

EDINBURGH MATHEMATICAL SOCIETY

Constitution 20/02/2009

1. **Aims** The aims of the EDINBURGH MATHEMATICAL SOCIETY shall be the promotion and extension of the Mathematical Sciences, pure and applied, particularly in Scotland.
2. **Membership** The Society shall consist of Ordinary and Honorary Members.

Ordinary membership shall be open to all those who are interested in furthering the aims of the Society. Applications will be considered by the General Committee and shall be refused for good and proper reasons only.

Candidates for admission to Honorary Membership may be nominated at an Ordinary Meeting of the Society by General Committee only, following a proposal from at least three members of the Society, and shall be admitted if at least two thirds of the members present vote in favour.
3. **Subscriptions** Every Ordinary Member shall pay subscriptions to the funds of the Society at the times and of the amounts specified in the Rules.
4. **Office-Bearers** The Office-Bearers shall consist of a President, a Vice-President, one or two Secretaries, a Treasurer and a Librarian.
5. **General Committee** The General Committee shall have responsibility for all decisions concerning the running of the Society subject to the Constitution and Rules. It shall consist of the President, Vice-President, Secretary or Secretaries, Treasurer, Librarian, Convener of the Editorial Board and at least 6 but not more than 10 additional members of the Society. No person may serve as an additional member for more than three sessions consecutively.
6. **Policy Advisory Group** The Policy Advisory Group shall initiate ideas for the general development of the Society, and advise the General Committee on issues referred to it by the General Committee or the President. Its composition and duties shall be determined by the Rules of the Society.
7. **Investment Committee** The Investment Committee shall oversee the financial situation of the Society. Its composition, duties and powers shall be determined by the Rules of the Society.
8. **Research Support Fund** The Society shall maintain a Research Support Fund to support research activity. Applications to this fund shall be judged by the Research Support Fund Committee whose composition shall be determined by the Rules of the Society. Judgement of applications to the Research Support Fund shall be according to the Rules of the Society. The Society shall require the dissemination of the useful results of any research that it supports.
9. **Education Committee** The Education Committee shall represent the Society in all matters of mathematical education at every level. Its composition and role shall be determined by the Rules of the Society.
10. **Proceedings** The Society shall publish the Proceedings of the Edinburgh Mathematical Society as frequently as the General Committee considers expedient. In general, the Proceedings are intended to contain papers original in matter or manner. The Editorial Board shall advise the General Committee on matters concerned with publications. Its composition, duties and powers shall be determined by the Rules of the Society.
11. **Meetings** There shall normally be at least 7 Ordinary meetings in a session. Each session shall be concluded by the Annual General Meeting which shall be followed immediately by the first Ordinary meeting of the next session.

Special meetings may be called by a Secretary either on the direction of the General Committee or on a requisition signed by 15 members (in which case the requisition should be sent to a Secretary; this should bear the signatures of the 15 members if submitted on paper or their email addresses if submitted by email).

Notice of the Annual General Meeting shall be communicated to all members at least two weeks in advance. The business of the Annual General Meeting shall include the election of the Society's Officers for the coming session and the presentation of accounts for the previous session.

At an Ordinary or Special meeting no vote shall be taken unless at least 25 members or one-twelfth of the membership are present.

All questions not otherwise provided for in the Constitution and Rules shall be decided by a simple majority of the votes cast.

The General Committee shall appoint scrutineers whose decision shall be final in the event of any dispute.

12. **Submission of a motion to adjust Constitution** A motion to repeal or alter part of the Constitution may be proposed by the General Committee or by 10 members (in which case a copy of the motion should be sent to a Secretary; this should bear the signatures of the 10 members if submitted on paper or their email addresses if submitted by email).

Notice of such a motion shall be laid before one Ordinary Meeting, and written notice shall be sent or emailed to all members before the next Ordinary Meeting at which the motion shall be voted upon. The motion shall be carried if it receives more than two-thirds of the votes cast. Votes may be cast at the meeting or by post or email in advance of the meeting.

13. **Submission of a motion to adjust Rules** A motion to repeal or alter a Rule, or to enact a new Rule, may be proposed by the General Committee or by 5 members (in which case a copy of the motion should be sent to a Secretary; this should bear the signatures of the 5 members if submitted on paper or their email addresses if submitted by email).

Written notice of such a motion shall be sent or emailed to all members before the meeting at which it is to be voted upon. At this meeting, amendments may also be proposed and voted upon, save that the President shall have power to defer to a later meeting the voting on any proposed amendment if he or she judges it to touch on matters of substance. The motion shall be carried if it receives a simple majority of the votes cast. In the event of equal voting, the motion shall be lost. Votes may be cast at the meeting or by post or email in advance of the meeting.

14. **Finance** The Society shall arrange for the annual accounts to be audited or examined and certified by a capable independent person in accordance with the requirements of charity law.
All monies raised by or on behalf of the Society shall be applied to further the aims of the Society and for no other purpose provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Society and fees to professional and technical advisors.

15. **Dissolution** The Society may be dissolved by the resolution of a two thirds majority of its members voting at a meeting held for that purpose. In the event of the dissolution of the Society, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Society, but shall be given or transferred to a recognised charitable organisation(s) having aims similar to those of the Society.

Rules

These rules shall be subject to the over-riding authority of the Constitution.

Subscriptions

1. Following admission to membership, each ordinary member shall pay an annual subscription to be determined by the General Committee, except that:
 - (i) for a member who is admitted after 31st January of a given session, no subscription will be required for the remainder of that session;
 - (ii) no further subscription shall be required from a member of at least 25 years standing and either 65 years of age or over or permanently retired from full-time employment, such Ordinary Members to be known as Senior Members. (Arrangements remain unchanged for members who have chosen to compound their subscriptions under an earlier Rule.);
 - (iii) no subscription shall be required of a member who is enrolled as a full-time postgraduate student at a Scottish university.

Subscription payments will be made either by direct debit on a date to be determined by the Society or by the 1st November of each session in which they are due.

2. Each Ordinary Member shall be given notice of the amount of the subscription due at the beginning of each session. If this subscription has not been paid by 1st January following, the member shall be deemed to have resigned from the Society, except that the General Committee shall have the right to extend the period for payment in exceptional circumstances.
3. Each Ordinary Member whose subscription is not in arrears shall be entitled to purchase the Proceedings at a discount on the published price, to be determined by the General Committee, except that members who have chosen to compound their subscriptions under an earlier Rule shall receive one copy of each issue of the Proceedings free of charge. Ordinary Members shall be notified at the beginning of each session of the discount price for the following year.

General Committee

4. The positions of President, Vice-President, Secretary or Secretaries, Treasurer, Librarian and the additional members of the General Committee shall be subject to annual election or re-election. No person may serve for more than two consecutive years as President.
5. The General Committee shall meet at least three times during each session, the President in the Chair or the Vice-President if the President is unable to attend. Five shall form a quorum.
6. A Secretary shall keep minutes of the meetings of the Society and of the General Committee and shall issue notice of meetings to members resident in the United Kingdom.

Nominations and Elections

7. Any member of the Society shall have the right to make nominations for the positions detailed in Rule 4 and suggestions for other appointments. Only written nominations signed by the proposer, seconder and nominee, received by the Secretary before 15th May, shall be accepted.
8. After 15th May, the General Committee shall prepare a list of its own nominations for the positions detailed in Rule 4.
9. If any office is contested or if there are more than 10 nominations for additional membership of the General Committee, there shall be a postal ballot of all members, held during September or October, the papers to be sent out at least two weeks before the Annual General Meeting, and to be returned by a specified closing date, which shall be no more than two days before the Annual General Meeting. The General Committee shall appoint scrutineers whose decision shall be final in the event of any dispute. The results of ballots, all formal elections and the names of appointees shall be announced at the Annual General Meeting.

Policy Advisory Group

10. The Policy Advisory Group shall initiate ideas for the general development of the Society, advise the President and General Committee on issues referred to it and offer advice as appropriate regarding nominations, appointees and speakers.
11. The Group shall consist of the President, Vice-President, Secretaries and 3 additional members of the Society. The additional members shall have experience, expertise and standing in the mathematical community; they shall be appointed annually by the General Committee for no more than three years consecutively.
12. The Group shall meet as required.

Investment Committee

13. The Investment Committee shall keep the finances of the Society under constant review. The Investment Committee shall select the investments in which the reserves of the Society are to be held so that in its judgement the benefit to the Society is maximised.
14. The Investment Committee shall consist of the President, Treasurer (Convener), one Secretary and at least 3 additional members of the Society. The additional members shall be appointed or reappointed annually by the General Committee. Additional members may serve a first term of up to 5 years, which may be followed by a second term of at most 3 years.
15. On the advice of the Investment Committee, and with such other advice as is considered appropriate, the Treasurer shall have power to invest the reserves of the Society. Such action shall be reported to the General Committee of the Society.
16. The Investment Committee shall meet at least twice during each session. A majority of the membership of the Committee shall constitute a quorum.

Research Support Fund Committee

17. The Research Support Fund shall be allotted a sum each year, determined by General Committee, to support research activity.
18. The Research Support Fund Committee shall comprise the President and at least three additional members including the Convener, no more than two coming from any single institution. Additional members of the Committee shall be appointed by General Committee for an initial term of up to four years, which may be renewed for one further term of up to four years.
19. The Research Support Fund Committee shall judge applications to the Fund for support according to criteria approved by General Committee with guidance from the Research Support Fund Committee.

Education Committee

20. The Education Committee shall be allotted a sum each year, determined by General Committee, to support a wide range of activities in mathematical education.
21. The Education Committee shall comprise the President, and at least three additional members including the Convener. Additional members of the Committee shall be appointed by General Committee for an initial term of up to four years, which may be renewed for one further term of up to four years.
22. The Education Committee shall involve itself with issues of mathematical education in the widest sense, notably in representing the Scottish mathematical community in dealings with Governmental and non-governmental educational organisations, in matters pertaining to mathematics education in schools and universities, and in supporting a range of mathematical activities being undertaken by school, undergraduate and postgraduate students and also professional mathematical educators.

Editorial Board

23. The Editorial Board shall consist of at least 3 Subject Editors, a Reviews Editor, Consulting Editors and, if management of the Proceedings is not being undertaken by an external agency, a Managing Editor. The Subject Editors shall be appointed annually by the General Committee for an initial term of up to 5 years, which may be renewed for one further term of up to 5 years. The Reviews Editor and Managing Editor, if there is such an appointee, shall be appointed annually by the General Committee. Consulting Editors shall be appointed by the General Committee for periods which it shall determine in advance and may renew.
24. The Convenor of the Editorial Board shall be appointed by the General Committee for a period of up to three years. No person shall be Convenor for more than 6 consecutive years. The Convenor shall be responsible for arranging and chairing meetings of the Editorial Board when required.
The Deputy Convenor of the Editorial Board shall be appointed annually, normally from among the Subject Editors, by the General Committee. No person shall be Deputy Convenor for more than 2 consecutive years.
25. In consultation with Editorial Board, General Committee may appoint an external agency to undertake management of the Proceedings. Negotiation with such an agency may be delegated to a sub-committee appointed by General Committee. Before the appointment of any such agency is finally agreed, the terms and conditions applying to the appointment of the agency shall be approved by General Committee.
26. Every paper published in the Proceedings must first have been submitted by a Subject Editor, acting on behalf of the Editorial Board, to at least one referee of competent authority and reported upon favourably. The Subject Editor shall forward the referee's report together with the Subject Editor's own recommendation to the Convenor who, in consultation with the Deputy Convenor and the Subject Editor as appropriate, shall decide whether the paper will be accepted for publication. The Subject Editor shall have the right of appeal to the whole Editorial Board in the event of disagreement. The decisions of the Editorial Board on the choice of referees and on questions of publication shall be final.
27. The Managing Editor, when such an appointment exists, shall be responsible for arranging the copy-editing, making up issues, arranging for proof-reading, ordering of off-prints and liaising with authors and printers.
When management is undertaken by an external agency, it will be carried out according to the agreement approved by General Committee.

Library

28. By virtue of an agreement between Edinburgh University Library and the Society, the Society's Library is housed partly in the University Library and partly in the Science section of the National Library of Scotland. All Society members enjoy reference and borrowing rights in both the University Library and the Science section of the National Library of Scotland identical with those of University academic staff, subject to the rules made by or for the Libraries in force at any time. Any postage costs incurred are to be paid by the borrower.
29. The Librarian shall be responsible for liaison with the Edinburgh University Library and the National Library of Scotland, and for arranging exchange agreements.

Additional Representatives of the Society

30. General Committee shall appoint from time to time, as deemed fit by the Committee, representatives to other societies or organisations