

Regulations of The Mathematical Association

(Approved by Council on December 2016)

These regulations are to apply in conjunction with the Memorandum of Association and Articles of Association of The Mathematical Association.

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1. Finance

Subscriptions

1.1 The subscription payable to the Association, as determined from time to time by the Council, shall cover the period from 1st January to 31st December for Personal Members paying annual subscriptions and from 1st September to 31st August for Institutional Members.

1.2 A Member joining the Association at any time during a subscription year and paying a subscription for that year shall be entitled to receive all publications issued to Members in the appropriate category during that year.

1.3 A Personal Member joining the Association for the first time not earlier than 1st September in any calendar year may pay a single subscription to cover the period from the date of joining to 31st December in the following year, at the rate of subscription current at the date of joining, and shall be entitled to receive all publications issued to Members in the appropriate category during that period.

1.4 Subscriptions are due on the first day of the period to which they apply. A Member whose subscription is in arrears shall not have any of the entitlements of membership for such time as it remains unpaid.

1.5 The name of a Member who pays no further subscription within six months of the due date shall be removed from the Register of Members. The Association shall send two reminders in writing before taking such action.

Expenses of Committee Members

1.6 Members of the Council and members of all Boards and Committees shall be entitled to be reimbursed for expenses incurred on behalf of the Association.

1.7 The conditions under which a claim for reimbursement of expenses shall be made shall be determined by the Council and shall be stated on the reverse of the claim form.

1.8 The chair, secretary, or treasurer of each Committee shall circulate claim forms, obtained from the Senior Administrator, at any meeting of the Council or Board or Committee, check all claims and send the forms to the Treasurer who shall be responsible for making payments.

1.9 Officers and other Members who have expenses which are not covered by 1.6-1.8 shall submit their expenses claim to the Treasurer annually by 10th December and on relinquishing office, either directly or through an appropriate treasurer.

Property and Funds

1.10 The property of the Association, other than the cash in hand of the Treasurer, may, at the discretion of the Council, be registered in the name of the Association where the law permits this. Otherwise the property shall be vested in not less than three individual Members, appointed by the Council, as Holding Directors. Holding Directors may resign on giving one month's notice or may be removed by the Council. Provided that they act only in accordance with the lawful directions of the Council, the Holding Directors shall not be liable for the acts and defaults of its members.

Special Purposes Funds

1.11 Special Purposes Funds may be established to receive donations and bequests to the Association and such other monies as Council shall determine. Such a fund may be established:

- to support the activities and work of the Association in general;
- for a particular purpose.

1.12 The resources of a fund established as in 1.11 shall be applied wholly and solely for the benefit of The Mathematical Association and disbursements from it, in the form of grants, shall be for the credit of the Association's main account. The prior approval of the Council shall be obtained before such grants are made.

1.13 Grants from such a fund shall be made for:

Capital expenditure on:

- improvements to the facilities of the Headquarters buildings;
- the first time acquisition of fixed assets;
- replacement of existing fixed assets, insofar as the current financial position of The Mathematical Association does not allow for such unassisted expenditure.

Special projects of such nature that they cannot be construed as being covered by the normal income of The Mathematical Association:

- to support the activities and work of the Association in general;
- for a particular purpose.

1.14 The resources of a fund as in 1.11 shall be applied wholly and solely to the purpose for which the fund was established. The Treasurer shall be responsible for all payments from such a fund. The decision to terminate the fund shall be taken by the Council.

1.15 The Treasurer shall keep separate accounts for each Special Purposes Fund and shall include these in the report to the Annual General Meeting.

2. Membership and entitlements

2.1 The categories of membership of the Association are:

Personal Members consisting of:

- Honorary Members
- Members subscribing at the ordinary rate
- Members subscribing at any reduced rate (including zero) specified by the Council
- Members subscribing at the full-time student rate
- Senior Members
- Life Members

Institutional Members

Other categories may be added with the agreement of Council.

2.2 A Personal Member shall be entitled to attend and to vote at all General Meetings of the Association, to use the Association's Library and to receive such publications as the Council shall decide.

2.3 Honorary Members shall be individuals who have made a distinguished contribution to mathematical education or who have provided outstanding service to the Association. They shall have all the privileges of Personal Members but shall not be required to pay any subscription. Honorary Membership shall be conferred by the Council and reported to the next Annual General Meeting.

2.4 An Institutional Member shall be entitled to nominate a person within the institution who:

- shall represent it and vote on its behalf at General Meetings of the Association;
- shall receive such publications as the Council shall decide.

All persons associated with an Institutional Member shall have access to the Library.

2.5 The services available to Members include the membership periodicals and publications designated by the Council as Reports.

2.6 The subscription of each Personal Member includes payment for one or more periodical, according to the category of membership selected.

2.7 When a Report is published the Council shall determine those categories of membership which shall receive it by direct dispatch. Members in other categories shall be notified of its availability and invited to request it.

2.8 The rates of subscription for Members shall be as in the current schedule published by the Association which is available from the Headquarters of the Association. Payments must be made in Pounds Sterling.

2.9 Where preferential rates of subscription for Personal Members are quoted in the schedule they apply only to those Members using an address in the United Kingdom (including the Channel Islands and the Isle of Man) who pay by means of a direct debit agreement, or those whose subscription is received in the Headquarters of the Association not later than 31st December of the previous year.

2.10 Honorary Members are entitled to receive issues of all membership periodicals and Reports published during their period of membership.

2.11 A Personal Member who is attending a full-time educational course of at least nine months' duration on 1st January of any year is entitled to pay a reduced Student subscription for that year. Claimants to this entitlement must provide the Senior Administrator with details of the course, accompanied by a statement signed by the lecturer or administrative officer of the institution which provides the course, certifying that the applicant fulfils the stated conditions.

2.12 A member who is retired and has paid 20 years or more of personal subscription may apply to become a Senior Member.

2.13. An individual member of a Branch who is not a Personal Member of the Association shall be an Associate of the Association. An Associate shall be entitled to attend all General Meetings of the Association but shall not be entitled to vote. An Associate shall not be entitled to use the Association's Library or to receive publications of the Association free of charge, except any publications which the Association makes freely available to anyone.

2.14 Institutions may join the Association only as Institutional Members. Any member of such an institution may attend meetings of the Association but only one person, nominated by the institution, shall be allowed to vote on its behalf.

2.15 No Member's subscription to a Branch may be paid through the Association's account.

2.16 No Member's subscription to the Association may be paid through a Branch account.

3. Branches

3.1 The Council may establish Branches of the Association. Such branches shall be known as Established Branches. They shall act in pursuance of the Objects of the Association and be subject to such Regulations as may from time to time be laid down by the Council.

3.2 The Council may designate other associations as branches of the Association. Such branches shall be known as Designated Branches. For so long as they are so designated, such associations shall act in pursuance of the Objects of the Association and be subject to such Regulations as may from time to time be laid down by the Council.

3.3 The Council may establish branches jointly with other associations having objectives similar to those of the Association. Such branches shall be known as Joint Branches.

3.4 Each Branch must include in its committee of management at least one Personal Member of the Association.

3.5 Each Branch shall have rules concerning its title, governance, finances and the election of its officers.

3.6 Each Branch shall send to the Senior Administrator an Annual Return for each calendar year by the end of January of the following year.

3.7 Each Branch shall appoint annually one of its members who is a Personal Member of the Association to be its representative on the Branches Committee.

3.8 If it is known in advance that the named representative of a Branch will be absent from a meeting of the Committee, the Branch may appoint another of its members who is a Personal Member of the Association to represent it at that meeting; this person shall have all the rights and responsibilities of the named representative.

3.9 No Branch shall make representations to outside bodies or individuals in the name of the Association unless authorised to do so by the Council.

3.10 Each Branch shall be solely responsible for its own debts and liabilities, and shall not pledge the credit of the Association or that of the Council or of any individual member of the Council.

3.11 Each Branch will be eligible for an annual subsidy, the amount of which will be determined by Branches Committee on the advice of Council.

3.12 Each Branch and its officers for the time being shall at all times comply with all Acts of Parliament and other statutory obligations and regulations for the time being in force including (but without prejudice to the generality of the foregoing) the Charities Act or any statute replacing or consolidating the same and the said officers shall be jointly and severally liable to notify the Senior Administrator of the Association immediately upon any breach being brought to their attention.

Established Branches

3.13 The rules of an Established Branch, or any amendments to them, shall require to be approved by a general meeting of the Branch and by the Branches Committee. After approval, a copy shall be sent by the secretary of the Branches Committee to the Senior Administrator and retained by the Association. These rules must conform with and yield to the Memorandum of Association, Articles of Association and Regulations of the Association.

3.14 The Annual Return of each Established Branch shall include:

- a statement of the Branch's finances for the calendar year and such supporting material as may be required by the Association's auditors;
- details of the rates of subscription levied by the Branch;
- details of the programme of meetings organised by the Branch;
- the numbers of Members and Associates of the Association who were members of the Branch during the calendar year;
- the names and addresses of the Branch Secretary, Branch Treasurer and the name of the representative on the Branches Committee for the ensuing calendar year. Any subsequent changes in these appointments shall be notified to the Senior Administrator of the Association within one calendar month of its occurrence;
- the name, address and sort code of the Bank holding the Branch's accounts, and the account number(s) of the Branch's accounts. Any subsequent changes to the Branch's banking arrangements must be notified to the Senior Administrator of the Association within one calendar month of its occurrence.

3.15 The Annual Return of an Established Branch shall be considered to have been received only when all the items given in 3.14 have been received.

3.16 If the Senior Administrator of the Association does not receive the Annual Return of a Branch for a calendar year before:

- 1st February of the following year, the Branch shall not receive any subsidy during that following year unless the Branch satisfies the Branches Committee that there is good cause for the lateness of its Annual Return;
- 1st March of the following year, any representative of the Branch on the Branches Committee shall lose the power to vote during the following year unless the Branch satisfies the Branches Committee that there is good cause for the lateness of its Annual Return.

3.17 The dissolution of an Established Branch shall occur:

- on a resolution of the Council; or
- on a resolution of a general meeting of the Branch; or
- if the Branch fails to hold an advertised professional meeting in a period of two years; or
- if the Senior Administrator of the Association does not receive the Annual Return of a Branch for a calendar year before 1st July of the following year.

3.18 Upon the dissolution of an Established Branch the Senior Administrator of the Association shall recover any funds held by the Branch on behalf of the Association.

Designated Branches

3.19 The rules of a Designated Branch, or any amendments to them, shall require to be approved by a general meeting of the Branch. After approval, they shall be submitted to the Branches Committee for examination. A copy shall be sent by the secretary of the Branches Committee to the Senior Administrator and retained by the Association. The Branches Committee shall bring to the attention of the Council any conflict in these rules with the Memorandum of Association, Articles of Association or Regulations of the Association.

3.20 The annual return of a Designated Branch shall include:

- an audited statement of the Branch's finances for its most recent financial year;
- details of the rates of subscription levied by the Branch;
- details of the programme of meetings organised by the Branch;
- the numbers of Members and of Associates of the Association who were members of the Branch during the calendar year;
- the names and addresses of the Branch secretary, the Branch treasurer, the Branch auditor and the named representative on the Branches Committee for the ensuing calendar year. Any subsequent change in these appointments shall be notified to the Senior Administrator of the Association within one calendar month of its occurrence.

3.21 The withdrawal of designation of an association as a Designated Branch shall occur:

- on a resolution of the Council; or
- on a resolution of a general meeting of the Branch; or
- if the Branch fails to hold an advertised professional meeting in a period of two years; or
- if the Branch fails to submit its Annual Return for any calendar year by the end of the June of the following year.

Joint Branches

3.22 Joint Branches shall be governed by the regulations for Established Branches as set out above.

4. The Council

4.1 The Council shall conduct the business of the Association in accordance with the Memorandum of Association and the Articles of Association.

4.2 The Council shall consist of the President, the Immediate Past President, the President–Designate (if any), the Chair of Council, the Secretary, the Treasurer, the chair of each of the Committees listed in Regulation 9.1 and seven members without office.

4.3. The members without office shall be elected to serve for a period of not more than three years. Election to a further term is subject to a maximum of six years’ service in any continuous period of nine years.

4.4 In the absence from a meeting of Council of a chair of any Committee, another member of that Committee shall be invited to attend. Such substitute members shall count towards the quorum and shall be entitled to vote.

4.5 The Council shall make Regulations to define the functions and duties of the Chair of Council, the Secretary, the Treasurer and the Senior Administrator, and shall thereby ensure that provision is made for the proper conduct of the business of the Association, for the maintenance and insurance of its property, for the work, well-being and insurance of its employees, and for the discharge of all legal and financial obligations on behalf of the Association.

4.6 The Council shall be answerable to the Association for financial decisions made on its behalf.

4.7 The Council shall be responsible on behalf of the Association for the conduct of business between the Association and other institutions and organisations, but may, where appropriate, delegate such business to a Committee or a Branch of the Association or to a working group.

4.8 The Council may establish Committees of the Association and agree their terms of reference.

4.9 The Council may establish joint committees with other bodies, agree their terms of reference and determine their financial arrangements.

4.10 The Council may appoint Members to undertake specific duties on behalf of the Association. Such appointments shall be subject to annual review.

4.11 Invitations from other institutions or organisations for the Association to be represented on or to nominate members for their boards or committees shall be considered by Council.

4.12 The Council shall be responsible for the appointment and dismissal of staff, and shall determine their terms and conditions of service, on the advice of the Member of Council with Responsibility for Headquarters and in consultation with the Senior Administrator.

4.13 The Council shall determine the entitlement to the facilities of the Association Headquarters, and to the services of its staff, of members of the Council and of Committees, Branches and others working on behalf of the Association.

5. The President

5.1 The President shall be elected by the Council to hold office from the conclusion of one Annual General Meeting until the conclusion of the next. The election of the President shall be announced on behalf of the Council at the first of these meetings.

5.2 Once elected, the successor to the incoming President shall become the President-Designate, and shall be a member of the Council.

6. The Officers

6.1 The Officers of the Association shall be the Chair of Council, the Secretary and the Treasurer. A Member shall be elected annually to each of these offices. These persons may not hold the office to which they have been elected for more than five years in any continuous period of ten years.

Chair of Council

6.2 The functions of the Chair of Council are to encourage cohesion between the various activities of the Association, to bring into review issues of current concern, to keep in view the future development of the work of the Association, to support chairs of Committees and others who are active on behalf of the Association, and to oversee the conduct of the business of Council.

6.3 Before any meeting of the Council or of its Standing Committee the Chair shall agree with the Senior Administrator items for inclusion in the agenda. After the meeting the Chair shall verify the accuracy of the minutes and, subject to a subsequent meeting having agreed their correctness, shall sign these minutes as an accurate record of the proceedings.

6.4 The Chair of Council shall report at each meeting of the Council on the matters considered by the Standing Committee since the preceding meeting.

6.5 The Chair of Council shall report to the Annual General Meeting on the activities of the Council during the preceding year.

The Secretary

6.6 The Secretary shall, with the advice of the Council or its Standing Committee, oversee the conduct of correspondence on behalf of the Association on all matters other than those relating to membership, subscriptions, sales and finance.

6.7 The Secretary shall oversee the invitation and verification of nominations to offices within the Association which are subject to ballot of the membership or election at an Annual General Meeting or which come within the responsibility of the Council, and shall ensure that proper arrangements are made for the conduct of such ballots and elections and for publication of the names of those elected.

6.8 The Secretary shall arrange for an Annual Report of the work of the Association to be prepared, and for its publication and distribution to the Members of the Association.

6.9 The Secretary shall oversee the arrangements for proper representation of the Association on all relevant outside bodies in accordance with instruction from the Council and having regard for the requirements and rules and regulations of those bodies.

The Treasurer

6.10 The Treasurer shall advise the Council on all matters concerning the finances, property and insurance of the Association.

6.11 The Treasurer shall, after negotiation, propose budgets within which committees, employees and others working on behalf of the Association may operate, and present these to the Council for approval. Once these are approved, budget holders have responsibility for operating within them.

6.12 The Treasurer is entitled at any time to request and receive information concerning monies and property of the Association in the possession of any employee, office holder, Committee, Branch or Member.

6.13 No proposal involving expenditure in excess of or not covered by an approved budget shall be implemented without the consent of the Treasurer.

6.14 The Treasurer may, for good reason and with the approval of the Council or its Standing Committee, vary or annul any budget agreement currently in force.

6.15 The Treasurer shall make proposals and seek the approval of the Council for the subscriptions to be levied for each category of membership.

6.16 Having consulted the Editor-in-Chief and the Chair of the Publications Committee, the Treasurer shall make proposals concerning the financing of periodicals and shall seek the approval of Council for these.

6.17 The Treasurer shall ensure that annual accounts are prepared and submitted for audit, shall present these to the Annual General Meeting for approval and shall subsequently report on these accounts to all Members. With the approval of Council, the Treasurer shall also propose the auditors for the following year.

6.18 The Treasurer shall regularly monitor the income and expenditure of the Association, having special regard to any expenditure which falls outside the budgets approved by the Council.

6.19 The Treasurer may delegate employees, treasurers of Committees or other Members to make payments on behalf of the Association, and shall be personally responsible for all payments on behalf of the Association which are not so delegated.

6.20 The Treasurer shall inform the Directors promptly of any matter concerning the finances, property or investments of the Association which falls within their sphere of responsibility, and shall where necessary summon meetings or otherwise seek the advice of Council. The Treasurer shall report to the Council regularly on the financial state of the Association.

6.21 The Treasurer shall not take any action in the name of the Council without its express consent.

7. Member of Council with Responsibility for Headquarters

7.1 The Council will appoint from among its members a member of Council who will take responsibility for Headquarters and the Association's staff.

7.2 This member shall make recommendations to the Council for the staffing of the Association Headquarters, thereby ensuring that the number and qualification of the staff is adequate to service the needs of the Association within the financial resources at its command.

7.3 This member shall be responsible to the Council for the well-being and insurance of employees while on the business of the Association.

7.4 This member shall act as a channel of communication between the Headquarters staff and the Council and shall provide support, and may give instructions, to the Senior Administrator on behalf of the Council.

7.5 This member shall ensure that the Headquarters building and equipment is maintained in good condition and insured, and shall arrange for the leasing of any part of the premises which is declared by the Council to be surplus to the requirements of the Association and is suitable to be occupied.

7.6 This member shall act as an ombudsman in the event of conflict or dispute between members of the Association and Headquarters.

7.7 This member shall be invited to attend meetings of Standing Committee whenever items relating to Headquarters and Headquarters Staff are to be discussed.

8. The Standing Committee of Council

8.1 The President, the Immediate Past President, the Chair of Council, the Secretary, the Treasurer and one member without office appointed by the Council shall constitute the Standing Committee of the Council. The Standing Committee shall have the power to act on behalf of the Association except in such matters as are reserved to the Directors, the Council or a General Meeting, and it shall report any such action to the Council not later than its next meeting. The Company Secretary, if not already a member of the Committee, will attend meetings but will have no voting rights.

8.2 Standing Committee shall have the power to invite any other person to attend a meeting of the Committee. Such invited persons shall not have the power to vote.

8.3 The Secretary and Treasurer of the Association shall serve as secretary and treasurer respectively of the Standing Committee.

8.4 When no meeting of the Council is imminent, the Standing Committee shall be responsible for:

- arranging representation to outside bodies on matters of urgent concern;
- arranging for responses to correspondence from outside bodies;
- decisions on matters of urgency concerning the Committees and administration of the Association;
- any other matters referred to it by the Council.

8.5 When the urgency of an item of business precludes the calling of a meeting, the work of the Standing Committee may be conducted by correspondence, by telephone, by email or in any other way which ensures that account can be taken of each member of the Committee.

9. Other Committees

9.1 The Committees of the Association shall include the Branches Committee, the Conferences Committee, the Editorial Board, the Membership Committee, the Professional Development Committee, the Publications Committee, the Publicity and Media Committee and the Teaching Committee.

9.2 The chair of each Committee of the Association shall be elected annually at an Annual General Meeting. Those elected may not hold the chair to which they have been elected for more than five years in any continuous period of ten years.

9.3 The members of a Committee, other than those elected at an Annual General Meeting or otherwise specified in the Regulations for that Committee shall be elected by the Committee. Each Committee shall review its membership annually. Each member of a Committee must be a member of the Association, either as a Personal Member or via an institutional membership.

9.4 All nominations for election by a Committee shall be submitted to the chair of that Committee by a Member of the Association and shall be accompanied by the nominee's consent.

9.5 Unless specified otherwise in the Regulations for a Committee, no one shall serve as a member of that Committee for more than eight years in any continuous period of twelve years. Membership ex-officio shall not count in reckoning time served and time elapsed for the purposes of this regulation.

9.6 The chair of each Committee listed in 9.1 shall be its designated representative on the Council.

9.7 Each Committee shall elect a secretary.

9.8 No one shall serve as secretary for more than four years in any continuous period of eight years.

9.9 The secretary shall report annually, two weeks prior to the Annual General Meeting, to the Secretary of the Association, the membership of all subcommittees and working groups established and dissolved under these Regulations and any change in the membership of the Committee.

9.10 The secretary shall arrange for minutes of meetings of the Committee to be kept. The minutes of each meeting shall be submitted to the next meeting for confirmation; after approval, one copy shall be signed by the chair as an accurate record, and that copy shall be sent to the Senior Administrator and placed in the archive of the Association.

9.11 Each Committee shall elect a treasurer.

9.12 No one shall serve as treasurer for more than four years in any continuous period of eight years.

9.13 The treasurer shall administer all monies in the charge of the Committee, and shall be responsible to the Treasurer of the Association. The treasurer shall ensure that the Committee operates within the budget approved by the Council.

9.14 The treasurer shall submit annually to the Treasurer of the Association, by a date and in a form specified by the Treasurer of the Association, an estimate of the expected income and expenditure of the Committee for the next financial year.

9.15 Each Committee shall elect from among its members a vice-chair to chair meetings if the chair is absent.

9.16 The President of the Association, the Chair of Council and the Secretary may attend any meeting of any Committee of which they are not members, but shall not have the power to vote.

9.17 A Committee shall have the power to invite any other person to attend a meeting of the Committee. Such invited persons shall not have the power to vote.

9.18 A Committee may establish subcommittees to perform specific functions which fall within the terms of reference of the Committee.

9.19 A Committee may establish working groups with specific tasks which fall within the terms of reference of the Committee. It shall determine the date by which the working group is required to report.

9.20 A Committee shall appoint the chair and shall determine the membership and procedures of each subcommittee and working group. Working groups may include persons who are not members of the Committee or the Association.

9.21 The financial control of subcommittees and working groups shall be vested in the treasurer of the Committee and they shall operate within the budget of the Committee.

9.22 A Committee may dissolve any subcommittee or working group that it has established.

9.23 A Committee may make Standing Orders governing arrangements for meetings and the conduct of business. A copy of the Standing Orders for any Committee shall be lodged with the Senior Administrator and shall be made available to other Committees on request. Standing Orders shall include provision for their periodic review.

9.24 A Committee desiring to make a representation to any outside body shall state, in making such representation, that it speaks for that Committee only. No such representation shall be made without the approval of the President or the Chair of Council.

9.25 A Committee shall have power to issue and circulate reports on its work provided that such reports make clear that they are issued by the Committee and do not necessarily represent the views of The Mathematical Association as a whole.

9.26 A Committee is responsible to the Council and shall report to the Council as and when required. The Council shall report annually to the Association on the work of each Committee.

10. Branches Committee

10.1 The objectives of the Branches Committee shall be:

- to encourage and support the activities of Branches;
- to facilitate exchange of information among Branches;

- to act as a link between the Association and its Branches in the dissemination of information from the Association, and in channelling the views of Branches to the Association;
- to aid the interpretation to the Branches of Association policy;
- to enable Members of the Association to become more actively involved in the Association;
- to ensure that the Council is made aware of any matters which affect Branches and which should be brought to the attention of the Council.

10.2 Branches Committee shall ensure that good communication is maintained with other Committees of the Association, especially the Publicity and Media Committee.

10.3 The membership of the Branches Committee shall be a chair, a secretary and a treasurer, and one named representative of each Branch. The Committee shall have the power to co-opt up to four other members.

10.4 The person who shall be named to represent a Branch on the Committee shall be selected by that Branch. In the absence of its named representative from a meeting of the Committee, the Branch may appoint any other of its members who is a Personal Member of the Association as its representative at the meeting, and this person shall have the power to vote.

10.5 The chair, secretary and treasurer of the Branches Committee and one other member elected annually by the Branches Committee shall constitute the standing committee of Branches Committee. The standing committee shall advise the officers. It shall have power to act for the Branches Committees in minor matters between meetings of the Committee, and it shall report such action to the Committee not later than its next subsequent meeting.

10.6 On notification of proposal for the formation of a Branch, the secretary shall supply a model set of Branch rules and form of account to the proposer(s) and ask the proposer(s) to submit to the secretary:

- the rules proposed for the Branch;
- the names and addresses of the initial officers of the Branch;
- the names and addresses of the Branch's bankers, together with the names and numbers of all the accounts;
- the initial programme.

On their receipt the secretary shall communicate them to the other members of the standing committee of Branches Committee. The standing committee shall determine whether a proposal for the establishment or designation of a Branch shall be made to Council. If it is determined to make such a proposal to Council, the standing committee shall communicate the proposal to the secretary and determine the initial grant, which shall not exceed one and a half times the annual subsidy for a Branch, to be paid upon the establishment or designation by Council of the proposed Branch.

10.7 On the evidence of compliance with Regulation 10.6, the Branches Committee shall determine annually the entitlement of each Branch to the annual subsidy for Branches as specified in Regulation 3.11.

11. Conferences Committee

11.1 The objectives of the Conferences Committee shall be:

- to manage the Annual Conference with responsibility for arranging the Conference business and the Conference Programme, in conjunction with the President and Senior Administrator;
- to organise Occasional Conferences that are not PD (Professional Development) specific;
- to organise, in conjunction with the Professional Development Committee, conferences that are PD specific;
- to encourage Members of The Mathematical Association and non-members to attend conferences;
- to liaise over the venue, date and speakers with other professional associations concerning related conferences; to promote closer links with similar bodies; and, where appropriate, co-operate in the management of any joint conference;
- to ensure that Council is made aware of any matters which affect conferences and which should be brought to the attention of Council;
- to attempt to ensure all conferences are financially self-supporting;
- to ensure budgets for all conferences are submitted in advance to the Treasurer of the Association for approval.

11.2 The membership of the Conferences Committee shall be the President, a chair (elected at an Annual General Meeting under 9.2), the Treasurer, the Senior Administrator and up to three other members.

11.3 The designated representative to Council from the Conferences Committee shall be elected annually by the Conferences Committee at the Annual General Meeting.

11.3 The Chair of Conferences Committee shall ensure that good communication is maintained with other Committees of the Association, Council and the organisers of any other conferences under its management. (The organisation of conferences may be delegated to others.)

11.4 Generally there will be a report by the Chair of Conferences Committee at each Council meeting.

11.5 The Chair of Conferences Committee, in co-ordination with (at least) the Senior Administrator, will visit any new venue proposed for an Annual Conference. Otherwise existing successful venues can be used again without a visit.

12. Editorial Board

12.1 The objective of the Editorial Board is to produce and publish the Association's periodicals, where 'Association's periodicals' shall be understood to mean all journals, magazines or newsletters published by or for the Association which are issued on a regular basis and not less than twice a year.

12.2 The Editorial Board will be chaired by the Editor-in-Chief who will be responsible for overseeing the editing and production of the Association's periodicals.

12.3 The Editor-in-Chief need not be an Editor of one of the Association's periodicals.

12.4 The Editor-in-Chief shall be elected annually at the Annual General Meeting of the Association and shall be eligible for re-election. The Editor-in-Chief may not serve in that capacity for more than 5 years consecutively in any 10-year period.

12.5 The membership of the Editorial Board shall be the Editor-in-Chief, the Editors of the Association's periodicals and the Production Editors of the Association's periodicals. Editors and Production Editors shall remain as members of the Editorial Board for as long as they continue in their roles.

12.6 The Editors of the Association's periodicals shall be appointed by Council.

12.7 The appointment of Assistant Editors of the Association's periodicals shall be approved by the Editorial Board.

12.8 The Editors shall be responsible for commissioning and accepting articles to be published in the Association's periodicals.

12.9 The Editors may delegate responsibility for particular articles and items such as book reviews to an Assistant Editor.

12.10 The Production Editors shall be responsible for producing editions of the Association's periodicals using the articles accepted for publication by the Editors. Normally, they shall not edit the content of the articles, except with the agreement of the Editor of the relevant periodical and where such changes are necessary due to limitations imposed by the printing process.

12.11 Council shall have the right to remove an Editor or Production Editor of any of the Association's periodicals.

13. Membership Committee

13.1 The objectives of the Membership Committee shall be:

- to monitor and raise levels of membership;
- to develop and review membership categories as relevant to the needs of potential and existing Members;
- to develop the services that The Mathematical Association offers to Members;
- to initiate, co-ordinate and oversee the production of publicity and promotional materials relating to membership recruitment;
- to advise the Council on matters related to membership.

13.2 The Committee shall consist of the chair; the President and the Treasurer of the Association, the chair of the Publications Committee; the Senior Administrator and the member of Headquarters staff with responsibility for publicity and promotions; and not more than five members appointed by the Council.

13.3 The Committee shall collaborate with Headquarters staff on all matters relating to membership.

13.4 The Committee shall invite a representative of any other Committee of the Association to attend its meetings when matters relevant to that Committee are to be discussed.

14. Professional Development Committee

14.1 The principal aim of the Professional Development Committee is to promote and support the professional development of teachers of mathematics. It may promote certification and awards that will encourage this professional development, and will promote activities for the benefit of teachers and others concerned with mathematics education.

14.2 The Committee shall consist of the chair, the secretary and the treasurer; one representative of the Teaching Committee and one representative of the Conferences Committee; and up to five other members.

14.3 The Committee may establish subcommittees to deal with particular types of award, or certain kinds of professional initiative, or with particular groups of providing institutions, or to undertake particular duties. Such subcommittees may include persons who are not Members of the Association.

14.4 The Committee shall:

- organise occasional conferences and PD events to support the needs of MA members;
- advise the Council on matters of professional development and in-service education and, when appropriate, make recommendations;
- seek prior approval of the Council for the development of any new award, accreditation or initiative which would carry the authority and imprimatur of the Association;
- recommend to the Council the registration fees payable by students; issue instructions to providing institutions on the registration and assessment of Diploma students, on the procedures for the submission of course proposals, on the entrance qualifications of students, and on submission of examination results and moderators' reports.

14.5 The Committee may:

- from time to time issue on behalf of the Association brochures, advice to institutions, guidelines for Committee members and for external moderators, or collections of good practice;
- propose to the Teaching Committee and to the Conferences Committee suggestions for activities that would support its work.

15. Publications Committee

15.1 The objectives of the Publications Committee shall be:

- to oversee and co-ordinate the production of all Association written publications, other than periodicals, and publicity materials;
- to advise the Council on matters related to publications;
- to assist in the marketing and sale of Association publications;
- to keep under review the current range of Association publications.

15.2 The Committee shall consist of the chair; the Treasurer of the Association, the chairs of the Publicity and Media Committee and the Teaching Committee (or their representatives), and the

Editor-in-Chief; the Senior Administrator and the member of Headquarters staff with responsibility for publicity and promotions; and not more than three members appointed by the Council.

15.3 If the chair of the Publicity and Media Committee or of the Teaching Committee is unable to attend a meeting of the Committee, then another member of the respective Committee shall be invited to attend. If the Editor-in-Chief is unable to attend, then another member of the Editorial Board shall be invited. These members shall be entitled to vote.

15.4 The Committee shall:

- work with the Teaching Committee to arrange for the efficient preparation and completion of draft works for publication;
- receive other proposals for publication;
- prepare final drafts and cover design, seek print estimates and arrange for printing;
- monitor sales and finances, arranging for re-printing as necessary;
- plan and prepare publicity for each publication (including reviews, articles in journals, sessions at conferences) and for an annual print of the publications booklet;
- co-ordinate publicity with the Chair of the Publicity and Media Committee;
- suggest new topics for future publications, review publications strategies and report to the Council.

15.5 The Committee shall collaborate with Headquarters staff on all matters relating to publications.

15.6 Publications (e.g. books, magazines) can only be issued with the consent of the Publications Committee or the Editor-in-Chief.

16. Publicity and Media Committee

16.1 The objectives of the Publicity and Media Committee shall be:

- to oversee all aspects of publicity for the MA;
- to be responsible for the MA website and the use of social media;
- to advise Council on all matters germane to the above.

16.2 The Committee shall consist of the chair, secretary, treasurer, one representative of the Membership Committee, one representative of the Publications Committee and up to three other members.

16.3 The Committee shall:

- consult other committees and co-ordinate publicity on behalf of the Association;
- arrange for the co-ordination of publicity for all aspects of the work of the Association, including membership, periodicals, publications, conferences, courses and Branches;
- arrange for Association stands at major exhibitions and conferences;
- arrange for publicity and sales at meetings of Branches; monitor the effectiveness of publicity and suggest new methods of publicity, seeking outside advice on the promotion of the Association when necessary.

17. Teaching Committee

17.1 The objectives of the Teaching Committee shall be:

- to keep under review matters concerning the teaching and learning of mathematics and to address matters of potential future importance;
- to advise the Council on responses and representation by the Association to outside bodies on matters which affect the teaching and learning of mathematics;
- to initiate, in collaboration with other Committees of the Association, the dissemination of its findings through publications, conferences, meetings and other appropriate means.

17.2 The Committee shall consist of the chair, the secretary, the treasurer, the chairs of all subcommittees of Teaching Committee and up to six other members. The membership as a whole should include at least two primary specialists and have links with higher education.

17.3 There shall be an Open Meeting of the Committee at the Annual Conference of the Association. The Association shall not be liable to pay the expenses of those attending the Open Meeting.

17.4 The Committee shall hold such other meetings as are required to discharge its duties.

17.5 For each subcommittee and working group, the Committee shall appoint a member of the Committee as Liaison Member. The Liaison Member, for a subcommittee or working group, shall:

- monitor its progress and make periodic reports on it to the Committee;
- be invited to its meetings, and receive copies of its papers and, on request, communicate them to the Committee.

17.6 The chair of a subcommittee or working group shall arrange for notices of its meetings and all relevant documents to be sent to its Liaison Member.

17.7 A subcommittee or working group shall not distribute beyond its own membership and that of the Committee any document without the knowledge of the Liaison Member and the consent of the chair of the Committee.

17.8 Position papers and responses to consultations should be approved by an Officer before being made public or posted on the *We Say* section of the website.

17.9 The Committee may establish and appoint members to joint committees with other bodies, it shall agree the terms of reference and, with the approval of the Treasurer of the Association, financial arrangements for such committees with the other participating bodies, and it shall report these to the Council.

18. Senior Administrator

18.1 The Senior Administrator shall manage the day-to-day business of the Headquarters and its staff, excepting that appointment and dismissal of staff shall be the responsibility of the Council.

18.2 The Senior Administrator shall manage the day-to-day financial affairs of the Association in accordance with policies laid down by Council; shall regularly inform the Treasurer of the current financial position and membership of the Association; and shall arrange for the preparation of draft annual accounts and their submission for audit.

18.3 The Senior Administrator shall provide information to the Council concerning any legislation or administrative process which exists or is in prospect which may affect the Association, and in particular its financial affairs, staff or property.

18.4 The Senior Administrator should attend all meetings of the Council, the Standing Committee of Council and General Meetings of the Association, and shall collaborate with the Chair in the production and circulation of agenda, minutes and other papers.

18.5 The Senior Administrator shall oversee arrangements for the accommodation of General Meetings, meetings of the Council and, where appropriate, other Committees, with the aim of ensuring their effective functioning.

18.6 The Senior Administrator shall attend the Annual Conference and shall be responsible for arranging Association services for those attending.

18.7 The Senior Administrator shall be responsible for the implementation of decisions of the Council and its sub-committees which have authority to deal directly with the Senior Administrator, and shall be responsible to the officers of the Association in relation to the duties respectively assigned to them.

18.8 The Senior Administrator shall have a duty of care for the condition and security of the property and equipment at the Headquarters of the Association, and shall make arrangements necessary for its maintenance and insurance.

18.9 The Senior Administrator shall take cognisance of communications directed to the Association Headquarters, and arrange for appropriate action to be taken in respect of them, in consultation where necessary with Officers of the Association.

18.10 The Senior Administrator shall report regularly to the Council through the Member of Council with Responsibility for Headquarters.

19. Public Statements

19.1 Public statements - written or oral - should, as far as possible, reflect previously agreed policies, where these exist. Where formal policies do not exist, they will reflect the consensus view from Council and Teaching Committee.

19.2 Approval for all written statements issued on behalf of the Association that relate to association policy should be given by an Officer before publication.

20. The Library

20.1 The Council shall appoint a Librarian to have charge of the Library, and shall make Regulations for the use, maintenance and governance of the Library.

20.2 The Library shall be housed at Leicester University and its access and use by members shall be defined by a Service Level Agreement. This will be negotiated from time to time by the Librarian with the University. When Council has ratified this agreement, the Chair of Council shall sign it on behalf of the Association.

20.3 The Librarian shall act as chair of a Library Committee. This committee will be responsible for monitoring the library and planning its development. The Librarian and the Chair of Council will agree the composition of the committee each year.

20.4 The Chair of Council, or a nominated member of Council, shall act as a link between the Library Committee and Council.

20.5 The Chair of Council shall report to Council at least once per year on the library.

20.6 The Library of the Association may not be disposed of, in whole or part, without the express permission of the Council.

21. The Archives

21.1 The Council shall appoint an Archivist to take charge of the Association's Archives.

21.2 The Archives shall be housed at the Association's Headquarters.

21.3 The Chair of Council, or a nominated member of Council, shall act as a link between the Archivist and Council.

21.4 The Archives of the Association may not be disposed of, in whole or part, without the express permission of the Council.

22. Diplomas of The Mathematical Association

22.1 The Mathematical Association shall constitute itself as a validating and awarding body for the purpose of awarding to suitable candidates a Diploma or Certificate of The Mathematical Association. The Professional Development Committee shall act on behalf of the Council for this purpose.

23. Interpretation of Regulations

23.1 The Council shall have the power to interpret the Regulations of the Association on behalf of the Association.