

Constitution

“The organisation exists to cater for undergraduates, providing the extra-curricular services that the department of maths does not cover. See section (A).

“Logic doesn’t apply to the real world” - Marvin Lee Minsky

Section A: Name, Aims and Membership

1. The Organisation shall be entitled the University of Bristol Mathematical Society (MATRIX).
2. The Organisation shall be affiliated to the University of Bristol Students’ Union
3. The aims of the Organisation shall be to host social events to enrich the integration amongst mathematical students. The organisation, through its sponsors, shall provide relevant career information as well as host events for its members.
4. Membership of the Organisation shall be limited to full time students of the University of Bristol and is normally valid for either the duration of their course or one year.
5. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the committee

Section B: Committee

1. Authority for the organisation and administration of the Organisation shall be vested in a committee which shall ordinarily be comprised of the following posts: President, Vice President, Treasurer, Secretary, Publicity Officer, Social Secretaries (2 positions available), Ball Secretaries (2 positions available), Inclusivity and Diversity Officer, First Year Officer, Charities Officer, Sports Secretary and Talks and Careers Officer. Officers shall be elected annually under Section E below and shall serve for the calendar year following their election, save in the event of resignation or a successful motion of no confidence under B5 below. General Executive Members may be co-opted under the terms of B2 below or may be ex- officio members from other affiliated organisations.
2. The Secretary shall have the power to co-opt members of the Organisation to fill vacancies in the posts detailed in B1 above, and to co-opt further members to the committee at her/his discretion. These co-options shall last for the remainder of the committee’s term save in the event of resignation or a successful motion of no confidence under B6 below. Co-options to the committee must be formally announced by the Secretary at a meeting of the committee and entered into the minutes for that meeting.
3. The individual responsibilities of Committee members shall be as detailed herein; however, this clause shall not be taken as excluding other responsibilities as detailed in or provided for within this Constitution:
 - The President shall be responsible for the general running of the Organisation, for the overall co-ordination and presiding over meetings of the committee, and for organising a programme of events for the Organisation, the organisation of sponsorships for the benefit of the society (can be delegated to other members of the committee).
 - The Treasurer shall be responsible for the Organisation’s finances, for ensuring that the Organisation conforms to all legal regulations regarding financial and other matters, and for the production of the annual accounts.
 - The Secretary shall be responsible for maintaining the Organisation’s records, including minutes of all formal meetings, and Organisation membership records. The Secretary shall also be responsible for co-ordinating membership records for the Organisation, upholding the constitution and overseeing committee meetings.
 - The Publicity Officer shall be responsible for the organisation’s advertising of social events and maintenance of the website subject to ability. (details will be discussed with the social secretary and finally authorised by the committee.

- The Vice President shall be responsible for the overseeing of presidential duties if the president is absent from any meeting or event.
 - The Social Secretaries shall be responsible for the organising of social events, the number of which shall be decided by the budget created by the treasurer and finally authorised by the committee. The social secretaries shall also liaise with the Publicity Officer to ensure the correct advertising of all events.
 - The Sports Secretary shall be responsible for the organising of the Sports teams, informing all members of the Sports teams of fixtures and also the assigning of captains.
 - The Ball Secretaries shall be responsible for the organising of the annual Christmas meal and Spring ball, consulting with the President and Treasurer concerning the budget. Also liaising with the Social Secretaries and Publicity Officer with regards to coordinating the event.
 - The Inclusivity and Diversity officer role shall be to work towards integrating minority student groups (international, BAME, LGBT+, students going on a year abroad and women) into the society and organising relevant events.
 - The Charities Officer shall be responsible for liaising with charities and organising fundraising events. To interact with members in deciding which charities the Organisation shall support.
 - The First Year Officer shall work with the committee organising events that will take into account the interests of first year members and has to be a first year student. The role shall be decided at the start of each year in keeping with the description of the role.
 - The Talks and Careers Officer shall be responsible for the organisation of public speakers, colloquiums, and careers events. To accomplish this, they will work alongside other societies and organisations, the careers service and the School of Mathematics.
4. The Secretary shall convene meetings of the Committee not less than every 60 days. The quorum for any decision required by the Committee under this Constitution shall be four members of the Committee, including at least one of the Secretary and Treasurer. In the event of the absence of the Secretary, the Vice-President shall be responsible for chairing the meeting.
 5. Members of the Committee, or the Returning Officer, may only be removed from office following the passage of a motion of no-confidence by a two-thirds majority at a general meeting. Members removed in this manner shall not be eligible for co-option to the Committee, or appointment as Returning Officer, during the remainder of that Committee's term of office.

Section C: Meetings

1. Formal meetings of the organisation shall consist of
 - a. An Annual General Meeting as detailed in C2 below
 - b. Other formal meetings as called under C4 below.
2. The Annual General Meeting of the Organisation shall be held at the in the final few weeks of Teaching Block 2 or the beginning of the following term. The Chair shall be responsible for notifying all members of the Organisation of the date, time and venue, at least one week in advance.
3. The agenda for the Annual General Meeting must include, but shall not be limited to:
 - a. Officers' reports and questions,
 - b. Approval of the Organisation's accounts,
 - c. Election of the Committee under Section E below,
 - d. Motions of no-confidence submitted in writing at least three days in advance of the meeting.
4. Further formal meetings of the Organisation must be called under any of the following conditions:
 - a. At the discretion of the Secretary,
 - b. At the written request, to the Secretary, of a simple majority of the Committee,
 - c. At the written request, to the Secretary, of five members of the Organisation,
 - d. at the relevant Meetings called under the b) and c) must be held within two weeks of the request being submitted; unless such a request is made during the final week of term. In this case, the meeting shall be convened within the first seven days of the following term.

The Secretary shall be responsible for notifying all members of the Organisation of the date, time and venue, at least three days in advance.

5. Quorum for all formal meetings of the Organisation shall be 10% of the total membership.

Section D: Finances

- 1) The Treasurer shall be responsible for keeping good accounting records for the Organisation.
- 2) Operation of the Organisation's account shall require the signature of the President or Treasurer.
- 3) All Organisation finances shall be made in accordance with current instructions to Society Treasurers as set down by the Union's Societies Network. Accounts must be submitted to the Union for auditing at once per annum or on request.
- 4) The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance and Administration shall be jointly empowered to issue instructions on behalf of the Organisation if:
 - a) The Organisation folds with outstanding affairs,
 - b) Change of signatory forms are not completed and the previous committee is out of contact,
 - c) Financial irregularities are found,

Section E: Returning Officer and Elections

1. The Secretary shall appoint a Returning Officer who shall be responsible for conducting the Organisation's elections. This appointment shall last for a period of time specified by the Secretary, but in any case, for no longer than one year; save in the event of resignation or a successful motion of no-confidence under B5 above.
2. The Returning Officer will not be eligible to stand for any elections during his or her period in office.
3. Elections shall be open to all members of the Organisation. Members may nominate themselves for the post either verbally or in writing to the Returning Officer. Only members may vote.
4. Elections shall take place at the Annual General Meeting of the Organisation, and the details of posts available must be included in the calling notice for each Annual General Meeting, distributed to all members at least one week in advance.
5. All elections shall be held by secret ballot. The electoral system used shall, with the consent of the Secretary, be at the discretion of the Returning Officer.
6. Re-Open Nominations (RON) shall be a candidate in all elections. Where RON is elected the new Committee shall fill the vacancy as under B2 above. Defeated candidates from that election will not be eligible for co-option to that post.

Section F: Constitution

1. This Constitution may only be amended by a two-thirds majority of a formal meeting of the Organisation and amendments are subject to ratification by the Union's Societies Network
2. Ambiguities in this Constitution shall be resolved by the interpretation of the Secretary. However, such interpretation may be overturned in favour of an alternative proposal, which must be consented to by two thirds of the full Committee.

Notes

1. The phrase "in writing" wherever used in this Constitution, includes electronic media.
2. All references to "a majority" or a "two-thirds majority" refer to a majority, or two-thirds majority, of those present and voting meeting.