

# Constitution and Bylaws of the Students In Graduate Mathematics And Statistics

## 1 Name and Objectives

The name of the organization shall be Students In Graduate Mathematics And Statistics (SIGMAS). The objectives of the Association are to seek and promote academic and social interests of its members; to provide a forum for discussion of issues and concerns of graduate students; to foster a community spirit within the department; to act as a liaison between graduate students and the Department of Mathematics and Statistics at the University of Victoria as well as any other graduate student unions and associations.

## 2 Membership

Automatic membership shall be extended and restricted to all students who are currently enrolled in a graduate program in the Department of Mathematics and Statistics at the University of Victoria. The membership expires upon a student's graduation.

## 3 Organization

There shall be the following committees:

- *Executive Committee.* The Executive Committee shall be responsible for calling general meetings and coordinating their agenda. This Committee shall consist of the President, any Vice President(s), the Treasurer, and the Secretary.
- *Ad Hoc Committees.* Ad hoc committees will be formed as needed at general meetings. They will consist of all interested members with a chairperson being appointed by the Executive Committee. The powers and duties of any ad hoc committee will be to implement any project approved at the meeting at which the committee was created. The structure and function of any ad hoc committee will be defined prior to its implementation.

There shall be the following officers, who must be separate and distinct people:

- *President.* The President shall be responsible for the overall operations of the organization. They shall call and chair all general meetings as well as manage the elections. If the President is unable to perform their duties, the Vice Presidents shall take on those responsibilities.

- *Vice President(s)*. The Vice President shall take over the duties of the President in case that the President is unable to perform them, and assist in the organization of the Association. There may be multiple Vice Presidents, or none.
- *Treasurer*. The Treasurer shall maintain all the financial records of the Association, develop the budget, and be a liaison between the Association and all sources of funding for it.
- *Secretary*. The Secretary shall record the minutes of all the meetings as well as maintain a record of all the correspondence of the Association.

There may be other positions in the Association that may be elected, but are not considered officers.

## 4 Meetings

- *General meetings*. There shall be at least one general meeting per academic year held in September. Additional general meetings shall be called as needed; however, there shall not be more than one general meeting per month. General meetings will be called by the President (or, in their absence, a Vice President) and announced by e-mail<sup>1</sup> at least one week in advance of the meeting. The proposed agenda will be finalized and e-mailed to the membership at least one week in advance. Items may be submitted for inclusion in the agenda by e-mail to the President, before the agenda is sent out. Agenda items may also be added from the floor at the meeting. General meetings shall be open to all members of the Association. Quorum for all general meetings shall be 6 members.

In extenuating circumstances, a general meeting can be called by any member once they have collected 6 votes in favour of holding a meeting.

- *Committee meetings*. Committees shall meet as often as necessary to carry out their responsibilities. Quorum for all ad hoc committees shall be the simple majority of the members of the committee.
- *Voting*. Each member shall be entitled to one vote per motion, except the President, who shall only vote to make or break a tie. Voting shall be by the show of hands. All decisions shall be determined by a simple majority, except where the bylaws specify otherwise.

## 5 Elections

- *Time of elections and nominations*. Terms of office for all officers shall be for one academic year until the following elections. Elections shall take place in the

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<sup>1</sup>Throughout, “by e-mail” shall mean by e-mail to the departmental grad student e-mail list

month of September at the beginning of the first general meeting. Nominations are open from the notice of the general meeting until the election is conducted.

- *Eligibility.* Any member of the Association is eligible to be nominated for any elected position. No member can hold more than one of the positions on the Executive Committee.
- *Voting procedure.* Each election shall be carried out by show of hands at a general meeting, unless it is decided by the membership at the meeting that a secret ballot should be held for the election. Members may have the opportunity to vote by e-mail before the general meeting.
- *Vacancies.* In the event that a vacancy occurs, the position may be filled by appointment of the Executive Committee. Such appointees shall hold office until the next general meeting, at which time the position shall be filled by election.
- *Impeachment.* Officers of the Association may be removed from the office by a two-thirds majority vote of the members present at a general meeting. If a general membership decides to impeach the President, the general meeting can be called by any member once they have collected 8 votes in favour of the impeachment.

## 6 Amendments

Members of the Association may introduce amendments to the constitution and bylaws. In order to do so, the amendments must be submitted in writing to the President at least two weeks in advance of a general meeting. The proposed new amendments must be announced in the agenda of a general meeting. The constitution and bylaws can only be amended by a two-thirds majority of the members present at the meeting concerning new amendments. Amendments under consideration at a general meeting may be changed prior to adoption from the floor by a simple majority.