

MathSoc Clubs Handbook

Winter 2003

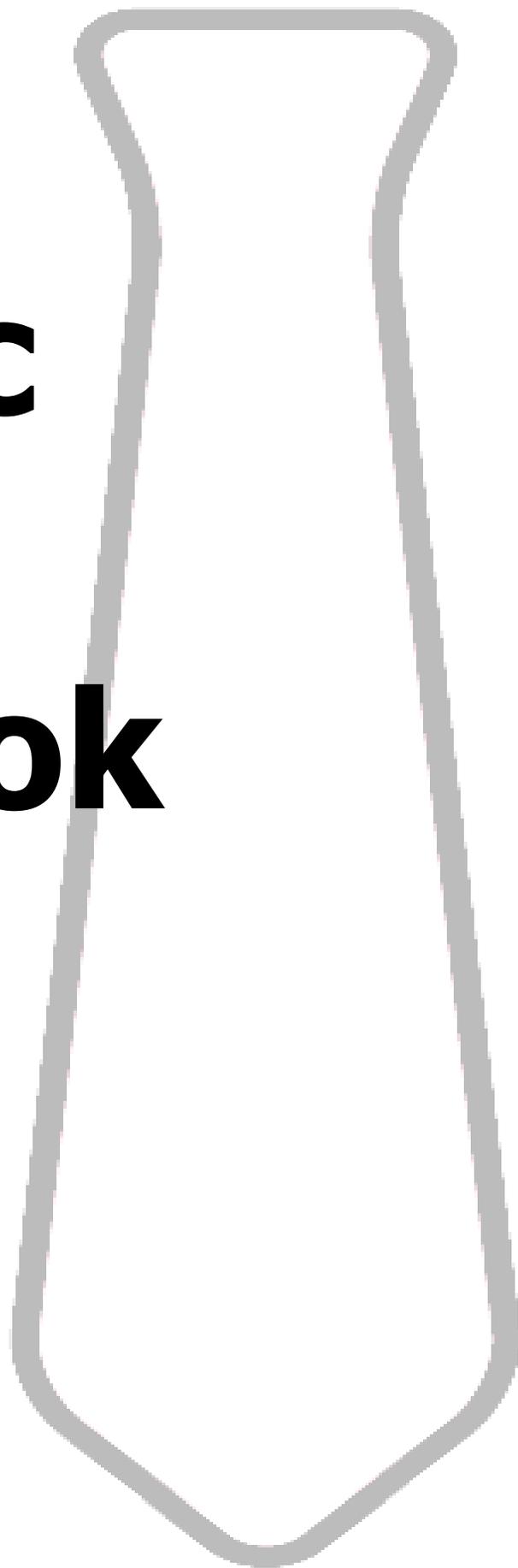


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Chapter 1. MathSoc

The Mathematics Society of the University of Waterloo represents and provides services and activities for the undergraduate students in the Faculty of Mathematics. Its mission, according to the Bylaws of the Society, is:

“The object of the Society shall be to promote and co-ordinate student participation in athletic, cultural, social, academic and recreational activities; to provide services to undergraduates in the faculty; encourage inter-student communication and co-operation; increase awareness of the Faculty of Mathematics in the outside community; and to aid in and give a forum for student representation within the faculty of Mathematics and the University of Waterloo as a whole.”

1. Executive

MathSoc has four executive members: President, Vice-President, Academic (VPA), Vice-President, Activities and Services (VPAS), and Vice-President, Finance (VPF).

The President is the chief executive officer of the Society and is responsible for representing the Society, interpreting the bylaws, and supervising the remaining executives and the operations of the organization. The President's email address is pres@mathsoc.uwaterloo.ca.

The VPA is responsible for representing the Society on all academic issues. Clubs may wish to interact with the VPA to facilitate communication on academic issues for their departments. The VPA's email address is vpa@mathsoc.uwaterloo.ca.

The VPAS is responsible for the day-to-day operations of the Society, for supervising the organization of activities, and managing services and volunteers. Clubs may need to interact with the VPAS to plan events. The VPAS' email address is vpas@mathsoc.uwaterloo.ca.

The VPF is responsible for maintaining the financial records and assets of the organization. Clubs need to interact with the VPF on all financial issues. The VPF's email address is vpf@mathsoc.uwaterloo.ca.

2. Council and Directors

The Society is governed by a representative Council, whose voting members consist of the executive members and elected representatives from each plan (and from terms 1A and 1B). Each Council representative holds office for two terms. Club presidents are non-voting members of MathSoc Council.

Council is responsible for representing the opinions of students, for communicating with students, and for ensuring the continued operation of the Society.

Each executive member may appoint directors to assist them in the running of their portfolio. Typically, the director positions include: computing, external affairs, internal affairs, athletics, movies, novelties, office manager, postings, publicity, resources, and social.

The main liaison for clubs to the MathSoc Council and Executive is the Director of Internal Affairs. The Director of Internal Affairs' email address is internal@mathsoc.uwaterloo.ca.

Clubs may also wish to interact with the postings and publicity directors to publicize events or other club activities. Their email addresses are posting@mathsoc.uwaterloo.ca and publicity@mathsoc.uwaterloo.ca respectively.

3. Federation of Students

MathSoc is part of the Federation of Students according to the Federation-Societies agreement. According to the Feds website (www.feds.ca),

To serve, empower, and represent the undergraduate students of the University of Waterloo.

The Federation of Students is the official voice of University of Waterloo students. In that capacity, we undertake activities to serve and represent you, the student. Feds is run as a corporation by an executive team, which is held accountable by the elected representatives of Student Council.

Primary contacts for Clubs with the Federation of Students are the Feds Vice-President, Internal (ypin@feds.uwaterloo.ca) and the Feds Clubs Director (fedclubs@feds.uwaterloo.ca).

Chapter 2. Club Responsibilities

1. Clubs policy

MathSoc clubs are governed by MathSoc Council Policy 3. (MathSoc policies are available online at <http://www.mathsoc.uwaterloo.ca/Pinkbook>.)

The policy provides for not more than one Club for each department or non-departmental Math programme.

Clubs failing to meet the requirements outlined in the policy may have reduced privileges or have their recognition withdrawn.

2. Start of term

Within the first four weeks of each Fall term, a recognized Club must submit:

1. a current copy of their constitution or bylaws, if any amendments were implemented over the preceding year, a copy of which will be kept together with a copy of the constitution and bylaws of the Society;
2. a current list of executive members to the Director of Internal Affairs; and
3. a summary of the financial records for the preceding year.

Each club should also prepare a budget and funding request for MathSoc Council. This must be submitted to the VPF and presented at a meeting of MathSoc Council for approval. This must be submitted by the third week of the term. A list of the club's members must be submitted before or with the budget.

3. During the term

Each club must hold at least one public meeting for its members in each term that it receives funding from MathSoc, and this meeting must be advertised.

The MathSoc President and Director of Internal Affairs can attend and speak at all club meetings. The minutes of all clubs meetings must be submitted to the Director of Internal Affairs.

Clubs are responsible for being aware of the proceedings of MathSoc Council and for being present to speak on an issue that affects them. Club presidents are non-voting members of MathSoc Council. MathSoc class representatives have no formal connection with clubs, however clubs may encourage their members to run for class representative positions.

Clubs with offices should hold regular, posted office hours.

4. Constitution and bylaws

A club's constitution governs the existence and operation of the club.

A constitution should include: a mission or object of the club; types of membership, and rights and privileges of membership; description of roles of executive members; description of a council, if applicable; regulations on elections, referenda, and recall; and financial policies. Club constitutions should also include any official affiliations.

An example of a constitution can be found at <http://www.feds.uwaterloo.ca/clubs/resources/constitution.html>.

Chapter 3. Finances

Clubs maintain their own financial accounts, but can apply to receive funding from MathSoc. This involves submitting a budget to MathSoc and submitting reimbursement requests.

An excellent resource on club finances and budgeting can be found online at http://www.feds.uwaterloo.ca/government/officialdocuments/20012002_fedsaccountinghb.pdf.

1. Budget

Each club should also prepare a budget and funding request for MathSoc Council. This must be submitted to the VPF and presented at a meeting of MathSoc Council for approval. This must be submitted by the third week of the term. A list of the club's members must be submitted before or with the budget.

Should a club require funds beyond their initial budget allocation, they can submit a request to MathSoc Council for additional funds.

Clubs only receive reimbursement for actual expenses against their approved budget. As a result, if a club does not spend all of its budgeted money, it does not get to keep what is left over or carry that forward into a future term's budget.

2. Reimbursements

Clubs shall receive their funding following an activity upon submitting an Expense Reimbursement Form to the Vice-President, Finances. The Vice-President, Finances may dispense funds prior to an activity, but the Club must submit an Expense Reimbursement Form afterward in order to reconcile the difference.

Clubs can receive reimbursement after each expense is incurred or at the end of the term.

Reimbursements will only be made for expenses approved in the budget. If the expense is for something other than approved in the budget, the expense may not be reimbursed, at the discretion of the VPF or MathSoc Council.

Chapter 4. Resources

1. Office keys

Keys to clubs offices are available from the MathSoc executive. Only a limited number of keys will be issued, and only to club executive.

Keys can be requested by speaking with a MathSoc and filling out a MathSoc key request form. Once the MathSoc form is approved, a University key request form must be obtained from the Math Faculty administration. You can then take this form to Key Control in the General Services Complex (beside the Davis Centre) to get the key. Since the key is under the control of the University and is their property, you must return the key to the Math Faculty administration at the end of the term or your marks will be withheld.

2. Phone, email, web site

Clubs can arrange for phone, email addresses, and web site space with the Math Faculty. If you send this information to the MathSoc web site director (website@mathsoc.uwaterloo.ca) the information can be placed on the MathSoc web site.

3. Room bookings

a. MathSoc C&D or Comfy Lounge

The MathSoc C&D and the Comfy Lounge (MC 3001 and MC 3002) can be booked by clubs for events. Except with the permission of two MathSoc Executives, only one lounge may be booked at a time. A Lounge Booking Form must be completed and approved by a MathSoc Executive. At least 24 hours advance notice is required for booking a lounge.

The C&D Lounge can be booked between closing time and 2am, Monday to Friday, 8am to 2am, Saturday and Sunday, or at any other time at the discretion of two members of the executive. The Comfy Lounge can be booked between 6pm and 2am, Monday to Friday, 8am to 2am, Saturday and Sunday, or at any other time at the discretion of two members of the executive.

A club booking a lounge is responsible for setup and cleanup and will be held responsible for any damages.

MathSoc Council Policy 22 governs Lounge Bookings and contains more information on the booking process.

The MathSoc C&D provides catering services. More information can be found by speaking with the C&D manager during regular business hours.

b. Third floor hallways

The hallways on the third floor of MC outside MC 3001 and MC 3002 can be booked by clubs for sign-up, informational, or sales purposes. A Hallway Booking Form must be completed and submitted to MathSoc Executive.

A club booking the hallways is responsible for providing their own tables and chairs as well as setup and cleanup. However, tables and chairs are often available for use from a storage space on the third floor. Check with a MathSoc Executive to confirm availability.

MathSoc Council Policy 21 governs Hallway Bookings and contains more information on the booking process.

c. MC Computer Labs

To book a computer lab in MC, contact Lori Seuss in MC 3011B at ext. 5075.

d. Student Life Centre

Your club may book rooms in the Student Life Centre, including the Great Hall and the multi-purpose room through Nancy O'Neil at the Turnkey Desk. All bookings must be made in person, between the hours of 11am – 3pm, Monday – Friday. Please note that all rooms must be returned to their original state when leaving. Clubs will be charged a fee if the room is not cleaned up.

The Turnkey Desk also has VCR, TV and Student Affairs Van for rental. Please see Nancy O'Neil for more information

e. University Buildings

If your club would like to book a room on campus, that is not in the Student Life Centre, you must call the Donna Schell in the Bookings Office at (519) 888-4567 ext. 2207. You can also book the fire pits through this extension as well. You should have a copy of the confirmation (received by email) of your room booking to present to the UW Police if requested. This will clarify any problems, should there be doubt as to who actually booked a certain room.

In the event of trouble of a service nature, i.e. heat, lights etc., call Plant Operations at ext. 3793. If you have a problem of a Police/Security nature, call UW Police at ext. 4911.

f. Fed Hall and The Bombshelter Pub

To book either Fed Hall or The Bombshelter Pub venues, contact the Food Operations Manager, Mike Ulmer, of the Federation of Students at ext. 5925.

g. Physical Activities Complex and Columbia Ice Fields

To book any of the gyms, rooms, rink or playing fields, contact Jennifer Ferguson at ext. 2699.

Chapter 5. Publicity

1. Postings

MathSoc has over 15 bulletin boards throughout MC and DC that can be used for posting information and notices of events. The Postings Director (posting@mathsoc.uwaterloo.ca) is responsible for approving postings.

Posters should be brought to the MathSoc office to be stamped for approval. Posters will remain up for a maximum of two weeks.

MathSoc Council Policy 13 governs postings and contains more information on the process.

2. Feds Poster Run

The Federation of Students Marketing Department does a weekly poster run. For a fee, up to 105 posters can be posted in Village and College Residences, Feds Boards in buildings across campus, and on outside kiosks. MathSoc clubs are eligible for discounts. Posters remain up for a maximum of two weeks. More information is available at <http://www.feds.ca/services/marketing.html>.

3. Electronic publicity

The MathSoc website can be used to post notices of events or other information. Contact the MathSoc Computing Director at computing@mathsoc.uwaterloo.ca.

MathSoc periodically sends email to all undergraduate math students. To submit a message for posting to these emails, contact the MathSoc President.

The UW Information and Public Affairs department publishes the Daily Bulletin online each business day at <http://www.bulletin.uwaterloo.ca> and maintains a listing of events called UWEvents. Submissions to either may be made by clubs by visiting <http://www.uwevents.uwaterloo.ca>.

The uwstudent.org Media Corporation (<http://uwstudent.org>) and WPIRG (<http://pirg.uwaterloo.ca>) both maintain community events calendars.

You can also post events to UW newsgroups. Some appropriate newsgroups include uw.math.mathsoc, uw.math.ugrad, and uw.general. There are some plan-specific newsgroups as well: uw.cs.ugrad and uw.cs.general.

4. Other advertising

mathNEWS is published on Fridays biweekly and accepts submissions from MathSoc clubs. Submissions can be made to the editors at mathnews@student.math.uwaterloo.ca.

Imprint is published on Fridays weekly in fall and winter and biweekly in spring. It accepts advertising for publication, with no discount for MathSoc clubs. Submissions are typically due on the Monday before publication. Visit the Imprint office in the Student Life Centre for more information.

The UW Gazette is published by UW's Information and Public Affairs department on Wednesdays weekly in fall and winter and biweekly in spring. It accepts notices of events from clubs for free and advertising at discounted rates. For more information contact the editor, Chris Redmond, at credmond@watserv1.uwaterloo.ca.