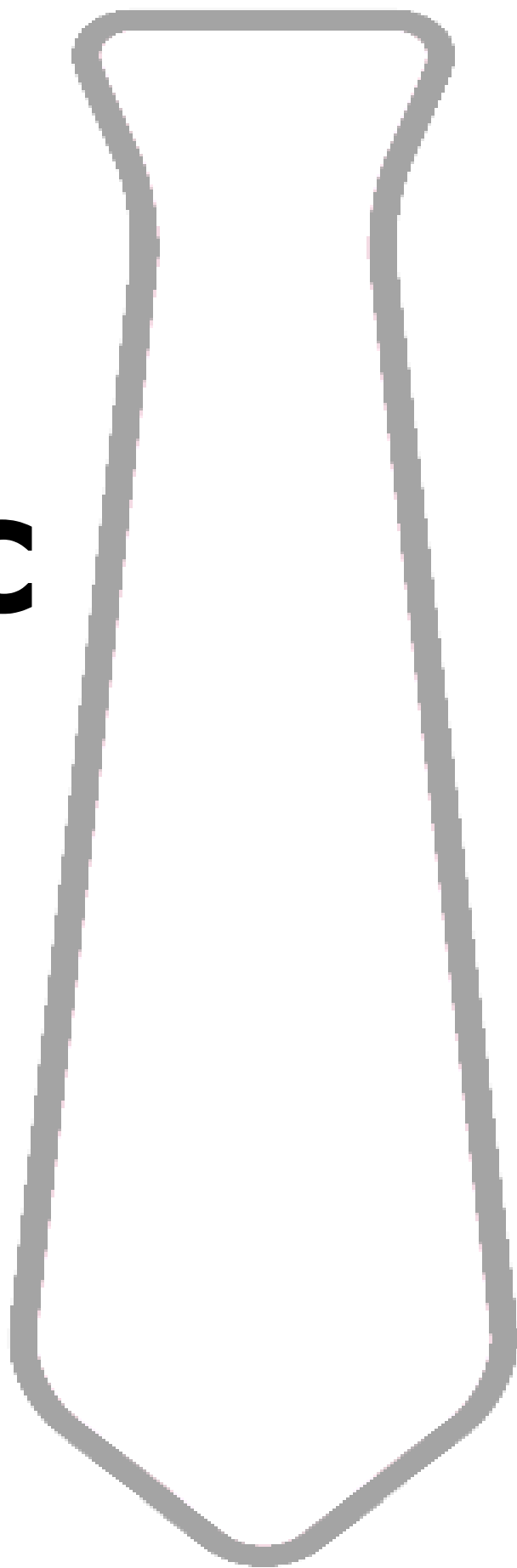


# **MathSoc Bylaws**

as of April 6, 2010



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## **Article I. Name**

The name of the Society shall be The Mathematics Society of the University of Waterloo.

## **Article II. Object**

The object of the Society shall be to promote and co-ordinate student participation in athletic, cultural, social, academic and recreational activities; to provide services to undergraduates in the faculty; encourage inter-student communication and co-operation; increase awareness of the Faculty of Mathematics in the outside community; and to aid in and give a forum for student representation within the faculty of Mathematics and the University of Waterloo as a whole.

## **Article III. Definitions**

In this and any other duly enacted document of the Society, unless otherwise specified,

1. 'University' means the University of Waterloo.
2. 'Faculty' means the Faculty of Mathematics.
3. 'Society' means the Mathematics Society of the University of Waterloo.
4. 'Council' means the Society Council, as defined in Article VI.
5. 'member', unless specified explicitly as being a particular type of member, means any person who is either a voting member or a social member of the Society.
6. 'academic year' means that period of time defined as such by the Senate of the University.
7. 'academic term' means that period of time of approximately four months duration, the exact limits of which are set by the Senate of the University, extending from the first day of classes (or Orientation Week in the case of the Fall term) to the day before the beginning of the next academic term.
8. 'Winter term' means the academic term extending from January to April, inclusive, of any given year.
9. 'Spring term' means the academic term extending from May to August, inclusive, of any given year.
10. 'Fall term' means the academic term extending from September to December, inclusive, of any year.
11. 'student' means any person officially registered in an undergraduate program in the faculty of Mathematics at the University during any given academic term.
12. 'off term' means a period of time consisting of one or two consecutive academic terms in which a person was registered in a previous academic term and has shown intention of registering for a subsequent academic term.
13. 'single capital expenditure' means any expenditure on a capital item or group of related capital items.

## **Article IV. Membership**

### **1. Voting Membership**

The voting membership of the Society shall include those:

1. Undergraduate students who are registered full-time in the Faculty, who have not requested a fee refund including Business/Mathematics Double Degree students registered at Wilfrid Laurier University;
2. Undergraduate students who are currently enrolled in a coop credit in the Faculty, who were voting members in the previous term.
3. Undergraduate students who are currently enrolled in the second of two consecutive work terms, and who have shown intention to be full time students in the Faculty in the subsequent term.
4. Undergraduate students who are not full time students in the Faculty, but were voting members in the previous term, and have shown intention to be full time students in the Faculty in the subsequent term.
5. Undergraduate students registered part time in the Faculty who have paid the Society fee.

Only voting members may:

1. vote and participate in general meetings;
2. sign Society petitions;

3. demand to see, or demand an independent audit by a chartered accountant of the business transactions and books of the Society in the presence of the officer in charge of said books and his auditor, to have such an audit performed, at the expense of the member in question;
4. see any public correspondence of the Society;
5. nominate and second a candidate for election to Council;
6. vote in any Society election, and referenda;
7. hold a voting position on the Mathematics Society Council upon being duly elected (they must also be social members of the Society).

## **2. Social Membership**

The social membership of the Society shall consist of:

1. each faculty member, staff member, alumnus, graduate student, or undergraduate student at the University who pays the appropriate fee to the Society;
2. all full-time employees of the Society.

Only social members may:

1. participate fully in the social activities of the Society;
2. use any services provided by the society;
3. hold any appointed position within the Society;
4. sit on any committees of Council.

## **3. Honourary Lifetime Membership**

The Honourary Membership of the Society shall consist of those individuals or groups awarded honorary memberships. Honorary members shall enjoy the rights and privileges of social members. An honorary membership is valid for the lifetime of the Society.

## **4. Fees**

The Society shall collect a fee from each person who desires social membership in the Society.

Notwithstanding the above, no provision of this document shall in any way limit or detract from the ability of the Society to set and charge reasonable fees of any person wishing to participate in any event under the control of the Society.

## **5. Refunds**

Any person reclaiming his fees ceases to be a social and voting member of the Society on the day he requests his refund.

# **Article V. Executive Committee**

## **1. List**

The Executive Committee shall be made up of the officers of the Society who shall be the President, the Vice-President, Academic (VPA), the Vice-President, Activities and Services (VPAS), and the Vice-President, Finances (VPF). These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society. The Officers, in the exercise of the duties delegated to them, shall be directly accountable for all actions to the members of the Society as a whole.

All officers must be both voting and social members of the Society.

## **2. Duties**

The Executive Committee shall have general supervision of the affairs of the Society between meetings of Council, make recommendations to Council, and shall perform such other duties as are specified in these bylaws. None of the Committee's acts shall conflict with actions taken by Council.

All actions of any member of the Executive Committee are subject to these Bylaws, and Policies of Council.

### **3. Duties of the President**

The President of the Society shall:

1. be the chief executive officer for the Society;
2. preside over General Meetings of the Society;
3. provide for Society representation at official functions and on public occasions;
4. be responsible for Society public relations;
5. be an ex-officio member of all committees and Boards of the Society (the President will be listed as a member only when serving as Chair);
6. know and interpret the bylaws of the Society;
7. appoint members to act as representatives of the Society on committees external thereto;
8. act as a representative of the Society to the Faculty, University, and the Federation of Students on affairs pertinent to undergraduate mathematics students; and
9. act as a representative of the society on the following external committees
  - a) Mathematics Faculty Council;
  - b) Mathematics Faculty Council Executive Committee;
  - c) Representative Council;
  - d) Representative Council Administrative Committee;
  - e) FEDs Council.

### **4. Duties of the Vice-President, Academic**

The Vice-President, Academic of the Society shall:

1. act as a representative of the Society to the Faculty, University, and the Federation of Students on matters of an academic nature;
2. act as a representative of the society on the following external committees
  - a) Mathematics Faculty Council;
  - b) Representative Council;
  - c) Undergraduate Affairs Committee;
  - d) School of Computer Science Council.
3. organize activities of an academic nature;
4. maintain services of an academic nature.

The Vice-President, Academic shall report to the President.

### **5. Duties of the Vice-President, Activities and Services**

The Vice-President, Activities and Services of the Society shall:

1. administer the day-to-day operations of the Society, as defined in these Bylaws and any other duly enacted document of the Society;
2. be responsible for all charitable events and donations of the Society.

The Vice-President, Activities and Services shall report to the President.

### **6. Duties of the Vice-President, Finances**

The Vice-President, Finances of the Society shall:

1. be responsible for keeping accurate and complete records of the financial transactions of the Society;
2. present a budget for the operations of the Society during each academic term by the end of the first month of the said term;
3. receive financial records from any member of Council whose duties involve the handling of Society funds;
4. prepare a closing financial report for each academic term and present such a report to Council when audited;
5. prepare an opening financial report for each academic term and check it against the closing report of the

previous term;

6. confirm the accuracy of the previous term's financial reviews;
7. present the last audited financial reports of the Society at the Annual General Meeting of the Society ;
8. give a financial report for the last three academic terms (current term inclusive) at the Annual General Meeting of the Society
9. within two weeks of a request, present any or all financial records of the Society for inspection by any member of the Society;
10. with all practical speed, present any or all financial records of the Society for inspection by the Financial Reviewerl and
11. at the beginning of the new financial year, ensure that the books from the previous year have been submitted for review by the auditor of the Society

The Vice-President, Finances shall report to the President.

## **7. Incapacitation of Executive Officers**

In the long term absence or incapacitation of the President, his duties shall be assumed by the Vice-President, Activities and Services.

In the long term absence or incapacitation of the Vice-President, Academic, his duties shall be assumed by the Vice-President, Finances.

In the long term absence or incapacitation of the Vice-President, Activities and Services, his duties shall be assumed by the President.

In the long term absence or incapacitation of the Vice-President, Finances, his duties shall be assumed by the Vice-President, Academic.

In the long term absence or incapacitation of two or more Executive Officers, Council shall appoint from its voting membership members to fulfil the duties of those officers until their return.

## **8. Conflict of Interest**

Any organization receiving or petitioning to receive funds form the Mathematics society who has an Executive member or Chairperson who is a member of the Executive Committee of the Mathematics society can only receive funds if approved by Council. When approaching council for funding, the Executive Officer(s) who hold the two positions must fully disclose their membership in the petitioning organization and conflict of interest. Furthermore the member(s) in question must abstain from the question on whether to approve funding.

## **9. Elections**

Elections of the Officers of the Society shall take place in accordance with the appropriate bylaws and policies of the Society.

In the event that a position becomes vacant during the first two months of any term, Council shall call a by-election for the position. Apart from the starting and ending dates, the procedures governing the by-election shall be the same as the regular election for the position.

## **10. Transition of Office**

For purposes of signing, voting, key-holding, and decision-making authority, the following rules shall apply:

1. During the Winter term, the Off-Stream executive officers shall be those persons elected in the previous year's Fall term to take office in the following Spring term.
2. During the Spring term, the Off-Stream executive officers shall be those persons who held the respective positions in the previous Winter term.
3. During the Fall term, the Off Stream executive officers shall be those persons who held the respective positions in the previous Spring term.

4. At the beginning of any term, in the event that certain executive positions are not filled, they shall be filled as per the following table, as per the following order:

President:	VPAS, Off-Stream President, Off-Stream VPAS, Council appointee.
VPAS:	President, Off-Stream VPAS, Council appointee.
VPF:	VPA, Off-Stream VPF, Council appointee.
VPA:	VPF, Off-Stream VPA, Council appointee.

In the event a Council appointee is to be an executive, a council meeting should be called as soon as practical. Prior to this meeting in the event the

president is a council appointee the position shall be filled in the following order:

VPF, VPA, Off-Stream VPF, Off-Stream VPA, Previous Executive (with the most recent executive taking priority and with executives who had the same term, ordered by President, VPAS, VPF, VPA)

In the event that an officer can not accomplish these duties, they may relinquish the seat to the next officer in the list.

## **11. Term of Office**

Both sets of Executive officers hold their positions for the duration of the calendar year for which they are elected.

# **Article VI. Council**

## **1. Composition**

The Mathematics Society Council shall be composed of voting members and non-voting members.

1. The voting members of Council shall be:

a) the duly elected President, Vice-President, Academic, Vice-President, Activities and Services, and Vice-President, Finances of the Society;

b) the duly elected Representatives.

2. The non-voting members of Council shall be:

a) the off-stream Executive;

b) any duly elected off term Year or Plan Representative;

c) any chair of any committee of Council who is not a voting member of Council;

d) the Orientation directors;

e) any appointed executive or Director of any Board who is not a voting member of Council;

f) the Chief Returning Officer for any Society election during the academic term in question, until such time as all duties of the Chief Returning Officer arising from the aforementioned election have been discharged;

g) the Financial Reviewer of the Society;

h) the following, or duly appointed representative thereof, unless the person in question is a voting member of Council, as ex-officio delegates:

i) the President of the University of Waterloo;

j) the Dean of the Faculty of Mathematics;

k) the chief executive officer of any Club recognized by the Society;

l) the undergraduate Senator for the Faculty of Mathematics;

m) the undergraduate at-large Senators;

n) the representatives for the Faculty of Mathematics to the Federation of Students Students' Council;

o) the President of each Society recognized by the Federation of Students;

p) the executive of the Federation of Students.

## **2. Powers and Duties**

1. The Mathematics Society Council shall be charged with the following duties:



- a) to further the objectives and purposes of the Society in accordance with the wishes of the members thereof;
  - b) to uphold the individual privileges of membership in the Society;
  - c) to administer the finances of the Society;
  - d) to represent the membership of the Society, and the opinions thereof, at forums, functions, and gatherings public and private;
  - e) to generally conduct the business of the Society for the good of the membership and in accordance with this and any other duly enacted document;
  - f) to operate such offices of the Mathematics Society as provided by the Office of the Dean of the Faculty of Mathematics.
2. Council shall have the following powers:
- a) to take actions, subject to this document, for the promotion and achievement of the objectives and purposes of the Society;
  - b) to form various committees of Council;
  - c) to call General Meetings of the Society in accordance with the relevant provisions of this document;
  - d) to engage in commercial undertakings and/or employ personnel;
  - e) to take punitive action against any member of Council who is deemed to have committed a serious breach of confidence or negligence of his duties;
  - f) to enact Policies, subject to this document, regulating any aspect of the Society;
  - g) to verify the validity and confirm the results of all Society elections;
  - h) to confirm all elected members of Council at the first meeting after any election.

### **3. Allotment of Seats**

1. There shall be a number of Representatives, each being a social and voting member of the Society, representing the students in each academic plan or year within the Faculty of Mathematics listed below:
- a) Actuarial Science;
  - b) Applied Mathematics;Combinatorics and Optimization;
  - c) Business Administration and Mathematics;
  - d) Computational Mathematics;
  - e) Computer Science;
  - f) First Year;
  - g) Mathematical Sciences;
  - h) Mathematics/Business Administration;
  - i) Mathematics/Accountancy;
  - j) Mathematics General;
  - k) Mathematics/Teaching Option;
  - l) Officially Undeclared (2A term or above);
  - m) Operations Research;
  - n) Pure Mathematics;
  - o) Statistics;
  - p) Software Engineering.
2. The number of representatives
- a) for all the above positions, excluding First Year, shall be determined by the formula: ceiling ( $n/100$ ), where  $n$  is the number of students in that plan. Students in Joint or Double Honours programs shall be counted once for each program.
  - b) for the First Year Representatives, shall be equal to the number of first year classes of Calculus. Elections shall be held in each Calculus class no later than the second week of classes in each term.
  - c) In any case, should there be more returning representatives than the formula determines for a particular constituency, all representatives shall retain their seats.

#### **4. Qualifications of Candidates**

Each candidate for the Society Council shall be a social and voting member of the Society and shall be registered in his constituency or shall show proof of intent to register during his term of office in the constituency in which he is a candidate.

If at any time a candidate fails to meet any of the above qualifications, he will have been deemed to have relinquished his seat.

#### **5. Term of Office**

The Plan Representatives shall have a term of office extending over one calendar year, January to December. The First Year Representatives shall have a term of one academic term.

#### **6. Elections**

Elections of the Representatives shall take place in accordance with the appropriate bylaws and policies of the Society.

In the event that a position becomes vacant during the first two months of any term, Council shall call a by-election for the position. Apart from the starting and ending dates, the procedures governing the by-election shall be the same as the regular election for the position.

#### **7. Quorum**

Quorum for the transaction of business at meetings of Council shall consist of the maximum of

- a) one-third of all voting members of Council who have not been excused for the academic term.
- b) a simple majority of the voting members of Council who have not been excused by the Speaker.

It shall be the responsibility of the Speaker to determine that quorum is present at any meeting and make such an announcement before any orders of business proceed.

#### **8. Duties of Representatives**

The Representatives shall be charged with the following duties and responsibilities:

1. representing their constituents to Council as well as keeping them informed of Society events.
2. regular attendance at Council meetings. A councillor may request to be excused from all meetings occurring in a particular academic term if they are not enrolled in classes on campus during the term in question. Any voting member of Council who is absent or more than 30 minutes late for three meetings without written explanation to the Speaker prior to the close of the meeting in which he is absent or late shall be deemed to have relinquished his seat.
3. maintaining at least one office hour per week. Any voting member of Council who is absent or more than 30 minutes late for three office hours without written explanation to the President, the Vice-President, Activities and Services, or designate prior to the office hour for which he is absent or late, shall be deemed to have relinquished his seat; and
4. Representing their constituents on committees of the Faculty or a School or Department within the Faculty, under the supervision of the Vice-President, Academic, in accordance with any appropriate agreements.

#### **9. Meetings**

1. Convocation
  - a) With the exception of the period of time between the beginning of the examination period, and the beginning of the next academic term, during any academic term, no period of time longer than three weeks shall elapse between two consecutive convocations of Council, regardless of the success thereof.
  - b) Meetings of Council may be called by:

- c) the President of the Society;
  - d) the Speaker of Council; or
  - e) three voting members of Council, upon petition of the Speaker.
  - f) in extraordinary circumstances, the Dean or his designate
  - g) Notice of the convocation of any meeting of Council, in all cases not otherwise provided for in this document, shall be given by the Speaker of Council publicly to the full membership of the Society and individually to all members of Council, excluding ex-officio members, at least forty-eight hours in advance of the meeting, and shall include the time and place of the meeting as well as the agenda of business to be conducted.
  - h) Notwithstanding the above, should all voting members of Council agree to waive the notice of the convocation of any given meeting of Council, that meeting shall not require the said notice, and the absence of that notice shall not invalidate the proceedings thereof.
2. Procedures
- a) Only members of Council, either voting or non-voting, may address Council.
  - b) Notwithstanding the above, upon the request of a member of Council and at the Speaker's discretion, any non-member shall be allowed to address a meeting of Council provided that address is pertinent to Council's immediate business.
  - c) No proxy votes shall be allowed.
  - d) Council shall be empowered to enact Standing Orders, not contrary to any provision of this document, in order to govern the practices and procedures of meetings of Council not provided for herein.
  - e) All standing orders, and all amendments or repeals thereof, shall require the approval of a two-thirds majority of voting members of Council present to take effect.
  - f) All standing orders shall cease to have effect at the end of the academic term in which they were enacted.

## **10. Speaker**

- 1. In absence of a Speaker, the President of the Society shall act as the Speaker.
- 2. Council shall elect the speaker. A newly elected Speaker replaces the current Speaker. Council shall elect the Speaker, with all practicable speed, in the following situations:
  - a) Upon the first meeting in a term
  - b) Upon the position of Speaker becoming vacant
- 3. If the speaker is a voting member of council, notwithstanding any other provision of this document, he shall not vote in Council, except to create or break a tie.
- 4. The Speaker may at any time hold an election for a Temporary Speaker or appoint the President as Temporary Speaker, specifying the term of office for the Temporary Speaker. At the end of the allotted term, or in case of absence of the Temporary Speaker, or in case of resignation as Temporary Speaker, the position of Temporary Speaker shall end and the Speaker shall resume his duties. Temporary Speaker shall have the same powers as the Speaker with the exception of being able to hold an election for Temporary Speaker.

## **11. Secretary**

The secretary shall be the recording officer of Council and be responsible for the upkeep of its records, except those specifically assigned to others, such as the Vice-President, Finances' books.

The secretary shall:

- 1. keep minutes of all the proceedings of Council and make these available to all members of the society by keeping the minutes section of the webpage up to date,
- 2. keep on file all committee reports;
- 3. maintain Council's official membership.

## **12. Committees**

### **1. General**

Council may create two distinct types of committees of Council. These shall be standing committees and ad hoc committees.

#### **a) Standing Committees**

Council may, through the enactment of appropriate bylaws or policies, create standing committees of Council. Such committees shall consider and act on specific and continuing aspects of the affairs of the Society, and shall remain in existence as long as the bylaws or policies in question have effect.

#### **b) Ad hoc Committees**

Council may also create, by a simple majority, ad hoc committees mandated to consider single, specific and short-term issues. Ad hoc committees shall remain in existence for no longer than the duration of the academic term in which they were created. Ad hoc committees shall be wholly advisory in nature.

## **Article VII. General Meetings**

### **1. General**

From time to time, and as provided for herein, there shall be convened a General Meeting of all voting members of the Society in order to inform the voting membership of the Society as to the state and operations of the Society, and to consult the membership on issues where such consultation is deemed necessary or desirable.

### **2. Convocation**

#### **1. General Meetings of the Society may be called by:**

- a) a majority vote of Council;
- b) the President of the Society; or
- c) a petition of not less than ten percent of voting members of the Society.

#### **2. Notwithstanding the above, there shall be convened a General Meeting of the Society, styled an Annual General Meeting, in the month of November.**

#### **3. Notice of the time, place, and agenda of a General Meeting of the Society shall be posted in appropriate and visible locations as well as in all appropriate student publications no less than ten working days before the date of the meeting.**

#### **4. Notwithstanding the above, no error or omission in giving notice of any Annual or General Meeting of the voting members of the Society shall invalidate such a meeting or make void any proceedings taken thereat.**

### **3. Powers**

A General Meeting of the Society shall have all powers vested in Council of the Society, and any further powers vested in such a meeting by any provision of this document.

### **4. Annual General Meetings**

Council shall cause to be laid before each Annual General Meeting of the Society:

- 1. a financial statement for the previous fiscal year, including:
  - a) a statement of profit and loss for the period in question;
  - b) a statement of source and application of funds for each academic term in the period in question;
  - c) the budget adopted by Council for the current term.
- 2. the latest report of the Auditor of the Society;
- 3. a report by the President on the state of the affairs of the Society
- 4. a report by the other allmembers of the Executive Committee;
- 5. any bylaw or amendment to this document adopted by Council in accordance with the provisions herein during the period of time since the last Annual General Meeting of the Society and not considered by a

General Meeting of the Society in the intervening period;

6. any other information or documents required, by this or any other duly enacted document, to be presented to General Meetings of the Society, including any information or documents required to inform voting members of the Society as to any matter affecting the affairs of the Society.

## **5. Procedures**

1. Items of business to be dealt with at any General Meeting other than those specifically required by any provision of this or any other duly enacted document of the Society may be added to the agenda of the said General Meeting up to five working days before the meeting by either:
  - a) the President
  - b) a majority vote of Council; or
  - c) a petition of no less than fifty voting members of the Society; provided that such items of business do not contradict or duplicate any existing item.
2. All General Meetings of the Society shall be chaired by the President of the Society, or, failing him, the Vice-President, Activities and Services. If neither of these officers is present, the voting members of the Society present shall elect, from among their number, a member to act as chair for the meeting.
3. Quorum for any General Meeting of the Society shall be the minimum of one percent of the total number of voting members of the Society or 25 voting members of the society, including proxies.
4. Every voting member of the Society entitled to vote at a General Meeting may, by means of a proxy, appoint a person, who need not be a member of the Society and who shall not hold more than one proxy, as his nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy. All proxies shall be submitted for inspection to the President of the Society no less than twenty-four hours before the convocation of the General Meeting in question.

## **Article VIII. Referenda and Recall of Elected Officials**

### **1. Referenda**

1. Procedures
  - a) A referendum to consult the voting membership of the Society for any purpose connected with the affairs of the Society may be called:
  - b) by the President of the Society;
  - c) by a majority vote of Council; or
  - d) upon petition in writing of no less than ten percent of the voting members of the Society.
  - e) The requisition or petition for any given referendum shall state the exact wording of the question to be answered on that referendum.
  - f) The President shall verify the validity of the requisition or petition and of each signature, and shall report to Council thereon. Council shall rule on the validity of the requisition or petition in question.
  - g) Council shall appoint a Chief Returning Officer to conduct the referendum.
  - h) The question to be decided, with the exact wording thereof, shall be published in an issue of a newspaper with widespread circulation among the voting membership of the Society, and posted on all Society bulletin boards not later than seventy-two hours before the opening of the polls.
  - i) The conduct of the balloting, where not provided for herein or otherwise, shall be in accordance with the procedures for such activity in the elections and by-elections of the Society, insofar as such procedures are applicable.
  - j) The results of the referendum shall be placed on all Society bulletin boards and published immediately after the referendum, in the same manner as the publication of the notice thereof.
  - k) In the case of all referenda except referenda for recall, one of the following methods shall be used to ensure that all voting members are given the opportunity to vote:
  - l) All voting members on an off term shall have a ballot and return envelope sent to them at the last address recorded by the Office of the Registrar, to be received by the end of the balloting period. In

addition all voting members not on an off term shall have a vote in the regular manner.

- m) A balloting period shall be held in two consecutive academic terms. The returning officer shall ensure that no person votes in both periods. The results of the first balloting period may be released at the end of the first balloting period.

## 2. Results

The results of the referendum shall be binding on the Society, provided that no fewer than one hundred voting members of the Society cast valid ballots therein.

## 3. Appeal

- a) Any referendum whose question pertains to the same item of business as a previous referendum shall be defined as a reconsideration.
- b) To appeal the results of a referendum, a petition must be circulated calling for a reconsideration. The petition must contain a number of signatures greater than the number of ballots cast for the prevailing side.
- c) No petition for reconsideration of a referendum shall be accepted within ninety (90) days of the close of that referendum except by a two-thirds vote of Council.
- d) The petition will be brought forward to Council, who will determine if there are reasonable grounds for another referendum.
- e) A referendum may be reconsidered only once within an 18-month period.

## 2. Recall

### 1. Procedure

A referendum shall be called by Council to seek the removal from office of an elected official of the Society only upon the presentation to Council of:

- a) in the case of a Plan or First Year Representative, a valid petition of not less than the minimum of twenty-five percent of that representatives constituency , or twenty-five, of that representative's constituents, or
- b) in the case of an executive officer, a valid petition of no less than ten percent of that officer's constituents.

### 2. Petition

- a) A petition for a referendum on the removal from office of an elected official of the Society shall state the reasons for which the removal of the official in question is requested, and a separate petition shall be required for each official whose removal is sought.
- b) The aforementioned petition may be signed solely by those voting members who are in the constituency represented by that official.
- c) No such petition shall be accepted if the person named therein has been removed from office and re-elected within ninety days of the receipt of the petition except by a two-thirds vote of Council.

### 3. Referendum

- a) A referendum called by Council to seek the removal from office of an elected official of the Society shall be directed solely to the constituents of that official.
- b) Notwithstanding any other provision of this document, should the majority of valid votes cast in a referendum seeking the removal from office of an elected official of the Society favour that removal, the official in question shall immediately cease to hold the aforementioned office, and the position shall be declared to be vacant.
- c) Any person recalled from office shall be eligible for re-election.

## Article IX. Finances and Records

### 1. Finances

#### 1. Administration

All funds, property, and other assets of the Society shall be administered by Council.

## 2. Collapse

If for any cause the Society should cease to exist, all cash, stock values, trust funds, property, and other assets shall vest in the Federation of Students of the University of Waterloo, to be used for the benefit of the students of the Faculty of Mathematics.

## 3. Fiscal Year

The fiscal year of the Society shall be September 1 through August 31.

## 4. Independent Financial Review

- a) The person who holds the office of General Manager for the Federation of Students of the University of Waterloo shall, for the period of time that he holds that position, be the Independent Financial Reviewer for the Society.
- b) A report from the Independent Financial Reviewer of the Society on the Society's finances shall be presented to the voting members of the Society at each Annual General Meeting. The report shall consist of:
  - c) Whether, in his opinion, the financial statements referred to therein present fairly the financial position of the Society;
  - d) The results of the Society's operations, for the period under review.The report shall be prepared in accordance with generally accepted accounting principles.
- e) The Independent Financial Reviewer may examine the financial records of the Society at the conclusion of each academic term, in the presence of the Vice-President, Finances, if he so desires.

## 2. Records

### 1. Ownership

All books, ledgers, registers and other records of the affairs of the Society are the sole property of the Society, and shall be in the custody of Council. Any elected or appointed official of the Society charged with the maintenance or production of any such records shall take all reasonable precautions to ensure the return of the said records to the Society at the conclusion of the official's term of office or duties, or upon the demand of Council.

### 2. Required Records

The Society shall maintain, and have available for inspection by any member of the Society at any time:

- a) a copy of the bylaws of the Society;
- b) minutes of all meetings of Council and of all General Meetings of the Society, including all reports presented to any such meeting;
- c) copies of all external agreements undertaken by the Society;
- d) a current register of elected officials.

Furthermore, the Society shall make available, on three working days' notice, to any voting member an up to date ledger of the sources and applications of the funds of the Society for the current academic term.

## Article X. Executive Restrictions

No member in his first year of study in the Faculty of Mathematics may hold any of the following positions, nor shall any member hold more than one of the following positions at any one time:

- President
- Off-Stream President
- Vice-President, Academic
- Off-Stream Vice-President, Academic
- Vice-President, Activities and Services
- Off-Stream Vice-President, Activities and Services
- Vice-President, Finances
- Off-Stream Vice-President, Finances

- Plan Representative

## **Article XI. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

## **Article XII. Interpretation**

In these bylaws and in all other bylaws and policies of the Society hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

## **Article XIII. Policies**

### **1. Notice**

Notice of any motion to enact, repeal, amend, or re-enact a policy of the Society shall be given to all members of Council no less than seven days before the meeting at which the matter is to be considered. Such notice must include the full text of the motion in question.

### **2. Implementation, Amendment and Repeal**

Policy shall be implemented, amended or repealed by Council after a two-thirds majority vote at a meeting of Council.

## **Article XIV. Amendments**

### **1. Notice**

Notice of any motion to enact, repeal, amend, or re-enact a bylaw of the Society shall be given to all members of Council no less than seven days before the meeting at which the matter is to be considered and shall be posted in appropriate and visible locations. Such notice must include the full text of the motion in question.

### **2. Approval**

Any motion subject to the above provision must be approved by a two-thirds majority of the voting members of Council present at the time of consideration.

### **3. Confirmation**

A bylaw passed under the above provisions, and a repeal, amendment, or re-enactment thereof, unless in the meantime confirmed by a General Meeting or Referendum of the Society called for that purpose, is effective only until the next Annual General Meeting of the Society, unless confirmed thereat, and, in default of confirmation thereat, ceases to have effect at and from that time, and in that case no new bylaw of the same or like substance has any effect until confirmed at a General Meeting of the Society.

The voting members of the Society may, at the aforementioned General Meeting, confirm, reject, amend, or otherwise deal with any bylaw passed by Council and submitted for confirmation, but no act done, nor right acquired, under any such bylaw shall be prejudicially affected by any rejection, amendment, or other dealing.

The voting members of the Society may, during the aforementioned Referendum, confirm or reject any bylaw passed by Council and submitted for confirmation, but no act done, nor right acquired, under any such bylaw shall be prejudicially affected by any rejection, amendment, or other dealing.



## **Article XV. External Agreements**

The society may, at its discretion, enter into agreements with external bodies.

### **1. Notice**

Notice of any motion for the society to enter into an agreement shall be given to all members of Council no less than seven days before the meeting at which the matter is to be considered. Such notice must include the full text of the motion in question. Similarly, any motion to withdraw from or renew such an agreement must be given to Council no less than seven days before the meeting at which the matter is to be considered. Finally, motions to modify the terms of an agreement shall require notice of no less than seven days, including the proposed change to the agreement.

### **2. Requirements**

Any agreement between the society and an external body must be passed by a two-thirds majority of Council. The President shall sign any so-passed agreement on behalf of the Society.

Any agreement entered into by the Society must:

1. Be in accordance with the Policies and Bylaws of the Society.
2. Remain in effect no longer than four years without reconsideration by Council.
3. Be made public to all members of the Society.

## **Article XVI. Implementation**

As of the date April 6, 2010, this document is understood to be the entirety of the bylaws of the Society.

Passed by a two-thirds majority of Council, and ratified at a General Meeting of the Society on October 28, 1996.

[Amended: January 20, 1997 (by Council)]

[Amended: February 13, 1997 (by Council)]

[Amended: July 30, 1997 (by Council)]

[Amended and Ratified: November 19, 1997]

[Amended: January 20, 1998 (by Council)]

[Amended: March 31, 1998 (by Council)]

[Amended: December 1, 1998 (by Council)]

Passed by a two-thirds majority of Council, and ratified at a General Meeting of the Society on December 1, 2000.

[Amended: December 29, 2001 (by Council)]

[Amended: November 20, 2002 (by Council)]

Passed by a two-thirds majority of Council, and ratified at a General Meeting of the Society on November 27, 2002.

[Amended: November 20, 2003 (by Council)]

Passed by a two-thirds majority of Council, and ratified at a General Meeting of the Society.

[Amended: July 30, 2004 (by Council)]

[Amended: November 27, 2007 (by Council)]

[Amended: June 10, 2009 (by Council)]

[Amended: April 6, 2010 (by Council)]