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 University of Waterloo Mathematics Society

# Council

March 9, 2020

Location: *Dean's Boardroom (MC 5201)*

|                        |  |
|------------------------|--|
| Speaker                | John Hunte   |
| Secretary              | Natalia Manturowicz  |
| Attendees:<br>(Voting) | Ina Wang (President), Gavin Orok (VPA), Harleen Bhandal (VPF), Andrew Yates (VPO), John Hunte (ActSci Rep), Angela Wang-Lin** (Stats Rep), Matthew Schwarze (Business Rep)**, Kanan Sharma (Business Rep), Catherine Dong (First Year Rep), Karl Zhu (First Year Rep), Caleb Lew (Teaching Rep), Moharir, Sameer (CS Rep), Lacson, Bryan (Business Rep), Vincent Macri (PM/AM/CO Rep), Alsaigh, Zaid (CS Rep), Aariana Singh(SE Rep)<br>**Partial attendance |
| (Non Voting)           | Rose Penner (Business Manager), Colleen Richter (Dean's Designate), James Anderson (MathNews), Sameer Zumot (Chair), Stinson, Jordan (CS Rep)  |
| Absences               | Andrew Gamble (CS Rep), Gary Xin (First Year Rep), Jasmine Bal (First Year Rep), Rachel Ou (First Year Rep), Wanda Song (SE Rep), Ken (VPI)  |

## Preliminaries

### 1.1 Call to Order

**Be it resolved** that the meeting is called to order at 18:03.

*Motion passed unanimously*

### 1.2 Approval of the Agenda

**Be it resolved** that the Speaker assumes the agenda.

**Be it further resolved** that items 5.8, 5.9, and 5.10 are added to the agenda.

*Motion accepted as friendly.*

*Secretary's Note: Caleb Lew entered the meeting at 18:14.*

## **Approval of the Minutes**

**Be it resolved that** Council approves the Minutes of the February 7, 2020 meeting of Council, as presented.

*Motion passed unanimously.*

*Secretary's Note: Angela Wang-Lin left at 18:25*

## **Reports**

### EXECUTIVE REPORTS

*President, VPA, VPI, VPF, VPO, Speaker*

#### **PRESIDENT *as presented***

President Wang spoke to her meetings with WUSA, the MathSoc Board, COPs, and a brief meeting with the MathSoc Business Manager, the Faculty Admin and Plant Operations concerning the MC 3rd Floor Space. Issues presented and discussed during her meetings in the month of February included student spaces in the SLC/PAC Expansion, the Society Reserve Fund, MathSoc Fee Increase, and amendments to WUSA's Policies and their BOD's Bylaws. President Wang additionally spoke to her ongoing and future items of COPs meetings, MathSoc Office renovations, Winter 2020 EngPlay and the Winter 2020 MathSoc General Meeting.

#### **VP ACADEMICS *as presented***

Vice President Orok spoke to his meetings, events, and progress on improving academic resources during the month of February. The month focused on bringing student concerns about courses and co-op to UAPC, UAC and CSC; some discussion was left unresolved due to lack of enough information about certain courses. The mock interview sessions did not yield any attendance, but the budget was low for the event and thus it was not costly. VP Orok further spoke to VP Andrew Yates taking his place on the UAPC.

#### **VP FINANCE *as presented***

Vice President Bhandal spoke to her duties, projects and actions during the month of February, which included implementing Board and Council policies as well as working with clubs to increase their budgets and collect their membership fees. She discussed the continuous issue with cash close, and that she will be beginning to close cash herself on the days that are typically problematic.

Discussion emerged surrounding the Honorarium for Rosie deFrazio, as MathSoc can only issue honorariums worth a total of \$500 each year, otherwise taxes are applied. Chair Zumot clarified that the honorarium has been discussed with Seneca, and MathSoc was given a \$1000 total that does not have taxes applied as it is going to be distributed as multiple payments since Rosie worked multiple terms. Any further questions surrounding the finances of honorariums should be referred to Seneca.

*President Wang's Note: It is important that program representatives in Council tell their constituents about the upcoming change in MathSoc fees for Fall 2020.*

**VP INTERNAL** *as presented*

*Secretary's Note: Vice President Qiu was not present at the meeting, and President Wang briefly explained his report.*

Discussion emerged surrounding time conflicts with the scheduled party with professors, as well as what MathSoc is doing about implementing telling students about the services of MathSoc and what benefits the fee yields. Both of these issues are to be followed up with VP Qiu, passed on by President Wang.

*Vice President Bhandal's Note: Financially, the Valentine's Day event was not terrible.*

**VP OPERATIONS** *as presented*

Vice President Yates spoke to his actions concerning purchases, bookings, website updates, the new POS and miscellaneous office updates. There are still issues with the new POS, particularly with missing items and functionality, which will be VP Yates' goal to resolve throughout the next month.

Discussion emerged surrounding whether the camera is able to be booked by clubs. VP Yates confirmed that it is, and that hopefully the popcorn machine will be soon as well.

Further discussion emerged surrounding an update on the office manual or the code of conduct. It was clarified that the individual in charge is working on the updates and getting a working draft ready.

*Speaker's Note: Please submit reports early, not the night before!!!!*

**SPEAKER**

Speaker Hunte spoke to his frustration concerning the lack of midterm exam solutions posted for his Statistics course, as it hinders freedom of information. His exact words were "what are my exact words doo doo doo doo doooooo," with a slight pause while he was taking out his papers before continuing, "hinders free exchange of ideas which are so fundamental to this university."

**REPRESENTATIVE REPORTS**

*PMath/AMath/CO, MathBus*

**PMATH/AMATH/CO**

Representative Macri spoke to the concerns of his constituents that were brought to his attention during the month of February. Concerns were raised about the university's policy on releasing exam information, with the argument that if you are taking a course, you should be told the grade of your final exam without needing to meet with a professor. He additionally spoke to the PMATH Club President's issue with being asked to have a spreadsheet to keep track of the sales of their one item, as they are opposed to bureaucracy being imposed onto them

VP Bhandal responded to the PMATH Club's issue, clarifying that she receives an extra \$100 from the club that was unaccounted for, and is only in need of a total sum (in dollars and amount) of pops being sold by the club.

*Speaker's Note: It should not be hard for the Pure Math Club to keep track of Pure Numbers.*

## MATHBUS

Representative Sharma spoke briefly to the increase of the WUSA general membership fee, specifying that most of the sub-fees are mandatory. He emphasized that this should be reminded to all clubs and program representatives.

## BOARD OF DIRECTORS REPORT

### *Chair*

Chair Zumot spoke to his actions and meetings during the month of February, with most details being found in President Wang's report. He discussed his work on updating the Executive Appointment Committee, whose procedure will be brought up at the next Board meeting. Chair Zumot has additionally been working with Business Manager Rose on advertising roles for the Spring 2020 term and completing applications. It was also mentioned that the motion from the previous Council meeting concerning councilor discounts was not approved, as the Board found it would not be appropriate at the current time.

Councilor Sharma requested that the agenda from Board meetings should be sent to Council to oversee the Board's actions. Chair Zumot pointed out that there are Council representatives on the Board, but he will still begin to send over information.

## **Unfinished Business**

### 4.1 Councilor COI Forms

**For Action:** The meeting will not proceed until each member has completed a COI.

Four members were not present, and could not thus bring in their forms.

*Secretary's Note: This is the first unexcused absence for all four of these members.*

Speaker Hunte took an informal poll of the room to decide what is to be done for the individuals not present. Councilors had three options to vote on:

1. Do nothing
2. Issue a warning
3. Remove them from council

Speaker Hunte took a recommendation from Council to issue a warning.

*Speaker's Note: Food will not be provided during Council meetings if you do not RSVP on the calendar invite.*

### 4.2 Councilor Discounts - Speaker Hunte, Councilor Sharma

**For Discussion:** The following motion was passed at the February 7, 2020 meeting of Council:

*Be it resolved that General Meeting approves, and requires the board to bring into effect the provision of a 10% discount at the CnD for all Councilors.*

As reported back to the Council, the Board failed to bring this into effect at its February 13, 2020 meeting.

Rationale is required from the Board along the lines of ensuring the long-term survival of the society, to the extent necessary to contravene the bylaws with regard to the general expenditure of members' dues.

**For Discussion:** Add this item to the agenda for the General Meeting.

Chair Zumot explained that he brought this motion to Board before receiving Council recommendation; the Board already had discussed the motion so it was not brought up again, but it can be brought up at the next Board meeting and Chair Zumot can provide an updated report at the next Council meeting.

Speaker Hunte advised Board to seriously consider the bylaws as they are what constitute MathSoc as a society. He then took a poll to see Council's recommendation to bring this item to the General Meeting, to which the majority of councilors responded with agreement.

Representative Macri asked which sections of Council's bylaws is a concern of the Board, as section 7.13 explicitly states that Council has authority to bring the motion at hand to the General Meeting.

Speaker Hunte responded to Representative Macri by clarifying that Board is allowed to deny the motion if it will affect the long-term survival of the society, and he means to emphasize that this motion does not fit these circumstances.

Clarity was given to VP Yates that the term "long-term survival" is taken from section 6.4 of Council's bylaws.

*Chair's Note: The opinions he gives are not his own, but the Board's.*

**Be it resolved that** Council recommends an item to this effect to the General Meeting, giving the Speaker leeway to make clerical amendments to the motion above. (amendment: general meeting approves; change from requests to requires, remove consider )This will be a motion submitted by Council to General Meeting

*Speaker Hunte, Councilor Sharma*

Previous Motion:

*Be it resolved that Council approves, and requests the board consider an item to bring into effect the provision of a 10% discount at the CnD for all Councilors.*

Amended Motion:

*Be it resolved that General Meeting approves, and requires the board to bring into effect the provision of a 10% discount at the CnD for all Councilors.*

*Motion passed with majority; VP Yates, VP Bhandal and President Wang abstain.*

## **General Orders**

### 5.1 WUSA Councilor - Speaker Hunte, Councilor Sharma

Karl Zhu nominates himself for WUSA Councilor, Arianna Singh seconds

Catherine Dong is nominated by Vincent Macri for WUSA Councilor, Gavin Orok seconds.

*An e-vote was held, Catherine Dong has majority.*

**Be it resolved that** Council appoints Catherine Dong as a WUSA Mathematics Councilor for the remainder of the WUSA governing year, due to the resignation of a Councilor at the WUSA Council February regular meeting.

*Motion passed with majority; Karl Zhu and Catherine Dong abstain.*

### 5.2 Divestment Position - Councilor Macri, Councilor Lew

**Whereas** the University of Waterloo (UW) and Mathematics Endowment Fund (MEF) hold investments in the fossil fuel industry<sup>1</sup>; and

**Whereas** the Region of Waterloo has declared a climate emergency<sup>2</sup>; and

**Whereas** the fossil fuel industry contributes negatively to the climate crisis; and

**Whereas** the University of Waterloo has committed to becoming a signatory to the United Nations Principles for Responsible Investing; and

**Whereas** organizations around the world are divesting from fossil fuels due to environmental concerns; and

**Whereas** young people, including the undergraduate students in MathSoc, will suffer the most from the effects of the climate crisis; then

**Be it resolved that** MathSoc is opposed to investments of UW and the MEF in the fossil fuel industry; and

**Be it further resolved that** MathSoc believes that funds students voluntarily pay into should not invest in the fossil fuel industry; and

**Be it further resolved that** MathSoc will advocate for the divestment of UW and MEF funds from the fossil fuel industry.

**Discussion item** regarding University of Waterloo's Divestment Position.

VP Bhandal inquired if Councilor Macri could expand more on how MathSoc can advocate for this issue.

Councilor Macri responded that last term, WUSA Council voted on EAC, and thus similarly Math Councilors should consider that as part of MathSoc's official policy, which is important for meeting with Council and administration should this motion be adopted.

Discussion emerged surrounding whether all of the MEF money is invested collectively, and it was clarified that there are multiple investment managers who take care of different aspects, but the total is collectively pooled together. Further discussion emerged questioning if a letter will be written collectively by MathSoc, to which the response was yes as implied by the motion.

Speaker Hunte responded to VP Bhandal's inquiry, emphasizing that the more student associations say that the student body wants the funds to go in a certain direction, the more likely the funds will go in that direction.

Councilor Sharma spoke to the background of this motion, explaining that little has been done thus far to move it forward. The Environment Faculty has been putting forward ideas and discussions, but thus far nothing has come out of their actions.

President Wang inquired if it would be appropriate to bring this discussion to WUSA Council and COPS, to which the response was yes.

Dean's Designate Colleen pointed out that this issue was not brought up directly to the Dean of Mathematics, but due to the rise in discussion he should be aware of it. She additionally asked Council if she should meet with the Interim Dean to help move forward this discussion.

Vincent: he has had multiple staff reach out to him in support of this

President Wang spoke to someone providing a motion in support of this to the General Meeting agenda to inform the student body. She additionally noted that the Interim Dean is on the board of the Endowment Fund and consequently he will be aware of this discussion.

VP Yates asked if it would not be more beneficial if the university invested in "better" fossil fuels instead of dropping the investments altogether.

Councilor Macri responded to VP Yates stating that most of the fossil fuels that companies currently have that are in the ground cannot be taken out and burned, so if we are to meet our climate targets, these assets will be worthless and so will the values of these companies. He further clarified that it is his own personal view that these investments go against judiciary responsibility in that we want endowments to last for an extended length of time, and with how the fossil fuel industry is looking this divestment fund is less risky than current investments.

Councilor Sharma inquired how the situation with companies that are investing in both fossil fuels and alternative energies will be dealt with. It was responded that this will be discussed once a policy will be put into motion. It was noted that if companies take a certain percent of profit from investments in fossil fuels, they are considered to be fossil fuel companies.

Discussion emerged surrounding concern that students may begin to opt-out concerning the MEF if they continue to invest, as seen with the Environment Faculty.

Speaker Hunte spoke to the main desire of passing the motion without looking to deeply into details, as they are subject to change. He noted that he is in favour of adopting this motion, as he additionally worked with Councilor Macri to form the motion.

*Motion passed unopposed; Catherine Dong, Vincent Macri, Kanan Sharma, VP Orok and President Wang in favour; Sameer Moharir and Zaid Alsaigh abstain.*

### 5.3 Decisions Between Meetings (Policy 33) - Speaker Hunte, VPF Bhandal

*Secretary's Note: Council is comfortable with Speaker Hunte moderating this discussion*

**Discussion item** regarding decisions that do not need to be voted on, or are not that significant to require an emergency meeting. Speaker Hunte explained the Policy concerning this item.

*President Wang briefly stepped out at 19:35*

*President Wang came back at 19:37*

**Be it resolved that** Council accepts the first reading of Policy 33, to be brought to the next meeting for approval.

*Speaker Hunte, VPF Bhandal*

*Motion passed unanimously.*

### 5.4 Increase CSC Bonfire Budget - VP Bhandal, Speaker Hunte

**Whereas** CSC wishes to host a joint bonfire event with WICS and have found their current budget insufficient,

**Be it resolved that** the CSC budget for the bonfire event is increased by \$150.

President of the CSC spoke briefly to this motion, explaining the reasoning behind the increase to the budget. Discussion emerged surrounding the initial amount of the budget.

*Karl Zhu left the meeting at 18:40*

*Motion passed with none opposed.*

### 5.5 Appointment of Deputy Speaker - Speaker Hunte, President Wang

Discussion emerged clarifying if this is only for the end of the Winter 2020 term, to which the response was yes.

President Wang nominates herself for Deputy Speaker, VP Bhandal seconds.

Speaker Hunte nominates Councilor Sharma for Deputy Speaker, Councilor Sharma rejects.

Speaker Hunte nominates VP Yates for Deputy Speaker, Councilor Sharma seconds.

President Wang withdraws her candidacy

**Be it resolved that** Andrew Yates is appointed Deputy Speaker for the remainder of the Winter 2020 term; and

**Be it further resolved that** the Deputy Speaker shall carry out the duties of the Speaker upon the temporary unavailability or incapacity of the Speaker; and

**Be it further resolved that** the Deputy Speaker shall become Speaker immediately upon a permanent vacancy in the office of the Speaker.

*Motion passed with none opposed; VP Yates abstains.*

*Secretary's Note: President Wang will find Speaker Hunte and have a serious talk with him if he chooses to resign (this was said sarcastically).*

### 5.6 Elections Policy Update - Councilor Sharma, Councilor Dong

Councilor Sharma spoke to the changes he wishes to be made.

Discussion emerged surrounding whether or not we distinguish between major and minor, with clarification that our lack of distinction is how it is with WUSA.

*Angela Wang-Lin returned at 19:53*

**Be it resolved that** Policy 1 - Elections Policy, is updated as presented.

**Discussion item** regarding the motion above.

Councilor Macri spoke to his difficulty with getting into contact and communicating with CRO and the Elections Committee. He contested that it should not be necessary to receive approval in advance as the ability to run may be hindered with the CRO if they are away for a period of time. Councilor Macri additionally suggested for approval of paper ballots. s;

**Be it resolved that** a friendly amendment is made to remove “in advance” and add “or through a paper nomination” to the policy.

*Councilor Macri, Councilor Sharma*

*Motion passed unanimously.*

**Be it resolved that** a new elections procedure is approved.

*Speaker Hunte*

*Motion passed none-opposed.*

### 5.7 Budget Increase - VP Orok, President Wang

VP Orok spoke to the need for this funding as it relates to his new project of making cartoons demonstrating misconceptions from various courses, and how to correct them. He explained that the project will cost around \$80 per cartoon, and that it takes around 5 hours to produce one page of cartoons.

VP Yates asked if these cartoons will be distributed, to which VP Orok responded that he will want them to be put on the MathSoc website and social medias.

VP Bhandal asked if the funding for this item is to be put under Special Projects, to which the response was yes. An amendment was made to the budget to add this item under “Special Projects”

Councilor Sharma asked for clarification on the background of this idea. VP Orok responded that it was inspired by a recent research project about designing cartoons to increase engagement in courses; VP Orok’s idea is to use a bigger cast of characters and include more humour.

Speaker Hunte asked to include the MathSoc logo on the pages of the cartoons because of brand recognition.

**Whereas** the VP Academic has identified a need for additional funding in the amount of \$1000 for the Educational Cartoon Project, under Special Projects; and

**Whereas** the VP Academic has applied to the Mathematics Endowment Fund to provide this funding; and

**Whereas** it is not known if the Mathematics Endowment Fund will approve this funding; then

**Be it resolved that** Council increases the Educational Cartoon Project budget by \$1000, in the event that the Mathematics Endowment Fund refuses to fund the Project.

*Motion passed, Zaid Alsaigh abstains.*

### 5.8 Bylaw Amendment - President Wang, Speaker Hunte

**Whereas** the following motion was passed at the WUSA Students Council;

Whereas the Students’ Council approved the Constitutions of the various constituency Societies of the Federation,

Whereas the Constitution of the Federation of Students, Article 8.7(5)(c) of the Bylaws, provides for the regulation and oversight of the Societies by Council,

Whereas the Mathematics Society’s full-time staff salaries have been regraded following Job Description changes to the Business Manager and the broader context of the Federation’s organizational restructure and regrading,

Whereas taken together with adjustments for opt-out rates and indexation according to the Consumer Price Index (CPI) of Canada, a net new cost of \$2.54 is presented, and  
Whereas the Mathematics Society Board requests the Students' Council ratify its fee increment as the Society lacks the capacity, under its Constitution, to adjust its fees for fixed salary costs in excess of CPI,

Be it resolved that, notwithstanding any provisions to the contrary, the Students' Council expressly ratifies the increase of the Mathematics Society Fee of \$2.49 to a new total fee of \$14.79, as recommended by the Mathematics Society Board, [*subject to consent by the Mathematics Society General Meeting*]; and

Be it further resolved that the Students' Council directs the Mathematics Society to amend its Constitution to provide avenues for adjustment of fees for fixed costs imposed by salaried staff

**Whereas** following this requirement, the MathSoc Board of Directors and Council may together approve amendments to the bylaws the following amendment to Article 5.1 of the MathSoc Bylaws; then

**Be it resolved that** Council approves, and recommends to Board the approval of the following changes to Article 5.1 of the Bylaws, to be ratified at the next General Meeting:

#### 5.1 Membership Fee

The Society shall levy a membership fee to either be collected by the University as a portion of student fees, or paid directly to the Society. Some members are exempt from having to pay the membership fee, as defined elsewhere in this document.

The amount of the MathSoc Fee may be adjusted only through one of the following two mechanisms:

1. Once per Fall term, by a resolution of the Board of Directors, specifying an adjustment of a percentage equal to or less than the increase in the Consumer Price Index for Canada in the previous calendar year according to Statistics Canada. This increase is subject to ratification at the next General Meeting; or
2. Modified or removed by a referendum, or Council and ratified by a General Meeting, held in accordance with these bylaws.

If a student has arranged fee payment to the satisfaction of the University and the arranged fees include the fee for a given term, then that student is considered to have paid the fee for that term, regardless of whether or not the Society has received the funds.

Members of the Society have the right to request a fee refund within any procedures set out by a decision of the Society. If they are not exempt from paying the membership fee, then upon submitting a refund request, their rights as members cease, but they are entitled to receive the refund only if they have not in the interim used any services of the Society.

Councilor Sharma inquired about the point of ratifying and/or changing the bylaw right now if it is to be changed at General Meeting. It was clarified that the purpose is that Council has a known stance on the position, and as such it can make a strong recommendation since Council has the increase required by WUSA. It was additionally confirmed that the change is coming into effect in the upcoming Fall 2020 term.

*Motion passed none opposed, Zaid Alsaigh abstains.*

### 5.9 Bylaw Amendments - Speaker Hunte, Councilor Sharma

Speaker Hunte explained why he put forward this motion, clarifying that MathSoc can potentially stop being recognised as a society if it does not represent all Undergraduate Mathematics students, and in past Council meetings the discussion implied that those who do not pay the MathSoc fee are not official MathSoc members.

A poll was taken to see if Council wishes to approve the amendments now, or move them to General Meeting. Most of Council was in favour of approving now.

**Discussion item** regarding bylaw amendments.

President Wang spoke to MathSoc being divided into advocacy and programming, and how current bylaws puts these two together but they should be more separate. She contested that MathSoc should have the right to say it represents all Mathematics students, while offering services only to those who pay the fee.

Discussion emerged surrounding whether we know what other university societies do in terms of this matter. It was put forward that with WUSA, you are still a voting member even if you do not pay some of the fees. In contrast, with MathSoc you either pay the whole fee or opt-out of the whole fee, and if you opt-out you do not have a vote.

Discussion emerged in regards to separating advocacy fees from programming fees; some of Council argued that this would provide more lines on their tuition fee list that individuals would not like to see. It was additionally noted that if the fees were to be separated, the advocacy fee would be mandatory. Although the University Finance does not like the idea of separating, and the fee will most likely not be broken up for the next few years.

A poll taken to decide the name for non-programming fees out of: Advocacy, Common, Associated. Majority voted for "Associated".

**Whereas** sections of the Bylaws are not aligned with current practices; and

**Whereas** the Society exists to represent all Mathematics undergraduate students at the University as members of the Society; and

**Whereas** there is a need to stratify services provided to members by status as paid or otherwise; then

**Be it resolved that** Council approves, and recommends to Board the approval of the following changes to Article 5 of the Bylaws, to be ratified at the next General Meeting:

#### 5.1 Membership Fee

The Society shall levy a membership fee to either be collected by the University as a portion of student fees, or paid directly to the Society. Some members are exempt from having to pay the membership fee, as defined elsewhere in this document.

The amount of the MathSoc Fee may be adjusted only through one of the following two mechanisms:

1. Once per Fall term, by a resolution of the Board of Directors, specifying an adjustment of a percentage equal to or less than the increase in the Consumer Price Index for Canada in the previous calendar year according to Statistics Canada. This increase is subject to ratification at the next General Meeting; or
2. Modified or removed by a referendum held in accordance with these bylaws.

If a student has arranged fee payment to the satisfaction of the University and the arranged fees include the fee for a given term, then that student is considered to have paid the fee for that term, regardless of whether or not the Society has received the funds.

Council is expressly empowered to regulate through policy or procedure the rights of persons who do not pay the membership fee, exempting their status as members, and to form procedures governing fee opt-outs or refunds, where applicable.

#### 5.7 Associated Membership

The associated membership shall consist of all persons who would be voting members had they paid the Society membership fee.

*Motion passed, none opposed; Zaid Alsaigh abstains.*

#### 5.10 MathSoc Governing Documents Updates Oversight Appointment - President Wang, Speaker Hunte

**Be it resolved** that motion 5.10 is tabled.

*Speaker Hunte, Councilor Sharma*

*Motion passed, none opposed; Zaid Alsaigh abstains.*

**New Business**

Motion to bring “Spring 2020 Executive Appointment Committee “ to New Business:

*Motion passed with two-thirds majority.*

Spring 2020 Executive Appointment Committee, President Wang, VP Bhandal

Councilor Macri nominates Matthew Schwarze to the Spring 2020 EAC.

**Be it resolved that** Council appoints Matthew Schwarze to the Spring 2020 Executive Appointment Committee.

Motion to bring the item of Council paying for MathSoc tickets for EngPlay into New Business.

*Motion fails.*

**Announcements**

Speaker Hunte is appreciative of the work that individuals do in this society.

President Wang and Speaker Hunte gave a gift to Business Manager Rose Penner.

**Adjournment**

The meeting was adjourned at 20:41.

**Relevant Documents**

Please refer to the pre-meeting email for any hard copies or hyperlinks above.

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## WINTER 2020 VPF EXECUTIVE REPORT #2

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### REGULAR DUTIES

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There was a backlog in cheque requests which has now been resolved so cheque requests shall run smoothly and any that students have been waiting in excess of 2 weeks should be ready for pickup by next week Friday (as I have my meetings with Gurpreet on Thursdays), provided forms were filled out correctly and all required supporting documentation was attached.

Cash close last week particularly has been a problem as one day it was not closed and I was not notified by my finance directors until 8pm, and on another day I went in to check at 9pm after meeting and had to close cash myself. I am bringing up these problems with my finance directors and working with Rose Penner on an adequate solution. In the meantime, I shall close cash myself on days when it has historically been problematic. We are also refining the new cash close process with the new POS.

### CLUB ROOM IMPROVEMENTS PROJECT

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The majority of items have been ordered and picked up by the clubs. Any items requested after the first deadline, and those that were sold out or we were unable to locate, will be ordered this week. They could not be ordered last week due to credit card limits. So far this project is on track to be completed by the end of this term.

### IMPLEMENTING BOARD & COUNCIL POLICIES

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There are a couple of policies passed by the Board and Council that I am currently working on putting into effect. I have reached out to WUSA VPOF Seneca Velling in order to arrange for the tuition reimbursement of Mathsoc Presidents. Furthermore, motions were passed to provide certain positions with honoraria and I will be discussing with Board and Council respectively about whether it is desired that these honoraria be recurring like exec honoraria or if it is a one-time thing. If they are to be recurring, I will be writing policies to ensure these honoraria are declared every term.

### WORKING WITH CLUBS

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Some clubs have reached out to me about increasing their budgets and I have worked with them to draft the appropriate motions which will be discussed in this meeting.

### COLLECTION OF MEMBERSHIP FEES

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Prior to Fall 2019, Mathsoc VPFs have not been collecting the termly membership fees that are collected by every Mathsoc club as per our requirements, except for Double Degree Club as Laurier prevents them from instating a fee. I have collected the fees from almost every club and will be

reaching out to the remaining clubs this week. Additionally, as membership numbers tend to change between now and the end of the term, I will also collect fees in the last week of classes.

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### CHANGE IN MATHSOC FEES

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Due to a multitude of reasons including opt-outs and salary obligations, WUSA VPOF recommended we consider an increase to Mathsoc Fees. I reached out to Seneca to obtain more specific numbers and, along with Mathsoc President Ina Wang, brought a discussion to Board. Board reached a decision that will ensure Mathsoc is able to pay our full-time and part-time staff for the foreseeable future.

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## VPI EXEC REPORT

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### EVENTS

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- Valentine's Day
- First destress event (free destress kits), it runs out really fast the first day, but the second day was better. More students are aware that they have to pay Mathsoc fees to get the free stuff.
- Second destress event ( animals and shawarmas), shawarmas are Mathsoc members only

Future/ Upcoming events:

- **Pi Day** (March 13th, going well so far, profs are receiving the invitations now) But need more volunteers

**What has been done now:**

Order all the pies, purchase all the decorations, events form approved and MC comfy booked, activities decided, winners' prize decided, volunteer form created, poster and Facebook page done, invitations to profs sent

**What needs to be done:**

Advertise the volunteer form to get more volunteers, post the Pi Day meme contest rule on Facebook/ Instagram and promote activities/ competition, try to invite some profs

- **Party with profs** (date TBD, planned on March 23rd at noon at Grad House)

**What has been done now:**

Sent the Grad House manager an email to book the biggest room possible

**What needs to be done:**

This event has to be approved, Create a poster to advertise and get some profs

- **Final destress** ( Movie night, popcorns and bubble tea on Mar 31st, anytime from 5-9pm)

**What has been done now:**

The room booking and assign tasks to my events director

**What needs to be done:**

This event has to be approved, Determine the movie, get the food and bubble tea, need a poster to promote this event

- **Volunteer appreciation event** (date TBD)

## MEETINGS

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- Meet with clubs to let them know about GM, Opt-out rates, events planning and the WUSA and Mathsoc volunteer appreciation events
- Meeting with Colleen and math faculty members to discuss Pi Day and upcoming events, was planned Party with profs on March 23rd, but conflict with GM, so we give priority to GM
- At the end of term, I will award my directors with something, haven't decided yet. It's in my budget, the reason is since some directors helped me a lot, attended most of the events and some did their fair share of work

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## VPO EXEC REPORT

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### PURCHASES

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Popcorn Machine  
Toner/drum  
SD Card for camera

### BOOKINGS

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Have been handling bookings  
Now have a booking for MC5501  
Asked Michael for information re. bookings under new MOU  
Responding to emails, 50+ weekly

### MINUTES/WEBSITE

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Many council minutes updated from this, past terms (W19, S19, F19, W20)  
Will have spot for board minutes  
Speaking with the website director re. possible useability improvements

### MEETINGS

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Went to Board, Council, and Executive meetings  
Attended UAPC meeting  
Maintaining office hours - please come talk to me regarding office/services

### POS

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Still having issues:  
    Worker/manager training  
    POS items/function  
Old POS: Till in storage room; monitor, computer in office

## OFFICE

---

Maintaining consistent hours, clean

Postings being done regularly, well organized

Done with keys/fobs

Took inventory last(last) week, new POS will track

All CIF (Clubs Improvement Fund) items removed from the office

Candy - Rose purchasing

New games acquired from orientation

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## MATHSOC PRESIDENT'S REPORT

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My report is presented in chronological order. You will notice there are repeated events for specific events. The reason for such order is that it will allow the readers to understand the procedures.

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### PAST ITEMS

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#### FEBRUARY 2020 WUSA COUNCIL MEETING [02-09-2020]

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Matthew Schwarze was ratified by the WUSA council to join the Math Caucus for the remainder of the 2019-2020 business year.

With the newly WUSA president-elect Abigail Simpson present, the council was able to discuss WUSA's [Long Range Plan](#).

Seneca (WUSA VPOF) presented the proposed [Bylaws for WUSA Student Life Endowment Fund](#) and his believed appropriate amount of each WUSA student's contribution. There were discussions about staggering the increase, but at the end, the majority voted for a one-time proposed increase to student fees.

The council was met with a recently formed music student club<sup>1</sup> who proposed to have a space in the new SLC/PAC expansion to be a music studio for students to create music and other audio projects. Majority of the council was in favour of the idea and provided funding and security suggestions for the said club.

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#### MEETING ABOUT MC 3RD FLOOR SPACE [02-10-2020]

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There was a brief meeting with Rose Penner (MathSoc Business Manager), Mona Skuterud (Faculty Admin), and Rob Hunsperger (Plant Operations) about MC 3rd Floor Space. It was a discussion started last term by Samer Zu'mot (F19 MathSoc President). He would like to see more study spaces within the current Math buildings. I expressed my disagreement with the idea. I believe there is enough 'official' study spaces available for students to use. Rather we are lacking appropriate multi-purpose (social) spaces for student events. Any spaces, including multi-purpose rooms, can be used for studying purposes. However, the nature of study spaces will limit the number of options for student groups to host more social based events around campus.

No final decisions were made in the meeting.

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<sup>1</sup> I sincerely do not remember their club name and there are currently no existing draft minutes to look through.

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### MATHSOC BOARD MEETING [02-13-2020]

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FOR MORE INFORMATION, REVIEW MATHSOC CHAIR REPORTS

Throughout we discussed honorarium for former MathSoc Chair, Rosie deFrazio for her dedication to MathSoc, and the Webmaster.

Another main discussion item was regarding the WUSA's proposed Society Reserve Fund. Unfortunately, Seneca Veiling (WUSA VPOF) was unable to attend the meeting. He appointed Kanan Sharma as his delegate, who was able to collect questions the Board have about the Fund and pass it on to Seneca, at the meeting.

Additionally, we were given more clarification on the responsibilities of the Community Representative role on Board.

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### COMMITTEE OF PRESIDENT MEETING [02-29-2020]

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There were two main discussion items for the meeting: WUSA/Society Memorandum of Understanding and the Society Reserve Fund. Michael Beauchemin (WUSA president) invited a member of the WUSA legal team to help explain the confusing legal languages. Later on we asked for WUSA to provide all societies a "Plain English" version of the MOU to assist audiences who may not understand legal languages. Michael's timeline for the MOU is to have it approved by early April 2020 and be in effect by May 2020. Final COP vote on the MOU is scheduled for the next COP meeting, happening on March 12th, 2020.

There was also a discussion about the revised Society Reserve Fund with Seneca Veiling. The approval will be held to later COP meetings.

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### MATHSOC BOARD MEETING [03-04-2020]

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FOR MORE INFORMATION, REVIEW MATHSOC CHAIR'S REPORT

During this 3 hour meeting, the following was discussed mostly: MathSoc Fee increase, WUSA/Society MOU, Society Reserve Fund, and MathSoc & Math Orientation MOU.

Due to pertaining current (and future) opt-out rates and MathSoc Staff regrading, the Board decides it would be appropriate in the long term that there is an increase in membership fee. Under Seneca's (WUSA VPOF's) recommendation, a new fee of \$14.79 is most reasonable. However, due to MathSoc's legal constriction and urgency in timeline, I will bring motion to the upcoming WUSA Council meeting to have WUSA Student council assist in increasing the fee.<sup>2</sup>

Michael (WUSA president) was present to explain each clause of the MOU and answer questions presented by the MathSoc Board. A few suggestions were provided to Michael to prevent confusion.

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<sup>2</sup> Specifics discussion points are confidential.

There was no major discussion about the Society Reserve Fee, largely because Seneca (through the designation of Kanan) answered most of MathSoc's concern in the previous Board Meeting.

Kanan Sharma (Math Orientation Team 2020) presented the newly updated MOU to MathSoc. Most were in favour of the presented document. However, there was a disagreement in terms of specific language choice. Kanan took note of that and will make the appropriate changes, which will be presented in the next Board meeting.

Lastly, as the appointed individual on the Community Representative role application, I reported that most marketing items are ready and will be out by Monday, March 9th.

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### MARCH 2020 WUSA COUNCIL MEETING [03-08-2020]

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The main points<sup>3</sup> covered in this meeting are: MathSoc Fee Increase, amendments to WUSA Policies, ratification of WUSA Winter 2020 General Election, and amendments to WUSA's Board of Director Bylaws.

During the Math Caucus's report, I arose a motion for WUSA council to allow the increase of MathSoc fees. Council approved the increase under the condition that consent is approved by MathSoc members at the Winter 2020 General Meeting<sup>4</sup>.

WUSA council ratified the results of the Winter 2020 General Election. Three amendment for WUSA Policies for WUSA president's involvement in Committees of Student Council, more detailed policies included in course syllabi, and improvement in response and support for Sexual Violence Prevention and Response.

Seneca and Connor Plante (Chair of WUSA Board of Directors) proposed an [amendment](#) for WUSA's Board of Director Bylaws. The reason for the amendment is that WUSA plans its transition into a Public Benefit Organization. Due to certain Ontario Laws, there's need to be a reformation of its Board of Directors. This transition is to guarantee that all society can function as it currently are, under the umbrella of WUSA, the only Ontario government recognized organization representing University of Waterloo's undergraduate student body. This amendment was passed by majority.

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### ONGOING AND FUTURE ITEMS

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#### COMMITTEE OF PRESIDENT MEETING [03-12-2020]

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This upcoming meeting will (hopefully) be the meeting where COPs make the decision for both the WUSA/Society Memorandum of Understanding and the Society Reserve Fund.

Based on MathSoc Board's decision, I will be voting in favour of the Society Reserve Fund and be in support of the WUSA/Society Memorandum of Understanding.

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<sup>3</sup> For the MathSoc Council specifically. If you are interested in all discussion and results, please stay tuned to WUSA council minutes.

<sup>4</sup> Please refer to the General Order item 5.9 for the March 9, 2020 MathSoc Council Meeting.

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#### WINTER 2020 ENG PLAY [03-13-2020 TO 03-14-2020]

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I am planning to watch the EngSoc's termly performance both as a University of Waterloo student and a representative of MathSoc in good spirit. I believe it is my duty as a main sponsor to attend such performances.

There is no confirmation that MathSoc will bring a special guest to attend the shows.

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#### MATHSOC OFFICE RENOVATION [ONGOING]

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Rose Penner (MathSoc Business Manager) and I met up with Jutte Franco (Plant Operations) and Adam (Millwork) to continue discussing the plans for MathSoc Office (MC 3038) renovations. The main goal is to create more storage systems that will allow novelties and textbooks to be presented in the front of the office. That plan will lead to repositioning of the computers and storage. The board game shelf will still be located in its current spot.

The main walls will be repainted a shade of pink close to MathSoc pink<sup>5</sup> and white. Most of the new shelving will have a white base with a multi-colored glass.

A new set of design plans will be presented back to Rose and I in upcoming weeks.

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#### WINTER 2020 MATHSOC GENERAL MEETING [03-23-2020]

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I am currently working with John Hunte (MathSoc Speaker) on the [agenda](#), in preparation of the upcoming MathSoc General Meeting (GM). As of the current council meeting, promotional materials are in the production process and will be ready by 11:59 PM on Monday, March 9th. These materials include but not limited to: a Facebook event page, Mass email, posters around University buildings, posters on the Math faculty monitors.

Food is currently thought as either lasagna or shawarma. However, recommendations for food are always welcomed.

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<sup>5</sup> The current color has been discontinued.

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## WINTER 2020 VPA EXEC REPORT 2

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Council,

Here's my report with updates from committees I attend, events I have run, and my progress on improving academic resources. Please let me know if you have any questions. You can contact me at [vpa@mathsoc.uwaterloo.ca](mailto:vpa@mathsoc.uwaterloo.ca) or see me at my office hours 1:20-2:20 Monday, 10-12 Thursday.

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### MEETING UPDATES

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#### Coop Students Council (CSC)

February 25 Meeting:

1. The Co-op Commissioner is developing a survey to collect data on how neurodiverse students experience the co-op cycle differently so the Co-Op Student Experience Team can take their differences into account when designing new resources for co-op. They are looking for students who identify as neurodiverse who would be interested in participating in this survey.
2. The Co-op team has frozen all jobs in China until the concern about the coronavirus dies down. This includes jobs on Waterlooworks and jobs students arrange themselves.
3. Improvements are being planned for job posting quality on Waterlooworks, the performance evaluation at the end of the co-op term, and work-term reports.
4. WUSA has signed up for Co-op City Ambassadors (will be paid after reaching certain engagements during their terms)-give students a supportive connection to the university and mental health resources on campus.
5. I advocated for Math students' feedback on co-op I collected through surveys in person and through Google Forms: there needs to be more promotion of interview relief; math students are concerned about balancing job hunting and schoolwork during the job hunt and isolation from their support networks while at work; students are interested in possibly adding filters for resume-only packages and options to reschedule interviews instead of canceling them; students want to add a base salary for job postings and are interested in variations on technical work-term reports (possibly journaling).
6. It is not possible to show program-based data on the job satisfaction in rate my work term because there isn't enough data.

#### Senate Undergraduate Council (SUC)

Upcoming March 10. I received a suggestion from a student that more math courses should incorporate recording for lectures. I think this can apply to classes in general so I will bring this up here as well as a suggestion if there is time in New Business.

### **Undergraduate Academic Plan Committee (UAPC)**

I am not serving on his committee this term, instead I found Andrew Yates to be the representative in my place. He is a computer science student thus is a much better fit.

February 7 UAPC Meeting Changes Not Carried to UAC:

- Unresolved discussion on whether or not AFM 341 had enough coding content to prepare students for CS 338 in Accounting programs (instead of the usual course CS 330).
- Decided that CS 493 and CS 494, which both have very small enrolment, will take place during the SE classes SE 490(S20) and SE 491(W21) respectively.

March 6 UAPC Meeting:

- Further unresolved discussion on whether or not CS115 and AFM 341 are enough coding background for CS 338 for MATH CPA students; more information needs to be gathered.
- Approved CS 479-Neural Networks as long as it doesn't overlap too much with CS 480.
- Discussion about renaming LAB components to TUT sections instead, decided to keep the term LAB for now.
- Discussion about adding a CS course with Python for Physics students, either a variant of CS 105 or an online version of CS 116.
- Added 3 new AFM courses to the CFM course requirements.

### **Undergraduate Affairs Council (UAC)**

February 24 Meeting:

Everything brought up in the agenda was carried to Faculty Council. Please note that these are only proposals that are still tentative to change.

- ACTSC course changes:
  1. Content description update and prerequisite change for ACTSC 291 to include Probability instead of Statistics and MATH 128 in addition to MATH 138 and 148, Biotech/CPA students are no longer eligible because they can take the cross-listed course AFM 273.
  2. Updated title of ACTSC 391 (Corporate Finance 2 -> Corporate Finance) in accordance with changes to ACTSC 291. The AFM cross-listed course has had its course number updated as consulted with the Accounting department.
  3. Change in title and prerequisites of ACTSC 471 (Advanced Corporate Finance -> Corporate Finance Decision Making) in accordance with changes to previous courses, updated description. The ACTSC/Finance Specialization was edited to account for the course change.
- CS course changes: (essentially bookkeeping, fairly simple adjustments)
  1. Updated description of CS 245.
  2. Calendar tutorial component added to CS 341.
  3. Removed an antireq for CS 343 that was always overridden anyway.
  4. Added SE 350 as a prerequisite for CS 456 correcting a previous error.
  5. Added MATH 2(<sup>3</sup>/<sub>4</sub>)5 as a possible replacement for AMATH 242/CS 371 or CS 370, and STAT 206 instead of STAT 230 or 240 as prerequisites for CS 484 (Linear Algebra is required for the course content and STAT 206 is the SE version of Probability).

- Computational Math plan change: CS 431 added as a non-CS major alternative to CS 451 (same content but easier questions).

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### WORK WITH PROGRAM REPS

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#### STAT concerns:

- Collected feedback from MATH majors about the course STAT 231; overall most students surveyed are dissatisfied with the depth of material and the level of R that is learned from the R assignments
- Will continue to collect feedback and connect with the Statistics UAC rep to try and either improve the current course or introduce a more rigorous course with more theory and integration of R into the course

#### PMATH concerns:

- Tried distributing a survey on PMATH 365 a required course that has received significant criticism from students, but have received little response from PMATH students so far
- I reached out to Colleen Richter about course evaluations to support concerns raised about PMATH 365
- When I get enough feedback I want to discuss PMATH 365 and suggestions for a point-set topology course with Ross Willard
- I reached out to the Pure Math chair David McKinnon about suggestions from students about improving availability for upper-year PMATH courses

#### CS concerns:

- Data science students are not being prioritized for enrollment into major upper-year courses, so some of them are not able to graduate on time
- I reached out to the students who reported this concern recently and plan to contact Kate Larson soon about making a motion at the next UAPC meeting

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### ACADEMIC EVENTS

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Mock interviews: Ran two sessions in case any students were interested, no students attended but we didn't spend a lot of money or time on the events.

I may have my event director run a study party close to finals (probably a Kahoot session with funny questions or creative prizes for students). I will reach out to ask for permission for this event now and start planning so I can get the advertising up early.

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### ACADEMIC RESOURCES

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My textbook library director has put up a survey to collect feedback on which textbooks are desired. He has worked out an organization system: he wants to have separate first-year, CS and Finance, and other textbooks and organize them by year and alphabetically within separate years.

March 9, 2020  
Gavin Orok, VP Academic  
Exec Report 2, March 9 2020



I have drafted a template email with my exam bank director. I just need to follow up with Colleen to make sure it works before we start reaching out to professors for exams.

I have worked out the basic design of the cartoons we will make as educational resources. I have found a supervisor for my project (Dan Wolczuk) and two other supervisors who are interested in reviewing finished cartoons. I have applied for MEF funding to pay students to work on these cartoons, and we will also need to come up with contracts for the artists to sign.

# Policy 33: Decisions Between Meetings

## 33.1 Overview

Often striking a balance between reasonable oversight and micromanagement can be difficult. In the past, Council meetings have been called to approve several small, non-controversial yet urgent items. This policy shall be used to determine which decisions may be made between meetings of Council. The process through which these decisions are made are determined through applicable procedure(s).

## 33.2 Definitions

“**Away Vote (A-Vote)**” in the context of this policy shall mean the action of making a decision between meetings of Council.

“**Away Decision (A-Decision)**” shall mean the outcome of an A-Vote.

“**Continued Decision (C-Decision)**” shall mean a decision made by the Executive together with the Business Manager, as outlined in this policy.

“**Term Interim**” shall mean the period between the end of one term and the first council meeting of the next term.

## 33.3 Applicability of A-Votes

### 33.3.1 General

This policy shall apply to urgent, non-controversial items, normally with a financial commitment of less than \$500 each.

### 33.3.2 Veto

Any Councilor entitled to a vote may veto an A-Vote; however, an A-Decision shall be binding, pending ratification at a subsequent council meeting.

*Note: Ratification is not withheld unless there is a concern where due process was not followed. Ratification must not be withheld solely due to distaste with the outcome of a vote.*

### 33.3.3 Abuse

An A-Vote which fails or is forced to be withdrawn shall not be brought again for an A-Vote in the same governing term unless otherwise determined at a meeting with due authority.

An A-Vote may not be held:

- 1) to suspend procedure or policy;

- 2) to allow another A-Vote under any circumstance;
- 3) to pass any motion which should be held by secret ballot;
- 4) by secret ballot;
- 5) to pass any motion which contradicts any decision of the society at a general meeting; or
- 6) to pass any motion which contradicts any decision of the society in the last year.

## 33.4 Applicability of C-Decisions

### 33.4.1 General

C-Decisions may be made only during the Term Interim only to financially support events occurring at the beginning of a term, as well as continued operations. C-Decisions shall have a maximum financial commitment of the lesser of \$500 and an amount approved by Council in the term prior to the current term.

### 33.4.2 Abuse

A C-Decision may not be used:

- 1) to dictate policy or a stance of the society; or
- 2) to allow anything which would require more than the financial approval of Council.

## 33.5 Due Process for A-Votes

### 33.5.1 Initialization

An A-Vote may be called by any person(s) entitled to call a meeting of Council. An A-Vote is considered initialized when notice has been sent, in the same method by which notice for a meeting of Council would normally be sent. As with a motion submitted to a meeting of Council, an A-Vote requires a Mover and Secunder.

### 33.5.2 Veto

As required by The Policy, any voting member of Council may veto an A-Vote. This may be done by sending a written request to the Speaker of Council within twenty-four (24) hours of the A-Vote being initialized.

### 33.5.3 Timeline

When initialized, a twenty-four (24) hour question and answer period will begin. At the end of this period, all questions shall be compiled, responded to by either the Mover or Secunder, and reported to the entirety of Council. After responses are submitted, a twelve (12) hour voting period shall begin.

#### 33.5.4 Voting & Threshold

An A-Vote shall pass by a three-quarters ( $\frac{3}{4}$ ) majority. A motion that does not meet the prescribed threshold but would pass with a majority does not fail, but is forced to be withdrawn. A motion forced to be withdrawn is automatically brought to the next meeting of Council to be voted upon.

### 33.5 Due Process for C-Decisions

A C-Decision must be unanimous between all Society Executives in office and the Business Manager. A minimum of three (3) parties are required to make a C-Decision.

# 1.1 Elections Committee

## 1.1.1 Composition and Appointment

The Elections Committee shall be a standing committee of Council. The Committee shall be composed 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 of each term.** 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 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.**

## 1.1.4 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 **5 business days**;

- An all-candidates meeting, which shall occur the business day immediately after the end of the nomination period, at which all qualifying candidates or a proxy of whom must be present 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; 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 be eligible for election. The nomination should be done online on either a MathSoc or WUSA Voting platform. 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
- In the event of a paper nomination, the signature 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.

#### 1.3.2 Submission

A nomination shall be submitted directly on the voting platform or through a paper nomination to the Elections Committee. If no member of the Elections Committee is present when a nomination is submitted to the Society 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

Once the nomination period has ended, the Elections Committee will inform every Qualifying candidate of all 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. Twenty-four (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-candidates meeting. 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

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.

1.3.5 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. 3 May 14, 2019 The Mathematics Society

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 constituencies, 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 CAD\$75 on campaign materials for an Executive election and CAD\$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 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, authorize 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 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.

### 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 vote shall be secret.

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 Allegations, Decisions, Penalties, Appeals

### 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.

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



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<sup>2</sup>
- 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:

| <b><i>Violation</i></b>   | <b><i>Penalty (per infraction)</i></b>                                     |
|---|--|
| Spending over the allotted budget   | 2 points for every \$15 over the allowable <sup>3</sup> budget, rounded up |
| Purposefully and significantly misrepresenting a candidate's own character or statement(s), the character or statement(s) of another candidate, campaign team, or committee | 10 points  |
| Purposefully and significantly misrepresenting or misattributing the character or statements of any party not outlined in the above point for election purposes             | 10 points  |

|  |                                |
|--|--------------------------------|
| Impersonation of another candidate or committee  | 11 points                      |
| Campaigning outside of campaign period   | 2 points, up to a maximum of 8 |
| Speak to or email a class without the permission of the instructor   | 2 points                       |
| Directly providing a method of voting to voters during polling period, or campaigning to a voter while voting  | 3 points                       |
| Distribute money, drugs, alcohol, or any other form of bribery, for campaign purposes  | 11 points                      |
| Enter into contractual obligations <sup>4</sup> with any group(s) on or off campus that may affect MathSoc during their term in office   | 11 points                      |
| Lying to, or intentionally misleading the EC or its agents regarding matters pertaining to their role(s) or allegations and appeals  | 11 points                      |
| 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                   | 5 points                       |
| Receiving or soliciting funding or monetary equivalent from students or other individuals.   | 8 points                       |
| 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) | No fewer than 11 points        |
| Serious breach of democratic process (e.g. intentionally compromising ballots, etc.)   | 11 points                      |
| Minor <sup>5</sup> 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)          | 6 points                       |

|   |           |
|---|-----------|
| Major <sup>5</sup> 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) | 11 points |
|---|-----------|

- 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 within 2 business hours and before publicising it on the website. When the Elections Committee chooses to recommend a disqualification, the Committee shall inform the candidate, but shall not inform other candidates nor publish the recommendation until it is reported to Council.

### 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 **speaker of Council and the Chair of the Board of Directors** may receive the report as well as any appeals received by the President and act on it 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.

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### 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.