

UNDERGRADUATE MATHEMATICS SOCIETY

BYLAWS

CONSTITUTED ON THE 4TH OF THE MONTH OF JUNE IN THE YEAR 2022

BYLAW 1. NAME

The official Name of this Club shall be: Undergraduate Mathematics Society (UMS), and the Club may be referred to as The Undergraduate Math Association, UBC Math Club, or simply Math Club.

BYLAW 2. PURPOSE

The Purpose(s) of this organization shall be:

- To support the general interests of club members and the math student body at large.
- To act as a social club for students interested in mathematics at UBC.
- To host social and academic events for members (e.g. board game nights, seminars, etc.).
- To manage the undergraduate lounge (Math Annex 1119), providing a positive space where members can go and relax.
- To make available and to manage sales of exam packs and merchandise.
- To encourage volunteerism, philanthropy, and fellowship among members and the math student body.

BYLAW 3. EXECUTIVES

The Executives of the Club shall be elected annually and shall be as follows.

- President
- Treasurer
- Vice President
- VP Social
- VP Academic
- VP Communications

BYLAW 4. COORDINATORS

The Coordinators of the Club (maximum of 2 each) shall be appointed by the Executives and shall be as follows.

- Social Coordinator
- Academic Coordinator
- Communications Coordinator

BYLAW 5. EXECUTIVE DUTIES

PRESIDENT

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- Act as liaison to the Student Administrative Commission.
- To be the spokesperson for the Club and to act as club representative to the Math Department.
- To call a General Meeting for club Executives/Coordinators at least once a month.
- To initiate, organize, and chair the General Meetings.
- To maintain club documentation and ensure it is updated regularly.
- To facilitate/help all the other Executives/Coordinators in fulfilling their duties.
- To ensure that tasks are delegated appropriately among the Executives/Coordinators.
- To acquire external sponsorships to increase the Club's funding.
- To ensure that the club room is clean and in order.

TREASURER

- Act as liaison to the Finance Commission.
- Act as the sole signing officer.
- To approve (or disapprove) budgets and purchases proposed by Executives/Coordinators.
- To oversee club finances.
- To document all expenditures and revenue.
- To maintain a \$1500.00 safety margin in the main club bank account at all times.
- To acquire external sponsorships to increase the Club's funding.
- To manage stock merchandise and exam packs.
- To ensure that the club room is clean and in order.

VICE PRESIDENT

- To assist in administrative and miscellaneous club duties as needed.
- To maintain and update the mailing list.
- To be responsible for the safekeeping of club passwords and important documents.
- To ensure good communication among the Executives/Coordinators.
- To ensure that meetings of the Executives/Coordinators are held sufficiently regularly.
- To facilitate/help all the other Executives/Coordinators in fulfilling their duties.
- To ensure that tasks are delegated appropriately among the Executives/Coordinators.
- To acquire external sponsorships to increase the Club's funding.
- To ensure that the club room is clean and in order.

VP SOCIAL

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- To plan and execute casual club social events (e.g. board game nights, dinners, karaoke, etc.). See Bylaw 7: General Event Responsibilities.
- To plan and execute yearly club social events (e.g. a Women in Mathematics event for International Women's Day, a Pi Day event, a Welcome Back event in Term 1 and Term 2 in collaboration with the Physics Society).
- Act as one of two Booking Representatives.
- Responsible for reaching out to other organizations and/or student bodies for purposes relating to advertising, borrowing equipment and/or resources, and collaborating on events.
- To coordinate with the Academic VP to enlist volunteers in conjunction with the Math Department to run Putnam Practice weekly meetings in Term 1 and Math Circle weekly meetings in Term 2.
- To ensure that the club room is clean and in order.

VP ACADEMIC

- To plan and execute casual club academic events (e.g. the Undergraduate Lecture Series in Mathematics). See Bylaw 7: General Event Responsibilities.
- To plan and execute yearly academic events (e.g. the SFU vs. UBC Undergraduate Mathematics Competition, which is in collaboration with SFU's Mathematics Student Union).
- Act as one of two Booking Representatives.
- To promote and maintain good relations with the Mathematics Graduate Council and graduate student body.
- Responsible for reaching out to other organizations and/or student bodies for purposes relating to advertising, borrowing equipment and/or resources, and collaborating on events.
- To coordinate with the Social VP to enlist volunteers in conjunction with the Math Department to run Putnam Practice weekly meetings in Term 1 and Math Circle weekly meetings in Term 2.
- To ensure that the club room is clean and in order.

VP COMMUNICATIONS

- To represent the Club when contacted by outside parties.
- To manage the club Social Media accounts (Discord, Facebook, Instagram, Reddit, etc.), email, and website.
- To create engaging write-ups for all advertisements.
- To compose any document or proposal that will be used to apply for club funding.
- To assist in booking guest speakers and/or managing refreshments if needed (for events).
- To update the Club's calendar so that all Executives/Coordinators are aware of upcoming meetings, events, and deadlines.
- Will have access to a Canva Pro account.

BYLAW 6. COORDINATOR DUTIES

SOCIAL COORDINATOR

- To assist in planning and executing casual club social events (e.g. board game nights, dinners, karaoke, etc.). See Bylaw 7: General Event Responsibilities.
- To assist in planning and executing yearly club social events (e.g. a Women in Mathematics event for International Women's Day, a Pi Day event, a Welcome Back event in Term 1 and Term 2 in collaboration with the Physics Society).

ACADEMIC COORDINATOR

- To assist in planning and executing casual club academic events (e.g. the Undergraduate Lecture Series in Mathematics). See Bylaw 7: General Event Responsibilities.
- To assist in planning and executing yearly academic events (e.g. the SFU vs. UBC Undergraduate Mathematics Competition, which is in collaboration with SFU's Mathematics Student Union).
- To promote and maintain good relations with the Mathematics Graduate Council and graduate student body.

COMMUNICATIONS COORDINATOR

- To assist in managing the club Social Media accounts (Discord, Facebook, Instagram, Reddit, etc.), email, and website.
- To assist in creating engaging write-ups for all advertisements.
- To assist in composing any document or proposal that will be used to apply for club funding.
- To assist in booking guest speakers and/or managing refreshments if needed (for events).
- To design the graphics, posters, and merchandise prints.
- Will have access to a Canva Pro account (that contains all past graphics and posters).
- It is suggested that club event posters contain "Undergraduate Mathematics Society Presents".
- It is suggested that club academic posters have a solid black background.

BYLAW 7. GENERAL EVENT RESPONSIBILITIES

This is meant to be a non-exclusive list of responsibilities to help guide the Social and Academic VP and Coordinators in planning and executing events.

- Booking (with the help of a Booking Representative) an appropriate venue.
- Ascertaining a budget for any expenditures (to be approved by the Treasurer).
- Overseeing an advertising campaign.
- Coordinating with Communications VP and/or Coordinators to create advertisements and/or memorabilia, and, if needed, to get assistance in booking guest speakers and/or managing refreshments.

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- Creating registration forms using UBC Qualtrics or Google Forms.
- Coordinating with the Math Office and outside organizations to purchase and deliver refreshments and memorabilia.
- Assisting with room decoration and set-up.

BYLAW 8. MEMBERSHIP FEES

- Active membership fees shall be: \$1.
- Associate memberships fees shall be: \$1.50.

BYLAW 9. MEMBERSHIP PRIVILEGES

- All members have the right of full access to available club services, such as use of the club room and its amenities, free admission to events, etc.
- All members should be made to feel welcome in the club lounge.
- All UBC Math Department faculty members have a right to get one free copy of a club exam package for each course they are teaching.
- Only active AMS members are eligible to vote, sign petitions, or be elected.

BYLAW 10. STANDING COMMITTEES

The Club shall have the following Standing Committees:

- UMS Executive Committee (consisting of the club Executives).
- UMS Council (consisting of the club Executives and Coordinators).

BYLAW 11. COMMITTEE DUTIES

The duties of the Standing Committees shall be as follows:

- To ensure that the Club is functioning smoothly and according to the purposes outlined in Bylaw 2.