

Math and Computer Science Club Constitution

Math and Computer Science Club (MCS-Club)

October 10, 2014

Mission Statement

The purpose of MCS-Club is to promote the awareness, interest, and influence of math and computer science on campus at the University of Wisconsin-Superior as well as in the community. We seek to promote awareness of opportunities for those interested in math or computer science, to promote student and community interest in fields and topics related to math and computer science, and to create an environment for those who share an interest in mathematics and computer science to communicate and grow academically and socially.

The MCS-Club hosts several events focused on spreading the importance of math and computer science. Students, faculty, and guests are encouraged to attend and present as part of the MCS Presentation Series on topics related to the MCS-Club mission. The club hosts events where faculty and students are provided a friendly atmosphere in which to discuss research, share ideas and knowledge, and learn more about their fields. The club presents information for students and faculty by way of mailings, publications, and promotional items. The club provides opportunities for interested students to attend conferences in mathematics and computer science, to help inspire student research, and so that they may get a sense of the current state of the field.

Membership

All UWS students are encouraged to join the club and/or participate in events sponsored by MCS-Club. Membership is formed in two tiers: General Members and Officers. General Members may join by signing up at any MCS-Club event or meeting, or by requesting membership through the vice-president. Members of both tiers are eligible to vote in officer elections, and may attend any of the meetings.

Officers

Officers are individuals who perform the administrative duties of coordinating and leading MCS-Club events. All members are eligible to run for any open office. Officers are chosen by a majority vote of members in the club. Elections are held at the end of the spring semester to elect officers for the next academic year. If a position is empty after the election or during the academic year, the officers will make an emergency appointment if one or more candidates are available. To make an emergency appointment, a majority approval is needed from the officers.

President: The president is responsible for coordinating the duties and working as a representative of the MCS-Club. The president will schedule and preside over all club meetings and events. The president will work with the Advisor to schedule the MCS Presentation Series, and to acquire speakers therefor. The president is also responsible for managing the MCS-Club Schedule and meeting times.

Vice President: The vice president manages the daily workings and duty fulfillment of the other officers, while operating under the authority of the president. In the event of absence or inability to serve, the vice president will act on behalf of the president and, therefore, the club as a whole. The vice-president

is responsible for managing the duties related but not limited to: MCS-Club events, publications, and fundraisers. Consequently, the vice president is responsible for ensuring that any Committees are performing their duties as designed. Additionally, the vice-president will maintain a current membership list and members mailing list of the MCS-Club.

Treasurer: The treasurer, along with the faculty advisor, monitors the club budget, and insures that the club is performing within the parameters specified by the university. The treasurer ensures that event plans fall within the bounds of the allocated annual budget. The treasurer is responsible for handling money received at club events, including fund raising events (such as bake sales); and delivering said money into the club's account. The treasurer, working with the faculty advisor, is also responsible for managing purchase orders and reimbursement requests for club members.

Secretary: The secretary is responsible for the official records of the MCS-Club. At official meetings, the secretary keeps minutes of the proceeding and presents them to the president for review. The secretary will then be responsible for emailing a copy of the minutes to the members email list, as provided by the vice president. The secretary also prepares the agenda for each meeting, and receives agenda topics from officers to be put in formalized handouts for use in the meeting.

Webmaster/Software Guru: This officer manages the club web page and facebook page, so as to maintain a source of information for club members and an aid in promoting and publicizing the club and its events. This officer is responsible for working with all other officers to continue to add functionality, interesting features, and better ways for members to stay connected and participate in the online environment. This officer is also responsible for any software development needs by the MCS-Club. The guru is also responsible for coordinating with the lab managers to host MCS-Club LAN parties. This officer is also responsible for the organization of the programming competition, either acting in roles that exempt them from competing, or finding and managing other members to fulfill such a role.

Official Correspondent: The official correspondent is responsible for public relations on behalf of the MCS-Club. The correspondent will send weekly emails to the Faculty and student body with regard to the upcoming MCS-Club activities. (This includes sending messages to the Majors, Minors, Faculty, ITS, etc., as well as the occasional message to be sent through the student digest. This officer will be responsible for the placement of reservations as needed by the club. The correspondent will also manage the design and placement all physical advertisements (i.e. Posters) for MCS-Club events. This officer will occasionally be required to perform other duties regarding MCS-Club communications.

Advisors

Advisors are chosen by asking faculty members in the math and computer science department if any would like to volunteer for the position. This is done every academic year. Advisors will be primarily responsible for the budget, along with the president, and overseeing general decisions and planning by the club. In the event of MCS-Club votes that end in a tie, the advisor will cast the tie-breaking vote.

Committees

Committees consist of MCS-Club members and officers, who have volunteered to aid in the execution of a specific Club-related task. At the time of its formation, MCS-Club members may nominate themselves for the position of committee chair. If the position of committee chair is contested, it will be decided by majority vote of the members in attendance. If the position is not contested, the nominee must still be appointed by majority approval of the officers. In the event that the committee chair is found to be performing his/her duties inadequately, majority vote by the attending officers may remove the chair from his/her position, and a new committee chair will be appointed by the procedure outlined above. Committees are expected to give a status update during every meeting, and report directly to the Vice President. Committees expire when their

task is achieved. If a Committee's task is ongoing, it expires at the end of the year, and must be reformed to continue operation. Committee Chairs are not officers.

Procedures

Officer Removal: An officer will be asked to step down from his position if he/she is found to be abusing authority, not completing assigned tasks, not attending meetings, or participating in any other inappropriate as stated in the University Policy. If he/she does not do so, the other officers may vote to remove him/her from office. In the result of a majority vote in favor of removal the student will be asked to step down.

Removal Appeal: Any appeals will be made to the faculty advisor if a student feels the proceedings were unjust. The faculty member may, at his/her discretion, address the officers in a meeting and initiate another vote. If the other officers majority still holds the officer will be removed, otherwise he/she will be reinstated. All these proceedings must happen within four academic days of the initial vote.

Advisor Removal: If, during the course of the academic year, an advisor is found to be performing their advisory duties in an unsatisfactory manner, they will be asked to step down. If the advisor does not step down willingly, the officers will vote. A unanimous vote is required to remove the advisor and allow the club to search for a new advisor.

Constitution Amendment: The constitution will be amended only after a unanimous vote by the officers and advisors to approve a proposed amendment. In this situation, the amendment will be added to the constitution and will take effect immediately.