

TEACHING STUDENTS' ASSOCIATION

TSA Constitution

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Article I: Name

The name of the club is the Teaching Students' Association. The Teaching Students' Association will be referred to as the TSA from hereon in.

Article II: Objective

The objective of the TSA shall be to promote interaction amongst University of Waterloo Undergraduate Students interested in a career in teaching. Throughout the academic year, a collection of social, athletic, cultural, and academic activities shall be organized to foster positive networking between potential teaching candidates. Furthermore, the TSA will explore and encourage professional development activities with the goal of improving club members' teaching qualifications.

Article III: Definitions

University:

the University of Waterloo (UW)

MathSOC:

UW's Mathematics Society

Members:

all students recognized as TSA members according to Article IV

Academic Year:

the TSA Academic Year runs from May 1st to April 30th

Spring Term:

the semester running from May – August of the year in question

Fall Term:

the semester running from September – December of the year in question

Winter Term:

the semester running from January – April of the year in question

Students:

any undergraduate student enrolled in a program at UW

Off-Term:

a semester where a member is not currently attending classes at UW.

Note: this may include a co-op term, a summer term off for non-coop students, or a term at Queen's University for Math-Teaching Option students

T1:

- T2:** students currently in their first year of the Teaching Option program
- T3:** a TSA member who will attend Queen's University for their BEd during the current academic year
- Tgrad:** a TSA member who has completed the BEd component of their program
- Tother:** a TSA member who has graduated from an UW undergraduate program
- a TSA member not enrolled in the Math-Teaching Option program

Article IV: Membership

1.0 Membership Restrictions

All students at the University who pay their membership fees outlined in the next section are eligible to become members of the TSA. Students need not be in the Math Teaching Option program to become a member of the TSA, but typically most members are.

Any individuals who are not currently students at the University, but are interested in obtaining information and/or attending club events may do so; however, any such individual will not be considered an 'official member' of the TSA. Non-University of Waterloo students will be added to the TSA contact list and will receive all club updates, but they will pay full price for any event they attend and are not permitted to use the club office and/or club equipment.

2.0 Fees

All TSA members will pay a \$5.00 membership fee for each academic term. Fees are paid to either the President or one of the Treasurers anytime after the first general meeting. The \$5.00 fee entitles members to all events for the term and also allows members access to the TSA facilities, as outlined in Article VIII. The club membership fee must be paid prior to the MathSOC budget meeting, or members forfeit their membership status for the term.

Alumni of the Math Teaching Option and/or the Faculty of Mathematics are exempt from the club membership fee. If Alumni request to be a part of the TSA for a given term and/or year, they need only make their wishes known to a club member and the Secretary will add their name to the contact list.

3.0 Refunds

Members of the TSA may electronically request that the Secretary remove their name from the TSA contact list. The last day to submit a request for a refund is the last day of class. Refunds will be distributed on the last day of class, provided that the member requesting a refund does not attend any of the TSA social events and s/he does not enter or use any of the equipment offered through the club office (doing so forfeits that members rights to a refund). Members who are yet to attend TSA social events may request to receive their refund prior to the last day of class if s/he officially withdraws from the current academic term.

Article V: Executive and Other Positions

1.0 List of Positions and Restrictions

- All executive or position holders within the TSA must be current members of the TSA according to the guidelines stipulated in Article IV
- Excluding the Past President position, members elected to the TSA Executive are not to hold more then one position within the Executive. Holding noteworthy positions (not included on the Executive list) is permitted.
- TSA members are permitted to be assigned to multiple “noteworthy positions”

Executive:

President

T1s and Tothers cannot become President of the TSA. The TSA President must have been a member of the TSA for at least one year prior to becoming President. T3s are preferential candidates for the position of President.

Vice President (VP)

T1s and Tothers cannot become Vice-President of the TSA. The VP must also have been a member of the TSA for at least one year prior to becoming VP. T2s are preferential candidates for the position of VP, particularly T2s interested in becoming president in the following academic year.

Treasurers

Two Treasurers are elected each year. One treasurer must be a T2, T3, or Tgrad familiar with TSA banking policies (see Article

VII). *The second elected treasurer must be a T1 willing to learn TSA banking policies for future years. The older TSA treasurer is in charge of ensuring all questions the younger TSA treasurer has are answered.*

Secretary

One Secretary is elected each year. There are no restrictions or preferences concerning who this exec-member is.

T1 Representative

A T1 enrolled in the MTHEL 206a class during spring term is elected T1 Representative and is to serve as a liaison between the TSA executive and first year members

Past President

Whether or not a President renews their TSA membership during the year following their presidency, Past Presidents are automatically assigned this role and are in charge of keeping their contact information up-to-date during the academic year following their term in office. This ensures that the current presidents may contact them for questioning if any issues arise which the past-president may be able to assist with.

Other Noteworthy Positions:

Social Committee

Any interested TSA member is welcome to join the Social Committee; there is no limit on the number of members assigned to this committee.. During elections, it is ideal to have a minimum of three members on the Social Committee; preferably one T1, one T2, and one T3

Team Managers

Most University sports teams require teams to register early in the term; in spring term especially, sign-ups are before the kick-off meeting. At the end of each semester, the president shall assign one (or more) willing members the title of “team manager” for the following semester’s sport(s) teams

MathSOC Representative

This position is not a necessary position within the TSA since the president shall represent the club at any MathSOC meeting requiring TSA attendance; however, if any members are active within MathSOC and/or are willing to attend MathSOC meetings and report back to the TSA executive, such a member is invited to do so

Charity Committee, Website Developer, Resource Developer, Office Manager, TSA Clothing, and Head of Advertising

There are no restrictions or preferences concerning who these position holders are

2.0 Terms of Office

Each TSA Executive position runs from the beginning of Spring term to the end of Winter term of the year in question. Note: Spring term is the ‘busiest’ term for the TSA, since all members of the Mathematics-Teaching Option program are on campus.

President, Treasurer (one), and Secretary are the only three positions that must have a title-holding member on campus. Refer to section 14.0 of this Article for election procedures for off-term executive

Non-executive positions run for Spring term only. TSA members on campus during Fall and Winter terms are invited to eliminate (or create) noteworthy positions as they see fit

3.0 Duties of the President

The TSA President shall oversee and be aware of all events occurring within the TSA. Her/His specific list of duties include the following:

- know and be able to interpret the bylaws of the TSA
- with the VP, review the TSA constitution at the end of each academic year and make revisions as they deem fit according to Article XI
- attend all meetings requiring TSA representation – both within the University and not
- sign off on all budgets and proposals being submitted to MathSOC, MEF, or other organizations
- respond to all public inquiries made about the TSA (includes responding to all emails)

- set-up a new TSA email account for each academic year (uw.tsa.year@gmail.com)
- work together with the Treasurers to ensure that all financial bylaws are followed correctly (see Article VII)
- update the news/events board in the TSA office on a weekly basis
- with one of the treasurers, share joint signing rights to the TSA bank account
- keep and use one of two keys to the TSA safe
- organize the start of term BBQ and the End of Term dinner
- together with the VP, organize a minimum of two professional development activities every academic year
- sign-off banking signing rights at the end of the academic year
- change the punch-code on the office door at the end of the academic year (and notify all members)
- at the end of the academic year, assign someone the duties of (the following terms) Team Manager and Speaker
- provide the TSA with contact information for the following year to assist with any issues

4.0 Duties of the Vice - President

The TSA Vice President's list of duties include the following:

- know and be able to interpret the bylaws of the TSA
- with the President, review the TSA constitution at the end of each academic year and make revisions as they deem fit
- together with the President, organize a minimum of two professional development activities every academic year
- attend all meetings requiring TSA representation when requested by the President
- prepare yearly awards for each member of the TSA
- assume all duties of the president if for any reason the President is absent or incapacitated

5.0 Duties of the Treasurers

The list of duties for the TSA Treasurers include the following:

- work alongside the President to perform all financial activities, as outlined in Article VII
- prepare the term budget and attend MathSOC's budget meeting
- monitor membership payments and update the Secretary of members who have/have not paid their dues

- keep proper documentation of all transactions on a regular basis
- update all financial records and print out a hard-copy of all transactions on a monthly basis
- decide on the price of items being sold from the TSA fridge
- purchase items for the TSA or assign others to do so
- monitor the TSA petty cash jar
- (one) have joint signing rights with the President to the TSA bank account
- (one) keep and use the second key to the TSA safe
- prepare other financial proposals related to the TSA and attend meetings related to such proposals as necessary
- work together to ensure that T1 treasurer is aware of all banking policies and record creating procedures by the end of the Spring Term

6.0 Duties of the Secretary

The list of duties for the TSA Secretary include the following:

- keep minutes of all TSA club meetings
- maintain an up-to-date list of TSA members' contact information
- send out an email every Monday informing members of events happening during the current week. These events may include TSA social events, reminders of key-dates within the university, and reminder of duties different noteworthy position holders (or members in general) must complete by weeks' end
- fill out and submit event forms to MathSOC no less than two weeks prior to a TSA event

7.0 Duties of the T1 Representative

The sole duty of the T1 Representative is to serve as a liaison between the TSA Executive and TSA members in their first year of the University's Mathematics-Teaching Option program

8.0 Duties of the Past President

Whether or not the Past President returns as a TSA member the year following their Presidency, s/he is responsible for giving the Secretary up-to-date contact information and being available to answer questions posed by the new Executive for no less than one academic year following her/his term in office

9.0 Duties of the Social Committee

In general, the TSA Social Committee is responsible for organizing approximately one TSA social event every month. The process involved with planning events includes the following:

- meet early in the semester to plan a temporary list of events based on current members' interest
- send an email to the T1 Representative ensuring that first-year members are fully aware of the event
- submit the above list to the Treasurer so that social activities can be factored in to the TSA term budget
- when details of an event are finalized, relay event information to the Secretary (no less than three weeks prior to the event) so that an Event Form can be created and submitted to MathSOC

***Note: by tradition, there are three events which are held every year. These events are the TSA Euchre Tournament, the TSA Pool Tournament, and the TSA Golf Tournament. The winner(s) of each of these events gets their name on the corresponding trophy, which is to remain on the top shelf of the TSA office*

10.0 Duties of the Charity Committee

Each academic year, a minimum of one charitable event is to be planned by the TSA. The recipient of the TSA charitable event is to be determined on a yearly basis. Each Charity Committee shall invite all members to submit ideas for charities they would like to donate to and/or events they would like to hold or participate in.

11.0 Duties of the Office Manager

The list of duties for the TSA Office Manger include the following:

- at the beginning of every term, defrost the TSA fridge and get members to help clean-up shelving space, desk drawers, office floor, etc.
- change the office garbage, clean the microwave, and ensure that the office smells okay on a weekly basis
- keep tabs on the office computer (inform a Treasurer when the printer runs low on ink, inform the president if members request new software)
- notify the president and create/submit requests for new office furniture, shelving, etc.
- inform the president of any phone messages received

12.0 Other TSA Duties

12.1 Website Developer

There are three duties for the TSA Website Developer:

- Ensure that all contact information is up-to-date
- Ensure that all links work properly
- Update other information on the webpage as s/he deems necessary

12.2 Team Managers

Team managers shall register TSA sports team with intramural teams run through the PAC. Team managers shall also ensure that all TSA members are aware of the time and location of all games and notify the proper individuals if for any reason a TSA sports team has to forfeit a game

12.3 MathSOC Representative

The MathSOC Representative shall attend MathSOC meetings and report back to the club on any issues relevant to the TSA

12.4 Resource CD Developer

The Resource CD Developer shall collect miscellaneous teaching resources from TSA members throughout the year and prepare a teaching resource CD, which is to be distributed during the end of term dinner (during Spring Term). Items to be included on the resource CD include lesson plans, random math problems (both for future students and TSA members themselves), math jokes, riddles, comics, etc.

12.5 Clothing Director

Every Spring Term, TSA clothing is looked into for members. The Clothing Director(s) are in charge of gathering member input about what type of clothing TSA members are interested and ordering the decided upon items.

12.6 Head of Advertising

The TSA Head of Advertising is in charge of creatively updating the TSA display board in the third floor hallway of the MC, as well as the pegboard beside the TSA office. The Head of Advertising can work with the Social Committee and/or Charity Committee to inform the rest of the University about public TSA events

12.7 Speaker

The Speaker is appointed the position by the president, prior to the end of the academic year. The Speaker is in charge of the following duties:

- informing all potential members (past TSA members and students enrolled in MTHEL 206a) of the date of the meeting and running the Kick-off meeting in accordance with Article XI section 1.0
- collect information from TSA members not able to attend the Kick-off Meeting and present that information to members who are in attendance
- create T1 Bingo cards and distribute the cards during the Kick-off Meeting
- if required, take care of impeachment proceedings in accordance with Article XI

13.0 Election Procedure

TSA Executive positions and TSA noteworthy position holders are all elected during the Spring Term kick-off meeting. Only individuals attending the kick-off meeting may be nominated for a position. The Election Procedure is as follows:

**Note: If a TSA members is unable to attend the kick-off meeting and is interested in either nominating someone or accepting a potential position, s/he must submit their interest to the Speaker in writing no later then one day before the kick-off meeting*

- individuals attending the meeting can nominate TSA members for any positions, in accordance with section 1.0 of this Article. Self-nominations are permitted
- if a member is absent and has informed the speaker that they are interested in the position being discussed, the speaker must inform the rest of the members of the absent member's interest at this time
- individuals being nominated can either accept or not accept the nomination
- if an individual accepts the nomination, her/his name is recorded
- when there are no more nominations, all recorded nominees speak for five minutes about why they would make a good candidate.
- following all the speeches, candidates step out in the hallway
- remaining members vote anonymously on their selection (via paper submitted to the Speaker). At the end of the vote, the Speaker counts all the ballots and invites the nominees to return to the room and announces the successful candidate
- there is no appeal process once the Speaker announces the results
- in the case of a tie, the winning candidates can either decide to work together in the position, or can call one re-vote process. The re-vote process follows the same procedure as the initial voting process.

- if a tie remains after the re-vote, the tied candidates either agree to work together or shall resign from the position. If all candidates resign, a new vote is held and new members are nominated; these members cannot be candidates who just turned-down the position.

**Note: TSA funds are not to be distributed for advertising campaigns of members wishing to run for an Executive or Noteworthy position*

14.0 Off-Term Executive Procedure

If the TSA President and/or Secretary and/or both the elected Treasurers are going to be off-term during any of their terms in office, s/he shall make their absence known as soon as possible and s/he shall find a replacement in the following manner:

If the President is going to be off-term and the Vice-President will be on campus, the VP will take over the Presidential position.

If the Secretary and/or both of the Treasurers (or both the President and VP) are going to be off-term, the President shall call an Executive meeting at earliest convenience and the Executive will discuss possible replacements. Once the list of potential replacements is constructed and ranked, the President shall consult the selected replacement(s) and if replacement is willing to accept the position for the following term, s/he will work with the current position holder to ensure the duties of the job are fully understood prior to the start of the next term.

If the Executive cannot decide on a suitable candidate and/or no potential candidates accept the position, the President shall call a general meeting and elections will be held with all TSA members following the process outlined in section 13.0 of this section.

Article VI: Meetings

1.0 Kick-Off Meeting

As previously stated, prior to the end of the Academic Year the Past President will have appointed a member the position of Speaker. The Speaker shall call a meeting to begin the new academic year no later than two weeks after the beginning of the Spring Term. During the Kick-Off Meeting, the following items need to be discussed:

- TSA club objectives/definitions
- introduction of all members (name, teachables, T-status)
- explanation of TSA membership fee

- T1 Bingo: all new members are given a bingo sheet and must collect signatures from all older members (T2's, T3's, Tgrads)
- Executive Elections (in accordance with Article V)
- survey of the best nights during the week to run club events (i.e./ when members do not have class or other commitments)
- start of Term BBQ location/date (to be confirmed by the President)

At the Kick-Off Meeting, the following items shall also be collected:

- contact information for all members (includes phone number and email)
- TSA membership fees
- sign-ups for Euchre Tournament

2.0 General Meetings

If the President and/or Executive wish to call a General Meeting, s/he/they will notify the Secretary to send out an invite to all members on the contact list. The General Meeting shall be held no sooner than one week after club members are informed of its time/location. If other members wish to hold a General Meeting, they should notify the President of their request and if deemed worthy, the President shall call a General Meeting on their behalf. General Meetings may be called and held at any point during the Academic Year.

3.0 Executive Meetings

The TSA Executive will hold a meeting at least once a month. During these meetings, the Treasurers are expected to give financial updates and the President shall give an events updates for the month. All Executives will discuss upcoming events, which the secretary will pass on to the rest of the club members.

In between Executive Meetings, Executive members shall be in constant contact via email to ensure that all members are kept up to date of their responsibilities. If an Executive Member believes than an additional Executive Meeting is in order, s/he should send out an electronic request stating the date, time, location, and reason for the additional meeting.

Article VII: Finances and Record Keeping

1.0 Banking Policies

The following is a list of all banking policies to be strictly followed by all members of the TSA, in particular the Treasurers and the President:

- the President and the older Treasurer shall be the only individuals with access to the TSA CIBC bank account. All information pertaining to the TSA bank account shall be kept in the safe at all times. The safe is to remain out of sight in the TSA office
- the President and older Treasurer shall be the sole key holders for the safe
- the signatures of both the President and the older Treasurer are required on all banking documents related to the club; this includes all cheques outgoing from the club bank account
- the Treasurers (or one Treasurer on off-terms) are responsible for creating the budget at the beginning of each academic term and submitting the budget on time to MathSOC. The budget will be created no later than three weeks after the start of each academic term
**Note: if MathSOC requests budgets before this time, the budget MUST be prepared in accordance with their schedule*
- the Treasurers are responsible for ensuring that all financial records are kept up to date (within two weeks) and that financial documents are readily prepared and submitted to MathSOC if and when they are requested
- TSA's fiscal year shall be May 1st through April 31st
- If for any cause the TSA should cease to exist, all cash, property, and other unclaimed personal property shall become the property of MathSOC. We expect that MathSOC would use TSA property for the benefit of students in the Faculty of Mathematics, especially those enrolled in the Teaching-Option program

2.0 Mandatory Documentation

Minutes of any Executive or General Meetings of the TSA should be made available both in hard copy and electronically within 48 hours of the date the meeting took place. The electronic copy shall remain on the computer in the TSA office and saved in the TSA email account. The hard copies shall remain in the appropriate folder in the TSA desk

At any given time, the TSA shall have available for inspection:

- a up-to-date copy of the bylaws of the TSA
- financial records of all banking activities
- minutes of all executive and general meetings of the TSA
- a current register of elected officials

Article VIII: Office Use

The office for the TSA is located in the University's MC building in room 3031. The following is a list of all rules related to the TSA office usage, which are to be strictly followed by all members:

- All official members of the club will be made aware of the punch-code on the office door either at the Kick-Off Meeting or through word of mouth
- The punch-code shall remain a secret. If non-members are suspected of knowing the office punch-code, the President shall be informed and will change the punch-code as soon as possible
- If MathSOC does not change the punch-code to the office door at the end of the academic year, the TSA president should
- There are no restrictions on who may use the office space; however, the office computer, printer, microwave, and fridge usage is restricted to members only
- The fridge in the office contains a variety of pop, juice and water that is available to TSA members at a cost to be determined at the beginning of every academic year by the Treasurers. Non-members may also purchase these items; however, they must pay a higher price than members. The price for non-members is also to be determined at the beginning of every academic year

Article IX: Professional Development

There will be a minimum of two Professional Development events held by the TSA each academic year, which shall be organized jointly by the President and the VP. One event is typically the Professional Development Dinner, which is held during the Spring term. During the PD Dinner, different members of the community are invited in to speak to members of the TSA about miscellaneous topics related to math and/or teaching.

Article X: Affiliations

All T2, T3, and Tgrads are official members of the Ontario Teaching Federation and are responsible for being aware and following all OTF bylaws. A list of the OTF bylaws is available online at the OTF website.

**Note: http://www.otffeo.on.ca/en/about_otf/wtt03/bylaws.php links to the site listing all the bylaws as of July , 2006.*

Article XI: Impeachment Process

If members have a complaint about a TSA member in an elected position, the following process must be followed in order to get that member impeached:

- A complaint must be submitted in writing to the Speaker outlining why the member in question should be impeached. Included in this complaint should be a suggested replacement; this member **MUST** be a current member of the TSA. Accompanying the complaint shall be a petition with no less than 75% of TSA members signatures being in favour of replacing the listed member
- Once both documents are submitted, the Speaker shall inform the member in question about the complaints being made against her/him. If the position holder agrees to step-down and agrees with the suggested replacement, the replacement will begin take over as the new position holder immediately.
- If the position holder disagrees with the statements made against her/him and/or disagrees with the choice of replacement, the Speaker shall inform the President that a General Meeting needs to be held to discuss the situation.
- During the general meeting, the Speaker will allow anyone in attendance to discuss the situation for a maximum of half an hour. If both sides can come to a joint decision about either conditions that must be made for the position holder to keep their position and/or that the position holder should step-down and let a suitable replacement take over, no further actions are necessary.
**Note: all members attending the General Meeting will act in a professional member. The Speaker is in charge of monitoring the debate and ensuring that everyone has an equal amount of time to discuss their concerns.*
- If after a half-hour a decision cannot be agreed upon, the members in attendance will vote to determine whether or not the current position holder is impeached. If more than 60% of members vote to replace the position holder, s/he must step down and a new member must be elected to the position immediately according to Article V: Section 13.0
**Note: if the Speaker is the person a complaint is being made about, the process for getting her/him impeached is the same as above, but the complaint and petition shall be submitted to the President. If the Speaker also happens to be the President, the complaint and petition shall be submitted to the VP.*

Article XII: Review and Amendment Process

1.0 Review Process

Regardless of whether or not the Bylaws are amended throughout the Academic Year, at some point during the Winter term, the President and VP shall meet to review and discuss the current set of bylaws. This meeting should occur no less than one month before the end of classes. If the President and VP wish to amend or add-to any section of the TSA bylaw, a discussion and vote is to occur at the following month's Executive Meeting. Any amendments that are approved by a two-thirds majority vote (of Executive Members) shall be instituted following the confirmation procedure.

2.0 Amendment Process

Any member of the TSA may suggest changing any section of the TSA bylaws at any time. The suggestion shall be made to the President and the President will discuss and hold a vote on the amendment at the following month's Executive Meeting. If the monthly meeting is more than a week away, the President can call an Executive Meeting to discuss the amendment at an earlier date.

3.0 Confirmation Procedure

An amendment passed under the above provisions is effective one week after a general notice has been sent to all members as long as no appeals are made. If an appeal is made, a General Meeting shall be called to discuss and vote on the amendment. If more than 50% of members vote in favour of the amendment during the General Meeting, the amendment is to be put into the list of amendments and is considered effective immediately.

Article XIII: Constitution Amendments

Article V - Executive and Other Positions (updated April 3rd, 2007)

1.0.1 UW/Queen's Representative (under "Other Noteworthy Positions")

The UW/Queen's rep must be a current T2 who will be attending Queen's University in the Fall. This position is preferably filled by the TSA Vice President, since close contact with the TSA exec remaining in Waterloo is expected. Additionally, it is assumed that the UW/Queen's rep will assume the position of Waterloo rep on Queen's University's Education Students' Society (ESS).

11.1 List of Duties for UW/Queen's Representative

The list of duties for the UW/Queen's Representative include:

- during the Fall and Winter terms, keep in close contact with the TSA executive back in Waterloo and inform the exec of any events they wish TSA support with or that T3s might find useful (ex// dates of the overseas recruiting fair, OSSTF presentation dates, etc.)
- remind Waterloo students attending Queen's of any UW or TSA events back on campus they may be interested in participating in
- serve as the Waterloo Representative on ESS.(Full details about ESS can be gained from the previous year's UW/Queen's rep during the kick-off meeting)
- one year after attending Queen's, organize a workshop with Queen's Career and Recruitment Advisor for T3s to review school board application procedures and information about teaching résumés

Article VII - Finances and Record Keeping(updated April 3rd, 2007)

1.0.1 Minimum Account Balance

At the end of every term, no less than \$300 should be in the TSA bank account. Having this as the minimum balance will ensure that members aren't paying out of pocket for TSA events/activities near the beginning of the term (before MathSOC's Budget Meeting). If it appears as though the account will fall below this amount, the President and Treasurers are expected to organize a fundraising activity with all proceeds going to TSA

2.0.2 Fund Requests

Photocopies of all funding requests with the dates clearly labeled should be kept in the TSA safe until a cheque for the requested items is received

2.0.1 Receipts

Original receipts are to be kept in an envelope in the TSA safe. The exception to this rule would be if another organization required original receipts before giving the TSA money. If this is the case, then a photocopy of the receipt needs to be kept in the safe with an explanation of where the original copy went.