



# MATHSOC

## POLICIES

September 22, 2023

THE MATHEMATICS SOCIETY  
OF THE  
UNIVERSITY OF WATERLOO

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# POLICY 1. ELECTION PROCEDURE

## 1.1 ELECTIONS COMMITTEE

### 1.1.1 COMPOSITION AND APPOINTMENT

The Elections Committee (EC) 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 (CRO). 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 regular Council meeting.

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 fairly and impartially.

### 1.1.3 POWER

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

The Elections Committee has the power to hold elections and by-elections when required absent any particular approval from Council. 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 seats, the member shall exercise no powers and have no duties as a member of the Committee. For greater clarity, for the purposes of an election to a seat that a member of the Elections Committee is running for, the member shall not be considered an EC member and all clauses in this policy pertaining specifically to EC members shall not apply to them.<sup>1</sup> If an EC member at any point withdraws their candidacy, they shall not regain their powers or duties for the election to said seat.

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 contain at least 5 business days;
- An all-candidates meeting, which shall occur between one and two business days 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 contain 3 to 7 business days, normally starting the business day immediately after the all-candidates meeting but starting up to three business days after the all-candidates meeting in special circumstances; and
- The voting period, which shall contain 2 to 5 business days, and begin on the business day immediately following the campaign period.

For further clarity, any number of weekends or other holidays may occur during any phase of the election, and such days shall not count towards the minimum or maximum length of each phase. So that any issues can be quickly addressed, when feasible the Elections Committee should aim to set the schedule such that no weekends or other holidays occurring during the voting period.

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

## 1.3 NOMINATIONS

### 1.3.1 CONTENTS

All candidates for election must nominate themselves, either on a voting platform endorsed by the Federation of Students and approved by the Elections Committee<sup>2</sup>, or by informing the Elections Committee of their intention to run and providing all of 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;

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<sup>1</sup>So EC members can endorse nominations, promote candidates, and so on, only for the elections in which they are a candidate, and can and will only do so in their capacity as a person or a candidate, and not as an EC member.

<sup>2</sup>for example, [vote.wusa.ca](http://vote.wusa.ca)

- The names, userids, and signatures of a number of eligible Society members endorsing the nomination.

A Society member is eligible to endorse a nomination if and only if they are eligible to vote in the election of that seat.

To be eligible to run for a representative seat, a nomination must receive at least five endorsements from eligible Society members. To be eligible to run for an executive seat, a nomination must receive at least ten endorsements from eligible Society members.

No member of the Elections Committee shall endorse a nomination, and no one shall endorse their own nomination. If a member of the Elections Committee endorses a nomination, the endorsement shall be deemed invalid and the entire Elections Committee, as well as the endorsed nominee, shall be informed of the error. If someone endorses their own nomination, then their self-nomination shall be deemed invalid and no further consequences will be imposed for the self-nomination.

Multiple nominations may be combined and submitted simultaneously.

### 1.3.2 PUBLICATION

Once the nomination period has ended, the Elections Committee will inform every qualifying candidate of all other candidates running for the same position.

Once a nomination's validity has been verified, the Elections Committee shall make the nomination public no later than the following regularly-scheduled Council meeting in the case of acclamations, and no later than the business day before campaigning begins in the case of competitive elections. If a nomination is deemed invalid, then the Elections Committee shall immediately inform the nominee as well as every candidate for that seat. Up to forty-eight (48) hours after the close of nominations and once all nominations have been verified, the Elections Committee shall indicate that all nominations are final and indicate any acclamations.

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

### 1.3.3 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<sup>3</sup> after the close of the nomination period to secure sufficient endorsements.

### 1.3.4 WITHDRAWAL

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

### 1.3.5 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

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<sup>3</sup>This may include any number of weekends/holidays, but may not contain more than a single business day.

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.

### **1.3.6 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, with the exception of the positions of Vice-President, Academic and President. The candidates are still required to adhere to the remainder of the procedure, in particular to submit an expense report if any expenses were accrued.

## **1.4 CAMPAIGNING**

### **1.4.1 BASIC REQUIREMENTS**

No candidate shall campaign unless

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

### **1.4.2 SPENDING LIMITS**

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

If a candidate spends any money on their campaign, they shall provide the Elections Committee with a complete account of all campaign expenses by the end of the voting period. A candidate shall be reimbursed for the full cost of their expenses provided that they provide receipts or other evidence of the costs, in accordance with the normal financial procedures of the Society unless penalized by the Elections 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 publicly accessible areas<sup>4</sup> of the buildings operated by the Mathematics 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. Likewise, any party, including a candidate, may inform eligible voters of any or all candidates that are running and it shall not be considered campaigning, throughout the entirety of the election, including the voting period, as long as no specific candidate is supported or denounced.<sup>5</sup>

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 or the Federation of Students' website. Voting shall be by means of preferential ballot, in which the voter ranks some or all of the candidates. If permitted by the voting software and electoral system, a candidate may rank some candidates equally. If supported by the voting software, the candidates shall be listed in random order for each voter. In the event of significant technical issues, the Elections Committee may allow voting to be done on paper ballots, or extend the voting period.

Each voter shall be permitted to vote in each Executive election, and in each Representative election that they are an eligible voter for. For further clarity, if a voter is in multiple constituencies, then the voter may vote in none, some, or all of said constituencies.

<sup>4</sup>This does not include washrooms, even if the washroom is gender-neutral.

<sup>5</sup>For example, during the voting period a candidate can say "I am running for Council, go to [vote.wusa.ca](http://vote.wusa.ca) to vote!", but cannot say "I am running for Council, go to [vote.wusa.ca](http://vote.wusa.ca) and vote for me!".

The resolution method shall be decided prior to the voting period and published in a prominent place associated with the election.

Notwithstanding section 1.5.7, the vote shall be secret to the greatest extent mathematically possible.<sup>6</sup>

### **1.5.2 OFFICE**

During the voting period, the election shall be prominently advertised in the Society office, and at least 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, and if the candidate responds, a short statement solicited from the candidate. The Committee shall ensure that this information is 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**

With the exception of single-candidate elections for the seats of Vice-President, Academic and President, the Elections Committee shall appoint a tiebreaker for each election, who must be eligible to vote in that election and must not be a candidate 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**

With the exception of single-candidate elections for the seats of Vice-President, Academic and President, the elections shall be resolved through any Single Transferable Vote method permitted by Federation of Students policies or procedures.

Single-candidate elections for the seats of Vice-President, Academic and President shall be resolved through any approval voting method permitted by Federation of Students policies or procedures, where the number of votes in favour of the candidate must be a majority of total votes cast for the position. The ballot shall have a visible description to the effect of “This candidate is running unopposed, but must receive a majority of votes in an approval vote to be elected.”. This approval vote shall occur during the scheduled voting period.

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<sup>6</sup>In some extreme cases, for example if the result is unanimous, then it is not mathematically possible for the vote to be secret.

### 1.5.7 PUBLICATION

The Elections Committee shall, as soon as the election is completed, publish the results of the election, and if permitted by the voting software, a listing of the ballots received with sufficient information as to allow for independent verification of the results. If such a listing of ballots is not permitted by the voting software, then as detailed a listing of ballots as possible shall be published.

## 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

#### 1. Allegations

- (a) 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.
- (b) General Rules
  - i. 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.
  - ii. The Elections Committee may also take up violations of its own initiative.
  - iii. 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.
  - iv. Submissions of allegations will be accepted by the EC until two (2) hours after the conclusion of the voting period. Any allegations submitted after this deadline will be considered for review at the discretion of the CRO.
- (c) Once an allegation is received, the EC shall notify the complainant(s) of its receipt.
- (d) 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 defence or pieces of counterevidence against the allegation to the EC. With the unanimous consent of the EC, the EC may withhold information regarding the complainant from the respondent. All pieces of counterevidence and/or an accompanying defence shall be prepared and submitted no later than twenty-four (24) hours after being notified of an allegation.
- (e) 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.
- (f) All allegations shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the EC.

- (g) 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.
- (h) 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.

## 2. Decisions

- (a) 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.

## 3. Appeals

- (a) 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 Council.
  - i. 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.
  - ii. Appeals shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the CRO.
- (b) 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:
  - i. There is evidence that a set of procedural errors were made that were significant enough to alter the final decision made by the CRO.
  - ii. There is reasonable belief that portions of this procedure have been improperly applied in letter or spirit.
  - iii. There is reasonable suspicion of bias during any portion of the decision-making process.
  - iv. 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.
  - v. That the determined penalty exceeds the nature of the violation or offence.
  - vi. That inadequate consideration was given to the provided evidence.
  - vii. If a complaint was dismissed as frivolous or vexatious and the appellant believes themselves to have a reasonable case.
- (c) The appellant must include in their appeal, the following information:
  - i. 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.

- ii. A description of and the reasoning for appeal, including grounds for appeal.
  - iii. A description of what the appellant(s) are seeking.
  - iv. All relevant documentation to supplement or support the above.
- (d) The CRO shall immediately notify the EC, the respondent, the complainant, and the Speaker of Council that an appeal has been received.
- (e) 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:
- i. Uphold the original decision
  - ii. Alter the penalty of the original decision, within the limits of this procedure
  - iii. Overturn the decision and present an alternate ruling, thereby eliminating the decision's penalties so received
- (f) All rulings rendered by Council shall be final.
- (g) 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.

#### 4. Penalties

- (a) 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 than or equal to the amounts stated in item 5: Demerit Point Schedule.
- i. 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.
  - ii. 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 item 5" 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 item 5", then item 4(a)i 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.
- (b) 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. A candidate who is disqualified from an election should, in all future elections for which they are a candidate, have said disqualification explicitly noted on the voting platform and on the Society website<sup>7</sup>.
- (c) 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.

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<sup>7</sup>Something along the lines of "NOTE: This candidate has been disqualified from a previous election for the following violations of the election procedure:", followed by a list of the offenses, would suffice.

- i. 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
- ii. Notwithstanding item 4c and item 4(c)i, the referendum option associated with a disqualified referendum committee shall remain on all ballots.

5. Demerit Point Schedule:

<i>Violation</i>	<i>Penalty (per infraction)</i>
Spending over the allotted budget	2 points for every \$15 over the allowable 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 to 8 points (depending on severity)
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 (this does not include telling voters that they can vote at vote.wusa.ca, but does include handing them an electronic device with vote.wusa.ca opened, for example), or campaigning to a voter while voting	3 points
Distributing bribes, including food, for campaigning purposes during campaigning period	7 to 11 points (depending on severity)
Distributing bribes, including food, for campaign purposes during voting period period	11 points
Enter into contractual obligations 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)	At least 11 points
Serious breach of democratic process (e.g. intentionally compromising ballots, etc.)	11 points
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 item 5	6 points
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 item 5	11 points

### 1.6.3 DURING ELECTION

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

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

### 1.6.4 PUBLICATION

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

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

### 1.6.5 AFTER ELECTION

If a candidate feels that they have 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.

### 1.6.6 BARRING MEMBERS FROM CANDIDACY

This procedure is intended only to be used in extreme cases where disqualification from one election is deemed insufficient or ineffective.

A member may be barred from candidacy in elections during the current term and following two terms under the following conditions:

1. The candidate has been disqualified from an election for violations of election procedure;
2. The Elections Committee recommends unanimously to Council that the member be considered for being barred from candidacy;
3. The member has been notified that Council will consider to bar them from candidacy at an upcoming meeting, and has been informed of the meeting with at least five days notice; and,
4. Council votes at this meeting, by a  $\frac{3}{4}$  majority in a secret ballot, to bar the member from candidacy as stated above.



A decision to bar a member from candidacy must be published on the Society website.

In the case that a member is barred from candidacy in elections as described above, they may appeal to the Federation of Students no more than once while the bar is active by notifying the President of the Federation, the Speaker of Council, and the Elections Committee. The barred member may present their case to the Federation's board of directors. The Elections Committee, or a subset thereof, must present the case for upholding the bar. Following discussion, the board must vote by secret ballot whether to overturn the Society's prior decision, which may be done by a simple majority.

## 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 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 then 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 containing at least 5 business days, and a voting period containing 2 to 5 business days.

### 1.8.3 CAMPAIGNING COMMITTEES

For each referendum, the Elections Committee shall make a best effort to ensure the formation of a committee for each referendum option (normally this would 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.

## POLICY 6. CLUBS POLICY

### 6.1 OVERVIEW

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

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

#### 6.1.1 ESTABLISHMENT OF NEW CLUBS

Members seeking to establish a new club under MathSoc shall submit the following to the Vice President, Internal, who shall present the petition to Council:

- A contact email for the club;
- A constitution for the proposed club;
- A current list of executive officers and members for the proposed club;
- The signature of a professor or professors who advises for the program(s), sponsoring the establishment of a club for that program.

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

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

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

#### 6.1.2 CONSTITUTION REQUIREMENTS

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

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

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

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

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

### **6.1.3 DISCIPLINE**

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

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

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

Additionally, if a club is on probation then any club executives who continue to violate any of MathSoc's policies may be removed from their positions by a two thirds majority vote of Council, and Council may appoint or organize elections for a replacement. Any individuals who were removed from their club executive positions this way shall not be eligible to be a club executive for that club for the duration of the term.

Additionally, as outlined elsewhere in this policy, a club may have its funding withheld as a consequence of failing to meet a deadline or failing to follow any decisions of MathSoc, including a policy.

### **6.1.4 DISBANDMENT**

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

In the event that a club is disbanded, its assets shall be transferred to MathSoc. However, if the club's constitution says otherwise, then Council must consider instead transferring some or all of its assets according to the club's constitution.

## **6.2 OPERATIONS**

### **6.2.1 EVENTS**

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

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

A social event is an event with negligible academic purpose.

### 6.2.2 MEETINGS

Clubs must hold meetings at least once a term. The President and the Vice President, Internal shall be permitted to attend all club meetings.

### 6.2.3 RECORDS

A copy of the club constitution, a membership list, and all financial records must be provided to the Vice President, Internal or Vice President, Finance upon request. If a club fails to do so within one week of the request, the club's funding shall be withheld until it provides the requested records.

A Club shall provide a copy of its membership list to MathSoc following the last event of each term for financial calculations. Any members who join after this shall not be counted towards the number of club members for the purposes of calculating the club's social events cap in the next term.

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

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

### 6.2.4 INTERNAL DISCIPLINE

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

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

### 6.2.5 COUNCIL

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

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

## 6.3 FINANCES

### 6.3.1 BUDGET

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

A club's social events cap is  $\max(M(5 + .3F), 250) + R$  where  $M$  is the number of club members who are also MathSoc social members,  $F$  is the club's membership fee, and  $R$  is any external

revenues being used to fund social events. All expenses of a club that are approved by Council are eligible for reimbursement unless otherwise directed by Council.

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

A club's social event expenses may not exceed its academic event expenses. Council shall not approve a club's budget that has more spending on social events than academic events. If a club's actuals repeatedly have less spending on academic events than social events, then the Vice President, Finance shall bring the matter to Council.

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

Before the central budget meeting, a club may, for the purpose of a beginning-of-term social event, be allocated an amount at most what the club was allocated for its previous term's beginning-of-term social event, to a maximum of \$500, conditional on the approval of the Vice-President, Finance and the Business Manager. Each such allocation must be reported to Council at the soonest meeting thereafter along with explanations for the approved amounts.

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

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

Gift card disbursements are limited to no more than \$50 per person per club event.

### 6.3.2 MANAGEMENT OF FUNDS

A club's funds will be managed by MathSoc.

For large purchases, the Vice President, Finance shall assist the club in arranging for the purchase to be paid directly rather than by reimbursement. Small expenses shall normally be reimbursed. All expenses for a club must be signed off on by one of the club's signing authorities. If a club's funding is being withheld, no expenses or reimbursements shall be paid for that club.

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

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

Club account balances will be cleared at the start of each term. Each club shall have access to its own financial records at any time, regarding expenditures and income.

The club may carry a cash float to collect club membership fees and sales, if applicable. The club shall reconcile their cash float with the MathSoc VPF at the end of each term and all money is to be deposited into the Society's bank account by the MathSoc VPF.

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

## **POLICY 17. COMMITTEE OF FIRST YEAR AFFAIRS**

effective December 4, 2002; replaces September 24, 2001

### **17.1 DEFINITION**

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

### **17.2 MEMBERSHIP**

The voting members of the Committee shall be:

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

The non-voting members of the Committee shall be:

1. all first year students.

### **17.3 DIRECTOR OF FIRST YEAR AFFAIRS**

The Director of First Year Affairs shall:

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

## **POLICY 18. MATH GRADUATION COMMITTEE**

Effective August 6, 2020; replaces November 27, 2006

### **18.1 DEFINITION**

The Math Graduation Committee (MGC) shall be a standing committee of the Society, the purpose of which shall be to run events, including the Math Graduation Ball, and working with the faculty advisor to support the valedictorian selection process for the graduating undergraduate students of the Faculty of Mathematics.

### **18.2 MEMBERSHIP**

The voting members of the Committee shall be:

1. One faculty advisor appointed by the dean of mathematics;
2. One or two math graduation chairs, selected by the criteria described below;
3. One financial director of the Mathematics Graduation Committee;
4. Members appointed by the Chairs;
5. The Vice-President, Internal of the Society; and
6. The Business Manager of the Society.

The non-voting members of the Committee shall be:

1. All graduating members of the Society.

### **18.3 MATH GRADUATION CHAIR**

The math graduation chair shall:

1. Be a voting and social member of the Society, with strong preference given to students in the graduating class;
2. Report to the executive team and the Business Manager; and
3. Step down after transitioning their successor on the spring term.

### **18.4 FINANCIAL DIRECTOR**

The financial director shall:

1. Be appointed by the chair;
2. Be responsible to the chair;
3. Share all financial records with the Business Manager and the Vice-President, Finance of the Society; and
4. Maintain all financial records of the Committee.



## 18.5 FUNDING

Each term, the Society shall set aside at least one thousand dollars (\$1,000) for the use of the Math Graduation Committee in its budget.

## 18.6 SIGNING AUTHORITY

Committee signing authority shall reside with the chair(s), the financial director, and the Vice-President, Finance. In order to authorize a reimbursement, the chair(s) or financial director needs to notify the Vice-President, Finance of the expense ahead of time. If the expenses are not in the budget, the signing authorities should follow regular MathSoc club procedures.

## 18.7 APPOINTMENT OF THE CHAIR

An application for the next chair(s) shall be publicized in the spring term, but if nobody was found to be qualified these can be carried over to the fall term. If there is no chair appointed by the beginning of the winter term, then Council shall appoint a chair for the Committee.

Applicants shall be interviewed by the departing chair(s), the Business Manager, or the Faculty advisor, and one other Committee member. When the new chair(s) are selected, they shall be ratified by Council.

## 18.8 TRANSITION OF CHAIRS

The outgoing chair(s) shall meet with the incoming chair(s) for a transition meeting to discuss the transition documentation and the procedures for next year. The meeting shall be online or in-person.

In the event no chair is chosen, the Vice-President, Internal shall fill the role.

## **POLICY 20. CENTRAL BUDGET**

effective October 24, 2019; replaces July 18, 2019; July 26, 2011; March 6, 2007; November 27, 2006

### **20.1 APPROVAL OF THE BUDGET**

1. The Vice-President, Finance shall present a central budget to Council for approval by the end of the first month of each term. The central budget shall include a statement of accounts held by the society.
2. All budget requests shall be submitted to the Vice-President, Finance no later than the third week of the term.
3. If funding from a previous term was allocated but has not yet been spent, it is forfeit unless mentioned in a budget request for the current term. Council shall not refuse funding on a carry-over item that was allocated in either of the previous two terms, but may choose to reallocate the funds afterwards.
4. First Year Representatives are excused from the first budget meeting of the Fall semester.
5. Once the budget has been approved, changes to the budget may be approved as follows:
  - (a) In the event that the change is reallocating funds within a section (e.g. Academic Events for one club) without changing the total budget for that section, the written approval of both the Vice-President, Finance and the Business Manager is required. If this approval is not granted, the group requesting the change may appeal to Council for approval.
  - (b) For any other changes, the approval of Council is required.

### **20.2 FUNDING CARRY-OVER**

1. If funding from a previous term was allocated but has not yet been spent, it is forfeit unless mentioned in a budget request for the current term. Council shall not refuse funding on a carry-over item that was allocated in either of the previous two terms, but may choose to reallocate the funds afterwards.
2. Funds in the Society's main accounts shall be included in the budget in each term as available funds, except for expenses that have been approved but that have not yet been reimbursed.
3. \$10,000 shall be maintained in the Society's main accounts as a float.

### **20.3 APPROVAL OF EXPENSES**

1. All non-budgeted expenses must be approved by members of the Executive Board or the Society Council as follows.
  - (a) For expenses of \$100.00 or less, the approval of either the President or Vice-President, Operations, as well as the approval of both the Vice-President, Finance and the Business Manager, is required.

- (b) If a non-budgeted expense of \$100 or less is not approved in accordance with 20.3.1 a), the group that incurred the expense may appeal to Council for approval.
2. Budgeted expenditures must be approved by either the President or Vice-President, Operations, as well as by both the Vice-President, Finance and the Business Manager. If budgeted expenditures exceed the budgeted amount, then the amount in excess of the budgeted amount is to be treated as a non-budgeted expenditure.
3. The Vice-President, Finance shall report expenditures over the budgeted amount to Council.
4. No expense shall be approved from a previous term's budget after the budget meeting for a term unless the unallocated funding was reported and approved in the central budget in the current term.
5. For the purposes of this section, any written approval of an expense constitutes approval of that expense. Additionally, an individual's signature on the cheque request form constitutes their approval of the expense.

## 20.4 REIMBURSEMENT

1. Expenses incurred in the course of organizing, planning, and executing items of business for the Society are recoverable as long as the conditions in policies and processes are met.
2. All expense requests must be accompanied by a receipt and proof of payment to be approved, and all other requirements pertaining to the cheque request process as outlined on the Cheque Request Form must be satisfied.
3. A record of expenditures to be reimbursed are to be submitted to the Executive Board within two weeks following the event. Any time extensions on submissions must be approved, in writing, by the Executive Board. If this is not complied with, the expenditure may not be reimbursed.
4. Amounts expensed and reimbursed must fall within Society budget line items which have been approved before the expense was made. For greater certainty, reallocations of budget must be approved before expenses are made unless an explicit exception has been made beforehand by the Vice-President, Finance.
5. Gas expenses incurred on personal vehicles related to approved club budget line-items can be reimbursed at the University standard rate given that all conditions specified in University Policy 31.4.ii.a are met. Gas reimbursement must be submitted along with the corresponding event or purchase as outlined in the cheque request process.

## 20.5 INCOME

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

## 20.6 APPROPRIATE USE OF FUNDS

Events that utilize funds collected or managed by the Society, or any other organization directly responsible to the Society to purchase alcoholic beverages must be in compliance with University Policy 21 and Society Policy 30.

## 20.7 JOINT EVENTS

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

## 20.8 EXTERNAL FUNDING AND SPONSORSHIP

1. MathSoc Executives and Clubs may apply or seek funding/sponsorship from external sources to help pay for Capital Improvements, projects, or events for the Society or for a Club.
2. Once the Executive or Club has received approval for funding from an Endowment or external source, they are required to perform the following steps:
  - (a) Forward a copy of the email funding approval to Vice-President, Finance and cc Business Manager in this process. An invoice will then be generated by WUSA accounting to request the funds.
  - (b) Confirm with the Vice-President, Finance that funds have been received by MathSoc before spending.
  - (c) Submit a cheque request, as per cheque request process, to Vice-President, Finance for reimbursement, noting Endowment Proposal ID or Sponsorship details for internal reconciliation. For assistance with large purchases, contact Vice-President, Finance.

Note: Funding/sponsorship received includes all applicable taxes. Any amount spent over the allotted amount must be approved by Council before the reimbursement is processed. Any amount left over from the allotted amount will remain in the Club's account for future purchases.

## **POLICY 21. ELECTRONIC COMMUNICATION**

effective 2022; replaces December 4, 2002; replaces March 25, 1996

### **21.1 EMAILS**

Wherever possible, when representing MathSoc, volunteers should use mathsoc.uwaterloo.ca emails instead of their personal emails.

### **21.2 MATHSOC MAILING LISTS**

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

### **21.3 MFCE MAILING LIST**

The Society has available to it the use of a mailing list for all undergraduate students registered in the Faculty of Mathematics, administered by MFCE. The following restrictions apply to messages sent via this mailing list: All messages must be approved by the President before being submitted for distribution. All messages being submitted for distribution must include a note at the end of the message giving instructions to students on how to unsubscribe from the list. Not more than 2 messages to all undergraduate students shall be sent in any one month period. No student should receive more than three messages in any one month period. Not more than 5 messages shall be sent in any one month period. In addition, messages sent via the mailing list must accommodate any requirements of the Dean's Office or MFCE. In particular, MFCE requires three business days from the submission of a message to its distribution.

## **POLICY 22. HONORARY LIFETIME MEMBERSHIP COMMITTEE**

effective December 4, 2002; replaces March 23, 1999

### **22.1 PURPOSE**

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

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

### **22.2 MEMBERSHIP**

The Committee will consist of the following:

1. A Council appointee, as chair; and
2. One to three Council appointees.
3. If one of the members of the Committee is to be considered for an Honorary Lifetime Membership, then they shall resign their membership and be replaced by an individual appointed by Council.

### **22.3 PROCEDURES**

The Honorary Lifetime Membership Committee shall be formed within the first six weeks of the winter term. The Committee shall meet at least once after the close of nominations, further meetings being at the discretion of the Committee. All meetings of the Committee are to be closed and confidential. At the beginning of each term (and possibly at following meetings), an announcement will be made regarding nominations of candidates for this award. There shall be a period of no fewer than two weeks during which nominations can be received. This period shall not extend past the tenth week of classes. There shall be a notice of nominations posted in the Society office at that time. Nominations should include a description of the candidate's contributions. If, at the first meeting after the close of nominations, the Committee feels that one or more deserving persons have been overlooked, in that a nomination was not received for said persons, the Committee will:

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

The Committee will then:

1. Thoroughly investigate all candidates, including discussions with faculty, administration, students (where applicable) and the other stream's Council (note: this does not imply the other stream must confirm the Committee's recommendations); and

2. Submit a report with recommendations of the recipient(s) to a general meeting of the term for individual confirmation, including a list of names and descriptions of the candidates' involvement.

Information regarding nominations shall be maintained in confidence, except as required by the Committee to perform its investigation, and nominations that the Committee recommends to a general meeting. In particular, the Committee shall not reveal its reasons for choosing not to recommend someone.

## 22.4 CRITERIA FOR NOMINEES

The Committee shall consider these criteria for nominees and shall not recommend a nominee to Council unless they meet the criteria. If currently an undergraduate student in the Faculty, the nominee must be anticipating graduation by the next term with no further study (i.e., their final term of study must be no later than the following spring term). The nominee must have either:

1. Contributed significantly for most terms spent on campus to activities that enhance the environment and student life of Math students. The Committee shall consider not only contribution made directly to Math-related activities, but also activities targeting a larger group that significantly benefit Math students; or
2. Made a singular and truly exceptional contribution to the environment or student life of Math students, going far beyond typical responsibilities of their position, and leading to long-term betterment of undergraduate students in the Faculty.

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

## **POLICY 23. MATHEMATICS INSTRUCTOR OF THE YEAR COMMITTEE**

effective May 26, 2004; replaces December 4, 2002

### **23.1 COMPOSITION**

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

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

### **23.2 PROCEDURES**

The Mathematics Instructor of the Year Committee shall be formed within the first six weeks of Winter term. The Committee shall meet at least once after the close of nominations, further meetings being at the discretion of the Committee. All meetings of the Committee are to be closed and confidential. At the beginning of each term, an announcement will be made regarding the existence of this award. There shall be a period of no fewer than two weeks during which nominations can be received. This period shall not extend past the tenth week of classes. There shall be a notice of nominations posted in the Society office at that time. Nominations should include a description of the candidate's teaching technique. If, at the first meeting after the close of nominations, the Committee feels that one or more deserving persons have been overlooked in that a nomination was not received for said persons, the Committee will:

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

The Committee will review nominations obtained in the past year and select one candidate to recommend to Council to receive the IOY award. The Committee may recommend any number of instructors to receive honourable mentions. Nominations of Individuals not recommended by the committee for the award shall be maintained in confidence. Notwithstanding the above, any information received about a nominee may, with agreement of the nominator, be forwarded to the Distinguished Teacher Award Committee.

### **23.3 CRITERIA FOR NOMINEES**

The Nominee must:

1. Be a current instructor in the Mathematics Faculty.

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



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

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

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

## **POLICY 24. CAPITAL IMPROVEMENTS FUND**

effective September 1, 2020; replaces December 6, 2011

### **24.1 PURPOSE**

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

### **24.2 FUND**

Each term, seventeen and a half percent (17.5%) of the student fee going towards the Society (after math**NEWS**' portion is deducted) for each fee-paying member of the Society shall be allocated to the Fund.

### **24.3 SPECIAL PROJECT FUNDS**

From time to time Council may allocate funds for special projects. Council may outline a new funding priority for any special project fund as an alternative to section 4.

### **24.4 PRIORITY OF FUNDING**

At the discretion of Council, proposals shall be given priority in the following decreasing order:

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

### **24.5 PROCEDURE**

Appropriate application forms shall be made available on the MathSoc Website. The Vice President, Operations will be responsible in bringing forth any submission to Council at the next regularly scheduled Council meeting. The applicants must present their proposals to Council to be considered for funding. Council is responsible to:

- Entertain presentations for each proposal, and
- Approve or deny, some or all of, the requested funding.

If Council approves more than \$5,000, the Board of Directors must review and ratify the decision. The Board will not unreasonably deny ratification.

## 24.6 OVER BUDGET

The Executive Committee of MathSoc is responsible for ensuring that the project is completed within 120% of the amount approved by the council. If the funding is 20% less than the actual spent as well as under \$1000, the Executive Committee and the Business Manager can approve the payment of the project and will inform the Council and Board about this at the next regular meeting.

## 24.7 MATHSOC VISIBILITY

All projects funded by the Capital Improvements Fund must include a visible logo or phrase that is in the spirit of “Funded by the Capital Improvements Fund of the Mathematics Society” either written in content or physically placed on the capital items purchased. If the project is online-based, the logo shall be placed under a “Sponsors” section at the prime location of the funded page.

## POLICY 25. EXECUTIVE EVALUATION CRITERIA

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

Executive	Metrics
All Executive	<ul style="list-style-type: none"> <li>• Acts as a positive representative for the Society, upholding ethical behaviour and being respectful and mindful of others.</li> <li>• Submits a report and attends Council meetings.</li> <li>• Submits a report and attends Board meetings.</li> <li>• Attends meetings with the Executive team.</li> <li>• Submits a report and attends termly General Meeting.</li> <li>• Attends most committee meetings of which they are a member.</li> <li>• Attends any meetings with the Dean and Associate Dean, as part of the Executive team (unless unavailable).</li> <li>• Communicates well with the rest of the Executive team.</li> <li>• Maintains office hours or is otherwise regularly available to students.</li> <li>• Makes best effort to attend “core” MathSoc events (e.g. Party with Profs, Pi Day, etc.).</li> <li>• Ensures that volunteers are selected and trained.</li> <li>• Ensures that all incoming communication is responded to in a timely manner.</li> <li>• Attends transition meeting coming into the appointed position.</li> <li>• Attends transition meeting and provides transition notes for new Executive upon exiting the position.</li> <li>• Provides self-evaluation to Business Manager at the end of their term.</li> </ul>

## President

- Represents the Society at official functions and public occasions.
  - Represents the Society and its members to other organizations.
  - Works with external organizations on behalf of the Society.
  - Attends regular meetings of the WUSA Committee of Presidents.
  - Must run a general meeting, following all relevant bylaws, that is well advertised, organized, and attended.
  - Sends out regular communication to all students via mass email, in collaboration with the VP Communications.
  - Meets with the WUSA Executives during their term.
  - Coordinates meetings with the Dean, Associate Dean and other Faculty members for the Executive team.
  - Coordinates regular meetings with the Executive team.
  - Ensures smooth transition between Executive teams.
  - Works closely with the Business Manager to ensure termly goals are met and long-term objectives carry forward.
-

## Vice President, Finance

- Prepares a budget for the term and ensures the Budget Package gets approved by Council and WUSA in a timely manner based on the policies, procedures and bylaws.
  - Ensures Finance Directors are hired and properly trained.
  - Ensures that clubs and services receive reimbursements in a timely manner.
  - Tracks Club's budget expenditures and ensures that Clubs remain within their budget.
  - Completes budget to actual expenditures on a termly basis for Clubs and Executives and ensures the Master Budget is up to date.
  - Collects Club's termly Signing Authority, membership list and fees, and any Club's sales or other revenue.
  - Enforces proper cash handling practices for the Society.
  - Ensures that the MathSoc Office cash drawer is appropriately managed every day.
  - Presents a financial report at the General Meeting for both MathSoc and CnD.
  - Meets regularly with the WUSA Societies Accountant.
  - Meets regularly with the Business Manager to ensure proper accounting procedures are kept in place and new procedures are added as necessary.
-

## Vice President, Operations

- Oversees the services provided by the Society.
  - Oversees the Society office.
  - Meets regularly with the Office Managers and Office Workers.
  - Ensures Office Managers/Workers are properly trained.
  - Ensures MathSoc Office has consistent hours of operation and is properly staffed throughout the day.
  - Ensures all keys and fobs are issued in a timely manner, pursuant to Board Procedure 4.
  - Ensures all online MathSoc services are working properly in collaboration with the VP Communications.
  - Ensures lockers are available for sign-out at the start of each term and manages leftover contents in accordance with Board Procedure 6.
  - Ensures MathSoc Office inventory is up to date and replenished accordingly.
  - Ensures board game rentals are managed properly and collaborates with the VP Internal on the acquisition of new board games as required.
  - Ensures equipment and room bookings are handled in a timely manner.
  - Ensures that all areas of the MathSoc Office are clean and well organized.
-

## Vice President, Internal

- Oversees all volunteers of the Society, including selection of volunteers.
  - Oversees all internal organizations on behalf of the Society, including Clubs and Affiliates.
  - Meets with every Club/Affiliate Executive at least once each term.
  - Ensures that volunteers within the Society are appropriately recognized for their efforts and services.
  - Coordinates the acquisition of new board games as needed, in collaboration with the VP Operations.
  - Ensures that event forms are submitted for all MathSoc Events in a timely manner.
  - Informs clubs/affiliates how to complete event forms and ensures that they are submitted in a timely manner.
  - Plans Semi-formal [Spring and/or Fall term only].
  - Assists and oversees Math Graduation Committee as needed.
  - Runs a Welcome Week and Clubs Day at the start of term.
  - Runs Party with Profs (or equivalent).
  - Runs Pi Day (or equivalent).
  - Runs Mental Health/Destress event.
  - Encourages members to become more involved in the Society and ensures that the opportunity exists for them to do so.
-



## Vice President, Academic

- Represents the Society and its members to the Faculty, to the University, and to WUSA on academic issues by adhering to feedback received from students.
- Ensures that members have access to up-to-date academic information.
- Run at least two academic events of some sort per term.
- Reports to Council with updates on academic meetings.
- Solicits student feedback and communicates regularly with program reps on Council regarding any updates and changes and student concerns.
- Meets with the Associate Dean at least once a term.
- Attends (or sends alternates to) all meetings of the Undergraduate Affairs Committee.
- Attends (or sends alternates to) all meetings where a Math academic representative should be in attendance.
- Maintains textbook library and adds directly related resources as necessary.
- Maintains exam bank and provides updates and related resources when available.

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Vice President, Communications

- Provides advertising for all MathSoc events through social media and poster advertisement.
  - Ensures posters are posted in a timely manner and posting boards are kept up to date.
  - Sends out regular communication to all students in collaboration with President, including mass emails.
  - Maintains and updates website in collaboration with the VP Operations.
  - Runs outreach initiatives to promote the Society and volunteerism.
  - Draft occasional statements representing the position of the Society on certain matters.
-

## **POLICY 27.      ENGPLAY**

effective March 7, 2019

### **27.1    PURPOSE**

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

### **27.2    PROCEDURES**

Each term, the Vice-President, Finance shall budget the sum of, rounded down to the satisfaction of the Engineering Society,  $\pi$  dollars to sponsor the production of the Play. The Mathematics Society Executives shall endeavour to attend the Play every term.

## **POLICY 29. PROHIBITION OF AFFILIATIONS WITH FRATERNITIES AND SORORITIES**

effective March 7, 2019

### **29.1 OVERVIEW**

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

### **29.2 DEFINITIONS**

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

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

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

### **29.3 PROHIBITIONS**

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

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

## **29.4 RESPONSIBILITIES**

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

## POLICY 30. PROVISION AND REIMBURSEMENT OF ALCOHOL

effective November 21, 2019

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 student focused events is permitted, if approved 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 (or in the absence or inability of the Council 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 *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, President, VPF, and VPI at least one (1) week prior to the event date. The Speaker of Council, or any agent thereof, shall not include any petition for *post hoc* alcohol expense reimbursement approval on the MathSoc Council agenda; and shall rule any vote on the matter under New Business out of order while this policy is in place.

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.

## POLICY 31. DECISIONS BETWEEN MEETINGS

effective March 31, 2020

### 31.1 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).

### 31.2 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.

### 31.3 APPLICABILITY OF A-VOTES

#### 31.3.1 GENERAL

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

#### 31.3.2 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.*

#### 31.3.3 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.

## **31.4 APPLICABILITY OF C-DECISIONS**

### **31.4.1 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.

### **31.4.2 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.

## **31.5 DUE PROCESS FOR A-VOTES**

### **31.5.1 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.

### **31.5.2 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.

### **31.5.3 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.

### **31.5.4 VOTING AND 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.

### **31.6 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.



## **POLICY 33. CONFLICT OF INTEREST**

effective December 1, 2022

### **33.1 DEFINITION**

A representative shall be considered to have an actual, perceived, or potential conflict of interest when the opportunity exists for the representative to use the authority, knowledge, or influence of MathSoc Council, or a committee or body thereof, for individual benefit or to preferentially benefit any individual or organization with whom the representative has a familial, personal, fiduciary, or financial relationship.

### **33.2 CANDIDATES**

All representatives and executives shall be expected to certify, prior to candidacy for election or appointment, that if elected they shall fulfill the responsibilities outlined in this policy. Failure of a candidate for the Executive Board or Council to certify the same shall render the individual ineligible for candidacy.

### **33.3 DECLARATION OF CONFLICT**

All representatives will be required to complete and submit a Conflict of Interest Declaration, which will be in congruence with the requirements of this policy, to the Speaker of Council upon their election or reelection to Council.

#### **33.3.1 DECLARATION DEADLINE**

Representatives and executives must submit the form no later than the first Council meeting of every term; representatives elected in a by-election must submit the form no later than the start of the first Council meeting that they attend.

#### **33.3.2 COUNCILLOR DIRECTORS**

For executives and other representatives that are also on the Board of Directors, this required form shall be in addition to and separate from any requirements to submit conflicts of interest to the Board of Directors.

#### **33.3.3 NEW CONFLICTS**

In the event that new conflicts of interests arise during the course of a representative or executive's term, representatives and executives are responsible for ensuring their Conflict of Interest Declaration remains up to date.

### **33.4 AVAILABILITY OF DECLARATIONS**

The Secretary of Council shall ensure that copies of all submitted Conflict of Interest Declarations are available for inspection by any member of MathSoc during any Council meeting. Additionally, the Secretary shall make arrangements upon request for a member of MathSoc unable to attend a

Council meeting to instead view the documents (without being able to preserve copies of it) at the MathSoc office.

### **33.5 CONFLICTS IN MEETINGS**

Representatives who have an actual, perceived, or potential conflict of interest, with respect to any matter under consideration by Council, a MathSoc General Meeting, or a committee or body thereof, shall declare the nature and extent of the interest immediately and refrain from taking part in any vote in relation to the matter.

### **33.6 UNDECLARED CONFLICTS**

When Council, or a committee or body thereof, is of the opinion that a conflict of interest exists that has not been declared, Council, a MathSoc General Meeting, or the committee or body thereof may declare by resolution, carried by two-thirds of its members present at the meeting, that a conflict of interest exists and the representative thus declared to be in conflict refrain from taking part in any discussion or in any vote in relation to the matter.

## **POLICY 34. FACULTY REPRESENTATIVE APPOINTMENTS**

effective January 31, 2023

### **34.1 OVERVIEW**

Often, faculty or departments of the University will ask MathSoc for undergraduate student representatives to appoint to various committees and councils. For some of these, MathSoc comes to an agreement with the Faculty on a formal process for appointment.

### **34.2 COMPUTER SCIENCE**

This policy applies to representatives to committees and councils under the School of Computer Science; this includes the Computer Science Council, the Undergraduate Academic Plans Committee, and the Computer Science representative to the Undergraduate Affairs Committee.

These representatives shall be chosen by the Vice-President, Academic, in consultation with the Computer Science representatives on MathSoc Council. The term of these selected representatives shall be maximally three terms, or until their resignation, as the Faculty permits.

## APPENDIX A. RESCINDED POLICIES

### **POLICY 2. THE COFFEE & DONUT SHOP**

rescinded July 17, 2018

### **POLICY 3. LOUNGE AND HALLWAY BOOKINGS**

rescinded July 17, 2018

### **POLICY 4. EQUIPMENT BOOKINGS**

rescinded July 17, 2018

### **POLICY 5. EXTERNAL FUNDING COMMITTEE**

rescinded March 7, 2019

### **POLICY 7. KEY DISTRIBUTION**

rescinded July 17, 2018

### **POLICY 8. SIGNING AUTHORITY**

rescinded July 17, 2018

### **POLICY 9. LOCKER DISTRIBUTION**

rescinded July 18, 2018; replaces July 17, 2014; replaces December 4, 2002; replaces March 23, 1999

### **POLICY 10. EXECUTIVE EVALUATION COMMITTEE**

rescinded July 18, 2018; replaces March 25, 2014; new

### **POLICY 11. FULL AND PART-TIME PERMANENT STAFF**

rescinded July 18, 2018; replaces December 1, 1998; new

### **POLICY 12. BOARDS, DIRECTORS, AND APPOINTED EXECUTIVE**

rescinded July 18, 2018; replaces December 4, 2002; replaces March 31, 1998

### **POLICY 13. COMPUTING BOARD**

rescinded July 18, 2018; replaces December 4, 2002; replaces March 31, 1998

### **POLICY 14. NOVELTIES BOARD**

rescinded July 18, 2018; replaces December 4, 2002; replaces March 23, 1999

**POLICY 15. OFFICE MANAGEMENT BOARD**

rescinded July 18, 2018; replaces December 4, 2002; replaces March 31, 1998

**POLICY 16. POSTINGS BOARD**

rescinded July 18, 2018; replaces December 4, 2002; replaces September 24, 2001

**POLICY 19. WOMEN IN MATHEMATICS UNDERGRADUATE COMMITTEE**

rescinded December 1, 2022; effective December 4, 2002; replaces October 16, 2002

**POLICY 26. STARCON MANAGEMENT COMMITTEE**

rescinded August 1, 2023; effective July 17, 2018

**POLICY 28. COUNCIL ATTENDANCE**

rescinded April 4, 2019; replaces March 7, 2019

**POLICY 32. PROMISES AND COMMITMENTS**

rescinded December 1, 2022