

Constitution of the University of Alberta Mathematical Sciences Society

Revision 9

Amended and Ratified 6 March 2020

I. Name

- A) The organization to which this document pertains shall be known as the University of Alberta Mathematical Sciences Society, hereinafter referred to as “the MSS” or “the Society.” The MSS exists under the student groups section of the University of Alberta Students’ Union Constitution.
- B) The symbol of the Mathematical Sciences Society shall be a transposed upper-case sigma followed by two integral signs to create a stylized representation of the Society’s initialism.

II. Mandate

The MSS has a responsibility to provide the following to its membership:

- A) To organize academic activities designed to improve the knowledge and experience of members in the diverse areas of the mathematical sciences.
- B) To foster camaraderie by organizing social activities and allow the exchange of ideas in an informal atmosphere.
- C) To represent the interest of members before external organizations such as the Students Union.
- D) To maintain the Society lounge in CAB 453.

III. Membership

A) Levels of Membership and Eligibility

i) Associative Membership

Staff, academic or non-academic, and graduate students may obtain associate membership at no charge upon request.

ii) Full Membership

Any undergraduate student, full or part-time, may become a full member of the MSS during the academic year in which they are registered at the University of Alberta.

iii) Voting Membership

Any full member will be considered a voting member, provided they became a full member on or before January 15th of the current academic year and one of the following criteria are met. (These criteria are on the honor system.)

- a) They have attended at least 3 MSS events during the current academic year, including but not limited to MSS games nights, MSS sponsored lectures, and MSS parties.
- b) They are present in the MSS lounge on a regular basis during the current academic year.

B) Privileges

i) Associative Member

- a) Each associate member is entitled to the use of the lounge.
- b) Each associate member is entitled to attend all general meetings and Society events, albeit without voting privileges or other preferential status.

ii) Full Members

- a) Each full member is entitled to the use of the lounge. This includes limited use of the printer. (ie. Printing assignments is fine; printing textbooks is not.)
- b) Each full member is entitled to attend all general meetings and Society events.
- c) Each full member is entitled to special discounts on certain Society events.

iii) Voting Members

- a) Each voting member is entitled to the same privileges as a full member.
- b) In addition, each voting member may vote at a general meeting.

C) Membership Dues

Membership dues must be paid in full before membership is granted. This fee of five dollars is non-refundable.

D) Terms of Membership

Payment of dues confers membership from the date of payment to the beginning of the next academic year.

E) Suspension

- i) Any member may have their membership suspended under Article III, Section E during a general meeting by a majority vote. Valid grounds to suspend membership are violation of the University of Alberta Code of Student Behaviour or the MSS's constitution.
- ii) Any member may have their membership suspended by a majority vote of the executives if the following conditions are met:
 - a) The member's behavior violated either the University of Alberta Code of Student Conduct or the MSS's constitution.
 - b) At least one non-executive full member must have voiced concerned about the member's actions to the executives.
 - c) The executives deem the member's actions to be detrimental to the MSS.
- iii) If a member posts inappropriate content on the official MSS discord, then that member may be muted by a majority vote of the executive officers. Note that no member may be banned from the discord.

F) Reinstatement

- i) Any member suspended may have their membership reinstated during a general meeting by a two-thirds vote.
- ii) If a member was suspended by an executive vote, the member may also be reinstated by a majority vote of the executive officers.
- iii) A member may be un-muted on the MSS discord by a majority vote of the MSS executive officers.

IV. Meetings

A) General Meeting

A general meeting may be called by any full member and shall be considered valid if and only if all of the following conditions are satisfied:

- i) 40% of the non-executive voting membership must be in attendance.
- ii) Three members of the executive must be in attendance, one of whom must be either the President or the Vice President.
- iii) If the Secretary is not present, a designate will be appointed to take the minutes.
- iv) The general meeting must have been advertised at least five business days prior to its occurrence.

B) Initial General Meeting

The Initial General Meeting of the MSS in each academic year shall be held no more than three weeks after the commencement of the fall session. This meeting shall be extensively advertised no less than one week prior to its occurrence.

C) Annual General Meeting

In February, a special general meeting shall be called for the purpose of electing the executive officers. More than 50% of the total voting membership must attend this meeting for the results to be considered binding. The newly elected executive will take office on May 1. The current executives will make themselves available for operational training until that time.

D) Executive Meetings

For an executive meeting to be considered valid, the following conditions must be satisfied.

- i) Quorum must be established; at least three of the executive members, including either the President or Vice President, must attend.
- ii) If the Secretary is not present, a designate will be appointed to take the minutes.

E) Committee Meetings

Committee meetings shall be scheduled and conducted at the discretion of the committee chair.

F) Emergency Impeachment Meetings

Should any full member wish to impeach an executive member, the following criteria must be met.

- i) At least two-thirds of the voting membership must meet.
- ii) An emergency chair must be nominated and elected by majority vote of those present.
- iii) The emergency chair must appoint a secretary to record the discussion and outcome of the impeachment vote as per Article V, Section C.

G) Minutes

- i) Full minutes for every MSS meeting, both general and executive, must be taken and made available to the membership at large in both electronic and printed form no later than one week following the meeting.
- ii) These minutes must be approved by the next meeting of the body which produced them.

H) Chairmanship

Every general and executive meeting will be chaired by the President or, in their absence, by the Vice President. In the event of an emergency impeachment meeting, this section shall be superseded by Article IV, Section F, Subsection ii. Should any conflict arise as to the procedure used during a meeting, Robert's Rules of Order shall be considered as the definitive source.

I) Motions

All motions presented to a general meeting shall be considered passed by a majority vote in favour of the motion except as specified by certain sections of this document.

V. Society Executive

A) Elected Officers (in order of precedence)

i) President

It is the responsibility of the President to:

- i) Chair all meetings of the MSS when present.
- ii) Oversee the general affairs of the MSS and ensure the fulfillment of the Society mandate.
- iii) Oversee, in cooperation with the Treasurer, the financial affairs of the MSS.
- iv) Oversee, in cooperation with the Vice President, communications to MSS members.
- v) Serve as liaison with external groups and individuals.
- vi) Represent the interests of the MSS before any external organization.
- vii) Abstain from voting, except in the event of a tie, where the vote of the President shall decide the issue.
- viii) Complete mandatory Group Leader Orientation.

ii) Vice President

It is the responsibility of the Vice President to

- a) Assist with executive responsibilities as delegated by the President.
- b) Assume all duties of the President in the event of their absence.
- c) Write and distribute a monthly email to members with relevant information about MSS events and activities.
- d) Manage and maintain an official MSS website, including information about upcoming events and current executives.
- e) Manage and maintain the official MSS discord.

iii) Secretary-Treasurer

It is the responsibility of the Secretary-Treasurer to

- i) Maintain detailed records of all financial transaction undertaken by the MSS.
- ii) Report the financial status of the Society to the membership at all general meetings and upon request.
- iii) Oversee the collection of all membership dues and generated revenues.
- iv) Administrate all disbursements of Society funds.
- v) Plan, organize, and oversee the execution of fundraising activities.
- vi) Take minutes at all meetings at which they are present and ensure that these minutes are available to the membership as per Article IV, Section G.
- vii) Keep membership records in order.
- viii) Deposit funds obtained by the MSS as needed.
- ix) Complete mandatory Group Leader Orientation.

iv) Social Convenor

It is the responsibility of the Social Convenor to

- a) Plan and organize social activities.
- b) Provide moral support and assistance to members as necessary.
- c) Act as liaison between the Society and the Faculty of Science, its various departments, and associated student groups as delegated by the President.
- d) Assist the Vice President in the preparation and delivery of Society correspondence.

v) Lounge Officer

It is the responsibility of the Lounge Officer to

- a) Clean and maintain the Society lounge, CAB 453. This includes cleaning out the fridge weekly and the microwave monthly.
- b) Oversee the stocking of the snacks and drinks made available for purchase by members in the lounge. Snacks and drinks should be refilled at least twice monthly and should be bought in bulk if possible.
- c) Oversee the availability and state of repair of the Society stationary supplies. Replacements should be bought at the start of each term, and broken supplies cleaned out at the end of each term.
- d) Maintain and replace furniture as necessary.

B) Succession

If any member of the elected executive resigns their position or is impeached as per section C below, a temporary replacement shall be appointed by the other executives until a by-election can be held. This election shall be held at the next general meeting following the resignation or impeachment. More than 50% of the voting membership must be in attendance in order for the results to be considered binding.

C) Impeachment

Any member of the executive may be impeached in either of the following two ways.

- i) Three of the five executive members vote to impeach in either an executive or general meeting.
- ii) A full member calls an emergency impeachment meeting as per Article IV, Section F.

D) Term of Office

The term of office of each executive officer shall extend from May 1 until the following May 1 as per Article IV, Section C.

E) Past Executive Advisor

Immediately upon their election, the President shall appoint a non-returning member of the previous year's executive to serve in an advisory role. In the case of a full returning executive, no advisor will be appointed. It is understood that all outgoing executives will make their contact information available to incoming executive.

F) Student Representative for the Department of Mathematical and Statistical Sciences Council Meetings

One member of the MSS must sit on departmental meetings. This member must be a full member in good standing registered in a program that pertains to the Department of Mathematical and Statistical Sciences. If the Social Convenor is unavailable for this commitment, another executive may fill the role. If all executives are unavailable, the executive must elect a general member who fills the requirements to sit on the meetings and report back to the executive.

G) Student Representative for the Interdepartmental Science Students' Society (ISSS) Meetings

One member of the MSS must attend the ISSS semi-annual general meeting in the fall. This member must be a full member in good standing registered in a program that pertains to the sciences. If the Social Convenor is unavailable for this commitment, another executive may fill the role. If all executives are unavailable, the executive must elect a general member who fills the requirements to sit on the meetings and report back to the executive.

VI. Committees

- A) A committee shall consist of an odd number of voting members, chaired by an executive officer. The executive officer shall abstain from voting except in the event it is required to break a tie.
- B) Committees are to be formed by the MSS executive for a specific task and are responsible only to the executive.
- C) The executive may disband a committee at any time.

VII. Elections

- A) Any member is eligible for office if and only if they are a voting member in good standing. No member may hold more than one elected position. All members of the executive must be current undergraduate students.
- B) Elections for all executive positions shall be held at the Annual General Meeting as defined in Article IV, Section C. Bi-elections are held as required in accordance with Article V, Section B.
- C) Nominations for each executive position will close one day prior to the voting for that position. Nominations by either motion or volunteer shall be accepted. Nominations must be accepted either in person or by signed letter.
- D) Candidates will have 2 weeks to campaign prior to the election.
- E) Voting
 - i) Executive positions shall be voted for independently in order of precedence as per Article V, Section A.
 - ii) A scrutineer for each candidate is allowed, provided the scrutineer is not the candidate themselves.
 - iii) Voting shall be by secret ballot. Voting by proxy is not permitted.
 - iv) Voting will be by ranked choice. Each voting member will rank all candidates by preference. Results will be validated by a majority vote, according to the procedure for voting by ranked choice.
 - v) A non-voting full or associate member will be chosen by voting members (either by general consensus or by majority vote) to supervise the voting procedures. In the case of a tie for the least votes, this supervisor will determine who is removed from the ballot by random lot. In case of a tie with only two candidates remaining, the supervisor will determine the winner by random lot.
 - vi) Absentee balloting is allowed under the circumstance that a member can not be present at the meeting. Absentee ballots must be submitted in a sealed envelope, signed across the seal, after the complete list of nominees has been released and prior to the beginning of voting.
 - vii) In the case that a member chooses to abstain, their vote will count towards the candidate who has the most votes.

VIII. Financial Administration

A) Disbursement of Funds

- i) Any disbursement of funds greater than five hundred dollars (\$500) must be approved by motion in general meeting.
- ii) Any disbursement of funds of five hundred dollars (\$500) or less shall be at the discretion of any executive member subject to the passing of a subsequent motion at an executive meeting.
- iii) Signing authority on any MSS accounts shall be restricted to exactly the President and Secretary-Treasurer.
- iv) Any member may be reimbursed money, excluding membership dues under article III, section C, put towards the operation of the Society as approved by the executive.

B) Record Keeping and Budget

- i) A detailed ledger of financial affairs shall be maintained by the Treasurer and made available to the general membership as per article V, Section A, Subsection iii, Paragraphs a and b.
- ii) A budget for the school year shall be created and approved by the executive team by September 31.
- iii) The budget shall be updated by the Secretary-Treasurer prior to executive meetings throughout the year.
- iv) The budget shall be posted online and made available to the general membership as per article V, Section A, Subsection iii, Paragraphs a and b.

C) Audits

- i) The executive shall audit the financial records of the MSS for one financial year beginning May 1 and ending April 31 the following year. This audit shall occur between the executive elections in February and May 1, under the supervision of the incoming executive.
- ii) Any member may audit the financial records by requesting a meeting with the Treasurer.

IX. Amendments and Ratification

Amendments to this document made by a full member must be submitted in writing to the executive and will be immediately tabled for discussion and vote at the next general meeting. A two-thirds majority vote is necessary to approve a constitutional amendment. The constitution will be reviewed once every two years and ratified if needed. The Secretary-Treasurer will maintain documentation of review periods when the constitution is reviewed but not ratified.

X. Disbandment

- A) The Mathematical Sciences Society may be disbanded by a unanimous vote of the entire voting membership at a general meeting.
- B) In the event of disbandment, all funds shall revert to the Department of Mathematical and Statistical Sciences, University of Alberta.

These amendments ratified 6 March 2020 by:

Satchel Armena, President

Amol Sandhu, Vice President

Natali Kendal-Freedman, Secretary-Treasurer

Justin Stevens, Social Convenor

Dyson Kunyk, Lounge Officer