

SIGMAS CONSTITUTION

Society in Graduate Mathematics and Statistics (SIGMAS) is the departmental graduate student organization for the Department of Mathematical and Statistical Sciences (the Department). We aim to further all three university goals of teaching, learning, and community service. We also strive to improve the graduate student program and experience for graduate students in the Department. We act as a liaison between graduate students and faculty/administration and have executives who serve as graduate student representative on the Department Council, on the Department Graduate Committee and to the GSA. We also plan social events.

Article I: Name and Purpose

I.I Name

Society in Graduate Mathematics and Statistics (SIGMAS).

I.II Compliance

SIGMAS operates at the University of Alberta, subject to University of Alberta policies and procedures. SIGMAS will comply with all the bylaws and policies of the University of Alberta's Graduate Students' Association, as well as the local, provincial, and federal laws and procedures.

I.III Objectives and Goals

See initial statement of constitution.

Article II: Membership and Eligibility

II.I Membership

- a. Graduate students of the Department are automatically general members of SIGMAS. Only graduate students in the Department can become members of SIGMAS.
- b. The classes of membership that exist in SIGMAS are as follows:
 - i. **General Members:** A General Member is defined as any graduate student in the Department. General Members are able to vote on all matters discussed at general meetings.
 - ii. **Executive Members:** An Executive Member is defined as any member who is elected to an executive position or who is appointed to temporarily assume duties of a vacant executive position, while that individual is in that role. Executive Members are able to vote on all group matters.
- c. The conditions of membership in SIGMAS are as follows: Graduate students of the Department are automatically general members of SIGMAS. The membership remains valid for the extent of their graduate program in the Department. SIGMAS does not disqualify members.

II.II Membership Dues

SIGMAS will not charge for membership status.

Article III: Elections

III.I Eligibility

- a. All members are eligible to run and hold office.
- b. All members are eligible to vote in an election.

III.II Election Supervision

A voting official is chosen by the President from the Department administration (the Election Administrator). The President will provide candidates and voting members with information on the elections, campaigning, and all associated procedures, one month prior to voting.

III.III Election Procedures

- a. Each year an election for the executive positions must be held in the month of March.
- b. The President first calls an election, after which there is a period of at least one week and at most two weeks in which SIGMAS members may nominate each other or themselves for the executive positions. All nominations should be submitted to the SIGMAS email address mathgame@ualberta.ca.
- c. The election will take place two weeks following the close of nominations. Candidates may use this period to campaign. The voting logistics will be determined by the president subject to the following restrictions:
 - i. voting is anonymous,
 - ii. voting is restricted to active members, who can cast at most one vote each,
 - iii. voting will take place over a two day period.

Thus, voting may be conducted by secret ballot in the office of the voting official who ensures that the above requirements are met, or through an online system that guarantees the above restrictions. The voting logistics will be communicated via the mathgame@ualberta.ca email account to all members on the nomination deadline.

- d. For each position, the candidate who receives the most votes is elected. Any position, with the exception of the position of President, for which only one individual is nominated, is granted to the nominee by acclamation without the position being included on the ballot. The President has to be elected independent of the number of nominees.

- e. For the initial election to be valid, a majority of the members of SIGMAS must cast a ballot in the election. If quorum is not met, a second election will take place in two week which has no quorum requirements. The members will be notified by an email which clearly states that a second election will occur, that the reason is insufficient voter turnout, and that the second election is not subject to any quorum.
- f. The new Executive Members serve from May 1st to April 30th of the following year.

III.IV Appeals and By-Elections

- a. A candidate or General Member may appeal election results within one week of the President announcing them. To do so, the member must submit the appeal in writing to the Election Administrator. The Election Administrator will review the appeal together with the members of the previous Executive Committee who are not involved in the appeal. If 50% + 1 of the review committee votes that a by-election is necessary, the election will take place in no more than two weeks after the decision to have a by-election has been made.
- b. Should an executive position not be filled, the President will appoint a member who will hold office until April 30th. In accordance with IV.III.a, this may lead to multiple positions being held by the same member. Before appointing executive positions to unwilling members, duties of unfilled positions are assigned in the following way:
 - i. If only one of the positions of Vice President Internal and Vice President External are filled, the duties of the two are combined and the position is called Vice President.
 - ii. If only one of the positions of Secretary and Treasurer are filled, the duties of the two are combined.
 - iii. If the position of Representative for Sports remains unfilled, the Representative for Social Activities takes on its responsibilities.
- c. Should an executive position become vacant partway through the year, the President will appoint a temporary replacement. An election must be called within 30 days of the vacation.

Article IV: Executive Committee

IV.I Executive Committee Members and their Duties

The Executive Committee will be composed of:

1. President

Handles the overall operations of the group. Delegates responsibilities. Builds a relationship with the Associate Chair of Graduate Studies. Calls meetings. Manages the election or appoints a member in his/her place to do so. One of three representatives on the Department Council for his/her area of research. Heads the Relations Committee. Manages the

SIGMAS email account (mathgame@ualberta.ca). Has signing authority on the SIGMAS bank account.

2. Vice President Internal

Assists the President with tasks in and for the Department. Acts as a deputy to the President and fulfils the President's role when the President is not available. Should the Operations Committee, the Academic Activities Committee, or the Relations Committee be under-represented, the Vice President Internal will attempt to represent the viewpoint of that committee. Will conduct surveys amongst the members of SIGMAS to make sure their needs are satisfied. Has signing authority on the SIGMAS bank account.

3. Vice President External

Responsible to establish or improve relations with parties outside of the Department. This may include collaboration in the organization of events that enhance student life or career development, or the promotion of such events organized by third parties. Supports the President with the organization of major academic events, such as the PIMS Young Researchers Conference. Should the Social Activities Committee or the Outreach Committee be under-represented, the Vice President External will attempt to represent the viewpoint of that committee. Has signing authority on the SIGMAS bank account.

4. Secretary

Records minutes at meetings. Sits on the Operations Committee. Communicates with and keeps track of membership in the operations committee.

5. Treasurer

Accounts for SIGMAS finances and spending. Has the petty cash box. Sits on the operations committee. Has signing authority on the SIGMAS bank account.

IV.II Other Executive Members

Other executive members are:

5. Representative for Academic Activities

Heads the Academic Activities Committee and looks after its doings. Communicates with and keeps track of membership in the Academic Activities Committee. May appoint another member of SIGMAS to sit at an executive meeting in his or her stead.

6. Representative for Social Activities

Heads the Social Activities Committee and looks after its doings. Communicates with and keeps track of membership in the Social Activities Committee. May appoint another member of SIGMAS to sit at an executive meeting in his or her stead.

7. Representative for Outreach

Heads the Outreach Committee and looks after its doings. Communicates with and keeps track of membership in the Outreach Committee. May appoint another member of SIGMAS to sit at an executive meeting in his or her stead.

8. Representatives on the Department Council

One representative for each of the three areas: pure mathematics, applied mathematics and statistics. Are voting members of the Department Council representing the interests of their respective areas. Report important changes to the graduate students. Members of the Relations Committee. The President is the representative for his/her area of research. May appoint another member of SIGMAS to sit at an executive meeting in his or her stead.

9. GSA Representative

Voting member on the GSA council representing the graduate students from the Department. Reports important changes to the graduate students. Member of the Relations Committee. May appoint another member of SIGMAS to sit at an executive meeting in his or her stead.

10. Representative on the Departmental Graduate Committee

Senior graduate student. Non-voting member on the Departmental Graduate Committee. Member of the Relations Committee. May appoint another member of SIGMAS to sit at an executive meeting in his or her stead.

11. Representative for Sports

Announces intramural activities at the beginning and in the middle of each semester at least one week prior to registration. Organizes the formation of teams within the Department to participate in the intramural league and/or refers interested members of SIGMAS to the Free Agents pool. Sits on the Intramural Council as Intramural Unit Manager of SIGMAS. May appoint another member of SIGMAS to sit at an executive meeting in his or her stead.

12. Webmaster

Builds and maintains the SIGMAS web page. Updates the news feed and the events calendar with events advertised by SIGMAS members. Has access to the SIGMAS email account (mathgame@ualberta.ca). May appoint another member of SIGMAS to sit at an executive meeting in his or her stead.

IV.III Holding Multiple Executive Positions

- a. Any member may hold multiple executive positions as long as the duties of each position are performed satisfactorily. However, no member may hold the positions of President and any of the Vice President positions at the same time, and there must be at least three distinct members in the Executive Committee (so that in the absence of one member, no single member has full authority).
- b. The positions of Representative for Social Activities and Representative for Outreach may be held by two students at the same time who collaborate to fulfill its responsibilities. If two members jointly hold a position, it is customary that they are a senior and a junior graduate student, allowing junior members to become involved early in their degree.

IV.IV Impeachment/Removal and Replacement of Officers and Members

- a. SIGMAS will not remove members.
- b. If the membership would like to impeach an Executive Member they may do so by collecting the signatures of 50 members who wish the Executive to be impeached. Upon receiving such a list of signatures, the President will appoint a judiciary committee to conduct a hearing with the Executive Member. The judiciary committee decides whether the Executive Member be impeached and state the reasons for their conclusion in writing. If the Executive Member is impeached, the President is required to immediately declare an election for that position. The incumbent may be nominated for the same position again.
- c. If the President chooses to resign from his/her position, the Vice-President Internal temporarily becomes the President. If any other Executive Member resigns, the President will appoint a temporary replacement. In either case, an election must be called within 30 days of the resignation.

Article V: Committees

In addition to the Executive Committee, SIGMAS is organized into a number of committees, each with specific roles to fulfill. The committees and their purposes are:

1. Operations

This committee is composed by the Secretary, the Treasurer, the Webmaster and any number of SIGMAS members who may be interested in joining it.

The operations committee has three main roles: recording and maintaining the minutes of meetings, handling finances, and coordinating communications. The Secretary records and stores minutes of all SIGMAS executive meetings. The Treasurer handles finances, including maintaining the chequebook and accounts and recording revenues and expenses. The Webmaster administers a SIGMAS web page and has access to the SIGMAS email account (mathgame@ualberta.ca).

2. Academic Activities

This committee is headed by the Representative for Academic Activities, and composed by any number of SIGMAS members who may be interested in joining it.

The main purpose of the academic committee is running the Graduate Colloquium, a series of talks meant to provide a space for graduate students to present their research work or any subject of interest in order to practice their presentation skills in a friendly environment. Senior graduate students with reputations as distinguished speakers give demonstration talks at the beginning of the term. The Graduate Colloquium contributes to the development of an awareness of the diverse areas being studied within our department, fosters integration and cooperation among the department community, and attracts the interest of first year graduate students and advanced undergraduate students looking for an area of specialization.

3. Relations

This committee is headed by the President and composed by the student representatives sitting on the Department Council, the GSA representative, the student representative on the Departmental Graduate Committee, and any number of SIGMAS members who may be interested in joining it.

The purpose of the relations committee is to act as a mediator between graduate students and our department and the university as a whole. It represents students' interests, listens to the concerns they have that affect their programs, and brings those concerns to the attention of our authorities.

4. Social Activities

This committee is headed by the Representative for Social Activities and composed by the Vice President External, the Representative for Sports, and any number of SIGMAS members who may be interested in joining it.

This committee is responsible for the organization and promotion of social events. Such events include parties, social gatherings, etc. The goal is to organize at least eight events a year. This committee also recruits and directs a team to organize the departmental BBQ taking place in early September every year. For alcohol events the committee is responsible for getting social convener training (including SIPS) and help organize/operate them. The Representative for Sports promotes events organized by RecServices and the Vice President External informs SIGMAS of other social events going on at the University of Alberta as well as off-campus activities. Together they will advise the committee to organize the departmental events without major overlap to these third-party events. The purpose of the events will be to promote student interaction and friendship and to have fun!

5. Outreach

This committee is headed by the Representative for Outreach and composed by any number of SIGMAS members who may be interested in joining it.

The purpose of this committee is to engage people in the community outside of the university, particularly primary and secondary students, in positive mathematical experiences. In particular, the committee works in conjunction with departmental instructors to organize a Math Fair once per term.

Article VI: Meetings

There are two kinds of meetings: executive meetings and general meetings. The President or Vice-President will chair meetings unless other arrangements are made by the President or Vice-President.

VI.I Annual General Meeting

The annual general meeting is held in September. Members will be notified two weeks prior to the meeting. Additional general meetings are not usually held, however, the President may call a

general meeting if the need arises.

VI.II Executive Meetings

Executive meetings occur at least once per term and are called by the President. The meeting announcements will be sent to the Executive Members at least one week prior to the meeting. They, in turn, may invite whomever they feel is interested in that meeting (e.g. the rest of their committee). Each Executive has one vote at meetings. Only Executive Members of SIGMAS have the power to vote at executive meetings.

VI.III Quorum

For the purposes of quorum, one-third, rounded to the nearest whole number, of the members must be present for general meetings and two-thirds of the Executive Members must be present for an executive meeting.

Article VII: Communication

Announcements of meetings and activities will be sent by email. The President manages the email account mathgame@ualberta.ca and will send all official communications from the President from this account. Emails sent to mathgame@ualberta.ca may be forwarded at the discretion of the President. Other Executive Members are permitted to send out announcement regarding department events and social activities from their @ualberta.ca email accounts. SIGMAS matters should be sent to mathgame@ualberta.ca and to any applicable Executive Members. Executive-only matters should only be sent to mathgame@ualberta.ca and the Executive Members.

Article VIII: Finances

VIII.I Fiscal Timelines

- a. SIGMAS' fiscal year runs from September 1 to August 31. The annual financial support from the Department should be requested in September. The President, Vice-President Internal, Vice-President External, and Treasurer have signing authority on the SIGMAS bank account.
- b. The Treasurer is responsible for making deposits into the SIGMAS account. All deposits must be made within two weeks of obtaining funds. The Treasurer also maintains the petty cash box. The petty cash box must be stored in a secure location at all time and may not contain more than \$150 at any time. Any funds exceeding \$150 must be deposited in the SIGMAS account within two weeks of acquisition.
- c. Bank statements and other financial documents are to be kept in a secure location at all times. Records from previous fiscal years are to be kept in the SIGMAS lockers. All financial records must be kept for a minimum of 5 years before they can be shredded.

VIII.II Budgets

The Treasurer, the Representative for Social Activities, and the Representative for Outreach are responsible for creating and presenting the upcoming fiscal year's budget at the the first executive meeting held in September. The budget will be sent to all Executive Members one week prior to the meeting. The budget will require a 2/3 vote to pass. Amendments to the budget may be presented at any executive meeting, but the amendment must be sent to the Executive Members one week prior to the meeting. The Treasurer must complete an annual report of group expenditures in August.

VIII.III Expenses and Reimbursement

- a. Any expenditures must be pre-approved by two distinct Executive Committee Members who have signing authority on the SIGMAS account.
- b. Members may be reimbursed for approved expenses by cheque or cash from the petty cash box as long as their reimbursement requests are made, with original receipts, within three months of the transaction.

Article IX: Amendments to the Constitution

Any member may propose an amendment to the constitution in writing to the President. An example is the addition of a new executive position. The amendment will be announced and posted online for one week. To facilitate unanimous changes, the amendment will pass unless 5 members object (in writing to the President). In this case, it is recommended that the amendment be adjusted to accommodate the objectors. If there is no compromise the amendment will be subject to an executive vote. A vote will be announced one week in advance. To pass, the amendment must receive $50\% + 1$ of the votes.

Article X: Dissolution

As SIGMAS is the graduate student organization of the Department of Mathematical and Statistical Sciences, the group may only be dissolved by a unanimous vote by all members at a Special General Meeting convened for this purpose for which 90 days notice must have been given in writing to all members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are given to the Department and the bank account is closed down. Any resources or group assets will be given to the Department.