

# Mathematics Society Council Minutes

July 17, 2014

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.

Isabel Ji was appointed as Secretary *pro tempore*.

Josh Tsai was appointed as Chair *pro tempore*.

Isabel Ji moved to approve the agenda. The agenda was approved after amendment.

The general meeting discussed the implications of allowing the Faculty of Mathematics to schedule examinations on Saturdays. Questions and comments may be addressed to Abby Hu, Vice-President Academic, at [yipa@mathsoc.uwaterloo.ca](mailto:yipa@mathsoc.uwaterloo.ca).

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

The general meeting heard an Executives Evaluation Committee report from Ramesh Sud, a committee member. The written report is attached in [Appendix A](#).

Ramesh Sud moved to adopt the report made by the Executives Evaluation Committee, and to approve the honoraria for the Spring 2014 MathSoc Executives. The motion was adopted.

Febrian Sidharta moved to adopt the amendment to Policy 11: Locker Distribution as approved by MathSoc Council. After discussion and amendments to Policy 11, the motion was adopted. The approved wording for Policy 11 is attached in [Appendix B](#).

Rochelle Fainchstein moved a motion which read

*RESOLVED that Policy 14: Capital Improvement Fund, part 3.f. that says*

*"Fifty percent of actual surpluses in the Central Budget each term will be allocated to the principle portion of the fund."*

*to be striked;*

*RESOLVED that Policy 10 (Central Budget) 10 part 7.a that says*

*"Fifty percent of surpluses in the central budget each term will be allocated to the principle portion of the Capital Improvements Fund. This shall be calculated and included in the central budget of the subsequent term, after subtracting all approved carry-over items from the surplus"*

*to be striked;*

*RESOLVED that Policy 14 (Capital Improvement Fund) part 3.b that says*

*"Each term, two dollars (\$2.00) of the student fee for each fee paying member of the Society shall be allocated to the Fund, seventy-five percent of which shall be allocated to the current portion of the Fund and twenty-five percent to the principle portion of the fund."*

*to be replaced with*

*"Each term, seventeen and a half percent (17.5%) of the student fee for each fee paying member of the Society shall be allocated to the Fund, seventy-five percent of which shall be allocated to the current portion of the Fund and twenty-five percent to the principle portion of the fund."*

The motion was adopted.

Rochelle Fainchstein moved a motion which read

*RESOLVED that Policy 14 (Capital Improvement Fund) part 3.e. that says*

*"Funds that remain unspent one year after they have been allocated become unavailable and are transferred to the principle portion."*

*to be replaced with*

*"All money in excess of \$45,000 that is required to go into the CIF Current Account will be transferred to the Mathsoc Operating account."*

Edward Lee moved to reconsider the agenda. The motion was adopted.

Edward Lee moved to strike the item "Capping Capital Improvement Fund" from the agenda. The motion was adopted.

Edward Lee moved to re-approve the agenda. The motion was adopted.

Febrian Sidharta moved a motion which read

*RESOLVED that Society Bylaws, Section V to be amended to add "Any Off-Term Mathsoc Executive" as non-voting members of Council.*

The motion failed.

The general meeting discussed the possibility of increasing the Society fee.

Febrian Sidharta moved a motion which, after debate and amendment, read

*RESOLVED that referendum shall be held on October 2nd and 3rd, 2014 on the question of:*

*"Shall the MathSoc fee be increased to \$12.50 from January 2015 until August 2016?"*

The motion was adopted.

Febrian moved a motion, which, after debate and amendment, read

*RESOLVED that Nigel Cheung (as Chair), Febrian Sidharta, and Simone Hu are elected to fill the Full Society Member seats of the Executive Evaluation Committee for Fall 2014; Rochelle Fainchstein is elected to fill the Past Executive seat of the Executive Evaluation Committee for Fall 2014; Josh Tsai is elected to fill the Currently Sitting Council Member seat of the Executive Evaluation Committee for Fall 2014, with the remaining seat vacant.*

The motion was adopted.

The meeting was adjourned at 8:08 PM.

## Appendix A. *Executives Evaluation Committee Report*

### Report

The Executive Evaluation Committee was created by the General meeting to assess the performance of the MathSoc executive, and provide a recommendation as to whether or not the executive should be awarded their honoraria for the term.

For Spring 2014, the members of the committee were:

- Julie Sturgeon
- Ramesh Sud
- Elizabeth McFaul

The committee met three times over the course of the term. Work focused on developing metrics for future use by the committee, as well as evaluating the performance of the current executive team.

#### *President: Febrian Sidharta*

The committee sees no reason that Febrian Sidharta should not receive their honorarium for the Spring 2014 term.

- The President attended meetings of the Federation of Students Council (not required).
- The C&D Board met once this term. A budget was passed for the C&D.
- The President coordinated the installation of portable cell-phone chargers.

#### *Vice President, Academic: Abby Hu*

The committee sees no reason that Abby Hu should not receive their honorarium for the Spring 2014 term.

- No academic events were held during the term. The Vice President, Academic indicated that she intended to run two academic events.
- Most committees have not met this term. The Vice President, Academic did attend Coop Council and the Math Distinction in Teaching Award committee.
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#### *Vice President, Events: Jessica Chau*

The committee sees no reason that Jessica Chau should not receive their honorarium for the Spring 2014 term.

- MathSoc's traditional events for the Spring 2014 term were planned and run. The Vice President, Events managed a team of volunteers to assist with the execution of these events.
- The Vice President, Events developed new events, including a BBQ and Sports Day.
- A Semi-Formal event is being held with the Engineering Society. This collaboration was above and beyond the scope of the position.

- The MathSoc facebook page was updated to include information about events. It should be noted, however, that the Facebook page received no updates during June.

*Vice President, Operations: Simone Hu*

The committee sees no reason that Simone Hu should not receive their honorarium for the Spring 2014 term.

- The new lockers were installed, and despite some challenges, students were able to sign up for lockers and the new system is working.
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*Vice President, Finance: Rochelle Fainchtein*

The committee sees no reason that Rochelle Fainchtein should not receive their honorarium for the Spring 2014 term.

- A budget was prepared and approved for the term.
- MathSoc clubs and services received reimbursements in a timely manner, where possible.
- Progress was made in updating the Capital Improvements policy.

*All Executive*

- All communications sent to math students were clear and concise, and included relevant information.
- All Executive attended most Council meetings, and those Committee meetings of which they were a member.
- All Executive responded to email queries quickly and politely.
- All Executive had a presence in the Math Building and at MathSoc events.

*Future Recommendations*

Going forward, the committee recommends:

- The Committee bring forward a set of consistent metrics for adoption by the General Meeting.
- The Committee create a standard reporting template for the beginning, middle, and end-of-term.
- The Committee be expressly empowered to approach individuals outside of MathSoc, including, but not limited to the Associate Dean and members of the Federation of Students, for the purposes of assessing the Executives' performance.
- Selection of committee members should include individuals who are on campus, where possible.

All

- Attends most council meetings.
- Attends most (all) committee meetings, of which they are a member.
- Attends any meetings with the Dean (unless available).
- *Maintains office hours.*

*Above and Beyond*

## VI.2.1 President

The President is the chief executive of the Society, and shall:

- Arrange for, advertise, and, absent a decision of the assembly to the contrary, chair general meetings;
- Represent the Society at social functions and public occasions;
- Serve as an ex-officio member of all committees and boards of the Society, except for committees whose purpose is primarily to nominate or recommend persons for an award or oce;
- Verify the validity of petitions of the Society;
- Work with affiliated organizations on behalf of the Society;
- Where not provided otherwise by a decision of the Society, make appointments of members to external bodies on behalf of the Society, and in any case communicate the appointments to those bodies;
- Represent the Society and its members to other organizations;
- Work with the other Executive to ensure that the transition from one term to the next goes smoothly; and
- Oversee the Math C&D and the C&D Manager
- Ensures that communication to all MathSoc members are clear and concise.

For greater certainty, the President need not seek election to external bodies in order to satisfy the requirement that he represent the Society and its members.

### *Metrics*

- Must run a general meeting that is well-advertised, organized, and meets quorum.
- Follows the by-laws for calling the General Meeting and publishing an agenda.
- Sends out regular communication to all students.
- Meets regularly with the C&D Manager.
- Meets with the Federation of Students during their term.
- Meets with the Math Senator as needed.
- Meets with the Feds Math Councillors as needed.
- Present at most MathSoc events.
- *Meets with each Club/Service executive at least once per term.*
- Ensures that the Facebook page is up-to-date (with the President).

### *Above and Beyond*

- Completes or makes strong progress toward a special project.

## VI.2.2 Vice-President, Finances

The Vice-President, Finances is responsible for the financial affairs of the Society and shall:

- Keep accurate and complete records of the finances of the Society;
- Prepare a budget, an opening financial report, and a closing financial report for the Society for each term and present them to Council;
- Present up-to-date financial reports to termly general meetings.
- Manage the accounts and funds of the Society;
- Within two weeks of a request, present the financial records of the Society to any member; and
- As soon as possible at the start of the term, check the accuracy and consistency of the previous term's financial records.

### *Metrics*

- Prepare and approve a budget for the term.
- Prepare an opening financial report (when?).
- Present financial reports at the general meeting.
- Ensure that clubs and services receive reimbursements in a timely manner.

### *Above and Beyond*

## VI.2.3 Vice-President, Operations

The Vice-President, Operations is responsible for the day-to-day operations of the Society and

shall:

- Oversee and manage the services operated by the Society;
- Oversee and manage the Society Office;
- Allocate and manage the use of any space allocated to the Society; and
- In conjunction with the other Executives, arrange suppliers for the Society and ensure that the Society is stocked in any supplies it needs.

### *Metrics*

- Meets regularly with the Office Manager.
- Makes sure the mathsoc website is up to date.

## *Above and Beyond*

### VI.2.4 Vice-President, Events

The Vice-President, Events is responsible for overseeing Society events and shall:

- Ensure that all Society events have the appropriate documentation, including insurance coverage and/or event forms;
- Encourage members to become more involved in the Society and ensure that the opportunity exists for them to do so;
- Oversee all volunteers of the Society, including selection of directors;
- Ensure that volunteers within the Society are appropriately recognized for their efforts; and
- Ensure that the spirit of Math does not leave the Society.

#### *Metrics*

- Ensures that directors are selected and ratified.
- Completes event forms for all MathSoc Events.
- Informs clubs/services how to complete event forms.
- Present at most MathSoc events.
- Provides advertising for all MathSoc events.
- Ensures that the Facebook page is up-to-date (with the President).
- *Plans Charity Ball [Spring and Fall VPE].*
- Runs a BOT and MOT event.
- Runs a Clubs Day at the start of term.
  - Coordinates this event with clubs/services.
- Runs Pints with Profs (or equivalent).
- Runs Pi Day (or equivalent).
- Organizes some form of volunteer appreciation.

## *Above and Beyond*

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### VI.2.5 Vice-President, Academic

The Vice-President, Academic is responsible for academic operations of the Society and shall:

- Represent the Society and its members to the Faculty, to the University, and to the Federation of Students on academic issues;
- Ensure that members have access to up-to-date academic information;
- When changes are made to the programs offered by the Faculty, if necessary, suggest changes to the way that Council seats are allocated to accommodate the changes.
- In conjunction with the other Executives, organize events and manage services of an academic nature.

For greater certainty, the Vice-President, Academic need not seek election to external bodies in order to satisfy the requirement that represent the Society and its members

### *Metrics*

- *Run two academic events of some sort.*
- *Gives Council an update on academic meetings.*
- *Solicits student feedback about upcoming academic changes.*
- *Meets with the Associate Dean at least once a term.*
- *Attends (or sends alternates to) all meetings of the Undergraduate Affairs Committee.*

### *Above and Beyond*

- *Participates meaningfully in meetings with the Associate Dean and Undergraduate Affairs Committee.*

## Appendix B. *Approved wording for Policy 11*

### **Policy 11. Locker Distribution**

Each member of the Society may use one locker per term, subject to availability. Additionally, up to 10% of the lockers may be used by non-Society members, only available for registration after the first three weeks of the start of classes.

#### **11.1 Locker Booking**

These lockers shall be available for registration on the MathSoc website and the booking system shall remain open from the second week of class until all lockers have been occupied.

Upon request for a locker, the member will be randomly assigned a locker number and the appropriate combination. Once being issued the combination for the locker, the member may no longer change or revoke their own booking for the term. The booker also agrees to be the sole occupier of the locker at all times.

#### **11.2 Locker Administration**

No later than the beginning of the second week of classes each term, the Vice President, Operations shall be tasked with resetting the lockers. This entails:

- Changing each locker combination in accordance with privacy and security guidelines.
- Removing the contents of each locker, storing and labelling the contents and placing them in the MathSoc Office.

Any contents that have been removed from a locker at any point during the time will be labelled and placed in the MathSoc Office for pickup. Belongings shall not be returned to students without photo identification and will be kept for a period of 30 days. After this period, all contents will be placed in the lost and found.

#### **11.3 Locker Use**

Lockers shall not be used to store items forbidden by law or University policy, including but not limited to: weapons, any flammable substances, explosive devices, or illegal substances. Lockers should also not be used to store food, drink or other perishable items.

MathSoc reserves the right to open any locker thought to be in violation of the above rule with 24 hours prior notice to the occupier.

MathSoc may remove only items that violate University policy or food, drinks, and other perishable items. MathSoc may dispose only of food, drinks, and other perishable items.