

# **Regulations of The Mathematical Association**

**(Approved by Council on 2 December 2023)**

These regulations are to apply in conjunction with the 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 due on the following 1<sup>st</sup> January and shall be entitled to receive all publications issued to Members in the appropriate category during that period.

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

### **Expenses of Committee Members**

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

1.6 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.

1.7 The Chair of each Committee shall circulate claim forms, obtained from the Chief Executive Officer (CEO), at any meeting of the Council or Board or Committee, check all claims and send the forms to the CEO who shall be responsible for making payments.

1.8 Officers and other Members who have expenses which are not covered by 1.5-1.7 shall submit their expenses claim to the CEO annually by 10th December and on relinquishing office, either directly or through an appropriate Chair.

### **Special Purposes Funds**

1.9 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.

1.10 The resources of a fund established as in 1.9 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.

1.11 Grants from such a fund shall be made for:

Capital expenditure on:

- 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.

1.12 The resources of a fund as in 1.9 shall be applied wholly and solely to the purpose for which the fund was established. The CEO shall be responsible for all payments from such a fund. The decision to terminate the fund shall be taken by the Council.

1.13 The CEO 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 Members will be individuals and/or institutions whose present or previous professions or employments are directly connected with the purposes of the MA.

2.2 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
- Life Members

Institutional Members

Other categories may be added with the agreement of Council.

2.3 A Personal Member in good standing 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.

2.4 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 subject to (a) the nominee not being a current member

of Council and (b) if the nominee is a past President of the Association their term of office must have ceased 5 years before nomination. The appointment of an Honorary Member shall be reported to the next Annual General Meeting.

2.5 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.

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

2.7 The rates of subscription for Members shall be as in the current schedule published by the Association which is available the Association's website. Payments must be made in Pounds Sterling.

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

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

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

2.11 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 CEO quarterly financial returns with a corresponding copy bank statement for each financial quarter with the final return being submitted no later than 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 CEO 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 CEO and retained by the Association. These rules must conform with and yield to the Articles of Association and Regulations of the Association.

3.14 The Final Quarterly 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 CEO 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 CEO 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 CEO 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 CEO 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 CEO 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 CEO and retained by the Association. The Branches Committee shall bring to the attention of the Council any conflict in these rules with the 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 CEO 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 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 Honorary 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 who is a Personal Member of the Association 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 Honorary Secretary, the Treasurer and the CEO, 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 the CEO and shall determine their terms and conditions of service.

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 Honorary 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 CEO 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 Honorary Secretary**

6.6 The Honorary 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 Honorary 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 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, the CEO and budget holders have responsibility for operating within them.

6.12 The Treasurer is entitled at any time to request and receive information concerning the finances 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, in collaboration with the Chair of Membership, shall make proposals and seek the approval of the Council for the subscriptions to be levied for each category of membership.

6.16 The Treasurer shall ensure that annual accounts are prepared and submitted for independent examination, 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 independent examiners for the following year.

6.17 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.

6.18 The Treasurer shall inform the Directors promptly of any matter concerning the finances 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 be responsible to the Council for the well-being of employees while on the business of the Association.

7.3 This member shall act as a channel of communication between the Headquarters staff and the Council and shall provide support to the CEO on behalf of the Council.

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

7.5 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 Honorary 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.

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 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.

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

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

9.6 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.

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

9.8 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.

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

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

9.11 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 Council.

9.12 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.

9.13 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 HQ.

10.3 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.

10.4 On the evidence of compliance with Regulation 10.3, 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 delivery of the Annual Conference in conjunction with the President and CEO;
- to ensure the quality and relevance of all conference content;
- to deliver stimulating and professional events that supports the professional development of members;
- 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 ensure all conferences are financially self-supporting;

11.2 The membership of the Conference Committee shall be a chair (elected at an Annual General Meeting under 9.2), the CEO and up to five other Members. The President will always be invited and if unable to sit on the committee will be consulted and their input sought.

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

11.4 The Chair of Conference Committee, in co-ordination with the CEO, 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 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 Membership & Challenges Officer, the CEO up to five other Members.

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 Members. It may promote certification and awards that will encourage this professional development and will promote activities for the benefit of Members and others concerned with mathematics education.

14.2 The Committee shall consist of the chair, the Membership & Challenges Officer and up to six 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;

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 Conference 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 Editor-in-Chief, the Marketing & Communications Officer and up to six other Members.

15.3 The Committee shall:

- receive 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);
- suggest new topics for future publications, review publications strategies and report to the Council.

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

## **16. Challenges Committees**

16.1 The objectives of the Challenges Committees shall be:

- to oversee all aspects of the delivery of both the First Mathematics Challenge and the Primary Mathematics Challenge;
- to continually review the scope and content of the Challenges to ensure they remain up to date and fit for purpose;
- to advise Council on all matters related to Challenges.

16.2 The Committees shall consist of the chair, the Membership & Challenges Officer and up to eight Members. In addition to the committee members there will be a pool of question creators and developers who can be called upon at any time, this group may include persons who are not Members of the Association

16.3 The Committee shall:

- create and develop questions each year for each Challenge;
- encourage more schools to take part each year;
- oversee the marketing and promotion of both Challenges;
- provide regular sales and marketing reports to Council.



## **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 and representatives from the subcommittees of Teaching Committee. The membership as a whole should include specialists from the Primary, Secondary, Post 16, Further Education, Higher Education and Initial Teacher Education sectors. Ideally, England, Wales, Scotland and Northern Ireland should all be represented.

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. External Communications**

18.1 Designated authority will be given by Council to appropriate representatives to manage external communications via social media. When participating in active discussions where issues are live and developing, Council requires that these persons act in accordance with the association's strategic aims and values.

18.2 External communications, with the exception of social media, will be centrally coordinated by HQ and approved by the appropriate member of Council before publication.

## **19. The Library**

19.1 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.

19.2 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.

19.3 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.

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

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

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

## **20. The Archives**

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

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

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

## **21. Interpretation of Regulations**

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