

Constitution

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Mathematics Graduate Student Organization

April 15, 2020

1 Name

The name of this organization shall be the Mathematics Graduate Student Organization, officially and hereafter abbreviated “MathGSO.”

2 Purpose and Goals

2.1 General Purpose

The general purpose of MathGSO is to support graduate students in the Department of Mathematics at Iowa State University [ISU]. This is accomplished by providing ways for graduate students to communicate with the administration of the Mathematics Department, connect with other graduate students, and further their education, as well as by creating a supportive environment.

2.2 Compliance

The Mathematics Graduate Student Organization abides by and supports established Iowa State University policies, as well as all state and federal laws, and follows local ordinances and regulations.

Iowa State University and MathGSO do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

3 Membership

Membership is restricted to students enrolled in the graduate programs offered by Iowa State University.

3.1 Types of Members

There shall be two different types of MathGSO members: General members and Council members.

3.1.1 General Members

General membership will be open to all students currently enrolled in the various graduate programs at Iowa State University.

Graduate students must confirm their membership in MathGSO online by following directions emailed by the Student Activities Center. Any graduate student who is not a member of MathGSO may also request membership on the MathGSO page in the ISU Student Organization database, located at <http://sodb.stuorg.iastate.edu/>.

If the actions of a General member are inappropriate, that member may be removed from MathGSO. Inappropriate actions include, but are not limited to, actions which violate established Iowa State University policies, Department of Mathematics policies, state and/or federal laws, local ordinances and/or regulations. Every Council member must agree on the removal, and then a majority of the General members must vote in support of the removal. If the motion for removal passes, that member shall be removed from general membership and will be considered ineligible to rejoin MathGSO for a period of twelve (12) months.

3.1.2 Council Members

There shall be a Council which will govern MathGSO. The members of the Council are referred to as Council members and will consist of elected Council members, the Lead Teaching Assistant [Lead TA], and the Graduate and Professional Student Senate [GPSS] representatives.

Upon election, Council members will be contacted by the Student Activities Center and must confirm their elected positions.

4 The Council

4.1 Requirements

The Council members of MathGSO must meet the following requirements:

1. Have a minimum cumulative grade point average [GPA] of 2.00, and meet this minimum cumulative GPA in the semester immediately prior to joining the Council, as well as during the term of office.
2. Be in good standing with Iowa State University and, when appropriate, the Department of Mathematics as defined by the Graduate Committee.
3. Be enrolled in the University during their term of office, at least half-time, unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement.

Any Council member will be ineligible to hold an office should he or she fail to maintain the requirements as prescribed above.

4.2 The Regular Election

The MathGSO Council election will be held during the Spring semester of each year, after March 1st, and before Dead Week. This election is meant to fill the seats on the Council being vacated by members whose two-year appointments have expired (see Section 4.3). The Council members selected through this election are referred to as elected Council members.

This election is not meant to fill the position(s) of Graduate and Professional Student Senate representative(s); the GPSS representative(s) is (are) selected via a separate election, as detailed in Section 6.2.2.

4.2.1 Nominations

All graduate students meeting the criteria outlined in Section 4.1, with the exceptions outlined herein, are eligible to run for election to the MathGSO Council.

Candidates are not required to be Teaching Assistants [TAs]. Candidates may be nominated by any graduate student, including themselves. All candidates nominated by students other than themselves should be informed of their nomination in a timely manner, and may decline the nomination if they so choose.

Any nominated candidate, including self-nominated candidates, may choose to revoke their nomination at any time prior to the start of the voting period.

At the time of nominations, the graduate student body should be informed of the members continuing to serve on the Council, as well as the outgoing members of the Council. Any outgoing Council member interested in running for re-election must be nominated in the same manner as any other graduate student; see Section 4.3 for more information.

After all nominations have been submitted, the Graduate Committee Liaison shall offer a list of the nominees to the Mathematics Graduate Committee for review.

4.2.2 The Ballot

Each nominated candidate who is eligible and willing to run for a Council position will be listed on the ballot.

The names of the members continuing to serve on the Council, as well as those departing, will be placed on the ballot. Departing Council members who are running for re-election should be identified as such.

4.2.3 Election Process

Let n be the number of elected positions available on the Council for the upcoming year.

To vote, each graduate student will rank, **in order**, their top n choices from the list of nominated candidates. Students should clearly indicate their first-place choice, their second-place choice, and so on, through n^{th} -place choice. After the voting period, a Borda count will be used to determine the n elected Council members, as follows: for $p \in \{1, 2, \dots, n\}$, each p^{th} -place vote for a given candidate will add $((n + 1) - p)$ points to that candidate's total number of points. To clarify, first-place votes are worth n points, second-place votes are worth $(n - 1)$ points, and so on, down to 1 point for n^{th} -place votes. After totaling each candidate's points in this manner, the n candidates with the most total points will be elected to the Council.

If a ballot is incorrectly filled out, the seated Council will use its discretion to determine how to count said ballot, if at all.

In the event that two or more candidates have the same total number of points and only one can be elected, the candidate who received more first-place votes than the others will be elected. If this still results in a tie, then the candidate who received more second-place votes will be elected. In the

unlikely event that a tie still persists, a secondary election consisting only of the tied candidates will resolve the issue.

4.3 Length of Appointment

The information within this section applies to elected Council members and GPSS representative(s).

Terms of appointment to the MathGSO Council are one year in length. Terms start on May 1st each year and end on April 30th the following year. Upon being elected, each member should serve on the Council for two (2) such consecutive terms, although Council members may choose to leave the Council after serving only one (1) term.

After two terms, a Council member's appointment will expire. Outgoing Council members who have served their full two-year appointment are eligible to run for the incoming MathGSO Council, as noted in Section 4.2. No advantageous treatment or unfair accommodations will be provided to Council members running for re-election.

4.4 Impeachment and Replacement of Council Members

Impeachment and subsequent forced removal of a Council member requires a unanimous vote by his or her fellow Council members, in addition to written consent from the Advisor.

Elected Council members who must leave the Council prior to the end of a term (i.e., prior to April 30th) should be replaced through a special election of the same format as that used for the regular election, detailed in Section 4.2 (exception: see below). The remainder of the term in which the replacement Council member is elected counts as one of his or her two maximum consecutive appointed terms (see Section 4.3).

If an elected Council member must leave the Council after March 1st, but prior to the regular election, then the special election will be replaced by the regular election. Exceptions to this clause may be made at the discretion of the remaining Council members.

4.5 Duties of the Council

4.5.1 Meetings

The Council should meet at least four (4) times per semester. Meetings are to be made open to the public, with appropriate exceptions made at the discretion of the Council members.

The final meeting of each term is called the transition meeting. All incoming and outgoing members of the Council should be present at this meeting.

4.5.2 Vinograd award

Each Spring, MathGSO must select a committee to determine the Vinograd Award recipient. The committee must include three representatives who, in sum, meet the following requirements:

1. MathGSO elected Council member
2. International student
3. Ph.D. candidate (i.e., passed all written qualifying and preliminary exams)
4. Master's student
5. Graduate student not on the MathGSO Council

First-year graduate students are ineligible to be members of the Vinograd Award committee.

4.5.3 Communication with the Mathematics Department administration

The MathGSO Council should inform the Mathematics Director of Graduate Education [DOGE], the Mathematics Graduate Committee, and/or any other relevant persons, of issues confronting graduate students in the Mathematics Department. Council members work with the administration to resolve problems, and provide feedback to the administration about policies and actions relating to graduate students.

4.5.4 Communication with Mathematics graduate student body

The Council should inform the graduate student body of their activities, as needed. Meeting minutes and other relevant information should be posted on the MathGSO website and be accessible to all graduate students.

4.5.5 Organize social and educational events

The Council should organize events that may be beneficial to graduate students. These include social events, supplemental colloquia, and panel discussions; in general, these events should serve to assist members in feeling supported and successful. Event or other suggestions from graduate students that fit these criteria should be seriously considered.

4.5.6 Assignment of peer mentors for incoming first-year students

Each Summer, after June 1st and before June 30th, the Council should obtain a list of incoming first-year Mathematics graduate students, as well as a list of current graduate students willing to be peer mentors, and use this information to assign (student) mentor-mentee pairs. Pending approval by the DOGE, these pairs should be sent to the Mathematics Graduate Secretary, to then be sent to the incoming students. The MathGSO Council should monitor pairs, ensuring that, over the course of the Fall and Spring semesters, mentors consistently offer their respective mentees guidance and support; Council members should be available as a resource should any issues related to these pairings arise.

5 Elected Council Member Positions

The members of the Council elected through the regular MathGSO election (Section 4.2) may decide who among them will have the following positions. GPSS representatives and the Lead TA are not eligible to hold any of these positions, unless they are also elected Council members.

5.1 President

5.1.1 Primary Duties

1. Schedule and preside over the meetings of the Council.
2. Represent MathGSO in meetings with the administration and/or other student groups.
3. Complete annual President's Training as required by Iowa State University.

5.1.2 Selection

The President is selected from the elected Council members during the transition meeting by any method that the Council sees fit. The President must have previously served on the Council. If the Lead TA is an elected Council member, then he or she may not be appointed President. In the event that no member meets these conditions, then these restrictions are dropped, and any Council member is eligible for the position.

5.2 Vice President

5.2.1 Primary Duties

1. Preside over meetings which the President is unable to attend.
2. Assist the President in meetings with administrative tasks, as required.
3. Act as librarian for the Graduate Student Resource Library [GSRL] located in Carver 400A (the “printer room”), and contact students who have had books for longer than two (2) weeks.
4. Serve as MathGSO’s Risk Management officer by: recommending risk management policies or procedures to MathGSO; submitting documentation to ISU’s Risk Management office; and, ensuring that risk management procedures are implemented at all MathGSO events.

5.2.2 Selection

During the transition meeting, the Vice President is selected from among the elected Council members by any method that the Council sees fit.

5.3 Treasurer

5.3.1 Primary Duties

1. Manage all of the finances of MathGSO.
2. Keep an accurate record of all transactions.
3. Comply with any regulations imposed by Iowa State University and its official derivatives, including the Student Activities Center.
4. Complete annual Treasurer’s Training as required by Iowa State University.

5.3.2 Selection

During the transition meeting, the Treasurer is selected from among the elected Council members by any method that the Council sees fit.

5.4 Graduate Committee Liaison

5.4.1 Primary Duties

1. Attend all open meetings of the Mathematics Graduate Committee.
2. Report to MathGSO the issues discussed by the Graduate Committee.
3. Represent the opinions or proposals of graduate students to the Graduate Committee, as appropriate.

5.4.2 Selection

During the transition meeting, the Graduate Committee Liaison is selected from among the elected Council members by any method that the Council sees fit.

5.5 Webmaster

5.5.1 Primary Duties

1. Maintain the MathGSO website: <https://www.stuorg.iastate.edu/site/math-gso>
2. Ensure that meeting minutes and other pertinent updates are regularly posted to the website.
3. Organize and oversee online elections and other events where voting is required.

5.5.2 Selection

During the transition meeting, the Webmaster is selected from among the elected Council members by any method that the Council sees fit.

6 Additional Council Members

6.1 Lead Teaching Assistant

If the Lead Teaching Assistant is not an elected Council member, then he or she will join the Council for the duration of his or her appointment as Lead TA.

6.2 Graduate and Professional Student Senate Representative

6.2.1 Primary Duties

1. Attend the meetings of the Graduate and Professional Student Senate. If unable to attend a GPSS meeting, find a substitute from the Mathematics graduate student body.
2. Represent the opinions and proposals of graduate students of the Mathematics Department at the GPSS meetings.
3. Report to MathGSO the issues discussed by the GPSS.

6.2.2 Selection

The number of GPSS representatives is dictated by the number of graduate students in the Mathematics Department at the beginning of the school year. The GPSS will notify the Mathematics Department how many representatives are needed.

In the Spring semester, or as needed, an election will be held to fill the seat(s) on GPSS. This election is separate from the general MathGSO Council election, but should be run in a similar manner. All graduate students in the Department of Mathematics, including elected Council members and the Lead TA, are eligible to run for a GPSS seat, and outgoing GPSS representatives can run for re-election.

Information regarding the length of the appointment to the position of GPSS representative is listed in Section 4.3.

7 Advisor

7.1 Requirements

The Advisor of MathGSO must be a faculty member in the Mathematics Department.

7.2 Duties

1. Maintain communication with the President of MathGSO.
2. Approve and oversee financial expenditures.
3. Ensure that the organization is operating in accord with the standards set forth by Iowa State University and the Student Activities Center.
4. Complete the annual Advisor Training as required by Iowa State University.

7.3 Selection

The Mathematics Director of Graduate Education is automatically the Advisor of MathGSO. The DOGE is determined as specified in the governance document of the Mathematics Department.

7.4 Removal

If the Council members feel that the current Advisor is unable or unwilling to perform the duties above, or if they feel that the Advisor is acting in a manner detrimental to MathGSO or the graduate student body, then the Council members should speak to the Chair of the Mathematics Department and request that a new Advisor be specially appointed.

8 Finances

The finances of MathGSO will be administered by the Council in coordination with the MathGSO Advisor for the benefit of the Mathematics graduate student body.

8.1 Accounts

All monies belonging to MathGSO shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting office, and/or through an institution or office authorized by the Campus Organizations Accounting office.

All funds must be deposited within 48 hours of collection.

The Advisor to this organization must approve and sign each expenditure before payment.

8.2 Dues

No dues will be required of either General or Council members.

8.3 Dissolution

In the event that MathGSO dissolves, any remaining funds shall be donated to the Iowa State University Department of Mathematics so that they may be used for the benefit of graduate students.

9 Amendments and Ratification

This Constitution may be amended, and subsequently ratified, at any time, with the unanimous approval of the Council members and with a simple majority of the remaining graduate student body, not counting abstainers. Students will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within ten (10) days of ratification.

9.1 Minor corrections and clarifications

If the Council members determine that a minor correction (e.g. a grammatical error, a bad reference, etc.) or clarification needs to be made to this Constitution, they may do so without seeking the approval of the graduate student body. They must notify the graduate students of any such changes.