Constitution

Constitution of the Mathematics Graduate Student Association (MGSA) of the University of Notre Dame du Lac.

Effective August 29, 2005. Amended September 20, 2010. Amended February 19, 2014.

Article 1 - Name:

    The name of this organization shall be: Mathematics Graduate Student Association, in short MGSA.

Article 2 - Purpose:

    The purpose of this organization shall be to improve studying and working conditions for graduate students in the Department of Mathematics and the Department of Applied and Computational Mathematics and Statistics (ACMS) at the University of Notre Dame du Lac.

    The organization shall encourage communication among students, faculty, and staff, and contribute to a rich social life in the departments and encourage communications between the Department of Mathematics and the Department of ACMS.

    It shall be a source of support and information for all graduate students.

    It shall conduct the election of representatives to the University's Graduate Student Union (GSU) in accordance with that organization's rules.

    It shall seek funds for refreshments for the Graduate Student Seminar, held regularly in the department during the academic year.

Article 3 - Membership Requirements:

Active Members:

    Active members of MGSA are all currently registered graduate students of the University of Notre Dame du Lac's Department of Mathematics and Department of ACMS (this includes those who are currently non-resident). Membership is automatic and cannot be denied by MGSA. MGSA does not discriminate on the basis of gender, orientation, race, religion, or national origin.

Passive Members:

    Passive Members of MGSA are ~~Mathematics Department Alumni~~ alumni of the Department of Mathematics and the Department of ACMS, including those who graduated before 2005. Upon graduation, the active members do not lose their membership benefits, except for their voting rights.

Honorary Members:

    MGSA can appoint honorary members. They are passive members, i.e. they have no right to vote. They need not be previous students of mathematics. The appointment of an honorary member may be done at any MGSA meeting with a simple majority.

Article 4 – Officers

This organization shall have ~~three~~ ~~four~~ six elected officers. They are:

- President
- Vice President
- Secretary
- Treasurer
- First-Year Representative for the Department of Mathematics
- First-Year Representative for the Department of ACMS

The officers must be active members of MGSA.

Term of office is the academic year. ~~However, the transfer of power to the new officers is at the end of the spring semester, so that the new officers can prepare for the coming academic year.~~ If an officer graduates or retires from office during an academic year, the remaining officers appoint a replacement officer. If the President is a member of the Department of Mathematics, then the Vice President must be a member of the Department of ACMS, and vice-versa.

Duties of officers:

- The President calls and leads the meetings of MGSA. He or she represents the graduate students' interests in administrative matters. He or she is the primary contact for the ~~Mathematics~~ Department Chair and the Director of Graduate Studies of the department to which he or she belongs. The President also should ensure that GSU representative positions for his or her department are filled. The President is to be available for the academic year following his term to advise the new officers (upon request). First-year students may not run for this office.

- The Vice President represents the graduate students' interests in administrative matters. He or she is the primary contact for the Department Chair and the Director of Graduate Studies of the department to which he or she belongs. The Vice-President also should ensure that GSU representative positions for his or her department are filled. First-year students may not run for this office.

- The Secretary takes minutes at meetings, sends out newsletters and other communications, maintains the website and the mailing list, and assists the other officers as needed.

- The Treasurer collects and deposits funds into the account held by the Mathematics department, reimburses members for approved expenses, organizes the Graduate Student Seminar, and assists the other officers as needed.

- The First-Year Representatives represent the interests of the incoming first-year students. They are the primary contact between all first-year students and the MGSA, and are charged with relaying any concerns by the first-years to the President or Vice-President as needed. This office is open only to first-year students.

After elections ~~during the spring semester~~, the departing officers shall pass all relevant documents (including passwords) to their successors ~~at the final MGSA meeting of the academic year~~. In addition, the President and Vice President will prepare a brief report, summarizing the activities of the MGSA over the previous academic year. Once reviewed and accepted by the departing MGSA officers, this will be presented to the incoming officers and made public to all MGSA members. Finally, all officers' names and positions (both elected and appointed) as well as the members of any committees will be added to MGSA Officers Archive. ~~It is recommended that new officers hold their first meeting prior to the conclusion of the spring semester, in order to fill appointments.~~

Several other positions may be created and ratified by vote at any MGSA meeting. It is suggested that interested MGSA members who unsuccessfully campaigned for office be given preference for the positions. Officers are encouraged to consult the MGSA Officers Archive to see what positions had been created in previous years.

Article 5 - Elections:

Elections shall be held ~~in April for the upcoming academic year~~ ~~at the beginning of the academic year~~ in April for the upcoming academic year for all offices but first-year representatives, and at the beginning of the academic year for those offices.

All active members may run for office, and no one may hold more than one office at a time. No person may hold the offices of either President or Vice President for more than a combined total of 2 years. Nominees need not be present at the MGSA election, but may be nominated in absentia.

If for a specific office only one member has been nominated and decided to run, he is considered elected. For this office no election will be held.

Procedure:
All active members may vote in an election. The candidate with the most votes is elected. If a two-way tie is reached, ~~both members can become co-officers, if they agree on that. Otherwise,~~ a runoff election is held for that office between only the tied candidates. If there are only two nominees tied for votes, or if the following runoff election results in a tie, then the winner will be the most senior member of their department. If they are of equal seniority, a coin toss will decide the elected official.

Election officers:

The elections shall be organized by two election officers who are chosen at a MGSA meeting. They must be active members. Election officers may not run for office in the election they are administering. It is recommended that election officers are not current officers and that they do not receive an appointed position for the academic year following the election.

Article 6 - Meetings:

Regular meetings of MGSA shall be held at least twice a semester: at the beginning and at the end. Additional meetings can be called any time upon request by any member to the President. Invitations to the meetings shall be distributed ahead of time to all

active MGSA members. All MGSA meetings are however open to all members, active, passive, or honorary.

Quorum shall be 10% of ~~current mathematics graduate students~~ resident active members; simple majority shall suffice for all decisions, except alterations to the constitution.

Article 7 - Advisors:

The advisors of MGSA shall be ~~a full-time faculty or academic staff member of the Mathematics department at the University of Notre Dame du Lac~~ the Directors of Graduate Studies for the Department of Mathematics and the Department of ACMS. ~~The advisor is chosen by the new officers, or if time allows, at the end-of-semester meeting in the spring.~~

The advisors shall help mediate between administration and graduate student body in case of conflicts and provide guidance for the students.

Article 8 - Committees:

MGSA has no standing committees. Officers are encouraged to form committees as needed and may refer to MGSA Officers Archive for guidance.

Article 9 - Dues:

MGSA does not collect any dues.

Article 10 - Handling of funds:

MGSA's account will be managed by the Treasurer.

In his or her absence, the officers have full access to the account, in the following order: President, Vice President and then Secretary – in compliance with the campus registration form.

All monies collected on campus must be deposited into MGSA's account.

Article 11 - Amendments and Revisions:

To amend or revise the Constitution, the text of the old article and the proposed change must be announced to all graduate students with a minimum of two weeks' deliberation time. Voting shall take place at a special meeting called for this purpose, and require a quorum size of ~~50%~~ 30% of all ~~mathematics graduate students~~ resident active members, plus one. A majority of 2/3 of the active members in attendance is necessary. If quorum is not reached, a non-anonymous mail-in vote shall be taken with two weeks voting time; this vote may involve physical ballots, electronic ballots, or both. A majority of 2/3 of the actual votes shall suffice.

The Secretary shall arrange publication of the changed constitution. The constitution must also be available on MGSA's website.

Article 12 - Preservation of Funds:

Should the organization ever dissolve or fail to re-register with GSU, any of its funds held by the Mathematics Department shall remain until the organization can reestablish itself.