



MATHSOC

PROCEDURES

August 15, 2018

THE MATHEMATICS SOCIETY
OF THE
UNIVERSITY OF WATERLOO

Contents

1	The Coffee & Donut Shop	1
1.1	Management Committee	1
1.2	Manager	2
1.3	Capital Expenditures	2
2	Lounge and Hallway Bookings	3
2.1	Booking Groups	3
2.2	Booking Times	3
2.3	Booking Procedures	4
3	Equipment Bookings	5
3.1	Booking Procedures	5
4	Key Distribution	6
4.1	Core Key-holding Positions	6
4.2	Club Key-holding Positions	6
4.3	Other Key-holding Positions	7
5	Signing Authority	8
5.1	C&D Bank Account	8
6	Locker Distribution	9
6.1	Locker Booking	9
6.2	Locker Administration	9
6.3	Locker Use	9
7	Executive Evaluation Committee	10
7.1	Composition and Selection of Members . .	10
7.2	Meetings	10
7.3	Powers and Duties	10
8	Full and Part-time Permanent Staff	12
8.1	Definitions	12
8.2	Human Resources Committee	12

PROCEDURE 1. THE COFFEE & DONUT SHOP

effective August xx, 2018; replaces unknown

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 General 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 General 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 shall have a separate bank account from the Society's primary account, and the Committee's power to manage and spend funds shall be limited to that account.

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

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 General 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.

PROCEDURE 2. LOUNGE AND HALLWAY BOOKINGS

effective August xx, 2018; replaces unknown

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 Council.

2.1 BOOKING GROUPS

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

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

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

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

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

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

2.2 BOOKING TIMES

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

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

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

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

The hallway may be booked between the following hours:

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

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

2.3 BOOKING PROCEDURES

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

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

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

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

PROCEDURE 3. EQUIPMENT BOOKINGS

effective August xx, 2018; replaces unknown

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

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

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

3.1 BOOKING PROCEDURES

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

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

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

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

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

PROCEDURE 4. KEY DISTRIBUTION

effective August xx, 2018; replaces unknown

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.

4.1 CORE KEY-HOLDING POSITIONS

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

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

4.2 CLUB KEY-HOLDING POSITIONS

Each club that is officially recognized as part of the Society and whose keys are administered by MathSoc may request up to a maximum of 5 keys/fobs to their club office for their

executive members. These keys/fobs are non-transferable and should not be used by more than one person, and must immediately be returned to the Faculty on or before the end of the expiration period. In addition, the President of each club may request one key that allows access to the Society Main Office.

4.3 OTHER KEY-HOLDING POSITIONS

The following may request the following keys/fobs:

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

PROCEDURE 5. SIGNING AUTHORITY

effective August xx, 2018; replaces unknown

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 General Manager.

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

5.1 C&D BANK ACCOUNT

Signing authority on the C&D bank account shall be held by:

1. the President;
2. the Vice President, Finance;
3. the General Manager; and,
4. the manager of the C&D.

Two endorsements shall be required for each cheque; normally from the manager of the C&D and one other signatory.

Signing authority on all accounts with the University held by the C&D shall be held by the General Manager and the C&D Manager, as required.

PROCEDURE 6. LOCKER DISTRIBUTION

effective August xx, 2014; 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. Additionally, the lockers may be used by non-Society members, only available for registration on the first day of the second month of classes.

6.1 LOCKER BOOKING

These lockers shall be available for registration on the MathSoc website and the booking system shall remain open from the second week of class until all lockers have been occupied.

Upon request for a locker, the member will be randomly assigned a locker number and the appropriate combination. Once being issued the combination for the locker, the member may no longer change or revoke their own booking for the term. The booker also agrees to be the sole occupier of the locker at all times.

6.2 LOCKER ADMINISTRATION

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

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

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

6.3 LOCKER USE

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

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

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

PROCEDURE 7. EXECUTIVE EVALUATION COMMITTEE

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

7.1 COMPOSITION AND SELECTION OF MEMBERS

The membership of the committee shall be:

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

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

All members, save for the members of Council and the representative of the Dean, shall be 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.

7.2 MEETINGS

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

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

7.3 POWERS AND DUTIES

The committee shall:

- Follow and recommend updates to Council Policy X (Executive Evaluation Criteria) as a set of objective metrics for use in evaluating Executive performance;
- Evaluate the current Executive against these metrics, meeting with them, in person, at least twice during their term;
- Report the overall findings of these evaluations to the Board of Directors; and

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

PROCEDURE 8. FULL AND PART-TIME PERMANENT STAFF

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

8.1 DEFINITIONS

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

8.2 HUMAN RESOURCES COMMITTEE

The Human Resources Committee shall consist of:

1. The President;
2. The Vice-President, Operations;
3. The Chair of the Society;
4. The General 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 at least once per term.

The Committee shall have access to any and all financial records of the Society that it feels necessary in order to conduct its business.

The Committee shall be a Standing Committee of the Board of Directors.