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Article I. Name of Student Organization

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

Article II. Statement of Purpose

SUMS provides resources, workshops, talks, and social events for UCSD's mathematics community with the goal of promoting mathematics and related fields.

Article III. Meetings

SUMS shall have four types of meetings: general body meetings (GBMs), board meetings, events planning meetings, and advisor meetings.

GBMs shall be for the general publicity of SUMS and its purpose, activities, and information on getting involved.

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

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

- Held every week of the academic year.
- Open to the public. Mandatory for officers and staff members.
- Chaired by an officer. Primarily chaired by the President.
- A meeting agenda shall be prepared prior to the meeting by the President, Vice President Internal, or Secretary. The Secretary shall take meeting minutes.

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

- Held every academic quarter.
- Open to the public. Mandatory for officers and staff members.
- Chaired by the Events Chair.
- A meeting agenda shall be prepared prior to the meeting by the Events Chair. The Secretary shall take meeting minutes.

Advisor meetings shall be for the SUMS leadership to receive feedback and advice from the community advisor.

- Held at least once every academic quarter.

- Open to officers and staff members. Mandatory for the community advisor, President, Vice President Internal, Vice President External, Secretary, and Treasurer.
- Chaired by the President.
- A meeting agenda shall be prepared prior to the meeting by the President. The Secretary shall take meeting minutes.

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 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 leadership. Member requirements revolve around these expectations.

Members shall enjoy the following benefits:

- Eligibility to become a staff member or officer.
- Invitation to team building events.
- Discounts on merchandise (e.g. mathematics graduation stoles).
- Membership until graduation.

Requirements for becoming a member shall be:

- Must be a registered UCSD undergraduate student.
- 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 meeting member requirements. New applications are reviewed at the end of every academic quarter.

Article V. Staff Members

A SUMS member may become a staff member for further involvement with SUMS. A staff member is one level above a member and one level below an officer in terms of level of involvement. Staff members help officers run the organization and often become elected as officers in the future.

Staff members shall enjoy the following benefits on top of member benefits:

- Eligibility to vote in elections.
- A term that lasts until the end of the academic year.

Requirements for becoming a staff member shall be:

- Must either be a member or have met member requirements by the application deadline.
- Submit a staff member application after meeting staff member requirements. The officer board shall select staff members based on the candidate's application and involvement with SUMS. A candidate shall be selected as a staff member if he/she receives a unanimous vote by the President, Vice President Internal, and Vice President External. New applications are reviewed at the end of every academic quarter.

The duties of a staff member shall include:

- Assist the officers in running the organization. Complete tasks volunteered for or delegated by the officer board.
- Attend all board meetings and events planning meetings. In the case of an absence, notify the President in advance.

Article VI. Officers

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

The duties of the President shall include:

- a. Establish a vision for SUMS and strive to achieve it.
- b. Oversee all officers and activities.
- c. Represent SUMS before the student body and the university. Be the primary point of contact with the university and the community advisor.
- d. Lead the training of new and continuing officers.
- e. Chair advisor meetings.
- f. Check the SUMS email account daily.
- g. Author the constitution. Ensure SUMS adheres to the constitution at all times.

The duties of the Vice President Internal shall include:

- a. Work with the President on the President's duties with an emphasis on internal affairs (e.g. the oversight of officers, staff members, meetings, elections, etc.).
- b. Assume the President's duties in the President's absence.
- c. Check the SUMS email account daily.

The duties of the Vice President External shall include:

- a. Work with the President on the President's duties with an emphasis on external affairs (e.g. outreach, public relations, events, etc.).
- b. Lead all outreach efforts with students, faculty, staff, other student organizations, campus resources, other universities, etc.
- c. Manage all mailing lists and email a weekly newsletter during the academic year. 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 Secretary shall include:

- a. 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.
- b. Lead the completion of all funding requests and event reimbursements.
- c. Archive all receipts and invoices.
- d. Lead fundraisers and merchandise sales.

The duties of the Events Chair shall include:

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

The duties of the Workshops Chair shall include:

- a. Organize all workshops as a presenter or as a host to another presenter.
- b. Lead the creation of Integration Bee integrals and solutions.
- c. Assist the Events Chair with workshop logistics.

The duties of the Publicity Chair shall include:

- a. Publicize SUMS activities through the design and distribution of flyers and social media posts.
- b. Lead all design efforts (e.g. merchandise, logos, banners, etc.).

The duties of the Historian shall include:

- a. Attend and take photos at all events. Store all photos in the shared drive.
- b. Write a quarterly recap of each academic quarter's activities and successes.
- c. Collect officer bios and work with the Tech Chair to update the officers page of the SUMS website.

The duties of the Tech Chair shall include:

- a. Design, maintain, and update the SUMS website.

- b. Be the primary point of contact with the university's IT staff.
- c. Maintain documentation for the website and its technologies.

Additional duties of every officer shall be:

- a. Be held jointly accountable for all of SUMS' success and failures.
- b. Attend all mandatory meetings. In the case of an absence, notify the President in advance and read the meeting minutes after the meeting.
- c. Regularly attend and volunteer for SUMS events.
- d. Check SUMS' Slack channel daily during the academic year and notify the President in the case of an extenuating circumstance.
- e. Review and approve the constitution.

If an office is vacant, the officer board shall designate the office's duties to one or more officers.

Article VII. 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 officers or staff members may be principal members. The President shall select principal members.

Article VIII. Community Advisor

As an academic student organization, SUMS is required to have a community advisor.

The community advisor shall advise SUMS but shall not lead or administer SUMS. The community advisor shall be a UCSD Department of Mathematics faculty or staff member.

The duties of the community advisor shall include:

- a. Provide feedback and advice to the SUMS leadership.
- b. Attend all community advisor meetings.
- c. Facilitate the continuity of the club. Orient officers and members to the history and purpose of SUMS. Reference the successes and failures of previous years.
- d. Serve as a liaison between SUMS, the Department of Mathematics, and the university. Be familiar with the policies and activities of these entities.
- e. Observe SUMS group dynamics and intervene when conflicts arise.
- f. Securely hold petty cash reserves.
- g. Periodically attend SUMS meetings and events.
- h. Work with officers to complete Co-Curricular Record (CCR) submission forms. Approve CCR requests.

The President shall select the community advisor.

Article IX. 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 may vote only if he/she is physically present at the election.

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, Vice President Internal, or Vice President External offices must have previously served as an officer for at least three academic quarters.
- Candidates for the President or Vice President Internal offices must have previously served as a principal member for at least two academic quarters.
- Candidates for the President, Vice President Internal, 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	Fill offices for the following academic year.	Fill vacant offices.
Frequency	Yearly, during Spring Quarter.	As needed.
Attendance	Open to the general public. Mandatory for officers.	Open to the general public. Mandatory for officers.
Electorate	Officers, staff members, and candidates.	Officers, staff members, and candidates.
Offices Open for Election	All offices.	Vacant offices.
Assumption of Office	At the end of the academic year	Immediately.
Duration of Office	Until the end of the academic year.	Until the end of the academic year.

Elections shall proceed as follows for each open office:

1. Eligible candidates shall be interviewed by the officer board.
2. The Secretary shall open an anonymous vote (e.g. via Straw Poll). For an election with multiple candidates, the choices shall be the candidates’ names, “None” (dissatisfaction of all candidates), and “Abstain”. For an election with one candidate, the choices shall be “Yay”, “Nay”, and “Abstain”.
3. 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.

Article X. Officer Removal

Removal of an officer shall only be for a good cause.

Removal of an officer other than the President and Vice President Internal shall be decided by the President, Vice President Internal, 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 and vote to remove the officer.
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 and vote to remove the President.
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 Internal shall proceed in the same manner as the removal of the President.

Article XI. Petty Cash

SUMS shall maintain a petty cash fund. Petty cash is obtained via profits from fundraisers, graduation stole sales, and merchandise sales.

Petty cash shall only be spent on items for the benefit of SUMS and shall not be spent for personal use.

All petty cash shall be stored as physical currency. 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 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 board meeting and advisor meeting.

All petty cash withdrawals must be approved by the President. Only the Treasurer may physically withdraw petty cash.

Article XII. Email Correspondence

The sums@ucsd.edu email account shall be the primary means of officers' correspondence with members, the community advisor, or any outside parties.

Officers' email correspondence with members or any outside parties must include the officer's full name and position.

Officers' email correspondence with the community advisor must contain the officer's full name of record, position, and "Society of Undergraduate Mathematics Students (SUMS)".

Article XIII. Violations of the Constitution

The officer board and community advisor must promptly be informed of all intentional and unintentional violations of the constitution.

Article XIV. Legal

SUMS is a nonprofit student organization. SUMS is a registered student organization at the 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 shall be signed by the community advisor and all officers and staff members of the 2019–2020 academic year. The community advisor shall manage the hard copy.

I, the undersigned, affirm that I have reviewed and approved the 2019–2020 constitution of SUMS.

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