

Math Club At Western (MaCAW) Constitution

2020–2021 Academic Year

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1. The Club

Math Club At Western (MaCAW) is the official undergraduate Math and Applied Math club at Western University. Its goal is to enhance the undergraduate Math and Applied Math experience of Western undergraduate students from all areas of study, by holding various events and by keeping students informed of valuable opportunities. The club is active at the departmental level, and is recognized as a departmental club by the Science Students' Council (SSC) of the Faculty of Science. The club is affiliated with SSC, and also aims to coordinate its actions with those of other student clubs at Western, especially the Actuarial and Statistical Undergraduate Association (ASUA), the Computer Science Undergraduate Society (CSUS), and the Physics and Astronomy Student Association (PASA).

2. Membership

Executive membership in the club is limited to undergraduate students enrolled at Western, but there are no restrictions according to department or faculty. There are no restrictions whatsoever on who can attend MaCAW events. There are no fees of any kind for participation in MaCAW or for membership in its executive team. No member, nor any relative of any member, may benefit financially from the club's actions, unless that member has previously declared their conflict of interest to all other executive members.

2.1. The Executive Team

The executive team of MaCAW consists of 8 members, and is intended to maintain close contact with the Math Department and the Applied Math Department. The 8 positions, and their roles, are as follows:

1. President:
 - (a) oversee the general operation of the club and the executive team;
 - (b) run meetings;
 - (c) before any election, select two Chief Returning Officers (CROs) in consultation with the executive team, as detailed in §3.3.
2. Vice President (VP) of Finance:
 - (a) oversee, and keep a complete record of, all financial activities;
 - (b) obtain funds from the Math Department and the Applied Math Department for operation of the club;

- (c) if necessary, apply for grants from external organizations to fund events;
 - (d) create and update a budget for the academic year, in consultation with the executive team;
 - (e) ensure that all expenses are discussed with the entire executive team before proceeding;
 - (f) determine which expenses should be reimbursed, and oversee this reimbursement.
3. Vice President (VP) of Academics:
- (a) keep students informed of matters of academic importance;
 - (b) ensure that administration and faculty members are made aware of students' academic concerns;
 - (c) advocate for academic changes in the best interests of the student body;
 - (d) if necessary, advise the Undergraduate Chair of the Math Department or the Applied Math Department that there are many students interested in taking a course which is not planning to be offered;
 - (e) oversee the planning and operation of academic events run by MaCAW.
4. Vice President (VP) of Communications:
- (a) use the club's media to keep students regularly informed of club activities;
 - (b) visit lectures to announce major club events to students;
 - (c) forward information on math opportunities to students;
 - (d) assist the VP Media in developing and maintaining the club's media.
5. Vice President (VP) of Media:
- (a) develop and maintain media for promoting club activities, including the club's email account, mailing lists, website, social media, and posters.
6. Vice President (VP) of Events:
- (a) oversee the planning and execution of all club events, excluding elections and meetings;
 - (b) work with the VP Media in creating promotional plans and materials for upcoming club events.

7. Vice President (VP) of Outreach:

- (a) oversee outreach to other clubs at Western and to external organizations, and promote MaCAW to these groups.

8. Secretary:

- (a) manage all paperwork relevant to elections and meetings;
- (b) oversee the scheduling and operation of all elections and meetings;
- (c) book rooms for all events, elections, and meetings;
- (d) take minutes at each meeting, and distribute those minutes after the meeting;
- (e) keep track of all club property.

Whenever necessary, any of the above tasks can be delegated by the executive member responsible for that task to one or more of the other members of the executive team.

3. Elections

A general election is held each March to elect the incoming President and 6 Vice Presidents for the following academic year. After each March general election, the newly-elected executive members take office on May 1 of that year, and remain in their elected roles until April 30 of the following year. Each September, the Secretary is elected by the members of the executive team. The Secretary position is reserved for 1st-year students, except when no 1st-year students apply. (Note: where this constitution refers to what year a student is in, years spent at any universities other than Western are also included). The term of each Secretary runs from the date of their election to the date the next Secretary is elected.

3.1. General Elections

Each year, the March general election will be held on the last Friday of March, and the Secretary will be elected on the Friday falling 18 days after Labour Day. In the March general election, all candidates are listed on one ballot. The current Secretary may run in the March general election without vacating their position, and if elected, they will acquire their new position, while continuing to serve as Secretary until the new Secretary is elected the following September.

3.2. Interim Elections

If an executive member leaves, or is removed from, their position, an interim election is held to replace that position. Any interim election must be held at least 2 weeks after the executive position is vacated. The election must occur between Labour Day and the start of Semester 1 exams, or between the first day of Semester 2 and the March general election.

1. If the position of President was vacated:
 - (a) To be a candidate in the interim election for President, one must currently be on the executive team, and must be a student in the Math Department or the Applied Math Department. (Note: where this constitution refers to “a student in the Math Department or the Applied Math Department”, this means that according to their most recent Intent to Register, they are pursuing either a Major, Specialization, or Honours Specialization in one of the two Departments.)
 - (b) The top-placing candidate will be the new President, and the other candidates will keep their current positions.
 - (c) A separate ballot, available at the same time, will be used to elect a replacement for the executive position vacated by the new President. If there are any other vacant executive positions, these will be elected on the same ballot, and positions will be assigned as outlined in §3.6. Current executive members may not run on this ballot.
2. If the position of President was not vacated:
 - (a) Current executive members may not run in the interim election.
 - (b) All available executive positions will be elected on a single ballot. The positions will be assigned as outlined in §3.6.

3.3. Chief Returning Officers

Prior to any election, the President must appoint two members of the executive team (one of which may be the President themselves) to serve as Chief Returning Officers (CROs) for that election. The CROs will distribute the voting email (as described in §3.5), and compile and report the results. Typically, these should be members who are not candidates in the election, for the sake of impartiality. The choice of these two CROs must be approved by a simple majority of the executive team.

3.4. Registration

All election meetings are held on a Friday from 4:30pm–5:30pm, to maximize the number of students able to attend. The election information must be circulated widely through email, posters, social media, and the MaCAW website, at least 10 days prior to the election meeting. In the email announcement, the most current version of the constitution must be attached, so that potential candidates can learn about the executive positions and about the election process. Candidacy in all elections is limited to undergraduate students enrolled at Western, and candidacy in the March general election is limited to students who will continue to be enrolled as undergraduate students at Western for the following year. To run in any election, the candidate must submit their candidacy application to macaw@uwo.ca no later than the 11:59pm on the Tuesday falling 3 days before the election. The candidacy application consists of the mandatory Candidate Information Form, an optional write-up (250 words maximum), and an optional personal photo.

3.5. Voting

Within 12 hours after candidacy applications are due, the voting email will be sent out to the MaCAW mailing list, which will include all write-ups and personal photos, the voting instructions, and the voting link. To be eligible to vote, one must be on the MaCAW mailing list as of the candidacy application deadline, and must be currently enrolled as an undergraduate student at Western. The voting period begins once the voting email is sent out, and ends at 11:59pm on the day of the election. The voting email will encourage voters to attend the election meeting, if possible, to hear the candidates' presentations before voting. At the election meeting, each candidate will have 2 minutes to give a presentation supporting their candidacy. In every election, voters cast ranked ballots, in which the voter ranks their preferences of candidate from first to last, where 1 is their most preferred candidate. The voter may assign a particular rank to more than one candidate, and does not need to assign a rank to every candidate on the ballot (in which case it is assumed that the voter prefers all of their ranked candidates to their unranked candidates, and that the voter is indifferent between all of their unranked candidates). For a vote to be counted as valid, in the voting form, the voter must attest that they are an undergraduate student currently enrolled at Western, and must enter their Western email address. The winning candidate(s) of each ballot will be determined using the Winning Variant of the Schulze Method. Any tie in the ranking of candidates will be resolved using a random number generator. Within 12 hours of the close of voting, the election results will be sent to the mailing list.

3.6. Formation of the Executive Team

In any election where there is more than one position to be elected from a single ballot, the candidate who finishes 1st on that ballot has 1st choice of the executive positions being elected by that ballot, the candidate who finishes 2nd has 2nd choice, and so on.

1. In the March general election, and in any interim election:
 - (a) The President must be an executive member of MaCAW prior to the election, and must be a student in the Math Department or the Applied Math Department.
 - (b) The Vice President of Academics must be a student in the Math Department or the Applied Math Department.
2. In the March general election:
 - (a) If one or more candidates are entering second year, but none place in the top 7 candidates, then the person placing 7th will be replaced by the top-placing candidate entering second year.
 - (b) If one or more candidates are entering upper years (i.e., third year or higher), but none place in the top 7 candidates, then the person placing 7th will be replaced by the top-placing candidate entering upper years.

4. Passing Proposals

1. A proposal can be voted on only at a meeting in which a majority of the executive team is present.
2. While the proposal is being discussed, if a majority of the executive team votes to end the discussion, the proposal will be voted on immediately.
3. Any proposal will pass only when it has the support of the majority those who vote on the proposal at the meeting. To vote on a proposal, an executive member must be present during the entire discussion of the proposal, and during the vote on the proposal. In all decisions, every voter has the same voting power.
4. At the request of any executive member, a vote will be done by private ballot instead of by a public method.

5. Contact

The list of all current members of the executive team and their Western email addresses is available at the MaCAW website, <https://www.uwo.ca/math/undergraduate/macaw/>. The entire executive team can be contacted at macaw@uwo.ca.

6. Access to Communications

Anyone can be added to the MaCAW mailing list by contacting macaw@uwo.ca. Anyone who applies for a position in the executive team is automatically added to this list.