

Mathematics Society Council Minutes

November 25, 2013

The general meeting of the Mathematics Society of the University of Waterloo was called to order at 5:31 PM. The President was in the chair and the Secretary was present.

The general meeting heard a report from the Vice-President, Finance.

Elizabeth McFaul moved to approve the agenda.

Febrian Sidharta moved to amend the agenda by adding the MathSoc Council seat distribution as the item. The motion was ruled out of order.

Sean Hunt moved to amend the agenda by moving the Club Membership Fee motion to the last item.

The amendment was adopted after debate 17-2. The agenda was approved.

The general meeting heard reports from the President; the Vice-President, Academic; the Vice-President, Events; and the Vice-President, Operations.

Febrian Sidharta moved the motion as presented by the Office Employee Committee:

Whereas there is a need for continuity in the Mathematics Society and a need to improve the reliability of the office.

Be it resolved that we approve a full time employee and suggest the following job description for the Mathematics Society.

The original job description proposal can be viewed online (<http://bit.ly/1853QPW>).

Elizabeth McFaul moved to amend the motion to read

*Be it resolved that we approve an employee, full time, **12-month contract with the opportunity for renewal**, and suggest the following job description for the Mathematics Society.*

The amendment was unanimously adopted.

Sacha Forstner moved to amend the motion to read from full time to part time, 12 month to 6 month, and amend the job description as follows: 35 hours to 15-20 hours.

*Be it resolved that we approve an employee, **part time, 6-month contract** with the opportunity for renewal, and suggest the following job description for the Mathematics Society.*

and to amend the *Nature and Scope* section of the proposed job description from "35-hour work week" to "15- to 20-hour work week".

Sean Hunt moved to call the question. Motion was adopted 21-8.

Sacha Forstner's amendment motion was adopted 17-13.

Edward Lee moved to call the question. The motion was defeated.

Elizabeth McFaul moved to remove the following section of the *General Accountabilities* section of the proposed job description:

Inherent to the role is being the Mathematics Society's staff liaison with the Faculty of Mathematics, UW services, and organizations external to the university such as the Mathematics Society's advertising agent. Also inherent is to provide environment of health and safety to the office and students by ensuring policies are followed.

Edward Lee raised a point of order that insufficient notice of the general meeting was given.

The Speaker ruled against the point of order, citing that sufficient notice of the general meeting was given via an email to all undergraduate math students one week prior to the meeting, advertised through social media outlets, and posted in the MathSoc Office.

Edward Lee appealed the Speaker's ruling, stating that there were no physical forms of advertisement was posted in prominent areas within the Math Faculty. The appeal failed after debate.

Sean Hunt moved to suspend the rules and pass the previous amendment, and to permit no further amendments on the main motion. The motion was adopted.

The previous amendment was adopted.

Sacha Forstner moved to call the question. The motion was adopted.

The main motion was adopted as follows (with the revised job description <http://bit.ly/1gRn2jW>):

Whereas there is a need for continuity in the Mathematics Society and a need to improve the reliability of the office.

Be it resolved that we approve an employee, part time, 6-month contract with the opportunity for renewal, and suggest the following job description for the Mathematics Society.

Position Name: Office Services Manager

Department: Mathematics Society

Reports to: Vice President Operations, Mathematics Society

General Accountabilities

This position reports to the Vice President Operations of the Mathematics Society. It is primarily an office management position to provide student-center care services, overseeing the daily operations for the Mathematics Society office and the continuity of care for all students. Performs administrative, clerical, receptionist duties, novelties sales, volunteer coordination, resources provision and special events as needed. This individual is also responsible for financial daily count/report to Financial executive in the Mathematics Society.

Qualifications:

- *High school diploma or equivalent*
- *Office assistant certificate or minimum one year comparable office experience*
- *Working knowledge of retail, merchandising, inventory control*
- *Experience dealing with the student services in a fast paced environment*
- *Familiarity with the associated university policies and procedures*

Skill Required:

- *Exceptional performance in customer services*
- *Effective written and verbal communication*
- *Proficiency in Microsoft applications*
- *Accurate minimum typing speed of 30 w.p.m*
- *Excellent organizational and problem solving skills*
- *Excellent time management skills*
- *Ability to function in a busy environment and prioritize under stress*
- *Maturity in dealing with all contacts and conflict management*

Nature and Scope

The Mathematics Society is the largest of its kind in Canada. It operates as the representative body on behalf of approximately 6000 students, with an executive team elected every 12 months and approximately 35 event/service directors selected each academic term. The Mathematics Society's mandate is to enrich the lives of the undergraduate mathematics students at the University of Waterloo outside of their academic commitments, as well as to provide student input to the academic direction of the faculty and university where appropriate.

The Mathematics Society operates year round with business five days/week during typical business hours (9:00am-5:00pm). This position typically calls for a 15-20 hour work week, requires to start and prepare the morning office operation, however hours are flexible to account for heavier workload times.

The Mathematics Society office is the source for a number of non-for-profit services offered to students such as photocopying, printing, scanning, binding, and sale of novelties. The incumbent acts as an inventory coordinator in office supplies, novelties sales, items rental on daily basis, as well as organizes storage room in Mathematics Society on regular basis. The

incumbent manages the office by ensuring students concerns are addressed and providing useful informational support.

The Mathematics Society office operates with a portfolio of volunteer positions. The incumbent typically operates in a coordinator role for volunteers who are less familiar with operations of the university, and acts as their staff liaison where they maintain a working relationship with the organization at hand. This may include volunteer orientation, scheduling, training and other supportive tasks needed.

The incumbent plays a powerful role in executive transitions to provide strong support and assists in directing the work of part-time office staff. The incumbent performs as a good team player to provide services to students continuously and congruently.

Statistical Data

- *Supervising 25 volunteer students*
- *The Novelties and office business runs an annual budget of approximately \$30,000*

Specific Accountabilities

- *Supports and adheres UW policies and procedures*
- *Communicates with President, executive, students, faculties and external parties in association with Mathematics Society*
- *Assumes responsibilities for identification and advancement of issues and concern to President*
- *Implements approved changes within the society*
- *Provides easily accessible information and resources for students*
- *Follows up services for any recurring issues*
- *Accepts, coordinates phone calls and inquiries in a timely-manner*
- *Manages Novelty sales: advertise, track inventory, process orders, receive orders and solicits new products*
- *Balances revenues daily for coping, novelty sales*
- *Maintains the Mathematics Society Manual, provides guidelines for each position and directorship*
- *Orientates, schedules and coordinates students volunteering on daily basis*
- *Provides supports to all events/clubs, rental items, posting*
- *Protects confidential information*
- *Maintains a tidy, clean and well-organized office daily*
- *Reports and follows up any office repair and maintains all office supplies*
- *Other duties may be added/assigned as deemed necessary.*

The Mathematics Society office supervisor assistant helps facilitate the smooth operation in the Mathematics Society. Although this position is accountable to the Mathematics Society, the Society may revoke the right of decision making at the discretion of Council or the President. The incumbent must take on-going initiative to improve the operation of the society.

Jazbel Wang moved to create a Vice-President, Communications position for the Mathematics Society (<http://bit.ly/1jibWE3>). The motion was defeated after debate.

Sacha Forstner moved a motion, which after debate and amendment read

To refer this matter to a special committee consisting of the current MathSoc president, three previous or current executives, and two at-large students, to examine the current MathSoc executive structure and report back at the Winter 2014 General Meeting with recommendations and changes for improvement.

The motion was adopted.

Jazbel Wang, Elizabeth McFaul, and Xujin Ma were selected as the previous or current executive committee members. Ifaz Kabir and Sacha Forstner were selected as the at-large student committee members.

Sacha moved the following motion:

To amend the Society bylaws to include Section VI.4, Remuneration of Executives (detailed below), and to approve the creation of the Executive Evaluation Committee, with the terms of reference listed below, effective as of the Winter 2014 academic term.

The full MathSoc Executive Honorarium proposal can be viewed online (<http://bit.ly/1iqrg3X>).

Edward Lee motioned to amend the II. MEETINGS section of the proposal so that the committee will have non-confidential meetings. The motion was defeated.

Ifaz Kabir motioned to split the question. The motion was defeated.

A point of order was made, and it was found that we did not have quorum.

The meeting resumed when it was found that quorum was met.

Elana Hashman moved to table the previous motion regarding the MathSoc Executive Honorarium proposal. The motion was ruled out of order by the Speaker because the next general meeting was more than a quarterly time interval away.

Elana Hashman moved to appeal the Speaker's ruling. The appeal failed.

Jesse McGinnis moved to suspend the rules to permit the motion to be tabled. The motion was adopted.

Elizabeth McFaul moved to table the previous motion regarding the MathSoc Executive Honorarium proposal for next general meeting. The motion was adopted.

Febrian Sidharta moved to approve the following MathSoc Council representative seat distribution:

- Actuarial Science Representatives: 3
- Computer Science Representatives: 5

- Computing and Financial Management Representatives: 1
- First Year Representatives: 5
- Mathematical Studies and Other Representatives: 4
- Mathematics/Business Representatives: 5
- Pure Mathematics, Applied Mathematics, and Combinatorics and Optimization Representatives: 2
- Software Engineering Representatives: 2
- Statistics Representatives: 2
- Teaching Option Representatives: 1

The motion was adopted.

Sean Hunt moved to confirm the Council-approved amendments to section V.6 (and subsection V.6.1) of the MathSoc Constitution & Bylaws to read as follows:

V.6.1 Elected Executive & Upper-Year Reps

For the Executive other than the VPF and the Representatives other than First Year and Software Engineering Representatives, general elections shall be held in the fall term for each of the three terms of the subsequent year. In an election, a candidate does not need to run for each of the three terms for which the election is held. A single ballot shall be taken from each voter for all three terms in conjunction, and the results shall be evaluated separately for each term, but a candidate cannot win a term for which they are not running. Elections shall be conducted using a preferential ballot system.

V.6.2 Vice-President, Finances

The Vice-President, Finances, shall be appointed for each term by Council in the previous term.

V.6.3 Software Engineering Representatives

At the start of each term, the students in each on-stream Software Engineering class shall elect members of their class to serve as Software Engineering Representatives for the term, in accordance with the usual process of election of class representatives in the Faculty of Engineering. The available seats shall be divided evenly between the classes to elect, with any extra seats going first to lower-year classes. In the Spring term, seats shall be allocated as if there is a first-year class, but the first-year seats shall remain vacant.

V.6.4 First Year Representatives

First Year Representatives shall be elected each October and shall serve for until the end of the Winter term. A First-Year Representative does not lose their seat due to redistribution of seats at the start of Winter term. Elections shall be conducted using a preferential ballot system.

The motion was adopted.

The meeting was adjourned at 9:39PM.