

# **MathSoc Policies**

as of May 28, 2013

## **Policy 1. Full and Part-time Permanent Staff**

*effective December 1, 1998; new*

### **1. Definitions**

- a) “Staff” means Regular Full-Time Staff and Regular Part-Time Staff, as defined by University Policy 54 (Definition of Staff).

### **2. Human Resources Committee**

- a) The Human Resources Committee shall consist of:
  - i. The President;
  - ii. The Vice-President, Operations;
  - iii. A representative of the Office of the Dean of Mathematics, appointed by the Dean; and
  - iv. A representative of the Department of Human Resources, to act in a non-voting, advisory capacity.
- b) The Human Resources Committee shall, on behalf of the President, act as the Society’s department head for the purposes of any and all University policies regarding Staff.
- c) The Committee shall be empowered to make all decisions regarding the employment of Staff, including, but not limited to:
  - i. Staff evaluations;
  - ii. The hiring of new Staff;
  - iii. Disciplinary actions;
  - iv. The release of Staff; and
  - v. The job descriptions of Staff.
- d) The Committee shall meet at least once per term.
- e) The Committee shall have access to any and all financial records of the Society that it feels necessary in order to conduct its business.
- f) The Committee shall be a Standing Committee of Council.

## **Policy 2. Boards, Directors, and Appointed Executive**

*effective December 4, 2002; replaces March 31, 1998*

### **1. Executive Assistants**

- a) The Executive may, from time to time as needed, appoint individuals to assist them in their Office.
- b) The term of Office for executive assistants is up to the discretion of the Executive Officer in question, but it may not exceed the term of Office of that Officer.

### **2. Directors**

- a) All Directors must be Social members of the Society or hold an equivalent membership in another student society recognized by the Federation.
- b) Directors will be appointed by the Executive Officer to whom they report, subject to ratification by Council.
- c) Directors may be removed by the Executive Officer to whom they report, subject to ratification by Council.
- d) In the event that no one is appointed as Director of a board, the Executive Officer to whom that Director would report shall discharge all necessary duties of the Director.
- e) Directors shall have a term of Office of one term, but may be re-appointed if otherwise eligible.
- f) The Director of each Board shall:
  - i. Convene meetings of the Board;
  - ii. Be the sole representative of the Board on Council and be responsible for all correspondence on behalf of the Board;
  - iii. Recommend and administer all budgets for the programs and activities of the Board;
  - iv. Maintain the record binder for the Board;
  - v. Maintain at least one office hour per week;
  - vi. Prepare a written report at the end of each term outlining the activities of the Board over the past term of the Board to be filed in the record binder for that directorship for future reference;
  - vii. In the event of an Annual General Meeting of the Society, prepare and present a report of the activities of the Board over the last year; and
  - viii. Prepare a report to be presented for each council meeting by either themselves or a delegate in regards to the status of the Board.

## **Policy 3. Computing Board**

*effective December 4, 2002; replaces March 31, 1998*

### **1. Definitions**

- a) "Regulation" means any rule, policy, or procedure passed in accordance with this Policy.
- b) "Resources" means any software, computer-related hardware, or computer-related literature owned in whole or in part by the Society.

### **2. Composition**

- a) The Computing Board shall consist of the following:
  - i. The Computing Director, who is the Chair of the Board;
  - ii. The Website Director;
  - iii. A person, appointed by the Chair of the Math Grad Committee;
  - iv. A person, appointed by the Orientation Director; and
  - v. Any persons appointed to the Board by the Chair or by the Vice-President, Operations.
- b) The Vice-President, Operations, will also be an ex-officio member of the Board.

### **3. Powers & Duties**

- a) The Computing Board shall be charged with the following duties:
  - i. Maintaining all Resources;
  - ii. Maintaining any and all electronic information resources controlled by the Society;
  - iii. Ensuring that all software used on Society-owned systems is properly licensed;
  - iv. Acting as a liaison with the Math Faculty Computing Facility, the Computer Science Computing Facility and Information Systems and Technology;
  - v. Creating Regulations governing any and all aspects of the above; and
  - vi. Reporting to Council on the status of the Computing Board.

### **4. Computing Director**

- a) The Computing Director shall be appointed by, shall report to, and shall be responsible to the Vice-President, Operations.

### **5. Website Director**

- a) The Website Director shall be appointed by, shall report to, and shall be responsible to the Vice-President, Operations

### **6. Computer Access**

- a) Each Social Member of the Society shall be allowed to access the Resources in the public lab run by the Society.
- b) Social Members shall be allowed to access other Resources as prescribed by Regulations.
- c) Notwithstanding the above, the Computing Board shall be allowed to remove any member's access in a manner and for such reasons as set out by Regulations. In the event that the Board chooses to take such action, the Board shall submit, in writing, the name of the individual and the reason for removal to the Vice-President, Operations.

### **7. Regulations**

- a) All Regulations passed at a meeting of the Board shall have the same effect and force as if they were part of this Policy.
- b) Notwithstanding the above, no provision in any Regulation shall contravene this or any other duly enacted Policy or Bylaw.
- c) No Regulation shall be in force until such time as Council has been informed of the Regulation, either at a meeting of Council, or to its members, via electronic mail. If such notice is given by electronic mail, Council shall be deemed to be informed twenty-four hours after such notice is sent.
- d) Any Regulation or part thereof may be overturned by a majority vote of Council.
- e) All regulations must be available for public viewing in paper form.

## **Policy 4. Novelties Board**

*effective December 4, 2002; replaces March 23, 1999*

### **1. Composition**

- a) The Novelties Board shall consist of the following:
  - i. The Novelties Director, who is the chair of the Board;
  - ii. The Vice-President, Finances;
  - iii. Any persons appointed to the Board by the chair or by the Vice-President, Operations.
- b) The Vice-President, Operations, will also be an ex-officio member of the Board.

### **2. Powers & Duties**

- a) The Novelties Board shall be charged with the following duties:
  - i. Designing, or soliciting designs for, arranging and overseeing promotion for, ordering, and setting the prices for, all novelty items to be sold by the Society;
  - ii. Keeping a record of inventory and sales of all novelty items; and
  - iii. Reporting to Council on the status of the Novelties Board.

### **3. Novelties Director**

- a) The Novelties Director shall be appointed by, shall report to, and shall be responsible to the Vice-President, Activities and Services.

### **4. Procedures**

- a) Two (2) of the cabinets in the Math Society Office are for the sole use of the Novelties Board. One of these cabinets shall be the glass display cabinet. The other shall be herein referred to as the "Storage Cabinet".
- b) Nothing is to be placed in either the glass display cabinet or the "Storage Cabinet" except for novelty items, the novelty binder, and any other items at the discretion of the Novelties Board.
- c) The Novelties Director is responsible for weekly review of the journal records, that may be obtained from the Vice-President, Operations and is to compare these records with the actual inventory.
- d) The Novelties Director shall perform a weekly inventory and present the information to the Vice-President, Operations.

## **Policy 5. Office Management Board**

*effective December 4, 2002; replaces March 31, 1998*

### **1. Composition**

- a) The Office Management Board shall consist of the following:
  - i. The Office Manager, who is the chair of the Board;
  - ii. The Novelties Director
  - iii. Any persons appointed to the Board by the chair or by the Vice-President, Operations; and
- b) The Vice-President, Operations, will also be an ex-officio member of the Board.

### **2. Powers & Duties**

- a) The Office Management Board shall be charged with the following duties:
  - i. Maintaining order and general security of the Society office;
  - ii. Arranging office hours;
  - iii. Selling of all items from the Society office;
  - iv. Distributing lockers and removing the lock and contents of illegally taken lockers;
  - v. General maintenance of the photocopiers;
  - vi. Ordering and maintaining an adequate stock of office supplies;
  - vii. Training all new office workers; and
  - viii. Reporting to Council on the status of the Office Management Board.

### **3. Office Manager**

- a) The Office Manager shall be appointed by, shall report to, and shall be responsible to the Vice-President, Operations.

## **Policy 6. Postings Board**

*effective December 4, 2002; replaces September 24, 2001*

### **1. Composition**

- a) The Postings Board shall consist of the following:
  - i. The Postings Director, who is the chair of the Board;
  - ii. The Director of Social Affairs;
  - iii. The Publicity Director; and
  - iv. Any persons appointed to the Board by the chair or by the Vice-President, Events.
- b) The Vice-President, Events, will also be an ex-officio member of the Board.

### **2. Powers & Duties**

- a) The Postings Board shall be charged with the following duties:
  - i. Approving notices for posting;
  - ii. Posting approved notices;
  - iii. Removing unapproved and past due notices; and
  - iv. Reporting to Council on the status of the Postings Board.

### **3. Postings Director**

- a) The Postings Director shall be appointed by, shall report to, and shall be responsible to the Vice-President, Events.

### **4. Bulletin Boards**

- a) The MathSoc bulletin boards are:
  - MC 3rd floor to the right of 3038
  - MC 3rd floor to the left of 3038
  - MC 3rd floor between C&D and middle stairwell
  - MC 3rd floor between middle hall and MathSoc hall, across from C&D (2 bulletin boards, whiteboard)
  - MC 3rd floor to the right of the display case across from C&D and comfy (1st and 3rd-6th boards from left)
  - MC 3rd floor to the left of the display case across from C&D and comfy (1st-3rd and 6th boards from left)
  - MC 3rd floor beside the Southwest stairwell (Two (2) bulletin boards))
  - MC 3rd floor between doors of 3004
  - MC 3rd floor between 3035 and 3036
  - MC 3rd floor between 3030 and 3031
  - MC 3rd floor between 3017 and 3019
  - MC 3rd floor near DC tunnel
  - MC 4th floor near DC tunnel
  - MC 2nd floor between 2065 and middle stairwell
  - DC 1st floor main foyer, behind elevator
  - MC 3rd floor beside rooms 3003, 3005, 3007, 3009, 3013, 3018, 3019, 3022, 3027, 3028, 3031, 3033, 3034, and 3036

### **5. MathSoc Bulletin Board Policy**

- a) The Postings Board is responsible for all notices posted on MathSoc bulletin boards.
- b) All notices must be brought to the Society Office and must be approved by the Postings Director or designate.
- c) 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.

- d) 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.
- e) 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.
- f) All postings must contain information regarding contact persons or organizations, and event date.
- g) Any postings that are written in a language other than English must contain an English translation.
- h) Each of:
  - i. The Mathletics Board,
  - ii. The Movies Board,
  - iii. MathNEWS,
  - iv. MEF,
  - v. MathSoc Clubs and Committees, and
  - vi. Other groups at the discretion of Councilshall have a board strictly for its use should it so desire.

**6. All Other Building Surfaces**

- a) Note: University Policy #2 (Bulletin Boards, Temporary Signs and Notices) applies to all posters and notices. Election Materials may be posted on any surface in MC or DC with masking tape.

**7. Violations and Penalties**

- a) Any posted notices that violate this Policy will be removed and discarded and the posting organization will be penalized in the following manner:
  - i. First offenses will result in the formal warning of the posting organization or person.
  - ii. Subsequent offenses shall result in fines subject to the following:
    - a) Organizations will be fined at a rate of up to \$1.00 per poster.
    - b) Any notices posted by an organization owing a fine will be removed and discarded and the organization additionally fined at the above rates.

**8. South-West Entrance Window**

- a) Organizations recognized by either the Federation of Students or any recognized Society may post banners in the South-West Entrance window.
- b) All banners must be stamped by the Society with a removal date.
- c) All banners must be removed within 24 hours of the removal date. If the banner is not removed by the appropriate date, the Society shall remove the banner and the responsible organization fined \$5.



## **Policy 7. Committee of First Year Affairs**

*effective December 4, 2002; replaces September 24, 2001*

### **1. Definition**

The Committee of First Year Affairs (CFYA) shall be a standing committee of the Society the purpose of which shall be to encourage greater participation by first year students in the Society, to ensure that the concerns of first year students are adequately represented within the Society and the Faculty, and to provide a structure promoting greater communication between first-year and upper-year students.

### **2. Membership**

- a) The voting members of the Committee shall be:
  - i. The Director of First Year Affairs, who shall act as chair;
  - ii. The Society President and Vice-President, Operations;
  - iii. All First Year Representatives;
  - iv. One voting and social member of the Society in their third or fourth year of studies, appointed by the Director of the First Year Affairs;
  - v. One voting and social member of the Society in their second year of studies, appointed by the Director of First Year Affairs; and
  - vi. Up to three voting and social members of the Society, appointed by the Director of the First Year Affairs.
- b) The non-voting members of the Committee shall be:
  - i. all first year students.

### **3. Director of First Year Affairs**

The Director of First Year Affairs shall:

- a) Be appointed at the start of each term by the President;
- b) Have a term of office of four months, however the chair may serve multiple consecutive or non-consecutive terms;
- c) Be a voting and social member of the Society;
- d) Report to and be responsible to the President; and
- e) Have the power to appoint directors to administer the various aspects of the Committee.

## **Policy 8. Math Graduation Committee**

*Effective November 27, 2006; replaces December 4, 2002*

### **1. Definition**

The Math Graduation Committee (MGC) shall be a standing committee of the Society, the purpose of which shall be to run events, including the Math Grad Ball, for the graduating members of the Society.

### **2. Membership**

- a) The voting members of the Committee shall be:
  - i. One faculty advisor appointed by the Dean of Mathematics;
  - ii. One Math Graduation Chair in the Spring and Fall terms, two in the Winter term;
  - iii. One Financial Director of the Mathematics Graduation Committee; and
  - iv. The Society Vice-President, Finances.
- b) The non-voting members of the Committee shall be:
  - i. The Math Graduation Chair in an off-term, if any; and
  - ii. All graduating members of the Society.
- c) The members of the Executive Board shall be:
  - i. The Math Graduation Committee Chair or chairs;
  - ii. The Math Graduation Committee Financial Director; and
  - iii. All appointed Directors of the Math Graduation Committee.

### **3. Math Graduation Chair**

The Math Graduation Chair shall

- a) Be picked from the graduating class in the manner described below.
- b) Be a voting and social member of the Society for at least eight months during the academic year deemed to be the graduating year; four of these months must be the Winter term in which the class graduates.
- c) Report to and be responsible to Council.
- d) Choose non-voting members of the Committee to serve as Directors of the various events planned throughout the year.
- e) Choose one member of the non-voting members of the Committee to be the Financial Director.

### **4. Financial Director**

The Financial Director shall:

- a) Be appointed by the Chair each term,
- b) Be responsible to the Chair, and
- c) Maintain all financial records of the Committee.

### **5. Funding**

Each term, the Society shall set aside at least one thousand dollars (\$1000) for the use of the Math Graduation Committee in its budget.

### **6. Signing Authority**

Committee signing authority shall reside with the Chair(s), the Financial Director, and the Vice-President, Finances. Two of the above shall be required to endorse each cheque.

### **7. Merging of Streams**

- a) In the Winter term of the academic year deemed to be the graduating year, the Committees which had been operating as two different units (one per stream) shall become one unit.
- b) The Chairs shall share the responsibilities as co-chairs.
- c) One Financial Director shall be chosen.

### **8. Appointment of the Chair**

- a) General
  - i. The Chair for the Committee whose penultimate term is the Spring term shall be chosen in the previous

- Fall term.
  - ii. The Chair for the Committee whose penultimate term is the Fall term shall be chosen in the previous Winter term.
- b) Procedure
  - i. Nominations
    - a) Nominations for the position shall be opened no sooner than the eighth week and no later than the tenth week of the appropriate term. A nominee shall be required ten signatures of members of the graduating class for which the Committee is being struck.
    - b) Nominees will meet with the current Committee executive for an information gathering session.
    - c) Nominees will meet with Council for a question and answer session followed by a vote by Council to determine which candidates are suitable. Council has the option to decide that there is no suitable candidate, in which case nominations are re-opened (as above).
    - d) If Council determines that there is only one suitable candidate, that candidate shall be acclaimed to the position immediately.
    - e) If Council determines that there is more than one suitable candidate, an election shall be held to determine which suitable candidate shall be the Chair.
  - ii. Campaigning
    - a) The campaign period shall begin no later than one business day after the vote by Council.
    - b) The campaign shall last for six business days.
    - c) Campaign spending limits are to be \$75.00
  - iii. Voting
    - a) All members of the Society who are both voting and social members intending to graduate in the following year shall have one vote.
  - iv. Except where specifically stated above the election will be carried out in the manner determined by the Elections Policy.
- c) In the event no chair is chosen, the President shall fill that role.

## **Policy 9. Women in Mathematics Undergraduate Committee**

*effective December 4, 2002; replaces October 16, 2002*

### **1. Definition**

The Women in Mathematics Undergraduate Committee (WIMugrad) shall be a standing committee of the Society, which strives to represent the academic and professional interests of, promote the status of, and encourage social interaction among the members of the full-time female undergraduate population of the Faculty of Mathematics.

### **2. Membership**

- a) The voting members of the Executive Board shall be:
  - i. One faculty advisor appointed by the Dean of Mathematics;
  - ii. The WIMugrad Committee Chair(s) (who will share one vote);
  - iii. The WIMugrad Financial Director; and
  - iv. The President, Vice-President, Events, and Vice-President, Finances, of the Society.
- b) The chair of the Executive Board shall be one of the WIMugrad Committee Chairs.
- c) The voting members of the Committee shall be:
  - i. All voting members of the Society.
- d) The non-voting members of the Committee shall be:
  - i. All appointed Directors of the WIMugrad Committee.

### **3. WIMugrad Chair**

The WIMugrad Chair shall:

- a) Be chosen before the end of the preceding Fall term. For the Fall term, the chair will be chosen before the end of the preceding Winter term. In either case the chair will be selected by the President of MathSoc and approved by Council;
- b) Have a term of office of four months, however the chair may serve multiple consecutive or non-consecutive terms;
- c) Be a voting and social member of the Society;
- d) Report to and be responsible to Council;
- e) Have the power to appoint directors to administer the various aspects of the Committee;
- f) Choose one of the voting members of the Committee to be the Financial Director; and
- g) Act as the MathSoc undergraduate representative on the Women in Math Committee, or delegate this responsibility to another voting member of the Society.

### **4. Financial Director**

The Financial Director shall:

- a) Be appointed by the chair at the start of the term,
- b) Be responsible to the chair,
- c) Shall maintain all financial records of the Committee, and
- d) Shall present a summarized financial statement to Council of the previous terms' finances within the first two regular meetings of Council.

### **5. Funding**

- a) The Society shall provide funding to the Committee on a per term basis based on a budget submitted by the Committee to the Vice-President, Finances, of the Society within the first three weeks of the term for which the Committee is seeking funding.
- b) The Committee shall receive its funding following an activity upon submitting an Expense Reimbursement Form to the Vice-President, Finances, of the Society.

### **6. General**

- a) WIMugrad will maintain strong ties to the Faculty's Women in Mathematics Committee through the undergraduate representatives to this committee.

## **Policy 10. Central Budget**

*Effective March 6, 2007; November 27, 2006*

### **1. Approval of the Budget**

- a) The Vice-President, Finances shall present a central budget to Council for approval by the end of the first month of each term. The central budget shall include a statement of accounts held by the society.
- b) All budget requests shall be submitted to the Vice-President, Finances, no later than the third week of the term.
- c) If funding from a previous term was allocated but has not yet been spent, it is forfeit unless mentioned in a budget request for the current term. Council shall not refuse funding on a carry-over item that was allocated in either of the previous two terms, but may choose to reallocate the funds afterwards.

### **2. Funding Carry-Over**

- a) If funding from a previous term was allocated but has not yet been spent, it is forfeit unless mentioned in a budget request for the current term. Council shall not refuse funding on a carry-over item that was allocated in either of the previous two terms, but may choose to reallocate the funds afterwards.
- b) Funds in the Society's main accounts shall be included in the budget in each term as available funds, except for expenses that have been approved but that have not yet been reimbursed.
- c) \$10,000 shall be maintained in the Society's main accounts as a float.

### **3. Approval of Expenses**

- a) All non-budgeted expenses must be approved by members of the Executive Board or the Society Council as follows.
  - i. For expenses under \$20.00, the approval of a single member of the Executive Board is required;
  - ii. For expenses between \$20.00 and \$100.00, the approval of two members of the Executive Board, one of which must be the Vice-President, Finances, is required.
  - iii. Council must approve all expenditures over \$100.00.
- b) Budgeted expenditures must be approved by the appropriate member of the Executive Board. The Vice-President, Finances, must be informed of the approval as soon as possible. They shall not exceed more than 5% of the budgeted amount without approval from Council.
- c) The Vice-President, Finances shall report expenditures over the budgeted amount to Council.
- d) No expense shall be approved from a previous term's budget after the budget meeting for a term unless the unallocated funding was reported and approved in the central budget in the current term.

### **4. Reimbursement**

- a) Expenses incurred in the course of organizing, planning, and executing items of business for the Society are recoverable as long as the conditions in policies are met.
- b) All expense requests must be accompanied by a receipt to be approved.
- c) A record of expenditures to be reimbursed are to be submitted to the Executive Board within one week following the event. If exact values for the event are not known, an upper estimate should be provided immediately, and an event summary will be provided with appropriate figures as soon as possible. If this is not complied with the expenditure may not be reimbursed.

### **5. Income**

- a) Income earned in the course of executing society business shall be counted and recorded on an appropriate income form and submitted to the VPF.

### **6. Appropriate Use of Funds**

- a) Funds collected or managed by the Society or any organization directly responsible to the Society may not be used to purchase alcoholic beverages of any kind.

### **7. Surplus**

- a) 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.

## **Policy 11. Electronic Communication**

*effective December 4, 2002; replaces March 25, 1996*

### **1. Newsgroups**

The society recognizes the following two newsgroups for the purposes described below.

- a) The newsgroup uw.math.ugrad exists for undergraduate mathematics students to discuss general issues and concerns. It also provides a forum for Society announcements, and a mechanism for feedback.
- b) The newsgroup uw.math.mathsoc exists as a communication channel between Society volunteers. Posts should be restricted to operational concerns of the Society; i.e. announcements of Board meetings, training sessions, etc.

### **2. MathSoc Mailing Lists**

The Society may in its operations make use of mailing lists to aid in the operations of the Society. Messages to the mailing list should be restricted to the mandate of the mailing list. The operator of a MathSoc mailing list may take action to ensure that all use of the mailing list is restricted to its mandate.

### **3. MFCF Mailing List**

The Society has available to it the use of a mailing list for all undergraduate students registered in the Faculty of Mathematics, administered by MFCF. The following restrictions apply to messages sent via this mailing list:

- a) All messages must be approved by the President before being submitted for distribution.
- b) All messages being submitted for distribution must include a note at the end of the message giving instructions to students on how to unsubscribe from the list.
- c) Not more than 2 messages to all undergraduate students shall be sent in any one month period.
- d) No student should receive more than three messages in any one month period.
- e) Not more than 5 messages shall be sent in any one month period.

In addition, messages sent via the mailing list must accommodate any requirements of the Dean's Office or MFCF. In particular, MFCF requires three business days from the submission of a message to its distribution.

## **Policy 12. Honorary Lifetime Membership Committee**

*effective December 4, 2002; replaces March 23, 1999*

### **1. Purpose**

- a) The Honorary Lifetime Membership Committee is created each term to fulfil the following duties:
  - i. To solicit nominations for persons to receive an Honorary Lifetime Membership;
  - ii. To investigate all nominees; and
  - iii. To recommend, to a general meeting, those whom they deem deserving of an Honorary Lifetime Membership.

### **2. Membership**

- a) The Committee will consist of the following:
  - i. A Council appointee, as chair; and
  - ii. One to three Council appointees.
- b) If one of the members of the Committee is to be considered for an Honorary Lifetime Membership, then he shall resign his membership and will be replaced by an individual appointed by Council.

### **3. Procedures**

- a) The Honorary Lifetime Membership Committee shall be formed within the first six weeks of the Winter term. The Committee shall meet at least once after the close of nominations, further meetings being at the discretion of the Committee. All meetings of the Committee are to be closed and confidential.
- b) At the beginning of each term (and possibly at following meetings), an announcement will be made regarding nominations of candidates for this award.
- c) There shall be a period of no fewer than two weeks during which nominations can be received. This period shall not extend past the tenth week of classes. There shall be a notice of nominations posted in the Society office at that time. Nominations should include a description of the candidate's contributions.
- d) If, at the first meeting after the close of nominations, the Committee feels that one or more deserving persons have been overlooked, in that a nomination was not received for said persons, the Committee will:
  - i. Obtain a description of said person's contributions; and
  - ii. Consider said persons as nominees in company with the gathered nominations.
- e) The Committee will then:
  - i. Thoroughly investigate all candidates, including discussions with faculty, administration, students (where applicable) and the other stream's Council (note: this does not imply the other stream must confirm the Committee's recommendations); and
  - ii. Submit a report with recommendations of the recipient(s) to by the last meeting of the term for individual confirmation, including a list of names and descriptions of the candidates' involvement.
- f) Information regarding nominations shall be maintained in confidence, except as required by the Committee to perform its investigation, and nominations that the Committee recommends to a general meeting. In particular, the Committee shall not reveal its reasons for choosing not to recommend someone.

### **4. Criteria for Nominees**

- a) The Committee shall consider these criteria for nominees and shall not recommend a nominee to Council unless he meets them.
- b) If currently an undergraduate student in the Faculty, the nominee must be anticipating graduation after the current term with no further study.
- c) The nominee must have either:
  - i. Contributed significantly for most terms spent on campus to activities that enhance the environment and student life of Math students. The Committee shall consider not only contribution made directly to Math-related activities, but also activities targeting a larger group that significantly benefit Math students; or
  - ii. Made a singular and truly exceptional contribution to the environment or student life of Math students, going far beyond typical responsibilities of their position, and leading to long-term betterment of



undergraduate students in the Faculty.

Note: The Honorary Lifetime Membership Award is meant as a prestigious and distinctive award. In order to maintain the significance of this award the Committee should exercise conservatism in recommending nominees to Council, but should not hesitate to do so where the nominee is deserving of the award.

## **Policy 13. Mathematics Instructor of the Year Committee**

*effective May 26, 2004; replaces December 4, 2002*

### **1. Composition**

- a) The membership of the Mathematics Instructor of the Year Committee shall consist of the following:
  - i. The Vice-President, Academic, as Chair; and
  - ii. One to three Council appointees.

### **2. Procedures**

- a) The Mathematics Instructor of the Year Committee shall be formed within the first six weeks of Winter term. The Committee shall meet at least once after the close of nominations, further meetings being at the discretion of the Committee. All meetings of the Committee are to be closed and confidential.
- b) At the beginning of each term, an announcement will be made regarding the existence of this award.
- c) There shall be a period of no fewer than two weeks during which nominations can be received. This period shall not extend past the tenth week of classes. There shall be a notice of nominations posted in the Society office at that time. Nominations should include a description of the candidate's teaching technique.
- d) If, at the first meeting after the close of nominations, the Committee feels that one or more deserving persons have been overlooked in that a nomination was not received for said persons, the Committee will:
  - i. Obtain a description of said person's teaching ability; and
  - ii. Consider said persons as nominees in company with the gathered nominations.
- e) The Committee will review nominations obtained in the psat year and select one candidate to recommend to Council to receive the IOY award. The Committee may recommend any number of instructors to receive honourable mentions.
- f) Nominations of Individuals not recommended by the committee for the award shall be maintained in confidence.
- g) Notwithstanding the above, any information received about a nominee may, with agreement of the nominator, be forwarded to the Distinguished Teacher Award Committee.

### **3. Criteria For Nominees**

- a) The Nominee must:
  - i. Be a current instructor in the Mathematics Faculty.

Note: As outlined in the Guidelines for the Selection Committee for the University of Waterloo Distinguished Teacher Awards: The Distinguished Teacher Award has been set up by the Senate of the University of Waterloo in recognition of the great importance of excellence in teaching at all levels in the University. The award is open to all those who teach students in the University of Waterloo and its federated and affiliated colleges. Recipients are to be chosen from among nominees by a Selection Committee of faculty and students."

The Instructor of the Year Award has been set up by the Mathematics Society of the University of Waterloo in recognition of the importance of presentation when instructing within the Mathematics Faculty. The award is open to only those instructors of full courses within the Mathematics Faculty. Recipients are to be chosen from the recommendations of the Instructor of the year committee based on nominations by students within the Mathematics Faculty.

Honourable mentions are not meant to decrease the prestige of the Instructor of the Year Award. They are intended to make the Award more respected and useful. Honourable mentions should not be taken lightly and should be kept to as few as possible.

There are times when the IOY Committee, when allowed, would be tempted to give a tie or wind up making their decision based on small enough factors that the runners up are still worthy of recognition. It is very possible that in other years these runners up could have won. These are the situations that honourable mentions are meant for.

## **Policy 14. Capital Improvements Fund**

*effective December 6, 2011; replaces July 5, 2010*

### **1. Purpose**

The purpose of the Capital Improvements Committee (hereafter referred to as the Committee) shall be to fund lasting capital improvements to student space in the Math Faculty, as well as any special project funds allocated by Council.

### **2. Composition**

The Capital Improvements Fund Committee (the Committee) shall be formed each Winter term or when Council allocates a special project fund, composed of:

- a) The President, who will act as Chair and only vote to break ties.
- b) The Vice President, Operations.
- c) The Vice President, Finances.
- d) Three voting members of Council, as appointed by Council.
- e) A representative of the Dean's Office, non-voting.

### **3. Fund**

- a) The Fund will be composed of two parts:
  - i. The principle portion, which:
    - a) Will be administered by the Vice President, Finances
    - b) Will be invested in an interest-bearing vehicle
    - c) Is not available to be spent
  - ii. The current portion, which:
    - d) Will be composed of the student fee contributions and interest on the principle portion from the preceding Spring and Fall terms as well as the current Winter term.
    - e) Is the amount that may be allocated to expenditures.
- b) 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.
- c) Donations to the Fund may be dedicated to either the current or principle portion of the Fund, in any combination, at the discretion of the donor.
- d) Any amount of the current portion that is unallocated at the beginning of the Spring term will be transferred to the principle portion of the Fund
- e) Funds that remain unspent one year after they have been allocated become unavailable and are transferred to the principle portion.
- f) Fifty percent of actual surpluses in the Central Budget each term will be allocated to the principle portion of the fund.

### **4. Special Project Funds**

- a) From time to time Council may allocate funds for special projects. These allocations are to be distributed in the same manner as the current portion of the Capital Improvements Fund, except that there is no requirement that unspent funds be contributed to the principle portion.
- b) Additionally, Council may outline a new funding priority for any special project fund as an alternative to section 5.

### **5. Priority of Funding**

- a) At the discretion of the committee, proposals shall be given priority in the following decreasing order:
  - i. Improvements to Society offices, Lounges and the Math Coffee and Donut Shop.
  - ii. Improvements to the offices of recognised Clubs
  - iii. Improvements to the offices of affiliates including *mathNEWS*, Math Graduating Committee, and Math Orientation Committee.

iv. Other projects that the committee feels fulfill the purpose of the Fund

**6. Procedure**

- a) Appropriate application forms shall be made available no later than the end of January for use of the Fund and as soon as possible after Council allocates a special project fund. The deadline for submission of proposals to the President shall be the later of the end of January or 10 business days after applications were made available.
- b) The President shall assemble and distribute a package of the submissions to the Committee.
- c) The Committee will hold meetings in two parts:
  - i. Entertain presentations for each proposal.
  - ii. Allocate some or all of the available funds in a report to Council.
- d) The report of the Committee is subject to ratification but not modification by Council. In the event that Council does not ratify the report of the Committee, the committee may reconvene in order to produce a new report.