

# MATHEMATICS STUDENT UNION CONSTITUTION

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## Preamble

1. The name of the Union shall be the *Mathematics Student Union* (MSU).
2. The objectives of the Union are the following:
  - (a) To seek and promote student interests within the Department of Mathematics of Simon Fraser University and the Simon Fraser Student Society.
  - (b) To democratically undertake projects and activities to benefit the members of the Union.
  - (c) To provide a safe space for mathematics students to gather for the purpose of study and sharing ideas.
  - (d) To build a sense of community within the Department of Mathematics among mathematics students.

# 1 Membership

## 1.1 Automatic Membership

1. All students declared in a major, minor, or honours program offered by the Department of Mathematics, as well as Mathematical Physics majors, and Mathematics and Computing Science majors.
2. All students currently enrolled in at least one course offered by the Department of Mathematics in the current semester.

## 1.2 Conditional Membership

1. The *Statistics and Actuarial Science Student Association* (SASSA) President, while we have a shared common room, subject to disapproval by a majority vote during a general meeting as defined in section 4.1.
2. All students declared in a major, minor, or honours program offered by the Department of Statistics and Actuarial Science, in the event that their respective student unions are inactive.

## 1.3 Honorary Membership

1. Any student may be declared an Honorary Member of the Union by a 2/3rds majority vote during a general meeting. This honorary membership may last up to one year.
2. An Honorary Member of the Union shall be treated as an ordinary member of the Union, except for the following:
  - (a) An Honorary Member does not count towards quorum.
  - (b) An Honorary Member may not run for executive positions.
  - (c) An Honorary Member may not vote during meetings.
3. A student's honorary membership may be revoked by a 2/3rds majority vote during a general meeting.

## 2 Executive Committee

1. The Executive Committee shall be responsible for the following:
  - (a) Furthering the objectives of the Union as outlined in **section 2 of the Preamble**.
  - (b) Coordinating the agenda for all general meetings.
  - (c) Convening all general meetings.
  - (d) Giving proper notice to the membership as defined in **section 4.1**.
2. The Executive Committee shall consist of the following positions:
  - (a) President
  - (b) Vice-President
  - (c) Treasurer
  - (d) Secretary
  - (e) Member Services Officer
  - (f) Member Services Officer Assistant
  - (g) Simon Fraser Student Society Representative
  - (h) Science Undergraduate Society Representative
  - (i) EDI Committee Representative
  - (j) Common Room Manager
  - (k) First Year Representative(s)
3. An *executive committee meeting* can be convened by the President at any time.
4. Quorum for an executive committee meeting shall be 3 signing officers.
  - i. In the event that there are fewer than 3 signing officer positions filled, quorum shall be 3 executives, including all signing officers.
  - ii. In the event that there are fewer than 3 executive positions filled, then quorum shall be all executives.
5. Executive committee meetings shall be open to all members of the Union.

### **3 Powers and Responsibilities of Members of the Executive Committee**

#### **3.1 President**

The *President* shall:

1. Be responsible for ensuring that the members of the Executive Committee are fulfilling their responsibilities.
2. Be a liaison between the Union and the Department of Mathematics.
3. Chair all general meetings of the Union.
4. Ensure that the required number of general meetings are convened each semester.
5. Have access to sending official emails.
6. Be a signing officer of the Union.

#### **3.2 Vice-President**

The *Vice-President* shall:

1. Take on the responsibilities of the President, if they are unable to perform their duties.
2. Have access to sending official emails.
3. Be a signing officer of the Union.

#### **3.3 Treasurer**

The *Treasurer* shall:

1. Serve as a liaison between the Union and all sources of funding.
2. Be responsible for maintaining all financial accounts of the Union.
3. Make regular reports at general meetings concerning all funds received or spent by the Union.
4. Maintain a budget and all financial records of the Union.
5. Be a signing officer of the Union.

### **3.4 Secretary**

The *Secretary* shall:

1. Maintain the minutes and any other records of the meetings of the Union.
2. In the event that the President and Vice-President are unable to fulfill their duties, have access to sending official emails.
3. Be a signing officer of the Union.

### **3.5 Member Services Officer**

The *Member Services Officer* shall:

1. Be responsible for monitoring all projects funded by the Union.
2. Plan, organize, or chair ad hoc committees to run events.
3. Maintain the Union's presence on various social media platforms.
4. Be a signing officer of the Union.

### **3.6 Member Services Officer Assistant**

The *Member Services Officer Assistant* shall:

1. Be an *assistant* to the Member Services Officer.
2. Assist the Member Services Officer with any of their duties.

### **3.7 Simon Fraser Student Society Representative**

The *Simon Fraser Student Society (SFSS) Representative* shall:

1. Regularly attend all SFSS Council meetings.
2. Fulfill the duties of an SFSS Representative (Councillor), as outlined in the SFSS By-Law 6.
3. Report on the SFSS Council's activities during general meetings.
4. Promote the interests of the Union's members in SFSS meetings.

### **3.8 Science Undergraduate Society Representative**

The *Science Undergraduate Society (SUS) Representative* shall:

1. Regularly attend all SUS Council meetings.
2. Report on the SUS Council's activities during general meetings.
3. Promote the interests of the Union's members in SUS meetings.

### **3.9 EDI Committee Representative**

The *EDI Committee Representative* shall:

1. Regularly attend all meetings of the Department of Mathematics's *EDI Advisory Group* (EDIAG) committee.
2. Report on the EDIAG's activities during general meetings.
3. Promote the interests of undergraduate mathematics students in EDIAG meetings.
4. Fulfill any other duties that are required or which may arise as a member of the EDIAG.

### **3.10 Common Room Manager**

The *Common Room Manager* shall:

1. Be responsible for ensuring the cleanliness of the Union's common room.
2. Be responsible for overseeing supply of the Union's common room's amenities, such as snacks and white board markers.

### **3.11 First Year Representative(s)**

The *First Year Representative(s)* shall:

1. Assist the executive committee on an as-needed basis.
2. Represent the interests of the Union's first year members.



## 4 Meetings

### 4.1 General Meetings

1. There shall be at least three 3 general meetings during each semester.
2. Notice for all general meetings must be given at least 7 days in advance, and must be sent in the form of an announcement via the university email system to all members of the Union.
3. Notice shall contain particulars concerning the time, place, and the proposed list of topics to be discussed for the meeting.
4. The Executive Committee shall be responsible for giving notice of the general meetings, as stated in section 2.1(d).
5. All meetings of the Union, including executive committee meetings, shall be open to all Union members.

### 4.2 Special General Meetings

1. Special general meetings of the Union may be convened by any member of the Union, assuming the following steps are taken:
  - i. An Executive Committee member is presented with a petition containing signatures of the number of Union members required by this constitution to establish quorum for a general meeting.
  - ii. The SFSS staff member holding the position “Member Services Coordinator – Student Unions & Groups” is informed of the particulars for the special general meeting.
  - iii. Once 4.2.1.i and 4.2.1.ii are satisfied, proper notice must be given as specified in section 4.1 by the Executive Committee for this special general meeting. If the Executive Committee does not comply, the meeting can be announced through reasonable alternate means, such as posters in the Union’s common room, or announced via email sent out by the Department of Mathematics.

### 4.3 Quorum

1. Quorum for all general meetings shall be 4 Union members in the Summer semester, and 6 Union members in the Fall and Spring semesters. At every general meeting, there must be an Executive Committee member present.
2. In the event that quorum for the general meeting is not met and quorum for an executive committee meeting, as defined in section 2.4, is met, an executive committee meeting shall commence. This meeting may include any motions, with the exception of motions related to constitutional amendments, recalls of members of the Executive Committee, and elections or by-elections of members of the Executive Committee.

#### **4.4 Voting**

1. Each member of the Union shall be entitled to one vote per motion.
2. All decisions made in meetings of the Union shall be determined by a simple majority of the Union members present and voting, except where this constitution specifies otherwise.

## **5 Elections**

### **5.1 Terms of Office**

1. Terms of office for all members of the Executive Committee, excluding the Member Services Officer Assistant, EDI Committee Representative, and First Year Representative(s), shall be from the 1st of May until the 30th of April in the following year.
2. Terms of office for the Member Services Officer Assistant shall be from the general meeting in which they are appointed until the following April 30th.
3. Terms of office for the EDI Committee Representative shall be from the first general meeting of the Fall term until the last general meeting of the Summer term in the following year.
4. Terms of office for the First Year Representative(s) shall be from the first general meeting of the Fall term until the first general meeting of the Fall term in the following year.

### **5.2 Timing of Elections**

1. Elections for all elected Executive Committee members other than the EDI Committee Representative and the First Year Representative(s) shall occur between weeks 7 and 10 of the Spring semester.
2. Elections for the First Year Representative(s) and the EDI Committee Representative shall occur within the first two general meetings of the Fall semester.

### **5.3 Eligibility**

1. All automatic and conditional members of the Union are eligible for any Executive Committee position, unless otherwise specified in this section [5.3](#).
2. The President and Vice-President must be different people.
3. The Member Services Officer and Member Services Officer Assistant must be different people.
4. Only Union members who have completed less than 30 credits at SFU shall be eligible to run for First Year Representative.
  - (a) If an incumbent First Year Representative completes more than 30 credits at SFU, and remains otherwise eligible to be First Year Representative, they may complete their term as First Year Representative.
  - (b) There shall be at most 3 First Year Representatives at any one time.

## 5.4 Appointment of Assistant Positions

1. Any position designated as an *assistant* shall be appointed in the following manner, where a *supervising executive* is the member of the Executive Committee whom they will assist.
  - i. The supervising executive shall open an application process, to which all members of the Union are able to apply.
  - ii. After the application process closes, the supervising executive has 3 weeks to choose a candidate assistant from the list of applicants, and notify the candidate and the Executive Committee of their choice. In choosing the candidate, the supervising executive may opt to interview any number of applicants.
  - iii. After having chosen a candidate, the supervising executive must then report their decision at the next general meeting, during which the appointment of the candidate may be rejected by a 2/3rds majority vote. Otherwise, the candidate is appointed as the supervising executive's assistant.

## 6 Vacancies, By-Elections, and Recalls

### 6.1 Vacancies

1. An Executive Committee member shall have their position declared *vacant* if at least one of the following applies:
  - (a) The Executive Committee member announces at a general meeting or informs all other Executive Committee members in writing that they intend to vacate their position.
  - (b) The Executive Committee member is removed from their position by the procedure outlined in 6.2.
2. Should the President position become vacant, the Vice-President may choose to immediately assume the position of President, vacating the Vice-President position. Otherwise, the Vice-President becomes acting president, and a by-election for the President position must be held in accordance with section 6.3.

### 6.2 Recalls

1. Members of the Executive Committee may be removed from their position through a recall motion by a 2/3rd majority vote in a general meeting or a special general meeting.
2. Proposed recalls must be announced in the notice of the general meeting or special general meeting in which the recall motion is to be considered. Notice shall be given as specified in section 4.1.

### 6.3 By-Elections

1. If an executive position becomes vacant, a by-election shall be held during either one of the next 2 general meetings that take place, unless the next election occurs closer to the date of the vacancy.
  - (a) In the event a by-election is held and a winner is decided, the winner of that by-election shall hold their position until the conclusion of the outgoing executive's term.
  - (b) In the event a by-election is held and the position remains vacant, further by-elections may be held at the discretion of the Executive Committee.
2. The Executive Committee may, by majority vote, appoint a member of the Union to fill a vacant position until the election or by-election as outlined in section 6.3.1 takes place.

- (a) The Executive Committee can only vote on appointing a member of the Union to fill a vacant position at an Executive Committee meeting called under section 2.3 or section 4.3.

## 7 Amendments

1. Any member of the Union may introduce new amendments to this constitution.
2. This constitution may only be amended by a 2/3rd majority vote in a general meeting or special general meeting.
3. Any proposed ideas to amend this constitution must be discussed at a general meeting or special general meeting, before the completed amendments are ratified at the next general meeting or special general meeting.
  - (a) The completed amendment must be specified in the notice of the general meeting or special general meeting where it is to be ratified, as outlined in section 4.1.
4. If an amendment to the constitution includes a new executive position, a by-election for that position may be held immediately, given it was included in the notice of the current general meeting or special general meeting. If the position is not filled, it is declared as vacant and is therefore subject to section 6.3.

## 8 Dissolution

In the event that the members decide to dissolve the student union, or in the event that this union becomes inactive, all assets of the student union become the property of the Simon Fraser Student Society, to be held in trust for a minimum period of two years.

If, during this period, a new union is formed to represent the interests of students within the Department of Mathematics, or if this union becomes active, the trust shall be dissolved and all assets shall become property of the student union.

After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as they see fit.

For the purpose of this article, the student union shall become inactive automatically if, for three consecutive semesters, the membership does not hold the minimum number of quorate general meetings as required by this constitution.

This article shall not be altered except with prior consent of the Simon Fraser Student Society.