

British Society for Research into Learning Mathematics

CONSTITUTION

Name

1. The Society has the name “The British Society for Research into Learning Mathematics” (BSRLM)

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 eight officers: Chair, Treasurer, Secretary, Membership Secretary, Conference Proceedings Editor, Online Communications Co-ordinator, Day Conference Organiser and BERA SIG 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.

Composition of the Executive Committee

15. 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.
16. 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).
17. 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.
18. Election to the roles will be staggered so that, wherever possible, two or three roles will be up for election together.
19. 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 31st 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.
20. The descriptions of the roles and responsibilities of each of the office-holding Committee Members is laid out in Annex 2.
21. 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.
22. For special purposes the Executive Committee may invite further members to assist its work for periods of not more than two years.

AGM Structure

23. 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

24. 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 2016).

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

JMC

Attend JMC or arrange substitute.

With colleagues, liaise and take overall and ad hoc responsibilities for BCME

RME

Maintain record of Editors and members of the Editorial Board

Initiate and organise annually calls for Editors, Editorial Board and referees as appropriate

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 and RME Editors. 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 Francis 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

Membership Secretary

Membership Management

Transfer details of new members from the online joining form to the current membership database

Liaise with the BSRLM treasurer regarding membership payments and update membership database accordingly

Welcome new and paid members to the society

Keep membership database up to date when members request a change to their details

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

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 Organiser to ensure membership statuses are accurately recorded

Attend Day Conferences three times a year and manage the membership table, 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

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

Use institutional address on MailChimp

Conference Proceedings Editor

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, ensuring 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 upload to website. Once proceedings are available on BSRLM website email membership to let them know via Nottingham lists. Respond to authors if problems arise.

Archive the IP, programme and speaker abstracts.

Occasionally respond to requests from universities asking if they can link to the IP 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.

Publicise papers and invite authors to contribute to BSRLM blog [once new website launched].

Ensure that relevant parts of the website are up to date (e.g. future dates, the details of the exec committee, AGM minutes, Duffin prize winners, BCME).

Ensure members have electronic access to RME.

Day Conference Organiser

To invite contributions for the day conference meetings

To contact and liaise with the local meeting organisers

To organise the programme for the day

To send out the first and second announcements

To organise conference packs

BERA SIG and Outreach Co-ordinator

Liaise with the BSRLM Executive Committee to identify potential venues and dates as well as local organisers for approximately nine conferences to be organised under his/her 3-year term as the Day Conference Organiser. Additionally, the Organiser will also be expected to book venues for 6 additional conferences to take place after the Organiser's term of office.

Arrange for the updating of the BSRLM website with respect to the 'Next Meeting', 'Future Meetings' and 'Previous Meetings' webpages on the BSRLM website in a timely manner and with the dates and venues for future meetings published as far in advance as possible.

Liaise with local organisers (and NRD organisers) to ensure all the preparation for each conference is in place including sending out signage templates in advance; it is also very helpful if the programme of events taking place in each room used for parallel sessions is available outside the room - if possible, provide these for the local organisers.

Create the BSRLM conference on-line (Google Form) registration form and on-line session proposal form two months before each conference takes place.

Send out the First Announcement, the Reminder and the Second Announcement e-mails to the BSRLM membership before each conference.

Promote each upcoming conference via BSRLM social media platforms.

Edit (not review) submitted abstracts – ensure that the focus of the proposed sessions is relevant to the focus of the BSRLM. Provided that the proposed sessions are to do with mathematics education research, they are usually 'accepted'. If the submitted abstracts are appropriate, e-mail the presenter to confirm that their session will be included in the conference programme and thank them for submitting their abstract and presenting at our conference.

Create a draft session programme and run this past fellow Executive Committee members.

Prepare and present a brief informal report on matters relating to the Conferences at each Executive Committee meeting.

Prepare conference packs (containing conference programme; session programme; abstracts; list of participants; evaluation form; (already signed) receipt) for all the delegates and a few extra packs.

Prepare name badges (two copies of name badges for each participant: one copy for their conference pack, and the other for the participant to use as a name badge). Indications should be

made on each participant's name badge whether they have paid for the conference fee and whether they have paid for the membership fee. Such information can be obtained from both the Treasurer and the Membership Secretary.

Answer enquiries relating to the BSRLM conferences from both BSRLM members and non-members alike in a timely manner. Forward their enquiries to the local conference organisers as appropriate.

Online Communication Co-ordinator

(detailed role description to be developed after the new website is set up)

To be responsible for populating and maintaining the website

To be responsible for the Society's social media presence

The Executive Committee as a whole

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 your 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

ANNEXE 2 – 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.