British Society for Research into Learning Mathematics

CONSTITUTION

Name and status

1. The Society has the name "The British Society for Research into Learning Mathematics" (BSRLM). BSRLM is an unincorporated association.

Aims

2. The aims of BSRLM are:
    - To be the major forum for research into mathematics education in this country;
    - To be both an environment for supporting new researchers and a forum for established ones;
    - To be accessible to as wide a range as possible of people interested in Mathematics Education;
    - To promote the conduct and dissemination of research in mathematics education in this country.

Membership

3. Membership is open to anyone interested in research in the area of Mathematics Education.
4. Membership is on an annual basis running from January to December and depends upon payment of a subscription payable on or after 1 January. Levels of subscription are determined by the Annual General Meeting.
5. Memberships will lapse if subscriptions are not renewed by March 31st. If only part-payment of the subscription is received, such part-paid members will continue to receive mailings of the Society but will receive no further copies of RME until such time as their membership is paid in full.
6. Only members have the right to participate in the AGM.
7. No member may make public statements purporting to be representative of the views of the BSRLM membership as a whole.

Organisation of the Society

8. The day to day running of the Society will be the responsibility of the **Executive Committee**, which comprises nine officers: Chair, Treasurer, Secretary, Membership Co-ordinator, Publications Officer, Online Communications Co-ordinator, two Day Conference Organisers and Outreach Co-ordinator.
9. It is intended that the Society will hold an **Autumn meeting** and at least one other **day meeting** each year. The Executive Committee will seek to locate the meetings at a variety of places around Britain.
10. The **proceedings** of these meetings will be made available to the Society on its website.
11. The **Annual General Meeting** (AGM) will normally take place at the Autumn meeting. (See paragraph 23).
12. The Executive Committee will report to the membership via the AGM and will distribute minutes.
13. An **Open Forum** with the purpose of reviewing policy decisions and directing the course of the Society will be convened, made up of the Executive Committee and other members who are interested in taking part. The Open Forum will convene once a year. Any propositions put by the Open Forum will be included on the agenda for the AGM.
14. Having obtained the permission of the Executive Committee, BSRLM members may form **Special Interest Working Groups** which will be enabled to meet and publish under the aegis

of BSRLM. The publications and meetings of these groups should acknowledge the support of BSRLM but should also indicate that they do not represent the views of the membership as a whole.

15. The Executive of the BSRLM may, from time to time, respond on behalf of the Society to external consultations on matters of relevance to the Society. The Executive shall seek advice via open consultation with the Society. Any such response to consultations will be made available to members on the BSRLM website.

Composition of the Executive Committee

16. Members of the Executive Committee or members co-opted by the Executive Committee may act as representatives of BSRLM in other organisations and in activities in so far as such participation promotes the aims of the Society.
17. Members of the Executive Committee will be elected by single transferable vote at the AGM, to serve for a period of three years and four months commencing the following January 1st. Members will be elected to a named officer position on Executive. The relevant outgoing officer will support a new officer for a period of four months (January 1st until April 30th).
18. All members of BSRLM are eligible for election to the Committee, including past and retiring Executive Committee members, with the exception of current members with a term of office still to complete on the Committee.
19. Election to the roles will be staggered so that, wherever possible, two or three roles will be up for election together.
20. Nominations, together with the signatures of a proposed and seconder and accompanied by the written consent of the person nominated, must be sent to the Secretary by October. Voting will be by Single Transferable Vote (details of which are set out in Annex 1) at the AGM. Results must be circulated to members by mid-December.
21. The descriptions of the roles and responsibilities of each of the office-holding Committee Members is laid out in Annex 2.
22. In the event of a vacancy occurring between AGMs the Executive Committee has the power to co-opt a replacement for the remainder of the term of office.
23. For special purposes the Executive Committee may invite further members to assist its work for periods of not more than two years.

AGM Structure

24. The agenda for the AGM will include:
    1. Apologies for absence
    2. Minutes of the last meeting (these will be available at the Autumn meeting)
    3. Matters arising from the minutes
    4. Executive committee reports
    5. RME Editorial report
    6. Elections
    7. Resolutions:

Change of Constitution

25. This constitution can only be changed by a vote of at least two thirds of all those BSRLM members present at an AGM. Any change to the constitution must have been presented to the previous AGM.

ANNEXE 1

In STV, in the event of there being more than one candidate, votes will indicate their preference by allocating 1, 2, 3, … to their choices. Should no candidate achieve more than 50% of the vote, the candidate (or candidates) with the least number of votes will be eliminated and their votes

reallocated. This continues until one candidate achieves more than 50%. If two candidates achieve 50% the one with the greatest number of first choices is declared the winner.

ANNEXE 2 – Roles of the Executive Committee

(Note: this annexe is for information and is not intended to be legally binding. The Executive Committee may wish to make occasional changes. What follows represents the roles as determined at Executive Committee meetings in 2018).

Chair

Executive roles

- Executive lead: chair Executive meetings and, with Secretary, manage business.
- With Secretary, organise AGM
- Liaise with external bodies as appropriate
- Organise and chair Open Forum
- Manage BSRLM Honorary Award - (The Award will normally be made once within the term of each Chair (every 3 years) based on a discussion with the Executive Committee.

JMC

- Attend JMC or arrange substitute.
- With colleagues, liaise and take overall and ad hoc responsibilities for BCME

RME (see separate information)

- Maintain record of Editors and members of the Editorial Board
- Initiate and organise calls for Editors, Editorial Board, Book Review editor and Administrative Assistant annually or as appropriate, circulate applications and inform applicants of outcomes, request extensions and thank retiring incumbents

Janet Duffin Award

- Send out invitation to BSRLM members and any other members of the Editorial Board as soon as final issue of the year is published. Allow a couple of months for reply and send reminder after 6 weeks. Count votes - chair has casting vote if required.
- Inform Executive, winner, RME Editors and family. Invite winner to give JD lecture at the June Day Conference.
- Once arrangements for lecture confirmed, inform membership; arrange for addition to website; send invite to Duffin family.
- If winner is travelling to the Conference on Friday, invite out to dinner accompanied by an RME Editor.
- Host lecture. Arrange addition to website.

Treasurer

Membership

- Ensure payment is received by all members
- Calculate membership fees
- Transfer of payments from PayPal

Conferences

- Ensure payment is received by all attendees
- Liaise over conference contracts (room and AV hire, catering)
- Make payments to conference hosts

Executive

- Summary reports
- Expenses for executive members
- Advise on financial matters

RME

- Liaise with Taylor and Frances over royalties
- Pay administrator
- RME editors' expenses

Janet Duffin

- Pay speaker's expenses

Leone Burton

- Monitor and record donations
- Make payments for ECR day grants

Treasurer's report

- Summarise finances
- Arrange for accounts to be audited/checked
- Complete and present treasurer's annual report

<u>Membership Co-ordinator</u>

Membership Management

- Foster recruitment and identify opportunities for expanding membership
- Welcome new and paid members to the society
- Manage membership database
- Liaise with the BSRLM treasurer regarding membership payments and update membership database accordingly
- Follow-up non-, lapsed- and under-payees

Liaison with Taylor & Francis

- Send full membership and mailing list to T&F three times a year as requested
- Maintain list of late joining members and liaise with T&F to ensure these members receive back copies
- Follow-up members where journal copies are returned to sender
- Together with the publications officer ensure members have electronic access to RME.

Email List

- Add new members to email list
- Manage message requests

Conference

- Check membership status of all registered conference attendees and liaise with the Day Conference Organisers to ensure membership statuses are accurately recorded
- Attend Day Conferences three times a year and resolve membership queries e.g. processing conference attendees who are not fully paid members

Secretary

Executive Meeting

- With the Chair, manage the business and arrangements for each meeting
- Prepare and distribute the agenda and other documentation
- Take and distribute the minutes

AGM

- Ensure notice of meeting and documentation are distributed to BSRLM membership in good time
- With the Chair, organise the agenda and arrangements for each meeting
- Take and distribute the minutes

Archive

- Have ownership of the shared drive and maintain the electronic archive of BSRLM-executive related papers including the constitution
- Hold the paper archive of material
- Consult these as required by other members of the executive

Executive elections

- Inform the membership of executive posts becoming vacant and coordinate nominations
- With the Chair, ensure there is at least one nomination for each post
- When there are sufficient nominations, coordinate elections at the AGM

Other responsibilities

- Take notes at the Open Forum
- Receive any general queries from the website
- Be a bank account signatory
- To be the Domain Name holder for the BSRLM website

Publications Officer

- Set a submission date for CPs approximately six weeks after the day conference (allowing for holidays). Prior to the first announcement for a conference let the Day Conference organiser know the submission date so that this is included in conference information.
- Immediately after the conference the day conference organiser will provide a spreadsheet of presenters' email addresses. Email all, attaching BSRLM templates and invite contributions.

- Check the papers as they come in making suggestions where there are problems with typographical mistakes, grammar or clarity. Ensure they have used the BSRLM style template (return those that haven't for reformatting) and correct (or nearly correct) referencing. Check abstracts are no longer than 150 words. Acknowledge receipt of papers and go back to authors if you spot problems. Return copy with track changes for approval. Allow around ten days for revisions.
- After the deadline, prepare papers for publication (see additional guidance) and pass to Communications Co-ordinator for uploading to website. Once proceedings are available on BSRLM website notify the authors via email. Respond to authors if problems arise.
- Archive the Proceedings, programme and speaker abstracts.
- Occasionally respond to requests from universities asking if they can link to the Proceedings from their vle or research database. The answer is yes as it is openly available.
- Liaise with the editor of RME re publication deadlines, letting them have copies of abstracts for publication in the journal. Act on behalf of the authors in terms of correcting the copy for the journal and approving/correcting the pre-publication proofs.
- Together with the membership co-ordinator ensure members have electronic access to RME.

Day Conference Organisers

- To invite contributions for the day conference meetings
- To contact and liaise with the local host/s
- To organise the programme for the day
- To send out the first and second announcements
- To organise conference materials

Outreach Co-ordinator

- Act as main point of reference between BSRLM and the elected BERA SIG Convener[i]
- Co-convene BSRLM/BERA SIG events
- Be a member of the BERA SIG and participate in SIG activities
- Support the development of proposals for symposia on mathematics education at the annual BERA conference
- Attend the annual BERA conference and participate in SIG activities[ii] [iii]
- Liaise with external organisations with an interest in mathematics education research (for example, NCETM)

Notes

i. These may be the same person; elections are carried out separately
ii. If this person is not also the elected BERA SIG Convener, then is it a requirement for the role that this person is also a member of BERA.
iii. If this person is not also the elected BERA SIG Convener, BSRLM will fund this person's attendance at the BERA conference.

Online Communication Co-ordinator

- Oversee the design and maintenance of the BSRLM website including liaising with the web hosting company (currently Bowler Hat).
- Exercise editorial oversight of the BSRLM website.

- Oversee and promote blogs on the BSRLM website.
- Oversee social media channels (including the BSRLM Twitter account).
- Ensure relevant parts of the website are up to date (future dates, footer with Executive Committee details, AGM minutes, JD winner, BCME etc)
- Liaise with other BSRLM Executive Committee members regarding the maintenance of the BSRLM website including:
    - Membership Co-ordinator - who will deal with queries relating to the database from members (including membership status and correct postal address - for receipt of RME); liaise with RME over the export of mailing lists.
    - Conference Organisers - who will update website pages relating to future conferences and previous conferences; create contact forms (conference registration forms and session proposal forms).
    - Treasurer - who will audit membership payments; update Membership 2 database on website; change membership status where appropriate; oversee conference payments; oversee Janet Duffin donations.
    - Publications Officer - who will ensure members have electronic access to RME page; liaise with RME editors to maximise awareness of RME; upload Conference Proceedings papers; publicise availability to members; archive conference proceedings, programmes and speaker abstracts.

<u>The Executive Committee as a whole</u>

Attend BSRLM Day Conferences and chair sessions as needed

Attend executive meetings, AGM, and Open Forum

Prepare formal reports for AGM, and informal reports for executive meetings

Develop their own role in response to the changing requirements of BSRLM

Represent BSRLM at external events and bodies as needed

Promote BSRLM membership and participation in the community

Respond to emails about executive matters (in a timely manner)

Support BSRLM's website and social media platforms

Participate as a de facto member of the RME decision making body in consultation with the editors

All executive committee members to be entitled to claim reasonable expenses as part of their role

ANNEXE 3 – The official address for the Society

The official address for the Society will normally be the institutional address of the current Secretary. Where for any reason this is not appropriate, the institutional address of another officer, preferably the Chair, will be substituted.