



# MATHSOC

## BOARD PROCEDURES

November 29, 2024

THE MATHEMATICS SOCIETY  
OF THE  
UNIVERSITY OF WATERLOO

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## PROCEDURE 1. THE COFFEE & DONUT SHOP

*effective August 19, 2018*

### 1.1 MANAGEMENT COMMITTEE

#### 1.1.1 COMPOSITION

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

- The President;
- The Vice-President, Finance;
- The Vice-President, Operations;
- One person appointed by the Dean;
- One person appointed by the President of the Federation of Students;
- The Business Manager;
- The manager of the C&D; and
- Two additional members appointed by the Board of Directors.

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

The secretary of the Committee shall be appointed by the 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.

## PROCEDURE 2. LOUNGE AND HALLWAY BOOKINGS

*effective June 26, 2024; replaces June 4, 2024; April 4, 2019; 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, MC 3028, 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 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 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.

MC 3028 may be booked between the following hours:



1. During the hours of operation of the MathSoc Office
2. 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. This representative shall be held responsible for the rented space for the duration of the rental period. 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 the end of the event except in the following cases:.

- If the rented space is not returned to its initial state, satisfactory to the Executive Board
- If the rented space or items within it is damaged 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 November 28, 2024; replaces July 26, 2023; August 2018*

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 and microphone
- Board games

Items on this list may only be borrowed by MathSoc clubs and affiliates:

- Popcorn machine
- Nikon camera
- Canon camera

The equipment borrower must be a student or staff member 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 loss of equipment or 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. The borrower agrees to return equipment in the same condition as it was rented out. Failure to do so may result in future booking privileges being revoked.

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. All equipment from the above list must be returned to the Vice President, Operations within 24 hours after the event, unless explicit written authorization has been granted by the Vice President, Operations for an extension.

## PROCEDURE 4. KEY DISTRIBUTION

*effective October 8, 2024; replaces 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 Business Manager before approval from the Faculty is sought. The Business Manager shall act as key controller for the Society. Executive Officers 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 Officers—A sub-master key, allowing access to the Society Main Office, Executive Office, the Society meeting room, and the Society storage room.
3. The Chief Returning Officer, Chair, Speaker, and the Secretary—An access code allowing access to the Society Main Office.
4. The Business 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.
5. Other positions with the consent of the Vice President, Operations—An access code allowing access to the Society Main Office.
6. Other positions with unanimous consent of the Executive Board—All other spaces.

### 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 officers. 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.

### 4.3 OTHER KEY-HOLDING POSITIONS

The following may request the following keys/fobs:

1. Math Graduation Committee—up to two keys allowing access to their office.
2. Math Orientation Committee—one access code allows access to the Main Office.
3. 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.
4. mathNEWS—one access code that allows access to the Society Main Office, to be held by only one editor, and an access code that allows access to their office.
5. Mathematics Endowment Fund—One key allowing access to their office.
6. Women in Computer Science—five keys allowing access to their office.

Although this list is intended to reflect all current agreements with external groups, any other groups holding agreements with the Society may also be granted keys/fobs/codes per the terms of their respective agreements.

## PROCEDURE 5.      SIGNING AUTHORITY

*effective August 19, 2018*

The signing authority for any and all Society accounts, unless specified in any other duly enacted Policy, whether they be with a chartered bank or similar institution, the University of Waterloo or any department thereof, or other outside agencies shall rest with:

1. the President;
2. the Vice-President, Finance;
3. the Vice-President, Operations; and,
4. the Business Manager.

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

## PROCEDURE 6. LOCKER DISTRIBUTION

*effective August 19, 2018; replaces Council Policy—Locker Distribution effective July 17, 2014; replaces December 4, 2002; replaces March 23, 1999*

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

### 6.1 LOCKER BOOKING

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

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

### 6.2 LOCKER ADMINISTRATION

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

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

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

### 6.3 LOCKER USE

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

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

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

## PROCEDURE 7. EXECUTIVE EVALUATION COMMITTEE

*effective June 26, 2024; replaces August 19, 2018; replaces March 25, 2014*

### 7.1 COMPOSITION AND SELECTION OF MEMBERS

The membership of the committee shall be:

1. Two (2) currently sitting members of MathSoc Board;
2. Two (2) currently sitting members of MathSoc Council;
3. One representative from the Dean's Office as a non-voting member; and
4. Business Manager.

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

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

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

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

No current Executive may sit on the committee.

### 7.2 MEETINGS

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

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

### 7.3 POWERS AND DUTIES

The committee shall:

- Follow and recommend updates to Council Policy 25 (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.

## 7.4 CONFIDENTIALITY AND INFORMATION RETENTION

All files of the committee are considered confidential; they may only be viewed by current members of the committee, unless the committee determines that there is a specific and identifiable need for a particular individual not sitting on the committee to access a certain file or a subset of the information contained therein. Reports, evaluations, and all associated files must be destroyed no more than five calendar years after their completion.



## PROCEDURE 8. FULL AND PART-TIME PERMANENT STAFF

*effective November 28, 2024; replaces August 19, 2018; December 1, 1998; new*

### 8.1 DEFINITIONS

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

### 8.2 HUMAN RESOURCES COMMITTEE

The Human Resources Committee shall consist of:

1. The President;
2. The Vice-President, Operations;
3. The Chair of the Society;
4. The Business Manager of the Society;
5. The President of the Federation of Students, or designate;
6. A representative of the Office of the Dean of Mathematics, appointed by the Dean, to act in a non-voting, advisory capacity; and
7. A representative of the Department of Human Resources, to act in a non-voting, advisory capacity.

The Human Resources Committee shall, on behalf of the President, act as the Society’s department head for the purposes of any and all University policies regarding Staff.

The Committee shall be empowered to make all decisions regarding the employment of Staff, including, but not limited to:

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

The Committee shall meet as deemed necessary by Board to address any changes or concerns.

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

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

### 8.3 BUSINESS MANAGER PERFORMANCE APPRAISAL

The Business Manager undergoes a Performance Appraisal, hereby referred to as the “evaluation”, every year.

This evaluation process must be carried out by the President and the Chair of the Board, in collaboration with the Director of Operations and Development of WUSA, hereby referred to as “WUSA Operations”.

The information collection and evaluation processes outlined in this procedure must align with the University’s HR performance appraisal metrics.

#### 8.3.1 TERMLY INFORMATION COLLECTION

Each academic term, the Chair and the President must meet with WUSA Operations before the third regular meeting of the Board of Directors to discuss collecting information regarding the Business Manager’s performance.

Barring special circumstances, the Chair and the President must then anonymously survey the following groups for feedback regarding performance in the term:

1. Chair of the Board of Directors;
2. Executive Officers;
3. Full-time staff of the Coffee and Donut shop;
4. Directors who act as Chair or Vice-Chair for the Executive Appointment and Executive Evaluation Committees; and,
5. Associate Dean, Undergraduate Studies, or designate.

Such responses must be strictly confidential and securely sent to WUSA Operations by the final meeting of the Board of Directors in each term.

The President and the Chair may securely send an additional written evaluation of the Business Manager’s performance in the term to WUSA Operations by the end of the term.

The Society will not retain documents, responses, or any associated files once WUSA Operations has received them. Only the Chair, the President and WUSA Operations will be able to view such documents unless they determine that there is a specific and identifiable need for a particular individual to access a certain file or a subset of the information contained therein.

#### 8.3.2 WINTER TERM EVALUATION

The Chair and the President in Winter terms must meet with WUSA Operations to initiate the evaluation process no later than February 1.

Upon initiation of the process, the Chair or the President must inform the Board at its next regular meeting.

The evaluation process shall take into consideration the survey responses from the past year aiming to be a holistic view of performance throughout the year.

The Chair, the President and WUSA Operations shall aim to conclude the process by the end of the term, barring extenuating circumstances.

## PROCEDURE 9. CONFLICT OF INTEREST

*effective May 1, 2019*

### 9.1 DEFINITION

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

### 9.2 CANDIDATES

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

### 9.3 DECLARATION OF CONFLICT

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

#### 9.3.1 DECLARATION DEADLINE

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

#### 9.3.2 COUNCILLOR REPRESENTATIVES

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

#### 9.3.3 NEW CONFLICTS

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

### 9.4 AVAILABILITY OF DECLARATIONS

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

## 9.5 CONFLICTS IN MEETINGS

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

## 9.6 UNDECLARED CONFLICTS

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

## PROCEDURE 10. EXECUTIVE APPOINTMENT COMMITTEE

*effective July 24, 2024; replaces 2020*

The Board is responsible for the appointment of the Vice-President, Communications; Vice President, Internal; Vice-President, Operations; and Vice-President, Finance. The selection process for each of the appointed executives is governed by the Executive Appointment Committee.

### 10.1 COMPOSITION AND SELECTION OF MEMBERS

The membership of each committee shall be:

1. The Chair of the Board, who will serve as the Chair of the Committee;
2. One (1) current voting member of MathSoc Board, who will serve as the Vice-Chair;
3. The current appointed Vice-Presidents, who are responsible only for the appointment of their successor;
4. Two (2) current voting members of MathSoc Council; and
5. The Business Manager.

The committee 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 the appointment committee. Should the Chair of the Board of Directors be ineligible, an alternative Director will be selected by the Board of Directors to serve as the Chair of the Committee. Should an appointed Vice-President be ineligible, the Board shall appoint an alternative voting member of the Society, including but not limited to former Vice-Presidents.

### 10.2 MEETINGS

The committee 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 ( $2/3$ ) of the committee members.

### 10.3 POWERS AND DUTIES

The committee 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.

## **10.4 CONFIDENTIALITY AND INFORMATION RETENTION**

All files of the committee are considered confidential; they may only be viewed by current members of the committee, unless the committee determines that there is a specific and identifiable need for a particular individual not sitting on the committee to access a certain file or a subset of the information contained therein. Reports, recommendations, and all associated files must be destroyed no more than five calendar years after their completion.

## PROCEDURE 11. APPOINTMENT OF DIRECTORS

### 11.1 OVERVIEW

#### 11.1.1 PURPOSE

This procedure:

1. provides a process for students at-large to apply and be considered for a seat on the Board of Directors for the upcoming governing year elaborating and expanding on Bylaw Article 6, *Board of Directors*, and
2. provides additional guidance on handling vacancies on the Board that may arise.

#### 11.1.2 APPLICATION

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

### 11.2 ADVANCE NOMINATIONS

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

1. the blurb is under 100 words;
2. the blurb is submitted at least five 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 five business days before the General Meeting but more than 24 hours before the General Meeting begins, the chair of the General Meeting shall present these as they see fit during the at-large seat nomination period.

Advance nominations shall be treated equally to nominations made at the General Meeting.

### 11.3 HANDLING OF VANACIES ON THE BOARD

#### 11.3.1 DUE TO BECOMING AN EXECUTIVE OFFICER

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

**11.3.2 ORDER OF ELECTIONS**

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



## PROCEDURE 13.      AUDIT

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

### 13.1    PREPARATION FOR THE AUDIT

1. The Vice-President, Operations shall conduct the audit of the inventory no later than April 25th.
2. The Vice-President, Finance shall send the inventory audit to the Society's Accountant no later than April 27th. In addition, the Vice-President, Finance shall deposit all cash, including the float, to the Society's bank account no later than April 27th.
3. One (1) of the following must be present on the date of the audit:
  - (a) the Business Manager;
  - (b) the Chair of the Board;
  - (c) the Vice-President, Finance; or,
  - (d) the Vice-President, Operations.
4. During the audit, the aforementioned Society Representative must give the auditors access to the office to conduct an inventory audit as well as let the auditors verify the safe is empty.

## PROCEDURE 14. MARKETING POLICY

*effective March 14, 2024; replaces unknown*

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

All postings must contain information regarding contact persons or organizations, and event date. Any postings that are written in a language other than English must contain an English translation.

### 14.1 MATHSOC BULLETIN BOARD POLICY

The MathSoc bulletin boards are:

- 2 Bulletin Kiosks in MC 3rd floor Hallway
- MC 3rd floor Glass boards
- 3 bulletin boards next to MC3038
- DC 1st floor main foyer, behind elevator next to the DC fishbowl

The Marketing Directors and the Vice President, Communications 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, Communications or a marketing director. Each approved poster must receive a stamp of Society approval with a date for removal. This date is set at two weeks time from the posting or one day after the poster's event has finished. The notices will be posted until that date. Posters can only be posted by the Postings Director or designate. The Postings Director reserves the right to remove and discard posters which violate this policy. Posters sent or delivered to the Society should number no more than 4 if standard size (8.5x11) or 2 if larger.

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

### 14.2 VIOLATIONS AND PENALTIES

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

- First offenses will result in the formal warning of the posting organization or person.
- Subsequent offenses shall result in suspension of posting privileges for 2 weeks.

## PROCEDURE 15. DECISIONS BETWEEN MEETINGS

*effective October 23, 2021*

### 15.1 OVERVIEW

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

### 15.2 DEFINITIONS

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

### 15.3 APPLICABILITY OF A-VOTES

#### 15.3.1 GENERAL

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

#### 15.3.2 VETO

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

#### 15.3.3 ABUSE

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

An A-Vote may not be held:

1. to suspend procedure or policy;
2. to allow another A-Vote under any circumstance;
3. to pass any motion which should be held by secret ballot;
4. by secret ballot;
5. to pass any motion which contradicts any decision of the society at a general meeting; or
6. to pass any motion which contradicts any decision of the society in the last year.

## **15.4 DUE PROCESS FOR A-VOTES**

### **15.4.1 INITIALIZATION**

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

### **15.4.2 VETO**

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

### **15.4.3 TIMELINE**

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

### **15.4.4 VOTING AND THRESHOLD**

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

## **PROCEDURE 16. STUDENT PLACEMENT AND CLUB EXPANSION (SPACE) COMMITTEE**

*effective January 19, 2023*

### **16.1 COMPOSITION AND SELECTION OF MEMBERS**

The membership of the committee shall be:

1. Two (2) currently sitting members of the Board of Directors; and
2. The Business Manager.

Directors should be appointed to vacant seats soon as is practicable. Sitting members of the committee may hold their seats indefinitely, until the Board decides otherwise.

### **16.2 MEETINGS**

The committee shall meet on a need by need basis and shall organize meetings with relevant Faculty administration in control of space allocation as is appropriate.

### **16.3 POWERS AND DUTIES**

The committee shall:

1. Meet with Faculty administration and advocate for greater useful club, study, and/or lounge space for Math students;
2. Develop, maintain, and pursue long-range goals for space agreements with the Faculty, including concrete plans;
3. Report to the Board of Directors and Council; and
4. Report to and regularly consult with the President.

The committee shall seek to informally consult Math students and Council members as to their direction of advocacy and the wishes of these parties.

## PROCEDURE 17. CODE OF CONDUCT

*effective February 18, 2024; replaces November 7, 2023*

### 17.1 PURPOSE

The Mathematics Society recognizes the tremendous work and dedication our student volunteers put into running events, providing services, and overseeing club activities for the student body. As such, this policy expresses our commitment to foster and maintain an environment that is free of harassment and discrimination, for our students to feel safe. The Society will not tolerate anyone intimidating, humiliating, or sabotaging others in our community. The Society aligns with the Federation’s Harassment and Discrimination Policy and is committed to providing and maintaining a professional environment that is based on respect for the dignity and rights of everyone in the Society.

The Society has outlined a code of conduct to highlight our expectations for all individuals who participate in the Mathematics Society, as well as the steps to handle unacceptable behaviour.

The Code of Conduct does not cover criminal matters. Initiating a Code of Conduct complaint does not exclude other paths, such as going to Special Constable Service. For criminal matters, including threats or acts of physical violence, immediately contact Special Constable Service at ext. 22222 or direct line (519) 888-4911.

### 17.2 EXPECTED BEHAVIOUR

All members of the Society shall:

- exercise consideration and respect to others in speech and actions;
- refrain from demeaning, discriminatory, or harassing behaviour and speech; and
- be mindful of surroundings and of others.

### 17.3 UNACCEPTABLE BEHAVIOUR

Unacceptable behaviour includes intimidating, harassing, aggressive, abusive, discriminatory, or derogatory speech or actions in any location covered by the scope of this Code of Conduct, as defined in section 9, *Scope*.

For the purposes of this procedure, terms such as “harassment” and “discrimination” are clearly defined in the Federation’s Harassment and Discrimination Policy.

### 17.4 ENFORCEMENT

This Code of Conduct is to be enforced by the following Reporting Officers to the best of their ability:

- Executive Officers;
- Club Executives;
- Event organizers;

- Office Managers;
- the Chair of the Board; and
- the Business Manager.

If the Reporting Officer witnesses unacceptable behaviour, they may impose sanctions in accordance with section 6, *Consequences for Unacceptable Behaviour*, A or B, without first going through a committee, unless they are also involved in the situation in question.

## 17.5 EXPERIENCING UNACCEPTABLE BEHAVIOUR

If a dangerous situation arises or someone is in distress, immediately contact Special Constable Service at ext. 22222 or direct line (519) 888-4911, or call 911.

If there is a violation of this Code of Conduct, contact the nearest eligible Reporting Officer. Complaints received are to be handled by Reporting Officers who are not involved in the situation or closely related to individual(s) in the complaint.

The Reporting Officer will first interview the subject of the complaint and any witnesses, then consult with the Chair of the Board (or replacement; see below) if further action is required and, if necessary, a committee shall be formed to discuss the complaint. Individuals who are involved or closely related to those involved (as determined by the rest of the committee) may not sit on this committee. The committee shall consist of:

- the Reporting Officer;
- the Chair of the Board;
- two Mathematics Society Executive Officers;
- the Business Manager;
- the Associate Dean of Undergrad Students of the Faculty, or designate; and
- the Executive Director of the Federation, or designate.

The Chair of the Board shall chair this committee; if they are ineligible, a suitable replacement shall be appointed by the committee. The committee is appointed on a per-incident basis. The chair of the committee shall be familiar with the Federation's Harassment and Discrimination Policy and Federation's MoU with Societies, and they shall notify the Federation, providing a copy of Appendix A, when a temporary or 1-year ban has been imposed on any individual.

## 17.6 CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

Any individual found to be in violation of this Code of Conduct shall receive at least one consequence of the following list, based on what the committee or the Reporting Officer deems appropriate:

- A. a verbal warning;
- B. a request to leave the area for the rest of the event or the day, whichever is appropriate;
- C. a temporary ban from all areas governed by this Code of Conduct, as outlined in section 17.9 Scope, lasting the remaining duration of the term. If there is less than one month of classes remaining, this ban is to continue into the subsequent term;

- D. a 1-year ban from all areas governed by this Code of Conduct, in the event of a serious incident or repeated violations; or
- E. filing a formal complaint through the Federation.

If the situation is handled by the Reporting Officer, they may assign either of consequence A or B. If the Reporting Officer deems that a more severe sanction is appropriate, they may contact the Chair of the Board to pursue further action. If the situation is handled by the committee, then the committee may assign any sanction on the above list, as they deem appropriate, with consultation from the Federation.

If an individual who is not permitted to be in an area governed by this Code of Conduct is found in such an area, then any Reporting Officer that is aware of this is to ask the individual to leave. If they refuse, the Reporting Officer is to contact Special Constables and have the individual removed.

In the event that an individual is banned for a term they have already paid fees for, they may opt out of those fees as per the Mathematics Society refund request requirements.

## 17.7 GRIEVANCES

If a sanctioned individual disagrees with the consequences assigned, they may appeal the decision by contacting the Chair of the Board. The Chair will discuss the consequences with the committee, or the Federation depending on the severity of consequences, and determine whether to uphold, change, or remove the consequences assigned. If the Chair of the Board is either personally involved in the complaint or has a close relation with someone involved in the complaint, they are to recuse themselves from both the discussion and the vote on the appeal, and a new chair will be appointed by the committee.

In the event that a 1-year ban has been placed on an individual, and if there are no additional complaints related to the sanctioned individual and no instances of non-compliance with the sanctions from previous three terms, the sanctioned individual may request that their sanction be lifted by the committee (assigned to that incident) which shall not be unreasonably refused. Alternatively, if there are instances of non-compliance or additional complaints about the individual during the 1-year ban, an extension of one term (4 months) will be added to the end-date of the current ban.

## 17.8 CONFIDENTIALITY

The Mathematics Society recognizes that all members have a right to privacy, and will handle complaints confidentially. As such, proceedings will be kept confidential as described below:

- information will only be reported to Special Constable Service when directly required;
- information will be kept in the Mathematics Society Business Manager's records and be available to Executive Officers, as outlined in Appendix A; and
- possible Reporting Officers will be informed of the sanction on the individual in question as is deemed necessary to enforce the sanction (e.g. at events), but no details of the incident will be disclosed.



## 17.9 SCOPE

This procedure applies to all spaces monitored by the Mathematics Society and the individuals using that space, the aforementioned spaces including but not limited to the main office, Coffee and Donut shop, Comfy Lounge, club rooms, and public spaces that have been booked for MathSoc's use. This policy also applies to any and all communication created for Mathematics Society use, including but not limited to the Mathematics Society digital space and any chat created for office staff and clubs, as well as during any Mathematics Society event.

## PROCEDURE 18. MATHSOC OFFICE RENTALS

*effective March 14, 2024*

### 18.1 OVERVIEW

The MathSoc office hosts rental services to any MathSoc members. Some of these services are the renting of board games, calculators or textbooks. On a number of occasions, the ability to use these services is misused and taken for granted, resulting in items not being returned to the MathSoc office. This policy solidifies the rental policy for items within the MathSoc office.

### 18.2 DEFINITIONS

1. “Rented item” refers to any item that has been rented by a MathSoc member from the MathSoc office, which may include but is not limited to:
  - (a) Board games,
  - (b) Calculators, or
  - (c) Textbooks

### 18.3 RENTAL LIMITS

MathSoc members are limited to having any combination of:

1. up to three outstanding board game rentals,
2. up to one outstanding calculator rental, and
3. up to three outstanding textbook rentals

Rental limits of other non-textbook items may be placed by the discretion of the Vice President, Operations.

### 18.4 NON-TEXTBOOK ITEM RENTALS

Any non-textbook item rented from the MathSoc office by a MathSoc member is required to be returned within 14 days of the rental date.

If the member does not return said item within the given time, all rental privileges will be revoked until the overdue rental item(s) are returned. Depending on circumstances for late return, at the discretion of the VPO, rental privileges may be revoked for set time period or remainder of the term.

The member shall have their rental privileges revoked on a termly basis until all outstanding items are returned to the MathSoc office.

## 18.5 TEXTBOOK LIBRARY RENTALS

Any textbook rented from the MathSoc office by a MathSoc member is required to be returned within 31 days of the rental date.

If the member does not return said textbook within the given time, the member will have their rental privileges revoked from all rental services for the remainder of the term. The member shall be notified by the Vice President, Operations or any other MathSoc Executive about their ban along with a request to return the textbook promptly.

The member shall have their rental privileges revoked on a termly basis until all outstanding items are returned to the MathSoc office.

## 18.6 LATE RENTALS

If the rental time of an item ends after the last day the MathSoc office is open, the item must instead be returned on the last day of the office being open.

If the item is not returned on the last day of the MathSoc office being open, the member shall have their rental privileges revoked

If at the Vice President, Operations, or President's approval, late rentals may be returned after the last day the MathSoc office is open with a date decided upon the Vice President, Operations or President, and the member shall incur no penalty.

## 18.7 MONETARY PENALTY

If a member has been barred from rental services for two consecutive terms due to the failed return of the same item(s), the member may be charged the full replacement value of the missing item(s).

## 18.8 AGREEMENT OF POLICY

Upon renting any item from the MathSoc office, the MathSoc member is required to sign a receipt that confirms their agreement of this policy, along with any relevant sanctions that may be imposed if the item is not returned on time. If the receipt is not signed, the rented item will not be given to the member until the receipt is signed and thus agreeing with the procedures followed in this policy.

## 18.9 REMOVAL OF RENTAL BAN

If a MathSoc member is currently barred from rental services from the MathSoc office, there are two ways the ban shall be removed:

1. Upon returning all delinquent rental items, the ban will be lifted during the following term, at which point the member may use the rental services as outlined in this policy, or
2. At any point, subject to the approval of the Vice President, Operations or the President, the ban of any member from rental services provided by the MathSoc office may be lifted.

## PROCEDURE 19. VOLUNTEER MANDATORY TRAINING

*effective October 8, 2024; replaces September 1, 2024*

### 19.1 OVERVIEW

Training modules are courses available on Learn for free self-enrollment. They need only be completed once and will stay on the student's transcript while they remain a part of the University community. This procedure states which training modules volunteers in the Society must complete.

### 19.2 DEFINITION OF GROUPS

The following groups shall be required to complete this training:

**Group A:** The Executive Officers of the Society, the Chair of the Society, and the Speaker.

**Group B:** The Secretary of the Society and Council Secretary.

**Group C:** The president and other executives of Clubs under the aegis of MathSoc.

**Group D:** Event Volunteers under the Vice-President, Internal.

**Group E:** Office Managers under the Vice-President, Operations.

**Group F:** Office Staff under the Vice-President, Operations.

**Group G:** Finance Directors under the Vice-President, Finance.

**Group H:** Academic Event Volunteers under the Vice-President, Academic.

### 19.3 REQUIRED TRAINING MODULES FOR GROUPS

All groups must complete their required training modules within two weeks of coming into their position.

Groups	Employee Safety Orientation (SO1001)	Workplace Violence (SO1081)	Accessibility Training	Cyber Awareness Essentials
<b>A:</b> The Executive Officers of the Society, the Chair of the Society, and the Speaker.	✓	✓	✓	✓
<b>B:</b> The Secretary of the Society and Council Secretary.		✓		✓
<b>C:</b> The president and other executives of Clubs under the aegis of MathSoc.	✓	✓	✓	✓
<b>D:</b> Event Volunteers under the Vice-President, Internal	✓	✓	✓	✓
<b>E:</b> Office Managers under the Vice-President, Operations.	✓	✓	✓	
<b>F:</b> Office Staff under the Vice-President, Operations.		✓	✓	
<b>G:</b> Finance Directors under the Vice-President, Finance.		✓		✓
<b>H:</b> Academic Event Volunteers under the Vice-President, Academic.		✓	✓	

## 19.4 VERIFICATION OF COMPLETION OF TRAINING

The Business Manager and the Chair of the Society shall ensure that groups **A** and **B** have completed their training by the required date.

The Vice-President, Internal shall ensure that groups **C** and **D** have completed their training by the required date.

The Vice-President, Operations shall ensure that groups **E** and **F** have completed their training by the required date.

The Vice-President, Finance shall ensure that group **G** has completed their training by the required date.

The Vice-President, Academic shall ensure that group **H** has completed their training by the required date.

Failure to complete necessary training may result in an individual being removed from their role.

## PROCEDURE 20. WEBSITE COMMITTEE

*effective July 24, 2024; new*

### 20.1 COMPOSITION AND SELECTION OF MEMBERS

The membership of the committee shall be:

1. Two (2) current voting members of the Board of Directors;
2. One (1) current voting member of Council;
3. At least one (1) lead web developer;
4. The Vice-President, Communications; and
5. The Business Manager.

Directors and Councillors shall be appointed by their respective governing bodies. Lead web developer appointments shall be made by the committee, and ratified by the Board of Directors. Should a Director or Councillor seat become vacant, the respective governing body shall appoint a replacement at their earliest convenience.

The Board of Directors shall appoint one Director to serve as the Chair of the Committee. Directors and Councillor(s) who are also lead web developers may sit with a dual mandate, thus satisfying two membership requirements.

All members, with the exception of the Councillor(s) and the Vice-President, Communications, shall serve on the committee for a period of at least eight (8) months or until they leave their position, whichever is first.

### 20.2 MEETINGS

The committee shall meet at least once a month. Meetings may be called by the Chair of the Committee, or upon the written request of any two members.

### 20.3 POWERS AND DUTIES

The committee shall:

1. Provide stable long-term guidance for the overall direction and development of the MathSoc website;
2. Oversee the hiring and direction of MathSoc's web developers, in collaboration with the Vice President, Communications;
3. Hire lead web developers to be primarily responsible for website development;
4. Manage solicited website feedback and incorporate it into the direction of the website;
5. Report hiring updates to the Board of Directors by no later than the second Board meeting of every term; and

6. Report development progress to the Board of Directors at the final Board meeting of every term.

Web developers shall be operationally and administratively overseen by the Vice President, Communications, but are ultimately subordinate to the committee.

Although members may conduct the below activities independently from the committee according to their individual mandates, the committee as a whole shall not:

1. Manage website content;
2. Manage detailed requirements; or
3. Be involved with the technical implementation of the website.

## APPENDIX A. MISCONDUCT REPORTING DOCUMENT

Filed against:	Filed by:
Date:	Incident reported to:
Committee members:	
Complaint:	
Decision:	
Effective:	

  

Appeal date:	Appealed by:
Complaint:	
Decision:	
Effective:	

  

Case status: open / closed
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## **APPENDIX B.      RESCINDED PROCEDURES**

### **PROCEDURE 12.      NON-DIRECTOR CHAIR PERMISSION**

Rescinded October 8, 2024; effective 2020