

# **Mathematics Education Research Group of Australasia**

## **By-Laws of Association**

[To be read in conjunction with the Constitution of the Association]

### **Executive Committee**

#### 1. Duties

The executive committee shall, within the provisions of the constitution and the By-laws of the Association perform the following functions:

- A. Review and take action as appropriate on all committee activities and recommendations;
- B. Establish administrative policy and procedures for the conduct of all business meetings in the Association and its committees;
- C. Appoint members to, and remove them from, the standing committees and special committees, establish and dissolve special interest groups and ad-hoc working parties, unless otherwise stated by the By-laws of the Association.
- D. Approve applications for membership and exercise appropriate sanctions in accordance with the constitution;
- E. Take any appropriate measure and perform all duties as required to accomplish the aims and objectives of the Association; and
- F. Proceed in appropriate administrative areas not specifically covered by the constitution or the By-laws of the Association.

#### 2. Meetings

Business meetings of the executive committee shall be held at such a place, or by telephone conferencing, on such a date and at such a time as shall be established by the executive committee. Business meetings shall also be called by the President of the Association. An email notice concerning the meeting shall be sent to all members of the executive committee at least thirty days prior to the date of the meeting. The Secretary of the Association shall advise all the members of the executive committee concerning the agenda of the business meeting at least seven days prior to the date of the said meeting.

Two business meetings of the executive will normally be held in a face-to-face format each year, one of which will be held in conjunction with the annual conference. Any other business meetings will be held by teleconferencing.

Special meetings of the executive committee may be called by the President of the Association or on the decision of two thirds of the members of the executive committee. The purpose, date, mode, place and time of such a meeting shall be forwarded to all members of the executive committee seven days prior to the date of

the special meeting. The purpose of the meeting shall be a one-item agenda of the said special meeting.

### 3. Representation of New Zealand on Executive Committee

The executive committee at all times will have at least one member who is a resident of New Zealand.

### 4. Rule of Order

All meetings of the executive committee shall be conducted in accordance with such procedures as the executive committee may from time to time provide.

### 5. Annual General Meeting of Association and Policy Meeting

The executive committee through the Vice-President Conferences will ensure that there is an adequate time provision made available during each annual conference for the Association's annual general meeting, and the annual policy meeting. The policy meeting will be held at least 24 hours prior to the annual general meeting. The policy meeting is for extended discussion of any matter of policy that is of concern to the Association. Its aim is to form motions that will be carried forward to the annual general meeting. The Vice-President for Development will normally chair the policy meeting.

## **Other Committees**

### 6. Standing Committee for Publications

The committee for publications shall consist of at least three members appointed by the executive committee from the ranks of regular members in addition to the Vice-President for Publications who shall preside over the meetings of the committee. This committee shall have the power to co-opt additional members as need be. It shall be responsible for determining policy regarding publications of the Association in addition to occasional newsletters of the Association and/or special interest groups.

The Vice-President for Publications shall call the meetings of the publication committee at least thirty days prior to the date of the meeting. An agenda for the meeting shall be forwarded to all participants at least one week in advance of the meeting. The President of the Association shall be advised of such meetings.

Special meetings of the publications committee shall be called by either the President of the Association, the Vice-President for Publications, or at least two thirds of the members of the publications committee in accordance with the By-laws concerning the special meetings of the executive committee in paragraph 2.

The committee shall devise procedures and oversee the appointment of editors for the Association's journals. This process will be managed by the Vice-President for Publications bringing a recommendation for editors to the executive committee for approval.

#### 7. Conference Committee(s)

The conference committee(s) shall consist of at least two members appointed by the executive committee from the ranks of the regular members of the Association. These committees shall have the power to co-opt additional members as need be. They shall be responsible for planning and supervising the annual conference(s), seminars and workshops. The committee(s) shall be responsible for publishing conference proceedings in cooperation with the committee for publications as well as handling conference finances in cooperation with the Treasurer of the Association. The committee(s) shall be responsible to the Vice-President for Conferences.

#### 8. Special Interest Groups

A group of members who share a specific area of interest in research in mathematics education shall submit a request to the Vice-President for Conferences to form a Special Interest Group. Two members will be designated as Co Convenors. Such interest groups shall provide means for sharing ideas and findings among members whose interests lie in specified areas and shall seek means to communicate research findings to all appropriate levels of decision making. When the formation of such groups receives the approval of the executive committee this shall be publicised to all members of the Association via an email announcement. Such a group shall be responsible for drawing its own terms of reference and shall report to the Vice-President for Conferences concerning its activities. The status of Special Interest Groups shall be reviewed annually by the executive committee. All monies raised and used by research groups shall be sanctioned by the executive committee and conducted through the Treasurer of the Association.

#### 9. Other committees and Ad-Hoc Working Parties

The executive committee as well as the annual business meeting shall have the power to form committees and ad-hoc working parties to meet special needs. The terms of reference for such committees and ad-hoc working parties shall specify the purpose, procedures, a sunset clause and authority of the said committees/working parties. All will be reviewed annually by the Executive Committee.

### **Business By Email or Telephone Conferencing**

#### 10. Conduct of Business

Whenever feasible, motions to the executive committee or any other committee thereof, shall be introduced in regular business meetings.

If telephone conferencing is used for or during the meeting of any committee, the chair person must ensure that all persons participating in the meeting can hear each other, and such participation shall constitute presence in person at such meeting.

Members of the executive committee, or any other committee thereof, may conduct some business via email. Any motion that is approved unmodified by two thirds of the voting members shall be carried. Members shall be given at least ten days to respond to the motion. A failure to reply by the deadline shall be considered as a vote in favour. The Secretary of the Association or any other committee thereof, shall handle all such correspondence.

In the same manner elections for vacant positions on various committees may be conducted by the means described in this article provided time is allowed for receiving nominations from the voting members.

Any voting carried out by the means discussed in this article shall be entered into the minutes of the next regular meeting of the said committee, whether that meeting occurs by telephone conferencing or face-to-face, whichever occurs first.

## **Finances**

### 11. Collection and Disbursement

The Treasurer shall be responsible for the collection of all money and property due to the Association and for payment of such money owed by the Association as authorised by the executive committee. The Treasurer shall establish and maintain a uniform system of handling the accounts for all receipts and disbursements. Ordinary business obligations may be charged by the Treasurer as they become due. For other bills, the Treasurer shall seek the approval of the executive committee in order to maintain financial responsibility. The Treasurer shall have the power to nominate to the executive committee for co-option of members of the Association to handle receipt and payment of limited amounts of money for conferences and publication. An accurate record of all such transactions shall be given to the Treasurer from time to time and shall be subject to audit.

### 12. Audit

An audit of the financial transactions of the Association shall be made by an auditor elected annually for the purpose by the executive committee.

### 13. Signatures

All disbursements of monies of the Association shall be in the form of bank cheques bearing at least two signatures of officers appointed annually for that purpose by the executive committee.

## **Amendments**

### 14. Procedures

These By-laws may be amended by the following procedures:

1. Any regular member(s) may propose amendments.
2. Proposed amendments shall be submitted to the Secretary not less than sixty days prior to the annual conference.
3. The executive committee shall consider all proposed amendments and deliver their recommendations to the members at the annual conference.
4. An amendment is passed if approved by a simple majority of the annual business meeting.