

Constitution

10 May 1993

Name, Objects and Composition of the Association

1. The Association shall be called “The Canberra Mathematical Association Incorporated”, herein after call “The Association”.
2. The objects of The Association shall be to promote interest in mathematics, to encourage improvements in the teaching of mathematics and its applications, to provide means of communication among teachers and students, and to advance the views of the Association on any question affecting the study and teaching of mathematics and its applications.
3. The Association shall consist of the following five categories of members:
 - i) ordinary
 - ii) joint
 - iii) concessional
 - iv) institutional
 - v) honorary

All members of the Association are automatically enrolled as members of the Australian Association of Mathematics Teachers, hereinafter referred to as “AAMT”

Membership

4. The privileges of ordinary membership shall include, in addition to the privileges of membership of AAMT, the right to stand for office in the Association, to vote at general meetings and to receive publications of the Association.
5. Joint membership shall apply to two persons living at the same address. The privileges of joint membership shall be those of ordinary membership except that they shall receive only one copy of Association publications between them.
6. Concessional membership shall be available to students and to unemployed or retired teachers. The privileges of concessional membership shall be those of ordinary membership except as provided in Section 26 of this constitution.
7. An institution or corporation may become an institutional member. An institutional member may in any year in which its subscription to the Association is not in arrears nominate one person as its representative, and such representative shall be entitled to all privileges of ordinary membership without payment of an individual subscription and shall receive one nominated AAMT publication.

8. Honorary membership shall be available to persons who have rendered distinguished service to the Association. They shall be nominated by the Council and elected at a general meeting. Their privileges shall be those of ordinary membership without payment of any subscription, and they shall receive one nominated AAMT publication.
9. A right, privilege or obligation which a person or institution has by reason of being a member of the Association may not be transferred to any other person or institution.
10. Any person or institution wishing to join the Association shall make an application to the Council in writing, furnishing such details as the Council may deem appropriate.
11. On joining the Association a member (except an honorary member) shall pay an initial subscription. Each year thereafter, while remaining a member, the member shall pay an annual subscription, which shall become due on January 1.
12. The subscriptions for any year shall be fixed at the Annual General Meeting held in the previous year. The subscription may be fixed at different amounts for the different categories of members.
13. The liability of a member to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Section 12.
14. A person or institution ceases to be a member if the person or institution
 - i) dies, or in the case of an institution, is closed;
 - ii) resigns from membership of the Association;
 - iii) is expelled from the Association; or
 - iv) fails to renew membership of the Association.
15. Where the Council is of the opinion that a member-
 - i) has persistently refused or neglected to comply with a provision of this Constitution; or
 - ii) has persistently and wilfully acted in a manner prejudicial to the interests of the Association,the Council may, by resolution-
 - i) expel the member from the Association; or
 - ii) suspend the member from such rights and privileges of membership of the Association as Council may determine for a specified period.

16. Where the Council passes a resolution under Section 15, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member –
 - i) setting out the resolution of the Council and the grounds on which it is based;
 - ii) stating that the member may address the Council at a meeting to be held not earlier than 14 days and not later than 28 days after the serving of the notice;
 - iii) stating the date, time and place of that meeting; and
 - iv) informing the member that the member may do either or both of the following:
 - a) attend and speak at the meeting;
 - b) submit to Council at or prior to the date of that meeting written representations relating to the resolution.
17. Subject to Section 50 of the *Associations Incorporation Act 1991*, at a meeting of the Council mentioned in Section 16, the Council shall –
 - i) give to the member mentioned in Section 15 an opportunity to make oral representations;
 - ii) give due consideration to any written representations submitted to the Council at or prior to that meeting; and
 - iii) by resolution determine whether to confirm or revoke the resolution of Council made under Section 15.
18. Where the Council confirms a resolution under Section 17, the Secretary shall, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under Sections 20 to 23.
19. A resolution confirmed by Council under Section 17 does not take effect-
 - i) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - ii) where within that period the member exercise the right of appeal unless and until the Association confirms the resolution in accordance with Section 23.
20. A member may appeal to the Association in a general meeting against a resolution of Council which is confirmed under Section 17, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
21. Upon receipt of a notice served under Section 20, the Secretary shall notify the Council which shall convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice, or as soon as possible after that date.

22. Subject to Section 50 of the *Associations Incorporation Act 1991*, at a general meeting of the Association convened under Section 21-
- i) no business other than the question of the appeal shall be transacted;
 - ii) the Council and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - iii) the members present shall vote by secret ballot on the question of whether the resolution made under Section 17 be confirmed.
23. If the meeting mentioned in Section 22 passes a special resolution in favour of the confirmation of the resolution made under Section 17, that resolution is confirmed.

Officers and Council

24. The Officers of the Association shall be the President, The Vice Presidents, the Treasurer and the Secretary. One of the Vice Presidents shall serve as the Public Officer of the Association. There shall not be more than two Vice Presidents at any one time.
25. The business of the Association shall be conducted by a Council, consisting of the Officers and no more than ten additional members.
26. Concessional members may not be elected as Officers of the Association. They may be elected as Council members but their number shall not exceed two.
27. The Officers and other members of the Council shall be members of the Association and shall be elected at the Annual General meeting to serve from the conclusion of that meeting to the conclusion of the next Annual General Meeting.
28. A retiring Officer or other member of the Council may be re-elected but the President may not serve more than two successive years as President. The President shall be eligible to be elected as Vice President.
29. If a casual vacancy arises on Council, the Council may fill it.
30. The President shall take the chair at every meeting at which he or she is present. In the absence of the President, a Vice President shall take the chair. If the Vice Presidents are also absent, any member of the Council may be voted into the chair.
31. The Secretary shall keep a record of the business conducted at all meetings and issue notices of all meetings. The Secretary shall normally conduct all

correspondence, shall hand any monies received on behalf of the Association to the Treasurer and shall hand over all records, minutes and correspondence to the next Secretary on relinquishing office.

32. The Treasurer shall receive and issue receipts for all monies paid to the Association, and shall manage the Association's bank accounts and investments. The Treasurer shall pay only such Association expenses as are approved by Council. The Treasurer shall present at each Council meeting a statement of accounts showing receipts and payments since the previous meeting. The Treasurer shall submit an audited annual statement of income and expenditure, receipts and payments, assets and liabilities to the Annual General Meeting. The Treasurer shall hand over all records to the next Treasurer on relinquishing office.
33. An Officer or member of Council who is absent from three consecutive meetings without being granted leave or without explanation shall vacate his or her position.
34. At a meeting of Council, five Council members of whom at least two are Officers shall form a quorum. The Council shall make its own rules of procedure.

Meetings of the Association

35. The time and place of every meeting of the Association and the principal business to be transacted at the meeting shall be announced by a notice sent to all members at their last notified home or business address not less than two weeks before the date of the meeting.
36. Resolutions submitted to a meeting, other than motions for election, shall be determined by open vote unless a ballot be demanded. Any motion other than a motion for altering, annulling or adding to the Constitution shall be carried by a simple majority of vote of members.
37. Motions for election in which the number of nominations is equal to the number of vacancies that are to be filled shall be declared carried unopposed. Contested elections shall be determined by ballot. In the case of equal votes, the Chair will have a casting vote in addition to his or her deliberative vote.
38. There shall be an Annual General Meeting held at least once each calendar year on such day as the Council may appoint. At the Annual General Meeting:
 - i) The President shall report on the activities of the Association during the preceding year;
 - ii) The Treasurer shall report on the financial position of the Association;
 - iii) The Officers and other members of the Council shall be elected;
 - iv) The auditor shall be appointed.

39. A Special Meeting may be called by the Council. The Council shall be required to call such a meeting at the written request of ten members of the Association who shall state therein the object for which they wish the meeting to be called. The special business to be transacted at the meeting shall have priority over all other business.
40. At a meeting of the Association five members, of whom at least two are members of the Council, shall form a quorum.
41. (a) The Common Seal of the Association shall be kept in the custody of the Secretary.
(b) The Common Seal shall not be affixed to any instrument except by authority of the Council and the affixing of the Common Seal shall be attested by the signatures of the President and the Secretary.

Inspection of the books

42. The records, books and other documents of the Association shall be open to inspection at a place in the Australian Capital Territory, free of charge, by a member of the Association at any reasonable hour.

Financial Year

43. The financial year of the Association shall be from October 1 to September 30 of the following year.

Alteration of the Constitution

44. No motion for altering, annulling or adding to the constitution shall be entertained except at the Annual General Meeting or at a Special Meeting called for that purpose. Such a motion shall be required to be supported by the voted of two thirds of the Association present and voting. Notice of such motion shall be given to the Council at least one month before the meeting.

Regulations made by Council

45. The Council shall have the power to make Regulations as to matters not provided for in this Constitution and to vary such Regulations.

Dissolution of the Association

46. The Association may be dissolved in terms of a resolution carried at a Special Meeting of the Association by three quarters of the members present. Such a resolution shall provide for the disposal of funds and other assets of the

Association in accordance with the relevant section of the *Associations Incorporation Act 1991*.

[This constitution was passed at a Special Meeting on 10 May 1993]

Note: Section 50 on the *Associations Incorporation Act 1991* referred to in the Constitution is:

Rules of Natural Justice

Where an incorporated association exercises any power that it has to adjudicate upon a dispute between its members, or between itself and a member or members, in relation to the rights conferred upon members by the rules of the association, any decision made by the association shall not be taken to be valid unless, in any proceedings in relation to the dispute, the rules of natural justice have been complied with.