These Rules of Procedure (hereinafter called Rules) apply to the joint organization of the Mathematics Graduate Student Council and American Mathematical Society Student Chapter at the University of Kentucky, hereby called “The University of Kentucky Mathematics Graduate Student Council and AMS Chapter,” referred to as “GSC/AMS” in short.

The organization to which these Rules apply is formed by the American Mathematical Society and the Mathematics Graduate Student Council of the University of Kentucky. This organization shall not affiliate with any other organization without first obtaining approval from the AMS, although joint meetings and activities with student chapters of the AWM or SIAM are allowed (and indeed encouraged).

ARTICLE I: PURPOSE

The objectives of this organization are as follows:

- to survey, uphold, and express the will and opinions of the Mathematics Graduate Students, including soliciting input from graduate students regarding hiring and promotion decisions.

- to facilitate communication between the Mathematics Graduate Students and the Mathematics Department Faculty.

- to further the interests of mathematical scholarship and research, as per the Certificate of Incorporation of the AMS (May 3, 1923).

ARTICLE II: ACTIVITIES

The primary activities of this organization are as follows:

- periodic social gatherings for the Mathematics Department, including an annual cook-out and weekly departmental tea time.

- weekly graduate student colloquia, including hosting at least one graduate student speaker from outside the University.

- annual forums for gathering student input regarding the state of the graduate program and discussing the same with the Department Chairperson and Director of Graduate Studies.

- sending a representative of the GSC/AMS to most faculty meetings and reporting department business to the Mathematics Graduate Student Body.

- other appropriate activities as determined by the Executive Council.
ARTICLE III: MEMBERSHIP

III.1 Any graduate student or undergraduate major in the Mathematics Department shall be eligible for membership in this Chapter of the AMS, but only graduate students in at least their second semester of study are eligible to serve on the GSC/AMS Executive Council.

III.2 Voting rights are available only to graduate student members.

III.3 There will be no annual mandatory dues collected.

III.4 The Chapter is responsible for annually providing a list of its Student and Graduate Student members to the AMS.

III.5 Termination of student membership will take place upon graduation or withdrawal from the University.

ARTICLE IV: OFFICERS

IV.1 The Executive Council of the GSC/AMS shall consist of two Co-Chairpersons, a Treasurer, a Faculty Appointee, and a First-Year Representative, as well as the Faculty Advisor. The Executive Council shall conduct the general management of the affairs and purposes of the organization.

IV.2 The Faculty Advisor

IV.2.1 The Faculty Advisor for the Student Chapter shall be the Director of Graduate Studies (DGS) for the Department of Mathematics or another member of the Graduate Faculty of the Department of Mathematics as assigned by the DGS. The Faculty Advisor shall be generally responsible for the activities of the GSC/AMS.

IV.2.2 The Faculty Advisor shall provide mediation in disputed decisions of the Executive Council.

IV.2.3 The Faculty Advisor shall help provide continuity from year to year as student leadership and personnel change.

IV.2.4 The Faculty Advisor shall help maintain University standards in all activities of the Chapter.

IV.2.5 The Faculty Advisor shall not vote on any ballots administered by the Executive Council.

IV.3 The Co-Chairpersons

IV.3.1 The Co-Chairs are jointly responsible for leading the Executive Council and managing its activities in accordance with the policies and procedures of this Constitution.

IV.3.2 At least one (1) of the Co-Chairs shall attend all open faculty meetings that do not discuss other members of the Graduate Student Body. If neither Co-Chair can attend a given meeting, they shall jointly appoint another member of the Mathematics Graduate Student Body to attend in their stead. The Co-Chairs shall be make available notes from the meeting to be viewed by the Mathematics Graduate Student Body.
IV.3.3 The Co-Chairs shall be responsible for requesting funds during the Fall Semester from the Department of Mathematics, with the assistance of the Treasurer.

IV.3.4 The Co-Chairs shall be responsible for passing this document in an editable form (i.e. as a \LaTeX document) on to the new Co-Chairs.

IV.3.5 The Co-Chairs Elect shall re-register the organization with the University of Kentucky’s Office of Student Involvement annually, prior to the Fall Semester.

IV.3.6 The Co-Chairs shall ensure that the Department of Mathematics is represented by two (2) members of the Mathematics Graduate Student Body at the University of Kentucky Graduate Student Congress. Existing representatives shall be allowed to maintain their status as long as they are performing their duties adequately and desire to remain representatives.

IV.4 The Treasurer

IV.4.1 The Treasurer shall oversee the receipts and disbursements of the organization’s funds and keep an accurate enumerated account thereof.

IV.4.2 The Treasurer shall prepare the Executive Council’s Annual Financial Report, which shall be available during the Spring Election.

IV.4.3 The Treasurer shall submit an Annual Treasurer’s Report and other financial reports, as requested, to the Treasurer of the AMS no later than June 30 of each year.

IV.4.4 The Treasurer shall assume all other duties as assigned by the Co-Chairs.

IV.5 The Faculty Appointee

IV.5.1 The Faculty Appointee shall keep a record of the affairs of the GSC/AMS, handle correspondence, and submit an Annual Activity Report of organization activities to the Secretary of the AMS each year by June 30.

IV.5.2 The Faculty Appointee shall assist the First-Year Representative in organizing social functions provided by the GSC/AMS.

IV.5.3 The Faculty Appointee shall not attend Faculty Meetings in the stead of the Co-Chairs.

IV.5.4 The Faculty Appointee shall assume all other duties as assigned by the Co-Chairs.

IV.6 The First-Year Representative

IV.6.1 The First-Year Representative shall organize social functions provided by the Executive Council (e.g. the departmental tea time).

IV.6.2 The First-Year Representative shall provide continuity between consecutive Executive Councils.

IV.6.3 The First-Year Representative shall not attend Faculty Meetings in the stead of the Co-Chairs.

IV.6.4 The First-Year Representative shall assume all other duties as assigned by the Co-Chairs.

IV.7. All Officers shall be responsible for tallying the votes from all ballots initiated by the Executive Council, except those officers who are running for re-election.
ARTICLE V: Elections

V.1 Any member of the Mathematics Graduate Student Body may be elected to the position of an Officer within the restrictions below; however, assumption of the role is voluntary.

V.2 All elections shall be held by secret ballot.

V.3 There shall be two (2) separate election cycles: the Spring Election and the Fall Election.

V.4 The Spring Election

V.4.1 The Spring Election will be held in April while classes are in session.

V.4.2 Each member of the Mathematics Graduate Student Body in, at minimum, their second semester of graduate study shall be permitted to vote for up to three (3) members of the Mathematics Graduate Student Body in, at minimum, their second semester of graduate study.

V.4.3 The top qualified and top pre-qualified members of the Mathematics Graduate Student Body will be selected as the Co-Chairs.

V.4.4 The remaining top member of the Graduate Student Body, after the two (2) candidates named in V.4.3 have been removed from the tally, will be selected as the Treasurer.

V.4.5 The newly elected Officers will assume their roles from the previous Officers at the end of the Spring Semester.

V.5 The Fall Election

V.5.1 The Fall Election will be held in early December while classes are in session.

V.5.2 Each first-year member of the Mathematics Graduate Student Body shall be permitted to vote for up to two (2) first-year members of the Mathematics Graduate Student Body.

V.5.3 The top first-year member of the Mathematics Graduate Student Body will be selected as the First-Year Representative.

V.5.4 The First-Year Representative will assume their role from the previous First-Year Representative at the end of the Fall Semester.

V.6 The Faculty Appointee

V.6.1 After the Spring Election but before the start of the following Fall Semester, the Faculty Advisor will select the Faculty Appointee for the coming academic year.

V.6.2 The Faculty Appointee must not be currently in their first semester as a member of the Mathematics Graduate Student Body at the time of their appointment.

V.6.3 When necessary, the Faculty Appointee will be selected to ensure the Executive Council represents the diverse interests and experiences of the entire Mathematics Graduate Student Body as a whole.

V.6.4 The Faculty Appointee will assume their role from the previous Faculty Appointee upon their selection.
V.7 In the unlikely event that these criteria cannot be followed, the current Officers shall devise an alternative election procedure which the Faculty Advisor must approve.

V.8 After each election, following the elected Officers’ agreements to serve, the results will be made known to the entirety of the Department of Mathematics.

ARTICLE VI: MEETINGS

VI.1 There shall be at least two general meetings of the AMS Chapter per year, one of which should include the presentation time for the graduate speaker from another institution.

VI.2 The Chapter shall conduct a business meeting once per year during the month of September or October. Other business meetings may be called by the Co-Chairs or Treasurer on two weeks’ notice.

ARTICLE VII: DISBURSEMENTS AND DUES

VII.1 Disbursements from the Treasury for Executive Council Expenditures shall be made by the Treasurer with authorization of the Executive Council.

VII.2 There shall be no annual dues to participate in GSC/AMS-sponsored activities.

VII.3 The AMS Chapter’s funds shall be handled by the sponsoring institution in an appropriate manner. ALL funds provided by the AMS shall be available to the Chapter for its activities and will be disbursed to the Chapter for purposes decided by members of the Chapter. The sponsoring institution will not deduct any funds for overhead, direct or indirect costs, or any other purpose.

VII.4 The Treasurer shall maintain books of account that show income and expense items for all activities and balances for all accounts of the Chapter. (This may be an electronic document.)

VII.5 In the inaugural year of a Chapter, the Chapter will receive $500 from the AMS to be placed in its institutional account. At the end of each subsequent academic year, an already established Chapter may request funding for the next year of up to $500 minus the balance of remaining AMS-provided funds reported in the Chapter Treasurer’s annual report. Such a request shall be made to the AMS Treasurer by submission of an online “Request for Funding” form to the AMS and will include a current financial statement for the Chapter and a proposed budget for the requested funds. A request for funding in addition to the standard $500/year can be conjoined to the online request for standard funding, which must include a scanned letter with signature of the Chapter’s Co-Chairs and Treasurer.

VII.6 Other than seeking funds from the sponsoring institution of the Chapter, no officer nor member of the Chapter may apply for a grant to support the Chapter activities or enter into any contract to support such activities or provide services, without approval of the President and the Treasurer of the AMS or the Executive Director of the AMS acting on behalf of the Treasurer.
ARTICLE VIII: AMENDMENT AND VOTING PROCEDURES

VII.1 For purposes of internal Executive Council votes, a quorum shall be three (3) members of the Executive Council. A vote is passed if at least two-thirds (2/3) of the votes cast are in favor of the proposition.

VII.2 All proposed changes to this Constitution shall be approved by the Executive Council and Faculty Advisor before being presented to the Mathematics Graduate Student Body for a vote.

VII.3 All proposed changes to this Constitution shall be available for review, via posting on the GSC Website, by the Mathematics Graduate Student Body for a minimum of two (2) weeks, during which classes must be in session, before a vote is taken.

VII.4 A minimum voting window of twenty-four (24) hours, during which classes must be in session, shall be provided.

VII.5 Voting shall take place in one (1) or two (2) cycles:

VII.5.1 During the First Cycle, if at least half (50%) of the Mathematics Graduate Student Body votes, then the resolution is final.

VII.5.2 If less than half (50%) of the Mathematics Graduate Student Body votes during the First Cycle, then a Second Cycle shall be held within one (1) week of the First Cycle. The resolution from the Second Cycle is final, regardless of the numbers of votes cast.

VII.5.3 In either case, a vote is passed if at least two-thirds (2/3) of the votes cast are in favor of the proposition.

VII.6 All successful proposed changes will be submitted to the AMS Council of Trustees for verification and to update the AMS’s copy of this Constitution.

VII.7 Once approved by the AMS, all successful proposed changes will go into effect immediately.

ARTICLE IX: TERMINATION OF THE AMS CHAPTER

IX.1 The AMS Chapter may terminate itself by the unanimous vote of the members of the Chapter present (or represented by proxy) at a scheduled meeting, provided that notice of the proposed termination and the meeting at which it is to be considered has been given to all Chapter members at least 30 days in advance.

IX.2 The AMS Chapter may be terminated by the AMS Council of Trustees if there has been no Chapter activity for one year.

IX.3 In the event that the Chapter terminates, the funds to which it has legal title shall revert to the account of the AMS.