

CANADIAN MATHEMATICAL SOCIETY  
SOCIÉTÉ MATHÉMATIQUE DU CANADA

TERMS OF REFERENCE:

STANDING COMMITTEES,  
EDITORIAL BOARDS,  
CMS AWARDS OFFICER,  
CMS HUMAN RIGHTS OFFICER, and  
CMS MATH CAMPS COORDINATOR.

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# Contents

<b>1</b>	<b>Goal and Statement of Purpose</b>	<b>1</b>
1.1	Goal . . . . .	1
1.2	Statement of Purpose . . . . .	1
<b>2</b>	<b>CMS Organizational Structure</b>	<b>2</b>
2.1	Committee and Editorial Board Nominations . . . . .	2
<b>3</b>	<b>Organizational Charts</b>	<b>5</b>
3.1	Executive, Board and Committees . . . . .	5
3.2	Executive Office . . . . .	6
<b>4</b>	<b>Operations Fund</b>	<b>7</b>
4.1	Operations Fund . . . . .	7
4.1.1	General Division . . . . .	7
4.1.2	Education Division . . . . .	8
4.1.3	Research Division . . . . .	8
4.1.4	Publications Division . . . . .	8
<b>5</b>	<b>CMS Contingency Fund</b>	<b>8</b>
<b>6</b>	<b>CMS Endowed Funds</b>	<b>9</b>
6.1	General . . . . .	9
6.2	Principles for the Preservation of Capital . . . . .	9
6.3	CMS Endowment Fund . . . . .	10
6.4	Mathematical Olympiads Fund . . . . .	11
6.5	David Borwein Distinguished Career Award Fund . . . . .	11
<b>7</b>	<b>CMS Prizes and Awards</b>	<b>13</b>
7.1	General . . . . .	13
7.2	Notification . . . . .	15
7.3	CMS Excellence in Teaching Award . . . . .	15
7.3.1	Criteria for Selection . . . . .	15
7.3.2	Nomination Dossier . . . . .	16
7.3.3	Selection Committee . . . . .	16
7.3.4	Selection Process . . . . .	16

7.3.5	Award, Presentation and Costs . . . . .	16
7.4	CMS Distinguished Awards . . . . .	17
7.4.1	CMS Distinguished Awards Selection Committee . . . . .	17
7.5	David Borwein Distinguished Career Award . . . . .	17
7.5.1	Criteria for Selection . . . . .	17
7.5.2	Nomination Dossier . . . . .	17
7.5.3	Selection Process . . . . .	17
7.5.4	Award, Presentation and Costs . . . . .	18
7.6	Graham Wright Award for Distinguished Service . . . . .	18
7.6.1	Criteria for Selection . . . . .	18
7.6.2	Selection Process . . . . .	18
7.6.3	Award, Presentation and Costs . . . . .	18
<b>8</b>	<b>CMS Standing Committees</b>	<b>19</b>
8.1	General . . . . .	19
8.2	Committee Budgets . . . . .	19
8.3	Committee Recommendations and Reports . . . . .	20
<b>9</b>	<b>Advancement of Mathematics Committee</b>	<b>23</b>
9.1	Terms of Reference . . . . .	23
9.2	Duties and Responsibilities . . . . .	23
9.3	Membership . . . . .	24
9.4	Fundraising Committee . . . . .	25
9.4.1	Terms of Reference . . . . .	25
9.4.2	Duties and Responsibilities . . . . .	25
9.4.3	Membership . . . . .	25
<b>10</b>	<b>Bilingualism Committee</b>	<b>26</b>
10.1	Terms of Reference . . . . .	26
10.2	Duties and Responsibilities . . . . .	26
10.3	Membership . . . . .	26
<b>11</b>	<b>Education Committee</b>	<b>27</b>
11.1	Terms of Reference . . . . .	27
11.2	Duties and Responsibilities . . . . .	27

11.3	Membership . . . . .	28
11.4	Committee on Education Materials on the CMS Web Site . . . . .	29
11.4.1	Terms of Reference . . . . .	29
11.4.2	Duties and Responsibilities . . . . .	29
11.4.3	Membership . . . . .	29
11.5	Committee on Grants for Provincial Competitions . . . . .	30
11.5.1	Terms of Reference . . . . .	30
11.5.2	Duties and Responsibilities . . . . .	30
11.5.3	Membership . . . . .	30
11.6	The Adrien Pouliot Award Selection Committee . . . . .	31
11.6.1	Terms of Reference . . . . .	31
11.6.2	Duties and Responsibilities . . . . .	31
11.6.3	Membership . . . . .	32
11.7	The CMS Excellence in Teaching Award Selection Committee . . . . .	33
11.7.1	Terms of Reference . . . . .	33
11.7.2	Duties and Responsibilities . . . . .	33
11.7.3	Membership . . . . .	34
11.8	The Sub-Committee on the Math in Moscow Program . . . . .	35
11.8.1	Terms of Reference . . . . .	35
11.8.2	Duties and Responsibilities . . . . .	35
11.8.3	Membership . . . . .	35
<b>12</b>	<b>Electronic Services Committee</b>	<b>36</b>
12.1	Terms of Reference . . . . .	36
12.2	General . . . . .	36
12.3	Duties and Responsibilities . . . . .	36
12.4	Membership . . . . .	37
12.5	Electronic Services Group . . . . .	38
12.5.1	General . . . . .	38
12.5.2	Operation . . . . .	38
<b>13</b>	<b>Endowment Grants Committee</b>	<b>39</b>
13.1	Terms of Reference . . . . .	39
13.2	General . . . . .	39
13.2.1	Proposals . . . . .	39

13.3	Procedures . . . . .	39
13.4	Duties and Responsibilities . . . . .	40
13.5	Membership . . . . .	41
<b>14</b>	<b>Finance Committee</b>	<b>42</b>
14.1	Terms of Reference . . . . .	42
14.2	Duties and Responsibilities . . . . .	42
14.3	Membership . . . . .	42
<b>15</b>	<b>International Affairs Committee</b>	<b>43</b>
15.1	Terms of Reference . . . . .	43
15.2	General . . . . .	43
15.3	Duties and Responsibilities . . . . .	43
15.4	Membership . . . . .	44
<b>16</b>	<b>Invested Funds Committee</b>	<b>45</b>
16.1	Terms of Reference . . . . .	45
16.2	Duties and Responsibilities . . . . .	45
16.3	Membership . . . . .	46
<b>17</b>	<b>Mathematical Competitions Committee</b>	<b>47</b>
17.1	Terms of Reference . . . . .	47
17.2	Duties and Responsibilities . . . . .	47
17.3	Membership . . . . .	49
17.4	The Canadian Open Mathematics Challenge Committee . . . . .	50
17.4.1	General . . . . .	50
17.4.2	Terms of Reference . . . . .	50
17.4.3	Duties and Responsibilities . . . . .	50
17.4.4	Membership . . . . .	51
17.5	Canadian Mathematical Olympiad Committee . . . . .	52
17.5.1	General . . . . .	52
17.5.2	Terms of Reference . . . . .	52
17.5.3	Duties and Responsibilities . . . . .	53
17.5.4	Membership . . . . .	54
17.6	International Mathematical Olympiad Committee . . . . .	55

17.6.1	General . . . . .	55
17.6.2	Terms of Reference . . . . .	55
17.6.3	Duties and Responsibilities . . . . .	55
17.6.4	Membership . . . . .	59
17.7	Mathematical Olympiads Correspondence Program . . . . .	60
17.7.1	General . . . . .	60
17.7.2	Mathematical Olympiads Correspondence Program Coordinator . . . . .	60
17.7.3	Duties and Responsibilities of the Mathematical Olympiads Correspondence Program Coordinator . . . . .	60
<b>18</b>	<b>Nominating Committee</b>	<b>62</b>
18.1	Terms of Reference . . . . .	62
18.2	General . . . . .	62
18.3	Duties and Responsibilities . . . . .	62
18.4	Membership . . . . .	64
<b>19</b>	<b>Publications Committee</b>	<b>65</b>
19.1	Terms of Reference . . . . .	65
19.2	General . . . . .	65
19.3	Duties and Responsibilities . . . . .	65
19.4	Membership . . . . .	68
19.5	Guidelines for Editorial Searches . . . . .	69
19.5.1	General Procedure . . . . .	69
19.5.2	Editors-in-Chief of the Canadian Journal of Mathematics and the Canadian Mathematical Bulletin . . . . .	69
19.5.3	Associate Editors of the Canadian Journal of Mathematics and the Canadian Mathematical Bulletin . . . . .	70
19.5.4	Editors-in-Chief of the CMS Notes, Crux Mathematicorum with Mathematical Mayhem, the CMS Book Series, the CMS Treatises in Mathematics Series Editorial Board and the ATOM Series . . . . .	71
19.5.5	Members of the CMS Notes Editorial Board, the Crux Mathematicorum with Mathematical Mayhem Editorial Board and the ATOM Series Editorial Board . . . . .	71
19.5.6	The Managing Editor and the Technical Editor . . . . .	72
19.5.7	Other CMS Publications Office Appointments . . . . .	73
<b>20</b>	<b>Research Committee</b>	<b>74</b>
20.1	Terms of Reference . . . . .	74

20.2	General . . . . .	74
20.3	Duties and Responsibilities . . . . .	74
20.4	Membership . . . . .	76
<b>21</b>	<b>Student Committee</b>	<b>77</b>
21.1	Terms of Reference . . . . .	77
21.2	Duties and Responsibilities . . . . .	77
21.3	Membership . . . . .	78
<b>22</b>	<b>Committee on Women in Mathematics</b>	<b>79</b>
22.1	Terms of Reference . . . . .	79
22.2	Duties and Responsibilities . . . . .	79
22.3	Membership . . . . .	79
<b>23</b>	<b>Scientific Editorial Board – CJM and CMB</b>	<b>80</b>
23.1	Terms of Reference . . . . .	80
23.2	General . . . . .	80
23.3	Duties and Responsibilities . . . . .	81
23.4	Membership . . . . .	82
<b>24</b>	<b>CRUX with MAYHEM Editorial Board</b>	<b>83</b>
24.1	Terms of Reference . . . . .	83
24.2	General . . . . .	83
24.3	Duties and Responsibilities . . . . .	84
24.4	Membership . . . . .	84
<b>25</b>	<b>ATOM Series Editorial Board</b>	<b>86</b>
25.1	Terms of Reference . . . . .	86
25.2	General . . . . .	86
25.3	Duties and Responsibilities . . . . .	87
25.4	Membership . . . . .	87
<b>26</b>	<b>CMS Awards Officer</b>	<b>88</b>
26.1	Terms of Reference . . . . .	88
26.2	Duties and Responsibilities . . . . .	88

<b>27 CMS Human Rights Officer</b>	<b>89</b>
27.1 Terms of Reference . . . . .	89
27.2 Duties and Responsibilities . . . . .	89
<b>28 CMS Math Camps Coordinator</b>	<b>90</b>
28.1 Terms of Reference . . . . .	90
28.2 Duties and Responsibilities . . . . .	90

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# 1 Goal and Statement of Purpose

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## 1.1 Goal

The goal of the Canadian Mathematical Society is to promote and advance the discovery, learning and application of mathematics.

## 1.2 Statement of Purpose

1. To unify and support Canadian mathematicians through effective communication, broad membership, sponsorship of diverse activities, and partnerships with like professional societies.
2. To support mathematics research through the communication of current research to both the specialist and non-specialist, public recognition of research accomplishments and collaboration with the research institutes, granting agencies and the users of mathematics.
3. To support mathematics education through joint projects with mathematics educators at all levels, promotion of educational advancements, and partnerships with provincial ministries of education and organizations supporting mathematics education.
4. To champion mathematics through initiatives that explain, promote and increase the general understanding of mathematics, provide extra-curricula opportunities for students, and encourage partnerships with corporate, government and not-for-profit agencies.

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## 2 CMS Organizational Structure

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The activities of the Society are supervised by various standing committees. Standing committees report to the Board of Directors through the Executive Committee. Committee reports, recommendations and motions are sent to the Secretary who ensures they are transmitted to the Executive Committee, for preliminary consideration, prior to transmittal to the Board. The editors of CMS periodical and serial publications, and the editorial boards report to the Chair of the Publications Committee.

As a general policy, the CMS encourages geographic, linguistic and gender distribution in the membership of its committees and boards and in the participation in its officially sponsored activities.

All members of CMS standing committees, editors-in-chief and members of editorial boards shall be members of the CMS in good standing. If deemed appropriate, this principle can be waived or a complimentary membership bestowed. Such a recommendation shall accompany the nomination.

The President, or his/her delegate, is ex-officio a member of all standing committees.

### 2.1 Committee and Editorial Board Nominations

The Nominating Committee is responsible for ensuring that the elections to the Executive and to the Board of Directors are conducted in accordance with the General Operating By-law of the Society. The details of the elections are provided in the Terms of Reference of the Nominating Committee. The Nominating Committee also monitors when the terms of office of those directors appointed by the Board expire, including the student members, and ensures that nominations are submitted to the Board in sufficient time for consideration by the Executive Committee prior to the appropriate meeting of the Board.

The Nominating Committee, after consultation with the current and/or past chair of a committee, submits recommendations to fill vacancies on all standing committees (except the Nominating Committee itself and the Student Committee) to the Board through the Executive. For those committee members whose term will be completed at the end of the calendar year, committee chairs should submit suggestions for replacements to the Chair of the Nominating Committee by **May 1**. Suggestions for replacements for the Mathematical Competitions Committee should be submitted to the Chair of the Nominating Committee by **December 1** of the previous year. In consultation with the Chair, or Co-Chairs, of the Student Committee, the Nominating Committee is responsible for approving the members appointed to the Student Committee.

Members of the Nominating Committee and the International Affairs Committee are usually appointed for **four-year** staggered terms and members of the Student Committee are usually appointed for **two-year** staggered terms. Members of other committees are appointed for **three-year** staggered terms. Excluding the International Affairs Committee and the Nominating Committee, normally, a person serves for **one year** on a committee before assuming a **two year** term as chair. The Chair of the International Affairs Committee is appointed for **four years**. The Chair of the

Nominating Committee is appointed for **two years**, followed by a further **two years** as the member representing the appropriate region of Canada. The end-of-term for the chairs and members of the Mathematical Competitions Committee and the three sub-committees is **August 31**. The end-of-term for the chair and the members of the Student Committee is **June 30**. For all other committees the end-of-term is **December 31**.

The Publications Committee recommends to the Executive, for transmission to the Board, nominations for the replacement of editors-in-chief and, where necessary, associate and other editors. Editors-in chief and members of editorial boards are usually appointed for **five years**. Details on the guidelines for editorial searches can be found in the Terms of Reference of the Publications Committee.

The Executive Committee is responsible for proposing candidates to fill vacancies on the Nominating Committee. The procedure for the election of the Chair and members of the Nominating Committee is as follows:

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April	-	A call for nominations is placed in the May & September issues of the CMS Notes (Deadline September 30)
October	-	Executive votes on nominees
November	-	Executive Committee nominees sent to the Board
December	-	Board votes on proposed nominees

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#### **Glossary:**

Some of the abbreviations used in this document are as follows:

AMS	American Mathematical Society
APMO	Asian Pacific Mathematics Olympiad
CAIMS	Canadian Applied and Industrial Mathematics Society
CMESG	Canadian Mathematics Education Study Group
CMO	Canadian Mathematical Olympiad
CNC	Canadian National Committee
COMC	Canadian Open Mathematics Challenge
CUMC	Canadian Undergraduate Mathematics Conference
EGC	Endowment Grants Committee
ESC	Electronic Services Committee
ESG	Electronic Services Group
GPrC	Grants for Provincial Competitions
IAC	International Affairs Committee
IFC	Invested Funds Committee
IMO	International Mathematical Olympiad
IMU	International Mathematical Union
MAA	Mathematical Association of America
MCC	Mathematical Competitions Committee
MIMP	Math in Moscow Program
MOCP	Mathematical Olympiads Correspondence Program
MOTCP	Mathematical Olympiads Training Camps Program
NRC	National Research Council
NSERC	Natural Sciences and Engineering Research Council
SSC	Statistical Society of Canada

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### 3 Organizational Charts

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#### 3.1 Executive, Board and Committees

Board of Directors							
Executive Committee							
President	Executive Director & Secretary	Treasurer	Past-President or President-Elect	Vice-President (Atlantic)	Vice-President (Québec)	Vice-President (Ontario)	Vice-President (West)
Standing Committees				Sub-Committees			
Advancement of Mathematics Committee				Fundraising Committee			
Bilingualism Committee							
Education Committee				Committee on Education Materials on the CMS Web Site Committee on Grants for Provincial Competitions The Adrien Pouliot Award Selection Committee The CMS Excellence in Teaching Award Selection Committee The Sub-Committee on the Math in Moscow Program			
Electronic Services Committee				Electronic Services Group			
Endowment Grants Committee							
Finance Committee							
International Affairs Committee							
Invested Funds Committee							
Mathematical Competitions Committee				Canadian Open Mathematics Challenge Committee Canadian Mathematical Olympiad Committee International Mathematical Olympiad Committee Mathematical Olympiads Training Camps Program Mathematical Olympiads Correspondence Program			
Nominating Committee							
Publications Committee				Scientific Editorial Board for CJM and CMB Crux Mathematicorum with Mathematical Mayhem Editorial Board A Taste of Mathematics (ATOM) Series Editorial Board			
Research Committee							
Student Committee							
Committee on Women in Mathematics							

### 3.2 Executive Office

Executive Director and Secretary			
Director of Electronic Products and Services and Managing Editor			
Electronic Services Manager	Accountant	Membership and Publications Agent	Meetings Planner
Electronic Services Group	Administrative Assistant	Membership & Publications Assistant	Meetings Assistant

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## 4 Operations Fund

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### 4.1 Operations Fund

The Operations Fund has four main divisions:

- The General Division (GD)
- The Education Division (ED)
- The Research Division (RD)
- The Publishing Division (PD)

Each division records net revenue/expenses for a given fiscal year, which are pooled in a total Net Revenue/Expenses line for the whole Operations Fund. The goal of the Society is a balanced budget in any given fiscal year. When a projected deficit in the Operations Fund is unavoidable, it should not exceed 25% of the surplus in the Operations Fund Balance.

A surplus or deficit in the Operations Fund Balance at the end of the financial period will be carried forward to the next financial year. Any amount in excess of \$75,000 (excluding investment in capital assets) in the Operations Fund Balance at the end of the financial period will be transferred to the CMS Contingency Fund as a special contribution. In extraordinary circumstances, and as approved by the Board of Directors, appeal may be made to the CMS Contingency Fund for a contribution to alleviate a deficit in the Operation Fund Balance.

Office Expenses of the Society, including rent, equipment, salaries and the expenses of Staff and Executive members relative to meetings, are shared equally by the four divisions of the Operations Fund.

#### 4.1.1 General Division

The GD receives membership fees, interest revenue from Operations Accounts, and all contributions not specifically earmarked for purposes related to other divisions or funds. Where appropriate it will receive monies from other accounts in recognition of services, such as use of office machines and staff time. It administers any accumulated operating surplus by appropriate short-term investments.

The GD administers the budgets of all standing committees which are not included in the budgets of other accounts.

The GD contains a line item for contingencies, which may be spent on any activity relevant to the Society. The expense is authorized by any two of the President, Treasurer, or Executive Director.

#### **4.1.2 Education Division**

The ED receives grants, donations and appropriations from other accounts and funds which are related to the educational activities of the Society.

The ED is responsible for the financing of mathematical competitions such as the Canadian Mathematical Olympiad and the Canadian Open Mathematics Challenge and for other educational projects sponsored by the Society. It is also responsible for the expenses related to selection, training and participation of the Canadian team in the International Mathematical Olympiad.

The ED administers the budgets of the Education Committee and sub-committees as well as the Mathematical Competitions Committee and sub-committees.

#### **4.1.3 Research Division**

The RD receives grants, donations and fees relative to meetings of the Society. It pays approved expenses incurred in the program and administration of the meetings, including all approved special sessions.

The RD administers the budget of the Research Committee.

#### **4.1.4 Publications Division**

The PD receives subscriptions, royalties, contributions and all other revenues related to publications, including electronic publications. It pays expenses incurred in the publication of the Society's periodicals, and contributes to the support of related enterprises, such as the CMS electronic services.

The PD is responsible for salaries and other approved expenses of administrative and editorial staff. It administers the budget of the Publications Committee and the Electronic Services Committee.

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## **5 CMS Contingency Fund**

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The CMS Contingency Fund was established by the Board of Directors on June 5, 2006.

The Contingency Fund is to be used in special circumstances and subject to approval by the CMS Board of Directors. The investment principles for the CMS Contingency Fund are the same as those for the the CMS Endowed Funds and may be changed, subject to approval by the CMS Board of Directors.

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## 6 CMS Endowed Funds

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### 6.1 General

The Endowed Funds of the Canadian Mathematical Society (CMS) are to provide income to be applied generally or specifically in support of activities that promote and advance the discovery, learning and application of mathematics and for other similar purposes.

The CMS Endowed Funds shall initially consist of three funds:

- the CMS Endowment Fund
- the Mathematical Olympiads Fund and
- the David Borwein Distinguished Career Award Fund.

The Endowed Funds shall also include other endowment funds that may be established using additional moneys and property as may from time to time be donated to the Endowed Funds or to the CMS, subject to approval by the CMS Board of Directors.

Each of the Endowed Funds will maintain its own revenue and expenditure accounts.

The Terms of Reference that have been approved for a specific endowment fund by the CMS Board of Directors and the original donor (if applicable) shall govern all gifts or donations to that endowed fund.

Gifts and donations to any one of the Endowed Funds shall be invested in accordance with the CMS Principles for the Preservation of Capital.

The CMS will strive, with the assistance of the original donors (where possible) to increase the capital in each existing endowment fund through other donations, pledges, gifts etc.

The CMS Invested Funds Committee will be responsible to the Board for the administration of the Endowed Funds. The Terms of Reference for the Invested Funds Committee are described below. The membership of the Invested Funds Committee, or another committee determined by the Board, subject to Board approval, may be changed as necessary.

The CMS Finance Committee shall be responsible for recommending to the Board of Directors the allocations of the revenues provided by the CMS Invested Funds Committee from the CMS Endowment Fund and the Mathematical Olympiads Fund in accordance with the appropriate Terms of Reference, including the amount for the annual Endowment Grants Competition.

### 6.2 Principles for the Preservation of Capital

Gifts and donations to one of the Endowed Funds shall be invested in accordance with the principle to preserve capital and the investments shall include an asset mix of Canadian fixed income securities and Canadian and foreign equities and shall be invested in securities, other than real estate,

as authorized by the current laws in force for the investment of funds of Canadian Life Insurance companies.

The intention is for the annual income for the Endowed Funds to provide for both real return and for inflation. This will be achieved through:

- asset diversification,
- investment in only investment grade assets,
- limiting expenditures to an amount reflecting the rate of real return,
- investment in both fixed income and equity assets, and
- maintaining an appropriate balance between fixed income and growth (equity) assets. As a guideline, and depending on market conditions, an asset mix such as 30% - *Canadian Bonds*, 10% - *Canadian Real Return Bonds*, 10% - *Canadian Equities*, and 50% - *Global Equities* would be appropriate.

Normally, a portion of the annual income for one of the Endowed Funds will be added to the capital base for that endowment fund and a portion of the annual income will be transferred to the revenue account of the corresponding endowment fund. If necessary, the Board may approve that all of the annual income for an endowment fund shall be added to the capital base for that fund, but not for more than five years consecutively. The maximum amount allocated to the revenue account of a fund shall not exceed 6% of the capital base of that fund.

Also, should the situation arise that there is no annual income for an endowment fund; the Board may approve a transfer of part of the capital base of the fund to the corresponding revenue account of the fund, but not for more than two years consecutively.

As circumstances warrant, part of the surplus in the revenue and expenditures accounts of an endowment fund can be transferred to the capital base of the corresponding fund.

### **6.3 CMS Endowment Fund**

The CMS Endowment Fund is to be used to provide annual revenue for the support activities that promote and advance the discovery, learning and application of mathematics and for other similar purposes, including:

1. mathematics prizes and scholarships that are awarded through competition to students and academic staff at schools, universities and colleges in Canada;
2. mathematics research through the communication of current research to both the specialist and non-specialist, public recognition of research accomplishments and collaboration with the research institutes, granting agencies and the users of mathematics;
3. mathematics education through joint projects with mathematics educators at all levels, promotion of educational advancements, and partnerships with Provincial ministries of education and organizations supporting mathematics education;

4. mathematics competitions and other activities that promote and advance the discovery, learning and application of mathematics in the Canadian provinces and territories;
5. grants to students and teachers in developing countries to provide access to publications of Canadian mathematical societies and the Canadian mathematics research institutes and for other similar purposes;
6. initiatives that explain, promote and increase the general understanding of mathematics, provide extra-curricula opportunities for students, and encourage partnerships with corporate, government and not-for-profit agencies.

#### **6.4 Mathematical Olympiads Fund**

The Mathematical Olympiads Fund is to be used to provide annual revenue for the CMS Mathematical Olympiads program in Canada, including but not necessarily limited to, the Canadian Mathematical Olympiad, Canada's participation in the Asian Pacific Mathematical Olympiad and Canada's team to the International Mathematical Olympiad.

The Society's Mathematical Olympiads program is the responsibility of the CMS Mathematical Competitions Committee in accordance with the policies and procedures approved by the CMS Board of Directors. The annual revenue from the Mathematical Olympiads Fund, as determined by the Invested Funds Committee, would be provided as a grant to the Society's Olympiad activities.

#### **6.5 David Borwein Distinguished Career Award Fund**

The David Borwein Distinguished Career Award Fund is to be used to provide annual revenue for the David Borwein Distinguished Career Award which recognizes exceptional, broad and continued contributions to Canadian mathematics.

Should circumstances be such that the annual revenue for the David Borwein Distinguished Career Award Fund is not sufficient to meet the expenses associated with the David Borwein Distinguished Career Award, then the award may not be given provided that in so doing the maximum period whereby an award is not given does not exceed six years. For each recipient, the expenses will include the costs of the sculpture, travel and accommodation expenses, as well as related promotional and administrative costs.

Subject to the availability of funds, at most two awards will be given each even calendar year at the Summer Meeting of the CMS.

The CMS Distinguished Awards Selection Committee, or another committee determined by the CMS Board of Directors, will be responsible for the selection of the recipients. At the discretion of the CMS Distinguished Awards Selection Committee, a decision to not grant an award may be taken, provided that such a decision is not taken more than two consecutive times.

The CMS Invested Funds Committee will report annually, following the Society's fiscal year, on the status of the Fund to the Borwein Family, or their heirs where possible, and will provide the names of the recipients.

The David Borwein Distinguished Career Award will be awarded and administered in accordance with the CMS' policies and procedures pertaining to the granting of awards.

The focus of the CMS may shift over time, and it may become impossible, inadvisable or impractical to apply the annual income from the Fund for the purposes set out above. If the CMS is of the opinion that a revised purpose is appropriate, the CMS shall exercise its discretion, in consultation with the Borwein Family or their heirs where possible, and use the annual income from the Fund to the best advantage of the CMS for other purposes consonant with the spirit and intent of the Borwein Family's gift.

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## 7 CMS Prizes and Awards

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### 7.1 General

The following are the CMS prizes and awards.

- Jeffery-Williams Prize
- Krieger-Nelson Prize
- Coxeter-James Prize
- Doctoral Prize
- Adrien Pouliot Award
- CMS Excellence in Teaching Award
- G. de B. Robinson Award
- David Borwein Distinguished Career Award
- Graham Wright Award for Distinguished Service

The **deadline for nominations** for the CMS prizes, except for the G. de B. Robinson Award which is not subject to a call for nominations, are as follows:

- Jeffery-Williams Prize - *June 30th (24 months prior to the summer meeting where the prize lecture is given),*
- Krieger-Nelson Prize - *June 30th (24 months prior to the summer meeting where the prize lecture is given),*
- Coxeter-James Prize - *June 30th (18 months prior to the winter meeting where the prize lecture is given),*
- For the Jeffery-Williams Prize, the Krieger Nelson Prize and the Coxeter James Prize, nominators should request at least three referees to submit letters directly to the Chair of the Research Committee by September 30th. Some arms length referees are strongly encouraged. Nomination letters should list the chosen referees, and should include a recent curriculum vitae for the nominee, if available.
- Doctoral Prize - *January 31st (10 months prior to the winter meeting where the prize lecture is given),*

- Adrien Pouliot Award - *April 30th (7 months prior to the winter meeting where the award is presented),*
- CMS Excellence in Teaching Award - *November 15th (7 months prior to the summer meeting where the award is presented),*
- G. de B. Robinson Award - *Not applicable,*
- David Borwein Distinguished Career Award - *November 15th (7 months prior to the summer meeting where the award is presented). Normally, at most two awards will be given in each even calendar year.*
- Graham Wright Award for Distinguished Service - *March 31st (8 months prior to the winter meeting where the award is presented).*

The Jeffery-Williams Prize, the Krieger-Nelson Prize, the Coxeter-James Prize and the Doctoral Prize are selected by the CMS Research Committee. The Jeffery-Williams and Krieger-Nelson prizes are presented at the CMS Summer Meeting and the Coxeter-James and Doctoral prizes at the CMS Winter Meeting. As these prizes are given at a meeting where the recipient is giving a plenary lecture, the prize will not be awarded to recipients who are unable to give the plenary lecture unless the CMS Board of Directors otherwise decides; and funds are provided for each recipient to attend the meeting and to receive the prize.

The Adrien Pouliot Award is selected by a sub-committee of the CMS Education Committee and the award is presented at the CMS Winter Meeting. Funds are provided to assist with the travel expenses of the recipient(s) in order that they may be present at the meeting to receive the Award.

The recipient is expected to give a talk at the meeting; either a plenary lecture, a talk in the education session or short talk as part of a social function. The nature of the talk will be determined by the prize recipient, the Meeting Director and the Chair of the Education Committee.

The CMS Excellence in Teaching Award is selected by a sub-committee of the CMS Education Committee and the award is presented at the CMS Summer Meeting. Funds are provided to assist with the travel expenses of the recipient in order that they may be present at the meeting to receive the Award.

The recipient is expected to give a talk at the meeting; either a plenary lecture, a talk in the education session or short talk as part of a social function. The nature of the talk will be determined by the prize recipient, the Meeting Director and the Chair of the Education Committee.

The G. de B. Robinson Award is selected by the CMS Publications Committee and the winner is announced at the CMS Winter Meeting. As limited funds are available for this award and, as it is likely the recipient is not a resident of Canada, the award is not necessarily presented at a CMS Meeting. It can be sent to the home institution with a request that it be presented at a suitable "local" event or, if feasible, it can be presented at a suitable venue in Canada – for example in conjunction with a lecture given by the recipient at a Canadian university or research institute.

Normally, the Jeffery-Williams Prize, the Krieger-Nelson Prize, and the Coxeter-James Prize are Canadian soapstone sculptures. The Adrien Pouliot Award is a gold etched blue glass award. The G. de B. Robinson Award and the Doctoral Prize are framed certificates. In addition to the travel

expenses mentioned above, the Doctoral Prize consists of an award of \$500, a framed certificate of achievement and a two-year complimentary membership in the CMS.

Details on the CMS Excellence in Teaching Award, the David Borwein Distinguished Career Award and the Graham Wright Award for Distinguished Service are given below.

In some cases, further information regarding the CMS prizes and awards can be found in the Terms of Reference of the appropriate standing committee.

## 7.2 Notification

The Chair of the appropriate committee will notify the CMS President and the Executive Director as soon as possible following the decision. **Biographical information and the citation will be sent to the President and to the Executive Director at the same time as the notification of the decision.** The Chair of the appropriate committee will informally notify the recipient unless it is more desirable that this is done by the President. Recipients will be advised that the decision must remain confidential until the Society officially releases the names. The official release will take place as soon as possible after the President and the Executive Director have received notification of the recipients.

The President will write an official letter of congratulations to each recipient, together with information on when the prize or the award will be presented and other details.

In consultation with the President and the Chair of the appropriate committee, the Executive Director will prepare the official release and ensure details are published in the CMS Notes.

## 7.3 CMS Excellence in Teaching Award

The CMS Excellence in Teaching Award for post-secondary undergraduate teaching in Mathematics was created to “recognize sustained and distinguished contributions in teaching at the post-secondary undergraduate level at a Canadian institution”. The first award was presented in 2004.

### 7.3.1 Criteria for Selection

The Award is to recognize sustained and distinguished contributions in teaching at the post-secondary undergraduate level at a Canadian institution.

Any full-time university, college, two-year college, or CEGEP teacher in Canada with at least five years teaching experience at their current institution can be nominated.

The CMS Excellence in Teaching Award is distinct from the Adrien Pouliot Award. The CMS Excellence in Teaching Award focuses on the recipient’s proven excellence as a teacher at the undergraduate level as exemplified by unusual effectiveness in the classroom and/or commitment and dedication to teaching and to students. The dossier should provide evidence of the effectiveness and impact of the nominee’s teaching. Selection criteria will include (but not be limited to):

1. innovation in developing course materials (including methods of delivery, authored textbooks, online materials, journal articles on teaching);

2. influence on students and other teachers.

### **7.3.2 Nomination Dossier**

A nomination will consist of:

1. a signed nominating statement from a present or past colleague, or collaborator (no more than three pages) having direct knowledge of the nominee's contribution;
2. a curriculum vitae (maximum five pages);
3. three letters of support, at least one from a former student (who has followed a course more than a year ago) and one from the chair of the nominee's unit. The letter of the Chair of the nominee's unit could include a one-page summary on information from student evaluations, or similar information;
4. other supporting material (maximum 10 pages).

The nomination will remain active for three years, with a possibility to update.

Five copies of the dossier must arrive at the CMS Executive Office **no later than November 15**.

### **7.3.3 Selection Committee**

The Selection Committee will consist of the Chair of the Advancement of Mathematics Committee (AMC) who will act as the Chair of the Selection Committee, the Chair of the Education Committee, or their designates, and two other members appointed by the Advancement of Mathematics Committee. Normally, the length of term for each member of the Selection Committee is three years and the terms are staggered.

### **7.3.4 Selection Process**

A call for nominations will be made in the September and October issues of the CMS Notes.

The Selection Committee is authorized to bring names forward. The selection process should be completed and the recipient chosen by March 1.

### **7.3.5 Award, Presentation and Costs**

In addition to receiving a gold etched blue glass award, the recipient receives a \$2,500 cash award, a two-year complimentary membership in the CMS, and the travel costs to receive the award at the CMS Summer Meeting.

## 7.4 CMS Distinguished Awards

### 7.4.1 CMS Distinguished Awards Selection Committee

The CMS Distinguished Awards Selection Committee will consist of the President, the President-Elect or the Past President, a Vice-president appointed by the President, the Chair of the Education Committee and the Chair of the Research Committee.

The CMS Distinguished Awards Selection Committee is responsible for the selection of recipients for the David Borwein Career Achievement Award and the Graham Wright Award for Distinguished Service.

## 7.5 David Borwein Distinguished Career Award

The David Borwein Distinguished Career Award was created to “recognize individuals who have made exceptional, broad, and continued contributions to Canadian mathematics.” The first award was presented in 2006. and, normally, at most two awards will be given in each even calendar year.

### 7.5.1 Criteria for Selection

The award is to recognize individuals who have made exceptional, broad, and continued contributions to Canadian mathematics.

### 7.5.2 Nomination Dossier

A complete nomination dossier consists of:

1. a signed nomination statement from a present or past colleague, or collaborator (no more than three pages) having direct knowledge of the nominee’s contribution;
2. a short curriculum vitae, no than five pages;
3. two to four letters of support in addition to the nomination;
4. other supporting material may be submitted, no more than 10 pages.

The nomination will remain active for three years, with a possibility to update.

Six copies of the dossier must arrive at the CMS Executive Office **no later than November 15.**

### 7.5.3 Selection Process

A call for nominations will be made in the September and October issues of the CMS Notes.

The CMS Distinguished Awards Selection Committee is authorized to bring names forward. The recipient(s) will be selected at the meeting of the Committee in December.

#### **7.5.4 Award, Presentation and Costs**

The Award is a sculpture designed by Helaman Ferguson which was approved by the Borwein Family and the CMS. Travel costs are provided for the recipient(s) to receive the award. Normally, at most two awards will be given in each even calendar year and at a CMS Summer Meeting.

### **7.6 Graham Wright Award for Distinguished Service**

The Distinguished Service Award was created to “recognize individuals who have made sustained and significant contributions to the Canadian mathematical community and, in particular, to the Canadian Mathematical Society.” The first award was presented in 1995.

The Award was renamed the *Graham Wright Award for Distinguished Service* in 2008 in recognition of Graham Wright who retired in 2008 after serving 30 years as CMS Executive Director.

#### **7.6.1 Criteria for Selection**

The award is to recognize individuals who have made a sustained and significant service contribution to the Canadian mathematical community.

Contributions might include: service to the Canadian Mathematical Society and/or its activities; initiatives to advance mathematical publishing in Canada; activities in support of a strong research environment in Canada; creation of new national initiatives in support of mathematics.

#### **7.6.2 Selection Process**

A call for nominations will be made in the December and February issues of the CMS Notes.

The Selection Committee is authorized to bring names forward. The recipient(s) will be selected at the meeting of the Selection Committee in April.

#### **7.6.3 Award, Presentation and Costs**

The recipient receives a gold etched blue glass award which is presented in a manner that allows full recognition of the individual amongst his/her peers and colleagues. At the preference of the recipient, the presentation will be made either at the recipients’ home institution or at a CMS meeting.

If the recipient wishes to receive the award at a CMS meeting, the CMS does not cover the costs of the recipient to attend the meeting.

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## 8 CMS Standing Committees

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### 8.1 General

All standing committees are accountable to the Board of Directors of the Canadian Mathematical Society. Each committee advises and makes recommendations to the Board through the Executive, on matters within its terms of reference. The Executive will transmit the Committee's recommendation to the Board with appropriate comments. A committee can be instructed to undertake such other duties as the Board, the Executive or the general membership, at a general meeting of the Society may, from time to time, determine.

The number and membership of each committee is determined by the Board. Details on the length of term for chairs and members of standing committees as well as the deadlines for nominations is given in the Section – CMS Organizational Structure.

For each standing committee, the Chair shall ensure:

1. that the members of the committee are consulted,
2. that, in addition to such other meetings as may be required, committees shall endeavour to meet at the semi-annual meetings of the Society,
3. that all relevant material is circulated to all members of the committee,
4. that the Executive Office is sent copies of any minutes, decisions, etc.

The Chair of any committee may, at any time, bring the issue of non-participation of any committee member to the attention of the Nominating Committee with a request for replacement.

**Whenever legal advice is required, the Chair of a committee shall contact the President or the Executive Director.**

*A chair, who is not a director, is asked to attend meetings of the Board as an observer and resource person. Each chair is also invited to attend the CMS Development Group.* The Board of Directors usually meets from 1:30 to 6:30 the day before the start of the CMS semi-annual meeting and the Development Group usually meets from 11:00 to 1:00 on the same day as the Board of Directors Meeting.

### 8.2 Committee Budgets

Committee chairs are required to submit their annual budget requests to the Executive Office by **August 15**. Budget requests must include the expenses (and revenues - if appropriate) for all of the committee's activities for the next financial year (January 1 - December 31). Even though, to reduce expenses, committee meetings often take place at the Society's semi-annual meetings, one

of the major expenses is for committee travel. Chairs, therefore, should ensure that their budget requests accurately reflect amounts needed for travel reimbursement.

**Ex-officio committee members representing other societies, etc. are not reimbursed by the CMS for their travel and other costs.**

The final budget allocation for each committee is approved by the Board of Directors and is administered as follows:

- (a) Prior to each committee meeting, chairs are required to approve the travel and related costs for all committee members to attending the meeting and such that the total expenses to be reimbursed is within the budget approved by the Board of Directors.

*Some departments have funds to help pay some of the costs for attendance at CMS business meetings. Chairs should bring this possibility to the attention of their members.*

- (b) Requests for reimbursement of a committee expense, using the CMS Travel Expense Claim Form, are to be submitted to the Executive Office, together with the approval of the Chair and the appropriate receipts and documentation.
- (c) All claims associated with a specific activity, or a claim for reimbursement should be submitted at one time and should not exceed the budget allocation.
- (d) Requests in excess of budget allocation must be submitted to the Treasurer for review and approval **before the expense is incurred.**

### 8.3 Committee Recommendations and Reports

#### Recommendations

A committee decision, recommendation or motion that will require Board consideration, must be submitted to the Executive Office in time for consideration at the previous meeting of the Executive Committee. The deadline for receipt is **March 15** or **September 15**.

#### Reports

Chairs are required to submit an annual report on the activities of their committee.

The Society's Annual Report to Members is presented to the Annual General Meeting in June. Extracts are also published in the CMS Notes and a bilingual promotional flyer, with information from the Annual Report, is prepared and circulated to government agencies, corporations and donation committees. The Annual Report to Members covers the period January 1 to December 31 and provides an excellent opportunity to showcase our achievements and future initiatives.

Committee chairs are required to submit an annual report of their activities to the Executive Director by **January 31**. Although chairs should refer to past minutes, reports, etc. they should be mindful of the fact that the audience for the Annual Report may not be very familiar with the Society's activities. In preparing the annual report of activities, chairs should give consideration to the Society's "Goal and Statement of Purpose" and ways in which the CMS might achieve these goals. A committee's annual report should be **no more than one page** and should select only those events and decisions which were significant and should not include every decision that was made.

The following chart summarizes the dates for the receipt of committee reports, recommendations and budget requests at the Executive Office.

Also included is the deadline for suggestions from committees chairs, *to the Chair of the Nominating Committee*, regarding the replacement of committee members whose terms will be completed at the end of that year.

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Reports and Recommendations	Deadline for receipt at the Executive Office
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Committee Annual Reports (for the CMS Annual Report and CMS Notes) (Covers the period January 1 - December 31) ( <i>To be submitted to the Executive Director</i> )	January 31
Committee recommendations/motions requiring approval of the Board at the Summer Meeting	March 15
Publication Committee recommendations for new editors-in-chief (*) requiring approval of the Board at the Summer Meeting	March 15
CMS Notes, CRUX with MAYHEM and ATOM Series Editors-in-Chief recommendations for new associate editors whose terms would commence the following January 1 ( <i>To be submitted to the Chair of the Publications Committee</i> )	March 15
Committee chairs suggestions for replacement members whose terms would commence the following January 1 ( <i>To be submitted to the Chair of the Nominating Committee</i> )	May 1
Budget requests for next financial year (Covers the period January 1 - December 31)	August 15
Committee recommendations/motions requiring approval of the Board at the Winter Meeting	September 15
Nominating Committee recommendations for new committee chairs and members (*) requiring approval of the Board at the Winter Meeting	September 15
Publication Committee recommendations for new associate editors of the CJM & CMB Scientific Editorial Board (*) requiring approval of the Board at the Winter Meeting	September 15
Committee chair's suggestions for replacement members for the Mathematical Competitions Committee whose terms would commence the following September 1 ( <i>To be submitted to the Chair of the Nominating Committee</i> )	December 1
Year-end expense reports for the current financial year (Including estimates to December 31)	December 15

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- (\*) The Nominating and Publications Committee Chairs must ensure that biographical information is obtained from each candidate and that committee or editorial board profiles are provided where necessary.

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## 9 Advancement of Mathematics Committee

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### 9.1 Terms of Reference

To oversee, in accordance with the policies determined by the Board of Directors, the overall activities of the Society for advancement and development of mathematics, including monitoring activities both within and without the Society and determining opportunities for the co-ordination of, outreach, publicity, fund raising and other promotional activities and to advise the Board of Directors and the Development Group (consisting of the Executive Committee and the chairs of each standing committee) on matters concerning the Society's activities in these areas.

### 9.2 Duties and Responsibilities

1. To monitor the activities of the Society from the perspective of the advancement of the discipline, including meetings, competitions, educational, research, publication and student activities, the activities of the Endowment Grants Sub-committee and other committees as appropriate.
2. To review the Society's promotional activities and media releases and to ensure these promote the Society and the discipline in the best possible means
3. To help ensure the Executive Office receives copies of local and other media coverage of CMS activities and, where possible, copies of other media releases and materials that assist with the advancement of the discipline.
4. To identify major developments in the mathematical community, both regionally and nationally, which provide opportunities for the advancement of mathematics.
5. To communicate with the Mathematics Research Institutes and to ensure there is appropriate liaison between the Society's initiatives and the Institutes programs.
6. To facilitate liaison between the Society and other mathematical organizations, including the Canadian Applied and Industrial Mathematics Society, the Canadian Statistical Society, the Canadian Operations Research Society, the Canadian Mathematical Education Study Group, and other relevant mathematical organizations.
7. To receive proposals for activities that advance mathematics and to approve levels of support.
8. To provide material for meeting of the Development Group to facilitate coordinated action by the Society's committees in the advancement of mathematics.
9. To ensure that an Advancement of Mathematics Committee delegate is chosen to be an ex-officio member of the Fundraising Sub-committee.

10. To review the reports from the Fundraising Sub-Committee, to provide direction and advice to this sub-committee regarding fundraising opportunities and priorities, and to periodically review the membership of the sub-committee.
11. To report to the Board on matters concerning the Society's activities for the advancement of mathematics.

### 9.3 Membership

- 1 Chair (CMS President) + 4 members (one from each region)
- + Treasurer (ex-officio)
- + Executive Director (ex-officio)
- + Immediate Past-President or President-Elect (ex-officio)

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## 9.4 Fundraising Committee

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### 9.4.1 Terms of Reference

The Fundraising Committee is a sub-committee of the Advancement of Mathematics Committee. The Fundraising Committee oversees, in accordance with the policies determined by the Board of Directors, the overall fund raising activities of the Society and advises the Advancement of Mathematics Committee on matters concerning the Society's fund raising programmes.

### 9.4.2 Duties and Responsibilities

1. To develop an annual fundraising strategy, including goals, timelines, donor recognition and the image the Society resents to potential donors.
2. To set directions for the annual membership campaign with particular reference to increasing and broadening membership, including and evaluation of the benefits of membership.
3. To provide the Executive Director with information on contacts who might be potential supporters
4. To provide assistance to the Executive Director in making applications and presentations to potential donors, provincial and federal governments, granting agencies and foundations.
5. The Chair will report to the Finance Committee on matters relating to the Society's fundraising initiatives.
6. To report to the Advancement of Mathematics Committee on the Society's fund raising activities and to make recommendations on changes to the Society's fund raising policies.

### 9.4.3 Membership

The Fundraising Committee will consist of the President who will act as the Chair, and the Advancement of Mathematics Committee may appoint up to two consultants, with voting rights, in addition to the mandated membership. The consultants are appointed for two-year terms and need not be members of the CMS

- 1 Chair (CMS President) + up to two consultants
- + Treasurer (ex-officio)
- + Executive Director (ex-officio)
- + Advancement of Mathematics Committee delegate (ex-officio)
- + Immediate Past-President or President-Elect (ex-officio)

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## 10 Bilingualism Committee

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### 10.1 Terms of Reference

The Canadian Mathematical Society attaches great importance to bilingualism. The Bilingualism Committee oversees, in accordance with policies determined by the Board of Directors, the bilingual character of the education, publication and research programs, as well as the electronic and other activities of the Society.

### 10.2 Duties and Responsibilities

1. To ensure the majority of the Society's public documents, meeting materials, media releases and other literature are produced bilingually.
2. To ensure that highly scientific documents are translated appropriately in a way that preserves the scientific value in both languages.
3. To assist with the translation of documents, to review translated documents, and to ensure such documents are in accordance with the policies of the Society.
4. To assist with the preparation of bilingual fundraising documents and promotional brochures.
5. To ensure that, where appropriate, materials on the Society's web site are available bilingually.
6. To consult with other standing committees regarding the bilingual aspects of their activities.
7. To consult with federal and provincial agencies and other societies on bilingualism matters.
8. To report to the Board on the Society's bilingual services and to make recommendations to enhance the level of bilingualism within the Society.

### 10.3 Membership

- 1 Chair + 5 members
- + Up to 2 consultants
- + Executive Director (ex-officio)
- + Education Committee delegate (ex-officio)
- + Electronic Services Committee delegate (ex-officio)
- + Publications Committee delegate (ex-officio)
- + Research Committee delegate (ex-officio)

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## 11 Education Committee

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### 11.1 Terms of Reference

To oversee, in accordance with the policies determined by the Board of Directors, the activities of the Society in the field of education. To consider other matters of an educational nature which concern mathematics or the Society.

### 11.2 Duties and Responsibilities

1. To appoint the **chairs** and members of the **five** sub-committees:
  - the Committee on Educational Materials on the CMS Web Site
  - the Committee on Grants for Provincial Competitions
  - the Adrien Pouliot Award Selection Committee
  - the CMS Excellence in Teaching Award Selection Committee
  - the Sub-Committee on the Math in Moscow Program
2. To identify national, regional and provincial concerns relative to the teaching of mathematics in Canada, both at the school and post-secondary level.
3. To act as a liaison between the Society and governments, both federal and provincial, on matters affecting mathematics education in Canada at all levels from elementary school to the post-graduate level in universities.
4. To promote a good relationship between the Society and high school teachers, by promoting and fostering better lines of communication and interaction between these groups.
5. To act, on behalf of the Society, as a liaison between the Society and other mathematical organizations in Canada and elsewhere, on educational matters of mutual concern.
6. To collect, synthesize, and disseminate information of an educational nature, on behalf of the Society, to high school teachers and to university mathematicians across Canada.
7. To keep teachers at all levels informed of new developments, both on this continent and elsewhere, through the organization of meetings, conferences and workshops and the publication of the proceedings of such meetings and other documents deemed appropriate.
8. To appoint an organizer for the educational sessions for each semi-annual meeting, at least 18 months in advance of the meeting, and to inform the appropriate Meetings Director of this appointment so that the organizer can be made a member of the Meeting Committee. To provide assistance to the organizer concerning the educational sessions and the choice of the plenary speaker.

9. To encourage and foster, on behalf of the Society, the promotion and learning of mathematics in Canada and to recognize outstanding mathematical ability through the sponsorship of provincial mathematics competitions and other activities.
10. To review the reports of the five sub-committees (*the Committee on Educational Materials on the CMS Web Site, the Committee on Grants for Provincial Competitions, the Adrien Pouliot Award Selection Committee, the CMS Excellence in Teaching Award Selection Committee, and the Sub-Committee on the Math in Moscow Program*).
11. To review the general funding of the Society's educational activities.
12. To ensure that the Education Committee's delegate is chosen to be an ex-officio member of the Mathematical Competitions Committee.
13. To report to the Board on the Society's various educational activities.

### 11.3 Membership

- 1 Chair + 5 members
  - + ATOM Series Editorial Board delegate (ex-officio)
  - + Math Camps Coordinator (ex-officio)
  - + President's delegate (ex-officio)
  - + CMESG delegate (ex-officio)
  - + MAA Governor for Canada (ex-officio)

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## 11.4 Committee on Education Materials on the CMS Web Site

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### 11.4.1 Terms of Reference

The Committee on Education Materials on the CMS web site is a sub-committee of the Education Committee and is responsible for ensuring that the educational materials and the education-related links on the Society's web site are appropriate and current.

### 11.4.2 Duties and Responsibilities

1. In consultation with the Electronic Services Group, to implement policies and actions recommended by the Education Committee regarding the educational materials on the CMS web site, and to report to the Education Committee on the implementation of these policies.
2. To recommended modifications in how the CMS web site is structured with respect to educational materials and education-related links.
3. To bring to the attention of the Education Committee, opportunities, issues and problems related to the use of the CMS web site in the furtherence of the educational goals of the Society and of the Education Committee.
4. To submit a report to each meeting of the Education Committee and to provide the Education Committee with information related to education materials on the CMS web site.
5. To make recommendations to the Chair of the Education Committee regarding educational materials and education-related links on the CMS web site.

### 11.4.3 Membership

In addition to the Chair, the Committee on Education Materials on the CMS Web Site will consist of two other members.

- 1 Chair + one member
- + Chair of the Education Committee (ex-officio)

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## **11.5 Committee on Grants for Provincial Competitions**

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### **11.5.1 Terms of Reference**

The Committee on Grants for Provincial Competitions is a sub-committee of the Education Committee and, subject to the budget approved by the Board of Directors, is responsible for administering the Grants for Provincial Competitions (GPrC).

### **11.5.2 Duties and Responsibilities**

1. In cooperation with the CMS Executive Office, to produce bilingual promotional materials and application forms related to the GPrC and ensure appropriate information is distributed.
2. To receive copies of all applications and, subject to the budget available, to determine the grants that are to be awarded. It is at the discretion of the Sub-Committee for GPrC whether or not to accept late applications.
3. To inform the Executive Office of the decisions taken and arrange for the amount awarded to be sent.
4. To submit a report to the Education Committee and to provide the Education Committee with information related to the GPrC.
5. To make recommendations to the Chair of the Education Committee regarding the GPrC.

### **11.5.3 Membership**

In addition to the Chair, who may be the Chair of the Education Committee, the Committee on GPrC will consist of two other members.

1 Chair + two other members

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## 11.6 The Adrien Pouliot Award Selection Committee

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### 11.6.1 Terms of Reference

The Adrien Pouliot Award Selection Committee is a Sub-committee of the Education Committee and is responsible for selecting the recipient of the Adrien Pouliot Award.

*The Adrien Pouliot Award was inaugurated to recognize individuals or teams of individuals who have made significant and sustained contributions to mathematics education in Canada. Such contributions may be interpreted in the broadest possible sense and might include community outreach programmes, the development of new programmes in either an academic or an industrial setting, publicizing mathematics so as to make mathematics accessible to the general public, developing mathematics display materials, and supporting mathematics conferences and competitions for students, etc. The first award was presented in 1995.*

### 11.6.2 Duties and Responsibilities

1. In cooperation with the CMS Executive Office, to produce bilingual promotional materials and application forms related to the Adrien Pouliot Award and to ensure that appropriate information is distributed and that calls for nominations appear in the February and March issues of the CMS Notes (with April 30 as the deadline for applications).
2. To receive copies of all applications and to select the recipient for the Adrien Pouliot Award **at least six months** in advance of the meeting at which the Award will be presented. To communicate the Committee's decision, together with appropriate biographical and citation material, to the President and to the Executive Director. The President of the CMS writes the official letter to the selected candidate. The Chair will also informally notify the recipient unless it is more desirable that this is done by the President. The recipient is to be advised that the decision is to remain confidential until the Society officially releases the name of the recipient.

In consultation with the Executive Office, to arrange for the Award to be presented at the CMS Winter Meeting. The recipient is expected to give a talk at the meeting; either a plenary lecture, a talk in the education session or short talk as part of a social function. The nature of the talk will be determined by the prize recipient, the Meeting Director and the Chair of the Education Committee.

3. To write to the candidate(s) and to the individual(s) who submitted the nomination for each of the nominations not chosen to receive the Adrien Pouliot Award.
4. To ensure that copies of applications for those nominees not selected for the Adrien Pouliot Award are maintained at the Executive Office for a period of three years (two more competitions from the time of the original nomination).

5. To submit a report to the Education Committee and to provide the Education Committee with information related to the Adrien Pouliot Award.
6. To make recommendations to the Education Committee regarding the Adrien Pouliot Award.

### **11.6.3 Membership**

In addition to the Chair, who will be the Chair of the Education Committee, the Adrien Pouliot Award Selection Committee will consist of at least three other members of the Education Committee appointed for two-year terms and such that the terms are staggered.

1 Chair + three members

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## 11.7 The CMS Excellence in Teaching Award Selection Committee

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### 11.7.1 Terms of Reference

The CMS Excellence in Teaching Award Selection Committee is a Sub-committee of the Education Committee and is responsible for selecting the recipient for the CMS Excellence in Teaching Award.

*The CMS Excellence in Teaching Award focuses on the recipient's proven excellence as a teacher at the undergraduate level as exemplified by unusual effectiveness in the classroom and/or commitment and dedication to teaching and to students. The dossier should provide evidence of the effectiveness and impact of the nominee's teaching. The prize recognizes sustained and distinguished contributions in teaching at the post-secondary undergraduate level at a Canadian institution. The first award was presented in 2004.*

### 11.7.2 Duties and Responsibilities

1. In cooperation with the CMS Executive Office, to produce bilingual promotional materials and application forms related to the CMS Excellence in Teaching Award and ensure that appropriate information is distributed and that calls for nominations appear in the appropriate issues of the CMS Notes (with November 15 as the deadline for applications).
2. To receive copies of all applications and to select the recipient for the CMS Excellence in Teaching Award **at least six months** in advance of the meeting at which the Award will be presented. To communicate the Committee's decision, together with appropriate biographical and citation material, to the President and to the Executive Director. The President of the CMS writes the official letter to the selected candidate. The Chair will also informally notify the recipient unless it is more desirable that this is done by the President. The recipient is to be advised that the decision is to remain confidential until the Society officially releases the name of the recipient.

In consultation with the Executive Office, to arrange for the Award to be presented at the CMS Summer Meeting. The recipient is expected to give a talk at the meeting; either a plenary lecture, a talk in the education session or short talk as part of a social function. The nature of the talk will be determined by the prize recipient, the Meeting Director and the Chair of the Education Committee.

3. To write to the candidate(s) and to the individual(s) who submitted the nomination for each of the nominations not chosen to receive the CMS Excellence in Teaching Award.
4. To ensure that copies of applications for those nominees not selected for the CMS Excellence in teaching Award are maintained at the Executive Office for a period of three years (two more competitions from the time of the original nomination).
5. To submit a report to the Education Committee and to provide the Education Committee with information related to the Adrien Pouliot Award.

6. To make recommendations to the Education Committee regarding the CMS Excellence in Teaching Award.

### **11.7.3 Membership**

In addition to the Chair, who will be the Chair of the Education Committee, the CMS Excellence in Teaching Award Selection Committee will consist of at least three other members of the Education Committee appointed for two-year terms and such that the terms are staggered.

1 Chair + three members

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## 11.8 The Sub-Committee on the Math in Moscow Program

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### 11.8.1 Terms of Reference

The Sub-Committee on the Math in Moscow Program and Award is a sub-committee of the Education Committee and, subject to the budget approved by the Board of Directors, is responsible for administering the Math in Moscow program (MIMP).

### 11.8.2 Duties and Responsibilities

1. In consultation with the CMS Office, to develop administrative guidelines for the annual delivery of the MIMP, including eligibility requirements, nature and scope of applications, and evaluation criteria.
2. In cooperation with the CMS Office, to produce bilingual program materials related to the MIMP and ensure appropriate information is distributed in a timely fashion.
3. To receive copies of all applications and, subject to the budget available, to determine the grants that are to be awarded.
4. To inform the CMS Office of the decisions taken and to arrange for the administration and management of the award.
5. To submit a report to the Education Committee and to provide the Education Committee with information related to the MIMP program.
6. To draft any requisite reports for the CMS Office that may be required by funding sponsors.
7. To evaluate and make annual MIMP recommendations to the Chair of the Education Committee.

### 11.8.3 Membership

The Sub-committee on the MIMP will consist of a Chair and two (2) other members.

1 Chair + two other members

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## 12 Electronic Services Committee

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### 12.1 Terms of Reference

To oversee, in accordance with the policies determined by the Board of Directors, the electronic services of the Society; to monitor the operation and coordination of the existing electronic services including the Executive Office Servers, the Publications Office, and other servers linked to the CMS web site, and to keep abreast of new developments in electronic services which concern mathematics and/or the Society.

### 12.2 General

1. The Electronic Services Committee (ESC) is responsible for the CMS Electronic Services Group (ESG).

The Director of Electronic Products and Services is appointed by the Board of Directors on a recommendation of the ESC. The ESG operates independently but reports to the Chair of the ESC.

The Director of Electronic Products and Services ensures that the services provided through the ESG are in accordance with Society's requirements and policies. The Director of Electronic Products and Services submits recommendations for changes in policy and related matters to the Chair of the ESC.

2. The Director of Electronic Products and Services and the Technical Editor shall be consultants to the Committee and are invited to attend meetings of the Committee as observers.
3. Whenever the Electronic Services Committee recommends to the Executive for transmission to the Board a proposal for a significant change in policy on existing electronic services or the development of new electronic services of the Society, it shall make a timely submission in writing to the Executive Director who will send copies to the Director of Electronic Products and Services, the Technical Editor and the chairs of the various committees (or their delegates), inviting comments for consideration by the Executive and the Board.

### 12.3 Duties and Responsibilities

1. To review the operational status of the CMS servers, other servers linked to the CMS web site and to make recommendations as appropriate.
2. To review the activities of the ESG and make recommendations as appropriate.
3. To make recommendations on electronic journals and other research and educational mathematical materials involving various electronic media that can be provided by the society.

4. To review the electronic services provided by the Society.
5. To monitor the financial aspects of the Society's electronic services and to evaluate the financial viability of proposed new services.
6. To make recommendations on electronic services which would yield financial resources for the Society both in the short term and in the long term.
7. To review proposed acquisition or development of new resources in consultation with the managers of the various existing resources.
8. To report to the Board on the status of the Society's electronic services and to make recommendations on the development or implementation of new services.

## 12.4 Membership

The Electronic Services Committee may appoint up to three consultants, with voting rights, in addition to its mandated membership. The consultants are appointed for **two-year** terms and need not be members of the CMS.

- 1 Chair + 5 members
- + up to 3 consultants
- + President's delegate (ex-officio)

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## 12.5 Electronic Services Group

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### 12.5.1 General

The Electronic Services Group (ESG) of the Canadian Mathematical Society (CMS) is responsible for developing, maintaining and administrating the electronic services of the CMS, excluding the CMS journals server.

### 12.5.2 Operation

1. The ESG operates independently but reports to the Director of Electronic Products and Services. The ESG is comprised of one appointed position (the **Web Services Manager**) and, within the budget approved by the CMS Board of Directors, additional contracted technical and administrative positions, either full- or part-time. The contracted positions are selected, hired and trained by the Web Services Manager, in consultation with the Director of Electronic Products and Services.
2. The services, servers and sites operated by the ESG make use of the **math.ca** internet domain. The ESG staff and servers are normally located at the CMS Executive Office.
3. The Web Services Manager, in consultation with Director of Electronic Products and Services, will ensure that the ESG provides support to the CMS Publications Office and for the CMS journals server, where necessary.
4. The Web Services Manager will provide semi-annual reports to the Chair of the Electronic Services Committee and will submit to the Director of Electronic Products and Services an annual budget proposal for the costs associated with the ESG, including short-term and long-term estimates for equipment purchases.
5. The Web Services Manager will make recommendations to the Director of Electronic Products and Services regarding the ESG.

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## 13 Endowment Grants Committee

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### 13.1 Terms of Reference

To administer, in accordance with the policies and guidelines determined by the Board of Directors, the distribution of the CMS Endowment Fund Grants and to solicit and adjudicate proposals for projects that contribute to the broader good of the mathematical community.

### 13.2 General

Normally, there will be a CMS Endowment Grants Competition each year. The portion of the annual income from the Endowment Fund that is available for the competition will be determined by the Finance Committee and will be communicated to the Chair of the Endowment Grant Committee (EGC) **no later than October 30**. The Finance Committee will also determine the minimum amount for the next year's competition and this will be communicated to the Chair of the EGC at the same time.

If, in a particular competition, funds remain from the total allocated by the Finance Committee, these funds will remain in the Endowment Fund.

#### 13.2.1 Proposals

**No member of the Endowment Grants Committee may be associated with a proposal being considered for funding.**

Proposals must come from CMS members or, in the case of a joint proposal, at least one of the principal applicants must be a CMS member. In addition, a principal applicant may only be involved in one proposal per competition.

Proposals must address the Society's Goal and Statement of Purpose (see Section 1 – page 1).

The deadline for the submission of proposals at the CMS Executive Office is **September 30**. Proposals that do not comply with the prescribed guidelines or that are late or incomplete will not be considered.

The decision of the EGC regarding whether to fully fund, partially fund, or not fund a proposal is final and there will be no opportunity for appeal.

*No proposal will be funded if it involves individuals who have not reported on a prior award.*

### 13.3 Procedures

1. When an application deals with a subject that falls naturally under the purview of a CMS Standing Committee, the EGC may seek input from that committee.

2. Projects that the EGC considers the Society may wish to support as an organization should be brought to the attention of the CMS Executive Committee.
3. The EGC is encouraged to request the cooperation of other CMS standing committees to promote the program and to solicit nominations.
4. If the EGC cannot deliberate in person, the EGC should endeavour to meet via a conference call.
5. The letter notifying an applicant of success should state clearly that the EGC intends to monitor the progress of each funded project and the applicant is expected to provide periodic progress reports of the project, including financial details, to the Chair of the EGC.

### 13.4 Duties and Responsibilities

1. To ensure that a *Call for Proposals* is made in the CMS Notes, the CMS electronic distribution lists and other means, as appropriate, and that the Call for Proposals includes information on the details, format and deadline for such proposals.
2. In consultation with the Executive Office, to ensure that the necessary administrative arrangements are in place for the annual Endowment Grants Competition.
3. To adjudicate proposals in accordance with the procedures established by the EGC.  
*The decisions on the funding of the proposals received will usually be made at a meeting of the EGC at the CMS Winter Meeting.*
4. To inform the main applicant of each proposal, **no later than January 1**, of the funding decision of the EGC and to ensure that the funds are released to the appropriate agency by the required date.
5. To report to the Board on the funding decisions of the EGC for each Endowment Grants Competition,
6. To ensure that reports are received from all funded proposals at the end of the funding period.
7. To ensure that reports are received from each CMS multi-year funded proposal and that, prior to additional funds being released, such reports are acceptable to the EGC.
8. To ensure that CMS support is acknowledged in any published or other materials arising from a CMS funded proposal.
9. To ensure that data on each annual Endowment Grants Competition is published on the CMS web site and that information on each successful proposal and corresponding reports are also made available on the CMS web site.
10. To report to the Board on the CMS Endowment Grants Competition program and to make recommendations on changes to the policies and procedures of the EGC or of the competition.

### 13.5 Membership

In addition to the Chair, the EGC will consist of four other members appointed for **three year** terms and such that the terms are staggered. It is important that members of the EGC represent geographic, linguistic and gender issues and also that members of the EGC are familiar with the Society's activities in research, publishing and education.

1 Chair + 4 members

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## 14 Finance Committee

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### 14.1 Terms of Reference

To oversee, in accordance with policies determined by the Board of Directors, the financial activities of the Society and to advise the Board on general financial policy.

### 14.2 Duties and Responsibilities

1. To ensure that adequate records of the assets, liabilities, receipts and disbursements are being maintained.
2. To review the budget for the Operations Fund prior to submission to the Executive and the Board of Directors.
3. To recommend to the Board, financial policies for the Society including, but not limited to, long-term financial policy, long-term investment policy, administration of the Endowment Fund, changes in fees and the format of the Society's financial reports.
4. To seek to maintain and improve the financial health of the Society and, when appropriate, to liaise with the CMS Fund Raising Committee.
5. At each October meeting, to determine the allocations of the revenues provided by the CMS Invested Funds Committee from the CMS Endowment Fund and the Mathematical Olympiads Fund in accordance with the appropriate Terms of Reference, including the amount for the annual Endowment Grants Competition and to submit such allocations to the Board of Directors for approval.
6. To report to the Board on the financial aspects of the Society.

### 14.3 Membership

The Chair shall not be the Treasurer nor the Executive Director and the two other members shall normally be appointed for **three-year** terms and such that the terms are staggered.

- 1 Chair + 2 members
  - + Chair - Invested Funds Committee (ex-officio)
  - + Treasurer (ex-officio)
  - + Executive Director (ex-officio)
  - + Immediate Past-President or President-Elect (ex-officio)
  - + President/Chair - Advancement of Mathematics Committee (ex-officio)

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## 15 International Affairs Committee

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### 15.1 Terms of Reference

To oversee, in accordance with the policies determined by the Board of Directors, and in accordance with policies outlined in contracts between the CMS and other agencies, the activities associated with international mathematics organizations. To consider other matters of an international nature which are of interest to the Canadian mathematical community.

### 15.2 General

The International Affairs (IA) Committee is responsible for relations with international organizations and support of the National Research Council's international affiliations relating to mathematics or mathematics education. The membership of the IA Committee shall be such as to ensure geographic, linguistic, gender and discipline distribution. For the International Mathematical Union, the IA Committee acts as the Canadian National Committee (CNC/IMU).

Some of the duties of the IA Committee include; reporting annually to the National Research Council (NRC), the Canadian entries for the World Directory of Mathematicians and selecting the Canadian official delegates to international meetings (see below).

The mandate of this committee extends beyond the CMS to other organizations with interests in mathematics. The IA Committee must consult with such other groups as may be appropriate.

### 15.3 Duties and Responsibilities

1. To bring to the attention of the Canadian mathematical community the views of international organizations such as the International Mathematical Union (IMU), and to provide information about the activities of such organizations. To distribute documentation and newsletters as appropriate.
2. To collect and reconcile the views of the Canadian mathematical community on relevant issues and communicate those views to international organizations.
3. To identify, to represent, and to promote the capabilities and strengths of the Canadian mathematical community internationally.
4. To enhance the depth and breadth of the participation of the Canadian mathematical community in the activities and the events of international mathematical organizations.
5. To attract and help stage international events of value to the Canadian mathematical community.
6. To gather information required for the publication of the Canadian entries in the World Directory of Mathematicians.

7. To select the official Canadian delegates to attend international meetings of the governing bodies of international mathematics organizations, subject to official appointment by the other agencies as appropriate.

The CMS does not provide reimbursement for the travel and related expenses for the official delegates.

8. To appoint the five official delegates who will attend the meeting of the General Assembly of the IMU which is held once every four years.

These delegates will communicate the policies of NRC regarding issues related to finances, constitution, and by-laws and will give careful consideration to the advice and guidance of NRC on other issues.

9. To provide a written report to the Head of International Affairs at NRC regarding the discussions and decisions of the meeting of the General Assembly of the IMU, demonstrating compliance with guidance given by NRC.

10. To nominate a person to attend workshops of the Canadian National Committee Officers which will be organized by NRC on a regular basis.

11. To provide, **by November 30**, to the Head of International Affairs at NRC an annual written report on the activities of the IA Committee.

The report should demonstrate the compliance of the CMS with the principles outlined in the contract between the CMS and NRC.

12. To report to the Board on international affairs of importance to the Canadian mathematical community.

## 15.4 Membership

The IA Committee will consist of the Chair and four other appointed members, each for **four-year** staggered terms, renewable once. The ex-officio members from CAIMS, SSC and CMESG need not be members of the CMS.

- 1 Chair + 4 members
  - + CMS President or delegate (ex-officio)
  - + CAIMS President or delegate (ex-officio)
  - + SSC President or delegate (ex-officio)
  - + CMESG President or delegate (ex-officio)

## 16 Invested Funds Committee

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### 16.1 Terms of Reference

The CMS Invested Funds Committee is responsible to the Board for the administration of the CMS Endowed Funds. The Board of Directors may, at its discretion, invest CMS contingency funds in parallel with the CMS Endowed Funds and then the Invested Funds Committee is responsible to the Board for the administration of the CMS contingency funds.

### 16.2 Duties and Responsibilities

1. To select the Investment Management Firm by such processes as the Invested Funds Committee deems prudent, subject to approval by the Board.
2. To ensure that the CMS Endowed Funds and, if applicable, the CMS contingency funds, are invested in accordance with the Principles for the Preservation of Capital determined by the Board and to review the investment performance of these funds, at least semi-annually, and, as necessary and desirable and in accordance with the prescribed objectives, make recommendations to the Board regarding any changes to the bench marks, asset mixes, risk characteristics, management objectives, etc.

*Currently the funds are invested in indexed funds with an asset mix approximately, 30% - Canadian Bond Index Fund, 10% Canadian Real Return Bond Pooled Fund 10% - Canadian Equity Index Fund, and 50% - Global Equity Index Fund*

3. To ensure that, in a timely manner, gifts and donations received by the Society and included in the CMS Endowed Funds are placed in allowable and appropriate investments.
4. To ensure that each endowment fund is administered in accordance with its Terms of Reference as approved by the CMS Board of Directors and the original donor, if applicable.
5. To ensure that separate accounts are maintained for each endowment fund, including accounts that will record the capital base for each fund and the annual revenues and expenditures for each fund.
6. In accordance with the Principles for the Preservation of Capital established by the Board, normally a portion of the annual income for one of the Endowed Funds will be added to the capital base for that endowment fund and a portion of the annual income will be transferred to the revenue account of the corresponding endowment fund. If necessary, the Board may approve that all of the annual income for an endowment fund shall be added to the capital base for that fund, but not for more than five years consecutively. The maximum amount allocated to the revenue account of a fund shall not exceed 6% of the capital base of that fund.

The Invested Funds Committee shall determine that portion of the annual income that will be added to the capital base for each endowment fund and that portion to be provided as

revenue account for each endowment fund and to report to the Finance Committee in October on these amounts.

7. To review the annual revenues and expenditures for each endowment fund.
8. To ensure that the Principles for the Preservation of Capital are followed.
9. To review the performance and administration of the Endowed Funds and, if applicable, the CMS contingency funds, and to make recommendations to the Board as appropriate.
10. To review the membership of the Committee and makes recommendations to the Board as appropriate.
11. To report to the Board of Directors on the CMS Endowed Funds and, as necessary, the CMS contingency funds.

### **16.3 Membership**

In addition to the Chair of the Invested Funds Committee, who shall not be the CMS President, neither the CMS Treasurer nor the CMS Executive Director, normally three other members shall be appointed for **three-year** terms and such that the terms are staggered. In addition to its mandated membership, the Invested Funds Committee may appoint up to three consultants, with voting rights, for three-year terms.

The Chair and the three other members shall be members of the CMS whereas the consultants need not be members of the CMS.

The Chair of the Invested Funds Committee is an ex-officio member of the Finance Committee.

1 Chair + 3 members + up to 3 consultants

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## 17 Mathematical Competitions Committee

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### 17.1 Terms of Reference

To oversee, in accordance with the policies and regulations determined by the Board of Directors, the activities associated with the annual Canadian Open Mathematics Challenge (COMC), the Canadian Mathematical Olympiad (CMO), the Canadian Mathematical Olympiad Qualifying Repêchage (CMOQR), the Mathematical Olympiads Training Camps Program (MOTCP), the Mathematical Olympiads Correspondence Program (MOCP), as well as Canadian participation in the Asian Pacific Mathematics Olympiad (APMO) and in the International Mathematical Olympiad (IMO).

The end-of-term for members of the Mathematical Competitions Committee (MCC), the three sub-committees (see below), and the MOCP Coordinator is **August 31**.

### 17.2 Duties and Responsibilities

1. To determine the number of members and the lengths of term, for each of the three sub-committees:
  - the Canadian Open Mathematics Challenge Committee (COMCC),
  - the Canadian Mathematical Olympiad Committee (CMOC),
  - the International Mathematical Olympiad Committee (IMOC).

*Note: Each sub-committee is responsible for a particular aspect of the Society's competition activities.*

2. To appoint the chairs and members for the three sub-committees given above.
3. To appoint the Mathematical Olympiads Correspondence Program Coordinator.
4. To appoint the Leader and Deputy Leader of the Canadian team to the IMO. The appointments should be made **at least one year before the particular IMO competition**. To approve the observers who will be accompanying the Canadian team.
5. To inform the Executive Director of all appointments made by the MCC.
6. In consultation with the chairs of the COMC Committee and the CMO Committee, to approve the dates of the COMC, the CMOQR, and the CMO.

Normally, the COMC is written on a **Wednesday between November 15 and November 30 inclusive**, the CMOQR is written over a one-week period **in January starting no later than January 10**, and the CMO is written on the **last Wednesday in March**.

7. To ensure that promotional materials for the annual COMC and CMO are produced and distributed and that the Executive Director receives the information necessary for the media releases (i) announcing the COMC and the CMO, (ii) the results of the COMC and the CMO, and (iii) information related to the Mathematical Olympiads Training Camps Program, the APMO and Canada's participation at the annual IMO.  
The Chair of the MCC is to approve all materials prior to distribution.
8. To ensure that participation, prize and other certificates and plaques for the COMC, the CMO and the IMO are prepared, signed and awarded.
9. To ensure, where necessary, reports, results and other information are distributed to the chairs of the sub-committees and to the Executive Director.
10. In consultation with the Executive Director and the chairs of the sub-committees, to ensure that the results of the COMC, the CMO and Canada's participation at the APMO and the IMO are distributed to provincial ministries of education and to corporate sponsors, as appropriate.
11. To ensure that appropriate resource and training materials for the annual COMC, CMO, APMO and IMO competitions are developed.
12. In consultation with the chairs of the three sub-committees, to prepare the annual budget proposal for the Society's competition activities including registration fees, the prizes for the COMC, the CMO and the IMO, the fees associated with Canada's participation in international mathematical olympiads, the expenses associated with the MOCP and the olympiad training camps, the production of training and resource materials, as well as the three sub-committees and other administrative costs.
13. To assist the Executive Office in the preparation of an annual financial statement for the Society's overall mathematical competition activities.
14. To ensure that a Mathematical Competitions Committee delegate is chosen to be an ex-officio member of the COMC sub-committee.
15. To review the general funding of the Society's competition activities.
16. To review the Society's national and international mathematical competition activities, including the Mathematical Olympiads Training Camps Program and the Mathematical Olympiads Correspondence Program and make recommendations as appropriate.
17. To report to the Board on the Society's mathematical competition activities.

### 17.3 Membership

- 1 Chair + 2 or 3 members (not from the same region in Canada)
- + Chair - Canadian Open Mathematics Challenge Committee (ex-officio)
- + Chair - Canadian Mathematical Olympiad Committee (ex-officio)
- + Chair - International Mathematical Olympiad Committee (ex-officio)
- + Education Committee delegate (ex-officio)
- + ATOM Series Editorial Board delegate (ex-officio)
- + Math Camps Coordinator (ex-officio)
- + Executive Director (ex-officio)
- + President's delegate (ex-officio)

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## 17.4 The Canadian Open Mathematics Challenge Committee

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### 17.4.1 General

To be eligible to write the Canadian Open Mathematics Challenge (COMC) as an official candidate and be eligible to receive awards, a student must:

- (a) have been in full-time attendance at an elementary or secondary school or CEGEP since January of the year of the COMC,
- (b) be less than 19 years old as of June 30 of the year of the COMC, and
- (c) have paid the required registration fee.

### 17.4.2 Terms of Reference

The Canadian Open Mathematics Challenge Committee (COMCC) is a sub-committee of the Mathematical Competitions Committee (MCC) and is responsible to the MCC for the Canadian Open Mathematics Challenge. In addition, the COMCC and the Canadian Mathematical Olympiad Committee (CMOC) are jointly responsible to the MCC for the Canadian Mathematical Olympiad Qualifying Repêchage (CMOQR).

The end-of-term for members of the COMCC is **August 31**.

### 17.4.3 Duties and Responsibilities

1. To ensure that the Canadian Open Mathematics Challenge is conducted in accordance with the contract established for the COMC.
2. To ensure, jointly with the CMO Committee, that the Canadian Mathematical Olympiad Qualifying Repêchage is conducted in accordance with the contract established for the CMOQR.
3. To provide information to the Chair of the MCC and to the Executive Director so that media releases can be prepared related to the COMC.
4. To provide assistance to the MCC regarding the development of appropriate training and resource materials.
5. To submit to the Chair of the MCC an annual budget proposal for the costs associated with the setting, distributing, marking and awards for the COMC and CMOQR, and for the expenses associated with the COMCC.
6. To provide the MCC with appropriate information for the preparation of the annual report of the Society's mathematical competition activities.
7. To make recommendations to the Chair of the MCC regarding the COMC and CMOQR.

#### 17.4.4 Membership

The COMCC will consist of the Chair, a member of the MCC and one other member appointed by the Mathematical Competitions Committee. The lengths of term of the Chair and the other member will be such that the terms are consistent with contract for the COMC.

- 1 Chair + one member
- + Mathematical Competitions Committee delegate (ex-officio)

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## 17.5 Canadian Mathematical Olympiad Committee

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### 17.5.1 General

To be eligible to receive prizes and other official awards for the Canadian Mathematical Olympiad (CMO), a student must:

- (a) be a Canadian citizen or permanent resident who is registered in full-time attendance at a Canadian or non-Canadian elementary or secondary school or CEGEP since September of the year prior to the CMO,
- (b) be less than 20 years old as of June 30 of the year of the CMO,
- (c) not have written the Putnam Mathematical Competition as an official candidate.

*Note:*

1. *The Putnam Competition is for undergraduate university students and is organized by the Mathematical Association of America.*
2. *Taking individual university courses will not harm a student's eligibility for the CMO.*
3. *International Mathematical Olympiad eligibility rules may differ from CMO rules.*

To be invited to write the CMO, a student must have written the Canadian Open Mathematics Challenge (COMC) and, in addition, the student must either (i) qualify directly for the CMO by obtaining the required result on the COMC, or (ii) be invited to write the Canadian Mathematical Olympiad Qualifying Repêchage (CMOQR) and qualify for the CMO by obtaining the required result on the CMOQR. The required results on the COMC will be such that approximately 50 students qualify directly for the CMO, and approximately the next 150 are invited to write the CMOQR. The required result on the CMOQR will be such that a total of approximately 80 students will write the CMO.

In some circumstances, the Chair of the CMOC, in consultation with the Chair of the MCC, may authorize other students to write the CMO. Similarly, in some circumstances, the Chairs of the COMCC and CMOC, in consultation with the Chair of the MCC, may authorize other students to write the CMOQR.

The eligibility requirements for the CMOQR are the same as for the COMC.

*Note: The results of the CMOQR are not announced publicly.*

### 17.5.2 Terms of Reference

The Canadian Mathematical Olympiad Committee (CMOC) is a sub-committee of the Mathematical Competitions Committee (MCC) and is responsible to the MCC for the Canadian Mathematical Olympiad. In addition, the CMOC and the Canadian Open Mathematics Challenge Committee

(COMCC) are jointly responsible to the MCC for the Canadian Mathematical Olympiad Qualifying Repêchage (CMOQR).

The end-of-term for members of the CMOC is **August 31**.

### 17.5.3 Duties and Responsibilities

1. To provide information to the Chair of the MCC and to the Executive Director so that media releases can be prepared related to the CMO and CMOQR.
2. To set and translate the examination for the annual CMO.
3. In consultation with the Chair of the COMC, to issue the official invitations to those students selected to write the CMO.
4. In cooperation with the Executive Office and the Canadian Open Mathematics Challenge Committee, to print and distribute the CMO examinations to the appropriate school principals.
5. To ensure that the CMO scripts are marked and that, in accordance with policies and regulations determined by the Board of Directors, the rankings for the CMO are established.
6. To ensure that prize winners of the CMO satisfy the eligibility requirements above.
7. To ensure that the results of the CMO are sent to the Chair of the MCC, to the chairs of the other sub-committees, and to the Executive Director.
8. To prepare a report on the results of the CMO and to distribute this report to participating schools as well as to the Chair of the MCC and the Executive Director.
9. To ensure, jointly with the COMC Committee, that the Canadian Mathematical Olympiad Qualifying Repêchage is conducted in accordance with the contract established for the CMOQR.
10. In consultation with Chair of the MCC, to organize the CMS Competitions Awards Banquet and to ensure that invitations are sent to sponsoring companies and governments.
11. To provide assistance to the MCC regarding the development of appropriate training and resource materials.
12. To submit to the Chair of the MCC an annual budget proposal for the costs associated with the setting, distributing marking and prizes for the CMO, and for the expenses associated with the CMOC.
13. To provide the MCC with appropriate information for the preparation of the annual report of the Society's mathematical competition activities.
14. To make recommendations to the Chair of the MCC regarding the CMO and CMOQR.

#### 17.5.4 Membership

The CMOC will consist of the Chair and up to six other members appointed by the Mathematical Competitions Committee for **three-year** terms, such that some of the terms are staggered and such that two members of the CMOC are from a different region in Canada to that of the Chair. The Chair is to be a member in good standing of the CMS but the other members of the CMOC need not be members of the CMS.

- 1 Chair + 2 members (from regions in Canada different from that of the Chair)
- + other members, normally 4, who have easy access to the Chair's institution
- + Canadian Open Mathematics Challenge Committee delegate (ex-officio)

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## 17.6 International Mathematical Olympiad Committee

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### 17.6.1 General

To be invited to attend an IMO Training Camp, and to be eligible to be a member of the Canadian team to the annual International Mathematical Olympiad, a student must:

- (a) be a Canadian citizen or permanent resident who is registered in full-time attendance at a Canadian or non-Canadian elementary or secondary school or CEGEP,
- (b) be less than 20 years old as of the date of the Second Examination Day of the IMO competition,
- (c) have not been and will not be enrolled in a degree-granting programme as a regular student at a university prior to August 1 of the year of the IMO,
- (d) not have written the Putnam Mathematical Competition,

*Note: The Putnam Competition is for undergraduate university students and is organized by the Mathematical Association of America.*

- (e) indicate that, if selected, she/he will accept to be a member of the Canadian team to the IMO competition.

### 17.6.2 Terms of Reference

The International Mathematical Olympiad Committee (IMOC) is a sub-committee of the Mathematical Competitions Committee (MCC) and is responsible to the MCC for the Mathematical Olympiads Training Camps Program (MOTCP) and the Mathematical Olympiads Correspondence Program (MOCP) as well as activities associated with Canadian participation in the Asian Pacific Mathematics Olympiad (APMO) and in the International Mathematical Olympiad (IMO)

The end-of-term for members of the IMOC is **August 31**.

### 17.6.3 Duties and Responsibilities

1. To recommend to the Chair of the MCC, the person to be appointed the Mathematical Olympiads Correspondence Program Coordinator.
2. To provide information to the Chair of the MCC and to the Executive Director so that media releases can be prepared related to the MOTCP, the MOCP, the APMO, the IMO and other related events.

3. To select the sites and dates for the CMS Mathematical Olympiad Training Camps, to appoint coaches and other individuals, and to ensure that housing and other arrangements are made.

*The Mathematical Olympiads Training Camps Program (MOTCP) is a series of camps designed to identify students who have the potential to be members of the Canadian team to the IMO and to provide training for those students who are being considered to be a member of the Canadian team or have been selected to be a member of the Canadian team to the IMO.*

*The National Math Camp is held each year for approximately 25 young Canadian students with at least two years remaining in high school and with the potential to compete at the mathematical olympiad level. The National Math Camp usually last for a week and takes place in the third week of June.*

*The IMO Training Camps are for those students who are preparing to compete at the next IMO competition. The Winter IMO Training Camp is for approximately 20 students who are the most likely candidates to be selected for the next Canadian IMO team. The Winter IMO Training Camp usually lasts about three days and takes place in early January. The Summer IMO Training Camps is for the six students who have been selected to be members of the Canadian IMO team. The Summer IMO Training Camps takes place just prior to the team departing for the IMO competition and usually lasts at least two weeks. The location of the Summer IMO Training Camp is usually so that travel from the Camp to the IMO competition is as convenient as possible.*

4. To ensure that students are selected and invited to participate in the National Math Camp and the Winter IMO Training Camp and, in conjunction with the Chair of the MCC and the Executive Director, to ensure that appropriate travel and other arrangements are made.
5. To appoint one or more persons to send proposed problems to the organizers of the annual APMO and the IMO by the required deadline. These persons should not be directly involved in the training of students who will write either the APMO or the IMO that year.
6. To prepare a report on the results of the APMO and IMO competitions, the MOTCP and the MOCP, and to distribute this report to the Chair of the MCC and to the Executive Director.
7. To provide assistance to the MCC regarding the development of appropriate training and resource materials.
8. To submit to the Chair of the MCC an annual budget proposal for the costs associated with Canada's participation in the APMO and the IMO, the costs for the MOTCP, the MOCP and for the expenses associated with the IMOC.
9. To provide the MCC with appropriate information for the preparation of the annual report of the Society's mathematical competition activities.
10. To review the Mathematical Olympiads Training Camps Program and to make recommendations to the MCC regarding olympiad training activities.
11. To review the Mathematical Olympiads Correspondence Program and to make recommendations to the MCC regarding this program.

12. To make recommendations to the MCC regarding Canadian participation in the APMO, the IMO and related matters.

## APMO

1. To translate and print the APMO.
2. To select the students to write the APMO and to distribute the APMO examinations to the appropriate school principals.
3. To ensure that the APMO scripts are marked and that, as soon as possible, the results are sent to the Organizers of the APMO, to the Chair of the MCC, to the chairs of the other sub-committees, to the Coordinator of the MOCP, and to the Executive Director.
4. To ensure that any awards are distributed to the students and that the results are also distributed to the appropriate schools.

## IMO

1. To recommend to the Chair of the MCC, the Leader, Deputy Leader and observers of the Canadian team to the IMO. The recommendations for the Leader and Deputy Leader should be made **no later than May 1 of the year before the particular IMO competition**.
2. To inform the Chair of the MCC and the chairs of the other sub-committees of the eligibility requirements for the next IMO competition and of any other decisions taken by the International Jury of the IMO.

*The Leader should be sufficiently involved in mathematics to carry out the following responsibilities:*

- (a) Inform the team members, the Deputy Leader and the observers of the regulations for the IMO. In particular, the Leader must inform the team members that the use of notebooks, mathematical tables, calculators, computers, etc. is not allowed.
- (b) Submit to the IMO Problem Selection Committee a copy of the CMO paper used in the selection of the Canadian team.
- (c) Attend all the meetings of the International Jury of the IMO and take part in the work of the Jury.
- (d) Inform the International Jury of any short listed problem that is already known to her/him, her/his team or other people involved in the preparation of the Canadian team.
- (e) Ensure the preparation of an accurate translation of the chosen problems into a team member's own language for use of her/his team, if necessary.
- (f) Evaluate the team member's solutions and participate in the coordination of the problems.

- (g) Ensure that the results of the Canadian IMO team are sent to the Chair of the IMOC and to the Executive Director as soon as possible after the results have been approved by the International Jury.
- (h) During the IMO, provide representatives of the next host country with the name and address of the CMS Executive Director, the person to whom documents and invitations for Canada should be sent.
- (i) Inform the Chair of the IMOC of decisions taken by the International Jury of the IMO.
- (j) In consultation with the Deputy Leader, prepare a report on the Canadian participation at the IMO competition and to distribute this report to the Chair of the MCC, to the Chair of IMOC, and to the Executive Director.
- (k) Review the performance of students from “developing countries” and, in consultation with the Deputy Leader of the Canadian Team and the leaders from the appropriate countries, provide the Chair of the IMOC and the Executive Director with a ranked list of the names of eight students from developing countries, together with the names and addresses of their schools, so that the CMS can determine the five schools in developing countries who are to receive, by virtue of the special CRUX with MAYHEM donation, a one-year complimentary subscription to CRUX with MAYHEM.
- (l) Bring back relevant materials from the IMO and submit copies to the Chair of the IMOC.

*The Deputy Leader should be sufficiently involved in mathematics to provide assistance to the Leader and, in an emergency, to replace the Leader. In particular the Deputy Leader should:*

- (a) Supervise the conduct and welfare of the team during the travel to and from the host country as well during the entire period of the IMO competition.
  - (b) Inform the team members, of the regulations for the IMO. In particular, the Deputy Leader must ensure each team member is aware that the use of notebooks, mathematical tables, calculators, computers, etc. is not allowed.
  - (c) Assist the Leader with the evaluation of the team member’s solutions and participate in the coordination of the problems.
3. To select the six student members of the Canadian team and to provide details of the team to the Chair of the MCC and to the Executive Director.
  4. To provide the necessary information to the Executive Director, so that the registration forms for all members of the Canadian delegation are completed and that, together with any fees, they are sent to the IMO organizing committee by the required deadline and that copies are sent to the Chair of the MCC.
  5. In conjunction with the Executive Director, to ensure that travel and other arrangements are made and that medical and liability coverage is in place for all members of the Canadian delegation to the IMO competition.
  6. To obtain written permission from the parents of each Canadian team member to the IMO regarding guardianship, waiver of liability and a brief medical record.

7. To seek donations from the parents, school principals and school boards towards the travel costs of the Canadian team members to attend the IMO competition.
8. To transmit the results of the Canadian IMO team to the Chair of the MCC, the chairs of the other sub-committees, and to the MOCP Coordinator, as soon as possible following completion of the IMO competition.
9. To distribute copies of the materials from the IMO that were received from the Leader to the Chair of the CMOC, to the Olympiad Editor of CRUX with MAYHEM, and to the Executive Director.

#### 17.6.4 Membership

The IMOC will consist of the Chair and two other members appointed by the Mathematical Competitions Committee for **three-year** terms and such that the terms are staggered. The IMOC will also comprise the MOCP Coordinator (ex-officio) as well as the current and past Canadian IMO Team Leaders (ex-officio). The other members The Chair is to be a member of the CMS in good standing but the other members of the IMOC need not be members of the CMS.

- 1 Chair + 2 members
  - + Chair - Mathematical Competitions Committee (ex-officio)
  - + Mathematical Olympiads Correspondence Program Coordinator (ex-officio)
  - + Current Canadian IMO Team Leader (ex-officio)
  - + Past Canadian IMO Team Leader (ex-officio)

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## 17.7 Mathematical Olympiads Correspondence Program

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### 17.7.1 General

The Mathematical Olympiads Correspondence Program (MOCP) is a problems based correspondence program. It is open to any school student living in Canada, and also to any school student living outside Canada who is either a Canadian citizen or landed immigrant of Canada. The MOCP is intended for students with exceptional mathematical ability who wish to pursue mathematical problem solving at a high level and/or have ambitions to compete in the various mathematical olympiads.

The purpose of the MOCP is:

- (a) to provide students with experience in writing up and submitting for criticism solutions to problems;
- (b) to improve the skills of participants in recognizing, solving and presenting solutions to problems;
- (c) to provide problems on the topics usually met in mathematical Olympiads; and
- (d) to identify possible candidates for the Canadian Mathematical Olympiad, the Canadian team to the International Mathematical Olympiad, the Asian Pacific Mathematics Olympiad, as well as the CMS Winter Training Camp.

*Note: Potential candidates for the Canadian team to the International Mathematical Olympiad (for example, those invited to the CMS Winter IMO Training Camp) are expected to participate if asked.*

Students wishing to register for the MOCP may be asked to submit solutions to a sample set of questions.

### 17.7.2 Mathematical Olympiads Correspondence Program Coordinator

The MOCP Coordinator is an ex-officio member of the International Mathematical Olympiads Committee and is appointed by the MCC. The length of term of the MOCP Coordinator is usually **three years**.

### 17.7.3 Duties and Responsibilities of the Mathematical Olympiads Correspondence Program Coordinator

1. To provide information to the Chair of the MCC and to the Executive Director so that media releases can be prepared related to the MOCP.

2. To ensure that the MOCP is well advertised.

This shall include ensuring that all necessary information is on the web site of the Canadian Mathematical Society and also ensuring that the following are notified:

- (a) the mathematics heads or principals of participating schools in the Canadian Mathematical Olympiad;
  - (b) the Provincial coordinators of the Canadian Mathematical Olympiad, who will be invited to identify student participants;
  - (c) those students still in high school who have placed well in the most recent Canadian Open Mathematics Challenge, Canadian Mathematical Olympiad, or Canadian Invitational Competition for Grade 11;
  - (d) students participating in the CMS National Math Camp;
  - (e) students who have submitted meritorious solutions to problems of the International Mathematical Talent Search.
3. To inform the provincial coordinators of the Canadian Mathematical Olympiad about the MOCP.
  4. To arrange that participants in the MOCP be sent at least five sets of six problems during the course of the academic year.
  5. To ensure that the returned solutions are marked by qualified personnel.  
The graded scripts shall indicate to the students how well they have performed and suggest how they might improve their skills at solving and writing-up problems.
  6. To ensure that the results of the MOCP are distributed to the Chair of MCC, to the chairs of the sub-committees, and to the Executive Director.
  7. To prepare a report on the MOCP and to distribute this report to the Chair of MCC and to the chairs of the sub-committees.
  8. To provide assistance to IMOC regarding the development of appropriate training and resource materials.
  9. To submit to the Chair of IMOC an annual budget proposal for the costs associated with the MOCP.
  10. To make recommendations to the Chair of the IMOC regarding the MOCP.

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## 18 Nominating Committee

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### 18.1 Terms of Reference

To ensure that the elections to the Executive and Board of Directors are conducted in accordance with the Society's General Operating By-law. To monitor when the terms of office of chairs and members of CMS standing committees and appointed officers of the Board expire and to submit nominations to the Board, through the Executive Committee, in accordance with policies determined by the Board. To review the terms of reference for each standing committee. To consider other matters related to the nomination of candidates.

### 18.2 General

The Nominating Committee is appointed by the Board upon a recommendation from the Executive. In addition to the President and the Immediate Past-President or President-Elect, who shall serve, ex-officio, the Committee will consist of a chair and four other members from, and representing, the four regions in Canada. The appointed members shall have **four-year staggered** terms and be such that the terms commence January 1 in an even calendar year. The term of the Chair shall be for **two years** followed by **two years** as the member representing the appropriate region in Canada.

### 18.3 Duties and Responsibilities

1. To ensure that the elections to the Executive and to the Board of Directors are conducted in accordance with the General Operating By-law of the Society. Namely:
  - (a) The Committee shall determine the time and place for a Special General Meeting at which the tellers' report referred to in paragraph 11.8 of the General Operating By-law shall be presented and at which such other items of business shall be transacted as the Board or the President shall determine.
  - (b) In accordance with paragraph 11.7 of the General Operating By-law, and subject to the provisions of paragraph 10.2, the Committee shall nominate members (not limited to the number to be elected) who have agreed to stand for election to and to serve on the Board as president-elect/president, vice-president or director (but not Immediate past-president). The Chair shall arrange for this initial list of candidates to be circulated to the membership at least four months before the said Special General Meeting, with the announcement that the names of other members whose nominations are supported in writing by at least five other members, and who agree in writing to stand for election and to serve, will be added to the list, provided that such nominations are received at least three months before the said Special General Meeting.

- (c) Each candidate may stand for one position only - president-elect, vice-president or director.
  - (d) Candidates shall be responsible for forwarding to the Chair of the Committee their agreements to serve and their curricula vitae in a form as may be required by the Committee.
  - (e) The Committee shall ensure that agreements to serve have been received for the final list of candidates, and that a ballot, curricula vitae and balloting instructions (including the date when ballots must be received at the Executive Office) are approved and are sent to each member at least ten weeks before the said Special General Meeting.
  - (f) Ballots shall be counted six weeks before the said Special General Meeting.
  - (g) The Committee shall appoint three tellers to count the votes, break ties and record successful candidates in accordance with the following scheme:
    - i. Election of Officers by general vote:
 

President-Elect	1
Vice-presidents (no two from one region)	4

 Upon election, the officer elected as President-Elect shall serve in this capacity for a one-year term followed by a two-year term as President and then immediate Past-President for a one-year term. The four vice-presidents shall be elected for a two year term.
    - ii. Election of Directors by general vote for four-year terms:
 

Directors resident in the Atlantic Provinces	2
Directors resident in Québec	2
Directors resident in Ontario	3
Directors resident in the Western Provinces & Territories	3
Directors resident outside Canada and at large	1
  - (h) The tellers shall certify and forward the results to the Secretary who shall inform all candidates accordingly at least five weeks before the said Special General Meeting. The tellers' report shall be presented to the said Special General Meeting.
2. In accordance with paragraphs 8.4, 8.6, and 10.4 of the General Operating By-law, the Nominating Committee shall submit a recommendation to the Board in the event of a vacancy occurring on the Board, of a director or of a vice-president.
  3. To monitor when the terms of office of those directors appointed by the Board expire, and to ensure that nominations are submitted to the Board in sufficient time for consideration by the Executive prior to the appropriate meeting of the Board.
  4. To monitor when the terms of office of chairs and members of CMS standing committees expire, and, in consultation with the current chair of each standing committee, to ensure that nominations are submitted to the Board in sufficient time for consideration by the Executive prior to the appropriate meeting of the Board.
- For all appointments taking effect January 1, the Nominating Committee will submit proposed nominations to the Executive Office by September 15.
- Unless otherwise specified in these Terms of Reference, all members of CMS standing committees shall be members of the CMS/SMC in good standing. If deemed appropriate, this

principle can be waived or a complimentary membership bestowed. Such a recommendation shall accompany the nomination.

5. To ensure that biographical information accompanies each of its nominations to the Board.  
*For the International Affairs Committee, the Publications Committee and the Research Committee, nominations shall be accompanied by a profile of the committee which briefly describes the research expertise of the existing members and those being nominated.*
6. To monitor when the terms of office of the Executive Director and Secretary and the Treasurer expire, and to ensure that nominations are submitted to the Board in sufficient time for consideration by the Executive prior to the appropriate meeting of the Board.
7. In consultation with the Chair of each standing committee, to review any ongoing non-attendance of a member of a standing committee.

The Committee may choose to submit to the Board the name of an individual who shall serve out the remainder of the term of such a member. The Committee, however, may choose to propose a change, permanent or temporary, in the number of members of that standing committee and submit nominations as appropriate.

8. To report to the Board on the Society's nominations to the Board and to the CMS standing committees and, from time to time, to review, the number of members, terms of reference, duties and responsibilities for each CMS standing committee and to make recommendations to the Board as appropriate.

## 18.4 Membership

- 1 Chair + 4 members (from and representing the four regions in Canada)
  - + Immediate Past-President or President-Elect (ex-officio)
  - + President (ex-officio)

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## 19 Publications Committee

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### 19.1 Terms of Reference

To oversee, in accordance with the policies determined by the Board of Directors, the publishing activities of the Society and to monitor the quality of all Society publications. To consider other matters of a publications nature which concern mathematics and/or the Society.

### 19.2 General

1. The only ex-officio voting member of the Publications Committee shall be the President's delegate.
2. The Editors-in-Chief of the Canadian Journal of Mathematics (CJM), the Canadian Mathematical Bulletin (CMB) and the other editors-in-chief of the Society's periodical and serial publications shall be consultants to the Publications Committee and are expected to attend meetings of the Committee as observers. The Managing Editor, the Technical Editor, and the Web Services Manager are also invited to attend meetings of the Committee as observers.
3. Editors of periodical or serial publications of the Society may not be members of the Publications Committee.
4. Editors and/or editorial boards of the Society's publications are accountable to the Board of Directors. Editors and/or editorial boards report and submit recommendations for changes in editorial policy to the Chair of the Publications Committee. The Publications Committee, however, is not accountable for the actions taken by an editor of a Society publication.
5. Whenever the Publications Committee recommends to the Executive for transmission to the Board, a proposal for a significant change in editorial policy in a Society publication, or for the nomination of an editor, it shall make a timely submission in writing to the Executive Director who will send copies to the editors of the publication concerned inviting their comments for consideration by the Executive and the Board.

### 19.3 Duties and Responsibilities

1. To review the status of each Society periodical or serial publication and make recommendations as appropriate.
2. To review proposed changes in editorial policy, publication policy, contracts, etc., in consultation with the editors of the various publications.
3. To recommend, in consultation with the editors of the various publications, the implementation of new policies or changes in publication policy, including, but not limited to, the format,

method of production, subscription prices and the type and form of material to be published in the different publications.

4. In consultation with the Editors-in-Chief of the CMS Book Series, the CMS Tracts in Mathematics Series, and A Taste of Mathematics (ATOM) Series, to review the status of editorial boards for these series and to make recommendations as appropriate.
5. To review the draft budget for the Operations Fund (Publications Division) and make recommendations as necessary.
6. To review the general funding of the Society's publication activities.
7. To monitor when the terms of office of any of the editors, members of the editorial boards, etc., of CMS periodical or serial publications expire.

**Depending on the publication, the search for an editor-in-chief of each Society publication is to commence no later than 24 or 18 months prior to the date a new editor-in-chief is required. (See Guidelines for Editorial Searches)**

Whenever a vacancy arises with regard to the editors-in-chief of CMS periodical and serial publications, members of the Scientific Editorial Board for the CJM and the CMB, the Managing Editor, and the Technical Editor, the Publications Committee shall recommend to the Executive, for transmission to the Board, nominations for replacements. The Publications Committee shall arrive at its recommendations by its normal decision-making procedures, including calls for nominations, subject to the Guidelines for Editorial Searches described below.

Whenever a vacancy arises with regard to the associate and assistant editors on the CMS Notes Editorial Board, the CRUX with MAYHEM Editorial Board or the ATOM Series Editorial Board, the Publications Committee is responsible for appointing replacements subject to obtaining nominations from the appropriate editors-in-chief and, possibly, including a call for nominations. The Chair of the Publications Committee will notify the Managing Editor of all such appointments.

8. To ensure that biographical information accompanies each of its nominations to the Board.  
*Nominations of associate editors shall be accompanied by a profile of the Scientific Board for the CJM and CMB which briefly describes the research expertise of the current editors and those being nominated.*

Editors-in-chief and members of editorial boards shall be members of the CMS in good standing. If deemed appropriate, this principle can be waived or a complimentary membership bestowed. Such a recommendation shall accompany the nomination.

9. To ensure that material is obtained from the editors-in-chief of each of the Society's periodicals for inclusion in the CMS Annual Report. In particular, to ensure that:
  - (a) the Editors-in-Chief of the CJM and the CMB provide an annual report detailing the status of operations and including such statistics as acceptance rates and the number of papers published in the previous year as well as backlog information,

- (b) the Editor-in-Chief of Crux Mathematicorum with Mathematical Mayhem provide an annual report regarding the status of the publication, including the areas and level of the problems submitted, projected production schedule, backlog information, and other relevant details,
- (c) the Editors-in-Chief of the CMS Series of Advanced Books in Mathematics, the CMS Conference Proceedings Series and the ATOM Series provide an annual report detailing the books in press, books accepted and other relevant information,
- (d) the Managing Editor provides an annual report on the overall status of the Society's publications including the number of subscribers, sales, production information and other relevant details.
- (e) the Technical Editor provides an annual report on the status of the Publications Office including; papers in progress, backlog and "frontlog" information, and other relevant details.
- (f) the Technical Editor provides an annual report on the status of the Society's on-line publications and other relevant details.

Drafts of these reports are to be sent from the editors to the Chair of the Publications Committee and to the Managing Editor no later than December 1, and in final form, by January 31.

- 10. To ensure that the G. de B. Robinson Award is administered in accordance with the following terms of reference.

#### **Terms of Reference - G. de B. Robinson Award**

*The G. de B. Robinson Award was inaugurated to recognize the publication of excellent papers in the Canadian Journal of Mathematics and the Canadian Mathematical Bulletin and to encourage the submission of the highest quality papers to these journals. The first award was given for papers that appeared in the Canadian Journal of Mathematics in 1994-1995.*

- (a) The Selection Jury will consist of the Associate Editors of the CJM and CMB. A member of the Publications Committee shall be appointed as the non-voting Chair of the Jury. The Chair of the Jury shall be appointed by the Publications Committee at the December Meeting of the Committee.
- (b) There shall be up to three awards per year with some variation possible at the discretion of the Selection Jury.
- (c) In even years, the last two complete volumes of the CJM will be under consideration and, in odd years, the last two complete volumes of the CMB. The Editors-in-Chief for the journal under consideration, shall nominate papers from the respective two volumes. The Chair of the Jury shall invite individual members of the Jury to nominate additional papers. The Chair will then ask the members of the Jury to consider all nominated papers. After due time for deliberation, the Chair shall collect the votes from the Jury. Each juror shall have 100 votes to allocate among those papers being nominated. The Chair of the Jury shall tally the votes and make the results known to the Jury and to the Chair of the Publications Committee.

The jurors shall exercise their own mathematical judgement in distributing their votes. Some of the characteristics which they may consider are; clarity, elegance, conciseness, depth and difficulty, and potential impact. The jurors are not responsible for establishing the correctness or originality of the results.

- (d) The decision as to what papers will receive a G. de B. Robinson Award is to be made **no later than June 30** in the year following the appearance of the final issue of the two volumes being considered.
- (e) To communicate the Selection Jury's decision, together with appropriate biographical and citation material, to the President and to the Executive Director. The President of the CMS writes the official letter to the selected candidate. The Chair will also informally notify the recipient unless it is more desirable that this is done by the President. The recipient is to be advised that the decision is to remain confidential until the Society officially releases the name of the recipient.

11. To report to the Board on the publications of the Society.

## 19.4 Membership

- 1 Chair + 4 members
- + President's delegate (ex-officio)

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## 19.5 Guidelines for Editorial Searches

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### 19.5.1 General Procedure

The Publications Committee of the Canadian Mathematical Society has the responsibility for recommending to the Board of Directors, through the Executive, the appointment of all editors-in-chief for the Society's publications and of the associate editors for the CJM and the CMB.

Recognizing that the right candidates often need time to rearrange schedules and that editorial responsibilities usually require negotiation for reduced teaching and other forms of local support, notification of the need for a new editor should be given sufficiently far in advance so that an opening can be widely publicized and a recommendation made to the Board of Directors at least six months before an appointment must be made.

All vacancies in Society editorial positions should be advertised with a firm deadline.

**The normal procedures for editorial searches are as follows. In the event of a vacancy the same principles will apply but the time-frame may be compressed.**

### 19.5.2 Editors-in-Chief of the Canadian Journal of Mathematics and the Canadian Mathematical Bulletin

The Publications Committee should commence the search for new editors-in-chief **at least 24 months** before new editors are required to take office. The terms of appointment are normally **five** years.

1. A call for editors-in-chief is to appear in at least three issues of the CMS Notes, commencing at least 18 months before new editors are required and so that the vacancy can be common knowledge at two semi-annual meetings of the Society. It is also appropriate that advertisements be sent to most mathematics and applied mathematics departments in the country. **The deadline for applications should be November 15.**
2. A suitable application for editorship should consist of a letter of formal application from the nominee to the Chair of the Publications Committee enclosing a curriculum vitae. Such a letter should contain an expression of the views on the publication in question and should indicate if any changes in direction or policy are contemplated. Since editorial responsibilities often necessitate a lessening of responsibilities in an individual's normal work, applicants should indicate that they have the support of their university department and, in particular, of their head of department.
3. A recommendation should be made to the Board of Directors at least six months in advance of an appointment. The recommendation is also to include a budget for the term of the appointment, provided by the proposed editors-in-chief. Budget estimates are to include secretarial and all other office overhead costs.

The following is a suggested timetable for conducting the search leading to the appointment of the Editors-in-Chief of the Canadian Journal of Mathematics and the Canadian Mathematical Bulletin, assuming that the term of office commences January 1.

What	When
CMS Notes - Call for nominations	May, September, October (Deadlines given in CMS Notes)
Deadline for applications	November 15
Decision by Publications Committee	December
Transmittal to the CMS Executive Committee	January
Executive Committee Consideration	April
Board of Directors Consideration / Approval	June
Editors-in-Chief take office	January 1

### 19.5.3 Associate Editors of the Canadian Journal of Mathematics and the Canadian Mathematical Bulletin

The Publications Committee should commence the search for new associate editors **at least 12 months** in advance. The terms of appointment are normally **five** years.

1. A formal call for nominations should be made from the Editors-in-Chief of both the CJM and the CMB as well as from the members of the CMS. **The deadline for nominations should be April 15.** The names of candidates are to be submitted to the Publications Committee together with biographical data and the candidate's agreement to serve.
2. The Editors-in-Chief of the CJM and the CMB will, in addition to submitting the names of candidates, also be asked to provide a "statement-of-needs".
3. At the meeting of the Publications Committee in June, nominations will be considered and the Editors-in-Chief of the CJM and the CMB will be invited to attend the meeting so that their input can be considered.
4. After considering the various alternatives, the Publications Committee will vote according to its agreed procedures, and will forward its recommendations to the Board of Directors through the Executive Committee by **September 15.**
5. The Executive Committee would consider the nominations at its meeting in October and the Board of Directors would consider these nominations at the December meeting. New associate editors would take office January 1.

#### 19.5.4 Editors-in-Chief of the CMS Notes, Crux Mathematicorum with Mathematical Mayhem, the CMS Book Series, the CMS Treatises in Mathematics Series Editorial Board and the ATOM Series

The Publications Committee should commence the search for new editors-in-chief **at least 18 months** in advance. The terms of appointment are normally **five** years.

1. A call for editors-in-chief should be advertised at least three times in the CMS Notes, commencing at least 15 months before new editors-in-chief are required to take office. **The deadline for applications should be November 15.**
2. Applications should consist of a letter of formal application indicating support of the enterprise from the local institution(s), an expression of the views on the publication and an indication if any changes in direction or policy are contemplated.
3. A recommendation should be made to the Board of Directors at least six months in advance of an appointment. The recommendation is to include a budget for the term of the appointment, provided by the proposed editors-in-chief. Budget estimates are to include secretarial and all other office overhead costs.

The following is a suggested timetable for conducting the search leading to the appointment of the Editors-in-Chief of the CMS Notes, Crux Mathematicorum with Mathematical Mayhem, the CMS Book Series, the CMS Treatises in Mathematics Series and the ATOM Series.

What	When
CMS Notes - Call for nominations	May, September, October (Deadlines given in CMS Notes)
Deadline for applications	November 15
Decision by Publications Committee	December
Transmittal to the CMS Executive Committee	January
Executive Committee Consideration	April
Board of Directors Consideration / Approval	June
Editors-in-Chief take office	January 1

#### 19.5.5 Members of the CMS Notes Editorial Board, the Crux Mathematicorum with Mathematical Mayhem Editorial Board and the ATOM Series Editorial Board

The Publications Committee should contact the appropriate editors-in-chief **at least 12 months** in advance to request nominations for members of the CMS Notes Editorial Board, the CRUX with MAYHEM Editorial Board and the ATOM Series Editorial Board

The Publications Committee is responsible for appointing replacements subject to obtaining nominations from the editors-in-chief and, possibly, including a call for nominations. The terms of appointment for members of the CMS Notes Editorial Board are normally **three** years and for members of the CRUX with MAYHEM Editorial Board and the ATOM Series Editorial Board they are normally **five** years and such that the terms are staggered. The Chair of the Publications Committee will notify the CMS Executive Director of all such appointments.

The Mathematical Mayhem Editors are appointed by the Editor-in-Chief on a yearly basis and in consultation with the CRUX with MAYHEM Board. The Editor-in-Chief will notify the CMS Executive Director of these appointments.

### **19.5.6 The Managing Editor and the Technical Editor**

The Publications Committee should review the position of the Managing Editor and the Technical Editor **at least 18 months** in advance of the end-of-term. The terms of appointment are normally **three** years.

If a replacement is required;

1. A call for nominations should be advertised at least three times in the CMS Notes, commencing at least 15 months before the new Technical Editor is required to take office. **The deadline for applications should be November 15.**
2. Applications should consist of a letter of formal application indicating support from the local institution.
3. Following consultations with the Executive Director and with the Electronic Services Committee, a recommendation should be made to the Board of Directors at least six months in advance of an appointment. The recommendation is to include a budget for the term of the appointment, provided by the proposed editor. Budget estimates are to include secretarial and all other office administrative costs.

The following is a suggested timetable for conducting the search leading to the appointment of the Managing Editor and the Technical Editor.

<b>What</b>	<b>When</b>
CMS Notes - Call for nominations	May, September, October (Deadlines given in CMS Notes)
Deadline for applications	November 15
Decision by Publications Committee	December
Transmittal to the CMS Executive Committee	January
Executive Committee Consideration	April
Board of Directors Consideration / Approval	June
Editor takes office	January 1

### **19.5.7 Other CMS Publications Office Appointments**

The Publications Committee should contact the Technical Editor **at least 12 months** in advance to request nominations for other Publications Office positions. Excluding the Technical Editor, all other positions in the Publications Office are appointed by the Publications Committee, in consultation with the CMS Executive Director. The Chair of the Publications Committee will notify the Executive Director of all such appointments.

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## 20 Research Committee

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### 20.1 Terms of Reference

To oversee, in accordance with the policies determined by the Board of Directors, the research activities of the Society. To consider other matters of a research nature which concern mathematics and/or the Society.

### 20.2 General

A member of the Research Committee will be appointed to be responsible for the soliciting and refereeing process for the Society's Prize Lectureships. A member of the Research Committee will also be appointed to be the Chair of the Doctoral Prize Selection Committee. The organizers of CMS conferences are accountable to the Board of Directors. The Research Committee, however, is not accountable for the actions of an organizer.

### 20.3 Duties and Responsibilities

1. To encourage and promote a varied and high quality programme of research activities.
2. To review proposed changes in research activity policy.
3. To recommend to the Board the implementation of new policies with respect to the various research activities.
4. To ensure that conferences held under the auspices of the CMS are conducted in accordance with the regulations and policies of the CMS and, if applicable, those of other granting agencies.
5. To solicit proposals for sites for Society's semi-annual meetings through the CMS Notes, cmath and elsewhere, as appropriate.
6. In consultation with the President and the Executive Director, determine the sites for the semi-annual meetings and ensure that a formal invitation to the host university/department is issued by the President of the CMS.
7. To advise the Executive Committee on the appointment of the Meeting Director for each semi-annual meeting. In consultation with the Meeting Director and the Executive Director, to ensure that a Local Organizer is appointed to the Meeting Committee.
8. In consultation with the Meeting Director, to review and approve the core research sessions and plenary speakers for each semi-annual meeting.

9. To solicit proposals for additional research sessions for the Society's semi-annual meetings through the CMS Notes, cmath and elsewhere, as appropriate.
10. In consultation with the Meeting Director, to review the additional research sessions for each semi-annual meeting.
11. To provide the Meeting Director with assistance including applications for funding from the host university and from other sources (additional support from the institutes [if appropriate], outside agencies, corporations, etc.).
12. In consultation with the Meeting Director and the Executive Director, and subject to the support received from the institutes or other sources, to review the budgetary aspects of the Society's semi-annual meetings and make recommendations as necessary.
13. To review the scientific and budgetary requirements of other meetings or conferences in which the CMS participates.
14. To review the draft budget for the Operations Fund (Research Division), including registration fees, and make recommendations as necessary.
15. To review documents related to the CMS meetings and to make recommendations as necessary.
16. To review the general funding of the Society's research activities.
17. *The Jeffery-Williams Prize was inaugurated to recognize mathematicians who have made outstanding contributions to mathematical research. The recipient shall be a member of the Canadian mathematical community. A nomination can be updated and will remain active for three years. The first prize was awarded in 1968.*

*The Coxeter-James Prize was inaugurated to recognize young mathematicians who have made outstanding contributions to mathematical research. Nominations may be made up to ten years from the candidate's Ph.D. The recipient shall be a member of the Canadian mathematical community. A nomination can be updated and will remain active for a second year unless the original nomination is made in the tenth year from the candidate's Ph.D. The first prize was awarded in 1978.*

*The Krieger-Nelson Prize was inaugurated to recognize outstanding research by a female mathematician. The recipient shall be a member of the Canadian mathematical community. A nomination may be updated and will remain active for two years. The first prize was awarded in 1995.*

- (a) To appoint a member of the Research Committee to be responsible for the soliciting of nominations and for overseeing the selection process for the Society's Prize Lectureships. The Research Committee may wish to solicit nominations from departmental chairs. In the "Call for Nominations", an up-to-date Curriculum Vitae will be requested where available. The deadline for nominations shall be June 30th.

Nominators should request at least three referees to submit letters directly to the Chair of the Research Committee by September 30th. Some arms length referees are strongly encouraged and nomination letters should list the chosen referees.

- (b) To select the candidate for each prize lectureship at least 12 months in advance of the meeting at which the prize lecture is to be given.
  - (c) To communicate the Committee's decision and the total number of nominations, together with appropriate biographical and citation material, to the President and to the Executive Director. The President of the CMS writes the official letter to the selected candidate. The Chair will also informally notify the recipient unless it is more desirable that this is done by the President. The recipient is to be advised that the decision is to remain confidential until the Society officially releases the name of the recipient.
18. *The CMS Doctoral Prize was inaugurated to recognize outstanding performance by a doctoral student who graduated from a Canadian University. The first award was presented in 1997.*
- (a) To appoint a **Doctoral Prize Selection Committee (DPSC)** as a sub-committee of the Research Committee consisting of four members, each for **two-year terms**. The Chair of the DPSC is to be a member of the Research Committee but the other three members of the DPSC need not be members of the Research Committee.
  - (b) In cooperation with the CMS Executive Office, to produce bilingual promotional materials related to the CMS Doctoral Prize and ensure that appropriate information is distributed and that calls for nominations appear in the October, November and December issues of the CMS Notes (with January 31 as the deadline for nominations).
  - (c) Nominations are limited to doctoral students who graduated from a Canadian University in the preceding year (January 1 to December 31). Nominations that were not successful in the first competition, will be kept active for a further year (**with no possibility of updating the file**) and will be considered by the Doctoral Prize Selection Committee in the following year's competition.
  - (d) To receive copies of all nominations and to select the recipient for the CMS Doctoral Prize **at least six months** in advance of the meeting at which the Prize will be presented. To communicate the Committee's decision, together with appropriate biographical and citation material, to the President and to the Executive Director. The President of the CMS writes the official letter to the selected candidate. The Chair will also informally notify the recipient unless it is more desirable that this is done by the President. The recipient is to be advised that the decision is to remain confidential until the Society officially releases the name of the recipient.
  - (e) In consultation with the Executive Office, to arrange for the Prize to be presented at the CMS Winter Meeting and to also consult with the Chair of the Programme Committee for the recipient to present a plenary lecture.
19. To report to the Board on the Society's various research activities.

## 20.4 Membership

- 1 Chair + 5 members
- + President's delegate (ex-officio)

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## 21 Student Committee

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### 21.1 Terms of Reference

To promote interaction between Canadian post-secondary mathematics students and to consider other matters of interest and concern to post-secondary mathematics students in Canada.

The end-of-term for the appointed members of the Student Committee is **June 30**.

### 21.2 Duties and Responsibilities

1. To disseminate information of interest to students, including via a Student Newsletter.
2. To provide continuity for and assistance with activities of interest to mathematics students, including conferences and job fairs.
3. To explore means of increasing interaction between mathematics students and other members of the Canadian mathematics community,
4. In consultation with the Chair of the Publications Committee, to appoint an individual who will be the Editor of the Student Newsletter. Normally, the term of the appointment of the Editor will be for **two years**.
5. In consultation with the Chair of the Electronic Services Committee, to appoint an individual (the Student Webmaster) who will be responsible for ensuring that the student pages on CMS web site are of interest to post-secondary mathematics students and are properly maintained and updated. Normally, the term of the appointment of the Student Webmaster will be for **two years**.
6. To provide the Chair of the Nominating Committee, **no later than July 31**, with nominees (undergraduates and graduates) for the student positions on the CMS Board of Directors and for the members of the Student Committee.
7. To oversee the finances related to the annual Canadian Undergraduate Mathematics Conference (CUMC) and the CUMC accounts.
8. To review requests for support of activities of interest to Canadian undergraduate and graduate students and to make recommendations to the Chair of the Finance Committee as appropriate. Any recommendations are to be submitted **no later than August 15**.
9. To report to the Board on the various post-secondary student activities.

### 21.3 Membership

The Student Committee will consist of a Chair, or two Co-Chairs, one faculty member from a university mathematics department and five other members (undergraduate and graduate students, and such that among the chair(s) and the non-ex-officio members, there shall be at least one member from each region in Canada). The Chair(s) and non-ex-officio members of the Student Committee are appointed by the Nominating Committee for **two-year** terms and such that the terms are staggered.

The Student Committee will also comprise the Editor of the Student Newsletter (ex-officio), the Student Webmaster (ex-officio), the President of the CUMC (ex-officio) and the Executive Director (ex-officio). The Chair or Co-Chairs are to be members of the CMS in good standing but the other members of the Student Committee appointed by the Nominating Committee need not be members of the CMS.

- 1 Chair or 2 Co-Chairs + 5 members (at least one from each region in Canada)
- + 1 faculty member from a university mathematics department
- + Editor - Student Newsletter (ex-officio)
- + Student Webmaster (ex-officio)
- + CUMC President (ex-officio)
- + Executive Director (ex-officio)

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## 22 Committee on Women in Mathematics

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### 22.1 Terms of Reference

To monitor the position and interests of women in mathematics in Canada and in the Society; to recommend actions to the Board of Directors which will assure equitable treatment of women in the mathematical community; and to encourage participation of women in mathematics at all levels.

### 22.2 Duties and Responsibilities

1. To advise the Society on the development and execution of a periodic survey to determine the participation of women in mathematics in academia in Canada and the development and maintenance of a database of current and historical information about such participation.
2. To establish and maintain, on behalf of the Society, liaison with national and international organizations concerned with the participation of women in mathematics and other areas of science.
3. To monitor the position of women within the Society, to advise of any actions necessary to ensure gender equity, and to facilitate the involvement of women at all levels of the Society.
4. To organize networking and mentoring activities that support women in their careers in mathematics research and teaching.
5. To report to the Board on issues of interest to women in mathematics and to make recommendations to will increase the number of women in mathematics at all levels.

### 22.3 Membership

- 1 Chair + 1 member from each of the four regions in Canada
- + President's delegate (ex-officio)

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## 23 Scientific Editorial Board – CJM and CMB

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### 23.1 Terms of Reference

To ensure that the Canadian Journal of Mathematics and the Canadian Mathematical Bulletin are published in accordance with the policies determined by the Board of Directors.

### 23.2 General

The Scientific Editorial Board for the Canadian Journal of Mathematics and the Canadian Mathematical Bulletin consists of the Editors-in-Chief of each journal and associate editors who serve for both journals. The terms of the Editors-in-Chief shall be **five years**. The terms of the associate editors shall also be **five years** and staggered. All editors are appointed by, and accountable to, the Board of Directors of the Society. It is the responsibility of the Publications Committee to recommend to the Executive, for transmission to the Board, the appointment of all editors. The procedures for the appointment of editors-in-chief and associate editors are given in the “Guidelines for Editorial Searches” in the Terms of Reference of the Publications Committee. The names and addresses of the Editors-in-Chief and the associate editors shall appear in each issue of the Journal and the Bulletin.

The purpose of the associate editors is to help attract first-rate papers, to provide the Editors-in-Chief of the CJM or the CMB with advice concerning the quality of manuscripts and suitable choices of referees, and to provide such other advice as may be requested from time to time. The Editors-in-Chief are encouraged to consult with the associate editors during the review of a manuscript. The Editors-in-Chief of the CJM or the CMB are responsible for the acceptance or rejection of submitted papers and their decision in such matters is final.

Concerning matters not directly related to the scientific merit of submitted papers (length of papers, Canadian content, copyright, page charges, subject areas to be emphasized or de-emphasized, etc.), the policy of each journal is set by the Board of Directors, normally through recommendations from the Publications Committee, from the Editors-in-Chief, or from the Scientific Editorial Board. Editors-in-Chief can veto proposals of the Board by giving written notice to the Board through the President of the Society. Such a proposal, concerning matters of policy, if passed a second time by the Board within one year of the veto, becomes official policy and is not subject to further veto by the Editors-in-Chief.

The non-scientific contents of the journals are solely the responsibility of the Board of Directors of the Canadian Mathematical Society. The Managing Editor is responsible for overseeing the financial operations of the two journals and, in consultation with the editors, assists in the non-scientific and production aspects of both journals.

**Whenever legal advice is required, the Editors-in-Chief shall contact the President or the Executive Director.**

### 23.3 Duties and Responsibilities

1. Manuscripts may be submitted either to the Editors-in-Chief or to an associate editor. The recipient of a manuscript is responsible for acknowledging its receipt.
2. The modus operandi of each associate editor shall be established by mutual agreement between that editor and the Editors-in-Chief of the two journals, with a view towards achieving the same working arrangement with each journal. Normally, there are two courses of action open to an associate editor who receives a manuscript:
  - (a) The associate editor handles the paper.

In this case, it is imperative that a copy of the manuscript and the date of its receipt be sent immediately to an editor-in-chief of the appropriate journal:  
*(Current policy is that; all accepted papers which, in final form, are less than 10 pages should appear in the Bulletin and all accepted papers which, in final form, are more than 13 pages should appear in the Journal.)*

The associate editor shall indicate her/his intent to commence the refereeing process and eventually shall transfer to the Editors-in-Chief the entire file concerning the paper, together with a referee's report and advice as to how to deal with the paper.
  - (b) The Editors-in-Chief process the manuscript.

In this case, the associate editor shall transfer the manuscript promptly to an editor-in-chief of the appropriate journal together with a recommendation of a suitable referee or advice to reject. If the advice is to reject, the associate editor shall provide, for the author's benefit, some statement giving the grounds for rejection.
3. Associate editors and editors-in-chief shall strive to process manuscripts quickly. When an associate editor intends to be on leave, he/she must so inform the Editors-in-Chief and take reasonable measures to ensure that manuscripts submitted in his/her absence are transferred to the Editors-in-Chief as soon as possible. When an editor-in-chief intends to be on leave, she/he must notify the CMS Executive Director of the arrangements that have been made.
4. Editorial decisions or recommendations that will have financial or administrative implications on either journal must be discussed with the Executive Director and the Chair of the Publications Committee.
5. Editors-in-Chief are expected to ensure that their editorial offices operate within the budget approved by the Board of Directors. Budget proposals for the next financial year are to be submitted to the Managing Editor by August 15. Budget projections must also include estimates for the number of pages per issue for the next three volume years.
6. Editors-in-Chief of the CJM and the CMB must provide an annual report, detailing the status of operations and including such statistics as acceptance rates, the number of papers published in the previous volume year as well as backlog and other relevant information. A draft report is to be sent to the Chair of the Publications Committee and to the Managing Editor no later than December 1, and in final form by January 31.

7. Any recommendation for changes in editorial policy is to be submitted to the Publications Committee which, after appropriate consultation, will submit a proposal to the Board of Directors, if appropriate.
8. The Scientific Editorial Board shall meet from time to time to discuss editorial policy for the two journals and related matters.

### **23.4 Membership**

The Scientific Editorial Board consists of:

- the 2 Editors-in-Chief of the Canadian Journal of Mathematics
- + the 2 Editors-in-Chief of the Canadian Mathematical Bulletin
- + Associate editors.

(The number of associate editors, normally 12, shall be such as to represent a reasonable cross-section of current mathematical research).

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## 24 CRUX with MAYHEM Editorial Board

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### 24.1 Terms of Reference

To ensure that Crux Mathematicorum with Mathematical Mayhem (CRUX with MAYHEM) is published in accordance with the policies determined by the Board of Directors.

### 24.2 General

The Editorial Board for CRUX with MAYHEM (CMEB) consists of the Editor-in-Chief, the Associate Editor, the Mayhem Editors, the Olympiad Editor, the Managing Editor and normally eight other members. The term of the Editor-in-Chief shall be **five years**. The terms of the other members of the CMEB shall also be **five years** and staggered. The Editor-in-Chief is appointed by, and accountable to the Board of Directors. The other members of the CMEB, except for the Mayhem Editors, are appointed by the Publications Committee. The Mayhem Editors are appointed by the Editor-in-Chief on a yearly basis, in consultation with the CRUX with MAYHEM Board. It is the responsibility of the Publications Committee to recommend to the Executive, for transmission to the Board, the appointment of the Editor-in-Chief. The procedures for the appointment of the Editor-in-Chief and the other members of the CMEB are given in the “Guidelines for Editorial Searches” in the Terms of Reference of the Publications Committee. The names and addresses of the Editor-in-Chief and the other members of the CMEB shall appear in each issue of CRUX with MAYHEM.

The purpose of the other members of the Editorial Board is to help the Editor-in Chief with various aspects of the content of CRUX with MAYHEM and to provide such other advice as may be requested from time to time. The Editor-in-Chief, in consultation with the other members of the Editorial Board, are responsible for determining the content of CRUX with MAYHEM. The decisions of the Editor-in-Chief in such matters are final.

The policy of CRUX with MAYHEM is set by the Board of Directors, normally through recommendations from the Publications Committee, from the Editor-in-Chief, or from the CMEB. The Editor-in-Chief can veto proposals of the Board by giving written notice to the Board through the President of the Society. Such a proposal, concerning matters of policy, if passed a second time by the Board within one year of the veto, becomes official policy and is not subject to further veto by the Editor-in-Chief.

The Managing Editor is responsible for overseeing the financial operations of CRUX with MAYHEM and, in consultation with the Editors-in-Chief, assists in the production and related aspects of CRUX with MAYHEM.

**Whenever legal advice is required, the Editor-in-Chief shall contact the President or the Executive Director.**

### **24.3 Duties and Responsibilities**

1. Problems and solutions are submitted to the Editor-in-Chief.
2. Members of the Editorial Board will provide the Editor-in-Chief with assistance in reviewing the problems submitted, for suggestions regarding solutions, and for other assistance as may be requested by the Editor-in-Chief.
3. One member of the Editorial Board will be responsible for the submission of appropriate Book Reviews to the Editor-in-Chief.
4. One member of the Editorial Board will be responsible for the submission of relevant articles to the Editor-in-Chief.
5. The Editor-in-Chief shall strive to process the material submitted in such a way as to meet the production schedule. When an editor-in-chief intends to be on leave, she/he must notify the Managing Editor of the arrangements that have been made.
6. Editorial decisions or recommendations that will have financial or administrative implications must be discussed with the Managing Editor and the Chair of the Publications Committee.
7. The Editor-in-Chief is expected to ensure that the editorial office operates within the budget approved by the Board of Directors. Budget proposals for the next financial year are to be submitted to the Managing Editor by August 15. If any changes in the number of pages per issue are contemplated this should be included in the budget projections.
8. The Editor-in-Chief must provide an annual report regarding the status of the publication, including the areas and level of the problems submitted, projected production schedule, backlog information, and other relevant details. A draft report is to be sent to the Chair of the Publications Committee and to the Managing Editor no later than December 1, and in final form by January 31.
9. Any recommendation for changes in editorial policy is to be submitted to the Publications Committee which, after appropriate consultation, will submit a proposal to the Board of Directors, if appropriate.
10. The CRUX with MAYHEM Editorial Board shall meet from time to time to discuss editorial policy and related matters.

### **24.4 Membership**

The CRUX with MAYHEM Editorial Board consists of:

- the Editor-in-Chief
- + the Associate Editor
- + the Mayhem Editors
- + the Olympiad Editor
- + the Managing Editor
- + other members

(The number of other members of the CMEB, normally 8, shall be such as to provide a reasonable cross-section of the scope of CRUX with MAYHEM)

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## 25 ATOM Series Editorial Board

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### 25.1 Terms of Reference

To ensure that booklets in the **A Taste of Mathematics (ATOM) Series** are published in accordance with the policies determined by the Board of Directors.

### 25.2 General

*Booklets in the ATOM Series are designed to provide enrichment materials for high school students with an interest in and an aptitude for mathematics. Some booklets in the series will also cover the materials useful for mathematical competitions at national and international levels. Wherever feasible, booklets will be published both in English and in French (tumbled).*

The Editorial Board for the ATOM Series consists of the Editor-in-Chief, normally four associate editors and the CMS Managing Editor. The term of the Editor-in-Chief shall be **five years**. The terms of the associate editors shall also be **five years** and staggered. The Editor-in-Chief is appointed by, and accountable to, the Board of Directors of the Society. The associate editors are appointed by the Publications Committee. It is the responsibility of the Publications Committee to recommend to the Executive, for transmission to the Board, the appointment of the Editor-in-Chief. The procedures for the appointment of the Editor-in-Chief and the other members of the ATOM Series Editorial Board are given in the “Guidelines for Editorial Searches” in the Terms of Reference of the Publications Committee. The names and addresses of the Editor-in-Chief and the other members of the ATOM Series Editorial Board shall appear in each of the booklets in the ATOM Series.

The purpose of the associate editors is to help attract first-rate manuscripts, to provide the Editor-in-Chief with advice concerning the quality of manuscripts and to provide such other advice as may be requested from time to time. The Editor-in-Chief must consult with the associate editors during the review of a manuscript. The Editor-in-Chief is responsible for the acceptance or rejection of a manuscript and his/her decision is final.

The policy of the ATOM Series is set by the Board of Directors, normally through recommendations from the Publications Committee, from the Editor-in-Chief of ATOM Series, or from the ATOM Series Editorial Board. The Editor-in-Chief can veto proposals of the Board by giving written notice to the Board through the President of the Society. Such a proposal, concerning matters of policy, if passed a second time by the Board within one year of the veto, becomes official policy and is not subject to further veto by the Editor-in-Chief.

The Managing Editor is responsible for overseeing the financial operations of booklets in the ATOM Series and, in consultation with the Editor-in-Chief, assists in the production, promotion and related aspects of the ATOM Series.

A member of the ATOM Series Editorial Board will be an ex-officio member of the Education Committee and the Mathematical Competitions Committee.

**Whenever legal advice is required, the Editor-in-Chief shall contact the President or the Executive Director.**

### **25.3 Duties and Responsibilities**

1. Manuscripts are to be submitted to the Editor-in-Chief, who is responsible for acknowledging receipt.
2. The Editor-in-Chief shall decide which member of the ATOM Series Editorial Board shall deal with a particular manuscript.
3. The Editor-in-Chief and the associate editors shall strive to process manuscripts quickly. When an associate editor intends to be on leave, he/she should so inform the Editor-in-Chief and take reasonable measures to ensure that manuscripts under his/her supervision are transferred to the Editor-in-Chief as soon as possible. When the Editor-in-Chief intends to be on leave, she/he must notify the Managing Editor of the arrangements that have been made.
4. Editorial decisions or recommendations that will have financial or administrative implications on the ATOM Series must be discussed with the Managing Editor and the Chair of the Publications Committee.
5. The Editor-in-Chief is expected to ensure that the editorial office operates within the budget approved by the Board of Directors. Budget proposals for the next financial year are to be submitted to the Managing Editor by August 15. Budget projections must also include estimates on the number of booklets to be published in the next three years.
6. The Editor-in-Chief of the ATOM Series must provide an annual report detailing the status of operations and including such statistics as the number of booklets published, the release dates, as well as the number of manuscripts accepted for publication, projected release dates and other relevant information. A draft report is to be sent to the Chair of the Publications Committee and to the Managing Editor no later than December 1, and in final form by January 31.
7. Any recommendation for changes in editorial policy is to be submitted to the Publications Committee which, after appropriate consultation, will submit a proposal to the Board of Directors, if appropriate.
8. The ATOM Series Editorial Board shall meet from time to time to discuss editorial policy and related matters.

### **25.4 Membership**

The ATOM Series Editorial Board consists of:

- the Editor-in-Chief of the ATOM Series
- + associate editors
- + the Managing Editor.

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## 26 CMS Awards Officer

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### 26.1 Terms of Reference

The CMS Awards Officer is appointed by the Board of Directors for a **three-year term**. The Awards Officer will be responsible for coordinating nominations of Canadian mathematicians for national and international awards. The Awards Officer reports to the CMS President.

### 26.2 Duties and Responsibilities

1. To ensure that requests received by the Society regarding nominations of mathematicians for national and international awards are reviewed and, after consultation with appropriate individuals, to recommend to the President if the Society should support such nominations and to ensure that a response (including supporting letters and related materials as necessary) is submitted by the required deadline.
2. To ensure, through the CMS Notes, the CMS web site, and the Society's electronic distribution lists, that Canadian mathematics departments and colleagues are aware of the nomination deadlines for national and international awards.
3. In consultation with appropriate individuals, to recommend to the President if the Society should nominate a Canadian mathematician for a national or international award and to ensure that supporting letters and related materials are submitted by the required deadline.
4. For those Canadian mathematicians receiving national and international awards, to ensure that biographical and related information is published in the CMS Notes and on the CMS web site.
5. To report to the President on the nominations and recipients of national and international awards.

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## 27 CMS Human Rights Officer

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### 27.1 Terms of Reference

The CMS Human Rights Officer will be appointed by the Board of Directors for a **three-year term**. The Human Rights Officer will be responsible for monitoring violations of the human rights of mathematicians, where existing governmental, academic and professional structures make fair redress difficult or unlikely. The Human Rights Officer reports to the CMS Executive Committee through the President.

### 27.2 Duties and Responsibilities

1. To ensure, through the CMS Notes, that the members of the Society are informed on human rights matters involving mathematicians.
2. To submit recommendations for appropriate action to the Executive Committee.  
These actions may include, for example, the circulation and filing of petitions or letters to the responsible authorities in the name of the Society, or the members of the Society.
3. To report to the Executive Committee on matters related to the violations of the human rights of mathematicians.

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## 28 CMS Math Camps Coordinator

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### 28.1 Terms of Reference

The CMS Math Camps Coordinator will be appointed by the Board of Directors for a **three-year term**. The Math Camps Coordinator will be responsible for the Society's National and Regional Math Camps Program and will ensure that the National and Regional Math Camps are administered in accordance with the policies determined by the Board of Directors. The CMS Math Camps Coordinator reports to the CMS Executive Director. The Math Camps Coordinator is an ex-officio member of both the CMS Education Committee and the CMS Mathematical Competitions Committee.

### 28.2 Duties and Responsibilities

1. To obtain information regarding proposed camps for the following year, including any new camps, (i.e. dates, type of camp - residential camp or day camp, number of students, etc.) and to ensure that this information is submitted to the CMS Executive Director by September 15th.
2. In consultation with the CMS Executive Director, to review the budget proposal for the Society's Math Camps Program.
3. Subject to the Budget approved by the CMS Board of Directors, to inform each organizer of the amount approved for their camp by January 31st. and to ensure each organizer is aware of the deadline and information required for their Math Camp Report (see item 8 below).
4. To ensure that the CMS web site is provided with the information necessary to update the information for the Math Camp web pages (i.e. dates, organizers' names and email, general information, etc.) no later than February 15th.
5. In cooperation with the CMS Assistant to the Executive Director, to ensure Math Camp T-shirts are produced and distributed to each organizer at least one week prior to the date of the camp. The number and sizes of T-shirts provided for the students and assistants will be based upon the information from the organizer.
6. To ensure that each organizer is aware that the information required for processing the amounts approved for each camp (i.e. payee, address, date required, etc.) should be sent to the CMS Executive Director by March 1st.
7. In consultation with each Math Camp organizer and the CMS Executive Director, to ensure that sponsors are acknowledged appropriately to their level of support.
8. To ensure that each Math Camp organizer submits a report to the Math Camps Coordinator in both electronic and hard-copy form as soon as possible after completion of the camp.

**The deadline for all such reports is October 31st.** The report should include details regarding the program, the list of participants (with email addresses if possible), highlights from the camp, comments from participants, photographs, a financial statement (including details on both revenues and expenditures), as well as information on the camp web site if appropriate.

9. To ensure that all math camp reports and related photographs are posted on the CMS web site together with links to particular camp web sites where available.
10. To encourage organizers to exchange information about their Math Camp with other camp organizers and interested individuals.
11. To provide assistance to the CMS Executive Director regarding fund raising initiatives and reports related to the Society's Math Camps Program.
12. To submit an annual written report to the chairs of the CMS Education Committee and the CMS Mathematical Competitions Committees on the Math Camps Program. This report should be submitted by November 30th.