Memorandum of Understanding

BETWEEN

The Mathematics Society

AND

The Mathematics Orientation Committee

of the University of Waterloo, effective from

December 1, 2016

UNTIL

November 30, 2017

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1 Recognition of the Relationship

- Whereas the Mathematics Society is an independent organization responsible for serving and representing all undergraduate students in the Faculty of Mathematics; and

- Whereas the Math Orientation Committee is an organization reporting directly to the Office of the Dean of Mathematics, responsible for coordinating programs intended to introduce and welcome new students to the Faculty; and

- Whereas this committee is run by representatives of the Waterloo Orientation partnership, which includes the Federation of Students and the Student Success Office; and

- Whereas the committee is run exclusively by volunteers who are undergraduate Math students, and therefore members of the Mathematics Society; and

- Whereas the committee is not recognized by the Society as an Affiliate, or as an External Funding Group;

- This agreement recognizes that there exist many shared interests between the Society and the Committee; and

- This agreement further recognizes that there is a great deal of resource-sharing between both parties as a consequence of these overlapping interests; and

- This agreement further recognizes that this sharing of resources has resulted in an important relationship between both parties.

2 Objectives of the Memorandum

This agreement strives to:

1. Define and clarify the relationship between the Mathematics Society and the Math Orientation Committee;

2. Recognize that collaboration and shared resources will continue to exist between both parties, while:

    (a) Identifying the shared resources, and mutual areas of interest;

    (b) Establishing a means by which each party will be able to hold the other accountable for the use of their resources;

3. Outline the expectations of both parties with regards to:

    (a) Use of shared resources;

    (b) Protection of mutual interests;

    (c) Communication between both parties.

3 Agreement Between the Parties

3.1 The Mathematics Society

The Mathematics Society agrees to:

1. Provide an office space where the Math Orientation Committee can operate, with the following stipulations:

    (a) The office will be equipped with a phone;

    (b) Only the MathFOC will be issued keys to the office, with the exception of the President of the Mathematics Society;

    (c) Mail intended for Math Orientation will be delivered to the MathSoc main office;

2. Accommodate Orientation's unique needs with regards to venue bookings and uses;

3. Provide Math Orientation with the necessary administrative tools to use their resources. Such resources include, but are not limited to:

    (a) Photocopier codes;

    (b) Keys for office spaces;

    (c) Mailbox space;

4. Communicate with the Math Orientation Committee on any initiatives pertaining to new student engagement or transition, in order to minimize the risk of conflicting messages and/or conflicting logistics;

5. Assist the Committee with its annual volunteer recruitment through non-financial means, including (but not necessarily limited to):

(a) Advertising via the Math Undergrad mailing list and/or MathSoc mailing lists;

(b) Providing the main office for use by Orientation during interviews (if necessary), outside of regular office hours;

3.2   The Math Orientation Committee

The Math Orientation Committee agrees to:

1. Use all shared resources appropriately, and in the manner for which they were intended;

2. Pay repair/replacement costs for any damages incurred as a direct result of use or abuse by the Committee;

3. Book space as needed in accordance with MathSoc's booking policies;

4. Provide MathSoc with pink ties to use for their own purposes each year, subject to the following stipulations:

   (a) The design of the ties must remain the sole discretion of the Math Orientation Committee;

   (b) The number of ties which MathSoc receives is at the discretion of the Committee, and will be decided based on the total ties left over after the Week, and Orientation's projected need for further ties;

   (c) At any time, Math Orientation may reclaim some or all of the ties, as their needs require, pursuant to the following stipulations:

      i. The Committee must be able to demonstrate this need, if asked;

      ii. The Committee must also ensure that the Office Manager and Vice President, Operations of the Mathematics Society is informed, so that the inventory can be adjusted accordingly;

   (d) For the first three weeks following Orientation, new students who attended Orientation, but who did not receive their pink tie will be directed to the Math Orientation Office;

5. Assist MathSoc with any Society initiatives pertaining to new student engagement/transition, to minimize the risk of conflicting messages or logistics between the two parties.

6. Include MathSoc Day as an event in the orientation schedule, with a minimum duration of two (2) hours;

7. Include a MathSoc branded item in the first year orientation kits;

8. Defer to the Vice President, Operations, of the Mathematics Society on the appropriate use of MC 3038 (the MathSoc Main Office) during Orientation Week.

4   Handling of Disputes

In the event that a dispute arises between both parties, and neither party can agree on a resolution to the dispute which is in keeping with this agreement, then a representative agreed upon by both parties shall intercede and mediate a solution.

5   Expiry and Renewal of this Agreement

This agreement shall expire on the date shown above. In the four months prior to the expiry of the agreement, both parties shall meet to review the agreement, and to discuss renewal, as well as any necessary alterations. This review and renewal process must be completed prior to the hiring of the FOC team for the subsequent year.

In the event that unforeseen circumstances result in either party being unable to continue fulfilling the terms of this agreement, at the consent of both parties the agreement may be opened for review and/or nullification at any time prior to its expiry.

6 Signatures

By affixing their signatures below, the following individuals consent, on behalf of the parties they represent, to be held to the terms of this agreement as outlined above.

_____

President,
Mathematics Society

_____

Date

_____

Speaker,
Mathematics Society Council

_____

Date

_____

FOC Representative,
Mathematics Orientation Committee

_____

Date

_____

Orientation Advisor,
Faculty of Mathematics

_____

Date