

# **Dalhousie Undergraduate Mathematics And Statistics Society (DUMASS) Constitution**

**MOST RECENT UPDATE: OCT. 18, 2024**

## **Article I - Name**

1. The society is titled the 'Dalhousie Undergraduate Mathematics and Statistics Society', referred to hereafter as 'DUMASS'.

## **Article II - Objective and Policy**

1. Mission Statement & Objectives of the Society

The DUMASS is a society representing undergraduate students who have declared themselves Mathematics, statistics and/or actuarial sciences (hereafter referred to as SAM) majors and minors, as well as non-SAM students interested in the field. As a society, its goals are as follows: (a) to disseminate department news to undergraduate students; (b) to represent the interests of SAM students to the staff and faculty of the Department; (c) to bring together current SAM majors through social events; and (d) to educate potential SAM majors about the particulars of the degree.

2. Society Policy:

- a. The DUMASS will operate in accordance with the Dalhousie Student Union and Dalhousie Science Society Bylaws and Policies.
- b. The DUMASS will abide by all municipal, provincial, and federal laws, as well as Dalhousie University regulations.
- c. The DUMASS will operate without discrimination based on gender, sexuality, religion, race, political alliance, ethnicity, nationality, age, and mental or physical ability.

## **Article III - Membership**

1. The society shall consist of Dalhousie University and Kings' College undergraduate students who have an interest in the field of mathematics, statistics, and/or actuarial sciences.

- a. Membership is not exclusive to students who have taken or are currently taking a SAM course.
  - b. Membership does not have a fee.
  - c. Membership must be renewed every year.
  - d. Membership shall be held between May 1st and April 30th of the following year.
  - e. Membership will not be subject to discrimination based on gender, sexuality, religion, race, political alliance, ethnicity, nationality, age, and mental or physical ability, as outlined in the Dalhousie Student Union Constitution.
2. Members have the right to:
- a. Vote in all DUMASS elections.
  - b. Run for election as an Executive or Council Member of the DUMASS.
  - c. View all meeting minutes and financial records upon request.
  - d. Attend, vote, and bring forward motions at General Meetings.

#### **Article IV - Members**

1. The society<sup>1</sup> executive shall consist of the following positions, see :
  - a. The society executive board shall consist of the following elected positions:
    - i. President(1)
    - ii. Vice President of Internal Affairs(1)
    - iii. Vice President of External Affairs (1)
    - iv. Treasurer(s) (1 or 2)
    - v. Director of Communications (1)
    - vi. Social Media Coordinator (1)
  - b. The society<sup>1</sup> council shall consist of the following elected positions:
    - i. Equity, Diversity, and Inclusion Representative(s) (1 to 3)
    - ii. Dalhousie Science Society Representative (1)
    - iii. First Year Representative(s) (1 or 2)
    - iv. Second Year Representative(s) (1 or 2)
    - v. Third Year Representative(s) (1 or 2)
    - vi. Fourth Year Representative(s) (1 or 2)
    - vii. Event Coordinator(s) (n)
    - viii. International students Representative(s) (1 to 2)
    - ix. Lead programmer (1)
    - x. General members (n)
2. The responsibilities and duties of the President shall be as follows:
  - a. Ensure smooth operation of the DUMASS.
  - b. Act as an unbiased arbitrator to resolve inter-society and extra-society conflicts

- c. Planning and coordinating all Executive Meetings, Council Meetings, and General Meetings of the DUMASS.
  - d. Manage all society passwords and account information and store them securely to be passed on to the following President.
  - e. The enforcement and review of the DUMASS Constitution as needed, maintaining the balance of power.
  - f. Act as the official spokesperson for the DUMASS to the Department and the Dalhousie student community, or oversee the delegation of this role to a council member or Executive.
  - g. Set and oversee the achievement of annual goals for the DUMASS.
  - h. Attend Dalhousie Science Society Finance and Grant meetings with the treasurer(s).
  - i. Act as a signing authority for the DUMASS bank account and oversee the annual budget and grant applications.
  - j. Apply for ratification with the Dalhousie Student Union prior to the start of the new academic year.
  - k. The ability to create a committees to handle various societal objectives(IV,4)
  - l. The overseeing or delegation of Merchandising Duties<sup>7</sup>
  - m. The ability to create new appointed non-voting volunteer positions on the Executive or Council at the discretion of the president to handle any tasks or events that are not delegated by the constitution.
  - n. Receive Primary Event Organizer Training and Treasure Training as mandated by the Dalhousie Student Union.
  - o. Support other Council Members in their roles.
  - p. Delegate other duties to Council Members as needed.
3. The responsibilities and duties of the Vice President of Internal Affairs shall be as follows:
- a. Oversee event planning and coordinate with the Vice President of External Affairs and Event Coordinators to plan and execute at least two society events per semester.
  - b. Assist the President with organizing meetings.
  - c. If the President is momentarily absent, act on behalf of the president at executive, council, and general meetings.
  - d. In the President's extended absence, the Vice President Internal shall assume all responsibilities and duties of the vacant positions along with their own until they're able to appoint someone to fill the role of Vice President Internal provided that it's clear that the President will no longer be able to perform their duties going forward.

- e. Coordinate with the Director of Communications and perform their responsibilities in their absence.
  - f. Maintain regular communication with the Department regarding events and opportunities available to SAM students.
  - g. Seek and present academic resources for SAM students to the DUMASS.
  - h. Act as a signing authority for the DUMASS bank account.
  - i. Receive Primary Event Organizer Training as mandated by the Dalhousie Student Union.
  - j. Attend Executive Meetings, Council Meetings, and Annual General Meetings of the DUMASS.
  - k. Inform the incumbent Vice President of Internal Affairs of any important information pertaining to the role and its transition.
  - l. Perform other duties at the request of the President as needed.
4. The responsibilities and duties of the Vice President External shall be as follows:
- a. Coordinate with the Vice President Internal to plan and execute at least two society events per semester.
  - b. Support the President with the ratification process.
  - c. In the event of the President and/or Vice President Internal's momentary absent, its the duty of the Vice President External to act on behalf of the missing executive(s) at executive, council and general meetings.
  - d. In the President's and/or Vice President Internal's extended absence, the Vice President External shall assume all responsibilities and duties of the vacant position(s) along with their own until they're able to appoint someone to fill the role of Vice president external and/or Vice President Internal.
  - e. Coordinate with the Social Media Coordinator about events and perform their responsibilities in their absence.
  - f. Manage Event Coordinators by delegating responsibilities for different events.
  - g. Communicate and develop relationships with other societies to promote and branch out the DUMASS.
  - h. Act as a signing authority for the DUMASS bank account.
  - i. Receive Primary Event Organizer Training as mandated by the Dalhousie Student Union.
  - j. Attend Executive Meetings, Council Meetings, and Annual General Meetings of the DUMASS.
  - k. Inform the Vice President of External Elect of any important information pertaining to the role and its transition.
  - l. Perform other duties at the request of the President as needed.
5. The responsibilities and duties of the Treasurer(s) shall be as follows:

- a. Oversee the financial administration of the society including but not limited to receiving and accounting for all financial transactions, ensuring payment for any expenses incurred by the society, and preparing both Fall and Winter audits for any requesting parties
  - b. Work with the President and Vice Presidents to create and follow an annual budget
  - c. Work with President, Vice Presidents, and Event Coordinators to create and follow event specific budgets
  - d. Seek and apply for any applicable grant or other sponsorship opportunities
  - e. Attend biweekly Finance and Grant meetings for the Dalhousie Science Society.
  - f. Receive Treasurer Training as mandated by the Dalhousie Student Union.
  - g. Attend Executive Meetings, General Meetings, and Annual General Meetings of the DUMASS.
  - h. Inform the Treasurer(s) Elect of any important information pertaining to the role and its transition.
  - i. Perform other duties at the request of the President as needed.
- 6. The responsibilities and duties of the Director of Communications shall be as follows:
  - a. Responsible for meeting minutes at all Executive Meetings, Council Meetings, and Annual General Meetings.
  - b. Receive Primary Event Organizer Training.
  - c. When absent from any meeting, inform the Vice-President Internal so they are prepared to perform these responsibilities.
  - d. Maintain an organized system for the meeting minutes and provide notes to other members upon request in a timely manner.
  - e. Assist the president in planning and coordinating all Executive Meetings, Council Meetings, and Annual General Meetings of the DUMASS<sup>2</sup>.
  - f. Attend Executive Meetings, Council Meetings, and Annual General Meetings of the DUMASS.
  - g. Inform the Director of Communications Elect of any important information pertaining to the role and its transition.
  - h. Perform other duties at the request of the President as needed.
- 7. The responsibilities and duties of the Social Media Coordinator shall be as follows:
  - a. Maintain the multimedia presence of the DUMASS such as Instagram and LinkedIn and other social medias.
  - b. Work with the President, Vice Presidents and Event Coordinators to create promotional content for all society events.
  - c. Create and display posters about upcoming events.

- d. Create an annual post presenting the Executive Team to be shared across multiple platforms.
  - e. Connect with the Dalhousie Student Union, Dalhousie Science Society, and other societies to promote DUMASS content.
  - f. Attend Executive Meetings, Council Meetings, and Annual General Meetings of the DUMASS.
  - g. Inform Elect of any important information pertaining to the role and its transition.
  - h. Perform other duties at the request of the President as needed.
8. The responsibilities and duties of the Equity, Diversity, and Inclusion Representative(s) shall be as follows:
- a. Attend Dalhousie Student Union's Equity, Diversity, and Inclusion meetings as a representative of the DUMASS fulfill the responsibilities accordingly .
  - b. Report all pertinent information to the DUMASS from EDI Meetings, acting as a liaison between the DUMASS and the committee.
  - c. Represent the interests of marginalized groups at Council and General meetings.
  - d. Advocate for accessibility at all events.
  - e. Attend Council Meetings and General Meetings of the DUMASS.
  - f. Perform other duties at the request of the President as needed.
9. The responsibilities and duties of the Dalhousie Science Society Representative shall be as follows:
- a. Attend Dalhousie Science Society meetings as a representative of the DUMASS.
  - b. Represent the DUMASS's interests by voting on behalf of the society at DSS meetings.
  - c. Report all pertinent information to the DUMASS from DSS Meetings, acting as a liaison between the DUMASS and the DSS.
  - d. Attend Council Meetings and Annual General Meetings of the DUMASS.
  - e. Inform the Elect Dalhousie Science Society Representative of any important information pertaining to the role and its transition.
  - f. Perform other duties at the request of the President as needed.
10. The responsibilities and duties of the First-Year Representative(s) shall be as follows:
- a. Represent the interests of first-year SAM students to the DUMASS.
  - b. Encourage first-year students to become involved in the DUMASS and society events.
  - c. Communicate with first-year professors to promote society events.
  - d. Attend Council Meetings and Annual General Meetings of the DUMASS.
  - e. Inform the incoming First-Year Representative(s) of any important information pertaining to the role and it's transition.

- f. Perform other duties at the request of the President as needed.
11. The responsibilities and duties of the Second-Year Representative(s) shall be as follows:
- a. Represent the interests of second-year students to the DUMASS.
  - b. Encourage second-year students to become involved in the DUMASS and society events.
  - c. Communicate with second-year professors to promote society events.
  - d. Attend Council Meetings and Annual General Meetings of the DUMASS.
  - e. Inform the Second-Year Representative(s) Elect of any important information pertaining to the role and its transition.
  - f. Perform other duties at the request of the President as needed.
12. The responsibilities and duties of the Third-Year Representative(s) shall be as follows:
- a. Represent the interests of third-year students to the DUMASS.
  - b. Encourage third-year students to become involved in the DUMASS and society events.
  - c. Communicate with third-year professors to promote society events.
  - d. Attend Council Meetings and Annual General Meetings of the DUMASS.
  - e. Inform the Third-Year Representative(s) Elect of any important information pertaining to the role and its transition.
  - f. Perform other duties at the request of the President as needed.
13. The responsibilities and duties of the Fourth-Year Representative(s) shall be as follows:
- a. Represent the interests of fourth-year students to the DUMASS.
  - b. Encourage fourth-year students to become involved in the DUMASS and society events.
  - c. Communicate with fourth-year professors to promote society events.
  - d. Communicate with the graduating class and work with Vice-President External and Event Coordinators to organize graduation-specific events.
  - e. Attend Council Meetings and Annual General Meetings of the DUMASS.
  - f. Inform the Fourth-Year Representative(s) Elect of any important information pertaining to the role and its transition.
  - g. Perform other duties at the request of the President as needed.
14. The responsibilities and duties of the Event Coordinator(s) shall be as follows:
- a. Work under the direction of the Vice President Internal or External to plan events.
  - b. Assist in the setup, execution, and take down of all society events.
  - c. Receive Primary Event Organizer Training as mandated by the Dalhousie Student Union.

- d. Attend Council Meetings and Annual General Meetings of the DUMASS and meetings set up by the Vice President Internal/External to plan specific events.
  - e. Inform the Event Coordinator(s) Elect of any important information pertaining to the role and its transition.
  - f. Perform other duties at the request of the President as needed.
15. The responsibilities and duties of the International Student Representative(s) shall be as follows:
- a. Act as a liaison between Dalhousie SAM and partner universities.
  - b. Raise awareness about the DUMASS to international undergraduate students at Dalhousie.
  - c. Work with the Equity, Diversity and Inclusion Representative to represent the interests of International Students at Council and General meetings.
  - d. Attend Council Meetings and General Meetings of the DUMASS.
  - e. Inform the International Student Representative(s) Elect of any important information pertaining to the role and its transition.
  - f. Perform other duties at the request of the President as needed.
16. The responsibilities and duties of The Lead Programmer shall be as follows:
- a. Create and maintain an online website for the DUMASS
  - b. Ensure that any work is maintainable for any successors.
  - c. Inform the Lead Programmer Elect of any important information pertaining to the role, the code-base, and its transition.
  - d. Work with the DSU & DSS in regards to the domain.
  - e. Attend Council Meetings and Annual General Meetings of the DUMASS.
  - f. Perform other duties at the request of the President as needed.
17. The responsibilities, duties and rights of the General Members shall be as follows:
- a. Assist Executives and Council Members with their duties as needed.
  - b. Attend the first Council Meeting of every month and Annual General Meetings of the DUMASS to vote or voice any opinions.
  - c. If a General Member wishes to join all council meetings they may be voted during the session of the council and will be granted full voting privileges.
  - d. Access to any meeting minutes or financial documents of the Society upon request.

## **Article V - Meetings**

- 1. Executive Meetings:
  - a. Are to be held at least twice a month during the regular academic year.



- b. 2 days notice must be given prior to the meetings being held, except for certain circumstances such as.
  - i. An imminent threat to the society's finances
  - ii. Possible loss of ratification
  - iii. Any major impedance to the society's functioning that must be addressed in timely manner
- c. All motions and their implications must be clearly explained in a manner such that everyone present may understand what they're voting on else it's voided.
- d. Can be attended by any Executive<sup>1</sup> or invitee of the President.

## 2. Council Meetings:

- a. Are to be held at least twice a month during the academic year.
- b. 7 days notice must be given prior to the meeting being held.
- c. Can be attended by any Executive or Council Member.
- d. All motions and their implications must be clearly explained in a manner such that everyone present may understand what they're voting on else it's voided.
- e. Only Council Members<sup>4</sup> (Article IV, sub-section 1) may participate in council meeting votes .
- f. Any decisions in an Executive meeting may be vetoed by the council.
- g. All motions will require a minimum of 50% + 1 majority to be passed.
- h. Voting by proxy is prohibited.

## 3. General Meetings:

- a. May be attended by any general member (Article IV, sub-section 18).
- b. At least one general meeting must be called per academic semester.
- c. All motions and their implications must be clearly explained in a manner such that everyone present may understand what they're voting on else it's voided.
- d. At least 1 week of public notice must be given prior to each general meeting being held.
- e. All society members may vote.
- f. All motions require 50% + 1 majority to be passed.
- g. A general meeting may be called through:
  - i. A majority vote conducted at a council meeting.
  - ii. A written petition to the council signed by at least 20% of the society's members.

## 4. Committee Meetings:

- a. Committees may only be created and dissolved by the president to handle the needs of the society and consist of a dedicated team to a specific objective.

- b. Once a Committee has been created the President may appoint a Chair of the Committee who will preside over the meetings and be responsible for the objective of the Committee
- c. Meetings may be held at the discretion of the President or Chair
- d. The Chair may appoint any non-paid volunteer to the committee with approval from the president
- e. The Chair must communicate the President about the meetings and progress of the Committee
- f. Committees are under the direct oversight of the President.
- g. All notes must be presented to the Executive

## **Article VI - Nominations and Elections**

1. The general election process is as follows:
  - a. Calling the election:
    - i. All positions (see Article IV) are to be elected between March 1st and April 1st. An exemption can be granted in the event of unforeseen disruptions, such as a strike.
    - ii. The election is to be held at an Annual General Meeting (see Article V, Section 2).
    - iii. Positions are to be advertised no later than 1 week prior to elections.
  - b. Nominations:
    - i. Nominations are to be taken during the election meeting.
    - ii. Nominees must be members of the society.
    - iii. Nominations must be seconded by at least 1 additional society member.
    - iv. Nominations must be accepted by the nominee.
  - c. Chief Returning Officer role:
    - i. A Chief Returning Officer (CRO) is to be appointed, by vote, at a council meeting, no later than 1 week before the general meeting.
    - ii. The CRO must be a current council member who will not be running for a council position.
    - iii. The responsibilities of the CRO are to chair the general meeting election, to ensure the constitutional procedure is followed, and to count votes.
    - iv. The CRO must remain unbiased in discussion. This includes but is not limited to: endorsing candidates and providing input that does not include facilitating discussions.
    - v. Voting is to be done anonymously, by secret ballot or anonymous show of hands,

- vi. If 2 or more people wish to run as a joint candidate for the same position they are to be treated as if it were only a singular candidate.
- vii. Only 1 position may be voted on at a time.
- viii. The nominee who receives 50% + 1 of the vote is to be elected.

d. Election Process:

- i. Voting is to be done anonymously, by secret ballot or anonymous show of Hands.
- ii. All candidates must be given an equal opportunity.
- iii. After candidates have been identified they will all leave the room with one candidate at a time returning to give their speech.
- iv. If 2 or more people wish to run as a joint candidate for the same position they are to be treated as if it were only a singular candidate.
- v. Each candidate is given 3 minutes for a speech followed by a 2 minute question and answering period.
- vi. No personal attacks are allowed, if a candidate is warned and continues the CRO may choose to remove them from the election.
- vii. After the candidates have presented they're all to leave the room again for the society to publicly discuss each candidate, the CRO is responsible for moderating this discussion it should last no longer then 6 minutes.
- viii. The nominee who receives the majority of the vote is to be elected.

- 2. Newly elected council members take office on May 1st, barring any disturbances which would cause the previous term to be incomplete (such as a strike).
- 3. Position vacancies are to be filled through council vote, if the election period has passed.

### **Article VII - Resignations and Impeachment**

- 1. In order to preserve the integrity of the society, council members are not to be reprimanded without proper reasoning.
- 2. Reasons that would warrant impeachment are as follows:
  - a. Failure to perform duties as outlined in Article IV.
  - b. Absence from two council meetings without prior notice or reasonable explanation.
  - c. Misconduct that violates the policies listed in Article II.
  - d. Actions that harm the reputation of the society, or its members.

e. Disregard or non-compliance with the articles listed in the DUMASS Constitution.

3. Complaints against a society member, regardless of position, may be filed to any council member.
4. In the event that a complaint is filed, a council meeting (outlined in Article V, sub-section 1) is to be called. The council member up for impeachment is to be given the opportunity to speak. A motion to impeach will then be called, and if passed, a vote will be held. A 50% + 1 majority is required to impeach.
5. If a Member has been impeached or resigns the highest ranking authority in the society is to choose a temporary replacement until a vote can be held where general members may participate in an election.

### **Article VIII - Financial Regulations**

1. The signing officers of the society shall be the President, Vice President Internal, Vice President External, and treasurer(s), and those approved by the president & treasurer(s).
2. Each cheque must be signed by two of the signing officers. Signing authorities cannot sign a cheque addressed to themselves.
3. The annual fiscal period will be May 1 to April 30.
4. Evidence of all financial purchases must be recorded and provided to the Treasurer(s).
5. A budget will be prepared annually based on the following process:
  - a. The Treasurer(s) will review the previous year's spending and budget, projected spending of the coming year, and any other information that may alter this year's budget.
  - b. The Treasurer(s) will discuss potential financial expenditure with other Executives and, where applicable, the Council.
  - c. The Treasurer(s) will then prepare a draft budget for the year.
  - d. The draft budget must be presented and ratified at the fall Annual General Meeting (before October 31). At least one week prior to the meeting, the draft budget must be made available to all Executive, Council and General members.
  - e. The budget may be amended throughout the year by Special Resolution at a Council Meeting.

6. The society allows for reimbursement of reasonable costs incurred by executives and council members.
  - a. Examples of reasonable costs include:
    - i. Food items and beverages purchased for an official society event.
    - ii. Travel costs associated with transporting a group of event participants.
    - iii. Tolls and parking fees paid during a team building event.
  - b. Examples of costs not considered reasonable include:
    - i. Items lost or stolen during a society event.
    - ii. Parking, speeding, and other fines.
    - iii. Personal entertainment expenses.
    - vi. Personal gain
  - c. All reimbursement requests are to be accompanied by receipts.
  - d. Reimbursement requests cannot be made on behalf of someone else.
  - e. Purchases above 200\$ must be approved by either the Treasure(s), and at least one of the VP Internal, External, or President.

### **Article IX - Ratification**

1. The DUMASS must re-apply for ratification each academic year with the Dalhousie Student Union.
2. The incoming President and Vice President External are responsible for managing this process.
3. The previous President and Vice President External must provide their replacements with all pertinent information to the ratification process in order to facilitate a smooth transition.<sup>5</sup>
4. If no line of succession has been established any member of the DUMASS is welcomed to apply for re-ratification as president and set up an interim council from members of their own choosing until they're able to host an AGM where normal operations shall resume.

### **Article X - Constitutional Amendment**

1. Constitutional amendments may be proposed at either a general meeting or a council meeting (see Article 5, sub-section 1 and 2). Possible amendments must be seconded to be eligible for vote.
2. Constitutional amendment votes must be conducted at a general meeting. Voting is done by show of hands.
3. All amendments and their implications must be clearly explained in a manner such that everyone present may understand what they're voting on.
4. Constitutional amendments require a 50% + 1 majority to pass.

## **Appendix**

1. Positions a. through p. And constitute the Executive Team and b. constitute the Council thought may be changed at the discretion of the President, all notes will be available for any meetings to any member upon request.
2. The President will preside at all meetings except when they are not the Chief Returning Officer at the Winter Annual General Meeting.
3. When there are multiple Event Coordinators and the position of Chief Merchandising Officer is unfilled, the Event Coordinators shall be responsible for Chief Merchandising Officer duties.
4. As defined in Appendix 1, positions a. through p.
5. Create a yearly document of important information to ensure a smooth transition and store that in a shared electronic format
6. Games nights are society organized social events for members of the society, these often include activities such as: board games, snooker, Trivia, bowling & etc... Though so long as adequate consideration has been made they could be any group activity. The events are allowed to be 19+.
7. Merchandising Duties entail the following
  - a. Designing and ordering merchandise.
  - b. Working with the Treasurer(s) to establish and follow a merchandise budget.
  - c. Conducting market research and estimate the number of Merchandise orders.