Mathematics Society Council Meeting Minutes
MC 3038, UNIVERSITY OF WATERLOO
Speaker: John Hunte  Secretary: Matthew Schwarze

ATTENDANCE
The following voting members were present:

- Matthew Schwarze (VPA)
- Michelle Wang (VPO)
- Rajat Malhotra (President)
- Kanan Sharma
- Kristy Gao
- Karl Zhu
- Frank Chen
- Alina Sewani (VPF)
- Jason Eng (VPI)
- Garrett Hildebrandt
- Andres Garcia
- Nigel Qiu
- John Hunte (Speaker)

The following non-voting members were present:

- Rosie DeFazio
- Tyler Devries

PRELIMINARIES

CALL TO ORDER

Be it resolved that the meeting is called to order at 7:27 pm EST.

ELECTION OF SPEAKER AND OFFICERS

Be it resolved that John Hunte is elected speaker of MathSoc Council for the Fall 2019 term.

Motion passed unanimously. John Hunte abstained.
Be it resolved that Matthew Schwarze be elected secretary of MathSoc Council for the Fall 2019 term.

Kanan Sharma, Tyler Devries

Motion passed unanimously, Matthew Schwarze abstained.

SPECIAL ORDER: RATIFICATION OF ELECTIONS AND APPOINTMENTS

Be it resolved that Council ratifies Matthew Schwarze as the Vice President, Academic, for MathSoc’s Fall 2019 term.

President Malhotra, Garrett Hildebrandt

Motion passed unanimously, Matthew Schwarze abstained.

Be it resolved that Council ratifies Kristy Gao on the council as representative for Computer Science Constituency for Fall 2019.

President Malhotra, VP Internal Eng

Motion passed unanimously.

Be it resolved that Council ratifies Andres Garcia on the council as representative for the Computer Science Constituency for MathSoc Fall 2019.

President Malhotra, Garrett Hildebrandt

Motion passed unanimously.

APPROVAL OF THE AGENDA

Be it resolved that a discussion item is added regarding the confidentiality agreement to the agenda under New Business.

Kanan Sharma, President Malhotra
Be it resolved that a discussion item is added regarding another byelection for Fall 2019 council election to the agenda.

Kanan Sharma, Speaker Hunte

Be it resolved that the Council approves the agenda for this meeting as presented.

Speaker Hunte, President Malhotra

Consent is assumed on both items by the Speaker.

APPROVAL OF THE MINUTES

The minutes of the September 5 Council Meeting are available here

Be it resolved that this motion be tabled until the end of the meeting.

Kanan Sharma, Speaker Hunte

Motion withdrawn.

Be it resolved that the minutes be approved as presented.

Kanan Sharma, VP Academic Schwarze

Motion passed unanimously.

REPORTS

EXECUTIVE REPORTS

VPA, VPI, VPO, VPF, President

Please refer to the Mathsoc’s official fall 2019 slack “exec-reports” channel for all the execs report, available here.

Secretary’s note: Alina Sewani (VPF) entered the meeting 7:46 pm.

VP INTERNAL

VPI Eng spoke to his successfully completed transition and gave a rundown of the events he plans to run, with details regarding the specific preparation some events will require.
VP OPERATIONS
VPO Wang spoke to her successfully completed transition and updated council on the completion of Office Manager hiring, her ordering of office candy for the coming weeks, the still-hiring office positions, and the state of locker preparation pending their release to the student population.

VP FINANCE
VPF Sewani spoke to her successfully completed transition, her successful hiring of Finance Directors, as well as some of the topics she spoke to club executives about at the Clubs meeting. She additionally detailed the timeline for clubs to submit budgets, the scheduling of the budget meeting, and her recent meeting with Business Manager Rose and WUSA accountant Gurpreet.

PRESIDENT
President Malhotra spoke to his ongoing meetings and introductions with Faculty, WUSA, as well as his part in running the VPA and Councillor byelections. He also obtained MathSoc opt-out rates from WUSA, and spoke both about ongoing administrative changes in MathSos’s relationship with WUSA, and various ongoing concerns about MathSoc’s office redesign.

MATH BUSINESS REPRESENTATIVE KANAN SHARMA
Kanan Sharma said that his constituents thought that insufficient advertising was done regarding the byelections and volunteer positions, and suggested MathSoc run additional byelections and volunteer hiring rounds, as well as improve Executive appointments and transitions. The President in turn suggested that there be a designated CRO and Elections committee to handle the aforementioned concerns.

GENERAL ORDERS
APPOINTMENT TO ELECTION COMMITTEES AND PANELS - President Malhotra, Garrett Hildebrandt

Speaker’s note: the Elections Committee requires 3-5 members and a CRO to chair it.

President Malhotra nominates Rosie Defazio for CRO, Kanan Sharma seconds, Rosie DeFazio accepts.

**Be it resolved that** members Kanan Sharma, Garrett Hildebrandt, Andres Garcia, and Rosie DeFazio, be elected to the Elections Committee (EC).

**Be it further resolved that** EC member Rosie DeFazio be elected to serve as Chief Returning Officer.  
*Motion passed unanimously; Kanan Sharma, Garrett Hildebrandt, Andres Garcia, and Rosie DeFazio abstain.*

**CODE OF CONDUCT - Garrett Hildebrandt, President Malhotra**  
The proposed Codes of Conduct are available [here](#) for everyone and [here](#) for staff.

Garrett Hildebrandt walked everyone through the changes to the Codes of Conduct, including rules regarding impartial third parties, political discussion in the office, and discussion of alcohol and cannabis, due to concerns of perceived unprofessionalism on behalf of MathSoc.

**Be it resolved that** Council approves in spirit of the current text of the two enclosed codes of conduct,

**Be it further resolved that** Council tasks Board with reviewing the codes of conduct, making any amendments and/or consultations (e.g. WUSA legal) deemed necessary, and approving the revised version,

**Be it further resolved that** after Board has approved the revised version Council will review the revised version and determine if it should be passed into policy.  
*Motion passed by majority.*

**REVIEW OF FALL 2019 BUDGET (DISCUSSION ITEM) - President Malhotra**  
*Item withdrawn by President Malhotra.*
SOCIETY SOCIAL MEDIA AND ADVERTISEMENTS - Kanan Sharma, Garrett Hildebrandt

Discussion item regarding the use of social media and advertisements by the Society.

Kanan Sharma spoke to the need for better advertising, and Garrett Hildebrandt supported with the need to publicise elections and the General Meeting. The Council called on the President to look into mass email limitations, and the VPI to expand the use of posters and social meeting to advertise Council meetings.

APPOINTMENT OF COUNCILLOR-DIRECTOR - President Malhotra, Kanan Sharma

Be it resolved that this appointment be tabled until the next regular meeting.

President Malhotra, VP Internal Eng.

Motion passed by majority, Kanan Sharma abstained, Garrett Hildebrandt opposed.

NEW BUSINESS

REVIEW AND APPROVAL OF THE MATHSOC COUNCIL CONFIDENTIALITY AGREEMENT

The Confidentiality Agreement is available here.

It is unclear if Council can hold confidential sessions; President and Speaker are tasked with determining this.

BETTER TERMLY NOMINATIONS

Discussion around the cumbersome nomination process, and tasked the President with contacting WUSA and MFCF for a better system.

Be it resolved that the meeting adjournment be pushed to 9:15 pm.

Garrett Hildebrandt, VP Finance Sewani

Motion passed unanimously.

FUNDING OF COFFEE HOUSE

It was explained that Coffee House wanted $3000 to rent out equipment long-term to save on set-up time, as well as food and other expenses.

Be it resolved that Coffee House receive $2000 for food, $1000 for equipment, and $250 for insurance for the equipment, conditional on finding storage space for said equipment.

VP Internal Eng, VP Finance Sewani

Motion passed unanimously.
MEETING DATES AND FOOD
John noted that he will send out a request for dates to schedule meetings, and request for food suggestions.

ADJOURNMENT
The meeting is adjourned at 9:17 pm EST.
N. Mathematics Society Code of Conduct

N.1 Purpose:
The Mathematics Society (the “Society” or “MathSoc”) is intended to serve all students in the Faculty of Mathematics at the University of Waterloo. Part of that service is ensuring that Mathematics Society spaces and events are inclusive and supportive of everyone present. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, age, and religious beliefs.

The Society invites all those who participate in our events and who communicate with the Mathematics Society and our clubs to help us create a safe and positive experience for everyone involved.

The Society has outlined a code of conduct to highlight our expectations for all individuals who participate in the Mathematics Society, as well as the steps to handle unacceptable behaviour.

The Code of Conduct is in addition to existing University Policies, such as Policy 33 - Ethical Behaviour, Policy 34 - Health, Safety and Environment, and Policy 42 - Prevention of and Response to Sexual Violence Response Protocol and Procedures.

The Code of Conduct does not cover criminal matters. Initiating a Code of Conduct complaint does not exclude other paths, such as going to Police Services. For criminal matters, including threats or acts of physical violence, immediately contact UW Police at Ext 22222 or (519) 888-4911.

N.2 Expected Behaviour:
- Participate in an authentic and active way. In doing so, the health of MathSoc is improved.
- Exercise consideration and respect in speech and actions.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behaviour and speech.
- Be mindful of surroundings and of fellow participants.

N.3 Unacceptable Behaviour:
Unacceptable behaviour includes intimidating, harassing, aggressive, abusive, discriminatory, derogatory or demeaning speech or actions in any location covered by the scope of this Code of Conduct, as defined in section N.9 Scope.

For the purposes of this code of conduct, the definition of terms such as harassment and discrimination is that specified in University of Waterloo Policy 33 - Ethical Behaviour.

N.4 Enforcement
Event organizers, office managers, members of the executive team, and the Chair of the Board are to be considered eligible handling officers. They are to enforce this code of conduct to the best of their ability and, if they witness unacceptable behaviour, may impose a punishment in accordance with N.6 Consequences for Unacceptable Behaviour without first going through a committee as described in N.5 Experiencing Unacceptable Behaviour unless they are also involved in the situation in question.

N.5 Experiencing Unacceptable Behaviour:
If a dangerous situation, someone in distress, or a violation of this Code of Conduct is occurring, contact the nearest eligible handling officer. No situation is considered inconsequential. The faculty contact, the Associate Dean of Undergraduate Studies, may also be contacted in cases where it is necessary.

Upon receiving a complaint, the individual who received the complaint will first examine their relationship to the situation. If they are involved or in a close relationship with someone involved in the complaint, they will find another eligible handling officer who is not involved or in a close relationship with someone involved in the complaint and that person will become the Handling Officer; otherwise, the individual who received the complaint will become the Handling Officer.

The Handling Officer will interview the subject of the complaint and any witnesses and consult with relevant members of the executive team and if necessary, the faculty contact. The Handling Officer shall chair a handling committee consisting of five people, including themselves, two members of the executive team, the Chair of the Board, and any other person the chair of the committee deems necessary, chosen to avoid individuals who are involved or have close relationships with those involved in the complaint as much as possible. If the Handling Officer is the Chair of the Board, a Mathematics Society executive, or the faculty contact, they are to choose an eligible handling officer that is not involved in the complaint and does not have a close personal relationship with anyone involved in the complaint to fill the last seat. The Handling Officer is required to put themselves on and act as the chair of this committee. This committee shall be familiar with University Policies 33, 34, and 42.

The faculty contact will make sure that all applicable University policies, laws, and bylaws are followed. The faculty contact must always be notified of all complaints and decisions.

N.6 Consequences for Unacceptable Behaviour:
Any individual found to be in violation of this Code of Conduct is to receive at least one consequence off of the following list: based on what the handling committee (in the case of a complaint under N.5 Experiencing Unacceptable Behaviour) or the handling officer (in the case of a violation witnessed by an eligible handling officer under N.4 Enforcement) deems appropriate:

- A warning;
- A request to leave the area for the day;
A ban from all areas governed by this Code of Conduct, as outlined in section N.9 Scope, lasting the remaining duration of the term. If there is less than one (1) month of classes remaining, this ban is to continue into the subsequent term;

In the event of a serious incident or repeated violations, a permanent ban from all areas governed by this Code of Conduct;

Consulting the faculty regarding an appropriate course of action;

Filing a formal complaint through University policy.

If the situation is handled by the handling committee (in the case of a complaint under N.5 Experiencing Unacceptable Behaviour), then the handling committee may assign any punishment on the above list, as they deem appropriate. If the situation is handled by the handling officer (in the case of a violation witnessed by an eligible handling officer under N.4 Enforcement), they may assign either of the first two consequences. If the handling officer deems that a more strict punishment is appropriate, they are to request the individual leave the area for the day and chair a handling committee, as described in N.5. This handling committee may then assess an appropriate punishment, as outlined above.

If an individual who is not permitted to be in an area governed by this Code of Conduct is found in such an area, then any senior staff member that is aware of this is to, provided campus police has not already been contacted, contact campus police and have the individual removed.

In the event that an individual is banned for a term they have already paid fees for, they forfeit those fees; if an individual is banned and has not paid fees for the term in question, they may freely opt out of those fees. If a banned individual would be a member of the Mathematics Society if they were not banned, they are still considered a member of the Mathematics Society.

N.7 Grievances:
If a complainant or punished individual disagrees with the consequences assigned, they may appeal the decision by contacting the Mathematics Society executive team. The executive team will discuss the consequences and determine whether to uphold, change, or remove the consequences assigned. Any executive who is either personally involved in the complaint or has a close personal relationship with someone involved in the complaint is to recuse themselves from both the discussion and vote on the appeal.

In the event that an individual is permanently banned, then at their request, but no more often than once a year, the Mathematics Society executive team will review their ban and will decide to either maintain the ban or reduce the punishment in any way they deem appropriate, with reducing the punishment requiring a simple majority (50% plus one) vote.

N.8 Confidentiality:
The Mathematics Society recognizes that all members have a right to privacy, and will handle complaints confidentially. As such, proceedings will be kept confidential as described below, to the extent allowed by relevant University policy or applicable laws.
Information will only be reported to Police Services when directly required by applicable policy. In such a case, only the required information will be provided, anonymized if possible.

Information that will be kept in Mathematics Society records and be available to Executives in the future will be limited to and must include: the date the complaint was made, the name of the subject of the complaint, the name of the enforcing officer, a description of the complaint, the decision made on the complaint, the date the decision on the complaint was made, and if applicable, the date of the appeal, the party making the appeal (Complainant or Subject), the decision made on the appeal, and the date of the decision on the appeal.

N.9 Scope:
This policy applies on all property controlled by the Mathematics Society, including but not limited to the main office, the Coffee and Donut shop, the Comfy, and the hallway outside the office on the third floor. This policy also applies to any and all communication avenues created for Mathematics Society use, including but not limited to the Mathematics Society Slack and any chat created for the office staff, as well as during any Mathematics Society event.

N.10 Contact information:
The Mathematics Society executive team can be contacted at info@mathsoc.uwaterloo.ca.

N.11 Additional Information:
Additionally, the eligible handling officers are available to help Society members engage with local law enforcement in the context of unacceptable behaviour under this code of conduct or to otherwise help those experiencing unacceptable behaviour feel safe. In the context of in-person events, organizers will also provide escorts as desired by the person experiencing distress.

This code of conduct may only be changed with both any requirements for altering policy being met and the majority consent of the Mathematics Society Board of Directors.

N.12 Attribution:
This code of conduct was developed from the University of Waterloo Computer Science Club Code of Conduct and the University of Waterloo Women In Computer Science Code of Conduct.
N. MathSoc Staff Code of Conduct

N.1 Purpose:

This procedure governs the acceptable conduct of MathSoc volunteers. It places additional restrictions on what MathSoc volunteers are allowed to do in addition to those outlined in the MathSoc General Code Of Conduct, as well as outlining the additional consequences MathSoc volunteers can face for violating the two codes of conduct.

N.2 Definitions:

"Customers" are defined to be any person engaged in any of the following activities:

- Currently using or seeking to use a MathSoc service, excluding participating in events, or
- Being in the MathSoc office with the intent of asking for assistance.

“Event participants” are defined to be any person currently participating in a MathSoc event, excluding event volunteers.

"Event volunteers" are defined to be any person engaged in helping run any MathSoc event or representing MathSoc at an event. If someone is only volunteering for a portion of a shift during an event and cannot be identified as a volunteer when they are not on shift, they are only considered an event volunteer for the duration of said shift or portion of the event. If they can be identified as a volunteer when they are not on shift, they are considered an event volunteer at any point they can be identified as one by a member of the general public.

"Key Holders" are defined to be any individual who has either a physical key or a key code for the MathSoc office.

"MathSoc Volunteers" are defined to be any person who holds any volunteer position within MathSoc which requires an application (including all executives, excluding other council members), even while not actively engaged in executing the duties of their position. For example, all office volunteers are MathSoc volunteers.

"Office Hours" are defined to be the time period from 9:00 AM to 5:00 PM on university business days.

"Office Staff" are defined to be any office volunteers that are currently on shift and working to run the office during office hours.

"Office Volunteers" are defined to be any individual who is a MathSoc executive, or holds the position of office worker or office manager.

N.3 Duty Of Service
Office staff are required to assist any customer who is not violating the MathSoc General Code of Conduct in the following ways:

- If the customer desires a MathSoc service, office staff are required to provide said service;
- If the customer desires general information or a service not provided by MathSoc, if office staff are aware of what the information is or where the service is provided and the information is generally public knowledge, they are required to give that information. If the information is not public knowledge, they are required to respond with a statement indicating the confidentiality of that information. If they are not aware of the information or where the service is provided, they may try to figure it out if they so choose, or they may respond with something that indicates they are unaware of the desired information.

N.4 Appropriate Conduct

Any MathSoc volunteer has both the authority and responsibility to enforce Operating Procedure X: MathSoc General Code of Conduct, with regard to any persons on MathSoc property. This extends to the ability to call campus police if an office manager on shift or MathSoc/WUSA executive deems it appropriate.

MathSoc volunteers are to treat everyone with respect and act ethically, in accordance to University of Waterloo Policy 33 - Ethical Behaviour.

N.4.1 Appropriate Conduct for Office Staff

N.4.1.1 Acceptable Discussion
Office staff are representing MathSoc, and as such should avoid discussion of potentially controversial topics and language, including but not limited to:
- Alcohol
- Cannabis
- Illegal Activity
- Sexual Activity
- Swearing
Office staff should also take care when addressing the following topics in the following ways:
- Politics
  - Office staff may not denounce, endorse, or support, implicitly or explicitly, any candidate or party in any election of any kind
  - Office staff should not discuss policy, except to either clarify the restrictions imposed by or enforce MathSoc, WUSA, and University policy as written
This includes student politics.

N.4.1.2 Acceptable Activities
Office staff, while not occupied with customers, may engage in any activity which does not significantly impact or appear to the public to be significantly impacting their ability to respond to
customer requests in a timely manner and is not prohibited by any MathSoc, WUSA, or University policy.

N.4.2 Appropriate Conduct for Event Volunteers
Event volunteers are also representing MathSoc, and as such, all of the restrictions in N.4.1.1 Acceptable Discussion also apply to event volunteers.

Event volunteers are expected to fully devote their attention to running the event in question and should not engage in other activities (i.e. homework) unless approved by the person responsible for supervising the event.

N.5 Conflict Resolution
For the purposes of this section, executives and office managers may determine what constitutes conflict at their discretion, with the exception that they are required to view either voices raised in anger or insults being thrown as conflict.

N.5.1 Conflict Between MathSoc Volunteers and Members of the Public
In the event of a conflict between a MathSoc volunteer and a member of the public, an executive or office manager will take over the conversation with the customer and act how they see fit, including potentially enforcing the MathSoc General Code of Conduct, in accordance with this operating procedure. If the executive deems it appropriate, they can also assign consequences to the MathSoc volunteer under section N.7 Consequences for Violations.

N.5.2 Conflict Between MathSoc Volunteers
In the event of a conflict between multiple MathSoc volunteers, a neutral third party in the form of a MathSoc executive, a representative from the Conflict Management and Human Rights office, or, if necessary, the Associate Dean of Undergraduate Studies will take all parties involved into the MathSoc executive office or other suitably private location to
- Take the conflict out of a public space,
- De-escalate, and
- Work towards a resolution.
This resolution and meeting does not exempt parties involved from consequences under N.7 Consequences for Violations.

N.6 General Office Policy
N.6.1 Office Group Chats
As soon as volunteers have been selected, the VPO is responsible for making two group chats: one with all office staff, and one with all office managers. These group chats can be made on any platform which is reasonable for all office volunteers to obtain at no cost to the volunteers and tracks message history to [EXTENT].

N.6.2 People Allowed in the Office
If the MathSoc office is open, there must be at least one key holder in the office at all times. If there is only one key holder in the office and that key holder wishes to leave, then they must ask everyone in the office to leave first and may not leave the office until they are the only person remaining in the office. The last person leaving the office is responsible for ensuring that the office doors are closed and locked and that the lights are turned off.

N.6.3 General Policy
There should be no more than three (3) people sitting behind the desk at any given time and people standing behind the desk should limit their time behind the desk to reduce crowding.

With the exception of those outlined in subsection N.6.5 Policy After Hours, only office volunteers are allowed to sit behind the desk. Only office volunteers and people who have a mailbox in the MathSoc office are allowed to be behind the desk. Only MathSoc executives or their designate and those authorized to use the back office photocopier by a pre-existing agreement (e.g. an MoU) are allowed in the area in the back, behind the games shelf. Only office volunteers are allowed to use the coat racks behind the desk.

Office staff are expected to put reasonable effort into keeping the office clean, including throwing out garbage and cleaning up messes.

Event volunteers are required to follow the instructions of the person coordinating the event and all MathSoc executives with regard to running the event, except where those instructions contravene MathSoc, WUSA, or University policy or any laws.

Office staff are required to obey all instructions from MathSoc executives with regard to the general running of the office, except where those instructions contravene MathSoc, WUSA, or University policy or any laws.

Office volunteers are allowed to use the MathSoc speakers to play music under the following conditions:
- The music being played complies with the restrictions on acceptable discussion outlined in N.4.1.1 Acceptable Discussion;
- The music volume is kept low enough that it will not disturb those in the surrounding area; and
- The music volume will not interfere in any way with communication in the office of any kind.

N.6.4 Policy During Office Hours
Everything in this subsection of the operating procedure applies during official office hours.

Any office volunteer in the office is required to keep the office open. If there are not at least two (2) people working behind the desk, then any office volunteer in the office, even those not scheduled, should move behind the desk.
Office volunteers are to show up for their shifts, as scheduled by the VPO. If an office volunteer is unable to make their shift, they should either contact other office volunteers directly and find a replacement, or message the group chat corresponding to their role so that others are aware and can fill in.

N.6.5 Policy After Hours
Everything in this subsection of the operating procedure does not apply during office hours, but applies at all other times. The President or VPO may grant anyone the ability to be behind the desk. If someone has not specifically been granted permission to be behind the desk, then they may only be behind the desk if the restrictions outlined in N.6.3 General Policy permit them to be behind the desk.

No one may be inside the MathSoc office with the door closed unless there is an audit, cleaning, inventory count, or meeting (e.g. the VPO meeting with all office staff) occurring in the office.

If the MathSoc office door is open, then the office is assumed to be open. Any office volunteers behind the desk are required to assist customers in the ways outlined in N.3 Duty of Service. If no one is behind the desk, then any office volunteers in the office are required to assist customers in the same manner.

N.7 Consequences for Violations
Upon violation of this code of conduct, any MathSoc volunteers who are not executives shall be pulled aside for a conversation with their immediate supervisor (e.g. the event coordinator in the case of an event volunteer, and the VPO in the case of an office manager or office worker), who shall explain how their actions violate this code of conduct and why that is an issue. This discussion shall take place in a location where it will not interfere with any MathSoc operations, such as in the back of the office.

If a MathSoc volunteer who is not an executive repeatedly or egregiously violates this code of conduct, their actions are to be reported to the executive who hired the volunteer. This executive will then have the option to dismiss the volunteer from their duties.

If any individual feels like an executive has violated this Code, they can discuss the matter with their representative on council or an non-executive member of the Board of Directors, preferably the Chair of the Board. If the representative agrees with the individual’s assessment, they are responsible for bringing it up at the next council meeting.

N.8 Consequences for Violations of the General Code of Conduct by MathSoc Representatives
In addition to the consequences outlined in the Mathematics Society Code of Conduct, MathSoc representatives may also be dismissed from their duties for violations if it is deemed appropriate by:
  - in the case of a volunteer under an executive, the executive overseeing the volunteer
- in the case of a council representative or executive, whomever has the authority to dismiss the representative or executive from their duties under the bylaws.