

# CONSTITUTION AND BY-LAWS OF THE MATHEMATICS STUDENT UNION

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## Constitution

1. The name 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 Mathematics Department of Simon Fraser University and the Simon Fraser Student Society.
  - b. To democratically undertake projects and activities to benefit the members.
  - c. To provide a safe space for Mathematics students to gather for the purpose of study and sharing ideas.

## **By-Law 1: Membership**

### **1.1 Automatic Membership**

1. All declared majors, minors, and honours in the Mathematics department, Mathematical Physics, and Mathematics and Computing Science; and
2. All students currently enrolled in at least one course offered by the Mathematics department in the current semester.

### **1.2 Conditional Membership**

1. The SASSA President, while we have a shared common room, subject to approval by a two-thirds ( $2/3$ ) quorum vote during the election period.
2. All declared majors, minors, and honours in the Department of Statistics and Actuarial Science and the Management and Systems Science Program; Conditional membership is extended in the event that their respective societies/unions are inactive.

### **1.3 Honorary Membership**

1. Any Student may be declared an *Honorary* Member of the Society by a  $2/3$ ds majority during a General meeting.
2. An *Honorary* Member of the Society shall be treated as an ordinary member of the society 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 Member's *Honorary* membership may be revoked by a  $2/3$ ds majority during a General meeting.

## By-Law 2: Executive Committee

1. This committee shall be responsible for
  - a. Coordinating the agenda for all general meetings
  - b. Convening all general meetings
  - c. Giving proper notice to the members as defined in By-Law 4.2 of this constitution
2. This committee shall consist of the
  - a. President
  - b. Vice-President
  - c. Treasurer
  - d. Member Services Officer
  - e. Secretary
  - f. Simon Fraser Student Society Representative
  - g. Science Undergraduate Society Representative
  - h. EDI Committee Representative
  - i. First Year Representative(s)
3. Meetings of the Executive Committee can be convened by the President at any time.
  - a. In the event that the position of President is vacant, meetings of this committee may be convened by the Vice-President at any time.
4. Quorum for a meeting of an executive committee shall be three (3) signing officers. In the event that there are not three signing officer positions filled, quorum shall be the total number of executives.
5. Executive committee meetings shall be open to all members.
6. The executive committee may, in a similar manner to the Simon Fraser Student Society Council, choose to go *in-camera* via a majority vote.

## **By-Law 3: Powers and Responsibilities of Officers**

### **3.1 President**

The *President* shall:

- i. Be a liaison between the union and the Mathematics department
- ii. Chair all general meetings of the Mathematics Student Union
- iii. Ensure that the required number of general meetings are convened each semester
- iv. Have access to sending official emails.
- v. Be a signing officer of the union.

### **3.2 Vice President**

The *Vice President* shall:

- i. Take on the responsibilities of the President, if they are unable to perform their duties.
- ii. Have access to sending official emails
- iii. Be a signing officer of the union

### **3.3 Treasurer**

The *Treasurer* shall:

- i. Serve as liaison between the union and all sources of funding.
- ii. Make regular reports at general meetings concerning all funds received or spent by the union
- iii. Maintain a budget and all financial records of the union
- iv. Be a signing officer of the union.

### **3.4 Secretary**

The *Secretary* shall:

- i. Maintain the minutes and any other records of the meetings of the union, and also maintain a record of all correspondence of the union
- ii. Have access to sending official emails, when the President and Vice-President are unable to fulfill their duties.
- iii. Be a signing officer of the union

### **3.5 Member Services Officer**

The *Member Services Officer* shall:

- i. Be responsible for monitoring all projects funded by the union
- ii. Plan, organize, or chair ad hoc committee to run events
- iii. Be a signing officer of the union

### **3.6 Simon Fraser Student Society (SFSS) Representative**

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

- i. Regularly attend all meetings of Council
- ii. Fulfill the duties of an SFSS Representative (Councillor) that are outlined in SFSS By-Law 6
- iii. Report on Councils activities during general meetings

### **3.7 Science Undergraduate Society (SUS) Representative**

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

- i. Regularly attend all meetings of SUS
- ii. Report on the activities of the SUS during general meetings
- iii. Promote the interests of the union's members in SUS meetings

### **3.8 EDI Committee Representative**

The *EDI Committee Representative* shall:

- i. Regularly attend all meetings of the Departmental EDI Committee
- ii. Report on the activities of the EDI Committee during MSU meetings
- iii. Fulfill any other duties that are required or which may arise as a member of the Departmental EDI Committee

### **3.9 First Year Representative**

The *First Year Representative(s)* shall:

- i. Assist the executive committee on an as-needed basis
- ii. Represent the interests of first year union members

## **By-Law 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 shall consist of:
  - i. An announcement throughout the university email system to all mathematics undergraduates and members at least 1 week (7 days).
  - ii. A second notice will be sent out 3 days in advance for special events, per the discretion of the Executive Committee.
3. Notice shall contain particulars concerning the time, place, and proposed agenda for the meeting.
4. The Executive Committee shall be responsible for the posting of the general meeting notices.
5. All meetings of the student union, included committee meetings shall be open to all members of the union.

### **4.2 Special General Meetings**

1. Special general meetings of the student union may be convened by any member of the union, assuming the following steps are taken:
  - (a) Proper notice is given as specified in section 4.1; and
  - (b) An Executive Committee member is presented with a petition containing signatures of the number of members required by this constitution to establish a quorum for a general meeting; and
  - (c) The Member Services Coordinator – Student Unions & Groups is informed of the particulars for the special general meeting.

### **4.3 Quorum**

Quorum for all general meetings shall be four (4) members in the Summer semester, and six (6) members for the Fall and Spring semesters. At every general meeting there shall be an Executive Committee.

- i. However, if quorum for the general meeting is not met, in the event that there are at least three (3) signing officers, an executive committee meeting shall commence that may involve motions that involve the expenditure of funds, as well as motions not related to money.
- ii. In the event that thereof occurs the standard procedures for constitution amendments and recalls of officers of the union shall be upheld.



#### **4.4 Voting**

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

## **By-Law 5: Elections**

### **5.1 Terms of Office**

1. Terms of office for all members of the executive committee excluding the EDI Committee Representative and First Year Representative(s) shall be from the first (1st) of May until the thirtieth (30th) of April in the following year.
2. 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.
3. The EDI Committee Representative's term of office shall be from the first general meeting of the fall term until the last general meeting of the spring term in the following year.

### **5.2 Timing of Elections**

1. Elections for all executive committee members other than the First Year Representative(s) and the EDI Committee Representative shall occur between weeks seven (7) and ten (10) of the spring semester.
2. Elections for the First Year Representative(s) and the EDI Committee Representative shall occur during the first general meeting of the fall semester.

### **5.3 Eligibility**

1. No member may hold more than one of the following positions at one time:
  - (a) President
  - (b) Vice-President
  - (c) Member Services Officer
  - (d) Treasurer
  - (e) Secretary
  - (f) First Year Representative

#### **5.3.1 Tier One (1) Positions**

1. The Tier 1 Positions are SFSS Representative, Treasurer, and President.
2. Any member of the society who has served as an officer of this union for at least 1 semester may run for one of these positions.
  - (a) However, if during an election for a given position, no members who have served at least 1 semester as an officer nominate themselves, any member of the union may run for one of the Tier One positions.

### **5.3.2 Tier Two (2) Positions**

1. The Tier 2 Positions are all positions not listed as Tier 1 Positions.
2. Any member of the society may run for these positions, excluding the position of *First Year Representative*, where less than thirty (30) credits is required to be eligible to run.
3. There shall be at most 3 first year representatives at any one time.

## **By-Law 6: Vacancies, By-Elections, and Recalls**

### **6.1 Vacancies**

An officer of this union shall have their position declared *vacant* if at least one of the following applies:

1. The officer announces at a general meeting or at a meeting of the executive committee that they intend to vacate their position.
2. The officer is removed from office by the procedure outlined in 6.2.

### **6.2 Recalls**

1. Officers of the union may be removed from office by a two-thirds (2/3) majority of quorum votes in a general meeting.
2. Proposed recall(s) must be announced in the notice of the general meeting in which the recall motion is to be considered. Notice shall be given as specified in section 5.1, and must have recall(s) as one of the agenda items.

### **6.3 By-Elections**

1. If an executive position becomes vacant a by-election shall be held during either one of the next two (2) general meetings that take place or during the next election, whichever occurs closer to the date of the vacancy.
  - a. In the event that a by-election is held not during the next election, the winner of that by-election shall hold office until the conclusion of the outgoing executive's term.
2. The executive committee may, by majority vote, appoint a member of the society to fill the position until the election/by-election outlined in By-Law 6.3.1 takes place.
  - a. The executive committee can only vote on appointing a member to fill the position at a meeting of the executive committee called under By-Law 4.3 or By-Law 2.3.

## **By-Law 7: Amendments**

1. Any member may introduce new amendments to this constitution.
2. The proposed new amendments must be introduced at a general meeting before being ratified at the next general meeting.
3. Notice of general meetings for amendments shall be given as specified in section 4.1.2 and have constitution amendments as one of their agenda items.
4. This constitution may only be amended by a two-thirds ( $2/3$ ) majority of quorum votes in a general meeting concerning new amendments.

## **By-Law 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 Mathematics department, 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.