CanaDAM History and Bylaws

Revised July 2019

1 History

In 2006 Derek Corneil, Pavol Hell and Daniel Panario discussed the possibility of having a Canadian biennial discrete mathematics conference, to take place in odd numbered years, and whose structure was to be similar to the SIAM conference in discrete mathematics. They consulted with discrete mathematicians across Canada. Their idea received overwhelming positive support. Planning for the first such conference took place in June 2006 at the SIAM Discrete Mathematics meeting in Victoria British Columbia. It was decided that this new conference series would be called the Canadian Discrete and Algorithmic Mathematics (CanaDAM) conferences. The executive committee (EC) for the first CanaDAM meeting in 2007 consisted of Derek Corneil (chair), Jason Brown, Pavol Hell, Ortrud Oellermann, Daniel Panario and Bruce Reed. The first conference was hosted by the University of Alberta and took place at the Banff Conference Centre.

2 Aims and Scope

The conference focuses on research related to discrete and algorithmic mathematics. The scope includes the theory and application of discrete structures, and the conference aims to highlight the most salient trends in the field. This conference brings together researchers from various disciplines that interact with discrete and algorithmic mathematics. Particular areas of interest include: graphs and digraphs, hypergraphs, ordered sets, designs, enumeration, discrete optimization, combinatorial algorithms, coding theory and cryptography, and applications of discrete and algorithmic mathematics, including (but not limited to) large-scale networks such as web graphs or telecommunication networks, computational biology, and information processing.

3 Organizational Structure

The conference is overseen by the executive committee (EC). The EC

i. solicits proposals for hosting the next CanaDAM and finds a home for the next CanaDAM meeting;

ii. appoints the program committee (PC) chair;

iii. is responsible for the ongoing finances and applies for funding to the institutes and other possible sponsors;

iv. oversees student funding;

v. selects the EC for the next CanaDAM; and

vi. deals with other long and short term organizational issues pertaining to the conference.

The program committee chair in consultation with an EC member, who also sits on the PC, selects the members of the program committee. This committee selects the plenary speakers and invited minisymposia organizers for the next CanaDAM meeting and is responsible for putting together the program schedule.

The EC selects a chair for the local arrangements committee (LAC) and appoints an EC representative to the LAC. The LAC is responsible for

i. organizing the venue of the conference including the necessary audio visual equipment and informing all speakers of the availability of equipment;

ii. organizing coffee breaks;

iii. organizing one or more receptions;

iv. organizing logistics and volunteers for on-site collection of registration materials;

v. booking blocks of rooms in hotels and/or campus accommodations for conference attendees;

vi. ensuring a printed summary of the schedule is available for all participants, and one printed versions of the full program is available for reference purposes at the registration desk;

vii. ensuring the availability of childcare arrangements for participants;

viii. ensuring accessibility information is readily available, including

- routing for those with mobility constraints;
- location of any spaces available for use for breastfeeding and/or pumping for those who may wish secluded spaces;
- location of any changing stations for young children; and
- location of nearest gender-neutral washroom facilities.

ix. designing and updating the conference web page in consultation with the EC and PC;

x. publicizing the conference;

xi. handling all financial transactions related to the conference;

xii. handling any local fundraising (from the host institution or corporate sponsors);

xiii. producing final reports on finances and attendance from the conference, and providing sponsors (including the Institutes) with any details they require along with the invoices for all promised funds.

The chair of the EC will appoint one of the EC members to chair the student/postdoctoral fellow funding committee (SFC). This chair will select two more members to sit on this committee. It is recommended that a member of the LAC sit on the SFC to assist with the handling of student/PDF travel claims after the conference. The SFC makes funding decisions for each student based on the application for funding from the students.

4 The Executive Committee

The EC is to consist of six members, one of which is a chair to be appointed by the previous EC at the CanaDAM meeting.

- Each EC member will usually serve on the EC for six years (considered a full term), that is, three conferences;
- if an EC member does not complete his/her term a replacement shall be sought to complete his/her term;
- an EC member shall usually serve as EC chair for one term only;
- two members of the EC will usually step down from the EC after the meeting is over and a new EC chair will be selected from the new EC;
- the new EC chair will usually have served on the EC for four years prior to his/her appointment as chair;
- after the meeting new members are appointed to serve on the EC to replace those that have completed their term and any that resigned from the EC prior to the completion of a full term; and
- the selection of new members ensures adequate representation by gender, regions in Canada, and different research areas.

Timelines for duties overseen by the EC

1. Normally by April 30, about 26 months before the next CanaDAM meeting, the EC solicits expressions interest from Canadian Universities to host the next CanaDAM. The EC may request fuller proposals from a subset of the received expressions of interest. See Appendix 1 for information that needs to be submitted in an expression of interest. In the

event that no expressions of interest are received the EC will be responsible for approaching suitable institutions to host the next meeting. The EC will endeavour find a home for the next CanaDAM so as to normally well distribute CanaDAM around Canada and showcase the diversity of Canadian Regions.

2. Ideally at the end of the current CanaDAM, but no later than October 15, the EC decides when and where the next CanaDAM will take place and who the members of the LAC will be. EC communicates the result to all groups that applied to host the next CanaDAM.

3. By November 1, about 19 months before the next CanaDAM, the EC will produce a ranked list of 5–10 potential PC chairs and will have chosen an EC representative to sit on the PC. The EC chair sends out invitations to the people on the ranked list, in order, until a chair is found. An EC representative for the LAC is chosen.

4. By November 15, a PC Chair is selected. The PC Chair, in collaboration with the EC representative on the PC, composes a list of potential PC members (with alternates).

5. By December 1 the list of potential PC members is communicated to the EC and discussed.

6. By December 7, a potential PC list with alternates is finalized and the PC Chair starts sending out invitations to possible PC members.

7. By January 15, in the year prior to the conference, the PC members have been confirmed. The EC should ensure that at least a skeleton version of the conference web site (with information about location, dates, and organising committees) is established through the CMS by this time, with additional details to be filled in later.

8. By February 1, in the year prior to the conference, the PC starts working on a list, with alternates, of invited speakers (IS) and invited minisymposia (MS) organizers.

9. By March 1, in the year prior to the conference, the EC discusses and approves the list proposed in (8) or suggests other names and topics. Within a week the EC representative on the PC communicates, to the PC chair, the outcome of the EC discussions.

10. By April 1, in the year prior to the conference, the proposed list of IS and invited MS is finalized. PC Chair starts contacting invited people.

11. By June 1, in the year prior to the conference, the IS and invited MS organizers are confirmed and the list is sent to EC and LAC. An initial announcement of the meeting and call for contributed participation in an MS or talk is sent by LAC to appropriate lists, including the contact list from the previous CanaDAM meeting.

12. By about June 1, approximately one year before the conference, EC starts budget preparations.

13. By June 1, webpages of the Institutes (CRM, Fields, PIMS, MITACS, AARMS, etc.) and other potential sponsors should be consulted to verify submission deadlines and information required, and the EC Chair should compile this information in preparation for making submissions.

14. By October 1, approximately 8 months before the conference,

    - a second call for contributed participation in MS and talks is sent out by the LAC; and
    - EC finalises the budget and funding requests are to be sent to all potential sponsors before October 15 or in accordance with the deadlines that were previously determined.

15. A suitable date between February 7–15, in the year of the conference, shall be the deadline for contributed abstracts.

16. By February 28, in the year of the conference, the PC Chair sends draft of program to EC, IS and invited MS organizers.

17. By March 31, in the year of the conference, the program is published on the conference web page and an e-mail is sent to the CanaDAM contact list and any other appropriate lists announcing the availability of the program and the early registration deadline.

18. A suitable date between April 15 and 21, in the year of the conference, shall be the early registration deadline. LAC starts preparation for registration packages, in consultation with the CMS, who handle registration and produce nametags.

19. A suitable date between May 1 and 15 in the year of the conference, approximately 2–4 weeks before the conference, shall be the deadline for cancellation of registration without penalties. The LAC Chair and EC deal with requests in terms of early/late registrations, and registration refunds (e.g. for people with visa or other problems). The PC Chair shall provide letters for Canadian consulates to obtain Visas upon request, after acceptance of the speaker's abstract.

20. Late May / early June conference. EC meets at the conference to form new EC and to discuss other issues related to short and long term planning. The PC Chair and the LAC Chair are typically consulted for their feedback from the conference, and/or invited to attend this meeting.

21. A report on the events and the statistics of the conference shall be sent out by the old chair to all sponsors within a month of the conference. The LAC is responsible for preparing the financial report. This report should be sent to the old and new chair of the EC for approval and then to all the sponsors

within three months of the meeting and the LAC report should include invoices for all promised funds. Any specific documentation required by specific sponsors (receipts, names of students funded, etc.) should also be provided by the LAC.

22. CanaDAM funds are held centrally by the CMS on behalf of the EC. These may be drawn on in the event of a deficit, to cover costs on an interim basis if needed, and (since the CMS also collect the registration fees) to cover conference expenses, but it is the responsibility of the LAC Chair in consultation with the EC Chair to ensure that all sponsor funds are received, and that central CanaDAM funds are only used after these sources have been drawn on.

5 The Program Committee

The PC is to consists of 12–15 members, including the appointed PC chair and EC member serving on the PC. Apart from playing an advisory role, the EC representative on the PC is charged with ensuring that the PC completes the tasks it is responsible for in a timely manner. The goal of the meeting is to bring together researchers from both the pure and applied areas of discrete mathematics to share recent advances in these fields. These areas include, but are not limited to:

- Combinatorial Enumeration
- Combinatorial Designs
- Graph theory and hypergraphs
- Posets and ordered sets
- Discrete optimization and matroids
- Combinatorial algorithms
- Coding theory and cryptography
- With their connections to other disciplines including:
  - Computer science
  - Computational biology
  - Optimization
  - Geometry
  - Probability

A program chair should endeavour[1] to have

[1]Past experience has shown that it may be diffcult to find invited speakers and/or MS organizers for the areas of coding theory and cryptography. Jonathan Jedwab has offered to provide suggestions to PC Chairs should this be a problem in the future.

i. broad representation from these different areas on the PC, the list of IS and the corresponding invited MS

ii. suffcient gender and age representation on the PC and among the IS.

Timelines for duties of the PC chair and the PC

1. By about November 15, eighteen months prior to the meeting, the PC Chair in collaboration with the EC member on the PC starts composing a list of potential PC members (and alternates).

2. By about December 1, this list is sent to the EC for discussion. The list is either approved or suggestions of other names are communicated, by EC representative on PC, to the PC chair for consideration.

3. By about December 7, the proposed PC list with alternates is finalised and the PC Chair starts sending invitations to these people.

4. By January 15, in the year prior to the conference, the PC has been confirmed.

5. By February 1, in the year prior to the conference, the PC Chair in collaboration with the entire PC starts composing a list, with alternates, of potential IS and the invited MS organizers and topics, including the public speaker. In choosing the public speaker, strong efforts should be made to ensure that the public lecture will be truly accessible to a broader audience than conference participants.

6. By March 1, in the year prior to the conference, the list determined in (5) is sent to the EC for discussion. The list proposed in (5) is either approved or suggestions of other names and topics are communicated, by EC representative on PC, to the entire PC for consideration.

7. By April 1, in the year prior to the conference, the proposed list of IS and invited MS is finalized. PC Chair starts contacting invited people.

8. By June 1, in the year prior to the conference, the IS and invited MS organizers are confirmed.

9. By November 1, in the year prior to the conference, the PC chair reminds the IS and invited MS organizers of the deadline for title and abstract submissions.

10. By about December 30, in the year prior to the conference, titles of all IS and invited MS speakers shall be submitted. These shall be posted on the webpage for the meeting by January 15 in the year of the conference. A suitable date January 15–30 shall be the deadline for submission of abstracts for IS and invited MS.

11. A suitable date during February 7–15, in the year of the conference, shall be the deadline for submission of titles and abstracts for contributed MS or contributed talks. PC sends acceptance or rejection letters within one to two weeks to everyone that submitted a contributed abstract. Traditionally CanaDAM accepts any talk that seems to have subject-matter appropriate to this conference. Upon request, the PC will provide letters to Canadian consulates for speakers whose abstracts have been accepted to obtain visas. PC Chair starts program preparation taking into account any special scheduling requests. The submission and acceptance process is handled through the web site, which is managed by the CMS. The PC Chair will receive a username and password from the CMS to access the necessary tools.

12. By February 28, in the year of the conference, the PC Chair sends a draft of the program to the EC, IS and invited MS organizers. 13. By about March 31, in the year of the conference, the final program is sent to the EC and LAC so that the LAC can publish it on the conference web page. An e-mail is sent by LAC to DM-Net and the CanaDAM contact list announcing the availability of the program.

6 The Local Arrangements Committee

The LAC is to have at least three members of which one is the chair. In addition a member of the EC is to sit on the LAC. The EC representative on the LAC is responsible for ensuring that the tasks for which the LAC is responsible are completed in a timely manner and, if necessary, to provide advice on handling these tasks.

Timelines for duties of the LAC

1. By about June 1, approximately one year before the conference
   - the LAC has established the venues for the talks
   - signed all necessary contracts with the host University
   - made arrangements for all hotel and residence accommodations.
   - The LAC starts working on issues such as coffee breaks, conference reception and welcome party, childcare and accessibility, availability of computers or wireless area, etc.
   - The LAC works with the CMS to create a webpage that contains
     (a) the list of EC, PC, and LAC members as well as the list of IS and invited MS organizers;
     (b) all necessary accommodation information;
     (c) deadlines for submission of titles and abstract of contributed MS and talks;

(d) information on the application process and deadline for funding request for students and PDFs;

(e) instructions for abstract submission for the IS, invited MS, contributed MS, and all other contributed talks.

- Note: The LAC will endeavour to have a bilingual webpage whenever an EC or LAC member is able assist with the translation of the webpage into French.
- By January 30 in the year of the conference the LAC prepares and sends out a conference poster at least in electronic format. One of the institutes may assist with the preparation of the poster.
- LAC coordinates with the CMS to ensure there is a conference e-mail account for the PC Chair.
- LAC sends out first call for contributed participation in the next CanaDAM – including deadlines for titles and abstracts of contributed MS and talks.

2. By October 1, approximately 8 months before the conference, a second call for contributed participation in MS and talks is sent out.

3. Approximately 5-6 months before the conference,

   - shall be the deadline for titles and abstracts of IS and invited MS.
   - LAC adds titles and abstracts for IS and invited MS to the website.
   - LAC launches online registration site.
   - early registration starts.
   - third, and last, call for contributed participation is sent out by LAC as well as a reminder of the deadline for student/PDF funding application.

4. A suitable date during February 7–15, in the year of the conference, shall be the deadline for contributed abstracts.

5. First Monday in March, in the year of the conference, shall be the deadline for student/PDF funding application (see Appendix 2 for information that applicants should submit). Applications should be sent to either the chair of the SFC or the LAC representative on the SFC but not both.

6. Three weeks after the student/PDF funding application deadline the SFC will notify all applicants of the funding decisions that have been made.

7. By March 31, in the year of the conference, the program is published on the conference web page and an e-mail is sent by LAC to everyone on the CanaDAM contact list and through DM-Net announcing the availability of the program and the early registration deadline.

8. April 1, in the year of the conference, shall be the early registration deadline. LAC starts preparation for registration packages, in consultation with the CMS, who handle registration and produce nametags. Travel expense claim forms are included in the packages for the IS and for those students/PDFs for which SFC had allocated funding.

9. A suitable date during May 1–15, approximately 2–4 weeks before the conference, shall be the deadline for cancellation of registration without penalties. The LAC Chair and EC deal with requests in terms of early/late registrations, registration refunds (e.g. for people with visa or other reasonable problems).

10. Late May / early June conference.

11. The LAC is responsible for preparing the financial report within three months of the meeting. This report should be sent to the past and present chair of the EC for approval and subsequently to all sponsors. The LAC report should include invoices for all promised funds. Any specific documentation required by specific sponsors (receipts, names of students funded, etc.) should also be provided by the LAC. Information about how to access the web page and e-mail lists through the CMS will be sent by the LAC chair to the new EC chair who will pass this along to the next LAC chair.

12. CanaDAM funds are held centrally by the CMS on behalf of the EC. These may be drawn on by the LAC:

    - with the permission of the EC in the event of a deficit;
    - to cover costs on an interim basis if needed; and
    - (since the CMS also collect the registration fees) to cover conference expenses,

    but it is the responsibility of the LAC Chair in consultation with the EC Chair to ensure that all sponsor funds are received, and that central CanaDAM funds are only used after these sources have been drawn on.

7 The Student/Postdoctoral Fellow Funding Committee

The SFC is to consist of three members. The EC chair appoints a member of the EC to chair the SFC. It is recommended that an LAC member sit on the SFC to assist with any questions pertaining to reimbursements. It is important that the SFC communicates its decisions with the LAC.

Deadlines for applications for student/PDF funding and notification of funding

1. First Monday in March, in the year of the conference, shall be the deadline for student/PDF funding applications (see Appendix 2 for information that applicants should submit). Applications should be sent to either the chair of the SFC or the LAC representative on the SFC but not both. This e-mail should be indicated clearly on the conference web page. Whoever receives these applications is responsible for sending them to the other SFC members in a timely manner.

2. Three weeks after the student/PDF funding application deadline the SFC will notify all applicants of the funding decisions that have been made and the procedures for submitting their claims.

8 Other Policies

Minisymposia and Talks

- The organizer of an invited or contributed MS has authority to invite speakers for his/her minisymposium that he/she wishes to invite.
- A person serving on the EC, PC, LAC or SFC may organize an MS or present a talk at the conference.
- An organizer of an MS may present one of the talks in the MS he/she is organizing.
- No more than one talk can be presented by the same person in a given minisymposium.
- Those presenting a talk in a minisymposium do not normally present an additional talk (i.e. in another minisymposium or particularly a contributed talk), although the final decision rests with the PC.

Expenses

The (accommodation, economy airfare or reasonable travel expenses by other modes of transportation, taxi between home/conference hotel and airport or train station/bus depot/etc., registration and per diem) expenses of all IS and the PC chair shall usually be covered unless an IS has access to funding from other sources. The invited MS organizers and speakers will usually cover their expenses from their own sources. If adequate funding is available the registration fees for the invited MS organizers and/or speakers may be waived.

Amendments

As the CanaDAM meetings evolve it may be necessary to modify these bylaws from time to time. It is recommended that such modifications be made in consultation with two previous CanaDAM chairs.

Conflicts of Interest

The terms of reference of the Executive Committee, the Program Committee, the Local Arrangements Committee, Student/Postdoctoral Fellow Funding Committee, and every other committee constituted in the organization and operation of the CanaDAM conference shall include, or be deemed to include, the following provisions defining and managing conflicts of interest.

1. A conflict of interest exists whenever

   (a) a committee member's other activities, professional, non-professional, paid or unpaid, are inconsistent and competing with the interests of the committee and/or CanaDAM; or

   (b) a committee member, either on his or her own behalf or while acting for, by, with, or through another, has any personal or financial interest, direct or indirect, in any matter considered by the committee and/or CanaDAM.

2. No committee member shall engage in activities which create for that committee member a conflict of interest as defined in these Bylaws; however, where approval of an activity has been sought and received from relevant authority to grant such approval, the activity shall be deemed not to be a conflict of interest.

3. When a conflict of interest exists, the committee member in the conflict shall not take part in the discussion of, or vote on any question in respect of the matter, and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

4. The Committee shall be conscious of and sensitive to the issues of conflict of interest and apprehension of bias. A Committee member who perceives an issue of possible conflict of interest or apprehension of bias on their own, or on the part of another member, whether it arises from a personal involvement or through the involvement of the member's other associations, shall raise it, including a description of the competing interests and reasons why they might be in conflict. The matter shall be discussed and then resolved by the remaining members of the Committee who may direct the member to be absent from discussion, impose specified limitation on the member's involvement, or conclude that no action needs to be taken. In the event that a committee, other than the Executive Committee, cannot so resolve the matter, the matter shall be so resolved by the Executive Committee.

A Call for Expression of Interest to Host the Next CanaDAM

We are now requesting expressions of interest to host the nth CanaDAM during the Summer of YEAR. If you are interested in hosting the next CanaDAM meeting please submit a short proposal containing:

- Name of the institution.
- The chair of the local arrangements committee.
- The city and place where the conference will take place, including availability, capacity and locations of lecture halls and smaller lecture rooms, availability of childcare arrangements and other matters that affect accessibility, and catering services.
- Possible hotel or residence accommodations.
- Proposed dates for the conference.
- Provisional institutional approvals and support already obtained.
- Any other relevant information.

Deadline for proposal submission: DATE, YEAR. Submit proposals by email (.pdf preferred) to: EMAIL ADDRESS TO BE FILLED LATER.

- Announcement of the location of the next CanaDAM will take place no later than October 31, YEAR
- Note that as with the other CanaDAM conferences, there will be a Program Committee that has full responsibility for the content of the academic program.
- As in the past, we hope to receive financial support from the three mathematical institutes (CRM, Fields, PIMS and AARMS) and possibly other sponsors.
- Given the previous locations of CanaDAM in the past 10 years, preference will be given to a host location which continues to well distribute CanaDAM around Canada and showcase the diversity of Canadian Regions.
- Even if you have already communicated with the CanaDAM Executive Committee your desire to hold the next CanaDAM, we would appreciate it if you would make a formal proposal.

Best regards, The Executive Committee of CanaDAM YEAR

B Application Procedure for Graduate Student / Postdoctoral Fellow Funding for the DATE CanaDAM confer- ence to be held at LOCATION

To be considered for partial funding, the information requested in items 1–10 below must be sent in a single .pdf document (use Subject header: CanaDAM funding request) to E- MAIL OF SFC by March DATE. Incomplete and late applications will not be considered, so please ensure that you include all of the required information and submit this by DATE. Priority will be given to students from Canadian Universities. Students who have been invited to speak in a minisymposium will be viewed more favourably for funding considerations than students who are giving a contributed talk.

1. Your Name (Last, First):
2. Your Institution:
3. Your University Address; Province/State; Postal code; Country:
4. Your E-mail:
5. Name of your Supervisor:
6. If you are a graduate student indicate degree sought and expected date of completion. If you are a post doctoral fellow indicate when your fellowship appointment ends.
7. Indicate whether you will be giving a talk and if so what the title of your talk is.
8. Projected Eligible Expenses
    - Travel (Indicate means of transportation and cost):
    - Accommodation (Indicate where you are staying and the total cost. If you are sharing only indicate your portion of the expenses):
9. Indicate financial support from all other sources that you will be receiving for eligible expenses related to attending the CanaDAM YEAR conference:
10. If you are not giving a talk a letter from your supervisor justifying why it will be a valuable experience for you to attend the CanaDAM YEAR conference must be sent to E-MAIL (with Subject header: CanaDAM letter of support :Your Name).

You will be notified by March DATE the amount of funding that has been allocated for your expenses. In order for you to be reimbursed you will need to submit necessary receipts together with the expense claim form within four weeks after the conference is over. The expense claim form will be available at the registration desk of the CanaDAM YEAR conference.