

1995

CONSTITUTION OF THE SOCIETY FOR UNDERGRADUATE MATHEMATICS

We the students of North Carolina State University, desiring to provide within the University a student-run arena in which to promote interest in the field of Mathematics and its applications, do hereby establish this constitution of the Society for Undergraduate Mathematics, or SUM.

ARTICLE I: EXECUTIVE

Section One: Authority

The executive power of sum shall be vested in the President, who shall have the assistance of the Vice President and the remainder of the Executive Cabinet.

Section Two: Elections

The officers of sum shall be undergraduate students elected by secret ballot for a one-year term by a majority of official sum members voting in elections of quorum. These officers, including the President, Vice President, Treasurer, Secretary, 2 PAMS Council Representatives, Publicity Chairman, and Social Chairman, shall comprise the Executive Cabinet.

Section Three: President

The President shall:

- A. Be the chief executive officer of sum;
- B. Represent sum in dealings with the students of other Universities, the faculty, and the administration, unless the President has appointed an emissary for said purposes;
- C. Appoint officers necessary for the operation of sum during the summer;
- D. Administer all measures decided upon by the Executive Cabinet of sum;
- E. Call and preside at sum meetings;
- F. Make appointments to fill vacated positions during the year. These are subject to a majority vote of the Executive Cabinet.

Section Four: Vice President

The Vice President shall:

- A. Assist the President in sum functions;
- B. Organize and execute with the approval of the President at least one fund raising event each fall and spring semester;
- C. Preside over sum meetings in the President's absence or when directed to do so by the President;
- D. Oversee any special projects or activities approved by the Executive Cabinet;
- E. Represent sum in an official capacity when the President is unable to do so.

Section Five: Treasurer

The Treasurer shall:

- A. Keep track of all incoming and outgoing moneys of sum during the entire year;
- B. Keep an up-to-date tabulation of the status of sum's treasury at all times;
- C. Present to the President a report of expenditures, receipts, and balances within seven days of the conclusion of any sum activity in which funds were appropriated, used, or gained;
- D. Prepare the PAMS Council funding request forms each semester with the assistance of the President, PAMS Council Representative, and the rest of the Executive Cabinet;
- E. Attend the budget appropriation meeting or meetings of the PAMS Council each semester;
- F. Prepare any Student Senate Financial Request Packets when directed by the President and attend any subsequent meetings of the Student Senate Financial Committee and Student Senate at which any sum financial bill is discussed.

Section Six: Secretary

The Secretary shall:

- A. Maintain a record of the minutes of each sum meeting and Executive Cabinet meeting;
- B. Maintain a record of the attendance at each sum function, including that of undergraduates, graduate students, faculty, and other guests;
- C. Maintain a supply of sum stationery and envelopes necessary for any correspondence during the year;
- D. Ensure that a copy of the Constitution of the Society for Undergraduate Mathematics and any attachments are distributed to every newly-elected or appointed officer;

- E. Work with the Publicity Committee to maintain the SUM bulletin board in Harrelson Hall and any other information plaza as directed by the President;
- F. Maintain active liaison with the Office of Student Development at the beginning of each year;

Section Seven: PAMS Council Representative(s)

For as long as SUM shall have representative(s) to the College of Physical and Mathematical Sciences Council, the Representative(s) shall:

- A. Act as a liaison between the PAMS Council and the President and the Executive Cabinet;
- B. Dutifully represent the best interests of SUM at all meetings of the PAMS Council
- C. Lobby for funds for SUM at the appropriate PAMS Council meetings;
- D. Maintain a record of all materials presented at each PAMS Council meeting;
- E. Present to the President a report within one week of each PAMS Council meeting;
- F. Abide by all regulations of the PAMS Council and its constitution;
- G. Notify the President of any changes to the PAMS Council constitution and attachments;
- H. Notify the secretary of the PAMS Council at the first meeting of each year that the President of SUM wishes to receive copies of the minutes of the Council, and provide to the secretary a current mailing address of the President;
- I. Ensure that all funds and invoices from the PAMS Council are immediately submitted to the SUM Treasurer.

Section Eight: Publicity Chairman

The Publicity Chairman shall:

- A. Ensure that the student body is well-informed of all SUM meetings and open activities, including fund-raisers and test sales;
- B. Recruit members for the publicity committee;
- C. Manage the publicity committee;
- D. Work with the President to define the schedule of meetings during each semester;
- E. Engage all media possible in publicizing SUM events, including, but not limited to, posters, signs, electronic mail, *Technician* advertisements, WKNC announcements, and University lecture schedule announcements;
- F. Act as a liaison with the University Lecture Board to enhance the level of publicity when a SUM activity or guest lecturer warrants broader University appeal;
- G. Provide the Treasurer with all receipts of all SUM publicity expenses;
- H. Maintain the SUM bulletin board in Harrelson Hall and any other information plaza as directed by the President.

Section Nine: Social Chairman

The Social Chairman shall:

- A. Ensure that ample refreshments and supplies are available at all SUM meetings and functions as directed by the President;
- B. Provide the Treasurer with all receipts of all SUM social expenses;
- C. Organize and execute social functions as directed by the President;
- D. Recruit members for the social committee;
- E. Manage the social committee.

Section Ten: Executive Cabinet

- A. Cabinet composition
The Executive Cabinet shall consist of the President, Vice President, Treasurer, Secretary, PAMS Council Representative(s), Publicity Chairman, Social Chairman, all former currently enrolled Presidents, and any other individuals so named by the President.
- B. Cabinet duties
The Executive Cabinet shall:
 1. advise the President on any matters of SUM policies;
 2. work to maintain the efficient operation of SUM to best benefit the members of the organization.
- C. Cabinet officers
 1. The presiding officer shall be the President of SUM.
 2. The members of the cabinet shall fulfill all other duties assigned as outlined in this document.

Section Eleven: Lines of Succession

- A. If the President leaves office or is removed for the year, he or she shall be replaced by the Vice President.
- B. If the an elected officer leaves office or is removed for the year, a replacement shall be appointed by the President.
- C. Should circumstances not fall within the above procedures, the faculty advisor to SUM shall have the authority to promote or instate new officers as necessary to maintain operation of the organization.

ARTICLE II: SUM COMMITTEES

Section One: Publicity Committee

- A. The Publicity Chairman shall direct the publicity committee and ensure that all of its duties are executed properly and efficiently.
- B. It shall be the duty of the publicity committee to ensure that the students of the University are well informed of SUM activities and are given reasonable notice of all events.
- C. All output of the publicity committee shall be in good taste and subject to approval by the President.

Section Two: Social Committee

- A. The Social Chairman shall recruit members sufficient to carry out the duties of the social committee.
- B. The Social Chairman shall direct the social committee and ensure that all of its duties are executed.
- C. The social committee shall:
 - 1. Ensure that sufficient refreshments and refreshment supplies are present at a reasonable time before each SUM meeting or activity as directed by the President;
 - 2. Devise and execute any social or entertainment functions with the assistance of the Vice President as directed by the President.

Section Three: Ad Hoc Committees

The President shall incorporate any *ad hoc* committees necessary to accomplish tasks related to SUM activities. Said committees shall be disincorporated by the President.

ARTICLE III: MEMBERSHIP

Section One: Official SUM Membership

Membership in SUM shall be open to undergraduate students of North Carolina State University interested in Mathematics and its applications who meet the membership requirements outlined herewith:

- A. A student shall be considered a candidate for an official SUM member after attending at least two-thirds of the meetings for one fall or spring semester and serving on an official SUM committee during said semester.
- B. In order to attain official membership status, a candidate must continue to attend two thirds of the meetings for each fall and spring semester and fill one or more of the following requirements:
 - 1. serve on an official SUM committee and actively participate in such;
 - 2. serve as a member of the Executive Cabinet.
- C. After meeting these requirements for one semester, a candidate shall be considered an official member for as long as these requirements are maintained.
- D. The President shall have the authority to grant official membership, subject to a majority vote by the executive council.

Section Two: Announcements of New and Lost Members

- A. The Secretary shall maintain a list of SUM candidates and official members on the SUM bulletin board.
- B. Changes to these lists shall be announced by the Secretary at the SUM meeting after which said changes have been made, including the names of students who:
 - 1. Gain or lose candidate status;
 - 2. Gain or lose official membership status.

Section Three: Academic Status

- A. While any student member of SUM is on probation as described in the current University Suspension Policy, said student may not serve as an officer of SUM nor serve in any leadership, performance, or representation capacity which involves a significant responsibility and time commitment away from academic work.
- B. All SUM members must maintain a 2.0 cumulative grade-point average to remain in good standing.

ARTICLE IV: DUES AND FEES

Section One: Dues

- A. Dues shall be set by the Executive Cabinet and announced by Treasurer at the first meeting of each semester.
- B. Dues shall be required to maintain candidate and official membership status.

Section Two: Fees

- A. Fees for SUM activities shall be set by the Executive Cabinet and announced by the Treasurer or activity coordinator.
- B. Fees may be assessed for activities such as trips and entertainment.

ARTICLE V: SUM MEETINGS

Section One: Required Meetings

SUM shall meet at least once in each of the following months: September, October, November, January, February, March, and April.

Section Two: Meeting Topics

- A. A majority of the meetings shall involve Mathematics in some way.
- B. As long as funding is available, there shall be at least one guest lecturer from another University during each academic year.

Section Three: Attendance

- A. It shall be the duty of each member and candidate to ensure that he or she is counted as present at all attended meetings.
- B. The Secretary shall provide a means of taking roll at each meeting and activity.
- C. Any appeals regarding attendance shall be presented to the Executive Cabinet, who will have the final authority on such matters.

Section Four: Mathematics Competitions

• Accessible competitions involving mathematics shall be announced at sum meetings.

ARTICLE VI: SUM OPERATION

Section One: The Mathematical Association of America

- A. sum shall promote membership in the MAA and maintain liaison with its fellow local, regional, and national chapters.
- B. sum shall make every reasonable effort to represent North Carolina State University at MAA conferences.

Section Two: Faculty Involvement

- A. sum shall have at least one advisor who is a faculty member of the North Carolina State University Department of Mathematics.
- B. The head of the Department of Mathematics shall be informed of the current sum officers at least once a year.

Section Three: The SUM Scholarship

- A. For as long as sum maintains a successful fund-raiser, a portion of the profits shall be used to provide scholarship monies for at least one incoming student majoring in mathematics.
- B. The candidates shall be all students enrolling North Carolina State University as mathematics majors directly from high school or another such institution.
- C. The Executive Cabinet shall declare the recipient of the scholarship unless the President shall have incorporated a committee for said purpose.

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION

Section One: Quorum

- A. One half of the total number of official sum members shall constitute a quorum.
- B. A quorum must be present for the ratification of any changes to this document.

Section Two: Amendment Procedure

- A. Proposed amendments to this document shall be presented by members of the club in writing to the Executive Cabinet.
- B. All amendments to this document shall require a two-thirds vote of official members present, following:
 - 1. a two-thirds vote of the Executive Cabinet; or
 - 2. a petition signed by at least 10% percent of all official sum members.
- C. Said vote by the body of official members shall not occur until the meeting following the meeting at which the proposed amendments were announced and discussed.

Section Three: Constitution Origination

It shall be noted in this Constitution that President Kevin D. Lye first drafted this document in December 1992.

CONSTITUTION OF THE SOCIETY FOR UNDERGRADUATE MATHEMATICS

We the students of North Carolina State University, desiring to provide within the University a student-run arena in which to promote interest in the field of Mathematics and its applications, do hereby establish this constitution of the Society for Undergraduate Mathematics, or SUM.

ARTICLE I: EXECUTIVE

Section One: Authority

The executive power of SUM shall be vested in the President, who shall have the assistance of the Vice President and the remainder of the Executive Cabinet.

Section Two: Elections

The officers of SUM shall be undergraduate students elected by secret ballot for a one-year term by a majority of official SUM members voting in elections of quorum. These officers, including the President, Vice President, Treasurer, Secretary, PAMS Council Representative, Publicity Chairman, and Social Chairman, shall comprise the Executive Cabinet.

Section Three: President

The President shall:

- A. Be the chief executive officer of SUM;
- B. Represent SUM in dealings with the students of other Universities, the faculty, and the administration, unless the President has appointed an emissary for said purposes;
- C. Appoint officers necessary for the operation of SUM during the summer;
- D. Administer all measures decided upon by the Executive Cabinet of SUM;
- E. Call and preside at SUM meetings;
- F. Make appointments to fill vacated positions during the year.

Section Four: Vice President

The Vice President shall:

- A. Assist the President in SUM functions;
- B. Organize and execute with the approval of the President at least one fund raising event each fall and spring semester;
- C. Preside over SUM meetings in the President's absence or when directed to do so by the President;
- D. Oversee any special projects or activities approved by the Executive Cabinet;
- E. Represent SUM in an official capacity when the President is unable to do so.

Section Five: Treasurer

The Treasurer shall:

- A. Keep track of all incoming and outgoing moneys of SUM during the entire year;
- B. Keep an up-to-date tabulation of the status of SUM's treasury at all times;
- C. Present to the President a report of expenditures, receipts, and balances within seven days of the conclusion of any SUM activity in which funds were appropriated, used, or gained;
- D. Prepare the PAMS Council funding request forms each semester with the assistance of the President, PAMS Council Representative, and the rest of the Executive Cabinet;
- E. Attend the budget appropriation meeting or meetings of the PAMS Council each semester;

- F. Prepare any Student Senate Financial Request Packets when directed by the President and attend any subsequent meetings of the Student Senate Financial Committee and Student Senate at which any sum financial bill is discussed.

Section Six: Secretary

The Secretary shall:

- A. Maintain a record of the minutes of each SUM meeting and Executive Cabinet meeting;
- B. Maintain a record of the attendance at each SUM function, including that of undergraduates, graduate students, faculty, and other guests;
- C. Maintain a supply of SUM stationery and envelopes necessary for any correspondence during the year;
- D. Ensure that a copy of the Constitution of the Society for Undergraduate Mathematics and any attachments are distributed to every newly-elected or appointed officer;
- E. Work with the Publicity Committee to maintain the SUM bulletin board in Harrelson Hall and any other information plaza as directed by the President;
- F. Maintain active liaison with the Office of Student Development at the beginning of each year;
- G. Maintain a record of the current addresses and phone numbers of all former Presidents;
- H. Prepare a summary report of SUM activities for the periodic MAA newsletter;
- I. Make every reasonable effort to inform all former living Presidents of any pertinent changes to the SUM computer account when announced by the Publicity Chairman.

Section Seven: PAMS Council Representative

For as long as SUM shall have a representative to the College of Physical and Mathematical Sciences Council, the Representative shall:

- A. Act as a liaison between the PAMS Council and the President and the Executive Cabinet;
- B. Dutifully represent the best interests of SUM at all meetings of the PAMS Council
- C. Lobby for funds for SUM at the appropriate PAMS Council meetings;
- D. Maintain a record of all materials presented at each PAMS Council meeting;
- E. Present to the President a report within one week of each PAMS Council meeting;
- F. Abide by all regulations of the PAMS Council and its constitution;
- G. Notify the President of any changes to the PAMS Council constitution and attachments;
- H. Notify the secretary of the PAMS Council at the first meeting of each year that the President of SUM wishes to receive copies of the minutes of the Council, and provide to the secretary a current mailing address of the President;
- I. Ensure that all funds and invoices from the PAMS Council are immediately submitted to the SUM Treasurer.

Section Eight: Publicity Chairman

The Publicity Chairman shall:

- A. Ensure that the student body is well-informed of all SUM meetings and open activities, including fund-raisers and test sales;
- B. Recruit members for the publicity committee;
- C. Manage the publicity committee;
- D. Work with the President to define the schedule of meetings during each semester;
- E. Engage all media possible in publicizing SUM events, including, but not limited to, posters, signs, electronic mail, *Technician* advertisements, WKNC announcements, and University lecture schedule announcements;
- F. Act as a liaison with the University Lecture Board to enhance the level of publicity when a SUM activity or guest lecturer warrants broader University appeal;
- G. Provide the Treasurer with all receipts of all SUM publicity expenses;
- H. Inform the Secretary of any changes to the SUM computer account pertinent to maintaining account accessibility by former Presidents;
- I. Maintain the SUM bulletin board in Harrelson Hall and any other information plaza as directed by the President.

Section Nine: Social Chairman

The Social Chairman shall:

- A. Ensure that ample refreshments and supplies are available at all SUM meetings and functions as directed by the President;
- B. Provide the Treasurer with all receipts of all SUM social expenses;
- C. Organize and execute social functions as directed by the President;
- D. Recruit members for the social committee;
- E. Manage the social committee.

Section Ten: Executive Cabinet

A. Cabinet composition

The Executive Cabinet shall consist of the President, Vice President, Treasurer, Secretary, PAMS Council Representative, Publicity Chairman, Social Chairman, all former currently enrolled Presidents, and any other individuals so named by the President.

B. Cabinet duties

The Executive Cabinet shall:

1. advise the President on any matters of SUM policies;
2. work to maintain the efficient operation of SUM to best benefit the members of the organization.

C. Cabinet officers

1. The presiding officer shall be the President of SUM.
2. The members of the cabinet shall fulfill all other duties assigned as outlined in this document.

Section Eleven: Lines of Succession

- A. If the President leaves office or is removed for the year, he or she shall be replaced by the Vice President.
- B. If the an elected officer leaves office or is removed for the year, a replacement shall be appointed by the President.
- C. Should circumstances not fall within the above procedures, the faculty advisor to SUM shall have the authority to promote or instate new officers as necessary to maintain operation of the organization.

ARTICLE II: SUM COMMITTEES

Section One: Publicity Committee

- A. The Publicity Chairman shall recruit no fewer than three individuals to comprise the publicity committee.
- B. The Publicity Chairman shall direct the publicity committee and ensure that all of its duties are executed properly and efficiently.
- C. It shall be the duty of the publicity committee to ensure that the students of the University are well informed of SUM activities and are given reasonable notice of all events.
- D. All output of the publicity committee shall be in good taste and subject to approval by the President.
- E. The publicity committee shall maintain an annual scrapbook presenting all SUM events and activities.
- F. The publicity committee shall use the SUM computer account to broadcast to all interested students information about SUM events.

Section Two: Social Committee

- A. The Social Chairman shall recruit members sufficient to carry out the duties of the social committee.
- B. The Social Chairman shall direct the social committee and ensure that all of its duties are executed.
- C. The social committee shall:
 1. Ensure that sufficient refreshments and refreshment supplies are present at a reasonable time before each SUM meeting or activity as directed by the President;
 2. Devise and execute any social or entertainment functions with the assistance of the Vice President as directed by the President.

Section Three: Ad Hoc Committees

The President shall incorporate any *ad hoc* committees necessary to accomplish tasks related to SUM activities. Said committees shall be disincorporated by the President.

ARTICLE III: MEMBERSHIP

Section One: Official SUM Membership

Membership in SUM shall be open to undergraduate students of North Carolina State University interested in Mathematics and its applications who meet the membership requirements outlined herewith:

- A. A student shall be considered a candidate for an official SUM member after attending at least two-thirds of the meetings for one fall or spring semester and serving on an official SUM committee during said semester.
- B. In order to attain official membership status, a candidate must continue to attend two thirds of the meetings for each fall and spring semester and fill one or more of the following requirements:
 1. serve on an official SUM committee and actively participate in such:

2. serve as a member of the Executive Cabinet.
- C. After meeting these requirements for one semester, a candidate shall be considered an official member for as long as these requirements are maintained.
- D. The President shall have the authority to grant official membership.

Section Two: Loss of Official SUM Membership Status

- A. If a member fails to meet the official membership requirements, he or she shall be placed on probation for one semester, during which the probate must attend at least three-fourths of the SUM meetings and serve on a committee.
- B. Any appeals to this process shall be presented to the Executive Cabinet, whose majority decision shall be final.
- C. A candidate or member is subject to immediate expulsion from SUM by the Executive Cabinet for violation of University policies or other egregious acts.

Section Three: Announcements of New and Lost Members

- A. The Secretary shall maintain a list of SUM candidates and official members on the SUM bulletin board.
- B. Changes to these lists shall be announced by the Secretary at the SUM meeting after which said changes have been made, including the names of students who:
 1. Gain or lose candidate status;
 2. Gain or lose official membership status.

Section Four: Academic Status

- A. While any student member of SUM is on probation as described in the current University Suspension Policy, said student may not serve as an officer of SUM nor serve in any leadership, performance, or representation capacity which involves a significant responsibility and time commitment away from academic work.
- B. All SUM members must maintain a 2.0 grade-point average to remain in good standing.

ARTICLE IV: DUES AND FEES

Section One: Dues

- A. Dues shall be set by the Executive Cabinet and announced by Treasurer at the first meeting of each semester.
- B. Dues shall be required to maintain candidate and official membership status.

Section Two: Fees

- A. Fees for SUM activities shall be set by the Executive Cabinet and announced by the Treasurer or activity coordinator.
- B. Fees may be assessed for activities such as trips and entertainment.

ARTICLE V: SUM MEETINGS

Section One: Required Meetings

SUM shall meet at least once in each of the following months: September, October, November, January, February, March, and April.

Section Two: Meeting Topics

- A. A majority of the meetings shall involve Mathematics in some way.
- B. As long as funding is available, there shall be at least one guest lecturer from another University during each academic year.

Section Three: Attendance

- A. It shall be the duty of each member and candidate to ensure that he or she is counted as present at all attended meetings.
- B. The Secretary shall provide a means of taking roll at each meeting and activity.
- C. Any appeals regarding attendance shall be presented to the Executive Cabinet, who will have the final authority on such matters.

Section Four: Mathematics Competitions

Accessible competitions involving mathematics shall be announced at SUM meetings.

ARTICLE VI: SUM OPERATION

Section One: The Mathematical Association of America

- A. SUM shall promote membership in the MAA and maintain liaison with its fellow local, regional, and national chapters.
- B. SUM shall make every reasonable effort to represent North Carolina State University at MAA conferences.

Section Two: Faculty Involvement

- A. SUM shall have at least one advisor who is a faculty member of the North Carolina State University Department of Mathematics.
- B. The head of the Department of Mathematics shall be informed of the current SUM officers at least once a year.

Section Three: The SUM Computer Account

- A. For as long as SUM maintains an Internet or similar computer account, it shall be used as a means of communicating with other similarly-equipped individuals for official SUM purposes, including the following:
 1. Contacting guest speakers;
 2. Communicating with other students about SUM activities.
- B. For as long as SUM maintains an Internet or similar computer account, access to this account shall be provided to all living former Presidents of SUM.
 1. This access is contingent upon each former President maintaining an accurate permanent address and phone number with the current Secretary.
 2. The Secretary shall make every reasonable effort to inform all living former Presidents of any changes to the SUM computer account, including log-on procedures and passwords.
- C. The SUM Internet account shall have an address of `sumclub@math.ncsu.edu` unless otherwise necessary.

Section Four: The SUM Scholarship

- A. For as long as SUM maintains a successful fund-raiser, a portion of the profits shall be used to provide scholarship monies for at least one incoming student majoring in mathematics.
- B. The candidates shall be all students entering North Carolina State University as mathematics majors directly from high school or another such institution.
- C. The Executive Cabinet shall declare the recipient of the scholarship unless the President shall have incorporated a committee for said purpose.

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION

Section One: Quorum

- A. One half of the total number of official SUM members shall constitute a quorum.
- B. A quorum must be present for the ratification of any changes to this document.

Section Two: Amendment Procedure

- A. Proposed amendments to this document shall be presented by members of the club in writing to the Executive Cabinet.
- B. All amendments to this document shall require a two-thirds majority vote of official members present, following:
 1. a two-thirds majority vote of the Executive Cabinet; or
 2. a petition signed by at least thirty-five percent of all official SUM members.
- C. Said vote by the body of official members shall not occur until the meeting following the meeting at which the proposed amendments were announced and discussed.

Section Three: Constitution Origination

It shall be noted in this Constitution that President Kevin D. Lye first drafted this document in December 1992.

Section Four: Specific Regulation of Changes to the Constitution

Any changes to Section three of Articles VI and VII of this document are subject to approval by a unanimity of all living former Presidents.