

MATHEMATICS & STATISTICS GRADUATE SOCIETY CONSTITUTION

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be the *Mathematics & Statistics Graduate Society* (MSGS).

Section B: Purpose – The purpose of this club shall be to:

- (1) Provide a forum to graduate students in Math and Statistics.
- (2) Facilitate communication between graduate students and the Chair of the Mathematics Department.
- (3) Represent the graduate student body at department meetings.
- (4) Host student social events providing relaxing and entertaining activities to foster a sense of community within the department.

Section C: Affiliations – The MSGS is not affiliated with any other societies.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility – Membership shall be open to all graduate students. Membership in this club is open in accordance with all the criteria discussed in the “GSA Clubs Operating Policies” document, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

Section B: Membership – A minimum of $\frac{1}{3}$ of the clubs’ membership must be constituted of GSA members (full-time or part-time graduate students).

Section C: Dues – Dues shall be \$0 per year; membership in the MSGS is not contingent on annual dues.

ARTICLE III: EXECUTIVES

The Executive structure of the MSGS shall consist of a council of equal members, henceforth referred to as “officers”. The number of officers shall be no fewer than 3 and no more than 7, to be elected in accordance with ARTICLE VI: ELECTIONS.

Upon the election of a council, the officers shall meet to discuss and distribute roles.

Section A: Officers— Between three (3) and five (5) of the officers will hold “core roles” from the list below. No officer may hold more than one core role. Additional roles, including but not limited to those below, may be held concurrently by any officer on the council, or by members of the society as needed. These additional roles will only be distributed **after** officers are elected to the council each year.

Core Roles:

- (1) Treasurer
- (2) Communications Officer (at least one, up to two)
- (3) Internal/External Coordinator (at least one, up to two)

Additional Roles:

- (1) Meeting Chair (changes each meeting)*
- (2) Taker of the Minutes (changes each meeting)*
- (3) Tea Time Coordinator
- (4) Math Representative
- (5) Stats Representative
- (6) Representative to the Department*
- (7) Representative to the SciGSA*
- (8) Representative to the MaSS*
- (9) Representative to the GSA*

Faculty Roles:

- (1) Faculty Advisor*

Roles marked with an asterisk (*) are required.

Section B: Eligibility

Eligibility for membership to the MSGS is given by membership in the GSA. Eligibility for the MSGS council is given by membership in the MSGS.

Section C: Vacancy

Should interest for membership on the council be expressed by an applicant during the yearly election time, and should the council have no vacancy (council size $N = 7$), the following takes effect:

- Volunteers from the council are asked to step down, and at least 3 incumbent officers shall remain on the council for the next academic year. If, for any reason, there are fewer than 3 incumbent officers, the vacancies must be filled within 30 days.
- Should no one volunteer, the most senior member(s) (the member(s) with the longest membership on the council) step(s) down.

Vacancies on the council may be filled by special appointment at any time during the year if there are fewer applicants than the number of vacancies. Otherwise, vacancies shall be filled according to the procedure in ARTICLE VI: ELECTIONS.

ARTICLE IV: RESPONSIBILITIES OF THE EXECUTIVES

Roles, including but not limited to those below, shall be distributed to the officers after their appointment to the council.

- (1) *Treasurer*: handles all financial matters of the society, including the creation of a budget document to be submitted to GSA at the beginning of each academic year (in September). The treasurer shall be one of the two co-signees of the MSGS bank account (with the internal coordinator).
- (2) *Communications*: manages email correspondence (through the official MSGS email account and on behalf of the MSGS), social media accounts (Discord, Instagram, etc.), the MSGS website, and MSGS newsletters. These responsibilities are inclusive of all communications on behalf of the MSGS to the department administration team, faculty members, the student body, MaSS, (Sci)GSA, and more. This role also includes liaising with the Graduate Chair, including the organization of the yearly poll on specialized graduate course offerings.

- (3) *Internal Coordinator*: responsible for all internal administrative matters for the MSGS, such as scheduling of meetings for the council, delegation of tasks, and record-keeping. The internal coordinator shall be one of the two co-signees of the MSGS bank account (with the treasurer). The internal coordinator shall be responsible for ensuring that the society is re-ratified at the turn of the academic year (in early September).
- (4) *External Coordinator*: responsible for all external administrative matters for the MSGS, such as paperwork to book rooms for council/general meetings, securing event venues, and acquiring materials for event plans.
- (5) *Meeting Chair*: leads meetings and maintains decorum. Rotated each meeting.
- (6) *Taker of the Minutes*: takes meeting minutes and uploads them to the shared drive (currently Google). Rotated each meeting.
- (7) *Tea Time Coordinator*: responsible for tea time administrative matters such as managing tea and cookie supply and tea time fund and/or donations.
- (8) *Math/Stats Representative*: there should be at least two officers from each program (math and stats). If this is not satisfied, one ad hoc representative for the program shall be elected to be on the council.
- (9) *Representative to the Department*: attends department meetings.
- (10) *Representative to the SciGSA*: elected per academic year via SciGSA process, attends monthly SciGSA meeting.
- (11) *Representative to the MaSS*: liaises with the MaSS Executive, attends relevant MaSS meetings, and is the primary contact for inquires from MaSS for collaborations, event planning, etc.
- (12) *Representative to the GSA*: determined once per term. Attends GSA meetings.
- (13) *Faculty Advisor*: normally held by the current Graduate Chair. Assists the MSGS Executive with communications with the department.

All officers of the council are responsible for the re-ratification of the society to the GSA at the beginning of the academic year (early September) **before** new officers are elected or appointed.

ARTICLE V: MEETINGS

Section A: Council Meetings

- (1) Council meetings shall be organized by the (internal) coordinator on an as-needed basis.
- (2) Meeting minutes shall be taken by the Taker of Minutes (per ARTICLE IV).
- (3) One council meeting shall be held at the turn of the academic year (late August – early September) to organize a welcome event for incoming students, ensure re-ratification of the society to the GSA, and guarantee the successful transition of the council to a new council team.
- (4) Internal council decisions are approved by simple majority vote.

Section B: Annual General Meeting

- (1) One general meeting shall be called per year and held during the fall term.
- (2) Attendance at the Annual General Meeting shall be open to all MSGS members.
- (3) Notice of a general meeting must be provided to the MSGS membership at least one (1) week prior.

Section C: General Meetings

- (1) General Meetings shall be open to all MSGS members.
- (2) Upon the receipt of five signatures from club members requesting a general meeting, a meeting shall be called at the earliest possible date.
- (3) Voting procedure for regular business at a general meeting shall be by simple majority.
- (4) Notice of a general meeting must be provided to the MSGS membership at least one (1) week prior.

Section D: Quorum

- (1) Let N be the size of the current council. (Recall that by definition, $N \in \mathbb{N}$ with $3 \leq N \leq 7$.) The quorum of the Annual General Meeting (or any General Meeting) is $2N + 1$.

ARTICLE VI: ELECTIONS

All efforts shall be made to ensure that at least $\lfloor \frac{N}{2} \rfloor$ members of the current council to remain on the council for the next school year in order to aide the continuity of the council. Therefore, the number of available memberships on the council for a new school year is determined by the formula $7 - \lfloor \frac{N}{2} \rfloor$. If all or most of the previous council members plan to leave over the summer between academic years, the council should take steps over the summer to prepare for society's transition to a new Executive.

The current council shall actively seek applicants to the council during the first weeks of the school year, such that incoming graduate students, as well as current students, are able to express interest. In case there are more applicants than the number of available memberships on the council, an election will be held in the early fall term, after the society's re-ratification with the GSA by the incumbent council. The election shall be held online, using ranked approval voting.

ARTICLE VII: FINANCES

- (1) The club may be eligible to solicit financing from the GSA.
- (2) The annual membership fee is \$0.00.
- (3) Monies received shall not involve any obligation of the GSA.
- (4) The club's books may be subject to an annual audit by the GSA and shall be filed with the GSA auditor or Clubs Administrator within two weeks of the request for audit.
- (5) All cheques shall be signed by the Treasurer and Internal Coordinator.

ARTICLE VIII: REFUND POLICY

- (1) As the dues for the club are \$0.00 per year, there shall be no refund policy.

ARTICLE IX: IMPEACHMENT OF EXECUTIVES

- (1) A member of the Executive may become impeached if they commit an act of impropriety, violate the provisions of the constitution or is delinquent in their duties. Any five members may bring a written proposal to impeach to the Executive. The motion will then be brought to a general membership meeting called for that purpose. The member facing impeachment will be given the opportunity at the meeting to speak in their own defence before leaving the room while the general membership votes by show of hands. A $\frac{2}{3}$ majority vote is required to pass a motion to impeach.

ARTICLE X: AMENDMENTS

- (1) Passage of amendments to the constitution shall be by $\frac{2}{3}$ vote at a quorum meeting.

ARTICLE XI: BYLAWS

- (1) Passage of bylaws shall be by at least $\frac{2}{3}$ affirmative vote at a quorum general meeting.

ARTICLE XII: DISCLAIMER

- (1) The views and actions of this club in no way reflect the views of all the members of the McMaster University Graduate Students Association or McMaster University.