Mathematics and Statistics Graduate Students' Association

CONSTITUTION

1. **NAME**

   (a) The name of the society shall be The Dalhousie Mathematics and Statistics Graduate Students' Association.

2. **OBJECTIVES**

   (a) To promote the interests of the graduate students in mathematics and statistics at Dalhousie University.

   (b) To act as a social institution for the benefit of the members.

3. **MEMBERSHIP**

   (a) Membership shall be open to all full-time and part-time graduate students currently enrolled in the department of mathematics and statistics at Dalhousie University.

   (b) There shall be no membership fee or dues as a requirement of membership in the society.

4. **THE EXECUTIVE**

   (a) The executive of the society shall consist of:

      i. President;
      ii. Vice-President;
      iii. Secretary/Treasurer;
      iv. Department Liason;
      v. Lett Bursary Representative.

   (b) The President shall:

      i. act as a liason between the society and DAGS;
      ii. chair meetings of the society;

iii. be responsible for overseeing operations of the society, including ratification with DAGS;

iv. act as co-signer (with Vice-President and secretary/treasurer) for the accounts of the society.

(c) The Vice-President shall:

i. assume the duties of the President in his/her absence;

ii. assist the President in his/her duties;

iii. act as co-signer (with President and secretary/treasurer) for the accounts of the society.

(d) The Secretary/Treasurer shall:

i. keep records of all receipts and expenditures of the society;

ii. act as co-signer (with President and Vice-President) for the accounts of the society;

iii. assist the President in the preparation of funding requests;

iv. be responsible for maintaining an accurate record of all correspondence and actions of the society.

(e) The Department Liason shall:

i. function as correspondent between faculty and the society;

ii. represent the members of this society on the Lett Bursary Committee.

(f) The Lett Bursary Representative shall:

i. represent the members of this society on the Lett Bursary Committee.

5. **MEETINGS**

(a) General Meetings:

i. shall be held whenever called by the executive or requested by three members;

ii. shall be held at least once every three months;

iii. require at least one week's notice.

(b) One general meeting shall be designated as the Annual General Meeting.

(c) Executive meetings shall be held when requested by any member of the executive.

(d) All meetings shall be chaired by the President, or the Vice-President in his/her absence.

6. **EXECUTIVE ELECTIONS**

(a) Election of the Executive shall be held during the Annual General Meeting.

(b) The current year's executive shall be responsible for running the elections.

(c) Candidates shall be nominated for positions. Candidates can nominate themselves.

(d) Members present at the Annual General Meeting will vote via a paper ballot.

7. **AMENDMENTS TO THE CONSTITUTION**

(a) The constitution may be amended at the Annual General Meeting, by a majority vote of those present.

8. **FINANCIAL PROCEDURES**

(a) The President, Vice-President and Treasurer/Secretary are responsible for signing authority;

(b) Surplus funds will be carried over to the next school year.

9. **LETT BURSARY COMMITTEE**

(a) The Department Liason and the Lett Bursary Repesentative are to act as the two student representatives on the Lett Bursary Committee;

(b) If the Department Liason and/or the Lett Bursary Reprentative 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;

(c) 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;

(d) 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;

(e) A student representative can remove themself from the Lett Bursary at their discretion by claiming a conflict of interest;

(f) Before each meeting of the Lett Bursary Committee, each representative must sign and date a copy of the following confidentiality agreement.

Lett Bursary Confidentiality Agreement
All information contained in 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: