



**Carleton University Mathematics and
Statistics Society**
Constitution and Bylaws

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Preamble

The Carleton University Mathematics and Statistics Society (hereinafter referred to as “the Society”) is an academic society under the governance of Carleton University Students’ Association (hereinafter referred to as “CUSA”).

We the members of the Carleton University Mathematics and Statistics Society recognize the Society with a Constitution, Bylaws, and Policy as follows.

Interpretation & Definitions

In the Constitution and Bylaws, and in any other rules and regulations of the Society hereafter passed, unless the context otherwise requires, the following definitions shall apply:

1. “Constitution” shall refer to the constitution section of this document;
2. “Bylaws” shall refer to the bylaws section of this document;
3. “The Society” shall refer to the Carleton University Mathematics and Statistics Society;
4. “Executives” shall refer to the members elected by the members at-large to be on the Board of Directors;
5. “Current Student” shall refer to a student registered in any undergraduate or graduate degree at Carleton University;
6. “Faculty” shall refer to both the School of Mathematics and Statistics and the Faculty of Science at Carleton University;
7. “School Year” shall refer to the entire duration of fall and winter term defined in the academic year of Carleton University in which courses are scheduled and held.

Constitution

This Constitution shall take precedence over any Bylaws, regulations, and policies enacted by the Society.

Article I - The Organization

1. The Organization shall be known as the Carleton University Mathematics and Statistics Society and shall act as a representative of its member who is comprised of current students attending Carleton University, located in the City of Ottawa, Province of Ontario, Canada.

Article II - Mission Statement

1. Carleton University Mathematics and Statistics Society is a democratically elected body committed to constructing a community where all its members are respected and remain inspired during the pursuit of their study.
2. The Society strives to represent and advocate the interests and concerns of undergraduate students in the School of Mathematics and Statistics on behalf of the membership before the university administration, the faculty, and CUSA.
3. The missions of the Society are to build an inclusive environment that brings students and faculty closer together, to enhance student experiences by organising social and enrichment events, and to provide a platform to students where knowledge and discussion could be exchanged candidly.

Article III - Organizational Structure

The membership at large, consisting of all members, executives, staff, and representatives, acts as the Society's legislative body. The structure for the administration of the Society is organised according to the following categories:

1. Board of Directors: the business and property of the Society shall be conducted by the Board of Directors consisting of the following executive positions. The incumbency of the Board of Directors commences on May 1st and terminates on April 30th every year.
 - a) One President;
 - b) Minimum one Vice President, maximum two Vice Presidents;
 - c) One Treasurer.

2. Non-executive staff: the Board of Directors may be supported in their role by the following non-executive staff roles, it is up to the discretion of each Executive to appoint their own staff. Non-executive staff hold no voting power on the Board of Directors.
 - a) The President has the power to appoint one secretary as the supporting staff.
 - b) The Vice President has the power to appoint up to three coordinators as the supporting staff.
 - c) The Treasurer has the power to appoint one assistant as the supporting staff.
3. Student Representatives: Representatives hold no voting power on the Board of Directors.
 - a) Representatives are to be selected by the Board of Directors at the earliest convenience of the Society in the beginning of each school year.
 - b) Eligibility
 - (i) Representatives must be enrolled in at least three courses of the corresponding year outlined in the Bachelor of Mathematics program, either Math. or Stat., from the department undergraduate calendar at the time of application and intent to remain for the completion of the courses.
 - (ii) Eligibility of applicants is not determined by academic year standing nor by programme major.
 - (iii) Incumbency is renewed at the beginning of every term.
 - c) Composition
 - (i) Up to two first year Representatives;
 - (ii) Up to two second year Representatives;

Article IV - Membership

1. The Society comprises of members from current students body of Carleton University, both undergraduate and graduate.
2. Individual only receives membership after having paid the membership fee, and registered successfully with the Society.
3. Only those who hold a valid membership by the time of the election are allowed to vote in the end-of-year election, more details see Article VII.

Article V - Operation

1. The Board of Directors meets regularly with the Non-executive staff and Student Representatives to discuss business, which minutes shall be recorded at the meeting.
2. Annual General Meeting
 - a) The Society will convene an annual general meeting for all stakeholders including but not limited to current members, faculty, other academic society, to reflect the performance of the executives, affairs of the Society, and pertinent topics;
 - b) The President is primarily responsible for calling the meeting; any other executive also share such responsibility;
 - c) The details of the meeting, i.e. date, time, location, and agenda, shall be communicated to all related parties no later than 24 hours in advance.
3. General Member Meeting
 - a) General Member Meeting may be called by any Executive. As well as any member with the consents and supports from five other members within the Society;
 - b) The quorum for General Member Meeting requires the presence of at least fifteen members or the majority of members, whichever is less, in order to exercise its powers;
 - c) The details of the meeting, i.e. date, time, location, and agenda, shall be communicated to all members no later than 24 hours in advance.
4. Meetings shall be chaired by either the Treasurer or the secretary of the President, the decision is up to the discretion of the Board of Directors.
5. Duties of the Board of Directors:
 - a) The President is liable for
 - (i) The role of Chief Executive Officer of the Society;
 - (ii) Overseeing all affairs of the Society;
 - (iii) Being a primary spokesperson for the Society;
 - (iv) Acting as a liaison between the faculty and the Society;
 - (v) Retrieving the Society's mail from CUSA Office on a regular basis.
 - b) The Vice-President(s) is liable for
 - (i) The facilitation and operation of events;
 - (ii) The promotion and marketing pertaining to the Society;
 - (iii) Ensuring all resources are functional and accessible to members;

- (iv) Performing duties of the President during the absence or disability of the President.
- c) The Treasurer is liable for
 - (i) Conducting the financial matters of the Society;
 - (ii) Designing an annual budget to be presented to CUSA
 - (iii) Keeping full and accurate accounts of all assets, receipts, and transactions of the Society in files.
- 6. All persons serving on the administration, including but not limited to the Board of Directors, Non-executive staff, and Student Representatives, shall serve without honorarium, salary or in-kind benefit. This does not limit them from serving another group without remuneration.

Article VI - Finances

- 1. Fiscal Year
 - a) The Fiscal Year of the Society shall commence on May 1st of each year, and terminate on April 30th of the following year.
- 2. Banking
 - a) The banking business of the Society will be conducted by the Scotiabank on campus;
 - b) The President and Treasurer shall act as the financial authorities of the Society;
 - c) The annual financial statements shall be delivered to members upon request.
- 3. Donation
 - a) All revenues from book sales are to be donated to fund members to attend CUMC;
 - b) All profits at the end of the school year are to be donated to fund members to attend CUMC.
- 4. Remuneration
 - a) Remuneration to external agents requires approval from two thirds of the voting members on the Board of Directors;
 - b) Before spending in consistence with a particular agency, the proposal must first seek and receive confirmation from the President and at least one Vice President. If denied, the Society member in contact with said agency may call a meeting with the Board of Directors to state their cause where a voting of simple majority would then be required to determine whether it is binding.

5. Accountability and Transparency

- a) Any issues or concerns regarding the Society's spending, revenue, or finance shall be raised to the attention of the Treasurer;
- b) A financial report shall be compiled by the Treasurer by the end of each term.

Article VII - Elections

1. Eligibility for candidates

- a) Prospective candidates must be an undergraduate student for the upcoming school year;
- b) Current **executive members may run in the election; however, all executive members may serve a maximum of two consecutive terms on the Board of Directors.**

2. Nomination

- a) Prospective candidates must be a member of the Society before the start of the nomination period;
- b) At least one nomination from the current member is needed to become a valid nominee, self-nomination is included.

3. Elections Period

- a) Day 1: Nominations are opened. The Society announces that it is seeking a Succession Officer. Important dates are revealed i.e. days for campaigning, voting period, and results announcement;
- b) Day 7: Nominations closed for candidates and Succession Officer;
- c) Day 8: Start of campaign;
- d) Day 13: Last day to purchase memberships to be eligible to vote. After this date, the Society will be closed to new members until voting is completed;
- e) Day 14: End of campaign;
- f) Day 15: Voting period begins;
- g) Day 16: End of voting;
- h) Day 17: Results announced.

Article VIII - Impeachment

1. To revoke any membership from the Society, the Board of Directors will first consult the CUSA Clubs Membership Removal Committee to receive further advice following the Membership Removal Procedure.
2. Any member can bring forward a request for impeachment. The Board of Directors will call a meeting with the general membership within 14 days of receiving such request where the complaint is reviewed. The member bringing forward the complaint and the accused shall be given the opportunity to present their argument at the meeting.
3. Impeachment of Executives
 - a) Executives may be removed from positions as a result of any serious offence, for reasons including but not limited to the following
 - (i) Unable to fulfill the required duties, or failing to respond to communications from the Board of Directors after a period of three months or more;
 - (ii) Use of position held in contravention of the legitimate rights and interests of the Society.
 - b) The removal is determined by the general membership. A general member meeting is called for the voting of impeachment where the accused executive shall not be permitted to vote;
 - c) A voting result of simple majority is required for the impeachment to be effective. Impeachment of an executive results in their removal from office and as a member of the society;
 - d) A notice of removal from executive position must be served to the individual by the Board of Directors after the impeachment.
4. Impeachment of General Members
 - a) Grounds for impeachment of a member include but not limited to any violation of the constitution or the governing documents of CUSA, committing acts which negatively affect or harm the interests of the society and its members;
 - b) The removal is determined by the Board of Directors;
 - c) A voting result of simple majority is required for the impeachment to be effective. Impeachment of a member results in their removal as a member of the society.

5. The membership cannot reinstated a member who has been suspended or expelled from the Society within the same academic term.

Article IX - Amendments

1. A proposal to amend the Articles of the Constitution may be made by general members once per term.
2. Such proposal must then be submitted to the Board of Directors for review and obtain support from minimum one executive to be considered valid.
3. The voting on the amendment(s) takes place in a general member meeting.
4. The voting automatically results in “Does Not Pass” if a general member meeting is called but does not reach quorum.
5. Amendment(s) to the Constitution must be approved by a two thirds majority at the meeting.

Article X - Dissolution

1. In the event that the Society should dismantle, all assets and resources, except those owned by CUSA, shall be donated to the School of Mathematics and Statistics until the event that a new Society is established and certified by CUSA.
2. Any assets owned by CUSA shall be returned to the CUSA office before the end of same school year.

Bylaws

1. Electoral Procedure

- a) Elections for executive positions on the Board of Directors will be held at an agreed-upon period at the end of every school year. Elections may also be called if necessary prior to the expiry of the current term;
- b) A Succession Officer will be appointed by the Board of Directors in advance of each election to facilitate announcing dates, compiling a membership list and running the polling. This individual must be a neutral party to the proceedings, and needs not to be a member of the Society. If no officer is appointed by the time of the election, the Society will seek from the Clubs Oversight Committee of CUSA;
- c) Members shall be given email notice of not less than 2 calendar days before the start of voting period of the elections;
- d) Elections will be held by secret ballot and voting takes place via Google Forms that will be sent to members. Member is required to verify their membership status in the form to ensure the validity of votes;
- e) Only those who hold a valid membership and the status of undergraduate student by the time of the election are allowed to vote in the election. Students-at-large will have the opportunity to join the club before the start of voting;
- f) Members are allowed to vote once for each position;
- g) Candidates are entitled to one scrutineer to be present for the tabulation of election results;
- h) Elections results shall be e-mail to the successfully elected candidates. A separated email shall be sent to membership announcing the succession;
- i) Appeals, complaints, or conflict regarding elections results may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

2. Electoral System

- a) For the purpose of fair representation in leadership successions, elections of the Society employ the style of ranked ballot system to elect executives on the Board of Directors;
 - (i) Candidates on ballot shall be organized alphabetically by last name followed by the first name, with a blank space beside each candidates' names where sequential numbers are then placed to denote voter's preference of candidates, with "1" being first choice, "2" being second choice, and on;
 - (ii) A final "no-confidence" option will be offered at the bottom of the ballot;
 - (iii) All candidates on ballot must be ranked, any incomplete ballot is counted as null to the result;
 - (iv) Any ballot with the same number in multiple boxes or multiple numbers in the same box is counted as null to the result. Any void ballot, protest vote, and spoiled vote is counted as null to the result;
 - (v) Counting of the votes:
 - I. First round votes will be counted. If there exists a candidate who receives strictly more than 50% vote on the first round, then such candidate is considered elected to the position;
 - II. If no candidate receives strictly more than 50% vote on the first round, then the candidate with the fewest votes will be eliminated from the list of candidates and all votes preferencing such candidate as their first choice will tally second choice votes and add those totals to first round totals;
 - III. The above process will be continued for as many rounds as necessary to arrive at a candidate receiving strictly more than 50% vote. Then such candidate is considered elected to the position;
 - IV. In the case of sole candidate in an election, the position is thereby acclaimed by such candidate.

3. By-elections

a) Vacant executive position

- (i) In the event of the vacancy of any executive position on the Board of Directors in office of the role, a by-election shall be held within reasonable time to seek replacement;
- (ii) If no executive member is elected for the position after the by-elections, the vacant role shall be assumed by other executives members of the Board of Directors, exact arrangement is up to the discretion of the remaining members of the Board of Directors;
- (iii) Nevertheless, in the event of the vacancy of any executive position on the Board of Directors declared after the reading week of the winter term as scheduled by Carleton University, the role shall remain vacant and will be filled in the upcoming election.

b) Resignation

- (i) In the event of resignation of the President, the Vice President(s) shall assume the duties and power of President until a By-Election is run and the result is known;
- (ii) In the event of resignation of the Vice President, the President shall assume the duties and power of Vice President until a By-Election is run and the result is known;
- (iii) In the event of resignation of the Treasurer, the Vice President(s) shall assume the duties and power of President until a By-Election is run and the result is known.

c) Eligibility

- (i) The eligibility for running in the by-elections follows the same provisions of Article VII of the Constitution.

d) Nomination

- (i) The nomination process for running in the by-elections follows the same provisions of Article VII of the Constitution.

e) Electoral Procedure

- (i) The electoral procedure of by-elections follows the same provisions of this Bylaws.

4. CUMC

- a) Canadian Undergraduate Mathematics Conference (hereinafter referred to as “CUMC”) is a national conference for undergraduate students in mathematics hosted by Canadian Mathematical Society;
- b) The Society only funds members to attend CUMC if and only if CUMC takes place inside the province of Ontario that year;
- c) Only member who is an undergraduate student of either previous or upcoming school year can receive funding from the Society;
- d) Fundings must be first used to cover the entrance fee for CUMC before covering for any other expense, including but not limited to travel, accommodation, additional course fee at CUMC.

5. Membership

- a) Membership is valid from May 1st to April 30th for each academic school year. Membership can be purchased at anytime within this period;
- b) Membership fee is fixed during valid period; however, the fee is subject to change every year up to the discretion of the Board of Directors in office. Pro-rated or discounted membership fee is not available regardless of the time of registration;
- c) Only current students of Carleton University are eligible to purchase a membership;
- d) Membership is cataloged according to the student number and Carleton email at the time of registration. These will be the credential of membership for the valid period;
- e) Membership of an individual stays valid once purchased and registered successfully, even if, at any time during the valid period, the individual becomes not a student of Carleton University;
- f) Membership benefits of the Society are subject to change every year, and are determined by the Board of Directors before the start of a valid term;
- g) Membership is personal and is for the use on the campus of Carleton University. It cannot be sold, exchanged, given, assigned, traded, or otherwise transferred to any other natural person;

- h) Membership is non-refundable. Membership benefits have no monetary value whatsoever and cannot under any circumstances form the basis of a monetary claim against the Society, and cannot be converted to cash;
- i) All Executives, Non-executive staff, Student Representatives must have paid the membership fee before acting on behalf of the Society.

6. Privacy Policy

- a) The Society is committed to protecting members' privacy by only obtaining information deemed as reasonably necessary. The personal information collected at the time of registration is as follows:
 - (i) Email address assigned by Carleton University
 - (ii) Student number assigned by Carleton University
 - (iii) Full name
 - (iv) Academic year standing
 - (v) Subject majored of enrolled programme
- b) Personal information of member is used to assist the Society in better understanding the needs and preferences of members. Data is used in, including but not limited to, analysis, research, event development, and marketing to improve the member experience;
- c) Member consents to the Society's collection, use, and disclosure of the personal information as described in this privacy policy at the time of purchase;
- d) Member has the right to request a copy of their personal information registered in the Society at any time within the custody or control of the Society by contacting the Vice President. The Society may take reasonable steps to verify the identity of the member before responding to the request if one were to exercise the right;
- e) CUSA has the authority to review the data of the Society including but not limited to the list of members, member's personal information, and time of registration;
- f) Member has the right to cancel their membership at any time by contacting the Vice President;
- g) For the visit to the Society's website,
 - (i) Information about the device you are using will not be collected by the website, including (as applicable) IP address, device ID, the date and time of your visit, the

pages of the website you visited, the referring URLs whence you came, the internet or mobile carrier, and service provider. However, these information could still be collected by the search engine you used to perform the search journey;

- (ii) The Society's website server does not use cookies to recognize your visit nor employ any third-party advertising features;
 - (iii) The website does not collect any location information nor has access to the GPS location of the device. Location tracking functionality is not implemented on the website.
- h) Information could still be collected by the your service provider, and potentially by our host and content providers. Please read the privacy policies of your search engine and our host providers for more information.
 - i) All information is maintained on the Society's servers or those of our service providers and will be accessible by authorized persons, representatives, and service providers who require access for the purposes described in this Privacy Policy. The Society strives to protect and safeguard these information using physical, electronic and procedural measures appropriate to the sensitivity of the information. Information is retained for as long as necessary to fulfil the purposes for which the information was collected and otherwise meet statutory obligations and reasonable requirements.

7. Agreement & Liability

- a) Member agrees to be bound by the constitution and bylaws of the Society once membership is purchased and registered successfully;
- b) The Society has the final authority as to the interpretation of the constitution and bylaws of the Society and as to any other disputes regarding the operation and membership benefits. In the event that any provision in the constitution and bylaws of the Society is determined to be invalid, or unenforceable, such determination shall not affect the validity and enforceability of any other remaining provisions of the constitution and bylaws;
- c) None of the Society, Board of Directors, Non-executive staff, Student Representatives shall assume any liability whatsoever, including without limitation, liability for any

expense, loss, cost, injury, accident, incidental or punitive damages, or any other matter or thing whatsoever;

- d) In the event of any inconsistency between any provision in the constitution and bylaws of the Society and any provision in the amended bylaws, the provision in the amended bylaws shall prevail.

8. Amendment to the Bylaws

- a) The purpose of updating the bylaws regularly is to allow the Society to adapt to evolving needs and requirements reflected from the environmental factors;
- b) Bylaws may be amended with the consent of a two thirds majority of the Board of Directors;
- c) The updated Bylaws must then be approved by a simple majority at a regular board meeting.