

---

# Mathematics Graduate Students Association (MGSA)

## Constitution

---

### Article I

#### 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.*** 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.

**Section 5. *Jurisdiction.*** MGSA shall have jurisdiction over all graduate students who have chosen to be members herein, as well as, all activities planned, funded, or hosted by MGSA.

**Section 6. *Non-Discrimination.*** 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.

---

# MGSA

---

## Constitution

### Article II

#### Organization and Membership

**Section 1. *Elected Officers.*** The elected officers of MGSA shall be President, Vice President, Treasurer, and Secretary.

**Section 2. *Appointed Officer.*** The President shall appoint a Parliamentarian.

**Section 3. *Committees.*** The standing committees will include: Executive, Ways and Means, Public Relations and Social.

**Section 4. *Representatives.*** The President shall appoint a representative and an alternate to the student senate.

**Section 5. *Term of Office.*** All officers, committee chairmen, and representatives shall serve for six months and may be reelected to serve another consecutive term. The officer may run for the same position, taking at least a semester break.

**Section 6. *Full-time Adviser.*** MGSA shall have as an adviser a full-time member of the University faculty or staff.

**Section 7. *Reports.*** A written report will be provided to the faculty adviser biannually by the President, compiled by the Secretary, and approved by a 50% vote at the last meeting of each semester.

**Section 8. *Membership.*** Membership in MGSA will be open to all current graduate students in the Department of Mathematics at the University of Oklahoma, as well as, any other graduate student with approval by 50% vote at any regular meeting.

# MGSA

---

## Constitution

### Article III

#### Duties of Officers

**Section 1. *Enforcing Rules.*** 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 regular meetings. The President shall be a member ex-officio of all committees and will remain accountable for the completion of duties for all officers. He or she shall also be responsible for submitting activity reports to the faculty adviser. He or she will also serve as the chairman of the Executive Committee.

**Section 3. *Vice President.*** The Vice President shall perform the duties of the President in his or her absence and serve as the Chair of the Social Committee.

**Section 4. *Treasurer.*** The Treasurer shall prepare and file a financial report upon request of the President or faculty adviser. He or she will also serve as the chairman of the Ways and Means Committee and shall be responsible for the collection and distribution of 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. He or she will also serve as the chairman of the Public Relations Committee.

**Section 6. *Parliamentarian.*** It shall be the duty of the Parliamentarian to see that parliamentary procedure and this Constitution are adhered to while business is being conducted.

**Section 7. *Voting.*** Each officer shall have only one vote except for the President, who shall vote only in the event of a tie or in an election.

# MGSA

---

## Constitution

### Article IV

#### MGSA Committees and Responsibilities

**Section 1.** *In general.* Membership in any of the following committees, with the exception of the Executive Committee, is open to any current member of MGSA. It shall be the duty of the Committee Chairman to plan and communicate meeting times to the associated members.

**Section 2.** *Executive.* President (Chairman) This shall consist of all elected officers, as well as, the Parliamentarian.

- To discuss all important matters and major problems, gathering all necessary facts to present at regular MGSA meetings.
- To advise committee chairmen 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.
- To meet prior to each MGSA meeting, preparing an order of business, and requiring each committee to submit a report of activities for presentation.

**Section 3.** *Ways and Means.* Treasurer (Chairman)

- To share the financial management duties of MGSA.
- To meet at least once monthly to review the accounts of MGSA.
- 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 4.** *Public Relations.* Secretary (Chairman)

- 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 5.** *Social.* Vice President (Chairman)

- To schedule, plan, and host social activities.
- To work with the Ways and Means Committee 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.

# MGSA

---

## Constitution

### Article V

#### Election of Officers

**Section 1.** *When elected.* All elected officers shall be elected at the last regular meeting of the fall and spring semester. There must be a quorum present before an election takes place. A majority of all votes will be required for election.

**Section 2.** *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.

**Section 3.** *Qualifications for holding office.* A candidate must be and remain in good standing within MGSA, as determined by the Executive Committee and must maintain a 3.0 GPA. Nominations shall occur at the meeting prior to the meeting of election.

**Section 4.** *When installed.* All officers shall be installed at the chapter meeting in which they are elected.

# MGSA

---

## Constitution

### Article VI

#### Removal of Officers from Office

**Section 1. Procedure.** 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 Parliamentarian 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.

# MGSA

---

## Constitution

### Article VII

#### Meetings

**Section 1. *Times.*** The regular meeting time for each semester shall be determined by the Executive Committee during the first week of classes each semester.

**Section 2. *Notice required.*** When the date or time of a regular meeting is changed, or a special meeting is called, the President shall e-mail a notice of the change at least twenty-four hours prior to the time at which the meeting is called.

**Section 3. *Special Meetings.*** Special meetings may be called upon adoption of a motion in any regular meeting; or may be called by the President whenever, in his or her discretion, such meetings are necessary.

**Section 4. *Quorum.*** A quorum shall be constituted by the presence of at least fifteen members, including at least two officers present.

**Section 5. *Order of Business.*** The following order of business shall be used in every 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. Election of Officers
8. Reading of calendar, announcements
9. Adjournment

**Section 6. *Excuses.*** Officers may be excused from any regular meeting upon request to the President. The President may be excused by the Parliamentarian.

**Section 7. *Parliamentary Procedure in Effect.*** Robert's Rules of Order, Revised, shall govern the parliamentary procedure of all meetings; except that the same shall in manner change the order of business prescribed in this Constitution; and shall in no manner change the effect of any current standing laws or policies.

**Section 8.** *Summer Meetings.* Summer meetings shall be scheduled at the last regular meeting before school is out in the spring. Summer meetings shall be defined as any meeting of MGSA that takes place between the end of the spring semester and the first regularly scheduled meeting of the fall semester.

# MGSA

---

## Constitution

### Article VIII

#### Finances

**Section 1.** *Depository of Funds.* The Treasurer shall deposit all moneys of MGSA from all sources in a bank outside the University, in the Department Organizational account or the UOSA account. Such funds shall be withdrawn by a check signed by the Treasurer and countersigned by either the President or Parliamentarian.

**Section 2.** *Books to be kept.* The Treasurer shall keep a set of books and such records as are necessary to give a complete written record of all financial transactions. These records shall be audited at the close of his or her term of office.

**Section 3.** *Fiscal Year Defined.* The fiscal year is defined as the twelve-month period between July 1<sup>st</sup> of each year and June 30<sup>th</sup> of the following year.

# MGSA

---

## Constitution

### Article IX

#### Powers and Amendments

**Section 1.** *Powers Enumerated.* Powers not held by summer meetings:

1. Approve any person for membership unless the vote of every member of MGSA during the spring semester prior to the summer in question is obtained.
2. To amend this Constitution.
3. To change MGSA policies.

**Section 2.** *Amendments.* 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 at a regular meeting, after review by the Executive Committee, and at the end of the next consecutive meeting, shall be voted on. Approval requires two-thirds of the quorum vote.