Mathematics Society Council Minutes  
M3 3103, UNIVERSITY OF WATERLOO  
*Speaker:* John Hunte  
*Secretary:* Daria Terpstra/Matthew Schwarze

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**ATTENDANCE**

The following council members were present:

- Alina Sewani (VPF)
- Andres Garcia (Councillor)
- Catherine Doug (Councillor)
- Frank Chen (Councillor)
- Garrett Hildebrandt (Councillor)
- Gary Xin (Councillor)
- Jasmine Bal (Councillor)
- John Hunte (Speaker)
- Kanan Sharma (Councillor)
- Karl Zhu (Councillor)
- Kristy Gao (Councillor)
- Matthew Schwarze (VPA)
- Michelle Wang (VPO)
- Nigel Qiu (Councillor)
- Racheal Ou (Councillor)
- Samer Zumot (President)

The following non-voting members were present:

- Alex Lee
- Rose Penner

The following members were absent:

- Sophia Janszen-Spitman (VPI)

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**PRELIMINARIES**

**CALL TO ORDER**

*Be it resolved that* the Speaker call the meeting to order at 5:03 pm EST.

**APPROVAL OF THE AGENDA**

*Be it resolved that* Council approves the agenda as presented.

*Motion passes unanimously.*

**APPROVAL OF THE MINUTES**
Be it resolved that Council approves the Minutes of the following meetings of Council, as presented:

- September 19th, 2019
- September 25th, 2019
- October 7th, 2019
- October 24th, 2019
- November 1st, 2019

Be it resolved that Council approve having an electronic vote to approve the minutes, with a day for feedback, when presented.

No minutes prepared yet, as ‘VP Schwarze is bad at keeping minutes.’ He plans to have them done in the next few days, and apologizes for the delays. VP Schwarze will send out the minutes via email for approval through e-vote.

Motion passes.

General Session

REPORTS

Motions arising directly out of a report, including to adopt the recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If Council decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations.

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, below is the link :-

https://join.slack.com/t/mathsocf19/shared_invite/enQtNzQ3MDczMjE4NDIyLTNhM2MxZmI0NmM2NhMiNWEtNjYzNzYjMDM2ODgyNyI2ZmM2YyNzZkOTM0MTI1OGI2NDgxyzU1ODNiNjY2ODY

PRESIDENT REPORT - President Zumot

C&D Expansion:

President Zumot summarized that the budget for the C&D Expansion was approved during a previous Special Board Meeting. President Zumot is currently working with
Plant Ops and Rose to get a quote prior to advancing into Phase Two of the expansion plan.

Secretary’s Note: See previous Special Board Meeting minutes for more detail.
President Zumot confirmed that student feedback will be collected prior to moving forward prior to beginning renovations or expansions. President Zumot clarified the various options of the requested Plant Ops quote: separate renovation of the C&D and Comfy versus the merging of the C&D and Comfy.

Renovation of Comfy:
President stated that funding for the Comfy renovation had been approved during previous Special Board Meeting.

MathSoc Office Redesign:
President Zumot confirmed that official funding has been approved for office redesign.

Dean Meeting:
President Zumot is working with the Dean towards a space agreement regarding microwaves, additional student study spaces, and meeting rooms (especially on the fifth floor of MC).

WUSA Investments:
President Zumot stated that the Board has approved $500,000 to be contributed towards WUSA investments.

Signed MEF:
President has signed the MEF agreement with the Dean.

Exam Bank Improvement:
President is working on improving Exam Bank with VP Schwarze.

Website Management:
President is working towards getting website to WUSA IT and hiring co-op position for technical aspects, which will be hired and managed through WUSA IT.

Club Funding and CIF
President Zumot shared that the board approved adding $15,000 to the CIF fund for clubs’ expenses.

VPA REPORT - VP Schwarze

CEE Development:
VP Schwarze has been in communication with the CEE regarding developmental changes.

Exam Bank Improvement:
VP Schwarze is working on expanding the current Exam Bank with the Exam Bank Director by reaching out to professors from whom resources are most needed.

Mentorship Program:
VP Schwarze has been considering moving mentorship program into an independent club to reduce VPA responsibilities.

**Education Advisory Committee:**
VP Schwarze has been attending Education Advisory Committee meetings to address student issues, specifically the Student Housing Committee and the student housing crisis.

**Developing Textbook Bank:**
VP Schwarze is in the process of developing a textbook bank and virtual list of the resources available to Mathematics students.

**VPI REPORT - President Zumot on behalf of VP Janszen-Spitman**

**Significant Events:**
President Zumot shared that VP Janszen-Spitman has planned several successful events, with the semi-formal event and Pi Day being the two biggest.

**Destress Kit Preparation:**
President Zumot said that the MathSoc socks have arrived and will be prepared for the end-of-term destress kits.

**Recent Transition:**
President clarified that VP Janszen-Spitman has recently transitioned into her role.

**VPO REPORT - VP Wang**

**General Daily Responsibilities:**
VP Wang shared that shirt sales have been very active, especially during Fall Open House. VP Wang has been busy with room bookings and other VPO responsibilities. VP Wang has replaced the ink and paper for the MathSoc Office’s printer.

**Point of Sales (POS):**
VP Wang has attended various meetings to develop POS system to be implemented into MathSoc and the C&D.

**Introduction of Sanitary Products Into Washrooms**
VP Wang has been considering including sanitary products in the women’s washrooms, rather than only in the MathSoc Office.

**VPF REPORT - VP Sewani**

**General Daily Responsibilities:**
VP Sewani has been attending accountant meetings and granting cheque reimbursements. VP Sewani has also been collecting VPF’s and President’s information from all clubs.

**Capital Improvements:**
VP Sewani has been discussing with clubs regarding capital improvements.

**Recognition of Membership Fees:**
VP Sewani has been working towards getting membership fees properly recognized as club revenue and determining present vs. past revenue. VP Sewani has discussed creating and implementing documentation regarding the communication and recognition of revenue for future club executive teams.

REPRESENTATIVE REPORTS
No representative reports will be presented at this meeting.

Secretary’s Note: Karl Zhu and Kristy Gao stepped out at 6:00pm.
Secretary’s Note: The meeting was briefly adjourned at 6:00pm. Meeting reconvened at 6:06pm.

SPECIAL ORDERS
A special order is an item of business that may be ordered to be taken up at a specific time during a meeting, or that is procedurally required.

PRESENTATION BY CEE - VP Schwarze, Speaker Hunte
For Discussion: Please see the linked slides.
CEE summarized the changes being made to the co-op application process, as outlined below:
- Students can choose to remove interviews from their schedule and meet with advisors regarding questions surrounding removal of interviews
- Increased ‘not interested’ rankings from one to three for all students
- Working to develop 7-8 learning outcomes and determine whether the current degree requirements are in-line with the desired learning outcomes, then potentially modify the requirements for Mathematics co-op students. The CEE plans to include student feedback in this development.
- Addressed the fact that Math students are already taking communication courses, so don’t necessarily need the learning experience from written work term reports and other written components. CEE stated that communication within the workplace is different than communication in the classroom, thus the written reports encourage a more hands-on development of communication skills.
- CEE is working to address the employer bias and renagging positions. CEE acknowledges that this is a case-by-case basis but are working to avoid this.
- Beginning next term, students will be able to see employer ratings from previous co-op students at those companies.
CEE addressed the fact that there is an extreme amount of student accountability, but not a lot in terms of employer accountability. The CEE is attempting to make employers more transparent about the steps to the application process.

Beginning next term, there will be a confidential feedback portal within WaterlooWorks, which should encourage students to reach out to their advisors with day-to-day communications. The CEE will also be launching a student communication plan.

Council requested having speaking information prior to meeting to encourage more discussion amongst fellow students and requested CEE respond with shorter answers to questions posed.

GENERAL ORDERS

A general order is an item of business that is ordered to be taken up at a meeting. Time limits to discussions indicate the point at which the Speaker will end the discussion unless Council directs otherwise.

RESCINDED POLICIES & PROCEDURES - Councillor Hildebrandt

For Discussion: Regarding the cataloguing of rescinded policies and procedures. Councillor Hildebrandt shared that, currently, the rescinded procedures page is incomplete and inconvenient. Councillor suggests compiling rescinded list of policies within an appendix.

Motion withdrawn.

REQUEST FOR PETITION FOR FED HALL REFERENDUM - Speaker Hunte, Councillor Sharma (on behalf of numerous mathematics students)

Whereas Fed Hall was unjustly taken from students’ control; then

Be it resolved that MathSoc affirms its support for students to regain control of Fed Hall; and

Be it further resolved that MathSoc asks that the University return control of Fed Hall to students, where it belongs; and

Be it further resolved that MathSoc requests WUSA host a requisition for a referendum on the returning of Federation Hall to student control.

Note: A requisition is a petition for a referendum that may cause one to be held on the question. In this case, the returning of Federation Hall to the students.

Speaker Hunte clarified that students paid for Fed Hall through fees and explained that Fed Hall was taken from students because, with the elimination of Grade 13, there was less use of the Fed Hall facilities.
Motion passes unanimously.

WUSA COUNCIL - Speaker Hunte, Councillor Sharma

Whereas June Xu has resigned from the WUSA Students’ Council; then

Be it resolved that _________ is appointed as representative to the WUSA Students’ Council for the remainder of the WUSA governing year.

Councillor Hildebrandt nominated himself, saying that he is looking for ways to get more involved, especially with WUSA and would like to get involved with advocacy regarding mental health

Speaker nominated Amanda. Amanda accepted, saying she would like to have a voice to represent fellow students and advocate for changes they would like to see

Councillor Doug nominated Councillor Zhu (absent), Councillor Sharma seconded

Alex Lee advised that Council does not need consent [for this position].

Amendment to above ‘be it resolved that’ clarifying WUSA governing year.

Accepted by friendly amendment

Motion to table until the end of the meeting - Speaker

Suggestion was made to continue with the vote and see what the outcome is in the interest of time.

Motion to table passed. Item will be revisited at the end of the meeting.

MATHSOC MENTORSHIP PROGRAM - VP Schwarze, Councillor Sharma

Whereas the Mathsoc Mentorship Program currently resides under the role of the MathSoc VPA, placing undue workload on this position; and

Whereas the following information has been provided by Julia Tu, a Mentorship Coordinator:

- Club Constitution
- Club Members: Executive, Mentors, Mentees
- Club Email: mathsoc.mentorship.coordinator@gmail.com

Be it resolved that in accordance with Policy 6, the Math Mentorship Program of the University of Waterloo is hereby established as a MathSoc club, pending formal approval by the WUSA VPSL.

VP Schwarze has already spoken to VPSL and has implicit, but not official, approval. VP Schwarze elaborated that ‘undue workload’ for VPA consists of budget changes that can be part of the VPI’s regular responsibilities. The creation of a Mentorship Program Club would allow representatives to come to regular club meeting to discuss funding.

Motion to include ‘changes to make any requirements outlined in the constitution self-contained to this document and university, WUSA, or MathSoc policy, excluding MathSoc club policy other than this document.’ - Councillor Hildebrandt
Motion passes.

Motion to include ‘in consultation with the rest of the Executive Board’ - councillors Sharma, Councillor Hildebrandt

Motion to amend previous amendment to include ‘Executive Board of the club and the Math Orientation Team’

Accepted as friendly by both previous motioners

Discussion regarding which role the formation of this club would fall under: VPI, VPA, or Math Orientation Team.

Motion to include Math Mentorship Program Club under duties of Math Orientation Team.

Motion accepted as friendly.

Motion passes unopposed.

Motion passes with Councillor Sharmas in abstention, pending approval of the WUSA VPSL.

TERM OF OFFICE OF COUNCILLORS - Councillor Sharma, Councillor Chen

For Discussion: Regarding the duration of term of office of elected representatives.

Suggestion that councillor position become a year-long position.

Councillor Doug raised concerns with deterring people from applying and issues with switching programs/majors

Suggestion to run for a term at a time, but up to a year in advance, and implement a rule that if you change your program, you lose your seat.

Mentioned that council can ideally control the power of executive team, but must ensure there are enough councillors to form council, while still having by-elections.

Suggested having general election at the end of Spring term for Fall term, then having by-elections for outstanding council positions. Alex stated that MathSoc elections used to run this way.

Councillor Chen raised the point that the only benefit to this would be running fewer elections. However, even if only one person doesn’t run for a year, it won’t really reduce the number of elections. Suggestion made to simply make elections as front-loaded as possible.

Suggestion to allow councillors to be elected to a one-year term, but with the ability to resign any term. Being voted into a position from by-election would require confirmation of the seat during a general election.

Comment that this would be helpful with implementation of on/off term presidents.

VP Sewani noted that Board of Directors positions are one-year, because they deal with longer-term issues. Council deals with day-to-day operations and isn’t an ideal situation for council members to be off-campus to be responsible for on-campus operations.

Motion tabled to a later date; discussion continued offline.
Be it resolved that Matthew Schwarze is the temporary secretary for the remainder of the meeting.

Motion passes with Councillor Sharma opposed.

APPROXIMATES TAKING A LOG() - Speaker Hunte, Councillor Sharma

For Discussion: Regarding those who approximate and a certain log(). See the linked Declaration of War, and WAR Correspondence.

The EngSoc emails were read out to the council in a ridiculous voice by the Speaker, and MathSoc’s responses were read out similarly by the President.

Councillor Sharma was excluded from the WAR committee, and responded by saying: “I don’t give a shit about you, I only care about me.”

Secretary’s Note: EngSoc has stolen three other mascots from other Canadian engineering societies.

The W.A.R. Committee was formed consisting of VP Schwarze, President Zumot, Councillor Doug, Councillor Sharma, and Alex Lee.

WUSA COUNCIL (REVISITED)

Be it resolved that Alex Lee is the scrutineer of the vote.

The results of the votes were five to three in favour of Councillor Hildebrandt.

Motion to amend the motion to include Councillor Hildebrandt’s name - Councillor Sharma, Councillor Doug

Whereas June Xu has resigned from the WUSA Students’ Council; then

Be it resolved that Councillor Hildebrandt is appointed as representative to the WUSA Students’ Council for the remainder of the WUSA governing year.

Be it resolved that the ballots should be destroyed - Councillor Sharma, Councillor Hildebrandt

Be it further resolved that the ballots be destroyed by digestion - Councillor Xin

Motion failed due to lack of a seconder.

Be it further resolved that the ballots be destroyed by undetermined means - Councillor Hildebrandt, Councillor Sharma

Motion passes by three votes.

NEW BUSINESS

Any Councillor may raise any item of concern during new business. Generally, long discussions without a specific motion before Council should be avoided, and are technically against the rules.
of procedure. If a Councillor has any questions about the procedure, form, or content, they should ask the Speaker.

Whereas the MathSoc Fall 2019 Presidential By-election brought up a lack of clarity in our Election Procedure;

Be it resolved that council approves the updated Policy 1: Election Procedure as attached.

INCREASE TO GAMES NIGHT BUDGET - VP Sewani, Councillor Hildebrandt

Secretary's Note: Item approved to be added to new business unanimously

Councillor Hildebrandt said that games night attendance has spiked in recent times, they need more money to properly finish the term.

Whereas Games Night has had significantly more turnout recently than it has historically.

Be it resolved that funding for games night for this term has been increased by $500.

Motion passes unopposed.

INCREASE TO PRESIDENT’S SPECIAL DRIVERS BUDGET - VP Sewani, Councillor Hildebrandt

Secretary’s Note: Item approved to be added to new business unanimously

Councillor Hildebrandt spoke to how most student's interaction with MathSoc is purely through clubs, and how it’s important to provide clubs with the resources to better serve their members.

Questions followed to the President’s recent talks around the faculty’s skepticism regarding clubrooms and how it will interact with club room improvements, and further how it will affect new microwave deployments.

Whereas many clubs have expressed an interest in acquiring small appliances (e.g. microwave, kettle) for their club rooms

Whereas from the VPF’s conversation with Gurpreet Saini, the WUSA Societies’ Accountant, these purchases are expenses and are not to be put through CIF

Be it resolved that a $2,500 increase to the President’s Special Drivers/Projects is approved for small club room improvement expenses

AMENDMENTS TO POLICY 30 - Councillor Hildebrandt, Councillor Sharma

Secretary's Note: Item approved to be added to new business unanimously

Councillor Hildebrandt spoke about how the policy is poor as board is not supposed to deal with day to day operations, and council is far more suited to dealing with it. The policy is also handling grammar cleanups. Councillor Sharma added that the chair of the board was supportive of the changes.
Councillor Hildebrandt also mentioned how an odd link was made to Feds travel policy, and that this is an irrelevant link that ought to be cut.

**Whereas** the Board of Directors is intended to oversee long-term strategic planning for the Society and the long-term financial well-being of the Society;

**Whereas** the approval of alcohol expenditures for events does not fall under either of these categories;

**Whereas** no other MathSoc Policy refers to the purpose of the policy in the policy itself;

Be it resolved that the amendments to Policy 30 are approved as presented: https://docs.google.com/document/d/1ovGi6OhXmo1Q_LCS2jffbexfEZtDYndXWawoUa3ZeBM/edit?usp=sharing.

*Motion passes unopposed.*

**VOLUNTEER APPRECIATION BUDGET CHANGE - VP Sewani, President Zumot**

*Secretary’s Note:* Item approved to be added to new business

President expanded saying that the budget was being restored to historical levels. Councillor Sharma responded by saying that it’s already at $6,500.

*Motion* is withdrawn.

**Whereas** events have been more successful this term and it is required for sweaters

Be it resolved that the volunteer appreciation budget increases by $900 to its normal level of $6,500.

**INCREASE TO PRESIDENT’S EXECUTIVE EXPENSES BUDGET - President Zumot, VP Schwarze**

*Secretary’s Note:* Item approved to be added to new business

The President said this budget is for the increased number of executive meetings, and to fund executive jackets. President Zumot explained that the existing $300 was used for previous meetings and a fashionable Laurier GoldenHawks sweater.

**Whereas** the Executive Expense Budget has been significantly reduced in past council meeting for various controversial reasons.

**Whereas** the Executive Team needs to have a higher budget for executive meetings and buying apparel for the team to increase brand awareness.

Be it resolved that a $600 increase to the executive expenses.

*Motion passes unopposed*

*Secretary’s Note:* Councillor Sharma voted yes.
ANNOUNCEMENTS

Following the resignation of the VP Internal, the Board has ratified Sophia Janszen-Spitman as the VP Internal for the remainder of the term.
MathSoc is looking for feedback on new format of agendas… see presentation.
Secretary’s Note: the Student Choice Initiative has been struck down by the government.

ADJOURNMENT

The meeting is scheduled to be adjourned at 8:00 pm EST.

RELEVANT DOCUMENTS

Please refer to the pre-meeting email for any hard copies or hyperlinks above.
Co-operative and Experiential Education

Jeremy Steffler, Faculty Relations Manager, Mathematics
Brent Thornhill, Co-op Student Experience Manager
Touchpoints

- Why we’re here
- Role overview
- New co-op student workplace safety process
- Student mental health
- Math learning outcomes
- Interview relief
- Not interested increase
MathSoc Mentorship Constitution

Name
The name of this organization shall be the “Math Mentorship Program of the University of Waterloo” and shall henceforth be referred to as the mentorship program.

Purpose
The purpose of the mentorship program is to provide a platform for first-year math students to seek help from upper-year students regarding academic, co-op, student life and any other appropriate topics. The mentorship program aims to create a sense of community for math first-year students at the University of Waterloo.

Membership
1. In compliance with MathSoc regulations and in recognition of the Club being primarily targeted at Undergraduate students, full membership is open to all members of the Mathematics Society and restricted to the same.
2. Membership entitles all members of the mentorship program to participate in all functions and events.

Officers
The officers of the Club shall be:

1. Lead Mentorship Coordinator
2. Mentorship Coordinator – Events (1 or 2)
3. Mentorship Coordinator – Communication (1 or 2)

Duties of Officers

- The primary duty of the Executive Officers is the upholding of this constitution.
- The duties of the Lead Mentorship Coordinator shall be:
  - to call and preside at all general, special, and executive meetings of the Club
  - to care for all internal club correspondence, as well as correspondence with MathSoc, faculty members and any relevant school organizations
- The duties of the Mentorship Coordinator – Events shall be:
  - To organize any events the mentorship program deems fit
  - To produce a financial or membership statement when requested, to prepare a budget for the term which is to be approved by the Executive Council and which will be presented at the MathSoc Budget Meeting
- The duties of the Mentorship Coordinator – Communication shall be:
  - To maintain communication with the members
  - To assist with recruitment of mentees and mentors and the matching process

Executive Officers

1. All officers shall be selected annually no later than three weeks after the start of the Spring term by the previous executive officers
2. Any person eligible for membership in BIC may make him or herself eligible for selection
3. Each position may be held by either one or two people (jointly) as decided by the chosen overseer, also referred to as the “Lead Mentorship Coordinator”, who acts similar to the role of a president. This person will be selected by the previous Lead Mentorship Coordinator based on experience and interest.
4. Members in 2A – 5B who have experience with the mentorship program can run apply any position of the Executive Officers, excluding Lead Mentorship Coordinator
5. Only members that have held an executive position in a previous term may apply for President. In the case that there is not enough interest from past executives, this role can be opened to general members of the mentorship program, at the discretion of the previous President.

**Tenure**

The Executive Officers shall hold their positions until the executive officers for the next year following their instatement are selected or the first day of the third day of classes, whichever is the earlier.

**Executive Council**

1. The Executive Council shall consist of the Executive Officers.
2. The Executive Council has the power to take actions and make decisions on behalf of members, with the interests of the mentorship program at heart.

**Finances: Allocation of Funds**

1. The Mentorship Coordinator - Events shall present to members of the program, before the end of each academic term, a complete financial statement of the past period, and a tentative budget for the following academic term.
2. The Vice-President of Finances shall present, as part of the tentative budget, a recommended fee to be levied on the members in the following academic period.
3. The signing officers shall be the Mentorship Coordinator – Events and the Lead Mentorship Coordinator.
4. At the end of each term, the Lead Mentorship Coordinator or their representative shall ensure that the financial records are complete and accurate.
5. It is recommended that BIC funds be allocated for the following things:
   - social events
   - academic and/or co-op related events
   - emergency expenditures the mentorship program believes are crucial to its existence

**Impeachment**

In the case of conflict between club members and executives, the Lead Mentorship Coordinator holds the power to ultimately decide whether the executive should be kept or impeached.

**Committees**

Committees may be created and dissolved by the Executive Council. The duties of any such committee will be determined by the Executive Council.

**Dissolution**

In the event of dissolution of the Club, all assets of the mentorship program shall be transferred to the Mathematics Society of the University of Waterloo.

______________________________  ______________________________
Signature of VPSL authorizing Mathsoc to establish this club                      Date of Signature
Harrowed Mathematic Derivatives,
We have discovered that our beloved Natural Log has been subject to a most heinous kidnapping within our glorious Fort Stanton. Rest assured we will be taking action with extreme veracity to rectify this egregious attack.
In light of this, we hereby commit our forces upon the Engineering vandals and declare war on Fort Sedra-Smith. Swift justice is at hand!

Prepare thyselfs...

Your Supreme Mother Function
The President of Mathematics Society
John Philip Hunte

From: President Mathsoc <president@mathsoc.uwaterloo.ca>
Sent: 16 November 2019 4:49 PM
To: John Philip Hunte
Cc: Rose Penner; Debra Rose Defazio; info@mathsoc.uwaterloo.ca; Kanan Sharma; Lily Holmes
Subject: Fwd: Natural Log Liberation

Please include in the next council’s meeting agenda!!

Best Regards!
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Samer Zumot
President | Mathematics Society
Fall 2019

Disclaimer: This email and any attachments are for the sole use of the intended recipients and may be privileged or confidential. Any distribution, printing or other use by anyone else is prohibited. If you are not an intended recipient, please contact the sender immediately, and permanently delete this email and attachments.

---------- Forwarded message ---------
From: Ellen McGee <president.b@engsoc.uwaterloo.ca>
Date: Sat, Nov 16, 2019 at 4:21 PM
Subject: Re: Natural Log Liberation
To: President Mathsoc <president@mathsoc.uwaterloo.ca>

Dear Supreme Mother Function,

I am happy to see that the Toolbearers have made such a lasting impression on your team that you wish to imitate them. I will have to inform them that they are being looked up too. I’m sure they will be happy to hear that, they quite enjoyed meeting your constituents at Semi Formal last weekend.

Congratulations on the formation of the W.A.R Committee! May I ask what W.A.R. stands for?

I’m glad you look forward to retrieving the log, it will require some retrieving. In the meantime, I believe you should prepare the log’s display case for it’s return. I personally would suggest a better lock (but then again I wouldn’t know, I’ve never had my mascot stolen). More importantly, I’ve attached an updated version of the log’s information card. This will help readers understand the full, true story of the log and now contains the CORRECT facts.
I hope you have a great weekend!

Sincerely,

Ellen McGee (she/her)
President
University of Waterloo Engineering Society 'B'
P: 519-888-4567 x32323
Office: CPH 1327

P.S. I quite enjoyed free Pi(e) day
Dear MathSoc,

I would like to inform you that the Math natural log has been liberated. Corrections will be made to the spelling of THE TOOL on the information card with the log, and the log itself will be returned to in due time. The Non-Existent Action Committee has certainly not be involved with this, as they do not exist, but if they did exist, which they do not, it will be evident soon, but it won’t, because they do not exist, and thus the name Non-existent.

The case holding the log, log itself, and any materials with the log are safe, and no permanent damage will be done to the log other than the possibility of a small engraving in a non-display side of the log.

If you have any questions about the above, please do not hesitate to reach out.

Sincerely,

Ellen McGee (she/her)  
President  
University of Waterloo Engineering Society 'B'  
P: 519-888-4567 x32323  
Office: CPH 1327
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 academic term, Council shall appoint the Elections Committee at the first council meeting. The committee will be appointed by the council at the first regular council meeting. 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.

1.1.3 Power
The Elections Committee has the power to hold elections and by-elections when required absent any particular approval from Council. The committee has the power to hold by-elections in consultation with the Executive Board or the Speaker of Council.

1.2 Election Schedule
An election shall consist of three phases:
- The nomination period, which shall be 5 business days;
- An all-candidates meeting, which shall occur the business day immediately after the end of the nomination period, of which all qualifying candidates must attend unless excused by the Elections Committee.
- The campaign period, which shall be between 3 and 7 business days, starting the day immediately after the all-candidates meeting.
- 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.

1.3.1 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 members 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.

First year students cannot run for Program Representative or Executive Seats.

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 a member of the Elections Committee, to the Society office on the voting platform. 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. Once the nomination period has ended, the Elections Committee will inform every Qualifying candidate about all the other candidates running for the same term and seat. 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 the Elections Committee shall indicate that all nominations are final and indicate any acclamations. An acclaimed candidate does not need to attend the all candidate meetings. 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 and the candidate will still be required to attend the all candidates meeting.
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. All Candidates must provide the Elections Committee with a complete account of all campaign expenses 24 hours after the end of 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 unless penalized by the election committee for violations of campaigning rules. 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.

1.4.5 Encouragement to Vote
Encouraging eligible voters to vote, without supporting or denouncing a specific candidate or candidates, is not considered campaigning and may 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’/ Waterloo Undergraduate Student Association’s 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.

1.6.2 Allegations, Decisions, Penalties, Appeals

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.

a. Allegations

i. By submitting an allegation via email to the Election Committee, a member of the University Community alleges that a candidate, campaign team or referendum committee, has violated portions of this procedure, or any relevant by-law, policy, or procedure of MathSoc.

ii. General Rules for Submission of Allegations:

1. All allegations pertaining to an active Electoral Event shall be submitted in writing via an email to either the Elections Committee as a whole or any individual member of the Elections Committee. The EC may not accept any non-written submission of an allegation.

2. The Elections Committee may also take up violations of its own initiative.

3. Normally, allegations must not be submitted anonymously, and all Complainants must agree to identify themselves to the EC or CRO. Anonymously
submitted allegations may be dismissed at the discretion of the CRO.

4. Submissions of allegations will be accepted by the EC until two (2) hours after the conclusion of the Polling Period. Any allegations submitted after this deadline will be considered for review at the discretion of the CRO.

iii. Once an allegation is received, the EC shall notify the complainant(s) of its receipt.

iv. Candidates, campaign teams, and referendum committees shall be immediately notified by the EC of any allegations made against them, and shall be permitted to present a defense or pieces of counterevidence against the allegation to the EC. At the discretion of the CRO, the EC may withhold information regarding the complainant from the respondent. All pieces of counterevidence and/or an accompanying defense shall be prepared and submitted no later than twenty-four (24) hours after being notified of an allegation.

v. The EC shall normally endeavour to process individual allegations and come to a ruling within twenty-four (24) hours of its receipt, but may take as much time as reasonably necessary where permitted by the CRO.

vi. All allegations shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the EC.

vii. The EC reserves the right to dismiss any allegation which causes reasonable suspicion that the allegation was made Frivolously or Vexatiously or for purposes that violate, in letter or spirit, any portion of this procedure.

viii. Any candidate, campaign team, or referendum committee may file a grievance against the EC or the CRO alleging failure to enforce procedure and uphold and apply rules fairly and equitably to MathSoc Council, who will hear and render a decision on the grievance before the election or referendum result is ratified.

b. Decisions

i. The EC or CRO shall separately inform the complainant and the respondent of their decision within two (2) hours of having made said decision, and shall make accessible to all members of MathSoc Council all documents associated with that particular
allegation, and the rationale behind the ruling. The EC has the right to withhold any documents or proof that they feel might cause harm to someone by unanimous consent of the EC.

ii. The CRO shall, within four (4) business hours, inform the public of their decision after informing the complainant and respondent. At minimum, the CRO shall prepare for publication on MathSoc's website a listing of the allegation, including all parties involved, the decision of the EC in light of the evidence presented, a summary of the rationale behind the decision, and the determined penalty.

c. Appeals

i. After receiving the decision of the EC, the respondent or complainant may appeal the decision of EC to the council by submitting in writing to the CRO and the speaker of the council.

1. Appeals must be submitted within twenty-four (24) hours of receiving notice of the decision of the EC or within two (2) hours of the end of the polling period. Any appeals submitted after this deadline will be considered for review at the discretion of the CRO.

2. Appeals shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the CRO.

ii. A decision of the EC shall be considered appealable if the appellant, which must either be the complainant or respondent named in the original allegation, is able to reasonably establish any or all of the following:

1. There is evidence that a procedural error or a set of procedural errors were made significant enough to alter the final decision made by the CRO.

2. There is reasonable belief that portions of this procedure have been improperly applied in letter or spirit.

3. There is reasonable suspicion of bias during any portion of the decision-making process.

4. There is new information relevant to the original allegation that was not originally discovered or presented, especially pieces of information that could alter the final decision.

5. That the determined penalty exceeds the nature of the violation or offense.
6. That inadequate consideration was given to the provided evidence
7. If a complaint was dismissed as Frivolous or Vexatious and the appellant believes themselves to have a reasonable case

iii. The appellant must include in their appeal, the following information:
1. All relevant case information, such that the CRO or EC, as the case may be, will be able to accurately identify the allegation in question
2. A description of and the reasoning for appeal, including grounds for appeal.
3. A description of what the appellant(s) are seeking
4. All relevant documentation to supplement or support the above

iv. The CRO shall immediately notify the EC, the respondent, the complainant, and the speaker of the council that an appeal has been received.

v. Within forty-eight (48) hours of receiving the appeal, or twenty-four (24) hours after the end of the polling period, the CRO or EC, as the case may be, shall make its decision. The Council may, in consideration of all evidence gathered and presented, do any of the following:
1. Uphold the original decision
2. Alter the penalty of the original decision, within the limits of this procedure
3. Overturn the decision and present an alternate ruling, thereby eliminating the decision's penalties so received

vi. All rulings rendered by the Council shall be final.

vii. Notwithstanding any provisions within this section, the EC shall be empowered to initiate a review of any decision of the CRO at any time until the conclusion of the Electoral Event.

d. Penalties
i. The EC and its agents shall have the discretion to assign demerit points for confirmed allegations made against a candidate, campaign team or referendum committee less that or equal to the amounts stated in section 6(e): Demerit Point Schedule.
   1. In the absence of significant mitigating circumstances in the opinion of the EC, the maximum penalty will be
assigned. Lack of knowledge of any rules outlined in this procedure or any other MathSoc Policy or Bylaw is not a mitigating circumstance.

2. If the offence in question is either “Minor contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of MathSoc, other than what is outlined elsewhere in section 6(e)” or “Major contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of MathSoc, other than what is outlined elsewhere in section 6(e)”, then section 6(d)(i)(1) does not apply. However, lack of knowledge of any rules outlined in this procedure or any other MathSoc Policy or Bylaw is still not to be considered when determining the penalty.

ii. Candidates or campaign teams shall have a maximum of ten (10) demerit points. If a candidate receives eleven (11) demerit points or more, they shall be disqualified from the election, thereby voiding their candidacy and forfeiting 100% of their potential reimbursement for incurred campaign expenses.

iii. Referendum committees shall have a maximum of ten (10) demerit points. If a referendum committee receives eleven (11) demerit points or more, they shall be disqualified from the referendum.

1. Any referendum committee disqualified for any reason shall not be reimbursed for any referendum expenses and shall be prohibited from further campaigning. The committee will be required to remove all posters and campaign materials, and shall not participate in public forums. The EC and its agents will not set up interviews with newspapers, or any other forms of campaigning as decided by the CRO. Upon disqualification and during the polling period, signs will be posted and MathSoc's website will be updated, informing voters of the disqualification.

2. Notwithstanding section 6(d)(iii) and section 6(d)(iii)(1), the referendum option associated with a disqualified referendum committee shall remain on all ballots.

e. Demerit Point Schedule:
<table>
<thead>
<tr>
<th>Violation</th>
<th>Penalty (per infraction)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending over the allotted budget</td>
<td>2 points for every $15 over the allowable³ budget, rounded up</td>
</tr>
<tr>
<td>Purposefully and significantly misrepresenting a candidate’s own character or statement(s), the character or statement(s) of another candidate, campaign team, or committee</td>
<td>10 points</td>
</tr>
<tr>
<td>Purposefully and significantly misrepresenting or misattributing the character or statements of any party not outlined in the above point for election purposes</td>
<td>10 points</td>
</tr>
<tr>
<td>Impersonation of another candidate or committee</td>
<td>11 points</td>
</tr>
<tr>
<td>Campaigning outside of campaign period</td>
<td>2 points, up to a maximum of 8</td>
</tr>
<tr>
<td>Speak to or email a class without the permission of the instructor</td>
<td>2 points</td>
</tr>
<tr>
<td>Directly providing a method of voting to voters during polling period, or campaigning to a voter while voting</td>
<td>3 points</td>
</tr>
<tr>
<td>Distribute money, drugs, alcohol, or any other form of bribery, for campaign purposes</td>
<td>11 points</td>
</tr>
<tr>
<td>Enter into contractual obligations⁴ with any group(s) on or off campus that may affect MathSoc during their term in office</td>
<td>11 points</td>
</tr>
<tr>
<td>Conduct</td>
<td>Points</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Lying to, or intentionally misleading the EC or its agents regarding matters pertaining to their role(s) or allegations and appeals</td>
<td>11</td>
</tr>
<tr>
<td>Making a public allegation that another candidate, campaign team or referendum committee has violated any rules before a decision has been delivered and made public by the commission or its agents</td>
<td>5</td>
</tr>
<tr>
<td>Receiving or soliciting funding or monetary equivalent from students or other individuals.</td>
<td>8</td>
</tr>
<tr>
<td>Receiving funding and staff, volunteer, or material support from external political/advocacy organizations or external unions/associations (e.g. funding from CUPE, CFS, OUSA, or other schools’ student associations)</td>
<td>No fewer than 11</td>
</tr>
<tr>
<td>Serious breach of democratic process (e.g. intentionally compromising ballots, etc.)</td>
<td>11</td>
</tr>
<tr>
<td>Minor(^5) contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of MathSoc, other than what is outlined elsewhere in section 6(e)</td>
<td>6</td>
</tr>
<tr>
<td>Major(^5) contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of MathSoc, other than what is outlined elsewhere in section 6(e)</td>
<td>11</td>
</tr>
</tbody>
</table>

i. Any penalty worth at least eleven (11) demerit points must be confirmed by a two-thirds (2/3) vote of the EC.

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 or the voting platform, taking care as to 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 along with the Business Manager, speaker of Council and the hair of the Board of Directors may receive the report as well as any appeals received by the President and act on it them in Council’s stead.
The purpose of this policy is to address the necessity for a reasonable alcohol policy for reimbursements of the Math Society and its departmental clubs, pursuant to the realization that Federation of Students Event Insurance Providers can require some sort of policy on provision of alcohol before allowing reimbursement. Note: the regulation of alcohol reimbursements for the Student Societies subsidiary to the Federation of Students is entirely a matter of self-regulation under their purview as outlined in général in the Memorandum of Understanding between the Student Societies and the Federation.

Those hosting events with alcohol will follow relevant standing policies by the University of Waterloo Secretariat (University of Waterloo Policy 21) and the Federation of Students (Feds) Policies and Procedures (Feds Board of Directors Procedure 14).

Reasonable use of alcohol for events shall be considered that which:
1. Follows all UW and Federation of Students policies in regards to promotion and consumption of alcohol;
2. Follows all laws of the province of Ontario and Canada regarding the consumption and provision of alcoholic beverages;
3. Is not the primary or sole focus of the event;
4. Alcohol is not the sole beverage option: other beverages must be offered and made available for reimbursement to those in attendance; and
5. Is limited to a minority of offered events.

The use of student fees to reimburse alcohol for non-student participants at a student focused events is permitted, if approved by the Board of Directors or by the President and the Vice President Finance and reimbursement of alcohol for student consumption has already been approved for the event (eg. reimbursement for professors at Party with Profs is an acceptable use of society funds).

The reimbursement for student purchase and consumption of alcohol at society events is restricted to that which complies with the policies and procedures herein established, and is pre-approved by the MathSoc Council Board of Directors (or in the absence or inability of the Council Board the unanimous agreement of the Vice President Finance, President, and Vice President Internal). The “pre-approval” process for the reimbursement of alcoholic beverage expenses at any society event shall constitute a simple majority vote in the affirmative by a properly constituted meeting of the MathSoc Council Board of Directors prior to the event.

Organizers of any Society events, including any subsidiaries (clubs) of the society, who seek reimbursement for alcohol expenses must notify the Speaker of Council Chair of the Board, President, VPF, and VPI at least one (1) week prior to the event date. The Speaker of Council the Board, or any agent thereof, shall not include any petition for post hoc alcohol expense reimbursement approval on the MathSoc Council Board of Directors agenda; and shall rule any vote on the matter under New Business out of order while this policy is in place.
[This clause specifies that those persons seeking alcohol expense reimbursements for an event which was not pre-approved cannot be added to the agenda for Board approval or brought up under new business. Thus, anyone seeking alcoholic reimbursements for their events must do so before the event in question and cannot do so after the event.]

All society events, or events of subsidiaries thereof, if providing alcoholic beverages must provide alternatives for those students who cannot or choose not to consume alcohol.

References:

UW Policy 21, Alcohol Use and Education, https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-21