

# Mathematics Union Constitution

## 1 Preamble

1. The organization shall be known as the Mathematics Union (MU).
2. MU is a course union in the Arts and Science Students' Union (ASSU) at the University of Toronto. It is bound by the sections of the ASSU Constitution pertaining to course unions.
3. The members of MU are the students who are enrolled in an MAT or APM course, or enrolled in a program (minor, major or specialist) in the Department of Mathematics (DM).
4. The general goals of MU are to:
  - a. Organize academic and social events for its members.
  - b. Represent the interests of its members on the ASSU Council.
  - c. Present the concerns of its members to the DM.
5. Each member has the right to:
  - a. Attend MU events.
  - b. Hold one vote for each voting item at General Meetings. (cf. 2.1)
  - c. Run for a Core position (cf. 3.1), or apply for an Officer position (cf. 3.2).
  - d. Propose amendments to the MU Constitution.
6. The MU constitution shall be accessible to all members.

## 2 Meetings

1. The procedure for each General Meeting shall be as follows:
  - a. The meeting shall be held to vote on items for which democracy is a constitutional requirement.
  - b. The meeting shall be reasonably advertised and announced at least three weeks in advance.
  - c. At the meeting, there shall be sign-in sheets indicating names, student numbers and signatures which each voter must fill out prior to voting.
  - d. Voting shall be done by secret ballot over a span of at least two consecutive hours.
  - e. After the vote, ballots and sign-in sheets shall be kept in a secure area for at least four weeks.
2. The procedure for each election or re-election shall be as follows:
  - a. The election shall be held in a General Meeting.
  - b. Members and the ASSU office shall be notified of the election and call for candidates at least three weeks prior to the election date.
  - c. Candidates must notify the current Core of their intention to run and provide statements at least two weeks prior to the election date. Each candidate may run for only one Core position.
  - d. The list of candidates and their statements shall be made available to members at least two weeks prior to the election date.
  - e. No campaigning, in any form, may take place once the balloting for the election has started.
  - f. For each role, the candidate with the most number of votes shall win. In the case of a tie for a position, there shall be a re-vote.
  - g. The results shall be submitted to the ASSU office within two weeks of the election.
  - h. Two weeks shall be allowed for any election appeals to be filed with MU and/or ASSU.
  - i. ASSU shall have final ruling on all election appeals.

### 3 Executives

1. There shall be six elected executives: President, Secretary, Treasurer, and one Vice President for each of the sectors Communication, Academic and Social. They shall be collectively known as the Core.
  - a. The election of the Core for the next academic year (May-April inclusive) shall be held by the end of March of the current academic year.
  - b. Any Core role which remains vacant after the election may be filled by a member chosen by the Core.
  - c. All administrative power (eg. ULife and bank account access, passwords to the website and email address, and administrator roles on Facebook groups) shall be removed from the current Executive and passed to the next Core by the end of April of the current academic year.
  - d. If evidence of negligence of duties is presented, a Core executive may be impeached at a General Meeting by a two-thirds majority of votes.
  - e. If a Core executive resigns or is impeached, a re-election shall take place within twenty days of classes, for which period a temporary replacement may be appointed by the Core.
2. Each Vice President shall be assisted by a group of Officers. The Core and Officers shall be disjoint, and shall be collectively known as the Executive.
  - a. The three groups Communication Officers, Academic Officers, and Social Officers shall be disjoint.
  - b. After the Core is elected, they shall be responsible for designing the structures of the three groups, opening applications to all members and appointing Officers.
  - c. It is recommended that Officers be appointed by the end of the September following the election, with an emphasis on Officers in first year to ensure continuity.
  - d. Each Officer shall have submitted a written application prior to being appointed.
  - e. If evidence of negligence of duties is presented, the Core may at any time impeach an Officer.
3. The hierarchy of formal decision-making power in the Executive shall be as follows:
  - a. The President shall have veto power over all planning activities of MU, such as setting goals and designing the structures of the three groups of Officers.
  - b. The appointment or impeachment of an Officer, or the appointment of a member to a Core role remaining vacant after the election or temporarily before re-election, shall be made by a majority vote among the Core, with tie-breaking power lying with the President.
  - c. Officers shall hold no formal decision-making power as they are not elected by the members.

### 4 Finances

1. The reimbursement procedure for each expense shall be as follows: (cf. 5.3)
  - a. The purchaser shall be a volunteer. In the process of choosing the purchaser, no personal financial information shall be compromised.
  - b. The purchaser shall initially make the full payment by personal means.
  - c. Approval for the purchase must be obtained from the President and receipts must be submitted to the Treasurer.
  - d. If the conditions above are fulfilled, then the purchaser shall be reimbursed using MU funds within a month of the receipt's submission. If the conditions are not fulfilled, then the purchaser shall be held personally liable for the expense.
  - e. The reimbursement shall be made by cheque, or the recipient shall sign a receipt indicating the amount reimbursed.

- f. If a receipt is lost after being submitted to the Treasurer, and before being submitted to a source of funding, then the Treasurer shall be held personally liable for the expense.
  - g. For large expenses, the President or Treasurer may allow for cash to be advanced ahead of time, under the condition that all change shall be returned.
  - h. In the above case, if the submission of a receipt or the corresponding change is not made, the executive who authorized the cash advance shall be held personally liable for the lost funds.
2. The President, Secretary and Treasurer shall serve as Signing Officers for the MU bank account.
    - a. Any individual Signing Officer may deposit, but two Signing Officers must be present in order to withdraw.
    - b. A receipt for each transaction (withdrawal or deposit) must be submitted to the Treasurer.
    - c. Signing Officers shall be familiar with the constitutions of ASSU and MU, and with the rules of expenditure for each source of funding (eg. ASSU grant), and ensure that they are followed.
    - d. If an audit by a source of funding fails due to expenses which contradict the rules of expenditure for that source, then each Signing Officer, who signed the receipt for the withdrawal to reimburse said expenses, shall be held personally liable for the expenses.
    - e. Signing Officers shall be available to make transactions as dictated by MU activities.

## 5 Responsibilities

1. The President shall:
  - a. Create and oversee the fulfilment of the goals (structuring of Officers, events, fundraising, etc.) of MU by consulting and coordinating the Executive.
  - b. Attend or send a proxy to each ASSU Council Meeting, and send at least one other executive.
  - c. Maintain good relations with faculty, staff and students of the DM, and with executives and members of other course unions.
  - d. Propose amendments to the MU constitution as necessitated by changes in the nature of MU.
  - e. Attend to grievances reported by any executive.
2. The Secretary shall:
  - a. Organize Executive Meetings, take precise minutes during meetings and make them available to the Executive within one week of the meeting.
  - b. Organize General Meetings, and ensure that all formal procedures are followed during voting.
  - c. Collect mail from the MU mailboxes in the ASSU office and DM, and give them to the President.
  - d. Temporarily assume the responsibilities of the President if the President is unavailable.
3. The Treasurer shall:
  - a. Maintain a collection of all original receipts corresponding to bank transactions, expenses and reimbursements, along with a set of copies (physical and/or electronic).
  - b. Maintain and make available to the Executive a record of all expenses. The record shall at least include items, prices, sources of funding used, date of purchase and date of reimbursement.
  - c. Reimburse each purchaser within one month of receipts being provided and approval being obtained from the President.
  - d. Submit budgets, receipts and proof of event before deadlines, for each source of funding that requires such submissions.
4. The Vice Presidents shall fulfil the tasks assigned to them by the President by distributing the assigned tasks among their designated Officers and leading them.

1. The Vice President Communication shall:
  - a. Create and/or maintain a website for MU, which shall at least include a list of the Executive, upcoming and past events, an up-to-date MU Constitution and contact information.
  - b. Create and/or maintain a strong presence on social media websites, like Facebook, through which most active members may be notified.
  - c. For large events, compose a message and send it to relevant members through the DM Undergraduate Administrator's email lists.
  - d. Attend, make displays and assign shifts to Officers for outreach events such as UTSU Clubs Fair and UTSU Street Festival.
2. The Vice President Academic shall:
  - a. Be connected to the DM's faculty and students, in order to facilitate seminars.
  - b. Organize academic events, such as talks by students and professors. Book venues and purchase refreshments and honoraria, within budget restraints and rules attached to funding.
  - c. Work with the Vice President Communication to advertise academic events.
  - d. Create letter-sized posters for academic events to serve as advertisement on bulletin boards, as well as proof of event for funding purposes.
3. The Vice President Social shall:
  - a. Be connected to executives of other course unions, in order to facilitate joint events.
  - b. Organize social events, such as games nights, pub nights, and large socials such as end-of-term parties, within budget restraints and rules attached to funding.
  - c. Work with the Vice President Communication to advertise social events.
  - d. Be familiar with and follow university policies on the booking and usage of space, especially pertaining to serving alcohol.
5. The Officers shall:
  - a. Receive instructions from their supervising Vice President or the President.
  - b. Make every effort to fulfil responsibilities once undertaken.
  - c. Notify the supervisor as soon as possible if a task cannot be completed.
  - d. Notify the President of any concerns or grievances that they have.

## 6 Amendments

1. Any member may propose amendments to the MU Constitution.
2. Proposals shall be verified by ASSU as consistent with the ASSU constitution before announcement.
3. Approval by a two-thirds majority of votes at a General Meeting is required for adoption.
4. Proposed amendments and the date of vote shall be announced at least two weeks prior to the vote.
5. An amended MU Constitution shall be submitted to the ASSU office within two weeks of adoption.

Passed at a General Meeting on January 7, 2015