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Policy 1. Election Procedure

1.1 Elections Committee

1.1.1 Composition and Appointment

The Elections Committee shall be a standing committee of Council. The Committee shall be comprised of five members. The chair of the Committee is referred to as the Chief Returning Officer. Members shall serve on the Committee for the term in which they are appointed.

At the start of each Fall term, Council shall appoint the Elections Committee as soon as possible. In other terms, Council need not appoint the Committee unless a by-election is required; if a by-election is required, then Council shall appoint the Committee as soon as possible.

Prior to the appointment of the Committee during a term, if urgency demands it, the President may exercise the powers of the Committee in a way consistent with its duties.

1.1.2 Duties

The Elections Committee is responsible for running the Society’s Council elections. This includes, but is not limited to:

- Setting the dates of the various phases of elections
- Advertising elections to the members of the Society
- Verifying the validity of each nomination
- Arranging the voting system of the election
- Making judgments regarding any disputes over or violations of the election procedure, and imposing penalties for violations
- Providing a report to Council at the conclusion of each election
- Recommending amendments to the elections procedure

The Elections Committee shall make its decisions in fairly and impartially.

1.1.3 Power

The Elections Committee has the power necessary to conduct the elections within the bounds of the procedure as approved by Council, except that its power to authorize expenditures is limited to $750 for each general election, $150 for each by-election, and $150 for the First-Year elections at the start of each Fall term.

The Elections Committee has the power to hold elections and by-elections when required absent any particular approval from Council.
1.1.4 Conflicts of Interest

If a member of the Elections Committee is standing as, or intends to stand as, candidate for election to Council, then that member shall be excluded from proceedings of the committee that is specifically related to them or to the election for any of the seats for which they are running. In particular, that member shall not have a vote, or a right to speak or to be present when such matters are discussed. Additionally, with regards specifically to the election to those or seats, the member shall exercise no powers as a member of the Committee.

If more than two members of the Committee are standing as, or intend to stand as, candidate for the same seat, this matter shall be reported to Council as soon as possible by the Committee or by any member thereof.

1.2 Election Schedule

An election shall consist of three phases:

- The nomination period, which shall be between 5 and 10 business days;
- The campaining period, which shall be between 5 and 10 business days, 1 to 3 business days of which shall overlap with the nomination period; and
- The voting period, which shall be the 2 business days immediately following the campaigning period.

The Elections Committee or Council shall set the entire schedule of an election before it begins, and the Committee shall advertise the dates.

1.3 Nominations

1.3.1 Contents

All candidates for election must submit nominations to eligible for election. A nomination shall set out the following:

- The name, userid, and contact information of the nominee;
- A signed statement of the nominee agreeing to follow the elections procedure;
- The seat and term for which the nominee is being nominated;
- The names and userids of a number of Society members endorsing the nomination, each of whom is eligible to vote in the election to that seat; and
- The signatures of each endorsee.
Five members shall be required to endorse a nomination for a Representative seat, and ten member shall be required for an executive seat (VPA, President).

No member of the Elections Committee shall endorse a nomination, and no one shall endorse their own nomination.

Multiple nominations may be combined and submitted simultaneously.

Notwithstanding the above, a First Year student may replace up to two endorsement signatures from members who can vote in the constituency for which they are being nominated with the signatures of twice that many members who can vote in the First Year constituency.

1.3.2 Submission

A nomination shall be submitted either directly to a member of the Elections Committee or to the Society office. If no member of the Elections Committee is present when a nomination is submitted to the office, an office worker shall note the date and time of the submission on the nomination, sign it, place the nomination in an envelope, and ensure that the envelope is delivered to the Elections Committee.

1.3.3 Publication

As soon as a nomination is received by a member of the Elections Committee, that member shall immediately inform every other member of the Committee as well as every other candidate for that same seat and term. The new nominee shall be informed of every other candidate as well.

Once a nomination’s validity has been verified, the Elections Committee shall make the nomination public. If a nomination is deemed invalid, then the Elections Committee shall immediately inform the nominee as well as every candidate for that seat. 24 hours after the close of nominations and once all nominations have been verified, the Elections Committee shall indicate that all nominations are final and indicate any acclamations.

The names of those endorsing a nomination shall not be published by any party, but the nomination forms shall be open to inspection by appointment with a member of the Elections Committee until the approval of the election results.

1.3.4 Verification

The Elections Committee shall as soon as possible verify the validity of each nomination, including the eligibility of the candidate and the validity of each of the endorsements. If a nomination is deemed invalid due to issues with the endorsements, then the Elections Committee may give the nominee an additional business day after the close of the nomination period to secure sufficient endorsements.

1.3.5 Withdrawal

A nomination may be voluntarily withdrawn by a candidate at any time prior to the beginning of the voting period by written submission directly to a member of the Elections Committee. Endorsements of a nomination cannot be withdrawn.
1.3.6 Multiple Nominations

A candidate may submit multiple nominations when there are elections for more than one seat occurring. If a candidate is nominated for more than one Executive position and/or more than one Representative position for the same term, then the candidate shall, within 24 hours of the close of the nomination period, withdraw sufficient nominations to bring the candidate into line with the requirements. If the candidate fails to do so, then at that time, their nominations shall be deemed withdrawn except, for each term, the first nomination for an Executive seat and the first nomination for a Representative seat in the order that the Executives and constituences, respectively, are listed in the bylaws.

1.3.7 Acclamation

If, 24 hours after the close of nominations, there are no more candidates than seats available in any single election, then all candidates shall be acclaimed and no vote shall be held for that position. The candidates are still required to adhere to the remainder of the procedure, in particular to submit an expense report.

1.4 Campaigning

1.4.1 Basic Requirements

No candidate shall campaign unless

- It is during the campaigning period;
- Their nomination has been received by a member of the Elections Committee; and
- They have reviewed the rules of the campaign with an Elections Committee member.

1.4.2 Spending Limits

A candidate is limited to spending $75 on campaign materials for an Executive election and $40 on campaign materials for a Representative election. If a candidate is running for both an Executive and a Representative seat, then expenses shall be counted against both campaigns unless they are clearly associated with a specific campaign.

If a candidate spends any money on their campaign, they shall provide the Elections Committee with a complete account of all campaign expenses by the end of the voting period. A candidate shall be reimbursed for the full cost of their expenses provided that they provide receipts or other evidence of the costs, in accordance with the normal financial procedures of the Society.

Campaigning materials acquired for free or at a price unavailable to other candidates shall be reported at a fair market value and shall count towards the expenses limit at that value. Materials acquired at a reduced price where that reduced price is, or would have been, available to all candidates may be accounted for at the reduced price, if the candidate can produce documentation.
1.4.3 Campaigning Rules

When campaigning, candidates shall adhere to all policies of the University and campaign with high moral standards. Candidates shall take care to ensure that their methods of campaigning are not offensive or overly annoying.

Posters and other signage shall be limited to the buildings operated by the Faculty or by St. Jerome’s University. In accordance with University Policy 2, a stamp shall be provided in the Society office for use by candidates, and candidates are responsible for complying with rules set by Plant Operations.

Campaigning shall be generally permitted to occur without prior approval of the Elections Committee. Campaign materials should indicate contact information for the Elections Committee in the event of a complaint.

No person shall remove a candidate’s campaign material prior to the close of the election except under authorization of the candidate or the Elections Committee, unless such material violates University policy or law.

1.4.4 Voting Period

During the voting period, no one shall actively campaign for the election of any specific candidate. Material posted or distributed prior to the voting period may remain posted during the voting period. At the conclusion of the voting period, it is a candidate’s responsibility to clean up after their campaign.

During the voting period, a candidate is allowed to answer questions that require a response that might otherwise be considered campaigning.

1.4.5 Encouragement to Vote

Encouraging eligible voters to vote, without supporting or denouncing a specific candidate or candidates, is not considered campaigning and may be done freely by any party, including a candidate, throughout the entirety of the election, including the voting period.

The Elections Committee may, within the limits of its own spending authorizations, authorise the reimbursement of any party for any expenses incurred in the process of encouraging voters to vote.

1.5 Voting

1.5.1 Means of Voting

Voting shall be conducted by an electronic poll on either the Society’s website, or the Federation of Students’ website. Voting shall be by means of preferential ballot, in which the voter ranks some or all of the candidates. If permitted by the voting software, a candidate may rank some candidates equally. The candidates shall be listed in random order for each voter.
Each voter shall be permitted to vote in each Executive election, and in one Representative election. If a voter is in multiple constituencies, then the voter must select one in which to cast their vote.

The resolution method shall be decided prior to the voting period and published on the voting website used.

The vote shall be secret.

1.5.2 Office

During the voting period, the election shall be prominently advertised in the Society office, and one computer in the office shall be reserved exclusively for voting. Instructions shall be made clearly available, and office staff shall be instructed on how to help members cast their votes.

1.5.3 Candidate Information

The Elections Committee shall post to the Society website a brief summary of each candidate, including a short statement solicited from that candidate. The Committee shall ensure that this information is made available to voters when they cast their votes.

1.5.4 Scrutineers

If permitted by the voting software, each candidate can appoint one scrutineer to verify and monitor the voting platform. The scrutineer shall have read-only access to the voting platform throughout the voting period, but not to the database of votes cast.

1.5.5 Tiebreaker

The Elections Committee shall appoint a tiebreaker for each election, who must be eligible to vote in that election. The tiebreaker shall not cast a normal vote in that election but instead shall seal and date a strict ranking of all candidates in an envelope prior to the beginning of the voting period. The envelope shall be kept in the custody of a member of the Elections Committee other than the tiebreaker. In the event of a tie, the envelope shall be opened and the ranking within used to break the tie. The envelope shall not otherwise be opened.

1.5.6 Resolution

The elections shall be resolved through:

- Any Single Transferable Vote method permitted by Federation of Students policies or procedures, or
- The Schulze STV Method, as described by Martin Schulze in the 2011 paper *Free Riding and Vote Management under Proportional Representation by the Single Transferable Vote*. 
The Schulze STV Method generates an ordered ranking of all possible sets of candidates of size equal to the number of available seats. For each term, the highest set in the ranking containing only candidates eligible for that term shall be the winning set; in the event of multiple such sets, if any are disqualified (per the definition in the paper) by other such sets ranked equally, then they shall be discarded. If there are still multiple sets remaining, then the winning set shall be selected by use of the tiebreaking vote; the sets shall be ordered by the tiebreaking vote, and then the first set in lexicographic order under the tiebreaking vote shall be the winning set.

1.5.7 Publication

The Elections Committee shall, as soon as the election is completed, publish the results of the election, and a listing of the ballots received with sufficient information as to allow for independent verification of the results.

1.6 Violations

1.6.1 Rules

No candidate shall violate the election rules, or knowingly allow another to do so. A candidate who fails to report a violation of the rules may be held personally responsible for the violation.

No candidate shall act in bad faith in any manner concerning the election.

1.6.2 During Election

Disputes during the election shall be resolved by the Elections Committee at its discretion. Complaints are to be submitted in writing to any member of the Committee, and need not come from a candidate. The Elections Committee may also take up violations of its own initiative. For violation of the rules, the Elections Committee may impose a reduction of spending limit, order removal of campaign material, limit a candidate’s means of campaigning, or impose other penalties as it sees fit, except that it may disqualify candidates only when so authorized.

A candidate who overspends or fails to submit an expense report shall be disqualified by the Elections Committee. If the Elections Committee believes that a candidate should be disqualified for any other reason, then they shall report the recommendation to Council, and Council can impose the disqualification. The Elections Committee may impose an alternate penalty to apply until Council makes its decision and/or if Council chooses not to disqualify the candidate.

1.6.3 Publication

When the Elections Committee imposes a penalty, they shall inform the penalized member of the decision and the reasons therefor. They shall publish the penalty and a brief summary of the reasoning to the Society website, taking care as not to prejudice voters. Additionally,
when a penalty is imposed on a candidate, every other candidate for the same seat or seats shall be personally informed with a brief summary of the penalty.

When the Elections Committee chooses to recommend a disqualification, it shall inform the candidate, but shall not inform other candidates nor publish the recommendation until it is reported to Council.

1.6.4 After Election

If a candidate feels that he or she has been unfairly treated by the Elections Committee, or has an issue to raise after the voting period, then the complaint shall be submitted in writing to the President up to two business days after the voting period. The President shall raise each such complaint at the next meeting of Council for Council to decide upon prior to ratifying the election results.

1.7 Ratification

The Elections Committee shall report to Council the outcome of each election for ratification. If Council finds that there has been an irregularity in the election, it may invalidate the election, in whole or in part, and require that it be held again from any point. Otherwise, the election results as approved by Council are final.

In the event that Council is unable to meet to receive the Elections Committee’s report, then the Executive Board may receive the report as well as any appeals received by the President and act on it them in Council’s stead.

1.8 Referendum Procedure

Except as noted in this section, a referendum shall be governed by the same rules as an election, mutatis mutandis.

1.8.1 Petitions

When a petition for a referendum is received, it shall be verified by the Elections Committee, which Council shall appoint if necessary. If the petition is determined to be invalid, the Elections Committee shall return it to the submitter with an explanation of why it was deemed invalid.

A petition for a referendum on a nonsensical or useless resolution shall not be accepted. If a petition contains multiple resolutions, some of which are nonsensical or useless, the petition shall still be accepted for the remaining resolution or resolutions.

1.8.2 Schedule

When a referendum is to be held, the Elections Committee or Council shall set the schedule. It shall consist of a campaigning period of at least 5 days, and a voting period of 2 days.
1.8.3 Campaigning Committees

For each referendum, there shall be a For Committee and an Against Committee. Any campaigning that would count against a candidate’s expenses limit in an election may be performed only by members of the appropriate committee, as approved by that committee. A quorum of a campaigning committee is those members in attendance.

Any voting member, except a member of the Elections Committee, may join or resign from one of the campaigning committees by submission to a member of the Elections Committee. Their change in membership is effective as soon as it is confirmed by a member of the Committee. No one may be a member of both campaign committees for a referendum. The Elections Committee shall keep a public and current list of members of the campaign committees, and inform all members of a campaign committee as soon as that committee’s membership changes.

No member of a campaign committee shall engage in any form of campaigning contrary to the established opinion, for or against, of that committee. Members of a campaigning committee shall generally be under the same rules as candidates in an election.

The Elections Committee may call meetings of the campaigning committees, if necessary.

1.8.4 Expenses Limit

The expenses by the members of each committee shall total no more than $100. The individual members of the committee shall be reimbursed for their expenses.

1.8.5 Withholding of Vote

The Elections Committee may impose as a punishment the withholding of a member’s vote. In such a case, the member shall be permitted to submit a physical vote, which shall be kept sealed unless the punishment is lifted, in which case it shall be opened and the vote counted. If it is not used, the vote shall be destroyed.
Policy 2. The Coffee & Donut Shop

Rescinded July 17, 2018
POLICY 3.  LOUNGE AND HALLWAY BOOKINGS

rescinded July 17, 2018
Policy 4. Equipment Bookings

rescinded July 17, 2018
Policy 5. External Funding Committee

rescinded March 7, 2019
Policy 6. Clubs Policy

6.1 Overview

This policy governs all clubs under the aegis of MathSoc. MathSoc establishes clubs to promote social and academic relations inside programs, departments, and/or other groups of interest inside the Faculty. All clubs are expected to abide by legitimate decisions of MathSoc and of Council, and MathSoc provides resources to the clubs in return.

The resources and status provided to a club are not a right, but a privilege. As such, it is in MathSoc’s discretion to continue or discontinue support and/or recognition.

6.1.1 Establishment of New Clubs

Members seeking to establish a new club under MathSoc shall submit the following to the Clubs Director, who shall present the petition to Council:

- A contact email for the club;
- A constitution for the proposed club;
- A current list of executive officers and members for the proposed club;
- In the case of club for an academic program, the signature of a professor or professors who advises for the program(s), sponsoring the establishment of a club for that program; and
- For any other club, the signature of the Vice-President, Internal of the Federation, authorizing MathSoc to establish that club.

Upon request of a group seeking recognition for a new academic club for a program that does not currently have a club, the Clubs Director shall assist the group in advertising and holding an initial meeting (or series of meetings) to adopt a constitution and elect executives.

Consideration of a petition for a new club at Council requires notice, and shall be a general order at the meeting when notice has been provided. Council is not obliged to accept the petition for the new club and may in particular request additional information from the sponsors.

The Executive may exempt a newly-created club from deadlines outlined in this policy in the term of their creation, as is appropriate to allow the club to establish itself.

6.1.2 Constitution Requirements

If a club is to have any affiliation with any organization outside of the University, this must be stated clearly in the constitution of the Club.

Unless the club is affiliated (or seeking affiliation) with another organization whose rules require a lower (including zero) fee, then a club must charge a termly membership fee of at least $2, and this fee must be outlined in its constitution. If the club is affiliated or seeking
affiliation with another organization with a lower maximum fee, then that maximum must be charged. The membership fee need not be charged for a new club’s first term.

A club must make full membership open to all MathSoc social members and must restrict it to the same, unless it is affiliated (or seeking affiliation) with another organization, in which case it may also allow full membership to be available to members of that organization. A club may have other forms of membership open to the University community. A club must restrict the privileges to vote and hold executive positions to full members. A club must not practice discrimination in its acceptance of members or of executive.

A club must elect its executive officers for a given term no later than the third week of that term.

In the event of any conflict between a decision of MathSoc, including a policy, and the constitution of a club, the decision of MathSoc shall prevail.

6.1.3 **Discipline**

Clubs are expected to behave as upstanding members of the University community and to contribute to the purposes of the Society. Failure to do so may constitute grounds for sanction by MathSoc.

A club may be put on probation either by a decision of Council or through the operation of this policy. If a club is on probation, then the Clubs Director must proactively monitor the club for violations of policies. At the meeting after budget meeting of the term after the club was put on probation, and of every term thereafter as long as the club remains on probation, Council shall evaluate the probation and consider whether to take any action, including to lift the probation or to impose sanctions.

All motions to discipline a club or to put a club on probation require notice, given to the club executive directly as well as to Council, except for at the meeting mentioned above with respect to clubs that have been on probation since the start of the term.

Additionally, as outlined elsewhere in this policy, a club may have its funding withheld as a consequence of failing to meeting a deadline.

6.1.4 **Disbandment**

A club may be disbanded by Council. Such a decision requires notice, given to the club executive directly as well as to Council, and a two-thirds vote. A club will normally only be disbanded for continuing to violate policies or other decisions of Council while on probation, but the decision to disband a club may be made by Council in its sole discretion at any time. A decision to disband a club is not effective until the end of the Council meeting after it is adopted, and becomes final at that time.

In the event that a club is disbanded, unless its constitution states otherwise, its assets shall be transferred to MathSoc. Such a provision in a club’s constitution is ineffective unless approved by Council (which may happen before the club is disbanded).
6.2 **OPERATIONS**

6.2.1 **EVENTS**
All club events shall have event forms filed with the Federation. In accordance with the Societies Agreement, clubs must receive approval for their events. The Vice-President, Internal and the Clubs Director shall assist clubs in filing event forms and securing approval for events.

All promotional material for events must include MathSoc’s logo.

A social event is an event with negligible academic purpose.

6.2.2 **MEETINGS**
Clubs must hold meetings at least once a term. The President and the Clubs Director shall be permitted to attend all club meetings.

6.2.3 **RECORDS**
A copy of the club constitution, a membership list, and all financial records must be provided to the Clubs Director upon request. If a club fails to do so within one week of the request, the club’s funding shall be withheld until it provides the requested records.

A Club shall provide a copy of its membership list to MathSoc at the end of each term for financial calculations.

Along with its budget each term, a club shall submit a contact email, a list of its executive members, and a list of the events it intends to run in that term.

If a club amends its constitution, it must provide an updated copy of the constitution to the Clubs Director. If it has previously provided a link to an online copy, it must inform the Clubs Director that the constitution has been updated.

6.2.4 **INTERNAL DISCIPLINE**
If a club engages in any process of internal discipline, including removing an executive from office or barring an individual from its office, it shall inform Council of the situation.

If a club’s constitution does not provide for disciplinary measures, then a club may apply to Council to have one of its executive removed from office or to expel a member of the club.

6.2.5 **COUNCIL**
Clubs are expected to have representation at each meeting of Council, and it is a club’s responsibility to ensure that it has a representative at each meeting so as to be informed of changes and to debate any motions that may arise. Council is free to consider any business relating to clubs regardless of the clubs’ presence or absence, and a club is not excused from the effects of a decision because it failed to send a representative.

All club executives are entitled to attend meetings of Council for business that relates directly to their club or to clubs in general. An executive of a club who is not a member of
Council may, unless the club’s president indicates otherwise, use or share the club president’s speaking turns on any business. If the club president has speaking rights for another reason, they may speak with those rights in addition to sharing their rights as president.

6.3 Finances

6.3.1 Budget

Each term, no later than the end of the third week of term, a club shall submit a budget for the term for MathSoc. The budget must outline the club’s expected spending for the term. The budget must be accompanied by the records specified elsewhere in this policy.

A club’s budget must outline general areas of income and spending. Each social event must appear as a separate line item. Council may amend the budget as it sees fit before approving it.

If a club’s membership increases over the course of the term, it may request additional funding for social events up to its new social event cap. If the club’s account balance decreases over the course of the term, this shall not affect its social event cap.

If a club fails to submit its complete budget package on time, its package shall not be considered at the budget meeting, even if submitted before the meeting, and the club’s funding shall be withheld until its budget is approved by Council. If a club fails to submit its complete budget package for an entire term, it shall be put on probation.

Clubs are permitted to spend $80 (or more, if part of their budget request) per term for recruitment and elections.

6.3.2 Management of Funds

A club’s funds may be managed by the club or by MathSoc, at the club’s choice.

For large purchases, the Clubs Director and the VPF shall assist the club in arranging for the purchase to be paid directly rather than by reimbursement. Small expenses shall normally be reimbursed. All expenses for a club must be signed off on by one of the club’s executive officers. If a club’s funding is being withheld, no expenses or reimbursements shall be paid for that club.

A club’s social events cap is \( \max(M(5 + .3F), 250) + R \) where \( M \) is the number of club members who are also MathSoc social members, \( F \) is the club’s membership fee, and \( R \) is any external revenues being used to fund social events. All expenses of a club that are approved by Council are eligible for reimbursement unless otherwise directed by Council. In a given term, social event expenses are eligible for reimbursement only up to the minimum of that club’s social events cap and its academic event expenses.

Reimbursements must be requested in the term that the expense is budgeted. An arrangement to submit the request in a future term should be made with the Vice President, Finance if:

- an expense is payable on or after the first day of the final exam period;
- a reimbursement will be received after the first day of the final exam period; or
• an expense has been made but a reimbursement will be submitted in a future term (due to time or resource constraints).

6.3.3 **By MathSoc**

If a club opts to have its funds managed by MathSoc, then it shall be given its own account under MathSoc. The club may carry a negative balance in its account. The club shall have access to its financial records at any time, including its current balance, expenditures, and income.

The club may carry a cash float as needed, provided that it is properly accounted for. The club shall reconcile their cash float with the VPF at least once per month, except during exams.

Expenditures and income from and to the club shall be applied directly to the club’s account.

At the end of each term, MathSoc shall transfer to the club an amount equal to its expenses eligible for reimbursement, except that the club’s balance shall not be brought above $0. If a club’s closing balance is positive, this shall be noted as a revenue item on the next terms budget.

After this procedure, if the club still has a negative balance, the VPF shall report this to Council. A club that has carried a negative balance for multiple terms in a row, or that has a balance of less than $-1000 shall be placed on probation and should expect less funding in the following term.

A club may spend its own funds as approved by the club’s executive officers. If the VPF believes that this will cause the club to have a significantly negative balance at the end of the term, then they shall bring this to Council’s attention before approving the expenses.

6.3.4 **By the Club**

If a club opts to manage its own funds, then it shall maintain proper accounting records of all its finances, including funds, income, and expenditures, to the satisfaction of the Federation’s Societies Accountant and the VPF. The club shall provide whatever financial records are requested within one week of the request, or else its funding shall be withheld.

Normally, the club shall be expected to reimburse its members for its expenses where possible. If not feasible, then the Clubs Director and the VPF shall arrange with the club and the Societies Accountant to reimburse the member directly, or to pay for the purchase directly.

At the end of each term, MathSoc shall reimburse the club for its remaining eligible expenses during the term, except that a club’s balance shall not be brought above $1000.
POLICY 7. KEY DISTRIBUTION

rescinded July 17, 2018
Policy 8. Signing Authority

Rescinded July 17, 2018
Policy 9. Locker Distribution

rescinded July 18, 2018; replaces July 17, 2014; replaces December 4, 2002; replaces March 23, 1999
Policy 10. Executive Evaluation Committee

rescinded July 18, 2018; replaces March 25, 2014; new
POLICY 11.  FULL AND PART-TIME PERMANENT STAFF

rescinded July 18, 2018; replaces December 1, 1998; new
POLICY 12.  BOARDS, DIRECTORS, AND APPOINTED EXECUTIVE

rescinded July 18, 2018; replaces December 4, 2002; replaces March 31, 1998
POLICY 13. COMPUTING BOARD

rescinded July 18, 2018; replaces December 4, 2002; replaces March 31, 1998
POLICY 14. NOVELTIES BOARD

rescinded July 18, 2018; replaces December 4, 2002; replaces March 23, 1999
POLICY 15. OFFICE MANAGEMENT BOARD

rescinded July 18, 2018; replaces December 4, 2002; replaces March 31, 1998
POLICY 16. POSTINGS BOARD

rescinded July 18, 2018; replaces December 4, 2002; replaces September 24, 2001
**Policy 17. Committee of First Year Affairs**

effective December 4, 2002; replaces September 24, 2001

**17.1 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.

**17.2 Membership**

The voting members of the Committee shall be:

1. The Director of First Year Affairs, who shall act as chair;
2. The Society President and Vice-President, Operations;
3. All First Year Representatives;
4. 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;
5. One voting and social member of the Society in their second year of studies, appointed by the Director of First Year Affairs; and
6. Up to three voting and social members of the Society, appointed by the Director of the First Year Affairs.

The non-voting members of the Committee shall be:

1. all first year students.

**17.3 Director of First Year Affairs**

The Director of First Year Affairs shall:

1. Be appointed at the start of each term by the President;
2. Have a term of office of four months, however the chair may serve multiple consecutive or non-consecutive terms;
3. Be a voting and social member of the Society;
4. Report to and be responsible to the President; and

5. Have the power to appoint directors to administer the various aspects of the Committee.
POLICY 18.  Math Graduation Committee

Effective November 27, 2006; replaces December 4, 2002

18.1 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.

18.2 Membership

The voting members of the Committee shall be:

1. One faculty advisor appointed by the Dean of Mathematics;
2. One Math Graduation Chair in the Spring and Fall terms, two in the Winter term;
3. One Financial Director of the Mathematics Graduation Committee; and
4. The Society Vice-President, Finances.

The non-voting members of the Committee shall be:

1. The Math Graduation Chair in an off-term, if any; and
2. All graduating members of the Society.

The members of the Executive Board shall be:

1. The Math Graduation Committee Chair or chairs;
2. The Math Graduation Committee Financial Director; and
3. All appointed Directors of the Math Graduation Committee.

18.3 Math Graduation Chair

The Math Graduation Chair shall:

1. Be picked from the graduating class in the manner described below.
2. 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.
3. Report to and be responsible to Council.
4. Choose non-voting members of the Committee to serve as Directors of the various events planned throughout the year.

5. Choose one member of the non-voting members of the Committee to be the Financial Director.

18.4 **FINANCIAL DIRECTOR**

The Financial Director shall:

1. Be appointed by the Chair each term,

2. Be responsible to the Chair, and

3. Maintain all financial records of the Committee.

18.5 **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.

18.6 **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.

18.7 **MERGING OF STREAMS**

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. The Chairs shall share the responsibilities as co-chairs. One Financial Director shall be chosen.

18.8 **APPOINTMENT OF THE CHAIR**

18.8.1 **GENERAL**

The Chair for the Committee whose penultimate term is the Spring term shall be chosen in the previous Fall term. The Chair for the Committee whose penultimate term is the Fall term shall be chosen in the previous Winter term.
18.8.2 Procedure

• Nominations
  – 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.
  – Nominees will meet with the current Committee executive for an information gathering session.
  – 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).
  – If Council determines that there is only one suitable candidate, that candidate shall be acclaimed to the position immediately.
  – 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.

• Campaigning
  – The campaign period shall begin no later than one business day after the vote by Council.
  – The campaign shall last for six business days.
  – Campaign spending limits are to be $75.00

• Voting
  – All members of the Society who are both voting and social members intending to graduate in the following year shall have one vote.

Except where specifically stated above the election will be carried out in the manner determined by the Elections Policy. In the event no chair is chosen, the President shall fill that role.
**POLICY 19. ** **WOMEN IN MATHEMATICS UNDERGRADUATE COMMITTEE**

effective December 4, 2002; replaces October 16, 2002

19.1 **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.

19.2 **MEMBERSHIP**

The voting members of the Executive Board shall be:

1. One faculty advisor appointed by the Dean of Mathematics;
2. The WIMugrad Committee Chair(s) (who will share one vote);
3. The WIMugrad Financial Director; and
4. The President, Vice-President, Internal, and Vice-President, Finances, of the Society.
5. The chair of the Executive Board shall be one of the WIMugrad Committee Chairs.

The voting members of the Committee shall be:

1. All voting members of the Society.

The non-voting members of the Committee shall be:

1. All appointed Directors of the WIMugrad Committee.

19.3 **WIMUGRAD CHAIR**

The WIMugrad Chair shall:

1. 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;
2. Have a term of office of four months, however the chair may serve multiple consecutive or non-consecutive terms;
3. Be a voting and social member of the Society;
4. Report to and be responsible to Council;

5. Have the power to appoint directors to administer the various aspects of the Committee;

6. Choose one of the voting members of the Committee to be the Financial Director; and

7. Act as the MathSoc undergraduate representative on the Women in Math Committee, or delegate this responsibility to another voting member of the Society.

19.4 Financial Director

The Financial Director shall:

1. Be appointed by the chair at the start of the term,

2. Be responsible to the chair,

3. Shall maintain all financial records of the Committee, and

4. Shall present a summarized financial statement to Council of the previous terms’ finances within the first two regular meetings of Council.

19.5 Funding

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. The Committee shall receive its funding following an activity upon submitting an Expense Reimbursement Form to the Vice-President, Finances, of the Society.

19.6 General

WIMugrad will maintain strong ties to the Faculty’s Women in Mathematics Committee through the undergraduate representatives to this committee.
**Policy 20. Central Budget**

effective July 18, 2019; replaces July 26, 2011; March 6, 2007; November 27, 2006

20.1 Approval of the Budget

1. 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.

2. All budget requests shall be submitted to the Vice-President, Finances, no later than the third week of the term.

3. 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.

4. First Year Representatives are excused from the first budget meeting of the Fall semester.

20.2 Funding Carry-Over

1. 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. 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.

3. $10,000 shall be maintained in the Society’s main accounts as a float.

20.3 Approval of Expenses

1. All non-budgeted expenses must be approved by members of the Executive Board or the Society Council as follows.

   (a) For expenses under $20.00, the approval of a single member of the Executive Board is required;

   (b) 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.

   (c) Council must approve all expenditures over $100.00.
2. 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 the budgeted amount without approval from Council.

3. The Vice-President, Finances shall report expenditures over the budgeted amount to Council.

4. 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.

20.4 Reimbursement

1. 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.

2. All expense requests must be accompanied by a receipt to be approved.

3. 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.

20.5 Income

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

20.6 Appropriate Use of Funds

Events that utilize funds collected or managed by the Society, or any other organization directly responsible to the Society to purchase alcoholic beverages must be in compliance with University Policy 21.

20.7 Joint Events

When Clubs are desirous of splitting event budgets, they must submit a written request to council, detailing how funds are to be split, for this event to be approved.
POLICY 21. ELECTRONIC COMMUNICATION

effective December 4, 2002; replaces March 25, 1996

21.1 NEWSGROUPS

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

21.2 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.

21.3 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: All messages must be approved by the President before being submitted for distribution. 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. Not more than 2 messages to all undergraduate students shall be sent in any one month period. No student should receive more than three messages in any one month period. 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 22. Honorary Lifetime Membership Committee

effective December 4, 2002; replaces March 23, 1999

22.1 Purpose

The Honorary Lifetime Membership Committee is created each term to fulfil the following duties:

1. To solicit nominations for persons to receive an Honorary Lifetime Membership;
2. To investigate all nominees; and
3. To recommend, to a general meeting, those whom they deem deserving of an Honorary Lifetime Membership.

22.2 Membership

The Committee will consist of the following:

1. A Council appointee, as chair; and
2. One to three Council appointees.
3. 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.

22.3 Procedures

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. At the beginning of each term (and possibly at following meetings), an announcement will be made regarding nominations of candidates for this award. 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. 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:

1. Obtain a description of said person’s contributions; and
2. Consider said persons as nominees in company with the gathered nominations.
The Committee will then:

1. 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

2. 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.

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.

22.4 CRITERIA FOR NOMINEES

The Committee shall consider these criteria for nominees and shall not recommend a nominee to Council unless he meets them. If currently an undergraduate student in the Faculty, the nominee must be anticipating graduation after the current term with no further study. The nominee must have either:

1. 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

2. 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 23. Mathematics Instructor of the Year Committee

effective May 26, 2004; replaces December 4, 2002

23.1 Composition

The membership of the Mathematics Instructor of the Year Committee shall consist of the following:

1. The Vice-President, Academic, as Chair; and
2. One to three Council appointees.

23.2 Procedures

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. At the beginning of each term, an announcement will be made regarding the existence of this award. 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. 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:

1. Obtain a description of said person’s teaching ability; and
2. Consider said persons as nominees in company with the gathered nominations.

The Committee will review nominations obtained in the past 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. Nominations of Individuals not recommended by the committee for the award shall be maintained in confidence. Notwithstanding the above, any information received about a nominee may, with agreement of the nominator, be forwarded to the Distinguished Teacher Award Committee.

23.3 Criteria For Nominees

The Nominee must:

1. 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 24. CAPITAL IMPROVEMENTS FUND

May 14, 2019 The Mathematics Society

effective December 6, 2011; replaces July 5, 2010

24.1 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.

24.2 COMPOSITION

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

1. The President, who will act as Chair and only vote to break ties.
2. The Vice President, Operations.
3. The Vice President, Finances.
4. Three voting members of Council, as appointed by Council.
5. A representative of the Dean’s Office, non-voting.

24.3 FUND

The Fund will be composed of two parts:

1. 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

2. The current portion, which:
   (a) 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.
   (b) Is the amount that may be allocated to expenditures.

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.

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

24.4 Special Project Funds
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. Additionally, Council may outline a new funding priority for any special project fund as an alternative to section 5.

24.5 Priority of Funding
At the discretion of the committee, proposals shall be given priority in the following decreasing order:

- Improvements to Society offices, Lounges and the Math Coffee and Donut Shop.
- Improvements to the offices of recognised Clubs
- Improvements to the offices of affiliates including mathNEWS, Math Graduating Committee, and Math
- Orientation Committee.
- Other projects that the committee feels fulfill the purpose of the Fund

24.6 Procedure
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. The President shall assemble and distribute a package of the submissions to the Committee. The Committee will hold meetings in two parts:

- Entertain presentations for each proposal.
- Allocate some or all of the available funds in a report to Council.

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.
### Policy 25. Executive Evaluation Criteria

The following table shall be used as a standard list of metrics to evaluate the Executives.

<table>
<thead>
<tr>
<th>Executive</th>
<th>Metrics</th>
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| All       | • Attends most council meetings.  
                   • Attends most meetings with the Executive team.  
                   • Attends most committee meetings of which they are a member. 
                   • Attends any meetings with the Dean (unless available). 
                   • Maintains office hours or is otherwise regularly available to students. 
                   • Makes best effort to attend “core” MathSoc events (e.g. Pints with Profs, Pi Day, etc.).  
                   • Ensures that volunteers are selected and ratified. 
                   • Ensures that all incoming communication is responded to in a timely manner. |
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.
Policy 26. **StarCon Management Committee**

effective July 17, 2018

26.1 Mission

The StarCon Management Committee (the Committee) shall be a standing committee of the Society established to plan and run a yearly conference event (StarCon) which aims to give speakers a platform to share their interest and passion for technology in a way that inspires others to do the same.

Further, the Committee strives to:

1. Make Computer Science and its related technologies accessible to everyone, taking into consideration race, class, gender, ability, religion or sexual orientation, and intersections thereof.

2. Create a culture that fosters learning and community building through knowledge sharing among people from diverse backgrounds.

3. Build a diverse community within the University of Waterloo and beyond in which curiosity, failure, and excitement are valued, and the Committee encourages StarCon attendees to make connections, share ideas, and form friendships.

26.2 Purpose

The StarCon Management Committee, through its mission to improve the accessibility of Computer Science and its related technologies as well as foster a culture of learning, improves the experience of many student members of the Society. Notably, the Committee:

1. Improves recognition of the Mathematics Society of the University of Waterloo, both within the Waterloo Region and abroad;

2. Externally publicizes and markets the accomplishments and culture of the undergraduate mathematics community at the University of Waterloo;

3. Provides community development and support opportunities for undergraduate mathematics students through networking and recruiting opportunities that are provided through the committees pursuit of its mission; and,

4. Provides an experiential education opportunity to mathematics students that are accepted as speakers.
26.3 Composition

The voting members of the StarCon Management Committee shall be:

1. One StarCon Chair;
2. One Finance Director;
3. One Director of Publicity;
4. One Speaker Director; and,
5. Any additional members as appointed by the StarCon Chair.

The non-voting members of the StarCon Management Committee shall be:

1. The President of the Mathematics Society;
2. The Vice President, Finance of the Mathematics Society; and,
3. Any additional members as appointed by the StarCon Chair.

26.4 StarCon Chair

The StarCon Chair shall:

1. Be appointed by Council;
2. Have a term of office of one year, however, the Chair may serve multiple consecutive or non-consecutive terms;
3. Have the power to appoint voting and non-voting members to the Committee;
4. Choose one of the voting members of the Committee to be the Finance Director;
5. Choose one of the voting members of the Committee to be the Publicity Director; and
6. Choose one of the voting members of the Committee to be the Speakers Coordinator.

26.5 Operations and Finance

The StarCon Management Committee may, as required, perform the following actions with the approval of the Vice President, Finance:

1. Issue cheques as needed, including, but not limited to, the compensation of speakers;
2. Reimburse the Committee and its members for expenses incurred in the pursuit of the mission of the Committee;
3. Fulfill the payment of invoices received by MathSoc in the pursuit of the mission of the Committee;
4. Accept payment through third-party services, including, but not limited to, ticket providing services; and,

5. Allow members to deposit funds received from external sponsors. The Vice President, Finance may only reject an action when such an action would threaten the operations and financial position of unrelated bodies within the Society.

Additionally, the StarCon Management Committee may utilize any such resources as the Society may reasonably provide in the pursuit of its mission, subject to any policies the Society may establish in facilitating this process. These resources include but are not limited to:

1. Booking rooms and equipment provided by the University of Waterloo and the Federation of Students for the Mathematics Society;

2. Booking space and equipment provided by the Mathematics Society for the use by its constituent clubs and member services; and,

3. Any knowledge and administrative assistance that may be provided by the volunteers or staff of the Society.

26.6 INCORPORATION OF STARCON

In the event that the StarCon Management Committee, through a majority vote of the committee members, determines that it is desirable to set up an external body with similar mission to the StarCon Management Committee but wholly separate from the Mathematics Society and the Federation of Students, a corporation may be established (hereinafter referred to as "StarCon Incorporated") and this document shall continue to apply to those operations pursued by the Mathematics Society in the name of the StarCon Management Committee.

Provided, however, that after consideration of the objects and powers of StarCon Incorporated, the Mathematics Society determines that StarCon Incorporated serves the same mission as the Committee, the Society shall transfer the balance of funds in the StarCon Management Committee’s account to a bank account under the control of StarCon Incorporated. After such transfer is finalized, the StarCon Management Committee shall be dissolved.

26.7 DISSOLUTION

If for any reason the StarCon Management Committee is dissolved and funds are not transferred to an established organization with the same mission, the funds of the StarCon Management Committee, after payment of all debts and liabilities, shall remain the property of the Mathematics Society, to be used as recommended by the Society, for the purposes of benefitting the experience of undergraduate mathematics students.

Notwithstanding the above, voluntary dissolution shall take place after a majority vote to that effect at a meeting of the StarCon Management Committee. The majority vote shall be based on the number of votes cast.
POLICY 27.  ENGPLAY

effective March 7, 2019

27.1 PURPOSE

The Fall 2018 edition of “EngPlay” (the Play) graciously reminds students of the unique bond that exists between the Math Faculty and Engineering Faculty. In the spirit of inter-faculty unity, the Mathematics Society shall strive to provide generous financial support to the Play.

27.2 PROCEDURES

Each Term, the VP Finance shall budget the sum of, rounded down to the satisfaction of the Engineering Society, π dollars to sponsor the production of the Play. The Mathematics Society Executives shall endeavour to attend the Play every term.
POLICY 28.  COUNCIL ATTENDANCE

rescinded April 4, 2019; replaces March 7, 2019
**POLICY 29. PROHIBITION OF AFFILIATIONS WITH FRATERNITIES AND SORORITIES**

effective March 7, 2019

**29.1 OVERVIEW**

This policy governs all fraternities and sororities, as well as any successors, assignees, and affiliates of such organizations (hereinafter referred to as “fraternities”) that wish to become a part of, funded by, or otherwise affiliated with MathSoc.

**29.2 DEFINITIONS**

“Fraternities and Sororities” are defined to be any organization which engages in any of the following activities:

- Calling themselves a fraternity,
- Calling themselves a sorority,
- Has a name consisting exclusively of just greek letters, or
- Hazing and/or otherwise extensive initiation process.

Notwithstanding the above, Council may decide that an organization is a fraternity or sorority with a majority vote.

**29.3 PROHIBITIONS**

MathSoc council, officers, and clubs shall be prohibited from any affiliations with any fraternities as defined above. This prohibitions include (but are not limited to):

- Admitting fraternities as clubs or affiliates
- Providing funding to fraternities
- Providing space or resources to fraternities
- Allowing fraternities to use MathSoc services
- Allowing fraternities to attend MathSoc council, executive, board, general, or special meetings
- Hosting, co-hosting, or allowing fraternities to host fraternity events
- Advertising or allowing fraternities to advertise on MathSoc property
• Allowing fraternities from using the MathSoc name, logo, url, email address, or otherwise claiming any affiliation with MathSoc

• Signing any contracts or Memorandums of Understanding with fraternities

29.4 Responsibilities

MathSoc officers shall be responsible for enforcing these prohibitions against any offending fraternities in the day to day operations of MathSoc. MathSoc council shall not approve any policies, resolutions, or motions that violate the prohibitions.