

Mathematics Graduate Students Association (MGSA)

Article 1 Name and Purpose and Laws Governing

Section 1: Name. This organization shall be known as Mathematics Graduate Students Association (MGSA), a registered student organization at the University of Oklahoma.

Section 2: Purpose Statement. The purpose of MGSA is to promote the academic and social advancement of students in the Department of Mathematics and associated members of MGSA.

Section 3: Preemption Statement. MGSA is not affiliated with any parent organization, and this Constitution, subject to the terms of the University of Oklahoma Student Code, is the sole governing document.

Section 4: Compliance with Law. MGSA is subject to Local, State and Federal laws.

Article 2 Organization and Membership

Section 1: Membership. All graduate students in the Department of Mathematics at the University of Oklahoma shall be considered members. No graduate student in the Department of Mathematics shall be denied membership.

Section 2: All Members must be connected to OU. Only OU Students may be full members. Full members will be known as members.

Section 3: Non-Discrimination Statement. Membership in, association with, and benefits emanating from MGSA and their related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of the organization and purposes of the activities. Judgments in this regard based solely on an individual's race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of the organization must be consistent with public policy as established by prevailing University Community standards.

Section 4: MGSA may not act as a representative of any individual member without the written approval of the member.

Section 5: Full-time Adviser. MGSA shall have as an adviser a full-time member of the

University faculty or staff.

Section 6: *Elected Officers.* The elected officers of MGSA shall be President, Vice President, Treasurer, and Secretary.

Section 7: *Term of Office.* All officers shall serve for remainder of the semester in which they have been elected as described in Article 3 of this constitution. A term will end when new officers are elected.

Article 3 Election of Officers and representatives

Section 1: It is the responsibility of the President to hold elections during the first two weeks of a every new semester.

Section 2: For nominations for position, each member may nominate him- or herself.

Section 3: In the event of multiple nominations for a position, a secret ballot election will be held.

Section 4: Any representative for MGSA serving in an official Department committee or as representative for the Department shall be elected in the manner described in Section 2 and Section 3.

Section 5: *Resignation.* In the event of a resignation or inability of elected officers to serve, the President shall call for an election to fill that vacancy, to be held at the earliest suitable time after the vacancy occurs. All resignation must be served by written notice.

Article 4 Duties and responsibilities of Officers

Section 1: It shall be the duty of the President and all other officers to read, understand, and enforce all provisions of this Constitution and abide by the policies of the University of Oklahoma.

Section 2: *President.* The President shall be the custodian and therefore be responsible for the safekeeping of this Constitution, as well as the efficient organization and commencement of special meetings. The President will be accountable for the completion of duties for all officers. Upon request from the faculty adviser, the President shall also be responsible for submitting activity reports to the faculty adviser. The President will also have the responsibility:

- To discuss all important matters and major problems, gathering all necessary facts to present at MGSA meetings.

- To advise the Vice President in planning the term's activities and calendar.
- To maintain high standards of conduct and organization.
- To take a leadership role in establishing and maintaining all policies of MGSA.

Section 3: *Vice President.* The Vice President shall perform the duties of the President in his or her absence. The Vice President will also have the responsibility:

- To schedule, plan, and host social activities.
- To work with the Treasurer to procure appropriate funding to reduce the financial burdens of attendants to the social activities.
- To be responsible for the set up and cleaning of the Tuesday Tea.

Section 4: *Treasurer.* The Treasurer shall prepare and file a financial report upon request of the President or faculty advisor. The Treasurer shall be responsible for the collection and distribution of funds. Also the Treasurer will have the responsibility

- To share the financial management duties of MGSA.
- To review the accounts of MGSA at least once monthly.
- To formulate a budget and present, for approval, an annual budget.
- To be responsible for the overall financial welfare and security of MGSA.
- To plan and organize all activities and applications for the acquisition for funds.

Section 5: *Secretary.* The Secretary shall have the duty and responsibility of keeping this constitution, as well as other MGSA policies, completely up-to-date in writing, indexed, and properly filed.

- To publicize all social organizations and department activities via posters and mailbox fliers.
- To promote academic relations with the University of Oklahoma and specifically the Department of Mathematics.
- To handle all correspondence with facilities and other organizations.
- To plan and maintain the MGSA website.

Section 6: Each officer may delegate duties to any member of the MGSA.

Article 5 Removal from office

Section 1: Any MGSA officer may be removed from office by the following procedure: A petition signed by five members must be presented to the faculty adviser. The petition must state the reasons for removal and the President or Vice President must make a full report at the next scheduled meeting; provided however, that the petitioning members' names shall not be disclosed to anyone outside the faculty adviser. An affirmative vote for removal by two-thirds of the members present at the duly constituted meeting shall effect the removal from office and the office shall be declared vacant and a new election shall be held.

Article 6 Meetings

Section 1: *Special meetings.* A special meeting is defined as a meeting in which the order or business is one or more of the following:

- New MGSA policy
- New constitution
- An amendment to the constitution
- Removal of officer from Office

Section 2: *Regular meetings.* A regular meeting is defined as a meeting in which the order of business is

- Discussion of policy
- A Social activity

Section 3: When the date or time of a regular meeting is changed, or a special meeting is called, the President or Vice President shall notify all graduate students via e-mail at least twenty-four hours prior to the time at which the meeting is called. Regular meeting do not require notification.

Section 4: *Quorum.* A quorum at a special meeting shall be constituted by the presence of at least ten members, including at least two officers present.

Section 5: *Order of Business.* The following order of business shall be used in every special meeting, but it may be suspended in part, or entirely, during any one meeting, by a majority vote of those present upon proper motion:

1. Meeting called to order by President
2. Roll Call (or sign in sheet)
3. Reading of the mail
4. Reports of Officers/Committees
5. Old Business
6. New Business
7. Reading of calendar, announcements
8. Adjournment

Section 6: *Out of season meetings.* Out of season meetings shall be defined as any meeting of MGSA that takes place between the end of the a given semester and the end of an election of new officers.

Section 7: Special meetings may not be out of season meetings.

Article 7

Powers and Amendments

Section 1: *Amendments.* Two Officers or five members may submit in writing to the President or Vice President suggestions for amendments or alterations to this constitution.

Section 2: Upon receiving a suggestion for amendments or alterations of this constitution, the receiver (President or Vice President) is obligated to call a special meeting for the adoption of the suggested amendments or alterations. This special meeting must be arranged within one week upon receiving the suggestions.

Section 3: *Procedure.* The adoption, amendment, suspension, or the alteration in any manner of this Constitution shall only be accomplished by the following procedure: The proposed law, amendment, suspension, or alteration shall be read out loud at the special meeting. Approval requires two-thirds of the quorum vote.