may only reject an action when such an action would threaten the operations and financial position of unrelated bodies within the Society.

Additionally, the StarCon Management Committee may utilize any such resources as the Society may reasonably provide in the pursuit of its mission, subject to any policies the Society may establish in facilitating this process. These resource include but are not limited to:

1. Booking rooms and equipment provided by the University of Waterloo and the Federation of Students for the Mathematics Society;
2. Booking space and equipment provided by the Mathematics Society for the use by its constituent clubs and member services; and,
3. Any knowledge and administrative assistance that may be provided by the volunteers or staff of the Society.

10.6 INCORPORATION OF STARCON

In the event that the StarCon Management Committee, through a majority vote of the committee members, determines that it is desirable to set up an external body with similar mission to the StarCon Management Committee but wholly separate from the Mathematics Society and the Federation of Students, a corporation may be established (hereinafter referred to as "StarCon Incorporated") and this document shall continue to apply to those operations pursued by the Mathematics Society in the name of the StarCon Management Committee.

Provided, however, that after consideration of the objects and powers of StarCon Incorporated, the Mathematics Society determines that StarCon Incorporated serves the same mission as the Committee, the Society shall transfer the balance of funds in the StarCon Management Committee's account to a bank account under the control of StarCon Incorporated. After such transfer is finalized, the StarCon Management Committee shall be dissolved.

10.7 DISSOLUTION

If for any reason the StarCon Management Committee is dissolved and funds are not transferred to an established organization with the same mission, the funds of the StarCon Management Committee, after payment of all debts and liabilities, shall remain the property of the Mathematics Society, to be used as recommended by the Society, for the purposes of benefitting the experience of undergraduate mathematics students.

Notwithstanding the above, voluntary dissolution shall take place after a majority vote to that effect at a meeting of the StarCon Management Committee. The majority vote shall be based on the number of votes cast.

INVOLVEMENT POLICY 11. WOMEN IN MATHEMATICS UNDERGRADUATE COMMITTEE

effective December 4, 2002; replaces October 16, 2002

11.1 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.

11.2 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.

11.3 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.

11.4 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.

11.5 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.

11.6 GENERAL

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

FINANCE POLICY 1. 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 of Finances 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.

1.1 PREPARATION FOR THE AUDIT

1. The Vice-President of Operations shall conduct the audit of the inventory no later than April 25th.
2. The Vice-President of Finance shall send the inventory audit to the Society's Accountant no later than April 27th. In addition, the Vice-President of 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) Business Manager
 - (b) The Chair of the Board
 - (c) Vice-President of Finance
 - (d) Vice-President of 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.

FINANCE POLICY 2. CENTRAL BUDGET

effective October 24, 2019; replaces July 18, 2019; July 26, 2011; March 6, 2007; November 27, 2006

2.1 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.
5. Once the budget has been approved, changes to the budget may be approved as follows:
 - (a) In the event that the change is reallocating funds within a section (e.g. Academic Events for one club) without changing the total budget for that section, the written approval of both the Vice-President, Finances and the Business Manager is required. If this approval is not granted, the group requesting the change may appeal to Council for approval.
 - (b) For any other changes, the approval of Council is required.

2.2 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.

2.3 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 of \$100.00 or less, the approval of either the President or Vice-President, Operations, as well as the approval of both the Vice-President, Finances and the Business Manager, is required.

- (b) If a non-budgeted expense of \$100 or less is not approved in accordance with 20.3.1 a), the group that incurred the expense may appeal to Council for approval.
- 2. Budgeted expenditures must be approved by either the President or Vice-President, Operations, as well as by both the Vice-President, Finances and the Business Manager. If budgeted expenditures exceed the budgeted amount, then the amount in excess of the budgeted amount is to be treated as a non-budgeted expenditure.
- 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.
- 5. For the purposes of this section, any written approval of an expense constitutes approval of that expense. Additionally, an individual's signature on the cheque request form constitutes their approval of the expense.

2.4 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.

2.5 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.

2.6 APPROPRIATE USE OF FUNDS

Events that utilize funds collected or managed by the Society, or any other organization directly responsible to the Society to purchase alcoholic beverages must be in compliance with University Policy 21 and Society Policy 30.

2.7 JOINT EVENTS

When Clubs are desirous of splitting event budgets, they must submit a written request to council, detailing how funds are to be split, for this event to be approved.

FINANCE POLICY 3. CAPITAL IMPROVEMENTS FUND

effective September 1, 2020; replaces December 6, 2011

3.1 PURPOSE

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

3.2 FUND

Each term, seventeen and a half percent (17.5%) of the student fee going towards the Society (after mathNEWS' portion is deducted) for each fee-paying member of the Society shall be allocated to the Fund.

3.3 SPECIAL PROJECT FUNDS

From time to time Council may allocate funds for special projects. Council may outline a new funding priority for any special project fund as an alternative to section 4.

3.4 PRIORITY OF FUNDING

At the discretion of Council, 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

3.5 PROCEDURE

Appropriate application forms shall be made available on the MathSoc Website. The Vice President, Operations will be responsible in bringing forth any submission to Council at the next regularly scheduled Council meeting. The applicants must present their proposals to Council to be considered for funding. Council is responsible to:

- Entertain presentations for each proposal.
- Approve or deny, some or all of, the requested funding;.

If Council approves more than \$5,000, the Board of Directors must review and ratify the decision. The Board will not unreasonably deny ratification.

3.6 OVER BUDGET

The Executive Committee of MathSoc is responsible for ensuring that the project is completed within 120% of the amount approved by the council. If the funding is 20% less than the actual spent as well as under \$1000, the Executive Committee and the Business Manager can approve the payment of the project and will inform the Council and Board about this at the next regular meeting.

3.7 MATHSOC VISIBILITY

All projects funded by CIF must include a visible logo or phrase that is in the spirit of “Funded by Capital Improvement Fund by the Mathematics Society ” either written in content or physically placed on the capital items purchased. If the project is online-based, the logo shall be placed under “Sponsors” section at the prime location of the funded page.

FINANCE POLICY 4. ENGPLAY

effective March 7, 2019

4.1 PURPOSE

The Fall 2018 edition of “EngPlay” (the Play) graciously reminds students of the unique bond that exists between the Math Faculty and Engineering Faculty. In the spirit of inter-faculty unity, the Mathematics Society shall strive to provide generous financial support to the Play.

4.2 PROCEDURES

Each Term, the VP Finance shall budget the sum of, rounded down to the satisfaction of the Engineering Society, π dollars to sponsor the production of the Play. The Mathematics Society Executives shall endeavour to attend the Play every term.

FINANCE POLICY 5. PROMISES AND COMMITMENTS

No body of the society or any club under MathSoc will promise or commit any goods, service or compensation of any kind to anyone without having all the logistics finalized or funds approved by the appropriate bodies in accordance with the governing documents of the society and if applicable, the specific club constitution. A body of MathSoc may approve a project and begin work on said project, but may not promise or commit any goods, service or compensation until the logistics surrounding it's implementation are finalized.

MathSoc will not be liable to fulfill any such commitment without documentation showing that logistics were finalized or funds approved before said commitment was made.

This policy shall only apply to commitments with a cost of at least \$3000. For amounts less than this, a reasonable effort shall be made to comply with this policy, but this policy will not restrict these commitments.

FINANCE POLICY 6. 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 Chair of the Board;
2. the President;
3. the Vice-President, Finances;
4. the Vice-President, Operations; and,
5. the Business Manager.

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

HR POLICY 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, Finances;
- The Vice-President, Operations;
- One person appointed by the Dean;
- One person appointed by the Vice President, Operations & Finance 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 Committee 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 its 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.

HR POLICY 2. FULL AND PART-TIME PERMANENT STAFF

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

2.1 DEFINITIONS

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

2.2 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 Vice President, Operations and Finance 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.

MEETING PROCEDURE 1. CONFLICT OF INTEREST

updated April 2022; replaces May 1st, 2019

1.1 DEFINITION

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

A representative is a member of MathSoc Council, an Executive or a Director on the MathSoc Board of Directors.

1.2 CERTIFY EXPECTATIONS

All representatives 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 to certify the same shall render the individual ineligible for candidacy.

1.3 CONFLICT OF INTEREST DECLARATION

All representatives 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 Secretary of Council upon their election or reelection to Council, and/or to the Chair of the Board upon their election or reelection to the Board of Directors.

1.3.1 DEADLINE OF SUBMISSION

The form must be submitted no later than the first meeting that a representative is expected to attend of the relevant body of their term.

1.3.2 DUPLICATION OF FORMS

For representatives that are on both the Board of Directors and Council, this form must be submitted to each relevant party.

Form Accuracy

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

1.4 AVAILABILITY

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

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.

1.5 INABILITY TO VOTE

Representatives who have an actual, perceived, or potential conflict of interest, with respect to any matter under consideration by Council, 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.

1.6 DISPUTES

When Council or Board, or a committee or body thereof, is of the opinion that a conflict of interest exists that has not been declared, Council, 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 representative thus declared to be in conflict refrain from taking part in any discussion or in any vote in relation to the matter.

MEETING PROCEDURE 2. COUNCIL ATTENDANCE

effective April 4, 2019

2.1 DEFINITIONS

1. A Representative accrues an absence if the Representative does not attend a Council meeting or General meeting.
2. A Representative accrues a partial attendance if the Representative is more than 30 minutes late to a Council meeting or General meeting, or leaves more than 30 minutes prior to the originally scheduled adjournment time as specified in the agenda (notwithstanding any subsequent motions to extend the meeting).
3. An excused absence is defined as an absence or a partial attendance where the Representative in question has provided notice to the Speaker prior to the meeting, or justified adequately to the satisfaction of the Speaker.
4. An unexcused absence is defined as an absence or a partial attendance which does not meet the definition of an excused absence.

2.2 ATTENDANCE OF REPRESENTATIVES

The Secretary of Council is responsible for tracking the attendance of Representatives.

2.3 ELIGIBILITY FOR REMOVAL

When a Representative has accrued three unexcused absences or four total absences during the current Term, they are eligible for removal. The Secretary shall provide notice to the Representative in question of their eligibility for removal. The Secretary will also provide notice of the Representative's eligibility for removal at the next meeting of Council.

2.4 REMOVAL MOTIONS

If a Representative is eligible for removal, any Representative may make a motion to remove them from their seat. Any vote to remove a Representative must be conducted by secret ballot. Any Representative eligible for removal must not vote on any motion concerning their removal.

2.5 SURVIVAL OF A REMOVAL MOTION

Should a Representative survive a removal motion for absences, they will not be eligible for removal until they have accrued a further unexcused absence, or two total absences during the current term.

MEETING PROCEDURE 3. DECISIONS BETWEEN MEETINGS

effective March 31, 2020.

3.1 OVERVIEW

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

3.2 DEFINITIONS

- **"Away Vote (A-Vote)"** in the context of this policy shall mean the action of making a decision between meetings of Council or Board.
- **"Away Decision (A-Decision)"** shall mean the outcome of an A-Vote.
- **Continued Decision (C-Decision)"** shall mean a decision made by the Executive together with the Business Manager, as outlined in this policy.
- **Term Interim** shall mean the period between the end of one term and the first Council meeting of the next term.

3.3 APPLICABILITY OF A-VOTES

3.3.1 GENERAL

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

3.3.2 VETO

Any Representative entitled to a vote may veto an A-Vote; however, an A-Decision shall be binding, pending ratification at a subsequent meeting of that body. *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.*

3.3.3 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, policy or bylaw;
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.

3.4 APPLICABILITY OF C-DECISIONS

3.4.1 GENERAL

C-Decisions may be made only during the Term Interim only to financially support events occurring at the beginning of a term, as well as continued operations. C-Decisions shall have a maximum financial commitment of the lesser of \$500 and an amount approved by Council in the term prior to the current term.

3.4.2 ABUSE

A C-Decision may not be used:

1. to dictate policy or a stance of the Society; or
2. to allow anything which would require more than the financial approval of Council.

3.5 DUE PROCESS FOR A-VOTES

3.5.1 INITIALIZATION

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

3.5.2 VETO

As required by this policy, any voting member of the body holding the A-Vote may veto an A-Vote. This may be done by sending a written request within twenty-four (24) hours of a Council A-Vote being initialized to the Speaker of Council or for a Board A-Vote, to the Chair of the Board.

3.5.3 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 Secunder, and reported to the entirety of Council or Board as applicable. After responses are submitted, a twelve (12) hour voting period shall begin.

3.5.4 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 applicable body to be voted upon.

3.6 DUE PROCESS FOR C-DECISIONS

A C-Decision must be unanimous between all Society Executives in office and the Business Manager. A minimum of three (3) parties are required to make a C-Decision.

MEETING PROCEDURE 4. NON-DIRECTOR CHAIR PER- MISSION

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.