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## **ARTICLE 1. NAME**

The full name of the Club shall be “The University of Waterloo Actuarial Science Club”; its short name shall be “ActSci”.

## **ARTICLE 2. PURPOSE**

The University of Waterloo Actuarial Science Club (herein the Club) aims to increase students’ awareness and knowledge of the current actuarial profession, as well as to enhance the interactions amongst actuarial science students within the Faculty of Mathematics.

This Club will serve as an important source for students to learn more about the field of actuarial science.

## **ARTICLE 3. MEMBERSHIP**

Membership in the Club shall cost \$5 Canadian Dollars. All members must pay for the cost of membership.

There are two levels of membership: Full Member and Associate Member.

### **3.1 FULL MEMBER**

Any Social member of the Mathematics Society of the University of Waterloo can be a full member of the Club.

A Full Member is entitled to all the rights and privledges granted to an Associate Member, as well as the privledge to:

1. Hold an executive position, and
2. Attend events.

### **3.2 ASSOCIATE MEMBER**

Any person who pays their membership fee and is not a full member is an associate member of the Club.

An Associate member may attend events, but has none of the other rights and privledges attributed to a Full Member of the Club.

## **ARTICLE 4. EXECUTIVES**

### **4.1 PRESIDENT**

The President shall:

1. Represent the Club to the Mathematics Society and all external organizations;
2. Oversee all the vice-presidents; and

3. Have signing authority.

The President must have two prior experiences with the Club, including one term as a Vice President.

## **4.2 VICE PRESIDENT, FINANCE**

The Vice President, Finance, shall:

1. Create and update the budget of the Club;
2. Process reimbursements and expenses; and
3. Have signing authority.

The Vice President, Finance, must have 1 prior experience with the Club.

## **4.3 VICE PRESIDENT, EVENTS**

The Vice President, Events, shall:

1. Oversee the Event Coordinators and Mentorship Coordinators;
2. Ensure that all events run smoothly.

The following positions report to the Vice President, Events:

1. Two (2) Mentorship Coordinators, and
2. Three (3) Event Coordinators.

The Vice President, Events, must have 1 prior experience with the Club.

## **4.4 VICE PRESIDENT, COMMUNICATION**

The Vice President, Communication shall:

1. Oversee the Newsletter Editor and Publicity Directors; and
2. Ensure that members are made aware of events through posters, Facebook events, and email.

The following positions report to the Vice President, Communication:

1. One (1) Newsletter Editor, and
2. Two (2) Publicity Directors.

The Vice President, Communication must have 1 prior experience with the Club.

## **4.5 VICE PRESIDENT, ADMINISTRATION**

The Vice President, Administration shall:

1. Oversee the Website Manager;
2. Ensure that the office is clean;
3. Manages the manuals, including seeking funding for new manuals; and
4. Investigating new initiatives to help students with professional actuarial exams.

One (1) Website Manager shall report to the VP Administration.

The Vice President, Administration, must have one (1) prior experience with the Club.

## **4.6 EVENT COORDINATOR**

The Event Coordinators shall collectively plan, run, and coordinate all Club events. Event Coordinators must collaborate on mentorship events with the Mentorship Coordinators.

There shall be three (3) Event Coordinators.

## **4.7 MENTORSHIP COORDINATOR**

The Mentorship Coordinators shall collectively plan, run, and coordinate all Club mentorship events in collaboration with the Event Coordinators.

There shall be two (2) Mentorship Coordinators.

## **4.8 NEWSLETTER EDITOR**

The Newsletter Editor shall be responsible for assembling Club newsletters and ensuring that all newsletters are published.

There shall be one (1) Newsletter Editor.

## **4.9 PUBLICITY DIRECTOR**

(2)

The Publicity Director is responsible for ensuring that members are notified of events and services offered by the Club. This includes creating posters, Facebook events, and emailing students.

There shall be two (2) Publicity Directors.

## **4.10 WEBSITE MANAGER**

The Website Manager shall be in charge of managing the website and ensuring all Club computers are operational.

There shall be one (1) Website Manager.

## ARTICLE 5. EXECUTIVE SELECTION COMMITTEE

The Executives of the Actuarial Science Club shall be appointed by the Executive Selection Committee. The committee must advertise the election during the first week of classes, and Executives must be appointed by the end of the second week.

The Executive Selection Committee shall be comprised of the Presidents and Vice Presidents of the preceding six (6) terms (two (2) years). When chosen the committee membership shall include the President and Vice Presidents of the current term.

The Executive Selection Committee shall be chaired by the most senior member of the Club from the preceding two terms who is not an applicant for President.

The seniority of positions will be determined by the following order, where the most senior is at the top. The member who had the position most recently shall have higher seniority.

1. President
2. Vice President, Finance
3. Vice President, Events
4. Vice President, Communication
5. Vice President, Administration
6. Faculty member of the Department of Statistics and Actuarial Science

The chair of the Executive Selection Committee shall be henceforth known as the Chief Returning Officer (CRO) and is responsible for the honourable and fair appointment of the Club Executives. The Chief Returning Officer shall not have a vote on the committee, except to break a tie. All members of the committee with exception of the Chief Returning Officer have voting rights.

The Chief Returning Officer is responsible for all administrative duties required, including but not limited to:

1. Creating and distributing posters;
2. Informing eligible members of the Executive Selection Committee and reaching out to faculty members of the Department of Statistics and Actuarial Science;
3. Calling meetings of the committee;
4. Managing resumes, cover letters, and related documentation;
5. Arranging interviews with applicants as necessary;
6. Informing the committee of updates as required; and
7. Ensuring the executive selection procedures in this document are followed.

The Executive Selection Committee shall choose the President and Vice Presidents for the current term. The President and Vice Presidents for the current term will then join the committee to appoint the remaining positions.

## **ARTICLE 6. MEETINGS**

A Quorum for a meeting is twenty (20) members or fifty percent (50%) of members, whichever is lower.

## **ARTICLE 7. IMPEACHMENT**

The President and Vice Presidents may be removed by a majority vote by secret ballot at a meeting of the Club's Full Membership.

To call a meeting to remove the President or a Vice-President, either:

1. Twenty-five percent (25%) of the members must petition the Executive in writing; or
2. Each of the other executives must sign a petition for removal.

Five (5) business days notice must be given to the Club membership of the meeting.

To call a meeting to remove an executive who is not a Vice President or President, the President and Vice-President of the Executive for removal must agree to call the meeting.

If an impeachment occurs, the most senior Executive must notify the other executives and the Membership immediately via e-mail. Seniority shall be determined by the same method used to determine the Chief Returning Officer.

The remaining executives may fill the vacant position through a fair and honourable system at their discretion. Upon filling the vacant seat the Membership must be notified via e-mail.

## **ARTICLE 8. AMMENDMENTS**

Ammendments to this document may be made via a majority vote of Full Members through a referendum as defined by MathSoc, or at meeting called for this purpose.

All ammendments must be in compliance with MathSoc's Policies and Bylaws.

## **ARTICLE 9. RELATIONSHIPS**

### **9.1 MATHEMATICS SOCIETY OF THE UNIVERSITY OF WATERLOO**

The Club is a part of the Mathematics Society.

The Club will receive financial support, recognition, and legal support through the Federation of Students as defined by the Memorandum of Understanding between the Mathematics Society and the Federation of Students.

The Club shall attempt to maintain contact with the Actuarial Science Representatives of the Mathematics Society Council.

### **9.2 UNIVERSITY OF WATERLOO ASNA DELEGATES**

The Club will provide Facebook publicity for the University of Waterloo Actuarial Science National Association Delegates (the Delegates) through social media posts at the Clubs discretion.

The Club will allow the the Delegates to use the Club Office for meetings at the discretion of the Vice President, Administration.

## **ARTICLE 10. KEYS**

Keys will be given to the President and Vice-Presidents as per MathSoc Policy.