

SCHEDULE 2

REGULATIONS

I MEMBERSHIP OF THE ASSOCIATION

1.
 - (a) There shall be an annual membership fee. The amount of the annual membership fee for each category of membership and the subscription fees for the serial publications of the Association shall be fixed by the Council for each year no later than 1 February of the previous year.
 - (b) Each Affiliate shall pay to the Association for all its members (with the exception of those holding membership through another Affiliate or Life Membership of the Association) the appropriate annual payment. This payment shall consist of the annual membership fee of the Association for each category of membership and the subscription fee(s) for any of the serial publications of the Association nominated by the member.
 - (c) The annual membership fee of the Association for each category of membership and any subscription fee(s) of the serial publications of the Association together with appropriate membership details as determined by the Council shall be due no more than two months after the date that a person takes up or renews membership of the Affiliate.
 - (d) A non-member who is not resident in Australia may receive benefits including discounts on goods and services; electronic delivery of the Newsletter; journals; resources and other information services by becoming an International Associate. The International Associate fee shall be set by Council for each year no later than 1 February of the previous year.
2. The privileges of membership during the period of membership shall include:
 - (a) the right to participate in all activities and discussions of the Association, such as, attending conferences and speaking and voting at general meetings;
 - (b) the receipt of the newsletter of the Association;
 - (c) Member's rates on serial publications, resources and activities of the Association for which fees or charges are made;
 - (d) access to the Association's resources catalogue in a variety of formats including electronic; and
 - (e) the right to stand for election as President and Treasurer of the Association. In order to stand for election as President or Treasurer the Member must be an Individual Member or Life Member of the Association and nominated in accordance with Clause 12 (b) of these Regulations.

II AWARDS

3. Members who have rendered distinguished service to the Association may be awarded a Distinguished Service Award. Nominations for such awards shall be presented to Council, and approved by a majority of Councillors. Receipt of a Distinguished Service Award does not preclude a Member from election as a Life Member of the Association.

III. RESPONSIBILITIES OF AFFILIATES

4. Each Affiliate shall send one copy of each of its journals, newsletters and annual reports to the AAMT Secretariat.
5. Affiliates shall furnish to the Association in a format determined by the Council, details identifying each member of that Affiliate and any serial publications of the Association to which that member subscribes.

IV. THE AAMT DATABASE

6.
 - (a) The Association shall operate a Database of its membership.
 - (b) This Database shall be used solely for internal Council related activities and, in addition to the requirements at item 8.2 of the constitution, will contain information determined as required by Council for the operation of the Association. Use of the database is in accordance with principles stated in the Association's privacy policy.

V. CONDUCT OF COUNCIL AND OFFICERS OF THE ASSOCIATION

7.
 - (a) Up to two (2) observers for each Affiliate shall be admitted to meetings of the Council. Costs associated with observers' attendance at meetings of the Council will not be met by AAMT. Such observers will not sit at the main table, will have no automatic right to speak, and may be asked to leave for some items of business. Observers will be granted speaking rights for a particular agenda item by the ruling of the President. The right to speak will cease at the conclusion of the agenda item. A new ruling will be required for each relevant item of business.
 - (b) The President may invite other persons who may or may not be members of the Association to attend meeting(s) of the Council. These observers will be admitted to the meeting under the same conditions as other observers.
 - (c) Members of AAMT staff instructed to attend Council meetings by the President or Chief Executive Officer shall be considered to be observers of Council with speaking rights.
 - (d) In the event that a Councillor is unable to attend a meeting, the Affiliate may

nominate an Alternate Councillor to attend in their place. All costs for the attendance of the Alternate Councillor will be met by AAMT. The Alternate Councillor will sit at the main table and have full speaking and voting rights, and will assume the duties and responsibilities of the Councillor for that meeting and subsequently as directed by the President.

8. When it is necessary for the Council to vote upon a motion by correspondence:
 - (a) Votes shall only be received from members of the Council;
 - (b) A minimum of 50% of eligible votes shall be recorded or the motion should be considered to have lapsed;
 - (c) Votes received shall be counted at the expiration of four weeks from the date of posting or e-mailing the motion to members of the Council;
 - (d) Councillors from whom no written reply is received shall be regarded as not voting; and
 - (e) Outcomes will be decided on a simple majority of votes received.
9. All motions considered by the Council, by correspondence, shall be recorded in the minutes of the following Council meeting.
10. The Association shall pay all reasonable costs associated with Councillors' attendance at Council meetings.
11. Copies of the agendas, and reports to each Council meeting will normally be made available by the Chief Executive Officer to Councillors and secretaries of Affiliates at least two weeks prior to the meeting. Copies of the minutes of meetings shall be made available by the Chief Executive Officer to Councillors and secretaries of the Affiliates within six weeks of the Council meeting. These minutes will be available to Members upon request.
12.
 - (a) Before 01 March in each relevant year the Council shall appoint a Returning Officer to conduct the election of the President Elect, Treasurer, and such other elections as the Council may decide.
 - (b) Each nomination for the position of President or Treasurer shall be made in writing by a member of Council, seconded by a Member, and countersigned by the nominee.
 - (c) Nominations must be received by the Returning Officer in writing on or by 31st March of the relevant year.
 - (d) In the event of an election, nominees are requested to provide a one page statement about themselves for distribution to Members. These statements will be made available to all Members attending the Annual General Meeting.

- (e) The election of the President Elect and Treasurer will be decided at the Annual General Meeting.
 - (f) The ballot will be conducted using preferential voting. In the event of a tied election, the President shall have an additional casting vote.
 - (g) The President Elect and Treasurer will take up these positions at the close of the Annual General Meeting at which they are elected.
13. The President is required by Council to ensure the effective conduct of the affairs of the Association. In addition to the duties in 16.1 of the Constitution, the President shall:
- (a) be responsible for matters related to international relations and relationships with government and other bodies, and public advocacy;
 - (b) monitor and support the work of the Chief Executive Officer;
 - (c) be an ex officio member of all committees of the Association;
 - (d) provide an annual report to the Annual General Meeting outlining the Association's recent achievements and proposing future directions; and
 - (e) undertake other duties as required by Council.
14. In addition to the duties in 16.2 of the Constitution, the Immediate Past President or President Elect shall:
- (a) be responsible for submitting to Council nominations for Life Members and/or Distinguished Service Awards as appropriate; and
 - (b) undertake other duties as required by Council.
15. The Chief Executive Officer shall:
- (a) ensure the publication of a newsletter;
 - (b) keep a register of Life Members and ensure that they receive the privileges of Life Membership;
 - (c) be responsible for the recruitment, employment, supervision and termination of all other staff;
 - (d) be consulted on all financial aspects of the operations of sub-committees established by Council;
 - (e) prepare an annual budget and monitor income and expenditure in line with the

budget;

- (f) prepare financial reports for each Council meeting and otherwise as required by the Council. The content and format of these reports shall be as specified from time to time by Council, on the advice of the Finance Sub-committee;
- (g) sign contracts and acquittals on behalf of the Association;
- (h) approve requests for reimbursement of expenses incurred on approved Association business; and
- (i) undertake other duties as required by the Council.

16. The Association's representatives to outside groups, organisations or committees will:

- (a) be appointed by Council as required; and
- (b) report to Council as required.

VI. JOURNAL EDITORS

17. The editors of the journals will be appointed by Council for a two year term before October 31st of each even numbered year.

18. Editors of the Association's journals shall

- (a) liaise with the AAMT Professional Officer and other AAMT staff;
- (b) meet deadlines negotiated for the publication of the journal;
- (c) liaise with the editors of other AAMT journals as necessary;
- (d) prepare an annual written report for presentation to the Council;
- (e) be responsible for editing initial copy;
- (f) liaise with the AAMT Office on matters concerning layout of material and comment and advise on the overall presentation of the journal;
- (g) undertake the conduct and coordination of the peer review process for articles;
- (h) write an editorial for each edition of the journal;
- (i) produce four editions for APMC OR per four editions of AMT OR two editions of ASMJ per year (whichever applies);

- (j) be the final arbiters of what is published in the journal – subject to compliance with Australian law, this Policy and the AAMT Constitution;
 - (k) ensure the journal is of the highest possible quality within the constraints of budget and time;
 - (l) seek and solicit contributions as necessary;
 - (m) liaise with the Affiliates and their journal editors as necessary; and
 - (n) help and advise writers as appropriate.
19. The AAMT Office will:
- (a) receive and log articles submitted for publication and forward these promptly to the editor(s);
 - (b) send an acknowledgement of receipt of the manuscript to the author;
 - (c) support editors' and others' efforts to solicit contributions;
 - (d) manage the production and printing of the journal;
 - (e) provide copies of the journal to authors, members of the editorial panel and publishers of books that are reviewed; and
 - (f) provide other support to the editor(s) as requested from time to time.

VII. BIENNIAL CONFERENCES

20. Affiliates interested in hosting a biennial conference of the Association in their state or territory shall present a written proposal to Council at least eighteen (18) months prior to the proposed conference. Council will consider all proposals to host a particular conference and select the best proposal and work with that Affiliate to conduct the conference.
21. The proposal to host a biennial conference of the Association shall include the following information:
- (a) proposed location (town/city) and a brief rationale for the conference to be held at this location;
 - (b) approximate dates and venue; and
 - (c) name of the chair of the local organising committee.
22. The Chief Executive Officer will ensure that a Letter of Agreement is negotiated and signed between the Association and the President of the relevant Affiliate, which

AAMT Regulations adopted February 2012; revised February 2013
details the financial arrangements concerning the Conference, and the responsibilities of the local organising committee and the AAMT office.

23. The biennial conference will include the Hanna Neumann Memorial Lecture, which will normally be given by an Australian mathematician.
24. There shall be a Special General Meeting at each Biennial Conference of the Association to inform Members present about the work of the Association. The agenda for this meeting will include:
 - 24.1 A financial report;
 - 24.2 President's report;
 - 24.3 CEO's report; and
 - 24.4 Any other matters submitted for consideration at a Special General Meeting in accordance with the Constitution.

VIII. FINANCE, PERSONNEL AND PROPERTY

24. The Association's financial and business year shall end on 31 January of each year.
25. The Council will establish an Appointment and Remuneration Sub-Committee to appoint or terminate the Chief Executive Officer, and to determine the salary and conditions of employment of the Chief Executive Officer. The Appointment and Remuneration Sub-Committee shall:
 - (a) be chaired by the President;
 - (b) establish any processes for review of the performance of the incumbent, setting job and person specifications, advertising for the position and the selection process; and
 - (c) negotiate the Employment Agreement for the Chief Executive Officer, including the remuneration package.
26. The Chief Executive Officer will ensure that conditions of employment for all employees are documented in individual 'Employment Agreements'.

27. Expenditure authorisation

- (a) Expenditure will follow the budget approved by Council.
- (b) The following discretionary expenditure delegations are made and can be varied from time to time. From 01 February 2012:

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| <i>\$0 – 1000</i> | Finance Officer. Chief Executive Officer notified retrospectively, but within one month of expenditure. |
| <i>\$1000.01 – \$25 000</i> | Chief Executive Officer to authorise |
| <i>\$25 000.01 – \$100 000</i> | Chief Executive Officer and one of President or President Elect or Immediate Past President or reasurer to authorise |
| <i>\$100 000.01 and over</i> | Full Council to authorise. |
- (c) Authorisations may be made by the Chief Executive Officer to ensure flow of funds for continuing and budgeted expenses such as wages and employment entitlements, utilities and taxation payments.

28. The following principles will guide any arrangements with external sponsors or agencies funding work of the Association:

- (a) Any contract or sponsorship entered into by the Association must further the Objectives of the Association.
- (b) Contracts and other agreements entered into with external funding sources must be endorsed by Council.