# Minutes

JULY 23, 2015 AT 6:36PM IN MC COMFY LOUNGE

*Speaker:* Tristan POTTER           *Secretary:* Patrick MELANSON

The following voting members were in attendance:

| | | |
|---|---|---|
| Deanna Darby Barton | Katherine Tu | Melody Tong Qin |
| Louise Yi Liu | Gloria Huang | Raymond Li |
| Sean Harrap | Jazbel Chenpei Wang | Luqman Aden |
| Fatema Hakimuddin Boxwala | Julie Sturgeon | Hanson Li |
| Patrick Melanson | Sean Hunt | Luke Scollard |
| John Bailey | Luke Franceschini | Jumana Bahrainwala |
| Tristan Potter | Stéphane Hamade´ | Darryl |
| Fiorella Villanueva-Heldmaier | Anna Chen | Thomas Baxter |
| Owen Linton | Lily Horne | |

**Call to order** of the Spring 2015 MathSoc General Meeting at 6:36pm

**Motion** To approve the agenda as presented.
Amendment to strike motion to reduce honorarium to $75 and to discontinue the Executive Evaluation Committee in future terms.
Amendment to add a motion to ratify attached Councillors for Spring 2015 and Fall 2015.
Amendment to move the ratification of the by-law change to remove the Math/Teaching seat in MathSoc council from the consent agenda to the regular agenda.
Motion carried unanimously with amendments.

**Motion** To appoint _____ as speaker and _____ as secretary.
Motion carried unanimously, with Tristan Potter appointed as speaker and Patrick Melanson appointed as Secretary.

# CONSENT

**Motion** To approve the March 24, 2015 General Meetings minutes as attached.

**Motion** (Counsellor Harrap): Council ratified the attached Councillors for Spring 2015 and Fall 2015.

**Motion** (President Darby Barton): Ratify Council's decision to renew the attached Memorandum of Understanding with the Women in Computer Science committee.

Consent agenda passed unanimously.

# REGULAR

**Information** Executive Reports

1. President

2. Vice President, Academic
   Request for clarification on the nexus email replacement. Answer from Stéphane Hamadé, it is simply a client replacement. The University is looking at either Gmail or a Microsoft client.

3. Vice President, Finance

4. Vice President, Internal

5. Vice President, Operations

**Motion** (Vice President Tu): MathSoc counter-proposal for faculty Calculator Policy.
Discussion: Tamper-proof stickers won't solve the problem of people finding rolls of stickers, or lines outside the advising offices.
Discussion: The calculator policy in effect as of Spring 2015 will not be accepted the Math Faculty.
Discussion: The TI calculator specified in the current Math Faculty's policy was chosen because it was already in orientation kits and is on the ActSci allowed calculator list.
Motion carried, 22 for the motion and 1 abstention.

**Motion** (President Darby Barton): Announce Winter 2015 Honorary Lifetime Members (Ian Goulden, Elizabeth McFaul, Elana Hashman, Lauren Hurley, Ty Rozak)
The General Meeting moved into confidential session.
President Darby Barton motions to leave confidential session, seconded by Councillor Harrap.
Winter 2015 Honorary Lifetime Members announced: Elana Hashman and Ian Goulden received lifetime membership.

**Information** Presentation of the MathSoc President's Award.
Councillor Boxwala motioned to appoint Stéphane Hamadé. Motion carried.
The MathSoc President's Award was awarded to Fiorella Villaneuva-Heldmaier.

**Motion** (Councillor Harrap): Ratify by-law change to remove the Math/Teaching seat in MathSoc Council.
Motion carried unanimously.

**Presentation** (Executive Evaluation Committee): Report for Winter 2015.
The General Meeting moved into confidential session.
The General Meeting left confidential session.
Tristan Potter, Elana Hashman, Keegan Parker, and Elan Alkhazov received their honorariums for Winter 2015.

**Motion** Appoint the Executive Evaluation Committee for Fall 2015.

Councillor Harrap suggested to the General Meeting that any suggestions for the current spring 2015 exec team be sent to sharrap@uwaterloo.ca. Any identifying information will only be known to Sean, and any suggestions will be known only to Exec Evaluation Committee.

Councillor Boxwala motioned to appoint Tristan Potter Speaker. Motion carried.

Point of information by Lily Horne on time commitment. EEC meets for 10 hours. Chair must meet with all Executives and present to the General Meeting.

Sean Harrap (Chair), Melody Qin, Darryl, and Deanna Darby Barton were appointed to EEC for Fall 2015.

General Meeting adjourned at 7:48pm.

# Mathematics Society General Meeting Minutes

March 24, 2015

The Winter 2015 General Meeting of the Mathematics Society was called to order at 5:25 PM. Speaker Tristan Potter was in the chair, and Secretary Isabel Ji was present.

The general meeting heard a presentation from Stephanie Tortorici and Diane Bader, representatives from the CECA, regarding Waterloo Works, the job-matching system which will succeed JobMine. Waterloo Works has a number of new features, including (but not limited to) improved search functionality, unlimited number of job applications, one free no-rank per term, and a salary description option on job postings. The CECA is currently piloting the system with their third student group. Testing will continue into the Spring 2015 term; there are no concrete deadlines for launch. The accompanying slides are in Appendix A. Please send any questions and comments to waterlooworks@uwaterloo.ca.

Keegan Parker moved to approve the minutes from the November 18, 2014 General Meeting, seconded by Matthew Silver. The general meeting found that a number of corrections were required. Shale Craig moved to table the approval until the next General Meeting, seconded by Elan Alkhazov. The motion to table was adopted unanimously.

The general meeting heard a report from Elana Hashman, Vice-President, Events. The events run this term were very well-received. The accompanying slides are in Appendix B.

The general meeting heard a report from Elana Hashman regarding her fulfillment of certain Vice-President, Academic duties, including:

- Co-ordinating the filing of formal grievances and appeals against the University of Waterloo for not declaring a snow day closure on February 2, 2015; and
- Meeting with Steve Furino, the Associate Dean, Undergraduate Studies, to advocate for the following student issues:
  - Setting up an anonymous, university-wide reporting mechanism to report discriminatory faculty or staff behaviour;
  - Improving Accessibility Services' accommodations, especially with regard to services related to mental health; and
  - Improving students' understanding of the Standings & Promotions Committee's workings, policies, and precedences.

The general meeting heard a report from Keegan Parker, Vice-President, Operations:

- Novelties were well-managed this term; many popular items have now been restocked;
- Posters have been regularly printed and posted in a timely manner;
- The new office staffing structure involving Office Managers and Office Workers is operating well; recommendation is that no part-time employee is needed, although the next Vice-President, Operations should investigate how to assign office shifts according to student demand;
- A new MathSoc website is under construction, with planned completion for August 2015 or during Fall 2015; new features include an online booking system, event calendar, mobile compatibility, and back-end interface for Society Executives and volunteers;
- MathSoc is drafting a governance policy with the Faculty of Mathematics to enable the Society to properly manage student data;
- Nominations are open for Spring and Fall 2015 Vice-President, Operations; and
- Nominations are open for Spring 2015 Vice-President, Finance.

The general meeting heard a report from Elan Alkhazov, Vice-President, Finance. The accompanying slides are in Appendix C.

The general meeting heard a report from Tristan Potter, President. The accompanying slides are in Appendix D.

Febrian Sidharta moved to reverse the fee reduction approved during the Winter 2012 General Meeting, seconded by Edward Lee.

Shale Craig moved to call the question, with second from Deanna Darby Barton. The motion was defeated.

Elana Hashman raised a point of order, stating that this motion violates By-law Article *VIII.3: Resolution*, which reads

> *For a period of eight years after a referendum, the referendum cannot be overturned except by another referendum. After that, any decision of the Society can overturn a referendum.*

The Speaker ruled that the wording of the original motion (see highlighted section of Appendix F) allows the referendum resolution to be amended.

Febrian Sidharta moved to amend the MathSoc fee reduction amount approved in the Winter 2012 General Meeting to $0.

Elana Hashman moved to appeal the Speaker's ruling, seconded by Elan Alkhazov. The motion was withdrawn after debate.

Julie Sturgeon was appointed as Secretary *pro tempore*.

After debate, the motion to amend the fee reduction amount approved in the Winter 2012 General Meeting to $0 was defeated 6-12.

Shale Craig moved to ratify Council's amendment to by-law article *IV.1: Membership Fee*, which would enable Council to increase the MathSoc fee in line with the Consumer Price Index once per fall term, seconded by Elan Alkhazov (see highlighted section in Appendix E). The motion was adopted unanimously.

Sean Harrup moved to add the following roles of the Executive Board to the By-laws and Policy documents, as appropriate:

- By-law article *VI.2: Duties and powers of the executive*:
  - All of the Executive are expected to attend regular meetings with representatives of the Dean's office;
  - The VPE is expected to meet with every club/service executive at least once each term; and
  - The President is expected to attend meetings of the Feds Committee of Presidents.
- Policy:
  - The Executive Board is expected to send out regular communications to students in the constituency.

The motion was seconded by ____ and adopted unanimously.

____ moved to henceforth provide refreshments at MathSoc Council Meetings available to any councillor or guest who attends the meeting. The motion was adopted unanimously.

____ called a quorum check. It failed.

The general meeting recessed at ____, and resumed at ____ when quorum was reached.

Edward Lee moved to appoint the following individuals to the Executive Evaluation Committee (EEC) for Spring 2015:

- ____, ____, and ____ as members of the Society; and
- ____ as past executive.

The motion was seconded by Deanna Darby Barton. After nominations, Sean Harrap, Patrick Melanson, Tim Zhou were acclaimed fill the blanks for the members of the Society, and Jazbel Wang was acclaimed to the blank for past executive. The motion was adopted unanimously.

Elana Hashman made a motion to modify the Vice-President, Events role to Vice-President, Internal as follows:

- Amend the fifth point in by-law article *VI.2.1: President* from

  *Work with affiliated organizations on behalf of the Society;*

  to

  *Work with **external** organizations on behalf of the Society;*

- Change all instances of "Vice President, Events" to "Vice President, Internal" in the by-laws and policies;

- Insert the following text as the first point under by-law article *VI.2.4 Vice-President, Events*:

  *Oversee all internal organizations on behalf of the society, including Clubs and Affiliates, ensuring they are supported in their endeavours and compliant with MathSoc policy and financial/accounting requirements;*

- Modify the second point in by-law article *VI.2.4 Vice-President, Events* from

  *Ensure that all Society events have the appropriate documentation, including insurance coverage and/or event forms;*

  to

  ***Serve as the final approver for all Society events, ensuring** that all Society events have the appropriate documentation, including insurance coverage and/or event forms;*

The motion was seconded by Sean Harrup, and adopted unanimously.

Edward Lee moved a motion which, after debate and amendment, was to change the second paragraph of by-law article *VI.4: Remuneration of Executives* from

> *In the event that an Executive fails to effectively perform his or her duties, a resolution by a General Meeting of the Society may strip them of their honorarium with a two-thirds vote provided that the meeting occurs before the payment is awarded.*

to

> *In the event that an Executive fails to effectively perform his or her duties, a resolution by a General Meeting of the Society may strip them of their honorarium with a two-thirds vote provided that the meeting occurs before the payment is awarded.* ***Debate on any such resolution will be held in secret session, without the presence of the Executive(s) in question. Furthermore, if a voting member so desires at the General Meeting, discussion of the Executive(s)' evaluation report (as presented by the Executive Evaluation Committee) will also be held in secret session, without the Executive(s) in question.***

The motion was seconded by Sean Harrup, and adopted unanimously.

Shale Craig moved to require each future President to attend all MathSoc General Meetings during his or her term in costume, seconded by Deanna Darby Barton. The motion was adopted.

Shale Craig moved to require all future Executives to attend all MathSoc General Meetings during their term in costume, seconded by Edward Lee. The motion was adopted.

The meeting was adjourned at 8:30 PM.

# MathSoc Councillor Ratification

After two rounds of nominations, the following MathSoc members have been elected to seats on Council.

Spring 2015:

- Luqman Aden (PM/AM/CO)

- Parth Bibra (Math/Biz)

- Hanson Li (Math/Biz)

Fall 2015:

- Deanna Darby Barton (Other)

- Katherine Tu (Computer Science)

- Hanson Li (Math/Biz)

- Maya Bayati (Other)

# Remove Math Teaching Seat from Bylaw Section V.2

## Representative Allocation

*Strikeout text is to be deleted, bold text is being added. Italics are not part of the text to be modified.*

Each Representative on Council [...] constituency.
    The constituencies are

- First Year, consisting of all math students registered as first-year with the University, except for those in the Software Engineering program;

...

- Software Engineering, consisting of all math students in the Software Engineering program; **and**

- ~~Teaching, consisting of all math students in the Mathematics/Teaching or Pure Mathematics/Teaching programs; and~~

- Mathematical Studies and Other, consisting of all math students in Mathematical Studies programs and all math students not counted in one of the other constituencies.

*In full:*

Each Representative on Council [...] constituency.
    The constituencies are

- First Year, consisting of all math students registered as first-year with the University, except for those in the Software Engineering program;

...

- Software Engineering, consisting of all math students in the Software Engineering program; and

- Mathematical Studies and Other, consisting of all math students in Mathematical Studies programs and all math students not counted in one of the other constituencies.

# MEMORANDUM OF UNDERSTANDING
between
## The Women in Computer Science Undergraduate Subcommittee
and
## The Mathematics Society
of the University of Waterloo, effective from

**July 8th, 2015**
until
**August 31st, 2017**

## §1 Recognition of the Relationship

- Whereas the Mathematics Society is an independent organization responsible for serving and representing all undergraduate students in the Faculty of Mathematics; and

- Whereas the Women in Computer Science Undergraduate Subcommittee is a sub-organization of the Women in Computer Science Committee, a standing committee of the David R. Cheriton School of Computer Science, dedicated to providing events, information and support for undergraduate women interested in Computer Science; and

- Whereas the committee is run by volunteers who are undergraduate Math students, and therefore members of the Mathematics Society; and

- Whereas the committee is run for students who are undergraduate Math students, and therefore members of the Mathematics Society; and

- This agreement recognizes that there exist many shared goals between the Society and the Committee; and

- This agreement further recognizes that there can be a great deal of collaboration and support between the two parties to the mutual benefit of both as a consequence of these overlapping interests; and

- This agreement further recognizes that this sharing of resources will result in an important relationship between both parties.

## §2 Objectives of the Memorandum

This agreement strives to:

1. Define and clarify the relationship between the Mathematics Society and the Women in Computer Science Undergraduate Subcomittee;

2. Recognize that collaboration and shared interests will exist between both parties, while:

    (a) Identifying the areas of potential collaboration and mutual interest;

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(b) Establishing a means by which each party will be able to hold the other accountable for the use of their shared resources;

3. Outline the expectations of both parties with regards to:

    (a) Use of shared resources;

    (b) Protection of mutual interests;

    (c) Communication between both parties.

## §3 Agreement Between the Parties

3.1. The **Mathematics Society** agrees to:

1. Recognize the Women in Computer Science Undergraduate Committee as an Internal Funding Group.

2. Provide the Women in Computer Science Undergraduate Committee with a termly operating budget with the following stipulations:

    (a) The Subcommittee may provide a list of events and itemized requested budget at the termly Society Budget Meeting;

    (b) Individual event funding may be requested on an as-needed basis;

    (c) If the Subcommittee requests funding for more than a single event in a given term, a balance of academic and social events shall be proposed;

    (d) The amount of funding provided per term shall be left to the discretion of the Mathematics Society Council;

    (e) **Events funded by the Mathematics Society must be open to all undergraduate math students.**

3. Provide office space in which the Women in Computer Science Undergraduate Subcommittee can operate, with the following stipulations:

    (a) The office may be shared with another student group, but the group must share the subcommittee's values of the advancement of women in computing and mathematics and commit to providing a safe space;

    (b) The office shall be used primarily for administration of the Subcommittee's activities;

    (c) The office may be used to store subcommittee resources and equipment.

4. Communicate with the Women in Computer Science Undergraduate Subcommittee on any initiatives pertaining to advancement of women's and diversity efforts within the faculty, in order to seek advisement, feedback, and collaborate in these efforts;

5. Assist the Subcommittee with communication and recruitment via financial and non-financial means, including but not necessarily limited to:

    (a) Advertising via the mailing lists controlled by the Mathematics Society;

    (b) Access to photocopiers and posting resources;

    (c) Mailbox space.

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3.2. The **Women in Computer Science Undergraduate Subcommittee** agrees to:

1. Use all shared resources appropriately, and in the manner for which they were intended;
2. Pay repair/replacement costs for any damages incurred as a direct result of use or abuse by the Subcommittee;
3. Run events for the benefit of undergraduate math students in accordance with the Mathematics Society's policies;
4. Assist the Mathematics Society with any Society initiatives pertaining to the advancement of women in mathematics and computing or other diversity efforts.

## §4 Handling of Disputes

In the event that a dispute arises between both parties, and neither party can agree on a resolution to the dispute which is in keeping with this agreement, then a representative agreed upon by both parties shall intercede and mediate a solution. If a representative cannot be agreed upon, then the mediator shall be the Conflict Management and Human Rights Office.

## §5 Expiry and Renewal of this Agreement

This agreement shall expire on the date shown above. In the four months prior to the expiry of the agreement, both parties shall meet to review the agreement, and to discuss renewal, as well as any necessary alterations.

In the event that unforeseen circumstances result in either party being unable to continue fulfilling the terms of this agreement, at the consent of both parties the agreement may be opened for review and/or nullification at any time prior to its expiry.

## §6 Signatures

By affixing their signatures below, the following individuals consent, on behalf of the parties they represent, to be held to the terms of this agreement as outlined above.

**President**, Mathematics Society          _____

**Speaker**, Mathematics Society Council      _____

**Representatives**, Women in Computer Science   _____
Undergraduate Subcommittee

                                             _____

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# Faculty Calculator Policy

# Calculator Policy Counter Proposal

## Calculator Policy Committee

## July 2015

This report has been compiled by the Calculator Policy Committee of the Mathematics Society (herein referred to as MathSoc) to be presented at the General Meeting on July 23, 2015. This report reflects the opinions and concerns brought up by the committee members themselves and does not necessarily reflect all views and opinions on this matter. As such, the members of the committee have made recommendations found at the end of this report to reflect the changes they would like to see happen for the future. The committee is comprised of the following members: the President of MathSoc (Deanna Darby Barton), the Vice-President, Academic (Katherine Tu), the Vice-President, Operations (Louise Liu), a MathSoc Councillor representing CS (Sean Harrap), the past Office Services Manager (Darcy Alemany), and the Novelties Director (Lily Horne).

## Official Proposal

To allow calculators with an official pink tie embossing approved by the Faculty of Mathematics ("Faculty") to be used on Faculty exams, and to task MathSoc to arrange for the embossing of the Casio fx-300MS and the Sharp EL-531X calculators.

## Alternative Proposal

To adopt the TI-30XII S/B as the standard calculator for Faculty of Mathematics exams, but to not require any extra form of identification such as a sticker or embossing.

## Rationale for change in policy

(i) Academic integrity: Stickers are not difficult to obtain, and can be easily removed from the MathSoc office and placed on an unapprovable calculator. Furthermore, they can be peeled off approved calculators and placed onto unapprovable calculators. Hence, the Faculty requires a more secure

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way of approving calculators, and having calculators embossed by a third party is a proposed solution.

(ii) Easy exam invigilation: TAs and invigilators use pink tie stickers to quickly and efficiently check the validity of calculators. However, if pink tie stickers are not a reliable indication of a calculator's validity, as they currently are not, then this process is ineffective. Furthermore, TAs and invigilators cannot be expected to check every calculator individually, especially considering the size of the list of approvable calculators. Hence, the Faculty requires a simple way of ensuring the validity of a calculator, and having calculators embossed and having only one approvable calculator is a proposed solution.

(iii) Time consumption: Requiring calculators to be approved results in students mistakenly heading to the undergraduate advising office, waiting in line for half an hour, and a) either using up the advisor's time approving the calculator or b) being sent away after waiting for a long time. Hence, the Faculty requires an approving process that does not place burden on advisors, and having calculators embossed by a third party (ahead of being purchased) is a proposed solution.

(iv) Accountability: MathSoc office volunteers are tasked with placing stickers on approvable calculators. When a student is caught using a stickered unapprovable calculator, the student is held accountable. Often, these students state that a MathSoc office volunteer approved their calculator, but because there is no way to prove or disprove their claims, and because MathSoc executives and volunteers change so rapidly, there is no one to hold accountable. Hence, the Faculty requires more oversight over the approving process that does not place burden on advisors, and having calculators embossed by a third party is a proposed solution.

(v) Cost: The purchase and embossing is expensive and time-consuming, and is less expensive when done in bulk. Hence, the Faculty requires a policy that does not place further financial burden on students, and having only one type of calculator that is purchased and embossed in bulk is a proposed solution. Furthermore, since the TI 30XII S/B has been the calculator provided in Orientation kits for the past two years, and sold and approved by MathSoc for many years more, this calculator should be the TI 30X II S/B.

## Rationale for MathSoc's proposal

According to the survey carried out by MathSoc, the student body is unhappy with the proposed change in calculator policy. In particular, students do not like having no choice between calculators, and even less so that the proposed calculator is the TI 30XII S/B. In order to compromise between the requirements of students and the requirements of the Faculty, MathSoc would like to

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offer students a wider variety of calculators, one from each major calculator brand (Texas Instruments, Casio, and Sharp), while still having the calculators embossed by a third party prior to their purchase. Furthermore, in order to adhere to cost requirements, MathSoc's proposal introduces only two additional calculators to be purchased and sold in bulk by MathSoc.

## Rationale for MathSoc's alternate proposal

According to the survey carried out by MathSoc, a lesser but still present concern was that the only approvable calculators would be embossed prior to purchase, which means that calculators have to be purchased from suppliers on campus. This could be easily monopolized by on-campus vendors. If the Faculty were to change to a one-calculator policy with the TI 30XII S/B, an easily-recognizable calculator, then TAs and exam invigilators would not need to rely on stickers or embossing to ascertain the validity of calculators. Without the requirement for embossing, the TI 30XII S/B could be purchased anywhere and used for exams.

## The opinion of the students

This counter proposal was accepted and adopted by MathSoc society members at the General Meeting on July 23, 2015.

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# HONOURARY LIFETIME MEMBERSHIP

The Honorary Lifetime Members of the Society are those persons who have made exceptionally significant contributions to the Society or towards its goals. Honorary Lifetime Memberships may be conferred only by a three-quarters majority vote, conducted by secret ballot, of a general meeting of the Society.

Honorary Lifetime Memberships are valid for the lifetime of the Society and cannot be revoked. Honorary Lifetime Members cannot have obligations imposed on them due to their status; if they accept a position within the Society, however, they are still obligated to fulfill the duties of that position.

**Nominees: Ian Goulden, Elizabeth McFaul, Elana Hashman, Lauren Hurley, Ty Rozak**

# Policy 16: Postings Board

## Section 5: MathSoc Bulletin Board Policy

The Postings Board is responsible for all notices posted on MathSoc bulletin boards.

All notices must be brought to the Society Office and must be approved by the Postings Director or designate.

Each approved poster must receive a stamp of Society approval with a date for removal. This date is set at two weeks time from the posting or one day after the poster's event has finished. The notices will be posted until that date.

Posters can only be posted by the Postings Director or designate. The Postings Director reserves the right to remove and discard posters which violate this policy.

Posters sent or delivered to the Society should number no more than 6 if standard size (8.5x11) or 2 if larger. A maximum of 2 of any posting advertising products or services shall be accepted.

All postings must contain information regarding contact persons or organizations, and event date.

**All events funded by MathSoc will place the MathSoc logo on any postings advertising said event.**

Any postings that are written in a language other than English must contain an English translation.

Each of:

1. The Mathletics Board,

2. The Movies Board,

3. MathNEWS,

4. MEF,

5. MathSoc Clubs and Committees, and

6. Other groups at the discretion of Council

shall have a board strictly for its use should it so desire.

# MathSoc Awards

MathSoc has the following awards as of last term. The recipients will be declared at the meeting.

## The President's Award:

is awarded to a recipient selected by the President. It is presented to a current Mathematics Society member who has made a significant difference in the Society during their undergraduate career, going above and beyond their responsibilities in their role. The award may only be received once by any given person. The award consists of a certificate signed by the President of the Society and a novelties mug. The award is presented once per Winter and Spring term.

## The New Involvement Award:

is selected by the Executive Board. It is awarded to a current Mathematics Society member who has become involved in the Society for the first time this term, and has made a large impact in the Society. The award consists of a certificate signed by the President of the Society and a novelties mug. This award is presented once per term.

# Executive Evaluation Committee Report

The Executive Evaluation Committee shall:

- Follow and update Appendix A as a set of objective metrics for use in evaluating Executive performance;

- Evaluate the current Executive against these metrics, meeting with them, in person, at least twice during their term;

- Report the overall findings of these evaluations to the regular General Meeting for the subsequent term; and

- Provide a confidential report to each Executive, detailing feedback and recommendations for improvement.

At this meeting they will be giving a report on the Winter 2015 Executive Board:

- Tristan Potter (President)

- Elana Hashman (Vice President, Events/Internal)

- Keegan Parker (Vice President, Operations)

- Elan Alkhasov (Vice President, Finance)

Note that there are only four members as there was no Vice President, Academic. The Vice President, Academic portfolio was divided between Tristan Potter and Elana Hashman.

# Policy 10: Executive Evaluation Committee

## Composition and Selection of Members

The membership of the committee shall be:

1. Three (3) full members of the Society, one (1) of whom shall chair the committee;

2. One (1) past Executive of the Society;

3. Two (2) currently sitting members of MathSoc Council.

4. One representative from the Dean's Office as a non-voting member

All members shall serve on the committee from the first day of an academic term, until the last day of that term.

All members, save for the members of Council and the representative of the dean, shall be elected to the committee by the regular General Meeting of the Society, prior to the start of the academic term in question. The members of Council shall be appointed to the committee by MathSoc Council in its first meeting of the term. The representative of the Dean's Office shall be chosen by the Dean.

No current Executive may sit on the committee.

## Meetings

All meetings of the committee shall be considered confidential, unless deemed otherwise by the committee membership. No non-members of the committee may attend meetings, unless explicitly invited by the committee to do so.

Quorum for the meetings shall be two thirds (2/3) of the committee members.

## Powers and Duties

The committee shall:

- Follow and update Appendix A as a set of objective metrics for use in evaluating Executive performance;

- Evaluate the current Executive against these metrics, meeting with them, in person, at least twice during their term;

- Report the overall findings of these evaluations to the regular General Meeting for the subsequent term; and

- Provide a confidential report to each Executive, detailing feedback and recommendations for improvement.

# Appendix A – Executive Evaluation Criteria

The following table shall be used as a standard list of metrics to evaluate the Executives. It shall be maintained and updated by the Executive Evaluation Committee as defined in Policy 10 of this document.

| Executive | Metrics |
|---|---|
| All | <ul><li>Attends most council meetings.</li><li>Attends most meetings with the Executive team.</li><li>Attends most committee meetings of which they are a member.</li><li>Attends any meetings with the Dean (unless available).</li><li>Maintains office hours or is otherwise regularly available to students.</li><li>Makes best effort to attend "core" MathSoc events (e.g. Pints with Profs, Pi Day, etc.).</li><li>Ensures that volunteers are selected and ratified.</li><li>Ensures that all incoming communication is responded to in a timely manner.</li></ul> |

President

- Must run a general meeting, following all relevant by-laws, that is well advertised and organized.

- Sends out regular communication to all students.

- Meets with the C&D Manager during their term.

- Meets with the Federation of Students during their term.

- Coordinates meetings with the Dean and other Faculty members for the Executive team.

- Coordinates regular meetings with a representative of the Dean for the Executive team.

- Coordinates regular meetings with the Executive team.

- Present at most MathSoc events.

- Meets with each Club/Service executive at least once per term.

- Ensures smooth transition between Executive teams.

Vice President, Finance

- Prepares a budget for the term and ensure it gets approved by the Federation of Students.

- Presents a financial report at the general meeting.

- Ensures that clubs and services receive reimbursements in a timely manner.

- Enforces proper cash handling practices for the Society.

- Ensures that the MathSoc Office cash drawer is appropriately managed every day.

- Ensures refund requests for the MathSoc fee are open for the first 3 weeks of classes.

- Meets regularly with the Federation of Students Society Accountant.

Vice President, Operations

- Meets regularly with the Office Manager.

- Ensures Office Workers/Volunteers are properly trained.

- Ensures MathSoc Office has consistent hours.

- Ensures all keys and FOBs are issued in a timely manner, pursuant to Policy 7.

- Ensures all online MathSoc services are working properly.

- Ensures posters are posted in a timely manner.

- Ensures MathSoc Office inventory is up to date and stocked.

- Ensures equipment and room bookings are handled in a timely manner.

- Ensures that the MathSoc Office is clean and organized.

- Makes sure the MathSoc website is up to date.

Vice President, Internal

- 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.

- Plans Charity Ball [Spring and Fall VPE].

- Runs a Welcome Week and Clubs Day at the start of term.

- Runs Pints with Profs (or equivalent).

- Runs Pi Day (or equivalent).

- Organizes some form of volunteer appreciation.

Vice President, Academic

- Run at least 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.