

CHAPTER CONSTITUTION
(ACCEPTED ddmmyyyy)

SAARMSTE XXXX (country/province name) CHAPTER - SOUTH AFRICA

1. NAME

- 1.1. The forum will be known as SAARMSTE XXXX country/province name Chapter
- 1.2. The name of the Association: Southern African Association for Research in Mathematics, Science and Technology Education, will be abbreviated to: SAARMSTE

2. OBJECTIVES

- 2.1. The objectives of the SAARMSTE Chapter shall, (in alignment with SAARMSTE), be to advance research in mathematics, science and technology education (hereinafter “MSTE”) and allied fields in the aforesaid Chapter of Southern Africa by -
- 2.2. fostering a sense of community among researchers in MSTE and allied disciplines
- 2.3. promoting research to improve and develop MSTE programmes in response to current and future needs;
- 2.4. encouraging discussion and research around key issues in MSTE;
- 2.5. organising meetings at which the results of MSTE research can be presented;
- 2.6. assisting in the development of research skills relevant and appropriate to the MSTE field, and developing further expertise in that field by means of organising workshops, short courses and exchange visits;
- 2.7. liaising with other MSTE research bodies;
- 2.8. supporting publication of research in MSTE; and
- 2.9. building an open forum for debate encompassing different MSTE research paradigms.

3. MEMBERSHIP

- 3.1. The membership of the Chapter shall be limited to persons who are members of SAARMSTE, in accordance with the SAARMSTE Constitution.
- 3.2. Involvement and participation with the SAARMSTE Chapter shall be open to person, or persons within an organisation, in activities that support the objectives of SAARMSTE.
- 3.3. Application for individual membership to SAARMSTE shall be made online, through the Association website: www.saarmste.org

4. CORE GROUP or COMMITTEE

- 4.1. The affairs of the SAARMSTE Chapter shall be managed by a core group or committee of five, comprising: chair, deputy chair, secretary/treasurer plus two members. These should be elected at the Chapter AGM. The term of office of each committee member will be two years.
- 4.2. The committee officers and the chair of the committee will be elected from the core group at the Chapter AGM.
- 4.3. One member of the core group will be elected each year to represent the SAARMSTE Chapter at the Chapter AGM.
- 4.4. The core group will determine the duties of each co-opted committee member.

5. CHAPTER CORE GROUP MEETINGS

- 5.1. The Chapter Secretary/treasurer, in collaboration with the Chapter Chair, will convene meetings.
- 5.2. The core group shall meet at least three times per annum. These meetings can be in conjunction with chapter meetings/events.
- 5.3. Notice of meetings shall be given at least twenty-one (21) days prior to the date of the meeting, except in the case of an emergency.
- 5.4. At a meeting of the core group, attendance of at least 3 members of the core group member shall constitute a quorum.

6. COORDINATION with SAARMSTE Executive

- 6.1. There are two Chapter Representatives on the SAARMSTE Executive Committee at any given time.
- 6.2. These Chapter representatives are voted in by the members at the SAARMSTE Annual General Meeting held prior to the SAARMSTE Annual Conference.
- 6.3. The Chapter core group provides the Chapter Representatives with the following:
 - 6.3.1. The Chapter annual plan and proposed budget (by 28 February)
 - 6.3.2. The Chapter annual report and financial report (by 30 December)

7. ANNUAL GENERAL MEETINGS

- 7.1. An Annual General Meeting of the Chapter shall be held once a year by no later than the beginning of November of each year.
- 7.2. The business of an Annual General Meeting shall include; the presentation, discussion and acceptance of financial records, a review of the previous year's activities, the election of a chair or chair elect for the coming year and, discussion around the way forward for the year following.
- 7.3. At a Chapter AGM, attendance of at least 50% of the Chapter members shall constitute a quorum.

8. FUNDS

In accordance with SAARMSTE Constitution:

- 8.1 The Chapter shall not contract on behalf of SAARMSTE, or in any way alienate or encumber any asset of SAARMSTE;
- 8.2 SAARMSTE shall have no claims upon any of the assets of, and no liability for any conduct of or obligation incurred by the Chapter; until the point of Chapter dissolution, (see clause 13.3 below).
- 8.3 No Chapter shall have any claims upon any of the assets of SAARMSTE, or any liability incurred by SAARMSTE, in accordance with the SAARMSTE Constitution.
- 8.4 Funds of a SAARMSTE Chapter may consist of:
 - 8.4.1 Association support to the Chapter, either in monetary terms, or contribution(s) that may assist in furthering the objectives of the Chapter in conjunction with the Association. Such support may be available on request of a reasonable motivation directed to the Association Executive Committee. Such request should outline the activity for which finance may be required, including a

proposed budget indicating other means of support and/or income from such event(s).

8.4.2 Donations and/or voluntary contributions.

8.4.3 Proceeds of fund-raising initiatives.

9. FINANCES

9.1. All monies of the SAARMSTE Chapter must be deposited in the name of the SAARMSTE Chapter in a recognized banking or deposit-receiving institution.

9.2. The SAARMSTE Chapter may not, at any time, raise credit from any institution and/or supplier

9.3. All cash, cheque or internet banking withdrawals must be signed by two of the SAARMSTE Chapter committee members, the Chairperson and one other (secretary/treasurer).

9.4. The financial year of the Chapter ends on 31st October of each year.

9.5. Each Chapter shall annually submit to the SAARMSTE Chapter Representatives, (for the SAARMSTE Executive Committee), a written report on the Chapter activities, including a financial statement, and the names and contact details of the Chapter bank account signatories by 30th December of each year.

10. RECORDS

10.1. The Chapter core group shall ensure that all documents of the SAARMSTE Chapter are kept in safe custody and well preserved by a designated member of the Chapter Committee

11. AMENDMENTS

11.1. This constitution may be amended by a decision taken by registered members at an Annual General Meeting of the SAARMSTE Chapter, provided that the vote in favour of the amendment is that of at least two-thirds of the Chapter members present in person, and provided that the amendment is ratified by SAARMSTE, the main body.

12. DORMANCY

12.1. Three conditions for dormancy are:

12.1.1. no activity over the past one to two years; or

12.1.2. no chapter meetings; or

12.1.3. no forwarding of financial statements as indicated in Clause 9.5 of this Constitution

12.2. The Chapter may be considered at risk of dormancy if one of these three conditions, (as stated in 12.1), are not met. In this case the Chapter may be recommended for closure.

13. DISSOLUTION/CLOSURE

13.1. Based on the responses received, under Dormancy (as stated in 12.2), if the Chapter has been dormant for two years, and only after mutual agreement, will Chapters be tabled for dissolution at the main body SAARMSTE AGM through the SAARMSTE Executive Committee.

13.2. The members of SAARMSTE in an Annual General Meeting may terminate the affiliation of the Chapter at any time by the procedure that is required to adopt an amendment to the Chapter Constitution, in accordance with the SAARMSTE Constitution.

13.3. When a Chapter is closed:

13.3.1. The Chapter bank account shall be closed.

13.3.2. Any remaining balance in the Chapter bank account of monies, including monies received from the SAARMSTE main body, shall be returned to SAARMSTE Association account.

13.3.3. Any monies held in the Chapter bank account, which may have accrued from donations and/or funding, other than from SAARMSTE main body, should be returned to such individuals and/or institutions.

This Chapter Constitution was approved and accepted by members of:

THE SOUTHERN ASSOCIATION FOR RESEARCH IN MATHEMATICS, SCIENCE AND
TECHNOLOGY EDUCATION (SAARMSTE)

EXECUTIVE COMMITTEE

At a meeting held on _____ (date) _____(month / year)

Signature of President _____ Date _____

Name _____

Signature of Secretary – Treasurer _____ Date _____

Name _____