

# Constitution

## *Article I: Name, Language, and Definitions*

1. **Name.** The name of the corporation is the Mathematical and Computational Sciences Society (“MCSS”), and hereafter in this constitution and these bylaws shall be referred to as the Society.
2. **Language.** The official language of the Society shall be English.
3. **Definitions.**
  - 3.1. **University of Toronto Mississauga (“UTM”)** is the Mississauga campus of the University of Toronto, and hereafter in this constitution and these bylaws shall be referred to as the University.
  - 3.2. **Mathematical and Computational Sciences (“MCS”)** is an academic department at the University, and hereafter in this constitution and these bylaws shall be referred to as the Department.
  - 3.3. **Academic Year** is the 12 month period starting May 1, and ending April 30.
  - 3.4. **Students** are collectively the full-time and part-time undergraduate students at the University who are enrolled in either: (1) a Program of Study offered by the Department or (2) a CSC-, MAT-, or STA-labelled course at the University. “Full-time” and “Part-time” shall be defined by the current University Calendar.
  - 3.5. **Elected Executive** consists of elected Executive members.
  - 3.6. **Executive** consists of elected and appointed Executive members.

## *Article II: Purpose*

1. The purpose of the Society is to:
  - 1.1. officially represent the Students;
  - 1.2. promote and achieve the common interests of the Students;
  - 1.3. encourage academic, social, and career related support for the Students;
  - 1.4. maintain open lines of communication between the Students and the Department’s faculty and staff, as well as maintain communication between the Students themselves;
  - 1.5. encourages faculty and student interaction outside of the formal lecture, tutorial and lab setting.
2. The Society shall not discriminate regardless of race, religion, gender, gender identity, academic inclination, age, sexual orientation, sexual identity, or political views. This non-exclusionary policy is all encompassing and reflects on every aspect of the Society.

## *Article III: Membership*

1. **General Membership** has voting rights as described in Article V section 1, Article VI section 6, Article VII section 5 and is granted to:
  - 1.1. the Students;
  - 1.2. and the Executives.
2. **Associate Membership** is open to any interested individual who does not qualify for General Membership. Associate Members enjoy all the benefits of general membership except for voting rights. Associate Membership is free.

## *Article IV: Executives*

- 1.0 **General Eligibility:** All Executives must,
  - 1.1. be a full-time or part-time student in the year the Executive is serving;

- 1.2. be enrolled in a program of study offered by the Department;
- 1.3. and have paid their incidental fees.

2.0 **General Responsibilities.** All Executives shall,

- 2.1. ensure the progress and positive spirit of the Society;
- 2.2. carry out duties as directed during an Executive Meeting;
- 2.3. commit at least 3 hours per week to their position;
- 2.4. attend all Executive Meetings and Society events.

3.0 **Specific Responsibilities.**

- 3.1. **President.** This Executive is responsible for the overall operations and actions of the Society.

This includes, but is not limited to,

- 3.1.1. serving as the Chief Executive Officer for the Society;
- 3.1.2. serving as a signing officer of the Society;
- 3.1.3. serving as chair of Executive Meetings;
- 3.1.4. serving as the official spokesperson for the Society;
- 3.1.5. serving as co-representative for the Society to sponsors and outside entities;
- 3.1.6. serving as the primary contact of the Society;
- 3.1.7. monitoring and ensuring that the duties of the other Executives are being met;
- 3.1.8. monitoring the email and communication with other Student Organizations and Departments;
- 3.1.9. and ensuring that the purpose and goals of the Society are being upheld.

- 3.2. **VP of Internal Affairs.** This Executive is responsible for aiding the President in his or her responsibilities. This includes, but is not limited to,

- 3.2.1. taking meeting minutes;
- 3.2.2. acting as the internal communications;
- 3.2.3. acting as the chief of human resources;
- 3.2.4. monitoring the Social Media accounts which include:
  - 3.2.4.1. Facebook (Mathematical & Computational Sciences Society at UTM)
  - 3.2.4.2. Twitter (@utmmcss)
  - 3.2.4.3. Instagram (@utmmcss)
- 3.2.5. ensuring the recruitment of volunteers for the Society;
- 3.2.6. building the volunteer capacity of the Society;
- 3.2.7. and reports to the President.

- 3.3. **VP of External Affairs.** This Executive is responsible for the production and coordination of the Society's events. This includes, but is not limited to,

- 3.3.1. developing event ideas and recommendations;
- 3.3.2. ensuring detailed planning and programming of events;
- 3.3.3. overseeing the Volunteer Coordinator and Advertising Director;
- 3.3.4. improving the relationship between the Students and the Department;
- 3.3.5. ensuring the high quality and excellent execution of events;
- 3.3.6. ensuring awareness of the activities of volunteers;
- 3.3.7. promoting volunteer opportunities to the community;
- 3.3.8. and reports to the President.

- 3.4. **Treasurer.** This Executive is responsible for the financial operations of the Society. This includes, but is not limited to,

- 3.4.1. serving as the Chief Financial Officer for the Society;
- 3.4.2. serving as co-representative for the Society to sponsors and outside entities;
- 3.4.3. ensuring the preparation of financial statements and budget recommendations;
- 3.4.4. ensuring all bank transactions are correct and appropriate;

- 3.4.5. preparing all financial aid request forms;
- 3.4.6. keeping records of receipts, finances and spending;
- 3.4.7. submitting the bi-annual audit report to UTMSU/ASAC;
- 3.4.8. and being responsible for controlling the Society funds and cash flow.
- 3.5. **Director of Technology.** This Executive is responsible for the technology operations of the Society. This includes, but is not limited to,
  - 3.5.1. serving as the Chief Technology Officer for the Society;
  - 3.5.2. serving as the Webmaster for the Website ([www.utmmcss.com](http://www.utmmcss.com));
  - 3.5.3. ensuring computer equipment and software required by the Society are functional and upgraded;
  - 3.5.4. ensuring requests for computer equipment, software, and services are fulfilled;
  - 3.5.5. reviewing IT products and services for applications to the Society;
  - 3.5.6. and reports to the VP of Internal Affairs.
- 3.6. **Director of Marketing.** This Executive is responsible for the spirit and publicity of the Society. This includes, but is not limited to,
  - 3.6.1. developing promotional ideas and recommendations;
  - 3.6.2. ensuring that promotional material for the Society's events, projects, and campaigns, are created;
  - 3.6.3. ensuring the promotional material is properly distributed and displayed, and reaching its intended audience;
  - 3.6.4. and reports to the VP of External Affairs.
- 3.10 **Department Liaison.** The responsibilities of this Executive includes, but is not limited to,
  - 3.6.5. providing a Members list of students in a Mathematical and Computational Sciences program;
  - 3.6.6. serving as a signing officer of the Society;
  - 3.6.7. improving the relationship between the Students and the Department;
  - 3.6.8. and the aiding of the other Executives with their communications to the Department.
- 4.0 **Executive Classes.** Some positions will be chosen via election, and some positions will be chosen via appointment.
  - 4.1. **Elected Positions.** The following positions must be elected annually: President, VP of Internal Affairs, Treasure, VP of External Affairs, and Director of Marketing.
  - 4.2. **Hired Positions.** The Director of Technology must be hired within two months of a new executive board.
  - 4.3. **Appointed Positions.** The following positions will be appointed: and Department Liaison. One or more of these positions (except Department Liaison) may remain vacant at the discretion of the elected Executives and Department Liaison.
  - 4.4. **Appointment Process.**
    - 4.4.1. The Department appoints the Department Liaison.
    - 4.4.2. Candidates will be interviewed by at least two executives including:
      - 4.4.2.1. a VP or the President;
      - 4.4.2.2. the executive in charge;
    - 4.4.3. The selection will be determined by the executives involved in the interview process.

#### Article V: Meetings

##### 1. **General meetings.**

- 1.1. **Annual General Meetings.** The Society shall hold two General Meetings a year, once per semester, between September and April set by a majority vote at an Executive Meeting. The meeting shall include, but is not limited to,

- 1.1.1. showing financial statements and the financial reports to the Members,
    - 1.1.2. amendments to the constitution and bylaws unless previously approved,
    - 1.1.3. and receiving Executive reports.
  - 1.2. **Notice.** Notice shall be provided at least two (2) weeks prior to the meeting in at least one (1) of the following mediums: the website, social media, or public postings. The notice shall include the agenda of the meeting or directions on how to access the agenda. Current financial statements and items pertaining to the agenda shall be available on the website.
  - 1.3. **Quorum.** The quorum at a General Meeting shall be no less than 20 Members, of whom at least 10 Members must be present in person.
  - 1.4. **Voting.** At a general meeting of Members, each Member of the Society shall be entitled to one (1) vote, unless specifically stated otherwise in the constitution. Voting shall be done on major decisions for the society.
  - 1.5. **Proxies.**
    - 1.5.1. Every Member entitled to vote at the annual general meeting may by means of a proxy appoint a person, who is a Member, as their nominee to attend and act at the meeting in such manner and to the extent and with the power conferred by the proxy.
    - 1.5.2. No one person shall be able to hold more than 3 proxies.
    - 1.5.3. For the proxy to be deemed appropriate, it must be submitted to the Executive at least three (3) business days prior to the meeting on the Society's proxy form.
  - 1.6. **Location.** The meeting shall be held at the University unless otherwise set during an Executive Meeting.
  - 1.7. **Meeting Procedure.** The adopted rules of order and procedures shall be "Robert's Rules of Order", except in the case where such rules conflict with this constitution which shall take precedence.
2. **Executive Meetings.**
    - 2.1. **Scheduled Meetings.**
      - 2.1.1. The Elected Executives shall meet no less than once every month in a regular school year;
      - 2.1.2. The Executives shall meet no less than once every two months which can overlap with the Elected Executive meetings;
      - 2.1.3. Notice of meetings including date, time, place, agenda and minutes for approval shall be given no less than five (5) days in advance to the Elected Executives.
    - 2.2. **Emergency Meetings.**
      - 2.2.1. Emergency meetings can be called by request from at least one half (1/2) of the Executives;
      - 2.2.2. Notice of emergency meeting including date, time, place, agenda and minutes for approval shall be given no less than two (2) days in advance to the Executives.
    - 2.3. **Quorum.** The quorum at an Emergency Executive Meeting shall be no less than half (1/2) of the Executives present in person.
    - 2.4. **Voting.** Each Executive shall be entitled to cast one (1) vote per motion at each meeting, unless specified otherwise.
    - 2.5. **Proxies.**
      - 2.5.1. Each Executive can proxy their vote to any other Executive;
      - 2.5.2. No one person shall be able to hold more than one (1) proxy;
      - 2.5.3. Proxies shall be submitted to and approved by the chair.
    - 2.6. **Location.** All meetings shall be held at the University unless otherwise set at a prior Executive Meeting.

- 2.7. **Meeting Procedure.** The adopted rules of order and procedures shall be “Robert’s Rules of Order”, except in the case where such rules conflict with this constitution which take precedence.

#### *Article VI: Elections*

##### 1. **Administration of Elections.**

- 1.1. Executives of the current Academic Year shall be responsible for the administration of all elections to fill Executive positions, whether for the current Academic Year or for the following Academic Year. If an Executive of the current Academic Year is rerunning for the following Academic Year, they will be exempt from administering that election.
- 1.2. A non-biased Chief Returning Officer (“CRO”) must be appointed at an Executive Meeting for each election to supervise the electoral process at least four (4) weeks before the first voting day.

##### 2. **Schedule of Elections.** The Society shall hold,

- 2.1. a general election for the elected Executive positions in the Winter session after the month of January and before the last week of March;
- 2.2. by-elections if any elected Executive position is vacant.

##### 3. **Date and Time.** Dates and times of elections have to be approved during an Executive Meeting.

##### 4. **Eligible Executive Candidates.** Executive positions are open to all interested candidates that are enrolled in a program of study offered by the Department.

##### 5. **Election Awareness, Nominations, and Campaigning.**

- 5.1. Advertising for elections is mandatory and is to take place over a period of a minimum of two (2) weeks, and must be visible throughout the campus and/or to Members through the Website.
- 5.2. A nomination period following the advertising period should be set for a period of one (1) week.
- 5.3. Nomination forms will be accepted in a manner to be determined by the CRO.
- 5.4. Campaigning will be held for one (1) week following nominations close.
- 5.5. The first voting day shall follow the campaign period with a gap of no more than one (1) day. There must be at least three (3) voting days.

##### 6. **Voting.** Voting may be performed by either online means or by paper ballot at the discretion of the CRO. A Member must be able to have exactly one (1) vote. Voting must be allowed on a voting day encompassing at least the period between of 10 a.m. and 4 p.m.

##### 7. **Location.** If voting by paper ballot, the voting shall take place at a location designated for this purpose during an Executive meeting. The location shall be determined the week following nomination close.

##### 8. **Vacant Positions.** If a position remains vacant after the election, the Society shall,

- 8.1. hold a by-election in the following September, after advertising the vacant positions to its members (see Article VI).
- 8.2. during the months of April to September, appoint an interim executive or keep the position vacant, giving the responsibilities to an existing executive temporarily.

#### *Article VII: Referenda*

##### 1. **Administration of Referendum.**

- 1.1. Executives of the current Academic Year shall be responsible for the administration of all referenda. If an Executive of the current Academic Year is the subject of the referendum, they will be exempt from administering that referendum. If the executives are all exempt from administering the referendum, the Department shall administer the referendum.

2. **Request for Referendum.** The Society shall hold a referendum if a request is submitted to the Executives which should,
  - 2.1. be signed by at least thirty (30) Members
  - 2.2. and specify a question to be raised at the referendum.
3. **Date and Time.** Dates and times of referenda must be approved during an Executive Meeting, and be within twenty (20) days of submission of the request.
4. **Referendum Awareness.**
  - 4.1. Advertising for referendum is mandatory and is to take place over a period of a minimum of one (1) week, and must be visible throughout the campus and/or to Members through the Website.
  - 4.2. The first voting day shall follow the campaigning period with a gap of no more than one (1) day. There must be at least three (3) voting days.
5. **Voting.** Voting may be performed by either online means or by paper ballot at the discretion of the CRO. A Member must be able to have exactly one (1) vote. Voting must be allowed on a voting day encompassing at least the period between of 10 a.m. and 4 p.m.
6. **Location.** If voting by paper ballot, the voting shall take place at a location designated for this purpose during an Executive Meeting. The location shall be determined at least three (3) days before the advertising period.

#### *Article VIII: Removal from Office*

1. Executive may be removed from office by the Society for failing to perform their duties as determined by this constitution or if the Executive,
  - 1.1. misses at least two (2) Executive Meetings without 24 hours' notice to the rest of the Executives;
  - 1.2. is involved with any illegal activities during the academic year they are in;
  - 1.3. steals money from the Society or wrongfully spends or misuses the Society's funds;
  - 1.4. is prosecuted for harassment or discrimination on basis of race religion, gender, gender identity, academic inclination, age, sexual identity, or political views.
  - 1.5. does not act in the best interest of the Society;
  - 1.6. or does not uphold the Society's purpose.
2. Such removal will occur if, and only if, the following conditions are satisfied,
  - 2.1. a petition be submitted to the Executives which should,
    - 2.1.1. outline the alleged offenses and/or incidents of neglect of duty and reasons for removal;
    - 2.1.2. be approved by the Vice President of University Affairs and the Academic Societies Coordinator;
  - 2.2. Upon receipt of petition, the Executive must hold a referendum within twenty (20) days of the request according to the referendum rules in Article VII. Notice of referendum must be given no less than seven (7) days to all Members.
  - 2.3. The Society will officially remove members with the help of the Vice President of University Affairs and the Academic Societies Coordinator.
3. In the case an Executive is removed from office, a by-election will be held according to the election rules in Article VI.

#### *Article IX Amendments:*

1. This constitution may be amended at a General Meeting or a referendum if the following conditions are satisfied,
  - 1.1. at least three-fourths (3/4) votes cast are in favour of the amendment;

- 1.2. the amendment is ratified by the Department Liaison;
- 1.3. the amendment is ratified by UTMSU.