

# McGill Society of Undergraduate Mathematics Students (SUMS) Constitution

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2015

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2017 (pending approval)

# **Article I                      Name**

The organization shall be called McGill Society of Undergraduate Mathematics Students (SUMS).

# **Article II                      Aims and Purposes**

1. To strengthen and promote the study of mathematics at McGill University.
2. To enable student representation in all student society affairs.
3. To organize and work in conjunction with the administration concerning student activities.
4. To promote co-operation between students and staff.
5. To protect the academic rights and interests of mathematics students.
6. To provide students with tutorial material, old examination papers, graduate studies information, computing facilities, relevant software and a lounge.
7. To provide students of the Department of Mathematics and Statistics with social activities.
8. To familiarise new and returning students with existing staff, facilities and to provide information on the Department's research activities.
9. To foster in the department an atmosphere of mutual respect where all members are welcome, and no discrimination based on race, nationality, gender, sexual orientation, or religious convictions will be tolerated.

# **Article III                      Membership and Fees**

1. SUMS shall consist of all undergraduate students of the Department of Mathematics and Statistics at McGill University, which comprises any undergraduate student enrolled in a program offered by said Department.
2. Voting privileges at open meetings shall be accorded to all elected members of SUMS and non-elected members-at-large in attendance.
3. No membership fee shall be imposed.

# **Article IV                      Organization**

1. The governing authority of SUMS shall be vested in the Society of Undergraduate Mathematics Students Executive Council.
2. The Executive Council shall be composed of the following members:
  - (a) President
  - (b) Vice-President, Academic
  - (c) Vice-President, Executive
  - (d) Vice-President, External Science
  - (e) Vice-President,  
External Arts
  - (f) Vice-President, Finance
  - (g) Vice-President, Social
  - (h) Vice-President, Communications

- (i) Honours Representative
  - (j) Majors Representative
  - (k) Minors Representative
3. All the above members shall be entitled to vote at Executive Council Meetings (closed to members-at-large) and at open meetings.
  4. No member of the Executive Council has veto power.
  5. No member of the Executive Council may hold an executive position at any other departmental council under the Science Undergraduate Society (SUS) or Arts Undergraduate Society (AUS) without the approval of the Executive Council.
  6. Should there be an even number present at a general meeting and in case of a tied vote, lots shall be drawn to remove a vote from the member-at-large population.
  7. If a member of the Executive Council is impeached, resigns or otherwise, the Executive Council shall appoint or redistribute the position and duties, with the exception of the Vice-President, Finance (see Article V, Section 7h).
  8. The Council shall also include three volunteer non-executive positions: the SUMS Lounge Administrator, the System Administrator and U1 representative. The U1 Representative must be a student taking at least one U1 math course, such as Analysis 1 or Algebra 1. These people shall be appointed by the incoming Council at the beginning of an academic year. In case of several candidates for a position, the Council shall make a selection as it sees fit.

## **Article V                      Duties and Responsibilities**

1. President
  - (a) The President, as chief executive officer, shall be present at all meetings except for valid excused absences. Failure to do so may result in impeachment.
  - (b) The President shall have ultimate control of all meetings; he or she shall end discussions, call and announce the results of votes.
  - (c) The President shall be chairperson at all open and closed meetings.
    - (i.) The duty of the chairperson is to open meetings at the time at which SUMS is to meet; to provide and preserve order at all SUMS meetings; to state and put forward questions which are regularly moved in the course of proceedings.
    - (ii) The President shall set the agenda for SUMS meetings and set the date and time of such meetings.
  - (f) All cheques written by SUMS require two co-signatories. The President may be one such co-signatory, and on the last day of office shall surrender this right to his or her successor.
  - (g) The President shall be responsible for internal affairs, for maintenance of order, and public relations.
  - (h) On the last day of office, the President shall surrender all rights, privileges and documents accumulated during his or her office to his or her successor.
  - (i) The President shall be responsible to the Executive Council.
  - (j) The President shall uphold the Constitution.
  - (k) The President shall sit on the Faculty of Science committee, unless the President is not a member of the Science or Arts & Science faculty. In such a case, the Vice-

President, Academic shall sit on this committee, unless above-mentioned conditions are not satisfied.

2. Vice-President, Executive

- (d) The Vice-President, Executive shall keep an accurate record of all proceedings of the Society and a file of all official books, letters and documents of the Society. The Vice-President, Executive shall also present a verbal report (upon request) of the minutes of the previous meeting at each meeting which shall be subject to ratification. The Vice-President, Executive shall also keep a legibly written (preferably type-written) copy of the latter.
- (e) The Vice-President, Executive shall assume the role of chairperson during meetings in the event that the President is absent.
- (f) It is the responsibility of the Vice-President, Executive to issue all notices of meetings, to take charge of communications and reply in accordance with instructions of the President.
- (g) The Vice-President, Executive shall see to it that the files of SUMS are subject to any request for examination by any member of SUMS upon twenty-four (24) hours notice.
- (h) Together with the President and Vice-President, Finance, the Vice-President, Executive can be one of two required co-signators of any cheque written, and on the last day of office shall surrender this right to his or her successor.
- (i) At the expiration of the Vice-President, Executive's term of office, he or she shall surrender to his or her successor all books, papers and other properties of the Society.
- (j) The Vice-President, Executive shall act as a liaison with the editors of the *Delta-Epsilon*.
- (k) The Vice-President, Executive and the Vice-President, Social shall be jointly responsible for the maintenance of the SUMS lounge.
- (l) The Vice-President, Executive shall attend all meetings. Absence from more than two meetings may result in impeachment.
  - (m) The Vice-President, Executive shall be responsible to the Executive Council.
  - (n) The Vice-President, Executive shall uphold the Constitution.

3. Vice-President, Academic

- (a) It shall be the duty of the Vice-President, Academic to assist the President when requested.
- (b) In the event that both the President and the Vice-President, Executive are absent from a meeting, the Vice-President, Academic shall be the chairperson for that meeting, and that meeting shall be deemed unofficial and so recorded in the minutes.
- (c) The Vice-President, Academic shall attend all meetings. Absence from more than two meetings may result in impeachment.
- (d) The Vice-President, Academic shall be responsible for the academic interests of the Department's students; these include obtaining old examination papers and tutorial materials, arranging guest lectures and aiding Department activities of an academic nature where student support is indicated.
- (e) The Vice-President Academic will be in charge of organizing SUMS tutorials, verifying scheduling and assigning advertisement tasks with respect to said schedules.
- (f) The Vice-President, Academic shall be responsible to the Executive Council.
- (g) The Vice-President, Academic shall uphold the Constitution.

- (h) The Vice-President, Academic shall be a member of the Academic committee if appointed by the SUS Vice-President, Academic, and attend all meetings. In the case where the President cannot attend the Faculty of Science committee, the Vice-President, Academic shall substitute for the President. The Vice-President, Academic must be a student in the Faculty of Science or a student enrolled in Arts & Science.
  - (i) The Vice-President, Academic shall be a member of the SUS Academic Roundtable and the AUS Departmental Academic Roundtable.
  - (j) The Vice-President, Academic may be a student representative to the Committee of Undergraduate Affairs (CUA). The CUA students representatives shall be comprised of a student enrolled in a Honours program and one in a Majors program.
4. Vice-President, Social
- (a) The Vice-President, Social shall be responsible for the social activities of mathematics students.
  - (b) Social activities that the Vice-President, Social is responsible for include parties, sporting events, trips and gatherings, sweatshirt campaigns, etc.
  - (c) The Vice-President, Social and the Vice-President, Executive shall be jointly responsible for the maintenance of the SUMS lounge.
  - (d) The Vice-President, Social shall attend all meetings. Absence from more than two meetings may result in impeachment.
  - (e) The Vice-President, Social shall be responsible to the Executive Council. (f) The Vice-President, Social shall uphold the Constitution.
5. Vice-President, External Arts
- (a) The Vice-President, External Arts shall be responsible for external affairs.
  - (b) The Vice-President, External Arts shall represent SUMS at the AUS or SUS meetings, respective to the faculty of which he or she is a member biweekly.
  - (c) The Vice-President, External must ensure that all scheduled AUS Council or SUS General Council meetings are attended by a member of the Executive Council, with the exception of two (2) or three (3) respectively, as mandated by the AUS and SUS Constitutions.
  - (d) The Vice-President, External Arts shall be a student in the Faculty of Arts.
  - (e) The Vice-President, External Arts shall be a member of an AUS or Faculty of Arts Committee, not including AUS Council, as mandated by the AUS Constitution (Article VIII, Section 4).
  - (f) The Vice-President, External Arts shall attend all meetings. Absence from more than two meetings may result in impeachment.
  - (g) The Vice-President, External shall be responsible to the Executive Council.
  - (h) The Vice-President, External shall uphold the Constitution.
6. Vice-President, External Science
- (a) The Vice-President, External Science shall be responsible for external affairs.
  - (b) The Vice-President, External Science shall represent SUMS at the SUS meetings biweekly.
  - (c) The Vice-President, External Science must ensure that all scheduled SUS General Council meetings are attended by a member of the Executive Council, with the exception of two (2) as mandated by the SUS Constitution.
  - (d) The Vice-President, External Science shall be a student in the Faculty of Science.

- (e) The Vice-President, External Science shall attend all meetings. Absence from more than two meetings may result in impeachment.
- (f) The Vice-President, External shall be responsible to the Executive Council.
- (g) The Vice-President, External shall uphold the Constitution.

7. Vice-President, Finance

- (a) It shall be the duty of the Vice-President, Finance to receive all monies on behalf of SUMS, depositing the same in the name of the Society in a chartered bank, to keep an accurate record of the same and of all monies paid out.
- (b) The Vice-President, Finance shall be responsible for the payment of all bills and accounts which have been approved by SUMS.
- (c) Together with the President and Vice-President, Executive, the Vice-President, Finance can be one of two required co-signators of any cheque written, and on the last day of office shall surrender this right to his or her successor.
- (d) The Vice-President, Finance shall be the custodian of the records, and ledgers.
- (e) The Vice-President, Finance shall submit an annual statement of all receipts and expenditures at the last meeting of SUMS for the academic year.
- (f) At the end of the Vice-President, Finance's term of office, he or she shall surrender all books, monies and properties of the Society to his or her successor.
- (g) The Vice-President, Finance shall attend all meetings. Absence from more than two meetings may result in impeachment.
- (h) In the event that the position of Vice-President, Finance becomes vacant, the Executive Council is to appoint a replacement at a meeting within thirty (30) days.
- (i) The Vice-President, Finance shall be responsible to the Executive Council and shall be prepared to report on the financial status of SUMS to the Executive Council.
- (j) The Vice-President, Finance shall uphold the Constitution.

8. Vice-President, Communications

- (a) The Vice-President, Communications shall be responsible for ensuring that all SUMS events are advertised to members of SUMS.
- (b) The Vice-President, Communications shall be responsible for sending emails to SUMS members by means of the SUMS mailing list, and maintaining a current list.
- (c) The Vice-President, Communications shall be responsible for maintaining SUMS's presence on social media.
- (d) It shall be the duty of the Vice-President, Communications to update the SUMS website in a timely fashion.
- (e) The Vice-President, Communications shall attend all meetings. Absence from more than two meetings may result in impeachment.  
Failure to do so may result in impeachment.
- (f) The Vice-President, Communications shall be responsible to the Executive Council.
- (g) The Vice-President, Communications shall uphold the Constitution.

9. Honours Representative

- (a) It shall be the duty of the Honours Representative to represent the interests of the Honours Mathematics, and Joint Honours Mathematics students in SUMS; this is in recognition of the above-mentioned student minority in SUMS and their specific interests in future graduate studies and guest lectures, etc.

- (b) The Honours Representative shall provide members with information concerning graduate studies.
- (c) The Honours Representative shall assist the Vice-President, Academic upon request.
- (d) The Honours Representative shall organize SUMS tutorials as the council sees fit, such as midterm and final preparatory tutorials.
- (e) The Honours Representative may be a student representative to the Committee of Undergraduate Affairs (CUA).
- (f) The Honours Representative shall attend all meetings. Absence from more than two meetings may result in impeachment.
- (g) The Honours Representative shall be responsible to the Executive Council.
- (h) The Honours Representative shall uphold the Constitution.
- (i) The Honours Representative must be enrolled in a Honours or Joint Honours program in mathematics.

#### 10. Majors Representative

- (a) It shall be the duty of the Majors Representative to represent the interests of the Majors Mathematics **and** Joint Majors Mathematics in SUMS; this is in recognition of the aforementioned student majority in SUMS and their general interests in courses currently undertaken and future streams of work or study, etc.
- (b) The Majors Representative shall provide members with information concerning graduate studies.
- (c) The Majors Representative shall assist the Vice-President, Academic upon request.
- (d) The Majors Representative shall assist in the organization of the tutorial all council sees fit.
- (e) The Majors Representative shall promote guest lectures of interest to members.
- (f) The Majors Representative may be a student representative to the Committee of Undergraduate Affairs (CUA).
- (g) The Majors Representative shall attend all meetings. Absence from more than two meetings may result in impeachment.
- (h) The Majors Representative shall be responsible to the Executive Council.
- (i) The Majors Representative shall uphold the Constitution.
- (j) The Majors Representative must be enrolled in a Major or Joint Majors program in mathematics.

#### 11. Minors Representative

- (a) It shall be the duty of the Minors Representative to represent the interests of the Minors Mathematics students in SUMS.
- (b) The Minors Representative shall assist the Vice-President, Social for the organization of events upon request.
- (c) The Minors Representative must be enrolled in a Minors program in mathematics or statistics.
- (d) The Minors Representative shall attend all meetings. Absence from more than two meetings may result in impeachment.
- (e) The Minors Representative shall be responsible to the Executive Council.
- (f) The Minors Representative shall uphold the Constitution.

#### 12. System Administrator

(a) It shall be the duty of the System Administrator to take care of the computing resources network located in the SUMS lounge (Burnside Hall, 1B20).

(b) The System Administrator shall also be responsible for creating, maintaining and terminating user accounts for access to the computing resources located in the SUMS lounge.

(c) The System Administrator may present requests for money that is to be used for the purchase and upgrade of computing resources and peripherals. Such requests must be approved by a majority of the council members, and if approved, shall constitute a part of the SUMS budget.

13. SUMS Lounge Administrator

(a) The SUMS Lounge Administrator shall be responsible for the maintenance of the SUMS lounge (Burnside Hall, 1B20).

(b) The SUMS Lounge Administrator will be the liaison between the porter's office and SUMS.

(c) The SUMS Lounge Administrator may present requests for money that is to be used for the purchase and upgrade of the lounge. Such requests must be approved by a majority of the council members, and if approved, shall constitute a part of the SUMS budget.

14. U1 Representative

(a) It shall be the duty of the U1 Representative to be a link between U1 students and the Executive Council. He/she shall advertise to students in his class the upcoming events organized by SUMS, and notify members of the Executive Council of the needs and demands of U1 students.

(b) The U1 Representative shall assist the Vice-President, Social in planning events for U1 students.

(c) The U1 Representative shall attend all meetings. Absence from more than two meetings may result in impeachment.

(d) The U1 Representative shall be responsible to the Executive Council.

(e) The U1 Representative shall uphold the Constitution.

## **Article VI Election of Officers**

1. Executive officers shall be elected by members of SUMS by secret ballot no later than 10 full school days before the first day of exams. If a position has no contestants, the position can be appointed by the new SUMS council at their discretion the following semester.

2. Their term of office shall run for one (1) year, commencing May 1st.

## **Article VII Eligibility of Officers**

1. Positions are open as specified above to mathematics majors, honours, minors and joint programs.



## Article VIII

## Meetings and Legislation

1. Open and closed meetings will be held as required.
2. Weekly meetings of the Executive Council shall be held during the academic year, with the exclusion of holidays stipulated by the University, unless cancelled by a majority vote of the Executive Council.
3. All committee executives will be able to delegate a subcommittee with no minimum or maximum of members.
4. Minutes of meetings will be available to members (i.e. the general undergraduate mathematics population), on request no later than 24 hours after receiving such request.
5. The quorum for both open and closed meetings shall be at least  $n + 1$  where  $n$  is the number of council executives at that time, except in the case of an impeachment (see Article IX, Section 3).
6. All meetings shall be conducted in accordance with Robert's Rules of Order. At the discretion of the President, meetings may run along informal lines.
7. Roll call of Executive members and members-at-large shall be taken and noted by the Vice-President, Executive.
8. In the event of decided conflicts of interest among voting Council members, these members shall not be allowed to vote on the relevant issues. The decision shall be taken by a simple majority of the remaining members (regardless of their number).
9. In the event of a tie in any vote in the Council, with the exception of an impeachment, there must be a discussion and a re-vote immediately; in the event of a second tie, the President shall break the tie.

## Article IX

## Impeachment

1. Any member of the Executive may be impeached for non-fulfillment of duties.
2. A motion of impeachment must be presented by at least two (2) members of the Executive Council.
3. The quorum shall consist of all members of the Executive save the impeached.
4. The procedure shall be as follows: the President, having been given the name of the member of the Executive to be impeached, brings forward the name of the accused in a motion of impeachment at a closed meeting. The charges will be read and the accused member (if present) will respond to them. Afterward, the remaining members of council, if they so desire, may present a statement. A secret ballot is then taken and if a two-thirds majority decides the accused is guilty, the member of the Executive (now impeached) loses all powers given to him or her by his or her office and must return all properties of the Society under his or her care. If it is the President who shall be impeached, all procedures remain identical, except that it shall be the responsibility of the Vice-President, Executive to call the meeting.

## Article X

## Amendments

1. Amendments or ratifications to the Constitution may be drawn up at the end of the anytime during a semester to be enforced immediately the following semester.
2. Any member may propose an amendment, the same to be voted on at any open meeting or during the end-of-year elections.

3. Amendments to this constitution are subject to review by the Constitutional Bylaw Review Committee and are subject to approval by AUS Council.
4. Amendments to this constitution are subject to review by the Constitutional Affairs Committee and are subject to approval by SUS Council.

## **Article XI                      Electoral By-Laws**

1. At the beginning of the semester, the Executive Council will appoint the Chief Electoral Officer (CEO).

His or her duties shall be to plan and run the elections. The Chief Electoral Officer shall be responsible for all election related activities. The SUMS election will be held on or before March 31st of each year.

2. The Chief Electoral Officer shall not be a candidate in the next election.

3. All correspondence shall be confidential and restricted between the Chief Electoral Officer and the contestant.

4. The Chief Electoral Officer shall conduct the election in accordance with the electoral by-laws as outlined below (Article XI, Sections 6 to 11 inclusive) and inform all candidates of the electoral by- laws.

5. The Chief Electoral Officer shall, to the best of his or her ability, maintain impartiality and attempt to conduct an election that is fair and just to all candidates.

6. Nominations

(a) The election, its timetable, and the Chief Electoral Officer's contact information shall be advertised at least thirty (30) days prior to the election date.

(b) The nomination period shall begin at least seven (7) days and no more than fourteen (14) days before the first election date.

(c) The campaigning period shall be considered adequate if it is held on two (2) consecutive days in the same week. The campaigning period will end the day prior or earlier to the first day of voting at 11:59pm.

(d) The nomination period will end the day prior to the beginning of the campaigning period or earlier.

(e) Nominees must meet the requirements of Article VII and must present their names to the Chief Electoral Officer before the deadline to be considered eligible.

7. Campaigning

(a) In no circumstance may a candidate begin a campaign before the nomination period has officially ended. In case a candidate has violated this constraint, he or she may be given a warning or disqualified from the current elections by the Chief Electoral Officer or by a joint decision of the Executive Council.

(b) Each nominee shall be allotted time to speak before the student body as seen fit by the Chief Electoral Officer.

(c) Other campaign publicity shall be permitted and is at the expense and arrangements of the nominee.

(d) Removal of any publicity materials online or physical shall be done by the nominees before the deadline.

(e) In no circumstance may a candidate continue a campaign after the voting has started. In case a candidate has violated this constraint, he or she will be disqualified from the current elections by the Chief Electoral Officer or by a joint decision of the Executive Council.

(f) Campaign material

- i. All campaign material must be approved by the Chief Electoral Officer before its distribution.

Failure to do so will result in a warning or a sanction at the discretion of the Chief Electoral Officer. The Chief Electoral Officer shall have the right to prohibit use of campaign material if the content or distribution contravenes the by-laws outlined below.

- ii. No campaign material may defame another candidate. No campaign material may be offensive or degrading in nature to any person, organization, faculty, or department of McGill University or to any outside group.
- iii. Candidates may not distribute food or any other gifts in kind for the purpose of campaigning.

9. Conduct of online polls

- (a) The Chief Electoral Officer shall oversee the online procedure and ensure that all and only SUMS members can vote.
- (b) The polls shall close at a specified time, made available to all candidates and voters prior to the election.

10. Ties

- (a) In the event of a tie, a recount shall be made immediately. If a recount gives a tie, a re-election must be held between the candidates within three (3) days.

11. Appeals

- (b) Official decisions by the Chief Electoral Officer may be appealed to the Judicial Board of the Students' Society of McGill University, no later than three (3) days after the election results have been announced or invalidated.
- (c) If an appeal is deemed successful, a re-election may be held for the contested position at the discretion of the Judicial Board.

## **Article XII                      Transfer of Power to the New Council**

1. On the last day of office, each member of the Executive Council shall officially surrender all rights and privileges to his or her successor.

2. End-of-year report

- (a) On the last day of office, each member of the Executive Council shall submit a year-end report about his or her activities on the Council during the year. The report shall also contain recommendations to the future members of the Council. All reports shall be submitted to the outgoing President, who will pass them on to the incoming President. These reports must remain accessible to Council members for a period of three (3) years from the day of submission.
- (b) A separate report shall be submitted by those Council members whose constitutional duties include being part of a committee.

## **Article XIII                      Violations of the Constitution**

1. In cases of unavoidable and necessary constitutional conflict, the Executive Council shall be responsible to determine which laws will be broken.

2. In the event of a constitutional violation, a written report shall be typed and submitted along with the minutes of the relevant meeting to the general mathematics population. The report shall also be included with the end-of-year documentation.