BYLAWS OF THE UNIVERSITY OF WATERLOO
FACULTY OF MATHEMATICS
GRADUATE STUDENT ASSOCIATION
Proposed: June 6, 2016
Amended: October 29, 2019

1.01 Establishment
There will be an association to represent and promote the interests of graduate students in the Faculty of Mathematics at the University of Waterloo, hereafter "Math GSA" or "the Association".

1.02 Objectives
The Math GSA will:
   a. Provide a forum for the voices of all graduate students in the Faculty of Mathematics to be heard.
   b. Promote an interdisciplinary culture of social and intellectual interaction among students within the faculty.
   c. Represent the interests of graduate students to the broader university community.
   d. Promote, direct, and coordinate activities that will benefit the members.

1.03 Membership
   a. Every full- or part-time student enrolled in a graduate program in the Faculty of Mathematics is a member of the Math GSA.
   b. Membership is terminated when the individual ceases to be enrolled in a graduate program in the Faculty of Mathematics.

1.04 Amendments
   a. Changes to these bylaws must be proposed through a referendum or at an Annual General Meeting

Quorum
   b. A quorum for amendments will be the lesser of fifty (50) members or 10% of the membership.

Decision
   c. An amendment will be considered to have passed if more votes were cast in favour of the amendment than against.
   d. If there are multiple amendments proposed, each amendment will be treated separately with regard to 1.04(c).

2.01 Fees*
   a. The Math GSA may charge fees to its members for the purpose of promoting the objectives of the Association.
   b. New fees must be proposed through a referendum and require the approval of a majority (more than 50%) of the members.

     c.   The Board may approve increases to Math GSA fees by up to 10% plus the consumer price index (CPI) of the previous year.

     d.   Increases to Math GSA fees greater than the amounts noted in 2.01(c) require the approval of a majority (more than 50%) of the members.

     e.   Decreases to Math GSA fees may be approved by a majority (more than 50%) of the Board.

3.01 Members' Meetings

Rights to Attend and to Vote
     a.   Members of the Math GSA have the right to attend at and vote at Members' Meetings.

Call of Meeting
     b.   Members' Meetings may be called by a majority (more than 50%) of the Board, or by petition of twenty-five (25) members.

Notice of Meeting
     c.   Notice of a Members' Meeting will be given no fewer than twenty-one (21) days prior to the meeting.

Quorum
     d.   A quorum for the transaction of business at any Members' Meeting will be fifty (50) members.

Chair
     e.   The Board will designate a person to call a Members' Meeting to order, and the assembly will elect a chair to preside over the remainder of the meeting.

Annual General Meeting
     f.   The Annual General Meeting will normally be held in the fall term of the academic year.

3.02 Referenda

Rights to Notice and to Vote
     a.   Members of the Math GSA have the right to vote in referenda.

Call of Referendum
     b.   Referenda may be called by a majority (more than 50%) of the Board, or by petition of fifty (50) members.

Notice of Referendum
     c.   Notice of a referendum, including the exact text of the question(s) to appear on the ballot, will be given no fewer than fourteen (14) days prior to the referendum.

Quorum
     d.   A quorum for a referendum will be the lesser of fifty (50) members or 10% of the membership.

Decision
     e.   A referendum will be considered to have passed if more votes were cast in favour of the ballot question than against it.

     f.   If a referendum includes more than one question, the questions will be treated separately with regard to 3.02(e).

3.03 Elections

Right to Vote

    a. Members are eligible to vote in all officer elections, and only in the election of the director representing their department.

Chief Returning Officer

    b. The Board will appoint a Chief Returning Officer (CRO) to facilitate elections.

Notice of Election

    c. Notice of the election will be given fourteen (14) days in advance of the start of the election.

Nominations

    d. Nominations will close one week before the start of the election.

Announcement of Candidates

    e. Candidates' information will be made available to the members no fewer than three (3) days before the start of the election.

Decision

    f. The results of the election of officers will be valid if at least the lesser of fifty (50) members or 10% of the membership vote.

    g. The results of the election of directors will be valid if at least 10% of the respective department vote.

No Decision

    h. If the results of the election are invalidated, another election will be held within thirty (30) days.

Acclamation

    i. If only one member is nominated for a position by the time that nominations close, that member will be acclaimed and no election will be held for that position.

4.01 Board of Directors

There will be a Board of Directors consisting of twelve directors:

    a. One (1) director per department (Applied Mathematics, Pure Mathematics, Computer Science, Combinatorics and Optimization, and Statistics and Actuarial Science), each elected by the members in their department.

    b. One (1) director from the Masters of Computational Math Program elected by the members in their program.

    c. One (1) director from the Masters of Math Teaching program elected by the members in their program.

    d. One (1) director from the Masters of Data Science and Artificial Intelligence program elected by the members in their program.

    e. Five (5) officers, elected by the members.

4.02 Duties

The Board of Directors will:

    a. Promote the objectives of the Association.

b. Adopt such policy as is consistent with and in furtherance of these Bylaws.
c. Oversee the finances of the Association.
d. Approve the annual budget of the Association.
e. Appoint representatives to the GSA-UW Council to represent the departments in the Faculty of Mathematics.
   i. When a student association representing a department in the Faculty of Mathematics exists, such a student association may choose to recommend a representative for Math GSA to appoint to the GSA-UW Council.
f. Oversee the officers of the Board.

4.03 Officers

The Chair of the Board will:
a. Be the official spokesperson of the Association.
b. Preside at meetings of the Board.
c. Cast the deciding vote when the Board is tied.
d. Be a signing officer of the Association.
e. Perform other duties as designated by the Board.

The Secretary of the Board will:
f. Ensure minutes of Board and Members' Meetings are taken.
g. Keep custody of the documents of the Board.
h. Post notices of the agenda for meetings of the Board and Members' Meetings.
i. Perform other duties as designated by the Board.

The Treasurer of the Board will:
j. Keep accurate accounts of the finances of the Association.
k. Be a signing officer of the Association.
l. Assist the Board in the preparation of the annual budget of the Association.
m. Perform other duties as designated by the Board.

The Event Coordinator will:
n. Coordinate events and programs of the Association
o. Maintain the event planning manual.
p. Assist with the Treasurer in the preparation of the annual budget of the Association
q. Perform other duties as designated by the Board.

The Publicity Officer will:
r. Design and distribute promotional materials for the Association.
s. Maintain and update the Association's social media accounts, email lists, and website.
t. Communicate events and information to the members.
u. Perform other duties as designated by the Board.

4.04 Term of Office

A director's term will be for one year, ending with the end of the Spring Term of the year.

An officer's term will be for two years, ending with the end of the Spring Term of the second year.

If a director or an officer is away from campus for an extended period of time and cannot perform their duties, the Board will appoint a temporary replacement for their position. This temporary appointment will be terminated upon the director's or the officer's return to campus.

4.05 **Vacancies**

The Board will fill vacancies by appointment or election at the discretion of the Board.

4.06 **Board Meetings**

Rights to Attend and to Vote

    a.   Directors have the right to attend at and vote at Board Meetings

Call of Meeting

    b.   Board Meetings may be called by the Chair of the Board, or by petition of one-third (1/3) of the directors.

Notice of Meeting

    c.   Notice of a Board Meeting will be given no fewer than seven (7) days prior to the meeting.

Quorum

    d.   A quorum for the transaction of business at any Board Meeting will be a majority (more than 50%) of the directors.

5.01 **Parliamentary Authority**

Where these Bylaws and Board policy are silent, the affairs of the Math GSA will be governed by the latest published edition of Roberts Rules of Order Newly Revised.

Notes (not officially part of the Bylaws)

* As of this time, there is no Math GSA fee. A referendum would have to be called to create such a fee.

**Math GSA is thankful to Norman Kearney, Lindsey Daniels, Anton Mosunov, and Xiao-Bo Li for creating the first draft of the Bylaws and for founding the Math GSA.