

Constitution

Article I: Name, Language, and Definitions

1. **Name.** The name of the corporation is the Mathematical and Computational Sciences Society (“MCSS”), and hereafter in this constitution and these bylaws shall be referred to as the Club.
2. **Language.** The official language of the Club shall be English.
3. **Definitions.**
 - 3.1. **University of Toronto Mississauga (“UTM”)** is the Mississauga campus of the University of Toronto, and hereafter in this constitution and these bylaws shall be referred to as the University.
 - 3.2. **Mathematical and Computational Sciences (“MCS”)** is an academic department at the University, and hereafter in this constitution and these bylaws shall be referred to as the Department.
 - 3.3. **Academic Year** is the 12 month period starting May 1, and ending April 30.
 - 3.4. **Students** are collectively the undergraduate students enrolled in a course that is offered by the Department.
 - 3.5. **Academic Society Levy** is a student levy maintained by the University of Toronto Mississauga Students’ Union.
 - 3.6. **Website** is a resource available on the Internet with the Uniform Resource Locator (“URL”) of www.mcssutm.com, and must be in full control of at least one (1) Executive.
 - 3.7. Any reference to the plural shall include the singular and any reference to the singular shall include the plural.

Article II: Purpose

1. The purpose of the Club is to:
 - 1.1. officially represent the Students;
 - 1.2. promote and achieve the common interests of the Students;
 - 1.3. encourage academic, social, and career related support for the Students;
 - 1.4. maintain open lines of communication between the Students and the Department’s faculty and staff, as well as maintain communication between the Students themselves;
 - 1.5. encourage faculty and student interaction outside of the formal lecture, tutorial and lab setting.
2. The Club must not discriminate regardless of race, religion, gender, gender identity, academic inclination, age, sexual orientation, sexual identity, and political views. This non-exclusionary policy is all encompassing and reflects on every aspect of the Club.

Article III: Membership

1. **Members** of the Club are collectively,
 - 1.1. the Students regardless of race, religion, gender, gender identity, academic inclination, age, sexual orientation, sexual identity, and political views, of whom have paid their Academic Society Levy;
 - 1.2. and the Executives.

Article IV: Executives

1. **Executives** are collectively the members holding the positions specified in Article IV.
2. **Responsibilities of the Executives.** All Executives shall,
 - 2.1. ensure the progress and positive spirit of the Club;

- 2.2. carry out duties as directed during an Executive Meeting;
- 2.3. commit at least 3 hours per week to their position;
- 2.4. attend Executive Meetings and Club events.
3. **President.** This Executive is responsible for the overall operations and actions of the Club. This includes, but is not limited to,
 - 3.1. serving as the Chief Executive Officer for the Club;
 - 3.2. serving as a signing officer of the Club;
 - 3.3. serving as chair of Executive Meetings;
 - 3.4. serving as the official spokesperson for the Club;
 - 3.5. serving as representative for the Club to sponsors and outside entities;
 - 3.6. monitoring and ensuring that the duties of the other Executives are being met;
 - 3.7. and ensuring that the purpose and goals of the Club are being upheld.
4. **VP Finance.** This Executive is responsible for the financial operations of the Club. This includes, but is not limited to,
 - 4.1. serving as the Chief Financial Officer for the Club;
 - 4.2. ensuring the preparation of financial statements and budget recommendations;
 - 4.3. ensuring all bank transactions are correct and appropriate;
 - 4.4. preparing all financial aid request forms;
 - 4.5. and being responsible for controlling the Club funds and cash flow.
5. **VP Technology.** This Executive is responsible for the technology operations of the Club. This includes, but is not limited to,
 - 5.1. serving as the Chief Technology Officer for the Club;
 - 5.2. ensuring computer equipment and software required by the Club are functional and upgraded;
 - 5.3. ensuring requests for computer equipment, software, and services are fulfilled;
 - 5.4. ensuring functionality communication systems between the Club's Executives, volunteers, and Members;
 - 5.5. and reviewing IT products and services for applications to the Club.
6. **VP Academics.** This Executive is responsible for the operations of the Club relating to academics. This includes, but is not limited to,
 - 6.1. serving as the Chief Academic Officer for the Club;
 - 6.2. ensuring the programs and courses offered by the Department satisfy the Students;
 - 6.3. creating academic resources and ensuring they are available to the Students;
 - 6.4. and providing career related support for the Students.
7. **Volunteer Coordinator.** This Executive is responsible for the coordination of the volunteers of the Club. This includes, but is not limited to,
 - 7.1. ensuring awareness of the activities of volunteers;
 - 7.2. ensuring the recruitment of volunteers for the Club;
 - 7.3. promoting volunteer opportunities to the community;
 - 7.4. and building the volunteer capacity of the Club.
8. **Social Director.** This Executive is responsible for the production and coordination of the Club's events. This includes, but is not limited to,
 - 8.1. developing event ideas and recommendations;
 - 8.2. ensuring detailed planning and programming of events;
 - 8.3. ensuring the high quality and excellent execution of events;
 - 8.4. and ensuring the recruitment of event volunteers.
9. **Advertising Director.** This Executive is responsible for the spirit and publicity of the Club. This includes, but is not limited to,
 - 9.1. developing promotional ideas and recommendations;

- 9.2. ensuring that promotional material for the Club's events, projects, and campaigns, are created;
- 9.3. and ensuring the promotional material is properly distributed and displayed, and reaching its intended audience.
10. **First Year Representative.** This Executive is responsible for the communication between the Club's first year students and the Club. This includes, but is not limited to,
 - 10.1. serving as a liaison for the Club's first year students;
 - 10.2. ensuring promotion of the Club to the Club's first year students;
 - 10.3. ensuring issues and concerns relating to the Club's first year students are addressed;
 - 10.4. and aiding the Club's first year students in their transition to university life.
11. **Department Liaison.** This Executive is appointed by the Department for the Club. The responsibilities of this Executive includes, but is not limited to,
 - 11.1. providing a Members list of students in a Mathematical and Computational Sciences program;
 - 11.2. serving as a signing officer of the Club;
 - 11.3. and the aiding of the other Executives with their communications to the Department.

Article V: Meetings

1. **General meetings.**
 - 1.1. **Annual General Meeting.** The annual General Meeting of the Club shall be held once a year between January and April set by a majority vote at an Executive Meeting. The meeting shall include, but is not limited to,
 - 1.1.1. showing financial statements and the financial reports to the Members,
 - 1.1.2. amendments to the constitution and bylaws unless previously approved,
 - 1.1.3. and receiving Executive reports.
 - 1.2. **Town Hall Meetings.** The Town Hall Meetings of the Club shall be held once per academic semester between September and April set by a majority vote at an Executive Meeting. The meeting shall include, but is not limited to,
 - 1.2.1. open lines of communication between the Members and the Department,
 - 1.2.2. social environment for the Department's faculty, staff, and the Students,
 - 1.2.3. and receiving Executive reports.
 - 1.3. **Notice.** Notice shall be provided at least two (2) weeks prior to the meeting in at least one (1) of the following mediums: campus newspaper, the Website, and public postings. The notice shall include the agenda of the meeting or directions on how to access the agenda. Current financial statements and items pertaining to the agenda shall be available at the Website.
 - 1.4. **Quorum.** The quorum at a General Meeting or Town Hall Meeting shall be no less than 20 Members, of whom at least 9 Members must be present in person.
 - 1.5. **Voting.** At a general meeting of Members, each Member of the Club shall be entitled to one (1) vote, unless specifically stated otherwise in the constitution.
 - 1.6. **Proxies.**
 - 1.6.1. Every Member entitled to vote at the annual general meeting may by means of a proxy appoint a person, who is a Member, as their nominee to attend and act at the meeting in such manner and to the extent and with the power conferred by the proxy.
 - 1.6.2. No one person shall be able to hold more than 3 proxies.
 - 1.6.3. For the proxy to be deemed appropriate, it must be submitted to the Executive at least three (3) business days prior to the meeting on the Club's proxy form.
 - 1.7. **Location.** The meeting shall be held at the University unless otherwise set during an Executive Meeting.

- 1.8. **Meeting Procedure.** The adopted rules of order and procedures shall be “Robert’s Rules of Order”, except in the case where such rules conflict with this constitution which shall take precedence.
2. **Executive Meetings.**
 - 2.1. **Scheduled Meetings.**
 - 2.1.1. The Executives shall meet no less than once every two months in a regular school year;
 - 2.1.2. Meeting schedule shall be presented for approval at the first Executive Meeting of each session;
 - 2.1.3. Meeting schedule may be changed at any Executive Meeting with majority vote;
 - 2.1.4. Notice of meetings including date, time, place, agenda and minutes for approval shall be given no less than five (5) days in advance to the Executives.
 - 2.2. **Emergency Meetings.**
 - 2.2.1. Emergency meetings can be called by request from at least one half (1/2) of the Executives;
 - 2.2.2. Notice of emergency meeting including date, time, place, agenda and minutes for approval shall be given no less than two (2) days in advance to the Executives.
 - 2.3. **Quorum.** The quorum at an Executive Meeting shall be no less than four (4) Executives present in person.
 - 2.4. **Voting.** Each Executive shall be entitled to cast one (1) vote per motion at each meeting, unless specified otherwise.
 - 2.5. **Proxies.**
 - 2.5.1. Each Executive can proxy their vote to any Executive;
 - 2.5.2. No one person shall be able to hold more than one (1) proxy;
 - 2.5.3. Proxies shall be submitted to and approved by the chair.
 - 2.6. **Location.** All meetings shall be held at the University unless otherwise set at a prior Executive Meeting.
 - 2.7. **Meeting Procedure.** The adopted rules of order and procedures shall be “Robert’s Rules of Order”, except in the case where such rules conflict with this constitution which take precedence.

Article VI: Elections

1. **Administration of Elections.**
 - 1.1. Executives of the current Academic Year shall be responsible for the administration of all elections to fill Executive positions, whether for the current Academic Year or for the following Academic Year. If an Executive of the current Academic Year is rerunning for the following Academic Year, they will be exempt from administrating that election.
 - 1.2. A non-bias Chief Returning Officer (“CRO”) must be appointed at an Executive Meeting for each election to supervising the electoral process at least four (4) weeks before the first voting day.
2. **Schedule of Elections.** The Club shall hold,
 - 2.1. a general election for the Executive positions in the Winter session after the month of January and before the second Friday of March;
 - 2.2. by-elections if any Executive position is vacant.
3. **Date and Time.** Dates and times of elections have to be approved during an Executive Meeting.
4. **Eligible Executive Candidates.** Executive positions are open to all interested candidates that are Members.
5. **Election Awareness, Nominations, and Campaigning.**

- 5.1. Advertising for elections is mandatory and is to take place over a period of a minimum of two (2) weeks, and must be visible throughout the campus and/or to Members through the Website.
- 5.2. A nomination period following the advertising period should be set for a period of one (1) week.
- 5.3. Nomination forms should be available at least four (4) weeks before the first voting day.
- 5.4. Campaigning will be held for one (1) week following nominations close.
- 5.5. The first voting day shall follow the campaigning period with a gap of no more than one (1) day. There must be at least three (3) voting days.
6. **Voting.** Voting must be performed by paper ballot. A Member must be able to have exactly one (1) vote. Voting must be allowed on a voting day encompassing at least the period between of 10 a.m. and 4 p.m.
7. **Location.** The voting shall take place at a location designated for this purpose during an Executive Meeting. The location shall be determined the week following nomination close.

Article VII: Referenda

1. **Administration of Referendum.**
 - 1.1. Executives of the current Academic Year shall be responsible for the administration of all referenda. If an Executive of the current Academic Year is the subject of the referendum, they will be exempt from administrating that referendum. If the Executives are all exempt from administrating the referendum, the Department shall administer the referendum.
2. **Request for Referendum.** The Club shall hold a referendum if a request is submitted to the Executives which should,
 - 2.1. be signed by at least thirty (30) Members;
 - 2.2. and specify a question to be raised at the referendum.
3. **Date and Time.** Dates and times of referenda must be approved during an Executive Meeting, and must be within twenty (20) days of submission of the request.
4. **Referendum Awareness.**
 - 4.1. Advertising for referendum is mandatory and is to take place over a period of a minimum of one (1) week, and must be visible throughout the campus and/or to Members through the Website.
 - 4.2. The first voting day shall follow the campaigning period with a gap of no more than one (1) day. There must be at least three (3) voting days.
5. **Voting.** Voting must be performed by paper ballot. A Member must be able to have exactly one (1) vote. Voting must be allowed on a voting day encompassing at least the period between of 10 a.m. and 4 p.m.
6. **Location.** The voting shall take place at a location designated for this purpose during an Executive Meeting. The location shall be determined at least three (3) days before the advertising period.

Article VIII: Removal from Office

1. An Executive may be removed from office by the Club for failing to perform their duties as defined by this constitution or if the Executive,
 - 1.1. misses at least four (4) Executive Meetings without 24 hours notice to the rest of the Executives;
 - 1.2. is involved with any illegal activities during the academic year they are in office;
 - 1.3. steals money from the Club or wrongfully spends or misuses the Club's funds;
 - 1.4. is prosecuted for harassment or discrimination on basis of race, religion, gender, gender identity, academic inclination, age, sexual orientation, sexual identity, and political views;

- 1.5. does not act in the best interest of the Club;
- 1.6. or does not uphold the Club's purpose.
2. Such removal will occur if, and only if, the following conditions are satisfied,
 - 2.1. a request be submitted to the Executives which should,
 - 2.1.1. be signed by at least forty (40) Members;
 - 2.1.2. and specify the alleged incidents of neglect of duty and reasons for removal.
 - 2.2. Upon receipt of request, the Executives shall be required to verify the signatures on the request. The Executives shall then be required to hold a referendum within twenty (20) days of the request according to the referendum rules in Article VII. Notice of referendum must be no less than seven (7) days to all Members.
3. In the case an Executive is removed from office, a by-election will be held according to the election rules in Article VI.

Article IX: Amendments

1. This constitution may be amended at a General Meeting or a referendum if the following conditions are satisfied,
 - 1.1. at least thirty (30) votes are in favor of the amendment;
 - 1.2. at least three-fourths (3/4) of the votes cast are in favor of the amendment;
 - 1.3. and the amendment is ratified by the Department Liaison.