

University of Bristol Students' Union Maths Society (MATRIX)

1. NAME & AIMS

- a. The name of the Society shall be the Bristol SU (University of Bristol Students' Union) Maths Society (MATRIX)
 - b. The Society shall be affiliated to the University of Bristol Students' Union.
- *The society shall exist for the benefit of the members and the students of the University of Bristol School of Mathematics.*
 - *The society shall run events for the personal development of its members, promoting skills useful in employment and further study.*
 - *The society shall run social events for the members of the society.*
 - *The society shall support the mathematics sports team captains to deliver sporting fixtures and training.*
 - *The society shall operate to enrich the academic experience of its members within the School of Mathematics.*

The Society shall abide by the Union's Code of Conduct, and any other policies laid down by the Union's Board of Trustees.

2. MEMBERSHIP

- a. Membership is open exclusively to all full members of the Union by application to the Society.
- b. The Secretary shall keep a list of all members. The Secretary shall inform the Student Services Team of the membership of the Society each year.
- c. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the Committee being no less than the minimum rate demanded by the Union.
- d. Only members may sit on the Committee.
- e. Only members may vote in Committee elections.

3. COMMITTEE

- a. There shall be a Society Committee which shall be the executive decision-making body of the Society.
- b. The Committee shall be responsible for the general and financial policy of the Society, subject to such rules as laid out in the Union's Constitution and Bylaws, and any rulings made by the Union.
- c. Quoracy for Committee meetings shall be set at 50% of the post filled positions plus one.
- d. All Committee meetings must be minuted by the Secretary (or other Committee member if they are unavailable) and the minutes circulated to the Committee before the next committee meeting.
- e. The positions of President, Treasurer, Secretary and Equality Officer must be held separately to any other of those positions. However, this restriction does not apply to any other position roles.
- f. The Committee is comprised of:

President

There shall be one position available and the holder of this role will be a senior member of the committee.

The role of the president is to organise the overall coordination of the society. This will involve:

- delegating tasks to the committee,
- checking in on the progress of the committee,
- signing off on sponsorships for the benefit of the society
- and handling the general maintenance of the society.

Vice President

There shall be one position available.

The Vice President will be responsible for:

- The Families Scheme; The Vice President will ensure a signup form and a collection of families are created. These will include "parents", undergraduate students not in their first year of study and "children", undergraduate students in their first year of study. The role of a family is to help membership better adapt to life at University. The deadline for the families scheme will be agreed by the committee with special attention paid to its position in the events schedule.
- merchandise for the society, possibly including, but not limited to: fleeces, pens, shirts, hoodies, etc.

Treasurer

There shall be one position available and the holder of this role will be a senior member of the committee.

The Treasurer shall be responsible for the Society's finances. This will involve:

- ensuring that the society conforms to all regulations regarding financial matters,
- liaising with the president to handle sponsorship funds,
- handling other payments for events organised by the society,
- managing the School of Mathematics budget for the society and checking all spending decisions for this,
- submit the budget to the SU at the start of the year,

- and producing the annual accounts of the society.

Secretary

There shall be one position available, and the holder of this role will be a senior member of the committee.

The Secretary shall be responsible for the management of meetings and the adherence of the society to its constitution. This will involve:

- Taking minutes of each meeting held and distributing them to the rest of the committee,
- recording attendance at the regular committee meetings,
- and any other duties listed in this document,
- the MATRIX Newsletter; To be published weekly, detailing society events and sponsor messages,
- and sending any other society-wide emails.

Equality and Wellbeing Officer

There shall be one position available, and the holder of this role will be a senior member of the committee.

The Equality Officer will be responsible for:

- organising equality events for the benefit of minority student groups.
- producing an Equality Action Plan, along with conducting an equality survey to feed into said Action Plan.
- taking on the responsibilities of the wellbeing champion, namely:
 - o Connection: Supporting members to get involved in group activities; helping to organise socials that cater to different members needs
 - o Community: Ensuring group activities are delivered in a supportive manner; checking on members who disengage; creating a positive and inclusive community
 - o Insight: Promote wellbeing activities available through Bristol SU, the University of Bristol and the wider Bristol community; ensure the committee is equipped and confident to do basic signposting to appropriate wellbeing services.

Social Secretary

There shall be two positions available.

The Social Secretaries will be responsible for the social activities of the society, including:

- managing relationships with venues,
- liaising with the School of Maths to run events,
- liaising with the Treasurer to secure budget for events,
- liaising with the Publicity Officer and Secretary to ensure members are aware of the events.

Publicity Officer

There shall be one position available.

The Publicity Officer will be responsible for managing the social media of the society. Including:

- the Instagram; keeping the page up to date with photos from recent events and announcements of future ones,
- the MATRIX website; keeping it up to date with current committee and making sure the website is in keeping with the general society branding,
- liaising with the Secretary to add content to the newsletter.

Balls Secretary

There shall be two positions available.

The Balls Secretaries shall be responsible for organising the MATRIX Winter and Summer Balls, which will be hosted at the end of Teaching Block 1 and 2 respectively. This will include:

- managing ticketing, agreeing prices with the rest of the committee,
- managing marketing, by liaising with the Publicity Officer and the Secretary,
- booking venues,
- organising photographers and the subsequent release of the photographs.

Charity Representative

There shall be one position available. (Should this role be unfilled, its responsibilities are subsumed into the Sustainability Representative)

The Charity Representative will be responsible for running events where the proceeds are given to a registered charity. Two of these events must be organised each year. These events may include, but are not limited to:

- charity pub quiz,
- charity run,
- charity film screenings.

Sustainability Representative

There shall be one position available. (Should this role be unfilled, its responsibilities are subsumed into the Charity Representative)

The sustainability representative will be responsible for ensuring the society operates in a sustainable way. This must include at least one of the following of:

- organising sustainability showcases,
- running awareness campaigns,
- liaising with the rest of the committee to deliver sustainable events,
- liaising with the School of Maths to deliver sustainable events.

Academic Talks Secretary

There shall be one position available. (Should this role go unfilled, its responsibilities will be subsumed into the Careers and Sponsorship Secretary)

The Academic Talks Secretary will be responsible for holding events that foster the academic growth of Matrix members. The responsibilities of this role are:

- Host at least 2 academic talks each teaching block.
- Improve communication with and inclusion of postgraduate students.
- Plan academic competitions (e.g. datathons).

Careers and Sponsorship Secretary

There shall be one position available. (Should this role go unfilled, its responsibilities will be subsumed into the Academic Talks Secretary)

The Careers and Sponsorship Secretary will be responsible for improving the professional and personal development for Matrix members. The responsibilities of this role are:

- Reach out to companies and build relationships with them.
- Oversee potential sponsorships.
- Plan events for professional development of Matrix members (e.g. career panels).

Sports Secretary

There shall be one position available.

The Sports Secretary shall be responsible for representing the needs of the MATRIX sports team captains on the committee. This role may be held in conjunction with the position of team captain.

This role involves:

- working with the sports teams to represent their interests to the committee,
- lobbying for funding for sports kits and reporting progress of the team to the committee,
- working to enhance the delivery of sports to members of the society.

4. COMMITTEE MEETINGS

- a. The committee will meet regularly to discuss the operations of the society as organised by the secretary.
- b. During the times of Teaching Block 1 and 2 a meeting must be held within the 28 days since the last meeting, unless a simple majority of the committee decide to postpone, in which case a meeting must take place within 14 days of that vote.
- c. The secretary (or another committee member if they are unavailable) must record attendance to these meetings and take minutes to be distributed to the entire committee within 7 days of the meeting.
- d. If a committee member has been absent from the last 2 consecutive meetings or 3 meetings over the course of a teaching block, then any senior member of the committee can call for a vote amongst the senior members of the committee for their removal, excluding the member who the vote concerns.

5. FINANCIAL

- a. The Treasurer of the Society shall be a full member of the Union and not in their final year at the University. However, if given approval by the Union, a final year student may take the position.
- b. All financial arrangements must be made in accordance with current instructions to Society Treasurers, as set down by the Union.
- c. The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance shall jointly be empowered to issue financial instructions on behalf of the Society if:
 - (i) the affiliated student group ceases to be affiliated
 - (ii) there are concerns that funds are being managed in breach of the provision set out in the Byelaws

(iii) the group ceases to exist or there are breaches to any minimum standards set out in Union policy.

6. GENERAL MEETINGS

- a. There shall be an Annual General Meeting once per annum, and this shall be during Teaching Block 2.
- b. Notice of such meetings must be sent to the Society's membership via email with at least 14 days' notice. An agenda must be sent out with at least 7 days' notice.
- c. Quorum of such meetings shall be set at twice the Committee size plus one.
- d. An Extraordinary General Meeting may be called by either the Committee or 5% of the membership of the Society by application to the Committee. An EGM shall be called as specified on the application, but at least 7 days' notice shall be given.
- e. During an Annual General Meeting the agenda will include but not be limited to:
 - a. Officers' reports and questions,
 - b. Approval of the Organisation's accounts,
 - c. Elections of the Committee under Section 7,
 - d. Motions of no-confidence submitted in writing at least three days in advance of the meeting.
- f. During an Extraordinary General Meeting the agenda will include but not be limited to:
 - a. Officers' reports and questions,
 - b. Motions of no-confidence submitted in writing at least three days in advance of the meeting.

7. ELECTIONS

- a. Elections shall be held before Annual General Meeting to elect officers of the Committee for the following annual session. Officers can only be removed from their posts by an EGM, AGM or by a vote of the senior committee as described in Section 4.
- b. The Secretary shall appoint a Returning Officer who shall be responsible for conducting the Society's elections. This appointment shall last for a period specified by the Secretary, which will be no longer than one year. The Returning Officer will not be eligible to stand in any election during their time in office.
- c. Elections shall take place before the AGM of the Society, with results announced by the Returning Officer during the AGM.
- d. Nominations must be submitted to the Returning Officer at least 7 days in advance of AGM, and a nominee can only be nominated by themselves.
- e. Voting shall be open to all full members of the society and be conducted in at least the 7 days preceding the AGM. Voting shall be conducted by Instant Runoff. During the process of voting no candidate should be able to use their position on committee or relationship with the Returning Officer to receive an undue advantage. In the event that information of this nature is shared, it should promptly be distributed to all candidates.
- f. If Committee positions are left unfilled after the AGM, then the Committee shall have the power to co-opt Society members onto the Committee to fill the vacant posts. However, co-opted Committee members are not regarded as full Committee members and can be removed by the Committee at any time.
- g. If Committee positions are left unfilled after the AGM, the committee may call an EGM and run elections under the same conditions as elections prior to the AGM.

8. CONSTITUTIONAL AMENDMENTS

- a. Any amendment to this constitution shall require 2/3 of those present to vote in favour at a properly constituted General Meeting.
- b. All such amendments shall become valid only after approval by the Union.

9. AFFILIATIONS

- a. The Society shall affiliate to external bodies only where membership of those bodies is essential to the fulfilment of the core aims, and only with the prior agreement of the Union.

10. NOTES

- a. A “simple majority” refers to a majority of those present. In the event that this vote returns a tie, then the president will cast the deciding vote.