

Lancaster University Mathematics Society Terms of Reference (Constitution)

1 The Society

- 1.1 The name Society shall be Lancaster University Mathematics Society (LU MathSoc), hereafter referred to as "the Society".
- 1.2 The Society shall be associated to Lancaster University Students' Union (LUSU) subject to conditions set out in the [Student Groups Bye Law](#). As such, the Society agrees to abide by the Union Constitution, its Bye-laws, the LUSU Safety Framework and all other Union policies.
- 1.3 The Society may affiliate to external bodies subject to the approval of the Executive Committee (see Section 100.6 in LUSU's Constitution).

2 Aims

- 2.1 The Society shall exist to provide a useful and supportive network for Lancaster University students interested in mathematics and statistics, to enhance their academic experience at university, and develop social connections and working relationships with their peers.

3 Membership

- 3.1 Membership of the Society is open to all full and associate members of Lancaster University Students' Union, provided they are current or former students or staff of Lancaster University. Society membership should fall into two categories as laid out in the [Membership Bye-Law](#): Full Members and Associate Members.
- 3.2 All Society members may attend and speak at meetings. However, only Full Members may propose a motion or vote in a meeting.
- 3.3 Only Full Members have the right to be a candidate or vote in elections (see Section 6). All positions of the Society Executive Committee must be held by Full Members.
- 3.4 Honorary membership may be granted on a life basis or for a limited period, subject to the agreement of the qualified majority at the Annual General Meeting (see Section 5). This shall normally be granted to ex-members for outstanding service to the Society, or for those who can continue to offer service to the Society.
- 3.5 Honorary members have the same rights and restrictions as Associate Members.
- 3.6 The Executive Committee reserves the right to refuse or revoke membership of an individual for breaching this constitution, the Society's Safety Code of Practice, the LUSU Safety Framework or bringing the Society into disrepute, subject to the complaint procedure set out in Section 7.

4 Executive Committee

4.1 The Society shall be administered by an Executive Committee consisting of the President, Academic Vice President, Treasurer, Events & Safety Officer, and any number of Academic Officers.

4.2 Members of the Executive Committee shall have duties and responsibilities as set out below.

4.2.1 President: who shall

- Be the primary representative of the Society to the Union, the University and to external bodies and attend the Societies Council and other relevant meetings.
- Be responsible for all Society correspondence and administration.
- Coordinate and oversee the activities of the Executive Committee and the Society as a whole.
- Act as chair to all Society meetings, including writing meeting agendas and publishing them to members with sufficient notice.
- Choose a member of the Executive Committee to: take minutes at Executive Committee meetings, publish minutes to Society Members in a timely fashion, and monitor Executive Committee Members' attendance at meetings.
- Be the main contact with the Department of Mathematics and Statistics at Lancaster University.
- Lead the Society's LUSU reaffiliation process, delegating to the relevant Executive Members where appropriate.
- Maintain the Society's Union Cloud profile and keep it up to date.
- Share important information about the Society with Members when necessary.

4.2.2 Academic Vice President (Secretary): who shall

- Be the primary representative of the Academic Officers to the Executive Committee.
- Organise and act as chair to meetings with Academic Officers when necessary.
- Organise Maths Cafés and other academic workshops and ensure that they occur consistently.
- Work with Academic Officers to produce educational materials if needed (e.g. producing mock exams for revision workshops).
- Publicise all academic events to Society Members.
- Act as the main point of contact for academic staff to facilitate their involvement in academic events, where appropriate.
- Assist the President in coordinating and overseeing the activities of the Executive Committee whenever this is required.

4.2.3 Treasurer: who shall

- Maintain good order of the Society Finances and ensure that the Union Financial Regulations are adhered to.

- Maintain an up to date account of all financial transactions.
- Advise the Executive Committee and Society Members on expenditure of the budget.
- Prepare a statement of revenue and expenditure, prior to Lent term, to be presented at the Annual General Meeting for ratification.
- Be responsible for administration of all matters relating to memberships and subscriptions.
- Seek approval for all Society expenditure by a majority vote of the Executive Committee.

4.2.4 Events & Safety Officer: who shall

- Organise a wide range of non-academic events and activities (socials) for Society Members.
- Act as the main point of contact for all Society socials.
- Publicise all Society socials to Members.
- Oversee the safety aspects of all Society activities and ensure that the [LUSU Safety Framework](#) and the [General Safety Code of Practise](#) is adhered to, and give specific responsibility for this area to a designated member of the Executive Committee.
- Maintain good order at all social/activities.

4.2.5 Academic Officers: who shall

- Attend and engage with all academic events organised by the Academic Vice President.
- Engage with Society Members through Discord, particularly if a Member requests academic support.
- Attend all meetings of Academic Officers organised by the Academic Vice President.
- Work with the Academic Vice President to organise academic events and produce educational materials if needed, e.g., producing mock exams for revision workshops.
- Optionally, assist the Events & Safety Officer with organising socials.

4.3 Beyond the responsibilities detailed in Sections 4.2.1 – 4.2.5, all Executive Committee Members are expected to regularly attend events organised by the Society. All Executive Committee Members may assist with managing and updating the Society's social media channels and the Society noticeboard (located near the pigeonholes in the Department of Mathematics and Statistics at Lancaster University).

4.4 Members of the Executive Committee may delegate duties between each other on a temporary basis, subject to mutual agreement.

4.5 Any members of the Executive Committee who fail to attend two consecutive General Meetings, without acceptable written apology, shall be deemed to have resigned.

- 4.6 Members of the Executive Committee shall be elected at the Annual General Meeting (see Section 6) and take office within two weeks of their election.
- 4.7 Outgoing Executive Committees shall support newly elected Executives by clearly and honestly informing them of the present state of the Society and training them to fulfil their duties effectively.
- 4.8 Members of the Executive Committee are responsible for maintaining regular communications with other Officers and participating in votes in reasonable time.
- 4.9 Members of the Executive Committee shall meet at least fortnightly to discuss Society business. All Officers, except Academic Officers, must attend every meeting unless a reasonable excuse is provided in advance.
- 4.10 Resolutions of votes conducted in Society meetings and in the Executive Committee's group chats are binding and must be carried out in reasonable time.
- 4.11 Failure of Executive Committee Members to carry out the duties conferred on them by this constitution, without reasonable excuse, will be grounds for suspension or motion of no confidence in the Officer concerned.

5 General Meetings

- 5.1 General Meetings may be called by the President, by a majority decision of the Executive Committee, or by written request of five or more Society members.
- 5.2 General Meetings must be held no less than three times each year and at least two weeks' notice must be given to Society Members.
- 5.3 Any elected Officer may have a motion of suspension or no confidence placed in them at a General Meeting and a qualified majority shall be required to sustain it.
- 5.4 The quorum of General Meetings shall be determined by the Society itself. The Society must calculate which of the following options provides the highest outcome in relation to how many members there are in their society and implement it.
 - Ten full members;
 - 150% of the Executive Committee – this is the Executive Committee (including all Academic Officers), plus 50% of the size of the Executive Committee in non-Executive Committee members.

Failure to achieve quorum shall mean that the meeting has no constitutional competence.

- 5.5 Emergency General Meetings may be called in the same way as a General Meeting save that it shall require five days written notice of the business to be transacted. Quorum for such meetings shall be determined as above in Section 5.4.
- 5.6 Emergency General Meetings shall only discuss the matter for which the meeting was called. It shall not be able to transact any financial business or amend this Constitution.
- 5.7 There shall be an Annual General Meeting in the last two weeks of Lent Term, or as soon as possible in Summer Term. At the meeting, the President shall present a report of the Society's activities for the previous year and the Treasurer shall present a statement of accounts.
- 5.8 Elections for positions on the Executive Committee shall be held at the Annual General Meeting.
- 5.9 Quorum for the Annual General Meeting shall be determined as above in Section 5.4.
- 5.10 If a General Meeting cannot take place in person, the President may choose to hold an online General Meeting. Such a meeting would have constitutional competence equal to that of an in-person General Meeting as long as Quorum is achieved.

6 Elections

- 6.1 The running of all Society elections shall be the responsibility of the Treasurer who shall act as Returning Officer. Should the existing Treasurer be a candidate in any election, the Executive Committee may appoint another Officer or Society Member as Acting Returning Officer for the duration of the election, through a majority vote.
- 6.2 All Executive Committee Members shall be elected in the second half of Lent Term each year at the Annual General Meeting.
- 6.3 All officers elected at this time shall attend the necessary Duty of Care training offered by the LUSU Societies Staff.
- 6.4 Any Executive Committee post may be filled in a by-election at a General Meeting.
- 6.5 In the event of an Executive Committee post becoming vacant, a General Meeting shall be called as soon as possible to fill this post.
- 6.6 Society Members shall be informed of the date of any election, all positions available and details for nominations, at least two weeks prior to the election date.

- 6.7 Re-Open Nominations (RON) shall be a candidate in all elections. If RON wins the vote for any Executive Committee post, this post shall be considered vacant, and a general meeting shall be called per Section 6.5. Any candidates who were defeated by RON may not be candidates for the same position in the following election.
- 6.8 All elections are preceded by speeches by the candidates. The Returning Officer shall decide in advance the maximum length of speeches. The speeches shall be followed by questions to the candidates.
- 6.9 Candidates unable to attend must send written confirmation of their intention to stand and this may include a speech to be read out by the Returning Officer. If no confirmation is received, exclusion from the election will result.
- 6.10 Voting shall be conducted by secret ballot, using Instant-Runoff Voting (IRV). First, voters shall rank candidates in order of preference, then the ballots shall be counted for each voter's top choice. If a candidate receives more than half of the vote after the initial count, they shall be duly elected. Otherwise, the candidate with the fewest votes shall be eliminated from the count and the ballots with that candidate as their first preference shall be redistributed to their second preferences. This process shall repeat until a candidate receives more than half of the vote, at which point they shall be duly elected.
- 6.11 The Returning Officer shall be responsible for the vote count.
- 6.12 If an election cannot take place in person, the Returning Officer may decide to hold an election in an online General Meeting, provided that the voting system closely approximates IRV as described in Section 6.10. Each candidate shall have the opportunity to give a speech to members or to publish a manifesto ahead of the vote.
- 6.13 Complete count sheets shall be published after each election.
- 6.14 Original ballots shall be kept for at least until the elected candidates take office. Until they are discarded, ballots shall be available for inspection by any member by request to the Returning Officer.
- 6.15 Any complaints regarding elections should first be taken to the Returning Officer, and then to the LUSU Societies Committee should the complainant want a decision to be appealed.

7 Complaints

- 7.1 Any complaints about Society members should be made either to the Academic President or the Events & Safety Officer, who shall determine if the complaint is valid and whether the complaint should be handled internally or by LUSU. The Officer who receives the complaint will be the Mediating Officer for the complaint in question.

- 7.2 If the complaint is to be dealt with internally:
- The Mediating Officer shall discuss the complaint with the Member accused of wrongdoing, keeping the complainant anonymous.
 - The Accused Member shall be asked about the factual accuracy of the claims made in the complaint.
 - If the Accused Member denies the accuracy of the complaint, the complaint shall be referred to LUSU as described in Section 7.3.
 - If the Accused Member confirms the accuracy of the complaint, a written warning shall be given to the Accused Member, detailing why their actions are not acceptable and what will happen if their behaviour does not improve.
 - If there is no improvement, the complaint shall be referred to LUSU as described in Section 7.3 and the accused Member may be banned from the Society's online spaces and future Society events; or may have their Society membership revoked temporarily or permanently.
- 7.3 If the complaint is to be dealt with by LUSU:
- The Mediating Officer shall contact the Students' Union Complaints Coordinator with the complaint, detailing the steps taken thus far by the Society to resolve the complaint, keeping the complainant anonymous if possible.
- 7.4 The complainant may appeal the Mediating Officer's decisions at any stage of the complaint procedure to the other Officer responsible for handing complaints, to the President, or to the Students' Union Complaints Coordinator.

8 Constitution

- 8.1 The whole or any part of this constitution may be altered, amended or deleted at any General Meeting. Any changes shall require a qualified majority.

9 Safety

- 9.1 The Society must adhere to the [LUSU Safety Framework](#) at all times. Copies of this shall be distributed at appropriate times throughout the year. Failure to abide by this framework may result in disciplinary action.
- 9.2 The primary officer responsible for safety, and/or the Safety Officer shall attend an annual Duty of Care Briefing held by LUSU Student Activities Office.