

The Constitution of the Dalhousie Mathematics and Statistics Graduate Students' Association

July 2013

1 NAME

The name of the society is the “Dalhousie Mathematics and Statistics Graduate Students' Association”, hereafter known as “the society”.

2 PURPOSE

The purposes of the society are:

1. To promote the interests of the graduate students in Mathematics and Statistics at Dalhousie University.
2. To act as a social institution for the benefit of the members.

3 MEMBERSHIP

1. Full membership to the society is automatically granted to all full-time and part-time graduate students currently enrolled in the department of Mathematics and Statistics at Dalhousie University.
2. Only full members can vote and hold executive positions.
3. Associate membership is available for any person interested in the activities of the society after obtaining approval of the society's executive.
4. Only members and, at the discretion of the executive, their guests shall be entitled to participate in the activities of the society.
5. There shall be no membership fee or dues as a requirement of membership in the society.

4 EXECUTIVE

1. The executive shall consist of: President, Vice President, Secretary/Treasurer, Department Liaison, and Lett Bursary Representative.
2. The members of the executive listed above reserve the right to vote at executive meetings.
3. The executive shall all be full members of the society.

4. The duties of the President are as follows:
 - (a) To act as a liaison between the society and DAGS.
 - (b) To chair meetings of the society.
 - (c) To be responsible for overseeing operations of the society, including ratification with DAGS.
 - (d) To act as co-signer (with Vice President and Secretary/Treasurer) for the accounts of the society.
5. The duties of the Vice-President are as follows:
 - (a) To assume the duties of the President in his/her absence.
 - (b) To assist the President in his/her duties.
 - (c) To act as co-signer (with President and Secretary/Treasurer) for the accounts of the society.
6. The duties of the Secretary/Treasurer are as follows:
 - (a) To keep records of all receipts and expenditures of the society.
 - (b) To act as co-signer (with President and Vice-President) for the accounts of the society.
 - (c) To assist the President in the preparation of funding requests.
 - (d) To be responsible for maintaining an accurate records of all correspondence and actions of the society.
7. The duties of the Department Liaison are as follows:
 - (a) To function as correspondent between faculty and the society.
 - (b) To represent the members of this society on the Lett Bursary Committee.
8. The duties of the Lett Bursary Representative are as follows:
 - (a) To represent the members of this society on the Lett Bursary Committee.

5 MEETINGS

1. All meetings shall be chaired by the President, or the Vice-President in his/her absence.
2. The Annual General Meeting will be held near the beginning of each Fall Term to coincide with the welcoming of new graduate students into the society. All members are informed of activities planned and of ways they can become involved. Elections for the executive are also held at this time (See Section 9.)

3. General meetings:

- (a) Shall be held whenever called by the executive or requested by three members.
- (b) Shall be held at least once every three months.
- (c) Require at least one week's notice.
- (d) One general meeting shall be designated as the Annual General Meeting.
- (e) A quorum for a general meeting shall be 10 members, 3 of which must be executive.
- (f) Motions must have the support of 50%+1 to pass.

4. Executive meetings:

- (a) Shall be held when requested by any member of the executive.
- (b) A quorum for an executive meeting shall be more than half of the executive.
- (c) Normal business of the executive shall be voted on by all executive present, and motions must have the support of 50%+1 to pass.

6 FINANCIAL PROCEDURES

1. The signing officers for any financial transaction will be the President, Vice-President, and the Treasurer.
2. At least two of the signing officers need to sign each cheque.
3. An executive cannot sign on a cheque made out to him/herself.
4. The bank account is held by the treasurer who is responsible for invoicing of receipts and keeping of the ledger.
5. The executive shall produce and make available a budget for the projected annual transactions of the society.
6. The budget shall be voted on by secret ballot.
7. The budget shall be passed upon obtaining 50%+1 of the votes cast.

7 LETT BURSARY COMMITTEE

1. The Department Liaison and the Lett Bursary Representative are to act as the two student representatives on the Lett Bursary Committee.

2. If the Department Liaison and/or the Lett Bursary Representative is absent or has a conflict of interest with one of the Lett Bursary applicants, remaining executive members must sit on the Lett Bursary Committee in their place.
3. Should all executive members be absent or be in a conflict of interest, the department chair will select the student representatives for the Lett Bursary Committee at their discretion.
4. The department chair may decide when a student representative has a conflict of interest. In such a case, the department chair may not disclose any reason or applicant information.
5. A student representative can remove themselves from the Lett Bursary at their discretion claiming a conflict of interest.
6. Before each meeting of the Lett Bursary Committee, each representative must sign and date a copy of the confidentiality agreement provided in Appendix A at the end of the present constitution.

8 EXECUTIVE RESPONSIBILITIES

1. To do everything in their power to fulfill the purposes of the society as stated in the constitution.
2. In negotiations with outside organizations, the executive shall have the authority to act on their own discretion, on behalf of the membership, subject to constitutional restrictions.
3. To assist in the operation of the society, the executive may appoint sub-committees to carry out specific duties.
4. The executive shall be responsible for all funds credited to the society. These funds shall be used at the discretion of the executive to assist in fulfilling the objectives of the society. Individual purchases exceeding 20% of the total current balance or greater than \$100 shall be presented to the executive for approval.
5. The interpretation of the articles of this constitution shall be decided unanimously by the executive.
6. Each member of the executive is expected to attend meetings, given two days notice, unless a reasonable excuse for absence can be provided.

9 ELECTIONS OF THE EXECUTIVE

1. Election of the Executive shall be held during the Annual General Meeting.

2. The current year's President shall be responsible for running the elections.
3. If the current year's President wishes to run, the current year's Vice-President shall be responsible for running the elections.
4. Nominations for executive positions, which must be seconded by another member of the society, shall be accepted during the Annual General Meeting.
5. Nominations for executive positions shall be by secret ballot.
6. A person may be nominated in absentia for an executive position, provided they have a reasonable excuse for their absence and have already provided written acceptance of the nomination.
7. Election of an officer shall be by secret ballot.
8. A member shall be considered elected to office on obtaining 50%+1 of the votes cast. In the event that no nominee obtains 50%+1 of the vote, the nominee receiving the fewest votes and all nominees receiving less than 10% of the vote shall join the general membership and vote on the remaining nominees.
9. Each member can only hold one executive position.
10. A special election meeting may be called with one weeks notice by the remaining executive to fill any interim vacancy in the executive.

10 IMPEACHMENT OF AN EXECUTIVE OFFICER

1. A special meeting concerning impeachment of any officer(s) may be held upon written request of five full members.
2. Failure to provide the services detailed in Sections 4 and 8, as well as gross misconduct, can warrant a motion to impeach.
3. A quorum for this meeting shall be the same as for an election meeting.
4. All motions to impeach must be voted by the membership.
5. The motion to impeach shall be voted by secret ballot.
6. The motion to impeach shall be passed upon obtaining 50%+1 of the votes cast.
7. Any officer up for impeachment has the right to be notified in advance of the vote, and shall be provided with an opportunity to speak against the allegation.

11 AMENDMENTS TO THE CONSTITUTION

1. Any article of the constitution may be amended at any general meeting. A quorum for a constitutional meeting shall be the same as that for a general meeting and must be attended by the President.
2. Notice of a motion to amend the constitution shall be presented in writing to the Vice-President at least one week prior to the meeting at which it is to be proposed.
3. The proposed amendments shall be clearly posted at least one week prior to the meeting at which it is to be voted upon.
4. Constitutional amendments shall be voted by secret ballot.
5. Constitutional amendments shall be passed upon obtaining 50%+1 of the votes cast.

APPENDIX A

LETT BURSARY CONFIDENTIALITY AGREEMENT:

All information contained in the Lett Bursary applications is considered confidential and may only be used for the purpose of judging the merits of the application. No applicant information may be disclosed outside of the Lett Bursary Committee meeting. Specifically, disclosure of applicants names, financial situations and other personal information outside of the meeting is not allowed.

Name:

Date: