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## **Preface**

The purpose of this constitution is to provide official guidelines for the governance of Society of Undergraduate Mathematics Students and its members, officers, principal members, and Community Advisor.

“Regular year” hereinafter refers to Weeks 1 through 10 of one academic year’s Fall, Winter, and Spring Quarters.

## **Article I. Name of Student Organization**

The organization shall be called “Society of Undergraduate Mathematics Students” (hereinafter SUMS).

## **Article II. Statement of Purpose**

SUMS strives to serve UCSD’s mathematics community and department by promoting mathematics and related fields and industries. SUMS hosts talks, technical workshops, professional events, panels, peer advising, and social events in a collaboration among like-minded students, faculty, and staff.

## **Article III. Meetings**

SUMS shall have four types of meetings: general body meetings (hereinafter GBM’s), board meetings, events planning meetings, and Community Advisor meetings. Other ad hoc meetings may be scheduled when necessary.

GBM’s shall be for the publicity of SUMS and its state, purpose, history, officers, events, operations, and information on getting involved. GBM’s are the primary means for general publicity and the recruitment of new members and officers.

- Held at least twice every regular year.
- Mandatory for officers. Open to the general public.

Board meetings shall be for the deliberation of SUMS operations (e.g. planning of events and event logistics, finance, outreach, publicity, etc).

- Held every week of the regular year.
- Mandatory for officers. Open to the general public.
- Primarily chaired by the President or Vice President.

- A meeting agenda must be prepared prior to the meeting. The Secretary must take meeting minutes.
  - The agenda shall be started by the President, Vice President, or Secretary.
  - All officers must add agenda items relating to their duties.
  - All officers must review the agenda prior to the meeting.
  - All agendas and minutes must be made publicly available.

Events planning meetings shall be for the brainstorming of events, primarily for the next academic quarter.

- Held every academic quarter.
- Mandatory for officers. Open to the general public.
- Chaired by the Events Chair.
- A meeting agenda must be prepared prior to the meeting. The Secretary must take meeting minutes.
  - The agenda shall be started and completed by the Events Chair.
  - All agendas and minutes must be made publicly available.

Community Advisor Meetings shall be for officers to receive consultation, feedback, insight, and advice from the Community Advisor.

- Held at least twice every academic quarter.
- Mandatory for the Community Advisor, President, Vice President, Secretary, and Treasurer. Open to officers.
- Primarily chaired by the President or Vice President.
- A meeting agenda must be prepared prior to the meeting. The Secretary must take meeting minutes.
  - The agenda shall be started by the President, Vice President, or Secretary.

If a scheduled meeting time occurs on a holiday, the officer board shall decide whether to reschedule or cancel the meeting.

#### **Article IV. Members**

SUMS events are open to the general public but an eligible student may become a SUMS member for additional benefits. Members are expected to be familiar with SUMS, its operations, and its officer board. Thus, member benefits and requirements revolve around these expectations.

Members shall enjoy the following benefits:

- Eligibility to run for office.
- A vote in elections.
- A vote in votes opened to members.
- Invitation to team building events.
- Discounts, including, but not limited to:
  - UCSD mathematics graduation stoles.

- SUMS merchandise.
- Membership until graduation.

Requirements for becoming a member shall be:

- Must be a registered UCSD undergraduate student (of any major).
- Within one academic quarter (no carryover):
  - Attend (and sign in to) a set number (communicated in advance of each academic quarter) of SUMS events (includes GBM).
  - Attend (and sign in to) a set number (communicated in advance of each academic quarter) of SUMS board meetings.
  - The officer board may offer case-by-case alternatives to these requirements in the case of time conflicts.
- Submit a member application after satisfying member requirements. Applications are reviewed at the end of each academic quarter. The student will be notified via email if his/her member application is approved.

## **Article V. Officers**

The officer board shall consist of the following ten offices in order of succession:

The duties of the President shall include:

- a. Oversee all officers and activities. Ensure SUMS is adhering to its purpose and long-term mission.
- b. Represent SUMS before the university and student body. Maintain positive public relations.
- c. Chair meetings and elections.
- d. Lead the training of all new and continuing officers.
- e. Be the primary point of contact with the Community Advisor and the university. Regularly communicate issues regarding SUMS to the Community Advisor.
- f. Check the SUMS email account daily.
- g. Draft the constitution. Ensure SUMS is adhering to the constitution at all times.

The duties of the Vice President shall include:

- a. Work with the President on all of the President's duties and assume the President's duties in the President's absence.

The duties of the Secretary shall include:

- a. Handle all SUMS correspondence. Check the SUMS email account daily and be its primary correspondent.
- b. Manage all calendar and task management platforms for events and deadlines (e.g. Google Calendar and Trello). Ensure all deadlines are met.
- c. Take and distribute meeting minutes. Oversee the pace of meetings and ensure all agenda items are discussed, prioritizing urgent and time-sensitive agenda items.

- d. Arrange dates, times, and rooms or video calls for meetings and elections.

The duties of the Treasurer shall include:

- a. Manage SUMS' finance, including the petty cash fund (see Article X).
- b. Lead the completion of all funding requests and event reimbursements.
- c. Archive all receipts and invoices.
- d. Lead fundraisers for the replenishment of the petty cash fund when necessary.
- e. Lead graduation stole and merchandise sales.

The duties of the Outreach Chair shall include:

- a. Lead all outreach efforts with students, faculty, departments, other student organizations, campus resources, other universities, local schools and businesses, etc.
- b. Manage all mailing lists and write and email a weekly newsletter during the regular year.
- c. Check the SUMS email account weekly for opportunities to include on the newsletter.
- d. Lead all member and volunteer efforts. Distribute event volunteer sheets.

The duties of the Events Chair shall include:

- a. Lead the planning of all events and event logistics. Establish a balance between social, academic, and professional events.
- b. Chair events planning meetings.
- c. Lead the completion of Triton Activities Planners (TAP's) and Post Event Evaluation Forms (PEEF's).
- d. Lead the completion of room reservations and food orders for events.
- e. Assist the Outreach Chair with event volunteer sheets.
- f. Assist the Treasurer with fundraiser logistics.

The duties of the Workshops Chair shall include:

- a. Organize all workshops as a presenter and/or by procuring presenters.
- b. Have the knowledge to procure and present workshop content and to answer questions.
- c. Assist the Events Chair with workshop logistics.

The duties of the Publicity Chair shall include:

- a. Publicize SUMS and its events via the design and distribution of flyers and social media posts.
- b. Assist the Outreach Chair with newsletter design and content.
- c. Lead all design efforts (e.g. graduation stoles, merchandise, logos, banners, etc.).

The duties of the Tech Chair shall include:

- a. Design and maintain SUMS' website, ensuring its content is accurate and up to date at all times.
- b. Procure and setup various technologies as needed (e.g. projectors, speakers, etc.).
- c. Be the primary point of contact with the Department of Mathematics' Computing Support staff and UCSD's Information Technology Services (ITS).
- d. Write README's and/or user guides for the website and its technologies, ensuring other officers and the succeeding Web Coordinator have the resources to maintain and modify the website's backend, design, and content.

The duties of the Historian shall include:

- a. Attend and take photos/videos at all events.
- b. Promptly archive all photos/videos and upload a subset to social media with written event recaps.
- c. Collect officer bios and work with the Tech Chair to design and maintain the officers' page of SUMS' website.
- d. Archive and organize SUMS' files (e.g. on Google Drive).

Additional duties of every officer shall be:

- a. Must be cognizant of all SUMS activities and must be responsible, reliable, committed, proactive, communicative, and punctual with regards to his/her duties.
- b. Be held jointly accountable for all of SUMS' success and failures.
- c. Complete all duties prescribed by the constitution and officer board.
- d. Attend all mandatory meetings and notify the officer board of absences in advance.
- e. Regularly attend and volunteer for SUMS events.
- f. Check SUMS' internal communication channel (e.g. Slack) daily during the regular year. Frequency for the remainder of the year shall be determined ad hoc. Notify the officer board in advance if these requirements temporarily cannot be met.
- g. Review and approve of the constitution.

If an office is vacant, the officer board shall designate the office's duties to one or more officers. SUMS must have an incumbent President and Vice President.

## **Article VI. Principal Members**

As an undergraduate student organization, SUMS is required to have at least four, and up to eight, full-time, registered undergraduate UCSD students as principal members.

Only registered principal members may conduct official business with the university, including, but not limited to:

- Requesting and spending student organization funds.
- Submitting events through Triton Activities Planner (TAP).
- Assumption of full responsibility for SUMS' finance.

Only officers may be a principal member. The officer board shall internally select principal members.

## **Article VII. Community Advisor**

As a student organization under the “academic” category, SUMS is required to have a Community Advisor.

The purpose of the Community Advisor is not to lead or administer SUMS, but rather to serve as SUMS’ primary consultant and resource person. The Community Advisor should be a UCSD Department of Mathematics faculty or staff member.

The duties of the Community Advisor shall include:

- a. Provide feedback, insight, advice, and possible courses of action to SUMS, often referencing the successes and failures of previous years.
- b. Orient officers and members to the history and purpose of SUMS.
- c. Serve as a liaison between SUMS, the Department of Mathematics, and the university; be familiar with the policies and procedures of these groups.
- d. Observe group dynamics and intervene when conflicts arise.
- e. Attend all mandatory meetings and notify the officer board of absences in advance.
- f. Periodically attend SUMS events.
- g. Securely hold petty cash reserves.
- h. Work with officers to complete co-curricular record (CCR) Submission Forms, and approve CCR requests (applicable only if UCSD faculty or staff member).

The officer board shall select the Community Advisor.

## **Article VIII. Officer Elections**

Only registered UCSD undergraduate students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization’s officers. An eligible voter must be present at the election in order to vote.

Qualifications for office shall be:

- A candidate must either be a member or have met member requirements by the time of the election.
- Candidates for the President or Vice President offices must have previously served as an officer for at least three academic quarters and as a principal member for at least two academic quarters.
- Candidates for the President, Vice President, Secretary, Treasurer, or Events Chair offices must concurrently serve as a principal member if elected.

SUMS shall hold two types of elections: yearly elections and special elections.

	Yearly Elections	Special Elections
Purpose	To fill offices for the following year.	To fill vacant offices.
Frequency	Yearly, during Spring Quarter.	As needed.
Attendance	Mandatory for officers. Open to the general public.	Mandatory for officers. Open to the general public.
Electorate	Officers and members.	Officers and members.
Offices Open for Election	All offices.	Vacant offices.
Assumption of Office	At end of regular quarter.	Immediately.
Duration of Office	Until end of regular year.	Until end of regular year.

Elections shall proceed as follows for each open office:

1. Eligible candidates shall give a short speech regarding experience and qualifications and are interviewed by the officer board.
2. The Secretary shall open an anonymous vote (e.g. via Straw Poll) to present officers and members. For an election with multiple candidates, the choices shall be the candidates' names and "None" (dissatisfaction of all candidates). For an election with one candidate, the choices shall be "Yay" and "Nay". Only present officers and members may vote. Officers and members who wish to abstain must not cast a vote.
3. If the number of votes casted equals at least two-thirds of the number of officers, then a quorum is reached and the vote is valid. If not, the election shall be tabled.
4. A candidate shall be elected only if he/she achieves a majority of votes casted. For an election with multiple candidates, if no candidate achieves a majority of votes, the officer board shall either table the election or hold a runoff election.

Outgoing officers shall promptly transfer files and train his/her successor.

## Article IX. Officer Removal

Removal of an officer shall only be due to good cause.

Removal of an officer other than the President and Vice President shall be decided by the President, Vice President, and Community Advisor (hereinafter committee) and shall proceed as follows:

1. A committee member must move to remove the officer. If the motion is seconded by another committee member, the committee must meet, discuss, and vote to remove the officer. Usually this is preceded by correspondence and meetings with all parties.
2. If a consensus for removal is reached, the officer must be notified of the decision and the opportunity for rebuttal within a week of the notification.

3. If a rebuttal is not submitted within a week, the officer is removed immediately. Otherwise, the committee must meet, discuss the rebuttal, and vote to remove the officer.
4. If a consensus for removal is reached, the officer is removed immediately.

Removal of the President shall be decided by all other officers and the Community Advisor (hereinafter committee) and shall proceed as follows:

1. A committee member must move to remove the President. If this motion is seconded by another committee member, the committee must meet, discuss, and vote to remove the President. Usually this is preceded by correspondence and meetings with all parties.
2. If a majority of votes for removal is reached, the President must be notified of the decision and the opportunity for rebuttal within a week of the notification.
3. If a rebuttal is not submitted within a week, the President is removed immediately. Otherwise, the committee must meet, discuss the rebuttal, and vote to remove the President.
4. If a majority of votes for removal is reached, the President is removed immediately.

Removal of the Vice President shall proceed in the same manner as the removal of the President.

#### **Article X. Petty Cash**

SUMS shall maintain a petty cash fund across years. Petty cash is obtained via profits from fundraisers, graduation stoles, and merchandise sales, and via carryover petty cash from previous years.

Petty cash is to be spent on items for the benefit of SUMS and must not be spent for personal use. Furthermore, petty cash is to be spent on items that cannot be funded via Associated Students funding requests. This includes, but is not limited to:

- Permanent items (e.g. Board Game Night games).
- Tournament prizes (e.g. Integration Bee prizes).

All petty cash shall be stored as physical currency (i.e. not in a bank account). The Treasurer may carry up to a set amount of the petty cash fund for convenience of SUMS expenditure. The remaining petty cash must be held securely by the Community Advisor. The Treasurer must maintain a petty cash ledger with all past and pending petty cash deposits and withdrawals. This ledger must state the current amounts held by the Treasurer and Community Advisor. This ledger must be presented at every Community Advisor meetings.

All petty cash withdrawals must be preceded by the approval of the President. The item(s) vendor, price, and purpose must be clearly stated. Only the Treasurer may physically withdraw petty cash, who shall then distribute funds to the respective officer(s) who have purchased or will purchase the item(s).

#### **Article XI. Email Correspondence**



The sums@ucsd.edu email account shall be the primary means of officers' correspondence with members, the Community Advisor, and the general public.

Officers' email correspondence with members or the general public must contain the officer's full name, office, and the abbreviated or unabbreviated name of SUMS.

Officers' email correspondence with the Community Advisor must contain the officer's full name of record, office, and the text "Society of Undergraduate Mathematics Students (SUMS)".

## **Article XII. Violations of the Constitution**

The officer board and Community Advisor must promptly be made aware of all intentional and unintentional violations of the constitution.

## **Article XIII. Legal**

SUMS is a nonprofit student organization.

SUMS is a registered student organization at University of California, San Diego, but not part of the University itself. SUMS understands that the University does not assume legal liability for the actions of the organization.

## Approvals

A hard copy of the following page must be signed by the Community Advisor and all officers of the 2018–2019 academic year, in order of date of signature. The Community Advisor shall manage the hard copy.

*I, the undersigned, affirm that I have reviewed and approve of the 2018–2019 constitution of SUMS.*

	Office (or Community Advisor)	Full Name	Signature	Date
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