

Article I: Name

The course union shall be known as the University of Victoria Students in Undergraduate Mathematics and Statistics (SUMS).

Article II: Mandate

Students in Undergraduate Mathematics and Statistics seeks to promote and represent social and academic interests within the Department of Mathematics and Statistics. This is expressed by four key goals:

- a) To promote students' interests within the Department of Mathematics and Statistics
- b) To serve as a liaison and to promote contact between students and faculty in the Department of Mathematics and Statistics
- c) Organize activities for the benefit of Mathematics and Statistics students
- d) Provide representation on appropriate departmental committees

Article III: Membership

Every member outlined in this article shall be entitled to a copy of this constitution and all ratified amendments.

Section 1: Voting Members

Those who have been enrolled in at least one Undergraduate MATH or STAT Course at the University of Victoria within the last 12 months or those who are currently pursuing an Undergraduate or Honours degree in the Department of Mathematics and Statistics shall be known as 'Voting Members' of SUMS.

All Voting Members of SUMS shall have the right to speak and vote at all meetings.

Section 2: Associate Members

Department of Mathematics and Statistics faculty, staff, and community members may be considered Associate Members, by approval of the Course Union.

Associate members shall have the right to speak, but not vote, at meetings.

Article IV: Meetings

Both Monthly Meetings described in Section 1 and Bi-Annual Meetings described in Section 2 shall be known collectively as General Meetings. At every meeting described in this article, voting by proxy is not allowed. All motions made at a meeting require a simple (1/2) majority of the attending voting members to be adopted, unless otherwise stated.

Section 1: Monthly Meetings

Monthly meetings shall be held regularly to give the membership control of the direction and activities of the course union. All voting and associate members are welcome to attend.

The President, elected by SUMS, shall chair all meetings of SUMS and promises to be a neutral body in which all members can participate in decision making. The President has no voting rights except in the situation of a tie vote.

Quorum for Monthly General Meetings shall be a minimum of four (4) voting members and at least one (1) executive.

Section 2: Bi-Annual Meetings

Two Bi-Annual Meetings shall occur each year. The Fall Annual Meeting shall occur on or before the fourth Thursday of September but not prior to the third Thursday of September. The Spring Annual Meeting shall occur on or before the fourth Thursday of January but not prior to the third Thursday of January.

At each Bi-Annual meeting, elections shall be held for all executive positions as described in Article V. There shall be at least seven (7) days notice of a Bi-Annual meeting communicated at least once to SUMS members via electronic lists.

The meeting shall be chaired by the current President of SUMS, a faculty member of the Mathematics and Statistics Department, or the UVSS Director of Student Affairs. Quorum for Bi-Annual Meetings shall be no less than six (6) voting members.

Section 3: Emergency Meetings

If a General Meeting has not been held for over two (2) months, or in extreme or unusual circumstances, an emergency meeting may be called. Six (6) or more voting members may issue a written notice for an emergency meeting. The notice must be communicated at least seven (7) days before and must be communicated via mailing lists to SUMS members at least twice (2) before the meeting commences. If the executive fails to address the emergency meeting notice and fails to attend, the executive will be declared vacant.

Article V: The Executive

SUMS shall be governed by an executive comprised of the following positions:

- a) President
- b) Vice-President
- c) Director of Finance
- d) Director of Marketing
- e) Director of Events

The positions of President, Vice-President, at least one Director position must be filled. To be eligible for an executive position, a candidate must be an undergraduate student enrolled at UVic during their term in office.

Section 1: Election of Executive Members

An election for all executive positions listed in Article V will be held at both the Fall and Spring Bi-Annual Meetings.

Voting will be conducted by secret ballot with either a faculty member of the Department of Mathematics and Statistics or the UVSS Director of Student Affairs acting as the electoral officer. In their capacity as electoral officer, they will be responsible for:

- a) Ensuring each eligible candidate is featured on the ballot
- b) Ensuring each voting member present receives exactly one ballot
- c) Ensuring the fairness of the vote

- d) Counting and announcing the vote results for each position

The candidate who receives the most votes for each executive position is declared elected. If the candidate is elected at the Fall Bi-Annual Meeting, they shall be elected to a term commencing on the fourth Thursday of September at 5:00pm and ending the following year on the fourth Thursday of January at 4:59pm. If the candidate is elected at the Spring Bi-Annual Meeting, they shall be elected to a term commencing on the fourth Thursday of January at 5:00pm and ending the same year on the fourth Thursday of September at 4:59pm.

In order to be featured on the ballot for an executive position, a prospective candidate must submit the following to the electoral officer no later than two (2) days before the Bi-Annual Meeting where an election is being held:

- a) Sufficient proof they are a voting member of SUMS as outlined in Article III, Section 1
- b) A signed document with four (4) SUMS voting members supporting their candidacy

Section 2: Duties of the Executive

Every executive member must swear an oath (or affirmation) of office on a copy of the Thomas' Calculus: Early Transcendentals, 14th edition. The oath is as follows:

I do solemnly swear (or affirm) that I will faithfully execute my office as [executive position], and that I will, to the best of my ability, ensure the continuity and preservation of SUMS and its constitution.

All executive members are expected to attend each General Meeting. The following is a brief outline of the duties and responsibilities of each executive member:

- a) President
 - i. President shall chair all SUMS meetings
 - ii. In their capacity as chair, the President shall cast a tie-breaking vote at a General Meeting, if necessary.
 - iii. President shall act as Course Union Council Representative and be responsible for liaising with the Director of Student Affairs
 - iv. President shall, in coordination with the Vice-President, complete the paperwork to maintain Course Union status
 - v. President shall attend Department Meetings
 - vi. President shall assist in coordinating SUMS activities
 - vii. President shall have signing authority for all financial transactions of SUMS
- b) Vice-President
 - i. Vice-President shall assist in booking rooms, tables, and venues for SUMS activities
 - ii. Vice-President shall ensure that the minutes of each meeting are recorded
 - iii. Vice-President shall have signing authority for all financial transactions of SUMS
 - iv. Vice-President shall be responsible for completing the paperwork alongside the President to maintain Course Union status.
 - v. Vice-President shall attend Department Meetings
 - vi. Vice-President shall, whenever the President is unavailable, fill in as acting President
- c) Director of Finance
 - i. Director of Finance shall have signing authority for all financial transactions of SUMS.

- ii. Director of Finance shall assist in coordinating SUMS activities
 - iii. Director of Finance shall be responsible for the proper care of all SUMS accounts
- d) Director of Marketing
 - i. Director of Marketing shall act as a liaison with other course unions
 - ii. Director of Marketing shall ensure adequate communication between the executive and all members of SUMS
 - iii. Director of Marketing shall be responsible for communicating all announcements to SUMS members
 - iv. Director of Marketing shall manage all social media
- e) Director of Events
 - i. Director of Events shall coordinate SUMS events and activities
 - ii. Director of Events shall assist the Director of Marketing in promoting SUMS events
 - iii. Director of Events shall elicit feedback from SUMS members regarding events and activities

Section 3: Impeachment and Removal of Executive Members

A member of the executive may be impeached and removed if they fail to execute their duties outlined in Section 2 or fail to uphold and protect SUMS and its constitution.

A written motion for impeachment may be brought forward by an executive member or four (4) voting members of SUMS. The motion must state specifically the accusations made and any evidence associated. A simple majority (1/2) among present voting members must be reached in order to pass the motion and impeach the accused executive.

Once impeached, the accused executive is entitled to give a defence. After their defence, a vote will be called on their removal. A two-thirds (2/3) majority of all voting members present and a simple (1/2) majority of the executive is required to remove the accused executive.

Section 4: Vacant Executive Positions

Upon the resignation, removal, or untimely demise of any member of the Executive, a by-election will be held at the next General Meeting to fill the role for the remaining term of the executive, until an election is held at the next Bi-Annual Meeting. The current or acting chair shall ask for nominations at the General Meeting. Each nominee will be allowed two (2) minutes to speak on their nomination. After each nominee has used their speaking time, the chair will call for a vote and the nominee with the most votes will be declared elected and will immediately assume the office. If there is no current/acting chair or executive, a member of the faculty of Mathematics and Statistics shall fill the role.

Article VI: Authority

Nothing in this Constitution shall be considered in variance with the Constitution and Bylaws of the University of Victoria Students Society.

Article VII: Dissolution

Students in Mathematics and Statistics may be dissolved by a two-thirds (2/3) vote at a General Meeting, or by the Director of Student Affairs after a period of inactivity according to Course Union Policy.

In the event of dissolution or winding up of Students in Undergraduate Mathematics and Statistics, all funds and assets remaining after any debts and liabilities have been cleared shall be returned to the Students' Society Course Union Council Control account.

Article VIII: Amendments

The Constitution of Students in Undergraduate Mathematics and Statistics may be amended through consensus at a General Meeting. Proposed amendments may be introduced in two ways. First, proposed amendments may be introduced by a mover and seconder from the executive. Second, four (4) voting members of SUMS may present a proposed amendment in written form to the chair at a General Meeting. At a General Meeting, a two-thirds ($2/3$) majority of all voting members present must be reached in order to pass an amendment. Amendments that pass will take effect immediately unless otherwise stated.

This constitution was accepted and ratified by the membership of SUMS at a General Meeting on the thirtieth (30th) day of January, 2025.

We the undersigned were present at its acceptance,

Student Number

Name

Signature

Student Number

Name

Signature